

March 31, 2021



Method Statement



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Author:	R. Hughes (Contracts Manager)
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CONTENTS:

- 1. Introduction**
- 2. Project details**
 - Client & Principal Contractor
 - Demolition Contractor
 - Health & Safety Executive
 - Location
 - Programme
- 3. Existing Site Features**
 - The Site & Surrounding Areas
 - Existing Services
 - Site Access & Egress
 - Ground Conditions
 - Existing Structures
 - Existing Drawings
- 4. Method Statement**
 - Scope of Work
 - Resources
 - Soft Strip Out
 - Removal of non-notifiable Asbestos
 - Demolition
 - Site Finish
- 5. Amendments to the Method**
- 6. Health & Safety Goals**
- 7. Site Security**
- 8. Site Inductions & Onsite Training**
- 9. Personal Protective Equipment**
- 10. Welfare Facilities**
- 11. Fuel Storage & Refuelling**
- 12. Accidents / First Aid**
- 13. RIDDOR**
- 14. Risk Assessments and Safe Systems of Work**
- 15. Site Rules**
- 16. Fire and Emergency Procedures**
- 17. Plant & Equipment Delivery**
- 18. Working at Height & preventing falls on site**
- 19. Plant & Competency Training & Test Certificates**
- 20. Permits to Work**
- 21. Arrangements for controlling significant site health risks**
 - Asbestos
 - Manual Handling
 - COSHH
 - 'Sharps'

March 31, 2021

22. Environmental Considerations

- Environmental Rules
- Noise / Vibration
- Dust / Fumes
- Waste Management

Appendix A: Site Rules

Appendix B: Risk & COSHH

Appendix C: Site Fire Risk Assessment

Appendix D: COVID-19

EMPLOYEE SIGN-UP SHEET

March 31, 2021

1. Introduction

This Method Statement has been prepared to demonstrate the safe working method for the demolition and site clearance of the former club including removal of non-notifiable asbestos and internal soft strip. This to be read in conjunction with provided drawings and Hazard Surveys.

The Method Statement is intended to be a live document in accordance with the relevant Codes of Practice and H.S.E. Guidelines.

The methods described herein are seen as the most appropriate for the works and are based on information available at the time of preparation. In the event of unforeseen circumstances, changes in conditions, requirements or timescale, this document may need to be amended or developed with the agreement of the Principal Contractor.

As the Demolition Contractor we will

- Address the health & safety issues likely to be involved in the management of the demolition phase
- Plan, manage and monitor the demolition phase, providing adequate resources and competent site management that is appropriate for the risks envisaged during the project
- Provide contractors with the necessary information about the project that they need in order for them to carry out their works safely and without risk to health

March 31, 2021

2. Project details

Client & Principal Contractor	
AIY Limited Abbey House 270-272 Lever Street Bolton BL3 6PD	Contact: Irfan Dema
	Tel: TBC
	Email: Irfan.dema@live.co.uk
Demolition Contractor	
D Hughes Demolition & Excavation Ltd. Coteman Heights Farm, Hill Top Lane, Delph, Oldham, OL3 5RW	Contact: Ryan Hughes
	Tel: 0161 624 3460 / 07968 551318
	Email: info@dhughesdemolition.co.uk
Health & Safety Executive	
Health & Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside, PR1 2HS. Contact: Tel: 0151 951 4000	

Location of the works:

VASA Club
 283 White Moss Lane
 Blackley
 Manchester
 M9 6NZ



March 31, 2021

Programme	Working Hours
Start date: TBC. Duration: 2 weeks	8.00am – 5.00pm Monday to Friday Weekend working – TBC by the Principal Contractor

3. Existing Site Features

➤ The Site & Surrounding Areas

The club sits adjacent to White Moss Lane which is lined with residential properties. There is a car parking area to the rear of the site and beyond this is Blackley Community Fire Station. On the opposite side of White Moss Lane is Damhead Medical Centre.

Letters detailing the proposed works and programmed dates will be distributed to all adjacent properties and residents.

➤ Existing Services

The existing gas, electric and water will be disconnected by the Client. DHD & EL will require written confirmation of the disconnections prior to commencing on site.

➤ Site Access & Egress

Access and egress will be via White Moss Lane. Vehicles entering and leaving the site must drive with the utmost care along White Moss Lane showing due care and consideration to local residents living within the vicinity, users of the Medical centre and other road users and the rights of free access for the public will be maintained at all time.

The safe access and egress to the site for labour, plant and vehicles is paramount. Drivers of vehicles must adhere to the traffic plan produced by the Principal Contractor and the instructions of the traffic marshal at all times. Under no circumstances will a vehicle reverse without the attendance of the banksman/traffic marshal and on leaving the site, vehicles will be signalled by the banksman/traffic marshal to exit. There will be a 5mph limit on all vehicles visiting the site and under.

➤ Ground Conditions

Prior to commencement of the works, the site will be inspected to identify the location of any weak and variable areas and the presence of overhead hazards.

Further investigations may be necessary for the grubbing up of the foundations. DHD & EL will refer to HSG47 Avoiding Danger from Underground Services. All excavation works will be done using CAT devices and hand digging where appropriate.

March 31, 2021

➤ Existing Structures

The property is a single storey social club, built in brick under a profiled metal roof, with metal and UPVC edgings and planked UPVC fascia's.

No elements that can be classed as structurally sensitive.

➤ Existing Drawings

The following documents have been supplied by the Principal Contractor:

- Demolition Asbestos Survey
- Site Location Plan
- Photograph

4. Method Statement

➤ Scope of Work

- Site Establishment
- Soft Strip Out
- Removal of non-notifiable asbestos
- Demolition
- Site Finish

➤ Resources

General Staff	
Director of Safety	Dale Hughes
Contract Manager	Ryan Hughes
Site Supervisors	Paul Denson / Reece Hughes
Plant Operatives (CPCS & CCDO)	2
Site Operatives (CCDO)	4
(The frequency of the site based and non-site based personnel will be dependent on operations and programme demand)	

Plant & Equipment	
Komatsu 360 hydraulic excavator Various attachments- breaker, pulveriser, magnet, buckets etc. RORO truck & waste skips Work vehicles / vans Hand tools	Please note: This is not an exhaustive list and plant and equipment will be provided at a frequency to deliver the works in a safe manner and in accordance with the agreed programmed works.

March 31, 2021

Access Equipment: Podium Hop-ups	
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➤ Soft Strip Out

Prior to the commencement of any strip out works we will ensure that disconnection certificates are in place for services feeding the area.

HOLD POINT

Confirmation that services have been identified and disconnection certificates are in place.

Site Supervisor

Signature:

Date:

An exclusion zone with warning signs will be erected around the work area to prevent unauthorised persons from entering the area during soft strip operations.

The removal of the following will be included in the soft strip activity:

- Fixtures and Fittings
- Doors, Doorframes and Skirting's
- Partition Walls-(Non-load bearing)
- Removal of Sanitary Ware
- Removal of Floor Coverings
- All surface mounted electrical cabling & pipework

The materials will be stripped from their fixings and sorted into their waste streams and placed in the relevant waste skip; from there they will be disposed to a waste recycling facility

The tools to be used will be but not restricted to:

- Mattocks
- Hammers
- Pry-bars
- Stanley knife
- Battery powered drills
- Abrasive wheels
- Steps/podiums
- Cable Cutters
- Wheelbarrows

March 31, 2021

Fixtures and Fittings:

All loose fixtures and fittings will, where of a suitable size be removed from the building whole; taken to the disposal point by hand before being placed directly into the waste skip positioned to the work as closely as practicably possible. Any larger items will be dismantled /downsized using small tools, reduced into manageable sections and transported to the disposal point.

Suspended Ceilings:

To reduce the risk of working at height, all suspended ceilings and any ceiling tiles will be left in situ to be demolished with the main structure.

Doors, Doorframes and Skirting:

Doors, door frames and skirting will be removed using various hand tools; screw drivers, pry-bars and hammers. Working in pairs, operatives will unscrew the door hinges using screwdrivers with the correct type head; the doors will be placed in the wood skip for re-use or disposal to a wood recycling facility. The skirting boards and doorframes will be prised from their place of fixing, (skirting will be removed first followed by the doorframes); any obtrusions and nails will be removed or hammered over with all resultant materials then being placed into the waste skip.

Partition Walls-(Non load bearing):

Plasterboard panels will be prised from their fixings employing claw hammers or pry-bars, any nail heads will be hammered into the timber frame. Removal of the plasterboard will expose the timber frame supports which will then be removed, de-nailed or nails hammered over and transported to the waste skip.

Removal of Sanitary Ware

Confirmation that the water supply has been isolated must be obtained before commencement of these works. The units will be carefully removed by unscrewing their fixings or where this is unsuitable; they will be removed by breaking into the surrounding brickwork to release.

Removal of Floor Coverings

Carpets: Operatives using hand tools will prise any carpet off their gripper strip. The lifted carpet will be rolled up and placed into the waste skip. Any larger carpets will be cut in sections employing a Stanley knife to minimise manual handling.

Floor tiles: Any floor tiles will be lifted up using suitable hand tools, and immediately placed into a wheelbarrow and transported to the waste skip to prevent tripping hazards for the remainder of the works.

All Surface Mounted Electrical Cabling & Pipework

All pipework will be cut out; any cables will be severed using cable cutters and any brackets unbolted.

March 31, 2021

Wall mounted heaters / radiators will be prised / dismantled from their fixings and carted from the work area to the disposal point; associated pipework / cables will be removed in a methodical manner using cable cutters / Stihl saws

Lighting units will have their cables severed and the units prised free from their fixings.

All waste steelwork / pipework will be removed to the designated storage area.

Transit Route

Good housekeeping practices must be maintained at all times; the work area should be cleared as work progresses and waste will not be allowed to accumulate.

All corridors, walkways to the disposal point must be kept clear of any obstructions to eliminate slip and trip hazards.

All materials arising from the soft strip activities will be segregated and placed into the relevant waste skips. As and when required the waste skips will be removed off site and the contents disposed of at a recycling centre or an approved tip

A trained site supervisor will oversee the works at all times. All operatives have received training in Manual Handling and will be issued with suitable R.P.E. and P.P.E.

HOLD POINT

Confirmation that the soft stripped building has been fenced off to ensure no unauthorized access prior to machine demolition

Site Supervisor

Signature:

Date:

➤ Removal of non-notifiable asbestos

A Demolition Asbestos Survey has been prepared by:

North West Business Services
52 Park Lane
Royton
Oldham
OL2 6PU

Survey reference number: BC/RA/589
Dated: 30th October 2020

March 31, 2021

The survey identified asbestos containing materials in the property as follows:

Location	Material	Type	Condition	Extent
Concert Room, dressing room to the right of the stage and the offices to the left of the stage	Vinyl floor tiles	Chrysotile	Good	180m ²
Boiler Room	Asbestos cement flue pipe and AIB ceiling tiles	Chrysotile and Amosite	Good	12m ²
Vault and Concert Room	Presumed to be in the main fuse box and night storage radiators	Asbestos textile flash pads and asbestos insulation casings	Sealed / Good	Fuse box x 1 Radiators x 4

Personal & Respiratory Equipment			
	☒ ☒ N/A		☒ ☒ N/A
Hard Hat	✓	Wellington Boots	✓
Hand Protection-General purpose		Safety Boots	
Hand Protection-Anti Cut	✓	Coveralls-Category 3-Type 5/6:	
Hand Protection-Chemical		Blue coloured for setting up and waste transfer	
Hand Protection-Quill Blasting		Red for removal	✓
Goggles		White for transiting.	✓
RPE-Power assisted Full Face Mask with P3 filter		RPE-Orinasal Half Face Mask with P3 filter - Sundstrom SR100 (Orinasal)	✓
Hi-Vis Clothing		Ear Defenders	

IMPORTANT NOTICE:

The AIB in the boiler room is licensed asbestos and would need to be removed by a Licensed Asbestos Removals Contractor. We have held a full license for the removal of asbestos for over 35 years. A separate Plan of Work would be prepared and submitted to the HSE along with notification of the project (ASB5) two weeks prior to the commencement date.

