

Method Statement & Risk Assessments

Contractor Sussex Demolition, Vapogro Building, North Quay Rd, Newhaven, BN9 0AB

Project Demolition of four flats

Client Paul Fold Diamond Drilling

Location 80-86 Elmer Road, Middleton on sea, PO22 6EX

Ref No SD/14/04/15

Originator	Issue	Date	Reviewed By	Copy to	Approved
D Pummell	One	14/04/15	M Doe	Paul Fold	
				Site	

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Appendix A Method Statement

Appendix B Risk Assessments

Appendix B COSHH Assessments

1.0 Location of works

The works are to take place at 80-86 Elmer Road, Middleton on sea, PO22 6EX and consist of the Demolition of four flats. It has been identified that there is asbestos Insulation board within these and this is to be removed by others during the demolition phase

2.0 Management

Directors	-	Mr Mark Doe Mobile 07776057739
Site Foreman	-	Mr. Kevin Henshaw Mobile 07803179319
Safety Advisor	-	Mr. D Pummell CMIOSH MIIRSM FRSPH RMaPS Mobile 07905 500178

4.0 Hours of Work

All work will be undertaken during times agreed with the client expected times to be 08.00 till 17.00hrs

5.0 Tools and Plant

General Hand Tools
360 excavator with selecta-grab
General hand tools
20 & 40 roll on roll off waste bins

6.0 Personal Protective Equipment

RISK TABLE FOR THE USE OF PERSONAL PROTECTIVE EQUIPMENT

	Cranium	Ears	Eyes	Respiratory Tract	Face	Whole Head	Hands	Arm	Foot	Leg	Skin	Abdomen	Whole Body
Falls from a height													
Blows, impact, crushing	✓												✓
Stabs, cuts, grazes							✓	✓	✓	✓	✓		
Vibration							✓	✓					
Slipping, falling over													✓
Scalds, heat, fire													
Cold													
Immersion													
Non-ionising radiation													
Electrical													
Noise		✓											
Ionising Radiation													
Dust fibre				✓									
Fume													
Vapours													
Flying Particles			✓								✓		
Harmful bacteria													
Harmful viruses													
Fungi													
Asbestos													

Actions

Long sleeved and legged overalls to protect the skin from cuts and abrasions

Suitable safety footwear to be worn to protect the foot with a suitable sole to reduce the risk of slipping

Leather rigger gloves to be worn

Ear defenders to be provided for use during noisy operation when the slab is being broken up by the excavator fitted with the pecker

Disposable dust masks to be available during dusty operations (where possible this to be avoided by damping down)

Fluorescent waistcoats to be worn at all times on site

Hard Hats to be worn on site at all times

7.0 Selection of Materials and Plant

Where possible any products that pose a risk to the health of operatives during the demolition of the building will be identified and COSHH assessments undertaken to identify the control measures to be implemented

8.0 Communication and co-operation.

Before starting work all Persons will make an entry in the site register and also on completion of each day.

All employees will receive site Induction training prior to commencement on site. All employees will be instructed of their duty to cooperate with all other parties so far as is reasonably practicable and will be supplied with and have a safety briefing on the contents of this method statement and risk assessment

The Sussex Demolition Foreman will liaise with the client as required so as every element is planned

9.0 Temporary Site Storage.

No materials will be required and all plant and equipment including skips will be stored within the footprint of the site area which will be made secure during the demolition by the client

10.0 Delivery of Materials

The delivery of plant and equipment poses a risk to safety, the Sussex Demolition Foreman will liaise with the client to ensure that both parties are aware of deliveries and that nothing is blocking the entrance that prevents the delivery of the plant.

Access will be maintained for emergency vehicles at all times as far as is reasonably practicable

11.0 Site Waste

All site waste where possible will be segregated. All waste will be disposed of in 40 yard Ro Ro Bin through a licensed waste contractor Sussex Skips

All materials will be recycled off site and Sussex Demolition is forecasting 90% of materials removed will be recycled with 10% going to landfill.

