



Outline Method Statement Risk Assessment & Management Plan for Demolition & Construction

DEMOLITION

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All revisions to this document will be included in **BOLD RED** text so that it can be easily identified. These red sections must be inducted to all current operatives but the **WHOLE** document must be inducted to all new operatives.

Introduction

This planning stage method statement, management plan and risk assessment is for the demolition and construction works at the City House for the redevelopment of the Site to provide a part 5, part 13 storey mixed-use building. Prior to the start of the proposed works this document will need to be developed, with certain areas expanded upon

Our proposed methodology for this project has come following a detailed review of the issued documentation, visiting site and consulting with the client team.

This document will remain a live document that will be revised should the working methods change or become unsuitable to complete the works safely. As the document is revised it will be issued to the relevant people for approval prior to the tasks starting.



In addition to these revisions the methods will be checked weekly during a site documentation review. Any amendments made will be issued to the Principal Designer for approval. It is the responsibility of the Supervisor to ensure that this document is up to date and a true reflection of the work methods on site and the risks being exposed to.

The risk assessments included with this have been chosen due to the presence of hazards within the site and works. All the control measures suggested in these assessments will be adopted and adhered to. These must also form part of the weekly review to check their suitability.

Scope & Sequence

The proposed scope of works for this project will be completed in a sequence that is the safest and most efficient.

Any changes to the scope of works or methods used to deliver the scope must be documented in a revision to this document.

Major changes to the scope or methodology will result in this document being sent to the Principal Designer (PD) for approval.

- Site welfare Set-up
- Fencing to site boundary
- Pre demolition soft strip
- Asbestos removal (subject to full R&D survey)
- Scaffolding erection
- Structural demolition
- Remove slabs and foundations to 1.5m
- Crush all site masonry and concrete and leave on site for future use
- Site Clearance of all other waste generated during the works
- Clear site

Working Hours

Monday – Friday - 08:00 to 18:00

Saturday – 08:00 to 13:00

Bank Holidays or Public Holidays – No site works

No working outside of these hours will be permitted unless notification has been given to the client and they have approved the working in these hours.

Project Management

The project is to be managed by the following CJ Charlton employees.

Director

Name: Chris Charlton

Phone: 07793 495914

Email: c.charlton@cjcharltongroup.co.uk

Director

Name: Daniel Thompson

Phone: 07925 307379

Email: d.thompson@cjcharltongroup.co.uk

Operations Director

Name: Will Bryan

Phone: 07494 325459

Email: w.bryan@cjcharltongroup.co.uk

Contracts Manager

Name: Charlie Hutton

Phone: 07774 330764

Email: c.hutton@cjcharltongroup.co.uk

Site Manager

Name: TBC

Current Major Site Hazards

Working Around Moving Plant & Vehicles

During the demolition works there will be multiple excavators and vehicles moving around the site. This poses as a risk for site personnel moving around the site.

Personnel must have safe routes leading from the site entrance to the welfare area. When on site personnel must keep clear of all moving plant and vehicles. Hi vis vests must be worn, and personnel should always make themselves seen to the operator/driver when moving past.

Structural Stability

During the structural demolition of the building, retaining structural stability at all stages of the demolition is crucial. Structural demolition is only to be completed by demolition operators who are trained and competent. The method for demolishing the structure is to be followed at all times.

Only full structural bays are to be left standing at the end of shifts. No free-standing, large sections are to be left unsupported at the end of the day. During the demolition works operatives and visitors are to be kept clear of the building at all times.

Asbestos Containing Materials

The presence of asbestos containing materials (ACM) is currently unknown and is subject to completion of the survey. No demolition works or intrusive soft strip works are to be completed until the survey has been completed and the asbestos removed by a competent and licensed contractor.

Site Boundary Line

The below illustration highlights the approximate boundary line for the site for the boundary. The exact fencing line is to be confirmed. It is proposed that the pavements around the site will remain open to the public.



The site boundary for the works will consist of a Herras fencing or traditional timber hoarding boundary. This is being erected by the client prior to the start of the works. This boundary needs to safely contain the works and the vehicles making deliveries and waste collections.

During our time on site the boundary line will be checked to ensure it remains undamaged and suitable containing the works.

If the boundary is seen to be unsuitable at any point during the works, it must be rectified immediately as keeping members of the public out of the site is a high priority.

Access, Egress, Parking & Deliveries

Site Access & Egress for Vehicles

The existing entrance to the site is from the highlighted side road which can be accessed from Sutton Park Rd. Vehicles are to use the same entrance and exit point. A Banksman is to assist with larger vehicles entering the site and for when vehicles want to leave site.



Parking

Parking on site is limited and all workers/ visitors are to check with the Supervisor before bringing a vehicle to site.

Deliveries

All delivery/collection drivers must wear full (4-point PPE) when on site outside of their vehicles. Drivers are only permitted to be immediately next to their vehicles for loading/inspecting and must not walk into the into the site. If they are required to enter the work areas they must firstly receive a full induction.

We will adopt the following safety procedures to ensure the safety of our staff and other people us. These will include;

- Not driving over the speed limit when approaching the site
- Never using phones while driving on site
- Always giving way to other road users
- Do not block the entrance to other businesses or residential properties

All vehicles must leave site in a slow and controlled manner ensuring that no curbs are driven over, or corners cut.

No construction vehicles of any size are to wait on the roads surrounding the site. Vehicles making deliveries/collections will be required to phone ahead to site to ensure that they can access the site and the material they are collecting is ready for them or there is sufficient space on the site to take the delivery.