March 31, 2021

Method of removal – Non-notifiable ACM's

The site will be made secure by means of temporary fencing, existing fencing or similar.

The Plan of Work to be situated on site and be readily available to all parties.

A decontamination unit and sealed asbestos waste skip will be provided and set up as close as possible to the removal areas.

All operatives will be trained to the relevant standard as required for the type of removal work and hold current Medical Certificates, Mask Face Fit Tests, etc. and will be clean shaven.

All operatives will read and fully understand the site-specific Plan of Work.

A trained asbestos removal supervisor will be in attendance daily and at times relevant to the operations to ensure the safe system of work is strictly adhered to.

The areas designated for asbestos removal will be sealed off with suitable barriers. Warning signs will be affixed wherever necessary.

All operatives will wear R.P.E. and P.P.E. suitable to the types of activities to be carried out.

Vinyl Floor Tiles:

Prior to any disturbance the floor tiles and bitumen adhesive will be soaked with a suppressant solution which will be applied using a hand held sprayer.

The floor tiles will be prised /scraped up off the floor using either hand tools or floor scrapers.

Operatives will place the scrapers between the joints in the tiles and gently lift up the tiles avoiding breakage. Water will be sprayed underneath the floor tiles as they are lifted to suppress any dust generated.

The bitumen adhesive will be scraped up and all arising will be double bagged, sealed and marked as containing asbestos and placed into the lockable asbestos waste skip.

Main fuse box and night storage radiators

These will be removed and disposed of whole.

Any bolts / screws holding the cistern in place will carefully be removed using the appropriate hand tool.

March 31, 2021

Bolts / screws will be disposed of as asbestos and placed into the waste container.

When free from its support the fuse box will be lifted off by two operatives and placed onto 1000 gauge visqueen, double wrapped, sealed with tape, labelled as asbestos and placed in the lockable asbestos waste skip ready for disposal.

The radiators will be removed by applying the same method

On completion of the asbestos removal, the Asbestos Supervisor will carry out a visual inspection of the area to ensure that he is fully satisfied that all traces of asbestos have been removed.

All used tools and equipment will be wiped over using wet rags and bagged up for future use. All spent rags will be disposed of as asbestos waste.

The Asbestos Operatives will decontaminate following the procedures outlined in The General Procedures and Guidance for Removal of Asbestos Containing Material October 2020.

The asbestos skip, accompanied by the Consignment Note will be disposed of to a licensed asbestos waste facility. A copy of the Consignment Note will be handed to the Client.

➤ Demolition

Prior to any demolition, a survey of the structures will be carried out to determine any irregularities in the structures. Any irregularities will be dealt with and amendments made to the Method Statement.

The building will be demolished top down by mechanical means using hydraulic excavators fitted with a selection of attachments.

A demolition exclusion zone will be created in accordance with BS6187: 2011, Clause 13: Safe Working Spaces and Exclusion Zones inclusive of the designated 'Debris Drop Area'-which is the immediate hazard area where arising's are designed to fall, the 'Predicted Drop Area'- the area of predicted limit or extent where falling debris may travel and the 'Buffer Area'- planned to allow for any unpredicted event; people beyond the external perimeter of this area are safe from the effects of the demolition activity

Trained banksman will be in position around the exclusion zone to eliminate un-authorised access; any un-authorised personnel will be cleared from the area during the demolition works.

HOLD POINT

Confirmation that banksman are in position prior to commencement

Site Supervisor:

Signature:

Date:

March 31, 2021

HOLD POINT

Confirmation that the building and exclusion zone has been checked for unauthorised personnel prior to commencement of the demolition

Site Supervisor:

Signature:

Date:

Starting at the rear elevation, the excavator fitted with a grapple attachment will create an opening at roof/eave level and progress across the width of the elevation reducing the gable wall down in height several course at a time. (Removing an element of the elevation will allow easy access to the remaining roof and gable wall)

The excavator will carefully push the gable wall into the footprint of the building, allowing the masonry to fall to the floor naturally; once the gable wall has been removed the roof, external / side walls and internal floors will be exposed.

The structure will be reduced diagonally working from the top corners to leave a 'stepped' look to the building as it is demolished. This will aid stability throughout the works.

Maintaining a safe distance from the demolition face at all times, the excavator will continue to take hold of the roof trusses and carefully lower them down onto the ground floor while progressively reducing the side walls by pushing / guiding inwards into the buildings footprint.

Throughout the process the fallen material from the inside of the building will not be allowed to build up and will be continually retrieved as works progress.

This sequence of demolition will be repeated along the length of the building until the opposite gable wall is almost reached at which point, the demolition of the structure will be kept stepped back at an approximate 45° angle from the ground floor upwards, this will help keep the structure of the building stable whilst the last gable wall is demolished.

Wet suppression techniques to suppress any dust, etc. will be applied when necessary (water to be supplied by the Client)

Four dust management points external to the site will be established; we shall nominate a person to carry out daily checks, mist cannons (dust busters) will be readily available if necessary and during dry periods.

As works progress all materials/arising's will be cleared from the exclusion zone at regular intervals and processed on site. All materials arising suitable for crushing will be left stockpiled on site; any other materials will be loaded into waste skips or tipper trucks, removed off site and the contents disposed of at waste recycling facilities.

March 31, 2021

At the end of each working day any remaining structure of the building will be left in a stable and safe condition.

Fully experienced banksmen will assist the excavator operators and a trained site supervisor will oversee the works at all times.

➤ **Site Finish**

All voids to the footprint of the buildings will be backfilled with site-won brick hard core and compacted over by the weight of the excavator. On completion of all the works a joint inspection will be carried out between DHDEL and the Client to ensure that the works have been completed to the standard specified/expected. Any outstanding works will be undertaken.

March 31, 2021

5. Amendments to the Method

Supervisors must advise Managers of any changes required to the method of work. Supervisors are only permitted to carry out 'minor changes' following authorisation from the Manager – Ryan Hughes. A record of any such changes will be made using the table below to summarise changes and amending in writing any relevant parts of the method.

Only to be completed after consultation with the Manager					
Amendment to the Method or Work					
Supervisor:		Signature:		Date:	

The employees detailed below have signed to confirm that they:-		
- Have received a briefing from the Site Manager / Site Supervisor and have read and fully understood the method amendment. - Will notify their Site Manager / Site Supervisor should there be any abnormalities or areas of concern regarding the works		

6. Health & Safety Goals

DHD & EL's safety goal is that there should be no RIDDOR incidents on this project or any incidents involving the public.

The Health and Safety principles are set out in DHD & EL's Health and Safety Policy.

Independent Health and Safety Consultants are employed by DHD & EL to advise, instruct and update on procedures and new legislation. It is in their jurisdiction to advise DHD & EL who in turn advises there site based employees by weekly in house meeting and briefings.

It is the Contracts Manager and site supervisors' responsibility to ensure that all Health and Safety matters are adhered to on site.

It is the Contracts Manager and the site supervisor's responsibility for monitoring compliance with safety of scaffolding and maintenance of plant, details are recorded.

DHD & EL will collect and record information on all site accidents and near misses and investigate them so that measures can be put in place to prevent a reoccurrence. Where applicable, these incidents will be reported to the H.S.E.

An operative trained in First Aid will be on site throughout the contract.

First Aid will be administered on site.

7. Site Security

Security fencing will be provided by DHD & EL around the demolition area by erecting 'heras' type fencing, 2m high set in pre-cast concrete or rubber feet and double clipped.

Two operatives will unload each panel; all operatives have received training in manual handling techniques.

Care will be taken to ensure that the fencing is not erected on uneven ground which may lead to collapse.

"Danger / Demolition in Progress / No Un-authorized Entry" warning signs are to be erected along each elevation adjacent to the perimeter fence.

The perimeter fence is to be maintained in an effective condition throughout the period of the contract.

Any work on the building will not be allowed to start until the whole of the site fencing has been erected, inspected and approved by the Engineer.

8. Site Inductions & Onsite Training

All operatives required to work on site will undertake a full site induction delivered by the site supervisor prior to commencement.

The site induction will include the full explanation of:-

- Senior management commitment to health and safety
- The outline of the project
- The individual's immediate line manager and any other key personnel
- Any site-specific health and safety risks, for example in relation to access, transport, site communication, hazardous substances and manual handling
- Control measures on site, including:
 - Site rules
 - Permit-to-work systems
 - Traffic routes
 - Security arrangements
- Arrangements for Personal Protective Equipment (PPE), including what is needed, where to find it and how to use it
- Arrangements for housekeeping and material storage
- Facilities available, including welfare facilities
- Emergency procedures, including fire precautions, the action to take in the event of fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment
- Arrangements for first aid
- Arrangements for reporting accidents and other incidents
- Details of any planned training, such as 'Toolbox' talks
- Arrangements for consulting and involving workers in health and safety, including the identity and role of any:
 - Appointed trade union safety representatives
 - Representatives of employee safety
 - Safety committees
 - Information about the individual's responsibilities for health and safety

Once induction training has been delivered by the Site Supervisor, personnel will be required to sign a control document to confirm they have read and understood the content of their induction training.

Tool box talks will be held weekly in the site office to discuss normal issues and any other developments which may need addressing. All employees are required to attend and need to sign the register of attendance for our records. During these talks employees are encouraged to voice any concerns/issues regarding health and safety. These concerns are recorded and acted upon.

9. Personal Protective Equipment

- Mandatory PPE:
- Safety Helmet
- Hi-viz coat or vest
- Safety footwear (steel toe-capped boots)
- Cut resistant gloves (cut level 5)

The use of personal protective clothing and equipment (PPE) should not be considered as an alternative to efforts to reduce or eliminate hazards. It is possible to minimize exposure to risk by careful selection of plant and material, e.g. by minimizing noise at source rather than providing ear defenders. Suitable and compatible personal protective equipment appropriate to the task must be worn at all times.

Any PPE that is identified as a requirement for tasks to be undertaken in a safe manor will be provided by DHD & EL; e.g. dust masks (non-nuisance type FFP etc.).

When selecting PPE it is important that it is appropriate for the hazard and compatible with other items of equipment. Items selected will conform to relevant standards and bear the appropriate BS EN Number. Where work is carried out on or adjacent to a highway open to traffic, high visibility clothing complying with BS EN 471 (Class3) will be worn by the workforce and the site supervisory staff.

Where a significant risk exists to employees e.g. falling materials, handling heavy materials, they should be provided with the appropriate safety footwear. As a minimum, the operative will be issued with steel toe capped boots that should be worn at all times.

Where there is a foreseeable risk of injury to the head, eyes and/or hearing, all persons working on site should, at all times, wear safety helmets, suitable eye protection and/or ear defenders as appropriate to the task and location.

10. Welfare Facilities

DHD & EL will provide welfare facilities on site which comply with the Construction (Design & Management) Regulations 2015.

