GOODY DEMOLITION

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METHOD STATEMENT

12 Cannongate Avenue,
Hythe, Kent, CT21 5PS

OHSAS 18001 HEALTH & SAFETY MANAGEMENT
ISO 14001 ENVIRONMENTAL MANAGEMENT
ISO 9001 QUALITY MANAGEMENT
Constructionline Part of Capita plc
NFDC
BUILDER'S PROFILE
Achilles BuildingConfidence AUDITED
CHAS Accredited Contractor CHAS.co.uk
CYBER ESSENTIALS

1. Introduction

Within this Method Statement Goody Demolition Limited will illustrate how the demolition works are to be carried out. Goody Demolition Limited will carry out the demolition works where the safety and welfare of all site personnel, general public and neighbouring occupants is paramount. Every effort will be made to ensure any disruption is minimised on and around the site. All demolition work will be carried out in accordance with relevant Codes of Practice and H.S.E. guidelines.

NB: *The methods described herein are seen as the most appropriate for the works and are based on information available at the time of preparation. In the event of further information becoming available, changes in conditions, requirements or time scale, this document may need to be amended or developed with the agreement of the Client.*

CLIENT	Eric Cook
SITE	12 Cannongate Avenue, Hythe, Kent, CT21 5PS
COMMENCE	25th May 2020
DURATION OF WORKS	2 weeks

NB: *This Assessment is valid for the period of 8 weeks and is subject for review following noted omissions or change in work practice, site environment, or staff. Please note that the Demolition Supervisor is not permitted to make adjustments to the method statement as required due to the nature of our works.*

DATE OF ASSESSMENT	22nd April 2020
NAME OF ASSESSOR	Calum Hay
SIGNATURE OF ASSESSOR	[redacted]
POSITION	Assistant Operations Manager
APPROVED BY	Gary Venner & Spencer Nichol

1.1. Prior to any works commencing on site the Client will have:

- Put in place, a suitable and sufficient permit to work system (hot works etc.), the requirements of which and any areas where access is restricted or prohibited to be detailed within the Construction Phase Plan (CPP),
- The client's permissions, licences, permits. ***(Consents must be signed and in place prior to the commencement of works.)***
- Checked the integrity of perimeter security and placed suitable warning signage where required.
- Raised and prominently displayed all relevant documents which shall include: Construction Phase Health and Safety Plan, HSE F10 for Demolition, Drawings, Liability Insurance, Risk Assessments, COSHH Assessments, The Health and Safety at Work poster (2015), Booking in and out register and emergency telephone numbers.

1.2. Prior to any works commencing on site Goody Demolition will have:

- Applied for the Section 80 application with the Local Building Control and provided copies to the client and all relevant / interested parties.
- Arranged for asbestos removal to be carried out (if any asbestos is identified within the survey).
- Provided Heras / Fencing to close off areas, create exclusion / drop zones etc.
- Checked the perimeter and placed warning signs up.
- Produced a Method Statement and Risk Assessments for the demolition stages of the project.
- The client's permissions, licences, permits. Consents must be signed and in place prior to the commencement of works.
- All relevant documents raised and prominently displayed. Documents include: Pre-Tender Health and Safety Plan, HSE F10 for Demolition, Drawings, Liability Insurance, Risk Assessments, COSHH Assessments, The Health and Safety at Work poster (June 2000), Booking in and out register and emergency telephone numbers.

1.3. Covid-19 (Coronavirus)

1.3.1. Introduction

Construction and or demolition sites operating during the Coronavirus Covid-19 pandemic **MUST** ensure the workforce is protected and the risk of spread of infection is minimised.
The guidance contained within this document is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

NB. *These are exceptional circumstances and the industry **MUST** comply with the latest Government advice on Coronavirus at all times.*

The health and safety requirements of any construction activity **MUST** also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.
We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.
All sites should remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

NB. *If a site is not consistently implementing the measures set out below, it may be required to shut down.*

1.3.2. Social Distancing

Workers in the construction industry should follow the guidance "Staying at home and away from others (social distancing)" provided on the Government website. Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.

1.3.3. Self-isolation

The following groups must ensure to self-isolate and follow the guidance provided by the government and NHS during the pandemic:

- Anyone who has a high temperature, a new persistent cough, or is within 14 days of the day when a member of the household first showed symptoms of Coronavirus (Covid-19) should self-isolate, avoid all contact and not come to site at all.
- Anyone who is at an increased risk of a severe illness from the Coronavirus is strongly advised to self-isolate and work from home as they are at higher risk of complications.
- Anyone who has been classified as extremely vulnerable. These people will be contacted by their health authority with advise and what to do. It is paramount that the guidance "shielding and protecting extremely vulnerable people" is followed for this category of people.
- Anyone living with someone who is at increased risk of severe illness, an extremely vulnerable person who is shielding themselves, must also ensure to follow the guidance on Coronavirus, social distancing and shielding the vulnerable.
- If someone falls ill. If someone develops a high temperature or persistent cough while at work, they must:
  - Ensure their line manager / site manager is informed.
  - Ensure to return home **immediately**.
  - Avoid touching anything.
  - Cough or sneeze into a tissue and put it in the bin immediately. If this is not possible, please ensure to cough or sneeze into the crook of your elbow.

People must then ensure to follow the guidance from the Government and NHS until their period of self-isolation has been carried out.

1.3.4. Travelling to and from work

Wherever possible you should travel to site alone using your own transport and Site Managers need to consider the following:
- Provision of parking arrangements for additional cars and bicycles
- Recommending other means of transport so to avoid the use of public transport i.e. cycling
- Provision of hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- How someone taken ill will get home.

If there is no option but to travel to share transport:
- Journeys should be shared with the same individuals and with the minimum number of people in the vehicle as possible at any one time.
- Good ventilation (Keeping the windows open) and facing away from each other could help reduce the risk of transmission.
- The vehicles are to be regularly cleaned using gloves and suitable cleaning products, ensure that handles and "high-contact areas" are cleaned thoroughly.
- Whenever possible maintain a distance of at least 2 metres and avoid touching your face.
- Wash your hands thoroughly for 20 seconds using soap and water (use hand sanitiser is soap is not available) before entering and after getting out of the vehicle.

