

May 8, 2025



Project:	Indoor tennis court demolition	
Address:	Palatine Rd, Manchester, M20 3YA	
Client:	WT Partnership	
Issue Date:	8 th May 2025	Revision One
Prepared by:	Ryan Hughes (Asbestos Contracts Manager)	
Reviewed by:	Dale Hughes (Managing Director)	
Plan reviewed and accepted by:	Site Supervisor - Signed: Date:	

CONTENTS:

1. Introduction

2. Project details

- Client
- Client Project Manager & Principal Designer
- Principal Contractor
- Health & Safety Consultant
- Health & Safety Executive
- Location
- Programme

3. Existing Site Features

- The Site & Surrounding Areas
- Existing Services
- Site Access & Egress
- Ground Conditions
- Existing Structures
- Drains
- Drawings & Surveys

4. Method Statement

- Scope of works
- Resources
 - General Staff
 - Plant & Equipment
 - Power and Lighting
- Site Set-up
- Soft Strip
- Removal of the asbestos cement sheets
 - General staff
 - Personal protection equipment and respiratory protection equipment
 - Tools and equipment
 - Survey information
 - Details of analytical company
 - Method of removal
 - Asbestos waste disposal site
- Demolition
- Removal of the Hard Standing / Ground Foundations
- Site Finish

5. Amendments to the Method

6. Management of the Work

- Management Structure
- Management Responsibilities
- Health & Safety Goals
- Monitoring arrangements
- Information for Contractors

- Communication & Co-operation
- Non-English-Speaking Contractors
- Site Safety Information
- Selection Procedure and control of contractors
- Overlap with Clients Undertaking
- Site Security
- Site Inductions & Onsite Training
- Personal Protective Equipment
- Welfare Facilities
- Fuel Storage & Refuelling
- Accidents / First Aid
- RIDDOR
- Risk Assessments and Safe Systems of Work
- Site Rules
- Fire and Emergency Procedures
- Emergency contacts
- Health & Safety File

7. Arrangements for controlling significant site safety risks.

- Plant & Equipment Delivery
- Control of Excavation Works
- Temporary Works
- Working at Height & preventing falls on site
- Confined Spaces
- Plant & Competency Training & Test Certificates (LOLER / PUWER)
- Traffic Management Plan
- Storage of hazardous materials and work equipment
- Permits to Work
- Adverse Weather

8. Arrangements for controlling significant site health risks.

- Asbestos
- Contaminated Land
- Manual Handling
- Mechanical Handling & Lifting
- COSHH
- 'Sharps' Hypodermic syringes / needles
- Vermin

9. Demolition environmental management plan

- Environmental Rules
- Noise / Vibration
- Dust / Fumes
- Waste Management
- Pollution Prevention
- Environmental Incidents
- Bats

Appendix A: Site Fire Risk Assessment

Appendix B: Risk & COSHH Assessments

Appendix C: Site Rules

Appendix D: Working at Height Rescue Procedure

EMPLOYEE SIGN-UP SHEET

1. Introduction

This Construction Phase Plan including Method Statements, Risk Assessments and COSHH assessments has been prepared to demonstrate the safe working method for the demolition and site clearance of the tennis court structure, including the removal of asbestos.

The Construction Phase Plan is to be read in conjunction with provided drawings and Hazard Survey and is intended to be a live document in accordance with the relevant Codes of Practice and H.S.E. Guidelines.

All demolition work will be conducted in strict adherence to the BS 6187:2011 Code of Practice for full and partial Demolition, including all relevant Health & Safety legislation, approved codes of practice, and official guidance.

All asbestos removal activities will comply with The Control of Asbestos Regulations 2012 (CAR 2012) and the H.S.E. Approved Code of Practice (ACOP) L143 Managing and Working with Asbestos.

The methods outlined in this document are deemed the most suitable based on the information available at the time of preparation. Should unforeseen circumstances arise or changes in conditions, requirements, or timelines occur, amendments to this document may be necessary.

As the Principal Contractor or Demolition Contractor we will:

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

All work will be carried out in accordance with the relevant Health and Safety Legislation and Regulations which may include:

Legislation

The Health and Safety at Work Act 1974

The Road Traffic Acts 1972 and 1974

The Control of Pollution Act 1989

Environmental Protection Act 1990 (amended Scotland 2001)

Regulations

The Health and Safety (First Aid) Regulations 1981
The Road Vehicles (Construction and Use) Regulations 1986
The Electricity at Work Regulations 1989
The Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)
Workplace Health and Safety Welfare Regulations 1992
The Manual Handling Operations Regulations 1992 (MHR) (As amended 2002)
The Health and Safety (Consultation with Employees) Regulations 1996
The Safety Signs and Safety Signals Regulations 1996
Construction (Health, Safety and Welfare) Regulations 1996
Confined Space Regulations 1997
The Waste Management (Licensing) Regulations 1998
The Provision and Use of Work Equipment Regulations (PUWER) 1998
The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
The Management of Health and Safety at Work (MHSWR) 1999
The Control of Lead at Work Regulations 2002
The Special Waste Amendment (Scotland) Regulations 2004 (& Special Waste Regulations 1996)
The Regulatory Reform (Fire Safety) Order 2005
The Control of Vibration at Work Regulations 2002
The Control of Noise at Work Regulation 2005
Working at Height Regulations 2005 (As amended 2007)
The Control of Asbestos Regulations 2012
H.S.E. Approved Code of Practice L143 Managing and Working with Asbestos
Control of Substances Hazardous to Health (COSHH) 2002 (As amended 2013)
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (As amended 2013)
The Construction (Design and Management Regulations (CDM) 2015

British Standards

BS 5228-1:2009+A1:2014 Code of practice for noise control on construction and open sites
BS5228-2:2009+A1:2014 Code of practice for vibration control on construction and open sites
BS 5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework
BS 6187:2011 Code of practice for full and partial demolition

National Federation of Demolition Contractors Guidance

DRG 012 - NFDC guidance note for Construction (Design and Management) Regulations (CDM) 2015
DRG 100 - NFDC guidance note for safe use of mobile crushers in demolition
DRG 101 - NFDC guidance note for high-reach demolition rig guidance notes
DRG 102 - NFDC guidance note for the deconstruction of tower blocks
DRG 103 - NFDC guidance note for work with non-licensed asbestos containing materials
DRG 104 - NFDC guidance note for demolition attachments

May 8, 2025

DRG 105 - NFDC guidance note for temporary works overview

DRG 106 - NFDC guidance note for scaffolding for demolition and structural refurbishment

DRG 107 - NFDC guidance note for termination of services

DRG 108 - NFDC guidance note for waste and permitting

DRG 109 - NFDC guidance note for DRIDS

DRG 110 - NFDC guidance note for exclusion zones

Institute of Civil Engineers Guidance

The Institute of Civil Engineers Manual of Health and Safety in Construction 2010

The Institute of Civil Engineers Manual of Health and Safety in Construction 2015 (second edition)

The Institute of Civil Engineers Temporary Works Principals of Design and Construction

2. Project details

Client	
WT Partnership Chancery Place 50 Brown Street Manchester M2 2JT	Contact: Matt Mcgrath
	Tel: +44 (0) 2086 860 431
	Email: matt.mcgrath@wtpartnership.com
Project Manager & Principal Designer	
WT Partnership Chancery Place 50 Brown Street Manchester M2 2JT	Contact: Matt Mcgrath
	Tel: +44 (0) 2086 860 431
	Email: matt.mcgrath@wtpartnership.com
Principal Contractor	
D Hughes Demolition & Excavation Ltd. Coteman Heights Farm Hill Top Lane Delph Oldham OI3 5RW	Contact: Ryan Hughes
	Tel: 07976 506461
	Email: info@dhughesdemolition.co.uk
DHD & E Ltd. - Health & Safety Consultant	
RGS Safety Services 55A Wotton Drive Ashton in Makerfield WN4 8XR	Tel: 07590 824270
	Email: rgssafetyervices@hotmail.com
Health & Safety Executive	
Health & Safety Executive, Redgrave Court, Merton Road, Bootle, Merseyside, PR1 2HS.	Contact: Tel: 0151 951 4000

Location of the works:



Highlighted in red above is the building to be demolished.

Programme	Working Hours
Start date: TBC.	7.30am – 5.00pm Monday to Friday
Duration: 4 weeks	Weekend working - TBC

3. Existing Site Features

➤ The Site & Surrounding Areas

The site is surrounded by residential dwellings.

Preliminary condition surveys will be conducted prior to the commencement of works on structures, including adjacent properties, boundaries, and other potentially affected areas. These surveys will assess the risks posed by noise, vibration, and dust generated during deconstruction and demolition activities. Additionally, the surveys will account for the presence or anticipated presence of protected species.

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

➤ Existing Services

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

➤ Site Access & Egress

Access and egress will be via Parkfield rd south. Vehicles entering and leaving the site must drive with the utmost caution showing due care and consideration to residents and other road users and the rights of free access for the public will be maintained throughout the duration of the works.

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

Access and egress will be managed via designated entry points. Vehicles entering and exiting the site must proceed with utmost caution, showing due consideration to residents and other road users. The right of free access for the public will be maintained throughout the duration of the works.

Ensuring safe access and egress for labour, plant, and vehicles is of paramount importance. Drivers must adhere to the traffic management plan and follow the instructions of the traffic marshals. Under no circumstances will vehicles reverse without the assistance of a banksman/traffic marshal. When exiting the site, vehicles will be guided by the banksman/traffic marshal. A 5-mph speed limit will be enforced for all vehicles visiting the site.

➤ Ground Conditions

All works must be carried out in line with the Health and Safety Executive (HSE) Guidance Document HSG47 Avoiding Danger from Underground Services.

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

Before breaking ground, checks will be carried out to ensure that there are no underground services, (electricity, gas, water, telecommunications etc.) that will be damaged during the work activity. Service plans / drawings will be reviewed beforehand.

Further investigations may be necessary for the grubbing up of the foundations.

➤ Existing Structures

The structure comprises brick-built walls and concrete columns, with concrete trusses and steel purlins supporting asbestos cement roof coverings and integrated skylights.

The interior features a large hall with a seating area on an upper level. Beneath the seating area, there are several rooms designated as storage areas and washrooms.

➤ Drains

Working in conjunction with the provided drawing, *Sewer records UU*, the main combined drain point 2706 will be unearthed, capped and labelled as such.

Drains within the site boundary will be deemed redundant (unless the client confirms otherwise) and removed during the ground works.

➤ Existing Drawings

The following documents have been supplied by the Principal Designer:

 Sewer Records UU.pdf	 LSBUD-250225-3643 4781.PDF	 LSBUD Job No 36434781 - Zayo Ove	 36705642_Electricity North West.pdf	 36434781_CadentG as.pdf
 EN25046-T.pdf	 EN25046-U.pdf	 101942 - The Northern - Phase 1	 P.2144.24 Ascerta (Preliminary) Ecologi	 Survey to old indoo Asbestos R&D
 SITE LOCATION DETAILS.pdf	 24-01-D03.pdf	 24-01-D02.pdf	 24-01-D01.pdf	

4. Method Statement

➤ Scope of Work

- Site Establishment
- Soft Strip Out
- Removal of asbestos cement sheets
- Demolition
- Removal of the Hard Standing / Ground Foundation
- Site Finish

➤ Resources

General Staff	
Director of Safety	Dale Hughes
Contract Manager	Ryan Hughes
Site Supervisors	Reece Hughes / Craig Steele
Plant Operatives (CPCS & CCDO)	1
Site Operatives (CCDO)	4
(The frequency of the site based, and non-site-based personnel will be dependent on operations and programme demand)	

Plant & Equipment	
Komatsu 360 hydraulic excavator Various attachments- breaker, pulveriser, magnet, buckets, grabs, shear etc. RORO truck & waste skips Work vehicles / vans Hand tools Access Equipment: Scaffolding	Please note: This is not an exhaustive list and plant, and equipment will be provided at a frequency to deliver the works in a safe manner and in accordance with the agreed programmed works. All plant equipment is to be turned off when standing idle or if the operator leaves the cab. Bungee keys to be supplied to be used on all plant equipment. At the end of the working shift all plant, equipment and tools will be immobilised and parked in designated area. Records of thorough inspections will be kept in the site file.
Power and Lighting Arrangements	
All power required for the works will be sourced from the welfare facilities generator. This will be sufficient for the works.	

There is sufficient natural light within the premises that no further arrangements will be required. If operatives request additional lighting, this will be arranged using podium lights in indicated areas.

➤ Site Set-up

The Site Supervisor will oversee the provision and installation of:

- Site fire plan including fire and assembly points etc.
- Installation – segregation/signing of internal traffic routes, public footpath and access/egress
- Erection of protective 2.4m Heras type fencing to encompass any site boundaries required and those openings created by the works to ensure prevention of unauthorised access
- Provision of suitable and sufficient welfare facilities to meet the CDM 2015 Regulations
- Designation of plant and equipment over-night secure zone
- Designation of internal vehicle turning points (as required)
- Designation of site parking facilities
- Designation of first aid station, spill kit location etc.
- ALL OPERATIVES TO ATTEND SITE INDUCTION
- Protection of trees which are to be retained.
- Movement of machinery from low-loader into site will be carried out at a suitable time so as not to cause additional hazard within the surrounding environment.
- Protection at all times of adjacent properties and those accessing same
- Protection at all times of adjacent roadways and pavements and those accessing same

➤ Soft Strip Out

All soft stripping work methods must consider potential hazards from and including working at height, ineffective protection of voids, falling debris, restricted workspace, manual handling and fire (if combustible debris is being removed).

Prior to the commencement of any strip out works an inspection of the work area will be undertaken to determine the most suitable and effective method and sequence for the strip out of the structure.

Stripping of the structure will be carried out using hand tools and assisted mechanical if possible.

Any fixtures / fittings which are too difficult to be removed manually will be left in situ and removed during the demolition process. Any such items will be placed into a designated area to be separated either by demolition machine or hand tools and segregated into the relevant waste streams.

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

HOLD POINT

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

Site Supervisor

Signature:

Date:

HOLD POINT

Confirmation that the water supply has been isolated.

Site Supervisor

Signature:

Date:

A dedicated, controlled and safe area (exclusion zone) with warning signs will be erected around the work area to prevent unauthorised persons from entering during soft strip operations.

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

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

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

Fixtures and Fittings:

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

Doors, Doorframes and Skirtings:

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

Partition Walls- (Non load bearing):

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

Removal of Sanitary Ware

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

Removal of Floor Coverings

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

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

All Surface Mounted Electrical Cabling & Pipework

All pipework, wall mounted heaters, radiators and lighting units will be left in situ to reduce manual handling of the heavy objects. These will be removed using mechanical means (excavator with a grab attachment) during the demolition phase of the works.

Plant, Storage Tanks, Machinery & Heavy Items

To reduce the risk of manual handling, the removal of all plant, storage tanks, machinery and heavy items throughout the building will be removed by mechanical means utilising the excavator during the main demolition.

Transit Route

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

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

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

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

May 8, 2025

➤ **Removal of asbestos cement roof sheets**

General Staff	
Director of Safety	Dale Hughes
Asbestos & Demolition Manager	Ryan Hughes
Asbestos Supervisor	Reece Hughes
Demolition Supervisor	Craig Steele
Plant Operatives (ARCA, CPCS & CCDO)	1
Site Operatives (ARCA & CCDO)	4
(The frequency of the site based, and non-site-based personnel will be dependent on operations and programme demand)	

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

Tools & Equipment		
Item	Description	Quantity
Decontamination Unit:	Self-Contained DCU (8 Man)	1
Vacuum Cleaners:	Class H Airlock Vacuum (Buddy Vacuum)	1
	Class H Twin Motor Vacuum	1
Additional	1000g Visqueen	✓
	Tape	✓
Hired in Plant Supplier	Envirogard Ltd., Broom Grove Lane, Denton, Manchester, M34 3DU. Tel: 0161 320 8587 Fax: 0161 320 6595	

May 8, 2025

	Thermac Astra Park Parkside Lane Leeds LS11 5SZ Tel: 0800 018 2932
All electrical equipment will run on 110 volt and is subjected to PAT testing. All equipment is fully serviced and inspected in line with legislation and manufacturer's instructions.	

Survey Information:					
Company:	DR environmental consultants				
Address:	Daisy Bank 35 Barton Road Stretford Manchester M32 9FA				
Contact details:	Name:	David Robinson			
		0800 756 9906			
		info@drec.co.uk			
Type of Survey:	Demolition Asbestos Survey				
Date of Survey:	January 2014		Reference Number:	179/001	
Bulk sampling results:	Chrysotile	☒	Amosite	☒	Crocidolite ☒
	Actinolite	☒	Anthophyllite	☒	
Type of asbestos containing product:	Asbestos Cement Products				
	Floor Tiles – Separate Plan of work to be produced				
	Toilet cisterns – Separate Plan of work to be produced				
	Stair nosing – Separate Plan of work to be produced				
	Insulating board – Separate Plan of work to be produced				

Details of the Analyst		
Analyst:	Qualsurv	
Address:	Mortec Office Park, Suite 5B, York Road, Leeds, LS15 4TA	
Contact details:	Name:	Chris Earl
		0113 273 4916
		Chris.Earl@qualsurv.co.uk
Analyst appointed by:	D Hughes Demolition & Excavation Ltd.	

➤ Method of removal

D Hughes Demolition have held a full asbestos license consistently since 1985 and all operatives carrying out the removal of the non-notifiable asbestos are:

- Fully trained to ARCA standard and hold current certificates / cards
- Hold current medical certificates

Operatives will be issued with the following RPE / PPE:

- Sundstrom SR100 half face mask fitted with a P3 filter having an assigned protection factor of 20. All operatives have been quantitative face fit tested for this type of mask which provides adequate protection for the type of work they are used for.
- Disposable Coveralls-Category 3-Type 5/6 must be worn

The areas designated for asbestos removal will be sealed off with suitable barriers and warning signs will be affixed wherever necessary. A DCU will be utilised and an independent analyst appointed by DHD will be in attendance to carry out personal monitoring and reassurance air testing during the removal work. All operatives will attend a meeting held at our Head Office to read and understand the site-specific Plan of Work and their signatures on the meeting register / declaration will be required as evidence that they have attended and fully understand all procedures, controls, and instructions prior to commencement on site.

All cement products will be removed by mechanical means during the demolition process for the following reasons:

- To reduce the risk of operatives working at height
- The dilapidated state of the cement sheets
- From D Hughes Demolition & EL Exposure Tracker, the expected exposure level using the controls specified in this method of removal is 0.029f/ml.
- Qualsurv (Independent Analyst) will carry out reassurance air testing and personal monitoring on operatives engaged in the work to ensure that safe exposure levels are not exceeded.

Due to the age of the structure, the asbestos cement sheets have become heavily deteriorated. Therefore, the roof sheets will be removed as part of the deconstruction of the building in a controlled manner thus reducing the risks to operatives of working at height and manual handling.

Prior to and throughout the demolition process, the asbestos cement products will be dampened with water using hoses. (Asbestos cement contains only chrysotile fibers which are hydrophilic and therefore it is not necessary to use surfactant).

Hold Point: Confirmation that all control measures are in place prior to work commencing.

Site Supervisor:

Signature:

Date:

May 8, 2025

Sections of the structure will be removed using a controlled approach to retain the stability of the remainder. Working in stages / bays and maintaining a safe distance from the demolition face, the excavator fitted with a shear attachment will cut through the supporting beams and control the lowering of asbestos sheeting to the ground and into the confines of the building's footprint.

When on the ground, any asbestos sheets which can be removed effectively by mechanical means will be placed into a designated waste skip, the plant operator will at no point track over the sheets during their removal. Smaller fragments of asbestos cement will be carefully handpicked and placed into the bucket attachment to be deposited into the asbestos waste skip.

When an area has been cleared, works will continue to the next bay and the method will be repeated until all asbestos sheets have been removed.

The asbestos supervisor will carry out a visual inspection of the area to ensure that all asbestos debris has been removed. Any remaining will be handpicked /shoveled into the excavator bucket to be deposited into the waste skip.

Decontamination

After each task has been completed and the area has been thoroughly cleaned and passed by the Asbestos Supervisor, operatives will vacuum themselves down and wipe down RPE and PPE. The operative will then transit to the dirty end of the decontamination unit to remove the white overalls (by peeling them off inside out) where they will revert to DHD & EL's Standard Decontamination Procedure as set out in the General Procedures & Guidance for the Removal of Asbestos Containing Materials – April 2024 - Rev 12. All disposable RPE and PPE will be disposed of as asbestos waste.

