

SHORTS

DEMOLITION



Construction Design and Management 2015 Demolition Phase Plan

Prepared For:

PSK

Project:

ITP Ltd

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1.0 THIS HEALTH & SAFETY PLAN

This Health and Safety Plan is a dynamic document that will change and develop throughout the project. All persons working on or visiting this site will be made aware of the availability of this plan and its contents.

This document will be clearly displayed and available to all persons working on/visiting the site.

1.1 Principal Contractor

SD will ensure the following obligations identified by the Construction (Design & Management) Regulations 2015 and other applicable legislation are complied with:

- a) To develop the Demolition Phase health and safety plan into a working project document, ensuring that it contains all the necessary information.
- b) Make clear to all contractors and operatives on the site (through site inductions) both the Clients requirements and SD's site-specific rules. Project Safety information will be, disseminated through site inductions and weekly briefs/talks with operatives and contractors' representatives.
- c) Take reasonable steps to ensure that all contractors [including the self-employed] co-operate as far as is necessary to enable each of them to comply with relevant statutory provisions.
- d) Restrict site access to allow only authorised persons in by use of site security.
- e) Obtain from other contractors engaged to work on the project method statements and risk assessments pertaining to their own operations **particularly where they may affect others.**
- f) Maintain the Safety Notice Board and the display of all Statutory Notices.
- g) Procure the appointment of competent contractors as far as is reasonably practicable with the supply and chain management process.
- h) Monitor the health and safety performance of persons and companies working on the Project.
- i) Secure all information that will be required for inclusion in the handover of CD and Health and Safety file so that the building owners / users can safely use and maintain the building.
- j) Maintain the provision of training and safety information to those who entire on site that may suffer risk to their own health, safety and welfare whilst working on the Project.
- k) Encourage an open door policy and blame free safety culture in the reporting of hazards and useful work practices. The statutory requirement of all operatives to look after their own safety and not engage in activities, which will put others at risk /cause them harm, will be underlined.

The Health & Safety Executive has been advised of this project on Notification of Project Form 10. A copy of this form is annexed at Appendix 3 for record purposes.

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1.2 CDM Standards and Objectives for the Project

It is the intention of this company that:

- Activities shall be carried out in accordance with relevant statutory provisions to include the Construction Design & Management Regulations 2015;
- Facilities will be provided for both employer/employee and project team consultations on CDM matters, and information arising which has a health and safety/risk implication will be disseminated to those who may be so affected;
- Management of the Project shall include the encouragement and maintenance of the co-operation between all employees and individual project parties (i.e. consultants and contractors) working on the Project;
- Expert advice and assistance will be obtained where necessary to discharge obligations and duties identified within the CDM Regulations
- The works shall be completed in accordance with the quality standards specified, to programme and budget as per Client instruction

1.3 Safety Standards and Objectives for the Project

SD will, in undertaking the works, (briefly outlined in 2.3, and as detailed within the specification of works), aspire to:

- Achieve zero fatalities, zero permanent disabilities and improve safety performance year on year;
- Comply with all current Health and Safety Legislation and Approved Codes of Practice;
- Ensure compliance with **CLIENT** safety requirements and publish these as part of the Project requirements;
- Work with and advise the Client in his aspiration to provide a 'better' environment for his employees;
- Maintain safe and unimpeded access and egress from the site, particularly for emergencies, and minimise the disruption to neighbours, (both vehicular and pedestrian);
- Identify and address all risks arising from both our, and our contractors' activities to include fire;
- Police and co-ordinate, through our Site Health & Safety Co-ordinator the use of safe procedures, tools, plant, equipment and the appropriate use of Personal Protective Equipment (PPE);
- Work with the Clients direct contractors to maintain safety and site co-operation;
- Employ a Safety Manager/Advisor to carry out safety audits and inspections;
- Maintain adequate levels of welfare facilities for the work force, including contractors;
- Assess the impact of site activities on the environment and manage to minimise it;
- Identify and provide health and safety training to promote awareness of safety of self and others where necessary.

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1.4 The Principal Contractor Site Safety Policy Statement

SD regards the provision of a safe and healthy working environment on construction sites as a principal objective. This objective can only be achieved by the co-operation of SD employees, subcontractors, the client and his representatives and the main contractor. Co-operation must be at all levels within these different organisations through the structures established under the Construction Design and Management Regulations (CDM).

