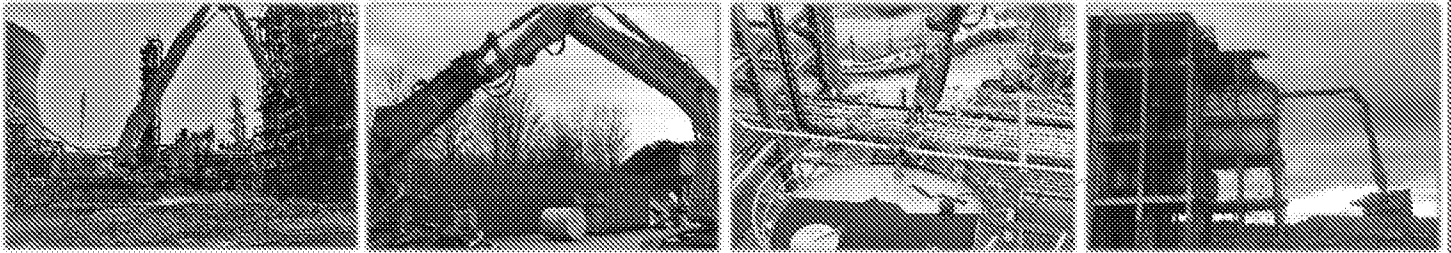


METHOD STATEMENT AND RISK ASSESSMENT – TENDER STAGE



CLIENT: Brooks Brothers Ltd

PROJECT: 2 – 4 Waterloo Square, Bognor Regis, PO21 1SU

METHOD STATEMENT REFERENCE: MS301-18

ISSUE NO: 1

ANTICIPATED START DATE: TBC

DURATION: 4-5 Weeks

THIS ISSUE

	PRINT NAME	SIGNATURE	POSITION	DATE
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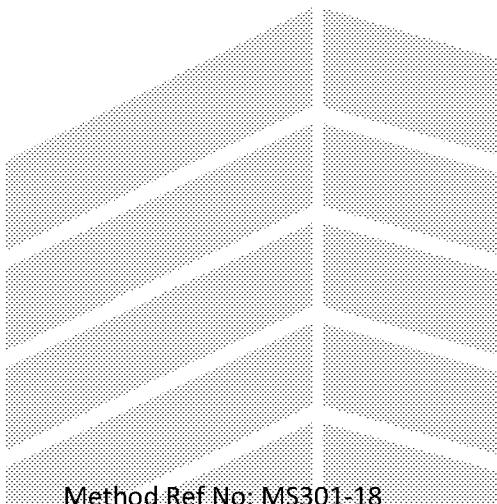
www.hughesandsalvidge.co.uk

ISSUE HISTORY			
ISSUE NUMBER:	ISSUE DATE	AUTHOR	AMENDMENTS

All issues to the method statement and risk assessment will be recorded on this page.

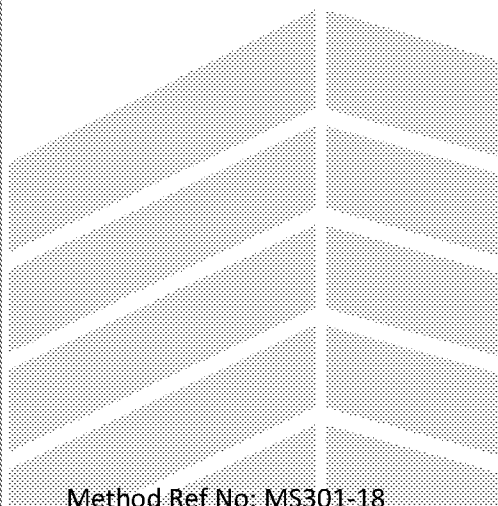
The author of the amendment(s), or other authorised person, must explain the details of the amendment (s) to the Site Manager/Site Supervisor. The author must ensure that the Site Manager/Site Supervisor signs off the amendment to confirm that he has received and understood it, and that the Site Manager/Site Supervisor returns the signed off front page so that the author can file it in the project office file.

The Site Manager/Site Supervisor must sign off and return the copy of this Amendment page, as explained above, and carefully insert this page and the amendments into the project site file. He must also clearly line through the existing pages to indicate they have been superseded.



