

# Method Statement

## Demolition & Dismantling Activities

|                            |                                 |
|----------------------------|---------------------------------|
| <b>Document Reference:</b> | RIS001129-001                   |
| <b>Client:</b>             | Wates                           |
| <b>Site:</b>               | India House                     |
| <b>Address:</b>            | Whitworth St, Manchester, M16HB |
| <b>Appointed Persons:</b>  | TBC                             |
| <b>Document Date:</b>      | 05/10/2021                      |
| <b>Activity:</b>           | Soft Stripping                  |
| <b>Prepared By:</b>        | John Duggan                     |



**Rhodar Industrial Services Ltd**

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 01925 214121 Option 2

|                                                                              |           |
|------------------------------------------------------------------------------|-----------|
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### Document Revision and Review (amendments highlighted in yellow)

| Revision Number | Revised by | Date | Reason for revision |
|-----------------|------------|------|---------------------|
|                 |            |      |                     |

### Document Approval Status

I can confirm that I have read this document and give my approval that it is suitable to carry out the works required on site;

| Name        | Signature                                                                         | Date       |
|-------------|-----------------------------------------------------------------------------------|------------|
| John Duggan |                                                                                   | 07/10/2021 |
| Andy Fisk   |  | 07/10/2021 |

### Project Directory

| Name           | Job Title                | Contact Number | Email                  |
|----------------|--------------------------|----------------|------------------------|
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### **Administration/Safety Personnel:**

| Name         | Job Title            | Contact Number                 | Email                 |
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## Scope of Works

This Method Statement details the soft strip works including M&E which will be undertaken within the Ground Floor of India House for Wates.

The document is to be read in conjunction the site specific risk assessment document RIS0011-002.

All demolition Works are to be carried out in accordance with BS6187:2011 Code of Practice for Full and Partial Demolition.

The scope of our works includes;

- Removal of carpet tiles.
- Removal of ceiling tiles and grid.
- Removal internal partitions and linings.
- Removal of internal door sets.
- Removal of furniture.
- Removal of radiators
- Removal of ceiling M&E including ductwork, lighting, cables and containment.
- Remove all resulting material from site.

## Sequence and Methodology

### **1. Site Setup**

Welfare facilities will be provided by Wates within India House.

Upon arrival to site, operatives will attend the Wates site induction which will include the emergency procedure briefing.

The demolition supervisor will conduct the Rhodar site induction. This will include the Method Statement/Risk Assessment briefing.

Each day before commencement of works the RIS supervisor will undertake Daily Activity Briefing.

**All service isolations to be arranged by Wates and carried out by their appointed M&E contractor. The isolations need to be carried out prior to the soft strip works commencing. All live services will need to be clearly marked up by the M&E contractor and this will form part of the site induction.**

**An isolation certificates must be provided with written conformation issued to RIS office. Hard copies to be kept on site.**

Working hours for the site will be 7.30am – 5.00pm Monday to Friday.

Demolition warning signs will be posted around the work areas to prevent unauthorised access.



## 2. Asbestos

### Survey Information

|                           |     |                         |                      |
|---------------------------|-----|-------------------------|----------------------|
| <b>Surveying Company:</b> | TBC | <b>Survey Reference</b> | TBC                  |
| <b>Survey Date:</b>       | TBC | <b>Survey Type:</b>     | Refurbishment Survey |
| <b>Licensed Asbestos?</b> | TBC | <b>Non Licensed?</b>    | TBC                  |

### 3. Preparatory Works

Wates will provide a temporary 110v electric supply. Rhodar will provide 110v fluorescent tube lights to illuminate the working areas. Cables will be securely fixed above head height where possible or ran at the perimeter ceiling fixing unavailable.

### 4. Soft Stripping

Soft stripping activities will be managed by the Rhodar Supervisor. A team of demolition operatives will carry out the strip out. Operatives must be aware of manual handling techniques and must have current manual handling training prior to soft stripping activities.

The soft strip consists of the removal of door sets, skirting boards, carpets tiles, suspended ceilings, partitions, linings, furniture and M&E containment.



Works will be carried out by experienced operatives using 110v reciprocating saws, battery powered drills and small hand tools such as mattocks, crowbars, sledgehammers and floor scrapers.