May 8, 2025

Waste & Disposal Site Address	
Waste Transfer Waste to be transferred to a registered transfer station under DHD & E LTD.'s Waste Carriers License. Waste Transfer notes to be issued to client upon disposal of waste	
Waste Skip or Waste Transfer	Waste to be transferred to a licensed asbestos waste facility under DHD & E LTD.'s Waste Carriers Licence – Registration No: CBDU116498 in a sealed asbestos waste skip.
Disposal Site Address	Bradley Park Waste Management Lower Quarry Road Huddersfield HD2 1FN Tel: 01484 534976 OR Foxhall Environmental Owler Lane Birstall Batley WF17 9BW Tel: 01924 476235 OR Titan Waste Management Federation House 2 Federation Street Manchester M4 4BF 0161 327 2755
General Type of Waste	Asbestos Cement
Approximate Quantity	1 skip

➤ Demolition

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

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

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

HOLD POINT

Confirmation that banksmen are in position prior to commencement of the demolition.

Site Supervisor:

Signature:

Date:

May 8, 2025

Scaffolding

Direction of demolition



HOLD POINT

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

Site Supervisor:

Signature:

Date:

The building will be demolished top down by mechanical means using demolition specification hydraulic excavators protected with full heavy-duty protection cages, ram and track guards and side skirts and equipped with specialist attachments such as selector grab attachments, steel shears, concrete processors and hydraulic breakers.

Demolition will be executed in a piecemeal progressive manner; sections of the structure will be removed using a controlled approach to retain the stability of the remainder. Any load bearing walls will be identified prior to deconstruction commencing to ensure that they are maintained until structurally redundant.

May 8, 2025

The roof and top floor will be removed in a bay-by-bay manner working around the structure. The building will be divided with clearly identified break points based upon the construction of the building. Once the top floor/roof of a section has been cleared the works will proceed up to this point on the lower/ground floors. Works will progress round the building in this manner ensuring the ongoing stability of the remaining structure. This ensures that no section is overly weakened leading to an uncontrolled collapse. The arisings will be processed by an attending 360-degree demolition rigged excavator.

Due to the proximity of residential properties, the south elevation will be dismantled by hand using scaffolding access equipment. The nominated scaffolding company will prepare RAM's and submit to DHD for approval prior to the scaffold erection.

The sequence for each section is:

- Roof: machines will grab/pulverise the roof into smaller sections, materials to fall into the lower floor cordoned off working area
- Internal wall, side walls and columns: pushed inwards onto the floor under the pressure of the 360-degree excavator
- The steel frames and roof trusses will be dismantled using a shear attachment to cut through the steel into manageable sections.
- South elevation: will be dismantled by hand using sledgehammers and mattocks using scaffolding as access equipment.
- At ground level the resultant elements are to be processed by the assisting 360-degree excavator into the separate waste categories for removal (general waste, timber) and processing.

Walls and roof:

Starting at the highest point, the high reach excavator fitted with a grapple attachment will create an opening at roof/eave level carefully breaking off the brickwork course by course progressing across the width of the elevation reducing the wall down in height several course at a time, allowing the debris to drop within the confines of the exclusion / drop zone which will be cleared as necessary to ensure the safe working space is constantly maintained.

Removing an element of the elevation will allow easy access to the remaining roof, side walls and interior of the building.

Maintaining a safe distance from the demolition, the excavator will continue to take hold of the roof trusses and carefully lower them down onto the ground level while progressively reducing the side walls by pushing / guiding inwards into the building's footprint allowing the masonry to fall to the floor naturally. If the concrete roof trusses/columns prove stubborn, a pulveriser attachment will be used to weaken the trusses. The structure will be reduced diagonally working from the top corners to leave a 'stepped' look to the building as it is demolished. This will aid stability throughout the works.

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

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

All materials at ground level will be downsized to fit into waste skips and removed from site at regular intervals.

All steel elements will be downsized using the excavator equipped with a shear attachment.

All waste will be placed directly into waste skips, where appropriate, and promptly removed from the site.

All wood materials will be separated, placed into designated wood skips, and transported to a wood recycling facility.

South Elevation:

South elevation



Pry-bars and lump hammers will be used to knock through the elevation course by course allowing the arising to fall into the confines of the building footprint.

The operatives will continue reducing the elevation in height until it has been reduced down by two scaffold lifts. At this point, the hand demolition will cease to allow the scaffolders to dismantle the scaffolding down by two lifts.

When the scaffolding has been dismantled down to the desired level, the operatives will continue to reduce the elevation down to ground level in the same manner.

On completion, the scaffolders will return to remove the remaining scaffolding.

Controls:

Dust suppression will be in use throughout and targeted at source by rigging it up to the arm of the excavator. Additional wet suppression techniques to suppress any dust, etc. will be applied when necessary (water to be supplied by the Client)

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

As works progress all materials/arising's will be cleared from the exclusion zone at regular intervals and processed on site. Any excess hardcore materials will be loaded into waste skips or tipper trucks, removed off site and the contents disposed of at waste recycling facilities.

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

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

➤ **Removal of Hard-standings, Ground Foundations**

HOLD POINT:

Confirmation that services have been identified and disconnection certs are in place. A permit to excavate has been issued by DHD & EL

Site Supervisor:

Signature:

Date:

To reduce the risk of noise, a hydraulic excavator fitted with the bucket attachment will be used to lift the ground bearing slab.

May 8, 2025

Starting at one corner of the slab, a small excavation will be dug to expose the underside of the slab. The excavator will then sit on the slab which will be lifted out under mechanical pressure.

However, If the slab proves resistant, the hydraulic excavator will be fitted with a breaker attachment and weaken the slab in strategic locations to allow the slab to be lifted.

When the slab has been removed, the excavator fitted with a pulverising attachment will break up all hard standings and ground foundations. The resultant material will be excavated out using a bucket attachment and all material will be stockpiled on site in readiness for loading into skips to be transported off site and processed / recycled elsewhere.

➤ **Site Finish**

All voids to the footprint of the buildings will be backfilled with site won material. On completion of all the works a joint inspection will be carried out between DHDEL and the Client to ensure that the works have been completed to the standard specified/expected. Any outstanding works will be undertaken.

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

[illegible]

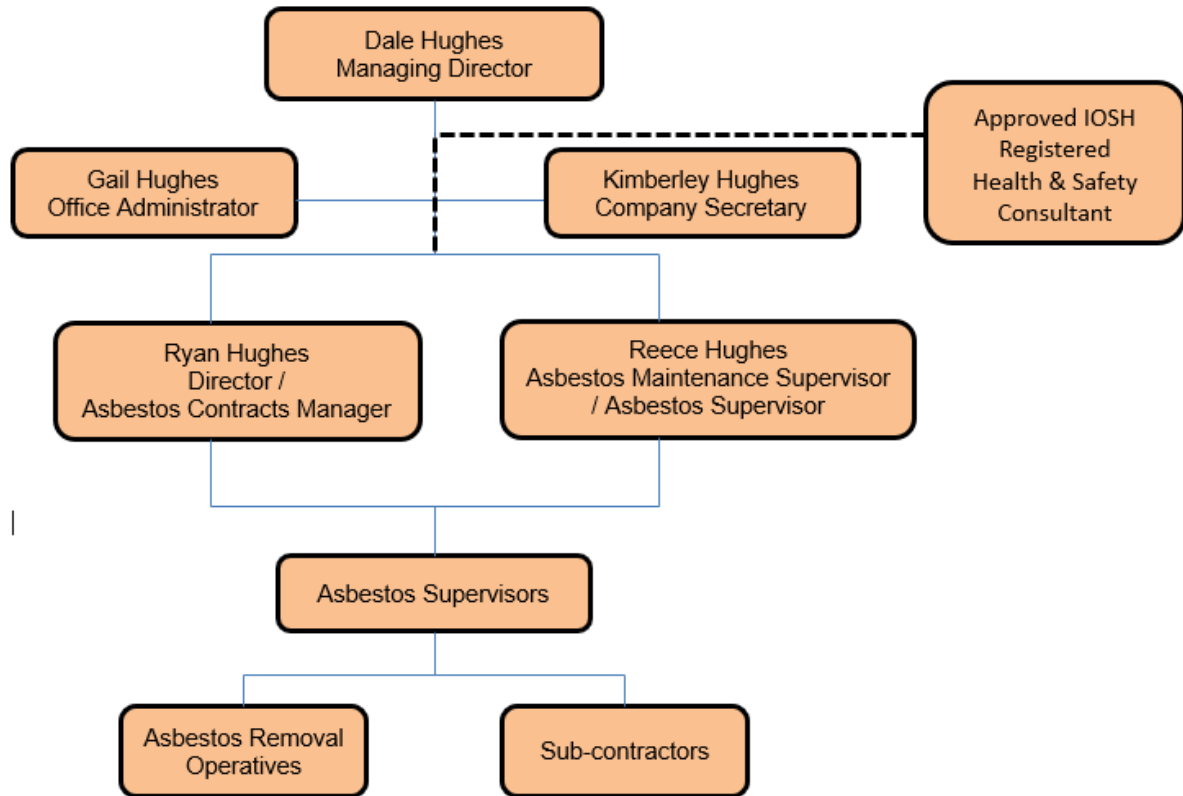
The employees detailed below have signed to confirm that they: -

- | |
|---|
| <ul style="list-style-type: none"> Have received a briefing from the Site Manager / Site Supervisor and have read and fully understood the method amendment. Will notify their Site Manager / Site Supervisor should there be any abnormalities or areas of concern regarding the works |
|---|

[illegible]

6. Management of the Work

➤ Management Structure



➤ Management Responsibilities

Contracts Manager	Ryan Hughes
Site Supervisor/s	Reece Hughes / Craig Steele
Produce Construction Phase Plan	Contracts Manager / H & S Advisor
Review & Update	Contracts Manager
Toolbox talks	Site Supervisor
Carry out and record daily briefings	Site Supervisor
Site Audits	Site Supervisor
H & S Audits	Health & Safety Consultant
Plant and equipment daily checks	Site Supervisor & Plant Operatives
Prepare & review fire safety plan	Contract Manager
Fire Warden	Site supervisor

D Hughes Demolition & EL are fully committed to the Health, Safety and Welfare of our employees, and fully accept responsibility for other persons who may be affected by their activities on this project. We aim for an injury free project conducted in the spirit of 'respect for people'.

The overall intention is to achieve the following:

- An accident-free contract
- Co-operation throughout the workforce to ensure Health and Safety is everybody's responsibility.
- A proactive approach to health and safety by the Contract Management Team
- A safe working environment as a condition of employment

We will take steps to ensure that our statutory duties are met in accordance with this Construction Phase Plan that is a living document throughout the duration of the project. This plan will be expanded through a series of additional files, which become part of the plan as work progresses.

Files shall be returned to Head Office at the end of the project.

We operate a health and safety management system that provides a comprehensive range of policies and procedures for all demolition activities. Management systems, toolbox talks and training guidelines, and electronic copies of the forms are available to all projects through the company Head Office.

➤ **Health & Safety Goals**

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

We aim to achieve:

- Zero complaints in relation to health, safety and welfare matters.
- Zero accidents, incidents and near misses
- Meet site objectives and legal requirements both during and after the works safeguarding all.

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

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

It is the Contracts Manager and site supervisors' responsibility to ensure that all Health and Safety matters are adhered to on site, for monitoring compliance with safety of scaffolding, access equipment and maintenance of plant and to ensure all details are recorded.

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

A trained First Aider will be on site throughout the contract to administer first aid in the event of an injury.

➤ **Monitoring arrangements**

Monitoring of the site including safety issues will be undertaken by the Contracts Manager.

The Contracts Manager has the duty to visit site weekly to assess all works being undertaken. He will be assisted by the site supervisor who will provide the Contracts Manager with information with reference to the on-going works.

Safety issues will be discussed on site and recorded onsite inspection sheets. Site safety will be assessed by a scoring system. Constant low site safety scores will result in disciplinary action being taken with the site supervisor.

Copies of the site inspection sheets will be made available to all necessary personnel along with any comments and recommendations. The records of all inspections will be filed at the main office.

A safety audit based on the NFDC audit requirements may be carried out by a Health and Safety qualified consultant. Gary Turnock B. Sc. Grad IOSH CoCA (Asbestos).

Action on all non-conformances will be agreed with the Contracts Manager as part of the visit and closed out accordingly.

➤ **Information for Contractors**

All contractors will be asked to visit site to acquaint themselves with the conditions and character of the works which they are to carry out at the same time being appraised of our Health and Safety Policy and the specific areas of risk relating to the project.

All contractors will be requested to acquaint themselves with the Construction Phase Plan and to comment there on in relation to their own area of work and responsibility.

➤ **Communication & Co-operation**

All information relating to the project will be recorded in writing wherever possible. When instructions are received verbally, they will be confirmed in writing.

Variations to the contracted works should be issued on Contract Designer Instructions to eliminate misunderstandings and to remove ambiguity.

Regular site meetings chaired by the Contract Administrator will be held and minutes distributed.

Notices will be placed on site displaying specific project details. Regular liaison between all parties on site will be organised by DHD & EL (in conjunction with the Principal Designer when required) in the form of regular site meetings and pre-works talks. Good co-operation and co-ordination of work between all parties involved in the project is essential so that risks can be identified early on and properly controlled.

This will allow the client, Principal Designer, engineers, advisers and contractors, together, to identify the best solution for the client's needs including health and safety, taking account of the practicalities of demolition work.

Our focus will be on ensuring that normal operational activities of the client's premises and nearby businesses can continue unaffected by his undertakings on this project. To this end, it is an expectation made upon us that liaison, both written and verbal, with the tenants of adjacent properties and other personnel / staff who work in the neighbouring area is undertaken.

An 'open door' policy must be established and the workforce, including contractors, consulted about issues relating to health and safety. Any issues raised by the workforce and actions taken must be documented and feedback given to all persons affected. This will include displaying health and safety information on a notice board for all site personnel.

A 'Daily Hazard Board' should be used to identify significant hazards on site at any time. Evidence of regular toolbox talks will be expected.

Information will be provided to the Principal Designer as and when required. This information will be made available to all site personnel.

These documents are kept in the site office. The site supervisor may take these documents with him at the end of each day for safe keeping at his discretion.

➤ **Non-English-Speaking Contractors**

D Hughes Demolition & Excavation Ltd endeavours to be an equal opportunities employer and accepts that more and more non-speaking contractors are entering the construction industry. There is an increasing problem with communication on site with people unable to understand the spoken or written English language.

D Hughes Demolition & Excavation Ltd recognises that some employees or contractors have difficulties understanding English or have low literacy levels. On that basis there are several ways communication can be encouraged to create their involvement.

- Ensure adequate time for consulting with employees / contractors where language and / or literacy may be an issue, so they can absorb the information and respond as required.
- Where difficulty lies, employees / contractors should be encouraged to express their views in their preferred language by using interpreters.
- Ask a work colleague to interpret and identify them as the 'team leader', so that should any emergency evacuation take place, to ensure the individual escapes in good time and not be left behind. It may be necessary for these employees to receive some training if they are asked to undertake this role.
- Consider getting information translated, where possible, and check that this has been done clearly and accurately by testing it with native speakers.
- The use of pictorial information and internationally understood pictorial signs where appropriate.
- Where information must be in English, use clear and simple materials, and allow more time.

Be aware of cultural differences and take these into account when consulting employees - there may be some employees who do not feel able to speak up about health and safety matters.

The key to individual consultation is to make sure that everybody is involved so choose those methods that you know will reach all members of the workforce.

➤ **Site Safety Information**

The following will be displayed in the site office on the site safety notice board:

- HSE Law Poster
- Health & Safety Policy Statement
- F10 Notification of Project (if applicable)
- Section 80 / 81 Notification
- Certificate of Insurance
- Emergency Contacts
- First Aid Arrangements
- Fire Escape Route
- Details of nearest A & E Department
- Site Rules

➤ **Selection Procedure and control of contractors**

All sub-contractors and suppliers will be selected from our approved list of suppliers.

Qualifications for inclusion upon the list of sub-contractors and suppliers are currently assessed upon historic performance and by ensuring skills and knowledge are updated with relevant training courses and legislation.

New sub-contractors and suppliers are selected on their ability to show and prove their ability as well as being able to supply evidence of insurance, training and qualifications for the activities which they are employed to carry out. Adequate competency assessment and selection of contractors is essential and as Principal Contractor we have a legal duty to ensure the competency of all contractors employed on site and where necessary must seek advice from the Principal Designer name; Matt McGrath Tel: +44 (0) 7536 072 807 in order to establish satisfactory levels of competency.

All persons, whether self-employed or businesses, who and which work on site must be competent and for which a competency assessment should be undertaken prior to appointment; all contractors working on this project will be checked for competence by DHD & EL prior to them being contracted to undertake any work.

➤ **Overlap with Clients Undertaking**

There will be no Client activities being undertaken during the works.

Any surrounding buildings which are to remain may be occupied during the works and as such consideration will be given throughout the duration of the works. DHD & EL will ensure that any works associated with the contract will not create risk of injury or danger to the surrounding building owners / occupiers, the clients' employees, public or visitors.

Liaisons will take place between DHD & EL and the surrounding building owners / occupiers and the client, to inform them of any high-risk activities and areas prior to any work taking place.

Any works undertaken by DHD & EL will be carried out without undue inconvenience and nuisance and without danger to all personnel.

➤ **Site Security**

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

Operatives will be required to wear PPE: Safety Boots to protect crushing of feet; Rigger gloves to prevent cuts, grazes etc. and high visibility jacket/vest to ensure visible to all others on site particularly vehicle drivers.

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

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

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

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

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

Material or debris must not be stored immediately adjacent to the perimeter fencing that would allow easy access. Suitable and sufficient signage indicating personal risk is to be placed around the perimeter and at the entrance.

At the end of each working day, we will ensure the making safe and securing of:

- Containers for holding COSHH substances whether awaiting use or disposal.
- Any excavation which has not been backfilled
- That all tools and equipment are locked away
- That materials/debris is not over staked so that they become unstable and likely to fall.

- That any contaminated material is suitably signed and segregated
- That all plant is left in a safe condition with all keys stored off site
- To reduce the threat from arson, waste skips must not be positioned close to the perimeter and at least 8 metres from any buildings.
- Waste skips should be placed away from water courses or drains to minimise risk of contamination.
- All skips should be emptied on a regular basis.
- Trespass must still be expected and managed out of the project as much as possible, including un-authorised out of hour's access by children and young persons.

➤ Site Inductions & Onsite Training

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

The site induction will include the full explanation of: -

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

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

Visitors are expected to be accompanied by a DHD & EL representative and should be subject to an abridged induction where required. Visitors must be signed in and out with site safety rules being present.

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

➤ **Personal Protective Equipment**

Mandatory PPE for operatives:

- Safety Helmet
- Hi-vis coat or vest.
- Safety footwear (steel toe-capped boots)
- Cut resistant gloves (cut level 5)

Mandatory PPE for visitors:

- Safety Helmet
- Hi-vis coat or vest.
- Safety footwear (steel toe-capped boots)

The use of personal protective clothing and equipment (PPE) should not be considered as an alternative to efforts to reduce or eliminate hazards.

It is possible to minimise exposure to risk by careful selection of plant and material, e.g., by minimising noise at source rather than providing ear defenders. Suitable and compatible personal protective equipment appropriate to the task must be worn at all times.

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

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

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

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

➤ Welfare Facilities

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

Canteen / Site Office / Toilet; including:

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

The canteen / site office and toilet will be the type contained in a steel container split into the relevant rooms. Lighting, heating and hot water in the unit will be provided by electricity which will be gained using the on-board generator.

The frequency of servicing the unit will be dependent on the amount of use.

➤ Fuel Storage & Refuelling

The fuel requirements for all plant and equipment will be stored in a bunded diesel bowser, situated on the works vehicle.

Fuel will be pumped into the machine directly from the bowser; nappy pads / drip trays will be placed directly under the point of re-fuelling.

The bowser will not be left on site out of hours for any reason.

➤ Accidents / First Aid

DHD & EL have made adequate provision for first aid (including trained first aiders supported by an appointed person where deemed as being required) proportional to the numbers and type of work to be undertaken on site, in accordance with the Health and Safety (First Aid) Regulations Approved Code of Practice and Guidance (L74).

