



Method Statement / Risk Assessment

Contract Address:	Victoria Park Probation, Laindon Rd, Manchester, M14 5YJ
Contract No:	A2466
Date:	31.08.22
Revision No:	1
CDM Role:	Principal Contractor – Demolition Phase
Author:	Melvyn Lord
Approved By:	Peter Blackman
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Amendment Record

If an amendment is required to the Site Specific Method Statement/Risk assessment it will be assessed by the Site Manager, approval will be obtained from the Managing Director. Any amendments required once the project is live will be added as an addendum by the Site Manager. This will be communicated to site personnel before commencing task. A record of any addendums made by the Site Manager must be kept on this record sheet and communicated to all persons who may be affected by the changes.

Revision No	Date	Detail
1	31.08.22	Initial Issue

Part A Description of the Project

A.1 Project Summary

The works consists of demolishing all structures within the site boundary down to underside of the ground floor slab and cart from site along with the foundations down to 1metre deep.

A.2 Scope of Works

Strip Out Works	X
Demolition Works	X
Asbestos Removal Works (Non Licensed)	X
Asbestos Removal Works (Notifiable Non-Licensed Work or>NNLW)	
Asbestos Removal Works (Licensed)	
Scaffolding Works	
Services (Disconnections, Isolations or diversions)	
Roofing Works	
Decommissioning	
Drainage Surveys	
Other (<i>please state</i>)	

A.3 Project Programme including Key Dates

The works are to be completed within four weeks of commencement.

Commencement Date: t.b.c

Completion Date: t.b.c

Part B Project Arrangements

B.1 Site Management

Managing Director	Melvyn Lord
Compliance Director	Victoria Lord
CCDO Site Manager	Peter Blackman
Temporary Works Co-Ordinator	Peter Blackman
First Aider	Kaden Dawson
Fire Marshal	Bradley Dymond
Vehicle Banksman	Bradley Dymond
Sub-Contractor	n/a
Sub-Contractor Supervisor	n/a
Co-Ordination of Sub-Contractors Activities/Operations (Approving RAMS, Training etc)	n/a

All work and plant operations will be carried out by skilled operatives trained in the use of the trade for which they are employed and only competent and qualified operatives shall be authorised to operate plant and equipment.

B.2 Plant & Equipment

Plant / Equipment	Inspections Carried Out By
20ton 360° excavator with various attachments	Plant Operator (CPCS and/or NVQ)

Please note that this is not an exhaustive list and that plant, equipment and tools will be provided at a frequency to deliver the works in a safe manner and in accordance with the agreed programme of works. 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 displayed in plant and copies kept in the site file.

B.3 Site Security

Reddish Demolition Ltd is responsible for ensuring the works area is suitably segregated and to prevent unauthorised access. Heras type fencing will be used to create a secure working area where no suitable fencing exists, 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.

B.4 Environmental Considerations

Dust and noise will be monitored during the course of the works to ensure no non-conformances arise. It is accepted that noise cannot be eliminated entirely, but reasonable steps will be taken to reduce any adverse effects of noise generated by the works. Site manager to monitor noise levels to ensure no non-conformances arise. Reasonable steps will be taken to reduce dust by water suppression during machine demolition in the form of water spraying with spray nozzle damping down immediate area as machine is working on structures to prevent dust nuisance. Atomiser (fuel driven to prevent leads going through site) to be installed adjacent the working area.

Spill kits will be installed in designated area specifically at bunded diesel bowser location. All site personnel are trained in emergency preparedness in the event of spillage.

Vehicles will be halted at the site entrance by appointed banksman before leaving site to ensure that wheels are free from loose debris/material prior to exiting site. Good housekeeping to be maintained around site and site entrance to be monitored throughout the works. Road sweeper will visit site when heavy wagons removing waste off site to prevent non-conformance arising.

B.5 Access, Egress & Traffic Management

The site specific arrangements will be communicated 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 if making manoeuvres. Vehicles entering/leaving site will be assisted by banksman, access/egress will be via existing Laindon Rd.

B.6 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 communicated during site inductions.

There will be an appointed First Aider on site along with a fully stocked First Aid kit located in mess and welfare facilities (groundhog).

The nearest A&E is:- (approx. 1 mile away)

Manchester Royal Infirmary, Oxford Rd, M13 9WL

Tel No: 0161 276 1234 (Non-Emergency Contact)

B.7 COSHH

A manual of COSHH Assessments will be kept in site SHEQ file 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. Adequate fire fighting equipment and spillage kit at hand.