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SECTION 1 – PROJECT INFORMATION

1.1 - PROJECT LOCATION

Hughes & Salvidge are tendering for the role of Principal Contractor for demolition works at 2 – 4 Waterloo Square, Bognor Regis, PO21 1SU.

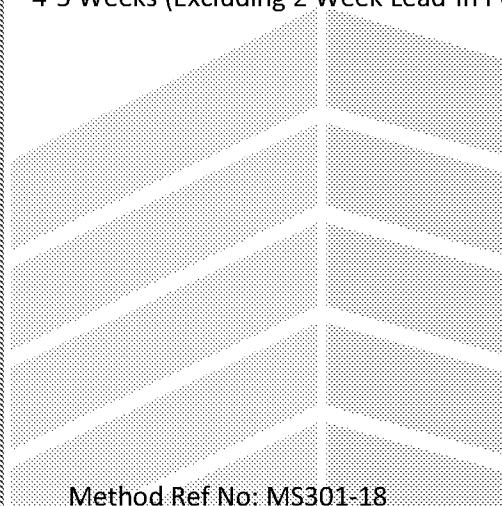


1.2 – OUTLINE SCOPE OF WORKS

- Removal of Asbestos Containing Materials (ACM's) as identified in Envirochem Survey J145083 F1: 11
- Comprehensive soft strip of building(s) to be demolished
- Demolition of structures, down to ground floor slabs
- Erection of protective scaffold to front elevation on Downpatrick Street and Norfolk Street
- Form two separations by hand to the adjacent to buildings to remain
- Disposal of all arisings from the demolition works (materials to be recycled/reused where possible)
- Disposal of all other waste arising from the works

1.3 – DURATION OF WORKS

4-5 Weeks (Excluding 2 Week Lead-In Period)

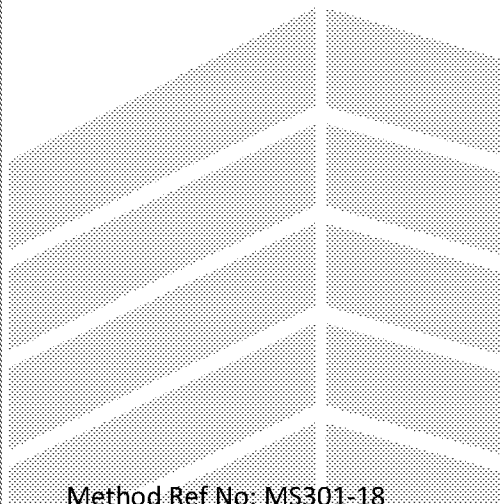


1.4 – SITE RESTRICTIONS

- Asbestos containing materials have been identified within the asbestos surveys completed. All asbestos removal works will be completed prior to structural demolition of buildings.
- No.4 Downpatrick Street is joined to the building to the left (formerly known as Monarch Amusements) in two areas. Separations will be formed by hand in these areas until a full air gap has been formed. Only once a full separation has been created can demolition commence.

1.5 – LIVE SERVICES

- Service records for the area are poor. Whilst the client has made fair and reasonable effort to ensure all buildings are isolated of all services, the risk remains that the site could contain uncharted live services.



SECTION 2 –ACTIVITY SPECIFIC ASPECTS

2.1 – RESOURCES REQUIRED

Management/Labour	Plant/Equipment
1 x Project Manager	Hand tools
1 x Site Supervisor	Heras fence panels
1 x Plant Operators	Bowser
4 x Demolition Operatives	Generator
4 x Asbestos Removal Operatives	Scaffold tower/podiums
	Welfare Cabin / Office
	110V or Cordless Reciprocating Saw
	1 x ZX470T Excavator

- All operatives will hold the relevant competence cards/certification require. (CCDO, CSCS, CPCS, SMSTS)
- All plant and equipment will have relevant certification to work on site.

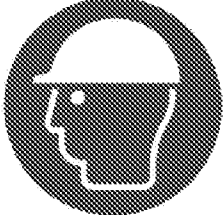
2.2 – SITE PERMITS

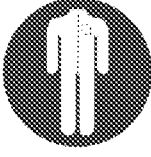
There is a requirement for a Site Permit System on this project.

