

DEMOLITION MANAGEMENT HEALTH, SAFETY & ENVIRONMENT PLAN



SITE NAME AND ADDRESS:	Concord Business Park, Threapwood Road, Wythenshawe, Manchester, M22 0EY
TENDER NO.	25 144
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Produced by:

Health & Safety Manager	Anna Burling
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Reviewed by:

Contracts and Health & Safety Director	Si King
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Signed		Date	
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Document Review Register

Date of review	Details of any changes	Initial
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Please note: reviews should be carried out monthly or when major changes occur to activities

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1 INTRODUCTION

1.1 Summary

The Site

The site is made up the Concord House building within the Concord Business Park.

Concord House – currently occupied by Virgin Media O2

Existing Buildings

The existing building is typically brick built office buildings.

The Works

The works comprise the complete pre-demolition strip out of existing buildings together with the mechanical demolition of these buildings, removal of existing slabs and foundations across the site and crushing on site to stockpile for use in construction works.

1.2 Preambles

This document has been prepared in accordance with and is a statutory document required when fulfilling the duties placed upon the role of Contractors set out by The Construction (Design and Management) Regulations 2015.

This document sets out the project specific arrangements that are implemented to inform all employed persons and other interested parties when managing the Health, Safety, Environmental and Quality issues thus ensuring the risk to all those affected are reduced to the lowest possible level.

- Control of Substances Hazardous to Health Regulations 2002
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work etc. Act 1974

All demolition works shall be in accordance with the BS Code of Practice for Demolition BS 6187. All demolition works shall conform with all relevant legislation, and in particular the legislation dealing with health and safety, safe access, safe places of works and hazardous substances.

This document and the accompanying appendices are prepared together and should be read in conjunction with Metro Deconstruction Services Ltd.'s (Metro) Health, Safety, Environmental and Quality Policy as this document sets out the standard working procedures adapted by Metro.

This is a live document which will be constantly reviewed and updated accordingly over the course of the project to reflect the changes to the project, logistics, methodology, works brief or project environment. Metro, as principal contractor, will own the document and manage any proposed future revisions and issue to the Client professional team for review prior to implementing.

Where operations require works to be conducted outside of the scope of this document, details of how this work will be conducted will be dealt with within specific task SSOW documents. RAMS and SSOW documentation will be produced by the Metro Health & Safety Team and issued to the Client project team for review and approval prior to works being undertaken. Any amendments required will be dealt with and re-issued. Metro records a register of all RAMS & SSOW documentation issued.

1.3 Existing Records and Information

Metro have reviewed all of the existing records and information regarding the site and project that was issued at tender stage including the following – Demolition Mitigation Statement, Site Plan Extract and Demolition Method Statement.

Where possible, Metro have carried out a non-intrusive inspected of the site and considered site conditions when preparing this document.

A copy of all necessary information relevant to health and safety on site, is available on site, within the site file in the Metro site office.

All electronic documentation is stored on the Metro server and available to view by the Site Manager.

2 DETAILS OF CLIENT & CONTACT DETAILS

EMPLOYER (CDM CLIENT)	REX PROCTER & PARTNERS Contact: Email: Tel: Address:
DEVELOPMENT MANAGER	COMPANY NAME Contact: Email: Tel: Address:
PROJECT MANAGER	COMPANY NAME Contact: Email: Tel: Address:
QUANTITY SURVEYOR	COMPANY NAME Contact: Email: Tel: Address:
PRINCIPAL DESIGNER / CDM CLIENT ADVISOR	COMPANY NAME Contact: Email: Tel: Address:
PRINCIPAL CONTRACTOR	Metro Deconstruction Services Ltd Contact: Email: Tel: 01293 863988 Address: The Old Dairy, Highworth Farm, Stan Hill, Charlwood, Surrey, RH6 0ES
ARCHITECT	COMPANY NAME Contact: Email: Tel: Address:
STRUCTURAL / CIVIL ENGINEER	COMPANY NAME Contact: Email: Tel: Address:
SERVICES CONSULTANT	COMPANY NAME Contact: Email: Tel: Address:

3 METRO MANAGEMENT STRUCTURE

3.1 Management Team

MANAGING DIRECTOR

Mark Taylor

Email: mark@metro.uk.net

Tel: 01293 863988 / 07966 612909



CONTRACTS / HEALTH & SAFETY DIRECTOR

Si King

Email: si@metro.uk.net

Tel: 07932 359701



SENIOR OPERATIONS MANAGER

Paul Bowyer

Email: paul@metro.uk.net

Tel: 07880 030977



SITE MANAGER

TBC

Email:

Tel:

TRAINEE HEALTH & SAFETY MANAGER

Anna Burling

Email: anna@metro.uk.net

Tel: 01293 863988



PROJECT DOCUMENT CONTROL & PA TO CONTRACTS DIRECTOR

Chloe Court

Email: chloe@metro.uk.net

Tel: 01293 863988



(MATERNITY LEAVE UNTIL SEPTEMBER 2026)

MARKETING & BUSINESS DEVELOPMENT MANAGER

Jade Rose

Email: jade@metro.uk.net

Tel: 01293 863988



**ESTIMATING
ADMINISTRATOR & PA TO
MANAGING DIRECTOR**

Courtney How
Email: courtney@metro.uk.net
Tel: 01293 863988



**PRE-DEMOLITION &
ENABLING MANAGER**

Andy Knight
Email: andy@metro.uk.net
Tel: 01293 863988



**ASSISTANT QUANTITY
SURVEYOR / ESTIMATOR**

Jacob Harle
Email: jacob@metro.uk.net
Tel: 01293 863988



**EXTERNAL HEALTH &
SAFETY ADVISORS**

Prime Safety



4 DESCRIPTION OF PROJECT

4.1 Site Name

Concord Business Park

4.2 Site Address

Concord Business Park, Threapwood Road, Wythenshawe, Manchester, M22 0EY

4.3 Programme / Sequence

Project Duration: TBC
Target Start Date: TBC
Target Completion Date:
(refer to works programme)

4.4 Working Hours

Monday to Friday: 08:00 hrs – 16:30 hrs
Saturday: 08:00 hrs – 13:00 hrs (where required)
Sunday: By Agreement Only
Bank/Public Holidays: No Working

Any additional requirements for working extended hours will be determined and agreed in accordance with local authority requirements and pending ongoing consultations.

Should emergency works be required to be undertaken outside of the above hours, the Client will be advised as soon as practically possible.

4.5 Scope of Works

- Produce detailed Pre-Demolition Waste Management Plan & Audit.
- Produce detailed Traffic Management Plan.
- Provide full time site manager/supervisor with relevant qualifications.
- Section 80 Demolition Notice to be submitted by Metro as part of planning approval processes and section 81 approval will be available prior to commencement of structural demolition.
- Provide all site accommodation for duration of the demolition works and connections to temporary services, in accordance with Safety Health and Welfare at Work (Construction) Regulations 2013.
- Overall sequence and programme of works to be confirmed and agreed.
- Secure site boundary. Install 2.4m timber hoarding in accordance with agreed Hoarding Plan and paint to Client colour specification. Provide pedestrian entrance and vehicular entrance as detailed on Hoarding Plan.
- Secure/monarflex existing palisade fencing on all other boundaries.
- Security of the site is to be maintained throughout our works.
- Heras fencing will be erected to maintain segregation of welfare areas, exclusion zones and demolition zones.
- Undertake full R&D Asbestos Survey of all buildings within the site.

- Removal of identified Asbestos Containing Materials (ACM's) as highlighted within Asbestos R&D Survey.
- Complete pre-demolition soft strip of existing buildings, segregate materials and remove from site.
- Remove shrubs, trees, planting, grass, topsoil, and all tree roots and stumps. Remove all concrete paving and sub surfaces and sundry isolated structures.
- Complete machine demolition of all existing buildings in accordance scope of works.
- Remove existing foundations, pads, raft slabs, ground floor slabs and the like.
- Removal of existing underground obstructions to a depth of 2m.
- Crushing of all arisings on site to produce crush stockpile to be retained on site for reuse in construction.
- Removal of all other non-compliant items, rubbish etc. to leave the site in a clean and tidy condition.
- All required safety measures to be implemented as per Client Health, Safety, Quality & Environmental standards.
- Copies of all hazardous and non-hazardous waste licences to be available throughout works.
- Waste consignment notes and transfer notes to be fully completed and copies provided within project completion health & safety file report.
- Copies of all permits (PPC permit for crushing plant), inspections and testing certificates for all plant and machinery to be available throughout.

5 PROJECT SPECIFIC INFORMATION

5.1 Site Plan



5.2 Sequencing

The sequencing for our works is as follows;

1 – Site Establishment, including:

- Welfare Setup and temporary services installation
- Condition Survey
- Installation of timber hoarding
- Secure existing site boundary
- Installation of vehicular and pedestrian site entrance gates.

2 – Pre-Demolition Works

- General Site Clearance
- Removal of Asbestos Containing Materials (ACM's)
- Pre-Demolition Strip out

3 – Demolition Works

- Machine demolition of existing buildings down to ground floor slab
- Removal of ground floor slab, hardstanding and foundations
- Removal of various tanks and underground obstructions
- On site crushing of materials to stockpile
- Clear site

5.3 Site Resources

5.3.1 Staff Resources & Competencies

Staff Member	No.
Contracts / Health & Safety Director (Visiting)	1
Senior Operations Manager (Visiting)	1
Non-working Site Manager (CCDO/SMSTS)	1
Excavator Operative (CPCS)	2
Crusher Plant Operative (CPCS)	1
Skilled Demolition Operatives (CCDO)	2
Demolition Labourers (CCDO/CSCS/CATB)	2
Traffic Marshall (CSCS)	1
Licenced Asbestos Operatives (CATA)	TBC
Scaffold Operatives (CISRS)	0

Additional Task Specific Training / Certification Considerations:

Role / Task	Competency
Operatives (demolition / soft strip)	Demolition / Asbestos Awareness
Erection of Mobile Towers	PASMA
Use of Mobile Elevated Working Platforms	IPAF
Traffic Marshal	Banksman / Traffic Marshal Training
Wearers of RPE	Face Fit
Site Supervisor / Person Inspection TW	Temporary Works Supervisor
Site Supervisor	1st Aider
Site Supervisor / Fire Watcher	Fire Marshal
Changing of Discs on Grinder	Abrasive Wheel

Site Specific Requirements:

- All Operatives must receive the Principal Contractor's site safety induction for this site.
- Regular task specific toolbox talks to be undertaken as required (minimum 1 per week)

- Daily briefings to be undertaken for all works on site.
- Operatives must have suitable face fit testing for any face masks used on site.

5.3.2 Plant Resources

- 360- degree tracked excavators with attachments
- Skips (rubbish, wood, plasterboard, metal, etc.)
- Powerscreen Crusher
- Diesel Bowsers
- Welfare Compound Units
- Dampening Down/De-dust Equipment

5.3.3 Tools & Equipment

- Oxy Propane Burning Equipment
- Bottle Cage and Trolleys
- Oxygen and Propane Gas Cylinders
- 110v transformers, lighting and cables
- 2-way radios
- Cat Scan
- Safety Barriers
- Health & Safety Signage
- Fire Extinguishers
- Fire Hoses & Standpipe
- Spill Kits
- First Aid Kits
- Hand Tools

5.3.4 Material Resources

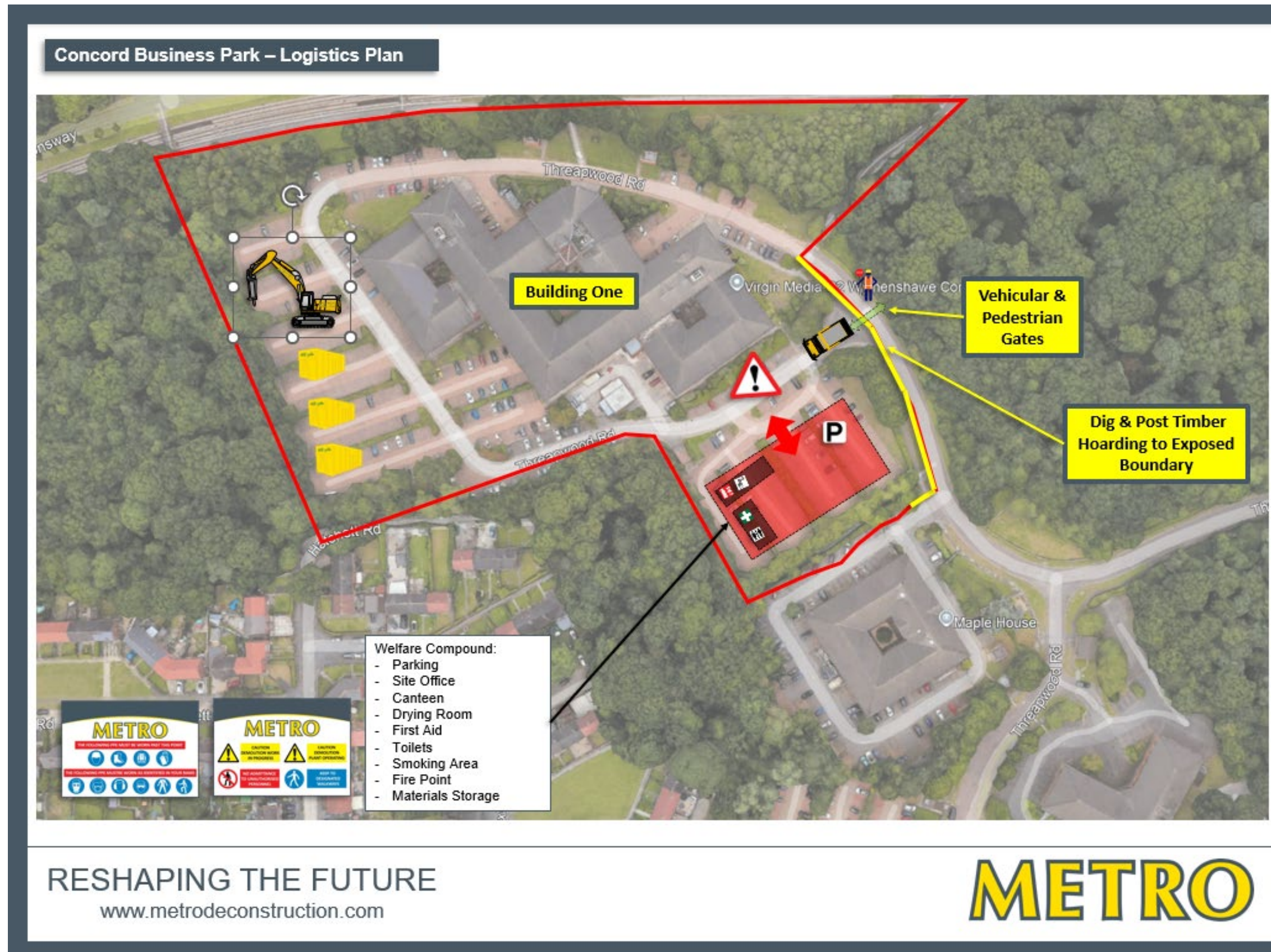
- Diesel
- Heras Fencing
- Debris Netting
- Timber Hoarding

5.3.5 PPE/RPE

Refer to yellow tab ref: YT-002

5.4 Site Arrangements

5.4.1 Demolition Site Logistics Plan



5.4.2 Health & Safety

Objective

Metro's ultimate objective is to provide a safe working environment for all personnel on site and to others externally that our site works affect. Metro will protect the health and safety of those involved in the project and those affected by our activities by complying with all statutory requirements as a minimum, supplemented by industry current best practices. Metro will adhere to this by ensuring competency of those involved in the project, identifying any hazards and eliminating wherever possible, controlling and reducing the risks that remain involved with the works (strip out, demolition etc.) by always implementing and monitoring safe working procedures.

Monitoring

The arrangements set out within this document assure that Metro adequately monitors and reviews the safety performance of all activities involved in our works.

Site Managers have the responsibility to ensure their daily activities are recorded and day-to-day inspections of the site are carried out.

On a monthly basis Metro's Director undertakes a site audit, in addition, to those undertaken by the Health & Safety Manager periodically. These are reviewed during the weekly meetings between the Health & Safety department at Metro.

5.4.3 Access and Egress

A detailed traffic management plan has been produced and is issued within the appendices of this document.

All access and egress will be controlled in accordance with Metro's Traffic Management Plan.

All access and egress points shall be locked and secured at all times when not in use.

Metro is aware of the surrounding constraints and has created a traffic management plan to address them in a manner that ensures the effects on neighbouring properties and the general public is minimal, as their safety is paramount.

