Method Statement / Risk Assessment for Demolition of Warehouse structure at Maritime Business Park, Cambletown Rd, Birkenhead, CH41 9HF

Dated: 19/02/13

Ref: A2144
Plan of Work Revisions

The site supervisor is only authorised to make alterations to or deviations from this method of work when agreed with the project manager. A record of any alterations or deviations made by the site supervisor must be kept on a record sheet for return to the office and all operatives informed.

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<th>DATE</th>
<th>REVISION No</th>
<th>DETAIL</th>
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Site Operatives / Supervision

Copies of CITB/CPCS cards & training certificates for all personnel are to be kept in site cabin.

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTACT DETAILS</th>
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<tbody>
<tr>
<td>Full Time Site Foreman</td>
<td>Steve Ellis 07900 328630</td>
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<tr>
<td>First Aider</td>
<td>Steve Ellis 07900 328630</td>
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<tr>
<td>Fire Marshall</td>
<td>Ian Smith 07526 199646</td>
</tr>
<tr>
<td>Plant Operator</td>
<td>Steve Ellis 07789 352904</td>
</tr>
<tr>
<td>Demolition Operative</td>
<td>Bob Aspin 07789 325904</td>
</tr>
<tr>
<td>Contracts Manager</td>
<td>Paul Round 07747 468841</td>
</tr>
<tr>
<td>Quality Manager</td>
<td>Victoria Lord 07747 468838</td>
</tr>
<tr>
<td><strong>Average = 5</strong></td>
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</tbody>
</table>

Plant and Equipment

All plant and vehicles will be parked in designated areas and immobilised at the close of works each day.

<table>
<thead>
<tr>
<th>Plant / Equipment</th>
<th>Checks carried out by</th>
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<tbody>
<tr>
<td>High Reach plus attachments</td>
<td>Machine Operative</td>
</tr>
<tr>
<td>20 ton 360° excavator plus attachments</td>
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</tbody>
</table>

Security of Plant & Equipment

All Plant and vehicles will be parked in designated areas and immobilised at the close of works each day.
Storage of Highly Flammable Liquids / LPG

Open air compounds will be set up for the storage of fuels and LPG. They will be sited at least 10m from any building and be secured. The floors of the storage area will be well compacted and kept clear of any other flammable materials and waste. COSHH Procedures in place and adequate signage. Adequate fire fighting equipment and spillage kit at hand.

Site Tidiness

Site to be kept tidy and materials to be segregated and stockpiled as work progresses. All walkways and excess to working areas are to be kept clear of trip and slip hazards. Good housekeeping must be maintained throughout the works and regular monitored and inspected.

Ongoing Operations

Vehicles to be halted at site entrance and then guided onto and off site. Dirt and debris will be cleared immediately. Adequate precautions will be undertaken to prevent the spreading of dust, including periodic spraying as required. All barriers and signs etc will be constantly checked and maintained before and during each working day by the Site Foreman.

Environmental

Dust and noise will be monitored during the course of the works. It is accepted that noise cannot be eliminated entirely, but reasonable steps will be taken to reduce any adverse effects of noise generated by the works. Reasonable steps will be taken to reduce dust by water suppression as required in the form of water spraying and spill kits as necessary.

Emergency Procedures

Muster point for emergency procedures will be site entrance and alarm will be raised vocally. Specific requirements and procedures will be explained to each operative / visitor at site induction. Visitors who are not walking the site will not require inductions. Please refer to Fire Plan & Procedures and site traffic management & layout plan for location of muster point.
Responsibilities for Safety Control & Monitoring

Site Foreman must ensure a site induction is carried out for all operatives prior to commencement on site. During site induction all personnel will be made aware of the Specific Working Methods, Site Rules, Accident Reporting and Site Emergency Procedures. These will be adhered to at all times. Weekly toolbox talks will be given and recorded on site. SHEQ Manager is to conduct regular inspections and audits, copies will be left in site file.