The following Site Permits are required to be issued by the Site Supervisor

- Hot Works Permit

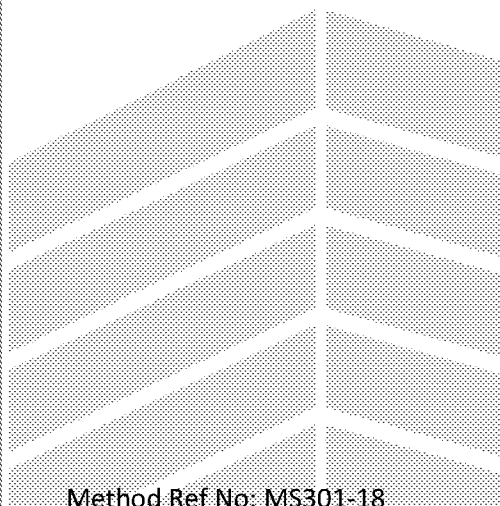
2.3 – PERSONAL PROTECTIVE EQUIPMENT

MANDATORY PPE				
				
HARD HAT	EYE PROTECTION	HI-VISIBILITY	SAFETY GLOVES	SAFETY BOOTS
BS EN 397	EN 166 1F	EN 471	BS-EN 140	BS-EN 345

TASK SPECIFIC PPE / RPE						
						
P3 HALF FACE MASK	P3 DISPOSABLE MASK	TYPE 5/6 DISPOSABLE COVERALLS	EAR PROTECTION	BURNING / FULL FACE VISOR	LEATHER BURNING JACKET	HARNESS / LANYARD
EN140:1998 & EN143:2000	EN 149: 2001	EN ISO 13982 EN 13034	BS EN 352-3	EN 166 39B	BS EN ISO 11611:2007	EN361, EN354, EN362
The above PPE may be required for certain activities, or when specifically prescribed by the Site Manager.						

2.4 – CONTROL MEASURES

- Danger areas to be fenced off to stop unauthorised access, lay down areas to be free from obstructions.
- Adequate spill response equipment to be in place before works begin.
- Care will be taken to ensure that a secure site boundary fence and appropriate warning signage is in place throughout the demolition works.
- Good Communication is essential – Daily morning meetings of no more than 5/10 minutes will be required between the Hughes & Salvidge Site Manager and personnel on site, (including any sub-contractors) to discuss the day's proposed activities. This liaison will aid in the smooth running of the project and help to highlight any potential problems that could otherwise occur.
- Two-way radios (provided by Hughes & Salvidge) will be utilised for communication and emergency. Machine drivers and HSL management will be in radio communication to stop works in the event of an emergency.
- Check service drawings and historical data to check for underground voids within the vicinity of the demolition area



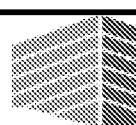
2.5 – SITE LAYOUT PLAN



SECTION 3 – METHOD STATEMENT

3.1 Asbestos Removal

Prior to demolition, all Asbestos containing materials will be removed. Please see RAMS below.

NON- LICENSED ASBESTOS WORK		 HUGHES & SALVIDGE The complete demolition solution
Description: REMOVAL OF AC SHEETS, GUTTERS, ETC AND SMALL AC STRUCTURES		
Mandatory Safety Equipment and Personal Protective Equipment: Safety Boots, Hi-Viz, Helmet, PPE work wear, Safety glasses, Half Face masks, Type 5/6 Coveralls with hood, Nitrile Gloves		
• If laced boots are used, operatives will use a piece of adhesive tape to cover the laces of which will be disposed into an asbestos bag when removed		
EQUIPMENT REQUIRED:		
• 1000 Gauge polythene sheeting and duct tape • Webbing straps and rope • Asbestos waste container	• Warning tape and notices • Garden type sprayer containing wetting agent • Asbestos Bags	• Bolt Cropper • Bucket of water and rags
PROCEDURE:		
1. Protect nearby surfaces from contamination. Cover with 1000 gauge polythene sheeting and fix with duct tape to non asbestos surfaces		
REMOVAL:		
1. Avoid or minimise breaking AC sheets 2. If fasteners hold the sheets in place, dampen and remove them, and place in asbestos bags 3. If the sheets are bolted in place, dampen and cut the bolts while avoiding contact with the AC 4. Remove the bolts / fixings carefully and place them in the waste container 5. Unbolt, or use cutters to release gutter, drain pipes, ridge caps etc. 6. Lower large pieces to the ground. Don't drop them or use rubble chutes. Stack sheets carefully 7. Where there are several AC sheets and other large items, place them in a lockable skip 8. Double wrap large pieces in 1000-Gauge polythene sheeting. Seal with duct tape 9. Attach asbestos warning stickers 10. Place small pieces in the asbestos waste container		
CLEANING:		
1. Clean the equipment and the area with damp rags 2. Check for debris in fasteners or bolt holes. Clean with damp rag 3. Put debris, used rags, polythene sheeting and other waste in the waste container		
DISPOSAL:		
1. When the asbestos bin is full or all the AC materials have been removed then the bin will be transported off site and disposed of at a licensed landfill.		
ACCESS: If operatives are working at high level, suitable work platforms are to be used		

