

Method Statement/Safe System of Work & Risk Assessments for-

Oldham Service Station
571 Oldham Road,
Manchester,
M40 5AF

Responsible Person:

Mr B Davey Contracts Manager (07712 877017)
Mr A Cooper H & S Manager (07598 262226)
Mr Chris Kitto Site Manager (07863 026825)

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1. Description of Works

The project includes:

The dismantling/de-constructing of the internal/external walls

The dismantling/de-constructing of the old shop to the structural engineers recommendations.

Working Hours:

07:00 to 18:00 Week Days

09:00 to 13:00 Saturdays

2. Sequence of Work (Brief)

SCF will erect suitable barriers and external fencing to create an exclusion zone as per BS6187-2011 with warning signs and exclusion zones.

All the welfare cabins and stores cabins/containers will be delivered on site.

(If Required) All the asbestos will be removed followed by a completion certificate.

All electrical connections will be disconnected/diverted by the electrical contractor.

The client will ensure that all services are either disconnected or identified and provide proof via documentation. SCF will install any temporary works as per BS5975:2019 with suitable access and egress, work lights and suitable protection to the floor and adjacent area.

To lower the risk, only one task will be started and finished before another task started.

Once the new walls and roof have been constructed -

The building will be soft stripped internally. Then the wall and partitions will be removed using hand tools and a petrol saw. All waste will be removed by hand and into separate waste streams outside the building.

3. Training details

All operatives/subcontractors and visitors will receive an induction by SCF. All risk assessments and method statements (RAMS) will be approved and signed as having read and understood. Permits to work will be issued as requested by SCF.

The SCF employees will have CITB. SSSTS manager certificates and be CSCS competent within their specific field of work/operation.

All excavator, dumper and roller operators will have NPORS cards.

Competent (trained and experienced with SPA accreditation) operatives will carry out the works and receive appropriate PPE, and sign for it. The following PPE will be mandatory.

Hard Hat

Gloves

Eye Protection

Safety Footwear

High Vis Jacket/Vest

Hearing Protection.

Plus, the Following when required

Dust masks – Orinase masks with appropriate filter

Wet Weather Clothing.

4. Assessment of Existing Services

SCF will inspect and check possible services within the area disconnecting appropriately from the building and identifying live services that may affect the project. SCF will hold all certification of isolation and pass on copies to any relevant party. There is a live foul drainage within the site running across the site all into an interceptor which will be cleaned out and removed. Water is available from the rear of site.

5. Plant and Equipment

Hand held petrol cutters
Breaker drills
Various hand-held tools
Hose pipes
Scissor Lift
Aluminium hop ups
3 Tonne Excavator

All plant inspections will be recorded in the CDM 2015, LOLER 98 or PUWER 98 registers accordingly and held on site. All electrical tools will be PAT tested every three months, and stickers showing their date will be displayed.

6. Site Access and Egress Provisions to Workplace

SCF will provide safe pedestrian access to all operatives/subcontractors and visitors away from the workface. SCF will ensure an up-to-date site traffic management plan is displayed and included.

7. Protections Arrangements by SCF

- Keep all contractor, visitors and public away from the demolition works by forming an exclusion zone with GS7 Heras panels, debris netting, chapter 8 barrier. With signage to warn of the specific site dangers as per BS6187-2011.
- Surface water drains will be protected from any residues from the dust suppression entering the drains by means of dammit mats.
- All underground/over ground tanks will be decommissioned and certified safe by a competent contractor before they are removed.
- Suitable lighting is in place at all times in all areas including access corridors.

8. Welfare provisions

Welfare will be provided for all persons on site accordance with the CDM Regulations 2015, and incorporate a smoke free environment.

9. Arrangement for Disposal of Waste

Once the materials are safely lowered to the ground level, they will be put into skips at the front of the property. The skips will vary to incorporate the different waste streams. A site waste management plan will be given to the site manager. They will be charged with ensuring its completion and recording then added to the health and safety file.

10. Environmental Considerations

The work will include the implement of Best Practical Means in accordance with BS 5228: Part one

Control of Air Pollution

- Before work starts the pre-demolition, asbestos survey will be made available to all site personal.
- The site will be soft stripped by hand first, and items stored within the site perimeter. At arranged times (08:00 – 05:00) the items will be loaded into the trucks by the excavator.
- The work area will be dampened down with a hose pipe as the demolition takes place to keep dust levels low. Then continued using a garden spray attachment on hose as and when the activity requires.
- No stock piles will be left on site.
- SCF will carry out site perimeter checks to monitor the dust levels, to ensure the dust levels are kept within guidelines through adequate control measures
- Dust monitoring will be recorded in the daily activity log.

