PRE-PLANNING

METHOD STATEMENT
&

GENERAL INFORMATION

PROJECT

DEMOLITION
Of
Broad Street Business Centre
10 Broad Street
Spalding

for

Activ Property Management Ltd

Date: June 2021

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1.0 Description of the Works

Following the removal of all asbestos containing materials as per the pre-demolition asbestos survey report, all internal cosmetics and debris shall be soft stripped with all arising waste materials being disposed of into waste skip containers. The buildings shall be demolished by hand and with some mechanical means.

The site shall remain in a clean, tidy and safe condition all to the satisfaction of the client.

Project statements

All works to take into account:

A fully intrusive asbestos survey, i.e. a pre-demolition/refurbishment survey

There will be an onsite named Environmental Co-ordinator who will control the environmental issues on liaise with the local community and other interested parties.

2.0 Programme for the Works

Commencement Date: To be confirmed

Duration of the Works: To be confirmed

Completion Date: To be confirmed

Maximum Number of People Involved in the Work Activities: Anticipated 5 No maximum

3.0 Pre – Demolition arrangements

Notify Local Authority Building Control (Section 80/81 Notice)

Liaise with Local Authority Highways Department regarding any street works permits including any scaffolding or hoarding permits.

Serve party wall notices on adjoining properties and carry out condition surveys where appropriate.

Carry out mail drop to local residents/businesses advising of works and giving contact details of parties involved with the demolition works. This includes liaison with adjoining property owners where demolition works are on the boundary line.

Arrange for ALL utilities and services to be disconnected with all certification and drawings where available.

4.0 Welfare Arrangements

Welfare arrangements are to be provided by the demolition contractor – all in accordance with the Construction (Design and Management) Regulations 2015.

All welfare facilities shall be established at a safe designated location on site prior to all works commencing.

It is the responsibility of all personnel on site to ensure that the welfare facilities are well maintained and kept in a clean and tidy order.

Welfare facilities to include:

- Canteen area consisting of provisions for warming food and to make hot drinks.
- Warm and cold running water with hand washing and drying facilities.
- Toilet facility
- Generator providing adequate warmth and lighting.

5.0 Medical Arrangements

Medical arrangements are to be provided by the demolition contractor – all in accordance with the Health and Safety (First Aid) Regulations 1981.

A qualified first aider at work should be on site at the time of works.

Anyone involved in an accident must report immediately to the site manager.

6.0 Responsible Personnel

Personnel directly responsible for carrying out the works:-

To be confirmed by the appointed demolition contractor

The site manager shall be responsible for the day to day running of the site ensuring that all works are running to programme in the safest possible manner.

The site manager is also likely to be the sites environmental co-ordinator and he shall liaise with the local authority and the local residents at regular occasions ensuring that good relations between all parties involved are maintained.

7.0 Site Security and Access

Access onto site can be gained from Broad Street, Spalding

All site personnel are to sign in and out on a daily basis in the register located in the site manager's office.

All visitors coming onto site must wait at the entrance gates and wait for the site manager. Visitors must receive a site specific induction, be wearing all minimum PPE requirements and be accompanied by the site manager or his representative whilst on site.

'Heras' type temporary security fencing shall be erected around the perimeter of the works where required to form a safe working enclosure.

Security gates shall be established to the front of site to the compound area. These gates should be locked at all times both whilst works are in progress and when the working day ends. If necessary the gates shall be under banks men control.

Adequate warning signage stating '**DANGER DEMOLITION KEEP OUT'** and information signage showing all on site minimum PPE requirements shall be erected to the 'heras' fencing and security gates where necessary.

The safe working enclosure shall be maintained at all times.

8.0 Site Induction

All persons coming onto site to include all employees and sub contractors are to receive a site specific safety induction prior to any works commencing to be undertaken by the site manager or his representative. All persons on completion of the site induction process are to sign into the site induction register.

9.0 Personal Protective Equipment Requirements

All PPE issued to operatives and management is strictly recorded, controlled, maintained and cleaned and appropriate training given – all in accordance with the Personal Protective Equipment Regulations 2002.

All minimum PPE requirements shall be adhered to at all times whilst on site as stated within the principal contractors site rules.

Additional PPE to include dust masks, ear defenders, gauntlets, safety visors, fire resistant overalls, disposable overalls etc shall be issued by the site manager when required by the method statements and risk assessments.

