

Maitland Lodge Billericay



Method Statement
For
Demolition Works
At
Maitland Lodge Billericay

12.04.24

Revision 2



Document Control

Rev No.	Prepared by K.English Contracts Manager	Checked by M. Wiseman M.D		
2	K.English	M.Wiseman	12.04.24	

Maldon Demolition Ltd
Station Road
Maldon
Essex
CM9 4LQ

Introduction:

The project is the demolition and site clearance of a two-storey residential house and accompanying sheds and out buildings.

The site is within close proximity to a busy road and near neighbours. Great care must be afforded to our neighbours while we carry out our works to ensure, as little as practically possible, we impact on the existing environment with regard to noise, dust and traffic movements.

Prior to our arrival on site, our Nominated Project Manager will visit our near neighbours to introduce ourselves and explain the works to be carried out. We will also provide contact details for their use should they have any concerns.

The works will be carried out in strict compliance to the following Regulations.

- The Design and Management Regulations 2015
- Management of Health and Safety at work Regulations 1999
- Control of Substances Hazardous to Health regulations 2002
- B.S, Code of Practise for Demolition B.S.6187
- BREEAM requirements for the site.

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1.0 – General Information

The client whom these works are being carried out on behalf of is Bellway Homes Ltd. with Maldon Demolition acting as Principal Contractor for the duration of our works.

The Project Manager who shall be controlling these works is Lee Trowbridge and will be present on site during the works being undertaken, his contact details are as follows: **07985373633**

There will also be regular visits from the nominated Contracts Manager K.English, who will liaise with Bellways Project Manager throughout the Project

The health safety and environmental aspects for this site shall be monitored by the Contracts Manager and Project Manager. Mark Wiseman Managing Director, and Louise Kerr Office Administrator can be contacted at Head Office on: 01621 859217 for any discussions or queries you may have. A copy of our company structure chart will be on site and can be found displayed within our project site file.

Existing service disconnections on site have previously been undertaken with the exception of water which will require further surveys prior to disconnection by Bellway Homes ltd and Maldon Demolition will require written confirmation that this important task has been carried out

The emergency point of contact is Mark Wiseman M.D. 01621 859217 07860 313638

Welfare facilities for our staff will be provide by Maldon Demolition Ltd, please find attached details.

Maldon Demolition's full health safety and environmental policy can be viewed by all employees of Maldon Demolition, members of Bellway Homes ltd or their agents, and other third parties at any time. Please contact our Head Office to request a copy to be sent to you.

A copy of this method statement together with risk assessments and addendums will be kept on site at all times.

We reserve the right to alter any part of this method statement in the light of new information or due to a change of circumstances. Any amendments that are needed to be made to the method of works shall be carried out by the competent Project Manager and be reviewed at head office by senior members of staff. Any alterations made shall be communicated to any personnel during a task briefing and a confirmations sheet signed. A further copy will also be sent to Bellway Homes Ltd for approval.

2.0 - Scope of Works

The site consists of a 2 storey building of traditional construction being load bearing brickwork with a tiled roof.

- Erection of Fencing and gates to secure the site.
- Disconnection of existing services (By Main Contractor)
- Removal of Asbestos based materials
- Access and protection scaffolding
- Soft strip the structures
- Demolish the structure including out buildings
- Remove foundations to 2m
- Remove walls, planters. Paving and hard-standings
- Remove redundant fencing
- Backfill and compact swimming pool area
- Crush suitable arisings to 6f2 specification and stockpile on site
- Remove all other materials from site
- Level and tidy the site.

Hours of working will 8.00am—5.00pm Monday to Friday only

Programme 5 Weeks.

Number of expected workers on site are 5 Operatives.

3.0 – Working Methods

3.1

Personal Protective Equipment:

When on site all operatives shall be wearing the following PPE as mandatory. Safety boots, hi visibility vests and hard hats. Additional PPE such as protective eyewear, dusk masks and gloves appropriate to the task being carried out shall be worn when soft stripping procedures are undertaken. Any other necessary PPE will be decided upon by the site supervisor or operatives. All PPE will conform to the necessary standards set out and operatives are to sign the confirmation sheet stating it has been provided to them.

The codes for the items describes is a follows:

- Gloves - **A860 Maldon Grip Latex Palm Coated Grip Glove Certified to EN388:2106 2142X**
- Eye Protection Demolition Operatives - **Betafit Montana safety spec Indoor/Outdoor lens EN166:2002.**
- Asbestos Removal Operatives - **Indirect Vented Goggle Conforming to CE EN 166. ANSI Z87.1**
- Safety Boots - **BCR918 BASILDON WATERPROOF SAFETY BOOT S3**
- HARD HATS - **ES03 CENTURION 1125 FULL PEAK HELMET EN 397: 1000V**
- DUST MASKS - **E2360 Moldex ActivForm disposable dust mask FFP1 - non valved**
- HI-VIS Vests - **CHV724 Reflective Hi Vis Vest EN 471 Class 2:2**

3.2

Training: H&S Inspections

All operatives working on this project have been CITB trained and deemed competent to carry out these works. Training includes CCDO / CSCS cards CPCS cards for appropriate plant used, demolition and asbestos awareness, working at height, manual handling, fire marshal and first aid at work.

Copies of all training certificates held by employees will forwarded to Bellway's Project Manager to inspect prior to operative's undertaking any work activities on site.

3.3

Site Security:

The site will be secured by Heras fencing with both vehicle and pedestrian lockable gates for access.

The fencing will be double clipped and with added stays as instructed by the manufacturer.

All exclusion zones and warning signs shall be put in place within the site and maintained by Maldon Demolition.

3.4

Traffic Management:

Lorries will be requested to park away from the site and will be called in by the Project Manager when needed.