Control of Possible Ground Contamination

- The availability of spill kits will be on site at all times.
- The single drains (foul) in the site will be identified and marked. It will be covered with a small steel plate over the manhole lid, and surrounded by sand bags.
- Site to remain level during the demolition phase (no excavations) to avoid run off from water.
- Site operatives will receive weekly toolbox talks on spillage prevention and action.
- All plant checked to ensure they are in good working order. Recorded in the plant operator forms.
- Petrol/diesel stored in suitable containers.
- Plant re-fuelled away from workface following half an hour cooling off period.
- The pavement outside the site will be cleaned of any residual dust from workmen boots as and when required following the loading of vehicles.

Control of Noise & Vibration

- Noise within the site will be reduced as far as reasonably practical, and mandatory signage displaying the noise hazard displayed within.
- The timing of the use of breaking equipment will only be allowed between 09-00 and 15-00 on week days only.
- Only the concrete slab will be broken up by hydraulic breaker and will be removed at this stage.
- PPE ear defenders will be worn by all operatives.

- All hand-held tools will display the Hand Arm Vibration levels and the recommended allocated times that operatives can safely use them.

11. The Assessment of Health & Safety and Risk, Environmental Risk and Risk from Hazardous Substances (COSHH) and control measures Risk Assessment

The risk is assessed as per the HSE's guidance note INDG163 (REV 4) 08/14 – Five steps to risk assessment

- Look for the hazard
- Decide who might be harmed
- Evaluate the risk
- Record the finding
- Review the assessment and revise as necessary

12. Responsibilities

In order to safely manage the project, the following management resources are to be provided. A site supervisor will be resident on the site and a contracts manager supporting him. The site supervisor will be trained and certificated in the work undertaken.

Sufficient competent trained and certified operatives are provided to undertake the work safely within the time scale envisaged. They will work under the direct supervision of the supervisor. All operatives are provided with PPE.

Arrangements for breakdown and emergency call out for plant and equipment on site will be in place prior to work commencing, and continue as the work progresses.

Communication

The main route for communication and for passing information between all parties on site is via the daily briefing.

The contents of this safe system of work will be communicated to all parties. Any amendments to the methods of demolition will be submitted to the principal designer and Andy Cooper (SCF health and safety manager.)

Employee Consultation

All employees will be encouraged to participate in all site activity and volunteer information on health and safety concerns.

13. Method of Demolition

Induction

All operatives involved will be inducted to the work site by a walk around, the method of works and associated risks that have been assessed. Upon understanding this and other relative RAMS documents – operatives will sign the acknowledgement page below.

Toolbox talks are carried out daily by the site manager.

Site Set up

The site will be enclosed by GS7 Heras panels fitted around all the sites perimeter. Warning signs will be posted at the front and rear of the property. The perimeter will be secured at all times and the entrance manned at all times during the working shift.

Protection and Access

All perimeter fence will be over two metres tall and cover all access.

A separate entrance/door will be created next to the vehicle entrance to allow pedestrians to enter the compound away from the traffic flow.

All existing external doors and windows will remain in place and kept locked until the sift strip is completed and the building is ready to be demolished.

Marking Out

The site area due to be demolished will be marked out by the site manager as per the structural engineer's agreement.

Soft Strip

All areas of the structure will be checked prior to demolition. The soft strip will then take place using suitable hop up stands. Materials for removal include plasterboard, timber doors, arcitraving, partitioning and plasterboard. Operatives will employ hand tools to remove the items.

During the soft strip operatives will be advised on the need for vigilance in identifying hazardous situations, substances or materials. All such situations will be assessed by the site supervisor and appropriate action taken. In the event that identified substance or material will impose an unacceptable risk, then a specialist contractor will be engaged to carry out the removal of the said items.

Adequate PPE/RPE will be worn during the soft strip removal.

The materials will be removed using the hand tools in a controlled manner, breaking them down into manageable sizes to be carried to the disposal points. All areas are to be kept clear of debris, and access corridors will be inspected by the site supervisor.

If required water will be sprayed into the work area to reduce dust.

Building Shell

The building main external walls will be soft stripped by hand from a ground-based level on both the front and rear elevation.

Operatives will be advised on the need for vigilance in identifying hazardous situations, substances or materials. All such situations will be assessed by the site supervisor and appropriate action taken. In the event that identified substance or material will impose an unacceptable risk, then a specialist contractor will be engaged to carry out the removal of the said items. All materials will be broken down into manageable sizes to be carried to the disposal points. All areas are to be kept clear of debris, and access corridors will be inspected by the site supervisor.