10.0 Tool Box Talks

On site training through tool box talks should be issued in accordance with The Construction Design and Management Regulations 2015

11.0 Site Set Up

The following documentation and information should be on site prior to works commencing:

- Method statements with associated risk and COSSH assessments
- Health and safety policy statement
- Pre-demolition asbestos survey report
- Confirmation of service disconnection
- Insurance details

- Health and safety law poster
- Health and safety plan
- Notification to the health and safety executive
- Traffic management plan (If applicable)
- Approval from building control for demolition works to commence
- Site documents to include site register, induction register and daily diaries
- Site plans
- Emergency procedures / arrangements
- Employee training certificates
- Plant test certificates
- Sub contractor information

12.0 Temporary Works/Facilities

- 'Heras' type security fencing
- Warning and information signage
- Welfare facilities.

13.0 Hazard Identification/Risk Assessment

The demolition Contractor is to provide details when appointed

14.0 Hazardous Materials and Equipment (COSHH)

The demolition Contractor is to provide details when appointed

15.0 Plant, Vehicles, Equipment and Special Tools likely to be used

- Site personal vehicles.
- Hand tools
- PPE / RPE
- Appropriate waste containers
- 360º excavators with attachments
- Mobile elevating working platform (MEWP) boom
- Double bunded diesel fuel tank
- Mobile tower scaffold

All plant and equipment will be correctly registered, controlled, maintained, tested and certified by approved bodies and will only be used by competent trained personnel.

16.0 Equipment and Material Storage

All plant, equipment and materials storage will be within the confines of the Heras fencing / designated area of operations.

17.0 Special Site Safety Rules

All operatives will adhere to the site rules as set out by the principal contractor under the Construction (Design and Management) Regulations 2015. Site rules should be posted onto the walls of the site canteen / office.

Should there be a fire on site, all personnel must report immediately to the fire assembly point / muster point

The site emergency telephone is likely to be the site manager's mobile phone.

18.0 Rigging and Slinging

All lifting equipment, where applicable, should be maintained in accordance with The Provision and Use of Work Equipment Regulations 1998 and all operatives will be competent and fully trained in the use of the equipment.

All personnel training certificates shall be on site at the time of works.

Testing certificates of all plant and lifting equipment / accessories shall be on site with them at the time of works.

19.0 Young Persons (Under 18 Years of Age)

Where 'Young Persons' are employed on site, the demolition contractor is to ensure that they are protected at work from any risks to their health and safety, which are a consequence of their lack of experience, or the absence of awareness of existing or potential risks or the fact that young persons have not fully matured.

20.0 Manual Handling

Manual handling will be kept to a minimum, but where manual handling is required to be carried out, it will only be performed by fully trained personnel in accordance with the 1992 Manual Handling Operations Regulations.

21.0 Working at Height

The Work at Height Regulations 2005 apply to all works at height where there is a risk of a fall liable to cause personal injury. Prior to all works at height a suitable risk assessment shall be made to ascertain the precautionary measures to be taken.

Fixed Scaffolding

All scaffolding on or adjacent to gardens is to be double boarded and fitted with debris netting.

Where scaffolding on the Broad Street elevation the relevant Local Authority permits and licences will be obtained by the Demolition Contractor with any appropriate footpath closures.

Where necessary or where required fixed scaffold systems will be constructed as a means of safe access. The Scaffold will be erected by an approved scaffolding contractor.

All scaffolds will be erected in accordance with The Provision & Use of Work Equipment Regulations 1998 and British Standards BS1129, BS1139, BS5973, BS2482 and BS 5974.

Mobile Scaffold

All mobile scaffolding be it aluminium or fibreglass will be hired from an approved supplier.

The platform will be erected in accordance with The Provision and Use of Work Equipment Regulations 1998 and conform to BS1139-3 specification for prefabricated mobile access equipment and working towers.

MEWP's (mobile elevated working platforms both boom and scissor)

Where applicable and possible the use of MEWP's should be used as an alternative to scaffold access.

All platforms either scissor type or boom type will be hired from approved hire companies. When hired an in date 6 monthly inspection certificate should be requested with the hire documentation.

The equipment should be inspected prior to use.

Only trained operatives should be permitted to use the equipment and whilst doing so will wear full safety harness attached to a suitable anchorage point in the cage.

Safety Harnesses

Throughout the works, where working at height is necessary, operatives when not working on a fitted scaffold system will wear a full safety harness.

The types of harness used will conform to BS EN 354, 355, 358, 361-365. The harnesses should be inspected every 3 months and a record will be kept of the inspections.

22.0 Emergency Rescue Plan for Falls from Height

In the event of an incident if the fallen man is conscious a maximum time of 15 minutes should be used to get them down to safety. If they are unconscious this time is reduced to 5 minutes. If these times are exceeded no action shall be taken until the emergency services arrive.

23.0 Noise and Environmental Pollution

There will be an onsite named environmental co-ordinator who will control the environmental issues on liaise with the local community and other interested parties.