All visitors will be required to sign in and retrieve required PPE from the site office before entering the working area. A red pedestrian gate will be situated to segregate the welfare area and working area.

A traffic marshal shall be in attendance at all times to accept vehicles and ensure that the loading/unloading activity is efficiently managed so that vehicle loading time is kept to a minimum and pedestrian safety is maintained at all times.

All loading/unloading activity will be strictly within the site boundary.

Access

All site access is via Threapwood Road.

All street parking on the surrounding roads is prohibited to our site vehicles.

Parking will be provided within the site demise.

Pedestrian access to the site is via the pedestrian entrance gate situated on (insert road name).

Pedestrian routes shall be provided within the welfare around and across site.

Vehicle Route

All vehicles will enter the site via the access on Threapwood Road.

- **ALL VEHICLES TO EGRESS SITE IN FORWARD GEAR ONLY**
- **ALL PEOPLE ENTERING AND LEAVING THE SITE WILL BE REQUIRED TO SIGN IN AND OUT WITH THE SITE MANAGER AT THE SITE OFFICE UPON ARRIVAL AND DEPARTURE**

Loading/Unloading

The number of vehicles on site at any one time will be kept to a minimum to reduce movement on site. Deliveries of plant and materials will be planned in advance with the Site Manager to reduce the need for waiting HGV's.

- **NO STOPPING, LOADING OR UNLOADING SHALL BE PERMITTED ON ADJACENT PUBLIC FOOTPATHS OR HIGHWAYS**
- **ENSURE ALL DELIVERIES/LOADING VEHICLES ARE PLANNED IN ACCORDANCE WITH THE LOCAL AUTHORITIES' REGULATION AND MITIGATE UNNECESSARY CONGESTION OF THE NEARBY ROADS**
- **AT NO TIME WILL ANY VEHICLE BE ALLOWED TO REVERSE WITHOUT A BANKSMAN/TRAFFIC MARSHAL IN ATTENDANCE**

Wheel Washing

When required, a wheel washing station will be set up at the site gates to clean mud and debris from vehicle wheels before the egress site.

- It is intended that all vehicles will transit on existing hard standings which are to be maintained throughout the demolition works.
- Where required, vehicles will be inspected and a wheel washing station will be set up at the site gates to clean mud and debris from vehicle wheels prior to leaving site onto public roadways.

Road sweeping operations are to be utilised when deemed necessary and as required to ensure that site roads are safe and that mud is not deposited on adjoining roads.

5.4.4 Site Set Up

Site Setup will be as per the above demolition site logistics plan & layout.

Prior to the start of any demolition activities, Metro will: -

- Identify and demark a demolition works area with mesh fencing to ensure no unauthorised entry.
- Display/fix safety signage within the site and on the boundary fencing to meet H&S requirements to notify the public of the works/dangers on site.
- Set up pedestrian walkways and safe routes.
- Site security – the site perimeter is to be secured and access gates locked at all times. The security of the site is to be maintained throughout our works.

5.4.5 Welfare

Office and welfare accommodation will be located as shown within the above Demolition Site Logistics Layout.

Refer to yellow tab ref: YT-001

5.4.6 Site Rules

There are specific site rules that are to be adhered to whilst personnel are on site, either working or visiting. Site rules will be explained within every site induction and within daily briefings where specific to tasks.

Signage of all rules will always be seen clearly displayed on site

- All site personnel, for their own safety and for the safety of others, are required to fully comply with the Metro Method Statement and Risk Assessment
- All personnel shall undergo safety induction training
- All operatives will respect the personal privacy of local residents
- All forms of recording residents is prohibited
- At no time are vehicles, tools, equipment, materials or debris to obstruct emergency or shared access routes
- The use of plant and equipment is only permitted by trained and competent employees authorised to do so
- Always use the right tools and equipment and use them in the correct way
- Every accident and near miss event **MUST** be reported to the Site Manager immediately
- **DO NOT** walk through barricaded/fenced off areas unless authorised to do so
- Always follow safe manual handling procedures
- Appropriate PPE **MUST** be worn at all times
- No shorts are to be worn and shirts **MUST** be worn at all times. Never wear loose clothing or slippery footwear
- Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health, safety and welfare, shall be excluded from site
- Safety signs, alarms and notices must be followed and adhered to
- Being a good neighbour – the public must be protected from hazards associated with our work and any complaints from the general public shall be dealt with in a courteous manner and referred to the Site Manager

- Offensive or inappropriate language and provocative gestures are prohibited. No gambling, threatening or violent behaviour, offensive language, swearing, sexist and/or racist comments will be tolerated.
- Practice good housekeeping – refuse must NOT be allowed to accumulate; works areas are to be kept clear and tidy to allow safe access. Toilets and washrooms must be kept in a clean and hygienic state after use.
- Combustible materials are to be removed on a regular basis and disposed of in an appropriate manner
- Smoking and vaping are only permitted in the designated areas
- No alcohol, illegal drugs or other substances are permitted on site or are to be consumed on site. If you are required to take strong prescription medication that warns against driving and using machinery, you **MUST** inform your Site Manager asap.
- Valuables and personal property are brought and left on site at the owner's risk
- No vehicles are to reverse without a banksman in attendance
- Vehicle drivers must remain with their vehicles during loading/unloading
- Operatives and deliveries are required to give 'right of way' on adjacent roadways to members of the public
- Failure to comply with any of the above and/or additional rules set out by the Site Manager may lead to exclusion from site and/or disciplinary action.

5.4.7 Site Induction

All site staff, subcontractors and visitors will receive a site induction before they start works on site from Metro Site Manager.

During induction, copies of all competency cards will be taken and stored with the induction form. Failure to produce suitable proof of competence will result in the operative being excluded from site until proof is supplied.

Part of the induction will be for all operatives to read through or have been read the working methodologies for the daily tasks in hand. Operatives are then required to sign off on their understanding and compliance with RAMS documentation during the site managers daily briefings.

All site visitors will be given an induction by one of the site team detailing the location of the site welfare, emergency procedures and areas of risk on site. Because of the ever changing risks on our sites it is crucial for the site team to have attended the daily briefings in order to know the areas of risk that day.

5.4.8 Site Security

- The site will be completely secure with existing fencing and 2.4m high timber hoarding to deter public access.
- Access gates will be controlled by banksman during working hours.
- Gates locked at all times when not in use.
- The security of the site is to be maintained throughout our works.

5.4.9 Waste Materials

- All site waste management to be carried out in accordance with Metro's Pre-Demolition Site Waste Management Plan (refer to appendices of this document)
- All waste substances from the site shall be reused, recycled, recovered or disposed of offsite, under the appropriate Duty of Care and subject to approvals/consents from the relevant statutory bodies.
- All waste materials to be processed and segregated into disposable types (i.e., metal, wood, rubbish)
- All materials to be removed from site by licensed contractors to local licensed recycling facilities.
- All waste records will be retained on site and used for reporting upon completion of the works.

5.4.10 Site Cleanliness

- All material to be segregated and stockpiled in designated areas according to type.
- Walkways to always be kept clean and tidy. Free from trip, slip or fall hazards.
- Fine mist dust suppression to be directed at the source of any dust producing activities.
- All vehicles to run on clean hard standing where available.
- All vehicles leaving site to utilise wheel washing facilities where required to ensure any contamination to the highway is avoided.

5.5 Emergency Arrangements

5.5.1 Nearest Hospital (A&E)



WYTHENSHAW HOSPITAL
SOUTHMOOR ROAD, WYTHENSHAW, MANCHESTER, M23 9LT
0161 291 6003 or 999 [in an emergency]

← from Wythenshawe Hospital
to Virgin Media O2 Wythenshawe Concord Hous...

15 min (3.5 miles)

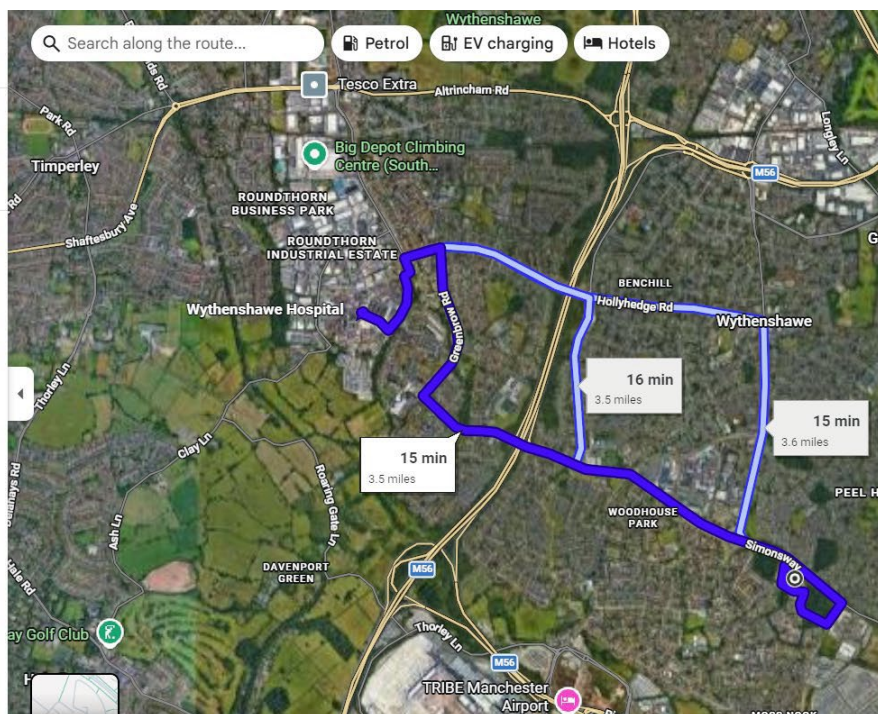
via Simonsway
Fastest route

Wythenshawe Hospital

Southmoor Rd, Wythenshawe, Manchester M23 9LT

- > Continue to Hollyhedge Rd
3 min (0.4 mi)
- > Take Simonsway to Shadowmoss Rd
9 min (2.5 mi)
- > Drive to Threapwood Rd
3 min (0.5 mi)

Virgin Media O2 Wythenshawe Concord House
Concord Business Park, Threapwood Rd, Wythenshawe,
Manchester M22 0EY

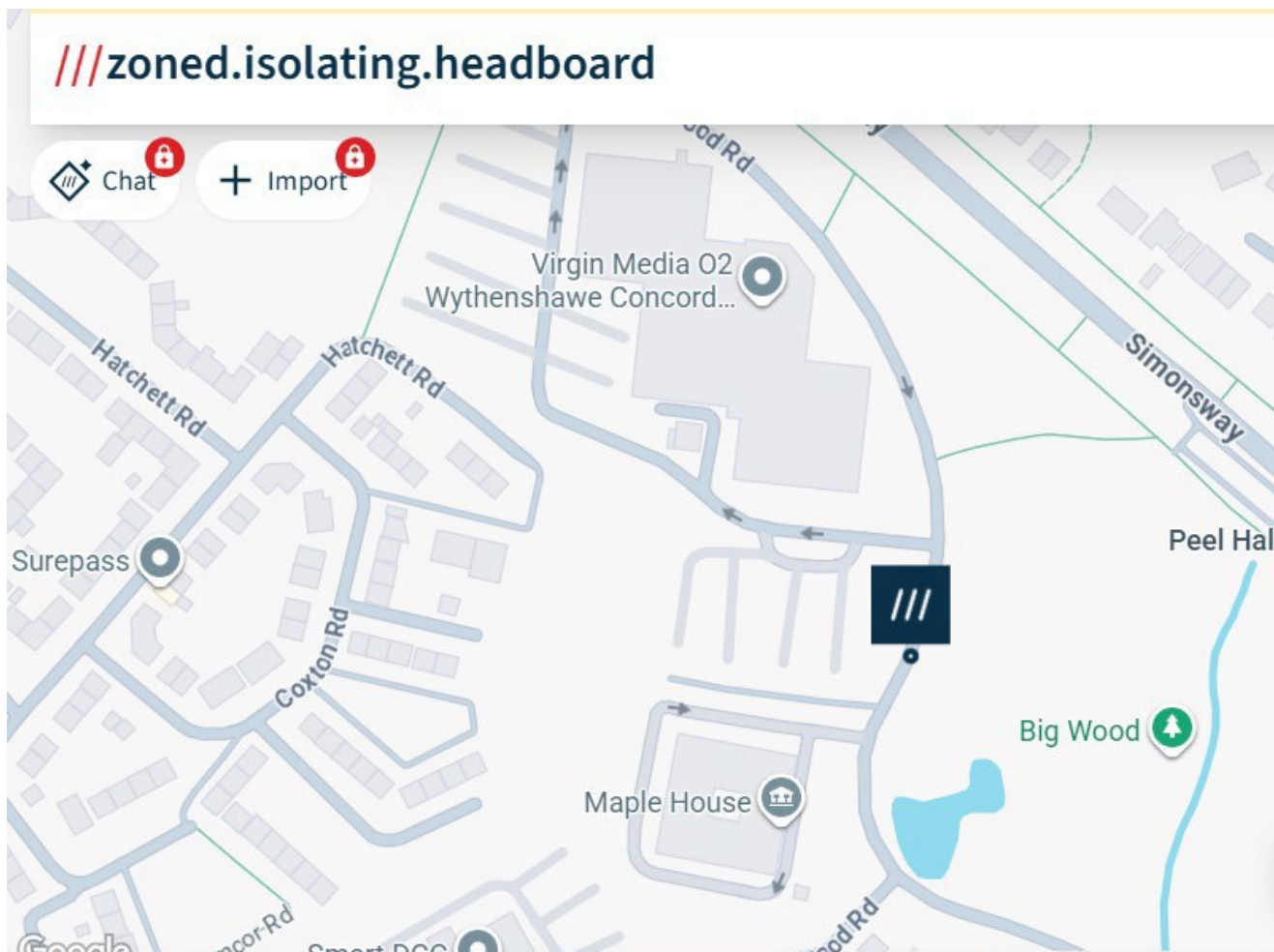


5.5.2 What3Words



ZONED.ISOLATING.HEADBOARD

When calling 999 quote the what3words and address.



