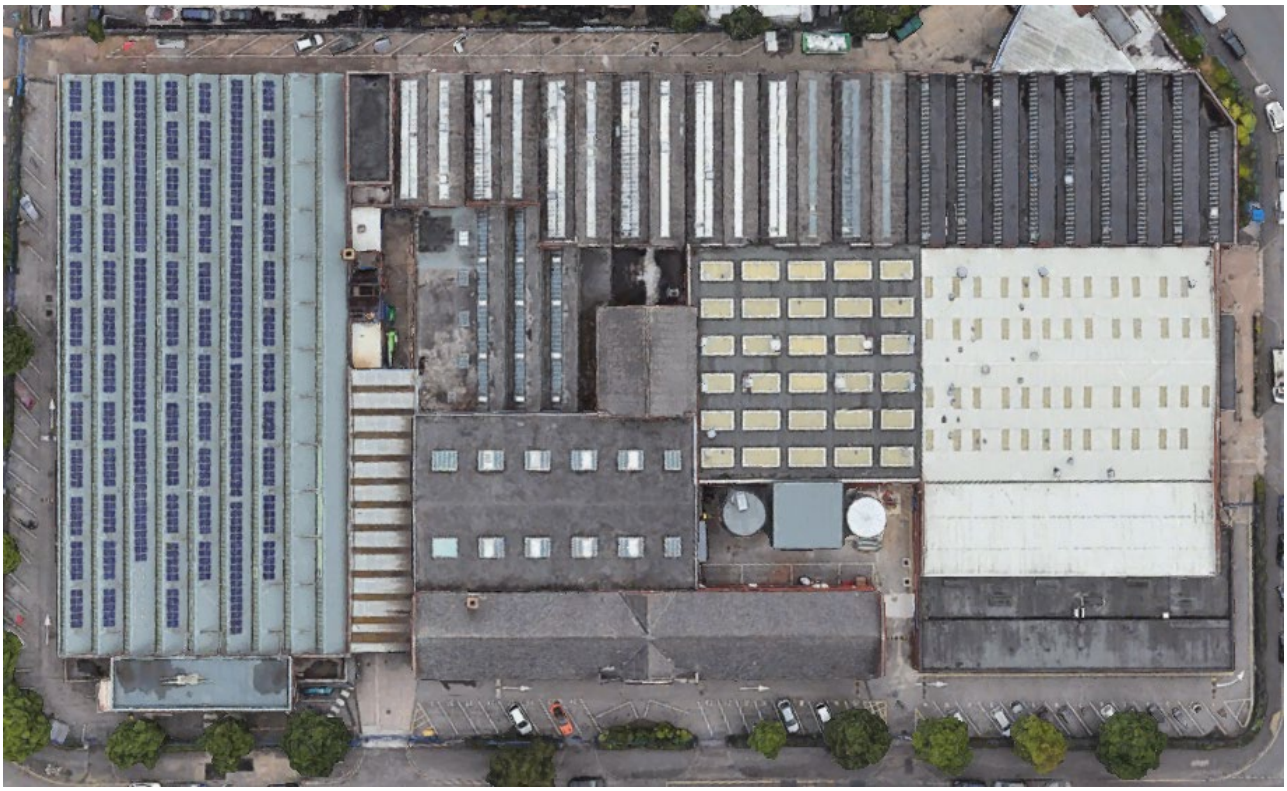
HG Hookstone Group Ltd	Head Office: Hookstone Group Ltd, Unit 1 Junction Mills, Tong Road, Leeds, LS12 4NQ Email: joseph@hookstonegroup.co.uk	CHAS ACCREDITATION CHAS ELITE SSIP SAFETY SCHEMES IN PROCUREMENT

Project Name:	**Electrium Sharston**	**Project No.**	**22 -178**
Prepared By:			
Contracts Manager	**Joseph Hey**	**Approved by:**	**George Johnson**

Plan of Work Authorisation:			
Organisation	**Name**	**Signature**	**Date**
HG	George Johnson	*G. Johnson*	04.07.25

Distribution List		
Name	**Title**	**Copy No**
Joseph Hey	Contracts Manager	001
Gerald Alker	HSG Site supervisor	002
Oliver Butler	Client	003

Soft strip & M&E Removal



Sharston Road
Sharston Industrial Estate
Manchester
M22 4RA

NON-LICENSED ASBESTOS REMOVAL:	LICENSED ASBESTOS REMOVAL:	DEMOLITION:
X		X

DETAILS OF CONTRACT	**CLIENT'S ADDRESS**	2nd Floor, Optimum House, Clippers Quay, Salford M50 3XP	
	SITE ADDRESS	Sharston Road, Sharston Industrial Estate, Manchester, M22 4RA	
	RELEVANT SITE CONTACT DETAILS:	**Contracts Manager**	Joseph Hey
		Supervisor	Gerald Alker
		Client	Kier Property
		Clients site contact	Oliver Butler 07812 678648
	No. OF OPERATIVES	20	
	COMMENCEMENT OF WORKS	07.07.25	
	COMPLETION OF WORKS	21.11.25	
	SET-UP DAYS	5	
	WORKING HOURS	**Mon – Fri** 07:30 – 16:30	
	PRINCIPAL CONTRACTOR	Hookstone Group Ltd	
	DESIGNER	Rex proctor and Partners	
	CDM CLIENT	Kier Property	
	DOES CDM APPLY	Yes	

CONTRACT MANAGEMENT	**SITE FREQUENCY**	**SUPERVISOR**	Daily
		MANAGER	Weekly
		DIRECTOR	Weekly
	USE OF VIEWING PANELS/CCTV	N/A	
	SITE CONTACT DETAILS	George Johnson 0113 279 8642	
	AUTHORISATION FOR ALTERATIONS TO PLAN OF WORK	Joseph Hey or George Johnson	

SCOPE OF WORK	**Scope of Work**	**Removal of all loose Debris.** **Removal of all Mechanical, electrical and plumbing.** **Removal of suspended ceilings.** **Removal of partition walls.** **Removal of WC's** **Removal of floor coverings**

SITE SPECIFIC RISK ASSESSMENT- (not generic)

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
Portable tools	Tool causing damage through use to the operator	Hair or clothing becoming entangled in moving parts Eye injuries from dust, swarf or other fragments Wrist and hand injuries due to tool jamming or binding Hand/Arm Vibration Syndrome (HAVS) Air/hydraulic lines becoming detached or bursting	5	5	25	Loose clothing and long hair to be kept clear of moving parts of power tools. Operatives shall be trained in the correct use of portable tools. Suitable eye protection to be worn where there is a foreseeable risk of eye injury. Suitable RPE to be worn where there is a foreseeable dust hazard. Tools must be used in accordance with manufacturer's instructions. Qualified persons will test all portable electrical equipment at recommended regular intervals, i.e. offices 12 months, workshops 6 months and on-site 3 monthly intervals. Evidence of such test shall be available. Select power tools with lowest vibration level. A tool producing high levels of vibration to have anti-vibration handles to reduce the risks Hand/Arm Vibration Syndrome (HAVS) – see below. Minimise the time individuals use the equipment i.e. job rotation. Noise Assessment required where deemed necessary. A safe working platform is required when using a power tool (in preference to equipment such as a step ladder).	2	5	10	Refer to the Operator Manual. A separate COSHH Assessment will be carried out where dust is likely to be a hazard to health and suitable personal protective equipment (PPE) will be provided and worn.
Portable Tools	Electricity	Electric shock	5	6	30	All power feeds, electrical, pneumatic or hydraulic, to comply with European or British Standards and maintained in good condition. All services isolated by the client prior to any works commencing. Where practicable only 110v electrical tools will be used. Portable tools shall only be used in well-lit and ventilated areas.	2	6	12	-