Toolbox Talks

<table>
<thead>
<tr>
<th>Dust</th>
<th>Noise</th>
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<tbody>
<tr>
<td>Housekeeping</td>
<td>Manual Handling</td>
</tr>
<tr>
<td>Working near Electricity</td>
<td>Working at Height</td>
</tr>
<tr>
<td>Asbestos Awareness</td>
<td>Others (please state)</td>
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</table>

Permit To Work

<table>
<thead>
<tr>
<th>Asbestos</th>
<th>Hot Works</th>
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<tbody>
<tr>
<td>Electricity</td>
<td>Other (please state)</td>
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</table>

Temporary Works

<table>
<thead>
<tr>
<th>Standard Scaffold</th>
<th>Hoarding and fencing up to 1.2m high</th>
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<tbody>
<tr>
<td>Simple propping systems – 1 or 2 props</td>
<td>Other (please state)</td>
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</table>
**Operations & Risk Assessments**

**OPERATION No. 1 – Set Up Site**

Confirm service cuts with Andy Beattie at Northern Trust Ltd *(written confirmation must be provided prior to work commencing).* Erect fencing to block off passageway adjacent building for demolition. Place warning signs of intended demolition to existing gates and site fencing. Receive and emplace site cabin / office and toilet facilities.

**Hazards Identified:-**

1.1. Electric Shock / Explosion  
1.2. Head and Foot Injury  
1.3. Manual Handling  
1.4. Cranage of heavy cabins  
1.5. Knockdown Hazard

**Control Measures:-**

1.1. No work to take place until services are confirmed isolated (written confirmation only). Detailed work method briefed to all site workers. “Live” areas marked off and warning signs placed in correct location. Competent staff working in conjunction with company policies.  
1.2. Hard hats and safety footwear to be worn at all times. Good housekeeping, supervised employees and regular site inspections.  
1.3. 20kg maximum weight for repetitious lifting of materials. Above 20kg mechanical aids or teamwork. Minimise handling by storing materials close at hand. Operatives must have a valid manual handling certificate and follow procedures in place. Staff induction training and attend regular toolbox talks.  
1.4. Adequately rated lifting equipment with Supervision. Safety awareness training to all employees on site. Banksman present who holds a valid training certificate.  
1.5. All operatives to wear high visibility vest / jackets. Reversing manoeuvres to be supervised by banksman at all times.
OPERATION No. 2 – Erection of Scaffold to elevation on New Chester Way elevation.

Full height independent access scaffold to be erected by Scaffold Company. Scaffold to be tied into existing steel framed structure and adequate 5 board demolition fan to be provided.

Hazards Identified:- (see Scaffold Companies Method Statement/Risk assessment)

2.1. Falls from height / Risk to others below

Control Measures:-

2.1. Erection by competent and experienced persons or under competent direct control and carried out in accordance with statutory requirements and Code Of Practice, to satisfy design criteria (load usage etc). Secure area below during erection. Operatives must hold valid “working at height” certificate. Safety induction, toolbox talks, adequate supervision, PPE are all provided prior to works commencing at working at height.

OPERATION No. 3 – Soft Strip

Operatives using none mechanical hand held tools will strip out loose furnishings/fixings to 2 storey office structure facing Campbeltown Rd. Resulting debris will be loaded through existing apertures before loading into roll on roll off skips for disposal to licensed facility. Material from the upper floor will be dropped into clearly marked dropping zone positioned in main yard area.

Hazards Identified:-

3.1. Cuts to hands / puncture wounds
3.2. Fire risk from unauthorised persons
3.3. Risk to others below during dropping zones
3.4. Discovery of suspicious material
3.5. Slip and Trip hazard
3.6. Discovery of needles
Control Measures:-

3.1. Gloves to be worn as required.
3.2. Firewood to be pulled back from building to avoid unauthorised lighting and
skips containing same will be moved daily.
3.3. Dropping zones will be clearly defined and marked out using high visibility tape
and look outs.
3.4. Operatives carrying out stripping out works will take special care during this
part of the works in encountering suspicious material (Asbestos based material).
If any suspicious material is encountered during the strip out, then work in that
immediate area will cease until such time that the material is identified. If
Asbestos is located then the area will be sealed until such time that it is removed
by competent and licensed contractors (on our approved list).
3.5. Good house-keeping to be maintained. Walkways and emergency exits to remain
clear. Areas around mess facilities to be swept daily.
3.6. Assessment of areas prior to work in immediate area. All the necessary PPE must
be worn. Toolbox talk given prior to works commencing on procedures in place
if hypodermic needles are encountered. Records kept on location of any needles
found. Team briefs are conducted regularly.