5.5.3 Nearest Defibrillator



ARNOLD CLARK & VAN RENTAL (MANCHESTER)
UNIT 14, MANCHESTER, M22 5LH
0161 886 8610

ALWAYS CALL 999 IN AN EMERGENCY

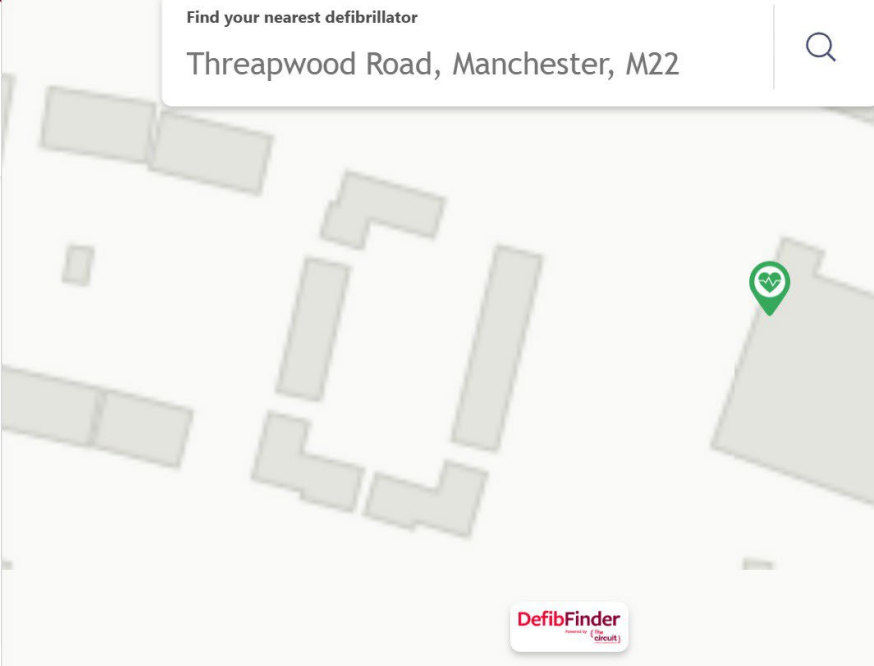


ARNOLD CLARK CAR & VAN RENTAL (MANCHESTER)

Available times Varied
Available Now

Find your nearest defibrillator

Threapwood Road, Manchester, M22



Defibrillator address

ARNOLD CLARK CAR & VAN RENTAL (MANCHESTER),
UNIT 14, MANCHESTER, M22 5LH

Available Times

Monday	08:00 - 17:00
Tuesday	08:00 - 17:00
Wednesday	08:00 - 17:00
Thursday	08:00 - 17:00
Friday	08:00 - 17:00
Saturday	08:00 - 13:00
Sunday	Not available



5.5.4 Emergency Contact Details

	Name	Tel No.	Job Title
Site Contact Details			
 First Aider	TBC		Site Manager
 Fire Warden			Site Manager
	Name / Address	Tel No.	Email Address
Emergency Contact Details			
Fire and Rescue Service	Wythenshawe Community Fire Station, Brownley Road, Wythenshawe, Manchester, M22 5FG	999 (in an emergency)	
Police	Wythenshawe Police Station, Poundswick Lane, Wythenshawe, Manchester, M22 9PQ	999 (in an emergency)	
24 Hour Accident and Emergency Department Address:	Wythenshawe Hospital Southmoor Road, Wythenshawe, Manchester, M23 9LT	999 (in an emergency)	
Gas Supply	TBC		
Electrical Supply	TBC		
Water Supply	TBC		
Local Authority			
Environment Agency Incident Hotline		0800 807060	enquiries@environment-agency.gov.uk
Environment Agency Floodline		0345 9881188	
Health and Safety Executive		Fatal & Major Incidents – 0345 3009923	www.hse.gov.uk

5.5.5 Emergency Arrangements



First Aid

If during the works there is a first aid incident, the following actions will be taken: -

- Inform first aider
 - **Metro Site Manager – TBC**
- Make the area safe
- Treat the casualty
- Call emergency services (if required)
- Report to Metro Contracts Manager



Fire

If during the works a fire incident is discovered, the following actions will be taken: -

- Raise the alarm
- Fight the fire if safe to do so
- Evacuate the building and proceed to the assembly point (shown below)
- Call emergency services (if required)
- Report to the Site Manager/Fire Marshal on the incident
 - **Metro Site Manager – TBC**
- Report to the Metro Contracts Manager

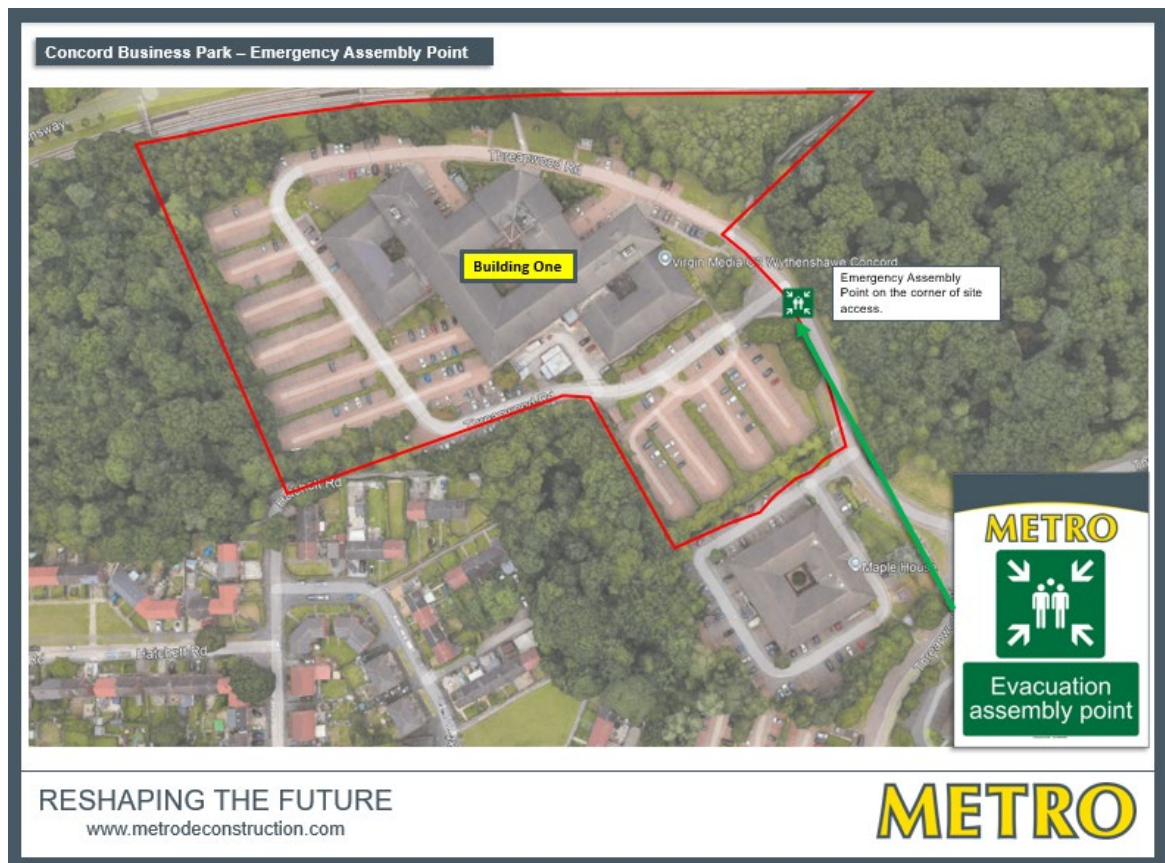
If during the works you hear a fire alarm, the following steps are to be followed: -

- Evacuate the building
- Proceed to the assembly point and wait until told what to do by the Site Manager/Fire Marshal

Spill Incident

If during the works there is a spill of diesel or oil, the following steps are to be taken: -

- Stop the source of the spill if possible
- Use spill kit to close off any drains/waterways
- Use spill kit to clean up spilled liquid
- Dispose of all contaminated spill kit items as hazardous waste
- Report to the Metro Senior Operations Manager in accordance with the Metro Accident Reporting Procedure.



5.5.6 Accident & Incident Reporting

During the works, any accidents, incidents or near misses MUST be reported to the Metro Site Manager who will then communicate this with Metro Health & Safety department who will inform the Client team of all accidents on site.

Metro's Health & Safety department will also be in charge of ensuring the relevant documents are completed and where necessary an investigation into the accident/incident/near miss will be carried out and reviewed.

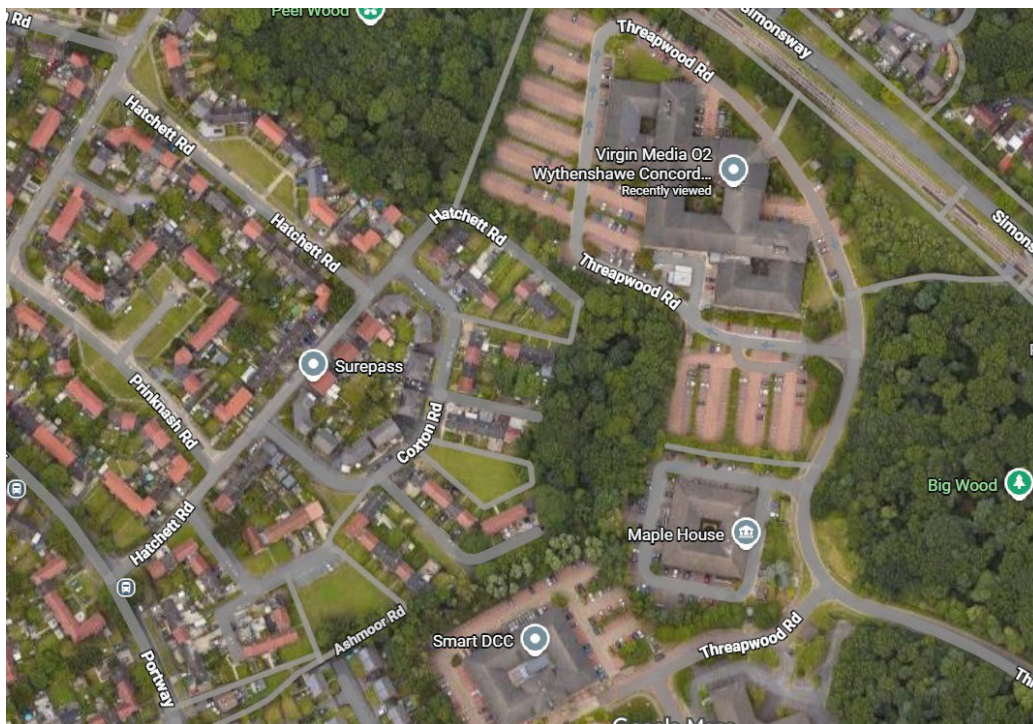
5.6 Neighbourhood Liaison Management

5.6.1 Neighbourhood Liaison Management

Adjacent Land Uses

Surrounding the site are residential and commercial properties with the Concord Business Park progressing further into the south.

Identified Adjacent Land Users



Community relations

Metro considers it of the utmost importance to foster good relations with the surrounding businesses, residents and interested parties. Considerations of our impacts outside the site externals is important.

Contact with neighbours and the general public throughout the demolition programme will be pro-actively managed, with regular updates through meetings, newsletters on progress etc.

All external communications with thirds parties, including the client project representatives, residents, neighbouring businesses and statutory bodies shall be co-ordinated by the Metro Contracts Manager.

Prior to demolition works, Metro will issue a resident's letter to all neighbouring properties, detailing the works taking place and sharing information of effects to the local community. This will include contact details of the Contracts Manager, Site Manager and Metro Office, ensuring occupiers of nearby properties and residents are informed in advance of the works taking place, including programme of works and a point of contact in case of queries.

In the case of work required in response to an emergency, the council, and all neighbours will be advised as soon as reasonably practicable that emergency work is taking place.

Day to day communication between all parties on site will be managed by the Metro Site Manager. This will involve daily briefings of works, consultation with other subcontractors on site and any briefing for site visitors on the site-specific risks of the works.

Metro will also be working closely with the adjacent properties throughout the works to ensure minimal disruption to their activities.

Register of Complaints

Complaints received by the site will be dealt with as follow;

- Metro's Senior Operations Manager/Site Manager will telephone or visit the complainant to establish the exact details and nature of the complaint;
- Where the nuisance is or was temporary and has such ceased, the complainant will be informed, and appropriate remedial action taken;

- Where the nuisance is sporadic a visit will be arranged accordingly to ensure the complaint is verified subjectively;
- A noise/vibration/dust measurement regime shall be established and measures against project standards, if not already in place. Records of live environmental monitoring for noise, dust and vibration will be available should proof be required. Where the measurement exceeds the project standards further mitigations and measures will be established to bring levels in line with the project standards.

A register of complaints will be held within the site office. This register will be available to the enforcing agency for review. Metro will notify the council of all complaints received and exceedances of trigger levels.

5.7 Environmental Considerations

5.7.1 Introduction

This section sets out guidelines for dealing with occurrences that could impact on the environment and forms part of this live document which is to be continually reviewed. As such, it should be read in conjunction with safe systems of work, developed for the project to ensure that interfaces between quality, health, safety and the environment are adequately managed.

All works will be carried out to environmental standard, codes regulations, guidance notes, health & safety conditions, Building Acts or requirements imposed or recommended, which are current at the time.

In particular, Metro shall comply with the requirements of:

- The Health and Safety Executive
- The Environment Agency
- Waste (England and Wales) Regulations 2011 (as amended)
- The Hazardous Waste Regulations 2005
- Code of Practice for Demolition BS 6187
- Control of Pollution Act 1974 and the Health and Safety at Work Act 1974
- Control of Asbestos Regulations 2012
- Control of Dust from Construction and Demolition activities – BRE 2003
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Control of Dust and Emissions from Construction and Demolition – Best Practice Guidance by London Councils and Greater London Authority ISBN 10:1 85261 942 2

5.7.2 Environmental Controls

Site Controls

The following task specific environmental considerations need to be applied when undertaking the works, the controls detailed below will ensure that the environmental risk factors are properly managed.

Items	Control Method(s)	Applicable
Florescent Tubes	Disposal Coffin	☒
Diesel Bund	Drip Tray	☒
	Spill Kit	☒
COSHH Items (Paints, Cleaning Products, etc.)	COSHH Store	☒
Fuel Barrels	Bund	☒
	Spill Kit	☒

LPG / Oxygen Cylinders	Locked Cage	☒
	Fire Extinguisher	☒
Demolition Dust	Water Suppressant (dust boss / fire hoses etc.)	☒
	Dust Masks	☒
	Dust Monitoring	☐
Noise	Section 60/61 Working Hours	☐
	Hearing Protection Zone	☒
	Ear Protection	☒
	Noise Monitoring	☐
Soft Strip Work	Housekeeping	☒
	Dust Masks	☒

Techniques to Control PM10 and NOx emissions from Vehicles and Plant

- Low emission plant fitted with catalysts, diesel particulate filters or similar devices shall be used;
- Plant shall be well maintained, with routine servicing of plant and non-road mobile machinery (NRMM) to be completed in accordance with the manufacturer's recommendations;
- Avoid the use of diesel- or petrol-powered generators and use mains electricity or battery powered equipment;
- Non-road mobile machinery (NRMM) shall use ultra-low sulphur tax-exempt diesel and be fitted with appropriate exhaust after treatment, such as catalysts, diesel particulate filters and emissions recirculatory systems as stated on the approved list managed by the Energy Saving Trust. Details of the plant and control equipment shall be included in the method statement.
- Plant and vehicles shall be located away from the closest sensitive receptors or house in closed environments where possible.

5.7.3 Control of Dust, Noise & Vibrations

Works on site will be conducted under the guidance set in BS5288 Code of Noise and Vibration Control on Construction and Open Sites.

All works will employ the best practicable methods to minimise the effects of noise, dust and vibration that can be practicably applied at reasonable cost, for example, utilising separation cut lines to minimise vibration transfer.

Vibrations is a further, but minor risk during the demolition phase. The measures taken to reduce the acoustics of these operations will assist in mitigating the effects of vibration on neighbours, and their property.

Throughout the works, the Site Manager will continually monitor the live output levels. If acceptable levels are exceeded, works will be stopped at a safe interval and the methodology reviewed along with additional agreed measures adopted where considered necessary.

Where hand held breakers are being used, the Site Manager will conduct an exposure risk assessment and working with project team, define the maximum trigger time allowed. Daily exposure records will be recorded for all HAV exposure.

Control of Dust

During the demolition works, water suppression systems will be utilised.

Refer to yellow tab ref: YT-003

Control of Noise

Refer to yellow tab ref: YT-004

6 OUTLINE METHODOLOGY - PRE-DEMOLITION PHASE

6.1 Pre-Demolition Services

Metro is to progress various services ahead of demolition commencement.

Metro will undertake the following; management services, investigations and pre-implementation works prior to commencement of structural demolition in accordance with the programme provided. These include but not limited to;

- Assistance with dispensing planning conditions
- Secure relevant permissions and approvals from the Local Authority
- Prepare, submit, and secure approval of Demolition Management Plan (this document)
- Liaise with client representatives jointly to close out party wall requirements & conditions
- Develop site specific safe systems of works addressing specific details of high-risk areas of works
- Prepare newsletters and distribute to neighbours and nearby tenants
- Attend routine meetings

The following list of licences and consents are to be obtained prior to works commencing in order to achieve the programme proposed;

- Section 81 Demolition Notice
- Statutory services disconnections
- Asbestos R&D Survey
- Temporary Works Design Agreement
- Scaffolding/Hoarding licence (pavement closure where required)

6.2 Site Fencing/Hoarding

The site will be secure and bounded by existing fencing and 2.4m high timber hoarding in accordance with temporary works specifications. Please refer back to the logistics plan and the hoarding plan below for a detailed view.

Hoarding will be used to secure the site but will not encroach on the existing pedestrian footpath.

Vehicular access will be located at the access junction only and will not extend across the adopted Threapwood Road carriageway.

Pedestrian access to site will also be via a controlled pedestrian door, leading directly to the welfare units beside the vehicular access gates.

Refer to yellow tab ref: YT-005



6.3 Asbestos Removal

Asbestos Refurbishment/Demolition Survey for the building(s) will be produced and issued to Metro Deconstruction Services Ltd. The content of the R&D Survey will be reviewed by the Metro Project team.

Document Ref:

Document number:

Exclusive Summary:

NNLW (Notifiable Non-Licensed Work)

Any Cat B NNLW will be carried out by Metro trained operatives prior to any other works commencing. All works will be completed in a controlled and safe manner with the necessary PPE & RPE and in accordance with the Control of Asbestos Regulations 2012.

Metro will issue a ASB1 where required for any Cat B NNLW works.