Site Security

Site security is important to ensure that members of the public do not enter the site during the working shift and also out of site hours. The following controls will be put on place on this site.

- During the day the gate will be manned by a banksman. They will control vehicles and pedestrians entering and leaving the site.
- The building is to be secured as much as possible at the end of each work shift and during the day. Members of the public must not be permitted to access the building at any time.
- Tools and equipment are to be locked away at the end of each shift
- Warning signage is to be displayed on the boundary fencing warning people of the dangers of entering the site.

Site Setup

Welfare Facilities

Welfare facilities are to be provided in the way of standalone welfare cabins positioned within the site boundary in a safe location away from the works and the site.

Facilities should exceed the requirements of the Construction (Design and Management) Regulations 2015 and incorporate the smoke-free (Premises and Enforcement) Regulations 2006.

The site welfare should consist of the following,

-
- Suitable numbers of sanitary conveniences, which reflect the number of, people working on the site and which are adequately ventilated and lit.
 - Washing facilities, which provide basins large enough to allow people to wash their faces hands and forearms and a supply of clean hot and cold, or warm, water.
 - Storing and changing clothing.
 - A suitable supply of drinking water and drinking vessels.
 - Microwaves for warming food
 - Electric kettle for making hot drinks with an adequate a number of cups and cutlery for the workforce.

Any problems with the welfare will be voiced to the Supervisor immediately.

The welfare must be kept in a clean and tidy condition. Toilets and sinks must be cleaned after every break time, consumables replaced, and bins emptied. There needs to be adequate hand washing facilities on site with disinfectant sprays/wipes in the canteen/toilets.

Site & Worker Appearance

The appearance of the site is very important to ensuring that the C J Charlton brand is seen in good light and also that people's perception of the development is a good one.

All workers will adhere to the following things at all time when travelling to or being on site;

- Set the site up so people can walk from the gate to the welfare in a safe route without being able to walk off into the site.
- Make sure everyone is given clean PPE (hi vis and hat) at the start of the project
- In the morning do not park inconsiderably outside the front of the site by blocking pavements and listening to loud music
- Keep the welfare and site entrance tidy
- Do not drop litter around the welfare or anywhere on site
- Keep the office area tidy and presentable. It is a project office and not a canteen.
- Always ensure there is enough PPE on site for visitors.
- When leaving the site to go to shops etc. always conduct yourself in a professional manner as you are still representing the company.
- When driving to site in company vehicles always drive cautiously and abiding by the rules of the road.

Works Methodology

Asbestos Containing Materials

A full R&D survey needs to be completed prior to the start of any demolition works. This will then need to be reviewed and any acms removed by a licensed and competent demolition contractor. **Note: - speak to the Supervisor to check that the building is clear of ACM before proceeding with the scope of works.**

All CJ Charlton operatives have received training to recognise ACM's and know the items to avoid. Should any presumed additional asbestos be discovered the works must cease and the area vacated. Speak to the Site Supervisor immediately. Do not return to the area until you have been instructed.

Should anyone become accidentally exposed to asbestos fibres the following procedure must be adopted.

- Stop work, move away from the immediate area but do not go to the welfare or other areas where other people are.
- Phone or call for assistance.
- The area must be cordoned off and warning signage displayed.
- Instruct the people what has happened and not to approach you (this is key to reduce the likelihood of exposing others)
- Ask the help to bring some disposable overalls, an FFP3 disposable mask and some asbestos waste bags.
- The exposed person must remove all clothing and place it inside the asbestos waste bag.
- The person assisting must call for an asbestos analyst and for a decontamination unit to be delivered to site.
- The asbestos analyst must monitor the area to identify the type of asbestos present and conduct background air monitoring.
- The exposed operative must clean themselves thoroughly inside the decontamination unit.
- The exposed person must then seek medical advice.
- If the analyst confirms that it was asbestos that was disturbed, the incident must be reported to the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations.

Pre-Demolition Soft Strip

The entire building is to be stripped of all of the non-structural architectural elements prior to any structural demolition works. Areas will only be stripped once they have been cleared of live services.

The tools to be used will be but not restricted to the following.

- Mattocks/hammers
- Floor scrapers

- Pinch bars
- Steps/Podiums
- Battery powered drills and recip saws

The following items are to be removed as part of soft strip works;

Fixtures and Fittings:

Any loose fixtures and fittings remaining will where of a suitable size be removed from the building whole, taken to the loading area by hand before being loaded directly into the waiting waste skips, larger elements will be dismantled/downsized using small tools, reduced into manageable sized sections and again transported to the disposal point.

Doors, Door Frames & Skirting:

Door frames and skirting will to be removed by operatives using pinch bars and hammers. The items are to be gradually pried from their place of fixing, any obtrusions and nails are to be removed or hammered over with all resultant materials then being transported for disposal.

Doors will be removed by operatives stripping off the door furniture, prying the door from its hinges again utilizing pinch bars and mattocks, doors will then be either downsized for ease of disposal or carried whole to the disposal point.

Floor/Wall Coverings:

Laminate or timber floor coverings are to be removed by the operatives using mattock picks and shovels. Carpet tiles and vinyl floor tiles are simply to be prized up using hand tools, then bundled and taped with resultant materials transported to the disposal point. Carpets where of a roll-able nature will be cut into strips, whilst still laid, and then rolled up for collection in strips, these will then be transported to the disposal point.

M&E Equipment:

Once isolated and drained, down workers will proceed to strip the building of the mechanical and electrical equipment such as cables, trunking, pipe work and AC equipment that is included within the contracted works. The main incoming heads are likely to be live at this time and must be avoided. If at any time you assume there may be live services, you must stop work and ask for clarification.