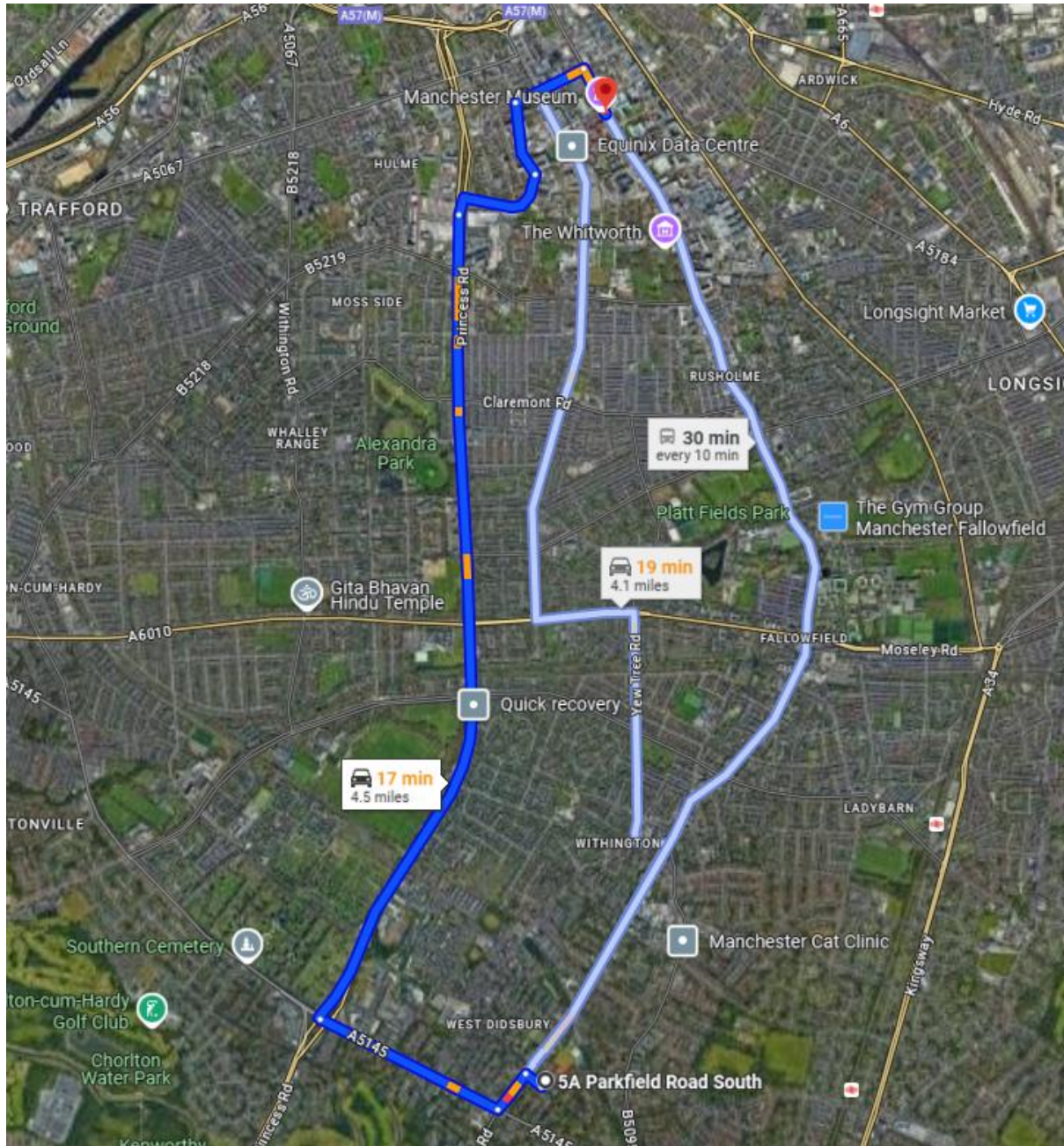
Appropriate levels of first aid equipment including a Data Act compliant accident report book will be maintained on site and in the works vehicles at all times.

Notices will be posted on site with the location of the first aid box and the names of the trained personnel.

DHD & EL emergency procedure will clearly set out the means of dealing with any emergency including the means of summoning assistance and setting out arrangements made with local Accident and Emergency Hospital.

May 8, 2025

The nearest Accident and Emergency Hospital to the Site is: -
Oxford Road, Manchester, Greater Manchester, M13 9WL
Tel: 0161 276 1234



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

DHD & EL will ensure that his operatives and contractors are in possession of a fully charged mobile telephone in case of an emergency.

Emergency First Aid Procedures-

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

Details and route to nearest A & E hospital will be displayed on notice boards. All identified emergency escape routes and fire exits on site shall be kept clear and signed. The Health and Safety (Safety Signs and Signals) Regulations 1996 set standards for these signs.

➤ RIDDOR

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

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

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

RIDDOR Incident Contact Centre:

Tel: 0345 300 9923

(Monday to Friday 8.30 am to 5 pm).

<https://www.hse.gov.uk/riddor/report.htm>

FATALITY

Any fatal injury resulting from an incident connected with D Hughes Demolition & EL operations.

MAJOR INJURY

Any injury resulting from an incident connected with D Hughes Demolition & EL operations that meets the following criteria: -

- A fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)

May 8, 2025

- Scalping's (separation of skin from the head) which require hospital treatment; unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced resuscitation or admittance to illness or requires hospital for more than 24 hours.

OVER 7 DAY INJURY

Any other injury which results in a worker's absence from work or their being unable to do their normal work for more than seven days (including days which would not normally be working days, such as weekends, but excluding the day of the accident).

All new injuries requiring first aid must be recorded in the accident book WITHOUT EXCEPTION including sub-contractors. All accident book entries must be forwarded to the Contracts Manager for record keeping.

All accidents book entries must be reviewed and signed by the Site Supervisor as a basic level of accident investigation.

All reportable injuries and others designated by the Contracts Manager will be investigated by the site team assisted by the Health and Safety Consultant and reviewed by the Managing Director.

OCCUPATIONAL DISEASE

Any identified cases of the following diseases whether it has been caused on the site, or as a result of our activities: the existing schedule detailing 47 types of occupational disease is being replaced with eight categories of reportable work-related illnesses, namely:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.

NON-INJURY INCIDENTS

DANGEROUS OCCURRENCES (REPORTABLE)

Any incident that could have resulted in injury as a result of an incident connected with our operations, which meets the following criteria: - There are to be fewer types of dangerous occurrence', 27 in total, which will require reporting. The Guidance gives examples of:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- The accidental release of any substance which could cause injury to any person.

- The collapse, overturning or failure of a load bearing part of a lift, hoist, crane, derrick or mobile platform, or an excavator, telehandler, or a pile driving frame with an operating height of over seven meters.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: www.hse.gov.uk/riddor.

NEAR-MISS (NON-REPORTABLE)

Any incident that could have resulted in injury resulting from an incident connected with our operations, but which is not included in the above list for Dangerous Occurrences must be reported to the Site Supervisor and Health and Safety Consultant. This can include a range of incidents such as:

- The collapse or partial collapse of any scaffold less than five meters high
- Any plant striking a building or scaffold.
- Any plant sliding into an open excavation.
- Dropping of a suspended load
- Damage to 'live' electric cables
- Damage to 'live' gas pipes – if release exceeds 10kg or 500kg in the open air, then it is reportable under RIDDOR.

Note that the above list is not exhaustive, and the Health and Safety Consultant must be consulted for clarification.

Contractors shall also investigate and report to D Hughes Demolition & EL management on accidents and incidents with actions to prevent a re-occurrence.

All accidents, incidents and near misses are to be recorded within the monthly Contractor report, including dates for actioning.

➤ Risk Assessments and Safe Systems of Work

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

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide what control measures are required
4. Record the findings
5. Review the assessment and revise it if necessary

These risk assessments will be carried out to document all perceived risks in respect of operations to be completed on site and will be conveyed to all operatives during site induction and made available for the duration of the works.

Further assessments will be carried out when required, as the works progress and the necessary controls implemented.

➤ Fire and Emergency Procedures

Accidents

The first person on the scene ensures the attendance of a person able to give emergency aid if it is safe to do so.

- Site supervisor and/or first aider will attend until arrival of ambulance and other emergency services.
- Ensure all access routes to and from incident are free from obstruction.
- Ensure that any equipment to assist in the removal of an injured party is available.
- Any person requiring hospital treatment must be taken there if not in an ambulance.

Collapse Temporary Works

- Secure accident area and assess potential further hazards.
- Treat Injuries.
- Contact Emergency Services as required.
- Inform Head Office.
- Refer any enquiries to Head Office.

Underground Cable Damage

Clear area immediately, if injuries to personnel follow procedures and: -

- Isolate casualty from current if possible and **do not put yourself at risk.**
- Ensure no further risk to anybody from damaged cable.
- If possible isolate supply.
- Telephone area electricity board.
- Inform Head Office.

Water / Sewer main Fracture

Clear area immediately, if injuries to personnel follow accident procedure and:

- Ensure no further risk to anybody.
- Isolate main if possible.
- Telephone area water emergency number.
- Inform Head Office.

Gas Leaks / Explosion

If a strong smell of gas is experienced and a fracture of a gas main suspected.

May 8, 2025

- Clear area immediately.
- Remove all sources of ignition and erect cordon off barriers around suspected site of leak.
- Ensure no smoking requirements strictly observed.
- Telephone British Gas if an explosion has occurred.
- Attend to any injured personnel; follow accident procedure.
- Telephone Emergency Services 999.
- Clear area of personnel.
- Telephone Gas Company.
- Inform Head Office.

Emergency Evacuation Procedure:

- In the event of an emergency evacuation being required, the alarm must IMMEDIATELY be raised, and a member of Site Management notified.
- Site Supervisor to call the necessary emergency service.
- All operatives to exit the site/buildings via the nearest available exit and proceed to the designated Muster Point. Operatives must not stop to collect personal belongings and turn off powered equipment (unless they may be required for emergency services).
- Site Supervisor shall ensure sure that all areas (e.g., toilets, storerooms) are swept for operatives providing it is safe to do so.
- Once fully evacuated, no person should be allowed back into the premises under any circumstances.
- At the Muster Point each contractors' supervisors will be responsible for accounting for their own personnel and reporting to D Hughes Demolition & EL Site Management the names and possible locations of anyone missing. The sign-in sheet will be used for checking those who are not in the building / still at risk.
- Operatives must stay at the Muster Point, until they have been given permission to leave by Site Management.
- The site supervisor will be responsible for liaising with emergency services on their arrival and making them aware of any inherent hazards within the site. The Site Supervisor shall continually liaise with the emergency services as they deal with the emergency, whilst the other supervisors manage operatives at Muster Point.
- The Site Supervisor shall notify D Hughes Demolition & EL Managing Director and Contracts Manager of the incident.
- Operatives must only be permitted to re-enter the site when told it is safe to do so by Site Management.
- If necessary, the HSE to be notified by the H&S Consultant. The D Hughes Demolition & EL Managing Director and Contracts Manager with support from the H&S Consultant shall complete an incident report form complete with conclusions and recommendations for actions required to be taken to prevent recurrence. The level of detail of the report shall be proportionate to the severity of the incident.



FIRE ACTION PROCEDURE

SITE

D HUGHES DEMOLITION & EL FIRE MANAGEMENT

Site Fire Safety Co-ordinator: Site Supervisor

FIRE EVACUATION

1. On discovering a fire, **raise the alarm** by activating the alarm (air horn) at the fire point and notify Site Management.
2. Fire Safety Co-ordinator to **call the Fire Brigade**.
3. On hearing the alarm, all personnel must **evacuate** their area of work immediately using the following route: direct route from building/site accommodation to the **Assembly Point by the Site cabin / Welfare Facility**
4. At the assembly point each subcontractor will be responsible for accounting for their own personnel and reporting to D Hughes Demolition & EL Site Management the names and possible locations of anyone missing.
5. Fire drills and evacuation will be held at the discretion of the Site Supervisor. The sign-in sheet will be used for checking those who are not in the building / still at risk.
6. The Site Supervisor will be responsible for informing the fire brigade of any inherent hazards within the site. They will be responsible for liaising with emergency services on their arrival.
7. Do not re-enter site until told it is safe to do so.
8. Information on means of escape will be provided on a regular basis. Should changes occur, each subcontractor will then be responsible for informing their own personnel.



HOT WORKS PERMIT

'HOT WORKS PERMITS' will be used whenever appropriate work is carried out. The Site Supervisor will be responsible for obtaining and revoking of all permits. The Site Supervisor will be responsible for checking all working areas at the end of each day or shift.

HOUSEKEEPING & STORAGE

The work area will be cleared of flammable and combustible materials daily.

Locations will be identified for the safe storage of:

- Hazardous substances (to be kept in suitable stores).
- All gases (will be stored and secured within a lockable cage).
- All waste (will be stored in containers and removed from the site daily).

EMERGENCY CONTACT DETAILS

 First Aiders	Ryan Hughes – 07968 551318 Reece Hughes – 07815 772352 Craig Steele – 07926 758623
SITE ADDRESS	Palatine Rd, Manchester M20 3YA
LOCAL HOSPITAL:	Oxford Road, Manchester, Greater Manchester, M13 9WL
FIRE, POLICE OR AMBULANCE	Dial 999 or 101 (Less Urgent)
HSE	Health & Safety Executive Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS Incident Contact Centre – 0345 300 9923
GAS EMERGENCY (CADENT)	0800 111 999
ELECTRICAL EMERGENCY	0800 195 4141
ENVIRONMENTAL AGENCY	0800 80 70 60
UNITED UTILITIES	0345 672 3723

➤ The Health & Safety File

The Health and Safety File will be compiled at the Principal Contractors main office.

Much of the material for the Health and Safety File will arise from the information provided by the Designers, Principal Contractors as required under the CDM Regulations, and from the suppliers.

The File will be used to record all previous and planned works on site and will contain enough information to allow future significant hazards to be identified, to allow the risks from these hazards to be managed on future projects, where they may impact on the project.

The file will include:

- details of services found where these differ from plans provided.
- details of any underground structures left in place (e.g., foundations, slabs etc.)
- Asbestos consignment notes and air clearance certificates.

The Health and Safety File will be amended as necessary during the contracted works.

Upon completion of the works the completed Health and Safety File will be passed to the Principal Designer (if applicable).

7. Arrangements for controlling significant site safety risks.

➤ Plant & Equipment Delivery

Any necessary loading, unloading and storage will be undertaken in the site compound. Any storage of materials will be undertaken in a safe area within the site compound. Deliveries to and from the site shall avoid the peak hours of 08:00-09:00 and 17:00-18:00. Delivery of abnormal loads to site will be considered on an individual basis as necessary. This will be recorded in the Traffic Management Plan.

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

- Deliveries are managed in a 'just in time' basis as to minimise the likelihood of congestion to the public highways and the access road.
- Banksman must be used where required and that all such persons will be familiar with signals and suitably qualified. Banksman to wear high visibility clothing at all times.
- Wheel washes or road sweepers must be provided where required.
- The removal of waste from site will incorporate the above controls where applicable.
- To reduce the hazards caused by air borne dust vehicles carrying loose aggregate and workings are to be sheeted where required. Stockpiles of soils and materials are to be

located as far as possible from sensitive properties and boundary roads used by the public, taking account of prevailing winds.

- The unloading/loading area will be pedestrian free due to the amount of reversing during the unloading/loading of vehicles. If this is not possible all audible and visual devices will be used i.e., reversing alarm and flashing beacon; and high visibility clothing worn at all times.
- It will be necessary to undertake regular visual inspections of the site perimeter to check for dust deposition (evident as soiling and marking) on vegetation, cars and other objects and taking remedial measures, if necessary; this is to include the local highways.
- There will be NO burning of waste material at any time anywhere on site.

➤ Control of Excavation Works

No excavation shall be undertaken at any position until:

- The appropriate statutory bodies have marked out the position of any buried cables/gas mains etc., and DHD & EL are satisfied of their position.
- Where there is no accurate information available with regard to such utilities the best possible means shall be adopted to locate them, areas requiring excavation will be checked for services using an appropriate detection device (CAT scanner and signal generator with depth feature) prior to any excavation work to determine exact service positions and routing; only operatives who have received training to use CAT scanner equipment will carry out the works.
- Trial holes will be dug, which is the most accurate way of establishing the presence of buried services.
- All sub-surface work will be carried out by a competent contractor where industry best practice must be followed. For example, using a buddy system whereby mini diggers are used to gradually take back levels in a controlled manner, with a 'buddy' seeking to discover the presence of layered sand and / or tape, which may identify the presence of services which are non-detectable by CAT devices.
- Ground conditions will be investigated to identify what type of support (if any) is required and the method of digging operations to be undertaken.
- Spoil will be stored more than one metre away from the edge of excavations.
- DHD & EL is responsible for keeping all temporary excavations free from water and shall provide whatever measures as may be necessary for this purpose.
- Edges of excavations must be adequately fenced, signed, and maintained throughout the works.

➤ Temporary Works

DHD & EL will ensure that all temporary works will be managed co-ordinated, inspected and monitored throughout the project in accordance with BS 5975:2019

The temporary works will include:

- Site fencing
- Traffic and Pedestrian barriers

- Site welfare and offices
- Signage
- Exclusion Zones
- Scaffolding

➤ **Working at Height & preventing falls on site**

Working at height will be restricted to a minimum, with the majority of high-level demolitions being carried out by mechanical means i.e., Demolition type excavators / Plant fitted with controlled attachments such as mechanical grapples. All work at height will be undertaken in accordance with the Work at Height Regulations 2005 which requires duty holders to ensure:

- All work at height is properly planned and organised.
- All work at height considers of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent.
- The place where work at height is done is safe.
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are adequately controlled.
- The risks from falling objects are adequately controlled.

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

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

If any of the following access equipment is applicable to this project, the following procedures will apply:

Scaffolding will be erected by qualified operatives with Construction Industry Scaffolders Record Scheme training, including UKATA Licensed Asbestos Scaffolders training.

All scaffolding will be erected in accordance with TG20:13 and SG4:10 and inspected in accordance with Section 12 of the Work at Height Regulations.

The following inspections will be carried out by a competent person.

- Before first use as part of the handover from the scaffolder
- Every seven days if the scaffold has not been altered.
- After every adaption
- After any incident that will affect the structural integrity of the scaffold e.g., heavy rain or strong winds.

All scaffold inspection records will be kept on site until the end of the project and then in Head Office for a further three months. Forms will be kept with the site safety file.

Scaffold towers will be erected by PASMA qualified operatives.

A 'Scafftag' (plastic card inside a holder) will be placed in a prominent position on scaffold or mobile tower with relevant details, including the date of the last seven-day inspection.

Suitable and sufficient mobile elevated working platforms will only be sourced from a reputable supplier and will be operated by IPAF qualified operatives.

Podium steps will be prioritised over 'A' frame steps or ladders where possible. They will be inspected by the user prior to use.

The use of a ladder on site will be avoided whenever possible. If this is unavoidable, they should only be used as means of access, not as a working platform.

All excavations will be adequately protected by physical barriers to prevent falls into the excavation. No person shall enter the excavation without a suitable rescue plan being produced and discussed as part of the risk assessment briefing.

➤ **Confined Space**

A confined space is a place which is substantially enclosed though not always entirely and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g., oxygen deficient, toxic or explosive atmospheres, high temperatures, drowning or entrapment).

Whenever possible, entry into a confined space should be avoided and only considered when all other options have been eliminated.

Any confined space activities will be carried out in accordance with the Confined Space Regulations and HSE guidance document INDG258: 'Safe Work in Confined Spaces'

All operatives working in the confined space will be adequately trained and have the necessary equipment, supervision and authorisation to enter.

➤ **Plant & Competency Training & Test Certificates (LOLER / PUWER)**

All plant and machinery have recent test certificates pertaining to the machine type.

All plant and equipment will be visually inspected and recorded daily.

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

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

All electrical equipment must be PAT tested.

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

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

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

➤ Traffic Management Plan

The Traffic Management Plan will identify the specific controls related to highway activities and people / plant interface at the point of work. Consideration will be given to the precautions required to protect pedestrians, including designated walkways on site and in the compound area.

Assessments will be made of both pedestrian and vehicles movements within the proposed access and egress roads.