1.3.5. Site Access Points

- Stop all non-essential visitors
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring
- Remove or disable entry systems that require skin contact i.e. fingerprint scanners
- Require all workers to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas i.e. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Drivers should remain in their vehicles if the load will allow it and **MUST** wash or clean their hands before unloading goods and materials.
- Use of signage for: Floor markings which mark out 2 metres for assisting with social distancing where queueing is possible **and** reminding workers not to come to site if they have symptoms of Coronavirus and to follow recommended guidance.

1.3.6. Hand Washing

- Allow regular breaks for keeping clean and washing hands.
- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol content) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.

1.3.7. Additional PPE Requirements (Covid-19)

*Due to the current situation with Covid-19, GDL require additional PPE to be used at all times to prevent spread and to reduce human contact, all operatives are required to utilise the following PPE alongside their standard kit (the only exception being that machine operators may remove their masks and goggles (**only – all other PPE to remain in use**) whilst within the cab and operating the machine. The additions to the required PPE will act as an additional protective measure against the potential spread of the disease. The additional PPE detailed within this section should also be upheld where possible during breaks and resting times. This is mandatory and enforcement will be paramount.*

Additional PPE:

- *Glasses / goggles.*
- *Category 3 Type 5 or 6 Paper Disposable Coveralls.*
- *Latex Gloves (to be worn under protective working gloves).*
- *PPE or Half Mask with P3 Filter.*

***NB:** If you have any issues or queries, please contact Gary Venner or Spencer Nichol for further information or clarifications.*

1.3.8. Toilet facilities

- Restrict the number of people using toilet facilities at any one time i.e. use a welfare attendant
- All personnel **MUST** wash hands before and after using the facilities and following touching deliveries and/or delivery notes.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

NB. *Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.*

1.3.9. Canteens and Eating Arrangements

With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.
Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. **MUST** be removed from use.

- Once at work you will be required to stay on site once you have entered it and not use local shops.
- Dedicated eating areas should be identified on site to reduce food waste and contamination
- Break times should be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
- Wherever possible you should bring pre-prepared meals and refillable drinking bottles from home
- You **MUST** sit two metres apart from each other whilst eating and avoid all contact, where this is not possible i.e. within an oasis welfare unit, usage **MUST** be restricted to single use.
- Where catering is provided on site, it should provide pre-prepared and wrapped food only
  - Payments should be taken by contactless card wherever possible
  - Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Tables should be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

1.3.10. Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

1.3.11. Avoiding Close Working

Whilst so far as is practicable you should maintain a minimum distance of two metres between yourself and any other person, there will inevitably be situations where it is not possible or safe for you to do so. Therefore, the following **MUST** be considered:

General Principles:

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Stairs should be used in preference to lifts or hoists
- Where lifts or hoists must be used:
  - Lower their capacity to reduce congestion and contact at all times
  - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicle cabs and between use by different operators.

Cleaning:

Enhanced cleaning procedures **MUST** be implemented across the site, particularly in communal areas and at touch points including:
- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment

NB. *Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.*

Site Meetings:

- Only absolutely necessary meeting participants should attend
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.

1.3.12. First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

1.3.13. CLC's (Construction Leadership Council) Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.
Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.
Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

Hierarchy of Controls
If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

Eliminate	- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace - Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) - Avoid skin to skin and face to face contact - Stairs should be used in preference to lifts or hoists and consider one ways systems - Consider alternative or additional mechanical aids to reduce worker interface ***Site Meetings*** - Only absolutely necessary meeting participants should attend - Attendees should be at least two metres apart from each other - Rooms should be well ventilated / windows opened to allow fresh air circulation - Consider holding meetings in open areas where possible
Reduce	Where the social distancing measures (2 metres) cannot be applied: - Minimise the frequency and time workers are within 2 metres of each other - Minimise the number of workers involved in these tasks - Workers should work side by side, or facing away from each other, rather than face to face - Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. - Increase ventilation in enclosed spaces - Workers should wash their hands before and after using any equipment
Isolate	Keep groups of workers that have to work within 2 metres: - Together in teams e.g. (do not change workers within teams) - As small as possible - Away from other workers where possible
Control	Where face to face working is essential to carry out a task when working within 2 metres: - Keep this to 15 minutes or less where possible - Consider introducing an enhanced authorisation process for these activities - Provide additional supervision to monitor and manage compliance
PPE	Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met. - Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy - Re-usable PPE should be thoroughly cleaned after use and not shared between workers - Single use PPE should be disposed of so that it cannot be reused - Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk
Behaviours	The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

1.4. The Site

The site is located within **Hythe**, just west of **Folkestone**, in **South-east Kent**. We will comply with any implied restrictions imposed and enforced by the local council and local authorities which are applicable:

Operating Hours

Monday to Friday:	**08:00am – 17:00pm**
Saturdays (If Required):	**To be agreed.**

NB: *There will be no working on Sundays or public holidays. Any changes to the working hours outside of the standard working hours will need be approved by the Client and Local Authority prior to commencing.*

Contractors/Delivery Vehicles:

- So far as is reasonably practicable all deliveries shall be pre-booked and allocated set arrival times.
- Delivery instructions shall be sent to all suppliers and contractors.
- The engines of delivery vehicles shall not be kept idling – in order to minimise noise and air pollution

NB: *Deliveries of heavy machinery may be required out of the proposed hours of operation should, this become necessary the Goody Demolition Ltd. Site Supervisor will liaise with both the Local Council and the local residents / companies to enable mutually acceptable arrangements to be made.*

Please Note: Traffic management is covered in greater detail in section 2 of this document.