Canteen / Site Office / Toilet; including:

- Hot / cold running water supply
- Basin, soap and towels
- Drinking water
- Restroom / Eating Area
- Clothes Drying Area
- Adequate supplies of toilet paper
- Microwave and kettle

March 31, 2021

The canteen / site office and toilet will be the type contained in a steel container split into the relevant rooms. Lighting, heating and hot water in the unit will be provided by electricity which will be gained using the on board generator. The welfare facility will be delivered to site on a flatbed vehicle with hydraulic lift equipment. The site facilities will themselves be segregated by an inner fence line to reduce vehicular and pedestrian interface. Safe access to the site facilities will be maintained at all times. The frequency of servicing the unit will be dependent on the amount of use.

11. Fuel Storage & Refuelling

The fuel requirements for all plant and equipment will be stored in 45 gallon drums stood on nappy pads within the sealed compartment of the works vehicle.

The vehicle will be locked at all times and spill kits will be readily available.

The vehicle will be located in a designated area as agreed by the Client.

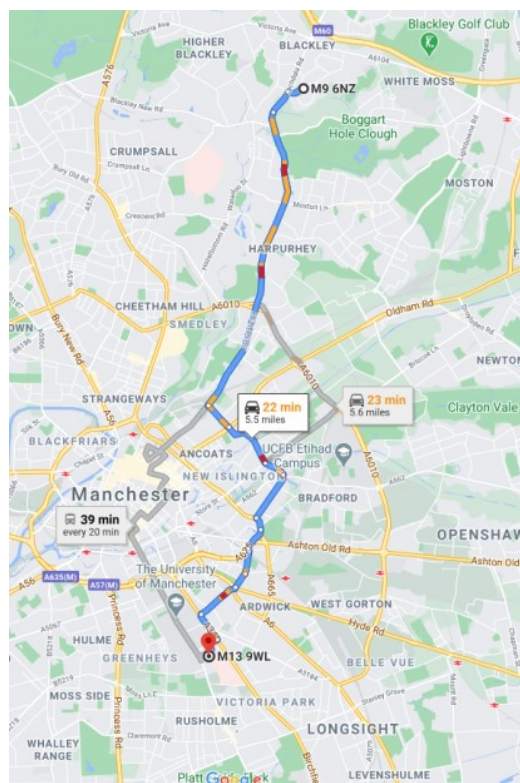
Fuel will be pumped into the machine directly from the drums still positioned in the vehicle; drip trays will be placed directly under the point of re-fuelling.

12. Accidents / First Aid

DHD & EL have made adequate provision for first aid (including trained first aiders supported by an appointed person where deemed as being required) proportional to the numbers and type of work to be undertaken on site, in accordance with the Health and Safety (First Aid) Regulations Approved Code of Practice and Guidance (L74). Appropriate levels of first aid equipment including a Data Act compliant accident report book will be maintained on site and in the works vehicles at all times. Notices will be posted on site with the location of the first aid box and the names of the trained personnel. DHD & EL emergency procedure will clearly set out the means of dealing with any emergency including the means of summoning assistance and setting out arrangements made with local Accident and Emergency Hospital.

The nearest Accident and Emergency Hospital to the Site is: -

Manchester Royal Infirmary
Oxford Road
Manchester
M13 9WL
Tel: 0161 276 1234



March 31, 2021

Account shall be taken of emergency services response time, access to communications and first aid personnel on site.

DHD & EL will ensure that his operatives and contractors are aware of the location of the nearest public telephone in case of an emergency when the telephone services to the site are cut off or are unavailable for use.

Emergency First Aid Procedures-

- Immediately dial "999" for Ambulance, give exact location of accident.
- Attend to casualty but do not move them unless life threatening.
- Observe casualty and check for breathing, Bleeding
- Await further instruction from emergency services.
- Do not leave Casualty, Reassure them
- Liaise with Medical practitioners.

Details and route to nearest A & E hospital will be displayed on notice boards.

Emergency Escape Routes-

All identified emergency escape routes and fire exits on site shall be kept clear, and signed. The Health and Safety (Safety Signs and Signals) Regulations 1996 set standards for these signs.

13. RIDDOR

All incidents which have to be reported to the H.S.E. will be coordinated through DHD & EL's head office.

The site supervisor is responsible for notifying head office of all such matters and to collect witness statements as quickly as possible after the event.

An accident book is kept on site by the site supervisor to report any incidents that may occur.

14. Risk Assessments and Safe Systems of Work

Full and thorough risk assessments will be carried out prior to any works commencing in accordance with the HSE's Guidance:

1. Look for the hazards
 2. Decide who might be harmed and how
 3. Evaluate the risks and decide what control measures are required
 4. Record the findings
 5. Review the assessment and revise it if necessary
- All demolition work will be carried out by experienced operatives in accordance with the Construction Phase Plan, with structures being taken down as near as possible in the reverse order to which they were originally erected.

March 31, 2021

- All drivers making deliveries will be informed of the nature of the site and the specific risks to personnel, children and traffic in the area specifically at the site entrance.
- All non-construction personnel will be directed away from the site and its access routes by the use of barriers.
- The use of hydraulic excavators and demolition work will only be carried out when banks men are in attendance.
- Waste material will be removed in stages keeping a tidy safe site at all times.
- Once internal strip outs have been completed and all glass and timber removed the main structural walls will be demolished by mechanical means thus minimizing the risk to site operatives.
- Site fencing will be erected to inhibit access by the public and to create a protected zone around the site so that general pedestrian traffic can keep away from high risk areas.
- Temporary lighting and traffic signs will be erected for the duration of the contract as necessary.

15. Site Rules

See Appendix A

16. Fire and Emergency Procedures

The procedure to be followed on site in the event of a fire emergency situation is:

1. Evacuate scene of fire immediately.
2. Assembly is outside the site cabin / welfare facility
3. Await instructions from Site Supervisor
4. Do not leave assembly point until authorised by Site Supervisor.
5. Immediately dial "999" for fire service, give exact location of fire.
6. Ensure all employees and visitors are accounted for and at assembly point,
7. Do not attempt to extinguish the fire with available firefighting equipment unless it is in the route of your exit
8. Liaise with Fire Officer and Police.
9. Emergency escape routes will be updated as work proceeds

Throughout the demolition works a temporary fire escape route will be employed. Where possible, fire escape signs will be affixed to direct all personal out of the building. All doors and exits to the escape routes will be kept unlocked and clear of debris while works take place on site. Fire extinguishers will be present throughout the works.

March 31, 2021

In the event of an uncontrollable fire an audible warning system will be used. The building will be evacuated in a safe manner and the personnel will assemble at the assembly point. The emergency services will be contacted and the assembled personnel will be checked against the site visitor's book. On no account will any person re-enter the building.

17. Plant & Equipment Delivery

Any necessary loading, unloading and storage will be undertaken in the site compound. Any storage of materials will be undertaken in a safe area within the site compound. Deliveries to and from the site shall avoid the peak hours of 08:00-09:00 and 17:00-18:00.

Delivery of abnormal loads to site will be considered on an individual basis as necessary and under the direction of the Principal Contractor to be recorded in their Traffic Management Plan.

There is expected to be a reasonable amount of vehicle movement, with the delivery, plant and equipment and the removal of reclaimed materials and arising's. For this DHD & EL will ensure:-

- Deliveries are managed in a 'just in time' basis as to minimize the likelihood of congestion to the public highways and the access road;
- Banksman must be used where required and that all such persons will be familiar with signals and suitably qualified to CSCS (or equivalent level). Banksman to wear high visibility clothing at all times
- Wheel washes or road sweeps must be provided where required.
- The removal of waste from site will incorporate the above controls where applicable.
- To reduce the hazards caused by air borne dust vehicles carrying loose aggregate and workings are to be sheeted where required. Stockpiles of soils and materials are to be located as far as possible from sensitive properties and boundary roads used by the general public, taking account of prevailing winds.
- The unloading/loading area will be pedestrian free due to the amount of reversing during the unloading/loading of vehicles. If this is not possible all audible and visual devices will be used i.e. reversing alarm and flashing beacon; and high visibility clothing worn at all times. The
- It will be necessary to undertake regular visual inspections of the site perimeter to check for dust deposition (evident as soiling and marking) on vegetation, cars and other objects and taking remedial measures, if necessary; this is to include the local highways.
- There will be NO burning of waste material at any time anywhere on site.

18. Working at Height & preventing falls on site

All work at height will be undertaken in accordance with the Work at Height Regulations 2005. Mobile elevated working platforms will only be operated by IPAF qualified operatives

March 31, 2021

For work at height the following hierarchy of control will be followed at all times:

1. Avoid the risk of working at height wherever possible.
2. Where this is not possible, employ measures to prevent falls of people or objects from the elevated position.
3. Where the risk of people or objects falling still remains, mitigate the consequences of a fall by minimising the distance that a person or object can fall.

Scaffold must be inspected in accordance with Section 12 of the Work at Height Regulations.

Scaffold towers will be erected by PASMA qualified operatives

Mobile elevated working platforms will only be operated by IPAF qualified operatives

19. Plant & Competency Training & Test Certificates

All plant and machinery have recent test certificates pertaining to the machine type. All plant and equipment will be visually inspected and recorded on a daily basis.

DHD & EL will ensure such certificates and proof of maintenance are checked in accordance with PUWER (1998) and LOLER (1998), and that testing has not exceeded the stipulated timeframe as laid down in law.

Inspection check sheets for each piece of plant be maintained and kept current.

Immediate supervisors have received training in the safe operation of plant and vehicles.

Senior management appreciates the risks resulting from the interaction of vehicles and the workplace.

All operatives hold current CPC cards (or equivalent) for machine type to be operated.

20. Permits to Work

Permits to Work will be issued as and when necessary; Permit to Dig, Roof Access Work, Hot Works etc. The permit checklist will be completed by the Site Supervisor who will also sign it and also the person/operative carrying out the work. One copy will be held by the operative and one copy will be filed by the Site Supervisor.

Upon completion of the work, the operative is to return their copy to the Site Supervisor. The permit is then cancelled. The Site Supervisor will carry out a physical check of the work area during or before expiry of the permit.

The permit will be cancelled when:

- All works to which the permit relates have ceased
- The area has been checked and is free from residual risk

The supervisor will sign that this is the case.

March 31, 2021

21. Arrangements for controlling significant site health risks

➤ Asbestos

The asbestos survey has been prepared by:

North West Business Services
52 Park Lane
Royton
Oldham
OL2 6PU

Survey reference number: BC/RA/589
Dated: 30th October 2020

D Hughes Demolition & Excavation Ltd have a held a full license for the removal of asbestos since 1985.

All asbestos operatives are trained to the relevant standard as required for the type of removal work required of them and hold current Medical Certificates, Mask Face Fit Tests, etc. All D Hughes Demolition & Excavation Ltd. operatives have attended an Asbestos Awareness course and are trained to recognize ACM's.

Should any further asbestos containing materials be found or be suspected which are not noted in the report then all operations must cease immediately and the Client will be informed. The Client will at this point liaise with D. Hughes Demolition & Excavation Ltd. over the safe removal of any further confirmed asbestos containing materials.

➤ Manual Handling

DHD & EL will as far as is practicable, try to eliminate the manual handling of heavy items; mechanical means will be employed for the loading and unloading of workplace vehicles and of the lifting of heavy equipment and materials.

Manual handling that cannot be avoided will be carried out in accordance with the Manual Handling Operations Regulations 1992 (as amended 2002) and guidance issued by the HSE (L23)

Components weighing 20kg plus must not be lifted by a single person and any repetitive lifting over 20kg will be assessed and the appropriate actions to reduce the risk carried out.