NON- LICENSED ASBESTOS WORK

Description:

Removing and decontaminating personal protective equipment (PPE & RPE)

Mandatory Safety Equipment and Personal Protective Equipment:

Safety Boots Hi-Viz, Helmet, PPE work wear, Safety glasses, Half Face masks, Type 5/6 Coveralls with hood, Nitrile Gloves

Personal decontamination is easier when you wear the correct personal protective equipment (PPE). You need to decontaminate yourself properly otherwise you may take asbestos fibres home on your clothing and expose your family and friends.

EQUIPMENT REQUIRED:

- Bucket of water and rags
- Asbestos Bags
- Separate clean/Dirty area
- Warning tape and notices
- Wipes for mask



PROCEDURE: Remove RPE last.

1. Clean your boots with damp rags & remove tape if used.
2. Use damp rags by a 'patting' action. Rubbing can disturb fibres.
3. Soak the rag in water. Fold in half or quarters. Wring it out.
4. Wipe all of the contaminated surfaces.
5. Re-fold the rag to give a clean surface.
6. Repeat until you have used all the clean surfaces of the rag.
7. Put the used rag in a bag. Get a clean rag, and repeat cleaning until all surfaces are clean.
8. Where there are two workers, they can help to clean each other.
9. Peel off disposable overalls rolling inside out with any contamination captured. Put them in a suitable asbestos waste container.
10. Tape the bag closed in swan neck fashion and place into the secondary bag and seal as before, dispose into correct waste bin
11. Finally, cleaning a half mask as follows.
 - Wipe mask with wipes issued with mask.
 - Remove pre-filter and dispose of into asbestos bag prior to removing mask and wipe again.
 - Once mask is removed then clean the internal part of the mask with a new wipe.
 - Ensure mask is dry and replace in box.

Personal decontamination

12. Can you use site washing facilities? If so, they must be for your use only.
13. Keep other people out during personal decontamination, and until you have cleaned the facilities.
Wash every time you leave the work area.
15. Use damp rags to clean the washing facilities at the end of the job.
16. Clean the facilities daily if the job lasts more than one day.
17. Inspect the facilities visually once the job is finished.
18. Clearance air sampling is not normally needed for washing facilities.

NON- LICENSED ASBESTOS WORK



Description:

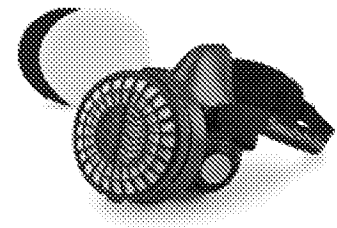
Cleaning of Half Mask at end of asbestos works(RPE)

Mandatory Safety Equipment and Personal Protective Equipment:

N/A

EQUIPMENT REQUIRED:

- Bucket of water
- Cleaning solution
- Brush
- Rags
- Spares – filters, wipes, pre-filters and cap
- Sign of sheet for Supervisor/Manager



PROCEDURE:

1. Ensure all filters and pre filters are removed and disposed of properly after last working day with asbestos if not why not?
2. Fill a clean bucket with warm water and cleaning solution
3. Remove head strap and submerge in the bucket clean by hand wring out and hang to dry.
4. Remove all detachable parts (filter caps, vent caps, rubber valves) submerge in the bucket clean using brush and dry with a clean cloth.
5. Place mask in the bucket and soak for a couple of minutes, clean with a brush check for any damage, once clean rinse with clean water and dry with a clean cloth.
6. Clean your mask box with a damp rag and ensure there are sufficient supplies (wipes, filters, blank disc, silica gels)
7. Re assemble mask wipe it over with the supplied cleaning wipes ensure its dry and there are no defects and place back in box.
8. Manager/Supervisor to check mask and sign off with new sticker on the RPE box and record in diary of checks carried out.