On-site noise levels should be monitored regularly, particularly when changes in machinery or project designs are introduced, or in response to complaint. Annex E of BS5228: Part1: 1997 provides guidance on noise measurement methods

The plant and equipment to be utilised for the work has been selected so as to keep the noise levels to an absolute minimum. All plant and equipment being used should be inspected / serviced at regular intervals and maintained when necessary.

Should noise levels exceed 80dB(A) then appropriate hearing protection should be made available to all personnel working within the area on request.

If noise levels exceed 85dB(A) all persons working within the area must wear the appropriate hearing protection and this shall be policed by the demolition contractors management. In such circumstances warning signs shall be erected and the area shall be deemed an area requiring ear protection.

Tool box talks shall be given where the noise levels exceed 80dB(A) to warn all persons of the high noise levels, what damage this can cause and how to prevent this from occurring.

Working hours for this site are likely to be 08.00 – 17.30. There shall be strictly **NO** plant works outside of these hours.

All pieces of plant and equipment shall be positioned accordingly on site so as to cause minimum disturbance to local residents.

The noise levels shall be monitored on a regular basis.

All works should be carried out in accordance with the Environment Agency ‘Pollution Prevention Guidelines’ including ‘PPG6 'Guidance for working at construction or demolition sites’

Environmental pollution will be kept to an absolute minimum and damping down will be carried out as required by site conditions.

Any fuel stored on site is within a fully bunded temporary fuel storage tank and will ensure all plant is fully maintained to minimise any risk of oil leakage

24.0 Vibration

Plant and equipment to be utilised for the work operations is selected to keep workers’ exposure to vibration to an absolute minimum. Technical data on vibration levels for each item of plant or equipment is to be obtained and where exposure levels exceed 2.5m/s² on a regular basis, a programme of preventative measures and health surveillance is to be implemented.

25.0 Disposal of Waste Materials (Hazardous and Non-Hazardous)

Disposal of all waste materials will be in accordance with current regulation requirements. Any hazardous waste will be transported by a registered carrier to a licensed tip – strictly in accordance with the Hazardous Waste Regulations 2005.

All waste carriers should have debris netting covering loads when leaving site.

26.0 Completion Arrangements

On completion of the works the plant, equipment and temporary facilities will be removed from site and the area of operations left in a safe, clean and tidy condition – all to the satisfaction of the Client and in consultation with Peterborough City Council Building Control department.

27.0 Sub-Contracted Elements and Control

Prior to the employment of any sub-contractors, they should complete a pre-qualification contractors questionnaire. This enables the Contractor to assess the competence and adequacy of contractors prior to the placing of any orders. All contractors should undergo site inductions prior to commencement of their works on site and they are to be involved in site progress meetings, tool-box talks and other relevant site procedures.

28.0 Safety Policy Statement

The health and safety policy statement of the contractor shall be on site prior to works commencing.

29.0 Exclusions / Assumptions / Emergency Arrangements

Emergency procedures are to be detailed in 'special site safety rules' and as described in the appointed Contractors Health and Safety Policy.

30.0 Site Specific Safety Method Statement

Prior to works commencing the protection works will be in place and an inspection carried out by the Company director responsible for the project.

30.1 The fencing/hoarding to the front of the site will be in place immediately next to the public footpath.

30.2 The scaffolding to the buildings will be erected where required with debris netting installed on elevations where adjacent to properties/footpaths.

30.3 Where the existing structures are being removed and are on the boundaries of the site agreements/licences are to be obtained where possible with the adjoining owners to allow safe working.

30.4 Where working on the existing structures located on the site boundaries works are to be carried out by hand where appropriate.

30.5 Limited access and egress will be from the North East end of the site using the restricted access from Westlode Street next to the Youth Centre. All fire exits are to be kept clear and access is to be maintained to the Bowling Green at the rear of the Constitutional Club.

30.6 All welfare facilities to comply with the Construction (Design and Management) Regulations 2015 shall be delivered onto site and established at a safe designated location. These shall be supplied by the demolition contractor.

30.7 All persons coming onto site shall receive a site specific safety induction to be undertaken by the site manager or his representative.

30.8 All persons coming onto site shall be required to sign into the site register upon arriving onto site and out when leaving. This shall be located within the site managers office.

30.9 All persons shall be required to comply with the site minimum PPE requirements of hard hat, safety footwear and hi visibility jacket.

30.10 Any visitors coming onto site shall be allowed only in the company of the site manager or his representative.

30.11 'Heras 151' or 'Steadfast 151' temporary security fencing complete with warning signage stating 'DANGER DEMOLITION KEEP OUT' shall be erected around the site where required to secure the safe working enclosure.

30.12 Form temporary protection to entrance Heras 151 in accordance with the Local Authority Highways Department requirements

30.13 All services on site shall be disconnected as arranged by the client. Prior to works commencing the site manager shall obtain confirmation from the client that all services have been disconnected. Strictly no works shall be allowed to start with services still live.

