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Method Statement

Demolition of The Former Leisure Centre
The Grove,
Newark
N24 3AL

Comprising: Demolition & Waste Removal

Kier Services Ltd



An Approved Recycling Contractor
Waste Management
License No. EAWML 45735



Introduction

The project comprises the following:

- Soft Strip of Buildings
- Demolition of Single Storey buildings down to ground floor level
- Careful demolition adjacent to stream
- Filling of Swimming Pool with Demolition Hardcore

This Method Statement covers all of the control measures and safe working practices to enable the works to be carried out in a sensitive location.

Site Location

The buildings are situated in front of a new school off B6326 London Road.



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Section 1: Project Specific Details & Arrangements

1.1 Project Description

The project comprises of the safe demolition of The Former Grove Leisure Centre to ground level, site clearance and removal of all arisings and filling of swimming pool.

1.2 Project Team and Contacts

Client	
	KIER Services Ltd
Telephone	0114 2053331
Contact	Trevor Thompson
Mobile	07791 920455
Email	

CDM Principal Designer	
Telephone	
Contact	
Mobile	
Email	

Principal Contractor	
	CMEC Demolition Limited William Isaac Building Gibbons Street Dunkirk Nottingham NG7 2SB
Telephone	0115 942 0600
Contact	Antony Hopkinson, Robin Bourne, Mike Watchorn
Mobile	AH: 07966 525 125, RB: 07968 926 469, MW: 07866 698 794
Email	antony@cmeccdemo.com , robinbourne@cmeccdemo.com , mike@cmeccdemo.com

CMEC Demolition First Aider	
	CMEC Demolition Limited William Isaac Building Gibbons Street, Dunkirk Nottingham NG7 2SB
Telephone	0115 942 0600
Contact	Mark Alsop

CMEC Demolition Safety Advisors	
	Ferncroft Environmental Unit B, Spenlea Industrial Estate Wharf Road

	EALAND Nth Lincolnshire DN17 4JW
Telephone	0845 257 1940
Email	info@ferncroft.co.uk

Contract Administrators	
Telephone	
Email	

Structural Engineer	
	Farrow Walsh
Telephone	0116 2853773
Email	chris@farrowwalsh.com

Quantity Surveyors	
Telephone	
Email	

1.3 Project Time Scale

Health and Safety Planning	3 Weeks
Duration on Site	11 Weeks
Start Date	18/09/2017
Finish Date	01/12/2017

CDM file to be completed and sent to client two weeks after completion.

1.4 Roles and Responsibilities

I. The Responsibilities Of The Managing Director

Ultimate responsibility lies with the Managing Director but specific duties are delegated to others according to their experience and training.

The Managing Director will ensure that this Policy is applied throughout the whole company as well as being adopted by all operatives, contractors and visitors to premises where activities are being undertaken.

Each individual person has a duty of care to himself as well as to all those that they come into contact with during any part of the working day.

The Managing Director has a specific duty to:

- Initiate the Company's Policy for Health and Safety to prevent injury, ill health, and dangerous incidents and to set targets for the reduction of accidents and to initiate the Company Health and Safety Policy for safe places of work.
- Ensure that the Company's employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Communicate with the Independent Safety Advisors to ensure new safety legislation is conveyed through all levels of employees.
- Sanction the necessary resources for adequate welfare facilities and equipment and to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy.
- To ensure that the Company Health and Safety Policy is fully implemented and legislation standards are used as a minimum requirement.
- To ensure that at the outset of every project, the correct Health and Safety procedures are established.
- To ensure that Health and Safety training needs amongst CMEC Demolition Ltd. are identified and fulfilled.
- To create and maintain a strong positive Health and Safety culture throughout the Company.
- To implement co-ordinate and control the administration of Health and Safety matters within the Company.
- To discipline any employee who fails to comply with his / her individual responsibilities towards achieving safe places of work.
- To stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.
- To visibly set a good personal example for others to follow.

II. The Responsibilities Of The General Manager

To ensure that all works are planned in accordance with the requirements of the Health and Safety Policy and that it is regularly examined to establish if improvements or additions will be made and to have a general knowledge of applicable Health and Safety legislation.

- Ensure that Health and Safety is considered when allocating tasks or giving advice to others.
- To monitor the Health and Safety actions of others to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices and risk assessments etc.
- To provide the Managing Director with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.
- To make the Managing Director aware of any Health and Safety matters, which are in any way unusual to those the Company normally deals with (i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company).
- To undertake positive vetting of the Health and Safety Policies and practises of other Companies whose services CMEC Demolition Ltd. proposes to employ and to provide feedback to the Managing Director in the event that policies and practices are found to be unsatisfactory.
- To maintain a comprehensive head office accident/ incident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented

without delay. Furthermore to ensure that in the event of an accident/ incident that requires the Health and Safety Executive to be notified that such notification is given without delay.

- To maintain a pro-active role in the assessment of risk and to familiarise himself with the broad requirements of Health and Safety legislation.
- Ensure there is perseverance towards the continual improvement in the company's Health and Safety performance and to give a visible commitment to safety and ensure that logs and records, where kept are always up to date i.e. training and vehicle maintenance records etc.
- Ensure that accidents and incidents are fully investigated and causation discovered.

III. The Responsibilities Of The Contract Manager

- Develop a strong concern for the safety of those that the Company engages on its sites and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees that may be under your control are treated equally with regards Health and Safety and have a good understanding of the risks associated with their activities. Ensure that risk assessments and method statements are issued and communicated to employees by the regular checking and auditing of records of such communications. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- At the start of projects where significant or unusual risks become apparent, provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives on Health and Safety matters.
- When visiting sites ensure that adequate personal protective equipment is provided and worn when appropriate and that a tidy site and storage area / yard is maintained. Materials not needed on site are to be removed or stored in an orderly fashion. Those areas of works that may be hazardous must have access barred. Ensure that where areas are not in a safe condition persons are notified, notices are displayed and access is prevented as far as is practicable.
- Never go to or leave a site without undertaking checks on Health and Safety. Similarly within storage areas regular checks on safe procedures are to be made. Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately.
- Ensure that each project has planned emergency procedures, fire fighting equipment, rescue procedures and an adequate first aid kit (and a trained First Aider where required) or that arrangements are made with the Principle Contractor for the shared usage of facilities.
- If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement. Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for sites and places of work, inducting your replacement if necessary.
- Report any accidents/ incidents to either the CMEC Demolition Ltd. Manager or Director immediately after they happen. Ensure that any accidents are fully documented without delay.
- Never, under any circumstances, allow works to proceed in an unsafe manner.
- Take all practicable steps to ensure that the site supervisors and operatives follow method statements to enable the application of determined safe systems of work and therefore prevent bad practise that may result in the injury to any person. Check that those who need to be aware of them understand. Works must always be left in a safe condition, please note that CMEC

Demolition Ltd owes a legal duty to trespassers as well as other operatives as stated by the Occupiers Liability Act 1984.

IV. The Responsibilities Of The Site Supervisors

- The Site Supervisor is to ensure that all safety inspections are up to date and fully documented and those documents are maintained in a good order.
- Copies of competence certificates and licences if requested by the Principal Contractor are to be held in a suitable filing system together with plant inspection sheets and method statements etc. on site.
- Deliveries are to be arranged and co-ordinated so as to ensure the safe scheduling of plant and trucks at the sites and pick up/drop off points.
- All drivers are to be made aware of the Company's Policy towards those persons not completing tachographs.
- All plant drivers are to be made aware of the importance of cleaning vehicles before leaving muddy sites.
- Ensure that traffic routes are maintained in a suitable and safe condition on and off of the site.
- Ensure that notifications of accidents and incidents are given to the General Manager for inclusion within the Accident/Incident book.
- Refer to the General Manager or Director, details of any training that you feel would assist the Company in improving general Health and Safety awareness or competence levels.
- Plant operatives within this company are to submit each week a defect report detailing any problems relating to plant. These records are to be checked and any problems found to be present are to be rectified as soon as is practicable or relayed to the Contract Manager.
- Ensure that operatives of plant undertake daily checks and equipment and problems discovered are reported.
- Never, under any circumstances allow plant to be used if faulty or works to proceed in an unsafe manner and always prevent obstruction of access and egress routes, by the safe delivery and stacking of materials.
- Arrangements are to be made at the places of work to avoid confusion about areas of danger and activity but also to arrange responsibility for Health, Safety and Welfare.
- Ensure that suitable welfare facilities are always available at the project and ensure that they remain in a clean and acceptable condition i.e. toilets, wash facilities, hot water, drinking water and the availability of a mess room with a clothes-drying area.
- Relay method statements to operatives and ensure their continued accuracy and safety throughout the project by the observation and monitoring of hazards that may not have been foreseeable during the planning of the works.

V. The Responsibilities Of The Site Employees And Contractors

- To ensure that the locations where work is undertaken remain safe places of work and that we meet our aim of continual improvement, all site operatives and sub-contractors are requested to:
- Read and understand the Company Health and Safety Policy, and comply with its requirements.
- Develop a personal concern for the safety of yourself and others that may be affected by your activities.
- Obtain a good understanding of the risks associated with your activities. Method Statements will have been produced for any activity involving a significant risk. Make sure they are seen, read

and fully understood. In the event of any uncertainty stop work and ask for guidance from a supervisor.

- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact the Contract Supervisor or Site Supervisor immediately. If you ever feel that a machine is unsafe or dangerous, or you are worried about safety while operating the machine, stop work!
- Wear personal protective equipment when necessary but regard its usage as a last resort. Work to eliminate or control the risk first. Do not start work until you have done this. Keep all tools and plant in good condition. Inspect them frequently and do not use them if they are damaged or inadequate for the job.
- Report any damaged plant or equipment immediately and ensure that visual inspections are undertaken daily. Weekly inspection reports of plant are to be lodged with the Site Supervisor.
- Be aware that site emergency procedures exist. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.
- Keep all facilities provided for welfare on site in a clean and tidy condition and ensure that the work place remains tidy as far as is reasonable to make it a safer and healthier place to work e.g. Be aware of trip hazards.
- Not to play dangerous practical jokes or partake in "horseplay".
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you from working.
- Suggest safer methods of working.
- Above all else understand and accept that you are likely to have or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Etc. Act 1974. These include the following in particular: -

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.
- Employees are reminded that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work Etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive. Breaches may result in fines.

VI. The Responsibilities Of The Office Based Personnel

- To understand and observe the Company Health and Safety Policy.
- To use the correct equipment and materials and never to work in an unsafe manner.
- To ensure that the office is kept clean and tidy and that escape routes are kept clear at all times.
- To become aware of emergency procedures.
- Always consider how your acts or omissions may impinge on the Health and Safety of others.

- To know the location of First Aid equipment, ensure the replacement of the contents when they are used or become out of date and ensure that a trained or appointed person is available to administer first aid if necessary.
- Report any incidents that may, if not corrected be able to cause harm to others.
- To ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Provide the Manager with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.
- To make the Director or Manager aware of any Health and Safety matters, which are in any way unusual to those the Company normally deals with (i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company) or where there are additional risks not foreseen by assessments.
- To monitor the Health and Safety actions of others under their jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented.
- Co-operate with all others to enable them to comply with their statutory duties.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.

VII. The Responsibilities Of The Safety Advisor

- Advise management on the preparation of the safety plan.
- Give advice to management as requested on the following:-
 - Legal requirements affecting health, safety and welfare.
 - Prevention of injury and damage.
 - Provision, selection and use of protective clothing and equipment.
 - New working methods and equipment that could reduce risks.
 - Proposed changes in legislation.
 - Potential hazards on site before work commences, health and safety factors affecting the selection of plant and equipment, sub-contractors and so on.
 - Specialist services required in relation to substances hazardous to health, noise, asbestos removal etc.
- Carry out regular inspections of the site to determine whether work is being carried out in accordance with Company Policy, Safety Plan and the relevant statutory provisions. Provide an inspection report to site supervision and send a copy of the report to the nominated Director responsible for Health & Safety within the Company.
- Assist management in notifying the Health and Safety Executive of dangerous occurrences, major injury accidents etc., in accordance with the appropriate Regulations and the Company Safety Policy.
- Assist management in any dealings with the Health and Safety Executive.
- Carry out investigations of serious accidents and prepare statistics, in accordance with the Company Policy.
- Check that the necessary first aid equipment is on site and arrange for supply, if requested.
- Check that the relevant statutory literature for use or display is on site and arrange for supply if requested.
- Provide advice on training requirements and arrange training courses where required.

Proposals for demonstrating compliance with the CDM Regulations 2015 in respect of Designers Responsibilities Regulation 11 (if applicable);

In relation to activities covered by the Designers Responsibilities Regulation 11, the only aspect of our works that would be encompassed are the designs for scaffolding and any structural engineering.

Any scaffolding required on the project would be categorised as temporary works. We would look to have the designs for the scaffolding drawn up and independently verified to ensure compliance with all relevant regulations.

In relation to structural engineering works, eg propping, we would retain a structural engineering firm to provide assessed and approved drawings for the works. We would also employ a dedicated structural engineer to supervise the works to ensure compliance.

1.5 General Safety Policy Statement

Health and Safety General Policy Statement

It is the policy of CMEC Demolition Ltd to promote the highest standards of Health, Safety and Welfare are achieved in respect of all of its operations.

The Company accepts in full its obligations to work to the requirements of all legislation and codes of good practice relating to Health, Safety and Welfare. CMEC Demolition look to make and maintain its offices, depots, workshops and site establishments as healthy places in which to work and to avoid accidents in respect of its employees, its property, third parties and their property.

We are committed to ensuring the health, safety and welfare of all its employees and others, who may be affected by its undertakings, so far as is reasonably practicable, in accordance with the Health and Safety at Work etc. Act 1974 and all other applicable legislation and guidance.

To enable these statutory duties to be carried out, it is the policy of CMEC Demolition Ltd to ensure that; (i) the responsibilities for health and safety are properly assigned; (ii) the responsibilities for health and safety are accepted and fulfilled at all levels of the Company; (iii) practical steps are taken to safeguard the health, safety and welfare of all employees, visitors and others on premises or operations under our control.

Management and supervisory staff have the duty and responsibility for implementing this policy in a manner which ensures that Health, Safety and Welfare considerations are always given priority. The effectiveness of the Company's Health and Safety Policy relies heavily on the co-operation of Company employees and the competency of those persons engaged by the company.

CMEC Demolition Ltd ensure the competence of employees through its comprehensive training policy. It is the duty and responsibility of all of our members of staff to do everything possible to prevent injury to themselves and to others.

It is the intention of CMEC Demolition Ltd to ensure that:

- There is the provision of safe systems of work to ensure that all personnel on site are safe and without risk to health.
- There are ample arrangements for the use, handling, storage and transport of articles and substances for use at work, which are safe and without risk to health.