All operatives have a duty of care and are responsible for their own equipment.

3.2 Soft Strip

- The removal of all fixtures & fittings, furniture, carpet tiles, false ceilings, timber, services, cables, light fittings, insulation / lining boards within the structures to allow for the demolition.
- In all manual lifting operations, regard is to be noted with reference to The Manual Handling Regulations. i.e. team lifts, use of lifting equipment/mechanical means rather than men where practicable.
- Skips will be placed as close as possible to the area of works and fenced off during the works.
- During soft stripping, to minimise Manual Handling, Drop Zones will be formed and the arisings will be dropped down to ground floor level, where a 360° excavator will segregate into various waste skips.
- All debris will be removed on a regular basis to the collection points for disposal, thus creating a clean, safe working area and maintaining good housekeeping procedures.
- Disposal transit routes are to be reduced to minimise the requirement for Manual
- Handling any protruding sharp edges, nails etc... will be knocked flush with the adjacent structure or removed to avoid puncture wounds.
- This method is to be read in conjunction with the asbestos surveys. Known areas of Asbestos (not removed prior to soft stripping) will be highlighted to the operatives and sprayed red. It could be, however, that other such materials may be uncovered during the soft stripping process. Should such an incident occur, Hughes & Salvidge will secure the suspect material and its location, as far as is reasonably practicable, and inform the client and arrange the necessary sampling and testing of the material.
- All operatives will have undergone Asbestos Awareness training.
- Suitable hand PPE to be worn to protect from injury during all manual handling operations.

Soft Stripping of all doors, frames, windows, architraves, cable ducts and skirtings

- Doors may be fire resistant and may be required to be moved with support from a suitable trolley, whilst work in the removal from frames is carried out.
- There is potentially brittle glass within some of the doors. This can be taped over and removed by remote methods (i.e. scaffold tube used to break out the glass) prior to removing the door. Full gauntlets and visors are to be worn when handling glass. Glass will then be cleared up and placed into the skip.
- Doors and frames to be removed to the outside of the building for disposal to skips.
- Soft stripping of doors, frames, architraves, cable ducts and skirting's is to be carried out using hand tools or 110v Reciprocating Saw.
- Frames are to be removed using crow/nail bars and reciprocating saws for the removal of steel fixings.
- Timbers and glass to be removed directly to skips to prevent injury from cuts, nails etc
- Any protruding sharp edges, nails etc will be knocked flush with the adjacent structure or removed to avoid puncture wounds.

Soft Stripping of stud partitions

- Soft stripping of stud partitions is to be carried out using hand tools, Stanley knives, 110v reciprocating saw
- If required, the partitions will be cut into sections using a reciprocating saw to ease removal

Soft Stripping of all Cables and Services

- Soft stripping of service cabling and steelwork is to be carried out using hand tools, 110v Reciprocating Saw
- Cables are to be cut at each end of the sections to be removed prior to removal of fixings or support trays.
- Clips and small brackets are to be removed using crow/nail bars and reciprocating saws will be used for the removal of steel fixings and main supports, as access dictates.
- Cable trays and steelwork runs are to be dismantled in such a manner as to allow heavy or long lengths to be progressively lowered to floor level, without the need to over reach.

Waste Electrical and Electronic Equipment (WEEE)

- WEEE Items (such as monitors, microwaves, fridges, computers, light fittings etc will be removed from the structure by hand, segregated and palletised. These pallets will then be shrink wrapped and an inventory recorded for each pallet. This will then be stored in a secure location awaiting disposal as necessary.