12.0 Segregation of works

During the demolition a exclusion zone will be set up around the units and marshalled to ensure only authorised persons are present

13.0 Emergency Procedures

Fire

All persons on site will follow the below procedure as a minimum in the case of a fire

In the event of a serious fire, the person discovering it shall raise the alarm with a shout of fire and then phone x 999 on the site mobile phone to inform the fire service, they will then ensure the work area is evacuated

The assembly point designated by the client will be used for the duration of the project, this will be identified to all operatives prior to commencement on site

The Sussex Demolition Foreman will be responsible for ensuring all Sussex Demolition employees working on site assemble at the assembly point and will inform the Fire officer that all are accounted for

Persons will not be allowed to resume work until the client (following consultation with the Fire Service) has given the all clear

Unplanned collapse of the structure

In the event of an unplanned collapse of the structure and operatives being trapped the following procedure must be followed.

Fire service and Ambulance must be called immediately by dialling 999

Operatives to make safe the rest of the building if it is safe to do so without putting themselves at risk. If unsafe wait for the Fire Brigade to arrive

Site Foreman to inform the Fire Brigade of number of people trapped and locations if known along with any hazards that maybe present with in the building

Stay available should the Fire Brigade have any further questions or need any more information

Site Foreman to immediately inform Sussex Demolition Office so as it can be reported to the HSE immediately

14.0 First Aid

During the execution of the works there will be a minimum of three Operatives on site at any time.

In the event of a serious accident on site the Sussex Demolition Foreman will arrange for immediate medical assistance if required. The Sussex Demolition Foreman Mr Kevin Henshaw is the trained First Aider

A first aid box and eye wash bottles will be kept on site and checked weekly by the Site Foreman for the duration of the demolition phase of the project

Nearest A&E Hospital is

St Richards Hospital, Spitalfield Lane, Chichester, West Sussex PO19 6SE

 01243 788122

15.0 Accident Reporting

All accidents will be recorded in the accident book (New type in compliance with the Data Protection Act) kept on site

Where an injury, dangerous occurrence or disease has to be reported to the Principal Contractor and Health and Safety Executive it will be reported immediately by telephone ☎ 0845 300 9923 to the following

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

The Director Mr Mark Doe and Health, Safety & Environmental Consultant Mr David Pummell CMIOSH MIIRSM FRSPH RMaPS will investigate all incidents reported to the HSE. A report on the findings of the investigation will be produced and will include action's to prevent recurrence. A copy will be supplied to the client.

16.0 Site Rules

All site rules issued by the Client will be abided by at all times as well as company rules as follows

- The use of personal stereo equipment is not permitted on site.
- A no alcohol and drugs policy applies when working for the Company. Any person found under the influence of alcohol or illegal drugs will be removed from site immediately and not allowed to return.
- No smoking is allowed at any time on site or within the Grounds
- General safety and PPE when issued will be worn at all times
- All warning signs will be observed
- No personnel to be within the identified danger zone during the mechanical demolition of the building
- All operatives have a duty to ensure the place of work remains safe and tidy at all times

21.0 Communication of the Method Statement to Operatives

Mr Kevin Henshaw will instruct all operatives of the contents of the procedures listed within this Method statement before any work commences.

Where hazards and risks are identified which are not covered by this Method statement then work will stop immediately and brought to the attention of Mr Kevin Henshaw who will arrange for the method statement to be amended

Once the Method statement has been amended and operatives will be informed of the changes by Mr Kevin Henshaw in the form of toolbox talks, work will then be allowed to continue

22.0 Method Statement signing sheet

This is to confirm I have read and fully understand the safe system of work laid down in the method statement

Name	Signature	Date	Company

METHOD STATEMENTS

Demolition of four flats

Site Visitors and Site Security

Before going on site, Mr Kevin Henshaw will brief all visitors on the health and safety rules and the emergency procedures to be observed at all times during the demolition phase.

All Site Visitors, employees and contractors shall be required to make an entry in the Principal contractors site register on arrival on site and again on departure.

Mr Kevin Henshaw will accompany visitors at all times when entering the demolition exclusion zone and ensure they are issued with and use appropriate items of personal protective equipment and are briefed of the safety procedures to be followed at all times.