Workers will use podiums and towers to reach the M&E in the ceiling space and at high level. All clips and fixings for this equipment must also be removed but whilst avoiding damaging the fabric of the building.

Soft Strip Waste Removal

During the soft strip the materials are to be stacked on the floors in different waste streams. All of the soft strip waste is to be transported through the building using pallet trucks and wheeled bins.

A designated window is to be appointed at the rear of the building to be used to deposit materials out.

Exclusion zones are to be formed at the bottom of the window. This will be fenced off from the other areas of the site. No personnel are permitted to enter these exclusion zones.

An excavator will work in the exclusion zone assist with loading materials and compacting bins.



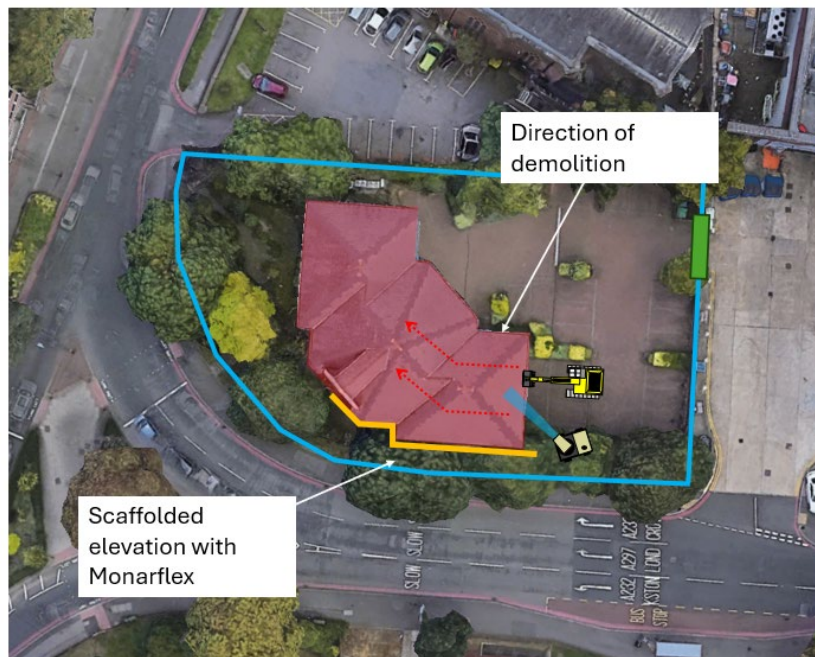
Mechanical Demolition (Super Structure, Sub Structure & Foundations)

The structural/mechanical demolition works are being completed by competent CJ Charlton personnel.

The super structure is a structure made up of a three storey former commercial premises which is being demolished. The slab and foundations will then be removed.

The structure will be demolished in the highlighted direction using a standard reach excavator. Smaller, standard height excavators will be used to assist with processing materials. The plant will only be operated by a fully trained (CPCS) operator who are competent in completing the tasks set to them.

The demolition excavators, which will be working from the ground will start by munching through any horizontal beams and columns, working through the structure munching it down to the ground in a controlled manner.



No partial bays are to be demolished and then left at the end of the shift as this may result in structural collapse out of hours.

Water hoses and dust boss units are to be used to suppress the dust during the demolition of the structure should it be deemed necessary. This will be visually monitored by the operator and the Supervisor.



Once the super structure has been demolished the slab and foundations across the site are to be removed. This includes the removal of the hardstandings across the site highlighted below ensuring that the substation is not undermined.

The slab and foundations are likely to need breaking with a hydraulic breaker. During the breaking works the area is to become a mandatory hearing protection zone for everyone passing through or working in the area.

All of the arisings are to be processed into the different waste streams and loaded into the vehicles and removed from site for recycling.

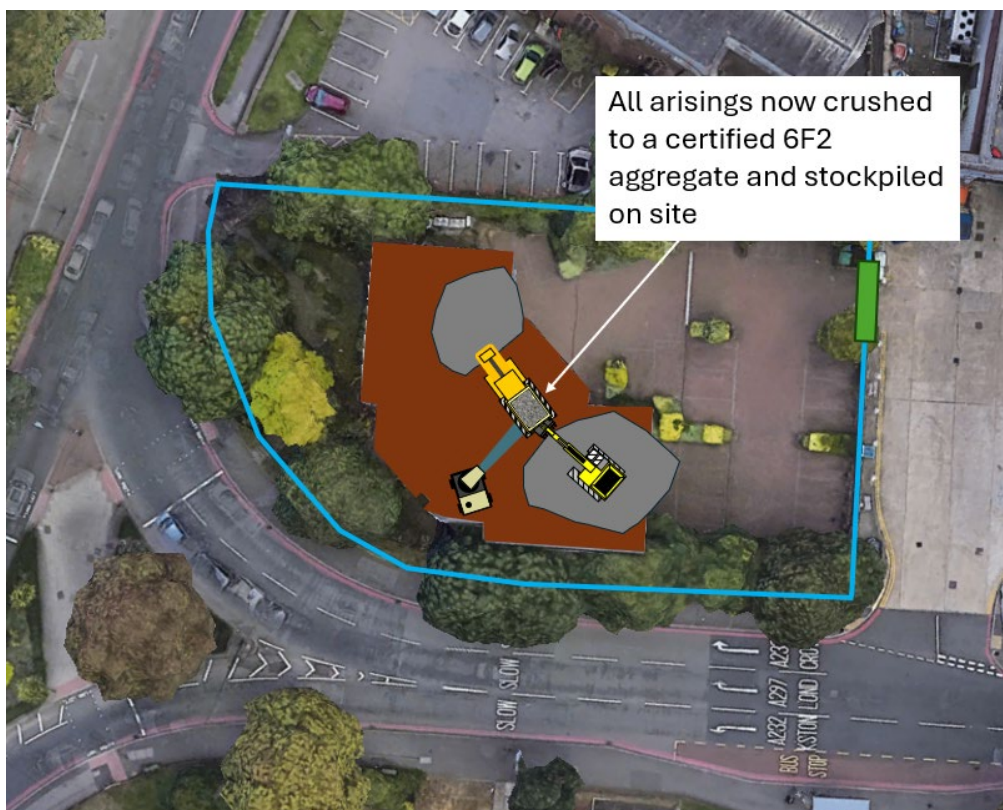
All other waste streams from the demolition activities will be sorted into the separate waste streams and then loaded into 40yd bins for removal of site and recycling.