Pedestrian walkways will be segregated by hoarding / fencing to protect the public from demolition activities.

All traffic movements on and off site will be monitored to ensure cleaning / wash down of adjacent roads to prevent build-up of mud / debris and waste etc.

A Traffic Management Plan will be prepared prior to the start of the works and will detail the following:

- Traffic routes / turning areas.
- Parking
- Vehicular / pedestrian access / egress from site
- Segregation of vehicles / plant and pedestrians / operatives
- Material unloading areas.

D Hughes Demolition are aware of the constraints of the site and will install and adhere to the described logistics regime to cope with them in a manner that ensures that the safety of the sites neighbours and the public remains paramount and that the effects on their day-to-day activities are minimal.

Segregation of public and vehicles/personnel will be achieved by a clearly defined site boundary, and a banksman positioned preventing personnel and vehicles coming into contact with each other, site operatives and members of the public using the footpaths outside the site during site entry/exit.

All vehicles entering or leaving the site will be directed under the guidance of a dedicated banksman who is suitably competent, trained and experienced, and identifiable from their hi-vis jackets.

D Hughes Demolition will plan the works, vehicle movement restrictions and facilities to ensure that the safety of the public is maintained at all times.

It is anticipated the lorries will be pre-booked with the site management team and all deliveries and collections from site will be recorded in the site log, and waste movements recorded for use in the Site Waste Management Plan.

The use of mobile phones may be utilised (when it is safe and legal to do so) to ensure communication is maintained between D Hughes Demolition drivers and the site so that the arrival of vehicles can be suitably planned.

All D Hughes Demolition staff working on the project will receive a traffic management induction prior to works commencing. Third-party contractors will be advised of site traffic routes upon arrival at site.

Care will be taken not to obstruct neighbouring occupants, businesses, roads and footpaths.

The access road to the site shall be kept clean and clear from obstructions at all times.

Arrangements will be made for the road/s to be cleaned dependent upon weather / site conditions.

Vehicular access to the site will be via the existing roads and all contractors are reminded that the law takes precedence on local authority highways.

Local speed limits apply throughout the area.

A designated area will be set aside for unloading, deliveries etc.

➤ **Storage of hazardous materials and work equipment**

Contractors will be made aware of their responsibilities and any such materials will be suitably stored in areas where they will not affect others or the environment. The arrangements for storage of such items will be detailed in the risk assessments / method statements provided by the subcontractors.

➤ **Permits to Work**

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

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

The permit will be cancelled when:

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

The supervisor will sign that this is the case.

➤ Adverse Weather

The Site Manager will assess the prevailing weather and forecast relevant to the tasks to be carried out on that particular day. Any planned operations that may be affected by the weather will be postponed until the weather improves.

All equipment that may be affected by the weather will be inspected in accordance with statutory requirements and any defective equipment will be replaced or repaired.

Site Management shall ensure that during periods of adverse weather the site remains a safe workplace for employees, contractors and visitors.

During adverse weather conditions the Site Management has the right to stop works immediately and move operatives to place of safety, until it is determined that area is safe for work to proceed.

UV Exposure: Too much sunlight is harmful to worker's skin. Risk of skin disease from exposure to the sun.

Consult the daily weather forecast for the area before setting out. Check Met Office forecast, Tel 0891 500401.

Wear clothing suitable for expected weather conditions. However, be prepared for sudden changes and where possible, take additional clothing.

A minimum dress code is to be instituted. T-Shirts with short sleeves. Long trousers (no shorts or cut-offs).

Supply drinking water on site, not just in canteen. it is recommended that more than 3 litres per day per person is necessary in hot weather.

Lightning: No outdoor work to take place during lightning strikes.

High Winds: Operatives must ensure that their work area has been inspected when high winds are forecast to ensure no loose materials are left lying around. Work at height may only take place if it is safe to do so.

Rain / Snow: Designated pedestrian walkways shall be maintained to provide constant safe access from the welfare compound /entrance to the building. If necessary flooded area shall be pumped clear of water.

8. Arrangements for controlling significant site health risks.

➤ Asbestos

A separate document will be produced for the removal of Floor tiles, Toilet cisterns, stair noosing and asbestos insulating board present within the buildings.

D Hughes Demolition & Excavation Ltd have a held a full license for the removal of asbestos since 1985. All asbestos operatives are trained to the relevant standard as required for the type of removal work required of them and hold current Medical Certificates, Mask Face Fit Tests, etc.

DHD & EL will check the structure for further asbestos not identified within the asbestos survey as part of the contract works. Should any suspect material asbestos be discovered during the physical works, the works will cease, and a sample will be taken under controlled conditions for testing.

DHD & EL will liaise with the Client to agree a course of action for the safe removal of any further confirmed asbestos containing materials. Any amendments will be made to the Construction Phase Plan.

All asbestos removal works to be carried out in accordance with The Control of Asbestos Regulations 2012 (CAR 2012), H.S.E. Approved Code of Practice (ACOP) L143 Managing and Working with Asbestos.

➤ Contaminated Land

Should any hazardous materials be found during the excavation works the following procedures will be followed:

- Works will immediately stop.
- The area will be made safe, and all site personnel cleared from the area.
- Appropriate warning signage will be erected.
- The site supervisor to be notified immediately, followed by other site workers and the Client

Should the contamination give rise to an immediate or significant risk of harm to the environment or human health, mitigation measures shall be implemented. This shall only be done if it is safe to do so and there is no risk to staff or public safety.

The following may be undertaken:

- Protection of surface water course, through spill kits, bunding or the creation of a sump.
- Everyone on site will be required to wear disposable coveralls, gloves, steel toed wellington boots (If asbestos, FFP3 masks also)
- Damping down and/or sheeting to reduce wind-blown dust.
- Covering with soils (or suitable medium) to reduce volatilisation of contaminants.

Following identification and instruction from the client, we will implement the following:

- Methodology developed for sampling of the material.
- Action plan prepared on dealing and handling the impacted soil/water.

- Development of strategy for removal and consideration of either treatment or direct removal from site.
- Material being removed from the site shall be assessed and classified as either hazardous, non-hazardous or inert based on the agreed plan.

➤ **Manual Handling**

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

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

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

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

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

➤ **Mechanical Handling and Lifting.**

All lifting operations shall be planned and carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Lifting operations shall be supervised and controlled by a competent person.

Mechanical plant shall comply with the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and be operated by persons trained and certified in the safe use and operation of that plant or equipment, who understand its hazards and limitations in use; - All plant operators shall hold a relevant Certificate of Training.

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

➤ **COSHH**

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

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

Prior to any works taking place the building will be inspected for any substances either within the structure or left within the building. Any substances found which appears to be a hazard to health

will be reported to the client and procedures will be arranged for dealing with such matters. Any amendments will be made to the Method Statement.

➤ **'Sharps' Hypodermic syringes / needles**

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

Should any 'SHARPS' be found the client will be informed and arrangements will be made for dealing with their removal. Sharp bins will be located on site. Any amendments will be made to the Method Statement.

➤ **'Vermin'**

There is the possibility of rats residing within the site and there may be poison / bait present. Effective measures will be taken to keep the site clear of rats and other vermin. Any amendments will be made to the Method Statement.

9. DEMP (demolition environmental management plan)

➤ **Environmental Rules**

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

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

➤ **Noise / Vibration**

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

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

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

We will adhere to the recommendations in BS 5228-2: Noise and Vibration Control on Construction and Open Sites. Part 1 – Noise and Part 2 – Vibration (as amended, BS 5228-1:2009+A1:2014 and BS 5228-2:2009+A1:2014).

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

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

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

➤ Dust / Fumes

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

- Any plant on site will be used in well-ventilated areas. Plant which is used in confined or non-ventilated areas will have the exhaust fumes directed outside the building.
- Wet suppression techniques to suppress any dust, etc. will be applied when necessary (water to be supplied by the Client)
- Dust management points external to the site will be established; a nominated person will carry out daily checks, mist cannons (dust busters) will be readily available if necessary and during dry periods.

- Sheeting of vehicles transporting materials to and from site
- Limiting the speed of site vehicles to 5 mph
- Provision of wheel washing facilities and / or road sweepers at access points
- Damping down of haul roads
- Assessment will be made of workload to determine those activities that may generate dust
- COSHH data sheets will be checked for those materials producing dust, any toxic material identified, assessment to be made as to, who, what and where work shall be completed.
- Dust emissions will be minimised and/or contained to boundaries of the construction site, e.g., re-specifying work to eliminate or reduce dust hazards, use exhaust ventilated tools, dampening work before or during demolition work.
- Wind-blown dust from large, disturbed areas will be reduced by dampening down the surface and where possible, restricting the extent of such areas.
- Extra care will be taken when loading materials onto trucks or when excavation work is taking place.
- Prohibition of eating and smoking to be enforced in dusty atmospheres, especially where toxins may be present.
- Operatives will be briefed regarding the hazards of dust to their health.
- Operatives will be briefed regarding PPE and toxic dust.

➤ **Waste Management**

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

- Measures to reduce excessive quantities of material storage on site will include adopting a just in time approach to material deliveries.
- Compliance with all aspects of the Duty of Care (Environmental Protection Act 1990) will be achieved during demolition to protect the interests and safety of others from the potential effects of handling, storing, transporting and disposing of materials and wastes arising from the works.
- Disposal of waste from site will be carried out by a licensed waste carrier.
- All non-hazardous waste leaving site will be accompanied by a waste transfer note.
- Copies of waste transfer notes for non-hazardous wastes will be kept for a minimum of 2 years.
- If waste is deposited, kept or treated on the site, a Waste Management License or an exemption will be obtained.
- Copies of documentation for the transport of hazardous waste will be kept for a minimum of three years.

➤ **Pollution Prevention**

Suitable pollution prevention measures (e.g., nappies) should be put in place under attachments, parked plant or static equipment whenever there is a risk of fluid leaks or spillages, especially during refuelling operations or within 10m of a watercourse.

Spill kits must be appropriate to the risk and amount of fuel and oils on site and located to be readily available should there be a spillage.

Suitable PPE, (goggles and impermeable gauntlet gloves) must be included in the spill kits.

Suitable provision must be provided on site for storage of hazardous waste (following a spill) prior to its removal from site by a licensed waste carrier.

Maintenance of site plant will be done in a way to minimise the environmental risk with appropriate control measures in place.

All hydraulic oils supplied in plant under this Code of Practice must be defined as 'Readily Biodegradable' and meet OECD 301B.

➤ **Environmental Incidents**

All environmental incidents and significant near misses must be reported to the Environmental Agency Incident hotline – 0800 80 70 60 at the earliest opportunity and then to the Client.

➤ **Bats**

Bats and their roosting sites receive a high level of legal protection under the terms of the Wildlife and Countryside Act 1981 and the Conservation of Habitats and Species Regulations 2010.

It will be necessary to carry out an inspection of the interior and exterior of the buildings to identify bats or signs of bats prior to demolition taking place.

Works will proceed with caution and vigilance for unexpected bat presence, as single bats can roost almost anywhere. If bats are subsequently discovered, work should be stopped, the Client will be immediately notified, and further advice sought without delay.

May 8, 2025

Appendix A**Site Fire Risk Assessment****Contract:****Location:****Stage of Demolition:** All stages of demolition**Assessment Completed By:****Date:**

Assessment of Likelihood of Fire		YES/NO	Comments/Precautions/Actions
1	Any hot works required (include any potential for heating, generation of sparks, etc.)		
2	Any storage/use of flammable, highly flammable materials on site		
3	Storage of combustible materials including waste on site		
4	Potential for electrically related fires		
5	Potential for presence of combustible dusts, flammable/explosive gases		
6	Potential for vandalism in the area		

Fire Escape Routes

1	Any elements of work where specific escape routes need to be assessed and identified (e.g., from scaffold)		
2	Any implication of contract works on escape routes of building occupiers/other contractors?		
3	Any specific protection measures required for escape routes?		

Fire Safety Measures

1	Do these works or an element of these works require fire extinguishers to be maintained in the work location?		
2	Requirements for fire-fighting training?		
3	Hot work permit required?		
4	Method statements to include information on fire escape routes and any other fire safety issues?		
5	Any specific implications on building occupier/other contractor's safety?		
6	Is a fire safety plan required?		

Re-assessment required at following stages: Only in the event of any changed circumstances.

APPENDIX B**RISK & COSHH ASSESSMENTS**

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

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Demolition	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>Falling debris:</u> Cuts, abrasions, bruising, crushing injury, fatality.	✓	✓	✓	5	3	15	Work zone established and fenced off with appropriate signage. Pedestrian walkways clearly established and demarcated and separated from the work zone. Access to the work zone strictly controlled; only authorised personnel permitted (e.g., demolition operatives, plant operators, banksman). Demolition plant and equipment subject to pre-start checks, regular maintenance, and thorough examination in accordance with LOLER and PUWER regulations. Only competent and CPCs/NPORS trained and experienced operators to operate demolition plant. All personnel to wear appropriate PPE, including safety helmets, high-visibility clothing, steel-toe footwear, eye protection, and respiratory protection (if required). All workers not directly involved in demolition activity kept at a safe distance outside the exclusion zone. Safety exclusion zone established and clearly marked around the demolition area; only authorised personnel allowed to enter. Appropriate debris netting, brick guards, or other suitable catch fans to be used to protect persons and property below. <u>Additional measures:</u> First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Management to ensure that the correct excavator for the job has been selected. All operatives to be made aware of the risks and hazards associated with the task and to be instructed in the contents of the method statement and safe system work. Safety Helmets are to be worn at all times.	5	2	10
<u>Uncontrolled collapse of adjoining structure:</u> Crushing injury, damage to properties and equipment, fatality	✓	✓	✓	5	3	15	A structural survey of adjoining structures must be undertaken by a competent Structural Engineer before demolition commences. Temporary propping or support of adjoining structures to be designed, installed, and maintained by competent personnel to prevent collapse. Demolition works to be carefully planned and sequenced to ensure structural stability is maintained throughout the process. A pre-demolition survey to be carried out to fully understand the structure's construction. All demolition operatives to be fully trained, experienced, and competent in demolition techniques. The demolition method statement to detail the sequence of works to prevent accidental collapse, considering factors such as the structure's age, previous use, construction type, proximity to other structures, and the	5	2	10

Northern Lawn Tennis Club

May 8, 2025

							weight of materials and equipment. Temporary support systems must be designed, installed and maintained to withstand all foreseeable loads. Structures must not be overloaded. Additional measures: You should consult the building control department of the local authority in the area where a building is located before any structural alterations are made to a building.			
Exposure to hazardous substances; e. g. Asbestos: Asbestosis mesothelioma, respiratory problems	✓	✓	✓	5	3	15	An up-to-date asbestos survey, carried out by a UKAS accredited surveyor, must be provided prior to any demolition work commencing. Operatives to be fully briefed on the asbestos survey, risk assessment, method statement, and plan of work. Only licensed asbestos removal contractors to remove asbestos-containing materials (ACMs). Work areas to be strictly segregated, demarcated, and clearly labelled with appropriate warning signs. Appropriate respiratory protective equipment (RPE) and other personal protective equipment (PPE) to be provided and used, with face-fit testing of RPE conducted. High standards of personal hygiene to be maintained by all workers. Health surveillance to be provided for workers potentially exposed to hazardous substances, in accordance with COSHH regulations. If any operative experiences adverse health effects, they must immediately withdraw from the area and report to the supervisor. All hazardous materials to be identified and removed from the structure prior to demolition where reasonably practicable. Exposure to hazardous substances must be avoided or reduced to the lowest level reasonably practicable.	5	2	10
Noise: Noise induced hearing loss	✓	✓	✓	3	3	9	A noise risk assessment to be conducted to determine exposure levels and implement appropriate controls in accordance with the Noise at Work Regulations 2005. Noisy work to be restricted to designated 'ear protection zones' where reasonably practicable, to minimise the number of people exposed. Suitable hearing protection (e.g., ear defenders, earplugs) to be provided, and operatives trained in their correct use, fitting, maintenance, and storage. Operatives to receive training on the risks associated with noise exposure and the importance of using hearing protection. Hearing protection to be compatible with other PPE. Where noise levels cannot be adequately controlled, consider implementing a hearing conservation program, including regular audiometric testing. Additional measures: Workers to be shown HSE's Noise Web Pages (www.hse.gov.uk/noise/index.htm) Seek opinion of OHP whether health checks required.	3	1	3
Dust: Damage to lungs, eyes, dermatitis	✓	✓	✓	3	3	9	Appropriate respiratory protective equipment (RPE) with the correct filters (e.g., FFP3) to be provided and worn, with face-fit testing conducted. Effective dust suppression techniques, such as water suppression, to be used to minimise dust generation, particularly during dry conditions and demolition activities. Adequate ventilation to be provided; mechanical ventilation or extraction may be necessary in enclosed areas. Regular monitoring of RPE use to ensure effectiveness. Health surveillance to be provided if required, based on the risk assessment and in accordance with COSHH regulations.	3	2	6

Northern Lawn Tennis Club

May 8, 2025

Vibration: Whole body vibration, fatigue, musculo skeletal disorders, health problems		✓		3	3	9	A Hand-Arm Vibration (HAV) and Whole-Body Vibration (WBV) risk assessment to be conducted to determine exposure levels and implement appropriate controls in accordance with the Control of Vibration at Work Regulations 2005. Where possible, demolition plant and equipment with lower vibration levels to be selected and used. Regular inspection and maintenance of plant and equipment to prevent increased vibration levels due to faults. Job rotation and work scheduling to be implemented to limit exposure times for operatives. Operatives to be trained on the risks of vibration exposure and the correct use of equipment. Health surveillance program to be implemented where exposure action values are likely to be exceeded.	3	1	3
---	--	---	--	---	---	---	---	---	---	---

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Removal of non-notifiable asbestos	P	E	S	S	P	S x P + R		S	P	S x P = R
Exposure to asbestos Asbestosis, lung cancer, Mesothelioma, diffuse pleural thickening, possible cause of laryngeal cancer, pharyngeal stomach and colorectal cancers	✓	✓	✓	4	4	16	A comprehensive plan of work (POW) must be compiled and strictly adhered to. The POW must detail all control measures specific to the project, in accordance with Control of Asbestos Regulations 2012. All works to be carried out by trained, competent operatives (e.g., ARCA trained) whose fitness has been medically assessed for asbestos work, including working at height and in confined spaces. A designated asbestos supervisor to be present on site throughout the duration of the works. Training and medical certificates for operatives and supervisors to be available on site for inspection. Operatives to wear appropriate respiratory protective equipment (RPE) with face-fit certificates available for inspection. Additional PPE to include Type 5/6 disposable overalls, safety boots, and gloves (appropriate to the task). Air monitoring requirements (e.g., reassurance, background, leak, and personal monitoring) to be fully detailed in the plan of work.	4	2	8

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Soft Stripping										
<u>Contact with sharp objects:</u> Cuts, lacerations, puncture wounds		✓	✓	3	4	12	Appropriate PPE, including safety boots and cut-resistant gloves (meeting EN388 standards), to be worn at all times. All workers not directly involved in the soft stripping works should be kept at a safe distance outside the exclusion zone. A safety exclusion zone to be established around the perimeter of the soft stripping works; only authorised persons to be permitted to enter. <u>Additional measures:</u> All operatives to be made aware of the risks and hazards associated with demolition works and to be instructed in the contents of the method statement and safe system work. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	3	2	6
<u>Contact with live services:</u> Electrocution, burns, death		✓	✓	5	3	15	All services (electrical, gas, water, etc.) to be identified, isolated, and disconnected by competent persons before any soft stripping work commences. Proof of disconnection to be obtained. All operatives to be trained in emergency procedures to be followed in the event of an accidental service strike. <u>Additional measures:</u> All services should be assumed live until proved otherwise.	5	2	10
<u>Impact injury:</u> Loss of consciousness, bruising, cuts and abrasions		✓	✓	4	4	16	Appropriate PPE for the task to be provided and used, including safety helmets, safety footwear, eye protection, hearing protection, dust masks, and gloves. Operatives using tools and equipment to warn others in the vicinity and ensure they maintain a safe distance. Daily briefings to be conducted to inform operatives of any other activities in the work area. <u>Additional measures:</u> Toolbox Talks to be conducted. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of Local Health Authority readily available.	3	2	6
<u>Manual handling:</u> Sprains and strains, pulled muscles and torn ligaments.		✓		4	4	16	Mechanical aids to be used for moving heavy or bulky items wherever possible. Operatives to be assessed for their physical capability prior to manual handling activities. Operatives to be trained in safe manual handling techniques. Assistance to be provided if a load is too heavy for one person to lift safely; team lifting to be employed where necessary. The workplace to be kept clean and tidy, with walkways kept clear of obstructions. Mechanical handling equipment to be used to deliver materials to the work area where possible. <u>Additional measures:</u> Comply with relevant manual handling assessment using Task, Individual, Load and environment. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Implement Toolbox Talks to refresh operatives on safe Manual Handling	2	2	4

