

OUTLINE METHOD STATEMENT

FOR THE

Demolition Works Enabling Works Package

AT

Commercial Units at Great Jackson Street, Manchester

ISSUE: **OUTLINE 1**

REFERENCE: **MS – TCDL 279**

PROJECT NO: **TCDL - 279**

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CONTRACTS DEP – PJS / MJQ

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Project Name	Extensive / Careful – Deconstruction / Demolition Works at the Commercial Units, Great Jackson Street, Manchester		
Contracts Manager	TBC	Site Manager	TBC

Location (Project)	Commercial Units, Great Jackson Street, Manchester		
Method Statement by	Contracts Department - PJS	Work Phase	Demolition
Persons Affected		Start Date	TBC
Working Hours			
Mon – Fri – 8am – 5pm No weekend working			

Circulation / Distribution	Copy No
Total Controlled Demolition – Contracts Dep	001
Total Controlled Demolition – Development Dep	002
Total Controlled Demolition, Site Manager TBC	003
Client – De Trafford Estates Group	004
Principal Designer TBC	005

SECTION 2 – DESCRIPTION OF WORKS

Demolition of Commercial Units as identified within the site assessment and tender information issued.

Works are to be in accordance with the 3D RAMS issued.

Removal of All materials from site.

SECTION 3 – METHOD AND SEQUENCE OF WORKING

Site Establishment and Delivery of Plant Equipment.

Soft Strip to the existing commercial units removing all deleterious materials and placing in skip located on site – (Please ensure all operatives follow correct transit routes whilst this activity is ongoing)

We are to systematically reduce the identified structures using demolition specific plant equipment, by use of grapple and shear demolition attachments.

All materials are to be segregated on site into the correct streams ready for removal from site.

Ongoing process of breaking out footings and foundations shall be carried out and excavating to underside of existing slab.

All materials are to be broken out using specialist demolition breaker attachments of which all materials are to be loaded into the correct waste skip and removed from site.

Once site is clean and tidy all plant and equipment is to be decanted from site.



Induction

All Operatives and visitors **MUST** attend the site inductions arranged by Total Controlled Demolition. In addition the content of the Total Controlled Demolition Method Statement and Risk Assessments will be communicated to all Total Controlled Demolition personnel and visitors.

Upon completion of the induction, all Total Controlled Demolition Operatives and visitors will be required to sign the attendance register indicating that they have heard and understood the requirements / controls included in all documents, that they will comply fully with them in all instances and that should they require clarification of any points this can be arranged by contacting their on-site Supervisor.

Statement – Face Fit Testing

All Operatives employed by Total Controlled Demolition who may be involved in tasks that expose them to the hazard of respirable crystalline silica (RCS) e.g. demolition of brick walls/breaking up of concrete, have been Face Fit Tested and provided with respiratory protective equipment to FFP3 standard. Face-fit testing has also been undertaken for those operatives associated with the safe removal of non-licensed asbestos.

No employee of Total Controlled Demolition will undertake work that exposes them to airborne dust that may contain silica and other airborne hazards unless they have been face-fit tested and additional primary control measures are in place, i.e. water suppression – damping down. The Site Supervisor of Total Controlled Demolition will monitor such compliance.

Statement -Work at Height

The work being carried out requires Operatives to work at height; as a consequence there is a risk of a person falling from height. This has been addressed and control measure put in place to mitigate such an event. These controls follow those required by the Work at Height Regulations – Hierarchy of Controls to provide Collective protection measures. Where work at height cannot be avoided Mobile Access Towers (MAT) will be used to provide a safe working platform for the soft-strip and or hand demolition works. Operatives using such work equipment will be PASMA trained.

All mobile towers used comply with BS EN 1004:2004. All erecting / dismantling work is undertaken by a competent person holding a PASMA card who will pass these as safe to use and Scafftag them to indicate this prior to the Operatives using them. Each tower used will be recorded in the Total Controlled Demolition site register.