Operatives will wear PPE including hard hat, hi-viz, safety boots, gloves and light eye protection during strip-out works. Additional PPE for hearing protection may also be required and RPE (Respiratory Protective Equipment) will be required during dusty works.

### Ceilings

Soft stripping of suspended ceilings is to be carried out using hand tools, access is to be gained from podium steps and aluminium tower scaffolds erected by PASMA trained and competent operatives.

Ceiling tiles will be removed whole and stacked before removal to skips. Broken tiles and debris will be put into plastic sacks for disposal.

Support frames are to be cut down progressively following tile removal and disposed of. Suspension clips to be cut flush with the concrete soffit and removed.

## **Partitions**

India House is a listed building and additional care must be taken to protect the structure when removing linings to external walls. Operatives should stop and check with the demolition supervisor and Wates manager if in doubt.

Plasterboard partitions will be removed from the top down using crowbars and 110v reciprocating saws. Access by podium/aluminium tower.

Glass items including internal windows and glazed screens are to be covered with cloth tape in a web style to avoid shattering during soft strip.

## **Doors**

Doors will be removed from the hinges using crowbars, placed on the floor and then cut into sections with the reciprocating saws to reduce manual handling.

## **Furniture**

Furniture will be broken up in to smaller sections using sledge hammers and reciprocating saws.

## **M&E Lagging Removal**

Any lagging will be removed prior to dismantling the M&E.

FFP3 masks, white overalls, and the correct eye protection must be used. (See RPE and PPE standards section). Operatives will be clean shaven and all will have current face fit certificate.

Whilst stripping lagging, it will be sprayed to reduce airborne fibres.

A 4 metre exclusion zone will be established where the lagging removal is taking place.

Lagging to be placed into clear bags immediately before transporting to the skip.

## **M&E Removal**

Some services including data and fire alarm are to be retained and will remain live within the ceiling void. These must be identified to Rhodar on the isolation paperwork and physically identified on site. Smoke detector heads must be isolated or protected by Wates before strip out works begin.

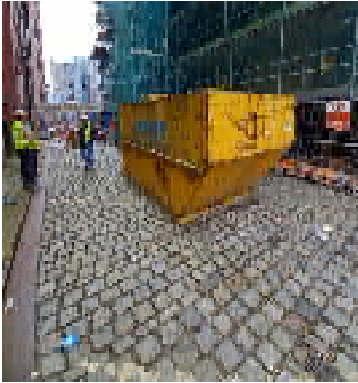
Pipework, ductwork, cables and containment will be cut down using a reciprocating saw.

Ductwork will be cut adjacent to support brackets to ensure materials drop in a controlled manner.

Where it is not possible to cut M&E into manageable sections, larger sections will be lowered using Genie lifts. The Genie forks will be raised into place to support the section. The section will be cut between the support bracket leaving it supported by the lift. The section will then be lowered to ground level and cut into small sections for disposal. The Genie lift can only be used on a level floor surface and sections longer than 2m should not be lifted.

## **5. Disposal of Materials**

Skips and exchanges to be provided and managed by Wates. Agreed skip location shown below provided as a skip loading exclusion zone. 2no. 16yd skips will be provided.



Materials will be transported from the work area by hand down the rear staircase to the skip area and loaded into the skip. If a skip/waste stream is unavailable, a stockpile will be made within the ground floor work area. Waste will be stored neatly in a designated area to ensure good housekeeping is maintained.

## **6. Hand Arm Vibration**

Hand arm vibration will be monitored during the works, to ensure operatives are working to the trigger times when using the reciprocating saws. The times will be monitored by the supervisors and recorded on HAV exposure forms.

## **7. Manual Handling**

The Company Standard Procedure for all manual handling activities ensures that:

All activities will be assessed in relation to risks from manual handling and where possible automated processes will be used as an avoidance technique.

All employees will have received training in kinetic lifting, our company policy is to ensure all employees are fit for work, that materials and waste removal devices (skips, vans etc.) are positioned as close to works areas as possible. We shall use a variety of equipment such as wheelie bins and turn table trucks/trolleys to reduce the risks from manual handling.

Where it has been assessed that there is a risk of injury from manual handling, the first consideration must be whether the loads need to be handled at all, or whether handling can be minimized. The potential for eliminating the handling of loads on sites is limited but the positioning of storage, delivery and waste handling skips, or vehicles can reduce the need for extensive handling.