NLW (Notifiable Licensed Work)

All licensed works will be carried out by a licensed asbestos removal contractor. A 14-day notification will be issued to the HSE complete with the mandatory ASB5 and work plan for all notifiable works.

This will show positions of de-contamination units, transit routes for the asbestos operatives that will segregate them from the other demolition operatives. It will also show layouts of any enclosures that are to be erected for the notifiable asbestos.

Discovery of Previously Unidentified Asbestos Containing Materials (ACM)

During the works, there is a risk that further asbestos materials, previously unknown of, may be discovered. On discovery of suspected material, operatives will immediately advise the Site Manager who will isolate/fence off the area and install warning signage to alert all on site of the



risks. Head Office will be contacted asap so that samples of the suspect material can be taken and sent for analysis.

Any non-licensable work will be removed as demolition progresses by demolition operatives with Category B Asbestos Awareness training in accordance with Control of Asbestos Regulations 2021 and HSE measures for>NNLW.

Should the material analysis prove to be Licensed work removal, as above, a licensed contractor will be appointed to carry out the removal works.

All asbestos containing materials (ACM's) will be transported to a registered landfill site by licensed haulier.

6.4 Service Disconnections

Existing water supplies to be utilised for dust control during the works.

Metro's appointed electrical and plumbing contractors will attend site and review all current services within the site.

Client Disconnections;

The client team is to arrange for the relevant disconnection quotations and for all necessary payments to be made. All services must be fully disconnected prior to mechanical demolition works commencing. (excluding water supply for welfare and dust suppression during the works)

Metro will manage and co-ordinate the disconnection works on site.

Copies of all disconnection certificates are to be provided to the Metro Site Manager for the whole site prior to works commencing.

Details and locations of all disconnection points will be recorded and submitted within the Project Health and Safety File issued at the end of our works.

Temporary site supplies / 110v transformers to be positioned for use throughout the site.

Below Ground Utilities and Drainage

Before any demolition work commences Metro will confirm the location of the existing sewer connection manhole and, to prevent any debris from being discharged to the external sewer network, shall provide and install expanding type drain plugs on all existing drain connections to the manhole.

A survey of the existing below ground services has been carried out as part of the site investigation works by the client. Copies of this and the utilities searches will be reviewed by the Metro project team prior to any breaking ground.

Records

Details and locations of all disconnection points will be recorded and submitted within the Project Health and Safety File issued at the end of our works.

During site mobilisation, the Metro Site Manager will take photographic images of all utility supply meters if relevant. Any live services left at the end of works will be photographed and identified within the completion Health & Safety File.

6.5 Pre-Demolition Strip Out

Prior to any structural demolition works commencing, the pre-demolition strip out phase will commence. Metro operatives will work to internally hand remove all fixtures and fittings/doors/furniture/non-structural walls etc. as per the specification.

This operation maximises waste management procedures and the recovery of potentially reusable materials, therefore improving sustainability on our projects. It also ensures the building is clear and clean ready for the structural mechanical demolition works to commence.

Refer to yellow tab ref: YT-008

6.5.1 Controlled Drop Zone

Refer to yellow tab ref: YT-009

7 AVIATION SAFETY - DEMOLITION

The following information sets out the procedures and mitigation measures to ensure that demolition activities do not adversely affect aviation safety, in particular those related to operations at Manchester Airport. All works will comply with relevant aviation safeguarding requirements and best practice.

7.1.1 Control of Dust and Smoke

Dust generation will be minimised through:

- Use of water suppression systems (e.g. misting sprays, damping down).
- Covering of stockpiles and debris during high winds.
- Wheel washing for vehicles exiting site.

Burning of materials on site is strictly prohibited.

Activities likely to generate visible plumes (dust or smoke) will be monitored and halted if there is any risk of impairing pilot visibility or being mistaken for smoke signals.

7.1.2 Notification of Frequency Emitting Devices

A register of all radio frequency (RF) emitting equipment (e.g. cranes with telemetry, wireless systems) will be maintained.

Prior to use, details of such equipment (frequency, power output, location, duration) will be submitted to Manchester Airport Safeguarding Team.

Equipment will not be activated until written confirmation or approval is received, where required.

7.1.3 Foreign Object Debris (FOD) Prevention

Site will be securely fenced to prevent debris escape.

All loose materials (including tarpaulins, sheeting, insulation, plastics) will be:

- Properly secured at all times.
- Removed or stored during high winds.

Inspections will ensure no debris becomes airborne.

Vehicles transporting waste will use covered loads.

7.1.4 Temporary Construction Lighting

All temporary lighting if needed will:

- Be positioned and angled **no higher than horizontal**.
- Use shielding/hoods to prevent upward light spill.
- Avoid glare or confusion with aeronautical ground lighting.

Lighting design will be reviewed to ensure no interference with aircraft navigation or pilot visibility.

7.1.5 Drone Usage Procedures

No drone/UAV operations will take place without prior consultation and approval from Manchester Airport.

All drone operations will:

- Comply with Civil Aviation Authority regulations.
- Be planned with defined flight zones, heights, and times.
- Include risk assessments and method statements (RAMS).

A NOTAM (Notice to Airmen) will be arranged where required

7.1.6 Notification of Tall Equipment (CAA CAP 1096 Compliance)

All cranes, piling rigs, or tall plant will be assessed against CAA CAP 1096.

Required notifications will be submitted in advance, including:

- Height (Above Ground Level and Above Mean Sea Level)
- Coordinates
- Duration of use

Equipment will not be erected until clearance is obtained where applicable.

7.1.7 Gas Venting Procedures

Any planned venting of gas (e.g. from pipelines or tanks) will:

- Be coordinated in advance with Manchester Airport.
- Include details of volume, duration, and visual characteristics.

Emergency venting will be reported immediately to the Airport Safeguarding Team.

Measures will be taken to ensure no visible plume could be mistaken for smoke or fire.

7.1.8 Food Waste Management (Bird Hazard Control)

All food waste will be:

- Stored in sealed, covered bins.
- Removed regularly from site.

No open skips containing food waste will be permitted.

Workforce will be briefed on strict waste management procedures to avoid attracting birds.

These measures aim to reduce bird activity and mitigate bird strike risk to aircraft operating at Manchester Airport.

7.1.9 Water Management (Prevention of Bird Attractants)

Site drainage will be managed to prevent standing water.

Measures include:

- Grading of surfaces to ensure runoff.
- Pumping out any accumulation promptly.
- Regular inspections, particularly after rainfall.

Any unavoidable water retention will be treated or covered to deter birds.

7.1.10 Communication and Coordination

- A single point of contact (SPOC) will be appointed for liaison with Manchester Airport.
- Regular updates will be provided regarding:

Programme changes

High-risk activities

- Emergency contact procedures will be established and communicated.

7.1.11 Monitoring and Compliance

- Routine site inspections will ensure compliance with this plan.
- Any aviation-related incidents or near misses will be:
 - Recorded
 - Reported to Manchester Airport
 - Investigated with corrective actions implemented

8 INITIAL METHODOLOGY - DEMOLITION

Please refer to the yellow tabs for project specific and further detailed methodologies.

8.1 Demolition Works

No demolition will take place until: -

- All services are disconnected and service disconnection certificates are received
- An Asbestos R&D Survey has been conducted and reviewed, and materials have been identified and removed
- Sufficient isolation of the area to safely carry out the demolition and protect the public from the works is complete by means of:
 - Controlled drop zones/exclusion zones
 - Heras fencing segregation

Once the above has been completed and strip out works completed to leave the structure clear of deleterious materials and safe, all existing buildings will be demolished using mechanical means down to ground floor slab.

Additional RAMS will be issued as required if there are changes to the demolition process as per the scope of works.

8.1.1 Forming of Safe Working Area/Exclusion Zone

To ensure the site remains a safe working environment, forming safe working areas and exclusion zones is imperative. Prior to any demolition works commencing, it is necessary to form a safe exclusion zone around the machine working area and to allow for any materials which may be deposited.

Pedestrian safe routes will be set up through the site for safe access to the demolition area.

The exclusion zone will be demarked using heras fencing, debris netting secured and safety signage fixed.

As the works progress to others areas of the site, the safe routes will be relocated where required by the Site Manager's instruction.

All persons on site will be briefed regarding the risk and this will be clearly identified at the time of site inductions and daily briefings.

The extent of any exclusion zone area will be determined by the Site Manager on site and implemented accordingly. This is subject to change as directed by the Site Manager who is in control of the works.

8.1.2 Existing Building Information

The existing buildings on site comprise of brick-built office buildings of traditional construction. The external structures are generally two to three stories in height and of masonry construction, with external elevations formed in facing brickwork.

8.1.3 Existing Buildings – Photographs





8.2 High Reach Machine Demolition

Refer to yellow tab ref: YT-0010

8.3 Low Level Machine Demolition

Refer to yellow tab ref: YT-0011

8.4 Temporary Works

Other than the required for timber hoarding, there are no further temporary works requirements.

8.5 Slabs and Foundations

Upon the completion of mechanical demolition down to ground floor slab, demolition plant will begin to remove the ground for slabs and foundations, breaking the slab with breaker and bucket attachments, folding the slab back into the site demise.

Refer to yellow tab ref: YT-0012

8.6 Crushing on Site

In conjunction with the lifting of slabs and foundations across the site, Metro's on-site crusher will begin operations of crushing the arising concrete/hardcore materials from the demolition works, leaving certified stockpile material in accordance with the client's specification, ready for use within the future development.

Refer to yellow tab ref: YT-0013

9 COMPLETION REPORT

9.1 Health & Safety File

Upon completion of the works Metro will produce a Health and Safety File as required under the Construction (Design & Management) Regulation 2015 Part 3, Regulation 12.

This will contain the following information as applicable:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with/left
- Information on any remaining temporary works structures, with design and calculations provided
- Information regarding the removal or dismantling of installed plant and equipment
- The nature, location and marking of significant services
- Waste Removal information and a complete waste report containing actual figures on the removal of waste and recycling outputs for the project
- Testing Certificates and Reports

10 SIGN OFF

10.1 Document Sign off Sheet

In signing this document, you acknowledge your understanding and acceptance of all of the information given, and specific requirements for this project including information within documentation included as appendices.

Project Name:	Concord Logistics
Project No:	25 144
Subject Title:	25 144_DMP_R0

Date	Full Name	Signature

APPENDIX 1 – YELLOW TABS REGISTER

In this document various sections refer to our yellow tab system, general arrangements and methods used on Metro projects. See below the yellow tab register and those specific for this project, identified and included within this appendix.

Project Name:	Concord Logistics
Project No:	25 144
Subject Title:	25 144_DMP_R0

Metro Yellow Tab Register:

Ref Number	Task / Method Described	Applicable
YT-001	Welfare set up	☒
YT-002	PPE	☒
YT-003	Dust Control	☒
YT-004	Noise Control	☒
YT-005	Hoarding Installation & Branding	☒
YT-006	Scaffolding Installation & Branding	☐
YT-007	Tree Protection	☐
YT-008	Pre-Demolition Strip Out Works	☒
YT-009	Controlled Drop Zone	☒
YT-010	High-Reach Mechanical Demolition Works	☒
YT-011	Low-Level Mechanical Demolition Works	☒
YT-012	Slab & Foundations Removal Works	☐
YT-013	Crushing Operations	☒
YT-014	Asbestos Removal Works – Wet Drop Method	☐
YT-015	Asbestos Removal Works – Hand Picking	☒
YT-016	Asbestos Removal Works – Roof Sheet by Hand	☒
YT-017	Confined Spaces	☐
YT-018	Structural Monitoring	☐

WELFARE SET UP

WELFARE SET UP

It is Metro's responsibility, where acting as Principal Contractor, to ensure all sites have installed adequate welfare facilities which commensurate with the number of personnel and the site conditions and situation, in accordance with CDM 2015 Schedule 2.

Pedestrian Segregation

It is a safety requirement that all welfare areas/compounds are sufficiently segregated from all demolition areas, moving traffic and car parking area. On all of Metro's sites, our welfare compound areas have heras fencing is installed to create a perimeter to the area for segregation with two pedestrian gates installed:

1. Access to and from car parking area into welfare compound
2. Access to and from the demolition area into welfare compound

Example of Red Pedestrian gate;



Office and Welfare Accommodation

Office and welfare accommodation will be located as shown within the site-specific Demolition Management Plan document, please refer to this document for site specific arrangements.

Site Accommodation will be supplied, usually by way of double stack units with stairs, a sole generator unit and separate toilet block unit. Facilities will include, but not limited to:

Canteen

- Drinking Water
- Warm Water
- Food heating Facilities
- Hand Washing Facilities
- Fridge Facilities
- Kettle & Hot Drinks Facilities
- Heating / Cooling Facilities

Office

- Desk and Chair
- Notice Board
- Electric points for Laptop / IT equipment

Drying / Changing Rooms

- Heating / Cooling Facilities
- Changing Area
- Seats
- Storage for Clothing

WELFARE SET UP

Meeting Room

- Desks and Chairs
- Notice Boards
- Electric points for Laptop / IT equipment

Toilets

- Both Male and Female toilet units
- Access to Female toilet controlled
- Handing Washing Facilities
- Hand Drying Facilities

A temporary water supply will be utilised on site to supply fresh water to welfare units.

Suitable arrangements for working in both sunny and inclement weather will be available.

Smoking

No smoking is permitted on site other than in allocated welfare areas which are identified by way of Metro Signage and segregated area with seating and facilities for smoking waste.

Emergency Arrangements Set Up

As a requirement Metro ensure there is an identified and clearly displayed signage to the Emergency Assembly Point in the event of an emergency.

As standard Metro provide arrangements for First Aid, Eye Wash, Fire Point, and Spill Kit.

First Aid – First aid kit is available within the welfare area, named first aiders and identified first aid point with signage.

Eye Wash – An eye wash station is available within the welfare area next to the first aid point.

Fire Point – A fire point station is set up within the welfare area, clearly identified and signed fire point with Fire Action poster, fire alarm, emergency assembly point location plan and foam, power and CO2 fire extinguishers available.

Spill Kit – A spill kit is available within the welfare area; clearly identified and signed spill kit point with 50 litre kit available for emergency use and spill kit arrangements poster.

Example of Emergency Arrangements set up:



WELFARE SET UP

Marketing & Branding

It is a company requirement that all health & safety signage displayed within the welfare compound area, and on site, is branded in accordance with Metro's branding and marketing policy.

Example of Branded Health & Safety signage:



Occasionally and where required, depending on the project set up and requirements of the Metro Marketing Manager, Metro branded debris netted banners and/or Metro branded hoarding banners will be installed.

Example of branded banners:



Example of Metro Standard Double Stack Welfare Set Up



WELFARE SET UP



WELFARE SET UP



PPE (PERSONAL PROTECTIVE EQUIPMENT)

PPE & RPE REQUIREMENTS

Metro Deconstruction Services Ltd understands that PPE should only be utilised as a last resort and as such undertakes assessments to eliminate / reduce / control workplace hazards and where possible isolate its employees from workplace hazards.

It is however, by the nature of the activities undertaken by the company and because of the assessment process, necessary to provide PPE to further improve the Health and Safety of our employees.

We shall therefore ensure that suitable and sufficient PPE is made available to all employees and that those employees are instructed on its safe use, maintenance and storage requirements prior to issue.

Minimum site PPE requirements:

Personal Protective Equipment (PPE) Control Measures



Task Specific PPE & RPE

Additional task specific PPE & RPE is to be used in addition to the above standard requirements, as required by the task being carried out and by the Site Manager.

PPE					
Required?	☑	☑	☑	☑	☑
Type	Googles BSEN 166 A/B	Ear Protection BSEN 352	Coveralls Type 5/6	Burning Gauntlets	Harness & Fall Restraint
Activities	Burning Works / High Impact Works	Noisy Works / Use of Pneumatic Breakers	Asbestos Works / Clearance of Contamination	Burning Works	Scaffold Installation / Work at Height

PPE (PERSONAL PROTECTIVE EQUIPMENT)

<u>RPE</u>			
Required?	☒	☒	☒
Type	Visor	Dust Mask (min FFP3)	Respirator (Full Mask)
Activities	Breaking of Glass	High Dust Output Activities / Concrete Break Out	Asbestos Works

<u>Other</u>	☒
Details	As detailed with activity site specific safe systems of work.

DUST CONTROL

CONTROL OF DUST ON SITE

At Metro Deconstruction Services Ltd we understand our responsibilities to our workers, visitors and the environment regarding dust.

Exposure to dust and fumes should be prevented where practicable, and must at least be controlled. Breathing in dust and fumes can have both acute and chronic effects, and can cause long-term health problems.