There will be no waiting in nearby roads. Lorries waiting for loading will be permitted to wait on site at the Project Managers discretion.

Please see attached drawing.

4.0 – Preliminary Works

On arrival to site the Project Manager shall walk around gathering any additional information he feels may be needed. All suitable signage shall be erected, and all necessary site inductions, confirmation forms, task briefings and talk box talks are to be carried out at this stage.

4.1 Asbestos.

A comprehensive Demolition and Refurbishments survey has been completed by Leesafe Ltd and has highlighted Non Notifiable cement asbestos ie: roof sheets and debris. There is a substantial amount of Artex too walls and ceilings, this has been sampled and no asbestos found.

With regard to the roof sheets, the accepted way to limit operatives working from height would be to soak the sheets and then tap them through.

Due to the proximity of our neighbours, we feel it would be prudent on this occasion to remove the sheets intact. Our method of removal is as follows.

As this work is Non notifiable and does not require as ASB Notification to the HSE, however the local authority will be notified as required. Hence an asbestos license number is not required.

Operatives undertaking the removals will be properly protected with Sabre half masks after face fit, white disposable hooded overalls, boots, gloves and eye protection.

The selected operatives have been fully trained in working with asbestos products and their accreditation will be added to this document.

- Clear and sweep the inside of the structure
- Set up assurance air monitoring stations around the structure
- Spray the sheets with a 10-1 solution of Uni-bond and water to seal the sheets.
- Operatives correctly certified will erect alloy working platforms.
- Working safely from the towers in a two-man team, one operative will cut through the holding bolts using a battery handheld grinder.
- The second operative will remove the now released sheet and hand down to an operative at ground level. This would continue until the roof was removed.
- The sheets will be immediately placed in a lockable skip clearly marked as an asbestos skip.
- The area within the shed and surrounding areas will now be inspected by the Project Manager and any small pieces and debris will be double bagged and placed within the skip.
- The skip will be transported to a licensed tip for disposal. Consignment notes will be issued to the client to ensure proper disposal has been carried out.

4.2 Services.

We have been informed by Bellway Homes Ltd that all known existing service have been disconnected and made safe. Maldon Demolition Ltd will require written proof that this important task has been completed. With the exception of water which will require further surveys prior to disconnection.

A services and information pack will be available from Bellway Homes and be issued prior to commencement.

4.3 Toolbox Talks/ Task Briefings.

Operatives will be required to attend a toolbox talk at the beginning of each shift.

At these important briefings the daily tasks for each operative will be clearly defined and any risks that may be relevant will be clearly explained and the need to put in place controls to eliminate the risk.

Operatives once confident will be asked to sign the tool box form and these will be forwarded weekly along with the Daily task briefings sheets which will be completed and forwarded to the Project Manager

4.4 Site Rules

- All personnel and visitors on site must report to the site supervisor on arrival where they will be asked to sign in, the correct PPE is checked, and they are inducted where required.
- All vehicles to be parked in the designated areas only and the traffic management plan followed.
- All persons working on site should be always wearing the correct PPE for the task in hand.
- All method statements and risk assessments will be read by all personnel before commencing the works
- All persons on site are to be familiar with emergency procedures and be aware of fire and first aid points.
- All accidents, dangerous occurrences and near misses no matter how trivial to be reported to the site supervisor who will in turn complete the correct paperwork and inform the necessary people.
- Good housekeeping to be maintained on site at all times and works to be left in a safe manor before breaks or the end of the working day.
- No person under the influence of drugs or alcohol will be permitted on site.
- No eating is permitted within the operation work areas.
- No smoking on site except within the designated areas.
- The use of radios is not permitted anywhere on site.
- Mobile phones are only to be used within designated areas.
- Plant and machinery is only to be operated by authorised and trained personnel and copies of all certifications should be on site at all times.
- Working hours of 8.00 am to 5.00pm should be adhered to.
- All site personnel and visitors should discuss any health safety and environmental issues they feel there may be with the site supervisor.

5.0 Soft Stripping

All Structures

This is the removal of all deleterious materials ie: doors, cupboards, carpets, kitchen fittings etc. This work will be carried out by operatives using hand tools only, bars, mattocks saws etc.

To safely remove this material from the upper floor of the house, a controlled drop zone will be formed to the rear of the house made up of Heras fencing and managed by a competent Banks man who will control when and how the zone will be used.

Ground floor arisings will simply be walked to the existing doorways for disposal.

Arisings will be placed in large skip containers and be transported to a recycling facility.

5.1 Pond.

Although some way from our works there is a natural pond on site.

As a precaution pedestrian barriers will be erected where required to protect our workforce. A specific toolbox talk will be given by our project manager to all operatives on site clearly explaining the dangers and enforcement of a excluded area.

5.2 Scaffolding

Due to the close proximity of our neighbour on the North elevation we intend to erect independent protection scaffolding to the entire external wall, full height and enclosed in debris netting. The scaffolding contractor nominated for these works is Leigh scaffolding services ltd, 1 Brickfield Way, Rochford, SS4 1NB.

The scaffolding will comply with TG 20. At this stage I have asked our scaffolding contractor to visit site to ensure your requirements are met.

No scaffolding will be erected until all parties are satisfied that legislation is being complied with.

5.3 Swimming Pool

As part of our work is the removal of the swimming pool.

There is an amount of water in the pool and we have assumed at this stage we can simply pump out the water and pipe it down to the rear of the site to soak away naturally.

The surrounding structure will be demolished using the 20t excavator positioned around the boundary of the pool. The machine will be equipped with a rotating grab and will grab a section of the roof, close the grab and turn and place the material to rear. This would continue until the structure was removed.

Dust control will be in force while this work was underway

To remove the pool the Project Manager will cat scan the area to ensure no hidden services were present and when satisfied issue the permit to dig.