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Hand Tools	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>Falls due to access problems:</u> Physical impact, minor or major injury, possible death	✓	✓	✓	5	3	15	Access platforms to be erected, altered, and dismantled by trained and competent persons, in accordance with Work at Height Regulations 2005. Safe access to be provided and maintained, with working platforms compliant with Work at Height Regulations 2005. Operatives to be trained in site safety and the safe use of access equipment. Adequate lighting to be provided in all work areas. Work to be planned and phased to minimise the risk of falls. Work at height to be avoided during adverse weather conditions (e.g., strong winds, heavy rain). <u>Additional measures:</u> Toolbox Talks to be conducted. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	5	2	10
<u>Impact with the tool:</u> Minor injuries, cuts and abrasions		✓		3	3	9	Tools to be inspected before use to ensure they are in good condition, suitably sharp, and appropriate for the task. Operatives to be instructed in the safe use of hand tools. Appropriate PPE to be provided and used, including safety helmets, safety footwear, eye protection, hearing protection, dust masks, and gloves. Operatives using hand tools to warn others in the vicinity and ensure they maintain a safe distance. <u>Additional measures:</u> Toolbox Talks to be conducted. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	3	1	3
<u>Manual handling:</u> Sprains, strains, pulled muscles and torn ligaments		✓		3	5	15	Operatives to be assessed for their physical capability prior to manual handling activities. Operatives to be trained in safe manual handling techniques. Assistance to be provided if a load is too heavy; team lifting to be employed where necessary. The workplace to be kept clean and tidy, with walkways unobstructed. Mechanical handling equipment to be used to deliver materials where possible. Knee pads to be provided and used when necessary, and regular breaks taken to minimise strain. <u>Additional measures:</u> Comply with relevant manual handling assessment using Task, Individual, Load and environment. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Implement Toolbox Talks to refresh operatives on safe Manual Handling techniques.	3	2	6

Northern Lawn Tennis Club

May 8, 2025

<u>Falling materials, operatives:</u> Physical impact, minor or major injury, possible death	✓	✓	✓	5	3	15	Leading edges to be guarded with double guardrails and toe boards, in accordance with Work at Height Regulations 2005. Operatives to be trained in site safety and working at height. Operatives to be fully briefed on the risks and hazards of working at height and the control measures in place. Materials and debris not to be thrown from height; appropriate lowering methods to be used. The working area to be protected to prevent falls to and from pedestrians and other site users. Ladders to be used only for short-duration tasks where no safer alternative is reasonably practicable; ladder use to be minimised and subject to risk assessment. Waste materials to be removed from height via skips or rubble chutes. All workers not directly involved in the demolition works should be kept at a safe distance outside the exclusion zone. A safety exclusion zone should be established around the perimeter of the demolition works. <u>Additional Measures:</u> Adequate exclusion zones to be set up in accordance with BS:6187 2011 'Code of Practice for Full and Partial Demolition'. Operatives to have demolition awareness training. Toolbox Talks to be conducted. Warning signs shall be erected stating "men working overhead". Rubble netting, brick guards and fans shall be considered to provide protection to persons below. Use the HSE Wait to ensure suitable access equipment is used for the task. Ensure all demolition works are carefully planned and sequenced to prevent premature collapse. Ensure a pre-demolition survey is undertaken to determine how the structure is built. No lone working will be permitted.	5	2	10
--	---	---	---	---	---	----	---	---	---	----

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Excavators	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>Machine tipping over.</u> Crushing injuries, entrapment injuries, death		✓	✓	5	3	15	Site survey carried out to identify ground instabilities and features. Safe routes identified and demarcated. Machine Operator CPCs trained. Machine fitted with roll over protection and machine operator wears the lap belt. Banksman provided when machine operating in conditions with limited visibility or high-risk areas e.g., close to deep excavations. Ensure stop blocks are fitted when vehicles or plant is tipping into an excavation and that the vehicle or plant is guided by a signaller. <u>Additional measures:</u> Supervisors are to ensure safe excavating techniques are implemented at all times. Care to be taken when operating on inclines and when traversing slopes.	5	1	5
<u>Machine refuelling</u> Fire, explosion, burns, skin irritation		✓	✓	4	3	12	Refuelling activities planned. E.g., refuelling point or mobile refuelling facility. Refuelling operative trained and competent to carry out refuelling activity. Fire controls in place. E.g., no smoking zone, fire extinguishers, etc. COSHH Assessment carried out on fuel substance. Personal protective equipment issued, and its use enforced.	4	1	4
<u>Falling into trench</u> Cuts, bruises, fractures, crushing, entrapment		✓	✓	5	4	20	Fit edge protection around excavation to protect the general public, regardless of excavation depth. All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system work. <u>Additional measures:</u> Excavation must be inspected by a competent person prior to entry at the start of every shift. Results of at least one inspection in every seven-day period must be recorded. " Carry out first aid training. Daily briefing to be provided to ensure operatives are informed of any other activities which may be undertaken in the vicinity of their work.	5	2	10
<u>Striking underground services</u> Fire, explosion, flooding and entrapment		✓	✓	5	4	20	All operatives should be trained in the requirements of HSG 47 Avoiding Danger from Underground Services. All operatives to be trained in emergency procedures to be followed in the event of a service strike. Confirm the location of services with a cable detection tool. Hand dig around services to avoid damage. <u>Additional measures:</u> Obtain copies of services drawings and mark them out on the surface prior to starting work Implement a permit to dig system. A detailed method statement outlining the work should also be provided. All services should be assumed live until proved otherwise.	4	2	8

Northern Lawn Tennis Club

May 8, 2025

<u>Machine manoeuvres</u> Impact/crushing injuries, death. impact with buildings/vehicles/other plant		✓	✓	5	3	15	A minimum distance of 600mm shall be left between the outer radius of the machine and any structures/obstructions. Work zone established and fenced. Pedestrian walkways established and demarcated. Only authorised personnel and plant allowed in the work zone e.g., plant operator, banksman, water bowser etc. Only CPCS trained workers to operate excavators. Vehicle movements controlled by a banksman when field of vision is limited and/or when other workers are in the work area. All workers wearing appropriate personal protective equipment e.g., hi vis waistcoat or jacket. First aid assistance provided. <u>Additional measures:</u> Carry out first aid training. Daily briefing to be provided to ensure operatives are informed of any other activities which may be undertaken in the vicinity of their work.	5	2	10
--	--	---	---	---	---	----	---	---	---	----

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

Northern Lawn Tennis Club

May 8, 2025

							time when moving -Stop!. Ensure that appropriate high vis clothing is worn and PPE (as required). Additional measures: Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.			
Falls from height. Broken bones, serious injury		✓	✓	3	4	12	Ensure steps are taken to prevent falls from height when accessing the rear of the transporter. Loading/unloading process organised to minimise time spent on trailer. Additional measures: All operatives to be made aware of the risks and hazards associated with working at height and to be instructed in the contents of the method statement and safe system work.	3	1	3

Hazard/Description	People at Risk			Initial Assessment			Control Measures	Residual Risk		
Traffic Management	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
Third party vehicles Collisions with other vehicles, plant, buildings, skips	✓	✓	✓	5	3	15	Site traffic management plan. Site rules. Speed ramps Site speed limit. Licensed drivers. Designated walkways Reporting to office on arrival. Directional signage. Pedestrian crossing points. Fully trained (CITB or equivalent) and authorised employees using mobile plant PPE (including high visibility jackets, safety boots and hard hat) Warning beacons on mobile plant. Reversing cameras on mobile plant Reversing audible warning signal. Safety distances to be applied. Drivers and passengers instructed to only exit cab to perform essential tasks. No shunting or jogging of loads. Floors and traffic routes suitable for the vehicles using them. Vehicle routes kept free of obstructions. Any reversing that is necessary should be overseen by a trained reversing assistant (banksman)	5	2	10

Northern Lawn Tennis Club

May 8, 2025

<u>Visitors to site</u> Collisions with other vehicles, plant, buildings, skips	√	√	√	5	3	15	Designated parking area and walkways for visitors Reporting to office on arrival Site induction. Site rules Speed ramps Site speed limit. Directional signage. Pedestrian crossing points Site traffic management plan.	5	2	10
<u>Staff vehicles</u> Collisions with other vehicles, plant, buildings, skips	√	√	√	5	3	15	Designated parking area and walkways for staff Site rules Reporting to office on arrival Speed ramps Site speed limit. Directional signage. Site induction. Pedestrian crossing points Site traffic management plan.	5	2	10
<u>Access and egress from vehicles</u> Falls, slips and trips		√		3	4	12	Use of handholds provided. Daily vehicle checks for reporting faults. Clean soles on shoes. Lace-up boots only provided to employees; no riggers allowed. 3-point contact with vehicle at all times. Check ground before egress.	3	2	6
<u>Vehicle stability</u> Collisions with other vehicles, plant, buildings and overturning	√	√	√	5	3	15	Fully trained (CITB or equivalent) and authorised employees using mobile plant. Maintenance plan & statutory checks on lifting equipment Seatbelts Rollover protection and falling object protection systems	5	2	10
<u>Plant movement on site and near buildings</u> Collisions with other plant, vehicles, buildings, skips		√	√	5	3	15	Fully trained (CITB or equivalent) and authorised employees. Maintenance of plant, daily checks. Traffic management plan. Warning beacons on mobile plant. Reversing audible warning signal. Speed limits. Seat belts. High Vis clothing.	5	1	5

Northern Lawn Tennis Club

May 8, 2025

							Good lighting Vision assessments. Maintenance plan & statutory checks on lifting equipment Floors and traffic routes suitable for the vehicles using them. Vehicle routes kept free of obstructions. Any reversing that is necessary should be overseen by a trained reversing assistant (banksman).			
--	--	--	--	--	--	--	--	--	--	--

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Working at Height	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>Operatives falling from height.</u> Serious injury or possible fatality if a worker falls.		✓	✓	5	4	20	Working at height is avoided where possible. The most reasonably practicable means of access is used where working at height cannot be avoided. Operatives are fully trained & instructed in safe use of all work equipment. All staff to be trained in the use and inspection of their harnesses and lanyards (where required). Only competent operatives are authorised to erect, alter and dismantle platforms. Where used, guard rails, toe-boards, unprotected gaps shall conform to requirements of the Work at Height Regulations i.e., top rail at 950mm min, toe-boards 150mm min, gaps of 470mm max. All selected work equipment is suitable and fit for purpose. Statutory weekly inspections of scaffold are carried out where appropriate (all platforms and temporary access equipment above 2m in height are to be inspected, including mobile towers). All other work equipment is regularly inspected & maintained in good order. <u>Additional measures:</u> Reference to separate risk assessments for use of specific equipment e.g., Towers, MEWPS. Ensure that physical capabilities are taken into account when allocating works. Weather conditions to be monitored. In addition to the inspections before use, a formal recorded examination of each safety harness and lanyard shall be carried out every three months. No lone working will be permitted. Only competent and experienced scaffolders shall be permitted to erect, modify or dismantle any scaffold. Scaffolders shall hold a valid CITB/CSCS certificate in scaffolding. Persons inspecting scaffolds shall also be competent to do so and have the appropriate CSCS certification. All users of the scaffold shall be trained to identify potential defects and inadequacies in the scaffold and the measures to be taken in such instances.	4	3	12

Northern Lawn Tennis Club

May 8, 2025

							All users of the scaffold to be made aware of the dangers of making unauthorised modifications to the scaffold, such as the removal of guard rails and scaffold ties.			
<u>Items falling from height.</u> Serious injury or possible fatality if an item falls onto persons below.		✓	✓	5	3	15	Where used, guard rails, toe-boards, unprotected gaps shall conform to requirements of the Work at Height Regulations i.e., top rail at 950mm min, toe-boards 150mm min, gaps of 470mm max. All reasonably practicable measures are taken to prevent unauthorised access to works area – barriers, signage etc. to be used. Rubble netting, brick guards and fans shall be considered to provide protection to persons below. Works shall not be permitted to take place during periods of adverse weather such as in strong winds or wet weather. No materials or debris shall be allowed to be thrown from the roof. Debris or rubble chute should be implemented and used. <u>Additional measures:</u> Monitoring is required to ensure that the controls remain effective. Visual inspection of work equipment prior to use. Weather conditions to be monitored. Warning signs shall be erected stating “men working overhead”	4	2	8
<u>Equipment failure and/or collapse</u> Serious injury or possible fatality following equipment failure or collapse.		✓	✓	5	3	15	Statutory weekly inspections of scaffold are carried out where appropriate (all platforms and temporary access equipment above 2m in height are to be inspected, including mobile towers). All other work equipment is regularly inspected & maintained in good order. Safe Working Load (SWL) of any access equipment is never exceeded. <u>Additional measures:</u> Monitoring is required to ensure that the controls remain effective. Visual inspection of work equipment prior to use. Weather conditions to be monitored.	4	3	12

Northern Lawn Tennis Club

May 8, 2025

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

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Site Fencing	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>Fence falling over.</u> Crush injuries, lacerations	✓	✓	✓	4	3	12	Fence panels to be placed in weighted feet blocks.. Fence panels to be double clipped.. Out riggers used where there is potential to be blown over. PPE appropriate to the task is issued and used, e.g., hard hats, safety footwear, impact resistant goggles and gloves. Operatives do not work alone. A full method statement and safe system of work shall be prepared prior to the commencement of any works and in accordance with BS 1722-14:2017+A1:2020 - Fences. Specification for steel mesh fences. Only trained / experienced operatives carry out the task. Using a close mesh which prevents children getting their hands and feet through should mean that no one can gain handholds or footholds (HSE Guidance Note GS6 refers). <u>Additional measures:</u> Regular checks of fence to ensure security.. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works.. Contact details of local Health Authority readily available. Keep gaps underneath the fence or gate as small as possible to stop anyone gaining access under the fence (HSE Guidance Note GS6 refers). Where the feet of sectional fencing points into pedestrian areas, they should be highlighted to avoid tripping hazards.	4	2	8
<u>Manual handling of panels</u> Musco-skeletal, repetitive strain injuries		✓		3	4	12	Staff rotated where possible. Utilise mechanical lifting and carrying aids where possible.. Operative involved in handling is to be assessed for physical capability prior to lifting and carrying (operative to be trained in kinetic method of lifting). Operative is to seek assistance if the load is too heavy (a team lift should be used if necessary). All staff to be instructed on the safe systems of work.. Ensure the workplace is kept clean and tidy with walkways unobstructed. Provide mechanical handling equipment to deliver materials to point at which they are needed.. Ensure knee pads are worn and regular breaks are taken. Sectional fencing should be locked together and not easily separated without using a tool from the inside of the site (HSE Guidance Note GS6 refers). <u>Additional measures:</u>	3	2	6

Northern Lawn Tennis Club

May 8, 2025

							Lifting / carrying equipment to be visually checked daily before use (where utilised) and in accordance with LOLER regulations. Comply with relevant manual handling assessment using Task, Individual, Load and environment. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.			
--	--	--	--	--	--	--	--	--	--	--

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Exclusion Zones	P	E	S	S	P	S x P + R		S	P	S x P = R
<u>Injury to members of the public on site</u> Death, crush injuries, cuts and lacerations (dependant on work activities)	✓			5	3	15	Site entrances should be clearly marked and there should be separate access for vehicles and pedestrians. Both visitors and workers should report their presence on site as soon as they arrive. . Clear signs should be used so everyone knows where and how to enter the site. . They should be directed to a fixed control or reporting point and safe access to this point should be provided. On a small site the site hut is likely to act as the reporting in point but on a larger site a staffed security booth might be needed. Do not allow visitors and workers to walk around unaccompanied unless they are familiar with the site and the risks they may be exposed to. Keep a record of who is on site and when they arrive and depart. This helps keep track of people and can be used as an aid for the emergency services in the case of a fire or accident. It may also improve security of plant and materials. At the access point people new to the site can be given information about relevant hazards on site and any necessary training about special rules, emergency procedures etc. This can include any changes which may have taken place since they were last on site. Daily briefing to be provided to ensure operatives are informed of any other activities which may be undertaken in the vicinity of their work. The working area shall provide protection from and to pedestrians and other road users where applicable (Chapter 8 - Traffic Signs Manual). Provide safe access between the site entrance(s) and the control point; making sure the route between the entrance and the reporting-in point is clearly marked. Make sure people are accompanied around site and issued with ID if needed (CSCS Cards). <u>Additional measures:</u> Depending upon hazards on site it may require the presence of 24-hour security supervision. Make sure your authorisation procedures are implemented and that they remain effective as the work progresses. Make sure the scheme matches the precautions to the risks and is adapted as these risks alter. Monitor and review the scheme, as necessary. The precautions taken to secure the site perimeter should reflect the level of risk. The site perimeter and fencing should be checked on a regular basis.	5	1	5

Northern Lawn Tennis Club

May 8, 2025

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

Northern Lawn Tennis Club

May 8, 2025

Contact with hazardous substances (during waste removal) Respiratory disease, skin/eye irritation		✓	✓	3	4	12	Operatives carrying out waste removal to wear adequate PPE to address risk involved (gloves, dust mask, goggles, safety boots, hard hat, etc.) with the substance/item they are removing and in accordance with COSHH Regulations. Additional measures: Operative to be made aware of manual handling assessment findings and any related COSHH assessments.	3	2	6
Fire Death, damage to equipment or buildings.		✓	✓	5	3	15	Flammable materials: - make sure that all flammable waste materials (such as packaging and timber off cuts) are cleared away regularly to reduce fire risks. Work areas - make clearing waste a priority for all trades. Check that everyone is aware of what is required that it is being done. Skips - waste materials need storing safely before their removal from the site so make sure that you allow sufficient space for waste skips and bins etc. Plan where the skips can be positioned and how often they will need to be collected (and secured to prevent unauthorised access). Waste within buildings - consider waste generated inside the building and whether you need to provide wheeled bins or chutes etc. to enable it to be brought out of the building safely. Additional measures: Implement Toolbox Talks to refresh operatives on the importance of good housekeeping. Ensure that appropriate firefighting equipment is located on site and operatives are trained in its use (and that it is regularly inspected).	5	1	5
Storage of materials Collision with plant, equipment or operatives		✓	✓	4	3	12	Storage areas - designate storage areas for plant, materials, waste, flammable substances e. g. , foam plastics, flammable liquids and gases such as propane and hazardous substances e. g. pesticides and timber treatment chemicals. Pedestrian routes – do not allow storage to ‘spread’ in an uncontrolled manner on to footpaths and other walkways. Do not store materials where they obstruct access routes or where they could interfere with emergency escape. Flammable materials - will usually need to be stored away from other materials and protected from accidental ignition (and in appropriate storage containers). Storage at height - if materials are stored at height e. g. , on top of a container, make sure necessary guard rails are in place if people could fall when stacking or collecting materials or equipment. Tidiness - keep all storage areas tidy, whether in the main compound or on the site itself; and deliveries - plan deliveries to keep the amount of materials on site to a minimum. Additional measures: Management to include this as part of the Construction Phase Plan (CPP) and update accordingly.	3	1	3
Vibration HAVS, Vibration White Finger		✓		3	3	9	Select tools with lower vibration levels but still suitable for the task. Regular breaks and operatives are encouraged to exercise fingers (and hands). Job rotation, Suitable workplace temperature or provision of warm clothing and gloves (and anti-vibration gloves if required). Specific equipment assessments have been carried out for all our items of machinery and an equipment register is issued to our operatives with HAV data and controls (and in accordance with the Control of Vibration at Work Regulations 2005). Each operative will make a daily record of any equipment they have used which needs registering for HAVS.	3	2	6

Northern Lawn Tennis Club

May 8, 2025

							Additional measures: Operatives to be briefed on dangers of HAVS and a programme of health surveillance to be instigated where exposure levels meet daily recommended dosages if action trigger levels are reached. Acceleration speed of equipment to be ascertained and daily exposure restricted accordingly (and ensure trigger times are adhered to). Supervisors will check that specific controls are being implemented and that operatives are following procedures.			
--	--	--	--	--	--	--	--	--	--	--