Dust may present itself as a hazard during demolition works. Dust emissions will be controlled at the working face and loading away area by water dust suppression techniques. The quantity of water emitted by the techniques will be regulated and controlled to prevent any flooding.

To reduce the risk of dust fallout from our works, various dust suppression techniques will be adopted throughout the works as required, the necessary dust suppression techniques will be determined by the Site Manager and task specific methodology.

Generally, It is not envisaged that the demolition of the structure will be of particular risk of creating high dust levels. However, to reduce the risk of dust fallout from the works, various dust suppression techniques will be adopted throughout the works as required.

Techniques for reducing dust emissions will include, but not limited to;

- 2.4-meter-high timber hoarding installed to the agreed boundaries of the site to act as a screen of noise. Where agreed levels are exceeded, sound absorbing matting can be installed along the inside of the hoarding.
- Existing water supply on site utilised in conjunction with high pressure jetters and/or fire hoses to direct the water at the source of any demolition activities.
- Dust control systems such as 'Dust Buster' (as shown in image below) installed to direct a fine mist at the source of any machine demolition to concrete/brick structures.
- No explosive blasting.
- No burning of waste materials on site.
- Ensure disposal of run-off water from dust suppression activities and cleaning is in accordance with the appropriate legal requirements.
- Reduced movement / no unnecessary movement of materials that can create dust to avoid being whipped up into the air, becoming airborne.
- Periodic dampening down of any stockpiles of materials to avoid dust being whipped up into the air, becoming airborne.
- All dust control equipment is maintained in good condition and record maintenance activities.
- All vehicles carrying loose or potentially dusty material to or from the site are fully sheeted.
- Provide clean hard standing for vehicles and clean using wet sweeping methods.
- Provide the use of wheel-wash facilities near the site exit. Monitor for track-out of mud and detritus.
- Routinely clean the public highways and accesses using wet sweeping methods especially during dry periods;
- Store materials with the potential to produce dust away from site boundaries.
- Sheet, seal or damp down stockpiles of excavated material held on site.
- Avoid double handling or material wherever reasonably practicable.
- Sheet or otherwise enclose loaded bins and skips for removal.

DUST CONTROL

- Minimise drop heights whilst loading/unloading of material.
- Any loose materials brought onto the site shall be protected by appropriate covering
- Site personnel shall be trained in dust mitigation and a manager shall be present for managing dust on site.
- All vehicles and machinery to be well maintained and serviced. Regular inspections carried out.
- Record any exceptional incidents causing dust episodes on or off the site and the action taken to resolve the situation.
- Ensure live drains (storm/foul or combined) are sealed with 1000-gauge plastic and building sand to prevent entry into the sewage system.



Environmental Monitoring

Where required, dust monitoring equipment will be installed, as detailed within section 5.8.6. of the Demolition Phase Health & Safety Plan.

This will, at minimum, comprise the continuous monitoring of particulates (PM10 and Total Suspended Particulates (TSP)).

Throughout the works, the Site Manager will be able to continually monitor the dust output levels. If acceptable levels are exceeded, works will be stopped at a safe interval and the methodology reviewed along with additional dust suppression measures adopted where considered necessary.

Monitoring Trigger Levels & Actions

	Levels	Site Actions
GREEN	Working under limits set	Continue with works
AMBER	getting close to limits set (still within safe levels)	Continue with works but review method to see if working method can be changed to bring levels back to green.
RED	Over limits set	STOP WORKS Review working method, change method, recommence work using the agreed revised working method and continue to monitor results ensure levels are back down to safe, amber or green.

NOISE CONTROL

CONTROL OF NOISE ON SITE

At Metro Deconstruction Services Ltd we understand our responsibilities to our workers, visitors and the surrounding properties/neighbours regarding noise.

Unfortunately, with any demolition works, there will be periods of time when noise will be produced.

Where required, protective scaffolding will be erected to the externals of the buildings with 2.4-meter-high timber hoarding installed to the agreed boundaries of the site.

Works shall be carried out in accordance with the requirements of the Control of Pollution Act 1974 and BS 5228: 2014: Code of Practice for Noise Control on Construction and Demolition sites.

Many of the activities which generate noise can be mitigated to some degree by careful operation of machinery and use of tools. This will be addressed by toolbox talks and site inductions given by the Site Manager.

Techniques for reducing noise will include, but not limited to:

- Delivery vehicles and mechanical plant will be maintained in a good and effective working order and operated in a manner to minimise noise emissions. All plant complying with the relevant statutory requirements.
- Compressor, generator and engine compartment doors will be kept closed and plant turned off when not in use.
- Metro will use mechanical pulverising equipment where possible to reduce the use of noisier mechanical breakers. Where they would have to be used, these can be restricted to an agreed 2 hour on/off schedule of works.
- Care will be taken when unloading vehicles to avoid unnecessary noise.
- Drop heights will be minimised when loading vehicles.
- Vehicles will be required to switch off engines when waiting to be loaded.
- 2.4-meter-high timber hoarding will be installed to the agreed boundaries of the site to act as a screen of noise. Where agreed levels are exceeded, sound absorbing matting will be installed along the inside of the hoarding and silencing devices an option.

Environmental Monitoring

Where required, noise monitoring equipment will be installed, as detailed within section 5.8.6. of the Demolition Phase Health & Safety Plan.

Throughout the works, the Site Manager will be able to continually monitor the noise levels. If acceptable levels are exceeded, works will be stopped at a safe interval and the methodology reviewed along with additional noise suppression measures adopted where considered necessary.

Where agreed levels are exceeded, an option would be sound absorbing matting installed along the inside of the hoarding and silencing devices an option.

Noise monitors will conform to a minimum Class 2 integrating sound level meter that simultaneously records LAeq, Lmax, L90 and L10 noise levels.

NOISE CONTROL

Monitoring Trigger Levels & Actions

	Levels	Site Actions
GREEN	Working under limits set	Continue with works
AMBER	getting close to limits set (still within safe levels)	Continue with works but review method to see if working method can be changed to bring levels back to green.
RED	Over limits set	STOP WORKS Review working method, change method, recommence work using the agreed revised working method and continue to monitor results ensure levels are back down to safe, amber or green.

Noise Limits & Restrictions

It is proposed that the following restrictions will apply for all activities beyond the boundary of the site as defined by any further agreements / LA requirements:

LAeq Day	Time Period	Noise Levels					
		1m from dwelling or other residential property		1m from school or other teaching facility		1m from building used for Office purposes	
		Period	LAeq	Period	LAeq	Period	LAeq
Mon - Fri	08:00-18:00	10 hours	75	1 hour	65	10 hours	75
				1 min	70		
Sat	0800-1300	5 hours	75	1 hour	65	5 hours	75
				1min	70		

Where plant and/or equipment are used continuously and cannot remain below the noise limits even with mitigation measures and best practicable means employed, then it may be necessary to employ a staggered approach to any high risk works to ensure that the mean average levels over a 10-hour period do not exceed acceptable limits.

Any requirement for staggered working hours will be agreed via consultation with the project team and Local Authority.

'Standard' hours permitted for noisy work will normally be the following;

08:00 – 18:00 hours (Monday to Friday)

08:00 – 13:00 hours (Saturday)

No noisy working is permitted on Sundays, Bank or Public Holidays.

Reduced Impact Hours

It may also be necessary to apply time restrictions on noisy works to reduce noise disturbance to businesses. These times are known as 'reduced impact hours' which are typically as follows;

10:00 – 12:00 hours (Monday to Friday)

14:00 – 16:00 hours (Monday to Friday)

NOISE CONTROL

'reduced impact hours' are put in place to give nearby commercial occupiers at least 4 hours without noisy working from street and construction sites during the working day. These periods may be subject to variation in particular circumstances, for example during lunchtimes, adjacent to eating places or businesses where the majority of trade is carried out at lunchtimes.

Work outside standard hours and during reduced impact hours

Outside 'standard hours' and during 'reduced impact hours' the following noise generating activities will not usually be permitted where the activities are likely to cause disturbance.

- Cutting using power tools
- Breaking out using power tools
- The use of impact fasteners
- The loading of heaving materials

STANDARD HOARDING

STANDARD HOARDING INSTALLATION & BRANDING

It is Metro's responsibility, where acting as Principal Contractor, to ensure all sites are securely bounded for reasons of both security and deter public access for safety.

The installation of timber hoarding, whether "on blocks" or "dig & post" is classed as a temporary works structure. Therefore, the relevant documentation will be produced prior to any installation commencing.

Security & Deterring Public Access to a Demolition for Safety

It is a safety requirement that all Metro demolition sites are sufficiently secure at all times.

Preferably to ensure maximum boundary security, 2.4m high timber hoarding will be installed to the whole perimeter of the site.

Should the client not require full timber hoarding to the complete perimeter of the site, any existing fenced boundaries of the site are to be secured/repared/monarflexed to ensure security.

Permissions

Prior to any installation of timber hoarding the relevant permission must be agreed and any licenses/permits in place.

All timber hoarding will be installed in accordance with the Local Authority requirements and any licenses/permits required.

Temporary Works Requirements

All timber hoarding plans, once locations agreed with the Client team and Local Authority, will be accurately designed with detailed calculations by a temporary works engineer and installed in strict accordance with the temporary works requirements.

Access

2.4m timber hoarding will be installed with provisions for at least one double vehicular access gate and at least one pedestrian access gate (specific requirements will be shown within the hoarding plan provided in the Demolition Phase Health & Safety Plan).

Example of Access gates (Double Vehicle Gate with Pedestrian Gate to the left);



Installation

All timber hoarding installations will be carried out in accordance with temporary works design and calculations as agreed with the Client team and Local Authority.

STANDARD HOARDING

Once installed the externals will be painted to the client specification requirements.

Lighting

External lighting will also be installed in accordance with the scope of works and client specification requirements.

Example of Timber Hoarding with external lighting:



Design Types of Timber Hoarding

Timber Hoarding on Concrete Blocks

In some instances, it is not possible and/or is not preferable to the Client or Local Authority to dig into the ground for timber hoarding installation, especially if the particular stretch is going to be temporary installation. In these cases, "timber hoarding on concrete blocks" will be installed.

Example of Timber Hoarding on Concrete Blocks:



Dig and Post Timber Hoarding

Where a more permanent timber hoarding structure is required, "dig and post timber hoarding" will be installed.



STANDARD HOARDING

Timber Hoarding Specification & Branding

It is a company requirement that all timber hoarding is installed in accordance with the below Metro Branding requirements to the external of the hoarding and the Company Identity Guidelines.

Company Logo – Incorrect Usage

Controlling the exposure of the Metro is extremely important. When displaying the logo it is essential to maintain consistency, otherwise this will weaken the image of Metro and its branding. Only use vector artwork of the logo, which can be obtained from the Marketing Manager.

- ✗ DO NOT STRETCH THE LOGO
- ✗ DO NOT ALTER THE COLOUR OF THE LOGO
- ✗ DO NOT USE INCORRECT RESOLUTION OF THE LOGO
- ✓ USE THE CORRECT LOGO
- ✓ REQUEST GUIDANCE FROM MARKETING MANAGER IF UNSURE

Colour

The timber hoarding itself will be painted to the Client's specification requirements. Should the Client not specify a colour, Metro will paint the hoarding Black.

Hoarding Specification

- ✓ 18mm plywood sheets to be used (2440mm x 1220mm)
- ✓ Skirting Rail top and bottom (150mm x 25mm)
- ✓ Vertical timber lath between sheets (50mm x 25mm)
- ✓ External lighting as per Client/Local Authorities requirements
- ✓ Painted to as per Client's specification
- ✓ Metro Health & Safety Correx Board Signage as per the below
- ✓ NO visible timber to be left unpainted (externally)

Metro Signage (Correx & Material)

- ✓ All signage should be stretched tight across their surface – fixed securely, no flapping edges, no folds
- ✓ All signage should be level with all other signage

Example of Branded Correx signage:



STANDARD HOARDING



Example of Branded Correx signage:



Pedestrian Gate & Vehicle Gate



PRE-DEMOLITION STRIP OUT WORKS

PRE-DEMO STRIP OUT

The aim of the pre-demolition strip-out works is to leave the structure of the building as clean as possible, ready for mechanical demolition to commence.

All non-structural materials, (other than those identified on drawings), and plant) other than specifically identified by the services consultant) shall be removed with the disposal of all materials off site.

Incoming statutory services and other building services as specific by the services consultant shall be secured and protected and left in a safe manner.

Soft strip works will commence post removal of all asbestos containing materials (ACM's) and will include the removal of:

- Non-structural partitioning
- Joinery: doors, frames, fixed furniture etc.
- Fixtures and fittings
- Mechanical and electrical and sanitary fixtures, fittings and services
- Roof and internal plant
- Skirting boards, dado rails and cornices
- Floor finishes, including carpets, linoleum, and tiling
- Fixed furniture
- Suspended ceilings

Prior to any works commencing, Metro management will have in their possession termination certificates confirming that all electrics are dead, all gas pipes have been isolated and purged and all tanks have been drained down.

Windows will be opened to provide sufficient air movement in order to maintain a safe working environment. Extractor fans will be used, if necessary, where additional ventilated is required.

A fine water spray mist bottle will be used to suppress dust emissions.

The soft strip will be carried out using hand tools. These hands tools will include;

- Mattocks
- Hammers
- Screwdrivers
- Pneumatic and electrical breakers
- Grinders

The work face and access/egress routes will be progressively cleared using brooms, shovels and wheelbarrows.

Where soft strip is at high level, mobile scaffold podium towers will be erected by competent PASMA trained operatives.

Where possible cold cutting techniques using reciprocating saws will be utilised. Where necessary operative will apply the use of cut-off saw grinders or oxy/propane burning gear. All hot works will be carried out in accordance with a signed off hot works permit.

Larger soft strip items will be broken down once removed to facilitate removal and reduce the weight.

Any refrigerant gases from any a/c units will be recovered by a specialist contractor and removed from site.

Any florescent tubes will be removed from lighting units and disposed of as per current regulations.

PRE-DEMOLITION STRIP OUT WORKS

Statutory double hand rails and toe boards will be erected around any holes that are formed.

Soft strip will be undertaken to remove all rubbish, timber, plywood and glass from the buildings starting top down, generally.

Metro recommend to remove arisings from any upper levels with by means of 'controlled drop zones' to reduce manual handling of materials.



CONTROLLED DROP ZONE

CONTROLLED DROP ZONE

During strip out and demolition it may be necessary to form drop zones for depositing of materials from the upper levels.

When utilising drop zones, Metro will ensure that suitable guard rails are place to ensure that any risk of fall is avoided.

The extent of the exclusion zone area will be determined by the Site Manager on site and implemented accordingly. This may be subject to change as directed by the Site Manager in control of the works.

Example of Controlled Drop Zone:



HIGH REACH MECHANICAL DEMOLITION WORKS

HIGH REACH DEMO WORKS

The excavator will progressively cut through and remove supporting beams, these will then be broken through and lowered to ground level. Using a technique of first the upper horizontal beams will be cut through with the excavator jaws and lowered to the ground, once all horizontal beams above the vertical columns are removed, the columns will be partially cut through at the base then folded over into the building.

This will be repeated progressively floor by floor working from the rear to front of the building.

Throughout the process dust levels will be monitored and controlled using spray or hoses where necessary.

Example of High Reach Demolition:



LOW LEVEL MECHANICAL DEMOLITION

LOW LEVEL MACHINE DEMO

Demolition of low-level structures will be undertaken by the use of a 360-degree excavator and by Metro trained operatives, utilising hand demolition in sensitive areas where required (i.e. party walls, asbestos removal).

Using the 360-degree excavator, the roof will be broken through and removed in sections, leaving the wall structures of the building exposed.

The building will then be demolished in a manner such that it is stepped from the top progressively downwards with the operative working to the nearest structural columns/bay/walls.

Works will cease at regular intervals as the brick-work walls are being brought down to enable the arising materials to be pulled back from the working area to the designated stock piles to leave the working area clean and clear for progression.

All remaining arisings will be stockpiled in the material processing area ready to be crushed on site or removed as necessary.

Dust suppression will be used when needed and noise will be monitored at all times.

Example of Low-Level Machine Demolition:



SLABS AND FOUNDATIONS REMOVAL WORKS

SLABS AND FOUNDATION WORKS

All slabs and foundations within the site demise are to be removed down to a depth of 2.0m. This includes all foundations, slabs, drainage and any other obstructions: Break out to the full extent of the site. All works must be in accordance with the scope of works.