The machine working from the rear elevation will dig down to create a ramp down.

The rear wall will then be broken out using a hydraulic breaker.

With access now gained the machine will track down to the far wall and systematically break out the walls and ground bearing slab working back along the pool.

Arisings will be stockpiled on site for crushing later.

Dust control will be in force while this work was underway

6.0 – Demolition

Maldon's Project Manager will inspect the building to ensure barriers and fencing are in place to prohibit any entry into the structure, when satisfied he will issue the permit to demolish.

Heras fencing will be erected around the structure which will be delegated a demolition exclusion zone which will require entry permission from the Project Manager or Demolition Supervisor. THERE WILL BE NO EXCEPTION TO THIS RULE. Only Maldon Demolition operatives will be permitted in the exclusion zone while dismantling was in progress.

With the demolition area now secure demolition will proceed using a 20t excavator equipped with a universal processor. This large machine has adequate height and reach to safely demolish the structure.

Working in tandem with the machine, operatives working from previously erected scaffolding will reduce the north external wall as work progresses while the machine will reach up and "grab" a section of the roof structure, hold and then turn and place on the ground.

The machine will then grab a section of the brickwork and allow the hardcore to fall within the structure.

This controlled demolition will continue section by section until the structure has been completely demolished.

While demolition was in progress a dedicated hose man will spray the work face and stockpiles with water to limit the nuisance of airborne dust. Please see attachment

Occasionally demolition will temporarily stop to allow the machine to sort out the timber elements from the brickwork. Timber elements and unsuitable material will be placed into skips and taken to the recycling yard. Brickwork will be stockpiled.

With the building now removed the ground slab and foundations will be grubbed out. The large machine will simply dig down the side of the foundation and simply pull them out. This method will limit the need for hydraulic breaking if at all. Resulting excavations will be backfilled and compacted with crushed material won from site arisings.

The resulting brickwork and concrete from the foundations will now be crushed.

The crushing plant selected is new and complies with all environmental legislation. It is equipped with hoses spraying directly onto the belt which will considerably reduce airborne dust.

- The extec will be situated in an appropriate place on site and fenced off by means of heras fencing panels which shall have full signage erected.
- A 360° excavator will load materials directly into the hopper where the materials will drop into the crushing jaws processing them and then falling onto the conveyor belt, depositing crushed at the opposite end.
- A second 360° excavator will clear the belt.
- An operative will be on standby should the crusher have a blockage.
- In this instance all machinery will be completely shut down to enable the blockage to be safely cleared.
- At no point shall there be any operatives standing on the crusher platform.
- All guards and handrails will be checked at the start of the working day and recorded on the daily plant checklist.
- During these works water shall be in use at all times.
- Appropriate PPE i.e. gloves, glasses and hearing protection will be mandatory during these works.
- The resulting stockpile will not be higher than the existing hoarding and will be regularly dampened down.
- Crushed materials will be independently certified to 6f2 specification.

7.0 – Fire and Emergency Procedures

Maldon Demolition Ltd will produce a fire plan which will then be clearly described to all Maldon personnel at a tool box talk. Copies will be displayed in the welfare facilities.

Details of all accidents/incidents, no matter how slight, must be recorded on an Accident/Incident Report Form. The Company's appropriate safety personnel and Bellway's Health and Safety Manager must be contacted at once in the event of any accident/incident or near miss no matter how minor by the Demolition Site Supervisor.

Louise Kerr -	Head Office -	01621 859217
Mark Wiseman	- Managing Director -	07860 631638

All accidents/incidents and near misses will be thoroughly investigated by management assisted by safety personnel to ascertain causes and prevent recurrence.

First Aid.

For First Aid duties there will be by trained personnel on site at all times. Lee Trowbridge.
First Aid equipment is situated in the welfare facilities
Emergency numbers are clearly displayed in the welfare facilities.

R.I.D.D.O.R.

In the event of a notifiable accident (seven day incapacitation of a worker or three day incapacitation reported in the accident book) will be immediately reported to the Health and Safety officer for the project, Principal Designer, Contracts Manager and Managing Director as soon as possible. The Safety Officer will carry out a full investigation with the Project Manager and his report will be distributed to all parties.

Prime Safety 01622 768400

Emergency Details.

Accident and Emergency Hospital	Basildon Hospital, Nethermayne, Basildon SS16 5NL
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Fire and rescue.	Billericay Fire station, 21 Laindon Rd, Billericay CM12 9LL	Emergency 999
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HSE.	0345 3009923
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Site Address	Maitland Lodge, Billericay, CM11 2PT
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8.0 – Environmental Factors

Dust:

Dust monitoring will be undertaken on a daily basis and logged by the demolition supervisor and if he feels airborne dust is becoming a nuisance he will instruct the workings and stockpiled to be damped down using the dust suppression unit which will be available on site at all times.

A mechanical dust suppression unit will be on site at all times and be operated by a dedicated operative experienced in its use.

The unit sprays out a fine mist with no risk of flooding or inconvenience to our neighbours.

Noise:

By eliminating the use of hydraulic hammers we feel our works will not cause a nuisance to the local residents.

The Demolition Supervisor will take regular readings with a hand held monitor to ensure the noise levels did not exceed the permitted levels.

Waste.

All waste generated from our works is to be segregated and recycled as reasonably practical and taken from site to the following waste facilities:

- **J o'doherty Haulage Ltd** – License No: EAWML 100204
- **Dunmow Waste Ltd** – License No: CBDU93278
- **Ahern Ltd** - License No: 71114

Maldon demolition Ltd Carriers License No: **CBDU208377**

On the completion of the project all consignment notes shall be forwarded to Bellway Ltd. for inclusion in their SWMP.