- The maintenance of all plant, machinery and equipment is run to programme so that they are safe not only to employees but to sub-contractors and any other persons who may be affected.
- The working environment of all employees is safe and without risk to health and that adequate provisions are made with regard to facilities and arrangements for their welfare at work.
- The operations will be carried out in such a way that persons not in our employment who may be affected are not exposed to risks to their health or safety.
- All reasonable steps are taken to ensure adequate resources (time, money and people) are available for this policy to be implemented effectively.
- Hazards which may exist in connection with the undertaking are identified and eliminated through risk assessments. Where hazards remain they will be brought to the attention of persons who may be exposed to them.
- Appropriate personal protective equipment is provided where necessary without cost to employees.
- Such information, instruction, training and supervision is provided to ensure competencies of all employees to enable them to carry out their duties with due regard to health and safety.
- Adequate first-aid facilities are provided and competent persons are available to assist the company in health and safety matters as required under the management of health and safety at work regulations 1999.

The policy and manual defines the levels of individual responsibility and arrangements throughout the Company. Eventual responsibility for fulfilling the defined responsibilities and arrangements is vested in the undersigned, whose address is: William Isaac Building, Gibbons Street, Dunkirk, Nottingham, NG7 2SB.

The Company has an excellent record for Health and Safety at its places of work. It recognises that this is achieved through the active participation of all of those employed by the Company in identifying hazards & risks and then taking positive action to control them.

The Company has appointed the Managing Director, Mr A. Hopkinson, as the person with overall responsibility for Health, Safety and Welfare.

Monitoring of the Policy

In order to ensure that this policy is maintained and continues to cover the actions and activities of the company all employees are encouraged to bring to the attention of the Managing Director any developments or situations not directly covered by this policy. All such comments will be passed to the Independent Safety Advisors for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing, legislation, codes of practice or guidance notes.

Signed:

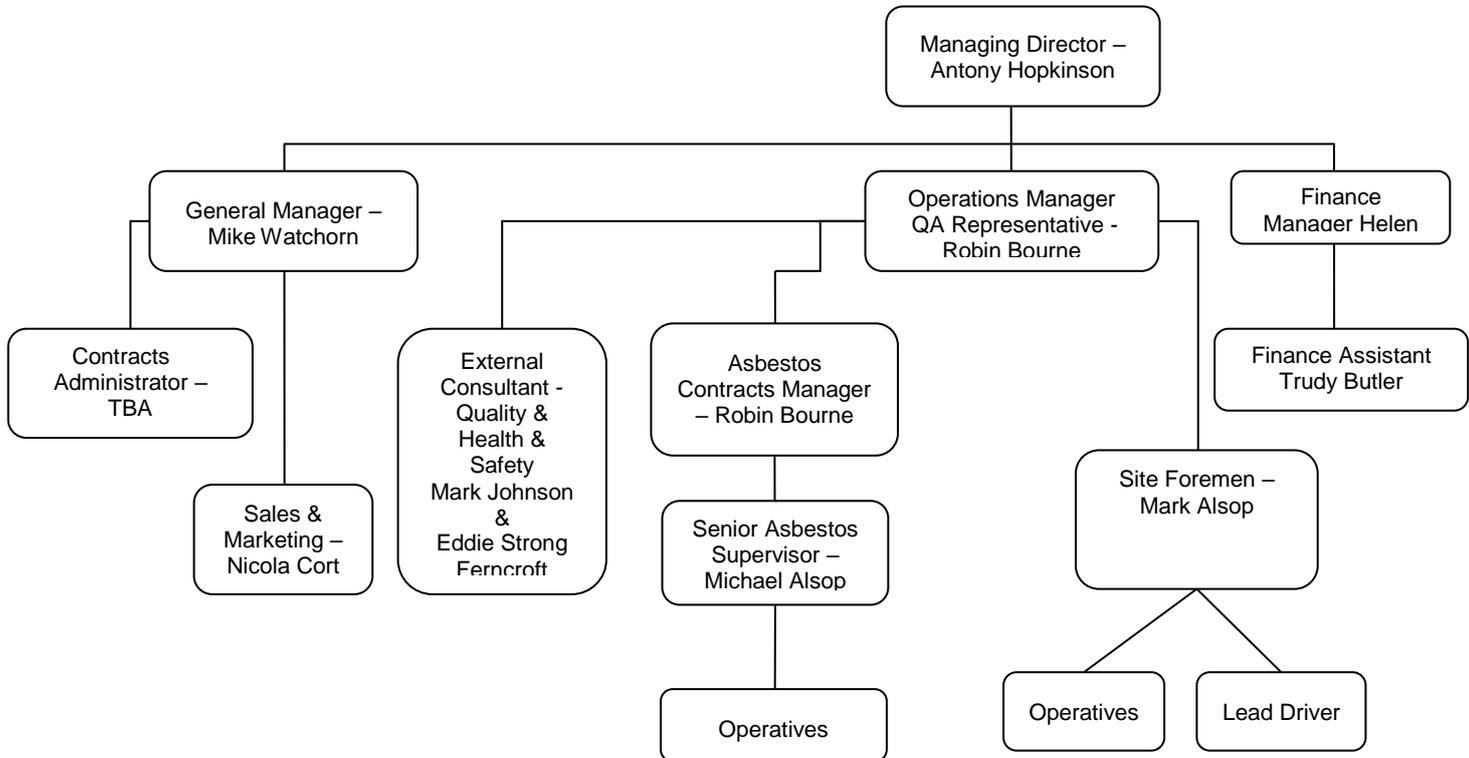


Mr A. Hopkinson

CMEC Demolition Ltd.

Dated: 26th July 2017

1.6 Organisation Chart



Hazardous Materials

Identification and removal of asbestos containing materials (ACM's) will be carried out as prior to the strip out works.

Other hazards have been identified in terms of lead paint, oil containing excessive levels of PCB's and also refrigerant from air conditioning systems.

Oils will be sampled at the earliest opportunity and drained and disposed of through a licensed contractor.

Air conditioning units and associated pipe work will be de-gassed by a specialist contractor at the earliest opportunity prior to CMEC starting.

Communication & Liaison

Throughout the project we shall maintain clear and open lines of communication with all interested parties. We shall keep all parties informed of demolition / construction activities that may affect the surrounding area.

Section 2:

Methodology for the Works

2.1. Scope of the Works

1. Strip out of Buildings & Asbestos Removal
2. Demolition of Buildings to ground level.
3. Removal of all non hardcore demolished materials
4. Fill swimming pool.

2.2. Resources

Plant
Standard reach 360 hydraulic excavators fitted with demolition attachments
High reach 360 hydraulic excavators fitted with demolition attachments
Container Skips
Scaffold Protection
Bobcat Skid Steer Loader
Telescopic Loader
Mobile access platforms / tower scaffold
Lorries

Labour
Plant Operatives
Lorry Drivers
Site Supervisors
Operatives
Lorry Drivers

2.3. Site Planning

Careful programming of all elements i.e. soft stripping and demolition is to be adopted with areas being handed over as they are cleared for the next operation. Sectional completion of elements / areas will enable the works to progress in the manner as described below.

Site planning will incorporate the development of structural surveys to identify the locations for Internal Waste Chutes, locations for heavy lifting equipment, development of engineered scaffolding and protection systems to boundary & substructures, etc.

2.4. Perimeter Protection

KIER Services in order to facilitate the works a temporary block and mesh panel fence is to be erected to protect the public from the hoarding works. Solid panels on temporary blocks will also be used in sensitive areas whilst hoarding erection is taking place. All solid panel fencing will be erected complete with raking braces to the internal elevation to prevent any collapse due to wind pressure. All access gates will be locked at all times to prevent unauthorised access.

Note: Additional protective measures will be provided for the sensitive areas. These measures will include scaffold protection and debris netting and crash decks to vulnerable features.

2.5. Soft Strip

Preparatory Work Key Points

- The soft strip procedure will be undertaken with due diligence to the previous locations of asbestos.
- Transit routes between the soft strip areas, the skip area, and the welfare facilities will be set up. Access will be secured to prevent unauthorised access.
- Transit routes and working areas will be well lit if needed, using 110v portable lighting powered from existing 240v supplies on site transformed to 110v. If 240v supply is not available, a portable generator will be used for lighting. Pedestrian routes will be kept clear throughout.
- Prior to soft stripping works commencing the operatives are to remove the agreed lifts to form chutes to enable loading points to the designated drop / loading zones. The designed drop / loading zones are to be established and fully cordoned off using fencing display warning notices at vantage points.
- The structure is then to be soft stripped of all its fixtures and fitting by the demolition operatives using traditional methods utilising hand held tools including, but not restricted, to pinch bars, hammers, mattock picks, shovels and wheel barrows.
- Materials will be sorted into types as far as possible. Any plasterboard will be kept separate from normal soft strip materials and disposed of at an appropriate licensed waste disposal site or sent to an appropriate recycling station.

Soft Strip Procedure Key Points

- Miscellaneous, easily removable items will be picked up and removed. Care will be taken with any sharps, etc, inadvertently left in the properties. Guidance from the client pertaining to site hazards will be used in addition to information provided by our risk and CoSHH assessment documents.
- Heavy objects such as fixed fittings, sanitary, plumbing, electrical and mechanical equipment will be removed in a controlled manner using a suitable number of operatives.
- Proper manual handling techniques will be used. For items large or difficult to handle, or where access is restricted, an assessment will be made of whether a handling aid is needed.
- Timber materials such as doors, door frames, skirting boards, etc, will be released using crow bars, etc. Eye protection will be worn at all times.
- All waste must be moved into skips as soon as possible. It must not be allowed to accumulate.
- Care must be taken over exposed nails and splinters. These may be removed or bent to prevent catching.

a) Soft strip of internal fixtures and fittings

Prior to soft stripping works commencing, drop zones will be determined and the lifts will be removed to enable stripped materials to be exited into designated skips by material types ie. wood, plasterboard, metals and waste for recycling purposes. The established drop zones will be fully cordoned off using Heras fencing and will display warning notices.

The structure is then to be soft stripped of all its fixtures and fitting by the demolition operatives using traditional methods utilising hand held tools including, but not restricted, to pinch bars, hammers, mattock picks, shovels and wheel barrows.

b) Skirting boards & door frames

Skirting boards and door frames are to be removed by operatives using pinch bars and suitable hammers. The items are to be prized from their place of fixing. Any obtrusions and nails are to be removed will all resultant materials then being transported utilising the wheelbarrows and carrying by hand to the designated drop / loading zones.

c) Plasterboard Ceilings

Plasterboard ceilings are to be removed by operatives working from mobile podium platforms. Once again the removed items are to be lowered to the ground in a controlled manner where they are transported utilising the wheelbarrows and carrying by hand to the designated drop / loading zones.

d) Floor coverings

The carpet coverings are to be removed by the operatives using the mattock picks and shovels. Where the carpets are of a roll able nature these are to be cut into strips, whilst still laid, and then rolled up for collection. Carpet tiles are simply to be lifted. Both the carpet tiles and rolls are to be bundled and taped as previously stated. All resultant materials are to be transported utilising the wheelbarrows and carrying by hand to the designated drop / loading zones.

e) Non load bearing stud partition walls

The traditional timber stud partitioning is to be removed by operative using suitable hand held tools, namely pinch bars, picks and hammers. The wall structure is to be de- erected by removing the coverings using the hammers and bars. Once again the resultant materials are to be removed to the designated drop / loading zones.

f) Soft Strip material removal

At the drop / loading zones, the materials are to be loaded directly through the previously removed window openings. The materials will then effectively be loaded directly into the awaiting container skips (directly where possible) a 360 degree excavator may offer assistance at ground level in ensuring full and secure loads. Works will cease whilst skips are swapped and / or re arranged to enable continuous filling. Works will commence again once the necessary movements have been completed. Movements on and off are to be fully supervised by the ground operative at all times. Site pedestrians are to be segregated by the fencing.

Damping down measures in the form of a hand held water spray system will be adopted in those locations where a permanent system is not appropriate. All runoff water from the suppression operations is to be channelled and filtered before entering the drainage system. The constant monitoring of dust will be carried out and necessary suppression will be implemented as determined by the site supervisor. All materials are to be removed to licensed disposal points via sheeted lorries, full documentation being supplied upon completion of the works as detailed in the Site Waste Management Plan (SWMP).

2.6. Demolition of Grove Leisure Centre

Demolition Plan

The top down demolition will start in a systematic, bay by bay, manner, as shown in the illustration.

The excavator rigs will break out the roof and allow arising concrete to fall on the floor below. Operatives and bobcats will clear away the arisings and dispose of these down the shafts, there by containing the dust and reducing the noise & impact of the demolition by containing the movement of rubble within the building. This method also reduces the likelihood of debris spilling onto the road from height.

At ground floor level Bob Cats will progressively remove arisings from the lift shaft & Waste Chutes to a loading area for crushing.

At ground level the resultant elements are to be processed into the separate waste categories for removal (general waste, timber, etc) and processing. Materials are to be loaded directly into awaiting container skips and are to be removed at periodic intervals to promote a clean, tidy and safe working environment.

The structure will be demolished down to ground level.

The works will be have a scaffolding and monoflex sheeting to the front and side of the building.

The waste arisings will be cleared and removed from site for processing and disposal to promote a clean working environment.

2.7. Personnel Protection Equipment to be Used Generally On Site

Site specific PPE to be used as per risk assessment

Safety Helmet	✓	Hi vis clothing	✓	Ear Protection	✓	Gloves	✓	Respirators	✓
Safety Boots	✓	Coveralls	✓	Eye Protection	✓	Dust Masks	✓	Safety Harness	✓

2.8. Traffic Management

CMEC’s suggested approach for sites of this nature is to establish early as possible a one-way system of moving skip vehicles / lorries through the local roads. All waste lorries will have their loads sheeted prior to leaving site.

CMEC insist that, wherever possible, all plant lorries avoid delivering or leaving our sites at peak times.

We anticipate two 8 wheeled lorries per day. These will be scheduled to avoid peak times within the Newark centre and will follow the existing road network. All deliveries will be met by a trained Banksman to minimise the impact on the local road network.

2.9. General

Upon arrival operatives are to firstly attend the site induction course. Further induction and toolbox talks will be given by the site supervisor on identifying specific items relevant to the upcoming works programme.

After completion operatives are then to put on suitable PPE and transfer all necessary equipment to the working area. All power tools to be used are to be either 110V or cordless. A generator is to be used for 110V power. Permits to work will be requested / issued prior to any works commencing.

2.10. Programme

Our proposed programmes are enclosed as a separate document and are to be read in conjunction with the following:

Prior to the works commencing a minimum of 3 weeks lead in period is required to complete works such as the detailed Site Waste Management Plan (SWMP), subcontract prestart meetings and contact with affected parties to be made.

Establishment of the site welfare facilities and fencing is required prior to any works commencing by KIER. Once established, internal soft strip removal will commence. Soft strip being carried out on separate floors to avoid conflict.