No breaking into the ground will commence until a review of the site utility supply drawing is made and disconnection certifications for all services are received by the Metro Site Manager.

Slabs and foundations shall be removed by the use of the 360 hydraulic excavators fitted with bucket and breaker attachments. Using the breaker, the slab will be broken down into manageable sections before being folded back from the area by the excavator bucket and transported to the processing area for crushing.

All excavations are to be backfilled with fill material or site crushed won material in compacted layers.

All excavations formed due to removal of obstructions, soft spots or deleterious materials shall be backfilled with material obtained from site crushed stockpiles.

On the discovery of contaminated earth, Metro will identify, mark and log all areas of known and suspected contaminated earth found on site for analysis, removal and/or remediation.

There is always a possibility of discovering unrecorded voids, tanks, chemicals etc during demolition. Metro will identify, mark and record on marked up plan prior to producing methods for safe removal, filling etc for approval.

Once all slabs, foundations, drainage and underground structures and obstructions have been removed, crushing on site of materials will begin and the site completion levels and earthworks will commence.



ON SITE CRUSHING OPERATIONS

ON SITE CRUSHING/ SCREENING

All hardcore and concrete will be crushed in a designated segregated crushing/ screening position which will be demarked on site.

Consideration will be given to ensure that the crushing/screening operations take place at the greatest distance possible from any other nearby buildings/users of the area to minimise disruption and ensuring the risk of being exposed to any dust is reduced further. The hardcore/concrete material will be crushed to a 6F2 Specification initially to be stockpiled and/or cleared from site.

Prior to any crushing/screening operations taking place, Metro operatives will proceed to saturate the stockpile with water using hoses on site. Metro have a standpipe that will be used in order to manage/monitor the usage. This process will be repeated as required and at the beginning of each shift before crushing/screening commences. Further to this, the mobile crushing/screening plant will also be fitted with spray nozzles that will produce a mist over the crushed material as it leaves the discharge belt.

The works will consist of the loading of material from the stockpile with a 360 excavator into a mobile crusher, crushing/screening the material to the specification as agreed. The materials crushed will then be stockpiled in the designated crushing area.

Wherever possible, material should be selected from the stockpile in sizes that will pass through the crusher. In the event of a blockage occurring, wherever possible, it should be cleared by using the probe method. This being; to use a 360 excavator to redirect blocked material to allow it to be crushed. Excavator operators may require direction from the crusher operator. In this case extreme caution should be exercised and the crusher operator should stand in a safe place whilst probe is in contact with material.

At no time should the crusher operator attempt to climb or remove any items from the moving jaws of the crusher.

Direction from operator will not be required if excavator is in an elevated position allowing view into jaw area of crusher.

Once all crushed material has been screened and processed on site, it will be left in the stock pile on site ready to be utilised during the construction phase.

Scope of Guidance

The scope of this guidance is to define the roles, safe working practices and acceptable levels of control needed to use a mobile crusher in a demolition environment. For the purposes of this guidance, a mobile crusher is defined as a wheel or track-mounted machine incorporating a jaw or impact type crusher that allows it to crush concrete, bricks, blocks and other forms of construction and demolition waste. Mobile crushers are not designed as shredders and are generally unsuitable for the processing of timber, plastics or any materials in which asbestos may be present. For the purposes of these guidance notes, no other type of equipment is considered. This document is not intended to replace the equipment operators' or instruction manual but to supplement them and to aid in the planning, evaluation and utilisation of mobile crushers.

Keys Risks

- Machinery Guarding
- Clearing blocked or stalled crushers
- Slips and trips
- Transport – Coming into contact with excavators loading the crusher

Typical Layouts

Mobile crushers are normally fed from loading shovels, backhoe excavators or from other processing machinery; a conveyor, for example. In its simplest form it will be a stand-alone machine, fed directly with the material to be crushed and discharged into a stockpile. If the material to be crushed is reinforced concrete, Screening equipment will be placed over the discharge conveyor separating 6F1 from 6F2 and 6F3. material from bigger a magnetic

ON SITE CRUSHING OPERATIONS

separator will often be positioned over the discharge conveyor to remove the metal and prevent it from contaminating the production run material.

Feeding

If the mobile crusher is to be fed directly by a loading shovel or excavator, then:

- Excavator standing pads should be suitable (stable) and should be high enough for the operator to be able to monitor the feed hopper from the cab. Safe access to the excavator must be provided for the operator.
- Where wheeled loading shovels are used, then the ramp should be wide enough to allow for adequate edge protection (min 1.5m high) on either side of the ramp as well as for the tracking of the machine.
- The maximum gradient of the ramp should be within the capacity of the loader (a maximum gradient of 1:10 is recommended)
- The last few metres of the ramp should be level so that the machine is not discharging uphill, thus enabling operators to more easily monitor the feed. The loading shovel will also be more stable. Ensure pedestrians and obstructions are excluded from the working area. If the crusher is to be fed directly by a conveyor;
- All dangerous moving parts of machinery should be suitably guarded.

Failure to replace guards (on crushers and conveyors) after cleaning or maintenance work is a major cause of injury on these machines.

Blocked Crusher

Causes of crusher blockages can be grouped under two main headings:

- Stalling due to:
 - Electrical or mechanical failure
 - Material jammed in the chamber causing an overload
 - Overfeeding material
 - Entry of tramp metal or wood
 - Excessive clay or other fines in the crushing/ screening cavity preventing small material passing through the crusher
- Bridging due to:
 - Oversize feed material

A foreign body in the crusher feed or discharge chamber obstructing the feed material

Prevention

Working on the premise that prevention is better than cure, every effort should be made to prevent oversize material or tramp metal entering into the crusher feed hopper by:

- Reducing oversize material by drop ball, hydraulic breaker, pulveriser or other means
- Training and instructing the loader driver not to load oversize material
- Following the manufacturers recommendations on the rate, presentation of feed and crusher settings
- Instituting a programme of good housekeeping to prevent scrap steel entering shovel buckets
- Ensuring the size of buckets are appropriate to the capacity of the crusher
- Regular inspections of metal parts (e.g., bucket teeth and dumper wear plates etc) to ensure they are unlikely to break off and enter the crusher feed
- The strategic placing of electrical magnets and/or the installation of metal detectors to prevent tramp metal from entering the crusher

ON SITE CRUSHING OPERATIONS

- The use of level indicators for feed control
- Maintenance of drive systems

A properly designed mobile crusher operation should not need any person to be present on the crushed access platform during normal crushing/ screening operations. Being on the access platform during normal operation present the following risks:

- Struck by objects ejected from the crusher, such as pieces of stone or metal
- Being pulled into the crushing/ screening chamber when attempting to pull out contaminants (e.g. reinforcing bar)
- Struck by the loader bucket if the access platform is within the working radius of the loading machine (for 360-degree excavators)
- Falling if adequate guardrails and access arrangements are not provided
- Noise. Process noise at this level can cause deafness
- Dust, especially in the case of crushing/ screening concrete or bricks or any other high silica content material. Breathing silica dust can cause serious respiratory diseases.

Whole body vibration. Anyone on the platform could be subjected to constant low frequency vibration. It may be necessary for a person equipped with the appropriate PPE (e.g. ear defenders, dust mask, eye protection, hard hat, protective footwear, high visibility outer garment) to spend a few minutes setting the feed speed initially if there is no remote facility. The feed should then be controlled from the machine feeding the crusher by varying the loading rate into the feed hopper.

Stalled Crusher

A stalled crusher should be treated as possibly being jammed with tramp metal, which could be ejected with fatal consequences. Written instructions should be issued to plant operators. This should detail the procedures to follow in the event of a crusher stalling. These instructions should include the following:

- Isolation of motive power to the crusher and associated plant procedure in operation at the site
- Clear the area of all personnel
- Notify the site manager of the stalled crusher, if after careful examination, there appears to be no electrical or mechanical reason why the crusher has stalled, it may indicate that the crusher is jammed by tramp metal or oversize material. A “stalled crusher permits to work” system should be implemented. This work should only be carried out by person/s that are suitable trained and competent. Wherever possible any inspection of the crushing/ screening cavity of a jaw crusher or crushing/ screening chamber of an impact crusher should be carried out with great care.

REMEMBER

Fatal accidents (due to material being ejected) have occurred to people who have examined the crushed cavity of a stalled crusher from above when the crusher is still operating.

Slips & Trips – Spillages

Keeping working areas clear of spillages improves operational efficiency and also reduces the risk of slips and trips – a major cause of accidents.

Minimise spillages by:

- Maintaining conveyor skirts
- Maintaining the correct adjustment and condition of belt scrapers. Ensure that any feed conveyor discharges centrally into the feed hopper

ON SITE CRUSHING OPERATIONS

- Designing loading shovel ramps to minimise the amount of material that will spill from the ramp itself. Never remove guards to clean up whilst the machine is in operation. If guards need to be removed, shut off and lock off in accordance with manufacturers/suppliers' instructions and safe working practice.

Transport

To minimise the transport risks on site, a risk assessment should address:

- A safe site
- Safe equipment
- A safe worker

It is essential where possible to segregate pedestrians from moving plant such as loading shovels, excavators and dump trucks by the use of physical barriers.



ASBESTOS REMOVAL WORKS – HAND PICKING**ASBESTOS HAND-PICKING REMOVAL WORKS****Pre-Start**

Toolbox Talk to be provided by Metro Supervisor and all persons involved with the activities briefed on the risk associated with the task.

Working area and transit routes to be segregated with the use of barriers with signage secured to identify the hazards present.

No access to other contractors during ongoing activities.

Removal of Asbestos Containing Materials (ACM's)

- Removal of asbestos cement materials to be undertaken by Operatives with min CAT B Asbestos training only.
- Operatives must wear min FFP3 masks at all times when undertaken work with asbestos.
- Operatives must hold current face fit test for any masks being utilised.
- Operatives to wear Type 5/6 coveralls at all times and to be disposed of at the end of each shift along with asbestos wastes.
- If during work it is discovered that removal of the remaining asbestos materials may result in the materials being substantially broken up, creating significant of dust and debris then works should cease and methods reviewed along with possible need for Notification to HSE under form ASB NNLW1.
- Next step in removing the buried ACM is to Hand pick the ACM. This is going to be done in 2 stages:
 1. A machine operator will turn and spread the soil in front of the operatives; and
 2. The operative will hand pick the ACM's found and put them into special dedicated 120/240L asbestos wheelie bins and dispose of in a polythene bounded skip/container sealed with adhesive tape. All materials will be stockpiled locally until ready to be transited to the asbestos skip area.
- This step (turning and spreading of the soil and handpicking the ACMs) will repeat until the site manager is satisfied that the soil is clean of any ACM
- If any other area found containing ACMs will be dealt in the same manner as mentioned above.



ASBESTOS REMOVAL WORKS - ROOF SHEETS BY HAND

ASBESTOS HAND REMOVAL (ROOF SHEETS)

The content of the R&D Survey will be reviewed by the Metro Project team which would identify any Notifiable Non-Licensable Asbestos (NNLW) and Notifiable Licensable Asbestos (NLW).

All Cat B Non-Licensable materials will be removed by Metro trained operatives prior to strip out works of the buildings. All works will be completed in a controlled and safe manner with the necessary PPE & RPE and in accordance with the Control of Asbestos Regulations 2012.

NNLW Removal – Roof Hand removal

The majority of the NNLW is of the roof cement sheets which will be removed by hand. Operatives will access the roof of the buildings by scissor lift (operated by trained operatives only), they will separate the roof cement sheets from the structure by cutting the fixing bolts, so the manageable sheet will then be handed down into an asbestos waste skip below, therefore operatives can progress forward.

NLW Removal – Licensed Contractor

All licensable works will be carried out by a licensed asbestos removal contractor. A 14-day notification will be issued to the HSE complete with the mandatory ASB5 and work plan for all notifiable works.

This will show positions of de-contamination units, transit routes for the asbestos operatives that will segregate them from the other demolition operatives. It will also show layouts of any enclosures that are to be erected for the notifiable asbestos.

Discovered Material

During the works, there is a risk that further asbestos materials, previously unknown of, may be discovered. On discovery of suspected material, operatives will immediately advise the Site Manager who will isolate, fence off the area and install warning signage to alert all on site of the risks. Head Office will be contacted asap so that samples of the suspect material can be taken and sent for analysis.

Any non-licensable work will be removed as demolition progresses by demolition operatives with Category B Asbestos Awareness training.

All asbestos containing materials (ACM's) will be transported to a registered landfill site by licensed haulier.



APPENDIX 2 – TRAFFIC MANAGEMENT PLAN

TRAFFIC MANAGEMENT/HIGHWAYS PLAN



SITE NAME AND ADDRESS:	Concord Business Park, Threapwood Road, Wythenshawe, Manchester, M22 0EY
TENDER NO.	25 144
DOCUMENT REF:	25144_TMP_R0
DOCUMENT PREPARED BY:	Anna Burling
ISSUE:	ONE
DATE PREPARED:	26.01.2026

Produced by:

Health & Safety
Manager:

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Reviewed by:

Contracts and
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Director:

Si King

Signed

Date

Document Review Register

Date of review	Details of any changes	Initial
	Original Issue_R0	

Please note: reviews should be carried out monthly or when major changes occur to activities

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1 INTRODUCTION

1.1 Site Details

Site Address:	Concord Business Park, Threapwood Road, Wythenshawe, Manchester, M22 0EY
Principal Contractor for Demolition Phase:	Metro Deconstruction Services Ltd
Managing Director:	Mark Taylor 01293 863988 / mark@metro.uk.net
Contracts Director:	Si King 01293 863988 / si@metro.uk.net
Trainee Health & Safety Manager:	Anna Burling 01293 863988 / anna@metro.uk.net

1.2 Summary & Objectives

This document should be read in conjunction with the main Demolition Phase Health & Safety Plan, together with its accompanying appendices.

The overall objectives of this traffic management plan are to:

- Lower emissions;
- Enhance safety – improved vehicle and road user safety;
- Reduce congestion – reduce trips overall, especially in peak periods; and
- Reduce our impact on the local area and neighbours during our works

To support the realisation of this objective, several sub-objectives have been identified and include:

- Encouraging staff and visitors to travel to site by public transport or car sharing;
- Encouraging the use of greener vehicles;
- Managing the on-going development and delivery of the Traffic Management Plan with contractors;
- Communication of site delivery and servicing facilities to workers and suppliers; and
- Encouraging the most efficient use of construction vehicles.

The following local conditions have been considered in the preparation of this plan:

- Current Residential Areas
- Neary Facilities
- Existing Structures
- Existing Road Systems (in particular the local highways)
- Local Amenities
- Traffic Flow

Metro shall liaise with and obtain approvals and licenses from all relevant authorities to ensure the safe passage of vehicles onto and off the site and the safety of pedestrians in the area of the entry and exit points.

The contents of this plan will be constantly monitored and, where necessary, amended by management as the site develops.

This is a live document which will be constantly reviewed and updated accordingly over the course of the project to reflect the changes to the project, logistics, methodology, works brief or project environment. Metro, as principal contractor, will own the document and manage any proposed future revisions and issue to the Client professional team for review prior to implementing.

1.3 Site Context

The Site

The site is made up of the Concord House building within the Concord Business Park.

Concord House – currently occupied by Virgin Media O2.

Existing Buildings

The existing building is typically brick built office buildings.

The Works

The works comprise the complete pre-demolition strip out of existing buildings together with the mechanical demolition of these buildings, removal of existing slabs and foundations across the site and crushing on site to stockpile for use in construction works.

Site Plan:



1.4 Demolition Phased Works

The demolition scope can be described as the demolition of the whole of the super structure frames for all buildings down to ground floor slab, removal of existing slabs and associated foundations with general site clearance and crush on site with then a cut and fill to formation level of the whole site.

1.5 Existing Site Access

Primary access to the site is via Threapwood Road.

Site access on:



2 CONTEXT, CONSIDERATIONS AND CHALLENGES

2.1 Policy Context

All demolition phased works are to be carried out, managed and monitored in accordance with this document, our main Demolition Phase Health & Safety Plan, its accompanying appendices and relevant statutory regulations;

- The Traffic Management Act 2004
- Traffic Management Order's (TMO's) issued by the Local Authority
- The Highways Act 1980

2.2 Highway Network

The local and wider highway network is of importance to the demolition phased works, given the need for HGV and Low Loader access. For the proposed works, the strategic and A-road network will be of greatest importance to the removal of material from the site by HGV and delivery of heavy plant and machinery to and from the site by Low Loader vehicles.