We have attached our environmental policy for your information.

9.0 – Signage on site



9.0 – Risk Assessments

- Working with Hand Tools
- PPE
- Preventing un-authorised entry to the building
- Demolition by Mechanical means
- Slips trips and falls
- MEWP
- Crushing
- Dust control
- Site lorry Movements

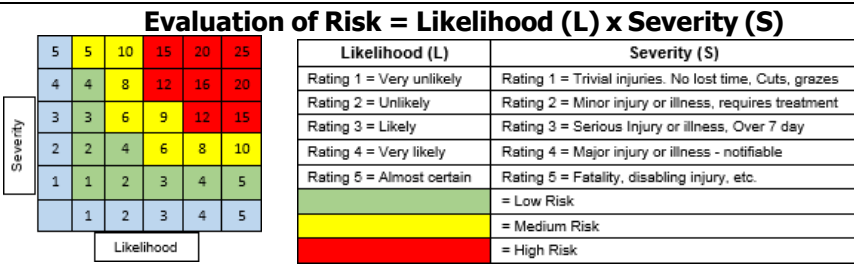
Site/Location:		Activity																									
Maitland Lodge		Demolition of Buildings by Mechanical Means																									
Date	Assessment No.	People at Risk: Employees = E Contractors = C Public = P Visitors = V Client = CL	Evaluation of Risk = Likelihood (L) x Severity (S) 					<table border="1"> <thead> <tr> <th>Likelihood (L)</th> <th>Severity (S)</th> </tr> </thead> <tbody> <tr> <td>Rating 1 = Very unlikely</td> <td>Rating 1 = Trivial injuries. No lost time, Cuts, grazes</td> </tr> <tr> <td>Rating 2 = Unlikely</td> <td>Rating 2 = Minor injury or illness, requires treatment</td> </tr> <tr> <td>Rating 3 = Likely</td> <td>Rating 3 = Serious Injury or illness, Over 7 day</td> </tr> <tr> <td>Rating 4 = Very likely</td> <td>Rating 4 = Major injury or illness - notifiable</td> </tr> <tr> <td>Rating 5 = Almost certain</td> <td>Rating 5 = Fatality, disabling injury, etc.</td> </tr> <tr> <td colspan="2">= Low Risk</td> </tr> <tr> <td colspan="2">= Medium Risk</td> </tr> <tr> <td colspan="2">= High Risk</td> </tr> </tbody> </table>		Likelihood (L)	Severity (S)	Rating 1 = Very unlikely	Rating 1 = Trivial injuries. No lost time, Cuts, grazes	Rating 2 = Unlikely	Rating 2 = Minor injury or illness, requires treatment	Rating 3 = Likely	Rating 3 = Serious Injury or illness, Over 7 day	Rating 4 = Very likely	Rating 4 = Major injury or illness - notifiable	Rating 5 = Almost certain	Rating 5 = Fatality, disabling injury, etc.	= Low Risk		= Medium Risk		= High Risk	
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			L	S	L x S			L	S	L x S																	
<ul style="list-style-type: none"> Noise Dust Struck by tools or debris Falling debris and generated dust Concrete 'Fly Off' from process 	E	Personal injury. Inhalation of silica dust	3	4	12	Site management and operatives	Continuously monitored by a competent person	1	4	4																	
Precautions & Control																											
<ul style="list-style-type: none"> Prior to any demolition the buildings must be checked for unauthorised entry then all access points must be sealed up and safety signs posted at strategic points. Ensure the work areas are within their own exclusion zones which must be clearly identified with signs. All demolition works shall be continuously monitored by an appointed Demolition Manager. All plant operator(s) operating excavator(s) are to be competent and hold a Demolition CPCS ticket for excavators. At no time shall any visitor or other non-site operative enter such an area. All such works shall be carried in accordance with a devised Method Statement and this Risk assessment. Ensure continuous water supply to damp down demolition works and mitigate all dust migration. All the works and method statement shall be a subject for a site specific work package talk given prior to the works commencing. All demolition plant shall be operated in a safe manner and be "fit for its purpose". At the end of all work periods all areas of demolition shall be left in a safe condition which no materials left in a hanging position. All falls from height shall be strictly controlled see Company Safety Standard "Preventing Falls from Height". 																											

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Maitland Lodge		Working with Hand Tools Soft strip and north wall																																																							
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<ul style="list-style-type: none"> Impact with the tool Falling material Condition of Tools 	E	<ul style="list-style-type: none"> Personnel injury from falling material Personnel injury from tool i.e. cuts, grazes, puncture wounds. 	3	1	3	Site management and operatives	Continuously monitored by a competent person	1	1	1

Precautions & Controls
<ul style="list-style-type: none"> All Tools shall be the correct for works to be undertaken. All Tools should be in good working order and are fit for their purpose and free from any defect. No tool shall have improvised repairs, tool shall be replaced if damaged. Operatives shall be instructed on how to use tools safely. Ensure Task area Lighting is sufficient and gives no shadows. Work area free from any Slip, Trips, and Fall Hazards. Standard PPE shall be worn for all work and when appropriate eye protection and gloves shall be worn. Tools are to be battery operated.