Section 3: Drawings and Plans



Site Plan

Site Access/Egress for light vehicles. Site parking for cars

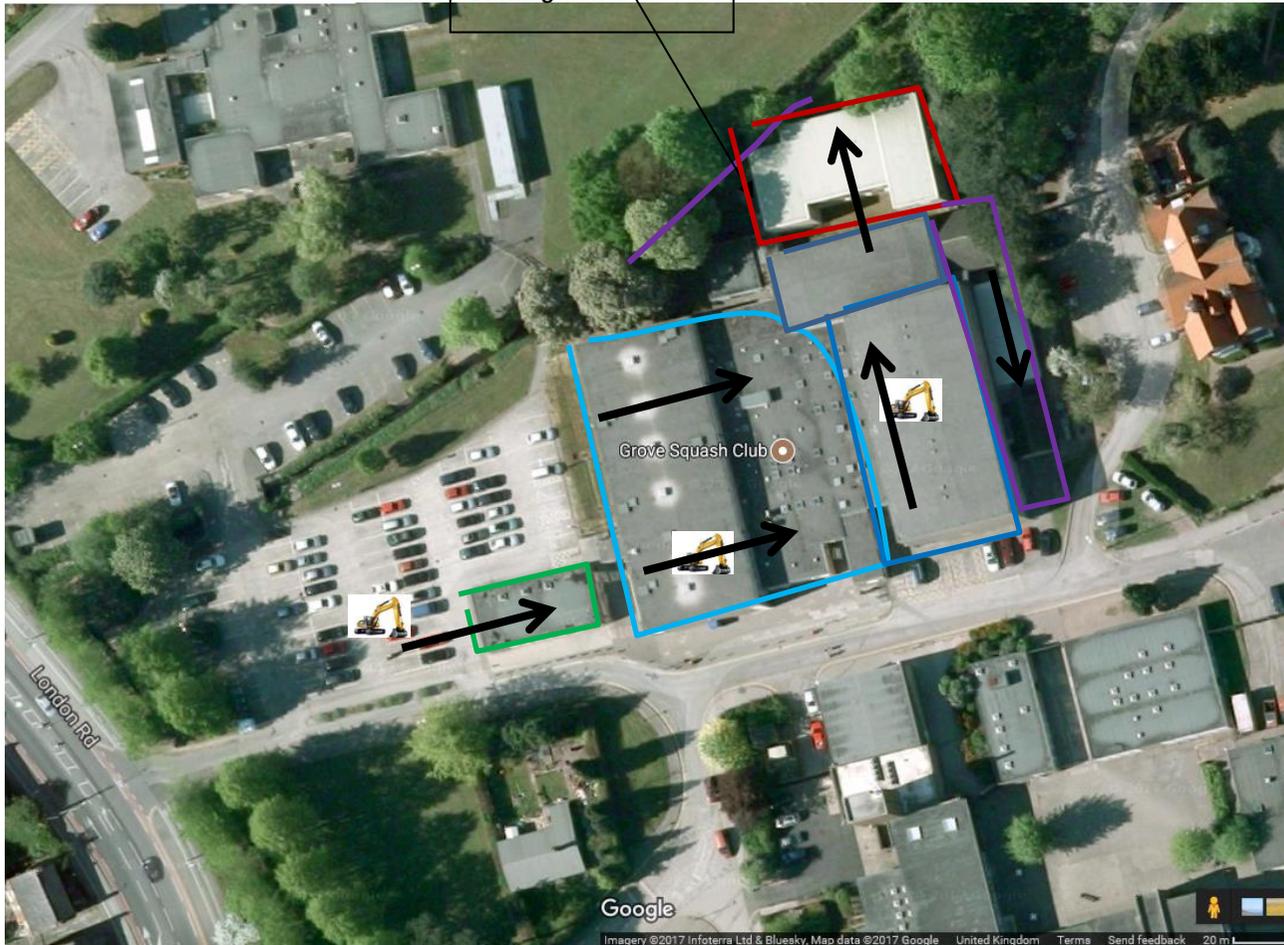


Specific Features To Protect:
Careful Deconstruction to Protect Adjacent Structures



Protection Zone for Demolition See Fencing Drawing

Proposed Demolition Plan & Direction

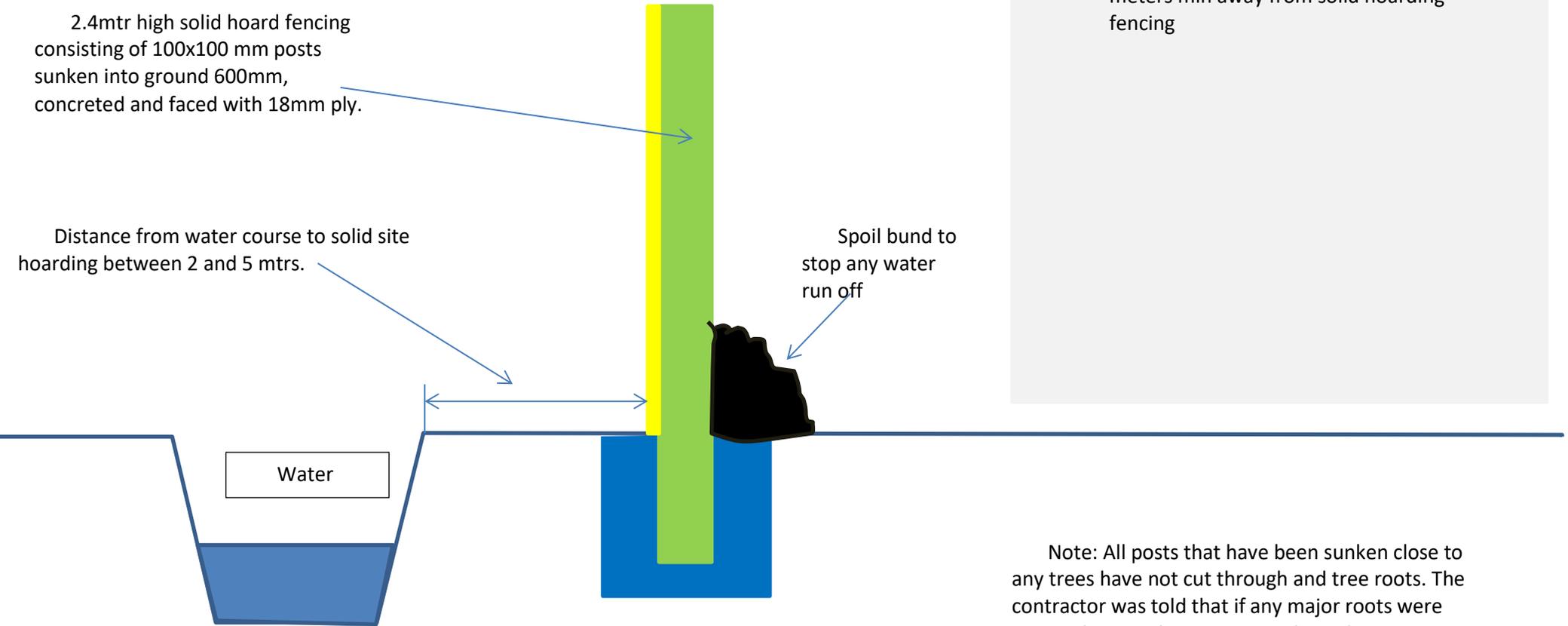


2.4mtr high solid hoard fencing consisting of 100x100 mm posts sunken into ground 600mm, concreted and faced with 18mm ply.

Distance from water course to solid site hoarding between 2 and 5 mtrs.

Spoil bund to stop any water run off

Existing buildings approx 2-3 meters min away from solid hoarding fencing



Note: All posts that have been sunken close to any trees have not cut through and tree roots. The contractor was told that if any major roots were incurred not to damage or cut through.

Section 4: Site Establishment & Arrangements

4.2 Site Set Up

Site supervisor's duties:

- Liaise with any adjoining properties to ensure all are aware of the works.
- Maintain liaisons with main office to ensure all applicable licences etc. are in place for the specific works area.
- Site all applicable signs (all visitors report to site office / danger demolition / hard hat signs / Caution – Construction Traffic Crossing etc.), including any additional signage as required.
- Collate all relevant certificates pertaining to clearance of electrical equipment etc.
- Regular inspection of each site and exercise a vigilant approach to unauthorised access especially by children

Site Set Up - Item Key Points

- Before the commencement of any works, a full appraisal of the site will be undertaken including a structural assessment of areas of concern.
- Checks will be made by CMEC Demolition to ensure that all operatives on site are trained and competent to carry out their duties. Evidence will be required of qualifications. Copies of these will be kept on site by the site manager. Arrangements will be made to renew any certificates if they will expire within the project duration.
- CMEC Demolition will check before the project commencement that all plant and machinery to be brought to the site is in good condition and suitable for the tasks. Certificates will be kept on site and monitored for expiry dates by the site manager. Checks will be ongoing.
- All personnel entering the site will be inducted by the site manager. Personnel will be made aware of welfare facilities and the location of first aid, as well as emergency procedures including fire exits and assembly points. All staff will be made aware of restricted areas and hazards.
- Operatives, client representative and all other visitors must sign to say that they have understood the induction and that they agree to follow the rules. They will be encouraged to voice any queries or concerns – these will be addressed. A record of personnel entering and leaving site will be kept and monitored by the site manager.
- Specialist PPE and RPE will be supplied where necessary. Arrangements for the storage and maintenance, etc, for these will be explained.
- Skips and machinery will be positioned in convenient positions around the site.
- Suitable fire fighting equipment to all areas as detailed above.

Site Compound

- Segregated Waste Area.
- Suitable fire fighting equipment to all areas as detailed above.
- Bunded Fuel Storage

NOTE: Waste bins will be moved during the progress of the demolition works

Site Compound/Storage

There will be a small requirement for fuel oil to be stored on site, to facilitate the daily filling of mechanical equipment. All filling procedures will be carried out by pump within a designated, bunded area to eradicate the risk of contamination to waterways etc.

Should hot cutting be required on site, all storage of oxy / propane gasses will be within secured steel cages and in an upright position, as far away from occupied premises as is practicable. The number of bottles stored on site is to correspond with the requirement for that day.

Fuel, Oil and Cylinder Storage

There will be a small requirement for fuel oil to be stored on site, to facilitate the daily filling of mechanical equipment. All filling procedures will be carried out by pump within a designated, bunded area to eradicate the risk of contamination to waterways etc.

Should hot cutting be required on site, all storage of oxy / propane gasses will be within secured steel cages and in an upright position, as far away from occupied premises as is practicable. The number of bottles stored on site is to correspond with the requirement for that day.

Working Hours

CMEC standard working hours are 07.30 – 18.00 Monday - Friday. Weekend working is only arranged as required and by agreement with both the client and Local Authority. We understand the restrictions on site working hours are as detailed below, and therefore conclude that our standard hours of work fall within the prescribed timings;

- Weekdays – 7.30 – 18.00
- Saturdays – 8.00 – 13.00
- Sundays and Bank Holidays – No Work

Site Notices

Principal Contractor’s details, together with an emergency call out number to be shown on signs, erected on main site gate.

In addition the above, the following signage to be displayed in prominent positions around the site:

Site Safety Signage:

- a. Arrive Safely
- b. All visitors & drivers must report to site office
- c. Children must not play on this site
- d. No unauthorised persons allowed on this site
- e. No Smoking except in designated areas
- f. Demolition Site



- g. Work Safely
- h. Take pride in working safely
- i. Safety helmets & safety footwear must be worn on this site
- j. High visibility jackets must be worn where designated
- k. Leave Safely



Work Equipment

CMEC Demolition Ltd will ensure the provision of a workplace that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998 and The Health and Safety at Work Etc. Act 2 (2)(a).

Plant operatives within this company are to submit each week a defect report detailing any problems relating to plant. Should no problems be present the report sheet should be filled in stating that everything is in good working order. All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order.

Workers will be competent and provided with adequate information and training to enable them to use work equipment safely.

Access / Egress

The access / egress point for the works will be via access points off London Road as indicated on the Kier Site Security Plan.

The routes will be maintained and kept clear at all times.

The utmost caution will be adopted when entering and leaving the site, owing to the close proximity of pedestrians, especially pedestrians, other road users and visitors etc.

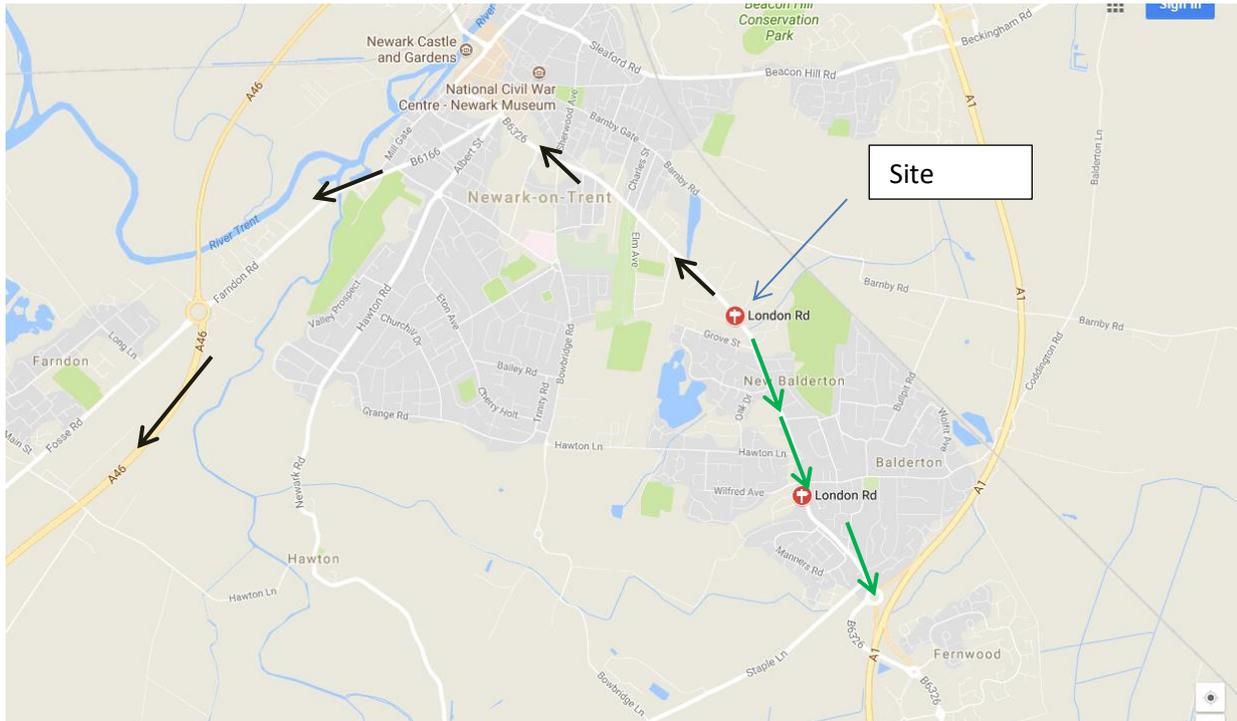
A banksman will be employed for the meet & greet, movements of plant / vehicles and all drivers of construction traffic will adhere to the existing speed restriction areas.

Site access will be from London Road to access the site compound. We acknowledge that parking is limited and will encourage staff, operatives and visitors not to bring cars to site where possible.

