

DEMOLITION MANAGEMENT PLAN



Contract Issue for Demolition Works

**Demolition of Victoria Park Probation,
Laindon Rd,
M14 5YJ**

Amendment Record

Revision	Date	Reason for Issue
1	31.08.22	Initial Issue
2	16.03.23	Review and amend
3	05.04.23	Review and amended on receipt of R/D asbestos survey

Issued Record

Issued To	Rev 1	Rev 2	Rev 3	Rev4
Reddish Demolition Ltd – Melvyn Lord				
Avison Young – Lauren Neary (Planner)				
Britannia Group – Nick Carter (Client)				
Reddish Demolition Ltd – Melvyn Lord		√		
Avison Young – Lauren Neary (Planner)		√		
Britannia Group – Nick Carter (Client)		√		
Reddish Demolition Ltd – Melvyn Lord			√	
Avison Young – Lauren Neary & Nicola Simpson (Planner)			√	
Britannia Group – Nick Carter (Client)			√	

Introduction

This Demolition Management Plan has been developed and produced in accordance with the requirements of the **Construction (Design & Management) Regulations 2015 (CDM 2015)**.

It is the intention of Reddish Demolition Ltd that the project be designed and constructed in such a way that the risks to the Health & Safety of all persons engaged in its construction and maintenance are eliminated or reduced to a level which is acceptable under current Health & Safety legislation. All those involved in the construction phase have a statutory duty to comply with the Demolition Management Plan and to provide the Principal Designer with any information which they have, which he needs to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact the Principal Designer.

This document forms part of Reddish Demolition Ltd's Safety, Health, Environmental and Quality System comprising of:-

RDL Health and Safety Policy

Demolition Management Plan

RDL Health and Safety Procedures

Contents

Ref	Detail	Page No
Part 1	Description of the Project	8
1.1	Project Summary	8
1.2	Project Programme including Key Dates	8
1.3	Site Location	8
1.4	Project Directory	9
Part 2	Management of the Work	10
2.1	Management Structure and Responsibilities	11
2.2	Health and Safety Goals	17
2.3	Arrangements for Monitoring Health and Safety Performance	18
2.4	Fires and Emergency Procedures	18
2.5	Arrangements for Exchange of Information between parties on site	18
2.6	Consultation with the workforce	18
2.7	Exchange of Design Information	19
2.8	Handling Design Changes during the Project	19
2.9	Management of Temporary Works	19
2.10	Selection and Control of Subcontractors	19
2.11	Site Security & Signs/Notices	19
2.12	Site Induction and Training	20
2.13	Welfare Facilities & First Aid Arrangements	20
2.14	Permit to Work	20
2.15	Reporting and Investigation of Accidents and Incidents	20
2.16	Site Rules	21
2.17	Production and Approval of Method Statement & Risk Assessments	23
Part 3	Arrangements for Controlling Significant Site Safety and Occupational Health Risks	24
3.1	Site Access and Egress	24
3.2	Delivery and Removal of Materials and Work Equipment	24
3.3	Drainage, Services, including Water, Electricity, Gas & BT	24
3.4	Surrounding Environment	24
3.5	Working at Heights	24
3.6	Control of Lifting Operations	26
3.7	Maintenance and Use of Plant and Equipment	26

Contents

Ref	Detail	Page No
3.8	Storage of Materials and COSHH	26
3.9	Asbestos	26
3.10	Manual Handling	27
3.11	Noise and Vibration	27
3.12	Preventing Slips, Trips and Falls	27
3.13	Dealing with Sharps	27
3.14	Hot Works	27
3.15	Drugs and Alcohol	27
3.16	Control of Dust and Fumes	28
3.17	Leptospirosis	28
3.18	Dermatitis	28
3.19	Personal Protective Equipment	28
3.20	Stability of structures whilst carrying out demolition work including temporary structures and existing unable structures	28
3.21	Weils Disease	28
3.22	Coronavirus/ COVID-19	28
Part 4	Environmental Management	29
4.1	Consents Required	29
4.2	Environmental Risks	29
Part 5	Site Waste Management Plan	30
5.1	Waste Streams	30
5.2	Waste Segregation	30
5.3	Waste Carriers	30
5.4	Licensed Sites	30
5.5	Waste Log	30
Part 6	The Health and Safety File	31
6.1	Layout and Format	32
6.2	Arrangements for the collection and gathering of information	32
6.3	Storage of Information	32
Part 7	Appendices	
Appendix 1	Pre-Construction Information	
Appendix 2	Method Statement/Risk assessment	