Where there is no alternative, the use of mechanical handling should be given consideration – this should be done by the Contract or Project Manager at the planning stage.

You should always follow instructions given on how to carry out a manual handling task in accordance with its risk assessment.

## 8. Site Specific Personal Protective Equipment

The PPE listed below is compulsory on Rhodar sites and must comply with the following British Standards:

- Steel toe capped/mid soled boots - EN ISO 20345
- Hard Hat – EN 397:1995
- Hi Visibility Vest – EN471:2003 + A1 2007
- Gloves – Standard/Soft Strip EN 388 2121. Hot Works EN388:2003 4244  
Sharps EN388:2003 4544. Anti-Vibration EN388:2003
- Safety Eye Protection – standard CE EN 166 FT Certified. For Hot works EN175 F

**The following PPE is to be used when necessary:**

- Ear Protection Ear Plugs CEN352-2 and Hearing Protectors EN352-1:2002
- PPE associated with hot works and described in the “Hot Works” section of this Method statement  
– Gloves EN388:2003 4244 - Fire retardant hi vis overalls EN ISO 11611:2007 A1, EN ISO 11612:2008 A1, B1 C1, GO/RT EN 3279, ISSUE 6, 2008 and Goggles EN175 F
- Overalls for soft stripping – Blue paper overalls, E14325:2004

**The following RPE is to be used when necessary:**

- RPE (respiratory protective equipment) – Half face Sundstrom SR100 EN 140:1998
- RPE (for soft strip or activities generating dust) - P3 Filter Masks EN149:2001

| <b>Gloves</b>                  |                       |   | <b>Eye Protection</b> |                   |   |
|--------------------------------|-----------------------|---|-----------------------|-------------------|---|
| Standard/Soft Strip            | EN 388 2121           | X | Standard              | CE EN 166 FT      | X |
| Hot Works                      | EN388:2003 4244       |   | Hot works Goggles     | EN175 F           |   |
| Sharps                         | EN388:2003 4544       | X | <b>Ear Protection</b> |                   |   |
| Glass                          | EN388:2003 4543       |   | Ear Plugs             | CEN352-2          | X |
| Anti-Vibration                 | EN388:2003            |   | Hearing Protectors    | EN352-1:2002      |   |
| Kevlar Sleeves                 | EN388: 134xc EN407 x1 | X |                       |                   |   |
| <b>Overalls</b>                |                       |   | <b>Masks</b>          |                   |   |
| Fire retardant hi vis overalls | EN ISO 11611:2007 A1  |   | P3 Filter Masks       | EN149:2001        | X |
| Blue/white paper overalls      | E14325:2004           | X | Half face masks       | SR100 EN 140:1998 | X |

All PPE used must be suitable for the task being undertaken; it must be in good condition and fit for purpose.

If you find any item of PPE to be faulty or unsuitable for the work activity being undertaken, stop work and notify your supervisor immediately.

## 9. Site Finish

The works area will be left clean and tidy with no trip hazards present for Wates sign off.

## Key Safety Issues

### **1. Asbestos**

All Operative's employed by Rhodar Industrial Services on ANY project MUST have undertaken Asbestos Awareness Training at minimum, however we also ensure our demolition operatives undertake 'Removal of Non-Licensable Asbestos' training on an annual basis.

A Demolition / Refurbishment Asbestos Survey must be undertaken by law, prior to the carrying out of any Demolition or Major Refurbishment works.

Please ensure that you have witnessed, read and understood the Demolition / Refurbishment Asbestos Survey report before works commence. A copy of this report should always be available on site.

All Notifiable Asbestos products detailed within the Demolition / Refurbishment Asbestos Survey will be removed prior to any Demolition/Soft Strip works, by fully trained Asbestos Abatement operatives, employed by an HSE Licensed Asbestos Removal Contractor.

This will be carried out under a separate methodology/risk assessment.

Operatives are to be aware of the potential dangers of hidden Asbestos within the working environment, which may not have been picked up during the Demolition / Refurbishment Asbestos Survey.

Should any potential Asbestos Containing Materials, other than obvious Asbestos Cement Products, be discovered during the work, please stop work within the immediate area, and notify The Site Supervisor or a Senior Member of The Site team.