Safe access/egress will be maintained, using the existing facilities whenever possible. Materials will not impede safe access and egress to all floor levels, including the floor being dismantled. An alternative safe means of access and egress must be maintained at all times for emergency use. A traffic management plan will be created to ensure that pedestrians and moving plant and vehicles are segregated throughout the works. Means of emergency escape from working areas to a safe point will be kept clear of materials progressively.

Access Times

No access for lorries 8.00am -9.00am & 14.45pm – 15.45pm



Waste direction left out of site towards A1 /A46 for hardcore, wood and green waste



Waste right out of site for metals waste and general waste

4.4 Services

Live Services

Existing services feeding the buildings to be demolished will be safely isolated and disconnected at the site boundary prior to commencement of demolition works.

4.5 Environmental Issues

Working within the confines of an area bound by public highway

All operatives / operators are to strictly adhere to all site rules. Due care and consideration will be afforded to all persons within the immediate area, in particular: members of the public and visitors.

Working adjacent to occupied premises

Cordon off the immediate work area with solid Heras type double clipped security fencing to protect the public from dust and debris, post warning signs to make all aware. Carry out letter drop to adjacent properties advising of the works and contact numbers in case of problems. Adopt a safe system of work, ensuring all affected by the works are informed.

Noise

It is our policy, when dealing with noise & vibration mitigation, to control the noise at the source by modifying the equipment itself or replacing it with a quieter model. However, this will not completely combat the issue as the very nature of the demolition process creates noise. When it is not possible to modify the equipment itself, the next best options are to block/absorb the sound.

Full details are enclosed within Section 4.9 below.

Nuisance

Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin, etc.

In general terms, the intended method of structural demolition work and loading operations on this project will be by employing hand working and mechanical methods. The requirement for operatives to work at heights will be avoided whenever alternate methods of working are practicable. No fires will be allowed on site. Full details are enclosed within Section 4.9 below.

4.6 Emergency Procedures & RIDDOR

i. Fire Procedures and Equipment

Fire fighting equipment to comprise: Fire Hoses / Standpipe, Fire Extinguishers

Adequate fire points consisting of a maximum of two fire extinguishers will be provided by CMEC Demolition at designated positions. All operatives will be advised of these fire points within the site induction talks.

All management staff on this project have mobile phones, therefore, emergency services can be easily contacted. The Site Supervisor will ensure compliance with procedures.

CONTACT NO. FOR ALL EMERGENCY SERVICES: 999

THE DESIGNATED FIRE ASSEMBLY POINT FOR THIS PROJECT WILL BE AT THE SITE ACCESS / EGRESS POINT. SEE ENCLOSED PLAN ABOVE

ii. Pollution

Take all reasonable precautions to prevent pollution of the site. If pollution does occur, however, the Environment Agency will be informed on the following numbers:

EMERGENCY NO. : 0800 80 70 60

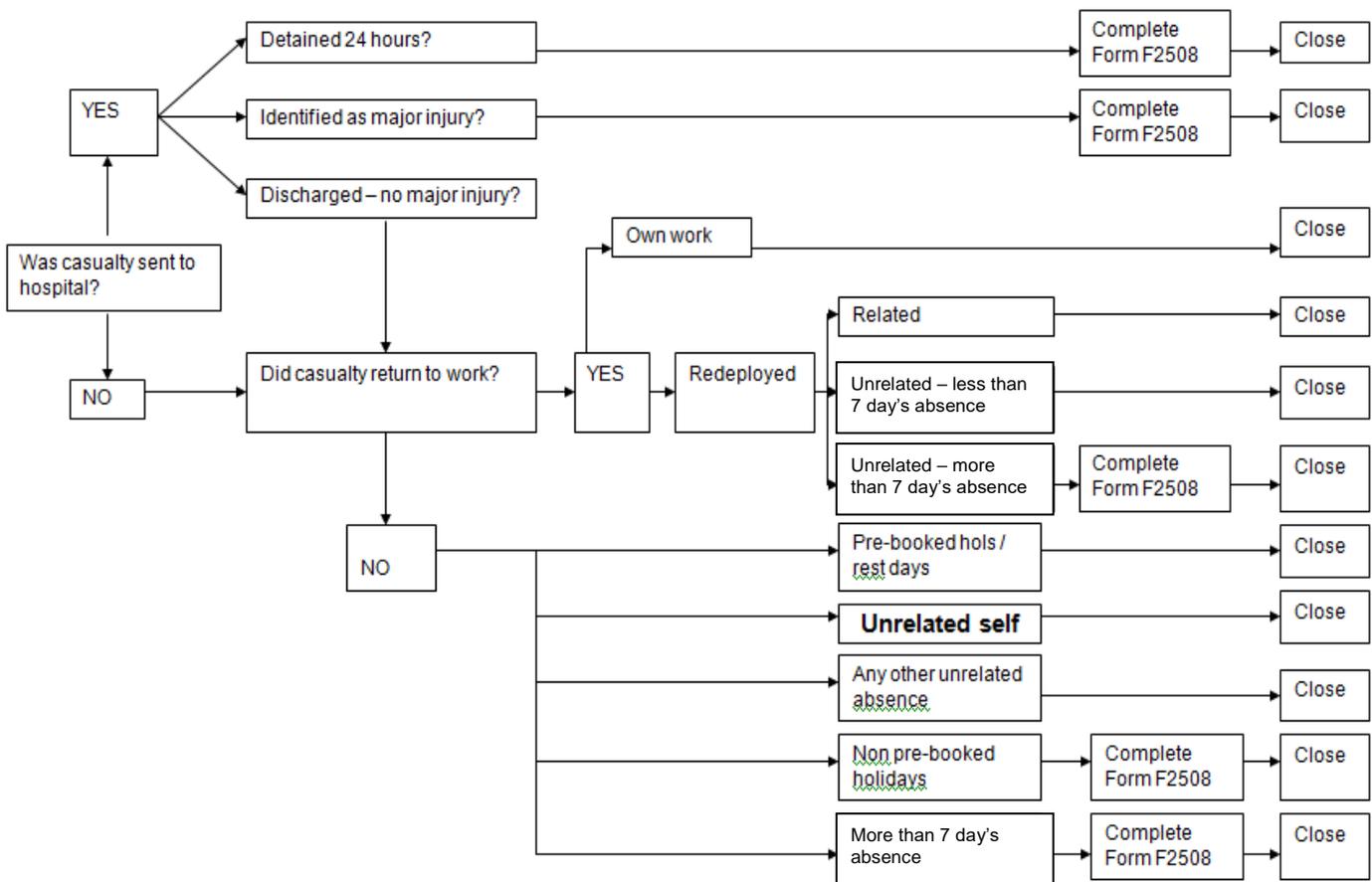
INFORMATION / ENQUIRIES: 0645 333 111

iii. Accident and Emergency Procedures

RIDDOR

All accidents or near misses arising out of, or in connection with work, no matter how slight, will be reported as soon as possible after the incident to the immediate supervisor of the area. The department has a legal responsibility to record all accidents, and even slight accidents may point to an unsafe practice that could at some future date, lead to a more serious accident. All accidents will be recorded using CMEC Demolition Ltd's Accident Report form.

SEE FLOW CHART BELOW



All minor cuts and grazes will be attended to by the Site First Aider and entered into the Accident Book. At the time of induction on site people will be made aware of the First Aider.

Any 'near misses' will be recorded and an investigation will take place into the events that took place.

Should a major accident occur or if someone is seriously injured, all site work is to cease and the relevant emergency services will be contacted along with the following – Client's Site Engineer, relevant HSE Office (for), Health & Safety Department.

The nearest emergency A & E is:

See KIER Induction

4.7 Personal Protection

i. Site Induction & Training

Prior to starting any work on site an in-house Site Induction will be carried out by CMEC Site Supervisor for all personnel attending site.

CMEC Demolition will ensure that all operatives on this project are fully conversant with the Safe System of Work intended for the project. All operatives are to read and sign this document to confirm that they fully understand the implications of the contents.

All demolition operatives on this project will be fully trained and in possession of a Demolition Operative's Certificate of Competence.

A copy of all operatives' training certificates will be kept within the site safety manual, in the site office. It will be the Site Manager's responsibility to enter the operatives' level of training and competence in the site register.

No operatives will be allowed to work on this project unless they are fully trained in the work they are being asked to carry out, or unless they are under training supervision by a competent person, specifically trained in that task. No visitors will be allowed on site unless having been inducted, visitors who have not been inducted must be accompanied by the site supervisor at all times during their visit. All people visiting site must sign in before entering the site.

ii. Personal Protection

It is policy that all employees, visitors or visiting drivers on this Company's sites wear Head Protection and Safety Footwear and hi-vis vests at all times.

When soft stripping is taking place and, in particular, where there is a risk to contaminated surfaces, operatives will be required to wear the appropriate protective equipment. During particular dusty works, eye and respiratory protection will be worn.

Where a fall of more than 2 metres is possible, safety harnesses will be worn at all times.

iii. Manual Handling Operations

Manual handling operations will be avoided as far as is reasonably practicable i.e. by delivering work equipment as close to the area of intended works as is practicable and by the use of lifting devices and plant to undertake tasks. However, where a risk of injury still exists it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible.

iv. Access

Access to any above groundwork areas will be achieved using one or more of the following safe means of access, as appropriate.

- Safe Ladders (securely footed / tied). Only to be used in exceptional circumstances and for very short duration work
- Tower scaffolding (erected by competent person)
- Crawler Boards
- Independent scaffolding systems
- MEWP

When the need for operatives to work at roof level is unavoidable, however, the following procedures will strictly be applied:-

- Where a safe access to the roof structure is available, roof edge barriers will be installed wherever practicable. During the installation of the edge protection and at times when edge protection is not available, operatives will wear safety harnesses, secured to safe anchor point.
- Where this is not safe, ladders or possibly scissor lifts will be used.
- In the event of adverse weather conditions i.e. high winds, rain, or icy conditions, all work at roof level will cease temporarily
- Detailed method statements for the works are to be found within this file.
- COSHH assessments for generic hazards found on all demolition projects are included in the appendix
- Site specific COSHH assessments will be completed as hazards are identified on site

v. Needle / Syringe Procedure

- Should a needle/syringe be found it must be disposed of properly.
- The needle/syringe must be carefully uplifted and placed in an approved sharps container.
- Always take the sharps container to the needle/syringe and not the needle/syringe to the container.
- Always open the sharps container before attempting to uplift the needle/syringe.
- Never attempt to re-sheath a needle.
- If there is more than one needle/syringe separate them using a stick or similar object before attempting to uplift them.
- If a pickup tool is available use it.
- If no pickup tool is available wear protective gloves, and pick up the needle/syringe by the thick part keeping the needle pointing away from the body.
- Place the needle/syringe in the container point first.
- The container will be sealed immediately after use and safely stored until disposed of.
- Should an employee be accidentally stabbed by a needle, bleeding should be encouraged and the employee taken immediately to the hospital as stated in Section 3 of this plan, taking the needle with them.
- Do not overfill the sharps containers.

NOTE: To ensure compliance with this procedure sufficient stocks of containers will be available.

vi. Personal Protective Equipment (PPE)

The following items of PPE will be worn by **ALL** site operatives and site users at **ALL** times:-

- Safety Footwear
- Gloves
- Hard Hat
- Hi-Vis vest / Jacket

Any additional equipment will be supplied for specific tasks as identified in the method statements and risk assessments (R.A.M.S)

4.9 Dust & Noise Reduction Strategy (BS 5228Part 1:2009)

It is our policy, when dealing with noise & vibration mitigation, to control the noise at the source by modifying the equipment itself or replacing it with a quieter model. However, this will not completely combat the issue as the very nature of the demolition process creates noise. When it is not possible to modify the equipment itself, the next best options are to block/absorb the sound.

All mechanical equipment intended for use on this project is of the design standard required to conform to the Noise at Work Regulations 1989.

As a matter of policy we monitor and maintain all of our equipment to minimize the levels of noise produced. This is an ongoing programme, undertaken irrespective of the nature of the projects on which they are used.

In addition to this ongoing programme we also assess each project, prior to the start, to ensure that noise mitigation practices are built into the project methodology.

We actively monitor the noise levels of our projects at agreed locations throughout the project and ensure that these are maintained within the pre-agreed levels.

In line with this policy we can confirm that we would implement the following best practice guidance as part of our standard procedure:

Site Planning

- Erect solid barriers to site boundary
- Plan site layout – machinery and noise causing activities are located away from sensitive receptors wherever possible
- Identify responsible person in charge

Demolition Traffic

- All vehicles to switch off engines – no idling vehicles

Demolition Works

- Only use appropriately powered equipment (low noise emission) for the task in-hand
- Activities to be undertaken within time restrictions
- No radios/stereos on site

Site Activities

- Target methodologies that minimise noise generation
- Use barriers as suppressant where applicable

Noise Control

All mechanical equipment intended for use on this project is of the design standard required to conform to the Noise at Work Regulations 2005.

Noise levels will be monitored throughout the course of the works. It is accepted that noise cannot be eliminated entirely, but reasonable steps will be taken to reduce any adverse effects of noise generated by the works.

Previously works of this scale and nature have been carried out and we have assessed the results to inform our methodology for future schemes. A table summary of these results is shown below for reference. The nature of the works and type of structures will allow controlled sectional removal of structural elements using remotely operated plant. The nature and capability of the plant proposed to be used is such that all operations will be carried out with the minimum of noise and emissions generated on the site.

Anticipated Noise Levels

Activity	Noise produced at Source	Noise produced at site boundary
Demolition	85db(A)	80db(A)

Dust & Nuisance Control

All of our works are undertaken in accordance with BS6187 Code of Practice Guidance for The control of dust and emissions from construction and demolition. The location of all plant and machinery will be positioned as far as is reasonably practicable from sensitive receptors, specifically members of the public and adjacent residential & business properties. As a matter of course all plant and machinery will have the engines turned off when idling.

All CMEC Plant and Machinery have engines compliant with emission regulations EU Stage 3. In addition all exhaust gases are mixed with intake air to reduce particle matter (PM) and nitrogen (NOx) emissions.

As previously stated the site lies within an existing commercial & residential area and the creation of dust has been identified as a potential cause for concern. This has been taken into consideration and we are to adopt a dust suppressive method of demolition. The main objectives are to both minimize the production of dust by controlled demolition methods and suppress any dust that is generated at source.

Given the requirement to 'damp down' dust generated both at the workface consideration will be given to discharge of slurry into the adjacent live sewers. All such gully outlets will be bundled with sand bags and also have a filter system installed in the form of 'terram' membrane to ensure slurry run off does not enter the drainage system.

No fires will be allowed on site.

4.10 Delivery and Storage of Materials & Waste Removal

Delivery Procedures

Access and egress to the workface will be via designated routes, These will be agreed and implemented by our site supervisor. The site lies near to a busy city centre location.

If possible, communications & small pieces of equipment are taken to site by staff on route. We look to order goods in bulk to reduce transportation requirements.

The existing road system is to be followed in accordance with the traffic management scheme to be adopted. All plant will be delivered to site by road going low loaders, with no plant movements carried out on existing roadway to ensure that the road surface and also existing below sewers / drainage is not damaged through displacement.