B.8 Site Induction & 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. The Site Manager will check for evidence of competence when personnel arrive on site which may include training records. The Site Manager to carry out Method Statement/Risk assessment competence test for all site operatives prior to entry on site.

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.

All personnel training records will be kept in site SHEQ file located in the groundhog.

B.9 Responsibilities for Safety Control & Monitoring

Site Manager must ensure a site induction is carried out for all site personnel prior to commencement on site. The Site Manager to carry out inductions for site operatives and a compliance test but be successfully completed prior to entry on site.

During site induction all personnel will be made aware of the Specific Working Methods, Services, Asbestos, Site Rules, Accident/Near Miss and Incident Reporting and Site Emergency Procedures. These will be adhered to at all times. Regular toolbox talks will be given and recorded on site. The Compliance Director to carry out regular inspections and audit, copies will be left in site file and any non-conformances will be actioned immediately.

B.10 Welfare Arrangements

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

B.11 Other Documents

The works will be carried out in due recognition and acceptance of the following:-

- Pre-Construction Information Pack
- Refurbishment/Demolition Asbestos Survey – *Awaiting*
- The Project Construction Phase Plan
- The Clients Policies and Procedures
- Reddish Demolition Health & Safety, Environmental and Quality Policy
- Site Layout & Traffic Management Plan
- Programme of Works
- SHEQ Site Manual including COSHH Assessments & Generic Risk Assessments

Requirements	Applicable & Obtained
Section 81 Notice received	Needed
F10 Notification	n/a
ASB 5 Notification	n/a
ASB>NNLW1 Notifiable Non-Licensed Work e.g; gaskets that are substantially broken up or damaged during removal	T.B.C
Other (<i>please state</i>)	

B.12 Personal Protective Equipment

Site personnel have a statutory duty to wear adequate PPE/RPE. Abuse or failure to wear PPE/RPE will incur in disciplinary action. Helmets should be marked BS5240, state the country of origin, show the year of manufacture, contain a manufacturers identification mark and the type of manufacturer. If the helmet is subjected to severe impact it must be discarded. Helmets must not be painted, written on or carry any stickers on.

Required Personnel Protective Equipment									Other:-
	Safety Boots	Safety Hard Hat	Safety Gloves	Hearing Protection	Eye Protection	Respiratory Protection	High Visibility Vest/Jacket	Overalls (Hot works-flame resistant)	
Applicable:	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/No

Part C Permits & Toolbox Talks

C.1 Permit to Work

Ensure project permit to work has been completed prior to commencing works on site.

Permit to Work	Permit Required
Project Permit to Work	X
Soft Strip following asbestos removal	X
Hot Works	
Electricity	
Roof Works	
Working at Height	
Other (<i>please state</i>)	

C.2 Toolbox Talks

Toolbox Talks will be carried out on a regular basis; refer to the SHEQ Site Manual for all the toolbox talks. Proposed Toolbox Talks required on this project are as follows:-

Toolbox Talks	Required (minimum)
Asbestos Awareness	X
COSHH	
Hand/Arm Vibration	
Manual Handling	
Weil's Disease	
Working at Height	
COVID-19 / Coronavirus	
Working near overhead cables	
Live Services	
Traffic Management	
Fire Risk	
Noise /Dust	X
Working Plant	X
Ecology	
Abrasive Wheels	
Other (<i>please state</i>)	

Part D Method, Sequence of Work & Risks Associated

OPERATION No. 1 – Set Up Site

Confirm service disconnections with Statutory Authorities (**no demolition work to take place until status of services is confirmed**). Ensure project permit to work has been completed prior to commencing works on site. Erect protective fencing around boundary of site all elevations (heras type) complete with all warning signs and company contact details. Mark off stores area. Receive and emplace site cabin/office and toilet facilities.

Hazards Identified:-

No.	Hazard
1.1	Electric Shock / Explosion (Live services)
1.2	Head, Foot & Eye Injury
1.3	Manual Handling
1.4	Movement of Vehicles
1.5	Mobile Phones
1.6	Site Access/Egress
1.7	Unauthorised Site Access
1.8	Asbestos
1.9	Coronavirus/COVID-19