Contents

Ref	Detail	Page No
Appendix 3	Asbestos Survey (Refurbishment Demolition)	
Appendix 4	Drainage, Service Location and confirmation of disconnection/isolation	
Appendix 5	Site Layout & Traffic Management Plan	
Appendix 6	Section 81 & ASB5	
Appendix 7	Programme of Works	
Appendix 8	Site Induction	
Appendix 9	Training Records including facefits & health surveillance	
Appendix 10	Toolbox Talks	
Appendix 11	Plant and Equipment Daily Checklists, Test Certificates	
Appendix 12	COSHH Assessments	
Appendix 13	Emergency Contacts, Accident Emergency Hospital Route & First Aid Arrangements	
Appendix 14	Evacuation Arrangements	
Appendix 15	Permit to Work	
Appendix 16	Accident & Incident Forms	
Appendix 17	Monitoring; Air & Noise	
Appendix 18	Company SHEQ Statements	
Appendix 19	Insurance and Waste Carriers Licence	
Appendix 20	Waste Transfer Notes & Site Waste Management Plan	
Appendix 21	Licensed asbestos removal contractors RAMS, insurance, licence, training, medicals etc	
Appendix 22	Asbestos removal log	

Part 1 Description of the Project

- 1.1 Project Summary
- 1.2 Project Programme, including Key Dates
- 1.3 Site Location
- 1.4 Project Directory

1.1 Project Summary

The works consists of asbestos removal and demolition of a single storey brick built structure including surrounding access paths/ramp, including removal of concrete foundations. The resulting foundation excavations are to be backfilled and rammed with suitable excavated or re-used material. A small amount of asbestos based material identified in management surveys will be removed before demolition commences; 1m2 white floor tiles in small toilet.

Appendix 6 – Section 81 & ASB5

1.2 Project Programme including Key Dates

The works are to be completed within 4No weeks of the commencement date.

Commencement Date: t.b.c

Completion Date: t.b.c

Ecologist report states works to be undertaken outside of the period 1st March to 31st August. If timeframe cannot be avoided qualified ecologist will have to attend site prior to commencement (awaiting information from client for commencement date).

1.3 Site Location

The site is located in the South East of Manchester in a prominently residential area. Letters will be hand delivered to the neighbours prior to demolition to advise them of our works (once start date has been confirmed).

1.4 Project Directory

The Client
Britannia Group Britannia House 160-164 Wellington Rd Withington Manchester M20 3FU Project Contact: Nick Carter Tel No: 0161 448 2800 Email: nick@britannigroup.com
Planners
Avison Young 11 York Street Manchester M2 2AW Project Contact: Lauren Neary Tel No: 0161 956 4072 Email: lauren.neary@avisonyoung.com
Principal Designer
Britannia Group Britannia House 160-164 Wellington Rd Withington Manchester M20 3FU Project Contact: Nick Carter Tel No: 0161 448 2800 Email: nick@britannigroup.com
Principal Contractor
Reddish Demolition Ltd Under Lane Chadderton Oldham OL9 7PP Contact: Melvyn Lord Email: info@reddishdemolition.co.uk Tel No: 0161 682 6660

Part 2 Management of the Work

- 2.1 Management Structure and Responsibilities
- 2.2 Health and Safety Goals
- 2.3 Arrangements for Monitoring Health & Safety Performance
- 2.4 Fires and Emergency Procedures
- 2.5 Arrangements for Exchange of Information between parties on site
- 2.6 Consultation with the workforce
- 2.7 Exchange of Design Information
- 2.8 Handling Design Changes during the project
- 2.9 Management of Temporary Works
- 2.10 Selection and Control of Subcontractors
- 2.11 Site Security & Signs/Notices
- 2.12 Site Induction and Training
- 2.13 Welfare Facilities and First Aid Arrangements
- 2.14 Permit to Work
- 2.15 Reporting and Investigation of Accidents and Incidents
- 2.16 Site Rules
- 2.17 Production and Approval of Risk Assessments and Method Statements

2.1 Management Structure & Responsibilities

Director Responsible for Health & Safety	Melvyn Lord – Managing Director
Compliance Director	Victoria Lord
Site Manager	Peter Blackman - 07772 185670
Temporary Works Co-Ordinator	Peter Blackman
First Aider	Kaden Dawson
Fire Marshal	Bradley Dymond
Vehicle Banksman	Bradley Dymond
Co-Ordination of Sub-Contractors Activities/Operations (Reviewing of RAMS)	Peter Blackman

Responsibilities:-

Managing Director – Melvyn Lord

The Managing Director has overall responsibility for the Health, Safety, Environmental and welfare of all employees (via delegation) by:-

- Ensuring that Safety and Health, Environmental and Quality Policies and procedures are developed, widely communicated and implemented
- Ensuring that Safety, Health & Environmental is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their Safety and Health, Environmental and Quality responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff and adequate and sufficient resources for projects
- Encouraging Safety and Health, Environmental and Quality communications across the organisation
- Ensuring that necessary Method Statement/ Risk Assessments are written for site work and reviewed throughout the works
- Ensuring efficient system of investigating, reporting and keeping records of accidents and dangerous occurrence incidents and near misses
- Carry out incident investigations and ensure any non-conformances are rectified immediately
- Attend regular Management Meetings and liaise with external consultants
- Ensure company objectives are set and liaise with managers to ensure targets are met
- Attend Pre Start Meetings and Progress Meetings for projects
- Ensure plant and equipment is suitable and sufficient and regularly maintained
- Maintaining contact with Health & Safety Executive Inspectors as required
- Liaise with Compliance director to ensure live services are disconnected/isolated and locations are identified prior to works commencing on site
- Ensure Demolition Management Plans and Pre Construction Information and Risk Assessments are sufficient and approve prior to Pre Start Meetings for Projects