CMEC Demolition's suggested approach for sites of this nature is to establish as early as possible a one-way system of moving skip vehicles/lorries through the site. All waste lorries will have their loads sheeted prior to leaving site.

Demolition Traffic

- All vehicles to switch off engines – no idling vehicles
- Effective vehicle cleaning and specific wheel-washing on leaving site
- All loads entering and leaving site to be covered
- No site runoff of water or mud
- All non road mobile machinery (NRMM) to use ultra low sulphur tax-exempt diesel (ULSD) where available
- On-road vehicles to comply with the requirements of a possible future Low Emission Zone (LEZ) as a minimum
- Hard surfacing and effective cleaning of haul routes and appropriate speed limit around site

Storage of Materials

We do not utilise large quantities of materials during the general course of our works, however, we would undertake the following to ensure that all waste was stored safely:

General Principals

- Ensure that all waste is collected, segregated and disposed of safely and in accordance with statutory regulations and CMEC Demolition Ltd procedures.
- Ensure that all waste containers are correctly locked and labelled in accordance with statutory and CMEC Demolition Ltd policy requirement
- Waste/Skip containers will be placed as close as possible to the point of origin and clearly identified for each specific type of waste
- External storage areas will be kept free of animals/rodent infestations
- The Supervisors / Manager are responsible for ensuring that the number of containers provided is compatible with the volume of waste produced.

- All waste generated on CMEC Demolition Ltd premises whether internally or externally will be stored in a safe and practical manner so as to ensure the minimum of offence to members of the public and employees.
- Hazardous waste will be transferred only by an authorised contractor who holds all relevant licenses and approvals from the enforcing authority which in this case is the Environment Agency.

Gas Bottles

If any gas bottles are found on site they will be securely stored and returned to the manufacturer.

Paint

Any liquid paint tins/containers would be treated as 'chemical' waste and disposed of as follows:

Any chemicals discovered after the commencement of works on site will be quarantined in a bunded area able to hold 110% of the chemicals if spilled. MSD's would be obtained or analyses ordered. Dependent upon the results disposal will be arranged by a fully licensed carrier, we have close working relationships with OSS Group or Castle Environmental.

Products under the Waste Electrical or Electronic Equipment Directive (WEEE)

Any products on site that are categorised as Waste Electrical or Electronic Equipment are collected and stored in a secure area on site. They would be collected and taken to the nearest Ward Recycling site for recycling / reprocessing.

Tyres

Tyres found on site would be collected and stored in a central area for licensed collection and recycling/reprocessing by Metalon Facilities Management.

Water Oil and Fuels

Water, Oils & Fuels will be sampled at the earliest opportunity and drained and disposed of through a licensed undertaker. They would be collected and taken to the nearest OSS Group site for recycling / reprocessing.

Mercury

Any demolition materials containing Mercury (eg. Florescent tubes) would be collected and stored in a coffin in a secure central location and be collected by Site Clear Solutions on a carriers round for reprocessing and recycling.

Waste Disposal

All waste materials will be separated into types for recycling where possible. Non-ferrous metals will be taken on an ongoing basis from the site to be recycled. No burning will take place on site.

Debris will be placed into wagons or skips for removal to an appropriate waste disposal site or recycling station.

Wagons entering and leaving the site will be assisted by a banksman to prevent any inconvenience to road users or pedestrians.

Skips and wagons will be sheeted prior to leaving site to prevent materials being windblown during transit.

The frequency of waste collections will be determined so as to avoid unnecessary accumulation of waste in storage areas and to minimize the impact of the transport vehicles on the surrounding neighbourhood.

Section 5: Communications



Section 6

Method Statements/Toolbox

Talks, Induction Forms &

Risk Assessments

METHOD STATEMENT / TOOLBOX TALK NO: 002

Erection of Heras fencing

1. determine the site boundary and the safest place for the access and egress to the site
2. starting from the furthest point work along the boundary
3. place feet down first one at a time then fix in place mesh panel
4. clip and secure as you erect panels
5. Never leave panels leaning or standing without being fix into feet
6. Always be on the lookout for blind or disabled pedestrians so you can offer them assistance to pass the working area safely
7. **ALWAYS CHECK THE CONDITION OF THE PANELS WHILST ERECTING ONLY USE PANELS THAT ARE IN GOOD REPAIR**
8. **MAKE SURE THAT THERE ARE NO MESH WIRES STICKING OUT THAT COULD CAUSE INJURY OR DAMAGE TO PEDESTRIANS**
9. Dailey checks will be carried am and pm before and after a working shift and recorded on the site report form [hoarding checks sheet in site file]
10. The up keep and maintenance of the site security fencing is paramount
11. If at any time the fence is damaged then work must stop or not start until it is fully repaired or replaced
12. **Warning, never drive in steel pins or dig holes until a full service detection and identifications have been carried out.**



RISK ASSESSMENT NO:002

CLIENT:	KIER Services Ltd
SITE ADDRESS:	The Grove Leisure Centre
ACTIVITY:	Erection of Site Fencing
HAZARDS:	Unauthorised Entry Fencing falling onto persons
THOSE AT RISK:	ALL SITE OPERATIVES, AND OTHERS

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16 HIGH

ACTION & CONTROL MEASURES	SECURITY OF SITE, ELIMINATE ACCESS TO UNAUTHORISED PERSONNEL.				
	ONLY APPROPRIATELY TRAINED OPERATIVES TO CARRY OUT THE WORKS.				
	ONLY OPERATIVES WITH CURRENT ANNUAL TRAINING.				
	ENSURE FENCING IS CHECKED ON A TWICE DAILY BASIS, i.e. AT BEGINNING OF SHIFT AND END OF SHIFT				
	NO WORKS MUST PROCEED UNTIL ALL OPERATIVES HAVE READ, UNDERSTOOD, ACCEPTED THE METHODOLOGY AND SIGNED ON TO THE WORKING PARTY.				
	FIRST AIDER TO BE ON SITE AT ALL TIMES				

HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	1	x	2	x	2

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	AVAILABLE	✓	✓	✓			

DATE OF ASSESSMENT:	16/06/2017	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO
NEXT REVIEW DATE:	17/06/2018	ASSESSOR:	ANTONY HOPKINSON		

Created By:  Date: 16/06/2017

METHOD STATEMENT / TOOLBOX TALK NO:003**Looking for Sharps/Needles**

1. Derelict sites and buildings could have been home to squatters and/or drug users. They can leave used needles lying around the area, so you always need to check carefully before starting any work.
2. Do not go into poorly lit rooms or areas
3. Always use a torch or 110v spot light
4. Never use your hands to pick up sharps, always use a special hand held picker or shovel and put into a sharps box
5. Do not go into rooms or buildings alone, always go in pairs, as there could still be squatters etc still inside
6. If there is anyone still in the property, leave them alone and call the police and let them deal with them as they can be aggressive and dangerous
7. PPE – boots, sharps gloves, coveralls, goggles etc to be worn at all times

Place all sharps into special yellow sharps container for safe disposal to incinerator

RISK ASSESSMENT NO:003

CLIENT:	KIER Services Ltd
SITE ADDRESS:	The Grove Leisure Centre
ACTIVITY:	Sharps
HAZARDS:	Skin penetration from contact with sharps & needles. Infection, disease & skin disorders from contact with contamination matter.
THOSE AT RISK:	SITE OPERATIVES

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	2	x	4	x	8 MEDIUM

ACTION & CONTROL MEASURES	OPERATIVES TO WEAR CORRECT PPE – GLOVES, SAFETY BOOTS. USE ‘LITTER PICKERS’ TO REMOVE ANY NEEDLES ETC AND PUT DIRECTLY INTO SHARPS BOX
	AS ABOVE, ALSO ENSURE THAT ROOM IS VENTILATED AND HANDS ARE THOROUGHLY WASHED AFTER EACH SHIFT
	ONLY APPROPRIATELY TRAINED OPERATIVES TO CARRY OUT THE WORKS.
	ONLY OPERATIVES WITH CURRENT ANNUAL TRAINING.
	ENSURE FENCING IS CHECKED ON A TWICE DAILY BASIS, i.e. AT BEGINNING OF SHIFT AND END OF SHIFT
	NO WORKS MUST PROCEED UNTIL ALL OPERATIVES HAVE READ, UNDERSTOOD, ACCEPTED THE METHODOLOGY AND SIGNED ON TO THE WORKING PARTY.
	FIRST AIDER TO BE ON SITE AT ALL TIMES

HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	1	x	2	x	2

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	AVAILABLE	✓	✓	✓			

DATE OF ASSESSMENT:	16/06/2017	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO
NEXT REVIEW DATE:	17/06/2018	ASSESSOR:	ANTONY HOPKINSON		

Created By:  Date: 16/06/2017

METHOD STATEMENT / TOOLBOX TALK NO:004**Setting up a drop zone**

THE MEANING OF A DROP ZONE IS AN AREA WHERE ARISING FROM ANY WORK OPERATION COULD OR CAN BE DROPPED DURING REMOVAL

- Prior to starting work the site supervisor must determine the safest position to set up the drop zone
- The three main types of drop zone are:
 1. Area directly below an ejection point i.e. window or debris shoot
 2. The floor directly below the removal or dismantling operation from over head
 3. Area around a structure being demolished or collapsed by machine
- Once the area has been selected this must be made a no go area and a physical barrier erected and warnings signs posted

**DROP ZONE**

- Site operatives must not go into the drop zone at any time during the work operation.
- Only enter when work has come to a complete stop and is safe to do so
- Position the skip or machine bucket in drop zone for loading, if this is not practical, then employ a machine to progressively load away arisings.
- When employing a drop zone directly below an overhead working area, there must be an operative employed as a look out to keep MEWP free from hazards and if hot works is in progress, be on standby for fire watching.

RISK ASSESSMENT NO:004

CLIENT:	KIER Services Ltd
SITE ADDRESS:	The Grove Leisure Centre
ACTIVITY:	Drop Zone
HAZARDS:	Objects/ Materials falling from height
THOSE AT RISK:	SITE OPERATIVES, OTHERS

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 – 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 – 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 – 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16 HIGH

ACTION & CONTROL MEASURES	AREA TO BE FENCED OFF. NO PERSONS ALLOWED IN AREA UNTIL DROPPING WORKS COMPLETE.
	ONLY APPROPRIATELY TRAINED OPERATIVES TO CARRY OUT THE WORKS.
	ONLY OPERATIVES WITH CURRENT ANNUAL TRAINING.
	ENSURE FENCING IS CHECKED ON A TWICE DAILY BASIS, i.e. AT BEGINNING OF SHIFT AND END OF SHIFT
	NO WORKS MUST PROCEED UNTIL ALL OPERATIVES HAVE READ, UNDERSTOOD, ACCEPTED THE METHODOLOGY AND SIGNED ON TO THE WORKING PARTY.
FIRST AIDER TO BE ON SITE AT ALL TIMES	

HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	1	x	2	x	2

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	AVAILABLE	✓	✓	✓			

DATE OF ASSESSMENT:	16/06/2017	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO
NEXT REVIEW DATE:	17/06/2018	ASSESSOR:	ANTONY HOPKINSON		

Created By:  Date: 16/06/2017

METHOD STATEMENT / TOOLBOX TALK NO: 006

Internal strip out

1. Check that the selected area to be stripped out has been isolated from all incoming services i.e. gas, water, electric, telephones, fire etc. Proof of this in writing will be obtained from site management.
2. Arrange drop zone and mark out with appropriate signage.
3. First, remove any loose furniture
4. Strip out the interior of the building, remove all false ceilings, partitions, doors, frames, floor coverings, fixtures & fittings and M & E equipment. Take off the timber skirting, wall cupboards, doors, frames and pipework etc.
5. Place removed material into drop zone, ensuring drop is no greater than 2 storey's.
6. Using a machine, move material from drop zone and place in a skip, ensuring a banks man is in attendance.
7. Where possible, position skip within drop zone to enable material to be placed directly into it.
8. Start from top of building down to ensure nobody is working below ejection point.

NOTE:

Proceed with caution during soft strip operations as heavy internal strip out can sometimes uncover asbestos-based products, not identified in the survey.

RISK ASSESSMENT NO:006

CLIENT:	KIER Services Ltd
SITE ADDRESS:	The Grove Leisure Centre
ACTIVITY:	Internal Strip Out
HAZARDS:	Cuts, Grazes & Abrasions Contact with sharp materials Slips, Trips & Falls Foot penetration injuries
THOSE AT RISK:	SITE OPERATIVES

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 – 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 – 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 – 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	4	x	16 HIGH

ACTION & CONTROL MEASURES	OPERATIVES TO WEAR CORRECT PPE – HELMETS, GLOVES. BOOTS AND GOGGLES				
	AREAS ARE TO BE KEPT PROGRESSIVELY CLEAR AND TIDY, WITH BARRIERS AROUND UNSAFE AREAS				
	ONLY APPROPRIATELY TRAINED OPERATIVES TO CARRY OUT THE WORKS.				
	ENSURE FENCING IS CHECKED ON A TWICE DAILY BASIS, i.e. AT BEGINNING OF SHIFT AND END OF SHIFT				
	NO WORKS MUST PROCEED UNTIL ALL OPERATIVES HAVE READ, UNDERSTOOD, ACCEPTED THE METHODOLOGY AND SIGNED ON TO THE WORKING PARTY.				
	FIRST AIDER TO BE ON SITE AT ALL TIMES				

HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
1		x	2	x	2

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VIZ VESTS	RPE TYPE	OTHER	OTHER
✓	✓	AVAILABLE	AVAILABLE	✓	✓	✓			

DATE OF ASSESSMENT:	16/06/2017	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO
NEXT REVIEW DATE:	17/06/2018	ASSESSOR:	ANTONY HOPKINSON		

Created By: Date: 16/06/2017



HAZ/RISK No 002

HAZARD / RISK ASSESSMENT

PERSON MAKING ASSESSMENT	A W HOPKINSON	PROJECT	The Grove Leisure Centre	DATE	29/05/17
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PROCESS / OPERATION	IDENTIFIED HAZARDS	RISK RATING
Loading of strip out arisings	Manual handling Falls of materials Machine striking or trapping operatives Materials falling out of grab	6 3 7 7

PROBABILITY The likelihood of these hazards to cause harm **H=High** **M=Medium** **L=Low**

SEVERITY The severity of the injuries from these hazards **H=High** **M=Medium** **L=Low**

HAZARD RISK RATING **H x H=9** **H x M=8** **H x L=7** **M x H=6** **M x M=5** **M x L=4** **L x H=3** **L x M=2** **L x L=1**

CONTROL MEASURES Means of reducing the probability /likelihood of these hazards to cause harm	
SAFE WORKING: Should manual handling be required minimum of two persons needed for heavier items, adopt correct handling technique. Assess each item prior to lift and clear transit route to ensure safe passage. Complete site safety form Use mechanical means i.e. 360 Excavator with grab attachment to load materials wherever practicable. Ensure that at no time persons enter the loading zone. Operatives working around the area with the 360 machine at all time will be instructed by the 360 operator when it is safe to do so	
PROTECTIVE MEASURES	Means of reducing the severity of injuries or ill health from these hazards
PPE: Safety helmet, Safety boots, Light eye protection, Half face masks, Reflective clothing OPERATIVES TO ALWAYS STAY IN VIEW OF THE DRIVER – IF YOU CAN'T SEE THE DRIVER THEN HE CAN'T SEE YOU. When operatives are not required in the loading/working zone, then they will stay back a minimum of 30ft/10mtr	
Communicate to operatives by A. Site Induction <input type="checkbox"/>	B. Tool Box Talk <input type="checkbox"/>
SIGNED	AUTHORITY