Fluorescent Light Fittings

- Light fittings will be removed for segregation and disposal of the primary contaminant components - Fluorescent tubes and potential PCB materials within starter capacitors.
- These will be removed by hand prior to demolition wearing the site standard PPE and placed into the disposal 'coffins'

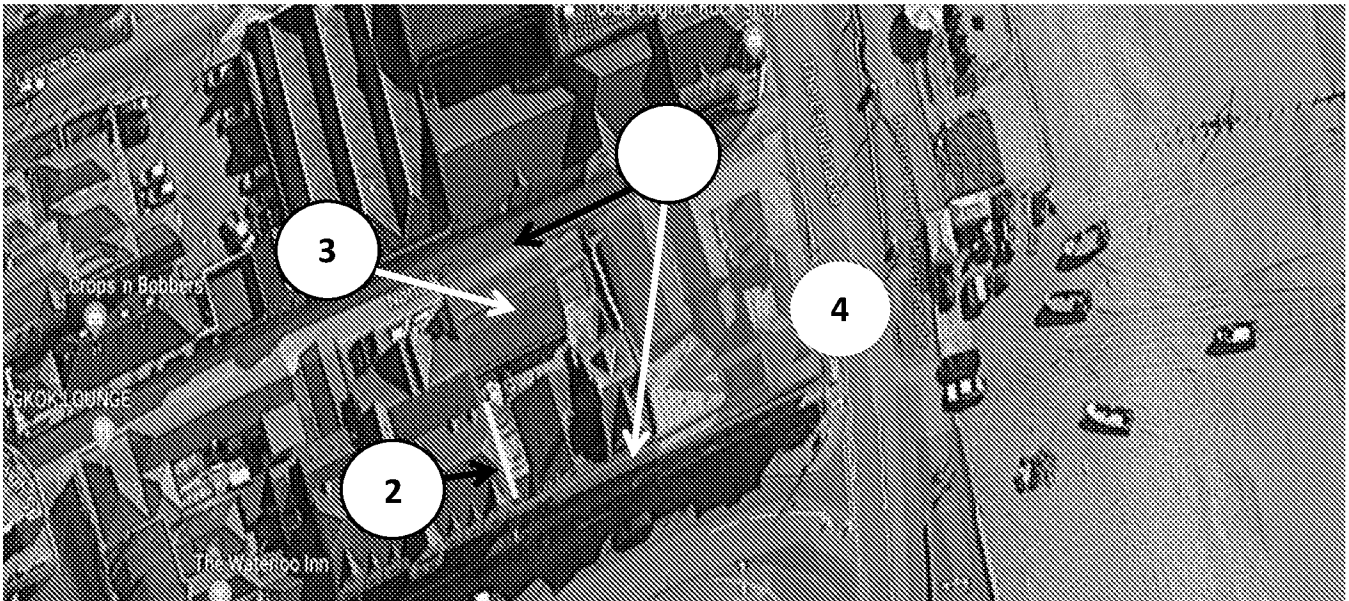
Task Specific Risks

- 04 - Windblown, Falling or Projected Debris
- 07 - Self Propelled Plant – Operation
- 08 - Self Propelled Plant – Set Up & Maintenance
- 09 - Working at Height
- 10 - Manual Handling
- 13 - Downloading Debris to Drop Zones
- 14 - Internal Strip-Out of Building & Materials Sorting
- 17 - Work creating Dust
- 19 - Noisy Machinery & Processes
- 20 - Use of Mobile Towers
- 26 - Use of Portable Electrical Equipment
- 32 - Discovery of Suspected Hazardous Substances
- 37 - Disposal of Waste Materials
- 43 - Hypodermic Needles
- 48 - Hand Arm Vibration Syndrome (HAVS)
- 68 - Discovery of unexploded ordnance or Munitions

3.3 Outline Sequence of Demolition

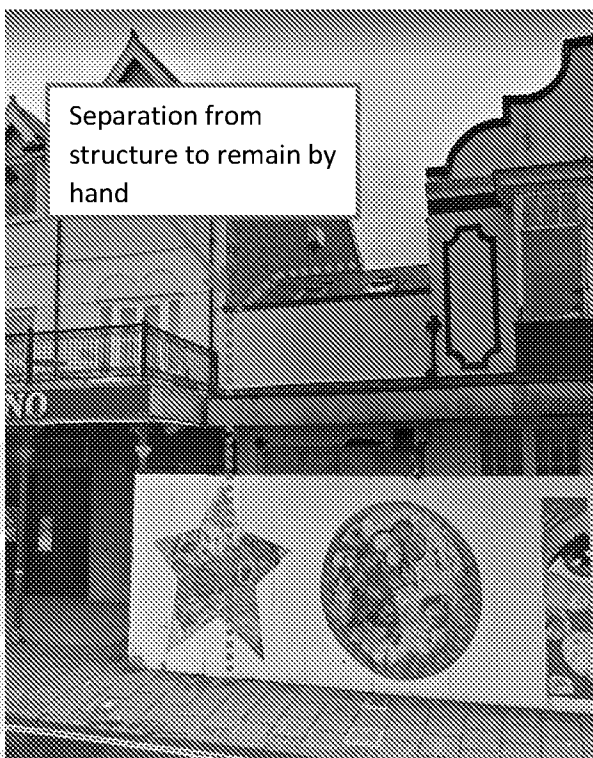
Following removal of ACM's and a comprehensive soft strip, demolition will commence as outlined in the sequence below.