During the demolition work only authorised Sussex Demolition operatives involved in the demolition are to be present on site

In the event of an emergency situation, Mr Kevin Henshaw will be responsible for accounting for all site visitors, operatives and contractors under his control

Site Deliveries and movement of Materials to the Site Area

The delivery and removal of plant from site represents a risk to health and safety and the following measures will be taken at all times

- All deliveries and removal of skips will be made at agreed times with the client and set down in the requirements from planning
- All operatives carrying out the operation of unloading plant on site will wear fluorescent waistcoats at all times.
- All delivery vehicles will be kept to a suitable size
- A Banksman will be used to control the delivery at all times
- Access for all emergency vehicles will be maintained at all times during deliveries and removal of waste

Demolition of four flats

All services are to be confirmed isolated and dead by the client prior to demolition commencing

Asbestos is present within the buildings and as such this will be removed by others during the demolition phase of the project

All operatives will wear the following PPE, safety boots, hard hats, safety glasses, High vis, safety gloves and have ear defenders available to wear as required

Prior to this starting all operatives are to be briefed and shown the safety zone where they will wait till the operation has been completed, at no time are any personnel to be within the danger zone until the excavator operator gives the all clear

Operatives will then enter the flats and undertake a soft strip and where possible remove any glass from windows

Once soft stripped operatives will work from the scaffold on the left hand side where the boundaries are close between the adjacent bungalow and will dismantle the building by hand using 110v kangos and hand tools so as not to cause a nuisance to the neighbours due to the boundaries of the bungalow being close

Once this section has carefully been removed then all operatives will be cleared from the area and the exclusion zone created so as the 360 excavator fitted with a selecta grab can commence from the top mechanically dismantling the building

The demolition exclusion zone will be marshalled at all times

Suppression of dust will be by use of fine spray of water from a hand held spray unit where required or hosepipe

All walls will be taken down evenly so no walls are left standing unsupported at any time

The building will be pulled down within its own footprint

The excavator will load the 40 yard ro-ro waste bins and this will be removed from site where it will be recycled

The site will be left in a clean and clear state ready for handover

RISK ASSESSMENTS

Sussex Demolition Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
SD/14/04/15	14/04/15	Ongoing	Mr D Pummell	80-86 Elmer Road, Middleton on sea PO22 6EX

Activity				Use of electrical power tools				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Electricity Slips, trips and falls Mechanical Cuts and abrasions Burns		M		Operatives Contractors	A visual check to be carried out by the operatives to check plugs, sockets, leads and the body of the tool before use All power tools to be 110v and to be Portable appliance tested every six months or every three months when used in harsh environments such as wet or dusty Appropriate personal protective equipment to be issued and used such as hand, face, eye and hearing protection All employees to report defective or damaged equipment immediately and are not to use until repaired or replaced as necessary All items of equipment to be suitably marked to indicate the inspection and test status Extension leads should be kept in a tidy manner and not routed across walkways or in the path of other workers Extension leads should not be overloaded, use of high current drawing equipment must not be plugged into extension leads All power tools are to be serviced every 12 months If adjustments or changes need to be made, tools should be disconnected from the mains supply.	L		Operatives M Doe Operatives Operatives Director Operatives Operatives M Doe Operatives

Sussex Demolition Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
SD/14/04/15	14/04/15	Ongoing	Mr D Pummell	80-86 Elmer Road, Middleton on sea PO22 6EX

Activity				Safe use of hand tools				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Flying Objects Sharp edges Slips, trips & Falls Mechanical		M		Operatives Contractors	A visual check to be carried out before use to check tools are in a safe condition eg No burrs, split, Handles, loose hammer heads, splayed spanner heads etc.	L		Operatives
					Operatives to select and use the correct tools for the work to be undertaken			Operatives
					Damaged tools to be repaired or replaced immediately			Operatives
					All tools to be stored in a tool box or removed from site when not in use			Operatives
					Keep the work area tidy and clear of obstructions slipping and tripping hazards			Operatives
					Suitable PPE to be provided and worn as needed including hand, eye and face protection			Operatives
					Covers to be fitted to sharp edges such as Knife blades and saw edges when not in use			Operatives

Sussex Demolition Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
SD/14/04/15	14/04/15	Ongoing	Mr D Pummell	80-86 Elmer Road, Middleton on sea PO22 6EX