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
Electricity	Electricity	Electrocution of operatives or other persons Damage or misuse of supply Arcing or contact with overhead cables by transport or equipment Contact with underground electric cables Other	5	7	35	All services isolated by the client prior to any works commencing. Electrical installations will only be made by qualified and competent people who will issue certificates on completion of work, which will be retained on site. Assume Cables are live unless proven dead. Do not cut unless you are certain the cable is isolated. Qualified people will test all portable electrical equipment at regular intervals i.e. annually in offices, six monthly in workshops and three monthly on sites. Certificates of test will be retained. Electrical equipment will be permitted to be used only if it complies with the above. Electrical equipment or supplies will not be used in such a manner to cause danger or injury. Electrical equipment will be suitable for the task and comply with the relevant standard. All portable generators will be used in accordance with the manufacturer's instructions. All site operatives should be aware of how to isolate the site supply in the event of an emergency.	2	7	14	
Discovery of suspect Asbestos Containing Materials	Contact with Asbestos Containing Materials.	Contamination by asbestos fibre Health hazards are associated with asbestos: asbestosis, lung cancer, plural plaques, mesothelioma and other cancers Other	5	7	35	employees to have asbestos awareness training. Operative to be made aware of any asbestos in the working area before starting work and report if removal required, If asbestos is accidently disturbed Stop Work, secure area and report to project manager. Any asbestos related incident must be reported to the regional SHEQ project manager Further sampling to be carried out BOHS P402 surveyor.	2	7	14	

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
Hot Works	Cutting equipment and other equipment producing heat, sparks or having naked flames.	Property damaged or destroyed by fire. Material or work equipment damaged. Injury to persons. Other	5	7	35	Remove combustible materials prior to works commencing. Fire watchmen to remain in place one hour after works completion.	2	7	14	For further guidance see the "Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation". Refer to LPS 1207 - Fire requirements for Protective Covering Material. Refer to CITB Construction Site Safety
Removal or work with asbestos cement or other products where asbestos is firmly linked in a matrix	Cement sheets panels/products, decorative coatings, paints, bitumin, vinyl floor tiles, roofing felt.	Contamination by asbestos fibre Health hazards associate with asbestos: asbestosis, lung cancer, plural plaques, mesothelioma and other cancers Other	5	7	35	Store waste in lockable skip. All waste to be contained in 1000gauge polythene. Product to be analysed to determine fibre content (usually 10% - 15% chrysotile with a density greater than 1 ton per cubic metre). All operatives to have received asbestos NNLW training. Sheets and components to be removed in one piece avoiding breakage. Materials to be kept wet. Only hand tools to be used for removal – no power tools. Bolts to be cropped on roof sheets where possible (if appropriate). Materials to be lowered onto a clean dry surface. Disposable overalls and overshoes to be worn and afterwards bagged up and disposed of as asbestos waste. RPE to P3 standard and all operaives will be face fitted for the RPE. A special Type H vacuum cleaner to be used to pick-up dry debris (not swept by hand). Personal decontamination at the point of entry and exit to be in place. Sheets to be wrapped in an impervious material, labelled and placed in a covered container or skip and disposed of to a licensed tip. Special waste considerations. Request information from duty holder/client on presence.				

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
						Brittle sheets or those with powdery surface to be removed under WET procedures i.e. by remote demolition, material being kept wet and dropped onto clean hard surface. Persons cleaning up and dispersing of debris should wear suitable protective clothing that should afterwards be vacuumed before removal and disposal as asbestos waste Refer to HSG210– Asbestos essentials task manual.				
Materials or equipment falling from Mobile/Fixed Scaffolding	Materials falling from height	Death or Injury from being struck by the falling item(s)	5	7	35	Suitable and sufficient brick guards shall be used to provide additional protection against falling materials. These shall be properly attached to prevent displacement. Exclusion zones will be established with warning signs and all tools to be tethered.	2	7	14	-
Traffic management	Traffic	Injury to site personnel Injury to members of the public Damage to plant, vehicles or property Other	5	6	30	Entrance to site must be clearly visible to drivers on approach. Delivery vehicles must stop at designated area and report to site supervisor for further directions. Site operatives to park within site compound, referred to in Site Induction procedures. Reversing maneuvers must be carried out with a banksman. All vehicles to have assistance of banksman to assist access to site and priority must be provided public. Ensure proper maintenance of plant on site i.e. brakes, steering, tires, mirrors, Where vehicles must reverse, the movement will be controlled by a properly trained banksman. All speed limits to be adhered to.	2	6	12	Refer to HSE guidance HSG144 "The safe use of vehicles on construction sites". Refer to the Traffic Plan.
Work on mobile delta decks/ access podiums , aluminum tower scaffolds MEWPS	Access equipment	Falls from height Work at height equipment overturning/collapsing Other	5	7	35	Delta decks and aluminum tower scaffolds will be erected in accordance with the manufacturer's (or provider's) instructions. Work at height equipment will be assembled, dismantled or	2	7	14	-

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
						significantly altered only by persons who are competent decks must be positioned on good firm ground. Stabilisers with pad feet or outriggers may be used to increase the effective base size. A safe means of access will always be provided. Any surface upon which a supporting structure rests shall be stable, of sufficient strength and of suitable composition to safely support the structure, the working platform and any loading intended to be placed on to the working platform. Access equipment will only be moved after materials and users are removed from the working platforms. inspected at regular intervals, after any event, which may have affected its strength or stability, or after substantial alteration etc				
Materials or equipment falling from delta decks/ access podiums MEWPS	Materials falling from height	Death or Injury from being struck by the falling item(s)	5	7	35	Exclusion zones will be established with warning signs and all tools to be tethered.	2	7	14	-
Control of authorised site visitors	Site visitors	Persons sustaining injury Damage to visitors' vehicles Persons causing damage Other	5	7	35	Notice displayed close to site entrance, directing visitors to report to site welfare. All visitors to be registered on arrival and departure. Induction procedures to be implemented following induction. No unescorted visitors. Personal protective equipment to be issued and worn where appropriate. Clearly marked areas for visitors' car parking. Issue of identification cards.	2	7	14	-
Site Security	General Public	Injury to and General Public	5	7	35	Appropriate signage to compound and work areas. Never leave any gates or fences open Traffic signage to show traffic routes as per site logistics plan	2	7	14	