All persons involved with manual handling will be instructed on how to carry out the task safely, and have received manual handling training.

If mechanisation is not an option, and where lifting of equipment or materials exceed the limitations of the personnel; then a manual handling risk assessment will need to be undertaken.

March 31, 2021

➤ **COSHH**

Full sets of COSHH Assessments are held on site for all materials that may be used during the works. Any new materials encountered will have a COSHH Assessment undertaken as soon as practically possible.

COSHH Assessments are regularly checked to ensure that they are relevant to the operations being carried out or when operating circumstances change.

Prior to any works taking place the building will be inspected for any substances either within the structure or left within the building. Any substances found which appears to be a hazard to health will be reported to the client and procedures will be arranged for dealing with such matters. Any amendments will be made to the Method Statement.

➤ **'Sharps'**

Hypodermic syringes / needles may be present on site and therefore all operatives / personnel will remain vigilant at all times.

Should any 'SHARPS' be found the client will be informed and arrangements will be made for dealing with such matters. Any amendments will be made to the Method Statement.

22. Environmental Considerations

➤ **Environmental Rules**

DHD & EL will execute the works sympathetically to the surrounding environment. The site will therefore be subjected to the following environmental rules:

- During the works a watching brief will be in place to ensure the controls in place to control dust migration are sufficient
- Demolition dust will be controlled by applying wet suppression
- All reasonable measures will be taken to prevent dirt being deposited on the site access road including good housekeeping on site and effective traffic management
- Any re-fuelling required will be in the designated area away from drains/water courses with a spill kit available
- All fuel bowsers are either to be double skinned or fully bunded
- Any static plant will be supplied with a drip tray to prevent environmental contamination
- All wastes are to be disposed of in the correct waste streams
- No substances are to be discharged into drains or Controlled Waters (Controlled Waters include all watercourses and water contained in underground strata)

March 31, 2021

➤ Noise / Vibration

Due to the nature of the work it is known that activities on site will have a noisy nature and may cause vibration. If necessary, DHD & EL. will monitor vibration with appropriate equipment /apparatus to ensure activities are not affecting local residents. We will undertake an assessment of the equipment and put all appropriate control measures in place.

The strategy for reducing the risk from Hand-Arm Vibration and Whole Body Vibration has been be addressed by:

Finding a way of completing the task without using high vibration tools, Where-ever practical avoid operations involving impacts; Looking for mechanical methods for completing the task.

We will adhere to the recommendations in BS 5228-2: Noise and Vibration Control on Construction and Open Sites (Part 2).

The works will be addressed on a daily basis and various methods of work will be undertaken to reduce the inconvenience and nuisance to any nearby premises.

In addition, the following control measures would be considered where appropriate;

- All mitigation bunds will be constructed at the earliest opportunity
- On site noise levels will be monitored regularly, particularly when changes in process are required or in response to complaints
- Any compressors brought on site will be silenced or sound reduced models fitted with acoustic enclosures
- All pneumatic tools will be fitted with silencers or mufflers
- Deliveries will be programmed to arrive during daytime hours only.
- Care will be taken when unloading vehicles/excavators to minimise noise
- Delivery vehicles will be routed so as to minimise disturbance to local residents.
- Delivery vehicles will be prohibited from leaving their engines running while waiting on site
- All plant and equipment will be properly maintained and operated according to manufacturers' recommendations in such a manner as to avoid causing excessive noise
- All plant will sited so that the noise impact at nearby noise sensitive properties will be avoided/minimized
- Local hoarding, screens or barriers will be erected as necessary to shield from noisy activities
- Pneumatic drills and other noisy appliances will not be used at times which may cause a nuisance.

➤ Dust / Fumes

Any operations undertaken on site which may cause dust will have prior assessment and any possible dust suppression techniques will be undertaken.

- Any plant on site will be used in well ventilated areas. Plant which is used in confined or non-ventilated areas will have the exhaust fumes directed outside the building
- Dust monitoring will be undertaken at the site boundary

March 31, 2021

- Sheeting of vehicles transporting materials to and from site
- Limiting the speed of site vehicles to 20 mph
- Provision of wheel washing facilities and/or road sweepers at access points
- Damping down of haul roads
- Assessment will be made of work load to determine those activities that may generate dust
- COSHH data sheets will be checked for those materials producing dust, any toxic material identified, assessment to be made as to, who, what and where work shall be completed
- Dust emissions will be minimized and/or contained to boundaries of the construction site, e.g. re-specifying work to eliminate or reduce dust hazards, use exhaust ventilated tools, dampening work before or during cutting and during demolition work
- Wind-blown dust from large, disturbed areas will be reduced by dampening down the surface and where possible, restricting the extent of such areas
- Extra care will be taken when loading materials onto trucks or when excavation work is taking place
- All internal dust will be removed after the work has been completed and disposed of correctly
- Prohibition of eating and smoking to be enforced in dusty atmospheres, especially where toxins may be present
- Adequate means of monitoring / measuring toxic dust will be provided and workplace exposure limits (WEL's) will be checked
- Operatives will be briefed regarding the hazards of dust to their health
- Operatives will be briefed regarding PPE and toxic dust

➤ **Waste Management**

In order to minimize the generation of waste and waste disposed to landfill, all spoil, demolition arising's and wastes will be managed in accordance with the waste hierarchy and relevant regulatory controls:

- Measures to reduce excessive quantities of material storage on site will include adopting a just in time approach to material deliveries
- A comprehensive Site Waste Management Plan (SWMP) will be developed and updated as the works progress capturing any changes that may result in differing waste streams and quantities.
- Compliance with all aspects of the Duty of Care (Environmental Protection Act 1990) will be achieved during demolition in order to protect the interests and safety of other from the potential effects of handling, storing, transporting and disposing of materials and wastes arising from the works.
- Disposal of waste from site will be carried out by a licensed waste carrier
- All non-hazardous waste leaving site will be accompanied by a waste transfer note
- Copies of waste transfer notes for non-hazardous wastes will be kept for a minimum of 2 years

March 31, 2021

- If waste is deposited, kept or treated on the site, a Waste Management License or an exemption will be obtained
- Copies of documentation for the transport of hazardous waste will be kept

Appendix A: Site Rules

Appendix B: Risk Assessments & COSHH

Appendix C: Site Fire Risk Assessment

Appendix D: COVID-19

Employee Sign-up Sheet

March 31, 2021

APPENDIX A

SITE RULES:

All operatives will wear equipment suitable for the activity being performed at all times (P.P.E.); and as a minimum, steel toe capped safety boots, hard hats, high visibility vests and cut/ puncture resistant gloves

No alcohol is to be consumed on site. Operatives that appear to have consumed alcohol will not be allowed on site

No Drugs to be used on site. Operatives that appear to have used drugs will not be allowed on site.

Radios are not permitted on site

Smoking will not be allowed on site

Fires will not be allowed on site

No fuel, oil or other combustible materials will be stored on site. Daily re-fuelling will take place on site in the designated area

DHD & EL will comply with the local existing parking restrictions

Strict working hours agreed at the commencement of the contract will be adhered to

All work to comply with requirements of the Control of Pollution Act 1974 relating to noise

A suitably trained site supervisor is to regularly and frequently check on the conditions and maintenance of all equipment

Vehicles and personnel to move around site in safe areas designated by the site supervisor

New personnel on site to be accompanied by an experienced employer of DHD & EL

Vehicles to enter and exit site at non-peak periods

Experienced banksmen to assist both vehicles and pedestrian movements

No works to be undertaken on land which is suspected to be contaminated

Undertake testing procedures and follow all necessary Health and Safety Guidelines and Regulations

Any open excavations to be clearly identified with high visibility netting, barriered off and or covered over with steel plates

March 31, 2021

Any works suspect to causing dust to be suppressed with water as and where possible

Vehicles leaving site to check wheels for cleanliness and if necessary to wash off debris

No works in confined spaces to be undertaken without prior approval with the site supervisor

All necessary safety requirements to be adhered to

No personnel to operate any powered hand tools without prior training and if necessary hold relevant certificates

All staff to attend regular training sessions and site management to hold weekly tool box talks

All site visitors to undertake site induction and abide by the site rules and to wear appropriate P.P.E. at all times

Any necessary permits to work must be obtained before works commence

Hot works permits must be obtained before works commence. All necessary fire precautions must be strictly adhered to

All accidents must be reported to the site supervisor and recorded in the site accident book. The company's reporting of accident system to be strictly adhered to

All vehicles to be parked on site in a designated area appointed by the site supervisor

Vehicles parked off site must be in accordance with the local authorities

No mechanical handling of large or heavy items of material to be undertaken without prior approval from the site supervisor

Manual handling of large or heavy materials not to be undertaken without prior risk assessments made and a method of work agreed with the site supervisor.

March 31, 2021

APPENDIX B

RISK ASSESSMENTS

KEY	Persons at Risk	S = Severity	P = Probability	R = Risk = S x P
	P = Public E = Employees S = Sub=contractors	1 = Trivial 2 = Minor injury 3 = Major injury to one person 4 = Major injury to several people 5 = Fatal	1 = Improbable occurrence 2 = Remote occurrence 3 = Possible occurrence 4 = Probable occurrence 5 = Likely occurrence	15-25 = High risk 8 – 12 = Medium risk 1 – 6 = Low risk

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Demolition	P	E	S	S	P	S x P + R		S	P	S x P = R
Falling debris: Cuts, abrasions, bruising, crushing injury, fatality	✓	✓	✓	5	3	15	Work zone established and fenced. Pedestrian walkways established and demarcated. Only authorised personnel allowed in the work zone e.g., plant operator and banksman. Work equipment subject to annual certificate of thorough examination, regular maintenance and weekly inspection to prevent mechanical failures. Only CPCS trained workers to operate excavators. Appropriate personal protective equipment issued to workers. All workers undertaking other works in proximity to the demolition works should be kept at a safe distance. A safety exclusion zone should be established around the perimeter of the demolition works, only authorised persons shall be permitted to enter the exclusion zone. Rubble netting, brick guards and fans shall be considered to provide protection to persons below. Additional measures: First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Management to ensure that the correct excavator for the job has been selected. All operatives to be made aware of the risks and hazards associated with the task and to be instructed in the contents of the method statement and safe system work. Safety Helmets are to be worn at all times.	5	2	10
Falls from heights: Broken bones, cuts, bruises, fatality etc.	✓	✓	✓	5	4	20	All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system work. No materials or debris shall be allowed to be thrown from the work area. The working area shall provide protection from and to pedestrians and other road users where applicable. Use of ladders will only ever be used for short duration work where there is no viable alternative; work by ladder to be minimised and only under risk assessment showing no safe option is available. A ladder permit would be required prior to use and a risk assessments on the use of ladders would be	2	2	4