Site/Location:		Activity																										
Maitland Lodge		Use of PPE/RPE on Site																										
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04.04.24	RA71																											
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			L	S	L x S			L	S	L x S																		
<ul style="list-style-type: none"> Failure to wear PPE or RPE. Improper use of PPE or RPE. Damaged PPE. In appropriate PPE for specific Job or task. 	E,C,P,V, CL	Personal Injury caused by the failure to wear PPE	4	5	20	Site management and operatives	Continuously monitored by a competent person	1	5	5																		
Precautions & Controls																												
<ul style="list-style-type: none"> All site operatives and visitors will be issued with the appropriate PPE i.e. Construction safety hat, hi vis vest or jacket, safety boots, gloves and impact glasses. All site operatives will be trained in the use, care, maintenance and storage of all such equipment All equipment shall be maintained in a clean condition and shall be fit for its purpose at all times. All PPE shall be worn in the correct manner and not in any other way other than its intended purpose. All equipment shall comply with the latest Regulations and British Standards and bear Kite Marks. No PPE shall be marked with any unauthorised markings or stickers. All safety hats shall be free of any stickers other than the company name, and shall be defect free, and examined on a regular basis. Any defect found no matter how small shall mean the hat being disposed of. All issued PPE shall be signed for by all site operatives in the PPE register. A supply of Safety Hats and Vests and safety footwear shall be kept on site for all visitors. All Subcontractors operatives shall arrive on site with their own issued PPE. All High Viz vests shall have the company name on them. 																												

Site/Location:		Activity								
Maitland Lodge		Site Lorry Movements to and on site.								
Date	Assessment No.	People at Risk: Employees = E Contractors = C Public = P Visitors = V Client = CL			Evaluation of Risk = Likelihood (L) x Severity (S) 					
04.04.24	RA17									
Revision No.	Supervisor									
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<ul style="list-style-type: none"> Lorry striking personnel or material 	E,P,V	<ul style="list-style-type: none"> Lorry striking materials which could topple onto personnel 	3	4	12	Site management and operatives	Continuously monitored by a competent person	1	4	4
Precautions & Controls										
<ul style="list-style-type: none"> All lorry movements to site shall be planned to consider local restrictions such as school opening and closing times. Also there shall be a designated haul route to the site which shall avoid all community concerns and other sensitive areas. At no time shall Lorries be parked in any residential areas, and particularly left with engine ticking over. All Lorry movements shall be to set times and under strict control of a designated Traffic Banks man on arrival at site. All Banks man to wear Orange Hi-Visibility jackets or vests. All Lorries shall enter site via their own access and follow a designated site haul route which are clearly marked. All pedestrian site routes shall be clearly separate from site traffic routes. All Site gates to be closed and secured after lorry access and egress. The need for Lorries to reverse on site shall be kept to minimum, and where required shall reverse in designated areas under the control of a Traffic Banks man. All Lorries shall be fitted with working revolving yellow lights, reversing alarms and lights. The Banks man shall ensure all Lorries etc. leaving site shall safely integrate with passing traffic and present no risk to passing members of the public. During any lorry loading with debris etc. drivers shall not remain in vehicle cab, and when on site drivers must wear appropriate PPE, hard hats, safety footwear and high viz vests at all times. All site haul routes shall be damped down to prevent dust migration. 										

Site/Location:		Activity																																					
Maitland Lodge		Access to Demolition Site-Preventing Unauthorised Access to Site																																					
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			L	S	L x S			L	S	L x S
<ul style="list-style-type: none"> Demolition activities. Moving plant Falling debris 	P	Risk of injury from machines working in demolition area and processes. Possible fatality	3	5	15	Site management and operatives	Continuously monitored by a competent person	1	5	5
Precautions & Controls										
<ul style="list-style-type: none"> No unauthorised access to the demolition site will be allowed at any time. All unauthorised access points such as doors, windows and other openings shall be boarding over, and warning signs displayed. All site personnel shall sign in and out on a daily basis so a record can be maintained as to who is on site in the event of an emergency. All visitors shall sign in and out and then be directed to the main site offices only. All site visitors shall make appointments to visit the site with the site project manager. All visitors to the site, on a first time basis shall be required to read company Site Visitors Information sheet then abide by its requirements. All site visitors shall be directed to the site management offices only, no visitor will be allowed on site without the permission of the site project manager, and shall always be escorted by a competent person. All lorry access, and site movements will be supervised at all times by a designated Banks man. Appropriate PPE i.e. hard hats, safety footwear and high vis vests to be worn and permission to enter the site. All site access points will be kept closed and secured if not required to be used, or is unmanned, and within all 'out of hours' times. 										

Maitland Lodge		Dust Control on Site																																					
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			L	S	LxS			L	S	LxS
Dust emissions	E,C,P,V,CL	<ul style="list-style-type: none"> Possible eye injury Inhalation of silica dust. Environmental pollution. 	4	2	8	Site management and operatives	Continuously monitored by a competent person	1	2	2

Precautions & Controls										
<ul style="list-style-type: none"> All demolition works areas shall be damped down with continuous water sprays as the debris and wastes are generated causing dust to prevail. There shall be no water run off at any time from these works. All debris stock areas shall be kept damped down to prevent any dust migration. During any demolition works in summer months where dust levels cannot be minimised then site operatives shall wear eye protection. Constant surveillance of debris areas and dust levels shall be required to prevent a generated dust nuisance to all site neighbours and local community. All control measures shall be in compliance with Environmental Management Policy. 										

Site/Location:		Activity																					
Maitland Lodge		Slips, Trips and Falls on Site																					
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K.English	After any change to work activity																						

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			L	S	L x S			L	S	L x S
<ul style="list-style-type: none"> Spills of liquids and solids on floors. Wet surfaces such as floors. Loose floor materials. Inclement weather-rain making stairs and ladders wet. Poor housekeeping on site. Trip hazards from demolition debris. Walkways restricted by demolition debris, stored materials, tools etc. Lack of edge protection. Non-compliant edge protection. Holes in floors. 	E,C,P,V,CL	Personal injury - Cuts, grazes, breaks and fractures of bones. Strains and pulled muscles. Untreated injuries leading to serious injuries. Possible fatality	4	5	20	Site management and operatives	Continuously monitored by a competent person	1	5	5
Precautions & Controls										

Slips

- Any spillage must be cleaned up immediately but prevent a spillage by ensuring any liquid or solid is kept in the appropriate container. Wet surfaces such as floors-Keep any floor surface dry or divert persons to another safe dry route.
- Ensure all persons footwear matches the work being undertaken and the conditions the user will have to work in
- Remove or repair any loose material on a walkway or work area.
- Ensure the surface will be suitable to its planned use and is kept clear and dry
- Repair or replace stairs if damage occurs or use another safe route.
- Ensure all designated walkways are clear and free of any obstruction, well lit and signposted and educate employees not to determine their own short cut routes.
- Ensure any slope is free of any slip hazard if not provide an anti-slip covering.