SITE AUDIT	COMMENTS
ARE CONTROLS EFFECTIVE <input type="checkbox"/>	
ARE OPERATIVES COMPLYING <input type="checkbox"/>	
IS ADDITIONAL TRAINING NEEDED <input type="checkbox"/>	
	AUDITED BY
	DATE



HAZ/RISK No 005

HAZARD / RISK ASSESSMENT

PERSON MAKING ASSESSMENT	A W HOPKINSON	PROJECT	The Grove Leisure Centre	DATE	29/05/17
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PROCESS / OPERATION	IDENTIFIED HAZARDS	RISK RATING
Working with pneumatic breaker	Noise	9
	Eye Injuries	7
	Hand/Arm Vibrations	8

PROBABILITY The likelihood of these hazards to cause harm **H=High** **M=Medium** **L=Low**

SEVERITY The severity of the injuries from these hazards **H=High** **M=Medium** **L=Low**

HAZARD RISK RATING **H x H=9** **H x M=8** **H x L=7** **M x H=6** **M x M=5** **M x L=4** **L x H=3** **L x M=2** **L x L=1**

CONTROL MEASURES	Means of reducing the probability /likelihood of these hazards to cause harm
BEFORE STARTING WORK: The Supervisor is to ensure that the equipment is in good working order and that the blades are sharp. He is to arrange a rota for the operatives carrying out this task and to ensure that all the operatives have been trained.	
NOISE ZONE: The Supervisor is to establish a noise zone around the work area and to post notices to warn anyone approaching.	
SAFE WORKING: The work force are to be rotated regularly on to other duties so no one spends long periods working on the breaker. The operatives will wear the correct P.P.E. at all times. During cold/wet weather the operatives will try and keep warm as much as possible, i.e; extra clothing, gloves etc.	

PROTECTIVE MEASURES	Means of reducing the severity of injuries or ill health from these hazards
PPE. Safety helmet, Safety boots, Hearing protection, Gloves, Safety goggles	

Communicate to operatives by A. Site Induction <input type="checkbox"/>	B. Tool Box Talk <input type="checkbox"/>
SIGNED	AUTHORITY

SITE AUDIT	COMMENTS
ARE CONTROLS EFFECTIVE <input type="checkbox"/>	
ARE OPERATIVES COMPLYING <input type="checkbox"/>	
IS ADDITIONAL TRAINING NEEDED <input type="checkbox"/>	
AUDITED BY	
DATE	

RISK ASSESSMENT NO:007

CLIENT:	KIER Services Ltd
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SITE ADDRESS:	The Grove Leisure Centre
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ACTIVITY:	Abrasive Wheels
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HAZARDS:	Noise, Vibration, Dust, Contact with moving parts Fuelling the Equipment Changing the Cutting Disc Damage to Eyes from shrapnel Starting and stopping operation Damage to feet and other parts of the body
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THOSE AT RISK:	SITE OPERATIVES
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LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 – 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 – 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 – 4

HAZARD RATING BEFORE CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	4	x	3	x	12 MEDIUM

ACTION CONTROL MEASURES	TO WEAR CORRECT PPE – HARD HAT, EAR DEFENDERS, GLOVES, MASK, GOGGLES/FLIP UP VISOR. REFUELLING TO BE CARRIED OUT WHEN EQUIPMENT IS SWITCHED OFF. FOLLOW INSTRUCTION MANUAL OF EQUIPMENT. ONLY APPROPRIATELY TRAINED OPERATIVES TO CARRY OUT THE WORKS. ONLY USE OPERATIVES WITH CURRENT ANNUAL TRAINING. ENSURE FENCING IS CHECKED ON A TWICE DAILY BASIS, i.e. AT BEGINNING OF SHIFT AND END OF SHIFT NO WORKS MUST PROCEED UNTIL ALL OPERATIVES HAVE READ, UNDERSTOOD, ACCEPTED THE METHODOLOGY AND SIGNED ON TO THE WORKING PARTY. FIRST AIDER TO BE ON SITE AT ALL TIMES.
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HAZARD RATING AFTER CONTROLS:	LIKELIHOOD	x	SEVERITY	x	RISK RATING
	2	x	2	x	4

PERSONNEL PROTECTIVE EQUIPMENT TO BE USED (PPE)

SAFETY BOOTS	SAFETY HAT	EAR DEFENDERS	GOGGLES	GLOVES	COVERALLS	HIGH VESTS	VIZ	RPE TYPE	OTHER	OTHER
✓	✓	✓	✓	✓	✓	✓		P3		

DATE OF ASSESSMENT:	16/06/2017	IS HEALTH SURVEILLANCE REQUIRED:	YES	✓	NO
NEXT REVIEW DATE:	17/06/2018	ASSESSOR:	ANTONY HOPKINSON		

Created By: Date: 16/06/2017

METHOD STATEMENT / TOOLBOX TALK NO: 009

Demolition of Building

Once free of fixtures and fittings the structures are to be demolished by employing a specialist rigged high reach 360 degree excavator fitted with suitable demolition attachments. All demolition, processing and concrete / masonry cutting works are to be damped down to act as a dust suppressant during the works. Working from one end to the other in a systematic bay by bay and section by section manner, the pulveriser will effectively 'munch' the roof sections into smaller sections. The resultant 'munched' concrete will be allowed to fall onto the lower floor cordoned off working area.

As the works progress the resultant associated walls and columns are to be removed, once the relevant sections of the roof has been removed, and they have had their structural support properties removed. The walls are to be pushed inwards onto the floor by the 360 degree excavator. The sequence is to be roof, internal walls, side walls and finally rear walls. These are to be pulled inwards onto the floor as the works progress.

The roof / top floor is to be removed to a suitable point which offers safe access for the 360 degree excavator. Once this point has been reached. This systematic bay by bay sectional demolition will ensure total structural integrity whilst the works are being carried out.

As the works progress and the structure are reduced there will be assistance at ground level offered by another 360 degree excavator fitted with a suitable attachment. The reduction works will be carried out in the manner described above to a point where the standard 360 degree excavators can continue the works in the same manner. At ground level the resultant elements are to be processed by the assisting 360 degree excavator into the separate waste categories for removal (general waste / timber scrap metal) and processing

Materials will then be loaded directly into awaiting container skips and removed at periodic intervals to promote a clean, tidy and safe working environment. Separations of all crushable materials will be an ongoing process with stockpiles created at suitable points awaiting the commencement of the waste removal and filling works.

METHOD STATEMENT / TOOLBOX TALK NO: 009

Demolition of Building Adjacent River Course

Once free of fixtures and fittings the structures are to be demolished by employing a specialist rigged high reach 360 degree excavator fitted with suitable demolition attachments. All demolition, processing and concrete / masonry cutting works are to be damped down to act as a dust suppressant during the works.

Prior to demolition the adjacent to the fence will be banded as per the drawing supplied to prevent any water run off into the watercourse

The section of the building adjacent the watercourse will be pulled into the footprint in a systematic piecemeal way. This will avoid any plant being close to the watercourse. Plant will sit on the slab during this process.

The roof / top floor is to be removed to a suitable point which offers safe access for the 360 degree excavator. Once this point has been reached. This systematic bay by bay sectional demolition will ensure total structural integrity whilst the works are being carried out.

As the works progress and the structure are reduced there will be assistance at ground level offered by another 360 degree excavator fitted with a suitable attachment.

This section of works will take approx. 2 days to carry out. Prior to commencing this section all relevant bodies will be given 2 days notice.

Utilising Environmental Guidelines PPG5 & 6 Jan 2017 as guidance for these works but specifically All spoil will be removed from the location of the watercourse as work proceeds to prevent run off. Periods of dry spells will be avoided during the work to reduce silt migration in the air.

No refueling to take place in its vicinity.

All skips to be stored at 10 m away from watercourse.

Regular checks of the bund and watercourse to take place during the works.

A bankman to be positioned watercourse side of the fence and be in radio contact with the machine operator throughout the period of this demolition.

The buffer zone to remain in place during the works. Key toolbox talks to take place prior to these works commencing.

PPG 21&22 to be used as a guideline for Incident response planning

Spill kit to be available, Bund to place on watercourse. Contact numbers required.

5. EMERGENCY MATERIALS AND EQUIPMENT

A wide variety of products are available to deal with spillages or to contain spills in emergency containment areas, some of which are listed below. Any materials or equipment used must be well maintained and strategically placed at accessible locations which are clearly marked with durable notices explaining their use. The pollution incident response plan should identify pollution prevention equipment and materials and their location. The Agency does have emergency equipment and facilities, but these may not always be available.

a. Sand and earth.

These are versatile containment materials which may be used to soak up spillages of oil and chemicals and used in sand bags to block off drains or to direct flows to a predetermined collection point. Sand should be kept dry and a shovel should be available. Contaminated material must be properly disposed of and must not be washed into the drainage system.

b. Proprietary absorbents

These serve a similar purpose to sand. They are available as granules, sheets, pillows or a loose powder. Although most absorbents are designed for hydrocarbon spills, products are available for chemical spills.

c. Sealing devices and substances for damaged containers

These devices and materials are designed for use when a tank, storage drum, valve or pipe has been punctured or damaged. Leak sealing devices may take the form of a pad or clamp which is put over the damaged area like a plaster, or they may be preshaped, inserted into the damaged area and then inflated. Leak sealing putties are also available, ready made or supplied in a dry powder form for mixing with water. These are applied over the damaged area to form a temporary seal. A more permanent method may be required before moving the damaged vessel.

d. Drain seals

There are several types of drain seal, including those which can be used to seal a drainage grid by covering or blocking the drain and those which fit in a pipe. The use of a pipe seal may enable the drains to be used as a retention system, which may provide a significant volume of containment. Drain seals should be kept in a readily accessible location close to where they would be used. Care should be taken in their installation to avoid exposure to hazardous conditions and to ensure the contained liquid does not overflow from gullies or elsewhere on the drainage system.

e. Booms

Booms designed for use on watercourses may also be used to isolate drains or divert or contain spillages. There are two types of booms. Absorbent booms are filled with absorbent material which can be suitable for hydrocarbons, aqueous chemicals or both. Plastic physical barrier booms can be inflated with air or water.

6. WASTE MANAGEMENT

Measures should be in place to dispose of, as soon as possible, any spillage, contaminated material or fire fighting water. Where re-use is possible, the spilled material should be returned to storage on site. If off-site disposal is required, a registered waste carrier should be used, although if a foul sewer is available it may be possible to discharge to it with the approval of the local sewerage undertaker. It may be possible to treat hydrocarbon contaminated water using site oil separators, but the presence of foam can adversely affect their efficiency.

The movement of the waste will need to be documented with a transfer note under the Duty of Care Regulations 1991 (Reference 8), or if it is a special waste, with a special waste consignment note under the Special Waste Regulations 1996. The producer will need to keep these notes for a statutory period of two years for transfer notes or three years for consignment notes.

In the case of special waste consignments, there is normally a requirement for three days notice to be given to the Agency prior to movement. In an emergency this may be waived, providing the local Agency office is contacted.



Useful Contacts

Incident/Pollution hotline: Northern Ireland, Scotland and England

0800 80 70 60 (24-hour service)

Emergency hotline - Wales

0300 065 3000 (press 1 – 24-hour service)

Floodline – Wales, Scotland and England

0845 988 1188

Flooding incident line - Northern Ireland

0300 200 0100

Natural Resources Wales

www.naturalresourceswales.gov.uk

Head Office (Ty Cambria)
29 Newport Road
Cardiff
CF24 0TP

Tel: 0300 065 3000 (Mon – Fri,
9am–5pm)

enquiries@naturalresourceswales.gov.uk

Scottish Environment Protection Agency

Corporate Office
Strathallan House
The Castle Business Park
Stirling
FK9 4TZ

Tel: 03000 99 66 99

www.sepa.org.uk/contact

Northern Ireland Environment Agency

www.daera-ni.gov.uk

Head Office
Klondyke Building
Cromac Avenue
Gasworks Business Park
Malone Lower
Belfast
BTZ 2JA

Tel: 0300 200 7856

nieainfo@daera-ni.gov.uk

RISK ASSESSMENT NO:009

CLIENT: KIER Services Ltd

SITE ADDRESS: The Grove Leisure Centre

ACTIVITY: Mechanical Demolition employing 360° High Reach

LIKELIHOOD		SEVERITY		RISK RATING	
HIGH	5	HIGH	5	HIGH	16 - 25
MEDIUM / HIGH	4	MEDIUM / HIGH	4	MEDIUM / HIGH	
MEDIUM	3	MEDIUM	3	MEDIUM	5 - 15
MEDIUM / LOW	2	MEDIUM / LOW	2	MEDIUM / LOW	
LOW	1	LOW	1	LOW	0 - 4

PROTECTIVE AND CONTROL MEASURES: Means of reducing the probability, or likelihood of these hazards causing injury or harm to people, property, equipment or the environment.