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
All Works	Respirable Dust	Health hazards arising from exposure to dust and abrasive particles	5	5	25	Dust Management on site must be maintained throughout the project. Local exhaust ventilation to be use in areas of work. Localised wetting with hand held sprayer, jet washes and water cannons. All operatives will wear FFP3 dust masks for protection against respirable particles.	2	5	10	
Noisy operations	Noise emitted from work activities	Damage to hearing, deafness, tinnitus Other	5	5	25	Consider using a less noisy process. Noise to be reduced to lowest level possible. Consider using a less noisy process. Noise to be reduced to lowest level possible. Where LEPd is below 80dB(A), risk of hearing damage to be reduced to lowest level reasonably practicable. Noise monitor to be used daily to obtain readings. LEPd must NEVER be at or above 87dB(A). If this is exceeded, the cause must be identified and steps taken to ensure it cannot happen again. In all cases, employers will inform and train employees of the risks and how to avoid them, how to obtain ear protectors, how to fit and use them correctly. Machinery, plant manufacturers and suppliers are required to provide information on noise likely to be generated.	2	5	10	Lower exposure action value is 80dB(A) LEPd). Upper exposure action value is 85dB(A) LEPd). Exposure limit value is 87dB(A) LEPd. Ensure as far as reasonably practicable all that entering marked zones use ear protection. This applies to all who enter zones, even if they do not stay long enough to receive an exposure of 85dB(A) LEPd.
General site activity.	Slips, trips and falls	Injury to site personnel	5	5	25	Good housekeeping to be practiced at all times. Walkways to be kept clear at all times. Constant monitoring and regular supervision to be in place and used to spot potential incidents and hazards on an ongoing basis. Pedestrians to use footpaths and pedestrian access routes where possible. Be aware of varying levels of floors i.e. changing levels. Always use correct access points. Ensure lighting levels are adequate	2	5	10	

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
						When accessing vehicles or plant maintain 3 points of contact at all times. Ensure lighting levels are adequate. Safety footwear to be worn.				
Manual handling operations	Load	Musculoskeletal disorders and other injuries	5	5	25	Load to be positioned mechanically, as close as possible to its final position, to reduce the distance for manual handling. Cut level 5 Gloves to be worn to protect against cuts whilst manual handling of sharp materials. Load to be examined to determine its weight, dimensions and contents. Area of lift and route along which the load is to be transported to be well lit with non-slip surface and free of trip hazards. Establish whether the load is hot or cold and if it has any sharp edges or corners. Test to see if the load is likely to fall apart when lifted or if the contents within the load may be subject to unexpected movements with sudden displacement of the weight. Operatives to be trained in the methods of kinetic lifting and handling techniques. Hand-hooks, suckers, or other lifting aids will be employed (specify) where practicable. Consider whether personal protective equipment is required (specify). Team lifting will be carried out under the direction of a competent co-ordinator. Team members will be fully fit and of similar abilities. Temporary resting facilities for the load to be designated/constructed. Continue to monitor the situation and enquire whether mechanical means can now be employed.	2	5	10	N.B. Manual handling assessments must be specific to the site and the actual operation to be carried out. Guidance in completion can be obtained from the manual Handling Assessment Charts (MAC) on the HSE website www.hse.gov.uk/msd. The following components of the operation must be assessed: load weight/frequency, hand distance from lower back, vertical lift region, trunk twisting/sideways bending, postural constraints, grip on load, floor surface and other environmental factors.
Live water services	Property Damage	Structural damage to property	5	5	25	All water to be isolated by the client and disconnection certificates provided to HSG.	2	5	10	

Activity	Hazard	Risks	Pre Control Risk Ratings			Control Measures	Post Control Risk Ratings			Comments
			1*	2**	1×2		1*	2**	1×2	
Mechanical Demolition	Falling materials and debris. Collision with operatives or other vehicles. Damage to surrounding property. Premature collapse of structure being demolished. Dust in the air, vibration, plant overturning.	Crushed, trapped, fractures, head injury, amputation, injury to third party and death.	2	4	8	Exclusion zone to be established and enforced around structure and items of plant (to include full slew are of 360 degrees) Mechanical demolition sequence to be used in accordance with an approved method statement. Dust to be controlled by use of water when necessary. Plant operatives to wear hearing protection when necessary. Consideration to be given to the use of hydraulic pulverizers etc, when noise/vibration problems are evident. CPCS trained operative. Rear mounted camera fitted to the excavator with beacon. Exclusion zone policed by banksmen. FOPS & ROPS fitted to excavator.	2	2	4	
Operating vibration EQUIPMENT	HAVS	Potential for long term health conditions.	3	3	9	Vibration exposure assessment to be carried out and HAVS register to be completed by all operatives on site.	3	1	3	

SITE SPECIFIC COSHH ASSESSMENT- (not generic)					
SUBSTANCE	**APPLICATION**	**PEOPLE AT RISK**	**HAZARD**	**CONTROL MEASURE**	**FIRST AID**

PLANT & EQUIPMENT	**6-30 ton demolition spec excavators. Scissor lifts, bobcat.**	  
	110V Reciprocating Saw {vibration 18m/s², Sound 89db} EAV 9 minutes, ELV 37 minutes	
	Lithium battery drill driver {vibration 1.5m/s², Sound 84db} EAV minutes, ELV minutes	
	Sthil saw {vibration 3.9/s², Sound 89db} EAV 9 minutes, ELV 37 minutes	
	Hand tools and equipment; Sledge Hammer, Roughneck wrecking bar, mattock, hammer, bolster Chisel, flat bar,	 

PPE MANDATORY	**High Visibility Jacket/Vest**	EN471
	Gloves	EN388
	LEP (light eye protection)	EN166 1 F
	Hard Hat	EN397
	Safety Boots (with steel midsole)	EN345
	MEIXEN P3 Disposable Respirator	EN143 2000
PPE JOB SPECIFIC	**Impact goggles (for cutting metals)**	EN166 1 349BN
	Ear Protection (For Noisy Operations)	EN352

METHOD OF WORK DEMOLITION

Foreword

As with any initial method statement, it is an outline of the works in accordance with BS6187:2011 Code of Practice for Full and Partial Demolition, CDM2015 Sect 20 All demolition works to be planned with written methods of work, all associated legislation, statutory requirements, British & European Standards and guidance on best practices based on the pre-construction information given to us at this point and the assessment of risks based on what we know. We will adapt and amend methods of work, risk assessments as and when necessary to ensure the deconstruction phase progresses safely as So Far As Reasonably Practical (SFARP) The method of deconstruction/dismantling and Risk assessments with all the associated quality, safety documentation, policies and procedures in accordance with policies, standards & procedures, Phase plans and traffic management & logistics plan. However, these will be live documents and will be updated at the earliest opportunity following onsite assessment and any additional information that is made available as the work commence, progress and where any unforeseen challenges may present themselves. We will co-ordinate the work collaboratively with the client Projects & Co and all the relevant parties

Brief description of the works

The site is a former Siemens factory consisting of various buildings. These buildings are being fully demolished down to slab level. Hookstone group will be acting as principal contractor for the duration of demolition works. Entrance to site will be gained via Sharston Road. The current site boundary will remain in place. ACM'S have been identified, licenced materials will be removed by a licenced contractor and non-licensable Asbestos works will be carried out by Hookstone Group.