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Fire	P	E	S	S	P	S x P + R		S	P	S x P = R
Hot work-welding cutting Smoking near flammable materials Electrical faults Arson Waste material control	✓	✓	✓	5	5	25	Site planning and safety rules will include fire detection, provisions, supply and maintenance of fire- fighting equipment, control of hot work, emergency procedures in the event of a fire, control of smoking on site as needed, and prevention of the build-up of flammable materials such as waste skips. Adequate means of escape and access for emergency vehicles will be allowed for during all stages of construction and demolition. Fire emergency exit routes to be established, adequately signed and kept free of obstruction. Practical security measures to be taken to restrict access to site work areas, especially out of working hours (and to prevent arson). Smoking restrictions to be enforced, no smoking areas to be signed, where necessary. Hot work and use of naked flame appliances will be controlled as necessary, including the use of permit to work systems, all hot work areas to be inspected 1 hr after completion of the work to check for possible fire hazards and a fire watch maintained. Temporary electrical systems will comply with legal standards and be inspected prior to handover (and regularly throughout the project). An emergency fire and evacuation procedure to be produced for every contract, which will be practiced and be continuously reviewed and updated as required. All work areas and site buildings will be inspected on completion of works for any potential fire hazards and removed. Quantities of highly flammable liquids and LPG within work areas will be restricted and suitable storage facilities provided (in accordance with HSG51). Records should be maintained of routine fire inspections and the maintenance and testing of fire- fighting equipment (and fire drills). Fire alarm systems to be used. Control flammable materials and waste. Additional measures: All operatives to be trained in fire and evacuation procedures during induction training. All contractors and visitors to be informed of the smoking restrictions applicable on site.	4	3	12

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Excavations	P	E	S	S	P	S x P + R		S	P	S x P = R
Collapse of sides-Party wall		✓	✓	5	4	20	Excavations in close proximity to buildings or structures must be assessed by a competent person with structural engineering expertise. Excavation walls to be dug at a safe angle (depending on soil type) or supported by appropriate shoring. Temporary propping of adjoining buildings may be required. Ensure all excavation works are carefully planned and sequenced to prevent premature collapse (and in accordance with BS 5975). All workers should be competent trained demolition contractors with knowledge of the works in hand and excavation safety. The method statement for the excavation should identify the sequence required to prevent accidental collapse of the structure and include details of shoring and support. Temporary support provided must be designed, installed and maintained to withstand foreseeable loads and structures should never be overloaded (and inspected regularly by a competent person). <u>Additional measures:</u> Ensure Structural Engineer's survey is carried out on party wall. Liaise with Clients engineer to determine the safe distance of the excavations from the party wall to ensure that the party wall will not be disturbed or its effectiveness compromised.	5	2	10
Impact with plant and underground services		✓	✓	5	5	25	Location of existing services must be completed before work starts (using CAT and Genny and by referring to service drawings). Information on ground conditions must be sought. Cable location equipment and local authority drawings to be utilised to trace buried services (and all service providers contacted). Hand digging only in the vicinity of underground services. Electric cables adjacent to excavation should be isolated and evidenced by written confirmation (and permit to dig obtained). At all stages of the excavation, a competent person must supervise the work and the workers given clear instructions on working safely in the excavation (and inspections recorded). If plant is being used above the trench, then no operatives should be in the trench when the machine is in use (and exclusion zones implemented). <u>Additional measures:</u> All services should be assumed live until proved otherwise.	5	1	5
Presence of hazardous atmospheres		✓		5	3	15	Suitable monitoring equipment and personnel trained in its use will be required where known exposure to toxic substances or lack of oxygen may occur (and a confined space entry procedure implemented if required). Any hazards found before or after work has started should be registered in the inspection report and remedial measures taken (and work stopped if necessary). Withdraw from area if ill effects experienced. Avoid exposure wherever possible. <u>Additional measures:</u> Correct PPE used during operations e. g. , safety boots, head protection, overalls, impervious gloves & half face respirator with organic vapour filter, goggles to BS EN 147 (and face fit testing carried out for RPE).	5	2	10

Northern Lawn Tennis Club

May 8, 2025

Falling into excavation (plant/material/ persons)		✓	✓	5	4	20	Substantial barriers to be erected around excavations. All excavations where significant risks are evident will be guarded by suitable means (and signed appropriately). Where there is a risk that materials will fall into the excavation the barriers shall be provided with toe boards or a suitable exclusion zone. Where mobile plant is operating suitable exclusion zones and/or stop planks will be put in place (and banksmen used if required). There shall be a suitable means of access and egress from any excavation (and this should be inspected regularly). Ladders provided for access/egress will be suitably secured and inspected. Plant and materials shall not be stored close to the sides of excavations. Only CPCS trained workers to operate excavators. Additional measures: First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Management to ensure that the correct excavator for the job has been selected. All operatives to be made aware of the risks and hazards associated with the task and to be instructed in the contents of the method statement and safe system work. Safety Helmets are to be worn at all times.	5	2	10

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Confined spaces	P	E	S	S	P	S x P + R		S	P	S x P = R
Contamination by fumes/gases/vapours Dizziness, loss of senses, asphyxiation		✓		5	3	15	Gas monitoring equipment to be used to check for levels of gas, fumes or vapours before entry and continuously during work. If hazardous substances are detected, the confined space must not be entered unless suitable and sufficient ventilation is provided using intrinsically safe equipment. Where it is necessary to enter, operatives must wear a suitable and sufficient Respiratory Protective Equipment (RPE) with appropriate filter, this must be in line with the COSHH regulations and fit tested. Carry M. S. A. escape set. Any pipe work into the area to be isolated, blanked, and where necessary, removed to prevent the ingress of hazardous substances. COSHH assessments to be carried out for all hazardous substances used. Correct PPE used during operations e. g. , safety boots, head protection, overalls, impervious gloves, and suitable RPE, goggles to BS EN 147. Ensure information from COSHH Assessments is communicated to those involved in the work. Diesel-generated plant and equipment to be located away from confined space areas.	5	1	5

Northern Lawn Tennis Club

May 8, 2025

Fire/explosion, oxygen enrichment. Cuts, abrasions, burns, possible fractures or broken limbs, fatal injury.		✓		5	4	20	Gas monitoring equipment to be used to check for levels of gas, fumes or vapours and oxygen levels before entry and continuously during work. If hazardous substances are detected, or oxygen levels are not between 19. 5% and 23. 5%, the confined space must not be entered unless suitable and sufficient ventilation is provided using intrinsically safe equipment. Carry M. S. A. escape set. Use of non-sparking tools. A full method statement and safe system of work shall be prepared, and all workers briefed, prior to the commencement of any works.	5	1	5
Dangerous increase in body temperature Heat stress		✓		3	3	9	Use engineering solutions to control temperature. Regulate the length of exposure – Rest breaks. Supply plenty of cool drinking water. Train workers in the risks of heat stress. Allow workers to acclimatise to conditions. Identify vulnerable groups such as those on medication or medical conditions. Monitor health of workers. Additional measures: Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	3	1	3
Flooding of area from connected pipe work. Drowning		✓		5	3	15	Any pipe work into the area to be isolated, blanked, and where necessary, removed to prevent flooding. Trained supervisor appointed to control operations. Permit to work system in place for all confined space working. All personnel to be aware of their duties on the permit, especially the top man duties. All operatives trained in confined space procedures and escape sets in case of emergencies. Safe system of work to be in place for all work carried out inside and out of the confined space area. If required, a trained rescue person to be on site at all times during working hours with all relevant rescue equipment. Local emergency services should be informed of the location and what works are being carried out in case they are required to attend any emergency on site.	5	1	5
Collapse due to oxygen deficiency. Asphyxiation, unconsciousness.		✓		5	3	15	Trained supervisor appointed to control operations. Permit to work system in place for all confined space working. Gas monitoring equipment to be used to check for levels of gas, fumes or vapours and oxygen levels before entry and continuously during work. If oxygen levels are not between 19. 5% and 23. 5%, the confined space must not be entered unless suitable and sufficient ventilation is provided using intrinsically safe equipment. Carry M. S. A. escape set. All operatives trained in confined space procedures and escape sets in case of emergencies. Safe system of work to be in place for all work carried out inside and out of the confined space area. Use of non-sparking tools. If required, a blow air system is to be used for fresh airflow into the confined space; this must be capable of introducing fresh air (at a	5	1	5

Northern Lawn Tennis Club

May 8, 2025

							minimum of 1. 5m3 per operative per minute). All personnel to be aware of their duties on the permit, especially the top man duties.			
Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Needles & Sharps	P	E	S	S	P	S x P + R		S	P	S x P = R
Exposure to blood-borne viruses (discarded needles/ syringes) Death, serious illness, cuts		✓		5	3	15	Survey workplace to identify any obvious needles & remove using litter picker and plastic container. PPE to include safety footwear with steel mid-soles, Tyvek overalls, full face RPE & gloves. Face Fit Tests are required for individuals. Ensure any open wounds are covered with waterproof dressings. If needles are located, do not touch or move it and report the matter to a supervisor. Leave a responsible person to safeguard it. If pricked, wash area with thoroughly with soap and water at first opportunity. Obtain medical assistance, if you can do so safely, take the syringe or needle with you. Workers removing sharps, such as needles, from a contaminated area should be trained in how to carry out the work safely. A 'needle picker' should be used to remove them, rather than hands. Needles should be disposed of into a sharps box and the box should not be over-filled. Additional measures: Contact local Environmental Health Department for removal of excessive needles. All operatives to be made aware of the risks and hazards associated with the work area and task and to be instructed in the contents of the method statement and safe system work. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available. In the event of a needlestick injury, after appropriate first aid, the member of staff should consult their occupational health provider or the nearest A and E department, as soon as possible, to be assessed for PEP (post exposure prophylaxis) for HIV and post exposure immunisation for Hepatitis B, if not already vaccinated.	5	1	5

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Use of vibration-generating tools & equipment										
Exposure to vibratory equipment Hand Arm Vibration Syndrome (HAVS) or Vibration White Finger (VOW)		✓		4	5	20	Low vibration equipment selected for use where reasonably practicable. Assessments with recommended equipment usage / trigger time information based on manufacturers' vibration levels, is available to all operatives. Equipment usage/trigger time is reduced as much as possible by rotation of staff and work activities. Operatives encouraged to refrain from smoking and to keep hands warm whilst using such equipment. All work equipment is suitably maintained, and operatives instructed to inform supervisors of any defects. Suitable health surveillance is offered where exposure risk to operatives is assessed as significant. Operatives encouraged to inform supervisor of any apparent HAVS symptoms. Additional measures: Where Daily Exposure Action Value (EAV) of 2.5 m/s² A (8) is exceeded, action to control the risks will be taken. Where Daily Exposure Limit Value (ELV) of 5.0 m/s² A (8) is exceeded, immediate action to reduce exposure below this level shall be taken. A site-specific method statement is required which should address the sequence of work, safety control measures, training requirements etc.	2	3	6

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Operations with a risk of acquiring psittacosis	P	E	S	S	P	S x P + R		S	P	S x P = R
Acquiring Psittacosis or other related diseases through inhalation of dusts or aerosol contamination by bird faeces or nasal discharge Death, serious illness		✓	✓	5	3	15	Avoid disturbing bird waste where possible. Provide good ventilation or local exhaust ventilation. Cleaning procedures not to create dusts. Dust suppression methods should be implemented (lower pressure to prevent water droplets). Respiratory protection to BS EN 149, hand & eye protection and disposable hooded coveralls to be worn. Where RPE is worn then Face Fit Tests should be completed for individuals. Containing the work area with plastic sheeting should also be considered. Additional measures: All operatives to be made aware of the risks and hazards associated with the task and environment and to be instructed in the contents of the method statement and safe system work. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. In addition, a site-specific Risk Assessment may be required if operatives are Working at Height.	4	2	8
Person to person spread of this disease has also been reported. Death, serious illness		✓	✓	5	3	15	Practice good personal hygiene including washing hands and forearms before eating, drinking, smoking, using the telephone, taking medication, applying make-up, inserting contact lenses etc. Covering existing cuts and grazes with waterproof dressings and/or gloves before starting work. If cuts and grazes occur during work, wash immediately with soap and running water and apply a waterproof dressing. Taking rest breaks and meal breaks away from the main work area. Avoiding hand-mouth or hand-eye contact when in contaminated areas. For example, workers should not put pens/pencils in the mouth. Disposing of all contaminated waste safely. Do not wash contaminated work clothing with household washing. Additional measures: Areas for storage of clean and contaminated equipment must be kept apart and separate from eating facilities.	4	2	8

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Working in occupied areas										
Slip, trip and fall injuries due to the presence of works materials, tools, equipment, etc. Cuts, abrasions, broken bones	✓	✓	✓	3	4	12	Excessively noisy, dusty, or generally hazardous activity to be carried out when premises are unoccupied where possible. Access/escape routes to be kept clear, with suitable protection from falling materials provided at all times. Good standards of housekeeping are maintained at all times with tools and equipment and other trip hazards being kept clear of traffic routes. Where trailing cables have to be routed across a traffic route, they are suspended using skyhooks or are protected by a cable cover or hazard tape. Waste materials are placed in the appropriate site skip. Additional measures: Works causing excessive dust and/or fumes are to be completed out of hours, or where not feasible, to be completed in screened exclusion zones and/or in short bursts.	3	2	6
Injury to third party affected by the works. Cuts, abrasions, fractures	✓	✓	✓	3	4	12	Works to be carefully planned through close liaison with the Client and/or those who manage the premises. Operatives shall be suitably trained and instructed to undertake given task. Works to be sufficiently supervised and managed. On-going communication with the occupants to be maintained. Send information to each household outlining the nature of the work before it starts. An additional questionnaire can request any relevant information specific to that household such as special access requirements for disabled residents. Provide all site workers with an identification card (preferably one with a photograph). Make sure that access to balconies, scaffolds etc is prevented or properly controlled. An exclusion zone is to be formed around the works area prior to any works commencing. Signage warning of the exclusion zone and warning of the works occurring is to be posted on the barriers. Should any authorised personnel breach the exclusion zone, works are to cease immediately until the person is removed. Additional measures: Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Where a residents' association does not exist, the client should consider appointing a liaison officer to deal with the contractors.	3	2	6

Northern Lawn Tennis Club

May 8, 2025

Physical injury from falling materials or tools. Cuts, abrasions, fractures	✓	✓	✓	3	4	12	Works areas to be clearly defined by means of physical barriers, tapes, and appropriate warning signage. Suitable personal protective equipment (PPE) to be provided and used by all operatives and visitors as deemed necessary. Provide fans and covered walkways if there is a risk that residents will be struck by falling materials. Dust and noise suppression, damping or shielding methods may be required to protect the occupants. Additional measures: A full method statement and safe system of work shall be prepared prior to the commencement of any works. Method Statements should be reviewed on a regular basis as work in progress.	3	2	6
--	---	---	---	---	---	----	--	---	---	---

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Maintaining safe separation of vehicles & pedestrians	P	E	S	S	P	S x P + R		S	P	S x P = R
Fouling of road surface Injuries associated with Road Traffic Accidents (RTA)	✓	✓	✓	4	4	16	Monitor road conditions and arrange for wheel cleaning facilities where necessary. Operatives clearing mud from the road are to wear high visibility clothing and be instructed how to work in safety. Additional measures: Ensure police and other emergency services are kept informed about the works, particularly if any changes occur during the works.	2	3	6
Site personnel being struck by road traffic. Death or major injuries	✓	✓	✓	5	4	20	Warning notices and speed restriction signs are displayed along traffic routes. Speed limits are strictly enforced. Induction training is provided for all visitors to site. All site operatives are trained in the dangers of live traffic work. Lorry drivers are to be inducted on to site and instructed in the traffic separation system. Banksman are to wear high visibility clothing. Additional measures: Toolbox Talks to refresh operatives of the dangers of working close to traffic. Daily briefing to be provided to ensure operatives are informed of any other activities which may be undertaken in the vicinity of their work.	3	3	9

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Abrasive wheels	P	E	S	S	P	S x P + R		S	P	S x P = R
Entanglement of clothing in moving parts Cuts, lacerations and bruising		✓	✓	3	3	9	Checks to be made to ensure the correct disc has been selected. No loose clothing or other material shall be worn or in the vicinity of the cutting operation. Operators shall only commence cutting operations when it is safe to do so and they shall ensure that they have a firm footing at all times. Ensure guards are properly positioned to minimise the risk of injury should the cutting disc/wheel fail. All operatives using abrasive wheels should be instructed to warn other persons in the area who may be affected by their work and ensure that they remain at a safe distance. All wheels/discs to be inspected prior to use/mounting. Checks to be made to ensure the correct disc has been selected. Equipment is not to be used unless guards are fitted. Additional measures: Refer to HSG17 Safety in the Use of Abrasive Wheels. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	3	2	6
Electrocution Death, burns		✓		5	3	15	All electrically operated tools are to be PAT tested. All electrical power tools to be 110v or less. All operatives should be instructed in how to inspect and check the equipment prior to using it. All operatives to be trained in the use, selection and storage of the tools they use. Trailing cables shall be managed to reduce the risk of slips, trips and falls. All tools shall be earthed or double insulated. Temporary and impromptu repairs shall not be allowed. All tools and cables shall be inspected before use. Transformers shall be centre tapped to earth. When not in use, all tools shall be disconnected from its electrical supply. All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective. Additional measures: At least one person on site shall have received training in electric shock treatment. A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations.	5	2	10
Flying debris Eye injuries, cuts		✓	✓	4	3	12	Impact resistant goggles to be worn. Staff to ensure that the area adjacent to the cutting operations are either kept clear or that sufficient shielding is provided to guard other operatives/members of the public from flying sparks, dust and other debris. Additional measures: First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	4	2	8

Northern Lawn Tennis Club

May 8, 2025

Noise Hearing loss, tinnitus		✓	✓	4	4	16	Purchasing policy to replace tools with quietest option. Noisy work restricted to 'ear protection zone' to reduce the numbers at risk. Suitable hearing protectors provided for staff and staff trained how to use, check and maintain them according to advice given by supplier. Staff trained in risk of noise exposure. Check manufacturers guidance to ensure the correct SNR of hearing protection is issued. Additional measures: Workers to be shown HSE's Noise Web Pages (www.hse.gov.uk/noise/index.htm) Seek opinion of OHP whether health checks required.	3	3	9
Abrasive wheel shattering Cuts, abrasions		✓	✓	3	4	12	Only trained persons are permitted to operate equipment. Blade to be used is inspected to ensure that it is of the correct type and in good condition. Correct type of disc to be used. Condition of disc to be monitored and replaced when necessary. Only trained operatives to fit disc. Operators shall not apply excessive pressure to the disc during the cutting operation and shall ensure that the correct speed is used for the disc. Additional measures: Acceleration speed of equipment to be ascertained and daily exposure restricted accordingly. Managers to ensure that sufficient supplies of the correct type of cutting disc/wheel are always available.	3	3	9
Hand arm vibration syndrome (HAVS) Vibration white finger		✓		3	4	12	Procurement Policy in place to ensure tools that produce the least possible vibration are purchased. Inspection and maintenance regime in place to ensure vibration levels aren't increased due to faults. Vibration levels assessed. Vibration exposure levels set and monitored. Task rotation in place where operators are likely to exceed exposure limits. Operators issued with sufficient clothing to protect them from cold conditions. Sufficient welfare facilities in place where operators can get warm and have access to warm drinks and food. Operators encouraged to quit smoking where applicable. Operators issued with appropriate personal protective equipment and its use enforced. E.g., anti-vibration gloves. Health Surveillance programme in place where applicable. Additional measures: Operatives to be briefed on dangers of HAVS and a programme of health surveillance to be instigated where exposure levels meet daily recommended dosages. Acceleration speed of equipment to be ascertained and daily exposure restricted accordingly. Supervisors will check that specific controls are being implemented.	3	2	6