1.5. What this plan will cover

This plan will be used to outline the general principles to be adopted during and throughout the works, to minimise the impact of hazardous material removal and demolition of the surrounding areas. The following areas of management will be covered within this plan:

- Legislative requirements
- Operating hours
- Public & property protection
- Noise
- Dust Management
- Odour Control
- Storage of dangerous goods
- Storm water runoff / Water quality
- Waste Management & Recycling
- Management of hazardous materials
- Traffic & pedestrian management
- Service disconnections

1.6. Legislative Requirements

The works will be undertaken in accordance with the following legislative requirements:

- The Health & Safety at Work Act 1974 and associated guidance.
- The Management of Health and Safety at Work Regulations 1999 and Management of Health and Safety at Work ACoP (HSEL21).
- The Construction (Design and Management) (CDM) Regulations 2015, Managing Health and Safety in Construction (HSEL144). and Health and Safety in construction (HS(G) 150).
- The Work at Height Regulations 2005 (as amended), and Work at Height Regulations 2005 (as amended). Brief Guide (INDG401).
- The Lifting Operations and Lifting Equipment Regulations 1998 and Safe use of lifting equipment ACoP (HSEL113).
- The Personal Protective Equipment at Work Regulations 1992 (as amended), and Personal Protective Equipment at Work – Guidance (HSEL25).
- The Provision and Use of Work Equipment Regulations 1998 and Safe Use of Work ACoP (HSEL22).
- The Electricity at Work Regulations 1989.
- The Control of Asbestos Regulations 2012.
- The Control of Noise at Work Regulations 2005.
- The Confined Spaces Regulations 1997.
- The Control of Lead at Work Regulations 2002.
- The Building Act (England and Whales) 1984.
- The Environmental Protection Act 1990.
- The Highways Act 1980.
- The Road Traffic (Temporary Restrictions) Act 1991, The Road Traffic (Temporary Restrictions) Regulations 1992 and Road Traffic (Temporary Restrictions) Procedure Amendment (Scotland) Regulations 2005.

1.7. Protection of Public and Property

All works will be undertaken in accordance with the public protection measures as required in British Standard BS 6187:2011: Code of Practice for Demolition.

- Site is to be protected and closed off by hoarding / fencing.
- Heras fencing will be used whilst the demolition operations commence to create exclusion zones where required

These public and property protection measures will be reviewed at the time of contract award for the works to ensure alignment with proposed preferred methodologies and sequencing developments and to ensure that the safety of the general public is maintained at all times.

Information will need to be provided by the contractor within their Health and Safety Plan as part of the requirement as Principal Contractor under the Construction (Design and Management) Regulations 2015.

2. Traffic Management

2.1. Entry / Exit to Site

The client will maintain safe and unobstructed access to adjacent properties throughout the duration the project and make all reasonable arrangements to minimise any delays created as the works progress. A traffic marshal along with suitably qualified banksmen shall be present at all times, to coordinate the access and egress of vehicles.

- The entrance to the site is located on **Cannongate Avenue**.

2.2. Pedestrian Protection

Vehicles are not permitted to reverse onto the site without guidance from a competent Banksman.
Due to the hazardous nature of the works, all demolition areas will be designated exclusion zones and segregated using secure Heras type fencing.
Physical segregation of vehicles and pedestrians will be via securely erected full height Heras type fencing with gates and / or pedestrian barriers as appropriate.
At this stage it is envisaged that vehicle routes will utilise the existing hard landscaped surfaces of the site and goody demolition operatives shall adhere to the clients, traffic management plan at all times.
Access into restricted areas will be controlled by our site supervisor whose contact details will be prominently displayed, to enable access to be arranged.

NB: *All personnel and visitors shall wear high visibility vests or jackets at all times whilst on site.*

Where, due to the hazardous nature of the works a demolition exclusion zone is established and in the unlikely event that access is required to enable pedestrians to traverse the exclusion zone, demolition works shall cease whilst pedestrians are escorted through by the demolition supervisor.

2.3. Parking of Contractors Vehicles

There are provisions for parking on the site.
So far as is reasonably practicable operatives will be encouraged to use public transport, car sharing or any similar method of reducing vehicle numbers brought to site. Operatives will however, be allowed vehicular access to site for a limited period to allow loading/unloading of tools and equipment but any abuse of this privilege will result in this allowance being rescinded.
All operatives shall be advised that under no circumstances will vehicles be allowed to park on the site access roads as unrestricted access shall be required at all times for emergency vehicles.
Operatives who chose to park on the public roads shall show consideration to local residents by not restricting access to their properties and will be directed to refrain from any other anti-social behaviour such as shouting, loud car radios or the dropping of litter.

2.4. Delivery Restrictions

The site is at a busy highways intersection and as such Goody Demolition Ltd recognise that there is a necessity to manage the volume of traffic arriving to and leaving the site in such a way as to reduce the impact of this traffic on the local infrastructure and the community as a whole and as such the following shall apply:

- So far as reasonably practicable articulated vehicles shall be avoided, as due to the location of the site, there is the potential for access roads to be of insufficient size to safely manoeuvre this type of vehicle.
- Prior to vehicles attending site contact will be made with the site supervisor to ensure that access is possible.
- Communication shall be made to afford enough time so that vehicles are not required to wait or circulate on the public highway.
- Whilst, so far as is reasonably practicable, deliveries will be given set times to arrive, dwell and depart, no undue time pressures shall be placed upon the driver at any time.
- No deliveries to site shall be permitted prior to 08:00
- All deliveries shall be pre-booked and allocated set arrival times.
- Delivery instructions shall be sent to all suppliers and contractors.
- If the loading area is unavailable vehicles shall not be permitted to proceed onto the site.
- The engines of contractors' vehicles shall not be kept idling – in order to minimise noise and air pollution.

NB: *It is envisaged that to reduce disruption, deliveries of heavy machinery may be required out of the proposed hours of operation, should this become necessary the Goody Demolition Site Supervisor will liaise with the client to enable mutually acceptable arrangements to be made.*

2.5. Loading Area

Goody Demolition Ltd intend on using an area of the existing hardstanding on site for use as a loading area.

2.6. Reversing and Slewing

So far as is reasonably practicable to need for reversing shall be eliminated, however where there is a necessity for vehicles to reverse or undertake any complex manoeuvre suitable supervision shall be provided by way of a competent banksman.
All slewing manoeuvres shall be controlled under the supervision of a competent banksman and under no circumstances shall plant be permitted to slew where there is the potential for a breach of the site boundary

NB: *under no circumstances will reversing onto the public highway be permitted.*

2.7. Selection of Suitable Plant

Goody demolition Ltd shall select the most suitable plant for the task taking into account the site conditions and any restrictions, whilst ensuring that it is in serviceable condition and regularly inspected.

2.8. Maintaining Critical Controls and Warning Devices

All plant shall be to be used on site shall have a valid Certificate of Thorough Examination.
Daily pre-use inspections shall be undertaken and recorded by plant operators ensuring that any defects are reported immediately.
Any plant not meeting the required standards shall be immediately immobilised and placed in quarantine until such time as a competent fitter can be summoned to effect a repair.
All plant shall be inspected weekly by a competent person as required under both LOLER 1998 and PUWER 1998 with the inspection being recorded on the site plant register.