Access to work areas.

- The area is solely industrial use so care and attention must be given to ensure that the surrounding neighbours are treated with respect and are communicated with politely. If residents ask any questions in relation to the works you should raise this with Hookstone management. Careful attention should be taken to ensure that banksman are available at all times when vehicles arrive/leave site.
- movements outside of the work area i.e. transporting plant and equipment will always require daily planning and monitoring. Cones will be used where necessary to ensure residents do not block access
- Operatives will follow the predetermined routes agreed within the daily briefing.
- All gates to enter the construction site are to be ensured to be shut and locked after being used and no gates should ever be left open to prevent others gaining access to the site
- Hookstone Group must ensure that access to the surrounding properties, and roads are maintained at all times throughout the course of the works. All necessary temporary signage and protection for safe egress from the site in the event of an emergency must be in place. At no time unless pre-arranged and agreed with the council are areas or roads to be completely blocked.

Work at height

- Access up to any work at height elements. will be via boom lifts, scissor lift and aluminium tower scaffold in accordance with Hookstone Group standards and the Work at Height Regs.
- All access equipment delivered will be compliant with secondary guarding where necessary and the appropriate thorough examinations certification.
- The plant and equipment will be erected or used with a daily inspection regime and recorded, used by suitably trained and competent personnel in accordance with the manufacturer's guidelines.
- A thorough inspection of ground conditions must be carried out before use and for any overhead obstructions.

Risk of fall:

- Work at height envisaged during the scope of works.
- All works at height to have to be in accordance with legislation and to conform with the risk assessment.
- Compliant access equipment to be used from a reputable compliant hire firm.
- All hand tools will be tethered during work at height operations.

Examples of compliant work at height equipment to be used:






Service isolations

- Prior to any works commencing the services will be confirmed isolated by Kier Property and certification will be held onsite.
- Full disconnection certificates are to be held by Hookstone group supervisor prior to any works commencing.
- Hookstone Group operatives will approach each area with caution, assessing the handover document. If any services uncovered cannot be identified as isolated this must be reported immediately to management.
- Any services uncovered must by tested and confirmed isolated and included within the disconnection certificates prior to works resuming.
- Where temporary services may interfere with the works STOP immediately and consult with site management who will where possible arrange to isolate or redirect the services away from the works.

Environmental

Dust, water (mist)

- The primary way to reduce unnecessary dust, noise and wastewater impact is adopting safe and controlled working methods.
- Dust to be dampened down at source where necessary using a fine mist from handheld low pressure sprayers filled with water and surfactant, handheld jetwashes at ground level and water cannons.
- Dust will also be controlled where necessary via the use of mobile specialised extraction systems positioned close to source.
- Handheld power tools will have a specific dust extraction attachment that must be used.
- Materials generated during the task will be cleared regularly to ensure work areas are kept clean.
- Supervision to monitor the requirements of each specific task.
- All personnel will wear FFP3 masks during any activity creating dust.

Noise:

- Hookstone will adopt measures in the safe systems of work, methodologies and the correct equipment selected to reduce impact of noise wherever possible.
- When using certain tools with a noise level exceeding decibel level above 80db work areas will be segregated, monitored with appropriate PPE signage and operatives will apply mandatory hearing protection with a minimum of a SNR of 26-30.
- Noise monitoring will be carried out during some operations to ensure control measures remain satisfactory.

Hazardous materials

- ACM'S have been identified within the refurbishment and demolition survey.
- All ACM'S to be identified and marked prior to work areas going live.
- Before permitted to carry out works on site all personnel must read, understand and sign the R&D Survey. If at any point unidentified, suspectable asbestos is found all works must stop and management must be informed to allow for the correct procedures to be carried out in order to remove the asbestos.
- The sight team are all Asbestos Cat B trained operatives, prior to entering work areas a pre-start safety briefing will be carried out visually inspecting for potential asbestos.
- All operatives have a minimum of Asbestos Cat B training with appropriate health checks and face fits, and are experienced in identifying potential harmful, hazardous materials.
- The site team will approach and access each area and item with caution. Where it becomes apparent that Hazardous materials and or substances may be present, they will inform their supervisor who will arrange for testing, undertake written risk assessments based on the findings for the packaging containment and removal of site in accordance with COSHH Regulations 2002.

Vibration

If deemed necessary monitors will be used to determine if there is a risk of any damage to properties during the demolition works.

Setting up zones

- install heras fencing in strict accordance with the manufacturer's instructions ensuring each panel is secure using couplers between each panel to prevent unauthorised persons from entering the compound. Ensure fence feet are installed in line with manufacture requirements and braces/stabilisers to ensure the fencing does not fall during periods of heavy wind.
- Suitable exclusion zones will be set up around the work areas prior to deconstruction/ dismantling tasks commence.
- Barriers / chapter 8 fencing will be transported safely following designated predetermined routes to be agreed prior, by manual means to the area of installation, a minimum of two operatives will work together when lifting and installing fence lines.
- Warning signs will be attached these will consist of;
  Danger demolition exclusion zone.
  Danger demolition in progress.
  Danger open edge.
  Danger men working above.
  Danger drop zone.
  Asbestos removal in progress
  PPE/ RPE signage will be attached where applicable.
- Exclusion zones must be agreed with management prior to works commencing
- Supervision to ensure integrity of zones is maintained throughout the works.