Crushing Works

All of the concrete and masonry created during the demolition of the super structure, ground slab and foundation removals is to be crushed to a 6F2 aggregate and kept on site.

It is firstly to be sorted and cleaned so that no other waste arisings are present this will help to ensure that the crushed material is as clean as possible.

If materials need to be picked out of the hardcore/concrete a demolition excavator will spread the material out so that operatives can pick out the other materials. When turning over piles of hardcore water will need to be used to suppress the dust.



An adequate water supply needs to be available in advance of the start of the crushing. It must be adequate enough to be fed into the crusher and to dampen both the stockpile of

material and the finished aggregate as it is being moved about. An excavator with bucket attachment is to position itself on the stockpile of broken concrete.

This machine will gradually load the hopper of the crusher in a slow and controlled manner making sure that no other waste streams go into the hopper which could cause it to jam.

An exclusion zone is to be established around the crushing works. This exclusion zone is to be established out of Herras fencing and must prevent site personnel from being able to get too close to the crushing operations.

The fencing is to start at the hopper and go around the crusher and the side belts where metal and other materials are separated. The fencing must be far enough away from the side of the crusher that it contains any materials removed via the side belts.

Even with the water being used to suppress the dust the area may still be dusty. The crusher operator and anyone else in the area must wear a minimum of an FFP3 face mask (with face fit test) All workers in the area must wear hearing protection at all times during the crushing works. This includes the plant operators.

The crusher operator is to stand at a safe distance from the crusher whilst it is being operated. At no point must the operator climb onto the crusher whilst it is running. If at any point the crusher becomes jammed it must be shut down immediately.

With the crusher shutdown the operator can get to work unjamming it. Using hand tools to pry the jammed object free from underneath. If the lodged item is not moving the excavator loading the hopper may be used. A lifting chain can be lowered down into the hopper and slung around the lodged item. The crusher operator can then signal to the excavator operator to slowly pull the blockage free.

The End of the Works

Prior to the end of the project and handing the site back to the client end of the following things are to be completed to ensure that the equipment leaves site in a tidy condition and the site is handed over in a tidy a condition as possible;

- The site must be cleared of all rubbish, paying special attention to the front of the site. The site must not be left with any crisp packets, drink cans etc.
- Arrange for the client and senior management to come to site to ensure that all the agreed works have been completed. This must be completed within good time of the end of the project and whilst the operatives and plant are still on site.
- If any hazards remain on site these must be notified to the client via a site layout with them marked. (remaining services, trip hazards etc.)
- The site are is to be levelled using the excavator bucket and then tracked in so that the site area is well compacted and trip hazards are minimised.

These items must be completed, and it is the responsibility of the Site Supervisor to ensure that they are completed before the site is handed back.

Health & Safety

Site Induction

Upon entry to site at the start of the contract all CJ Charlton operatives must undertake the site induction. This induction will be required by all personnel working on the site. The client may wish to complete their own induction this must be completed also.

These RAMs must be inducted to everyone on site by CJ Charlton this will communicate the specific works and hazards on site. It will also give the inductee knowledge of the logistics strategy for the site. All visitors not inducted must be escorted around site and will require to complete the full induction if they are to be left unattended.

In these induction, you will be given the site logistics and information regarding the location of the welfare. This welfare is to be kept clean and tidy at all times.

The agreed method for the works will be inducted to you and all the pre-identified risks. The control measures for these risks will also be explained. If any discrepancies in the method are identified with the method during the induction these must be told to the site manager at this time.

It will also be made clear that 4-point PPE (boots, hi vis, gloves and helmets) will be mandatory on site. There will also be information regarding any exclusion zones or areas that will require additional PPE such as hearing protection during any concrete breaking.

Site Signage

The following signage must be displayed around the site as a minimum;

- Danger Trip Hazards
- Exclusion zones
- Contact details for Supervisor on the front fencing
- Danger Asbestos Removal Works

Training

Everyone on site must be suitably trained for their role. This will be identified prior to their arrival to site. During the site induction proof of training and competency will be asked for. Copies of training certification must be available on site.

If new workers are brought to site, they must come with their training certification. Access to site will not be permitted unless the training certification is available.

No plant and equipment can be used by anyone other than the trained operator who has permission by the site management to operate such plant/equipment including the relevant training certification.

Plant & Equipment

All plant and equipment that is brought to site must be suitable for the task and used according to the manufacturers requirements. All plant and equipment must be thoroughly inspected with all thorough examination certificates in the site file.