March 31, 2021

							produced. All workers undertaking other works in proximity to the demolition works should be kept at a safe distance. A safety exclusion zone should be established around the perimeter of the demolition works, only authorised persons shall be permitted to enter the exclusion zone. All access/work platforms to be erected by competent persons and subject to appropriate inspection regimes. Additional measures: Adequate exclusion zones to be set up in accordance with BS:6187 2011 'Code of Practice for Full and Partial Demolition'. Operatives to have demolition awareness training. Toolbox Talks to be conducted. Warning signs shall be erected stating "men working overhead." Use the HSE Wait to ensure suitable access equipment is used for the task. Ensure all demolition works are carefully planned and sequenced to prevent premature collapse. Ensure a pre-demolition survey is undertaken to determine how the structure is built. No lone working will be permitted.			
Exposure to hazardous substances; e. g. Asbestos: Asbestosis mesothelioma, respiratory problems	✓	✓	✓	5	3	15	Ensure up to date asbestos survey is in place prior to works. Operatives informed of and adhere to method statement for works. Workers trained in the handling of contaminated materials. Work areas are segregated and labelled. Appropriate personal protective equipment is provided and its use enforced. Workers practice high levels of personal hygiene. Health surveillance is provided where appropriate. Withdraw from area if ill effects experienced. Ensure all hazardous materials are removed prior to the commencement of demolition works. Avoid exposure wherever possible. Additional measures: Asbestos awareness and procedure on discovery training for operatives. Hazardous materials that need to be considered include dust, asbestos and respirable crystalline silica (RCS). Operatives to be notified of pertinent information from survey reports or Health and Safety files. Seek advice from OHP to see if health surveillance is required.	5	2	10
Noise: Noise induced hearing loss	✓	✓	✓	3	3	9	Noisy work restricted to 'ear protection zone' to reduce the numbers at risk. Suitable hearing protectors provided for staff and staff trained how to use, check and maintain them according to advice given by supplier. Staff trained in risk of noise exposure. Check manufacturers guidance to ensure the correct SNR of hearing protection is issued. Additional measures: A separate risk assessment is required for noise exposure levels. Ensure Hearing protection works with other protective equipment. Workers to be shown HSE's Noise Web Pages (www.hse.gov.uk/noise/index.htm) Seek opinion of OHP whether health checks required.	3	1	3
							RPE for the task is issued and used with appropriate filters. (FFP3-Press to check)			

March 31, 2021

Dust: Damage to lungs, eyes, dermatitis	✓	✓	✓	3	3	9	Good ventilation (forced if necessary). Dust suppression techniques to be used at all times. Additional measures: Face fit testing of operatives. Ensure that dust-suppressing techniques are adopted, such as damping down of work areas such as the point of demolition and haul routes particularly during dry weather. Forced ventilation or extraction may be required. Monitoring of PPE use. Seek advice from OHP to see if health surveillance is required.	3	2	6
Vibration: Whole body vibration, fatigue, musculo skeletal disorders, health problems		✓		3	3	9	Whole body vibration exposures assessed. Procurement policy in place to ensure new equipment purchased has good vibration control devices in place. Machine inspection and maintenance regimes in place to ensure vibration levels are not increased due to faults with the machine. Task rotation implemented when workers are likely to be exposed above daily exposure limits. Health surveillance programme in place where applicable. Additional measures: Carry out whole body vibration assessment.	3	1	3

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Removal of non-notifiable asbestos	P	E	S	S	P	S x P + R		S	P	S x P = R
Exposure to asbestos Asbestosis, lung cancer, Mesothelioma, diffuse pleural thickening, possible cause of laryngeal cancer, pharyngeal stomach and colorectal cancers	✓	✓	✓	4	4	16	A comprehensive plan of work has been compiled for this project: all works must be carried out in exact accordance with the plan of work; the plan of work fully details the relevant control measures specific to the project. Works to be carried out by trained, competent operatives (Trained by ARCA) whose fitness has been medically assessed with regards to asbestos works and issues such as working at height, confined space working etc. Asbestos Supervisor to be present on site throughout the works. Training and medical certificates will be available on site for inspection; copies can be issued on request. Operatives to wear orinasal respirators whilst completing the work activity, face fit certificates will be available on site for inspection; copies can be issued on request. Additional PPE consists of type 5/6 disposable overalls, safety boots and gloves (grip gloves of PVC knitwrist dependant on work activity Ait monitoring requirements such as reassurance / background, leak monitoring and personal monitoring will be fully detailed within the plan of work	4	2	8

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Soft Stripping	P	E	S	S	P	S x P + R		S	P	S x P = R
Contact with sharp objects: Cuts, lacerations, puncture wounds		✓	✓	3	4	12	Suitable PPE to include safety boots and cut resistant gloves (EN388) gloves are worn at all times. All workers undertaking other works in proximity to the demolition works should be kept at a safe distance. A safety exclusion zone should be established around the perimeter of the demolition works, only authorised persons shall be permitted to enter the exclusion zone. Additional measures: All operatives to be made aware of the risks and hazards associated with demolition works and to be instructed in the contents of the method statement and safe system work. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	3	2	6
Contact with live services: Electrocution, burns, death		✓	✓	5	3	15	Ensure all live services are disconnected before work commences. All operatives to be trained in emergency procedures to be followed in the event of a service strike. Additional measures: All services should be assumed live until proved otherwise.	5	2	10
Noise: Tinnitus, hearing loss	✓	✓	✓	4	4	16	Noisy work restricted to 'ear protection zone' to reduce the numbers at risk. Suitable hearing protectors provided for staff and staff trained how to use, check and maintain them according to advice given by supplier. Staff trained in risk of noise exposure. Check manufacturers guidance to ensure the correct SNR of hearing protection is issued. Additional measures: A separate risk assessment is required for noise exposure levels. Ensure Hearing protection works with other protective equipment. Workers to be shown HSE's Noise Web Pages (www.hse.gov.uk/noise/index.htm) Seek opinion of OHP whether health checks required.	2	2	4
Impact injury: Loss of consciousness, bruising, cuts and abrasions		✓	✓	4	4	16	PPE appropriate to the task is issued and used, e.g. hard hats, safety footwear, impact resistant goggles, ear defenders, dust masks and gloves. All operatives using equipment should be instructed to warn other persons in the area who may be affected by their work and ensure that they remain at a safe distance. Daily briefing to be provided to ensure operatives are informed of any other activities which may be undertaken in the vicinity of their work. Additional measures: Toolbox Talks to be conducted. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	3	2	6
Manual handling: Sprains and strains, pulled muscles and torn ligaments.		✓		4	4	16	Mechanical aids to be used to move heavy bulky items. Operative involved in handling is to be assessed for physical capability prior to lifting and carrying (operative to be trained in kinetic method of lifting). Operative is to seek assistance if the load is too heavy (a team lift should be used if necessary). All staff to be instructed on the safe systems of work. Ensure the workplace is kept clean and tidy with walkways unobstructed. Provide mechanical handling equipment to deliver materials to point at which they are needed.	2	2	4

March 31, 2021

							Additional measures: Comply with relevant manual handling assessment using Task, Individual, Load and environment. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Implement Toolbox Talks to refresh operatives on safe Manual Handling			
Exposure to hazardous substances e.g. Asbestos: Asbestosis, mesothelioma, respiratory problems	✓	✓	✓	5	4	20	Ensure up to date asbestos survey is in place prior to works. Operatives informed of and adhere to method statement for works. Workers trained in the handling of contaminated materials. Work areas are segregated and labelled. Appropriate personal protective equipment is provided and its use enforced. Workers practice high levels of personal hygiene. Health surveillance is provided where appropriate. Withdraw from area if ill effects experienced. Ensure all hazardous materials are removed prior to the commencement of demolition works. Avoid exposure wherever possible. Additional measures: Asbestos awareness and procedure on discovery training for operatives. Operatives to be notified of pertinent information from survey reports or Health and Safety files. Seek advice from OHP to see if health surveillance is required.	5	2	10

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Hand Tools	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>Falls due to access problems:</u> Physical impact, minor or major injury, possible death	✓	✓	✓	5	3	15	Ensure access platforms erected by trained, competent persons. Ensure that the access is safe with any working platform compliant with Work at Height Regulations 2005. Ensure that the operative is trained in site safety. Ensure that lighting is sufficient. Work should be scheduled / phased. Works shall not be permitted to take place during periods of adverse weather such as in strong winds or wet weather. <u>Additional measures:</u> Toolbox Talks to be conducted. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	5	2	10
<u>Impact with the tool:</u> Minor injuries, cuts and abrasions		✓		3	3	9	Ensure that the tool is in good order and suitably sharp and that the tool is correct for the job. Ensure that the operative is instructed how to use the tool safely. PPE appropriate to the task is issued and used, e.g. hard hats, safety footwear, impact resistant goggles, ear defenders, dust masks and gloves. All operatives using equipment should be instructed to warn other persons in the area who may be affected by their work and ensure that they remain at a safe distance. <u>Additional measures:</u> Toolbox Talks to be conducted. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	3	1	3
<u>Inhalation of dust:</u> Respiratory problems	✓	✓	✓	4	4	16	RPE for the task is issued and used with appropriate filters. Good ventilation (forced if necessary). Dust suppression techniques to be used at all times. <u>Additional measures:</u> Face fit testing of operatives. Ensure that dust-suppressing techniques are adopted, such as damping down of work areas such as the point of demolition and haul routes particularly during dry weather. Forced ventilation or extraction may be required. Monitoring of PPE use.	4	1	4
<u>Manual handling:</u> Sprains, strains, pulled muscles and torn ligaments		✓		3	5	15	Operative involved in handling is to be assessed for physical capability prior to lifting and carrying (operative to be trained in kinetic method of lifting). Operative is to seek assistance if the load is too heavy (a team lift should be used if necessary). All staff to be instructed on the safe systems of work. Ensure the workplace is kept clean and tidy with walkways unobstructed. Provide mechanical handling equipment to deliver materials to point at which they are needed. Ensure knee pads are worn and regular breaks are taken. <u>Additional measures:</u> Comply with relevant manual handling assessment using Task, Individual, Load and environment. Ensure adequate supervision is provided and that control measures remain valid for the duration of the	3	2	6

March 31, 2021

							work. Implement Toolbox Talks to refresh operatives on safe Manual Handling techniques.			
<u>Contamination with substance being worked with:</u> Absorption of hazardous substances through the skin, ingestion.		✓		3	4	12	Workers trained in the handling of contaminated materials. Work areas are segregated and labelled. Appropriate personal protective equipment is provided and its use enforced. Workers practice high levels of personal hygiene. Health surveillance is provided where appropriate. Withdraw from area if ill effects experienced. Ensure all hazardous materials are removed prior to the commencement of demolition works. Avoid exposure wherever possible. <u>Additional Measures:</u> Ensure information from COSHH Assessments is communicated to those involved in the work. Provide adequate welfare facilities, including clean water, soap, nailbrushes, disposable paper towels, and where heavy contamination is foreseeable, showers.	3	2	6
<u>Falling materials, operatives:</u> Physical impact, minor or major injury, possible death	✓	✓	✓	5	3	15	All leading edges must be guarded with double rails and toe boards to comply with Work at Height Regulations 2005. Ensure that the operative is suitably trained in site safety. All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system work. No materials or debris shall be allowed to be thrown from the work area. The working area shall provide protection from and to pedestrians and other road users where applicable. Use of ladders will only ever be used for short duration work where there is no viable alternative; work by ladder to be minimised and only under risk assessment showing no safe option is available. All waste materials will be either lifted off in skips or deposited in skips at ground level via a rubble chute. All workers undertaking other works in proximity to the demolition works should be kept at a safe distance. A safety exclusion zone should be established around the perimeter of the demolition works, only authorised persons shall be permitted to enter the exclusion zone. <u>Additional Measures:</u> Adequate exclusion zones to be set up in accordance with BS:6187 2011 'Code of Practice for Full and Partial Demolition'. Operatives to have demolition awareness training. Toolbox Talks to be conducted. Warning signs shall be erected stating "men working overhead" Rubble netting, brick guards and fans shall be considered to provide protection to persons below. Use the HSE Wait to ensure suitable access equipment is used for the task. Ensure all demolition works are carefully planned and sequenced to prevent premature collapse. Ensure a pre-demolition survey is undertaken to determine how the structure is built. No lone working will be permitted.	5	2	10