30.14 Plant to include a 360º excavator with attachment, a mobile elevating working platform (MEWP) boom and a double bunded diesel fuel tank shall be delivered onto site in accordance with the sequence of works.

30.15 All vehicular traffic wanting to come onto site shall enter under close banks men control, adhering to all conditions as stated within the traffic management plan. All banks men are competent and trained in the use of specialist hand signals.

30.16 The double bunded diesel fuel tank shall be stored at a safe designated location on site away from all major works, sources of ignition and water courses.

30.17 A pre-demolition asbestos survey is to undertaken by the Client prior to works commencing and any asbestos identified is to be removed in accordance with the recommendations of 'The Control of Asbestos Regulations 2012'.

30.18 All licensable materials identified shall be removed prior to any other works by a licensed asbestos removal contractor under fully controlled conditions and the statutory 14 day HSE notification.

30.19 All asbestos containing materials shall be disposed of into a registered asbestos waste container to be removed from site under environmental agency notification and taken to a licensed hazardous waste landfill site.

30.20 Using hand held tools to include wrecking bars and sledge hammers all internal cosmetic materials shall be soft stripped and placed into suitable waste containers.

30.21 Waste skip containers shall be ordered as and when required by the site manager and shall be located where necessary on site. These will be covered with debris netting when leaving site.

30.22 If required a mobile tower scaffold shall be used to access high elevated areas. The mobile tower scaffold shall be erected and dismantled by competent and trained persons only in accordance with manufacturers instructions.

30.23 Working from the main scaffold, MEWP and / or the mobile tower scaffold these areas shall be manually demolished commencing in reverse order to its original construction with all arising waste materials being disposed of accordingly.

30.24 Tools to be used shall include wrecking bars and sledge hammers.

30.25 The demolition contractor will ensure he has liaised fully with neighbouring properties in advance of works to the boundaries. Works shall be in accordance with this.

30.26 Manual demolition works shall continue until the site manager is satisfied that the integrity of the neighbouring buildings will not be compromised during remote demolition operations.

30.27 Prior to any demolition works the site manager shall make a final inspection of the building to ascertain whether the building is ready for remote demolition operations to commence.

Should it be considered not appropriate for safety reasons then remote demolition will not take place and all demolition works will be carried out by hand.

30.28 The waste from the removal of the main roof structure and cladding shall be disposed of into suitable waste skip containers. This is to be removed prior to the masonry walls being pulled down and will be removed manually.

30.29 Working from the scaffold, MEWP and / or the mobile tower scaffold these areas shall be manually demolished commencing in reverse order to its original construction with all arising waste materials being disposed of accordingly.

30.30 If appropriate; commencing from one end of the respective structure the 360º excavator with attachment shall commence remote demolition works in reverse order to the buildings original construction.

30.31 The 360º excavator with attachment shall demolish the building systematically removing and disposing of all waste materials progressively.

30.32 All masonry shall be carefully demolished and allowed to fall freely within the buildings own structure plan area. No floors are to be overloaded with rubble.

30.33 This process shall be repeated for the main building and also all associated structures have been demolished and all waste materials have been disposed of accordingly.

30.34 The 360º excavator with attachment shall pulverise all reinforced concrete beams, disposing of all arising reinforced steel work into scrap waste containers as works progress.

30.35 The 360º excavators with attachments shall proceed to grub up all floor slab, foundations and footings and gather all arisings into a neat stockpile within the centre of site awaiting clearance works to proceed.

30.36 All hardcore and processed material shall be loaded by the 360º excavator with attachment into suitable skips or 8 wheeler tipper lorries for clearance to designated tips. All lorries to have debris netting

30.34 Where necessary works shall be suppressed with a light supply of water to minimize the amount of dust released from remote demolition and loading operations.

30.35 Only trained and competent personnel shall be allowed to operate the plant.

30.36 All processed materials shall be removed from site via suitable 8 wheeler tipper lorries, to be loaded by the 360º excavator with attachment.

30.37 All plant, equipment and machinery shall be removed from site.

30.38 The site shall be left in a clean, tidy and safe condition all to the satisfaction of the client and in consultation with South Holland District Council Building Control.

30.39 This safety method statement should be amended as the works proceed, where methods of working or site circumstances alter from that originally envisaged.

30.40 All vehicles leaving site will be inspected for mud and debris on their wheels and any significant items removed before removed from the wheels before entering the highway.

31.0 Temporary Support/Propping

31.1 Whilst it is not expected the remaining structures will require any temporary support or propping if the appointed Demolition Contractor has any concerns over the walls where remaining, works will stop in the area of concern until the Structural Engineer has inspected.