- Manually handling will be kept to a maximum 25kg lift or utilise 2 men.
- CO2 fire extinguishers will be placed within the working area (see site traffic plan)
- A spillage kit will be provided within the working area.
- All operatives will follow designated traffic routes.

Principle Designer: MBH

Demolition of Walls and Roof.

Date of Assessment: 22/11/24

Principal Contractor:

SC Forecourts Ltd

Client Responsible Person:

Motor Fuel Group

Responsible Person:

Mr B Davey Contracts Manager (07712 877017)

Mr A Cooper H & S Manager (07598 262226)

16. DETAIL OF WORKS (eg Location, Sequence and Duration)

Start date of Task: 06/01/25

Location: (see attached traffic plan)

Duration of **total** project: 9 Weeks

17. RESOURCES (eg Personnel, Supervision, Plant, Materials)

PERSONNEL

Mr B Davey Contracts Manager (07712 877017)

Mr A Cooper H & S Manager (07598 262226)

Mr Chris Kitto Site Manager (07863 026825)

OTHER PERSONNEL: n/a

- All material supplied by SCF has been rigorously inspected by the SCF team.
- All plant supplied (cones, etc) of normal standard.
- All material Supplied by sub-contractor for marking purposes is of required standard. (data supplied if required).
- All deliveries drivers will remain within the parking area. Materials and plant will be moved to the working area by SCF staff.
- Plant and equipment will be safe and suitable for purpose.
- The work area will be barriered/coned off and signage laid out to demark.

18. CONTROL MEASURES 01

- Contractors risk assessments and method statements for their specific task are on a separate document and will be retained on site.
- All PPE will be used as required and be BS EN1471 Class 3, all SCF operatives will work to this RAMS and all permits will be issued by SCF as needed before any task starts.
- All specialist equipment will be used and operated by trained operatives.
- All SCF operatives/Contractors have read and understood the site rules and have been inducted to work on this site or will be inducted before any work starts. All SCF operatives/Contractors will sign in and out of the contractors register when arriving or leaving site.
- The work area will be clearly marked with barriers, cones and signage and tape as needed. In addition, the areas to. Any unauthorised persons will not be allowed to enter the work area. All operatives will use designated traffic routes (pedestrian/vehicle)
- All health and safety aspects will be monitored and controlled by SCF on site supervision.
- All SCF operatives will abide by any reasonable instructions from the Site management.
- Noise and dust nuisance will be kept to a minimum and will be executed as previously described above by use of. Ear protection and face masks will be worn when required, gloves will be worn when necessary and will be suitable for the task.
- Manually handling will be kept to a maximum 25kg lift or utilise 2 men.
- CO2 fire extinguishers will be placed within the working area (see site traffic plan)
- A spillage kit will be provided within the working area.
- All operatives will follow designated traffic routes.
- No bonfires will be allowed on site at any time

19. MONITORING AND COMPLIANCE

All health and safety matters will be monitored by:
Mr Andy Cooper - Health and Safety Manager and Chris Kitto (Site Manager)
All specialist contractors will work under SCF supervision

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20. OPERATIVE SIGNING ON TO ACCEPT

Name (Print)	Sign	Date

Please note all operatives will sign on to the paper copy of this document before working on this task

Site Details: Oldham Service Station 571 Oldham Road, Manchester, M40 5AF

21. CONTROL MEASURES 02

Detail	Yes	No	Comments
All Equipment in Good working order	✓		Site checked by supervisor
Permits To work required	✓		Permit to be obtained for confined space, excavation and hot works
Safety training/experienced operatives	✓		Experienced operatives, SPA, PASMA and NPORS, CCDO cards
Full PPE and RPE	✓		As necessary
Working area cordoned off	✓		Heras panels, cones and signage indicating work/ traffic areas
Knowledge and acceptance of Site H&S policy	✓		All SCF operatives
Working at Height	✓		Operators of MEWP will have IPAF qualifications. Harness's will be used by operatives.
Named supervisor	✓		Chris Kitto
Manual handling experience/training	✓		Trained
Plant training records	✓		CSCS Cards, NPORS and SPA cards
COSSH Data Sheets & RAMS	✓		Information given to all operatives.

22.RISK ASSESSMENTS

Likelihood:		Severity:		Risk Rating (RR)					
5	Very Likely	5	Fatality	Likelihood (L)	5	10	15	20	25
4	Likely	4	Major Injury		4	8	12	16	20

3	Probable	3	Medical Injury	3	6	9	12	15
2	Possible	2	Minor Injury	2	4	6	8	10
1	Very Unlikely	1	No Injury	1	2	3	4	5
Acceptable = RR of 6 or below				Severity (S)				

Signed:
Andy Cooper