Site Manager – Peter Blackman

The main responsibilities for Safety, Health, Environmental and Quality related matters are:-

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Monitoring adherence to the Health & Safety Plan and the organisations Health & Safety Policy
- Ensuring all project team and site staff are issued with Site Safety Employee Handbook and specific site rules
- Ensuring site inductions are carried out in accordance with the organisations standards
- Encouraging Safety, Health & Environmental communications throughout the duration of the works between him the Site Manager, project team and subcontractors
- Ensure Permit to Work System is in place and issue permits
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensure project programmes are being met and regularly reviewed
- Ensuring that adequate First Aid and Fire fighting equipment is available at all times
- Prompt investigation, recording and reporting accidents, incidents and safety defects
- Ensuring that (or undertaking) the necessary Site Inspections and Audits are conducted and all findings are acted upon, includes welfare facilities
- Ensuring that any work carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the Health & Safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies
- Conducted regular Toolbox talks and team briefs
- Ensure adequate personal protective equipment is worn for task at hand
- Set a personal example
- Ensuring all traffic movements are managed and controlled by appointed banksman.

Compliance Director

The main responsibilities for Safety, Health, Environmental and Quality related matters are:-

- Liaise with management and review and develop company policies and procedures
- Ensure policies and procedures are implemented and communicated with workforce
- Actively promote Reddish Demolition Ltd's commitment to effective Safety, Health, Environmental and Quality Managing by leading by example
- Undertake regular audits of full Safety and Health, Environmental and Quality systems and communicate with management
- Attend regular management meetings and external seminars; communicate minutes to management
- Keep up to date with relevant legislation, code of practices, guidance notes and any other forms of health and safety literature
- Ensure regular meetings are held to advise on all relevant legislation, codes of practice, guidance notes etc. Communicate any changes to legislation as and when it may occur and update legal registers
- Assist Managing Director with Method Statement/Risk assessments

- Maintaining an efficient system of investigating, reporting and keeping records of accidents and dangerous occurrence incidents and near misses
- To work with management, identifying the cause of any Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) incident and advising on recommendations for preventing any reoccurrences
- Ensuring continuous improvement towards Safety and Health, Environmental and Quality issues
- Ensure Permit to Works are adhered to and ensure project permit is issued
- Produce Demolition Management Plan, Pre-Construction Information and Risk Assessments ensure adequately developed and ensure approved prior to Pre Start Meeting.
- Assist Managing Director with regards isolation/disconnections/diversions of all services and confirm locations prior to commencing works on site
- Liaise with the Site manager on the competence of sub-contractors and their safety performance on site
- Assist with Training & Development Plans for all employees
- Develop and manage Site Waste Management Plans
- Ensure Statutory Notices and F10 are in place as required
- To review and develop environmental aspects and impacts register; ensure impacts are reduced to a minimum
- Set Safety, Health, Environmental and Quality Objectives for the company and monitor progress to ensure targets met
- To ensure all office based employees complete the Visual Display Screen Risk Assessments & Questionnaire and discuss results with the Office Manager
- Consult with employees on regular basis on Safety and Health, Environmental, Quality and Welfare matters
- Ensure all office based employees are fully aware of the emergency procedures
- To carry out regular toolbox talks
- Approve, manager and monitor sub-contractors and suppliers and liaise with supervisors and managers
- Ensure adequate personal protective equipment is worn for task at hand
- Set a personal example

Employees

All employees shall:-

- Must hold valid CCDO relevant card, attend and successfully pass Health, Safety and Environmental touchscreen test every 12months and have relevant training for job role
- Ensure familiarity and adherence to the company policies and procedures at all times
- Always follow specific Method Statement/Risk assessment and COSHH Procedures at all times and fully understand disciplinary action will be taken if method of work is not followed
- Observe all safety rules and codes of practice
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is a risk of injury
- Conform to appropriate instructions from those with responsibility for Safety, Health & Environmental
- Report to Site manager/Site Supervisor any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident/Incident book

- Report to Site manager/Site Supervisor all accidents/ near misses to themselves whilst at work
- Be encouraged to make suggestions to improve company Safety and Health, Environmental and Quality on site to the Site manager/Site Supervisor
- Report all hazards to Site Supervisor
- Conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Ensure adequate personal protective equipment is worn for task at hand
- Set a personal example

Employee Site Safety Handbook displayed in site cabin.