### **2. Respirable Crystalline Silica (RCS)**

Stone, brick, tile and concrete contain silica and produce silica dust known as RCS. Many activities undertaken during the demolition works process produce silica dust into the atmosphere, these activities are listed within our risk assessment.

Inhaling silica dust can lead to silicosis, a serious and irreversible lung disease that causes permanent disablement and early death. The dust is invisibly fine and gets deep into the lungs.

#### *Crystalline silica concentrations in common materials*

|                                        |               |
|----------------------------------------|---------------|
| plastic composites                     | up to 90%     |
| sandstone, gritstone, quartzite, flint | more than 70% |
| concrete, mortar                       | 25% to 70%    |
| shale                                  | 40% to 60%    |
| china stone                            | up to 50%     |
| tile                                   | 30 to 45%     |
| slate                                  | up to 40%     |
| granite                                | up to 30%     |
| brick                                  | up to 30%     |
| ironstone                              | up to 15%     |
| basalt, dolerite                       | up to 5%      |

The amount of silica dust breathed in by all site operatives will to be minimised by reducing as far as possible the amount of airborne dust. Please see the risk assessment for control measures suitable to the specific demolition task or activity. By following these controls, the amount of airborne dust will normally be below the workplace exposure limit (WEL) of 0.1 mg/m<sup>3</sup> expressed as a time weighted average (TWA).

### 3. Hand Arm Vibration

We must, as an employer, assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration so that we can protect employees from risks to their health.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Therefore, when using reciprocating saws, operatives are to ensure they are at the most minimal risk of ill-health, conditions such as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

The control measures that Rhodar Industrial Services have in place to reduce this risk are to check the vibration magnitude which will come with the equipment from the hire company and use the following table;

|                                    | Vibration<br>magnitude<br>m/s <sup>2</sup> r.m.s. | Exposure<br>points<br>per hour | Time to<br>reach EAV<br>2.5 m/s <sup>2</sup><br>A(8)<br>hours | minutes |  | Time to reach ELV<br>5 m/s <sup>2</sup> A(8) |         |
|------------------------------------|---------------------------------------------------|--------------------------------|---------------------------------------------------------------|---------|--|----------------------------------------------|---------|
|                                    |                                                   |                                |                                                               |         |  | hours                                        | minutes |
| Makita JR3070<br>Reciprocating Saw | 8.5                                               | 145                            |                                                               | 42      |  | 2                                            | 46      |

EAV - Exposure Action value - If exposure time is expected to exceed this figure a full risk assessment should be completed.

ELV - Exposure Limit Value -What the tool user can be subjected to in a working day and must never be exceeded.

### Labour/Operatives Details

| Name | Job Title | Qualification |
|------|-----------|---------------|
| TBC  |           |               |

### Environmental Issues

The following Environmental issues will be present during Mechanical Demolition.

- Noise
- Dust
- Drains
- Waste streams

See the environmental section of site-specific Risk Assessment for issues relating to mechanical demolition.

## Access/egress

Access to site is to be gained at the Wates Site Office at the side entrance to India House off Whitworth St.

## Temporary Lighting and Power (Inc. PAT)

Rhodar Industrial Services will connect task lighting where required.

Temporary 110v site power and safety lighting is to be supplied by Wates.

PAT Testing and paperwork must be on site with the Rhodar supervisor.

## Emergency Procedure (Inc. Rescue, & First Aid)

### **Nearest A&E**

Manchester Royal Infirmary  
Oxford Road  
Manchester  
M13 9WL  
01612761234

1.2 miles from site.

### **ALWAYS CALL 999 IN AN EMERGENCY**

#### First Aid

First Aid provision by Wates.

The Rhodar supervisor is also a first aider.

Location of first aid kit will be identified at site induction.

## Method Statement Briefing Record

By signing this document I am declaring that I have read and understood the contents of the Method Statement, and that I will not undertake any activity on site which deviates from the information and guidance contained in this document.

[illegible]

## CONFIRMATION OF SERVICE ISOLATION/DISCONNECTION

If written confirmation of service disconnections is not present in the site file, the client should produce written confirmation on site.

If however no written confirmation is present, you can proceed with due care if the client signs this document to confirm services have been isolated/disconnected.

If no one is present on site advise the office immediately who will email this to the client for confirmation prior to demolition works commencing.