Trips

- Ensure good housekeeping on site, removing all debris, equipment and tools is maintained on a daily basis. Designate persons to maintain good housekeeping on a daily basis.
- Remove trip hazards as they are created and plan access routes away from risk area or around it.
- Remove and check all such walkways are maintained in a clear condition, free from restrictions and demolition debris etc. as part of the daily site safety inspections.
- Educate employees to only use designated walkways or correct access equipment, as to eliminate climbing over materials.
- Ensure uneven floor surfaces are suitable for walking on.
- Any hole in floor must be covered by a fixed material capable of taking the maximum weight for the area use.

Falls

- No edge protection in place- Action requirements of company Safety Standard "Preventing Falls from Height".
- Non-compliant edge protection- Action requirements of company Safety Standard "Preventing Falls from Height".
- Holes in floors- Action requirements of company Safety Standard "Preventing Falls from Height".
- Uncontrolled access to fall risk- Action requirements of company Safety Standard "Preventing Falls from Height".
- Falling off plant when accessing or egressing it or servicing it- Action requirements of company Safety Standard "Preventing Falls from Height".
- Plan all work and means of access to eliminate all the above and control the residual risks.
- Ensure those residual risks are continuously monitored.
- Provide all employees with a safety talk on Slips/Trips & Falls making reference to online HSE Document INDG "Preventing Slips & Trips at Work".

Site/Location:		Activity																																																																					
Maitland Lodge.		Breaking concrete/Brickwork using air powered hand held Breaker (North Wall)																																																																					
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<ul style="list-style-type: none"> Noise Dust Struck by Tool or Fly off Debris Vibration. 	E	<ul style="list-style-type: none"> Noise induced hearing loss. Inhalation of silica dust. Eye injuries. HAV's 	4	3	12	Site management and operatives	Continuously monitored by a competent person	1	3	3

Precautions & Controls

- All Tools shall be the correct for works to be undertaken.
- All Tools should be in good working order and are fit for their purpose and free from any defect.
- No tool shall have improvised repairs, tool shall be replaced if damaged.
- Operatives shall be instructed on how to use tools safely.
- Ensure Task area Lighting is sufficient and gives no shadows.
- Work area free from any Slip, Trips, and Fall Hazards.
- Standard PPE shall be worn for all work and when appropriate eye protection and gloves shall be worn.

Workplace Risk Assessment

Site/Location:		Activity																																											
Maitland Lodge, Billericay		Removal of Cement/Asbestos Containing Materials																																											
Date	Assessment No.	People at Risk: Employees = E Contractors = C Public = P Visitors = V Client = CL	<p align="center">Evaluation of Risk = Likelihood (L) x Severity (S)</p> <table border="1"> <tr> <td></td> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> <td></td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> <td></td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> <td></td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> </table>		5	5	10	15	20	25	4	4	8	12	16	20		3	3	6	9	12	15		2	2	4	6	8	10		1	1	2	3	4	5			1	2	3	4	5	
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Hazards	Initial Risk Rating Score Likelihood x Severity =			Persons Affected	Control Measures	Residual Risk Rating	Further Controls	Action By	Final Residual Risk Rating
	Likelihood	Severity	Risk Score						
Exposure and inhalation	5	5	25	E C V P	<ul style="list-style-type: none"> All ACM's to be located and identified by survey and labelled up to warn others, locations to be noted during site induction. Strictly control access to work areas containing ACM's Supervisor to be on site at all key stages of work. Regular visits by the contracts manager. Ensure daily checks are carried out. All personal to be adequately trained and hold valid certification. During removal dampen asbestos to prevent fibre emissions Carry out monitoring throughout work duration in the form of background monitoring. Ensure works are carried out in a safe, tidy controlled manner according to the plan of work. Double bag ACM's or wrap in 1000-gauge polyethene place in sealed containers for disposal at a licences tip. Any new ACM's find must be immediately reported to relevant management and RAMS to be updated and possible re notification if required. Wear PPE as required; the minimum standard is type 5 class 3 overalls with a hood in addition to approved repository protection. 	10	<ul style="list-style-type: none"> Method statement briefing and full site walk around prior to work start. Daily activity briefing to be given each morning on planned works for the day. Personal monitoring to be carried out to ensure assessment of works and fibre release is as expected. 	Supervisor Contracts Manager	5

Workplace Risk Assessment

Site/Location:		Activity																																											
Maitland Lodge, Billericay		Disposal and handling of hazardous waste																																											
Date	Assessment No.	People at Risk: Employees = E Contractors = C Public = P Visitors = V Client = CL	<p align="center">Evaluation of Risk = Likelihood (L) x Severity (S)</p> <table border="1"> <tr> <td></td> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> <td></td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> <td></td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> <td></td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> </table>		5	5	10	15	20	25	4	4	8	12	16	20		3	3	6	9	12	15		2	2	4	6	8	10		1	1	2	3	4	5			1	2	3	4	5	
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12.04.24	1																																												
Revision No.	Supervisor																																												
	Lee Trowbridge																																												
Assessor	Assessment Review Date																																												
K.English	After any change to work activity																																												