Advisors

Main responsibilities in Safety and Health, Environmental & Quality matters are:-

- Be aware of the SHEQ Management System
- Many any such reports as required by the company including incident investigations and dangerous occurrences and recommend means of preventing reoccurrence
- Carry out audits for projects and attend meetings as required by the company
- Advise on:-
 - Preventing Injury to personnel and damage to equipment
 - Legal requirements affecting safety and health, environmental and welfare and the provision of constant and adequate facilities
 - Provision and use of protective clothing and equipment and adequate supplies
 - Suitability, from a safety and environmental viewpoint, of new and hired equipment;
 - adequacy and validity of all appropriate test certificates and compliance of all equipment
- Advise on all Safety and Health, Environmental matters and training requirements at bidding, planning and pre-contract stages
- Carry out surveys and inspections, as requested, on the determination of safe methods of working and systems to identify hazards and unsafe situations. Advise upon the production of written method statements and safety rules and advise upon arrangements to bring these to the attention of employees
- Adhere to safety, health and environmental reporting procedure
- Help suggest methods of promoting awareness of injury prevention and damage control
- Keep in contact with official and professional bodies
- Keep up-to-date with legislation, codes of practice and new literature and circulate information to management as necessary
- Set a personal example

2.2 Health & Safety Goals

To safely complete the works as per specification to the satisfaction of all concerned within the specified time limit. The company operates a formal SHEQ Management System prepared in accordance with the requirements of BS OHSAS 18001, ISO 14001 & ISO 9001. To have no reportable accident or dangerous occurrences on this project, to achieve 100% CCDO Card Holders and all workers will attend toolbox talks.

The works shall be carried out at all times in accordance with the company Health & Safety, Environmental and Quality Policies, and amongst others, the following legislation:-

- Abrasive Wheels Regulation (1970)
- Confined Space Regulations (1997)
- Construction (Design and Management) Regulations
- BS6187 (2000) Code of Practice for Demolition
- Management of Health & Safety at Work Regulations (1999)
- Provision and use of Work Equipment Regulations (1998)
- The Workplace (Health Safety and Welfare) Regulations (1992)
- Control of Asbestos Regulations (2012)
- Manual Handling Operations Regulations (1992)
- Control of Substances Hazardous to Health Regulations (2002) Amended (2004)
- CLP Regulations 2015
- Employers Liability (Compulsory Insurance) Act (1969) and Regulations (1998)
- Health & Safety (First Aid) Regulations (1981)
- Health & Safety (Information for Employees) Regulations (1989)
- Health & Safety (Safety Signs and Signals) Regulations (1996)
- Health & Safety at Work Act (1974)
- Health & Safety at Work Regulations (1999)
- Personnel Protective Equipment at Work (PPE) Regulations
- Provision and Use of Work Equipment Regulations (1992) (PUWER)
- Regulatory Reform Order (RRO) (Fire Safety 2005)
- R.I.D.D.O.R
- Working at Height Regulations (2005)
- Electricity at Work Regulations (1989)
- Lifting Operation and Lifting Equipment Regulations (1998)
- The Control of Noise at Work Regulations (2005)
- Noise and Statutory Nuisance Act (1993)
- High Inflammable and Liquefied Petroleum Gas Regulations (1982)
- Road Traffic Act (1991) Regulations (2002)
- Deposit of Poisonous Waste Act 1972
- The Health & Safety (Consultation with Employees) Regulations 1996
- Control of Pollution (Amendment) Act 1989
- Controlled Waste (Registration of Carriers and seizure of vehicles) Regulations 1991
- Clean Air Act (1993)
- Clean Air (Emission of Dark Smoke) Regulations (1969)
- Environmental Protection Act 1990 Part I, Part II, Section 33,34,35
- Road Vehicles (Construction & Use) (Amendment) Regulations 2007
- Control of Major Hazards Regulation 1999 (COMAH)
- Environment Act 1995 Part IV
- Wildlife and Countryside Act 1981 Order 2010
- The Contaminated Land Regulations 2006
- Waste Electrical and Electronic Equipment Regulations
- Hazardous Waste Regulations (2005) Amendment (2009)
- List of Wastes Regulation (2005)
- The Battery and Accumulators Regulations (2009)
- Special Waste Regulations (1996) Amendment (2001)

2.3 Arrangements for Monitoring Health & Safety Performance

Site Management will monitor the safety on site on a daily basis in accordance with their duties in the company health & safety policy. The site manager will carry out weekly inspections and the Compliance Director will carry out audits. A written report will be carried out and records kept on site, they will communicate the findings to the site supervisor who will take action accordingly.

Appendix 17 – Site Inspections

Appendix 9 – Health Surveillance

2.4 Fire and Emergency Procedures

The site specific Emergency Arrangements will be briefed to all site personnel through the site induction prior to entry on to site. The site shall have a designated Fire Marshal/ Fire Warden. Fire alarms, call points and extinguishers must be maintained throughout the works. Fire and Evacuation Arrangements will be displayed in site cabin.