Identified Hazard	Level of Risk Rating	Who or what is at risk	Control and protective measures to be implemented on site at all times	Level of risk, following control and protection
Being hit by machine	8	Site operatives, other vehicles and or buildings	Ensure that excavator fitted with mirrors, and flashing beacons and a banksman is present	2
Debris falling onto machine operator	5	Machine operative	Ensure that machine is fitted with safety guards	2
Debris falling onto others adjacent to the site	3	Adjacent properties	Ensure that there is an exclusion zone set up around where machine is working, notify adjacent properties of work being undertaken and have banksmen/operatives on guard	1
			Scaffold protection to be erected to ends of building as per drawings	
Debris falling on other operatives on site	3	Site operatives	Set up physical barriers and ensure that there is an exclusion zone set up around where machine is working	1
Dust	7	Site operatives, public, other buildings	Water suppressant on works at all times	2
Dust	6	Inhalation by operatives and others	Water suppression at all times	1
	4	Hazardous to surrounding vicinity & works	Water suppression at all times Sheeting of loads in transit	1
	6	Damage to eyes	Protective eye equipment if required	1
Vibration	5		Lower large material to floor as often as possible	2
	6	Operative	Anti vibration gloves	2
			Monitor exposure of operative to vibration	2

Concrete cladding to fall	7	Hazardous to surrounding vicinity & works	Construction of absorbing crash mat at staircase end	2
			Holes through cladding to enable control of cladding when removing from building	2
			Erect protection scaffold to end of building	2
			Operatives to use 2 way communication equipment with machine driver	2
		Site operatives	Ensure operatives kept out of lay down zone at all times	1
Working adjacent Pool	8	Site Operatives Plant	Clear Zone around pool to be identified	2
			Works to demolish to take place from around the pool area	2
			Pool to be infilled progressively with site obtained hardcore to allow access to roof above pool	2
			Operative to be in attendance at all times and radio contact with driver	2

Prepared By: R.L.Bourne	Date: 09/06/2017	Communicated to operatives by Tool Box Talk <input type="checkbox"/>
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METHOD STATEMENT / TOOLBOX TALK NO: 127

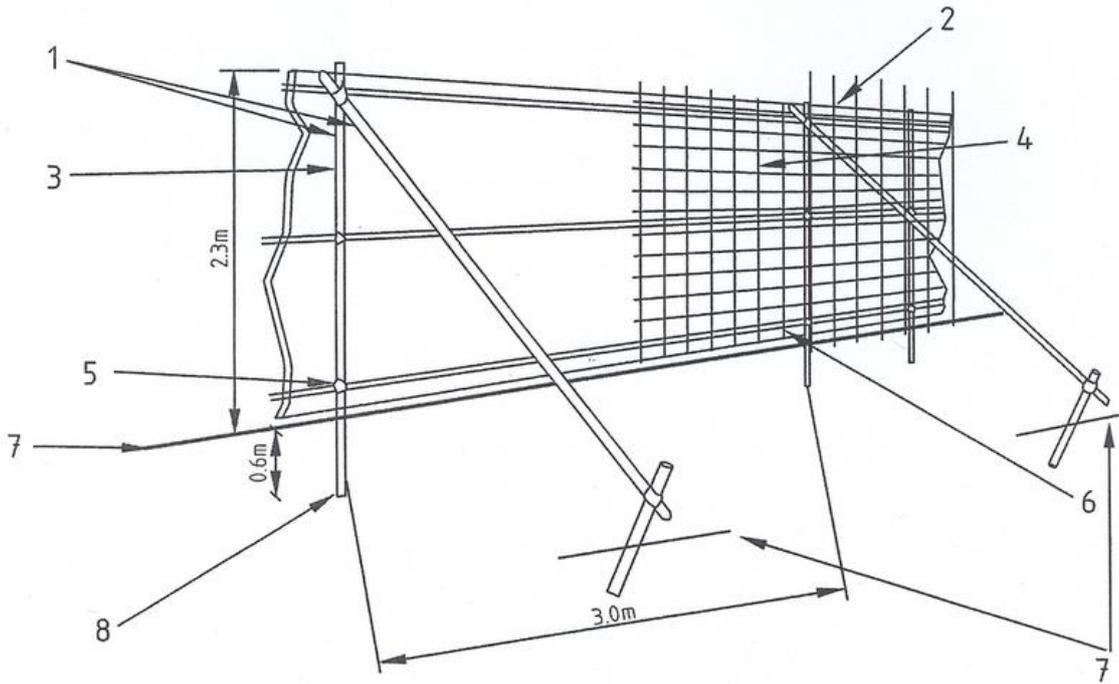
PROTECTION OF TREES (BS 5837)

(To be used in conjunction with tool box talk number 002)

1. **Determine from site plans which trees are to be protected from damage or removal**
2. The tree roots extend roughly to the edge of the branches
3. To ensure the root ball is protected, allow an additional one meter from the furthest branch and mark the ground accordingly.
4. Erect Heras fencing at this marked point, ensuring that the correct feet and clips are used as per Figure 1.
 - i. **Attach a notice to the fencing 'Protected Tree'**
5. No works should take place within the fenced off area.
6. Particular consideration should be paid to the following :
 - i. abrasion of bark and wounds that leave wood tissue exposed
 - b. crushing of roots by vehicles / plant equipment and / or storage of materials
 - c. severing and removal of roots by excavation
 - d. broken branches leaving wood tissues exposed
 - e. fire damage
 - f. poisoning of roots from spillage or storage of fuel, oil, chemicals etc
 - g. changes in soil levels around trees resulting in root death
 - h. installation of impermeable surfaces
7. When works are fully complete remove protection

Refer to main Kier Drawing for location of trees to be protected

Figure 1



- | | |
|--|--|
| 1 Standard scaffold poles | 5 Standard clamps |
| 2 Uprights to be driven into the ground | 6 Wire twisted and secured on inside face of fencing to avoid easy dismantling |
| 3 Panels secured to uprights with wire ties and, where necessary, standard scaffold clamps | 7 Ground level |
| 4 Weldmesh wired to the uprights and horizontals | 8 Approx. 0.6m driven into the ground |

Section 7: Transport Guidance/ Waste Disposal

6.1. Transport

Guidance for the loading of vehicles:

Care will be taken when loading and unloading all transport vehicles.

DO NOT: -

1. Travel with the load not secured firmly in place.
2. Load equipment entirely on the rear or the front of the vehicle.
3. Leave pieces of equipment loose so they can roll off.
4. Over load the vehicle or any axle i.e. too much weight over one axle, the payload is to be evenly distributed over the bed of the vehicle.
5. Allow vehicles to leave sites before checking and cleaning the vehicle.

DO: -

1. Hang a flag on the end of any load overhang.
2. Take extra care when transporting, loading and unloading equipment.
3. All heavy vehicles must use a banks man when entering and leaving site.
4. During periods of bad weather ensure road is kept clean.
5. Sheet all skips

Tachograph/Drivers Hours:

It is a statutory requirement that the driver of the vehicle completes a tachograph or inserts a valid driver card, failure to do so may result in a fine for both the Company and the driver, with the driver also being penalised by having his licence endorsed. If at any time the tachograph or driver card fails to work whilst driving it is permissible to make a manual entry on the back of the disc or tachograph print out.

6.2. Waste Disposal

All waste products will be removed from site whilst adhering to relevant regulations and a Duty of Care movement notice completed. Copies of these will be held on site.

Waste will be removed from site by CMEC Demolition, who are licensed waste carriers.

6.3. Waste Skips

All skips and / or Roll-on / off containers will be placed in such a way so that they do not present an obstruction to means of Access and Egress for personnel, plant or vehicles, and with the site compound area.

They will be based on firm level ground.
Fires will not be made in waste skips.

The filling of skips will be undertaken with discretion, as it is dangerous to overload them.

Proper transportation will be provided to move waste skips and roll-on / off containers.

It is the driver's responsibility to ensure that this load is safe when being transported. The Project Manager will ensure that waste skips are suitably sheeted, scrap containers are not overloaded before leaving site and that the necessary waste transfer documents are available and in order for each skip.

Section 9: Site Report Forms

INITIAL NOISE ASSESSMENT (Rule of thumb)

SRF 9.3

EMPLOYING THE RECOGNIZED METHOD OF ASSESSING NOISE LEVELS, WITHOUT THE USE OF A NOISE LEVEL METER

**A) If you have to raise your voice to be heard at 2 metres :- Assumed noise level at least 85db(A)
FIRST ACTION LEVEL**

**B) If you have to raise your voice to be heard at 1 metre :- Assumed noise level at least 90db(A)
SECOND ACTION LEVEL**

PROJECT NUMBER: 8454

DATE OF REVIEW:

PERSON MAKING ASSESSMENT:

POSITION:

DATE:

TYPE OF WORK BEING ASSESSED	EQUIPMENT BEING USED ON SITE	ASSUMED NOISE LEVELS			ACTIONS TAKEN OR COMMENTS
		BELOW 85db(A)	80-90 db(A)	ABOVE 90db(A)	

WHENEVER AN INITIAL NOISE ASSESSMENT REVEALS A SIGNIFICANT NOISE PROBLEM THE COMPANY SAFETY ADVISOR MUST BE NOTIFIED SO THAT A FULL ASSESSMENT CAN BE ARRANGED TO EVALUATE NOISE CONTROL MEASURES TO BE APPLIED.

HAZARD ASSESSMENT (Asbestos Cement)

SRF 9.4ii

PROJECT NUMBER: 8454

DATE:

HAZARD

Roofing
Cladding sheets
Ceiling boards
Partitions
Others

HAZARD FORM

Big six corrugated sheets
Standard corrugated sheets
Trafford tile sheets
Flat sheeting board

HAS SAMPLE ANALYSIS BEEN UNDERTAKEN?

YES

If **YES** include copy of analysis in Site safety pack.

NO

If **NO** arrange for analysis to be taken before starting work

GENERAL CONDITION OF SHEETING MATERIAL

IS ACCESS FOR REMOVAL IN WHOLE SHEETS PRACTICAL?

IS REMOTE DEMOLITION THE SAFEST PRACTICABLE METHOD?

IS BROKEN OR DUST MATERIAL PRESENT OR LIKELY TO BE

CREATED BY THE CHOSEN METHOD

GOOD

YES

NO

NO

POOR

NO

YES

YES

EMPLOY METHOD A OR METHOD B

METHOD (A) Take down / remove as whole sheets, with little or no breakage.

METHOD (B) Demolish employing mechanical means, controlled collapse of the roof structure.

METHOD (A) will require safe access & egress for operatives during the removal process

Tick access equipment to be employed

Scaffolding Towers

Scissor Lift

Telescopic Boom

Crane Man rider

Roof Ladders

Crawler Boards

Safety Harness

Safety Netting

DAMPING DOWN OF THE MATERIAL WILL BE CARRIED OUT EMPLOYING WATER SPRAY TECHNIQUES, BEFORE

Tick PPE to be provided:-

- Disposable Overalls
- Gloves
- Goggles
- Respirator

IF METHOD (B) IS EMPLOYED THE FOLLOWING PROCEDURES WILL BE APPLIED

- (a) Carry out the work before structural demolition is commenced.
- (b) Drop the material on a clean hard surface
- (c) Keep material wet whenever practical
- (d) Remove waste and debris from the site as soon as practical
- (e) Take care to avoid plant being driven over asbestos cement debris. Tyred loaders only to be used.

GUIDANCE NOTE EH71 WORK WITH ASBESTOS CEMENT WILL APPLY.

COSHH SPECIFIC ASSESSMENT

OILS

SRF 9.5ii

HAZARD IDENTIFICATION

THIS ASSESSMENT FORM IS DESIGNED TO COVER:


Irritant


Corrosive


Toxic


Flammable


Harmful


Oxidising

HOW HAZARDS ENTER THE BODY

INHALATION	□
INGESTION	□
INJECTION	□
ABSORPTION	□

PPE REQUIRED	TYPE
BODY	□
EYES	□
EARS	□
BREATHING	□

TO BE COMPLETED BY THE DESIGNATED SITE SUPERVISOR

Hazardous substances associated with mechanical plant fuelling and servicing operations
 Fuel Hydraulic Lubricants Antifreeze Waste

Risk high without adequate controls

No foreseeable risk assessment complete

Employ pump for all oil transfers
 Visual check for leaks / spillages
 Remove all waste oils to disposal point
 Wear PPE overalls, gloves etc

Risk controlled but could foreseeable increase as demolition work proceeds

Monitor controls and increase as required
 Reduce operative exposure, issue PPE

SITE SPECIFIC REQUIREMENTS

COMMENTS

ASSESSED BY _____ DATE _____	CONTRACT _____
COPY TO – Contracts Director Safety Advisor Site Safety Manual	

COSHH SPECIFIC ASSESSMENT

OILS

SRF 9.5iii

HAZARD IDENTIFICATION



HOW HAZARDS ENTER THE BODY

INHALATION	<input type="checkbox"/>
INGESTION	<input type="checkbox"/>
INJECTION	<input type="checkbox"/>
ABSORPTION	<input type="checkbox"/>

PPE REQUIRED	TYPE
BODY	<input type="checkbox"/>
EYES	<input type="checkbox"/>
EARS	<input type="checkbox"/>
BREATHING	<input type="checkbox"/>

TO BE COMPLETED BY THE DESIGNATED SITE SUPERVISOR

THIS ASSESSMENT FORM IS DESIGNED TO COVER:

Hazardous substances created by demolition works, in particular DUST from the following materials

Concrete **Cement** **Brick** **Slate** **Gypsum**

Risk high without adequate controls

No foreseeable risk assessment complete

Water spray during demolition process
Wet debris during loading of road transport
Wet spray site access roads
Wash vehicle tyres etc

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Risk controlled but could foreseeably increase as demolition work proceeds

Monitor controls and increase as required
Reduce operative exposure, issue PPE

<input type="checkbox"/>
<input type="checkbox"/>

SITE SPECIFIC REQUIREMENTS

COMMENTS

ASSESSED BY _____
DATE _____

CONTRACT _____

COPY TO – Contracts Director
Safety Advisor
Site Safety Manual

PERMIT TO WORK

SRF 9.6

PROJECT NUMBER: **8454**

LOCATION: **The Grove Leisure Centre**

MAKING SAFE PROCEDURE

WITHDRAWAL FROM POWER SOURCE

All Electrical, Mechanical, Hydraulic, Steam or Water Power and/or Pressure systems have been removed and all operatives under my supervision have been informed.

SIGNED **POSITION** **DATE**

ISOLATION FROM HEAT AND OR FUMES

The above location has been Isolated from all sources of Heat, Dangerous fumes, Explosive Dusts and Flammable liquids.

SIGNED **POSITION** **DATE**

CLEANING, PURGING AND TESTING

The above plant/location has been Cleaned of all Flammable, Explosive, Toxic or otherwise noxious residues and purged of all dangerous fumes. A "Clear Area" test has been achieved.

SIGNED **POSITION** **DATE**

I HAVE PERSONALLY SATISFIED MYSELF THAT THE ABOVE LOCATION/PLANT DETAILED ABOVE IS SAFE FOR THE ENTRY FOR THE PURPOSE OF DISMANTLING/DEMOLITION. THE PLANT/LOCATION IS SAFE FOR HOT CUTTING TECHNIQUES THE PLANT/LOCATION IS NOT SAFE FOR HOT CUTTING TECHNIQUES

	SIGNED
	DATE TIME

ACCEPTANCE OF THIS CERTIFICATE

I have read and understand this certificate and will undertake the work in accordance with the conditions in it.

SIGNED **POSITION**

COMPLETION OF THE WORKS

The work has been completed and all operatives under my supervision, materials and equipment have been removed.

SIGNED **POSITION** **DATE**..... **TIME**

This **PERMIT TO WORK** is now cancelled. A new permit will be required if work is to continue. No **PERMIT TO WORK** will be carried over from the day of issue, a new permit must be issued.

SIGNED **POSITION** **DATE**..... **TIME**

INSPECTION REPORT**SRF 9.7****CDM Regulations****Report of results of every inspection made in pursuance of regulation**

1. Name and address of person for whom inspection was carried out

2. Site Address

3. Date and time of Inspection

4. Location and description of workplace (including any plant, equipment or materials)

5. Matters which give rise to any health and safety risks

6. Can work be carried out safely?

7. If not, name of person informed

8. Details of any other action taken as a result of matters identified in 5 above

9. Details of any other action considered

10. Name and position of person making report

11. Date report handed over

PLANT INSPECTION FORM **SRF 9.8**

Contract title
 Site Manager

Contract Number
 Vehicle/Plant

Week Ending
 Reg No.

DAILY CHECKS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	comments
FUEL								
RADIATOR/WATER LEVEL								
ENGINE OIL								
HYDRAULIC OIL								
TRANSMISSION OIL								
HYDRAULIC RAMS								
TYRE CONDITION								
TYRE PRESSURE								
WHEELS/WHEEL NUTS								
STEERING								
BRAKE FLUID LEVEL								
HORNS/INDICATORS/BEACONS								
EMERGENCY/REVERSING SYSTEMS								

WEEKLY CHECKS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	comments
BATTERY								
GREASE (GREASE NIPPLES)								
SAFE LOAD INDICATOR								
CLEAN MACHINE								

MACHINE APPEARS IN GOOD WORKING ORDER WHEN INSPECTED

Signature:		Signature:	
		(on behalf of CMEC)	
Print Name:		Print Name:	

EQUIPMENT CHECK FORM

SRF 9.9

Construction (Health, Safety & Welfare) Regulations 2007 Schedule Two

Place of work requiring inspection:	Timing & frequency of inspection					
	Before being used for the first time	After substantial addition, dismantling or alteration	After any event likely to have affected its strength or stability	At regular intervals not exceeding 7 days	Before work at the start of every shift	After accidental fall of rock, earth or any material
Any working platforms or part thereof or any personal suspension equipment						
Cofferdams / caissons						

NOTES:

General

1. The inspection report will be completed before the end of the relevant working period.
2. The person who prepares the report, will within 24hrs, provide either the report or copy to the person on whose behalf the inspection was carried out.
3. The report will be kept on site until work is complete. It will then be retained for three months at an office of the person for whom the inspection was carried out.

Working Platforms only

1. An inspection is only required where a person is liable to fall more than 2 metres from a place of work.
2. Any employer or any other person who controls the activities of persons using a scaffold shall ensure that it is stable and of sound construction and that the relevant safeguards are in place before his employees or persons under his control first use the scaffold.
3. No report is required following the inspection of any mobile tower scaffold which remains in the same place for less than 7 days.
4. Where an inspection of a working platform or part thereof or any personal suspension equipment is carried out: i) before it is taken into use for the first time, or ii) after any substantial addition, dismantling or other alteration; not more than one report is required for any 24 hours period.

Footings	Standards	Ledgers	Bracing	Putlogs / transoms	Couplings	Bridles	Ties	Boarding	Guard rails & Toe-boards	Ladders
soft & uneven	Not plumb	Not level	some missing	Wrongly spaced	Wrong fitting	Wrong spacing	Some missing	Bad boards	Wrong height	Damaged
No base plates	Jointed at same height	Jointed at same bay	Loose	Loose	Loose	Wrong couplings	Loose	Trap boards	Loose	Insufficient length
No sole plates	Wrong spacing	loose	Wrong fittings	Wrongly supported	Damaged	No check couplers	Not enough	Incomplete	Some missing	Not tied
Undermined					No check couplers					

DAMAGE REPORT FORM

SRF 9.11

PROJECT NUMBER: 8454**LOCATION:** The Grove Leisure Centre**DATE:****TIME:****PLANT OR EQUIPMENT AFFECTED****SERIAL No / REGISTRATION****OWNER OF PLANT OR EQUIPMENT****NAME/S OF OPERATOR/S & WITNESSES****CIRCUMSTANCES AND CONTRIBUTORY CAUSES OF ACCIDENT****DETAILS OF DAMAGE****PREVENTATIVE ACTION TAKEN OR PROPOSED****SIGNATURE OF SITE SUPERVISOR / FOREMAN****DATE**

SUPERVISORS / MANAGERS SPOT CHECK FORM

SRF 9.12

PROJECT NUMBER: 8454	LOCATION: The Grove Leisure Centre
DATE:	TYPE OF WORK BEING CARRIED OUT:

	YES	NO	ACTIONS TO BE TAKEN TO REMEDY OR IMPROVE
Is there safe access to and from the place of work for contractors operatives			
Are the contractors welfare/hygiene facilities to the standard required for the process?			
Do the operatives know where to obtain first aid and who is the designated first aider?			
Are the operatives aware of emergency escape and rescue procedures and fire assembly point?			
Has the Method Statement been explained and do all operatives understand the need to work safely?			
Have operatives been made aware off all significant hazards and the controls in place to reduce risk?			
Is all the plant and machinery in good repair and safe to use in the area with trained operatives?			
Has all the lifting equipment been tested and inspected before use. F91			
Are all hand tools in good condition with handles or shafts free from splits or damage?			
Are all ladders in good condition and properly footed or secured to the structure?			
Is the scaffolding being inspected daily and is there a SCAFTAG in place?			
Are MEWPs in good working order and are operatives properly trained?			
Are Gas bottles being used in an upright position and stored correctly when out of use?			
Are any fuels or flammable liquids being stored in the correct manner and in safe containers?			
Is the contractors work area being kept tidy and is all waste being cleared from site regularly?			

PRINCIPAL CONTRACTOR'S SITE REPRESENTATIVE	SPECIALIST CONTRACTOR'S SITE REPRESENTATIVE
SIGN	SIGN
PRINT NAME	PRINT NAME

HAND ARM VIBRATION REGISTER EXPOSURE POINTS SYSTEM SRF 9.13i

Exposure points system and ready-reckoner

The table below is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40 m/s² and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s² A(8). You may find the exposure points easier to work with than the A(8) values:

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
- the exposure action value (2.5 m/s² A(8)) is equal to 100 points;
- the exposure limit value (5 m/s² A(8)) is equal to 400 points;

Acceleration (m/s ²)	20	67	200	400	800	1600	2400	3200	4000	4800	6400	8000
	19.5	63	190	380	760	1500	2300	3050	3800	4550	6100	7600
	19	60	180	360	720	1450	2150	2900	3600	4350	5800	7200
	18.5	57	170	340	685	1350	2050	2750	3400	4100	5500	6850
	18	54	160	325	650	1300	1950	2600	3250	3900	5200	6500
	17.5	51	155	305	615	1250	1850	2450	3050	3700	4900	6150
	17	48	145	290	580	1150	1750	2300	2900	3450	4600	5800
	16.5	45	135	270	545	1100	1650	2200	2700	3250	4350	5450
	16	43	130	255	510	1000	1550	2050	2550	3050	4100	5100
	15.5	40	120	240	480	960	1450	1900	2400	2900	3850	4800
	15	38	115	225	450	900	1350	1800	2250	2700	3600	4500
	14.5	35	105	210	420	840	1250	1700	2100	2500	3350	4200
	14	33	98	195	390	785	1200	1550	1950	2350	3150	3900
	13.5	30	91	180	365	730	1100	1450	1800	2200	2900	3650
	13	28	85	170	340	675	1000	1350	1700	2050	2700	3400
	12.5	26	78	155	315	625	940	1250	1550	1900	2500	3150
	12	24	72	145	290	575	865	1150	1450	1750	2300	2900
	11.5	22	66	130	265	530	795	1050	1300	1600	2100	2650
	11	20	61	120	240	485	725	970	1200	1450	1950	2400
	10.5	18	55	110	220	440	660	880	1100	1300	1750	2200
10	17	50	100	200	400	600	800	1000	1200	1600	2000	
9.5	15	45	90	180	360	540	720	905	1100	1450	1800	
9	14	41	81	160	325	485	650	810	970	1300	1600	
8.5	12	36	72	145	290	435	580	725	865	1150	1450	
8	11	32	64	130	255	385	510	640	770	1000	1300	
7.5	9	28	56	115	225	340	450	565	675	900	1150	
7	8	25	49	98	195	295	390	490	590	785	980	
6.5	7	21	42	85	170	255	340	425	505	675	845	
6	6	18	36	72	145	215	290	360	430	575	720	
5.5	5	15	30	61	120	180	240	305	365	485	605	
5	4	13	25	50	100	150	200	250	300	400	500	
4.5	3	10	20	41	81	120	160	205	245	325	405	
4	3	8	16	32	64	96	130	160	190	255	320	
3.5	2	6	12	25	49	74	98	125	145	195	245	
3	2	5	9	18	36	54	72	90	110	145	180	
2.5	1	3	6	13	25	38	50	63	75	100	125	
		5m	15m	30m	1h	2h	3h	4h	5h	6h	8h	10h
		Daily Exposure time										

Using the ready reckoner

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.

HAND ARM VIBRATION REGISTER EXPOSURE POINTS SYSTEM SRF 9.13i

3. Find the value in the table that lines up with the magnitude and time. The illustration shows how it works for a magnitude of 5 m/s² and an exposure time of 3 hours: in this case the exposure corresponds to 150 points.

4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above limit value
	Likely to be above limit value
	Above action value
	Likely to be above action value
	Below action value

5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).



SITE DIARY

SRF 9.15

DATE

SITE CONTACT

SUPERVISOR/MANAGER

DAILY HOARDING CHECK

AM

PM

COMMENTS

PERSONNEL ON SITE

PLANT/EQUIPMENT ON SITE

WEATHER

SIGNED

PERSONNEL ACCIDENT REPORT FORM

SRF 9.16

PROJECT NUMBER: 8454	FULL NAME & ADDRESS OF INJURED PARTY (IP)	
FULL NAME AND ADDRESS OF WITNESS/ES	OCCUPATION OF IP	AGE OF IP
	EMPLOYED BY (state if self-employed)	
	TRADE OF SUBCONTRACTOR (if applicable)	

PARTICULARS OF ACCIDENT	
Date and time of accident	
Exact place where accident happened	
What was IP doing at time of accident?	
Did IP cease work?	First Aid or Hospital treatment?
Time lost (state if IP is still off work)	
Brief description of accident, giving dimensions where applicable	
Details of tools, equipment, plant or machinery	
What protective clothing / equipment was being worn by the IP	
Nature of injuries and part of the body injured	

CONTRIBUTORY FACTORS:		
Unsafe system of work	YES / NO	
Lack of information, training, supervision etc	YES / NO	
Environmental conditions (wind, rain, ice, snow)	YES / NO	
Condition of equipment (faulty, damaged, inadequate etc)	YES / NO	
Site housekeeping (untidy restricted access, nails in timber etc)	YES / NO	
Any other		
* Delete as appropriate and give details		
IF REPORTABLE	Date and time HSE informed by phone	Date F2508 sent to HSE
	Has Safety Advisor been informed YES / NO	
SIGNED	Foreman / Supervisor	



INCIDENT/ACCIDENT INVESTIGATION REPORT **SRF 9.18**

Complete in black ink using **BLOCK CAPITALS**-Please refer to 'Safety Procedure 1 (SP.1*)' for guidance.

Use a separate form for each person and each incident

Please note that the information you give could be required for use in legal proceedings

1 WHERE AND WHEN

Where did the Incident happen? Pls. Specify

Site/ building _____

When did the incident happen?

Date: / / Time : am/pm

2 THE INCIDENT

Description of what happened (facts only)

Type of incident? (please tick any applicable)

- | | |
|--|--|
| <input type="checkbox"/> Lifting/handling | <input type="checkbox"/> Ill health |
| <input type="checkbox"/> Fall from height/stairs | <input type="checkbox"/> Slip/trip/fall |
| <input type="checkbox"/> Contact with electricity | <input type="checkbox"/> Hot/cold contact |
| <input type="checkbox"/> Dangerous occurrence | <input type="checkbox"/> Cut with sharp object |
| <input type="checkbox"/> Near miss incident | <input type="checkbox"/> Needle stick |
| <input type="checkbox"/> Property loss/damage | <input type="checkbox"/> Fire |
| <input type="checkbox"/> Threatening behaviour | <input type="checkbox"/> Verbal Abuse |
| <input type="checkbox"/> Person to person assault | |
| <input type="checkbox"/> Equipment failure/misuse | |
| <input type="checkbox"/> Struck by/against something | |
| <input type="checkbox"/> Contact/exposure to equipment/machinery | |
| <input type="checkbox"/> Contact/exposure to harmful substance | |
| <input type="checkbox"/> Fatality | |
| <input type="checkbox"/> Other (please specify) | |

3 PERSON INVOLVED/ AFFECTED

Type of Person involved/ affected?(pls. tick)

Member of Staff
 Occupation _____

Student

Contractor
 Company name _____

Other (please specify below)

Visitor
 Host _____

Details of person involved/affected?

Name _____
 Surname _____

Male Female

Date of Birth / / _____

Address _____

Post Code _____

Phone (home) _____

Phone (work) _____

4 IMPACT ON INDIVIDUAL

Impact on individual-Severity of injury

None Minor Moderate Major

Part of body _____ left/ right

Type of injury

- | | |
|---|---|
| <input type="checkbox"/> Abrasion | <input type="checkbox"/> Fracture/dislocation |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Laceration |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Pain |
| <input type="checkbox"/> Burn/scald | <input type="checkbox"/> Puncture |
| <input type="checkbox"/> Crush/internal injury | <input type="checkbox"/> Sprain/strain |
| <input type="checkbox"/> Distress | <input type="checkbox"/> Swelling |
| <input type="checkbox"/> Other (please specify) | |

5 TREATMENT (if any)

<input type="checkbox"/> None required	<input type="checkbox"/> A&E/Minor injuries
<input type="checkbox"/> First aid	<input type="checkbox"/> Admitted to hospital
<input type="checkbox"/> Advised to see GP/ OHS	

6 STAFF ABSENCE

None 3 days or less
 3 to 7 days Over 7 days

7 WITNESSES/ PERSON PRESENT (if any)

Name _____
 Address _____

Post Code _____
 Phone _____

Name _____
 Address _____

Post Code _____
 Phone _____

8 INVESTIGATION (See SP.1* section 5)

Was the location of equipment or person authorised?

Yes No N/A

Was the activity of the person authorised?

Yes No N/A

Were safe work practices being used?

Yes No N/A

Contributory factors? (tick one only-see notes)

- | | |
|---|--|
| <input type="checkbox"/> Environment/ Premises | <input type="checkbox"/> Procedures/ Information |
| <input type="checkbox"/> Equipment/ materials | <input type="checkbox"/> Human factors |
| <input type="checkbox"/> Other (please specify) | |

Was the activity covered by Risk Assessment?

Yes No N/A

Remedial Actions taken/ planned?

(Immediate and Long-term action)

Has the Risk Assessment been reviewed?

Yes No N/A

9 SIGNATURES

Completing and signing this form does not constitute an admission of liability of any kind, either by the person making the report or any other person.

Person completing this form

Signature _____	Date / / _____
Print name _____	
Job title _____	
Phone _____	

Manager/ Supervisor

Signature _____	Date / / _____
Print name _____	
Job title _____	
Phone _____	

PLEASE NOTE, IF AN INJURY HAS OCCURRED THE ACCIDENT BOOK MUST ALSO BE COMPLETED

FOR SAFETY OFFICE USE ONLY

Report to HSE	Date / / _____	Time : _____
Form F2508 sent to HSE	Date / / _____	
CC to:	OH _____	HR _____
Received by (print name):	Date / / _____	

SITE COMPLETION FORM

SRF 9.20

PROJECT NUMBER:**8454****LOCATION:****The Grove Leisure Centre****Main Work Completed****Any work left to be carried out?****Completion Date****Site Supervisor****Name****Signature****Client****Name****Signature****Date**