2.2.1 Footways

The footway immediately adjacent to the site will not be affected by our works. There will be no requirements to close the public footpaths along Threapwood Road.

The footways linking Threapwood Road to Coxton Road and Threapwood Road to Simonsway and Peel Hall Metrolink Stop will be maintained at all times.

Public Footway along Threapwood Road adjacent to the site entrance:



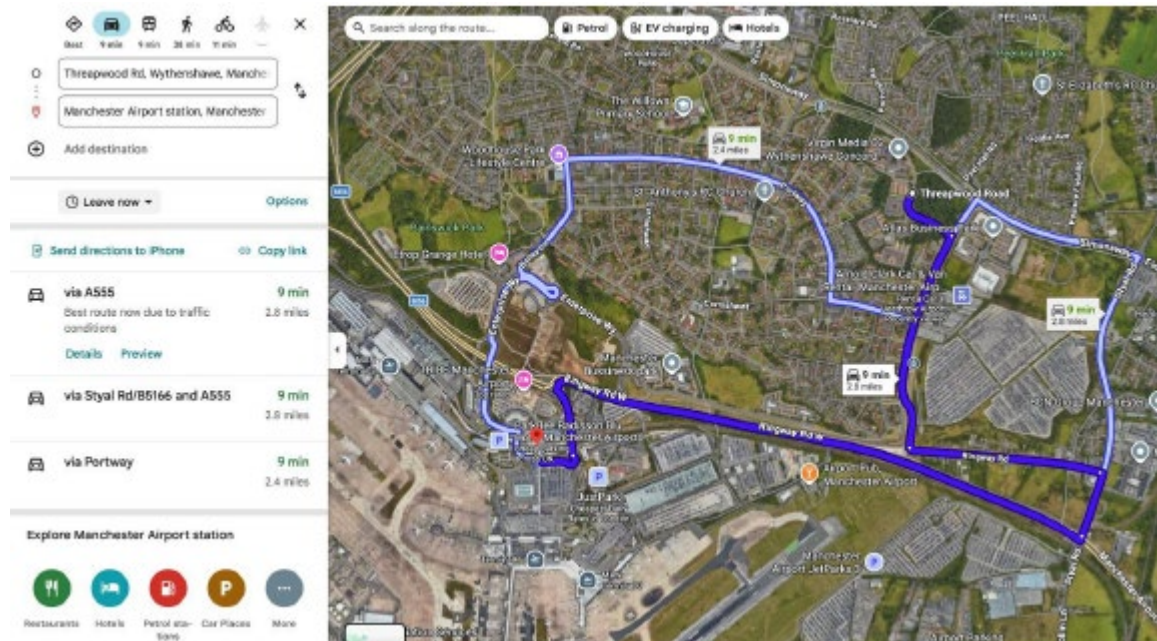
2.2.2 Cycle Routes

There are many highlighted cycle routes available as shown in the plans below, therefore Metro are aware of the increasing presence of bicycles on the roads of Manchester; therefore, all staff and contractors will be asked to be vigilant and courteous to all other road users when en route to site and from site.



2.3 Railway/Underground

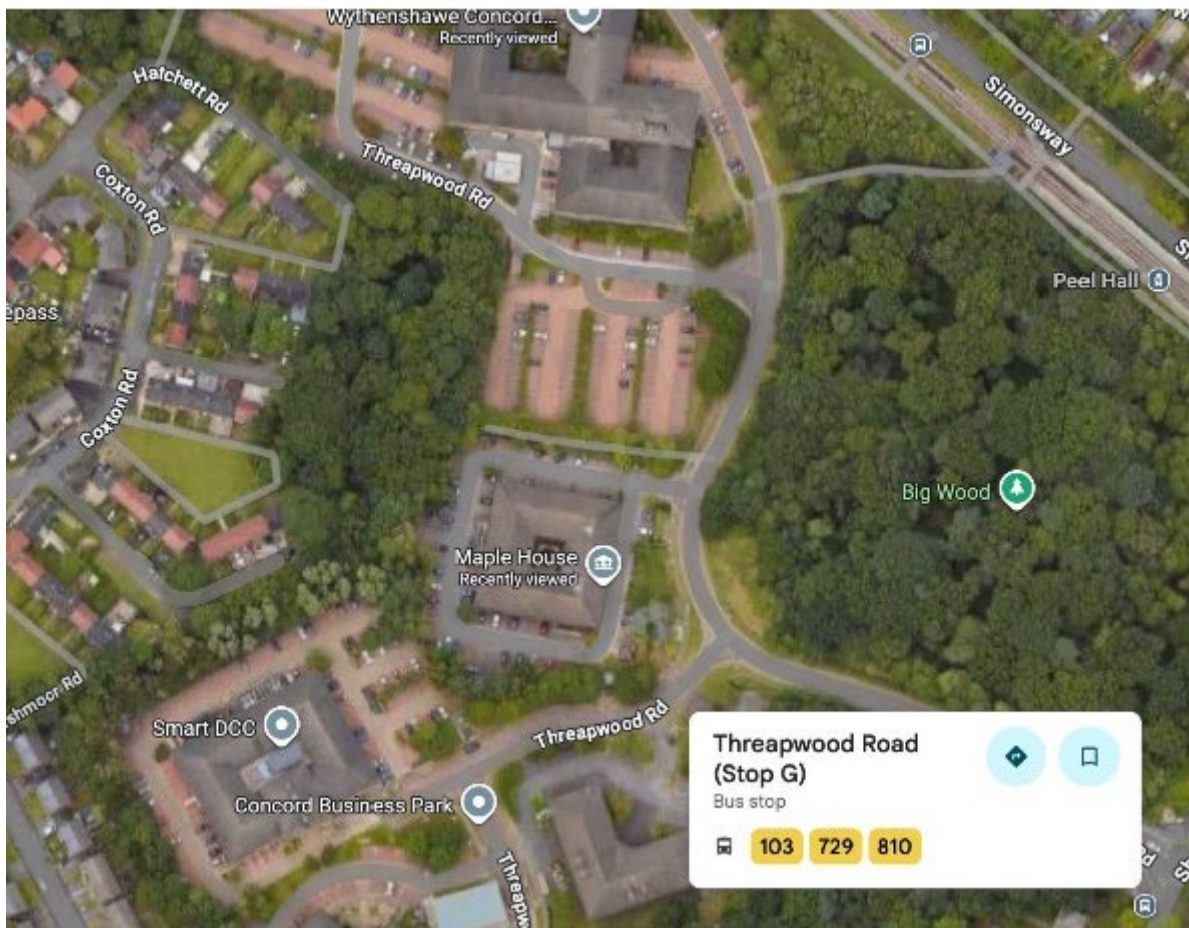
The nearest railway line/station is Manchester Airport Station.



2.4 Bus Stops/Routes

The nearest bus stop to the site is Threapwood Road (Stop G)

The bus stop is in close proximity to the site, but our works will not have any impact on them. – locations shown on the Public Transport Plan below.



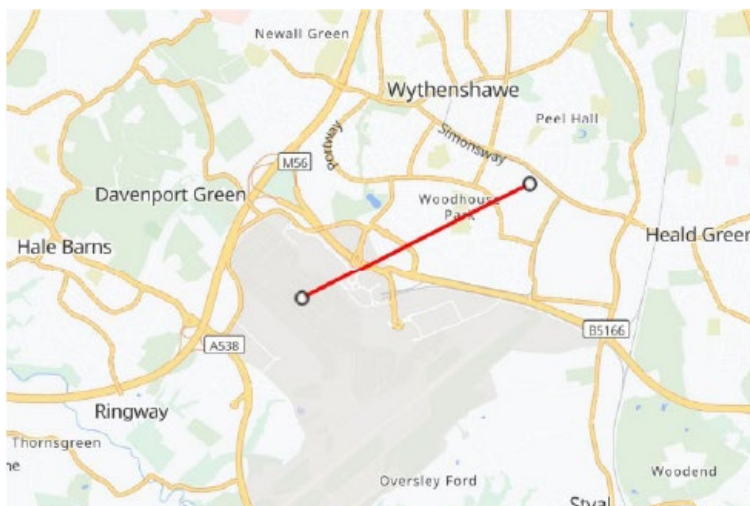
2.5 Airports

The nearest airport to site is the Manchester City Airport approximately 1.38 miles away.

Metro have highlighted the location and distance, though it is in close proximity of the site, and therefore are no specific precautions to be implemented as our works are not envisaged to disrupt any activities.

For the duration of our works, there will be no requirements for use of any tower cranes.

Location of Airport in relation to the site:



3 DEMOLITION PHASE PROPOSALS

3.1 Scope of Works & Programme

The scope of the demolition and enabling works required to facilitate the future redevelopment of the site includes the following activities:

- Demolition and removal of the existing buildings on site;
- Ground clearance including below ground obstruction removal;
- Cut and fill works to a required datum level.

The demolition of the buildings will be undertaken using mechanical plant and machinery over a 19-week period in accordance with the Demolition Phase Health & Safety Plan and its accompanying appendices. That document sets out the methodology and management of the works.

The programme of demolition phased works for this site has been developed and included within our main Demolition Phase Health & Safety Plan and its accompanying appendices.

The programme is a Gantt chart, which is a detailed demolition programme of works and is self-explanatory in showing the time of works at each stage and phased timings.

3.2 Staff & Operative Resources

Staffing levels on site will vary throughout the different processes and stages of the project but on average an approx..8 operatives will be on site supported by the Site Supervisor, Site Manager and on occasion the Contracts Director and Managing Director.

In addition to the above, there will be additional contractors and other consultants on site on a daily basis at various stages throughout the project (e.g., scaffolders, hoarders, asbestos removal contractors etc.)

Welfare facilities will be supplied (within the site demise) to facilitate the number of personnel on site; there are no requirements for temporary living accommodation on site.

3.3 Working Hours

Usual working hours will be as per the below, with two half an hour breaks at 10:00 & 13:00

Monday to Friday:	08:00 – 16:30
Saturday:	08:00 – 13:00 (only when required)
Sunday:	No Working
Bank Holidays:	No Working

Any additional requirements for working extended hours will be determined and agreed in accordance with local authority requirements and pending ongoing consultations.

Should emergency works be required to be undertaken outside of the above hours, the Client will be advised as soon as practically possible.

3.4 Site Layout

The site will be completely secured by way of hoarding and existing palisade fencing as per the plans within our main Demolition Phase Health & Safety Plan.

There is a single point of vehicle access (the existing site access) and a single pedestrian-only gate. All site traffic will be managed and directed by a trained Banksman. Site access for HGV traffic and site vehicles will be via a fenced off holding area just within the site entrance where the vehicle and driver is booked in by the banksman.

As noted above, a welfare compound area will be set-up to include office accommodation, security offices, meeting rooms, canteen, drying room and toilet facilities.

All staff and visitor cars and vans will be parking in a designated parking area, close to the welfare compound and separated via pedestrian red gates.

Pedestrian access will be a pedestrian only gate into the welfare compound area where there will be signage for directions to sign in with Management prior to entering the demolition site.

Vehicles will be able to turn around within the site. Hardstanding will be left intact for as long as possible to accommodate the turning of vehicles cleanly to avoid contaminating the surrounding roadways with debris and mud.

Storage of plant and materials within the site will be in various locations as the works progress. Where required, plant and material storage areas will be set up and identified using blok n mesh fencing to barrier off the areas and to segregate from other areas of work on site.

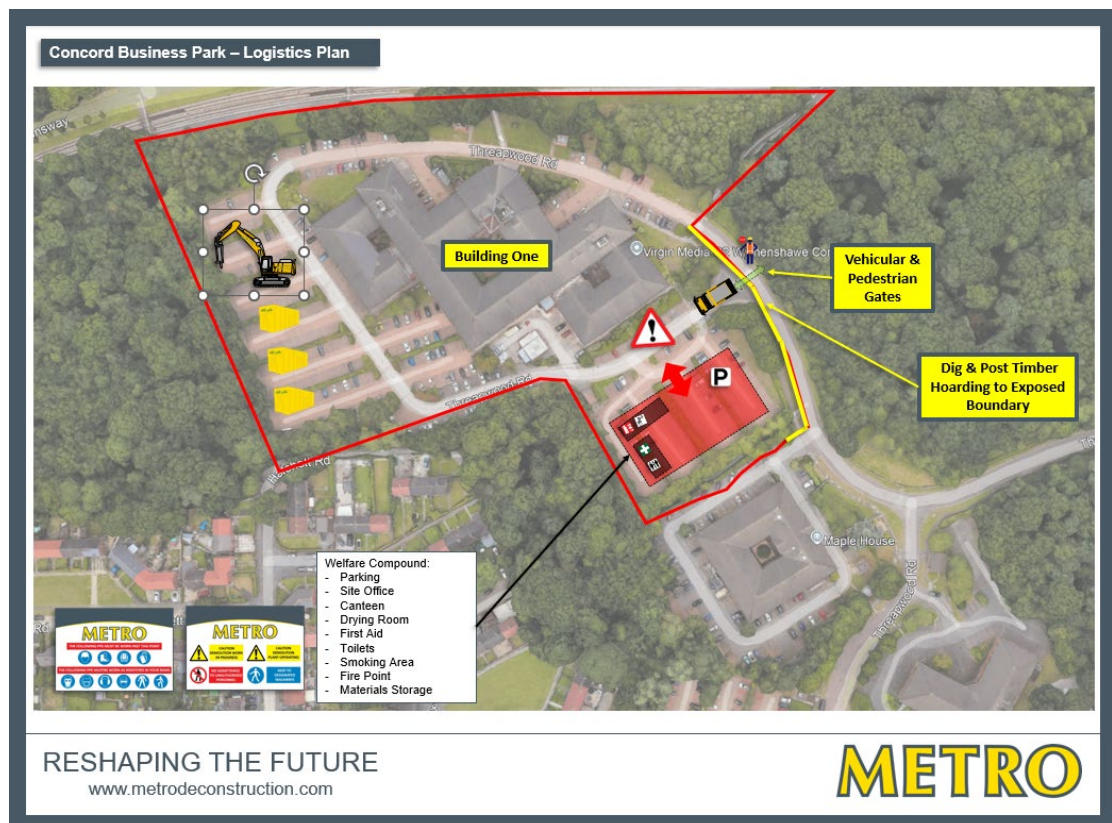
Pedestrian Safe Routes

The area immediately surrounding the welfare units will be a designated safe pedestrian zone fenced off, separating it from vehicle movements. Pedestrian gates will be installed as routes from the car parking area into welfare and from welfare into the "Demolition Zone".

Health & Safety signage will be displayed at all times warning of hazards on site, and showing pedestrian access into a demolition zone and the requirements regarding site rules and PPE etc. which are expected to be adhered to.

Though effectively the whole site will be marked as a "Demolition Zone" there will be fenced areas set up around working machinery where possible.

Welfare plan as shown within Demolition Phase Health & Safety Plan:



3.5 Suspensions/Licenses/Permits

Upon review of the immediate highways, there are no proposed requirements for the suspension of any parking bays, road closures, footpath closures etc.

Should methods of transport require change, this document will be updated and all proposed suspension/licenses/permits etc. required will be applied for with the Local Authority as required for agreements in place prior to any closure works commencing.

4 VEHICLE MOVEMENTS

During our works deliveries of welfare compound units, tools, equipment and heavy plant and machinery will be delivered and licensed waste carriers will deliver and collect waste. Following completion of the demolition of the structure and lifting of the ground slab and foundations, the concrete and hardcore will be crushed and reused within the cut & fill works. This means significantly reducing the number of vehicles accessing the site, instead of removing this material from site.

Below is a table of projected HGV movements during demolition and earthworks phase.

Demolition Phase (19-week duration):

Vehicle Type	Occurrence	Comments
Small Ford Connect Vans & Cars	Every day (varies)	Staff and visitors' vehicles (mainly between 7:30am – 8:00am & 16:30pm – 16:45pm)
3.5T Metro Tipper	Approx. 20 visits	Delivery and removal of materials, tools and equipment (within delivery periods)
3.5T Hoarding Lorry	1-2 vehicles for approx. 3 weeks	Hoarding Contractor vehicles
Metal Bulker Lorry	Approx. 6 visits	Removal of Metal Waste Material (within delivery periods)
30T 40yrd RORO	Approx. 20 visits	Waste removal vehicles (within delivery periods)
80T Low-Loader	Approx. 6 visits (3 deliveries, 3 removals)	Demolition Plant Moves (within delivery periods)
80T Low-Loader	Approx. 4 visits (2 deliveries, 2 removals)	Crusher Moves (within delivery periods)
80T Low-Loader	Approx. 2 visits (1 delivery, 1 removal)	Screening Move (within delivery periods)

5 STRATEGIES TO REDUCE IMPACTS

The site is situated within a mixed-use area with residential areas in close proximity, which at times could become congested with heavy traffic at peak times. Vehicle drivers are to give way to all local vehicles while driving in the area.