Likelihood (L)	Severity (S)
Rating 1 = Very unlikely	Rating 1 = Trivial injuries. No lost time, Cuts, grazes
Rating 2 = Unlikely	Rating 2 = Minor injury or illness, requires treatment
Rating 3 = Likely	Rating 3 = Serious Injury or illness, Over 7 day
Rating 4 = Very likely	Rating 4 = Major injury or illness - notifiable
Rating 5 = Almost certain	Rating 5 = Fatality, disabling injury, etc.
	= Low Risk
	= Medium Risk
	= High Risk

Hazards	Initial Risk Rating Score Likelihood x Severity =			Persons Affected	Control Measures	Residual Risk Rating	Further Controls	Action By	Final Residual Risk Rating
	Likelihood	Severity	Risk Score						
Injury to operative Contamination Illegal or Unauthorised Disposal	5	4	20	E C V P	<ul style="list-style-type: none"> Provide operatives with instruction on safe waste disposal Provide operatives with emergency procedures on split waste Comply fully with the recommendations contained in COSHH assessments and MSDS's when handling hazardous waste Provide disposal procedures for items of controlled waste which are unforeseen during the project. 	8	<ul style="list-style-type: none"> Clearly mark skips and containers indicating restrictions on the particular kinds of waste Prevent disposal of unauthorised waste by monitoring what goes into skips Collection and disposal of ACM's will only be carried out by appropriately trained operatives and contractors. Complete transfer notes before the removal from site ensuring they are completed accurately. For record purposes keep copies of transfer notes until contract is complete. 	Contracts Manager Supervisor	4

Site Plan



-  Assembly Point
-  Welfare
-  Fire Point
-  Entrance
-  Site Boundary

Traffic Management



Scaffold Protection



Protection scaffolding cladding debris netting.

Plant Operator Daily Checklist



Site:		Week Beginning:	
Plant Type:		Make:	
Plant No:		Model:	

Please Mark The Boxes	(/) No obvious defects	(x) Use fault / defect sheet	(n/a) Item not applicable for machine
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Before commencing operations check	M	T	W	T	F	S
Cabin – Access, egress, seating, seatbelts, loose objects, controls						
Visibility – windscreen, windows, wipers, washers, mirrors						
Electrical systems – lights, amber beacon, horn, reverse alarm						
Hydraulics – rams, hoses, leaks, wear						
Leaks – engine, transmission, final drives, cooling systems						
Brakes – emergency and service						
Neutral start						
Compulsory signs, reflective tape, reflectors						
Misc – Fire extinguishers, air conditioning						
Damage to –panels/ guard, cracks to chassis / frame / body						
Wheels, tyres, tracks – wear, tension, pressure						
Hitch (safety pin) - wear						
Articulated joint - linkage						
Environmental Spill Kit						

Operators Name:	Signature:

Details of faults / defects and actions taken:

Fault Reported:	Date:

If the plant is deemed as a safety risk, plant should be isolated and tagged out of service until the plant is repaired.

Inspection of Podiums


**MALDON
DEMOLITION**
Site Address:
Podium No:

Check	Condition
Is the floor area free from obstacles, debris, etc.?	
Is the podium be erected on a flat stable surface?	
Castors	
Steps / Rungs	
Decking Platform	
Pivot bolts / knuckle hinges	
Locking pins / studs	
Tubes / Frame	
Welding	
Gate	
Guardrail	
Stabilisers	
Labels	

Remarks / Corrective action needed

Inspected by

Date of Inspection

Podium No:

Check	Condition
Is the floor area free from obstacles, debris, etc.?	
Is the podium be erected on a flat stable surface?	
Castors	
Steps / Rungs	
Decking Platform	
Pivot bolts / knuckle hinges	
Locking pins / studs	
Tubes / Frame	
Welding	
Gate	
Guardrail	
Stabilisers	
Labels	

Remarks / Corrective action needed

Inspected by

Date of Inspection

Podium No:

Check	Condition
Is the floor area free from obstacles, debris, etc.?	
Is the podium be erected on a flat stable surface?	
Castors	
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Decking Platform	
Pivot bolts / knuckle hinges	
Locking pins / studs	
Tubes / Frame	
Welding	
Gate	
Guardrail	
Stabilisers	
Labels	

Remarks / Corrective action needed

Inspected by

Date of Inspection

Site Induction



Site Address:	Maitland Lodge, Billericay
Induction Given By:	

- All personnel and visitors on site must report to the Site Supervisor on arrival where they will be asked to sign in, the correct PPE is checked and they are inducted where required.
- All vehicles are to be parked in the designated areas only. Safe access and safe egress together with safe place of work and safe working environment must be provided / maintained by the Employer. When working near or access near work equipment is necessary consideration must be given to safe separation, distance, noise, dust and fumes remittance. The traffic management plan must be adhered to all times. A copy of this is displayed in the site welfare office.
- Employees have a duty not to endanger their own lives or the lives of other persons and are to be co-operative with the employer. They must not carry out any hazardous task without having received adequate information / training and must ask if unsure.
- Employees have a responsibility to know and understand the company Safety Policy, which is displayed in the site welfare office.
- Employees are to be made aware of the action to take in event of an emergency and be made aware of the location type and use of fire extinguishers.
- Employees are to be made aware of whom the site first aider is. The first aid box is located in the site office.
- All injuries occurring on site must be reported to the Site Supervisor and details entered in the Accident Report forms. This is in turn will be reported to Mark Wiseman and entered into their site accident book.
- All accidents, dangerous occurrences and near misses no matter how trivial are to be reported to the Site Supervisor who will in turn complete the correct paperwork and inform the necessary people.
- Toilets, washing facilities, canteen/rest room and drying facilities are provided by the principal contractor and their location to be made known to all site personnel. It is important that they are used to ensure good personal hygiene. Washing facilities must be used before eating, drinking or smoking, especially after handling hazardous substances.
- No eating is permitted within the operation work areas and smoking is only allowed within the designated areas.
- The use of radios is not permitted anywhere on site.
- Mobile phones are only to be used within designated areas.
- COSHH information is kept on a file within the site file. It is important to comply with good practice and any information contained within each safety/hazard data sheet in particular storage, handling and use.