2.9. Visibility and security of plant

Flashing amber warning beacons shall be switched on whenever plant is in use, plant/vehicles must only be used on suitable ground, in adequate lighting conditions.
Where required, provision shall be made for suitable and sufficient task lighting.
All plant/vehicles will have additional mirrors where necessary to ensure that operators have 360° visibility from the driver's seat.

NB: *When not in use, plant/vehicles must be secured and keys removed to prevent unauthorised use.*

2.10. Plant Emergency

In the event of an emergency involving plant/vehicles, the operator/driver will make the Goody Demolition Ltd. Site Supervisor aware as soon as possible.
In the event of an accident, there may be the need for an operator to call emergency services directly themselves by phoning 999 if it is felt appropriate; for example, to prevent any delay to professional medical assistance, but he or she must then also make the Goody Demolition Ltd. Site Supervisor aware as soon as possible thereafter.

3. Scope of Works

Goody Demolition will safely carry out the demolition and associated works on this project which will include, but are not limited, to the following: (*A detailed methodology is given later in section 7 of this document).*

- Set up exclusion zones, barriers and signage.
- Skips are to be set up within close proximity to the works in a safe and convenient area.
- Asbestos removal works are to be carried out.
- Demolish 17 Copthorne Road.
- Removal of designated slab and foundations.
- Clean site and leave safe and tidy for the client's inspection.

4. Hazards Identified

We have carefully carried out an extensive survey of any hazardous issues which could cause harm to anyone within the areas of works.

General safety	See risk assessment no 000
Dust from the soft strip process	See risk assessment no 002
Noise	See risk assessment no 003
Soft strip	See risk assessment no 006
Materials falling from height	See risk assessment no 007, 019, 019a, & 033
Demolition close to other buildings	See risk assessment no 008
Fires	See risk assessment no 011
Excavator	See risk assessment no 012
Hard Demolition	See risk assessment no 014
Site security	See risk assessment no 016
Services	See risk assessment no 017
Power Tools	See risk assessment no 018
Work at Height	See risk assessment no 019 & 019a
Site traffic	See risk assessment no 020 & 043
General risk of demolition operatives	See risk assessment no 033
Manual handling	See risk assessment no 034
Refuelling on site	See risk assessment no 048
RPE	See risk assessment no 062
Quick hitches	See risk assessment no 064
Covid-19 (Coronavirus)	See risk assessment no 1000

We have covered these within our risk assessments which should be attached at the end of the Method Statement.

5. Environmental Information

Goody Demolition Ltd. consider the protection of the environment to be paramount and as such the control of both noise and dust during our undertakings is of major concern to us. Start and finish times will be regulated to take into consideration the residents of neighbouring properties and to comply with any local authority implied restrictions. Noise from plant/machinery will, so far as is reasonably practicable, be kept to the lowest level possible. In order to reduce the production of dust from our undertakings, operators will be tasked with regularly damping down the areas of demolition, soft strip and stock piles by the use of hose pipes/fire hoses fitted with an adjustable spray nozzle to control flow.

Our site supervisor will carry out a weekly check of the environmental issues on the site via our environmental site weekly audit / inspection report which a copy will be kept on site.

Noise & Dust will be our major concern, start and finish times will have to be regulated to cater for any surrounding public. Noise from machinery will also have to be kept to a minimum.

Machine work not to commence before 08:00 due to neighbouring properties and subject to Restricted Times – to avoid contact / busy times.

5.1. Storage of Fuel / Possible Contamination

Goody Demolition Ltd recognise that uncontrolled spills that have the potential to cause environmental damage both locally (internally / externally) and to the further site / environment and as such we will ensure that fuel for plant use shall be located within a designated refuelling area which shall be sited away from any potential source of ignition. The storage unit provided will be double bunded and have a trigger nozzle fitted in order to minimise the potential for spillages, there will be a suitable spill kit located within the storage area and a drip tray/plant nappy will be utilised whilst refuelling is undertaken.
In the event of a spillage we will take immediate action to contain the spill by employing our emergency spill control procedure:

- Source of spill / leak will be isolated
- Plant / refuelling will be stopped and isolated
- Sources of ignition will be isolated / removed
- Local spill kits will be used to contain / absorb any immediate spills, containers / absorbent materials will be used to collect / contain liquids
- Due care will be paid to ensure any local drains etc. are protected with absorbent materials / matting to prevent ingress of contaminants
- Any remaining contents will be removed from damaged containers prior to their removal for disposal / repair
- Persons NOT involved in the clean-up will leave the area
- Gas monitoring will be undertaken during all clean up works (where required)
- Once contained the absorbent materials will be collected and removed as contaminated waste to the appropriate waste bin
- As part of the clean up the contaminated spill kits will be disposed of as hazardous waste, any contaminated hardstanding / soil will also be removed and disposed of in the correct manner
- Local interceptors will be checked where any spills are of a size that could affect drainage

5.2. Safe use of vehicles on site

Selection of Suitable Plant

Subcontractors will select suitable plant for the task in hand in accordance with the site conditions and ensure that it is in serviceable condition and regularly inspected.

Maintaining Critical Controls and Warning Devices

A daily plant inspection will be carried out and recorded on the 'Daily Plant Inspection Checklist' by the machine operator and copies must be made available to the client upon request for his handover file.
Any vehicles not meeting the standards required will need to be immediately immobilised.

Rollover Protection and Seatbelts are both mandatory at all times

Consideration will be given to avoiding reversing wherever possible and ensuring that vehicles and pedestrians are separated at all times whether by means of physical barrier or control by a banks man.

Visibility and security of plant

Flashing Warning lights must be switched on whenever the plant is in use and plant and vehicles must only be used on suitable ground and in adequate lighting conditions.

All plant and vehicles will have additional mirrors if necessary to ensure that 360-degree visibility is possible from the driver's seat.
When not in use, plant or other vehicles must be secured and keys removed to prevent unauthorised use.

Emergency procedures

In the event of an emergency involving plant or vehicles, the operator or driver will need to make Eric Cook aware as soon as possible.
In the event of an accident, an operator may need to call emergency services directly themselves by phoning 999 if it is felt appropriate; for instance, to prevent any delay to professional medical assistance, but he or she must then also make Eric Cook aware as soon as possible thereafter.