Control Measures:-

No.	Control Measure
1.1	No work to take place until services are confirmed disconnected (written confirmation only). Permit to work in place prior to work commencing.
1.2	Good housekeeping, supervised employees and regular site inspections. Hard hats, safety footwear, high visibility vest/jackets to be worn at all times on site. Safety glasses to be worn as required.
1.3	Ensure that access and work area is clear from debris where persons could trip, slip or fall. Each operative to assess each manual handling activity before lifting, by using acronym "ELITE" (Equipment, Load, Individual, Task, Environment). All site operatives to be trained in safe lifting techniques and have regular training on manual handling (all certificates to be in date). Minimise handling by storing materials close at hand and team aide as required. Wherever possible and when required mechanical means will be used to lift and transport items.
1.4	All heavy lorries visiting site will be at prior agreed times and will be supervised by banksman at all times (outside of peak hours). All site personnel to wear high visibility vest / jackets on site at all times. During site induction Site Manager will communicate designated traffic routes.
1.5	Mobile phones should only be used for essential purposes and only be used outside the working area.
1.6	Access/Egress will be kept clear at all times and vehicles entering/leaving site will be assisted by banksman.
1.7	Only authorised persons will be permitted access on to site. Heras type fencing will be used to create a secure loading area outside of the unit, which will be inspected

	throughout the works and at the start/end of working shift. Relevant warning signs to be displayed including signage for out of hours contact.
1.8	Ensure copy of the R/D Asbestos Survey present on site and communicated to all site personnel during site induction. All operatives have valid asbestos awareness training and are trained in procedure should suspicious material be encountered (asbestos based).
1.9	Please refer to Risk Assessment RA_C3 and amended health and safety policy which has been communicated to all employees. During site inductions all control measures for coronavirus/COVID-19 will be communicated including 2m at least social distancing at all times, break times rotated, regular cleaning, PPE/RPE etc.

OPERATION No. 2 – Removal of Asbestos Based Material

These RAMS are to be reviewed on receipt of Demolition/Refurbishment Asbestos Survey.

OPERATION No. 3 – Soft Strip

Operatives using non mechanical hand held tools will strip out loose furnishings/fittings and load same through existing apertures of buildings onto disused car park in designated segregation area. Waste will then be loaded into roll on roll off skips using 20ton 360° excavator with selector grab attachment ready for transportation to licensed waste facilities.

Hazards Identified:- (Not previously identified in earlier operations)

No.	Hazard
3.1	Cuts to hands / puncture wounds
3.2	Fire Risk from unauthorised persons
3.3	Discovery of suspicious material (asbestos)
3.4	Slip and Trip hazard
3.5	Discovery of Syringes
3.6	Waste Management
3.7	Diesel
3.8	Eye Damage
3.9	Use of Portable Power Appliances (Electric)
3.10	Adequate Lighting
3.11	Weils Disease
3.12	Inhalation of Dust
3.13	Hazardous Waste
3.14	Contact with plant

Control Measures:-

No.	Control Measure
3.1	Each operative to assess each manual handling activity before lifting, by using acronym "ELITE" (Equipment, Load, Individual, Task, Environment). Adequately rated gloves to be worn as required.

3.2	Firewood to be pulled back from structures to avoid unauthorised lighting and skips containing same will be moved daily. Site boundary to be regularly inspected to prevent unauthorised access.
3.3	Operatives carrying out stripping out works will take special care during this part of the works in encountering suspicious material (Asbestos based material). If any suspicious material is encountered during the strip out, then work in that immediate area will cease until such time that the material is identified. If Asbestos is located then the area will be sealed until such time that competent licensed contractor on our approved list has been to site and tested by UKAS analyst (on our approved list).
3.4	Good house-keeping to be maintained. Walkways and emergency exits to remain clear. Areas around mess facilities to be swept daily.
3.5	Assessment of areas prior to work in immediate area. All the necessary PPE must be worn. Toolbox talk given prior to works commencing on procedures in place if hypodermic needles are encountered. Records kept on location of any needles found and team briefs will be conducted regularly.
3.6	Waste must be segregated into categories and taken to licensed sites. Waste Transfer Notes to be stored and when applicable Site Waste Management Plan updated and regularly reviewed.
3.7	See COSHH Assessment. Refuelling of plant & equipment will be located in a safe designated area, away from drains, escape routes, etc.
3.8	Adequately rated safety glasses to be worn as required.
3.9	Site operative shall inspect all portable electrical appliances, including extension leads prior to use. All electrical appliances are tested regularly by competent person. All operatives to hold valid Manual Handling training certificate and have the adequate PPE. Battery operated hand tools will be used where possible and any electrically powered tools that operate from 110v are used. All cables are to be routed to protect from damage and to prevent tripping hazards.
3.10	Temporary lighting will be facilitated prior to soft strip works on ground floor and any other floors as required. Temporary lights will be fed from external generator. The cables are to be routed to protect from damage and to prevent tripping hazards, cables to be fixed through the windows and taped securely down to working area.
3.11	Operatives 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). Ensure hands and faces are thoroughly washed before eating, drinking and smoking; disposable towels to be present in toilet facilities.
3.12	Operatives to wear adequately rated respiratory protective equipment (personal sundstrom half face mask) with adequate filters as required or FFP3 disposable masks. Safety glasses to be worn as required.
3.13	Asbestos based material to be removed prior to soft strip works commencing. Permit to work will be issued before soft strip. Asbestos waste will be transported to licensed site and copies of consignment note in CPP on site.
3.14	Segregated designated route on existing car park will be put in place for working plant loading waste and communicated to all site personnel.