- 1) Installation of protection scaffolding
- 2) Form separations from remaining structures
- 3) Removal of asbestos cement roof sheets
- 4) Structural demolition of buildings down to slab level



3.4 Formation of Separations (2)

Separations by hand are required where the main structure and gym building adjoin number 6 Downpatrick Street. Please see outline method below.



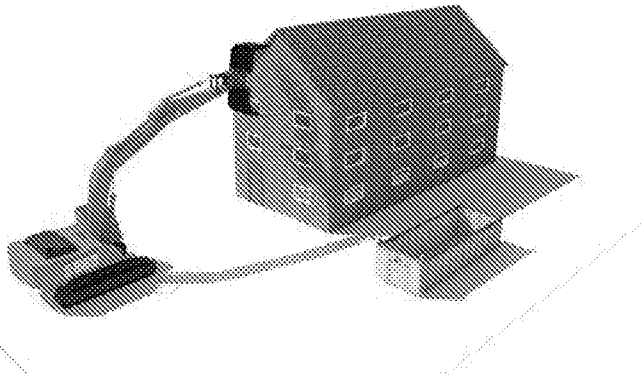
- Prior to demolition of the main structure, Hughes and Salvidge operatives will form a separation between the building to be demolished, and number 6 Downpatrick Street.
- Working from a demolition spec scaffold, operatives using hand tools (i.e. breakers, reciprocating saws and sledge hammers) will form an air gap between the two structures.
- Arisings from the works will be pushed into the confines of the building.
- Following demolition of the structure, Hughes and Salvidge will make good the exposed gable where required.

3.5 Structural Demolition of 3 Storey Pitched Roof Structure (4)

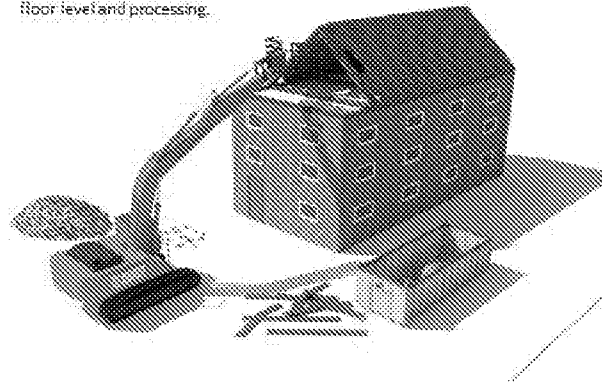
Following formation of separations, cut downs and a comprehensive soft strip of the building to be demolished, demolition will commence as per the outlined method below. Elevation on Waterloo Square will be reduced by machine, striking the Scaffolding progressively.

Demolition of Three-Storey Load Bearing Masonry Structures

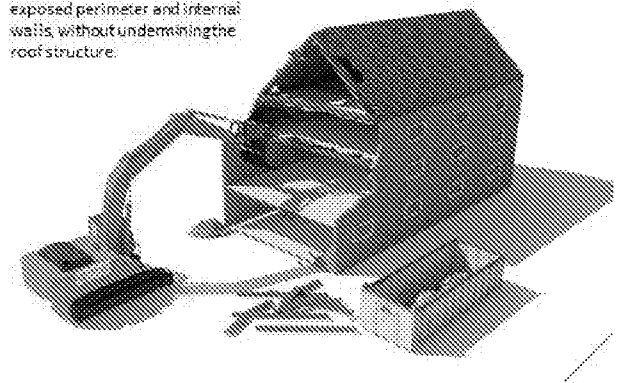
1) Machine to reduce gable end wall to expose the roof structure.