5.3. Vibration & noise levels

Goody Demolition Ltd shall undertake to make all applications and obtain all such consents as are required under Sections 60 and 61 of the control of pollution act 1974 and shall comply with all or any conditions or limitations that may be imposed by the Local Authority on the granting of such consents and as such we shall make every endeavour to reduce vibration and noise to the minimum.
All measures shall be taken to ensure that noise arising from our operations on site is kept to a minimum and in particular, compressors shall be fully silenced models fitted with effective exhaust silencers and acoustic covers, all to the design of the compressor manufacturers and with acoustic screens in addition. Pneumatic percussive tools shall be fitted with silencers of a type recommended by the tool manufacturers. Compressors, tools, silencers and other contrivances shall be maintained in good and efficient working order and shall not be altered in a manner that would increase the noise of operation.
We undertake to follow the recommendations of the Control of Noise, (Code of Practice for Construction Sites) Order 1975, and the British Standard Code of Practice for Noise Control on Construction and Open Sites, BS5228, Parts 1 and 2, incorporating any amendments and any requirements of the Environmental Health and Planning Department.
Our site supervisor will carry out daily and weekly environmental assessments which will be audited on a regular basis by our external safety consultant with copies being provided to the client upon request and upon project completion.

5.4. Pollution controls

- No vehicles or plant will be left idling unnecessarily.
- All vehicles and plant will be well maintained as per the manufacturers' maintenance schedule and will have daily checks completed to ensure that they are good working order.
- Engines and exhaust systems shall be regularly serviced as per the manufacturers' recommendations and subsequently maintained to meet statutory limits/opacity tests.
- All road going vehicles will have the necessary MOT certificates.
- All plant will so far as reasonably practicable, be located away from the site boundaries.
- Under no circumstances shall the burning of waste be permitted on site.

5.5. Dust controls

The generation of dust may require the Contractor to undertake assessments in respect of The Control of Substances Hazardous to Health Regulations 2002. In such circumstances the Contractor will be expected to comply with the exposure limits of the most recent HSE Document "EH40".
The Contractor undertaking the works will be expected to make provision for the reasonable prevention of dust generation. Provision for appropriate means of removing dust, such as water hoses should be made. Public roadways and footpaths shall be kept clear of mud and debris.

- So far as reasonably practicable the method of demolition to be employed shall be such that it generates the minimum amount of dust possible.
- We will utilise the existing water supply for dust control, which will be utilised in the following manner:
  - Hoses and a water source shall be utilised / provided at the most efficacious locations for dust suppression in relation to the works being undertaken at the time. This equipment shall be mobile so as to facilitate timely re-location in the event of a change of wind direction or other adverse weather which has the potential to affect the transfer of dust.
  - As a supplementary measure we shall employ fire hoses to provide a fine water spray which can be directed to the location where it will be most effective in relation to the works being undertaken, with the quantity of water used being monitored and controlled to prevent excessive surface water build up which could potentially lead to flooding.
- We will ensure that, so far as is reasonably practicable both dust suppression methods detailed above are employed at all times where there is the potential for dust release into the atmosphere.
- We will monitor the forecast data from a local weather station on a daily basis in order for us to plan our works taking into account the predicted weather conditions, prevailing wind direction and speed to allow us to determine the most appropriate controls.

5.6. Recycling

As a business Goody Demolition Ltd. are committed to reducing the amount of waste going to landfill and look to send to offsite recycling facilities approximately 98% of waste materials produced from our undertakings.
As such we undertake to segregate all wastes into inert, non-inert, hazardous and non-hazardous to maximise reuse and recycling, whilst minimising contamination, exposure and disposal.

- Goody Demolition Ltd believes in recycling of all possible materials where possible and will endeavour to carry this out on all our demolition projects, this will be carried out in a number of ways and this particular section will show the process we will adopt in order to achieve our objectives.
- Prior to commencement of works our management team will conduct a survey of the material on site and produce an estimated quantity of material to recycle / process.
- Operatives have attended and obtained NVQ in Waste Management and are fully qualified to carry out these tasks **Unprocessed material –** i.e. concrete, tarmac, aggregates, bricks and blocks will be separated into piles to either reused on site or take to another site for reuse (the recipient site must ensure that they have an Environmental Agency "Notice of an exempt activity" to use this material as under Waste Management Regulations).
- **Plasterboard –** This will be segregated from the other materials, deposited into a designated Gypsum Recycling skip and once filled removed from site to a licensed recycling centre.
- **Timber –** segregate from the other materials, deposited into a designated Timber Recycling skip and once filled removed from site to a licensed recycling centre which they will process material to be used as chipboard, fire brackets or compost.
- **Metals –** will be segregated and sent away to scrap merchants for recycling.

5.7. Odour control

It is not expected, that in terms of demolition activity for this project, that any odour problems related to our works should occur, however, any complaints received will be dealt with in an expedient manner.
All plant and machinery is regularly serviced and checked for exhaust emissions.

5.8. Ecology

Goody demolition Ltd recognise that early identification of any ecological constraints will ensure that the project development proposals are not delayed and appropriate mitigation or compensation can be incorporated into the design phase and to that end an ecological report shall be commissioned for the site and surrounding area in order to identify any potential habitat and/or species that may exist within the area of the site, so as to ascertain whether there is the potential for the project to impact on the local biodiversity of the site either through the direct loss of habitat, the reduction in the value of that habitat or the ability of the habitat to support the species that may depend on it.

5.9. Watercourse Protection

Goody Demolition Ltd. recognise that in planning and carrying out any works, precautions must be taken to ensure the complete protection of watercourses and ground water against pollution. These precautions shall include an investigation of past use of the site to ensure that our undertakings will not disturb any potentially contaminated land and where applicable a survey of the siting and contents of any storage tanks and pipelines.
Although in this instance it is not believed that there is any contaminated land on site, in the event that this should be discovered not to be the case, the Local Authority and local Environment Agency Officer shall be consulted on its remediation or disposal.
All operatives shall be made aware of our policy to control and prevent water pollution upon induction thus ensuring the procedures that we set in place are followed.
All subcontractors shall be provided with our waste water policy along with our Environmental Policy, both of which must be adhered to as part of the contract conditions.
It shall remain responsibility of our Site Supervisor, with support from the Operations Team, to ensure these measures are being followed wherever practicable.
In the event that procedural non-compliance is identified tool box talks shall be held to reiterate the important role these procedures play in not only reducing the impact our undertakings have on the environment, but also the legal obligations we have under the Environment Protection Act.
Consistent failure or refusal to follow these measures will result in the operative or sub-contractor being removed from site.