Activity				Use of 360 Excavator				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Materials dropping from shovel or bucket Overturning of machine Persons struck by machine Shovel or load dropping inadvertently Restriction of driver's vision Persons struck by machine			H	Operatives Contractors Public	Choice of equipment and requirements assessed with regard to ground conditions and local operational requirements. Compliance with British Standards including Noise in construction, Safety in earthmoving machinery Operation and maintenance of earthmoving machinery Planned maintenance program application to excavators Certification of drivers must be checked and drivers must be over 18 years old. Vehicles must be checked by drivers before use and secured afterward and 360-degree machines must have at least 600m clearance for tail swing at all times Monitor use on sloping ground and travel and operations on a gradient must be controlled to ensure machine stability. Noise levels are to be monitored and assessed as may be necessary Loads must not be slued over personnel, vehicles, cabins or huts. Overhangs are not to be created on high work faces. Wheels/tracks are to be at 90 degrees to the work face. A banksman is to be used where driver's vision is impaired or operating in congested areas & driver training to CITB standard is required; A minimum of 600mm clearance must be maintained between any part of the excavator and any structure of any kind, this must include any part where the excavator can rotate 360 degrees	L		M Doe M Doe Operators Operator Operator Operator

Sussex Demolition Risk Assessments				
Ref No	Date	Review Date	Assessor	Location
SD/14/04/15	14/04/15	Ongoing	Mr D Pummell	80-86 Elmer Road, Middleton on sea PO22 6EX

Activity				Demolition of four flats				
Hazard	Risk			Persons Affected	Control Measures	Residual Risk	Further Controls	Action By
	L	M	H					
Unplanned collapse of Structure Release of hazardous substances Live Services Dust release Falls from height Falling objects			H	Operatives Contractors Public	Demolition zone to be marshalled to prevent access during operation All services to be located and isolated prior to demolition and strip out works commencing Survey to be undertaken to identify any hazardous substances such as asbestos etc to allow a safe system of work developed for removal and disposal Remove all glass from windows prior to commencing the demolition Four flats to be demolished by the 360 excavator, prior to this ensure the building is cleared and no one is to re-enter while in progress All walls to be dismantled evenly so there are no areas left unsupported at any time All emergency plans to be in place prior to commencement and communicated to all operatives on site During the dismantling there will be a risk of dust being released into the atmosphere so this will be controlled by damping down with water to suppress dust levels at all times Demolition exclusion zone to be identified and implemented Where boundaries of other projects are close then dismantling to take place by hand All asbestos within the building will be removed by others	L		Client Client Client Operators Operatives Operator operatives Operator M Doe Operatives Operator Foreman Foreman Operatives

COSHH ASSESSMENTS



Product		Nuisance Dust					
Manufacturer		None (By-Product)					
Emergency No		N/A		Reference No		/23	
Harmful Components		None hazardous but is classed as Nuisance Dust					
Date	11/01/15	Review Date	11/01/16	Assessor	D Pummell		
WEL's		5mg/m3		Data Sheet	N/A		
How is it used							
Generation of non toxic dusts may occur when dismantling the building							
Can the substance be eliminated from the workplace				No			
Can the substance be substituted for a safer product				No			
How often is it used							
Daily	X	Weekly		Monthly		Rarely	
How long are people exposed to the substance				Any where from 5mins to six hours			
Who could be exposed to the substance				Operatives, contractors, Public, visitors			
How much of a Health risk does the substance pose							
Insignificant		Low		Medium	X	High	Very High
Is there a fire risk with this substance				Can be if the dust is fine enough			
Route into the Body							
Inhalation	X	Ingestion	X	Absorption through the skin		Puncture	
What harmful effects can occur							
Irritating to the eyes, may give rise to nasal congestion							
First Aid Procedures							
Inhalation	Move the person to fresh air at once, rinse mouth out with water						
Ingestion	No immediate acute effect						
Skin Contact	Wash the skin with soap and water						
Eye Contact	Rinse for at least 15 minutes						
Emergency Plan for spillage		N/A					
Air Monitoring	N/A	Health Surveillance	N/A	Training needed	N/A		
Personal Protective Equipment							
 Glasses? YES		 Gloves? YES		 Dust Mask? YES			
Disposable dust masks, safety goggles and coveralls, where excessive amounts are encountered							
Storage	N/A						
Safe waste disposal	No special precautions						
Control measures to reduce the risk of exposure							
1. Disposable dust masks to be worn when encountering excessive amounts 2. Damping down with a fine spray of water to be used 3. No eating or drinking until good personal hygiene has been observed 4. No smoking to be permitted on site at any times 5 Work area to cleaned regularly to ensure there is no build up of waste							
Signature of assessor		<i>D Pummell</i>					