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Excavators	P	E	S	S	P	S x P + R		S	P	S x P = R
Falling Debris Cuts, bruises, fractures, crushing, death		✓	✓	5	3	15	Work zone established and fenced. Pedestrian walkways established and demarcated. Only authorised personnel allowed in the work zone e.g., plant operator and banksman. Work equipment subject to annual certificate of thorough examination, regular maintenance and weekly inspection to prevent mechanical failures. Only CPCs trained workers to operate excavators. Appropriate personal protective equipment issued to workers. First aid assistance provided. Loads must not be slued over persons, site accommodation or other occupied areas. Tools or materials should never be thrown into an excavation, pass them hand to hand or lower them by rope if it is too deep to pass them. Additional measures: First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Management to ensure that the correct excavator for the job has been selected. All operatives to be made aware of the risks and hazards associated with the task and to be instructed in the contents of the method statement and safe system work. Safety Helmets are to be worn at all times.	5	1	5
Dust from worked material/contact with substances Damage to lungs and eyes/dermatitis		✓	✓	5	3	15	Dust produced by demolition processes assessed. Fuel used during machine refuelling process assessed. Dust suppression techniques to be used. Where required ensure that PPE is worn appropriate to the findings from the COSHH assessment. Additional measures: Carry out COSHH Assessments, implement control measures and communicate to workers.	5	2	10
Machine tipping over Crushing injuries, entrapment injuries, death		✓	✓	5	3	15	Site survey carried out to identify ground instabilities and features. Safe routes identified and demarcated. Machine Operator CPCs trained. Machine fitted with roll over protection and machine operator wears the lap belt. Banksman provided when machine operating in conditions with limited visibility or high risk areas e.g., close to deep excavations. Ensure stop blocks are fitted when vehicles or plant is tipping into an excavation and that the vehicle or plant is guided by a signaller. Additional measures: Procure site survey. Supervisors are to ensure safe excavating techniques are implemented at all time. Care to be taken when operating on inclines and when traversing slopes.	5	1	5
Machine refuelling Fire, explosion, burns, skin irritation		✓	✓	4	3	12	Refuelling activities planned. E.g., refuelling point or mobile refuelling facility. Refuelling operative trained and competent to carry out refuelling activity. Fire controls in place. E.g., no smoking zone, fire extinguishers, etc. COSHH Assessment carried out on fuel substance. Personal protective equipment issued and its use enforced. Additional measures:	4	1	4

March 31, 2021

							Establish if machine will be refuelled at a refuelling point or if a mobile tank will be taken to the machine to refuel it. Carry out COSHH Assessment on fuel.			
<u>Striking underground services</u> Fire, explosion, flooding and entrapment		✓	✓	5	4	20	All operatives should be trained in the requirements of HSG 47 Avoiding Danger From Underground Services. All operatives to be trained in emergency procedures to be followed in the event of a service strike. Confirm the location of services with a cable detection tool. Hand dig around services to avoid damage. <u>Additional measures:</u> Obtain copies of services drawings and mark them out on the surface prior to starting work Implement a permit to dig system. A detailed method statement outlining the work should also be provided. All services should be assumed live until proved otherwise.	4	2	8
<u>Machine manoeuvres</u> Impact/crushing injuries, death impact with buildings/vehicles/other plant		✓	✓	5	3	15	A minimum distance of 600mm shall be left between the outer radius of the machine and any structures/obstructions Work zone established and fenced. Pedestrian walkways established and demarcated. Only authorised personnel and plant allowed in the work zone e.g., plant operator, banksman, water bowser etc. Only CPCs trained workers to operate excavators. Vehicle movements controlled by a banksman when field of vision is limited and/or when other workers are in the work area. All workers wearing appropriate personal protective equipment e.g., hi viz waistcoat or jacket. First aid assistance provided. <u>Additional measures:</u> Carry out first aid training. Daily briefing to be provided to ensure operatives are informed of any other activities which may be undertaken in the vicinity of their work.	5	2	10
<u>Noise</u> Noise induced hearing loss		✓	✓	2	3	6	Noise exposure levels assessed. Noise reduction measures in place. "Buy quiet" procurement policy in place for new equipment. Machine inspection and maintenance regimes in place to ensure noise levels are not increased due to faults with the machine. Task rotation implemented when workers are likely to be exposed to noise levels above daily exposure limits. Suitable hearing protection is provided and its use enforced. Check manufacturers guidance to ensure the correct SNR of hearing protection is issued. Health surveillance programme in place where applicable. <u>Additional measures:</u> Carry out noise assessment. Workers to be shown HSE's Noise WebPages (www.hse.gov.uk/noise/index.htm) Seek opinion of OHP whether health checks required.	2	1	2
<u>Vibration</u>							Whole body vibration exposures assessed. Procurement policy in place to ensure new equipment purchased has good vibration control devices in			

March 31, 2021

Whole body vibration, fatigue musculoskeletal disorders, health problems		✓		3	3	9	place. Machine inspection and maintenance regimes in place to ensure vibration levels are not increased due to faults with the machine. Task rotation implemented when workers are likely to be exposed above daily exposure limits. Health surveillance programme in place where applicable. <u>Additional measures:</u> Carry out whole body vibration assessment.	3	1	3
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March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>LOADING/UNLOADING PLANT TRANSPORTER/DELIVERY/REMOVAL OF PLANT</u>										
<u>Plant falling from loader</u> Death, damage to equipment	✓	✓	✓	5	3	15	Transporters to be positioned on firm level ground, brakes on. Loading/unloading carried out at slowest possible speed and with utmost care. All machine drivers are to be competent for the specific plant they operate, this should include formal certification to CPC or equivalent. Driver to dismount the vehicle whilst it is being loaded. Clearly marked pedestrian routes shall be identified on site to ensure vehicular and pedestrian traffic are kept separate. No persons to be permitted within the operating range of the machine without the operators permission. Before loading, check the load platform, bodywork and anchor points to make sure that they are suitable for the load, are clean and are in a good working order. <u>Additional measures:</u> Exclusion zone should be considered around loading area. Daily briefing to be provided to ensure operatives are informed of any other activities which may be undertaken in the vicinity of their work. Manager to ensure driver is given appropriate instruction or training. All operatives to be made aware of the risks and hazards associated with working on transporters and to be instructed in the contents of the method statement and safe system work.	2	3	6
<u>Trapping</u> Death, fractures, cuts & abrasions		✓	✓	5	3	15	Persons not involved in the process are kept clear. Banksman to be employed both on and off the transporters. All contractors on site need to ensure that designated loading off loading areas are kept clear during operations. Where banksman are used, you must be clear about what their signals mean and obey them. If you can't see your banksman at any time when moving -Stop! Ensure that appropriate high vis clothing is worn and PPE (as required). <u>Additional measures:</u> Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	2	2	4
<u>Falls from height</u> Broken bones, serious injury		✓	✓	3	4	12	Ensure steps are taken to prevent falls from height when accessing the rear of the transporter. Loading/unloading process organised to minimise time spent on trailer. <u>Additional measures:</u> All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system work.	3	1	3

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Working at Height										
<u>Operatives falling from height.</u> Serious injury or possible fatality if a worker falls.		✓	✓	5	4	20	Working at height is avoided where possible. The most reasonably practicable means of access is used where working at height cannot be avoided. Operatives are fully trained & instructed in safe use of all work equipment. All selected work equipment is suitable and fit for purpose. Statutory weekly inspections of scaffold are carried out where appropriate (all platforms and temporary access equipment above 2m in height are to be inspected, including mobile towers). All other work equipment is regularly inspected & maintained in good order. <u>Additional measures:</u> Reference to separate risk assessments for use of specific equipment e.g. Towers, MEWPS. Ensure that physical capabilities are taken into account when allocating works. Weather conditions to be monitored. No lone working will be permitted.	4	3	12
<u>Items falling from height</u> Serious injury or possible fatality if an item falls onto persons below.		✓	✓	5	3	15	All reasonably practicable measures are taken to prevent unauthorised access to works area – barriers, signage etc. to be used. Works shall not be permitted to take place during periods of adverse weather such as in strong winds or wet weather. No materials or debris shall be allowed to be thrown from the roof. <u>Additional measures:</u> Monitoring is required to ensure that the controls remain effective. Visual inspection of work equipment prior to use. Weather conditions to be monitored. Warning signs shall be erected stating “men working overhead	4	2	8

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Podium Steps										
<u>Podium Steps overturning / toppling</u> Death, broken bones		✓	✓	5	3	15	Podium Steps are erected by competent persons, following manufacturer's assembly instructions. Podium steps are only to be used on level surfaces. The podium steps are inspected at least every 7 days by a competent person and the inspection recorded. Wheels are braked / chocked before using Podium Steps. Riding on moving Podium Steps is prohibited. <u>Additional measures:</u> Daily pre-start checks, tag systems and regular checks by the supervisor are carried out. Supervisor will check to ensure that specific control measures are implemented.	5	2	10
<u>Dropping items onto people below</u> Death, broken bones		✓	✓	5	3	15	No materials or debris shall be allowed to be thrown from the equipment. A safety exclusion zone should be established around the perimeter of the works, only authorised persons shall be permitted to enter the exclusion zone. <u>Additional measures:</u> Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	4	2	8
<u>Operative Falling</u> Death, broken bones		✓	✓	5	3	15	Gate to be closed securely. Guard rails and toe boards are fitted to the steps in accordance with the manufacturer's instructions. Platform and handrail to be set at correct height. A site specific assessment will be made to ensure that the correct equipment is chosen. All operatives will be trained in the correct use of equipment and training records are available. Good general housekeeping will be maintained at all times. All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system work. <u>Additional measures</u> Complete Work at Height Permit if required. Use HSE WAIT to ensure correct equipment is used.	4	2	8

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Hop-ups	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>Hop-up toppling over (uneven surfaces)</u> Fractures, bruises		✓		3	4	12	Hop ups are used only on a firm, level base; not placed on trailing leads, etc. If hop ups are to be used then ensure they are 600 x 600mm. All tools, equipment and access facilities shall be checked and inspected before use. <u>Additional measures:</u> All staff to be fully briefed of the hazards and the control measures necessary to reduce the risk. Toolbox Talks can be used to refresh operatives on the use of hop ups.	3	2	6

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Site Fencing										
Fence falling over Crush injuries, lacerations	✓	✓	✓	4	3	12	Fence panels to be placed in weighted feet blocks. Fence panels to be double clipped. Out riggers used where there is potential to be blown over. PPE appropriate to the task is issued and used, e.g. hard hats, safety footwear, impact resistant goggles and gloves. Operatives do not work alone. A full method statement and safe system of work shall be prepared prior to the commencement of any works. Only trained / experienced operatives carry out the task. Using a close mesh which prevents children getting their hands and feet through should mean that no one can gain handholds or footholds. Additional measures: Regular checks of fence to ensure security. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available. Keep gaps underneath the fence or gate as small as possible to stop anyone gaining access under the fence. Where the feet of sectional fencing points into pedestrian areas, they should be highlighted to avoid tripping hazards.	4	2	8
Manual handling of panels Musco-skeletal, repetitive strain injuries		✓		3	4	12	Staff rotated where possible. Utilise mechanical lifting and carrying aids where possible. Operative involved in handling is to be assessed for physical capability prior to lifting and carrying (operative to be trained in kinetic method of lifting). Operative is to seek assistance if the load is too heavy (a team lift should be used if necessary). All staff to be instructed on the safe systems of work. Ensure the workplace is kept clean and tidy with walkways unobstructed. Provide mechanical handling equipment to deliver materials to point at which they are needed. Ensure knee pads are worn and regular breaks are taken. Sectional fencing should be locked together and not easily separated without using a tool from the inside of the site. Additional measures: Lifting / carrying equipment to be visually checked daily before use (where utilised). Comply with relevant manual handling assessment using Task, Individual, Load and environment. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	3	2	6