Towers are to be built on stable floors/surfaces and visually inspected by those using them prior to use each time. The manufacturer's instructions on SWL are complied with. Towers have wheels locked when in use & they are not moved with persons or materials on the working platform (surfing). No work is to be undertaken than may cause lateral forces on the tower which may de-stabilise them.

Where Mobile Towers are in place for longer than 7 days or have been reassembled, or where they may have been adversely affected by site conditions, an inspection is to be carried out by a competent person and a record made of the inspection, (this will be recorded on a Scafftag), all such inspections will also be recorded in the site register. Should damage be found, the mobile tower will not be accessed for work purposes until it has been repaired and declared safe by the Competent Person.

SECTION 4 – RESOURCES

Up to 10 Total Controlled Demolition personnel, including Supervision and sub-contractor will be involved in the work.

All employees of Total Controlled Demolition are fully trained and competent to undertake any task required of them, they may at times be assisted by trainees who, where this is the case, will be adequately supervised at all times.

Sub-contractors used are mostly known to Total Controlled Demolition, as are their relevant skills. Where this is not the case their progress is initially monitored by the Contract Manager and Supervisor, to ensure that they are competent to carry out the work for which they have been taken on, this includes working safely.

Principal Contractors Responsible Persons – TBC

De Trafford Estates Group

Tel: *****

E-Mail *****

Principal Designer: **TBC**

Tel: *****

E-mail *****

Contractors Responsible Persons / Supervision – Total Controlled Demolition

Total Controlled Demolition Managing Director

Mobile: 0161 339 6678

Total Controlled Demolition Contract Manager: TBC

Mobile: TBC

E-mail TBC

Total Controlled Demolition Supervisor: **TBC**

Mobile: 07748 637837

Total Controlled Demolition, Health & Safety Manager: Mr Gareth Roberts

Telephone: 0161 339 6678

Plant & Equipment	Labour
Barriers Safety signs Hand tools Power Tools & attachments Bolt Cutter Excavators & attachments Skips	Up to 10 Operatives including Demolition Manager and Machine Operatives.

SECTION 5 – TRAINING RECORDS

Total Controlled Demolition has in place a training matrix, which identifies the training and competencies of those working on its behalf. Training records will be submitted during the Site Induction and will be presented in Section 15 of the Project Health & Safety Pack (File 1).

Typical Competencies will include those identified below

Operative	Cards/Certificates
Site Manager/Supervisor	Gold card, Face fit Test, Asbestos Awareness
Excavator Operators	NPORS / CPCS, Facefit Test, , Asbestos Awareness
Banksman / Slinger Mobile Plant	CSCS, Facefit Test, , Asbestos Awareness
Demolition Operatives	CSCS, CCDO and/or NVQ2 Demolition, Safe Working at Heights, Manual Handling, Facefit Test, , Asbestos Awareness
Scaffold	PASMA
MEWP Operators	IPAF
Non-Licensed Asbestos Work)	Cat B Asbestos Certificate, Facefit Test
Fire Marshall	Fire Marshall Certificate
First Aider	FAW or EFAW OR Appointed Person

SECTION 6 – ASSESSMENTS OF RISKS FOR WORK INCLUDED

Assessment of Risks for Work Included

Please see separate risk assessment document as presented with this method statement

Point-of-Work Assessments

See separate assessment document pack as referred to above

Manual Handling Assessments

See separate assessment document pack as referred to above

COSHH Assessments - Including any Hazardous Materials

The previous use of the site was for mechanical repair and warehousing with the residue substances of these operations evident throughout the site. There were buried tanks and pits that could have leaked leaving residues of hazardous substances, potentially highly flammable. Should any unknown substances surface due to demolition works, the unknown substance must be assumed harmful until proven otherwise.

All harmful substances used by or produced by Total Controlled Demolition are covered in the Total Controlled Demolition COSHH register, a copy of which is in the site folder.

SECTION 7 – CONTROL MEASURES

Permits to Work

A General Permit-to-Work may need to be issued to put in place further risk control measures to control the residual risk associated with our activities. This will be issued by the principal contractor Total Controlled Demolition.

A PTW will be required for any excavation works & Hot Works.

Health & Safety of Others

The Health & Safety of any person who may be affected by operations undertaken by Total Controlled Demolition are fully considered and controls included within the relevant Risk Assessments. These include control measures such as segregation/signage and effective communication to protect others who may be reasonably affected by our works e.g. Client Staff, Regatta employees, the general public, users of the local highway and other workers.

Where noise could be an issue, segregation is also used as a control measure. Where segregation is used as a control measure, the possible effects on access / egress routes, including those for Emergency situations, will be taken into consideration with suitable arrangements implemented i.e. barriers, signs and or a Banksman.

Where Total Controlled Demolition Health & Safety Advisor undertakes inspections to monitor compliance with our Method Statements & Risk Assessments, this will include monitoring the Health & Safety of others. The monitoring will include assessing not only the risks from our own operations, but those that may be caused by others on site. In such cases the Principal Contractors representative will be informed of any instances of non-compliance.

Security

All plant, equipment & tools used by Total Controlled Demolition operatives will be made secure, or removed from site, at the end of each working day. All operatives have been instructed that they must not create any situations, which could lead to a breach of security on the site. All operatives have been instructed to report any instances which could lead to a breach of security of the site. All security is being provided by Total Controlled Demolition as per their principle Contractors duties under the CDM 2015 regs. Security guards during non-working hours.

HAVs

The exposure to vibration by each Operative over a working day will not be greater than either the Exposure Action Value (EAV), or Exposure Limit Value (ELV).

A daily register will be used to log the amount of time that each Operative has carried out work using equipment that has exposed him to vibration. Should there be a risk of the workload increasing such that the level of risk is greater, then Operatives will be rotated around the work.

There has been no report from any of the Operatives in relation to problems associated with exposure to vibration, and all have been instructed to report any issues that may be connected with this.

Operatives are provided with gloves, which will keep their hands warm in cold weather, which in turn assists circulation and reduces the likelihood of harm occurring, which may be greater when the hands are cold.

A Risk Assessment for the use of the equipment has been produced and included in the Project Risk Assessment.

Vibration Levels Formula to Determine 8 - Hour Usage

When using hand held / guided tools & equipment employees may be exposed to vibration, prolonged exposure to unacceptable levels may have an adverse effect upon them.

Here are some simple steps, which will help to control the effects of vibration and minimise the risk.

- See if the work/job can be carried out in a different way.
- Choose Tools & Equipment, which have low/anti-vibration features.
- Wear Gloves – Keep warm; ensure good circulation to fingers and hands.
- Don't grip the machine too tightly; let the equipment do the job.
- Don't smoke, this reduces the blood flow to fingers and hands.
- Only use sharp tools (Point, Chisel, Drill Bit, and Blade). This will allow the job to be done quicker, less time exposed.
- Do take regular breaks.

The following information, which is based on the H.S.E. Formula, is offered as a guide to usage times (Trigger Time)

Note: The exposure action value (2.5 m/s² A (8)) is equal to 100 points and the Exposure limit value (5 m/s² A (8)) is equal to 400 points.

Noise

It is probable that the upper exposure action value will be reached, this is set at a daily or weekly average noise exposure of 85 dB, above which the employer is required to take reasonably practicable measures to reduce noise exposure, such as engineering controls or other technical measures. The use of hearing protection is mandatory if the noise cannot be controlled by these measures, or while these measures are being planned or carried out.

As this is the case Total Controlled Demolition Operatives will, when appropriate, wear suitable hearing protection to EN 352 – 3, (i.e. helmet mounted ear muffs) or Disposable ear plugs to EN352-2.

Disposal of Controlled and Hazardous Waste Including

All waste materials will be collected by Total Controlled Demolition via the Company's Multi-Lift Wagon for off-site disposal. Total Controlled Demolition is registered with the Environment Agency as a waste carrier. The waste will be transported to our waste management transfer station for recycling to allow its reuse. Waste not meeting this criterion will be disposed of at landfill. A waste transfer note will be used as per our duty of care as a waste carrier.