Pre-start checks must be undertaken and completed for all plant and equipment. Details of the inspections and any findings must be documented within the PUWER register which is within the site file. Any damaged or faulty equipment must be taken out of the work area and clearly marked **NOT TO USE** until a replacement can be found or it can be repaired.

All plant must only be operated by operators with CPCS qualifications. All plant must be thoroughly maintained whilst on site. When not in use keys are to be removed. When being operated seatbelts must be worn at all times.

Emergencies & First Aid

A full fire and emergency plan is to be inducted to all operatives prior to the start of the works and will be included within the induction prior to the start of the works.

The fire plan will illustrate which fire extinguishers are present on the fire points and which can be used on the different types of fires.

All persons qualified in First Aid must be contained in the emergency plan. Their contact details must be communicated to everyone during the induction, with the location of the first aid box and accident book also included.

Personal Protective Equipment

PPE is to be worn on site at all times by workers, visitors and vehicle drivers. Due to the Covid pandemic the PPE required on site exceeds the amount of PPE that would usually be worn for a project of this size. The following PPE must be worn at all times whilst on site.

- Working boots with sole and toe protection (not rigger boots)
- Hard hat
- Hi-vis
- Gloves
- Face fitted FFP2/3 face masks (as required)

When not in use PPE must be stored in the changing area. If disposable PPE is used then once it has been finished being used it must be thrown away and your hands washed.

Nearest A&E

In the event of site personnel needing to go to A&E this is the closest one.

1.4 miles away

St Helier Hospital

Open for anyone under 16 years

Opening times:
Open 24 hours

Open for anyone 16 years or over

Opening times:
Open 24 hours

Wrythe Lane, Carshalton, Surrey, SM5 1AA

020 8296 2000

9 min (2.0 miles)

via A232

Fastest route now due to traffic conditions

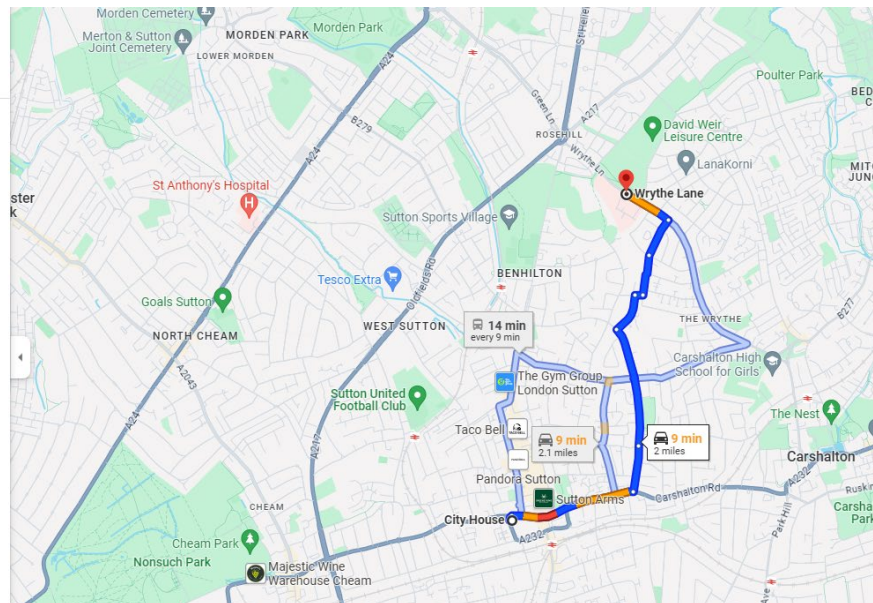
City House

Sutton Park Rd, Sutton SM1 2AE

- > Follow A232 to St Barnabas Rd
3 min (0.6 mi)
- > Take Benhill Rd to Wrythe Ln/B278
5 min (1.3 mi)
- ← Turn left onto Wrythe Ln/B278
48 sec (0.2 mi)

Wrythe Ln

Carshalton SM5 1AA



Environmental Considerations

- **Noise** – plant and equipment must not be started before 08:00.
- **Dust** – During the demolition and crushing works FFP3 dust masks may need to be worn. Water sprays will be used to spray the areas as the works are completed.

- **Dirt on Surrounding Roads** – The wheels of vehicles are to be checked before they are leaving the site. If necessary, a pressure washer will be used to clean of vehicles before they leave the site.
- **Hazardous Materials** – Any asbestos containing materials will be dealt with by trained and competent personnel only. If additional hazardous materials are discovered the Supervisor must be notified immediately. Works will stop until the material can be identified/cleared away
- **COSHH** – all oils and fuels on site are to be kept on drip trays and not stored near open drains. Ideally to be stored on hardstandings so that if there is a soil they can be cleared up before they seep into the ground.

Neighbourhood Consideration

- CJ Charlton if acting as PC will adopt the following practices to ensure that the impression of the site is a positive one and that our works affect the surrounding neighbours as least as possible.
- Best endeavours will be made to eliminate any pollution or dust/particle migration from the site. Not a real concern during these works but still must be considered for loading bins with rubbish. All bins are to be covered at the end of the shift to ensure that dust cannot blow out of the bin.
- No music radios are permitted on the site at any time and loud shouting especially close to boundary lines should be avoided.
- We will maintain on site, a system for recording any incidents and any ameliorative action taken. If incidents do occur the client must be informed immediately. All complaints will be recorded on site with all works completed in accordance with BS 5228-1:2009+A1:2014.
- No loud talking or shouting is permitted by operatives prior to the 08:00 start time for the site.
- Vehicles must not block the neighbouring properties or roads
- The details of the Site Manager will be displayed on the project information board outside of the site entrance so that the site can be contacted.