OPERATION No. 4 – Machine Demolition

Machine demolition will commence from the elevations fronting the car park using a 20ton 360° excavator with grapple attachment fitted. Roof structure to be pulled down first and then supporting walls pushed/pulled inwards onto the footprint of the building, before scarping up into heaps and segregating for recycling. Demolition will be carried out in accordance with British Standard 6187:2011, CDM Regulations, HSE & NFDC best practice guidelines. Resulting suitable hardcore will be stockpiled in designated area along with oversite concrete floor slab in preparation for crushing down to 6f2 and stockpiling on site for re-use by others.

Hazards Identified:- (Not previously identified in earlier operations)

No.	Hazard
4.1	Hazard of crushing by partly demolished structures and injury from flying debris
4.2	Noise
4.3	Inhalation of Dust
4.4	Environmental & Public Nuisance
4.5	Stability of outer walls
4.6	Risk to public and unauthorised persons
4.7	Falls by machine through basements/cellars
4.8	Quick Hitch attachment
4.9	Injury from demolition machine
4.10	Overloading floor structures with debris
4.11	Eye damage
4.12	Members of the public
4.13	Heavy vehicles attending site for waste removal

Control Measures:-

No.	Control Measures
4.1	Machine operator and site foreman to inspect both structures prior to machine demolition to ensure properties are free from personnel and equipment. All apertures to be boarded up to prevent debris deflecting through same.
4.2	Site working times will be as per the local authority's conditions. CCDO site manager to monitor noise levels to ensure no non-conformances arise. Ear defenders will be worn as required.
4.3	Works to be lightly sprayed with water during machine demolition in immediate area, trained and competent person operating demolition machine, works to be monitored throughout.
4.4	Good housekeeping to be maintained throughout the works. When using sweeping brush on site lightly spray area with water prior to brushing.
4.5	Party walls to be left raked back at first level to assist in support. Outer walls to be pulled/pushed inwards in small sections to avoid unnecessary dust and vibrations. Nothing higher than single storey to be left unsupported during works and all structures to be left safe and in stepped fashion if left overnight.

4.6	Look outs to be in attendance during demolition of outer walls. All look outs to be in full view of machine driver. All loading of lorries will be within site boundary at all times. Plant Operator to carry out pre inspection prior to use (recorded).
4.7	Site investigation prior to machine demolition to identify any basements. Plant to be positioned on suitable ground conditions.
4.8	Machine operatives to hold current licence to drive category of machine and hold current training certificates for safe operation of Quick Hitch Attachment. Copies of licence and current test certificate for plant to be stored in site office.
4.9	An exclusion zone set up around excavator for work personnel whilst machine is operating and look out in attendance.
4.10	Masonry/debris to be scraped off suspended floors by machine as machine demolition progresses to avoid uncontrolled collapse.
4.11	Safety glasses to be worn as required.
4.12	Care will be taken to maintain and protect existing footpath and lookouts to be in attendance during machine demolition in this vicinity.
4.13	Banksman will be used to assist heavy lorry movements on site. Entrance to the site will be kept secure at all times. Vehicles will be halted at the site entrance by appointed banksman before leaving site to ensure that wheels are free from loose debris/material prior to exiting site. Good housekeeping to be maintained around site and site entrance to be monitored throughout the works.

Part E Employee Sign up Sheet

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

- Understand the requirements of this Method Statement/Risk Assessment, have attended a Site Induction which including the R/D Asbestos Survey, Services etc.
- Shall work to the requirements of the Site Specific Method Statement/Risk Assessment and fully understand failure to do so will result in disciplinary action.
- Shall advise the Site Manager of any current medical condition which may rise to health risks whilst undertaking the task.
- Understand if you have any issues or concerns prior to works commencing or as work progresses regarding the Method Statement/Risk Assessment, work must cease and be communicated to the Site Manager or the Managing Director. System of work will then be amended and an addendum created. All personnel will be briefed and addendum be communicated prior to commencing work.

Date	Name	Signature

I confirm acceptance of this method of work and understand the control measures to be applied to minimise the risks associated.

Date:		Site Manager Signature:	
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