Waste Consignment Notes will be issued to Client upon removal of the hazardous waste associated with the asbestos removal.

Section 8 – Personal Protective Equipment

Personal Protective Equipment

Total Controlled Demolition employees will be issued with the following Personal Protective Equipment (PPE) commensurate with the activity to be undertaken. Head Protection, Protection of the Hands, Safety Footwear and High Visibility Long Sleeved Jackets which, are a mandatory minimum requirement.

- Hard Hat to EN 397, site induction stickers will be attached where provided
- High Visibility Vest / Jackets to BS EN ISO 20471:2013 Class 3, as a minimum. These will also be flame retardant (FR) to BS EN 533:1997 for burners
- Safety Footwear to EN 345 S1P or EN 20345 S1P
- Gloves to EN 388 (Cut-Level >3) for mechanical hazards & to EN 374 for chemical hazards
- Safety Eyewear to BS EN 166 1- F, (low energy impact), as a minimum, BS EN 166 1 – B, (medium energy impact).
- Particulate Respirators to at least EN 149: 2001 + A1:2009 – FFP3, Assigned Protection Factor, (APF), can be used in atmospheres up to 20 times WEL and, where the hazard is silica, a method of dust suppression will be used in addition to respirators. Operatives are 'Face Fitted' in compliance with the requirements of the COSHH Regulations ACoP.
- Hearing Protection to EN 352 – 3, (helmet mounted ear muffs) and ear plugs to EN 352-2.
- Tyvek or similar Category 3 Type 5/6 disposable coveralls.

The minimum standard for Safety Eyewear, BS EN 166 1 – F, provides protection from liquid droplets / splashes / gas and fine dust particles only, they are not adequate for work such as using a Stihl saw, and on these occasions Safety Eyewear to BS EN 161 – B will be used.

Safety Helmet 		Hi-Vis Clothing 	✓	Hearing Protection (As & when required) 	✓	Gloves 	✓	Respirator s FFP3 (cutting operations) 	✓
Safety Boots 	✓	Coveralls 		Eye Protection (As & when required) 	✓	Dust Masks 		Safety Harness	

Section 9 – Emergency Arrangements

A suitable first aid box will be made available and Total Controlled Demolition will supply a qualified first aid representative. Eye wash stations will be placed within the welfare facilities. The first aid box is located in the office/welfare area. First-aid facilities will also be provided by Client.

Total Controlled Demolition First Aid Representatives for this site are as follows:

TBC

Accident Procedure

If an accident occurs the Site Supervisor will follow **TBC** emergency arrangements.

In the event of any accident occurring, a standard procedure will be adopted. Depending upon the level of injury, a detailed record will be maintained on site. Minor injuries will be treated in situ, if possible, by utilising a standard first aid kit available on site. More serious injuries will be treated by a suitably qualified off site party. In either event all parties requiring notification will receive it.

Fire

The previous use of the site was for mechanical repair and warehousing with the residue substances of these operations evident throughout the site. There were buried tanks and pits that could have leaked leaving residues of hazardous substances, potentially highly flammable. The Principal Contractor shall ensure that provisions during construction are compliant with HSG 168 – Fire Safety in Construction and the Joint Code of Practice (JCoP) Fire Prevention in Construction Particular consideration should be given to ensuring suitable compartmentation between construction areas and adjacent tenancy by Client.

As the site was formerly used for mechanical repair and warehousing and may still have residues of the substances in and around the site, smoking is prohibited on the site. The established & designated smoking area is off site grounds.

Assembly Point

All employees of Total Controlled Demolition are fully aware of what to do in the event of a site emergency evacuation, in the event of an alarm sounding they will leave the work area and go directly to a place of safety identified by suitable signage. The evacuation procedure must be followed at all times, this includes any drill evacuations. Failure to comply with the evacuation procedure will be dealt with as a disciplinary matter, which could lead to the person(s) being prohibited from site.

Under no circumstances should existing escape routes of adjacent facilities and buildings be blocked off by demolition activities. And routes utilised for construction logistics must be kept clear at all times in order to facilitate contractor operative escape. The contractor should identify a suitable muster point to undertake roll call following any evacuation.