Northern Lawn Tennis Club

May 8, 2025

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

Northern Lawn Tennis Club

May 8, 2025

Slips, trips and falls. Broken bones, cuts, abrasions		✓	✓	3	4	12	Ensure area of operations is well lit. Good housekeeping maintained at all times. Safety footwear provided to all workers. Safe route to workplace agreed with principal contractor based on construction phase plan. Additional measures: Clear debris and waste on a regular basis.	3	2	6
Contamination from fumes Inhalation of hazardous fumes	✓	✓	✓	4	3	12	Ensure that air drawn in is free from flammable gases. Ensure that exhaust fume is ventilated into the open air and away from operations or the public. Additional measures: Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	4	1	4
Fire / explosion at refuelling Burns, death	✓	✓	✓	5	3	15	Ensure that generator and any leads are inspected & maintained by a competent person on a regular basis. Allow the generator to cool before refuelling. Ensure an appropriate extinguisher is available at the point of refuelling. Ensure that the generator is positioned over a drip tray & refuelled using a funnel. Good housekeeping practiced to ensure there are no combustible materials in the area. Fire extinguishers available in close proximity to works. Additional measures: A safe system of work shall be prepared prior to the commencement of any works.	5	1	5

Northern Lawn Tennis Club

May 8, 2025

<u>Hazard/Description</u>	People at Risk			Initial Assessment			Control Measures	Residual Risk		
<u>Communication & Co-operation</u>	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
Failure to Communicate Risks between Multiple Contractors on One Site		✓	✓	3	3	9	DHD & EL to supply client / client's representative with all safety information i.e., risk assessment, method statement and drawings where applicable prior to commencement of any works for inclusion within the health and safety plan. DHD & EL to be made aware of any other works being completed on site by other contractors so as each can be made aware of the risk associated with the works which may affect them. DHD & EL to keep the client up to date with any changes to method which may affect others. In addition, a site induction will be required for DHD & EL operatives prior to commencement of works on site.	3	1	3

<u>Hazard/Description</u>	People at Risk			Initial Assessment			Control Measures	Residual Risk		
<u>Electrical Equipment</u>	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
Exposure to Electrical Current, Electrical Arcing, overloading etc. / Electric Shock, Burns		✓		4	3	12	All electrical equipment will run on 110 volt (CTE), all electrical equipment is subjected to PAT testing – certificates available on equipment or from the office by request. The client's power supply will be used (at no cost to DHD & EL) and will be transformed down to 110 volt using transformers. All equipment to be fully serviced and inspected in line with legislation and manufacturer's instructions.	4	1	4

Northern Lawn Tennis Club

May 8, 2025

<u>Hazard/Description</u>	<u>People at Risk</u>			<u>Initial Assessment</u>			<u>Control Measures</u>	<u>Residual Risk</u>		
	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
<u>Carriage & Use of Propane with DCU</u>										
Fire & Explosion Hazards as result of propane.	4	3	12				Carriage: A maximum of two propane bottles can be carried in a company van; bottles must be strapped into an upright position with valves uppermost at all times during transit to prevent movement. Ensure adequate ventilation. Van to carry appropriate signage to denote that propane is being carried on the vehicle. A suitable fire extinguisher, e.g. dry powder must be readily available and two should be fitted to each company van. Storage: Unused / spare bottle to remain securely stored in the rear of the van. Prevent cylinders from being exposed to extremes of weather. Handling: ✓ Always use the proper lifting technique when moving gas bottles. ✓ Always use gas bottles in an upright position. ✓ Gas bottles may be wet and slippery. Use gloves to ensure you have a firm grip. ✓ Never roll gas bottles on their side, throw them or drop them. ✓ Do not use the gas bottle cap, valve or shroud to lift them. ✓ 'Empty' bottles may still contain gas – test them by rocking the cylinder to feel the movement of the liquid. ✓ Never open the valve of an unconnected gas bottle as there is still likely to be some gas left inside. Use: Stand cylinder upright within the gas bottle store. Check the main valve is closed then remove the protective cap or plug (keep safe for reuse later if not secured to bottle) – the thread is left hand – turn clockwise to unscrew. Check that threads on the cylinder and regulator are clean and undamaged. Use the gas spanner available within the gas bottle store. Ensure that the regulator is fitted to the cylinder without straining the piping or hose which could cause failure or cross threading of the nut. Disconnecting: When a cylinder is empty, or the equipment is to be disconnected the cylinder valve and all other valves must be closed. Unscrew the connection (clockwise) and remove the regulator. Replace the valve thread connecting plug / cap where available. Remove cylinder to correct storage area in van as stated above. <i>Please also refer to the company COSHH assessment</i>	4	2	8

Northern Lawn Tennis Club

May 8, 2025

<u>Hazard/Description</u>	People at Risk			Initial Assessment			Control Measures	Residual Risk		
	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
<u>Use of Stanley Knife</u>										
Cuts / lacerations		✓		2	3	6	Cutting activities requires during asbestos site setup and deconstruction activities should use scissors or a GR8 Pro safety cutter. On rare occasions e.g., delicate work such as forming an enclosure around pipe work/ services a knife may be required. It will be the responsibility of the Site Supervisor to ensure that only in fully justifiable circumstances where the preferred scissors or GR8 Pro Blade cannot be used, will the use of a company approved safety knife be authorised. Company approved "safety knife" - Stanley Spring Back Blade. The Supervisor shall ensure that the operative is competent, nevertheless the operative should be reminded of the need for care, attention and the use of good cutting techniques. The knife must be returned to Supervisor immediately upon completion of the specific task for which it has been issued. It will be the responsibility of the Site Supervisor to ensure that the Stanley spring back knife(s) are securely stored in a locked toolbox. Blade to be changed regularly by the Site Supervisor and old blades to be discarded in a safe manner. Under no circumstances are fixed BLADE Stanley knives or other folding blade knives to be used for any work activity. Use of such knives will be considered tantamount to gross misconduct.	2	2	4

Northern Lawn Tennis Club

May 8, 2025

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

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

<u>Hazard/Description</u>	People at Risk			Initial Assessment			Control Measures	Residual Risk		
<u>Isolation / Boilers</u>	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
Hot working environment / Burns, Heat Stress, Dehydration, Fainting etc.		✓		2	3	6	Boilers must be appropriately isolated by a competent and trained engineer employed by the client prior to commencement of any works; DHD & EL Supervisor must liaise with client and obtain a Certificate / Confirmation of Isolation prior to commencement of any works. DHD & EL Supervisor must not permit works to commence until proof of isolation has been issued and verified.	2	0	2

Northern Lawn Tennis Club

May 8, 2025

<u>Hazard/Description</u>	<u>People at Risk</u>			<u>Initial Assessment</u>			<u>Control Measures</u>	<u>Residual Risk</u>		
	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
<u>Working in High Temperatures</u>										
Working in High Temperatures / Burns, Swelling of Feet & Ankles, Fainting, Muscle Cramps, Nausea, Vomiting & Heat Exhaustion		✓		3	3	9	Several measures will be put in place to reduce the risk of heat stress. Where possible, work should be scheduled to avoid the hottest parts of the day. Provide adequate ventilation – natural or mechanical – to the work area. Ensure that workers have access to cool, potable water and encourage them to drink regularly. Provide shaded rest areas where workers can take breaks and cool down. Implement a system of job rotation to limit the amount of time individual workers spend in hot conditions. Workers should wear loose-fitting, light-coloured clothing to allow for better ventilation and reduce heat absorption. Provide and encourage the use of wide-brimmed hats or other head coverings to protect from direct sun exposure. Where necessary, provide cooling aids such as cooling vests or bandanas. Monitor workers for signs of heat stress and ensure they are aware of the symptoms and how to respond. Establish an emergency procedure to deal with cases of heatstroke or heat exhaustion. Acclimatise workers gradually to hot conditions, especially if they are new to the environment or returning from a period of absence. Use a Wet Bulb Globe Temperature (WBGT) meter to monitor heat stress levels and adjust work practices accordingly. If the temperature becomes too high, consider ceasing or postponing work until conditions improve. <u>Additional Measures:</u> Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	3	1	3

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Lifting Operations	P	E	S	S	P	S x P + R		S	P	S x P = R
Equipment failure Serious Impact / crushing injuries, broken bones, fatality.		✓	✓	5	4	20	Check certificates of thorough examination for the crane and lifting accessories are in date. All equipment to be used must be checked by a competent person prior to lifting. Test lifts must be carried out. Crane set up and used in accordance with manufacturer's instructions and limitations, working load limits not to be exceeded. Only competent trained operators to relevant standard shall operate any crane. Additional Control Measures: Condition of all lifting equipment to be monitored ongoing and on completion of task. A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturer's recommendations.	5	1	5
Trapped limbs or digits whilst slinging load. Crushing or amputation		✓	✓	3	4	12	Only competent trained slinger/signaller and crane drivers to be used. Crane driver and slinger/signaller are to ensure clear communication (using agreed signals). Slinger to stand clear of load / accessories during lifting. Tag lines must not be tied around hands. PPE to be worn (Minimum of hi Vis, safety boots, hard hat, gloves). Additional Control Measures: Monitor weather conditions, particularly affecting visibility and wind.	3	2	6
Crane tip over Crushing / fatality		✓	✓	5	3	15	Competent person to produce a lifting plan in accordance with BS 7121 and communicate to lifting team. Minimum clearance of 600mm between any slewing parts of a crane and any fixed installation. Trained/competent lifting supervisor to oversee the operation and brief those involved. Access to the work area during crane movement restricted to authorised lifting team only. Prevent third party access to area with barriers / signage. Additional Control Measures: Monitor weather / wind conditions. Investigate forecast and use an anemometer to measure wind speed. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	5	1	5

Northern Lawn Tennis Club

May 8, 2025

Plant movement Serious Impact / crushing injuries, broken bones, fatality		✓	✓	5	3	15	Competent person to produce a lifting plan in accordance with BS 7121 and communicate to lifting team. Minimum clearance of 600mm between any slewing parts of a crane and any fixed installation. Trained/competent lifting supervisor to oversee the operation and brief those involved. Access to the work area during crane movement restricted to authorised lifting team only. Prevent third party access to area with barriers / signage. <u>Additional Control Measures:</u> Continued direct supervision of lifting operation required.	5	2	10
Falling material Serious Impact / crushing injuries, broken bones, fatality		✓	✓	5	3	15	Trained / competent lifting supervisor to oversee the operation and brief those involved. Access to the work area during lifting operations restricted to authorised lifting team only. Prevent third party access to area with barriers / signage. Strictly, no standing under raised loads. Ensure materials being lifted are properly slung and secure. <u>Additional Control Measures:</u> Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. All lifting operations should have a lifting plan which details the safe working procedures, nominated persons and details of the lifting strategy. All lifting equipment and accessories shall subject to statutory inspections as required by LOLER.	4	1	4

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Lone Working	P	E	S	S	P	S x P + R		S	P	S x P = R
Accidents occurring without rapid assistance available. Major injuries		✓		3	5	15	All equipment to be regularly inspected and maintained in good working order. Lone worker to be in good health and capable of carrying out the task. Lone workers need to be sufficiently experienced and fully understand the risks and precautions. Employers should set the limits to what can and cannot be done while working alone. They should ensure employees are competent to deal with circumstances that are new, unusual or beyond the scope of training, for example when to stop work and seek advice from a supervisor or how to handle aggression. Implement regular contact between the lone worker and supervisor, using either mobile phones, telephones, radios or e-mail, bearing in mind the worker's understanding of English. Additional Control Measures: "Each task to be reviewed to see if lone working can be avoided. Procedures must be put in place to monitor lone workers to help keep them healthy and safe. Check to ensure a lone worker has returned to their base or home once their task is completed. A site-specific method statement is required which should address the sequence of work, safety control measures, training requirements, emergency procedures.	3	3	9
Accidents occurring because there is no second person to help. Major injuries		✓		3	5	15	Lone working to be avoided where practicable. Employers need to check that lone workers have no medical conditions that may make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on an individual. Information regarding a premises' emergency procedures and danger areas should be given to lone workers. They should have access to adequate first-aid facilities, and mobile workers should carry a first-aid kit suitable for treating minor injuries. Additional Control Measures: "Each task to be reviewed to see if lone working can be avoided. Lone workers may need first aid-training.	2	3	6

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
	P	E	S	S	P	S x P + R		S	P	S x P = R
Road Sweeping										
The road sweeper being struck by moving traffic. Impact / crushing / RTA related injuries	✓	✓	✓	5	4	20	Machine to display hazard warning lighting. Machine operator to be trained and competent. Where possible always sweep towards oncoming traffic. Ensure that you know what you should do in the event of an accident, breakdown or emergency. Be aware that it is a legal requirement for all drivers and passengers to wear seat belts at all times. Examine all drivers' licenses regularly to ensure that drivers are legally entitled to drive. Ensure that vehicles are road legal: check regularly for signs of defective tires, brakes, lights and exhaust systems. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available. Ascertain that driver's eyesight meets an acceptable standard: by law, a driver is required to read a number plate from a distance of 20. 5m.	2	3	6
The operatives being struck by moving traffic. Impact / crushing / RTA related injuries		✓		5	3	15	Hi-Vis clothing to be worn by the operator and appropriate footwear with toe protection. Machine operator to be trained and competent. All staff to be fully briefed of the hazards and the control measures necessary to reduce the risk. Additional Control Measures: Ensure adequate supervision is provided and that control measures remain valid for the duration of the work.	2	3	6
Uneven Road surfaces (Potholes, raised manholes, sunken roads) Impact related injuries	✓	✓	✓	3	5	15	Machine operator to be trained and competent. Additional Control Measures: Vehicle to be regularly inspected and maintained. Toolbox Talks to refresh operators on work related hazards.	2	3	6
Mechanical Failure Impact / crushing related injuries		✓		3	4	12	A daily check prior to commencing work to be undertaken to ensure that the road trolley and moving parts are secure. Drivers to be trained to carry out basic safety checks before use. Road Sweepers to be serviced at the specified time. Additional Control Measures: Vehicles to be inspected on a regular basis by a competent person in line with manufacturers recommendations and records kept.	2	3	6

Northern Lawn Tennis Club

May 8, 2025

Member of the public being struck by reversing vehicle.	✓	✓	✓	5	4	20	Machine to display hazard warning lighting. Minimise reversing - both the amount you do and the distances you travel. Make sure your reversing area is clear. Use your reversing aids - cameras, mirrors, alarms. Additional Control Measures: "Drivers are to be reminded that, it is prohibited by law to use a mobile phone while driving. Drivers are liable to a fine of £60 and Three penalty points if caught using a phone while driving.	2	3	6
Impact / crushing / RTA related injuries										

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Spillages Clearing	P	E	S	S	P	S x P + R		S	P	S x P = R
Damage to the ecosystem / Environment (by drains, rivers/streams and soil) Pollution of the local ecosystem	✓	✓	✓	3	3	9	Spill Kits to contain at least the following and be readily available, sandbags, oil water separator, containment booms, oil skimmers with recovery containers, absorbent booms, absorbent pads and absorbent materials. (Sand/ Granules). Operatives are to be trained and practiced in the use of the containment/spill kit. Where possible spill should be contained at source. All Plant / Machinery and vehicles to undergo regular inspection to manufacturer's recommendations. Tanks banded to contain 110% spillage quantity (where required). Additional Control Measures: Operatives / Managers to be made aware of the reporting procedures which may have to be followed during a major spill to the Environment Agency. Waste disposed of through the correct means.	3	2	6
Manual Handling of materials Musculo skeletal injuries to operatives		✓		3	3	9	Operatives have received formal Manual Handling training. Toolbox Talks completed to refresh operatives of good lifting techniques. Site specific assessment completed to comply with Task, Individual, Load and Environment to cover specific individual needs. Additional Control Measures: Use mechanical means where possible. Supervision of operatives to ensure correct techniques.	2	2	4

Northern Lawn Tennis Club

May 8, 2025

Trip hazards from slippery surfaces Possible strains, sprains and breaks.		✓		3	3	9	Spills to be cleared as soon as they occur. Area segregated to prevent unauthorised access. Appropriate footwear worn by all operatives working with fuels and lubricants. Additional Control Measures: Use of absorbent materials (sand / granules) will help reduce the risk from slippery surfaces. Periodic toolbox talks from supervisor to raise awareness of risk of slips and trips.	2	2	4
Contact with the substance. Skin / eye irritation, sensitisation		✓		3	4	12	Substance that is being used to have relevant COSHH Assessment and MSDS to hand and operatives fully aware of their contents. Protective clothing to be worn, Boots, overalls, face mask, eye protection as required. (To be washed down after use). Welfare facilities available for operatives to wash. Additional Control Measures: Trained First Aiders and First Aid Kit available. Contact details of local Health Authority readily available. Supervisors to ensure that appropriate PPE is worn.	3	2	6

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Safe Use of Excavator Quick Hitch Device	P	E	S	S	P	S x P + R		S	P	S x P = R
Impact injury from falling attachments (failing quick hitch system) Death, associated impact, crushing, cuts and abrasion related injuries.		✓		5	4	20	Clear definition of range of appropriate attachments and their safe criteria for fitting and use. Compatible quick hitch and attachments must only be used. Establish an exclusion zone around working area preventing unauthorised access. Attachments must be permanently marked with specific information, including its mass (Kg) and SWL. Manufacturers' mounting, locking and checking information and instruction. Attachment brackets (quick hitches) must have a suitable and sufficient locking system (locking pin). All quick hitch equipment should be routinely inspected and periodically thoroughly examined, as per good operator practise (competent person) and in accordance with relevant legislative requirements (e.g., PUWER and LOLER). Recording details into the appropriate statutory register. "Audible alarm operates during attachment / disconnection. Avoid improvisation (hand tools, locking pins). Quick Hitch locking pins and lynch pins should always be replaced in their original holes. Alternative pin substitutes (bolts / nails) should not be used. Damaged equipment should never be used and should be instantly taken out of service prior to being replaced or repaired as appropriate. Machine operator to take full responsibility for safe use and correct procedures when changing attachments. Additional Control Measures: "First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available. A full method statement and safe system of work shall be prepared prior to the commencement of any works. Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Only CPCS trained workers to operate equipment.	3	3	9

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Refuelling Plant	P	E	S	S	P	S x P + R		S	P	S x P = R
Fire / Explosion Death, serious injury, burns, cuts, abrasions	✓	✓	✓	5	4	20	Ensure that fire extinguishers are provided close at hand to the works area. Combustible materials kept away from the refuelling station. 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. Smoking and the operation of mobile phones is not allowed when refuelling. Additional Control Measures: Comply with relevant fire assessment. Clear designation of the works area as containing highly flammable materials and a no smoking area. The works area must be clearly designated as 'authorised persons only'. All site persons to be trained in emergency procedures and in what to do on discovering a fire.	5	2	10
Accidental exposure to hot equipment / processes / glare Death, serious injury, burns		✓		5	4	20	Refuelling operation is to be conducted in a well-ventilated area, way from any hot processes or equipment. Remain with the vehicle during filling. Comply with any specific procedures and safe systems at the site you are visiting. Only staff trained and authorised to use equipment shall be authorised to do so. Additional Control Measures: Burns kits are to be provided in easy access of the works area. First Aid qualified person available on site with an appropriate First Aid Kit for the scope of works. Contact details of local Health Authority readily available.	5	2	10

Northern Lawn Tennis Club

May 8, 2025

Accidental fuel / vapour release Death, serious injury, burns, cuts, abrasions		✓		5	4	20	The operation takes place in a well-ventilated area. All electrical equipment / plant (including lighting rigs) is spark tested. Replace the fuel cap immediately when filling is completed. Additional Control Measures: Ensure emergency arrangements take in to account potential fuel / vapour releases.	5	2	10
Slips, trips & falls. Death, serious injury, cuts, abrasions		✓	✓	5	4	20	Ensure the area of operations is well lit. Ensure the area of operations has no obstructions, to prevent against tripping / falling hazards. Ensure trailing cables are clearly designated by signage. Provide an exclusion zone for the work operations. Ensure your safety footwear is not contaminated with slippery substances. Additional Control Measures: Ensure adequate supervision is provided and that control measures remain valid for the duration of the work	5	2	10
Environmental contamination "Serious injury, burns, inhalation / ingestion / absorption of toxic material / substances"	✓	✓	✓	4	4	16	Ensure the material storage is banded to 110% of the maximum container volume. Ensure that COSHH assessments are prepared and adhered to. Waste is to be removed to designated contaminated waste areas on a daily basis. Drip trays are provided and regularly maintained. Fuel storage and refuelling station is located away from traffic routes. Additional Control Measures Refer to the relevant environmental aspects and impacts assessment. Local drains / water courses are to be clearly designated and banded. Spill kits are provided, and operatives receive documented training in spill management.	4	2	8
Mechanical failure Death, serious injury, burns, cuts, abrasions		✓		5	4	20	Ensure the equipment is visually checked for damage or faults daily prior to use. Damaged or faulty equipment will be clearly designated and removed from site immediately. All equipment to be maintained, used and stored as recommended by manufacturer. A weekly register of equipment inspection must be recorded. Additional Control Measures: Equipment to be inspected on a regular basis by a competent person in line with manufacturer's recommendations and records kept.	5	2	10