OPERATION No. 4 – Machine Demolition

High Reach 360° demolition machine will be brought to site and commence machine
demolition from Campbeltown Rd elevation. Cladding will be removed by scrap shear
attachment to expose metal framework. Roof trusses will then be cut through and lowered
down to ground floor for processing. Internal office floor at first floor level will be munched
through by 20ton 360° excavator with pulveriser attachment fitted.
Resulting material to be stockpiled outside when processed in readiness for removal in 30cyd
roll on roll off skips. Outer walls will be cut through using scrap shear and lowered down inside
footprint of building before loading into large roll in roll off skips. All supporting legs at ground
floor level will be cut flush by operatives using oxy/propane cutting torches.

Hazards Identified:-

4.1. Hazard of crushing by partly demolished structures and injury from flying debris
4.2. Noise/Dust
4.3. Stability of outer walls
4.4. Risk to public and unauthorised persons
4.5. Falls by machine through basement/cellars
4.6. Quick Hitch attachment
4.7. Eye damage
Control Measures:-

4.1. Machine operator and site foreman to inspect each property prior to machine demolition to ensure property is free from personnel and equipment. All apertures to be boarded up to prevent debris deflecting through same.

4.2. Ear defenders will be worn as required. Works to be lightly sprayed with water during machine demolition if required.

4.3. Party walls to be left raked back at first level to assist in support. Outer walls to be pulled/pushed inwards in small sections to avoid unnecessary dust and vibrations. Nothing higher then single storey to be left unsupported during works and all structures to be left safe and in stepped fashion if left overnight.

4.4. Look outs to be in attendance during demolition of outer walls. All look outs to be in full view of machine driver.

4.5. Site investigation prior to machine demolition to identify any basements.

4.6. Machine operatives to hold current licence to drive category of machine and hold current training certificates for safe operation of Quick Hitch Attachment. Copies of licence and current test certificate for plant to be stored in site office.

4.7. Goggles and gauntlets to be worn.

4.8. All “Hot works” to cease at least one hour before end of working shift. Site foreman to inspect immediate area prior to leaving site to ensure that embers are not left smouldering. Adequate fire fighting equipment to be at hand.

OPERATION No. 5 – Hand Demolition

Operatives using hand held tools and ox/propane cutting torch will remove metal cladding sheets to gable and drop same inwards onto warehouse floor. This work will proceed until stripping work is down to eaves level. Metal perlins fixed into gable will be cut through to allow gable metal truss to be cut into small manageable pieces and dropped inwards onto warehouse floor. When truss is reduced to eaves level, scaffold will be reduced below eaves level and all scaffold ties will be re-secured. This work will enable machine demolition to progress to New Chester Rd elevation.

Hazards Identified:-

5.1. Inhalation of dust
5.2. Access to working areas
5.3. Debris deflecting through scaffolding onto highway
5.4. Stability of scaffold as structure is worked down
5.5. Overloading outer walls with resulting debris
5.6. Falls inwards by operatives when walls are reduced
Control Measures:-

5.1. 88/10s half face masks (disposable) and goggles will be worn as required. Dust suppression techniques as required.
5.2. Access to roof areas will be via ladders fitted through scaffold.
5.3. Scaffold will be fully covered with debris netting beforehand demolition commences. The base of the scaffold will be hoarded off using plywood sheets to adequately protect the public and deter trespassers. Pedestrians will be guided off the footpath into a clearly marked out pedestrian route. As laid out in the specification, windows at ground level will be boarded off to prevent debris deflecting through same.
5.4. Scaffolding will be reduced in height by scaffolders as hand demolition progresses and all ties re-secured.
5.5. Debris to be thrown back from outer wall structures to avoid overloading against same.
5.6. If walls are to be reduced below one metre from working platform then safety harness are to be worn by operatives and secured to scaffold to prevent falls inwards.

OPERATION No. 6 – Filling Basements and Site Clearance

Basements will be backfilled with suitable material obtained from site and the site will be left level with surrounding levels and free from loose rubble.

Hazards Identified:-

6.1. Falls in basement
6.2. Knockdown hazard from heavy lorries visiting site

Control Measures:-

6.1. Edges of basements will not be left exposed at end of working day unless protected by barriers.
6.2. Guides will be used to assist heavy Lorries in reversing manoeuvres on site. Entrance to the site will be kept secure at all times. All operatives to wear high visibility vests/jackets and are excluded from working within a 25metre radius of operated plant.
Method Statement Compliance

We the undersigned, have read and fully understood this method of work. Any queries, problems or areas not understood have been discussed and clarified with the site supervisor/project manager as appropriate prior to signing below.

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