The nearest A&E Hospital is approximately 1 mile away:-
Manchester Royal Infirmary,
Oxford Rd
M13 9WL

Tel: 999 (Emergency)

0161 276 1234 (Non-Emergency - General enquiries)

Appendix 13 – Emergency Contacts & A&E Hospital Route

Appendix 14 – Fire and Evacuation Arrangements

2.5 Arrangements for exchange of information between parties on site

Regular liaison between all parties will take place during pre-start meeting and throughout the duration of the project by the use of on-site meetings, letters and emails.

Letters will be hand delivered to neighbouring properties to advise of intended works, programme and when machine demolition will commence.

2.6 Consultation with the workforce

Details of the Project Management team will be communicated to all parties to the Project. In addition, regular Progress Meetings will be held with the client to ensure effective and safe site operations. Effective communication to general site personnel will be provided by use of site inductions, team briefs, notice boards, posters in site cabin and toolbox talks as the project progresses. Toolbox Talks folder will be located in site office.

Emergency / First Aid procedures will be communicated to the workforce during the site induction process.

Appendix 10 – Toolbox Talks Register

2.7 Exchange of Design Information

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The organisation will co-operate fully with the client to ensure such information is properly integrated into the works. Similarly, where the company is required to carry out design work (this includes temporary works) then this information will be communicated to the Client for approval as necessary.

2.8 Handling Design Changes during the Project

The Managing Director will consult with the client, planners and Principal Designer if any significant design changes arise during the course of the works which give rise to additional significant risks. These can also be discussed during the progress meetings.

2.9 Management of Temporary Works

Procedures in place to monitor and manage temporary works throughout the works of the project. The Project Temporary Works Register must be completed prior to commencement and regular reviewed by the Temporary Works Co-Ordinator Peter Blackman.

2.10 Selection and Control of Sub-Contractors

Approved licensed asbestos contractor will be appointed to carry out removal of all asbestos. CCDO site manager will monitor sub-contractor and liaise with sub-contractors supervisor. On receipt of confirmation of removal permit to work will be issued and soft strip will commence.

2.11 Site Security & Signs/Notices

Reddish Demolition Ltd is responsible for ensuring the works area is suitably segregated and to prevent unauthorised access. Site fencing already in place and will be used to create a secure working area, which will be inspected throughout the works and at the start/end of working shift. Relevant warning signs to be displayed around the boundary of the site including signage for out of hours contact.

2.12 Site Induction and Training

Prior to entry on to site all personnel will be briefed during the Site Induction stage on the main risks associated with the site and relevant information which can be found in Appendix 5. The Site Supervisor will check for evidence of competence when personnel arrive on site which may include training records. Visitors will be given a brief induction at will be accompanied at all times.

Where appropriate, on the job training will be given under the supervision of a competent person. Details of training will be recorded and held in the company's Health and Safety within the site office.

All personnel training records will be kept in demolition management plan located in the Cabin Appendix 9.

Appendix 8 – Site Induction, Appendix 9 – Training Records, Appendix 10 – Toolbox Talks

2.13 Welfare Facilities & First Aid Arrangements

Suitable and sufficient welfare facilities will be provided prior to commencement on site, to reflect the requirements of the CDM Regulations 2015.

During the Site Induction all employees, subcontractors and visitors will be advised of the location of the welfare facilities and canteen. There will be an appointed First Aider on site along with a fully stocked First Aid kit located in the site office. Details of the local Accident & Emergency hospital will be displayed on the site noticeboard, see Appendix 13.

Self contained mess facilities to be delivered on site possession to be placed in the site boundary in designated area.

Appendix 13 – First Aid Arrangements

2.14 Permit to Work

Ensure project permit to work has been completed prior to commencing works on site. Permit to work is required following asbestos removal.

Appendix 15 – Permit to Work

2.15 Reporting and investigation of Accidents and Incidents

All Accidents, Near Misses and any incidents must be recorded Appendix 17. All accidents will be investigated to prevent any re-occurrence. Accidents and Incidents within the scope of RIDDOR 2013 will be immediately reported to the enforcing authority by the quickest available means.