Northern Lawn Tennis Club

May 8, 2025

Accidental contamination "Serious injury, burns, inhalation / ingestion / absorption of toxic material / substances"		✓		5	4	20	Personal hygiene instruction including regular hand washing and provision of barrier creams. Training of all operatives involved in the decanting process and any related emergency requirements. Contaminated PPE to be disposed of as contaminated waste. All operatives are to be aware on the information contained within the relevant COSHH assessment. <u>Additional Control Measures:</u> Operatives are to wear personal protective equipment that is impervious against substances / materials being utilised. First aid kits including eyewash should be readily available. The COSHH Regulations require that staff involved in the handling and use of chemicals should receive appropriate training and instruction.	5	2	10
Failure of fuel storage Death, serious injury, burns, cuts, abrasions		✓		5	4	20	The container is in good condition and in compliance with the Petroleum Spirit (Plastic Container) Regulations. Fuel stored on site is limited to an operational minimum. Each liquid chemical, whether in tanks or drums, should be in a separate bund; each bund should be capable of holding 110% of the chemical stored. Bunds must allow for puncture of the drums or tanks. Bunded areas should be clearly marked, giving details of the contents. <u>Additional Control Measures:</u> Ensure adequate supervision is provided and that control measures remain valid for the duration of the work. Supervisors to conduct regular checks of the storage area.	5	2	10

Northern Lawn Tennis Club

May 8, 2025

Hazard:	Persons at Risk			Initial Assessment			Control Measures	Residual Risk		
Working around contaminated ground	P	E	S	S	P	S x P + R		S	P	S x P = R
Contamination with substance being worked. Contamination through absorption, ingestion of hazardous/toxic substances		✓	✓	5	5	15	Set up exclusion zones around the working area. Train operatives to recognise and avoid contamination hazards. Ensure all open wounds are covered with waterproof plasters. Remove and launder significantly contaminated clothing. PPE to include impervious gloves, wellingtons, goggles to EN166 (Full face visor preferred), and an ori-nasal mask to EN149. Encourage operatives to use barrier cream. Ensure all operatives maintain scrupulous personal hygiene – wash thoroughly before eating, drinking, and smoking. Use disposable overalls to protect operatives' clothing and contain the possible spread of the contaminant. Introduce health surveillance for personnel who habitually work in contaminated areas. Anyone feeling unwell is to receive medical attention; the medical practitioner is to be made aware of the contaminated working environment.	5	2	10
Contamination from ground	✓	✓	✓	5	4	20	Set up exclusion zones around the working area. Train operatives to recognise and avoid contamination hazards. Ensure all open wounds are covered with waterproof plasters. Remove and launder significantly contaminated clothing. PPE to include impervious gloves, wellingtons, goggles to EN166 (Full face visor preferred), and an ori-nasal mask to EN149. Encourage operatives to use barrier cream. Ensure all operatives maintain scrupulous personal hygiene – wash thoroughly before eating, drinking, and smoking. Use disposable overalls to protect operatives' clothing and contain the possible spread of the contaminant. Introduce health surveillance for personnel who habitually work in contaminated areas. Anyone feeling unwell is to receive medical attention; the medical practitioner is to be made aware of the contaminated working environment.	5	2	10

Northern Lawn Tennis Club

May 8, 2025

<u>Hazard/Description</u>	People at Risk	Initial Assessment			Control Measures	Residual Risk		
Coronavirus (Covid-19)		S	P	S x P = R		S	P	S x P = R
Health hazards and disease (Colds, flu, covid etc.)	Operatives Client Public Visitors	5	4	20	Staff and visitors attending site should be healthy and advised to remain away from site if they are showing signs of flu, covid. Sanitiser / antibacterial wipes etc. are available in the site cabins. If there is a national health alert in force, additional precautions may be required and will be communicated on induction. Natural ventilation to be encouraged. All spaces will be well ventilated using natural ventilation such as openable windows, doors or vents where possible.	1	4	4

<u>Hazard/Description</u>	People at Risk			Initial Assessment			Control Measures	Residual Risk		
Vermin	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
Leptospirosis (weils disease) when working near rats. Infection / illness	✓	✓	✓	4	3	12	Staff training/awareness. Appropriate PPE to be worn, good hygiene measures to be adopted. Ensure that all open wounds are clean and protected against ingress/contamination from rats' urine. It is advised that all operatives carry a Leptospirosis card (Issued by the HSE, INDG84). First aid kits on vehicles	3	1	3

Northern Lawn Tennis Club

May 8, 2025

<u>Hazard/Description</u>	People at Risk			Initial Assessment			Control Measures	Residual Risk		
	Pub	Emp	Sub	S	P	S x P = R		S	P	S x P = R
<u>Adverse Weather</u>										
Hypothermia, caused by wind-chill, through inadequate clothing, resulting in dangerous loss of body heat. Cold induced loss of sensation. Most common when hands or feet are wet. Results from lack of circulation in the extremities caused by severe cold. Risk of injury to fingers and toes Heat stroke/heat exhaustion. Working in the heat of the day without protection leads to body overheating. Risk of collapse or dehydration. Insufficient liquids whilst working in hot or cold weather, wind is a contributing factor. Risk of collapse Poor Visibility: Due to driving rain, snow or fog. Working at dawn or dusk when there are low light levels can also lead to visibility problems. Risk of trip or fall injury if out on sites. Sunburn. Can occur even in cold conditions, especially where there is reflected light e.g., in snowy conditions or near water. Any area of skin is susceptible. Risk of sunburn which could lead to skin cancers	✓	✓	✓	4	4	16	Consult daily weather forecast for the area before setting out. Check Met Office forecast, Tel 0891 500401. Wear clothing suitable for expected weather conditions. However, be prepared for sudden changes and where possible, take additional clothing. Ensure your footwear is waterproof. Immersion in cold water can rapidly lead to hypothermia. Dehydration can occur in cold weather as well as hot, wind is a contributing factor, so drink plenty of fluids. Do not drink alcohol or caffeinated drinks. Hot Weather. Use the highest factor sun block suitable for your skin type. If working in full sun, do not expose skin unnecessarily. Drink plenty of fluids in hot weather – it is recommended that more than 3 litres per day per person is necessary in hot weather. Never drink alcohol as it enhances dehydration, and do not drink caffeinated drinks. Wear sunglasses to protect eyes. Avoid working in full sun. Always wear head protection (sun hat). Keep back of neck covered. First aid kits on vehicles Radio or telephone contact Suspend work during adverse weather conditions. Provide anemometer and competent person.	3	1	3

May 8, 2025

COSHH ASSESSMENT SHEET								
Data sheet – Tetrosyl Limited								
OPERATION / PROCESS: Plant & equipment					LOCATION: Throughout site			
PRODUCT / SUBSTANCES USED: Diesel Engine Oil – 20W/50					HAZARDOUS CONTENT: Mineral oil			
WORKPLACE EXPOSURE LIMIT (WEL): LTEL (8-hour TWA) 5 mg/m ³ (as oil mist) STEL (15 min) 10 mg/m ³ (as oil mist)								
EXPOSED PERSONS: Plant operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: - Contact with eyes: short-term redness and irritation. - Prolonged/repeated skin contact may cause dermatitis. - Used engine oils contain harmful materials which may lead to skin cancer. - Inhalation of oil mists may cause respiratory irritation.								
								
	✓					✓		✓
CONTROL MEASURES: - Ensure data sheets and COSHH assessments are available for reference by first aiders and employees. - Avoid splashes; where splashing is likely, wear chemical splash goggles conforming to EN 166. - Wear impervious gloves (nitrile or neoprene) conforming to EN 374 where prolonged contact is likely. - Use in a well-ventilated area. - DO NOT enter tanks without breathing apparatus (supplied air) conforming to EN 139 and a confined space permit to work. - DO NOT siphon by mouth. - Provide appropriate washing facilities. - Implement a system for safe disposal of used engine oil.								
								
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimise risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: May 2025		

May 8, 2025

COSHH ASSESSMENT SHEET								
Data Sheet-Pirtek General Grease Range								
OPERATION / PROCESS: Excavator-lubrication					LOCATION: Throughout site			
PRODUCT / SUBSTANCES USED: Pirtek General Grease Range					CLASSIFICATION: Not classed as hazardous			
WORKPLACE EXPOSURE LIMITS (WEL): Have not been assigned.								
EXPOSED PERSONS: Plant operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: May irritate eyes/skin on contact. Very toxic Irritant / Sensitiser Corrosive Highly flammable Oxidising Explosive Serious longer term health hazards Contains gas under pressure Dangerous for the environment								
								
Very toxic	Irritant / Sensitiser	Corrosive	Highly flammable	Oxidising	Explosive	Serious longer term health hazards	Contains gas under pressure	Dangerous for the environment
	✓							✓
CONTROL MEASURES: - Respiratory protection is not normally required under normal conditions of use. - Use barrier cream on hands and wear protective gloves (nitrile or neoprene) conforming to EN 374. Wash hands at the end of each working shift and before eating, smoking, and using the toilet. - Wear a face visor or protective goggles/safety glasses conforming to EN 166 where eye contact can accidentally occur. - Personnel should wear regularly laundered overalls. - Provide adequate washing facilities.								
								
Hard hat	Goggles	Steel toe capped boots	Ear defenders	Hand protection	High visibility clothing	Dust mask	Respiratory	Face visor
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimise risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: May 2025		

May 8, 2025

COSHH ASSESSMENT SHEET								
Data Sheet-Pirtek Fluid Transfer Solutions								
OPERATION / PROCESS: Excavators lubricant					LOCATION: Throughout site			
PRODUCT / SUBSTANCES USED: Pirtek Hydraulic Oil 46					CLASSIFICATION: Not classified			
WORKPLACE EXPOSURE LIMIT (WEL): 8-hour TWA 15min STEL 5mg/m ³ 10mg/m ³								
EXPOSED PERSONS: Plant operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: No significant hazard. This material is not considered to be hazardous but should be handled in accordance with good industrial hygiene and safety practices.								
								
Very toxic	Irritant / Sensitiser	Corrosive	Highly flammable	Oxidising	Explosive	Serious longer term health hazards	Contains gas under pressure	Dangerous for the environment
	✓							
CONTROL MEASURES: - Ensure sufficient ventilation of the area. - Respiratory protection is unnecessary, provided the concentration of vapour, mists, or fumes are adequately controlled. If operations are such that excessive levels of vapour, mists, or fumes are generated, and operators are unavoidably exposed, then suitable respiratory equipment (A2P2) conforming to EN 14387 should be provided. - Wear protective gloves (nitrile or neoprene) conforming to EN 374. - Wear a face visor or protective goggles/safety glasses conforming to EN 166 where eye contact can accidentally occur. - If skin contact is likely, wear impervious protective clothing. - Provide appropriate washing facilities.								
								
Hard hat	Goggles	Steel toe capped boots	Ear defenders	Hand protection	High visibility clothing	Dust mask	Respiratory	Face visor
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimise risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: May 2025		

May 8, 2025

COSHH ASSESSMENT SHEET								
OPERATION / PROCESS: Fuel					LOCATION: Throughout site			
PRODUCT / SUBSTANCES USED: Unleaded petrol					HAZARDOUS CONTENT: Benzene / n-Hexane / Toluene / Xylene			
WORKPLACE EXPOSURE LIMIT (WEL): Benzene: LTEL (8 hr TWA) 1 ppm STEL (15-min) N/A n-Hexane: LTEL (8 hr TWA) 20 ppm STEL (15-min) N/A Toluene: LTEL (8 hr TWA) 50 ppm STEL (15-min) 100 ppm Xylene: LTEL (8 hr TWA) 50 ppm STEL (15-min) 100 ppm								
EXPOSED PERSONS: Plant operatives								
FREQUENCY OF EXPOSURE:					DURATION OF EXPOSURE:			
HAZARDS: - Ingestion of small amounts may cause nausea and diarrhoea; larger amounts may cause irritation, drowsiness, and vomiting. - Prolonged or repeated exposure may lead to short-term irritation, defatting of the skin, and dermatitis. - Exposure to high levels of vapour can cause irritation to eyes and mucous membranes, and drowsiness leading to loss of consciousness. - Contact with the eyes is likely to cause short-term irritation with redness and stinging. - Benzene is a category 1A carcinogen and may cause cancer. - The substance is a skin irritant. - The substance is toxic to the aquatic environment.								
								
✓	✓		✓		✓	✓		✓
CONTROL MEASURES: - Ensure data sheet and COSHH assessment are available for reference by first aiders and employees. - Ensure good ventilation. Where exposure is likely to exceed limits, provide compressed air breathing apparatus conforming to EN 137. - Wear protective clothing, nitrile gloves conforming to EN 374, and goggles conforming to EN 166 where there is a risk of splashing. - Dispose of/replace contaminated clothing. - Provide fuel dispensing systems with automatic shut-off. - Implement a system for the safe disposal of waste petrol. - Prohibit smoking, eating, and drinking in the work area.								
								
Mandatory	✓	Mandatory		Mandatory	Mandatory			
EXPOSURE ASSESSMENT: OPERATORS & OTHERS: Acceptable if the procedures outlined to minimise risk of exposure are adhered to.								
ASSESSOR: RYAN HUGHES			POSITION: DIRECTOR			DATE: May 2025		

Appendix C: Site Rules

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

Comply with method statements / risk assessments written for your activity and comply with arrangements described therein.

All staff to attend regular training sessions and site management to hold weekly toolbox talks.

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

All site visitors to undertake site induction, be accompanied by an experienced employer of DHD & EL, abide by the site rules and to wear appropriate P.P.E.

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

Do not block routes for access / egress / fire exits on site. Vehicles to enter and exit site at non-peak periods. Experienced banksmen to assist both vehicles and pedestrian movements.

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

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

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

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

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

Persons displaying racist, sexist, violent or threatening behaviour will be asked to leave site and will not return.

Do not trespass upon adjoining areas except where permission has been granted to facilitate the execution of the works.

Compliance with safety signs at all times.

Radios are not permitted on site.

Smoking will not be allowed on site.

Fires will not be allowed on site.

Eating and drinking is only permitted in the welfare facility /canteen.

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

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

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

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

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

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

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

You may only operate plant and equipment that you are trained / authorised to use and carry out tasks for which you are authorised and competent.

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

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

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

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

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

No working from height other than from a secure platform with guardrails and toe boards. All mobile work platforms must be locked down when in use.

You should not erect a mobile tower unless you are competent to do so / or supervised by a competent person.

You are requested to declare to the Site Manager details of any physical condition and or the taking of medication if you felt this would have an effect on your work.

Appendix D: Working At Height Rescue Procedure

The creation and maintenance of a safe work environment is the collective responsibility of all employees, employers, and contractors at the jobsite.

Company Policy on Working at Heights Rescues

It is our company policy to provide prompt rescue and medical treatment when a worker is injured on the jobsite. On occasion, our workers may have to rescue a worker who has fallen and is being suspended in a safety harness. This “working at heights” rescue involves lowering a worker to a safe location. This procedure applies to all managers, supervisors, forepersons, employees, and subcontractors at the jobsite.

Purpose of Working at Heights Rescues

When a worker falls and is suspended in a harness, it’s important to rescue them as quickly as possible for the following reasons.

- The worker may have suffered injuries during the fall and may need medical attention.
- When workers are suspended in their safety harnesses for long periods, they may suffer from blood pooling in the lower body. This can lead to suspension trauma.
- Suspended workers may panic if they are not rescued quickly.
- The events that led to the fall may create additional risks that need to be addressed.

Emergency Response Plan

If a worker falls and is suspended by a safety harness, implement the emergency response plan by following the steps below. *Note: It’s important for everyone to know their role.*

1. The site supervisor takes control of the situation.
2. The site supervisor sounds the emergency alarm—two long blasts from a horn. All workers in the immediate vicinity of the incident stop working. The site supervisor quickly evaluates the situation and identifies any further hazards that could arise.
3. The site supervisor or their designate goes to get help if workers are close by. If no one is close enough, the site supervisor calls for help.
4. The site supervisor calls 911 to notify local police, fire, and ambulance if required.
5. The site supervisor (or a worker assigned to the task) isolates the accident zone and its perimeter to limit further exposure.
6. The site supervisor (or a worker assigned to the task) moves all non-affected personnel to a safe zone or directs them to remain where they are.

7. The site supervisor sends a designated worker to the site gate to meet the response team (police, medical, fire, etc.) and ensure that they have a safe access path to the accident scene.
8. The site supervisor assembles the emergency rescue team at the accident site as quickly as possible to determine the best rescue procedure for the situation.

Rescue Procedures

The following rescue procedures are ordered (A) through (B), with (A) being the preferred method and (B) being the method used when there is no other means of rescue.

A. Ladder Rescue—Operatives to rescue the fallen worker with the procedure outlined below.

- Where possible, use ladder(s) to reach the victim.
- Rig separate lifelines and fall arrest equipment for rescuers to use while assessing the victim from the ladder(s).
- If victim is not conscious or cannot reliably help with their own rescue, at least two rescuers will be needed.
- If victim is suspended from a lifeline, move them to an area that can be safely reached by the ladder(s), where possible.
- If victim is suspended directly from their lanyard or from a lifeline, securely attach a separate lowering line to the victim's harness. Other rescuers will lower the victim while being guided by the rescuer on the ladder.
- In no case should ladders be used to support the weight of more than one worker.
- Once the victim has been brought to a safe location, administer First Aid and treat the person for suspension trauma and any other injuries.
- Arrange for transport to nearest hospital.

B. Rescue from Work Area or Floor Below—If the fallen worker is suspended near a work area and can be safely reached from the area from which they fell or the floor below, use the following procedure:

- Ensure that rescuers are protected against falling.
- If possible, securely attach a second line to the workers' harnesses to assist in pulling them to a safe area. (Note: more than two strong workers will be needed to pull a victim upwards for rescue.)
- Ensure that any slack in the retrieving lines is taken up to avoid slippage.
- Once the victim has been brought to a safe location, administer First Aid and treat the person for suspension trauma and any other injuries.
- Arrange for transport to the nearest hospital.

Post-Rescue Procedure

All non-affected workers should remain in the designated safe gathering zone until the site supervisor notifies them to do otherwise.

The site supervisor and health and safety representative should

- Begin the accident investigation.
- Quarantine all fall-arrest equipment that may have been subjected to fall fatigue effects and/or shock loading for further investigation.
- With a critical injury or fatality, secure the area. (The OHSA requires that an accident scene not be disturbed where a fatal or critical injury has occurred.)
- Determine whether the jobsite-specific rescue and evacuation plans were followed as designed. Make corrections to the plan if necessary.
- Record modifications or additions to the plans that the rescue team deems necessary.
- Record all documented communications with fire, police, MOL, and other contractors involved. (When a fall occurs and is arrested, you must notify a Director of the MOL in writing.)
- Record all documented statements from employees, witnesses, and others.
- Save all photographs of the incident.
- Record all key information such as dates, time, weather, general site conditions, and specific accident locales including sketches of the immediate incident area, complete with measurements if applicable.

May 8, 2025



Working at Height Rescue Plan Risk Assessment – Method Statement

Site address:		
Location/area		
Job task		
Work at height dates	From:	To:
Operators:	1.	4.
	2.	5.
	3.	6.

RESCUE

Communication (✓ as appropriate)	Voice communication		Mobile phone	
	Whistle		Two-way radios	

EMERGENCY CONTACT

Employee	Next of Kin	Telephone No
Dale Hughes	Gail Hughes	0161 624 3460
Ryan Hughes	Stephanie Hughes	07903802643
Reece Hughes	Gail Hughes	0161 624 3460
Mark Fensome	Nicola Wiseman	07534 450994
Mark Greenwood	Louise Greenwood	07805 500417
Craig Steele	Alex Watson	07718 069828
Paul Forder	Roy McMaster	07799 306345
Stuart Fensome	Nicola Wiseman	07534 450994

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

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