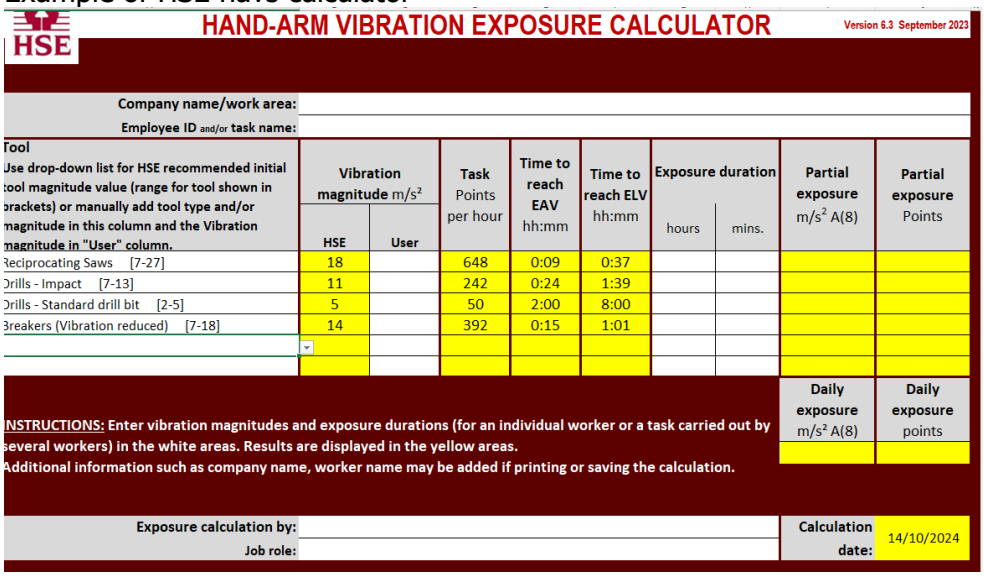
Emergency arrangements

- Evacuation assembly / muster point Sharston road pavement, shown during induction.
- Hookstone supervisor to ensure that a first aid kit is in a prominent position, close to the work areas and within the welfare.
- During the course of works, communication co-ordinated, established and maintained through good clear verbal instruction.
- All work areas will have an air horn which must be sounded if a fire breaks out.
- Fire emergency strategy & points will be outlined within the site induction.
- If an accident / incident occurs the site supervisor will follow emergency arrangements and site procedures, as set out within the site induction. Inform management immediately.
- All accidents will be thoroughly investigated by Hookstone H&S representatives. They will assess the degree of competence adopted, as to whether the incident is likely to re-occur if the methods adopted continue to be used.
- Any near misses or incidents must be reported immediately to site management
- Means of raising the alarm as per site induction and emergency procedures.
- Hookstone group to follow pre-designated routes as outlined within the daily briefing.

Vibration (HAVS)

- The primary way to reduce unnecessary vibration and noise is adopting safe and controlled working methods, selecting appropriate equipment that removes or reduces so far as reasonably practical the Vibration exposure to operatives where possible and using suitable and well-maintained equipment.
- Specific tools will be selected on their suitability to remove or reduce the vibration magnitude and exposure.
- The tool Magnitude m/s2 and the operative exposure limits will be calculated based on the lower action value, keeping maximum exposure limits / points to below the 100 as set out by the HSE Guidance and calculator.
- Operatives will be briefed on the tool and the maximum trigger times no more than the 42 minutes stated as the Higher Action Value in the HSE HAVs calculator assessment based on an 8 hour working day, rotation of use, suitable rest periods, the symptoms and harmful effects of Hand Arm Vibrations. HAVs Tool Box Talk will be carried out on a regular basis.
- The Supervisor and operatives will monitor actual trigger times using the HSE HAVs Calculator assessment and the HAVs user guide to accurately record exposure limits.
- In addition all employees are subject to annual Health Surveillance by independent UKAS accredited service supplier with appropriate action taken in the event of referral.
- Only specific equipment will be used with the correct task specific PPE.
- All tools and equipment to be used, inspected before use in accordance with the manufacturer's instructions and recorded weekly. Where doubt may arise or if the tools & equipment are found not to be in good working order then they will be removed from circulation replaced with the same or the equivalent and or repaired for future use.
- Operatives will be made aware of tool vibration magnitudes, noise levels and the lower and higher action values of each tool process.
- Tools and equipment to be used in accordance with the lower action values of vibration magnitude.
- Operatives will rotate the use of the vibrating tool, rotate tasks and take suitable rest periods where possible to reduce exposure to vibration (HAVs) and task fatigue.
- Trigger times to be monitored by the operative and task supervisor.
- Exposure times are to be recorded and filed by the operatives and supervisors at the earliest opportunity and kept up to date.

Example of HSE havs calculator



HSE

HAND-ARM VIBRATION EXPOSURE CALCULATOR

Version 6.3 September 2023

Company name/work area:

Employee ID and/or task name:

Tool Use drop-down list for HSE recommended initial tool magnitude value (range for tool shown in brackets) or manually add tool type and/or magnitude in this column and the Vibration magnitude in "User" column.	Vibration magnitude m/s²		Task Points per hour	Time to reach EAV hh:mm	Time to reach ELV hh:mm	Exposure duration		Partial exposure m/s² A(8)	Partial exposure Points
	HSE	User				hours	mins.		
Reciprocating Saws [7-27]	18		648	0:09	0:37				
Drills - Impact [7-13]	11		242	0:24	1:39				
Drills - Standard drill bit [2-5]	5		50	2:00	8:00				
Breakers (Vibration reduced) [7-18]	14		392	0:15	1:01				

	Daily exposure m/s² A(8)	Daily exposure points

INSTRUCTIONS: Enter vibration magnitudes and exposure durations (for an individual worker or a task carried out by several workers) in the white areas. Results are displayed in the yellow areas.
Additional information such as company name, worker name may be added if printing or saving the calculation.

Exposure calculation by:

Job role:

Calculation date: 14/10/2024

Sequence of work

1, Hookstone group will take delivery of all plant and equipment.
2, Lay down areas will be established and set out.
3, Establish welfare facilities.
4, Set up site boundary and exclusion zones.
5, Removal of loose furnishings.
6, initial soft strip to allow access to ACM.
7, Removal of ACM.
8, full soft strip.
9, Removal of M&E
10, remove arisings from site.
11, clear all waste.
12, Clean work area and remove exclusion zones.
13, Safely decant the work area.

Method

Works will be contained around the individual task areas using heras fencing or chapter 8 with the provision of hazard warning signs.

Supervisor to inspect the area before works commence to ensure that it is well lit, free of obstacles, safe and segregated from other tasks.

When access to heights is required, podiums, boom lifts and scissor lifts will be used as per the manufacturer's guidance. Do not use any defective equipment.

Personnel to wear cut 5 gloves during the works in addition to standard PPE.

Segregation –
Signage / internal fencing segregation
Proximity within exclusion zone blocked off by HSG operatives
Site security –
Site permitted – fencing/hoarding, External doors closed/sealed / locked / windows closed.
Access equipment –
Mobile access scaffold tower / Podiums assembled by PASMA trained operatives / MEWPs by trained IPAF Operators
Loose Furnishings
• All the loose furniture/furnishings will be transported by mechanical means to the designated external stockpile.
All furnishings that is too big or bulky/awkward will be dismantled using hand tools into smaller manageable sizes. (Manual Handling risk assessment may be required to be completed by competent persons on site).
• External stockpile will be segregated and secured using suitable heras fencing with hazard warning signs attached.
• Where adverse weather may impact materials then loose materials will be stockpiled and weighted down where appropriate until loaded to skip and removed from site.

Soft Strip General

• **Special attention** to be paid to work above shoulder height that may lead to debris causing falling hazard. For access equipment process, employ a 2 /3 man activity and manual handling assessment form or lever item away from body into a safe controlled debris floor area.

• Materials to be manually handled away from the work face to a short term stock pile.

• Where debris cannot be safely handled at height and it is safer to allow the debris material to drop in a controlled manner supervisor must enforce a strict Drop Zone. See DROP ZONE procedure for controlled dropping of debris.

• Try to keep debris in manageable sized sections.

• Production of dust will be reduced by using this method.