Appendix 16– Accident & Incident Forms

2.16 Site Rules

Site Safety Health & Environmental Standards	All site personnel are expected to comply with the rules and regulations of the site. Anyone visiting or working on site must sign in and out at the site office and obey all warning/ hazard notices.
Method Statement / Risk Assessment	Always remember that whilst at work, you are part of a team and that your safety and that of your fellow workers is in your hands. Operatives MUST work to the specific Method Statement/Risk Assessment and random checks will be made by the Supervisor and the Compliance director. Operatives must full understand the safe system of work prior to entry on site and must successfully complete the competence test for the specific site. Permit to Work is required for every project and additional permits are required for hot works, asbestos removal, working near live services or work when asbestos present elsewhere on site e.g:- working in location after asbestos removal contractor.
Site Inductions	No persons are permitted on site without prior undergoing the Health, Safety and Environmental Induction by Site Supervisor.
Personal Protective Equipment & Respiratory Protective Equipment	If you spend a large part of your working life in the open air, it is important to wear suitable clothing if you are to avoid ill health or injury. As a minimum it is company policy to wear a safety helmet, safety footwear and high visibility vest/jacket at <u>all</u> times. All personnel protective equipment must be kept in good condition and maintained. Report any problems to your supervisor or the office immediately. Additional personal protection e.g: gloves, eyes, ears and RPE etc must be worn when the work activity requires it. Precautions against risk of illness for those working in rat infested premises (weils disease).
Access & Egress	The places at which you work and the access to these places should be kept free from unnecessary equipment, materials and substances that are liable to cause people to trip or slip. Access roads and site entrance must be kept free from spoil or debris at all times. When access dust is produced it must be reduced using appropriate measures such as dampening down with water sprays and using brush to clean surface.
Accidents & Near Misses	All Accidents and near misses must be reported to the Site Supervisor and all relevant documentation completed. Site manager and Compliance director to investigate and report back to Managing Director. Make yourself aware of the emergency procedures and the route to the nearest hospital is displayed on the noticeboard in the cabin.
Control of Substances Hazardous to Health	COSHH Assessments will be readily available for all materials/substances on site. Ensure that you read and understand them prior to using any hazardous materials and you must also advise any other third parties who may be affected by the materials in use. Copies of all COSHH Assessments are available in the DMP located in the site office.
Training	All Operatives must ensure that they have their valid training with them and have the training required for the task at hand. Site Supervisor to ensure all training certificates are copied into the DMP. If any operatives are working

	outside the safe system of work or on a task that they are not trained to be doing they will be asked to leave site and will face disciplinary action. Site supervisor to carry out regular checks and Compliance director as part of the weekly site inspection. Weekly toolbox talks to be carried out by supervisor or Site manager.
Welfare Facilities	Always respect the toilet and welfare facilities provided for your use and report any defects. Weekly inspections to include condition and cleanliness of the welfare facilities on site.
Fire Precautions	All site personnel to be informed of fire precautions and inform everyone of the emergency assembly point during inductions. Refer to the site layout plan and point out the emergency exits if applicable. Access to these exits must be kept clear at all times.
Fire Fighting Equipment	Discuss the locations of fire extinguishers and appointed fire marshal. Fire extinguishers are tested and maintained and remain in place/access to them kept clear at all times.
Plant & Equipment	Only trained and competent operatives to operate plant/equipment; never use any plant/equipment that you don't have valid and current training on. Pre-Use Inspections must be carried out by plant operator and recorded. Any defects found must be reported to supervisor immediately and not used until such time competent person has actioned. Copies of 6mth/annual test certificates for plant/equipment to be displayed in plant and copies in DMP.
Housekeeping	Good housekeeping is a number one priority because it is safer and easier to work in a clean and tidy environment. Everyone is expected to clean up after themselves and place all waste in designated skips. Public highway and site entrance are to be kept clear of all deposits of mud and debris at all times.
Traffic Management	Observe and follow all traffic directions / safety signs. Drivers must comply with all safety instructions and be supervised by appointed banksman at all times on entering the site gates. All drivers must observe the site speed limit at all times.
Working Hours	Permitted hours of working on site are 8am – 5pm Monday to Friday (as per the local authorities conditions) additional hours maybe required Saturdays or bank holiday but this will have to be agreed in writing.
Environmental & Ecology	Always respect the natural environment and the local community. Nuisance must not be caused to neighbouring areas e.g: noise must be kept to a minimum, if you believe you are causing a noise nuisance stop work and report to your supervisor. Please do not use abusive language whilst on site. If discovery of wildlife or endangered species report to supervisor immediately; work will cease until such time specialist has visited site.
Waste Management	All waste generated on site must be segregated and recycled where possible. All waste transfer notes to be kept in DMP and copies to the office. Waste Management Plan is produced for all projects, reviewed and monitored on a regular basis.

Mobile Phones	Mobile phones should only be used for essential purposes and only be used outside the working area.
COVID-19 / Coronavirus	Communication to all employees during site induction of the importance of best practice at all times with regards social distancing, washing hands and sanitation on entry and in welfare facilities. Please refer to Risk Assessment.

2.17 Production and Approval of Method Statement & Risk Assessments

Method Statement and Risk Assessments will be produced by our Managing Director and approved by Site Supervisor prior to works commencing Appendix 2.

At Site Induction stage the Method Statement/Risk assessment will be discussed and employee sign-up sheet must be completed by all site personnel to ensure approval. All site personnel will undergo an assessment prior to entry on to site, which will be carried out by the Site Supervisor; all site personnel must successfully pass the assessment and copies will be kept on file, this procedure is to ensure all personnel understand the safe system of work.

Any amendments required prior to commencement following discussions with the Site Supervisor the Managing Director will revise this Method Statement/Risk Assessment.

Any amendments required as the works progress (project live) work will cease in immediate area and Site Supervisor to discuss with Managing Director. Only when approved by the Managing Director an addendum will be created and site personnel affected by the particular work activity will be briefed by the Site Supervisor whilst on site to create the addendum.