5.10. Storage of dangerous goods

As a company Goody Demolition recognise, that under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, we have a duty to control substances hazardous to health in order to prevent or reduce the potential exposure of our personnel.
The site COSHH file will contain a set of generic COSHH assessments which cover the substances which we use on a daily basis, however, as part of our COSHH assessment procedure Goody Demolition will identify the potential for any hazardous materials / substances that may be incorporated into the works as they progress. A site register of Material Safety Data sheets (MSDS) and COSHH assessments will be maintained and held within the site office.
It is envisaged that the works will involve the use of flammable fuels such as Petrol, Diesel, Oxy-Propane, Mineral oils, etc.
Such materials will be stored in a lockable compound, with sufficient ventilation, in accordance with the relevant legislation, codes of practice and best practice standards.

6. Plant and Equipment

All plant and equipment will be examined for safety and any found to be defective will be repaired or replaced before work commences.

- Hand tools.
- 110v power tools.
- 360 Excavator – including attachments.
- Diesel Bowser.
- Skips/lorries
- Heras fencing and pedestrian barriers
- PPE Requirements:
  - Hard-hat
  - Glasses.
  - RPE (**When required**) – All operatives wearing / soon to be using their RPE must be in possession of a valid face fit test certificate for the specific equipment they are using.
  - Hi-Vis Vest.
  - Gloves (Cut resistant / Penetration resistant are required whilst working with or near sharp objects / glass).
  - Work boots.

The following will be carried out on a daily basis:

- All areas will be inspected for any equipment or materials that may have been left behind that could potentially cause a hazard.
- Permits will be obtained prior to and signed off after each shift.
- All plant Operators shall undertake and record a pre-use inspection of their vehicle.
- All skips removed from the site will be recorded by the site supervisor in the site waste log.

7. Personnel Involved

- All personnel on this site will attend a site induction carried out by the Principal contractor prior to commencement of works.
- **All demolition mangers, supervisors and operatives will hold valid CCDO cards with the relevant competence categories for the role that they are to undertake.**
- All site operatives will hold a C.S.C.S. equivalent Health and Safety certificate.
- Plant operators will hold the correct certification (CPCS or NPORS) for any machinery that they are required to operate on site, which shall include the correct category for any attachments being used or where lifting operations are to be undertaken.
- Goody Demolition operate a strict training regime which involves operatives having the correct competency tickets, or in house training for, banks man, abrasive wheels, burning, first aid, HAVs etc.
- The Supervisor shall hold a full First Aid at Work qualification and 2nd in command holds Emergency First Aid at Work both these will be present on site.
- All training certificates are held at the offices of Goody demolition.
- The copies of these competency tickets will be in the possession of the client's representative on site and are to be held until the demolition works are complete.

8. Method of Works

8.1. Exclusion Zone Establishment

- Prior to works commencing, a Heras fenced exclusion zone shall be established around the designated works areas in order to prevent unauthorised access.
- To facilitate undertaking the works in a safe manner, further exclusion zones may be established where required, as the works progress
- The first operation will be to clear any obstructions or vegetation to allow the establishment of the exclusion zone
- The exclusion zone will be clearly marked by suitable and sufficient signage warning of the hazards inherent to the works.
- A dedicated banksman will be in place to prevent unauthorised persons accessing the work area.

8.2. COSHH and Asbestos Removal Overview

Where identified all COSHH and Asbestos Containing Materials (ACMs) will be removed in accordance with the latest relevant legislation. All ACMs identified within the refurbishment and demolition survey and contained within the structures to be demolished, shall be removed from site by a specialist licensed contractor and as such these ACM removal works shall comply with current best practice and The Control of Asbestos Regulations 2012. *(These works shall be covered in a separate set of RAMs to be supplied by the specialist licensed removal contractor upon appointment).*

Should further ACMs or suspected ACMs be found or identified as the demolition works proceed the following measures will be implemented:

- All works will cease in that location and the ACMs will be clearly identified, the area will be a cordoned off with barriers and appropriate warning signage applied.
- The client shall be notified
- Dependant on the type of ACM identified and where deemed necessary the area will be sealed/tented off.
- The ACMs will be sprayed with fibre suppressant
- The ACMs will then be sampled and analysed by an UKAS accredited laboratory
- The specialist licensed contractor will be advised of this new location, recalled to site to remove and dispose of the materials
- Based upon the classification and location of the ACMs found the appropriate asbestos fibre control measures and asbestos removal techniques will be implemented in accordance with a supplementary set of RAMs which shall be produced by the specialist licensed contractor to cover these additional works in compliance with current best practice and The Control of Asbestos Regulations 2012.

Any residual COSHH items from the buildings previous owners found within any of the structures will be treated with caution, removed to a suitable storage area and disposed of by a licensed contractor, in compliance with industry best practice and the COSHH Regulations 2002.

8.3. Demolition of Garage

- The site team will utilise the existing opening created for the works to track the excavator into the property to begin the demolition works. The excavator will go down the slope and position itself to the rear of the garages on the lower level and prepare to commence when ready.
- Once the site supervisor is satisfied the working area is correctly set up and safe, the signal will then be given to the plant operator to commence with the demolition works.
- The excavator will utilise its grapple attachment to remove a section of the roof to allow for the walls to be reduced. The debris from this process will be carefully lowered to ground level and once on the ground the operatives will sort the materials into type and then stockpile each type so that they can be transferred into skips for recycling.
- Once a section of the roof has been removed the excavator will then work its way into the structure reducing the walls to each structurally safe point. Debris will again be sorted and stockpiled, once the walls have been reduced the excavator will then remove another section of the roof and repeat the process in a safe and methodical manner.
- The excavator will repeat the process of removing a section of the roof and then reducing the walls down to the top of slab. The excavator operator will ensure to pull the debris away from the roadside and in towards the working area.
- Once the structure has been successfully demolished, all debris in the stockpiles will then then be transferred into the correct skips for recycling.
- The above steps will be repeated on the second garage in a safe and methodical manner.
- Once the above works have been completed, all debris and work equipment will need to be removed to allow for the next stage of works.
- Once all of the previous steps have been completed, the working area will then be cleared and made ready for the next stage of works.