In the immediate vicinity of the site access are residential and commercial properties.

Our site traffic is to give way to all local vehicles whilst routing to/from site and is subject to adhere to the local speed limit.

5.1 Condition Survey

A highways condition survey will be carried out prior to any contracted demolition works commencing.

A copy of the report will be included within the final Demolition Phase Health & Safety Plan and its accompanying appendices.

5.2 Safety and Environmental Standards and Programmes

Metro recognises the impact of the use of HGV vehicles can have on the local environment and the risks these can pose to other road users and members of the public. As such, although it is not a legal requirement, Metro will endeavour to use FORS and CLOCS accredited contractors where practicable.

- **NO PARKING, WAITING, LOADING OR UNLOADING SHALL BE PERMITTED ON ADJACENT PUBLIC FOOTPATHS OR HIGHWAYS**
- **ALL VEHICLES MUST SWITCH OFF THEIR ENGINE WHEN STATIONARY, WAITING FOR ACCESS INTO SITE**
- **ALL VEHICLES MUST EGRESS SITE IN FORWARD GEAR ONLY**
- **AT NO POINT WILL ANY VEHICLE, BE PERMITTED TO REVERSE WITHOUT A BANKSMAN IN ATTENDANCE**
- **AT NO POINT MUST EMERGENCY ACCESS FOR THE FIRE AND RESCUE SERVICES TO THE BUILDING AND ADJACENT PROPERTIES BE BLOCKED BY METRO VEHICLES, DELIVERIES OR WORKS**
- **ENSURE ALL DELIVERIES/LOADING VEHICLES ARE PLANNED IN ACCORDANCE WITH THE LOCAL AUTHORITY'S REGULATIONS AND MITIGATE UNNECESSARY CONGESTION OF THE NEARBY ROADS**
- **ALL VEHICLES ENTERING SITE WILL BE REQUIRED TO SIGN IN AND OUT WITH THE BANKSMAN**

Banksman duties are: -

- Provide clear and concise direction & traffic management to all delivery drivers and visitors.
- Vehicle contents, their orientation upon the vehicle, site destination and site contact are to be verified with the driver.
- Secure all drop off areas inside and outside the perimeter of the site ensuring the safety of personnel, especially the general public.
- Put in place diversions for vehicles or the general public if delivery vehicles and activities are conducted on the public highway or public walkways.
- Ensure where possible, all delivery vehicles leaving the site are to drive out of the development and not reverse

5.3 Adherence to Designated Routes

A banksman will be in attendance at all times during working hours to accept and manage vehicle traffic and pedestrians to ensure adherence to this document and all agreed designated routes and regulations required.

Staff, visitors and contractors will be made aware of this document, its contents and requirements to be adhered to.

5.4 Delivery Scheduling

Site Manager TBC

Tel No.

The number of vehicles on site at any one time will be kept to a minimum to reduce movement on site. Deliveries of plant and materials will be planned in advance with the Site Manager to eliminate the need for waiting HGVs.

All delivery drivers will be required to contact the Site Manager 15 minutes before arriving on site so a banksman can be ready to receive the vehicle.

Once pulled into the site entrance way the vehicle will be banked through the main gates into a holding/booking area (fenced) and booked in with the banksman prior to entering the site.

Once on site, the delivery will be directed to the required area on site where the delivery will be received.

Once the delivery is complete, the vehicle will be banked out of the site.

Relevant safety signage will be displayed on the fencing to inform the site of the use/danger of the area.

5.4.1 Delivery Times

Permitted delivery times will be as below to avoid peak traffic periods.

09:30 – 15:00 (Monday to Friday)

No deliveries will be permitted on weekends.

The above states our usual permitted delivery times, though, there may be times where other heavy plant moves may be permitted in accordance with the Local Authority agreements, licensed and permits etc.

5.4.2 Vehicle Movements & Movement Orders

In order to ensure keeping within Local Authority requirements and ensuring a safe site:

- Deliveries are scheduled therefore no need for waiting vehicles off site
- 15-minute warning for Banksman to be ready to receive and direct the vehicle
- Permitted delivery times as detailed above (outside peak traffic periods)
- Minimising and count of vehicles on site, through gated entrance
- Wheel washing facilities available on site where required
- Recording of logistics related accidents, incidents, fatalities and serious injuries
- Recording of logistics related complaints
- All movements of heavy plant and machinery will be in accordance with Local Authority and Transport for London requirements, permits and licences etc.

Low Loaders

All low loader scheduled movements will be in compliance with **Road Vehicles (Authorisation of Special Types) (General) Order 2003 (STGO) Category 3** requirements and will therefore have no peak hour impact.

Heavy & Long Movements

Heavy movements (over 40 tonnes) and long loads (high reach plant) into Manchester will be undertaken after close liaison with the local authority and will be moved under a Movement Order issued by them. Both heavy and long loads (high reach plant) will be escorted to site with a support vehicle and a 'second man'.

5.5 Use of Holding and Vehicle call off areas

Prior to vehicles being able to enter the site, a banksman will book in the vehicle and take its details whilst sitting in the holding area just within the site main gates.

This is a safe place for the vehicle to stop and wait to be allowed access into site.

5.6 Material Procurement Measures

DfMA and off-site manufacture

Due to the nature of our works (demolition phase only), there is no requirement for the procurement of materials and the use of pre-fabricated and off-site manufacturing of construction material.

Re-use of material on site

Upon removal of the ground floor slab and foundations within the site, Metro will crush the material on site and produce certified crushed material to be reused within the earthworks phase of the works, therefore significantly reducing the number of vehicles accessing the site, instead of removing this material from site.

5.7 Staff Travel Plan

There is parking available on site for operatives and visitors. Though staff will be encouraged to car share or use public transport as the site is very easily accessible via public transport.

Parking on the adjacent roads is prohibited.

The site offers good accessibility by sustainable modes of transport, with good pedestrian linkages between the site, and public transport nearby. Local bus and rail services mean that staff/operatives/visitors will be able to access the site in a sustainable way and will have genuine travel mode choice, with high frequency services from early in the morning until after midnight.

Local train and bus services are highlighted within this document.

5.8 Road Clearance

A wheel washing station will be set up at the site exit to clean mud and debris from vehicle wheels before they leave site.

This will be conducted by a site worker checking the vehicle as it approaches the gate and cleaning mud and debris using a jet wash.

Road sweeping operations are to be utilised as required to ensure that site roads are safe and that mud is not deposited on adjoining public roads.

6 IMPLEMENTING, MONITORING AND UPDATING

The responsibility of the implementing, monitoring and updating of site this document is the Site and Visiting Managers and Contracts Manager looking after this project.

Supervisors appointed by the contractors on this site will also ensure that persons working under their control comply with all of the requirements as set out within this document.

This document is provided to all site workers, visitors and sub-contractors at site induction prior to their start on site to ensure all requirements are understood.

Should any review and/or updates be required for this document, these will be undertaken, reviewed and agreed with the project team prior to implementing, then site managers will update all site staff and future visitors in the former of a training talk/meeting.

Personnel failing to comply with the requirements of this traffic plan, thus placing themselves or others at increased risk will be dealt with in accordance with normal disciplinary procedures and may be removed from site.

APPENDIX 3 – FIRE PLAN

CONCORD BUSINESS PARK FIRE PLAN



SITE NAME AND ADDRESS: Concord Business Park, Threapwood Road, Wythenshawe, Manchester, M22 0EY

TENDER NO. 25 144

DOCUMENT REF: 25144._Fire Plan_R0

DOCUMENT PREPARED BY: Anna Burling

ISSUE: ONE

DATE PREPARED: 26.01.2026

Produced by:

Health & Safety
Manager:

Anna Burling

Reviewed by:

Contracts and
Health & Safety
Director:

Si King

Signed

Date

Document Review Register

Date of review	Details of any changes	Initial
	Original Issue_R0	

Please note: reviews should be carried out monthly or when major changes occur to activities

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1 INTRODUCTION

1.1 Summary

The Site

The site is made up of the Concord House building within the Concord Business Park.

Concord House – currently occupied by Virgin Media O2

Existing Buildings

The existing building is typically brick built office buildings.

The Works

The works comprise the complete pre-demolition strip out of existing buildings together with the mechanical demolition of these buildings, removal of existing slabs and foundations across the site and crushing on site to stockpile for use in construction works

1.2 Preambles

This document describes the following items:

- Emergency procedures in the unlikely event an incident was to occur
- Fire emergency plans
- Fire Warden details
- Risk Assessment

Prior to the works taking place, the operatives will be presented with a document briefing. The operatives will also be presented daily task specific briefings by the Site Supervisor/Manager.

In writing this document the following documents are referenced:

- BS 61876:2011 Code of Practice for full and partial demolition
- NFDC – Demolition Guidance
- Metro Deconstruction Services Limited's Standard Operating Procedures
- Regulatory reform (Fire Safety) Order 2005
- 'Fire Prevention on Construction Sites' and the 'Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.'

2 DESCRIPTION OF PROJECT

2.1 Project Name

Concord Business Park

2.2 Site Address

Concord Business Park, Threapwood Road, Wythenshawe, Manchester, M22 0EY

2.3 Site Resources

MANAGING DIRECTOR

Mark Taylor

Email: mark@metro.uk.net

Tel: 01293 863988 / 07966 612909



CONTRACTS / HEALTH & SAFETY DIRECTOR

Si King

Email: si@metro.uk.net

Tel: 07932 359701



SENIOR OPERATIONS MANAGER

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BUSINESS
DEVELOPMENT
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Jade Rose
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**ESTIMATING
ADMINISTRATOR & PA
TO MANAGING
DIRECTOR**

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Tel: 01293 863988



**PRE-DEMOLITION &
ENABLING MANAGER**

Andy Knight
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Tel: 01293 863988



**ASSISTANT QUANTITY
SURVEYOR /
ESTIMATOR**

Jacob Harle
Email: jacob@metro.uk.net
Tel: 01293 863988



**CONSULTANT H&S
ADVISORS**

Prime Safety



2.4 Emergency Arrangements

2.4.1 Emergency Contact Details

All accidents and incidents **MUST BE** notified to the Health and Safety Manager immediately. If he/she is unreachable, please contact the Contracts Director – Si King or Metro Head Office Safety Department to investigate.

The appropriate forms to be completed and emailed to:

- Trainee Health & Safety Manager – Anna Burling / anna@metro.uk.net
- Senior Operations Manager – Paul Bowyer / paul@metro.uk.net
- Contracts Director – Si King / si@metro.uk.net
- Managing Director – Mark Taylor / mark@metro.uk.net



	Name	Tel No.	Job Title
Site Contact Details			
Fire Warden	TBC		Site Manager

2.4.2 Emergency Arrangements



Fire

1. Person discovering the fire MUST:

- Alert all personnel by shouting 'Fire, Fire, Fire' and sound the alarm
- Alert supervisory staff and go to the assembly point
- Only attempt to extinguish the fire if it is small or is obstructing your route to escape

DO NOT PUT YOURSELF AT RISK

2. Senior Management (Principal Contractor/Project Manager/Supervisor):

- On being alerted of the fire, call the emergency services – 999
- Go to the assembly point and assess the situation
- Check with contractors to see if any operatives are missing (if any personnel are reported as missing, call the ambulance services)
- Once all personnel have left the building, do not allow anyone to re-enter, until authority has been given from the fire service
- Receive and brief the emergency services, giving the location of the water hydrants/gas bottles on site and details of any missing personnel
- Contact site safety advisor and;

3. All Contractors/Sub-Contractors MUST:

- Isolate any appliances in use
- Go directly to the assembly point
- The senior person from each contractor will carry out a role call and report any person(s) missing to the Fire Safety Co-Ordinator/Senior Management.

Suitable and sufficient fire-fighting equipment will be identified and provided.

2.4.3 Emergency Fire Procedure



IF YOU DISCOVER A FIRE

- Immediately operate the nearest fire alarm

ON HEARING THE FIRE ALARM

- Immediately leave the building by the nearest exit
- Report to your assembly point
- DO NOT re-enter the building
- DO NOT stop to collect personal belongings

ON HEARING THE AIR HORN

The site supervisor will call the emergency services

- Dial 999 from a mobile phone
- Give the operator your name and telephone number and ask for the fire brigade
- When the fire brigade replies, give your name and site address:

FIRE AT: Concord Business Park, Threapwood Road, Wythenshawe, Manchester, M22 0EY

DO NOT END THE CALL UNTIL THE ADDRESS HAS BEEN RELAYED BY THE FIRE BRIGADE

CALL THE FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR SUSPICION OF FIRE

FOR YOUR OWN SAFETY YOU SHOULD KNOW:

1. The position of the nearest fire alarm
2. The position of the nearest fire extinguishers and how to operate them. (you should read the instructions printed on them before an incident)
3. The nearest fire exit and the route to it
4. At the assembly point, you should report to your fire warden or manager
5. For your own protection you should report to your fire warden or manager:
 - If any exit route or door is obstructed
 - If any fire extinguisher is missing, damaged or obstructed

YOUR ASSEMBLY POINT IS LOCATED: CORNER OF SITE ACCESS ON THREAPWOOD ROAD

KNOW YOUR FIRE WARDEN AND REPORT TO THEM THAT YOU ARE SAFE.

2.5 Risk Assessment

Fire points are to be installed in the locations around the site as per the below plan.

SECTION 2 – RISK CONTROLS For each hazard identified in Section 1, complete section 2					
Likelihood	Numerical Factor	Severity	Numerical Factor	Likelihood	
High Likely	5	Multiple	6	5	4
Highly Likely	5	Fatality	5	3	2
Frequent	4	Serious	4	1	
Occasional	3	First Aid	3		
Possible	2	Minor	2		
Unlikely	1	None	1		

Severity		Likelihood					Risk Rating	
		5	4	3	2	1		
6	30	24	18	12	6		High	
5	25	20	15	10	5		Med	
4	20	16	12	8	4		Low	
3	15	12	9	6	3			
2	10	8	6	4	2			
1	5	4	3	2	1			

Hazards	Initial Risk Rating Score Likelihood x Severity =			All Persons Affected	Control Measures <i>(Company procedures, controls already in place, equipment available, competency of personnel e.g. CPCs card holder, contract requirements, company permit systems e.g. Hot Works Cert etc.)</i>	Residual Risk Rating	Action By
	HIGH 18-30	MEDIUM 8-16	LOW 1-6				

RA 20 - FIRE ON SITE							
General safety during various work activities	24			Site Users	Carry out activity fire risk assessments to identify potential for fire. Site planning and safety rules will include appropriate fire detection provisions, supply and maintenance of firefighting equipment, control of hot work, emergency procedures in the event of fire, control of smoking on site as needed. Restrict quantities of HFL & LPG on site and provide suitable, signed storage facilities. Provide fire-fighting equipment. Competent person/s to make changes in electrical system made necessary by contract conditions. Review post-change fire requirements. Prevent build-up of flammable materials in waste skips. Establish suitable emergency routes c/w adequate signage; keep free of obstruction. Train personnel on emergency procedures.	6	
Hot Work - welding & cutting during various work activities	24			Hot works operative / other site users	Control hot-works, use of naked flame appliances will be controlled as necessary, including the use of permit to work systems as necessary.	6	
Electrical faults during various work activities	18			Site Users	Temporary electrical systems will comply with legal standards. Maintain electrical equipment, report any damage, carry out PAT test, keep records.	6	
Use of lpg heaters & cookers during various work activities	18			Site Users	Prohibit use. Only use authorised welfare facilities.	6	
Smoking near flammable materials during social activities	18			Those in close proximity	Enforce smoking restrictions, adequately sign areas and notify trades where flammable materials are, or are likely to be, present. Ensure designated smoking area is free of flammable materials.	6	
Arson during social activities		12		Those in close proximity	Take all reasonable security measures to restrict unauthorised access onto site work areas, especially out of working hours.	6	

2.6 Assembly Point



3 SIGN OFF

3.1 Document Sign off Sheet

In signing this document, you acknowledge your understanding and acceptance of all of the information given, and specific requirements for this project including information within documentation included as appendices.

Project Name:	Concord Business Park
Project No:	25 144
Subject Title:	25144_Fire Plan_R0

Date	Full Name	Signature