• If dust levels elevate, ventilate the area (employ Local extraction ventilation systems)
enforce dust masks, damp down materials with water mist spray from garden type sprayer.

• When soft strip work stops to the work face, debris from this action will be removed from short term stock piles continuously to the skip area by mechanical means (Approved plant List compatible with Floor Loadings)

• Wheel barrows / flat back trolleys / bobcats will be used for this activity.

• Ensure eye protection is correctly worn by all in stripping process.

• Competent trained operatives used, a minimum of two operatives to assist in the removal; and handling of materials removed.

• Check the segregated / signed exclusion zone applied around the works and checked by HSG operative.

• If soft strip materials are at height, and require access equipment, assemble tower scaffold / podium in safe proximity to work face.

• Where materials are required to be removed at height, apply suitable barriers / signs /pedestrian fencing to a wider area around the tower scaffold. This will act as a (Potential) Drop Zone and should not be entered into by operatives during the activity.

• The fixings of the materials to be removed are to be assessed and the appropriate tool selected for safe removal and handling i.e. Unscrew, unbolt and dismantle rather than prize or cut using powered hand tools, in to appropriate manageable sizes for either mechanical transportation or manual means using lifting aids.

• Where items require prizing away from its fixing then trained operatives will utilise mattock / wrecking bar tool head that will be lightly applied to a joint or seal of a section of material.

• The head will wedge in between the material and its fixing.

• Moderate manual force will be applied to the bar or mattock, levering the material away from its timber / metal / masonry fixing.

• As the material is forced away and the fixing breaks, the tool will be slid or placed in the next position where the tool head can be applied in order to lever the material away again.

• The material may break in this process.

• It will either be grabbed by the operative and lowered or will fall internal to the cordoned off Drop Zone Area in a controlled manner.

• Where the materials largely keep its composition and comes away in largely panel form, it will be handled by the operatives in the tower scaffold and will be lowered to

the ground where another operative will manually handle it as it is lowered. It will be positioned into a safe place.

• This process will continue until the material is dislodged from the intended area.

• Cutting operations that require powered tools will only be used as one of the last resorts, in short duration below the vibration lower action values based on their individual magnitudes. Thus reducing exposure to HAVs and task fatigue.

• Waste materials to be displaced in a localised area to reduce additional floor loadings and cleared periodically in a clear as you produce. method leaving the area free and clear of any debris.

Cutting of Ducting, M&E and associated pipe work

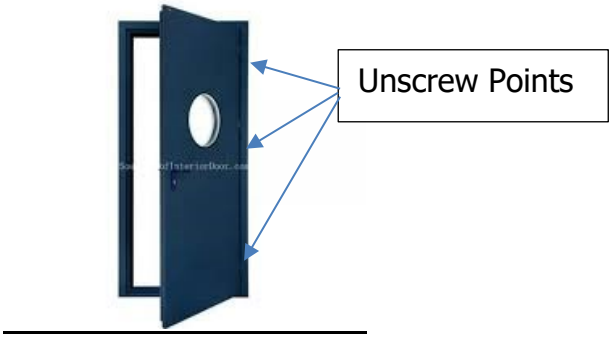
- Ensure all M&E is isolated and purged correctly and certificate of isolation have been issued.
- Area to be clearly barriered off with Crowd Barriers and danger signs and an exclusion zone displayed
- Ensure grinders are in good working order.
- Hot Works Permit gained from the site manager daily prior to works commencing
- Follow the guidance as set by the hot works permit
- Local Extraction ventilation will be utilised where general ventilation is not sufficient.
- Refer to HSE document HSG17 Supply of Machinery (Safety) Regulations 19921 as amended and the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) For the use of abrasive wheels
- Arrange work to reduce the worker's exposure to the fume, eg. welder's head is out of the fume.

✓ Remove grease and all surface coatings first.
✓ Where possible, site the work area away from doors, windows and walkways, to stop the spread of the airborne contaminant.

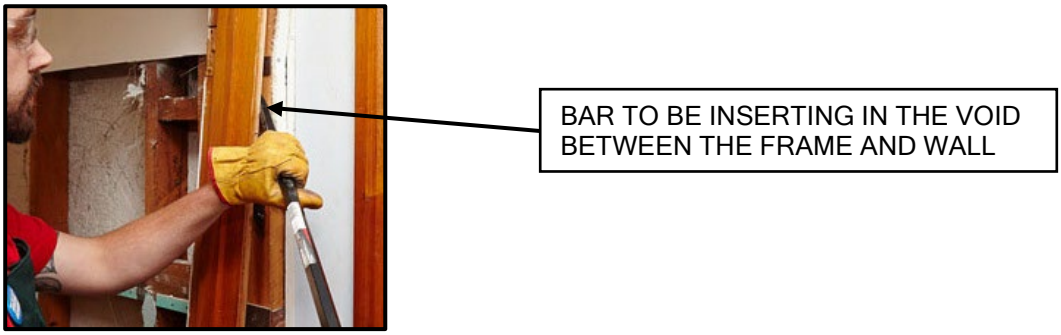
- Operatives to access area
- Access doors, walkways etc to be cleared of all loose and all combustible debris.
- Check that there are no combustible materials hidden behind walls or in partitions.
- Operatives equip with various hand tools to remove metal sheets once cut.
- Suitable Ventilation and FFP3 masks to be worn at all times, ventilation to be constantly monitored by operative on Firewatch. An example would be to ensure all windows are open within close proximity of the cutting area.
- Water Hose and Foam, Water and Powder extinguisher to be in close proximity of cutting area.
- A 2nd and where appropriate 3rd operative on fire watch at all times whilst cutting is being carried out
- Metal ducting to be cut into manageable sized sections, to be carried using lifting techniques
- Prevent heat, sparks or hot spatter from landing on the hoses by managing cutting safety
- Access doors, walkways and windows etc to be kept clear of all loose debris and resultant metal
- Correct PPE to worn at all times.
- Upon completion a single operative to carry out 60 minutes of fire watch with Fire Extinguisher
- Once 60 minutes have been completed the Hookstone Group Site Manager to inspect to ensure the area is safe.
- All materials to be segregated into the appropriate waste skips once cooled.

Door and Frame Removal.

- Operatives equipped with hand tools (screwdrivers, mattocks, crowbar etc.) drill drivers and reciprocating saws.
- Operatives will use a battery drill driver to unscrew the doors from the hinged area. Releasing the door from the frame.
- Operative using a reciprocating saw will cut along the side of the timber door frame to release the fixings from the wall.



- Materials to be transported to the designated waste skips.
- Operatives equip with pinch bars to remove door frame by inserting the bar between the frame and the interior wall.
- Operatives to twist bar forcing the frame out of the void.



- Resulting materials to be placed within the designated waste skips.
- Operatives should only lift what they feel comfortable lifting, if a load seems or is to heavy operatives should share load lifting, operatives to always access the size of the load, the weight and the transport route before attempting to move any load.

Removal of skirting's.

- Operatives equip with pinch bars to remove skirting within the building structure.
- Starting at one end of the skirting operatives to insert the pinch bar in the void between the skirting and the wall.





- Operatives to extract the skirting away from the wall, allowing the skirting to be removed.
- The wood waste will be placed into wheeled containers and moved to the waste skip.

Removal of Plasterboard Ceilings

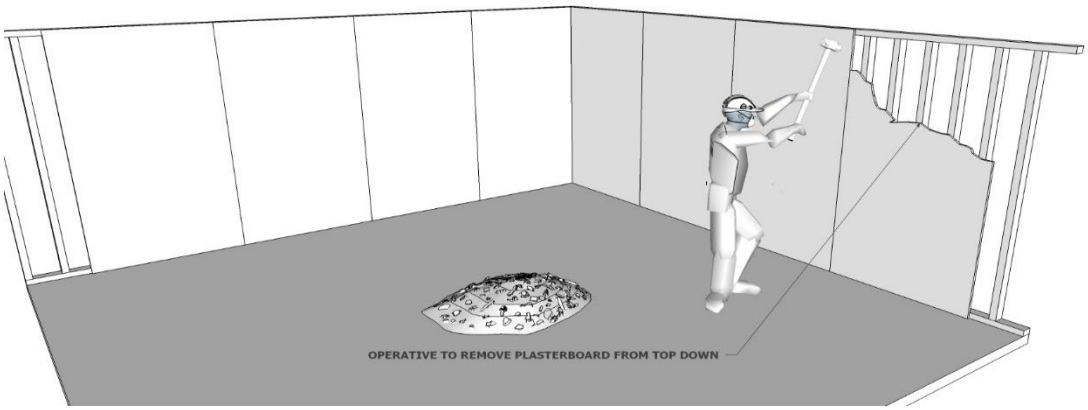
- During the soft strip of the building, operatives to remove the identified existing plasterboard ceilings.
- Operatives to work from electric scissor lifts. trained operatives to remove the panels by hand. The panels will be cut along their edges and carefully pried down from the fixings points with pry bars.
- These panels to be placed in the stockpile area ready for removal from the building in wheeled containers to the waste skip.
- Once all the panels have been removed, operatives using reciprocating saws will cut the remaining framework.



- The framework will be cut with reciprocating saws into manageable sections and transported in wheeled containers to the waste skip.

Removal of non-load bearing timber partition walls

- Prior to commencing the area will have been isolated and all relevant certifications present within the site file.
- Access into the demolition areas to be restricted at all times throughout the works.
- The works will be carried out logically in sequence with the internal soft strip works.
- A structural engineers report will be provided by the client to ensure these works are non-load bearing.
- Once all relevant paperwork is in place, permits have been issued the works can commence.
- Operatives equipped with various hand tools to commence by removing the plasterboard covers working left to right in a top down manner.
- These materials to be kept separately and stockpiled within the designated stockpile areas. The plasterboard waste will be moved to the waste skip using wheeled containers.
- Once the timber structure frame has been exposed, operatives to commence cutting and removing these in small manageable sections and stockpiled or transported directly to the skips.
- The timber framework will be cut with reciprocating saws into manageable sections.



Vinyl floor covering removal

- Tools to be used – Mutts, Stanley knives, wrecking bar, hand held sprayer, floor scraper hilti adapter.
- Operatives to ensure application of task specific PPE / RPE. Safety glasses, cut level 5 gloves, Hi Viz vest, safety helmet and FFP3 Raspatory mask.
- Operatives will remove the holding down bead using wrecking bars working left to right prizing away from the wall.
- Floor coverings will be removed by manual needs using a combination of mutts, wrecking bars and where needed stanley knives.
- A floor scraper adapter for the Hilti Breaker to be used if vinyl flooring is stubborn. Only to be used for the time period that HAVS allow.
- Operatives will adopt good postures when using hand tools to remove lino's / vinyl's.
- Operatives will rotate tasks to prevent fatigue and not exceed vibration exposure limits. and take suitable rest periods when necessary. Supervisor to monitor works are carried out safely.
- All waste materials are to be bagged and transported to the designated skip.

Removal of W.C, Toilets & Sinks

Toilet

- Ensure the water has been disconnected and flush the toilet to empty the water from the tank and bowl.
- Remove the tank by unscrewing the bolts holding the tank to the bowl and lift it off.
- Remove the bolts at the base of the toilet.
- Break the seal by gently rocking the toilet back and forth.
- Clean any additional wastewater.
- Store waste materials ready to be removed to the skip.

Sinks and worktops

- Ensure the water supply has been disconnected and remove supply lines and drainpipe.
- Remove the fixings holding the sink in place with hand tools.
- Lift out the sink and store ready for removal to skips.
- Locate the fixings holding the worktops in place and unscrew.
- Two men will then lift the worktop away and cut into manageable sizes using a reciprocating saw ready for removal to the skip.

Removal of kitchen appliances

- All kitchen equipment will be assessed prior to movement, and where necessary dismantled and reduced down into manageable sizes using appropriate hand tools and reciprocating saws.
- All waste will be removed to the designated skip using lifting aids such as wheelbarrows or receptacles.
- A spill kit will be present to ensure any remaining oils within the equipment is cleaned prior to any movements.

Timber / tiled boxing in

- Where tiles are present remove them utilising a hammer and bolster chisel.
- Start from the edge or corner. Insert the pry bar or flat end of a hammer between the wall and the timber boxing and pry the panels off the frame or wall. Insert a timber sheet between the wall and boxing in to avoid damaging the adjacent surface.
- For large sections of boxing cut the panels into smaller manageable sections using a reciprocating saw.
- To remove the framing locate screws and remove using a drill driver.
- If the drill driver is not an option use a pry bar to remove from the fixed wall.
- Remove all waste to the skip.

Safe use of controlled drop zone

Waste generated throughout the works on the first floor will exit the building via the controlled drop zone.

- The external ground floor landing area will have a line of Heras fencing forming an exclusion zone to be lined with debris netting and signage.
- Only one loading zone must be used at any time.
- Banksmen will be positioned at the top and bottom of the drop zone at safe distances outside of the exclusion / drop zone communicating via two-way radios at all times.
- When the drop zone is in use banksmen will communicate through two-way radios ensuring all safety measures are in place and the relevant signage showing a green circle 'drop zone open' is visible at the loading point and signage showing a red circle 'drop zone closed' at the landing zone.
- Materials are not to be dropped without the appointed banksmen in position and authorised to do so.
- When the drop zone is closed for dropping, the appointed banksmen will communicate to all personnel and secure the loading zone using Heras fencing and position the 'drop zone closed sign'
- Once communicated that the loading zone has been closed via two-way radios the landing banksmen will open the landing zone and empty the drop zone with excavator and bobcats.
- Avoid dropping large or heavy debris in one go, break materials into small pieces.
- Banksmen will regularly inspect the drop zone and clear them once communicated safe to do so.
- Dust suppression to be always used both at the bottom and top to reduce airborne dust.
- **KEY NOTE:** Only drop materials if the dropzone has been communicated open, safe to do so and has a green circle applied and in small amounts. Any loose clothing or potential snags to be removed.

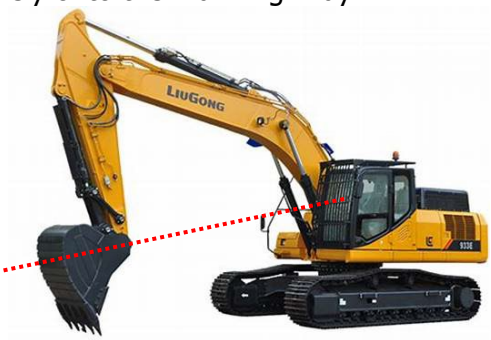


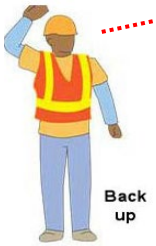
Safe loading of waste and scrap materials

- During the demolition works, all waste materials will be segregated into the correct locations.
- All materials will be loaded into skips and which will be transported by a Registered Waste Carrier directly to a Registered Waste Facility with all Duty of Care Notes provided.
- On arrival of transport vehicles, the site manager will brief the driver on the various activities which are currently ongoing onsite.
- The vehicle will be directed into position by the banksman using hand signals.
- Once in position, the driver will ensure the vehicle safely secured and vehicles braking system has been locked.
- The driver will place the roll on/off skip in the specified location ready for loading.
- This procedure will be carried out throughout the loading of the entire skip or skips.
- No materials to be left protruding above the height of the skip upon completion of loading.
- Before the vehicle leaves site, the driver will ensure the load has been checked and debri sheet is over the skip before removing the skip from site.
- Skips will only be checked by accessing the skip via the permanently fixed ladder on the skip, at no point will the driver climb onto the skip.
- If any materials require adjustment, this will be done using the excavator.
- Prior to leaving site a collection note will be issued from the driver, and the site manager will sign to say the skip has been collected from site.
- A record of this collection note will be retained and kept within the site file for record purposes.

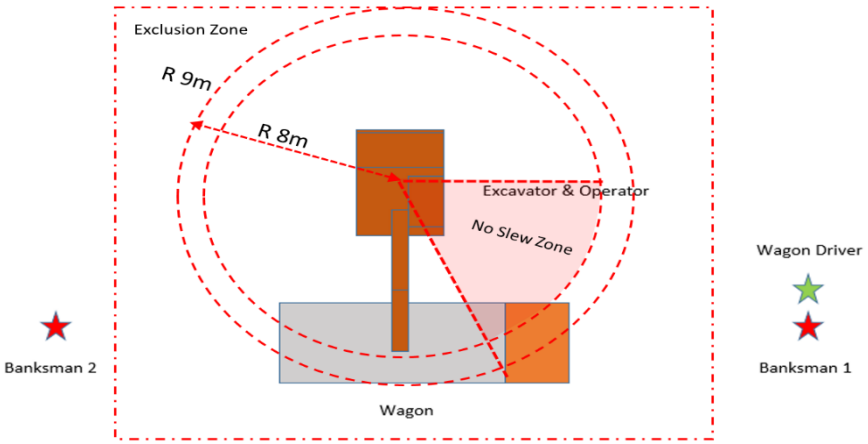
The banksman will direct the vehicle from the site and safely onto the main highway.







BANKSMAN - MUST BE POSITIONED AWAY AND PREVENT OTHERS FROM ACCESS AROUND THE LOADING OPERATION AND HAVE A VISUAL LINE OF SITE WITH THE OPERATORS.



Key health and safety duties

Maintain high standards of housekeeping at all times.

Supervision:
Must ensure that all tasks are undertaken safely, carry out task briefings, manual handling assessment, ensure permits are in place, monitor noise and HAVS and coordinate all works. The works should not impact on live/temp services, but operatives must be aware of their possible presence.

Access and egress:
Access and egress into site will be established daily. Work areas clearly demarcated and segregated using heras fencing with provision of safety warning signs. Unauthorised access must be restricted at all times.

Power:
Handheld power tool batteries to be charged within the designated units. 110V powered tools to be inspected prior to every use for defects/damage and recorded. Power will be via a generator.

Tools and equipment:
The site team must ensure tools and equipment are contained, checked and monitored at all times and kept safe from others in lockable containers.

WELFARE	**ARE WELFARE FACILITES AVAILABLE FOR USE ON SITE:**	**YES:**	X	**NO:**	
	WILL ADDITIONAL WELFARE FACILITIES BE REQUIRED ON SITE:	**YES:**		**NO:**	X
	IF REQUIRED, WHO WILL SUPPLY THE WELFARE FACILITIES:	HSG			

ISOLATION	**STATE ANY SPECIFIC ISOLATION REQUIREMENTS FOR THE WORKS:**	Isolated Certification to be Provided
	WHO WILL BE RESPONSIBLE FOR CARRYING OUT THE ISOLATION WORKS:	Kier Property

ACCESS	**STATE ACCESS EQUIPMENT TO BE USED & WORKING HEIGHT ETC. (IF ANY):**	Delta deck / access podium/ MEWPS/ aluminum tower scaffolds
	IF STEPLADDERS ARE TO BE USED PLEASE STATE A DETAILED JUSTIFICATION FOR USING THEM:	None Required
	IF A PURPOSE BUILT SCAFFOLD IS TO BE ERECTED PLEASE STATE THE CONTRACTOR:	HSG

POWER/WATER/ LIGHTING	**POWER SUPPLY:**	HSG
	WATER SUPPLY:	Stand pipe / council
	LIGHTING:	Hookstone group Ltd
SITE ACCESS	**SITE ENTRANCE:**	As per site induction
	SITE	Electrium Sharston Road M22 4RA

EMERGENCY PROCEDURES	**EVACUATION MEETING POINT**	As per Induction
	EMERGENCY PROCEDURES	Stop Work immediately. Raise Alarm

NEAREST A&E HOSPITAL		
	ADDRESS	Wythenshawe Hospital M23 9LT



Wythenshawe Hospital

mft.nhs.uk

University Hospital Of South Manchester, Southmoor Road, Manchester M23 9LT · 40 mi

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Directions

Appointments

ACCEPTANCE OF THE PLAN OF WORK	DATE	NAME	SIGNATURE	COMMENTS

ACCEPTANCE OF THE PLAN OF WORK	DATE	NAME	SIGNATURE	COMMENTS

Site supervisors have authorization to amend the plan of work / sketch plan but must contact the office to discuss alterations prior to amendments being carried out.

VARIATIONS TO PROCEDURE		
	CURRENT VERSION & DATE OF COMPANY PROCEDURES:	V1 - 2022
	STANDARD PROCEDURE, VERSION & REFERENCE:	**DETAILS OF VARIATION FROM STANDARD PROCEDURES IN RESPECT OF THIS JOB:**

REVISIONS			
DATE	**REVISION NO**	**REVISION**	**INITIALS**