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Exclusion Zones										
<u>Injury to members of the public on site</u> Death, crush injuries, cuts and lacerations (dependant on work activities)	✓			5	3	15	Site entrances should be clearly marked and there should be separate access for vehicles and pedestrians. Both visitors and workers should report their presence on site as soon as they arrive. Clear signs should be used so everyone knows where and how to enter the site. They should be directed to a fixed control or reporting point and safe access to this point should be provided. On a small site the site hut is likely to act as the reporting in point but on a larger site a staffed security booth might be needed. Do not allow visitors and workers to walk around unaccompanied unless they are familiar with the site and the risks they may be exposed to. Keep a record of who is on site and when they arrive and depart. This helps keep track of people and can be used as an aid for the emergency services in the case of a fire or accident. It may also improve security of plant and materials. At the access point people new to the site can be given information about relevant hazards on site and any necessary training about special rules, emergency procedures etc. This can include any changes which may have taken place since they were last on site. Daily briefing to be provided to ensure operatives are informed of any other activities which may be undertaken in the vicinity of their work. The working area shall provide protection from and to pedestrians and other road users where applicable. Provide safe access between the site entrance(s) and the control point; making sure the route between the entrance and the reporting-in point is clearly marked. Make sure people are accompanied around site, and issued with ID if needed. <u>Additional measures:</u> Depending upon hazards on site it may require the presence of 24 hour security supervision. Make sure your authorisation procedures are implemented and that they remain effective as the work progresses. Make sure the scheme matches the precautions to the risks, and is adapted as these risks alter. Monitor and review the scheme, as necessary." "The precautions taken to secure the site perimeter should reflect the level of risk. The site perimeter and fencing should be checked on a regular basis.	5	1	5

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Housekeeping & waste control										
Manual handling injuries Musco-skeletal injuries, strains and sprains		✓		3	4	12	Manual handling assessment to be carried out for lifting of heavy/awkward loads. Use lifting and carrying aids as appropriate. Additional measures: Operative to be made aware of manual handling assessment findings and any related COSHH assessments. Manual Handling assessment to incorporate Task, Individual, Load & Environment.	3	2	6
Slips, trips and falls. Cuts, broken bones		✓	✓	4	4	16	Maintain good housekeeping practices. Do not allow waste to accumulate. Use skips and designated waste areas. Area should be cleared as work progresses. Operatives must report poor housekeeping practices. Re-usable or surplus materials to be stacked and returned to supplier/stores as soon as possible. Make sure that all corridors, stairways, footpaths or other areas used by pedestrians are kept clear of obstructions at all times. Tie up loose cables, particularly along corridors. Make sure that steps into site cabins are properly constructed. Additional measures: Ensuring that everyone working on the site is aware of the site policy for managing the movement and storage of materials around the site, and the removal of waste from work areas. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	4	2	8
Dust Respiratory disease		✓	✓	4	4	16	Maintain good housekeeping practices. Do not allow waste to accumulate. Use skips and designated waste areas. Area should be cleared as work progresses. Operatives must report poor housekeeping practices. Re-usable or surplus materials to be stacked and returned to supplier/stores as soon as possible. Make sure that all corridors, stairways, footpaths or other areas used by pedestrians are kept clear of obstructions at all times. Tie up loose cables, particularly along corridors. Make sure that steps into site cabins are properly constructed. Additional measures: Ensuring that everyone working on the site is aware of the site policy for managing the	4	2	8

March 31, 2021

							movement and storage of materials around the site, and the removal of waste from work areas. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.			
Contact with hazardous substances (during waste removal) Respiratory disease, skin/eye irritation		✓	✓	3	4	12	Operatives carrying out waste removal to wear adequate PPE to address risk involved (gloves, dust mask, goggles, safety boots, hard hat, etc.) with the substance/item they are removing. Additional measures: Operative to be made aware of manual handling assessment findings and any related COSHH assessments.	3	2	6
Fire Death, damage to equipment or buildings.		✓	✓	5	3	15	Flammable materials: - make sure that all flammable waste materials (such as packaging and timber off cuts) are cleared away regularly to reduce fire risks. Work areas - make clearing waste a priority for all trades. Check that everyone is aware of what is required that it is being done. Skips - waste materials need storing safely before their removal from the site so make sure that you allow sufficient space for waste skips and bins etc. Plan where the skips can be positioned and how often they will need to be collected. Waste within buildings - consider waste generated inside the building and whether you need to provide wheeled bins or chutes etc. to enable it to be brought out of the building safely. Additional measures: Implement Toolbox Talks to refresh operatives on the importance of good housekeeping. Ensure that appropriate fire fighting equipment is located on site and operatives are trained in it's use.	5	1	5
Storage of materials Collision with plant, equipment or operatives		✓	✓	4	3	12	Storage areas - designate storage areas for plant, materials, waste, flammable substances e.g. foam plastics, flammable liquids and gases such as propane and hazardous substances e.g. pesticides and timber treatment chemicals. Pedestrian routes – do not allow storage to 'spread' in an uncontrolled manner on to footpaths and other walkways. Do not store materials where they obstruct access routes or where they could interfere with emergency escape. Flammable materials - will usually need to be stored away from other materials and protected from accidental ignition. Storage at height - if materials are stored at height e.g. on top of a container, make sure necessary guard rails are in place if people could fall when stacking or collecting materials or equipment. Tidiness - keep all storage areas tidy, whether in the main compound or on the site itself; and deliveries - plan deliveries to keep the amount of materials on site to a minimum. Additional measures: Management to include this as part of the Construction Phase Plan (CPP) and update accordingly.	3	1	3
							Select tools with lower vibration levels but still suitable for the task. Regular breaks and operatives are encouraged to exercise fingers.			

March 31, 2021

<u>Vibration</u> HAVS, Vibration White Finger		✓		3	3	9	Job rotation, Suitable workplace temperature or provision of warm clothing and gloves. Specific equipment assessments have been carried out for all our items of machinery and an equipment register is issued to our operatives with HAV data and controls. Each operative will make a daily record of any equipment they have used which needs registering for HAVS. <u>Additional measures:</u> Operatives to be briefed on dangers of HAVS and a programme of health surveillance to be instigated where exposure levels meet daily recommended dosages. Acceleration speed of equipment to be ascertained and daily exposure restricted accordingly. Supervisors will check that specific controls are being implemented.	3	2	6
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March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Fire										
Hot work-welding cutting	✓	✓	✓	5	5	25	Site planning and safety rules will include fire detection, provisions, supply and maintenance of fire- fighting equipment, control of hot work, emergency procedures in the event of a fire, control of smoking on site as needed, and prevention of the build-up of flammable materials such as waste skips. Adequate means of escape and access for emergency vehicles will be allowed for during all stages of construction. Fire emergency exit routes to be established, adequately signed and kept free of obstruction. Practical security measures to be taken to restrict access to site work areas, especially out of working hours. Smoking restrictions to be enforced, no smoking areas to be signed, where necessary. Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems, all hot work areas to be inspected 1 hr after completion of the work to check for possible fire hazards. Temporary electrical systems will comply with legal standards and be inspected prior to handover. An emergency fire and evacuation procedure to be produced for every contract, which will be practiced and be continuously reviewed and updated as required. All work areas and site buildings will be inspected on completion of works for any potential fire hazards. Quantities of highly flammable liquids and LPG within work areas will be restricted and suitable storage facilities provided. Records should be maintained of routine fire inspections and the maintenance and testing of fire- fighting equipment. Fire alarm systems to be used Control flammable materials and waste Additional measures: All operatives to be trained in fire and evacuation procedures during induction training All contractors and visitors to be informed of the smoking restrictions applicable on site.	4	3	12
Smoking near flammable materials										
Electrical faults										
Arson										
Waste material control										

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Needles & Sharps										
Exposure to blood-borne viruses (discarded needles/ syringes) Death, serious illness, cuts		✓		5	3	15	Survey workplace to identify any obvious needles & remove using litter picker and plastic container. PPE to include: safety footwear with steel mid-soles, Tyvek overalls, full face RPE & gloves. Face Fit Tests are required for individuals. Ensure any open wounds are covered with waterproof dressings. If needles are located, do not touch or move it and report the matter to a supervisor. Leave a responsible person to safeguard it. If pricked, wash area with thoroughly with soap and water at first opportunity. Obtain medical assistance, if you can do so safely, take the syringe or needle with you. Workers removing sharps, such as needles, from a contaminated area should be trained in how to carry out the work safely. A 'needle picker' should be used to remove them, rather than hands. Needles should be disposed of into a sharps box and the box should not be over-filled. Additional measures: Contact local Environmental Health Department for removal of excessive needles. All operatives to be made aware of the risks and hazards associated with the work area and task and to be instructed in the contents of the method statement and safe system work. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available. In the event of a needlestick injury, after appropriate first aid, the member of staff should consult their occupational health provider or the nearest A and E department, as soon as possible, to be assessed for PEP (post exposure prophylaxis) for HIV and post exposure immunisation for Hepatitis B, if not already vaccinated.	5	1	5

March 31, 2021

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Use of portable generator										
Electrocution Burns, death		✓		5	3	15	Ensure that generator and any leads are inspected and maintained by a competent person on a regular basis. The electric cables are to be checked daily for abrasion/damage and all kit complies with electricity at work regulations. Plant to have maintenance and inspection records available (PUWER). Ensure competent operative. Additional measures: A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations.	5	1	5
Noise exposure Noise induced hearing loss	✓	✓	✓	4	1	4	Purchasing policy to replace tools with quietest option. Noisy work restricted to 'ear protection zone' to reduce the numbers at risk. Suitable hearing protectors provided for staff and staff trained how to use, check and maintain them according to advice given by supplier. Staff trained in risk of noise exposure. Check manufacturers guidance to ensure the correct SNR of hearing protection is issued. Additional measures: Workers to be shown HSE's Noise WebPages (www.hse.gov.uk/noise/index.htm) Seek opinion of OHP whether health checks required.	4	1	4
Manual Handling Musculo Skeletal Disorder, strains and sprains		✓		3	3	9	Staff rotated where possible. Utilise mechanical lifting and carrying aids where possible. Operative involved in handling is to be assessed for physical capability prior to lifting and carrying (operative to be trained in kinetic method of lifting). Operative is to seek assistance if the load is too heavy (a team lift should be used if necessary). All staff to be instructed on the safe systems of work. Ensure the workplace is kept clean and tidy with walkways unobstructed. Provide mechanical handling equipment to deliver materials to point at which they are needed. Additional measures: Comply with relevant manual handling assessment using Task, Individual, Load and environment. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	3	2	6
Slips, trips and falls Broken bones, cuts, abrasions		✓	✓	3	4	12	Ensure area of operations is well lit. Good housekeeping maintained at all times. Safety footwear provided to all workers. Safe route to workplace agreed with principal contractor based on construction phase plan. Additional measures: Clear debris and waste on a regular basis.	3	2	6
							Ensure that air drawn in is free from flammable gases. Ensure that exhaust fume is ventilated into the open air and away from operations or the			