Section 10 – Temporary Amended Systems

Should it be necessary to re-route persons working on site to enable the works to be carried out safely, this will only be done after discussion between the Supervisor and Client

In such instances, where Emergency Escape Routes may need to be diverted, the necessary signage will be provided in compliance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

Section 11 – Environmental Impacts

Total Controlled Demolition will monitor noise levels during 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 on both the local residents and the general public.

The production of dust will be kept to a minimum; this will be achieved by damping down as necessary & good housekeeping practices. All waste materials will be placed in the correct skip.

Section 12 – Provision / Transfer of Information

Toolbox Talks

The main risks and hazards associated with the work this document refers to is covered in the Client Site Induction. Toolbox Talks will be held at intervals not greater than weekly. The subject of the Toolbox Talks being determined by the amount of time the Operatives are on site, and the nature of the work taking place at that time.

Should this not be the case, and an unexpected Toolbox Talk is held, (e.g. due to a specific need that was not known of at the commencement of work, or the drafting of this Method Statement), the Toolbox Talk Delegate Register will be used to record this, and left under the control of the Supervisor or Nominated Deputy.

Where a Toolbox Talk is held, a copy of the delegate registration entry must be made immediately following the Toolbox Talk, and returned to the offices of Total Controlled Demolition.

Review and Updates

Any new, reviews and / or updates of Method Statements, Risk Assessments etc. involving the work being carried out by Total Controlled Demolition will be forwarded to the Client.

Record of Updates and Briefings

All persons attending updates and briefings will be required to sign the training log to confirm this.

Health and Safety Inspection Checklists

Copies of any checklists completed by our Supervisor and Health & Safety Professional will be logged on our inspection matrix and issued to the Client if so required.

Health and Safety File

All necessary information including, (as applicable), as built drawings, materials used, M & E manuals, maintenance manuals etc., will be made available to the Principal Contractor/Client upon completion of the work undertaken by Total Controlled Demolition, for inclusion in the Clients Health & Safety File.

Change Management

Any routine changes made necessary due to the work taking place will be noted and signed for in a Change Procedure Record.

Any variations to the method of work, equipment or materials used will be recorded in a revised Method Statement and / or amended Risk Assessment. These documents will be defined as REV 'A' / ADDENDUM 'A' for the first revision / addendum, the prefix progressing through the alphabet for further changes as necessary.

In all instances where revisions are made, Operatives of Total Controlled Demolition, and Operatives of any other organisation working under those documents will be provided with a verbal update.

Section 13 – Monitoring & Compliance

Compliance with the Health and Safety standards required by legislation, also those of Total Controlled Demolition & Client will be monitored by our Site Teams & Health and Safety Professional at periods not greater than 4 weeks, this will be in addition to the day to day monitoring undertaken by the our Site Supervisor.

The results of all such monitoring will be recorded and made available to employees for comment / discussion on how any situations of non-compliance observed should be addressed, in order that a return to compliance can be achieved.

Our Health and Safety Professional completes a “scored” Checklist which provides a “Percentage Safe Score” figure when he undertakes site visits. Where there is a need for recommendations to be made to ensure a return to compliance, these will be recorded and attached to the scored checklist.

The Health and Safety Professional of Total Controlled Demolition will inform the Site Supervisor, verbally upon completion of his site visits of any Health and Safety issues which could cause injury to those mentioned above or damage or loss on the project. Unsafe Acts/Conditions, which place individuals at risk of injury will be addressed during the inspection.

This verbal report will be followed by a scored written report in PDF format, which may include photographic evidence, to assist Total Controlled Demolition and or Client, to overcome such instances. It is hoped that the abovementioned agree that it is in the best interests of all concerned and such communications, should they be necessary, will be accepted in this light.

I confirm I have read and understood this Method Statement and that I must not use alternative working methods or carry out additional work without written authorisation. I will cease work and report immediately to the Site Foreman or Manager if in any doubt.

[illegible]