Site Induction



- Only use working or access platforms that are safe.
- Before any manual handling work is undertaken ensure you discuss how it will be carried out safely. Further assessments may be required.
- Wear or use personal protective equipment as issued and instructed by the supervisor. Safety helmets and safety footwear must be worn on site, unless otherwise instructed by the supervisor. Trainers and other soft-soled shoes are not permitted to be worn on site.
- Plant and work equipment are only to be operated by trained and competent persons in possession of a certificate of training which must be inspected and kept on site.
- Use the correct tools and equipment for the task and ensure such equipment is in good condition, in line with the method statement.
- Report any defects of plant equipment, or unsafe conditions on site to the supervisor immediately and discontinue using defective equipment or unsafe systems of work until made safe. Ensure daily report forms are completed.
- Follow instructions, take note and complies with safety signage, safe systems of work and procedures which are designed to ensure health and safety at work.
- Good housekeeping is to be maintained on site at all times and works are to be left in a safe manner before breaks or the end of the working day.
- Refrain from horseplay and skylarking whilst on site.
- Persons found to be under the influence of alcohol and/or drugs (other than for medical conditions) will be classed as unable to carry on their work safely and will be instructed to leave site. This could result in dismissal.
- Any medical condition that requires treatment during a working shift or that may require medical treatment in case of an emergency or that may affect an employee's ability to carry out work safely, should be made known to the employer so appropriate arrangements may be put in place.

To Whom It May Concern,

1st December 2023

RE: Maldon Demolition Ltd
Our Reference: 64563919

Business Description: Demolition Contractor, plant hire, sales of crushed concrete, façade retention, shoring, groundworks, material reclamation and remediation. Soft strip, hand demolition, machine demolition, site clearance, muck away and civil engineering, asbestos removal (BFSC).

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following covers are in place:

Employers Liability

Insurer:	QBE UK Limited
Policy number:	Y147505QBE0122A
Cover period:	7 th December 2023 to 6 th December 2024
Indemnity limit:	£10,000,000

Public and Products Liability

Insurer:	QBE UK Limited
Policy number:	Y147505QBE0122A
Cover period:	7 th December 2023 to 6 th December 2024
Indemnity limit:	£10,000,000

Contractors All Risk

Insurer:	QBE UK Limited
Policy number:	Y147505QBE0122A
Cover period:	7 th December 2023 to 6 th December 2024
Maximum value any one contract (£):	£2,000,000
Maximum item limit hired in (£):	£500,000

Please Note:

The information provided in this document provides a brief overview of covers in place at the time this was sent. The full details of the above policies, including terms and conditions, are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the policy. This document does not change cover provided. The cover stated above may change or be cancelled, and we are under no obligation to advise you as such.

Please contact us if you require any further information.

Yours faithfully,

Natalie Craig

Natalie Craig
Administrative Assistant
Part of the JMG Group of Companies
Email: Natalie.craig@jmginsurance.co.uk



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

1. Name of policy holder Policy No Y147505QBE0123A
MALDON DEMOLITION LTD

2. Date of commencement of insurance policy 07 December 2023

3. Date of expiry of insurance policy 06 December 2024

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, Isle of Man, Island of Jersey, Island of Guernsey, Island of Alderney; or any offshore installations in territorial waters around Great Britain and its Continental Shelf **(b)**: and;
2. (a) the minimum amount of cover provided by this policy is no less than £5 million **(c)**; or
~~(b) the cover provided under this policy relates to claims in excess of [£] but not exceeding [£].~~
3. the policy covers the holding company and all its subsidiaries

Signed on behalf of QBE UK Limited and QBE Casualty Syndicate 386 (Authorised Insurers)

Notes

- (a)** *Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*
- (b)** *Specify applicable law as provided for in regulation 4(6) of the Regulations.*
- (c)** *See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

Important

Display will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form.

The Insurers' obligations under this policy are several and not joint and are limited solely to the extent of their individual subscriptions. Please see the policy for full details.

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Registration Number 202842

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Free risk management support for QBE customers

We'll help you to manage your risks, so you can focus on achieving your goals.

As a QBE customer, we're with you for the long-term, supporting you every step of the way.

Scan the code or visit www.humanfocus.co.uk/campaign/qbe to begin your risk management journey with us.



Health and safety e-learning

In partnership with RoSPA, our free accredited bitesize online health and safety e-learning kit is designed to complement your existing training and systems.

Self-assessment questionnaire and toolkits

Use our online risk management self-assessment to review, assess and prioritise action for the key risk exposures you face, from slips and trips to site security risk management.

Risk snapshots

Our series of short and snappy risk snapshot guides will help you to brief both managers and site operatives and supplement your toolbox talks.

Minds in Business

To help you meet the mental health challenge, we've collaborated with Mind, and other trusted mental health providers on an organisational mental health optimisation tool to give you a bespoke risk improvement plan.

Ongoing knowledge

Keep up to date with a wide range of guidance on current industry hazards, claims, legal cases, emerging risks, and best practice.

2This information is intended as a general discussion surrounding the topics covered and is for guidance purposes only. It does not constitute legal advice and should not be regarded as a substitute for taking legal advice. QBE UK Ltd is not responsible for any activity undertaken based on this information.

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