March 31, 2021

Contamination from fumes Inhalation of hazardous fumes	✓	✓	✓	4	3	12	public. Additional measures: Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	4	1	4
Fire / explosion at refuelling Burns, death	✓	✓	✓	5	3	15	Ensure that generator and any leads are inspected & maintained by a competent person on a regular basis. Allow the generator to cool before refuelling. Ensure an appropriate extinguisher is available at the point of refuelling. Ensure that the generator is positioned over a drip tray & refuelled using a funnel. Good housekeeping practiced to ensure there are no combustible materials in the area. Fire extinguishers available in close proximity to works. Additional measures: A safe system of work shall be prepared prior to the commencement of any works.	5	1	5

March 31, 2021

<u>Hazard/Description</u> <u>Waste - General</u>	People at Risk			Initial Assessment			Control Measures	Residual Risk		
	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
Generation of Waste Products / Incorrect disposal of waste	✓	✓	✓	2	3	6	Operatives to ensure that the waste is transferred to the skip at regular intervals. Works areas to be kept as clean as is reasonably practicable. The work activities will create waste, which will need to be disposed of to skip.	2	1	2

<u>Hazard/Description</u> <u>Waste Hazardous - Transfer</u>	People at Risk			Initial Assessment			Control Measures	Residual Risk		
	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
Generation of Hazardous Waste / Incorrect disposal of waste	✓	✓	✓	3	3	9	All waste will be double bagged using approved asbestos waste sacks / double wrapped in 1000 gauge polythene and labelled as asbestos waste. The waste will be transferred to a registered transfer station under DHD & EL's Waste Carriers Licence and Waste Transfer Notes issued as proof of safe and legal disposal. Waste in van to be completely segregated. The work activities will create hazardous waste, which will need to be disposed of to skip.	3	1	3

March 31, 2021

Hazard/Description Coronavirus (Covid-19)	People at Risk	Initial Assessment			Control Measures	Residual Risk		
		S	P	S x P = R		S	P	S x P = R
Virus is spread from persons to person by contact with fluids such as cough droplets. Symptoms: Cough, Difficulties in breathing and fever. Risk of Death	Operatives Public Visitors Those who are pregnant Are 60 years of age and over Persons with an underlying health condition	5	4	20	How we keep up-to-date with latest UK government / PHE guidance: Following government guidelines How we notify staff of guidance: Posters displaying government guidance for Coronavirus Covid-19 Health Monitoring. Supervisors ask operatives each morning if they have any symptoms. As per guidance, anyone with even mild symptoms must self-isolate. Client / Principal Contractors shall be notified immediately if staff member has Covid-19 symptoms. Personal Hygiene. Staff informed of requirements in formal toolbox talk. Includes how to manage coughing or sneezing, hand-washing requirements, avoiding touching your face. Operatives must hand-wash frequently. - Tools and equipment to be assigned to individuals where possible to avoid communal use of equipment. Staff shall be discouraged from using other workers' tools and equipment. - Employees should also ensure that their work areas are regularly cleaned throughout the working day to ensure high standards of hygiene are maintained - Host of social distancing measures devised i.e. leave at least 2 metres (6 feet) distance between persons. This includes: - Only business-critical travel is permitted. - Site vans have only a driver, with no passengers carried. - Supervisors review work practices prior to assigning duties to ensure that social distancing rules can be applied. - Staggered breaks implemented (lunch, tea and smoking) and start and finish times to limit groups of people congregating. - Anyone who can work remotely is. Face-to-face meetings have been cancelled. Video-conferencing is used for all meetings instead. - Toolbox talks being held outdoors in areas where 2m separation can be maintained. SPA to cover Covid-19 risks. - Accommodating staff overnight: Travel – anyone that has travelled from Europe must self-isolate. Sign-in books on site record where operatives have travelled from.	1	4	4

March 31, 2021

COSHH ASSESSMENT SHEET								
Data Sheet – ESSO Diesel/ExxonMobil								
OPERATION / PROCESS: Plant & Equipment-fuel					LOCATION: The VASA Club, Blackley			
PRODUCT / SUBSTANCES USED: Diesel-Hydrocarbons and Additives					CLASSIFICATION: Category 3 Carcinogen, harmful, dangerous to the environment			
WORKPLACE EXPOSURE LIMIT (WEL): TWA 5mg/m3								
EXPOSED PERSONS: Plant Operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: - Contact with eyes- short term redness and irritation. - Prolonged/ repeated contact with skin could lead to dermatitis. - Used Diesel contains harmful materials which may lead to skin cancer.								
								
✓	✓		✓			✓		✓
CONTROL MEASURES: - Ensure there is sufficient ventilation of the area - Where concentrations in air exceed WEL, approved respirators are required - Chemical resistant gloves required for prolonged or repeated contact - Safety goggles to be worn - If contact is likely wear safety goggles, chemical resistant overalls and chemically impervious gloves								
								
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimize risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: March 2021		

March 31, 2021

COSH ASSESSMENT SHEET								
Data sheet – Tetrosyl Limited								
OPERATION / PROCESS: Plant & equipment					LOCATION: The VASA Club, Blackley			
PRODUCT / SUBSTANCES USED: Diesel Engine Oil – 20W/50					HAZARDOUS CONTENT: Mineral oil			
WORKPLACE EXPOSURE LIMIT (WEL): LTEL (8 hour TWA) STEL (15min) No exposure limit defined by EH40/2005								
EXPOSED PERSONS: Plant operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: - Contact with eyes- short term redness and irritation. - Prolonged/ repeated contact with skin could lead to dermatitis. - Used engine oils contain harmful materials which may lead to skin cancer.								
								
Very toxic	Irritant / Sensitiser	Corrosive	Highly flammable	Oxidising	Explosive	Serious longer term health hazards	Contains gas under pressure	Dangerous for the environment
	✓					✓		✓
CONTROL MEASURES: - Ensure data sheets and COSHH assessments available for reference by first aiders and employees. - Avoid splashes; where splashing is likely, wear chemical splash goggles. - Wear impervious gloves where prolonged contact is likely. - Use in a well ventilated area. - DO NOT enter tanks without breathing apparatus and confined space permit to work. - DO NOT siphon by mouth.								
								
Hard hat	Goggles	Steel toe capped boots	Ear defenders	Hand protection	High visibility clothing	Dust mask	Respiratory	Face visor
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimize risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: March 2021		

March 31, 2021

COSH ASSESSMENT SHEET								
Data Sheet-Pirtek General Grease Range								
OPERATION / PROCESS: Excavator-lubrication					LOCATION: The VASA Club, Blackley			
PRODUCT / SUBSTANCES USED: Pirtek General Grease Range					CLASSIFICATION: Not classed as hazardous			
WORKPLACE EXPOSURE LIMITS (WEL): Have not been assigned								
EXPOSED PERSONS: Plant operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: May irritate eyes / skin on contact.								
								
Very toxic	Irritant / Sensitiser	Corrosive	Highly flammable	Oxidising	Explosive	Serious longer term health hazards	Contains gas under pressure	Dangerous for the environment
	✓							✓
CONTROL MEASURES: - Respiratory protection is not normally required under normal conditions of use. - Use barrier cream on hands. Protective gloves. Wash at the end of each working shift and before eating, smoking and using the toilet. - Wear face visor or protective goggles/safety glasses where eye contact can accidentally occur. - Personnel should wear regularly laundered overalls								
								
Hard hat	Goggles	Steel toe capped boots	Ear defenders	Hand protection	High visibility clothing	Dust mask	Respiratory	Face visor
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimize risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: March 2021		

March 31, 2021

COSH H ASSESSMENT SHEET								
Data Sheet-Pirtek Fluid Transfer Solutions								
OPERATION / PROCESS: Excavators lubricant					LOCATION: The VASA Club, Blackley			
PRODUCT / SUBSTANCES USED: Pirtek Hydraulic Oil 46					CLASSIFICATION: Not classified			
WORKPLACE EXPOSURE LIMIT (WEL): 8 hour TWA 15min STEL 5mg/m3 10mg/m3								
EXPOSED PERSONS: Plant operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: No significant hazard. This material is not considered to be hazardous, but should be handled in accordance with good industrial hygiene and safety practices								
								
Very toxic	Irritant / Sensitiser	Corrosive	Highly flammable	Oxidising	Explosive	Serious longer term health hazards	Contains gas under pressure	Dangerous for the environment
	✓							
CONTROL MEASURES: - Ensure there is sufficient ventilation of the area. - Respiratory protection is unnecessary, provided the concentration of vapour, mists or fumes are adequately controlled. If operations are such that excessive levels of vapour, mists or fumes are generated, and operators are unavoidably exposed, then suitable respiratory equipment should be provided. - Protective gloves - Wear face visor or protective goggles/safety glasses where eye contact can accidentally occur. - If skin contact is likely wear impervious protective clothing.								
								
Hard hat	Goggles	Steel toe capped boots	Ear defenders	Hand protection	High visibility clothing	Dust mask	Respiratory	Face visor
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimize risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: March 2021		

March 31, 2021

COSHH ASSESSMENT SHEET								
OPERATION / PROCESS: Fuel					LOCATION: The VASA Club, Blackley			
PRODUCT / SUBSTANCES USED: Unleaded petrol					HAZARDOUS CONTENT: Benzene / n-Hexane / Toluene / Xylene			
WORKPLACE EXPOSURE LIMIT (WEL): LTEL (8 hr TWA) STEL (15-min) 1 ppm N/a 20 ppm / 72 mg/m3 N/a 50 ppm / 191 mg/m3 150 ppm 574 mg/m3 5 0ppm / 220 mg/m3 100 ppm / 441 mg/m3								
EXPOSED PERSONS: Plant operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: - Ingestion of small amounts may cause nausea and diarrhoea; larger amounts may cause irritation, drowsiness and vomiting. - Prolonged or repeated exposure may lead to short-term irritation, defatting of the skin and dermatitis. - Exposure to high levels of the vapour can cause irritation to eyes and mucous membranes, and drowsiness leading to loss of consciousness. - Contact with the eyes is likely to cause short-term irritation with redness and stinging. - Benzene is a category 2 carcinogenic and may cause cancer.								
								
✓	✓		✓		✓	✓		✓
CONTROL MEASURES: - Ensure data sheet and COSHH assessment are available for reference by first aiders and employees. - Ensure good ventilation. Where exposure is likely to exceed limits, compressed air breathing apparatus to BS EN 137 should be used. - Wear protective clothing, nitrile gloves to BS EN 374 and goggles to BS EN 166-3 where there is a risk of splashing. - Dispose of/replace contaminated clothing.								
								
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimize risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: March 2021		

March 31, 2021

APPENDIX C:

Site Fire Risk Assessment

Insert here:

March 31, 2021

APPENDIX D:

COVID-19

Insert here:

March 31, 2021

EMPLOYEE SIGN UP SHEET

The employees detailed below have signed to confirm that they:-

- Have received a briefing from the Site Manager / Site Supervisor on the hazards involved with their undertaking
- Have read and fully understood this Method Statement including Risk Assessments / COSHH Data
- Confirm acceptance of the method of work and understanding of the Risk Assessments and controls to be applied
- Understand that it is their duty to ensure the safety of themselves and others around them and will bring to the attention of the supervisor any unsafe work practices or conditions which come to their attention.
- Will notify their Site Manager / Site Supervisor should there be any abnormalities or areas of concern regarding the works

Name	Signature	Date
Site Manager or Site Supervisor Signature:		Date: