DEMOLITION PLAN OF WORKS

College View, Moss Lane East.

Site Address

College View, 410-418 Moss Lane East

Manchester

M14 4PQ



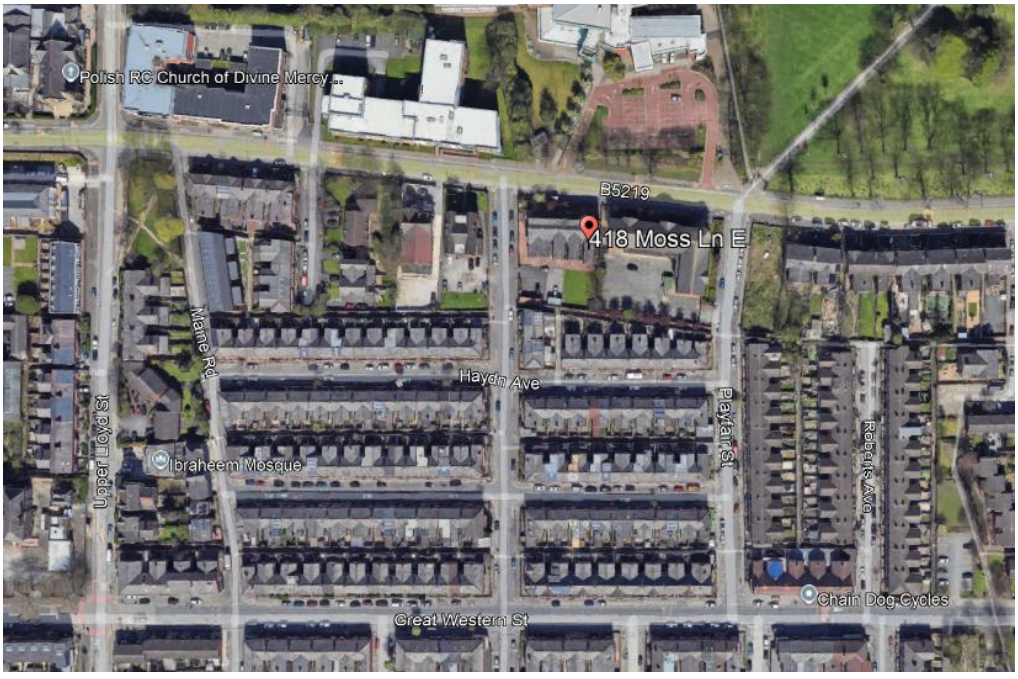
DISCLAIMER

This method statement is produced as part of the Collins Demolition Ltd Safe System of Works and is intended to be used as a guide only for the Health & Safety of Collins Demolition Ltd site operatives, visitors and adjacent occupiers of the site in question, so far as can be reasonably expected with the actual knowledge and information available to Collins Demolition Ltd at the time of issue of this document. As such no reliance should be placed (and Collins Demolition Ltd accepts no responsibility whatsoever for the consequences of such reliance) on this method statement by any person in any contractual arrangement. This does not affect the statutory rights of any party contracting with Collins Demolition Ltd under general health & safety law.

DEMOLITION PLAN DETAILS:

PROJECT NAME & NO:	College View, Moss Lane, East	**PROJECT ORIGINATOR:**	Chris Lythgoe
PROJECT ADDRESS:	College View, 410-418 Moss Lane East, Manchester, **M14 4PQ**		
CLIENT:	inn8v DEVELOPMENT SOLUTIONS		
METHOD STATEMENT NO:	CDL306MS	**REVISION NO:**	003
ANTICIPATED START DATE:	14-04-2025	**ANTICIPATED DURATION:**	10 Weeks
SITE WORKING HOURS:	08:00 - 18:00 hours M-F 08:00 - 13.00 hours Saturday.		

SITE LOCATION:



HOLD POINT: The Method Statement and Risk Assessment provided reflect the works and methods to be used on site and cover the hazards associated with these works.

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

TITLE:	ACTION:	DATE:	SIGNATURE:
HSEQ Technician – Cohan Wildgoose	Prepared	10-03-2025	[redacted]
Contracts Manager – Dave Murphy	Reviewed		[redacted]
Site Manager	Reviewed		
Client – Innov8	Reviewed		
Operations Manager – Iain Bateman	Reviewed	12-03-2025	[redacted]

AMENDMENT HISTORY

Rev No.	Date	Remarks	Page No	Amended By
001	10-03-2025	Initial Formation of Document	All	CJW
002	19-03-2025	Client specific amendments to the document. Wording alterations and information.	Specific	CJW
003	31-03-2025	Planning Consultants required changes and adaptations.	Specific	CJW

Collins Contact List			
Name	**Email**	**Title**	**Contact Number**
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		Site Manager	

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APPENDIX 1 – INTRODUCTION

1.1 Objectives of the Demolition Plan

This Demolition Method Statement has been prepared for the mechanical demolition of the former 418 Moss Ln East.

The demolition and reclamation works shall be undertaken in accordance with the following legislation and approved codes of practise;

- Construction (Design and Management) Regulations
- BS 6187 Code of Practice for both Full and Partial Demolition
- Health and Safety at Work Act
- The Management of Health and Safety at Work Regulations
- Workplace (Health, Safety and Welfare) Regulations
- PUWER Regulations
- COSHH Regulations
- LOLER Regulations
- HSG (47) Avoiding Danger from Underground Services;
- Control of Pollution Act
- Environmental Protection Act
- Wildlife and Countryside Act

Drop Zones / Safety Zones

Demolition Safety Zones will be formed in accordance with BS6187, these will be relevant for the task and suitable and sufficient warning signage displayed.

In addition to the above, the Collins Group operates an Internal Management System that conforms to the requirements of:

- **BS EN ISO 9001**
- **BS EN ISO 14001**
- **BS EN ISO 45001**

This Demolition Plan has been developed from the Pre-construction information provided by the Client for the demolition phase of the project.

The purpose of the Demolition Plan is to provide the Client, Contractors and Employees with information relating to the project and to give details of our organisation and arrangement procedures for the management and prevention of safety, health, and environmental risks which are known to exist, or which may be encountered, throughout the demolition phase of the works.

This Plan is intended to provide focus for the management and co-ordination of safety, health, and environmental issues. The Plan will be reviewed for its effectiveness by Collins Contract Manager, Site Managers and HSEQ Department as and when any changes, alterations, or unforeseen circumstances are identified.

All persons working on or visiting the site will be briefed and/or made aware of the availability of this Demolition Plan and its contents.

1.2 Summary of Project Information	
Project Name	College View, Moss Lane, East
Project Address	College View, 410-418 Moss Lane East, Manchester, M14 4PQ
CDM Duty Holders	Principal Contractor – **INNOV8** Demolition Contractor – **Collins Demolition Ltd**
Description and Scope of Works	This document covers the demolition of 418 Moss Ln. The demolition scope consists of: • Complete removal of all mechanical and electrical (M&E) systems within the building. • Demolition and internal strip-out of all furnishings, internal stud walls, and doors. • Demolition of all external structures. • Full demolition of the main building. • Removal and breakout of the concrete slab to a depth of up to 1.5 meters. All the above scope to be subject to agreed program of works and BOQ.
Surrounding Area / 3rd Parties	The area immediately surrounding the project site comprises a diverse mix of commercial and residential properties, including business establishments and private dwellings. Collins Demolition is committed to minimising any potential impact on the surrounding community and environment throughout the duration of the demolition process.
Existing Services	All service isolations and disconnections will be completed and verified by the relevant utility providers prior to the commencement of any demolition activities. Confirmation of these isolations and disconnections will be provided to Collins Demolition to ensure a safe and controlled working environment.
Asbestos Survey	Survey to be provided and documented into the Demolition Plan. Section 1.7
Known Traffic Restrictions / routes to site.	There are no known traffic restrictions to site. It is expected that any larger vehicle movements will be scheduled to avoid the peak hours of **07:30- 09:30 and 16:30-18:30**
Parking on Site	Parking will be signed and signalled. A designated area will be appointed for parking of vehicles. As seen in the Traffic Management Plan.

1.3 Photographs of Site and Buildings to be Demolished



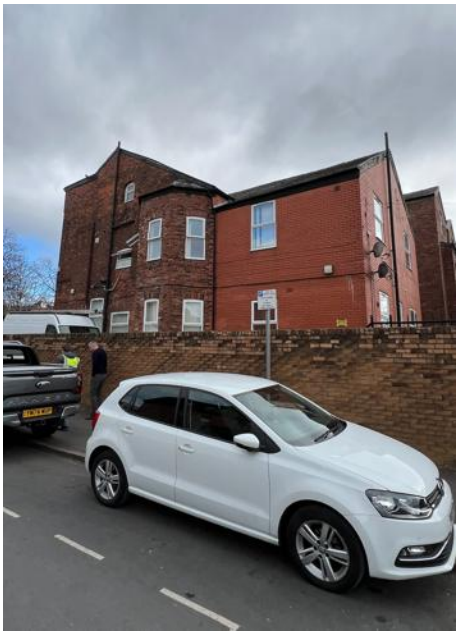


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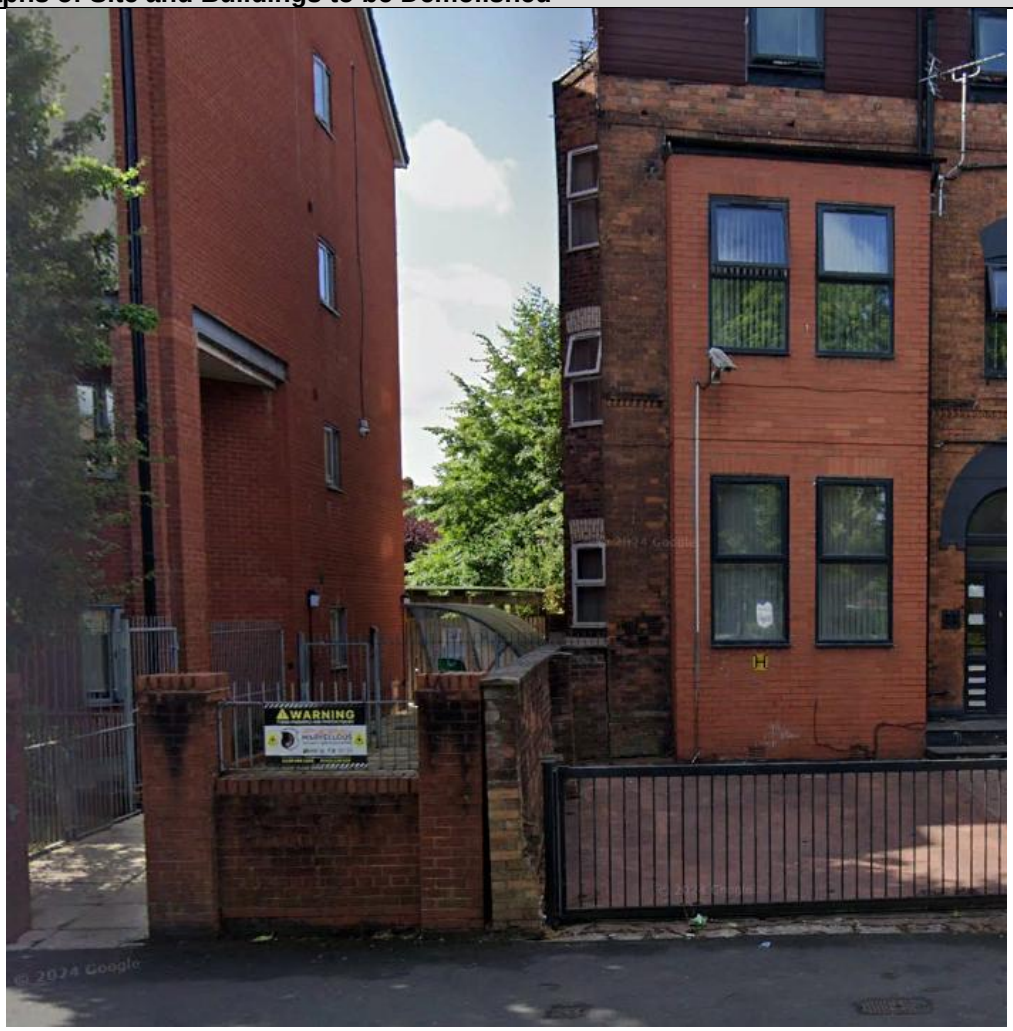








1.3 Photographs of Site and Buildings to be Demolished

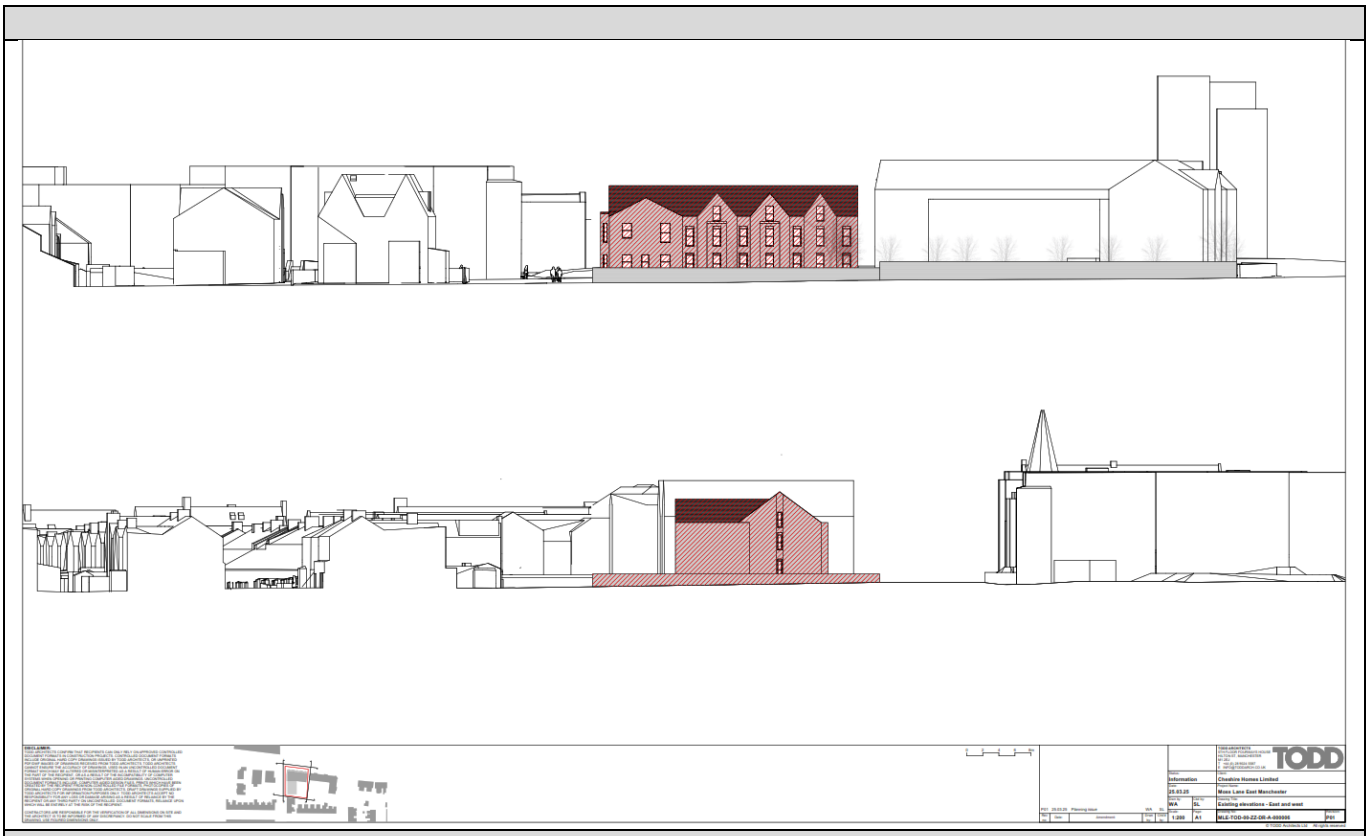


As outlined in the section above, Collins Demolition must ensure that scaffolding is erected to safeguard the neighbouring tenant's massage and smoking shelter.
A verified subcontractor will be responsible for erecting the scaffolding in accordance with the required specifications and quality standards.





North and South Elevations



East and West Elevation

1.4 Exclusion Zones

Area	Description	Machine	High reach	Explosive
Plan Area	The area of the structure or part of the structure that is to be demolished and is the subject of the assessment	**Red Zone**	**Red Zone**	**Red Zone** During Demolition **Amber Zone** During preparation and charging
Designed Drop Area	The immediate hazard area where the principal mass of the collapsing structure is planned to drop. Also included in this area is the plan.	**Red Zone**	**Red Zone**	**Red Zone**
Predicted Debris Area	The perimeter of this second hazard area is the predicted limit or extent to which any debris from, the structure being demolished will travel and come to rest.	**Red Zone**	**Amber Zone** **A**ccess for machine Driver ONLY	**Red Zone**
Buffer Area	A hazard area that is planned to allow for any unpredictable events. People beyond the external perimeter of this area (the theoretical boundary of exclusion zones) are safe from the immediate effects of the demolition activities.	**Amber Zone** Access for machine driver, banksman, sentry, supervisor and water suppression only.	**Amber Zone** Access for banksman, sentry, supervisor and water suppression only.	**Amber Zone** Access for shot firer and spotters only.



KEY

Red Zone

Amber Zone

Green Zone

CLIENT

inn8v DEVELOPMENT SOLUTIONS

DATE OF ISSUE
10-03-2025

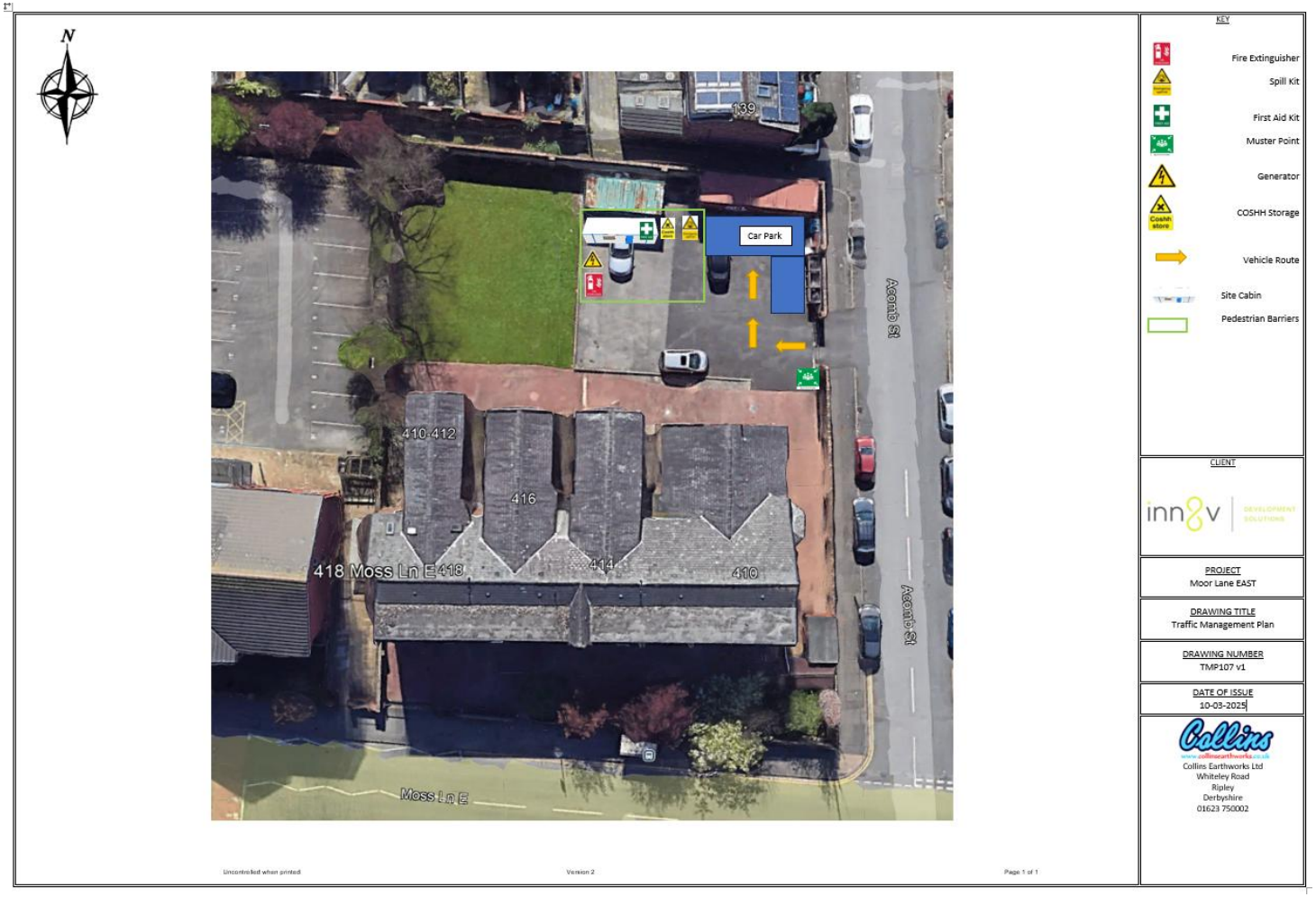
DRAWING TITLE
Exclusion Zones

DRAWING NUMBER
EX1

PROJECT
Moor East Ln

Collins
www.collinsearthworks.co.uk
Collins Earthworks Ltd
Whiteley Road
Ripley
Derbyshire
01623 750002

Traffic Management Route



1.5 R&D Survey Report (Insert Relevant Details / Link to Report)

Survey to follow.



HOLD POINT: The Survey Document has been reviewed and comprehended by Management.

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

2.1 Welfare Facilities / Arrangements

Welfare arrangements will be provided in compliance with the Construction (Design and Management) Regulations 2015.

Suitable and sufficient rest facilities will be provided by the principal contractor and located in the compound area. The rest area(s) provided will be of sufficient size, and have sufficient seats with backrests and tables, to accommodate for the number of workers likely to use them at any one time.

The Site Manager is to ensure that the designated area is not utilised for the storage of construction materials, as the risk of cross contamination of food may occur. An adequate supply of wholesome drinking water, with suitable cups will be provided, along with means of heating water (kettle), and means of heating food (microwave) for construction personnel.

FACILITY	PROVIDED BY COLLINS	PROVIDED BY CLIENT / OTHER	FREQUENCY TO BE CLEANED / CHECKED
Canteen			
Changing Rooms			
Drying Rooms			
Toilets			
Hot / Cold Water			

2.2 Access / Egress Arrangements

Access and Egress to site is to be accessed off Acomb St. Operatives are to turn let or right off Moss Ln East. The building structure to the left.



Operatives are to follow the What3Words provided:

///nets.pints.arts



2.3 TMP/ Pedestrian Routes Plan

This will progress as the project develops. Access and Egress to site is to be accessed off Acomb St. Operatives are to turn let or right off Moss Ln East. The building structure to the left.

2.4 Fire / First Aid / Emergency Arrangements

The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.

This site will have a dedicated First Aider(s) and Fire Warden.

Adequate first aid facilities will be available on site:

- 20-person first aid kit
- Eye Wash station
- Burns Kit

Adequate firefighting facilities will be available on site:

- Fire Blanket
- Extinguishers: Foam/powder in the refueling area. All other fire points and extinguishers are required to be supplied and managed by the principal contractor.

A site emergency can be one or more of the following: fire, accident, bomb threat or any other incident deemed an emergency by management.

In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.

In the event of any of the emergency services being required to attend site, the Site Manager must make available the layout of the building with current fire escape routes and details of any flammable chemicals stored on site.

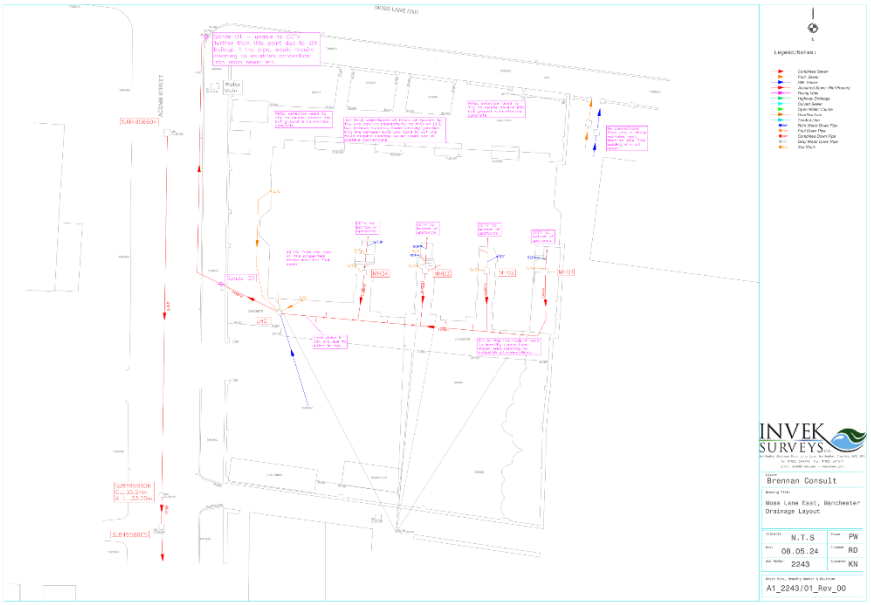
Maintain clear access for emergency personnel.

Emergency contacts and details will be posted on the Site Safety Notice Board.

A designated Site Fire Warden will be responsible for carrying out a Fire Risk Assessment and monitor the site for compliance on an ongoing basis.

2.5 Existing Underground Services Information Pack (HSG47)

Original copies will be accessible on site by ALL operatives and Management upon request.

Service / Provider	Information Services and Notes on Services
Electricity	All Service drawings and surveys to be provided to Collins Demolition Ltd. No demolition activities are to commence until all Services have been purged/ or isolated. Certification to be included within Permit prior to works commencing.
Water	All Service drawings and surveys to be provided to Collins Demolition Ltd. No demolition activities are to commence until all Services have been purged/ or isolated. Certification to be included within Permit prior to works commencing.
Gas	All Service drawings and surveys to be provided to Collins Demolition Ltd. No demolition activities are to commence until all Services have been purged/ or isolated. Certification to be included within Permit prior to works commencing.
Cable TV	
Drainage	
Other	

Drawings and/or information referenced in the above will be available for inspection on request within the site offices.

The drawings are issued as part of the Pre-construction information by the Client to Principal Contractor. The information is then issued to the principal contractor for record.

The location of existing services will initially be determined from the Client's site records and statutory authority records which form part of the Pre-construction information. However, in accordance with our HSEQ

procedures, we will carry out a survey using tracing equipment to determine and mark the location of any underground (and / or exposed) services before carrying out any excavation works. Prior to starting any machine excavation, hand excavations will be carried out to expose existing services, where necessary.

All 'break ground works' will be carried out under a Collins Permit to Dig / Break Ground and in accordance with HSG 47 "Avoiding Danger from Underground Services", together with the requirements of the current "New Roads and Street Works Act" (where applicable).

Copies of all permits will be retained by Collins in the Site File.



HOLD POINT: All services disconnections have been carried out and documented/visual evidence of this has been received. Works are not to continue until this hold point is closed off.



HOLD POINT: Internal building services to be tested by tracing equipment prior to commencement of strip out works.

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

2.6 Existing Overhead Power Lines Information Pack (OHPL GS6)

Service / Provider	Information Services and Notes on Services
Electricity	
Telecommunications	
Other	

Drawings and/or information referenced in the above are available for inspection on request within the site offices.

Before carrying out any physical works, all overhead services will be highlighted and protected. All work will be carried out in accordance with GS6 “Avoiding Danger from Overhead Power Lines” and under a Collins Permit to Work form.

2.7 Plant / Machinery

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

All operation certification for plant equipment and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations & Lifting Regulations, copies of the certification and current weekly inspections will be held in the Site Safety Records folder.

All mechanical plant must be in good working order in accordance with the **PUWER** Regulations.

Daily inspections must be carried out by the operator and recorded on the daily inspection check sheets, which must be available for inspection with the equipment.

All defects must be reported to the site manager immediately and plant with ‘safety-critical’ defects to be taken out of service.

Reversing is to be always kept to an absolute minimum. If reversing can’t be avoided a vehicle marshal or banks person may be required.

Thumbs up initiative to be followed.

Only approved routes to be utilised.

2.8 Housekeeping

It will be important to ensure that work areas are kept clear and are kept in a tidy condition.

Planning will take place to ensure access routes stay clear.

There will be briefings at the beginning of the shift to explain to operatives what materials will be used and where they are located. Any unused materials will be cleared away at the end of the shift.

The site supervisor will ensure that the work areas are left in tidy state. Random site inspections will be carried out regularly by other members of the project team.

When possible, tools, plants and materials will be removed from the work area at the end of the shift and the work areas will be secured.

Routes will be kept clear for deliveries, material disposal or movement all throughout the shift.

2.9 Security

- Site security and exclusion of unauthorised people - we will ensure that no unauthorised persons can enter any part of the demolition site works.
- The principal contractor are to ensure site perimeter fencing is in place and adequately secured.
- This will be undertaken with signage identifying the project site as a construction site with a 2-metre-high HERAS.
- The signage will incorporate the company logo, the required minimum PPE, emergency contact details and the prohibition of unauthorised persons and contact details.

2.10 PPE

Collins will ensure that personal protective equipment is supplied and used by all its employees whilst at work.

Collins will make sure that the risks are properly assessed before use to ensure it is suitable, it is maintained and stored properly.

PPE is provided with instruction on how to use if safely and is used correctly by employees which will be achieved through employee training.

Collins will be implementing 5-point PPE as a minimum standard on site. Other Task Specific PPE may be required as identified within risk assessment:

Item	Standard	Replacement Period	Inspection Requirements
Safety Footwear	BS EN 20345	Condemned	Prior to use each day
Safety Helmet	BS EN 397	5 years, or following impact, or when condemned	Prior to use each day
High Visibility Waistcoat (Hi-Viz)	BS EN 471	Condemned	Prior to use each day
Eye Protection (LEP) – safety glasses	EN 166 Appropriate to the task	Condemned	Prior to use each day
Gloves suitable for the activity, considering dexterity and level of protection.	BS 1651	Condemned	Prior to use each day
Dust Mask suitable for the activity, considering the level of protection required.	BS EN 149 FFP3	As and when required	Prior to use each day

2.11 Training

- Collins Site Manager (CCDO Black Card)
- Collins Supervisor (CCDO Gold Card)
- Labourers CCDO Green Card
- The site management team will ensure that all Collins employees understand the contents of this Method Statement and associated Risk Assessments with a signed briefing register to confirm this.
- All operatives are to be trained and be competent for their duty.

All operatives must undertake a site induction prior to commencing works and subsequently briefed on work specific risk assessments and method of works.

Only trained and competent personnel to operate plant and machinery.

CPCS cards or NPORS with CSCS accreditation for all plant operators.

A fully trained First Aider to be always present on site.

2.12 Permits

The principal contractor are to provide a 'Permits", to any Sub contractors' supervisors these include, break ground, hot works, permits to enter.

The principal contractor are responsible for investigating and marking up any services traversing and/or relevant to the site. When been issued a permit a representative of the principal contractor is to walk the area with the Collins site manager highlighting key points of the permit. Permit to break ground must consist of a service drawing.

Collins Site manager will request a copy of the utility survey report for reference.

All operatives working in the area are to be briefed on the permit, sign up to it and retain a copy of the permit in their cab.

Collins Site Manager will ensure that NO works will commence until they have obtained signatures from all operatives undertaking the works.

The principal contractor will issue a permit to work and if required hot works permit will be used on this project, a 1-hour fire watch will be in place after any hot works have been completed.

APPENDIX 3 – ENVIRONMENTAL CONSIDERATIONS

3.1 Waste and Material Management

All waste will be managed in accordance with the principles of waste hierarchy.

Where possible, materials will be reused or recycled.

No waste will be allowed to leave site until a Waste Transfer Note, or a Consignment Note for Hazardous Waste has been completed.

Waste will be segregated where possible, skips will be provided by the principal contractor.

All waste movements to be pre-agreed with Principal Contractor.

3.2 Asbestos Management

On discovery or disturbance of ACM's or any other suspicious material, the following procedure must be followed:

- Stop work.
- Inform others locally not to further disturb the material.
- Where appropriate, seal and cordon off the area and post appropriate warning signage.
- Where appropriate, follow decontamination procedures as per the emergency procedures in the plan of work.

- Inform the senior person on site who will assess the situation and call for advice and assistance where appropriate.
- Do not return to task until the area is given the all clear and you are instructed to do so.

The work area must be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature and appropriate remedial action is taken.

All work must be carried out in accordance with the Control of Asbestos Regulations and may require a licensed contractor to undertake it.

3.3 Dust Management

DUST CONTROL / PREVENTION (NON-ASBESTOS DUST)

The creation of dust on this site needs to be kept to an absolute minimum. This has been taken into consideration and we are to adopt a dust suppressive method of demolition. The main objectives are to both minimise the production of dust by controlled demolition methods and suppress any dust that is generated at source. All these points have been considered and counter measures are to be implemented as highlighted be-low.

- By using sympathetic demolition / dismantling technique
- Water / Atomizer suppression.

3.4 Noise Management

Plant and equipment cabs designed to minimise the amount of noise exposure to the operator.

The principal contractor is responsible for identifying local noise-sensitive properties and supply them with advance warning including a contact number for registering complaints during works.

The principal contractor is responsible for assessment potential noise impacts and select noise control measures in accordance with British Standard BS5228 and the technical advice above.

3.5 Hand Arm Vibration Management

- Hand arm vibration syndrome is a widespread industrial disease affecting many workers. The most common form of Hand Arm vibration Syndrome is Vibration White Finger.
- HAV assessment will be carried out prior to use of the equipment and a register of use documented.
- Where possible, to avoid exposure to HAV, mechanical means will be adopted.
- If during your work you use handheld power tools or other sources of vibration, then you may develop the condition.
- Works will be carried out using low vibration output. Equipment will be checked for good condition. Exposure will be reduced by task sharing to minimize individual exposure. Anti-vibration gloves will be provided for additional protection. Toolbox talks will be carried out to ensure all personnel are aware of the need for protection and prevention of exposure.

3.6 Emissions

All our plant and vehicles are low emission equipment with tier 4-6 power plants. The use of AdBlue (a solution of Water (H_2O) and Urea (CH_4N_2O)) helps reduce our emissions by breaking down the harmful mono-nitrogen oxides (NO_x) in the diesel exhausts.

Good working practice of turning off machinery when not in use combined with smart technology designed to improve fuel efficiency built into the Volvo Excavators helps to reduce the carbon emissions produced on site by preventing excessive combustion of fuel whilst the plant is not in use**.**

3.7 Pollution Incident Management

The following sets should be carried out when suspected contamination is found:

- All site works at the position of the suspected contamination should stop.
- Site Personnel to inform the Site Manager.
- Visual observations of the condition of the ground and the extent of contamination should be made and notification shall be given to the principal contractor.
- If the contamination is likely to affect controlled waters the Environment Agency shall be informed.
- Investigation works shall commence to recover samples for testing and, using visual observations of the condition of the ground, delineate the area over which contaminated materials are present.
- Should it be deemed appropriate, the affected material may be excavated and placed in a stockpile on a quarantine area.
- A photographic recorded should also be made of relevant observations.

3.8 COSHH Arrangements

COSHH store on site

COSHH Assessments for site:

COSHH 003 Brick and Block
COSHH 005 Crushed Concrete
COSHH 008 DIESEL
COSHH 011 Mobil Super 2000 X2 10W-10
COSHH 012 Petrol
COSHH 013 Aspen 2-Stroke Control
COSHH 014 Compressed Air
COSHH 018 Antifreeze Concentrate
COSHH 019 EP2 Grease
COSHH 020 Clean AirBlue AdBlue Urea Solution
COSHH 024 Comma All Seasons Screenwash
COSHH 028 Rockwool Insulation
COSHH 029 Gyproc Wallboard
COSHH 030 Continuous Filament Glass Fibre
COSHH 031 CAT ELC
COSHH 032 VCS Ready Mixed Mix 40 60
COSHH 033 Hydraulic Oil Volvo
COSHH 034 Part Synthetic Engineer Oil VDS-4 10W

3.9 Oxy-Propane / LPG Cylinder Storage

Not Applicable for this phase of works.

APPENDIX 4 – EMERGENCY ARRANGEMENTS

Manchester Royal Infirmary

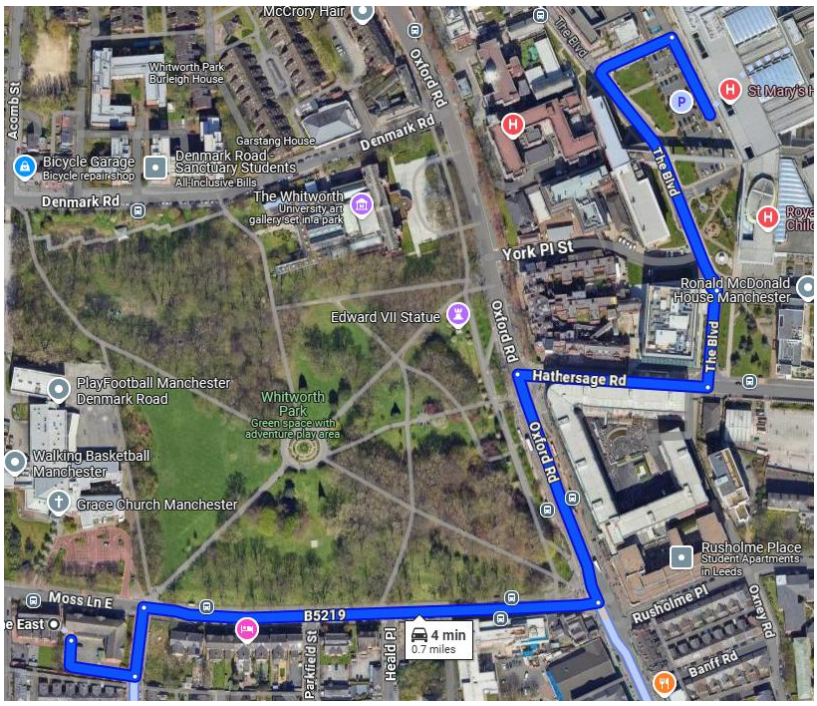
Oxford Road, Manchester, Greater Manchester M13 9WL

Tel: 0161 276 1234

418 Moss Ln E
Manchester M14 4PQ

- Continue to Moss Ln E/B5219
  34 sec (377 ft)
- Head south towards Playfair St
  213 ft
- Turn left onto Playfair St
  164 ft
- Continue on Moss Ln E/B5219 to Hathersage Rd
  2 min (0.3 mi)
- Turn right onto Moss Ln E/B5219
  0.2 mi
- Turn left onto Oxford Rd/Wilmslow Rd/B5117
  0.1 mi
- Continue on Hathersage Rd to your destination
  2 min (0.3 mi)
- Turn right onto Hathersage Rd
  443 ft
- Turn left onto The Blvd
  226 ft
- At the roundabout, take the 1st exit and stay on The Blvd
  0.1 mi
- Turn right
  Destination will be on the left
  200 ft

Manchester Royal Infirmary
Oxford Rd, Manchester M13 9WL



4.2 Accident Reporting Procedure

All accidents, incidents, near misses and close calls are to be reported to Collins Site Management team immediately following the occurrence.

The details will be required to be documented on MY Compliance and reported to the Collins HSEQ Department.

4.3 Fire Plan

Collins Demolition will adhere to the requirements of the Principal Contractor.

This will be communicated at the PC Site Induction.

In the event of a Fire, follow the Site Emergency Plan as per your site induction.

Emergency Plans and Fire Marshall/Warden details will be on display in the office / canteen notice boards.

Fire Extinguishers (|CO2. Powder, Foam) will be located in locations as identified within the Fire Plan (compound area, welfare cabins, refuelling areas).

If you are unsure ASK.

4.4 Fire Risk Assessment

Collins Demolition will adhere to the requirements of the Fire Plan

This will be communicated at the Site Induction.

In conjunction with section 4.3 Fire Plan, a site-specific Fire Risk Assessment will be completed by a competent person at the point of works following mobilisation. This will take into account the compound area, welfare cabins, refuelling area and the location of the works.

4.5 Evacuation Procedure

All to proceed to Muster Point designated by PC.

Communication - The details of the site evacuation procedure will be briefed out in the site induction. Emergency Plans and details of Fire Marshalls will be displayed on notice boards within the site welfare area.

4.6 First Aid Arrangements

Collins arrangements initially.

First Aid Facilities will be identified in the site induction and with green first aid stickers fixed to the safety helmets. First Aiders Poster with contact details will be displayed within the site welfare area.

Collins Site First Aiders; **Site Management**

4.7 Emergency Contact Details		
Accidents & Incidents reported immediately to		Accidents must be reported immediately to Site Management, who will follow the established procedure by notifying the HSEQ Department. The HSEQ Department will then initiate an investigation.
Site Medical Emergency Arrangements		Collins to adhere to Arrangements set out by Principal Contractor
Site Accident & Emergency Arrangements		**Manchester Royal Infirmary** Oxford Road, Manchester, Greater Manchester M13 9WL Tel: 0161 276 1234
First Aiders	1. Appointed Site Management	
Site Fire Emergency Arrangements		Manchester Central Community Fire Station, Thompson St, Manchester M4 5FP
Fire Wardens	1.Appointed Site Management	
Site Environmental Emergency Arrangements		Collins to adhere to Arrangements set out by Principal Contractor

4.8 Supervision and Works Management

The Collins Site Manager will hold a CCDO Black Card.

The Collins Supervisor will hold a CCDO Gold Card.

The site management team will ensure that all Collins employees understand the contents of this Method Statement and associated Risk Assessments with a signed briefing register to confirm this.

APPENDIX 5 – Working Methodology

Logistic Plan

Collins Demolition will assess the site and implement emergency procedures including access and egress, Fire plans, muster points and First aid provisions. All contractors including subcontractors will be briefed on the above during the principal contractor site inductions. All areas where asbestos has been identified on the demolition and refurbishment survey will also so be briefed to contractors and subcontractors during the principal contractor site induction. The areas where the asbestos is present will be visibly highlighted with signage. Walkways with fitted temporary lighting where needed will be implemented and monitored during demolition works.

Deliveries will be managed to run with the progress of works so that the storage is kept to a minimum. In the later phases of the project, to preserve travel areas within the site, deliveries will be phased to reduce the number of vehicles unloading at any given time. With the demarcation of a holding area of the site boundary. Collins site manager will arrange for all heavy plant and equipment to be delivered out of peak times and that the need for vehicles to reverse will be eliminated where practicable. All unloading will be conducted in an agreed area and restricted to essential personnel. All smaller deliveries will be allocated a delivery slot and will be met by one of Collins Demolition's banksman, who will assist in all unloading of deliveries to site.

Working Methods

Installation of Heras Style Fencing

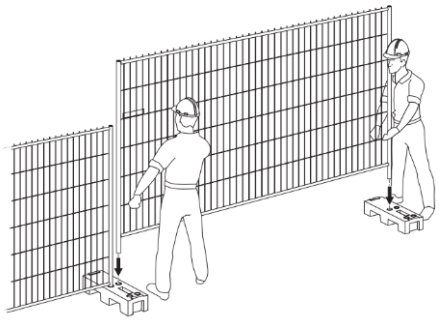
Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
✓	✓	✓	✓	✓	✗	✗	✗	✗	✗

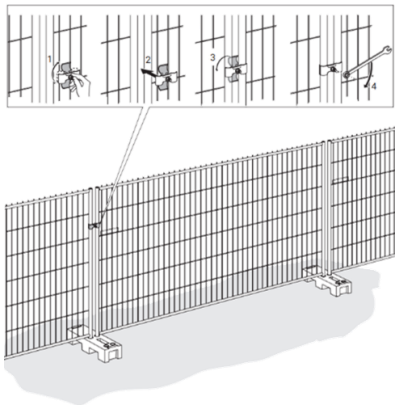
HOLD POINT: Fencing is to be erected in line with the manufacturers design and guidance

1. The fencing blocks and panels will be delivered to site by the hire company and unloaded in the designated area within the site compound.

HOLD POINT: Where practicable Manual handling aids are to be utilised in the process, all equipment is to be delivered as close to the work area as possible to reduce manual handling. Where this can not be done the task is to be assessed by the individuals and a team lift carried out following their manual handling training.

2. The fencing blocks (feet) will be manually lifted in to position by a labourer.
3. Once the feet have been positioned in the approximate position each fence panel will be moved into position by two staff members lifting one panel at a time together.
4. The fence panels will then be secured to each other with two fencing clips.
5. The Fencing is to be regularly inspected by the site's temporary works supervisor and a record kept of this on the "Temporary works inspection sheet for heras style fencing" located within the Collins Demolition Site File.





Disassembly of 'HERAS' Style Fencing

1. The disassembly of the 'HERAS' style fencing will be done in the reverse manner of the erection.
2. Operatives will begin by undoing the fencing clips attaching the panels. These are to be collected in a bucket or bag to ensure that they're all kept together and preventing loose clips becoming a trip hazard
3. Following the removal of the clips two operatives will begin to lift the panels out of the fencing blocks. With an operative of each end of the panel they will lift and transport the panel to the designated storage location of site.

Manual Strip Out

HOLD POINT: Confirmation a secondary check has been carried out to confirm services disconnections have been completed and documented/visual evidence of this has been received. Works are not to continue until this hold point is closed off.

Site Manager Name	Signature	Date

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388 – Cut Level F, Puncture 4+)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
✓	✓	✓	✓	✓	When operating powered hand tools	As required dependent on dust levels created.	✗	✗	✗

HOLD POINT: All services are to be certified and check to be cute off and isolated before works commence. The hold point on page 2 must be closed off by the site manager before works commence.

1. A ‘drop zone’ will be formed within the boundary of the site under access points and openings to be removed the removed items into the exclusion zone. Dependant on size, roll on/off skip containers will be placed into the exclusion zone. Where this is not possible skips will be located in close proximity to the exclusion zone. Signage will be affixed to the drop zone and will remain closed and locked when in use. The Site Manager will be the only person with the key.

HOLD POINT: The drop zone is to be secure and suitable for the task with appropriate demarcation

1. Access / Egress to the structure will be kept clear of debris to avoid trips and slips. Access into these areas will be controlled by the Site Manager.
2. Operatives wearing all necessary PPE and RPE will proceed to strip out the structure removing all loose fixtures, Carpets, Shelving, Doors and the like. The sections will be broken down into manageable pieces and taken to the drop zones area where the item will be thrown out into the Drop Zone.
3. This process will be undertaken using only Hand Tools which include Mattocks, Sledge Hammers, Wrecking Bars and Mutt Scrapers.
4. Access to high level will be undertaken by Podium Scaffold or Aluminium Tower Scaffolding erected following the manufactures instruction and PASMA trained operatives.

HOLD POINT: Collins Demolition prohibit the use of Ladders and Step Ladders on site.

1. Where necessary a MEWP will be deployed, again only trained operatives will use the equipment.
2. All around the working area within the building will be kept clear of debris and material generated by the Strip Out operation. Material will be kept clear of the Drop Zones internally. When not being used, the Drop Zone opening will be fenced off using HERAS type fencing or Crowd Barriers.
3. Glazing and other items that have an increase in risk to be removed manually will be left for the Demolition Excavator to remove during the demolition process.
4. The removal of M&E may involve the use of Stihl Saws PPE & RPE are being used.
5. Where a 'drop zone' is not possible to establish then the material will be taken to the awaiting skip containers, placed on the floor. Additional use of trollies, rubble carts and wheel barrows will be used when required.
6. As the material builds up in the drop zone, or by the Skip Containers the Drop Zone will be closed off and secured by the Site Manager / Site Supervisor. When closed, the Site Manager will open the Drop Zone and a Demolition Excavator deployed fitted with a Selector Grab. The Material will be sorted into relevant segregations of waste types, usually Timber, Plasterboard, Carpet and General Waste. M&E (usually ferrous and non-ferrous metals will be deposited separately).
7. The excavator working within the exclusion zone will load the relevant Roll on/off Skip Containers or Artic Bulk Trailers. Once the containers / trailers are full, the material will be taken from site and disposed of in accordance with the Control of Pollution Act.
8. Once an area has been completed the Site Manager will inspect the area and instruct any remedial work necessary. Once complete the barriers, access, tools and equipment will be removed from the buildings and the build passed over for Demolition.

Manual Removal of Furniture Fixed and Free Standing



HOLD POINT: All hand tools are to be checked for damage by the operative using. Any defects are to be reported and the hand tool removed from operation.

1. Operatives with CCDO training will be require to carry out the removal of furniture within the structure.
2. The operatives will use a combination of Mattocks and Wrecking Bars to dismantle any furniture to reduce it into manageable sizes for lifting.
3. To separate the components of furniture operatives will place the chisel head of tools into gaps between the components and pry them apart.
4. The separate components will be carried and taken to the relevant waste stockpile.



HOLD POINT: If any unidentified suspect Asbestos Containing Materials are found during the operation the works are to halt immediately.



HOLD POINT: If any structures become unstable during the operation works are to halt and the method of works reassessed.

Manual Removal of a Door

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388 – Cut Level F, Puncture 4+)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
✓	✓	✓	✓	✓	When operating powered hand tools	As required dependent on dust levels created.	✗	✗	✗

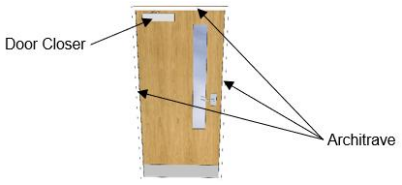
HOLD POINT: Confirm that relevant permits are in place and any disconnections/ isolations to the demolition area.

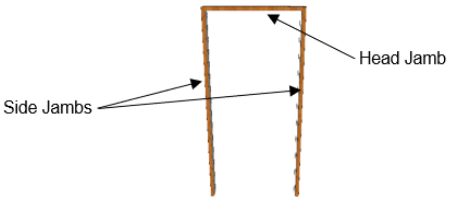
HOLD POINT: All hand tools are to be checked for damage by the operative using it before use. Andy defects are to be reported and the hand tool removed from operation.

1. Operatives with CCDO training will be require to carry out the removal of the doors and their frames.
2. The operatives will use a combination of Mattocks and Wrecking Bars to remove the doors and frames.
3. Firstly, any fittings and fixtures on the door will be removed (e.g., architraves & door closers.)

HOLD POINT: Where practicable Manual handling aids are to be utilised in the process, all equipment is to be delivered as close to the work area as possible to reduce manual handling. Where this can not be done the task is to be assessed by the individuals and a team lift carried out following their manual handling training.

4. Following the removal of any fittings the operatives will remove the door from the frame. This will be done by placing the chisel head of the tool in the gap between the door and the hinge side jamb close to the hinges and twisting it to pull the connecting components apart. This will free the door allowing it to be removed.







5. Once the door has been removed the operatives can begin removing the door frame. They will begin removal by placing the chisel head of the tool to create a gap between the one of the side jambs and the wall near the ground.
6. With a gap between the jambs and wall the tools head can be placed into the space created and twisted to separate the components. This may need to be done progressively upwards to loosen the jamb.
7. Once loose the operative can pull the jamb free from the wall.
8. Following this the other jamb will be removed in the same method.
9. The header jamb will now be removed by placing the chisel head between it and the wall and twisting to free it.



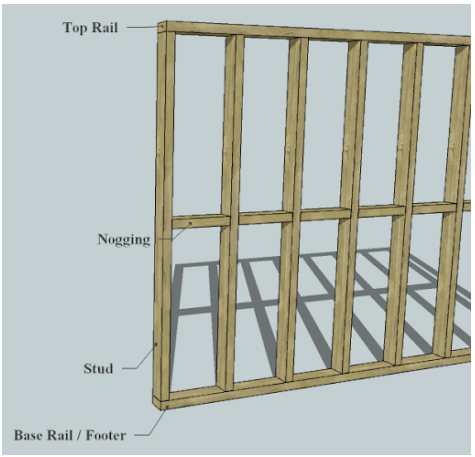
HOLD POINT: If any structures become unstable during the operation works are to halt and the method of works reassessed.
HOLD POINT: If any unidentified suspect Asbestos Containing Materials are found during the operation the works are to halt immediately.

Manual Demolition of Stud Wall

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388 – Cut Level F, Puncture 4+)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
✓	✓	✓	✓	✓	When operating powered hand tools	As required dependent on dust levels created.	✗	✓	✗

HOLD POINT: All hand tools are to be checked for damage by the operative using it before use. Andy defects are to be reported and the hand tool removed from operation.

1. Operatives with CCDO training will be require to carry out the removal of the stud walls
2. The operatives will use a combination of Mattocks and Wrecking Bars to dismantle the stud wall in reverse of how it was originally erected.
3. Firstly, any fittings and fixtures on the wall will be removed (e.g., skirting boards please refer to manual strip out section of this document)
4. Following the removal of any fittings the operatives will remove the plasterboard on the exterior of the wall. Starting at one end and progressing along the will pry away the plasterboard from the wall taking it off in manageable pieces. This process will continue along the wall until all the plaster is removed. For works above head height a Scaffold Tower or Podium will be used. Scaffold towers are to be erected by a PASMA trained operative in accordance with the manufacturer's guidance. Once constructed a scaffold inspection tag is to be equipped and the relevant information filled out. Working from the tower the plaster will be removed in the same method and the arisings periodically lowered to ground level to prevent exceeding the towers weight limit.
5. Once the plasterboard has been removed the operatives can begin removing the stud walls internal supports. They will be being by removing any noggins between the studs. This can be done by hitting them with a mattocks axe head or by prying them off with the wrecking bar. Dust mask are to be worn when breaking plasterboard in to manageable segments.
6. By removing the noggins, the studs will before easier to remove. These can be removed by hitting them at the base in the same direction the base away from you.
7. Once the studs are removed the base rail and top rail can be removed. These can be separated from the structure by prying them away from the floor and ceiling using the chisel head of the mattock or wrecking bar.



HOLD POINT: If any structures become unstable during the operation works are to halt and the method of works reassessed.

HOLD POINT: If any unidentified suspect Asbestos Containing Materials are found during the operation the works are to halt immediately.

Manual Removal of Carpet Tiles

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388 – Cut Level F, Puncture 4+)	Safety Goggles (EN 166B)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
✓	✓	✓	✓	✓	✗	✗	✗	✗	✗

HOLD POINT: All hand tools are to be checked for damage by the operative using it before use. Andy defects are to be reported and the hand tool removed from operation.

HOLD POINT: Where practicable Manual handling aids are to be utilised in the process, all equipment is to be delivered as close to the work area as possible to reduce manual handling. Where this cannot be done the task is to be assessed by the individuals and a team lift carried out following their manual handling training.

1. Operatives with CCDO training will be require to carry out the removal of the carpet tiles.
2. The operatives will use a Multi-Use Touch Tools (MUTT) to remove the tiles.
3. Operatives begin by placing the blade of the MUTT in a gap between two tiles. The MUTT will be pushed forwards separating the carpet tile from the flooring below.
4. The operatives will continue to lift the tiles with the MUTT in the same manner.
5. An operative will follow behind as they're being removed and collect the tiles together on a trolley.
6. Once the trolley is fully loaded it will be taken to the designated stockpile



HOLD POINT: If any unidentified suspect Asbestos Containing Materials are found during the operation the works are to halt immediately.

Removal of Carpet



1. Operatives with CCDO training will be require to carry out the removal of the carpet.
2. The operatives will use a Multi-Use Touch Tools (MUTT) to remove the carpet.
3. Operatives begin by placing the blade of the MUTT in a gap. The MUTT will be pushed forwards separating the carpet from the flooring below.
4. The operatives will continue to lift the rest of the carpet with the MUTT in the same manner.

HOLD POINT: If any unidentified suspect Asbestos Containing Materials are found during the operation the works are to halt immediately.

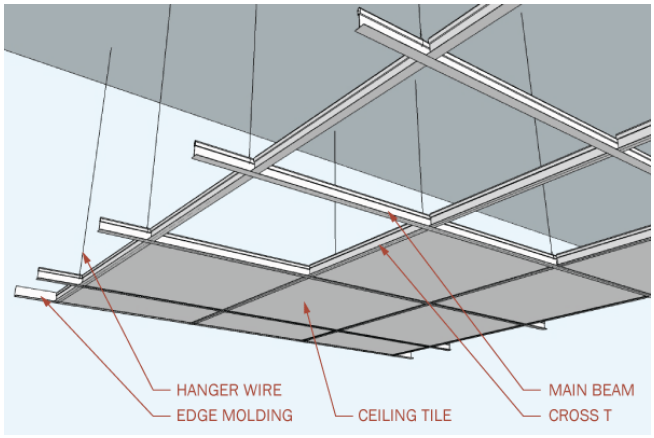
Manual Removal of Suspended Ceilings

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388 – Cut Level F, Puncture 4+)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
✓	✓	✓	✓	✓	✗	When operating powered hand tools	✗	✓	✗

HOLD POINT: Confirm that relevant permits are in place and any disconnections/ isolations to the demolition area.

HOLD POINT: All hand tools are to be checked for damage by the operative using it before use. Any defects are to be reported and the hand tool removed from operation.

1. Operatives with CCDO training will be require to carry out the removal of the stud walls
2. The operatives will use a combination of Snips, Bolt Croppers, Reciprocating Saws and Wrecking Bars to dismantle the suspended ceiling
3. Firstly, any furniture below the suspended ceiling will be removed to prevent it impede the works.
4. A Scaffold Tower or Podium will be used. Scaffold towers are to be erected by a PASMA trained operative in accordance with the manufacturer's guidance. Once constructed a scaffold inspection tag is to be equipped and the relevant information filled out. the arisings will be periodically lowered to ground level to prevent exceeding the towers weight limit.
5. Operatives will begin be removing a ceiling tile at one end of the structure by pushing it up and to the side to create an area to access the ceiling space.
6. Once they have access using the Snips and Bolt Croppers, they will begin to cut the hanger wires nearest to them and progressing away from the end they have started.



7. As they progress along the route of cutting the hangers operatives will need to periodically stop to clear up and move the arisings in front of the route.
8. The materials will be segregated into the relevant waste types and placed in the required stockpiles.
9. A second team will follow behind the team removing the suspended ceiling to remove any Cable trays, pipework etc that was being housed behind the ceiling.
10. The operatives will use Bolt croppers to cut the bolts holding the fixtures in place and lower them to the ground.
11. Where bolt croppers are unable to cut the components, a battery powered reciprocating saw with a metal/ demolition blade fitted.
12. Large components will be cut into manageable pieces before moving them to the designated stockpile.



HOLD POINT: If any structures become unstable during the operation works are to halt and the method of works reassessed.

HOLD POINT: If any unidentified suspect Asbestos Containing Materials are found during the operation the works are to halt immediately.

MEWP Operation

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
								
								



HOLD POINT: Ensure that the area is secure and suitable for the task with the appropriate demarcation.
HOLD POINT: Operators are to complete a Pre-Work Check sheet on plant prior to works beginning.

Ground Conditions

Prior to works beginning on site a full inspection of the ground area is to be made by a competent IPAF operative to ensure that the works area is appropriate for the tasks required.

- The following can impact a MEWPs stability:
- Sloping or uneven surfaces;
- Proximity to excavations, soft ground or un-compacted fill;
- Weather conditions (e.g., waterlogged or frozen soil);
- Underground services (e.g., manhole covers, drains);
- Paved areas, curbs and edgings;
- Suspended floors;
- Voids (e.g., cellars, basements, vaults).

If any of the above are discovered in the works area the operation is to reassessed and adequate measures put in place to prevent the MEWP becoming unstable.

Rescue Plan

A MEWP rescue plan is to be developed by the site team to retrieve the MEWP occupants in the case of a malfunction or emergency:

- MEWP Stopped due to no fuel or low battery
- MEWP Malfunction
- Snagged or Trapped platform
- Platform Overload
- Operator/ Occupant distress
- Other emergencies

All personnel involved in the operation are to be briefed on the rescue plan prior to beginning work involving MEWPs on site.

Walking the MEWP

Where possible ‘Walking the MEWP’ should be avoided.

Only in circumstances where it is not possible to transport the MEWP into the required area due to insufficient/ restricted space above the platform to operate from the platform (e.g., through a door way or when the guard rails have to be folded in) should this method of transportation be used.

1. The operator is to familiarise themselves with MEWP being moved and the controls available.
2. The operator is to walk the planned route ensuring that any obstacles or debris is removed from the planned route before the operation proceeds.
3. The area is to be cordoned off to prevent unauthorised personnel entering the route during the movement operation.
4. A banksman is to accompany the operator to help guide the movement of the MEWP through areas where the operator's visibility is obstructed.
5. A pre-work check sheet is to be carried out.
6. The operative is to start the machine with the ignition key, switching the MEWP to ground / umbilical / remote / radio controls.
7. The operator is to check the orientation of the machine and the controller match.
8. The operator is to begin moving the MEWP through the designated route maximising the distance between themselves and the MEWP to prevent being struck or trapped by the machine.
9. The banksman is to maintain a safe distance away from the MEWP and communicate with the operator via 2-way radio.
10. Once the MEWP has reached the required area it is to be switched to basket / cage controls.

Operating with overhead obstructions

When working around overhead obstructions additional care needs to be taken to prevent crushing or entrapment incidents.

1. Operative is to familiarise themselves with the MEWP they will be operating.
2. The operator is to inspect the work area and identify any potential overhead obstructions in preparation for operation.
3. A banksman is to be briefed on the operation and given a two-way radio to be used to guide the MEWP operator.
4. Operator is to start the MEWP.
5. Operator whilst being guided by the banksman is to move into the works area and elevate to the correct position using a low speed. Operator should allow for machine run-off when moving.
6. Once designated works are complete in that area the MEWP is to lower down to a safe height before moving to the next location to prevent coming into contact with overhead objects.

Banksman Guiding Site Plant / Machinery

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✗	✗

Preparation

1. The Site Manager is to ensure that all operatives working as banksmen are competent and have the correct training.
2. The Banksmen are to be briefed by the site supervisor every day to ensure they're aware of the site activities they will be involved in and the hazards around them.
3. 2-Way radios will be used as a line of communication between Operators – Banksman – Supervisors.
4. All staff using them will be shown how to by a supervisor and where to get and charge them on site.



HOLD POINT: All operatives involved are to be competent and are to be regularly briefed about site activities and hazards.

Process

1. At the start of each working day the banksmen will meet with the supervisor who will explain to each of them individually what their task is.
2. They will then all retrieve a 2-way radio from the charging station.
3. Once wearing the correct P.P.E for their task they will enter site and begin their work.
4. If the Banksman see any faults with the machine, they are to contact the operator immediately.
5. The banksman may have to use hand signals to assist in the process. They will be aware of these from their training but can be shown them by a supervisor (using images as aids) if required as a refresher.
6. When walking in close proximity to any vehicle they must receive a visual signal from the operator to proceed.
7. Vehicles may have to be stopped to allow pedestrians or other vehicles to pass. No vehicle or pedestrian should pass close to a working machine without the banksman stopping the works.
8. In the case of a collision between plant, structures, vehicles or pedestrians the banksman must report this to the Site Supervisor Immediately.
9. If the task the banksman is working on involved the use of lifting equipment the Site Manager will need to do a lifting plan / assessment prior to the activity. At the end of each working day the 2-way radios are to be returned to the charging station and put-on charge ready for the next day. Employees will be held responsible for any damage caused to the radios due to lack of care.

Dust Suppression

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
✓	✓	✓	✓	✓	✗	✗	✗	✗	✗

Pre-Damping

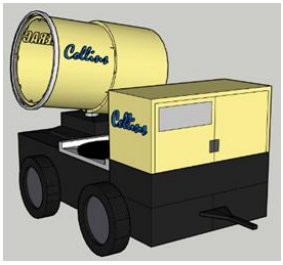
Before the process of demolition begins the area set to be demolished will be wet using a form of water suppressant equipment / plant.
This will help prevent any dust from being emit by contact with the structure.
Though pre-damping is effective it does not completely eliminate dust emissions so is to be used in conjunction with other dust suppression techniques.

Sympathetic Demolition

The process of 'knocking down' the structure can be an effective way to reduce dust emissions.
By using precision attachments for the D-Rig you can 'carefully' take the building apart section by section.
Using this technique over 'flattening' the building will massively reduce the emissions from the process.
To increase the effectiveness of this method you can demolish the building in on its own footprint. This allows the dust to remain within the structure rather than being spread out over site.

Water Cannon / Atomiser / Jet Wash Bowser

Implementing a Water based powered suppression unit can further reduce the dust emissions but is also very effective alone.
Aiming a powered water suppressing machine at the demolition works can help trap the dust from escaping into and out of site.
If done in combination with the previous 2 techniques it can be extremely effective and reduce the sites dust emissions massively.
This method requires a suitable method of refill water bowsers.
Under no circumstance should water be fired from a powered water suppressant unit at anyone.



Wind & Weather Monitoring

The site manager can help reduce the dust emissions by monitoring the wind and weather conditions for the site. The weather conditions are to be logged in the Site Dairy.
By doing this the site manager can make decisions on what techniques will be used and the positioning of the machinery.
On dry days the site manager will know that more water suppression will be required.
On windy days the site manager can position the water suppression units in locations to prevent the dust emissions spreading into and out of site.

The Weather conditions will be monitored daily and the site manager will inform the site staff and visitors how the weather conditions may affect the work or techniques used.

HOLD POINT: Adequate dust suppression is to be in place prior to any works commencing that are likely to lead to high levels of dust emissions

Mechanical Demolition of Masonry Building

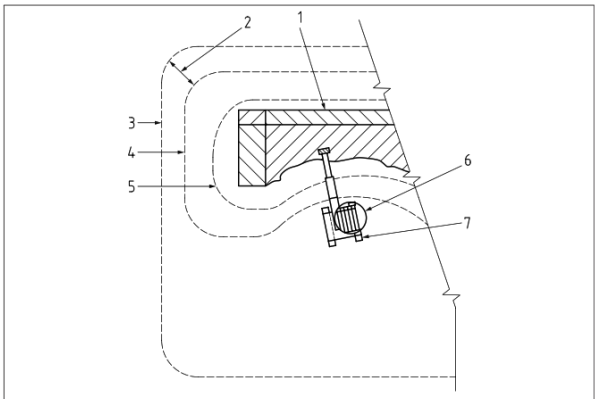
Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✓	✗	✗	✓	✗



HOLD POINT: Operators are to complete a Pre-Work Check Sheet on plant prior to works commencing

1. A Demolition exclusion zone is to be formed around the structure in accordance with BS6187 taking into account the predicted debris area. This will be done using HERAS style fencing (see erection of fencing methodology). Example of a demolition exclusion zone for mechanical reduction of a structure shown below in Figure 16 from BS6187

Figure 16 **Example of safe working space within an exclusion zone (typical for mechanical reduction or top-down demolition employing mechanical plant, etc.)**



Key
1 Structure being demolished
2 Buffer area
3 Exclusion zone boundary
4 Limit of predicted debris area
5 Limit of designed drop area
6 Safe working space for operator in protected cab
7 Demolition machine

NOTE 1 The safe working space is in a protected area within the buffer area and is therefore beyond the limit of predicted debris.

NOTE 2 See also Figures 17, 18 and 19, which demonstrate aspects of machine work.

2. Once the exclusion zone has been formed and adequate signage is affixed the Demolition Specification Volvo 360-excavator will equip a hydraulic selector grab in the plant attachment changing area. All hydraulic pipes will be attached to the Excavator in accordance with the manufacture's specification and check for any leaks or damage prior to works beginning.
3. The Excavator will then enter the exclusion zone to begin the demolition works. It will be positioned facing the structure with the tracks in line to allow for the excavator to track back quickly where required. The drive sprockets are to be kept to the rear to all for maximum stability whilst operating.



HOLD POINT: Demolition of the structure is not to begin until consent from the council in the form of a Section 81 has been received.

4. The excavator will raise the boom and the arm to the working heigh required within the working envelope.
5. The selector grab will be opened and used to 'peel' the roof away from the masonry structure. Sections of the roof will be lowered down to ground level where it will be stockpiled awaiting processing.



HOLD POINT: Where the selector grab is being used to lower any structures to ground level the safe working load of both the selector grab and the excavator at its working height are not to be exceeded.

6. Once the roof structure has been removed the demolition of the masonry structure will begin with the brickwork being pushed into the structure using the selector grab, starting from the highest elevation (the gables) and working down.
7. The arisings will be periodically scrapped off the first floor to prevent overloading of the floor leading to an unplanned collapse



HOLD POINT: If the structure becomes unstable during the process of demolition works are to stop and the demolition method reassessed.

8. Once all first-floor walls are down to the floor level the operator will use the selector grab to lift the floor out of the structure. The floor will be placed on ground nearby awaiting processing.
9. The operator will then proceed to 'knock' the ground floor walls into the structure until all above ground masonry is at ground level.



HOLD POINT: A permit to break ground must be obtained and a CAT scan of area prior to works commencing by Principal Contractor. A walk around of the area should be carried out and this information briefed to all staff. Any operators working in this area must have a copy of the permit in their cab.

10. The excavator is to remove the selector grab attachment in the attachment changing area and exchange it for a digging bucket. The bucket will be used to 'scoop' up the arisings and place them in a stockpile ready for cleaning.
11. Once the slab is cleared from the demolition arisings the removal of the slab and sub structures can begin. The operator will go to the plant attachment changing area and exchange the digging bucket for a hydraulic breaker. All hydraulic pipes will be attached to the Excavator in accordance with the manufacture's specification and check for any leaks or damage prior to works beginning. The breaker will also be greased, manually or via auto greaser, to the manufacturer's specification before activation.
12. The operator will use the hydraulic breaker to 'pepper' holes throughout the slab breaking it into pieces ready for removal.
13. The operator will return to the plant attachment changing area and exchange the hydraulic breaker for the digging bucket. The bucket will be used to 'scoop' the slab up. The arisings will be placed in a separate pile from the bricks where it will await processing.
14. The process from 12 – 13 of 'peppering' the substructure and 'scooping' with a bucket will be repeated to extract any sub-structures designated for removal in the demolition phase.
15. Once all demolition in the area is complete the operator will track back and forth over the foot print of the structure to level off and compact the ground ready for handover to principal contractor.

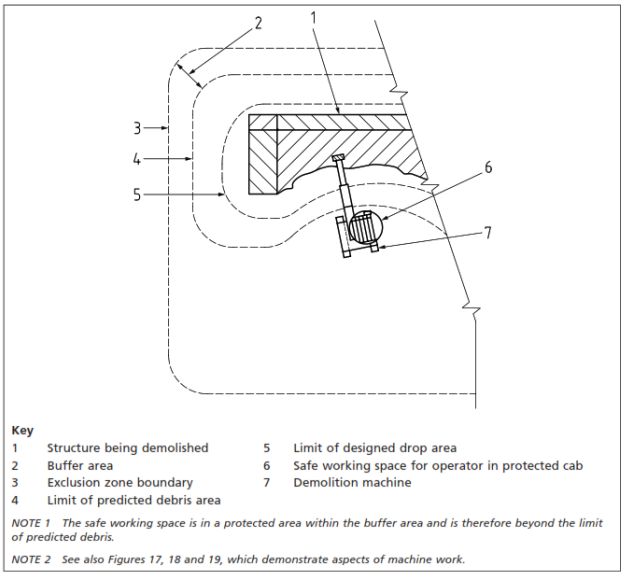
Mechanical Demolition of Concrete frame with Pulveriser

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
✓	✓	✓	✓	✓	✗	✗	✗	✓	✗

HOLD POINT: Operators are to complete a Pre-Work Check Sheet on plant prior to works commencing

1. A Demolition exclusion zone is to be formed around the structure in accordance with BS6187 taking into account the predicted debris area. This will be dome using HERAS style fencing (see erection of fencing methodology). Example of a demolition exclusion zone for mechanical reduction of a structure shown below in Figure 16 from BS6187.

Figure 16 **Example of safe working space within an exclusion zone (typical for mechanical reduction or top-down demolition employing mechanical plant, etc.)**



Key

1	Structure being demolished	5	Limit of designed drop area
2	Buffer area	6	Safe working space for operator in protected cab
3	Exclusion zone boundary	7	Demolition machine
4	Limit of predicted debris area		

NOTE 1 The safe working space is in a protected area within the buffer area and is therefore beyond the limit of predicted debris.

NOTE 2 See also Figures 17, 18 and 19, which demonstrate aspects of machine work.

2. Once the exclusion zone has been formed and adequate signage is affixed the Demolition Specification Volvo 360-excavator will equip a hydraulic Pulveriser in the plant attachment changing area. All hydraulic pipes will be attached to the Excavator in accordance with the manufacture's specification and check for any leaks or damage prior to works beginning.
3. The Excavator will then enter the exclusion zone to begin the demolition works. It will be positioned facing the structure with the tracks in line to allow for the excavator to track back quickly where required. The drive sprockets are to be kept to the rear to all for maximum stability whilst operating.

HOLD POINT: Demolition of the structure is not to begin until consent from the council in the form of a Section 81 has been received.

4. The excavator will raise the boom and the arm to the working heigh required within the working envelope. The hydraulic Pulveriser will be opened and positioned with a RC section between its jaws.
5. Once in a secure position the hydraulic Pulveriser will be closed to perform the break.

HOLD POINT: Where the Pulveriser is being used to lower any sections to ground level the safe working load of both the shear and the excavator at its working height are not to be exceeded.

6. The operator will continue to proceed with "munching" the RC in the structure working on a single bay of the structure at a time to ensure the structure does not become unstable throughout the demolition process.



HOLD POINT: If the structure becomes unstable during the process of demolition works are to stop and the demolition method reassessed.

7. The arisings from the demolition are to be stockpiled within the exclusion zone in preparation for collection be a licensed waste carrier to collect them off site. The arisings will be cut into appropriate sizes to suit the waste vehicle to ensure they adequately fit in the storage compartment.

Concrete slab Removal

1. A 360 excavator will be equipped with a hydraulic breaker. This is to be checked for leaks and appropriately greased prior to use.
2. The operator will begin the removal process by 'peppering' holes throughout the concrete slab area designated to be removed.
3. Once the slab has been adequately broken the hydraulic breaker is to be removed from the excavator and replaced with a digging bucket.
4. The bucket will be used to pull up the broken sections of slab and place them into a stockpile.
5. Periodically the 360 operators will load the concrete arisings into the back of an articulated dumper.
6. The arisings will be transported to the crushing stockpile to await processing and crushing.

Concrete Footings Removal

1. Following the demolition of a building and the removal of its concrete slab an excavator will be equipped with a digging bucket.
2. Using the bucket, the operator will remove any arisings and expose the footings for the structure.
3. Once the footings are exposed the excavator will be equipped with a hydraulic breaker. This is to be checked for leaks and appropriately greased prior to use.
4. The operator will then proceed to break off chunks of concrete from the footings.
5. Once the footings are broken up the operator will switch to a digging bucket.
6. The operator will use the bucket to stockpile the broken-out arisings.
7. Periodically the 360 operators will load the concrete arisings into the back of an articulated dumper.
8. The arisings will be transported to the crushing stockpile to await processing and crushing.

Processing of Arisings

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✓	✗

1. The arisings from the soft strip or demolition will be brought either manually or mechanically to the processing area.
2. The operator designated with the task of segregating the waste types will use a Demolition Spec Excavator with a Selector Grab. They must be CPCS trained for 360 Excavators.

HOLD POINT: Operators are to complete a Pre-Work Check Sheet on plant prior to works commencing



3. The Selector Grab will be checked for leaks and greased in accordance with the manufacturer's recommendations and guidelines.
4. On the arrival of waste into the compound the operator will use the selector grab to sort through the arisings.
5. The groups the arisings may be sorted into are as follows:
6. General Waste, Insulation, Clean Timber, Plasterboard, Ferrous Metals, Non-Ferrous Metals, Glass, Chipboard, Green Waste, Plastics, CoSHH, Asbestos.

HOLD POINT: Materials are to be segregated into the required waste streams and Non-Hazardous waste is not to be contaminated with Hazardous Materials.

7. If skips are available, using the selector grab the operator will load the waste into the skip designated for that waste type (Signs will be located on the skips to prevent the accidental mixing of waste types.).
8. If skips are not available, using the selector grab the operator will stockpile each waste type in close proximity to where the skip will be located on arrival.
9. Once a skip is full or near full the operator will contact the site supervisor who will organise a collection / exchange.
10. On the completion of all waste segregation the skips will be collected and the fencing taken down.
11. The area is to be left clean and level once complete

Picking Materials from demolition arisings:

1. Operatives will be required to separate waste arisings from hardcore into their waste streams by manually picking.
2. The operation will begin by the excavator placing the material from the demolition process in the picking area.
3. The operator will then isolate their machine and signal the pickers to approach and begin works with 2 thumbs up.
4. The operatives will approach the picking area, stand and pick out any materials found within the hardcore and place them in separate stockpiles.
5. Once the operatives have completed the pick on that material they will move to a safe distance and signal the plant operator that the area is clear and they can proceed via a two-way radio.

Refuelling Procedure

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 -1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✓	✗

HOLD POINT: Always follow the manufactures instruction on how to fill plant with fuel safely, any issues are to be reported to the site management team & Collins Demolition immediately.
HOLD POINT: All spillages are to be reported to the site management team & Collins Demolition immediately.

HOLD POINT: The operative refuelling is to retain the plant keys until the process is completed. The mobile plant operator will observe the correct procedure prior to or before refuelling plant, as follows:

1. The machine shall approach the refuelling station with care.
2. Adequate space should be maintained between the machine and refuelling point, without being so far away that the hose becomes stretched or a trip hazard.
3. Turn off the plant and make safe; on level, firm ground so far as is reasonably practicable.
4. Hand plant keys to the fuel bowser operator to prevent premature start up.
5. Remove the cap from the machines fuel tank.
6. Extend the hose and lock the hose nozzle into the fuel tank when possible.
7. Turn on the generator.
8. Begin refuelling the plant at an appropriate flow speed to prevent overfilling.
9. The refuelling of plant should always be supervised throughout the whole process, despite automatic refuelling stations.
10. Upon refuelling, shake the nozzle into the fuel tank and cap the fuel tank. Once complete, turn off the generator prior to removing from the machine and neatly place the hose back into the designated place.
11. Inspect the ground around the refuelling point for spillages.
12. All spillages must be contained and reported to the site management team & Principal Contractor.



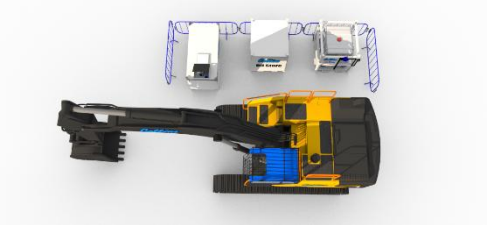
When refuelling, ensure:

- Make sure you are aware of the COSHH assessment and you have signed on to them.
- No naked flames or smoking in the area.
- Make sure the correct fire extinguisher is available.
- Refuelling should be carried out in an outdoors or well-ventilated area.
- Make sure there is an adequate and sufficiently stocked spill kit available.
- Ensure that the area is well lit.

Refuelling Procedure via Mobile Plant

The operative refuelling is to retain the plant keys until the process is completed. The mobile plant operator will observe the correct procedure when refuelling plant, as follows:

1. The bowser operator is to approach the plant making sure the area is safe taking into consideration water courses and ground contours.
2. Adequate space should be maintained between the machine and refuelling point, without being so far away that the hose becomes stretched or a trip hazard.
3. Turn off the plant and make safe; on level, firm ground so far as is reasonably practicable.
4. Remove the cap from the machines fuel tank.
5. Extend the hose and lock the hose nozzle into the fuel tank when possible.
6. Turn on the generator.
7. Begin refuelling the plant at an appropriate flow speed to prevent overfilling.
8. The refuelling of plant should always be supervised throughout the whole process, despite automatic refuelling stations.
9. Upon refuelling, shake the nozzle into the fuel tank and cap the fuel tank. Once complete, turn off the generator prior to removing from the machine and neatly place the hose back into the designated place.
10. All values are to be closed off before the bowser is moved.
11. Inspect the area for any spills, all spillages must be contained and reported to the site management team.





When refuelling, ensure:

1. Make sure you are aware of the COSHH assessment and you have signed onto them.
2. No naked flames or smoking in the area.
3. Make sure there is an adequate and sufficiently stocked spill kit available.
4. Make sure the correct fire extinguisher is available.
5. Refuelling should be carried out outdoors or in a well ventilated area.
6. Ensure that the area is well lit.

Basic Spill Response Plan for Fuels and Oils

1. If possible, shut off the source of the spill immediately.
2. Inform your site manager to assist controlling the spillage.
3. Locate the spill kit - generally by the fuel bowser.
4. Use the absorbent pads or granules to help mop-up the spill. If the spill is too large for this, make every effort to contain the spill.
5. Cover/block any drains or channels to prevent the spillage entering a natural watercourse, stormwater system, sanitary system or septic tank.
6. If the spill is that great, inform the principal contractor who will in turn contact an Emergency Response Agency.
7. Always wear the correct PPE whilst dealing with harmful substances and make sure any pads or granules used are disposed of as hazardous waste in a plastic bag.
8. Put used spill kits/oily sand in heavy-duty labelled plastic sacks in the hazardous waste skip/bin.

Spill Response Plan for Bulk Fuels and Oils

1. Stop the spill at the source e.g. put the drum upright, if this can be done safely.
2. Contain using sand bags, booms or bunds – stop it going into drains/ditches/watercourses.
3. Use spill kit or sand to mop up.
4. If the spill is heading towards a watercourse: dig a trench downhill from the spill, line it if possible and place absorbent material in the trench.
5. If the spill is in or near a watercourse:
   - put a boom downstream of the spill and across the entire watercourse.
   - angle the boom to direct the spill towards one of the banks.
6. In watercourses, use skimmers or absorbent pads (not granules) to absorb the spill.

7. For large spills, call in a clean-up contractor to use a tanker to suck-up the spill, but ensure that the spill is bunded to stop any migration of spill towards watercourses/ditches/drains.
8. Put used spill kits/oily sand in heavy-duty labelled plastic sacks in the hazardous waste skip/bin.
9. Boot washing facility provided on site to clean any non-hazardous waste collected on footwear.
10. If hazardous materials are collected, dispose of clothing in the appropriate segregation area for solid hazardous waste.

Refuelling the Pump Generator

1. Turn off the generator and make safe.

HOLD POINT: **EXTRA** care **MUST** be taken when the generator has been on due to the engine heating up and creating a heat source that could result in a fire.



2. Remove the cap from the generator fuel tank.

3. Only use a small petrol jerry can with a nozzle or funnel.

HOLD POINT: **NEVER** poor petrol into the tank freehand!

4. Extend the nozzle into the fuel tank when possible or place the funnel into the tank making sure this is free of any dirt or contaminates.
5. Begin refuelling the generator at an appropriate flow speed to prevent overfilling.
6. On completion, remove the nozzle/ funnel and replace the cap on the jerry can. Take this back to the COSHH cube for storage.



HOLD POINT: This must not be left in the back of the bowser or in direct sunlight.

7. Replace the cap on the generator fuel tank.
8. Inspect the ground around the refuelling point for spillages.
9. All spillages must be contained and reported to the site management team.

APPENDIX 6 – MANDATORY

MANDATORY

Quality assurance

As each area of work is finished, a handover sheet must be completed and signed by the principal contractor before any other subcontractors enter the area.

For stabilising activities, the acting foreman in charge of the works will complete a daily diary. This will record details such as powders added, roller passes, weather conditions etc.

Emergency Response

In the event of an emergency dial 999 immediately once safe to do so. Inform the Principal Contractors site management and if necessary, make plant safe and walk to the fire assembly point (as detailed in the site induction).
In the event of a serious accident the emergency services will be contacted by dialling 999. Once the emergency services have been contacted, a site operative will be present at the site entrance to direct the emergency services to the location of the casualty on site.

All accidents/near misses will be reported to Collins HSEQ team within 30 minutes to ensure quick instigation of any investigation.

In the event of any major incident all mobile plant and equipment will be shut down in safe manner and personnel will go to the designated assembly point, where the appointed person will take a head count.

APPENDIX 7 – RISK ASSESSMENTS

COLLINS DEMOLITION LTD	DEMOLITION METHOD STATEMENT	Collins
Client: Innov8	CDL306MS	Version: 02

Hard Hat (EN397)	Hi-Vis Vest	Safety Boots (BS EN 345 -1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overals	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✓	✗	✓	✗

Applicable to all the hazards below	GENERIC CONTROL MEASURES	
	• Operatives to be competent, having both practical & theoretical training. • Daily plant/equipment inspections to be carried out and serious defects reported immediately. • Comply with safe systems of work, i.e. RAMS, permits and traffic management plans (provided by Collins or Principal Contractor) • Plant and equipment to be used and maintained in accordance with manufacturer's instructions. • A site speed limit must be in place and enforced by management. • Drug and alcohol testing to be carried out periodically at random and with cause on Collins operatives. • Any defective or damaged plant/equipment must be taken out of operation until it has been repaired by a competent person. • A second person must not be carried in machinery unless an additional seat is fitted.	• Safe use and maintenance of mirrors and reversing cameras. • Toolbox Talks and adequate information to be provided by management. • Utilise task lighting when applicable. • Segregation of plant/operations and ground personnel. • Provide and maintain suitable haulage routes. • Adequate signs to be in place. • Safe working load (SWL) must be complied with. • All site plant must have a fitted working amber beacon when operating on site. Any other vehicles are to have their hazards flashing when driving around site. • Where fitted seatbelts are to be worn at all times. • Failure in the employees' duties will result in disciplinary action. • Appropriate PPE to be worn at all times.

STEP1 Identify the **Likelihood** rating of the risk materialising, using the table below:

Numerical Rating	Probability		Description
0	Impossible	i.e.	cannot happen under any circumstances
1	Almost impossible	i.e.	possible only under extreme conditions
2	Highly Unlikely	i.e.	though conceivable
3	Unlikely	i.e.	but could happen
4	Possible	i.e.	but unusual
5	Even Chance	i.e.	could happen

STEP 2 Identify the **Consequence** rating if the risk should materialise, using the table below:

Numerical Rating	Consequence
0	No Injury
1	Minor First Aid Injury
2	Break Bone or Minor Illness (Temporary)
3	Break Bone or Minor Illness (Permanent)
4	Loss of a limb, eye, serious illness
5	Fatality

STEP 3 the **Likelihood** and **Consequence** ratings together to give the risk rating. Using the risk rating and the action table detailed below, determine what further action needs to be taken to reduce the risk to an acceptable level.

Risk Rating	Action to be Taken
16-25	Stop work until control measures reduce the risk rating to an acceptable level
6-15	Introduce control measures to reduce risk as low as reasonably practicable
0-5	No action required risk broadly acceptable

HAZARDS	PERSONS AFFECTED & LIKELY HARM	RISK			ADDITIONAL CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
Overturning of machine	Operator, other workers, sub-contractors, visitors, general public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death.	4	5	20 HIGH	**ELIMINATE –** Not practical for this project **REDUCE** Only the amount of plant required to carry these works out are to be used on this project at any time. **ISOLATE** Where practical work area is to be segregated by physical barriers and signage. **CONTROL** Only trained operatives are to operate machinery on site. Collins representative will carry out daily inspections of the site reporting any defects to the relevant department to be rectified. Any defective plant is to be taken out of use until it has been signed off as repaired by an appropriately trained Collins service engineer. Plant and equipment are only to be operated in a manner that they are designed for and should not be operated outside of these parameters. Ground conditions are to be monitored throughout the project where required, boards are to be placed on the ground. All excavations are to have safe access and egress to them with a graded ramp in and out. All shear edges are to have bunding or appropriate fencing around them to prevent plant and machinery from toppling in. Any drop off point of excavations must have a bunding or stop blocks in place to prevent plant and machinery from reversing fully in to the excavation. Plant and equipment to be parked on suitable flat ground, engine switched of and the parking brake on. So far as is reasonably practicable, sharp bends, blind spots and steep gradients being to be eliminated. When visibility is poor, a suitably trained Banksman is to be in place to aid in the reversing operation. Any excavation over 2m in depth should have a suitable barrier consisting of guard rails. Toe boards should be provided around the surface of the works (Principal Contractor to supply fencing where needed). Adequate additional lighting to be in place around any excavations (supplied by the Principal Contractor). If carrying out lifting duty's with an excavator lift plans are to be in place and pasted of by the company AP. All operatives involved in the lift must be fully trained and competent. **PERSONAL PROTECTIVE EQUIPMENT** Roll-over-protection-system (ROPS) and seat belts to be used.	1	5	5 LOW

					Seat belts are to be worn at all times when operators plant and equipment where fitted. **DISCIPLINE** Any one not following this document or company process, the Collins Disciplinary policy will be followed. •			
Collision with other plant, vehicles, persons on foot or fixed structures	Operator, other workers, sub-contractors, visitors, general public - minor injuries, scrapes, breaks possibly leading to death. Environmental impact	3	5	15 MED	**ELIMINATE –** Not fully achievable due to the works and the need of plant operating on this project. No persons are to be on foot in the work area while demolition is in progress, exclusion zones are to be in place and managed. **REDUCE** The number of plant and equipment on this project is to be kept to a minimum, any plant not in use or off hired is to be removed immediately. Where practical physical barriers are to be used to segregate works. **ISOLATE** In the event of a unauthorised person entering the work area STOP, STOP, STOP will be called over the radio and all plant and equipment is to be made safe until the issue has be resolved. Traffic routes, loading and storage areas need to be well designed with enforced speed limits, good visibility and the separation of vehicles and pedestrians where so far as is reasonably practicable. Area is to be set out for the Adblue, COSHH cube and diesel bowsers to be placed, where so far as is reasonably practicable this should be a fenced compound. **CONTROL** Sufficient distance between haul routes, other activities, walkways and structures. Provision of a traffic management plan with passing arrangements in place. Banksman to be utilised when operating near fixed structures, haul routes or walkways. Where visibility is impaired tow way radios are to be used to communicate between the operator and banks person. Audible warning is fixed and operational on all plant. Restricted access to the demolition area. All excavations are to have safe access and egress with a graded ramp in and out. All shear edges are to have bunding or fencing around them to prevent plant and machinery from toppling in. Any drop off point of excavations must have bunding or stop blocks in place to prevent plant and machinery from reversing fully in to the excavation. Ground is to be suitable for the plant operating, where needed boards are to be placed on the ground. Plant and equipment to be parked on suitable flat ground with the engine switched of and the parking brake on. So far as is reasonably practicable, sharp bends, blind spots and steep gradients are to be eliminated. When visibility is poor, a suitably trained Banksman is to be in place to aid in the reversing operation.	1	5	5 LOW

					PERSONAL PROTECTIVE EQUIPMENT Mandatory PPE is to be worn at all times, high visibility vest, hard hat, gloves and glasses when in the demolition area. Roll-over-protection-system (ROPS) and seat belts to be used. Seat belts are to be worn at all times when operators plant and equipment were fitted **DISCIPLINE** Any one not following this document or company process, the Collins Disciplinary Policy will be followed. •			
Contact with services in the building and underground	Operator, other workers, sub-contractors - severe injuries from burns, respiratory injures, electric shock possibly leading to death	5	5	20 HIGH	**ELIMINATE** Arrange for disconnection of electrical service wherever possible. Physical and documented proof is to be obtained before works commence. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** Where cut off cannot be achieved, services are to be isolated and the main area of entry to the site segregated from the main stream of works. This will be done by physical barriers and signage highlighting the hazards associated. All operatives will be told and shown the area at induction stage before works can commence on the site. Periodical check on the area will be carried out throughout the works. **CONTROL** Awareness, supervision and training. Obtain plans on locations of electrical services from client. All remaining live services to be clearly marked up using road marking spray paint. Use drawings and information from the Pre-Construction Information Pack (PCIP). Any metalwork that could be made live by a leak of electricity should be earthed. Where possible cable avoidance tools to be used to locate services. Permit to work systems will be used for live systems and any equipment that has been made dead. If conductors are found to be live work must stop until the power is disconnected by a competent person (not just turned off). All services to be assumed “live” until proven otherwise. Suitable fire extinguishers must be available for the duration of the operation CAT scan the area and mark out any services where Collins operations are going to take place. Avoid the use a hand-held power tool or mechanical excavator within 0.5 m of a known cable or other utility.	1	5	5 LOW

					PERSONAL PROTECTIVE EQUIPMENT Hand dig, using a round edged spade or shovel. A pick may be used with care to free large sections of stone. A fork or other pointed instrument shall never be used. **DISCIPLINE** • Any one not following this document or company process, the Collins Disciplinary policy will be followed.			
Falling debris	Operator, other workers, sub-contractors, visitors, general public - minor injuries scrapes, knocks, broken bones, cuts possibly leading to death	4	5	20 HIGH	**ELIMINATE** Works are to be carried out in such a way that all materials are secured before carrying out their removal. However, this will not always be practical throughout the demolition of the structure. Further controls are documented below. **REDUCE** Dust suppression will be used throughout the demolition phase of the project **ISOLATE** EXCLUSION/DROP ZONE: Erect physical barriers and warning signs around / below area of works. **CONTROL** In the event that a structure is not behaving in the manner it was planned during demolishment the operation will be stopped and the work method re assessed. In the event of an unauthorised person entering the work area STOP, STOP, STOP will be called over the radio and all plant and equipment is to be made safe until the issue has been resolved. Banksmen will use two-way radios to keep in constant communication with the plant operator during the demolition phase. Machines have highly reinforced cabs. Foot traffic is to be kept to a minimum on site with pedestrians keeping adequate distance away. Warning signage to be located on plant stating the dangers and for acknowledgement to be obtained before approaching. Any building in risk of collapse prior or during demolition will be treated as high priority and demolished in a controlled manner. Travel and operations on gradients must be controlled to ensure machine stability. Where neighbouring buildings are located close to the works, debris netting will be placed around the perimeter of the works to contain materials.	1	5	5 LOW

					PERSONAL PROTECTIVE EQUIPMENT Mandatory PPE is to be worn at all times, high visibility vest, hard hat, gloves and glasses when in the demolition area. **DISCIPLINE** Anyone not following this document or company process, the Collins Disciplinary Policy will be followed. •			
Premature collapse of part or all of structure	Operator, other workers, sub-contractors, visitors, general public - minor injuries scrapes, knocks, broken bones, cuts possibly leading to death	5	5	25 HIGH	**ELIMINATE** Works are to be carried out in such a way that all materials are secured before carrying out their removal. However, this will not always be practical though out the demolition of the structure. Further controls are documented below. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** EXCLUSION/DROP ZONE: Erect physical barriers and warning signs around / below area of works. **CONTROL** In the event that a structure is not behaving in the manner it was planned during demolishment the operation will be stopped and the work method re assessed. In the event of an unauthorised person entering the work area STOP, STOP, STOP will be called over the radio and all plant and equipment is to be made safe until the issue has been resolved. Site supervisor and machine operator to carry out walk around survey of the structure to assess the stability. Advice will be obtained from a competent person if the site operatives are not sure of building and or structures construction. To minimise the risk of overloading, the floor materials will need to be cleared on a regular basis, works will be stopped and the materials cleared from the floor into safety exclusions zones below. Ensure through good supervision that the work is being carried out according to the method statement. All works are carried out in compliance with 'BS6187:2011 Code of Practice for Demolition' and industry best practice as details in NFDC (National Federation of Demolition Contractors) guidance notes. Each structure is naturally divided into structural bays. These bays are determined by any load bearing element of the structure i.e., upright columns, structural walls/rooms etc. Some areas of the structure will require demolition by hand, any issues the works will stop and the site manager notified to re assess. **PERSONAL PROTECTIVE EQUIPMENT** Mandatory PPE is to be worn at all times, high visibility vest, hard hat, gloves and glasses when in the demolition area.	1	5	5 LOW

					DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed. •			
Projectiles	Operator, other workers, sub-contractors, visitors, general public - minor injuries scrapes, knocks, broken bones, eye damage, cuts possibly leading to death	4	5	20 HIGH	**ELIMINATE** All projectiles are to be eliminated where practical this will not always be practical throughout the demolition of the structure. Further controls are documented below. **REDUCE** - Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** EXCLUSION ZONE: Erect physical barriers and warning signs around / below area of works. The operative must ensure that the work area has adequate ventilation for the task at hand. Dust suppression will be used throughout the demolition phase of the project. **CONTROL** Plant and equipment are only to be operated in a manner that they are designed for and should not be operated outside of these parameters. **PERSONAL PROTECTIVE EQUIPMENT** The appropriate eye protection will be worn for the task been carried out, operatives carrying out abrasive wheel work must wear high impacted graded eye protection in line with BS EN 166B. **DISCIPLINE** Any one not following this document or company process, the Collins Disciplinary Policy will be followed. •	1	5	5 LOW
Sharp objects	Operator, other workers, sub-contractors, visitors, general public - Cuts or needle-stick (puncture) injuries. Injection of (unknown toxic or otherwise harmful material into the body from hypodermic needles or other contaminated sharps. Possible poisoning or	4	4	16 HIGH	**ELIMINATE** All sharp edges are to be eliminated where practical this will not always be practical throughout the demolition of the structure. Further controls are documented below. **REDUCE** Sharps such as nails, screws in timber are to be removed/bent over to prevent injury. Where practical glass windows will be removed whole taking the beading out and using glass carriers to remove safely. **ISOLATE**	1	4	4 LOW

	infection with the HIV, Hepatitis A, B & C viruses or Tetanus. Psychological trauma due to the fear of poisoning or infection				Awareness, supervision and training. Hypodermic syringes and needles must only be picked up by the operative using debris sticks. Do not pass sharps from one operative to another. All sharps must be placed in a rigid container that is puncture and leak proof even if dropped or knocked over (cardboard is not acceptable). When placed in the container the sharps must be inserted with the tip or sharp edge facing downwards. The container must never be filled more than 75%. When the container is filled to the maximum level permissible, it must be taped shut and labelled “DANGER CONTAMINATED SHARPS”. It must then be placed in a sealed yellow bag and again marked with the same warning. **CONTROL** Manual handling of material is to be kept to a minimum and carried mostly with machines where practical Do not mix with other waste materials, clinical waste must be disposed of by incineration. All operatives should be vaccinated against Hepatitis A & B and Tetanus. Any operative showing signs of distress due to an injury sustained as a result of handling sharps should be removed from the workplace given medical attention and offered suitable counselling. **PERSONAL PROTECTIVE EQUIPMENT** The appropriate gloves (high puncher/cut factor protection) will be worn for the materials been handled. Shorts are not permitted to be worn on site; appropriate clothing is to be worn. When breaking out glass, gauntlet gloves are to be used **DISCIPLINE** Anyone not following this document or company process, the Collins Disciplinary Policy will be followed. •			
Vibration	Operator - Whole body vibration: **Nausea - Vomiting** - abdominal pain - symptom checker. Loss of appetite, diarrhoea, tiredness. HAV hand arm vibration, numbness of the extremities, whitening of the fingers, loss of grip, pins and needles	2	3	6 MED	**ELIMINATE** The use of vibration from the use of equipment will be eliminated where practical and alternative methods used. However, this will not always be practical though out the demolition of the structure. Further controls are documented below. **REDUCE** Where practical all breaking of materials will be carried out by the use of a d rig with a breaker attachment. All work task which requires the use of vibration emitting hand tools with have a HAVs risk assessment carried out on site. When required Job rotation is to be implemented for works using hand held power tools.	1	3	3 LOW

					ISOLATE Not aways Practical for all works on this project however this is controlled by the methods in this section. **CONTROL** Equipment is well maintained to avoid excessive vibration. Vibration damping seats come as standard on plant. Operatives are training to see the symptoms of WBV (Whole Body Vibration). Use a minimum strength hand grip that still allows the safe operation of the tool or process. Rest the tool on the work piece whenever practical HAV (Hand Arm Vibration). Do not use faulty tools. Maintain tools properly. Tools that are worn, blunt or out of alignment will vibrate more. Consult a doctor at the first sign of vibration disease and ask about the possibility of changing to a job with less exposure. When using hand tools monitoring of exposure is to take place and documented, with job rotation/rest breaks in place when required. Periodic checks by HSEQ Team using dosimeters/whole body vibration mats. **PERSONAL PROTECTIVE EQUIPMENT** Wear sufficient clothing, including gloves, to keep warm. Anti vibration specification gloves are to be used when using any vibration emitting tools **DISCIPLINE** Anyone not following this document or company process, the Collins Disciplinary Policy will be followed. •			
Unauthorised use of machinery	Operator, other workers, sub-contractors, visitors, general public - minor injuries, knocks bangs, scrapes possibly leading to death	3	5	15 HIGH	**ELIMINATE** All plant is to be kept locked and the keys are to be kept secure when plant is not in use. Keys to be removed while machine is unattended. Keys and dead-man to be removed at the end of each working shift and stored in an allocated area. **REDUCE** Site security, with a minimum of secure fencing to be in place. **ISOLATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** No untrained operatives are to operate plant and equipment. Spot checks to be carried out by the health and safety team on operator qualifications on site audits. Machines to be parked overnight in sight of security.	1	5	5 LOW

					In the absence of security personnel, cab guards to be used if supplied with machine. Keys to be distributed to trained and competent personnel only. **PERSONAL PROTECTIVE EQUIPMENT** N/A **DISCIPLINE** Anyone not following this document or company process, the Collins Disciplinary Policy will be followed. • Any trespassers accessing plant and equipment the emergency services will be called and the issue reported.			
Noise emission	Operator, other workers, sub-contractors, visitors, general public - minor to serious injuries, tinnitus, loss of hearing which could be temporary/permanent	2	3	6 MED	**ELIMINATE** The use of noise emitting equipment will be eliminated where practical and alternative methods used. However, this will not always be practical though out the demolition of the structure. Further controls are documented below. **REDUCE** Where practice noise emitting works will be contained and segregated from the main work forces. This can be achieved by the use of fencing and sound dampening matts. **ISOLATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** Plant and equipment cabs designed to minimise the amount of noise exposure to the operator. CDL is responsible for identifying local noise-sensitive properties and supply them with advance warning including a contact number for registering complaints during works. CDL is responsible for assessment potential noise impacts and select noise control measures in accordance with British Standard BS5228 and the technical advice above. All plant and equipment are maintained and serviced on a regular basis. **PERSONAL PROTECTIVE EQUIPMENT** When using hand held power tools the manufactures instructions are to be followed and the mandatory ear protection as required. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	3	3 LOW

Spill of hazardous substances	Operator, other workers, sub-contractors, environment impact - minor burns, sickness, inhalation leading to respiratory problems and/or possible death.	2	5	10 MED	**ELIMINATE** The use of hazards subsistence's will be eliminated where practical and substituted for non or les hazards substances where practical. However, this will not always be practical throughout the demolition of the structure. Further controls are documented below. **REDUCE** The use of hazardous substances will be eliminated where practical and substituted for non or less hazardous substances where practical. **ISOLATE** Diesel bowsers have double bunded tanks. Spill kits are available with adequate materials for dealing with a spill and disposing of the COSHH waste correctly. **CONTROL** Reporting procedure is in place for any faults with the equipment. Fuelling and servicing operations to be carried out in specified areas away from watercourses. COSHH cubes are used for storing chemicals on site, these are bunded to capture any spills. With a padlock to prevent unauthorised access. Operatives are aware of the COSHH assessments and material data safety sheets (MSDS) and where to obtain them in the event of a spill. Fenced off area is to be agreed with the Principal Contractor for the storage of the COSHH cube, Adblue and for the bowsers to be parked up at night. Bowsers are to be kept in a safe place away from high vehicle activity to prevent collision. Fuelling and servicing operations to be carried out in specified areas away from watercourses. **PERSONAL PROTECTIVE EQUIPMENT** When refuelling goggles, rubber gloves are to be warn at all times. When using other chemicals, the date and COSHH sheet are to be reviewed and any further control measures including PPE are to be followed. **DISCIPLINE** Anyone not following this document or company process, the Collins Disciplinary Policy will be followed •	1	5	5 LOW
Dust (Silica, non-silica and wood dust / Fumes	Operator, other workers, sub-contractors - respiratory Illness / occupational disease possibly leading to death	2	5	10 MED	**ELIMINATE** Dust will be eliminated where practical by using water suppuration and the effectiveness of this monitored by the site management team throughout the works. However, this will not always be practical throughout the demolition of the structure. Further controls are documented below.	1	5	5 LOW

					REDUCE Water suppression will be used on area been worked in the form of a dust boss. Water suppression used when required in the form of a tractor and bowser, spreading water over the area. Where practical hoovers will be used to clear away however when this is not achievable and the area requires sweeping up hand held pumps are to be used to dampen down before commencing **CONTROL** Water suppression will be used on area been worked in the form of a dust boss. Water suppression used when required in the form of a tractor and bowser, spreading water over the area. In dry periods, operatives are encouraged to keep all windows closed when operating plant. Operatives working near the lime/cement tankers are to wear overalls. No chemicals are to be used in a confined space; most operations are carried out in a well-ventilated area. Any operatives with concerns can report these to their supervisor/manager. Any plant/equipment producing fumes must be vented to atmosphere. Site manager will monitor throughout the workings and assess if powered ventilation is required for the works. If cutting wood local extraction must be used this can be part of the equipment or a separate unit. When sweeping up hand held pumps are to be used to dampen down the area before sweeping. **PERSONAL PROTECTIVE EQUIPMENT** FFP 3 masks are to be worn that are suitable for the individual task, this will be determined in a task specific risk assessment. Any operative wearing a mask must be clean shaven and have an in-date mask face fit test. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed			
Exposure to micro organisms, fungus	Operator, other workers, sub-contractors - respiratory Illness / occupational disease possibly leading to death	4	5	20 HIGH	**ELIMINATE** This is not always practical to eliminate this on projects. **REDUCE** In the event this is present in the work area exposure is to be reduced and further controls put into place. **CONTROL**	1	5	5 LOW

					Changing overalls before breaks, not to be worn in the canteen area and disposed of in the correct manner. Damping down suspect areas with hand held water pumps. Keep a good flow of clean air keeping the work area well ventilated, if this is not possible powered ventilation may be required. **PERSONAL PROTECTIVE EQUIPMENT** Full use of PPE including disposable overalls and FFP 3 masks are to be worn that are suitable for the individual task, this will be determined in a task specific risk assessment. Any operative wearing a mask must be clean shaven and have a in date mask precipice face fit test. **DISCIPLINE** Anyone not following this document or company process, the Collins Disciplinary Policy will be followed. •			
Falling from height	Operatives - serious injuries, breaks, fractures, head injuries possibly leading to death	4	5	20 HIGH	**ELIMINATE** Working at height will be eliminated where practical and works carried out on the ground. Most of the works will be carried out by machine and materials from the structure brough to the ground. However, during the fit-out stage this may not be practical further control measures will be implemented. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** There is no requirement on this project to enter any fragile structures if these are found to be present on site, they will be isolated and signage displayed warning of the hazards. **CONTROL** All operatives carrying out works at height must be trained and competent. All works will be supervised by a qualified competent supervisor. 3 points of contact on machine at all times when entering and examining. Plant and equipment are to be cleaned at the start or end of each shift making sure access steps are free from debris. All access/working plant forms are to be used as per the manufacturer's instructions and not SWL. These must be erected by a trained and competent person with checks carried out and documented. Any damage or faults are to be highlighted and resolved immediately with the equipment isolated and taken out of use. Thorough examination of harness and lanyards will be carried out by a competent 3rd party every 6 months. Immobilise machine before undertaking works on top of machine.	1	5	5 LOW

					Use other aids where practicably possible to complete lengthy operations. Refrain from this work in inclement weather. Any leading edges/staircases/openings are to be secured and signs erected to prevent unauthorised access. All excavations are to have safe access and egress to them with a graded ramp in and out. All shear edges are to have bunding and or fencing around them to prevent plant and machinery from toppling in. CDL will to supply adequate lighting in key areas of the site. **PERSONAL PROTECTIVE EQUIPMENT** When in cherry pickers, harness and lanyards must be worn at all times. Suitable safety boots are to be worn correctly and laced up, with good soles and grip. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Fragile structures	Operatives - serious injuries, breaks, fractures, head injuries possibly leading to death	4	5	25 HIGH	**ELIMINATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** There is no requirement on this project to enter any fragile structures if these are found to be present on site, they will be isolated and signage displayed warning of the hazards. **CONTROL** Inspection: If remote inspection is not possible then access to the roof must be planned and any risks must be assessed and appropriate action taken to reduce the dangers. If a fall protection system is already installed, ensure that the system has been maintained and inspected properly and that only trained and competent people use the system. Where there are any fragile areas, these need to be marked and secured to prevent entry. **PERSONAL PROTECTIVE EQUIPMENT** When in cherry pickers, harness and lanyards must be worn at all times. Suitable safety boots are to be worn correctly and laced up, with good soles and grip. These must be well maintained and in good condition. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	5	5 LOW

Heavy items poor manual handling	Collins operatives - pulls, strains, torn ligaments break injuries to upper and lower back, slipped disc and hernias	4	3	12 MED	**ELIMINATE** Manual handling will be eliminated where practical with the use of mechanical means. In some areas of the works this will not be achievable and the following controls will be required to be followed. **REDUCE** Materials and equipment are to be delivered as close to the work area as possible to reduce the amount of manual handing required for the task. Equipment like sack barrows, wheel barriers are to be used where practical. **ISOLATE –** Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** All operatives are to assess the load before moving it - TILE (Task, Individual, Load, Environment). No operative is to lift above their individual capability. Where lifting aids cannot be used and it is possible to break the load down this is to be done. Where a load cannot be split down operatives are to conduct a team lift with another individual, when lift is not in their individual capability. Manual lifting of large items where so far as is reasonably practicable in adverse weather conditions. **PERSONAL PROTECTIVE EQUIPMENT** Suitable gloves are to be worn when manual handling these must give adequate grip. Safety boots are to be worn correctly and laced up, with good soles and grip These must be well maintained and in good condition. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	3	3 LOW
Fire / explosion	Collins operatives, other workers, sub-contractors, visitors, general public - serious impact injuries, burns possibly leading to death	4	5	20 HIGH	**ELIMINATE** No smoking in any Collins plant, equipment or vehicles. No smoking in the work areas on in the designated smoking areas. **REDUCE** Flammable liquids are to be substitutes where practical for non-hazards non-flammable substitutes where practical. **ISOLATE** Flammable liquids are kept locked in a COSHH cube on site. Combustible materials kept away from the refuelling station. EXCLUSION ZONE: Erect physical barriers and warning signs around / below area of works. The operative must ensure that the work area has adequate ventilation for the task at hand.	1	5	5 LOW

					CONTROL Hot works permits are to be issued by the site manager, this will involve the operatives having fire warden training and the appropriate firefighting equipment near to the works during the operation. All hot works are to be complete 2 hours before the end of the shift with a constant fire watch during this period. Site security, with a minimum of secure fencing to be in place. Waste is to be kept in separate locked receptacles. Spread sand to area below cutting area if permissible. To reduce the risk of an uncontrolled fire no hot works must be undertaken within one hour of lunch or of the shift ending. Ensure permit is signed off. Good level of housekeeping in and around site, all COSHH waste is to be disposed of correctly. All cutting equipment i.e. guns, bottles to be fitted with correct safety valves and flash back arrestors. All full and empty gas bottles to be stored in a safe area, preferably within a secure compound. Propane to be separated from oxygen by a minimum of 3 metres. No storage of bottles within the immediate boundary of any site. Equipment to be shut down / isolated prior to starting refuelling operation. Switch off the engine and apply the parking brake before leaving the vehicle cab. Alert the site manager immediately in the event of a large spillage. Operation of mobile phones is not allowed when refuelling. Any issues are to be reported to the site manager immediately Adequate firefighting equipment is to be available. Adequately trained and competent fire marshals/wardens are to be present on site during all works. **PERSONAL PROTECTIVE EQUIPMENT** Ensure that fire extinguishers are provided are close to hand at the works area. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Slips trips and falls	Operator, other workers, sub-contractors, visitors, general Public - minor injuries, scrapes, knocks, broken bones and cuts	4	4	16 HIGH	**ELIMINATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** Not aways Practical for all works on this project however this is controlled by the methods in this section. **CONTROL**	1	4	4 LOW

					CDL will supply and maintaining safe access and egress to site and around site. 3 points of contact on machine at all times when entering and examining. Plant and equipment are to be cleaned at the start or end of each shift making sure access steps are free from debris. Immobilise machine before undertaking works on top of machine. All excavations are to have safe access and egress to them with a graded ramp in and out. All shear edges are to have bunding and or fencing around them to prevent plant and machinery from toppling in. Principal Contractor is to supply adequate lighting in key areas of the site. Good standard of housekeeping is to be maintained on site. Any issues reported to the Principal Contractor. **PERSONAL PROTECTIVE EQUIPMENT** Individuals are responsible for maintaining their Personal Protection Equipment (PPE) if they require new PPE, they must inform the Collins supervisor/site manager for replacements **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Poor hygiene	Operator, other workers, sub-contractors, visitor's – sickness, skin conditions, disease (leptospirosis)	4	4	16 HIGH	**ELIMINATE** There should be no for any operative on site to have poor hygiene or work in an environment where this is allowed. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** CDL are responsible for suitable adequate welfare for Collins operatives, this includes toilets, washing facilities including, clean hot and cold, or warm, running water; soap or other suitable means of cleaning; towels or other suitable means of drying; and showers, where the nature of work is particularly dirty or there is a need to decontaminate. Dry room, running water, rest areas. These will also be maintained and monitored by the Principal Contractor. Supervisor/managers are to brief the operatives on keeping the facilities clean. **PERSONAL PROTECTIVE EQUIPMENT** Site and task precipice PPE is to be worn at all times be kept in good condition.	1	4	4 LOW

					DISCIPLINE • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Excess water	Operator, other workers, sub-contractors, visitors, general public - could lead to spread of viruses/disease, drowning leading to death	4	5	20 HIGH	**ELIMINATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** Site water is to be contained within site and not allowed to leave by entering drains, water courses etc. **CONTROL** Water is to be managed at a site level, if this becomes a further issue a separate water management plan will be carried out. Excess water on site is to be managed with the use of bowsers and pumps to eliminate the water and dispose of in a pre-agreed location with the Principal Contractor. Where natural water course are present A top water management plan will highlight controls required **PERSONAL PROTECTIVE EQUIPMENT** Waterproof coats, leggings and steel toe cap wellingtons are to be worn. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	5	5 LOW
Inclement Weather	Operator, other workers, sub-contractors, visitors, general public – symptoms of cold/flu, hypothermia, breaks	3	5	15 MED	**ELIMINATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **REDUCE** Collins site team will monitor the weather and effects this has on the works been carried out. In the event the decision will be made to stop works at a site level if this is not documented in the task specific documentation. **ISOLATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** Winter Personal Protective Equipment supplied (thermal hat liners, coats, gloves) as required for Collins operatives.	1	5	5 LOW

					CDL will supply adequate welfare for Collins operatives, this includes toilets, washing facilities including, clean hot and cold, or warm, running water; soap or other suitable means of cleaning; towels or other suitable means of drying; and showers where the nature of work is particularly dirty or there is a need to decontaminate, dry room, running water, rest areas. These will also be maintained and monitored by the Principal Contractor. If gritting is required around the Collins compound, Collins site supervisor is to liaise with the Principal Contractor to arrange this. Waterproof coats, leggings and wellingtons are to be made available to Collins operatives as required. **PERSONAL PROTECTIVE EQUIPMENT** Waterproof coats, leggings and steel toe cap wellingtons are to be worn. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Fouling of the road surfaces	Operator, other workers, sub-contractors, visitors, general public – slipping, skidding of vehicles leading to serious injury	3	4	12 MED	**ELIMINATE** CDL are responsible for monitoring and managing the condition of the roads external to the site. Where practical wheels will be cleaned before exiting the site, this can be done by jet wash or wheel wash for example. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** Collins supervisors/managers should arrange for wheel/track cleaning facilities where necessary. Any concerns or issues will be highlighted to the Principal Contractor. **PERSONAL PROTECTIVE EQUIPMENT** **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	4	4 LOW
Hazardous substances	Operator, other workers, sub-contractors - long term disease, Mesothelioma, lung cancer leading to possible death	4	5	20 HIGH	**ELIMINATE** Substances hazards to health will be eliminated where practical for non/less hazardous. **REDUCE** Not aways practical for all works on this project however where practical for non/less hazardous will be used.	1	5	5 LOW

					ISOLATE Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** Demolition survey will be carried out before works commencing, this will highlight any area containing asbestos. All areas will be highlighted in the site induction that contain asbestos to all attending the site. These areas will have the appropriate warning signage displayed. Collins operatives are trained on UKATA asbestos awareness. Only fully trained and competent persons can work with asbestos, if this require removing it will be documented in a separate methodology. Licensed works can only be carried out by a licenced company fully trained licensed asbestos operatives. If unknown substances are found during demolition all work will stop and the Principal Contractor be made aware, works will commence once the integrity of the substance has been identified and the appropriate action taken. All chemicals used are to have a COSHH assessment carried out and accompanied by a material safety data sheet (MSDS). Collins operatives will be made aware of these documents and control measures as well as where to find them if required. **PERSONAL PROTECTIVE EQUIPMENT** The appropriate PPE is to be worn as documented on the COSHH and dater sheets for the substance. **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Overhead services	Operator, other workers, sub-contractors - electric shock leading to respiratory problems, muscle convulsions, arrhythmia of the heart leading to possible death	4	5	20 HIGH	**ELIMINATE** If overheads are present the utility provider should be contacted and the utility diverted. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** CDL are responsible for contacting the utility supplier for details of supply. If not practical, the steps below are to be taken.	1	5	5 LOW

					Marking out the GS6 area must be conducted by a competent person. This must consist of advance warning signs of voltage, high (height specified by the electrical company) from ground level of the cabs, crossing to be illuminated if working after dark. All operatives are to be briefed on the details of the GS6 before working in the area. Access routes are to be level, firm and well maintained to prevent tilting of plant once under the area. If lighting is required it should be placed at ground level shining up to the cables. CDL will maintaining the GS6 barriers, signs, ground conditions etc. Access crossings are to be kept to a minimum. If working under the GS6 plant being used to excavate should not be able to reach the overhead services. **PERSONAL PROTECTIVE EQUIPMENT** Not aways Practical for all works on this project however this is controlled by the methods in this section. **DISCIPLINE** Anyone not following this document or company process, the Collins Disciplinary Policy will be followed. •			
Use of hand tools	Operator, other workers, sub-contractors - minor injuries from scrapes, cuts, eye injuries from projectiles to serious cuts, lacerations and amputation of limbs	4	4	16 HIGH	**ELIMINATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **CONTROL** Hand tools to be inspected by the operative before use. All power tools are to have guarding around moving parts where so far as is reasonably practical. No loose clothing is to be worn when operating tools that have rotary parts. Hand tools are to be maintained and kept in a good condition Impacted tools such as dif pins, wedges and cold chisels are to be kept in a good condition and free from mushroomed head. Tools are to be of a good quality and made of a suitable material. The correct tool for the job must be used. Tools are to be stored in a safe dry place. Tools are to be kept clean and dry with handles free from oil All portable power tools are to have an in date Portable Appliance Test (PAT).	1	4	4 LOW

					PERSONAL PROTECTIVE EQUIPMENT Mandatory PPE is to be worn at all times, High visibility vest, hard hat, gloves and glasses when in the demolition area. FFP 3 masks are to be worn that are suitable for the individual task, this will be determined in a task specific risk assessment. Any operative wearing a mask must be clean shaven and have a in date mask precipice face fit test **DISCIPLINE** • Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Members of the public gaining access to site	Operator, other workers, sub-contractors, visitors, general public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death	4	5	20 HIGH	**ELIMINATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **REDUCE** Not aways practical for all works on this project however this is controlled by the methods in this section. **ISOLATE** Site will be maid secured by CDL this will be achieved by fencing and the use of CCTV. Fencing checks are to be carried out and documented on a weekly basis any repairs to the fence line carried out immediately. **CONTROL** Suitable signage will be displayed around the perimeter of the site highlighting the hazards and that no unauthorised access is permitted. Letter drops to neighbouring property's/business explaining the work been carried out and issuing contact details for the site in the event of any issues. **PERSONAL PROTECTIVE EQUIPMENT** **DISCIPLINE** • Any issues with unauthorised access will be managed with by the site team and the authorities notified immediately.	1	5	5 LOW
Aggressive behaviour	Operator, other workers, sub-contractors, visitors, general public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death	4	5	20 HIGH	**ELIMINATE** Not aways practical for all works on this project however this is controlled by the methods in this section. **REDUCE** Reduce the interaction, disturbance/incidence to the general public/neighbouring businesses. **ISOLATE**	1	5	5 LOW

					CONTROL Management / Security Staff Vigilance / Supervision / Intervention. Unsuitable staff are filtered out through selection, training and induction procedures. During formal and on-the-job training, recruits are taught to be non-confrontational in approach. Various styles and techniques involving courtesy, politeness, being firm but fair, smiling and helpful are drilled into staff. Continual on-the-job monitoring of individual performance is carried out. Operatives are trained to be non-provocative, and to let the supervisors/managers handle difficult customers. **PERSONAL PROTECTIVE EQUIPMENT** Not aways practical for all works on this project however this is controlled by the methods in this section. **DISCIPLINE** Any one not following this document or company process, the Collins Disciplinary Policy will be followed Any aggressive behaviour or violence at work will be managed with by the site team and the authorities notified immediately. •			
Unauthorised access to site	General public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death	4	5	20 HIGH	**ELIMINATE** Due to the site location this is not practical, however the hazard should be reduced by the control measures documented in this section. **REDUCE** Due to the site location this is not practical, however the hazard should be reduced by the control measures documented in this section. **ISOLATE** Solid fencing system will be erected and secured around the site; this will be checked on a weekly basis for any defects. This will be erected as per the manufacture's specification. Signage will be placed around the site highlighting the hazards and dangers of the site, there will also be a board with contact details on for the site management team for any issues to be raised by the general public. **CONTROL** CCTV will be erected around the site to monitor out of hours. **PERSONAL PROTECTIVE EQUIPMENT**	1	5	5 LOW

					N/A **DISCIPLINE** • Any trespassers accessing plant and equipment the emergency services will be called and the issue reported			

APPENDIX 8 – PAPERWORK SAMPLES

8.1 Daily Briefing Sheets (Sample)

Task/Activity Details

No.	Supervisors Feedback	Yes	No
1.	Have you brought your team together at their workplace?		
2.	Is every member of your work team fit for work?		
3.	Have you briefed your work team on risks and method statements?		
4.	Are you happy your team understands approved work methods?		
5.	Have you briefed your team on changes to the work or work areas?		
6.	Have you discussed any additional risks associated with changes?		
7.	Is there anyone nearby that could affect your safety or be affected by you?		
8.	Could the weather today affect your safety and have you discussed it with your team?		
9.	Were there any problems arising from your work yesterday?		
10.	Does everyone have all they need to carry out their jobs safely?		
11.	Is all your work equipment in a good condition?		
12.	Has your team any feedback on proposed work methods?		
13.	If there is any work at height, are safe access methods agreed?		
14.	Do your team feel they can complete their work today safely?		
15.	Have you carried out a check of the work area for hazardous materials prior to starting work?		
16.	Are all hazardous materials being stored correctly within your work area?		

Comments

Supervisors Declaration	
Name:	Signature:
Date:	

Task/Activity Acknowledgement
The employees detailed below have signed to confirm that they: a. Have received a briefing from their supervisor regarding the task/activity on the front page. b. Understand the requirements of this task/activity. c. Shall work to the requirements of this task/activity and any control measures identified. d. Will notify their supervisor, should any abnormalities or areas of concern regarding the works. e. The supervisor and operatives have been issued with all required PPE/RPE to carry out the works.

Full Name	Signature	Date

8.2 TBT (Index)

Talk	Date	Date	Date	Date
Accident Prevention				
Drugs & Alcohol				
Live Services awaiting Termination and/or Disconnection				
COSHH				
Dust Generated through Work Practices				
Fire Precautions and Extinguishers				
Compressed Gas Cylinders – Specifically Oxygen				
Compressed Gas Cylinders – Specifically Propane				
Dermatitis				
Hand Arm Vibration Syndrome (HAVS)				
Banksman / Traffic Marshal				
Manual Handling				
Use of Demolition Attachments – including Change of Attachments				
Exclusion Zones				

Talk	Date	Date	Date	Date
Working with or off Scaffolding – Tube & Fitting				
Working with or off Tower Scaffolding				
Abrasive Wheels				
Personal Protective Equipment				
Weil's Disease & Leptospirosis				
Slips, Trips & Low Falls				

8.3 Permit to Work (Sample)

Date Issued	General Permit No.	Location of Work	Brief Description of Work	Date Cancelled

8.4 Hot Works Permit (Sample)

Proposed Activity Type					
Welding	☐	Soldering	☐	Braising	☐
Grinding	☐	Heat Treatment	☐	Hot Cutting	☐

SECTION A (To be completed by the nominated Collins Responsible Person)					
ISSUED TO:	(Person in charge of work & company name)				
	ISSUE DATE				
PERMIT VALID FROM (HOURS)		**PERMIT VALID TO (HOURS)**		**PERMIT ISSUER SIGNATURE**	

LOCATION AND BRIEF DESCRIPTION OF WORKS: (*Attach Method Statement and Drawings*)	
Method Statement Title/ Ref No.	

SECTION B (To be completed by the nominated Responsible Person			
PRECAUTIONS TAKEN AND EQUIPMENT PROVIDED TO PROTECT AGAINST INCIDENT:			
General		**Fire Precautions**	
Appropriate PPE provided	☐	Sprinkler system/fixed fire system in operation	☐
Qualified/Trained Operators to carry out work	☐	Sprinkler system isolated	☐
Mechanical Ventilation Provided	☐	Fire detection system- False alarms likely	☐
Area cordoned off and warning signs displayed	☐	Fire detection system isolated	☐
Flammable liquid containers removed/protected	☐	Escape routes available and clear	☐
Walls and floors suitably protected	☐	Means of sounding fire alarm at hand	☐
Vessels and lines isolated and purged free of flammable liquid.	☐	Fire Watch in place	☐
Area free of oxidizing material.	☐	Standby fireman in attendance throughout work	☐
Welding/Cutting/Bonding equipment correctly sited.	☐	Fire blankets available	☐
Earthing or Bonding correctly applied	☐	Flammable gas/vapours anticipated	☐

Gas cylinders fitted with flashback arrestors	☐	Surrounding drains and sewers inspected and are safe.	☐
Surrounding areas notified of work taking place	☐		
If Sprinklers Isolated has Insurers approval been obtained	☐		

Fire Extinguisher types to be used

Water	☐	CO^2	☐
Foam	☐	Powder	☐
Hose	☐	Other	☐

SECTION C (To be completed by person in charge of hot works)

I have examined and understand the contents of this permit and attachments and confirm that work will be carried out in a safe manner in accordance with the conditions overleaf and any special conditions listed above.

SIGNED:		**NAME:**	
EMPLOYED BY:		**DATE:**	

SECTION D (To be completed by the nominated Collins responsible person)

Work Completed

Time		**Date**		**Signed**	

Area Checked for Smoldering Embers (30 minute check)

Time		**Date**		**Signed**	

Area Checked for Smoldering Embers (60 minute check)

Time		**Date**		**Signed**	

Permit Closed Out

SIGNED: **NAME:**

EMPLOYED BY: **DATE:**

8.5 Permit to Break Ground (Sample)

ADDRESS	
SCOPE OF WORKS	

ASSOCIATED RISK ASSESSMENT & METHOD STATEMENT REFERENCE NUMBERS	**RA REF.**		**MS REF.**

THE DURATION OF THIS PERMIT MUST NOT EXCEED 7 DAYS

IF NO IS ANSWERED TO ANY OF THE ITEMS LISTED IN SECTION 1 & SECTION 3, ESCALATION TO THE SUPERVISOR OR MANAGER IS REQUIRED TO ENABLE FURTHER PLANNING AND IDENTIFY ADDITIONAL CONTROL MEASURES.

MONITOR THE WORKS THROUGHOUT THE VALIDITY PERIOD OF THIS PERMIT TO IDENTIFY ANY CHANGE. IF UPON REVIEW NO IS ANSWERED TO THE QUESTIONS BELOW STOP WORK AND ESCALATE TO A SUPERVISOR OR MANAGER.

SECTION 1 - GENERAL	**YES**	**NO**	**NA**
A CAT and Genny scan including trace of all relevant streetlamp columns has been completed? *(Ensure CAT/ Genny trace is carried out in layers throughout the excavation)*			
CAT Scanner name, model, serial number, calibration date?			
A check for Street furniture for example boundary boxes etc. and road scarring has been completed?			
All services are marked up, including the exclusion zone of 500mm for plant? *(Never use mechanical plant or power tools within 500mm of a known service)*			
Safe digging practices - can be adopted and protection of services maintained?			
Trial holes- can be undertaken to confirm the position of services?			
Services encased in concrete are isolated?			
Personal Protective Equipment (PPE)	**YES**	**NO**	
Minimum standard PPE is available and worn?			
Relevant personnel are wearing flame retardant clothing?			
All hand tools, stakes and marker pins shall be fully insulated for the protection of the user?			

SECTION 2 - UTILITY SERVICES PRESENT (Tick relevant boxes of known services present)					
ELECTRICITY	EXTRA HIGH VOLTAGE	☐	**GAS**	HIGH PRESSURE	☐
	HIGH VOLTAGE	☐		MEDIUM/ INTERMEDIATE PRESSURE	☐
	LOW VOLTAGE	☐		LOW PRESSURE	☐
WATER	TRUNK MAIN	☐	**SEWER**		☐
	MAIN	☐	**COMMUNICATIONS**		☐
	SERVICE	☐	**DRAINAGE**		☐
OTHER					

SECTION 2 - SIGN OFF & AUTHORISATION (Where escalation has been identified, Section 4 & 5 MUST be completed)
ISSUER: *(Team leader, Supervisor or Manager with specific training and authorisation)*
I confirm that works are safe to proceed in accordance with the control measures identified in this permit, and associated risk assessment and method statement.

NAME		SIGN		DATE		TIME	

ACCEPTER: *(Person in charge of works if issuer is not directly supervising. Acceptor or Issuer must remain present at all times)*							
I accept responsibility that work will be carried out in accordance with this permit associated risk assessment and method statement and that all persons under my control will comply.							
NAME		**SIGN**		**DATE**		**TIME**	

CANCELLATION – This permit is valid for 1 week from the open date !							
I confirm the area is safe and declare this permit cancelled.							
NAME		**SIGN**		**DATE**		**TIME**	

8.6 Temporary Works

Date of inspection	Description of temporary works and means of identification / location	Result of inspection	Next inspection due	Signed
	Heras fencing around perimeter of site			

H&S Document Type	Method Statement, Risk & COSHH Assessments
Subject of Briefing	DEMOLITION PLAN
Person(s) Conducting Briefing	

When signing up to Collins Method Statement, you must state the Appendix number that applies to your work. Appendices 1, 2, 3, 4, & 6 are mandatory in all instances.

APPENDIX 1 – INTRODUCTION
APPENDIX 2 – HEALTH AND SAFETY ARRANGEMENTS
APPENDIX 3 – ENVIRONMENTAL CONSIDERATIONS
APPENDIX 4 – EMERGENCY ARRANGEMENTS
APPENDIX 5 – WORKING METHODOLOGY
APPENDIX 6 – MANDATORY
APPENDIX 7 – RISK ASSESSMENTS
APPENDIX 8 – PAPERWORK SAMPLES

Name	Date	Appendices	Signature to confirm that I have read or had communicated to me and that I understand the requirements of the paperwork relating to the works.

Name	**Date**	**Appendices**	**Signature to confirm that I have read or had communicated to me and that I understand the requirements of the paperwork relating to the works.**

Additional Activity Briefing Register

NOTE – for sign off by Site Manager who will then brief all operatives involved in the activity.

Activity Briefing No.	Description	Revision No.	Date	Signature

Completion of the Works

Inspection & Approval

Upon completion, the works shall be submitted for inspection by these responsible persons to verify satisfactory completion.

Any defects or omissions shall be re-worked until approved by the responsible person.

Supervisor	*Site Manager*	*Client*	*Other*

Details:

The site manager shall inspect the works to ensure they have been completed satisfactory.

Record Documentation

Upon satisfactory completion of the works, the following record documentation shall be issued.

The PC (Main Contractor) shall retain all such record documentation for handover to the Client upon completion of the project.

Certificate	*Recorded Dwg(s)*	*Photo(s)*	*Other*
☐	☐	☐	☐

Details:

All lorries carrying material off-site shall provide the relevant consignment note. Each load shall be recorded on site by the PC site manager in a waste materials & recovery log.

Inspection & Approval (Signing off – Completed Works)

Collins Demolition Ltd Site Supervisor / Manager

(Print name)

(Signed)	**(Date)**

Client's Representative

(Print name)

(Signed)	**(Date)**

Contract Administrator

(Print name)

(Signed)	**(Date)**

Other

(Print name)

(Signed)	**(Date)**

The signing off of the above works indicates that ALL works are complete to the satisfaction of the clients appointed representative and have been carried out in accordance with the contract of works.