Risks & Controls

The risk assessments for City House project have been chosen due to the identified hazardous tasks likely impact on the workers and other people in the work area.

Prior to appointment and an actual start date on site these may be revisited to check they remain adequate. They will also be checked regularly throughout the project and should the scope of works change.

Risk is assessed in accordance with the HSE’s Guidance Note INDG16 “Five Steps to Risk Assessment” as: -

- Look for the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide what control measures are required
- Record the findings
- Review the assessment and revise it if necessary

0 – 5 = Low Risk		Severity of the potential injury/damage				
		Insignificant damage to Property, Equipment or Minor Injury	Non-Reportable Injury, minor loss of Process or slight damage to Property	Reportable Injury moderate loss of Process or limited damage to Property	Major Injury, Single Fatality critical loss of Process/damage to Property	Multiple Fatalities Catastrophic Loss of Business
6 – 10 = Moderate Risk		1	2	3	4	5
11 – 15 = High Risk		1	2	3	4	5
16 – 25 = extremely high unacceptable risk		1	2	3	4	5
Likelihood of the hazard happening	Almost Certain 5	5	10	15	20	25
	Will probably occur 4	4	8	12	16	20
	Possible occur 3	3	6	9	12	15
	Remote possibility 2	2	4	6	8	10
	Extremely Unlikely 1	1	2	3	4	5

Risk	Score	Comment
Low	1-6	Usually an acceptable level provided that the control measures are adhered to
Medium	8-10	Further controls may be needed .e.g. better equipment, strict supervision of task, additional training
High	11-15	<i>Task must not proceed.</i> Reassess the risks for all hazards and introduce better control measures.
Extremely High	16-25	<i>Task must not proceed.</i> New methodology needs to be developed for the task

Risk Assessment

Activity: **Manual Handling**

Hazard Identification and Risk Evaluation

	Hazards	Who is affected and how	Risk Evaluation	Residual Risk
1	Torn muscles, ligaments	Operatives	Medium	Low
2	Broken bones	Operatives	Medium	Low
3	Cuts & abrasions	Operatives	Medium	Low
4	Work related upper limb disorders	Operatives	Medium	Low/Medium
5	Trapping	Operatives	Medium	Low
6	Pinching	Operatives	Medium	Low

Control Measures/Safe working Methods

The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.

1	Ensure all operatives are trained in manual handling and the correct methods of lifting (Kinetic).
2	Assess the object to be handled and if required employ mechanical methods of lifting.
3	Ensure that the correct PPE is worn: Gloves, overalls, foot protection
5	Assess whether the object can be lifted by employing a second person. Do not carry heavy objects repeatedly or for any length of time
6	Ensure that the route where the goods are being carried is clear and free from trips, slips and objects. Ensure that the area where you are picking up and setting down has ample room to manoeuvre.
7	Ensure that the objects have good hand holds and that they will not pinch whilst carrying or setting down

Risk Assessment				
Activity:		Slips, trips and falls		
Hazard Identification and Risk Evaluation				
	Hazards	Who is affected and how	Risk Evaluation	Residual Risk
1	Broken bones	Operatives & third parties	Medium	Low
2	Crushing	Operatives & third parties	Medium	Low
3	Cuts/Abrasions	Operatives & third parties	Medium	Low
4	Manual Handling Injuries	Operatives & third parties	Medium	Low
5	Work related upper limb injuries	Operatives & third parties	Medium	Low
Control Measures/ Safe Working methods				
The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.				
1	All operatives to have training in good housekeeping, removing all waste and debris wherever possible to maintain a clean and clear site. All spills should be cleaned up immediately to prevent slippery floors.			
2	Ensure that all walkways are kept clear and that no loose heavy material is within the area. Ensure that all routes for manual handling are kept clear and that all surfaces are even, dry and free from debris and dust.			
3	Ensure footwear is suitable and kept in good condition			
4	Area' may need to be barriered off to prevent access or sufficient signage be placed to make others aware of the hazards			

Risk Assessment

Activity: Fire Hazard

Hazard Identification and Risk Evaluation

	Hazards	Who is affected and how	Risk Evaluation	Residual Risk
1	Fire causing damage to property	Property on the site or third party property could become cosmetically or structurally damaged by fire	High	Low
2	Fire causing Injury to personnel	Operatives and other site personnel could become injured by fire	High	Low

Control Measures/ Safe working Practices

The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.

1	Combustible materials are not to be stockpiled in the site areas especially next to retained property. They must be cleared away and placed in the appropriate bin
2	Adequate fire points must be available throughout the work areas. Due to the nature of the works they will be moved around depending on where the work areas are. These fire points will have fire extinguishers, an air klaxon and details on who to call in an emergency and the sites address details.
3	A fire fighting point will be available at the fuelling bowser. This fire extinguisher will be powder/co2. A spillage kit will also be available at the fuelling points so that the spillages can be cleared up immediately.
4	No smoking is permitted near the fuel bowser, within any buildings or the within the woodland areas. A smoking area is to be set up close to the welfare areas. A bucket of sand is to be placed near the smoking area for discarded cigarettes.
5	The contact details for the site must be made available at each work area so that should there be a fire the emergency services know the address of where to go
6	Emergency klaxons are to be made available at each work area so that the alarm can be raised in the event of a fire. All personnel with meet at the designated muster point in the event of a fire. Nobody should go back to site until the Supervisor/Fire marshal has given permission and everyone has been accounted for.
7	Any spillages of petrol/diesel on site must be cleared away using the provided spillage kits. Materials used for clearing up spillages must be disposed of in the spillage kit bin and not with the other waste materials. Drip trays to be at all fuelling points.
8	Any hot works on site must be accompanied by a hot works permit issued by the Supervisor. All of the controls set out in the permit must be followed. The permit must be signed off at the end of the shift or when the works are completed. A new permit will be needed at the start of each hot works task or each day.
9	Any heaters in the welfare facilities must be used correctly and turned off when not in use. Heaters must never be covered with materials to dry them as this can cause fire.