8.4. Breaking up of Slab & Foundations

8.4.1. Preparatory works

- Prior to works commencing in the area, the site team will erect an exclusion zone using Heras fencing panels.
- The 360 excavator, attachments and diesel bowser will be brought onto the site (if not present already) and set up in the designated positions ready to commence the works.
- A certificate of termination should be available, but if not we will carry out a CAT scan of the site to identify the location of the services which will be marked out by spraying the slab with Hi-Viz spray. Breaking out the slab and foundations will not be carried out until confirmation of the termination of services has been acquired. Once we have received confirmation of termination the slab, foundations and hard-standing will be broken up.

8.4.2. Work Method

- The next step of the works will be for the 360-degree demolition excavator operator to use the same attachment to remove the remaining slabs, footings and foundations.
- These will be broken up using the breaker attachment of the 360 excavator and removed to a stockpiled area ready transferred into skips for recycling. All debris will be stockpiled safely for recycling
- Once these tasks have been carried out, the area will be cleared and left safe and tidy for the client's inspection.

9. Waste Management

9.1. Control of Waste and Recycling

All waste carriers' licenses, delivery, collection, consignment notes, weighbridge tickets must be signed for and a copy sent to the site manager (when received).

- The Hazardous Waste (England and Wales) Regulations 2005
- The Lists of Wastes (England) Regulations 2005

The Contractor undertaking the works will be expected to allow for the appropriate disposal of all waste generated by the demolition process. The Contractor will also be expected to segregate all wastes into inert, non-inert, hazardous and non-hazardous to maximise reuse and recycling, whilst minimising contamination, exposure and disposal.

9.2. Site Guidance - Waste Transfer Notes

A waste transfer note (WTN) is a document which must be completed for each load of waste that leaves your site. The WTN must contain enough information about the waste to enable anyone coming into contact with it to handle it safely and either dispose of it or allow it to be recovered within the law.

You must describe the quantity and types of each different waste being transferred on the WTN, both in words and using the correct waste code number. Ensure that the description of the waste is accurate. See below for typical construction site European Waste Codes. A copy must be kept on site. If the material you are handling has hazardous properties, it may need to be dealt with as Hazardous Waste. Refer to your Site Manager.

9.3. Typical European Waste Codes (EWC) for activities include

EWC Code	Description	EWC Code	Description
17 01 01	Concrete	20 03 04	Septic tank sludge
17 01 02	Bricks	08 01 11*	Waste paint and varnish containing organic solvents or other DS
17 01 03	Tiles and ceramics	08 04 09*	Waste adhesives and sealants containing organic solvents or other DS
17 01 06*	Mixtures of, or separate fractions of concrete, bricks, tiles and ceramics containing dangerous substances (DS)	17 06 05*	Construction materials containing Asbestos
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06*	17 09 04	Mixed construction and demolition wastes
17 02 01	Wood	20 03 01	Mixed Municipal Waste
17 02 02	Glass	13 07 01*	Fuel oil and diesel
17 02 03	Plastic	13 07 02*	Petrol
17 03 01*	Bituminous mixtures containing coal tar	15 01 01	Paper and cardboard packaging
17 03 03*	Coal tar and tar products	15 01 02	Plastic packaging
17 04 07	Mixed metals	15 01 03	Wooden packaging
17 05 03*	Soil and stones contaminated with DS	15 01 06	Mixed packaging
17 05 04	Soil and stones other than those mentioned in 17 05 03*	16 06 01*	Lead batteries
17 08 02	Plasterboard	20 03 01	Canteen waste

Wastes marked with an asterisk* represent hazardous wastes that must be accompanied by a consignment note. They need to be dealt with in accordance with SM-WI-30-09.

10. Briefing Arrangements

All site operatives will attend an induction course prior to commencing work on site. Part of the induction process will to ensure that the operatives are aware of the Method Statement with the associated Risk and COSHH Assessments of the task, location of hazardous materials and out of area zones etc. All instructions will be approved by the supervisor involved with the works and experienced in the processes involved. The supervisor will carry out daily Tool Box Talks, which will be recorded. Copies of the Company Health & Safety Policy along with working arrangements are issued to all employees on appointment. A Master set of H&S documents are held by each gang foreman as a site file. Each contract is subject to a detailed method statement and risk assessment process as indicated earlier. This information is handed to the site personnel during the site induction / briefing process. In addition, each employee is issued with a set of Employee Rules. The content and application of these Rules are explained at the time of issue. These Rules form the basis of safe working practices and include a range of issues such as actions to be taken if asbestos or similar hazardous material is found during the demolition works. Each employee is encouraged to give feedback on any health and safety issue and managers are required to consider the matters raised and consult with the employee.
Monitoring is partly carried out as part of the routine line management function on any contract. Each site manager / supervisor / foreman has to complete a daily / weekly inspection Form HSDG02 to confirm the safety arrangements on site are satisfactory.

10.1. Important Documents

The Method Statement and Risk Assessments, Plan of works, HSE F10 for Demolition, Drawings, Liability Insurance, COSHH Assessments, booking in and out register and emergency telephone numbers, the 2000 Health and Safety at Work poster will be prominently displayed and duly completed by Goody Demolition Limited.

11. Safety of Contractors Staff

All site personnel will be issued with the following personal protective equipment

Hard Hats	EN 397:2012+A1:2012
Noise Protection (Earmuffs)	EN 352-3:2002
Protection Footwear	EN ISO 13287:2007 (Rated S3)
Ear Plugs – minimum SNR value of 23	EN352-1; 1993
Gloves	EN 420:2003+A1:2009
Gloves (Alternative types issued for specific tasks, I.e. Anti-Vibration)	EN ISO 10819:1996, Cut Resistant Gloves EN 14328:2005
Welder Gauntlets	EN 388:2003
Eye Protection	EN 166:2001
Face Filter Masks/Gas cutting RPE	EN 149:2001+A1:2009 (P3)
Dark glasses for grinder or burning	EN 169:2002
High Visibility Clothing	EN 471:2003+A1:2007
Safety Harnesses as required (Certificated).	EN 361:2002
Disposable suits	CE Type 5 & 6 EN 1149-1:2006
Fire resistant overalls for burners	EN ISO 11612:2008
Anti-Static Overalls	EN388, EN407
Weather proof coats/jackets/trousers	BSEN471 - 3 2003+A1:2007

All staff will be fully trained for the work they are expected to carry out.