I confirm that all necessary services have been isolated/disconnected in order for the demolition work to take place.

Signed: .....

Print Name:.....

Date: .....

Name of Organisation: .....

If any services are to remain live throughout the project they must be clearly identified to the site Supervisor:-

Services that are still live are:

.....

.....

.....

Signed by the Client: .....

Signed by Rhodar Industrial Services Supervisor.....

This document must be kept on site and returned to the office at the end of the project with other relevant paperwork.

## SITE INDUCTION FORMAT FOR VISITORS AND SITE STAFF

You will be asked to complete the induction sheet.

**Please be aware that this is a working demolition site.**

Suitable Safety PPE to be worn as required.

You will be provided with a yellow hard hat and high visibility tabard to be handed in before leaving.

These must be worn correctly at all times on site, except in welfare facilities.

You must be accompanied at all times on site by a representative of Rhodar Industrial Services Ltd.  
For your safety follow the instructions of Rhodar Industrial Services Ltd staff at all times.

You must not enter exclusion zones beneath high level work.

Pedestrians beware of vehicle and machine movements.

In case of an emergency, the demolition assembly point is the site cabin at the entrance to our site.

You must sign in and sign out at the gate on each site visit.

It is illegal to smoke inside any building, warehouse, cabin, site machine/van etc, you are legally able to smoke outside the building; however if the site still belongs to a client they are entitled to state smoking must be outside the perimeter of the clients site and we have to adhere to the clients regulations.

Given by appointed person on site.

## Site Induction

The under noted have attended the site induction

[illegible]

## Std - Site Induction Form

## Tool Box Talks

**The under noted have attended the tool box talk given by the appointed person.**

[illegible]

## Tool Box Talks

# CLIENT FEEDBACK FORM



**\*\*Supervisor – Please sign the below upon completion of works and then pass to the client to give feedback**

|                                                                                                                                                                                   |                  |             |                |                         |             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|----------------|-------------------------|-------------|
| JOB NO                                                                                                                                                                            |                  |             |                |                         |             |
| CLIENT                                                                                                                                                                            |                  |             |                |                         |             |
| LOCATION                                                                                                                                                                          |                  |             |                |                         |             |
| DESCRIPTION OF WORK                                                                                                                                                               |                  |             |                |                         |             |
| CONTRACT PERIOD                                                                                                                                                                   | From:            | To:         |                |                         |             |
| RHODAR INDUSTRIAL SERVICES LTD SUPERVISOR – I confirm that the site has been checked, left safe, clean and tidy and that all equipment, tools and consumables have been removed.  |                  |             |                |                         |             |
| Signed:                                                                                                                                                                           |                  | Print Name: |                |                         |             |
| Date:                                                                                                                                                                             |                  |             |                |                         |             |
| <b>CLIENT –This is to confirm that Rhodar Industrial Services Ltd have successfully completed all contracted work to our satisfaction. Accepted for and behalf of the client.</b> |                  |             |                |                         |             |
| Signed:                                                                                                                                                                           |                  | Print Name: |                |                         |             |
| Date:                                                                                                                                                                             |                  |             |                |                         |             |
| CLIENT COMMENTS: In our endeavour to provide our clients with quality service we should be pleased if you would take a few moments to complete the following:                     |                  |             |                |                         |             |
|                                                                                                                                                                                   | Excellent<br>(5) | Good<br>(4) | Average<br>(3) | Below<br>Average<br>(2) | Poor<br>(1) |
| Communications with Office                                                                                                                                                        |                  |             |                |                         |             |
| Paperwork received from office                                                                                                                                                    |                  |             |                |                         |             |
| Attitude of team on site                                                                                                                                                          |                  |             |                |                         |             |
| Workmanship                                                                                                                                                                       |                  |             |                |                         |             |
| Communication with Client (site)                                                                                                                                                  |                  |             |                |                         |             |
| Time keeping                                                                                                                                                                      |                  |             |                |                         |             |
| Health & Safety Measures                                                                                                                                                          |                  |             |                |                         |             |
| <b>Additional Comments:</b>                                                                                                                                                       |                  |             |                |                         |             |
|                                                                                                                                                                                   |                  |             |                |                         |             |
|                                                                                                                                                                                   |                  |             |                |                         |             |
|                                                                                                                                                                                   |                  |             |                |                         |             |