Appendix 2 – Method Statement/Risk Assessment

Appendix 21 – RAMS asbestos removal

Part 3 Arrangements for Controlling Significant Site Risks

- 3.1 Site Access and Egress
- 3.2 Delivery and removal of materials and Work Equipment
- 3.3 Drainage, Services, including Water, Electricity, Gas & BT
- 3.4 Accommodating Adjacent Land Use
- 3.5 Working at Heights
- 3.6 Control of Lifting Operations
- 3.7 Maintenance and Use of Plant and Equipment
- 3.8 Storage of Materials and COSHH
- 3.9 Asbestos
- 3.10 Manual Handling
- 3.11 Noise and Vibration
- 3.12 Preventing Slips, Trips and Falls
- 3.13 Dealing with Sharps
- 3.14 Hot Works
- 3.15 Drugs and Alcohol
- 3.16 Control of Dust and Fumes
- 3.17 Leptospirosis
- 3.18 Dermatitis
- 3.19 Personal Protective Equipment
- 3.20 Stability of Structures whilst carrying out demolition work including temporary structures and existing unstable structures
- 3.21 Weils Disease
- 3.22 Prevention of Coronavirus/ COVID-19
- 3.23 Ecology

3.1 Site Access and Egress

The site specific arrangements will be briefed to all site personnel through the site induction prior to entry on to site. Observe and follow all traffic directions / safety signs. Drivers must comply with all safety instructions and be supervised by banksman at all times.

Access/egress via existing; Laindon Road.

3.2 Delivery and Removal of Materials and Work Equipment

A banksman at the site entrance/exit will co-ordinate all deliveries outside of peak hours. When vehicles required to visit site they must have prior permission and be controlled by a vehicle banksman at all times, all site personnel on site to be wearing high visibility vests/jackets. Traffic Management Plan to be adhered to at all times.

3.3 Drainage / Services

Confirm service disconnection with clients representative, written confirmation of status and locations must be put in writing prior to our works commencing.

Appendix 4 –Services Written Confirmations

3.4 Surrounding Environment

The site is situated in a residential area. Letters with our intended works will be hand delivered when start date has been confirmed, advising residents of our programme and our contact number. Regular liaison will be maintained to ensure no complaints are received.

Appendix 5 – Site Layout

3.5 Working at Height

Not envisaged.

Appendix 2 – Method Statement/Risk Assessment

3.6 Control of Lifting Operations

It is the Principal Contractors responsibility to ensure that any crane, fork lift truck, hoist or other item of lifting equipment, together with all associated ropes, chains and other ancillary equipment are constructed, used and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

3.7 Maintenance and Use of Plant and Equipment

All work equipment will be properly maintained, serviced and inspected prior to use all with documentary evidence to support.

Appendix 11 – Plant and Equipment Daily Checklists & Test Certificates

3.8 Storage of Materials, Liquefied Petroleum Gas and COSHH

A manual of COSHH Assessments will be kept in site office and reviewed regularly as part of our SHEQ Management System.

Storage of materials will be stored off site and delivered as required to minimise disruption to site operations.

Aggregate type materials will be stockpiled on site wherever it is practical to do so without adversely affecting the works operation, roll on roll off skips will be used to store waste and removed regularly to prevent fires etc. Inert material will be dampened down as required (during dry weather).

Appendix 12– COSHH Assessments

3.9 Asbestos

R/D Asbestos survey was carried out by Robert Gittens date of survey 28/03/23. Licensed and non-licensed asbestos based material has been identified and will be removed before demolition takes place.

All demolition operatives on site must hold valid asbestos awareness training. If suspicious material (asbestos based) is identified works will cease and area sealed off until such material has been tested by competent person/UKAS analyst.

Appendix 3 – R&D Asbestos Survey

3.10 Manual Handling

The maximum weight for repetitious lifting of materials is 20kg. Above 20kg mechanical aids or teamwork will be used. Minimise handling by storing materials close at hand. Operatives must have a valid manual handling certificate and follow procedures in place. Staff induction training and attend regular toolbox talks.

3.11 Noise and Vibration

Noise and Vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. CCDO site manager to monitor noise levels to ensure no non-conformance arise. Hours of work will be as per Local Authorities conditions. All plant and equipment is maintained, serviced and inspected daily.

3.12 Preventing Slips, Trips and Falls

Site specific Method Statement/Risk assessment must be adhered to at all times. Procedures in place to minimise or eliminate risks. Good housekeeping to be maintained at all times throughout the works.

3.13 Dealing with Sharps

None anticipated however soft strip operatives to have valid Sharps Awareness Training and Sharps Box present on site. Assessment of areas prior to work in immediate area and all necessary PPE must be worn. Procedures in place if hypodermic needles are encountered and competent contractors will be notified to arrange handling and removal of sharps.

3.14 Hot Works

Not envisaged on this project, please refer to specific Method Statement/Risk Assessment.

3.15 Drugs and Alcohol

If workers are suspected of being under the influence of drugs or alcohol they will be stopped from working and sent home.