Risk Assessment

Activity:

Exclusion Zones

Hazard Identification and Risk Evaluation

	Hazards	Who is affected and how	Risk Evaluation	Residual Risk
1	Materials leaving the exclusion zone	Operatives/visitors	Medium	Low
2	People entering exclusion zone and getting injured	Operatives /visitors	Medium	Low
3			Medium	Low

Control Measures/Safe working Methods

The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.

1	Ensure exclusion zones are set up in accordance with the NFDC guidance notes publication. A copy of this document should be left on site at all times
2	The fencing around the bins should be far enough away that should anything miss the bin then the materials still remain within the fenced off area.
3	Warning signage is to be displayed on the fencing warning site personnel not to enter the area
4	All workers are to be inducted on the safe use of the exclusion zones and how they are to be set up. Visitors will be informed of where the exclusion zones are and the areas that need to be avoided.
5	Ensure that the route where the goods are being carried is clear and free from trips, slips and objects. Ensure that the area where you are picking up and setting down has ample room to manoeuvre.
6	The fencing making up the exclusion zone is to be secured with double clips and closed off at the ends so that none can enter the area.

Risk Assessment				
Activity:		Noise		
Hazard Identification and Risk Evaluation				
	Hazards	Who is affected and how	Risk Evaluation	Residual Risk
1	Deafness – Acute or chronic	Operatives & third parties	Medium	Low
Control Measures/ Safe working Methods				
The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.				
1	Ensure all operatives have training in the use of noisy equipment			
2	Ensure ear defenders are worn and conform to the latest BS/EN standards			
3	Install noise baffles to reduce unwanted noise			
4	Limit the exposure times for noise over 85db			
5	Use low noise emission equipment where possible			

Risk Assessment

Activity: Loading and unloading of vehicles

Hazard Identification and Risk Evaluation

	Hazards	Who is affected?	Risk Evaluation	Residual Risk
1	Slips and trips on or off lorry	Driver	High/Medium	Medium
2	Objects falling from vehicle	Driver & Third parties	Medium	Low
3	Being struck by moving vehicle	Operatives & Third parties	High	Low
4	Being struck by falling objects during lifting	Driver & Operatives	High	Low
4	Falls from the lorry	Driver	High	Medium

Control Measures/Safe Working Methods

The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.

1	Safe access required- Do not jump on/off of lorry. Use steps/ladder provided. Ensure steps/rungs are free from grease & dirt. Caution: steps will be slippery during wet/ icy conditions. Appropriate nonslip footwear to be worn.
2	All tools & equipment to be stored correctly & away from edge to avoid injury from falling objects, if lorry to be used as working platform, then edge protection MUST be used. Footwear must have toe caps.
3	Reversing area to be used where possible. The vehicle is to be accompanied by a banksman at all times whilst reversing. PPE to be worn when getting out of cab: Hard hat, high visibility vest/jacket, safety boots.
4	Ensure Safe Working Load (SWL) is clear & visible; SWL alarm (if fitted) is in good working condition. Ensure slinging is followed as per Lift Plan. Under no circumstances should any person walk under the load being lifted. The lifting gear should only be operated by a trained and competent person
5	Handrail System- Ensure ALL posts are placed correctly & ratchet straps are tight & secure. If client has provided fall protection then ensure it is used correctly.

Risk Assessment

Activity: Using Excavators & Other Plant

Hazard Identification and Risk Evaluation

	Hazards	Who is affected?	Risk Evaluation	Residual Risk
1	Contact with Pedestrians when tracking or slewing	Pedestrians	High	Medium
2	Overturning	Driver and those in vicinity	High	Low
3	Semi-automatic quick hitches	Those in vicinity	High	Low
4	Overhead and Underground Services	Operator and those in vicinity	High	Low
5	Untrained Operators	Driver and those in vicinity	High	Low
6	Poorly maintained equipment	Driver and those in vicinity	High	Low

Control Measures

The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.

1	Adhere to vehicle routes where possible. Pedestrians should adhere to walkways, wear high viz and be aware of machinery close by. Ensure flashing beacons are functioning and that all round visibility is maintained (mirrors or CCTV), allow a minimum of 600mm clearance between body of machine and any fixed structure.
2	Work within safe limits, do not overload excavator or traverse slopes diagonally. Ensure excavator is of sufficient size for depth of dig.
3	Manual, automatic and semi-automatic quick hitches can be used to secure buckets to the excavator arm. A number of deaths have occurred in recent years when the bucket has fallen from the machine. If your machine has a semi-automatic quick hitch: <ul style="list-style-type: none"> • You should be adequately trained on the use of quick hitches in general and the specific hitch on the machine in use • The correct retaining pin must be available on the machine • ALWAYS check the pin is in place on the hitch before starting the work and every time a different attachment is fitted. If you cannot see from the cab – get out and look from the ground
4	Overhead: refer to Construction phase plan and GS6. If lines are live, goalposts are required to ensure clearance, machines may be modified so they cannot reach into danger area. IF A LIVE O/H CABLE IS STRUCK: Do NOT step down – this can be FATAL. Remain in the machine unless it is on fire, if so – jump well clear. Underground: obtain permit to dig – ground should be scanned and services identified and clearly marked. Areas close to service locations (within 500mm) should be hand dug.
5	Only competent operators should driver an excavator. They must have received training to CPCS or equivalent standards, be experienced in the site conditions, and be authorised to operate it. Always remove keys from excavators and park safely to avoid unauthorised persons operating.
6	Maintenance of excavators is important. Drivers should carry out daily and weekly checks and record these (weekly) in the PUWER Register. Any defects must be reported immediately and if the defect affects safe working then the excavator must be taken out of service. A thorough Examination Certificate is required for excavators (12 monthly) and for the lifting accessories that attach to them (6 monthly)
	Dumpers are not to be loaded when operators are in the seat. When being driven seatbelts must be worn. ROPS must be in place at all times. Roller operators must wear seatbelts at all times