11.1. Site Welfare

Secure containers will be on site to store any tools and equipment.
The extent of these facilities will be suitable to facilitate the number of site operatives working on site
Personnel hygiene must be maintained by all operatives at all times during the project
It will be impressed on the demolition operatives that the site has a non-smoking policy except in designated areas.
Demolition operatives are certificated in First Aid and carry First Aid equipment and basic welfare supplies (i.e. water, cleaning fluid, wipes etc.) in their vehicles.

11.2. Housekeeping

The site and welfare facilities will be kept clean and clear of debris or other obstructions at all times to avoid slips, trips and falls.

12. Communication and Liaison

Before commencing any work there will be a meeting with all staff who works upon the site to explain what work we are carrying out and what health & safety they should observe while the works are being carried out. This meeting will be arranged between your manager and our contracts director.
The site supervisor will record any variations or incidents ensuring that all the appropriate parties are informed firstly verbally and then in writing if necessary.
If there are any health and safety issues the work must stop immediately and inform both our contracts director and health and safety advisor to arrange a site visit with the client to rectify the issue.
All other contractual information will be handled by Goody Demolition office and the client's representative on site.

13. Emergency Plans

A suitable means of sounding the alarm will be provided e.g. air horn or other device. All site personnel will evacuate to a designated fire assembly point in an emergency. Goody Demolition will be shown where the fire routes and assembly points as the docks emergency plans. Prior to any demolition commencing On Site Induction will be given by Goody Supervisor.
The site will be fully inspected, the sequence of work explained, and a sufficient number of escape routes from the building clearly specified and shown to the crew as shown on fire risk assessment. All Goody personnel on site will be made conversant with these procedures. A mobile phone and first aid kit will be available at all times.

13.1. Unplanned Collapse

If an unplanned collapse occurs the following steps will be carried out:

- Stop all works.
- Undertake roll call to ensure all personnel are safe and can be accounted for.
- Report any injuries and call emergency services (if required).
- Close off whole area.
- Assess and report potential incident.
- Summon structural engineer in (if required).
- Proceed with works once area is declared safe to work.

13.2. Emergency Procedures - Spill Response

In the event of a spillage immediate containment action shall be taken by employing our emergency spill control procedure:

- Source of spill / leak will be isolated
- Plant / refuelling will be stopped and isolated
- Sources of ignition will be isolated / removed
- Local spill kits will be used to contain / absorb any immediate spills, containers / absorbent materials will be used to collect / contain liquids
- Due care will be paid to ensure any local drains etc. are protected with absorbent materials / matting to prevent ingress of contaminants
- Any remaining contents will be removed from damaged containers prior to their removal for disposal / repair
- Persons NOT involved in the clean-up will leave the area
- Gas monitoring will be undertaken during all clean up works (where required)
- Once contained the absorbent materials will be collected and removed as contaminated waste to the appropriate waste bin
- As part of the clean up the contaminated spill kits will be disposed of as hazardous waste, any contaminated hardstanding / soil will also be removed and disposed of in the correct manner
- Local interceptors will be checked where any spills are of a size that could affect drainage
- Site Supervisor to inform the operations team who will inform the Environment Agency where required

NB: *Where spill affects personnel (e.g. splashes to skin / eyes) the affected person will be removed to the welfare area and decontaminated under the supervision of the First Aider.*

NB: *Where a spill occurs of a size that leads to the contamination of any drain or permeable surface the Goody Demolition operations team shall be notified and an investigation undertaken with the relevant authority notified.*

13.3. Emergency Procedures – Discovery of Potential Asbestos

Emergency procedures in event of finding or inadvertently disturbing any potential non-notifiable / notifiable asbestos – All operatives will be issued and carry paper overalls cat 5/6 and a type P3 Dust mask.
In this event the following procedure will be followed even if we are not sure what the material is:-

- Stop this work immediately.
- Follow the chart on next page or do a risk assessment to decide who must do the work -you may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as you can.
- Clean up the contamination (Use licensed Asbestos Removal Company – phone office Spencer Nichol 01304 840126 or direct Ben Ives 07712 089801).

13.4. Contact details and location for the nearest A&E hospital

William Harvey Hospital, Kennington Road, Willesborough, Ashford, Kent, TN24 0LZ **Telephone:** 01737 768511

Discovered or damaged materials that could contain asbestos?
Stop work immediately, and:
Keep everyone else out of the area.
Is there dust or debris on clothing?
Report the problem in charge as soon as possible.
A little (For example, dust on sleeve / shoes).
A lot (For example contaminated clothes, hair or footwear).
Put up a warning sign for "Possible asbestos contamination".
Immediately stop all actions.
Tell the client to get the material sample analysed.
Get help. Everyone put on PPE / RPE.
Call for help. All put on RPE and the helper needs to put on PPE.
Does it contain Asbestos?
No
Wipe down contaminated areas / equipment with damp rags.
Wipe down contaminated areas / equipment with damp rags.
Yes
No action required.
Undress.
Shower and wash hair.
The client must make an Asbestos Management Plan and decide if the task needs an HSE-licensed contractor.
Put contaminated clothes, towels, etc. into a plastic bag for specialist laundry. Leave washing facilities clean.
Dispose of rags as asbestos waste.
Keep a record of the event.

14. Supporting Information

Our site supervisor has been issued with a HSE guidelines document – Manual Handling a short guide, in order to maintain our high standards of health and safety.
All works will be carried out in a safe and methodical manner.
Goody Demolition will liaise with the Clients staff when and if required.
If the sequence of work changes, the demolition supervisors will liaise with the Client and any Health & Safety Consultants involved with this project.

Supervision

Site Supervisor –	TBC **tel:** TBC
Company Management –	Mr Gary Venner (Contracts Director)
P.A. –	Mrs S Hills
Office Telephone –	01304-840126
Out of Hours –	07802-433773
Site Mobile –	07703 744858

Health and Safety Consultants

H&K Safety Services Ltd –	Kevan Ford tel: 07795 820364
SGR Consultancy Services Ltd –	Steve Rowe tel: 01622 686622
HSE – Health & Safety Executives –	Ashford office tel: 01233 634827

c.c. – Eric Cook,
Site Supervisor,
Operatives and file