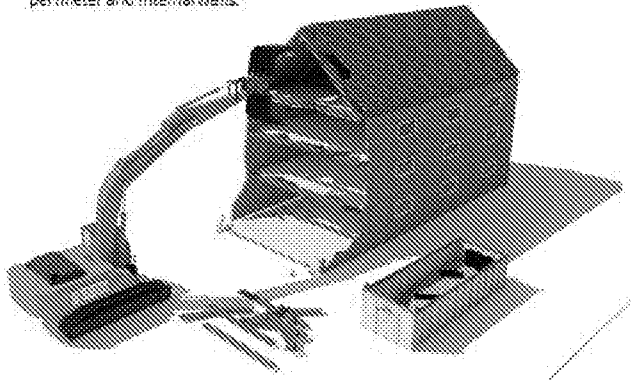
2) Remove first bays of roof structure, lowering to ground floor level and processing.



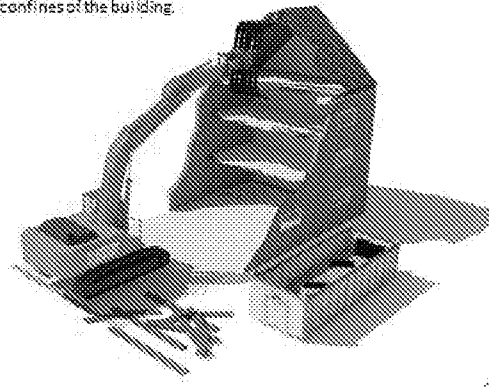
3) Removal of intermediate floor back to next bay, then remove exposed perimeter and internal walls, without undermining the roof structure.



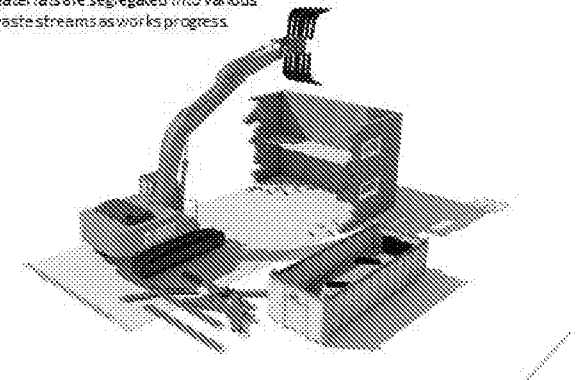
4) Continue to progress through the structure a bay at a time, removing a section of roof, then floor, then perimeter and internal walls.



5) With all of the roof structure removed, reduce the gable end wall down by working the wall into the confines of the building.



6) Continue to reduce the walls, top down, until demolition of the superstructure is complete. All arising materials are segregated into various waste streams as works progress.



Task Specific Risks

- 04 - Windblown, Falling or Projected Debris
- 05 - Traffic Management
- 06 - Erection & Working from Scaffolding
- 07 - Self Propelled Plant – Operation
- 08 - Self Propelled Plant – Set Up & Maintenance
- 09 - Working at Height
- 10 - Manual Handling
- 14 - Internal Strip-Out of Building & Materials Sorting
- 16 - Occupational Diseases
- 17 - Work creating Dust
- 19 - Noisy Machinery & Processes
- 20 - Use of Mobile Towers
- 23 - Storage of Fuel & Other Flammable Liquids
- 24 - Lifting Operations & Lifting Equipment
- 25 - Demolition of Structures – Consideration of Premature or Unplanned Collapse
- 26 - Use of Portable Electrical Equipment
- 28 - Asbestos Containing Materials (ACM) – Manual Removal
- 36 - Loading and Unloading of Vehicles
- 37 - Disposal of Waste Materials
- 41 - Site Boundary Security Fencing
- 48 - Hand Arm Vibration Syndrome (HAVS)
- 51 - Fire Prevention & Control
- 52 - Driving Company Vehicles
- 53 - Driving and Operation of HIAB Lorry
- 57 - Loading & Unloading Plant & Equipment from lorry
- 58 - Site Security – Intruders & Trespassers
- 59 - Changing Attachments on Plant
- 60 - Subcontractors working on site
- 62 - Use of Disc Cutter