Risk Assessment				
Activity:		Slips, trips and falls		
Hazard Identification and Risk Evaluation				
	Hazards	Who is affected and how	Risk Evaluation	Residual Risk
1	Broken bones	Operatives & third parties	Medium	Low
2	Crushing	Operatives & third parties	Medium	Low
3	Cuts/Abrasions	Operatives & third parties	Medium	Low
4	Manual Handling Injuries	Operatives & third parties	Medium	Low
5	Work related upper limb injuries	Operatives & third parties	Medium	Low
Control Measures/ Safe Working methods				
The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.				
1	All operatives to have training in good housekeeping, removing all waste and debris wherever possible to maintain a clean and clear site. All spills should be cleaned up immediately to prevent slippery floors.			
2	Ensure that all walkways are kept clear and that no loose heavy material is within the area. Ensure that all routes for manual handling are kept clear and that all surfaces are even, dry and free from debris and dust.			
3	Ensure footwear is suitable and kept in good condition			
4	Area' may need to be barriered off to prevent access or sufficient signage be placed to make others aware of the hazards			

Risk Assessment				
Activity:		Asbestos Containing Materials (ACM)		
Hazard Identification and Risk Evaluation				
	Hazards	Who is affected and how	Risk Evaluation	Residual Risk
1	Asbestos inhalation	Operatives & third parties	High	Low
2	Contamination	Site environment or wider environment	High	Low
3				
4				
5				
Control Measures/ Safe Working methods				
The hazards (problems) above relate to the control measures (solutions) below. Implementing these measures will reduce the risk.				
1	All operatives to have NNLW training and be experience and competent in handling asbestos cement. All workers in the area are to wear minimum FFP3 face mask with face fit, disposable overalls, glasses and gloves in addition to the standard site PPE			
2	All materials are to be kept in a suitable asbestos waste bin and transport by a licensed carrier to a licensed waste facility. Hazardous waste consignment notes are to be on site for each load leaving the site.			
3	During the removal exclusion zones are to be formed where no personnel are to enter whilst the cement is being tapped through.			
4				
5				

OUTLINE CONSTRUCTION MANAGEMENT PLAN

Health & Safety

A dedicated health and safety and occupier liaison manager will be appointed to ensure a single point of contact is maintained and that all concerns are addressed.

An independent Health & Safety Consultant will be appointed directly by the Client to audit and sign-off on all and periodically assess the safety of both the working environment and the public realm that could potentially be affected by the works.

Fire and Emergency Procedures

All works will be carried out in accordance with CDM 2015, MHSWR 1999 and RR (FS)O 2005 regulations (plus any others that may be relevant at the time of the works).

RR(FS)O 2005 requires that the fire risk for the site is continually assessed and the Fire Plan updated accordingly.

The Fire Risk Assessment will incorporate a Fire Plan and a Health & safety Emergency Equipment Register. It will be fully developed before work commences and will incorporate measures to ensure the safety of all existing occupiers and members of the public.

Noise and Dust

In consultation with the existing occupiers, quiet times will be identified and written into the contract for the works. During these agreed periods no noisy works will be undertaken including percussive drilling,

No radios will be allowed on site and all toolbox talks will be given to all workmen to underline the need for sensitivity in how the works are progressed having regard for the existing occupants

Dust control measures will be put in place for all works. Where possible this will be using filtered extract systems in enclosed areas. In open areas all surfaces will be damped down and regularly cleaned.

Logistics

A full time logistics team will be employed to manage all deliveries and distribution of materials around the site.

The logistics team will also be responsible for all waste removal from site and skip management, in accordance with the Construction Site Waste Management Plan.

Safety of existing occupiers, the wider general public and site staff will be paramount at all interfaces between the site boundary and the public realm.

Scaffold and Access

Sufficient space has been allowed for around the full perimeter of the buildings footprint to allow for adequate scaffold and access. There will be no need for scaffolding to oversail to the public realm or third party land. Scaffold strategy will be subject to further design but will be based on a traditional ground supported scaffold maintaining access and street frontage for members of the public.

Storage

The contractor will operate just-in-time delivery arrangements for the site to enable the minimum site compound area to be required.

Site offices

It is intended that the location of site offices and welfare can be located on the site, although the location is yet to be determined as it relies on coordination with other site logistics personnel.

RAMS and COSHH

The above provides an outline of the management procedures the developer will commit to at this stage. Once permission is granted and prior to any development commencing, a fully detailed Construction and Environment Management and Logistics Plan will be required to be produced by the appointed Main Contractor. All works will be subject to detailed RAMS and COSHH assessment prior to any commencement.