3.16 Control of Dust and Fumes

Dust will be monitored throughout the project and on a regular basis to ensure minimal exposure and nuisance. All demolition operatives to wear the necessary Personal Protective Equipment.

Damping down during machine demolition to ensure dust is always kept to the minimum. Air monitoring will be carried out by UKAS analyst to ensure no non-conformances arise. Operations to cease where extreme conditions occur.

3.17 Leptospirosis

Where there is a risk of rat infestation in or around the site additional measure need to be implemented to minimise risk of workers contracting this potentially fatal disease.

These may include but not be limited to:-

- 1.) Pest Control Patrols
- 2.) Leptospirosis notices
- 3.) Toolbox Talks

3.18 Dermatitis

All site operatives whose work involves risk of contracting dermatitis will ensure that skin contact is kept to a minimum and adhere to Reddish Demolition Ltd gloves policy.

Site Supervisor to undertake recorded visual monitoring of the site operatives and ensure toolbox talks are being carried out.

Appendix 9– Health Surveillance

3.19 Personal Protective Equipment

All site personnel are supplied with the appropriate safety helmet, safety glasses, safety boots, gloves, overalls, half-face masks with adequate filters and a high visibility vest/jacket. They are also supplied with any other additional personal protective equipment when necessary depending on task at hand.

3.20 Stability of Structures whilst carrying out demolition work including temporary structures and existing unstable structures

All practicable steps will be taken to ensure that existing structure shall not become unstable due to the carrying out of the demolition work. See site specific Method Statement/Risk assessment.

3.21 Weils Disease

Site personnel to ensure all cuts and abrasions are covered with a suitable medical and sterile waterproofing dressing prior to soft strip works commencing. Gloves to be worn at all times and ensure working clothes are washed and changed daily. Site Supervisor to check operatives hands and wrists for cuts (health surveillance to be recorded). Site operatives to ensure hands and faces are thoroughly washed before eating, drinking and smoking; disposable towels to be present in toilet facilities.

Appendix 9– Health Surveillance

3.22 Ecology

During site inductions, CCDO site manager will communicate Ecologist report to site personnel. There will be an ecology toolbox talk given on the first day of site possession to communicate procedure in the event of encountering amphibians, bats, hedgehogs, nesting birds. Works must cease on site and report to client for a qualified ecologist to attend site and provide instruction. Ecologist report states works to be undertaken outside of the period 1st March to 31st August. If timeframe cannot be avoided qualified ecologist will have to attend site prior to commencement (awaiting information from client for commencement date).

Part 4 Environmental Management

4.1 Consents Required

- Section 106 Agreement N/A
- Section 61 Nuisance / Noise Consent from the Local Authority N/A
- Prior Consent for Works Affecting Water Courses N/A
- Prior Consent for Works near to designated nature reserves, SSSIs etc N/A
- Prior Consent to Abstract Water N/A
- Prior Consent to Discharge to Controlled Waters N/A
- Prior Consent to Discharge to Drains N/A
- Registration of Exempt Waste Management Activities N/A
- Hazardous Materials Storage Consent N/A

4.2 Environmental Risks

Risk Issues	Environmental Controls Assessed & In Place		
	Yes	No	N / A
Fuel tanks banded	✓		
Chemical storage area	✓		
Spill kit on site	✓		
Contaminated Land			✓
Waste storage area/ management	✓		
Material storage area	✓		
Water courses on site			✓
Surface water/foul drainage plans available at hand in case of spillage	✓		
Abstraction licence required			✓
Discharge consent required			✓
Dust generation	✓		
Noise & vibration	✓		
Light pollution	✓		
Wildlife and protected species	✓		

Part 5 Site Waste Management Plan

5.1 Waste Streams

Waste Description	EWC Code	Estimated Quantity	Carrier	Method of Disposal		
				Reuse	Recycle	Landfill

5.2 Waste Segregation

All waste produced on site will be segregated prior to dispose. Storage of waste will be in roll on roll off skips and inert waste stockpiled in a designated area.

5.3 Waste Carriers

Waste Carrier	Licence Reference	Expiry Date
Reddish Demolition Ltd	CBDU86671	22.05.22

5.4 Licensed Sites

Licensed Site	Permit/Licence Ref	Licence Checked

5.5 Waste Log

Date	Description	EWC	Quantity	WTN Reference

Part 6 The Health & Safety File

6.1 Layout and Format

6.2 Arrangements for the collection and gathering of information

6.3 Storage of Information

6.1 Layout and Format

The information for the Health and Safety file will be agreed with the Principal Designer at the start of the project.

6.2 Arrangements for the collection and gathering of information

The information for the health and safety file will be prepared and collated throughout the contract by the Site Supervisor. The Principal Designer will finalise the Health and Safety file and make it available to the client on completion of the project.

6.3 Storage of Information

To be useful the file needs to be kept up to date and retained for as long as it is relevant, normally the lifetime of the structure.