SD will collaborate with all parties to provide advice and resources to meet this commitment so far as is reasonably practicable. Authority to implement this policy is defined for all those who have a responsibility for health and safety.

SD has established a series of management procedures to ensure that health and safety issues retain a high profile during all stages of SD's activities. Such procedures are devised to conform to all the requirements of CDM.

It is the responsibility of SD to:

1. Sustain and carry out this policy at their disposal;
2. Provide adequate safety and job training for all employees with particular attention to special safety training where appropriate;
3. Comply with the requirements of the relevant legislation, to undertake risk assessments of all activities and to ensure that safe systems of work and a safe working environment are put in place.
4. Ensure that the operations of SD are carried out without risk to the health and safety of third parties.

SD will seek to maintain a constant interest in all aspects of safety by effective consultation with all parties concerning hazards and incidents, which affect health, and safety at work and to prevent any adjustment or damage to plant and equipment, which may create a hazard.

All managers and supervisors are responsible for the safety of employees, subcontractors and visitors in their charge and must ensure that policies and procedures are made known and are observed. It is their responsibility to ensure the effective delegation of these duties during their absence.

Employees, subcontractors and visitors to site are responsible for observing Company policies and procedures and for ensuring that at all times they work in a manner consistent with the safety of themselves and others.

The effectiveness of health and safety measures will be monitored continuously in order to ensure that both policy and practice are appropriate at all times to the activities of SD.

All those involved in the demolition phase have a statutory duty to comply with this Demolition Phase Plan and to provide SD with any information which they have, which is needed to keep the Plan up to date. Anyone wishing to seek advice on compliance should contact SD.

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2.0 Summary Project Information

2.1 Project Name	ITP
2.2 Project Address	ITP Ltd Unit 1&1a Stadium Business Park
2.3 Description and Scope of Works	Site address: Unit 1 & 1a Stadium Trade & Business Park, Reading RG30 6BX The unit comprises of a mixed warehouse and ancillary accommodation. The construction is a steel portal frame with solid brick and block walls, aluminium window frames and profiled metal cladding to the upper external parts. Roof consists of cementitious (asbestos) profiled roof sheets with double skin GRP rooflights. A service yard is located at the rear of the building. The existing end terraced structure was damaged by a fire and stability to the warehouse is area unknown and extreme regard to safety must be adhered. Health & Safety advice must be sought prior to any site surveys. The warehouse area is off limits for general inspections and considered a danger to life. Unit 2 remains intact with minimal fire damage. As part of the works temporary structural supports are required to be erected in the unit detailed further in the Mason Navarro Pledge (MNP) Demolition Specification. The contractor is to allow for all temporary propping/ supports. • Install propping as per the engineer's design drawings provided by MNP in unit 2 before demolition can commence • Erect timber hoarding as per drawing 5249_LP_00 with two sets of gates, line and gates to be agreed prior to starting • Carefully demolish the structure clearing all the contaminated material from site, any material being salvaged will be tested for asbestos before being cleared for re-use • Install Noise, dust and vibration monitors around the unit • During the asbestos clear up an analyst will be on site with personal and air monitoring equipment to insure exposure levels are not exceeded. • Clear the rear yard of 3nr trailers, pallets and other materials leaving it clean and tidy • Protect the brick unit adjacent and remove the T shaped kerb • Break out concrete slabs within footprint of demolished building to a maximum depth of 200mm, • Break out substructures to the demolished building to a maximum depth of 1.5m, • Break out the associated adjacent hard paving to a maximum depth of 100mm, • Crush and leave clean 6f2 on site for re-use • Dispose of all material arising from works either for recycling or to suitably licensed waste disposal site. • On completion of works leave site graded to existing levels and compacted using 360 excavator.
2.4 Outline Method Statement	See Main Method Statement
2.5 Form of Contract	JCT

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2.6 Existing Environment	The building will be unoccupied during the course of the works, however the neighbouring units will be occupied with tenants trading. Tenants must not be not be disturbed or interrupted during the course of the works. If any disturbance is anticipated for any reason the contractor must provide at least 5Nr days' notice to the CA for agreement with the tenant prior to those works proceeding.
2.7 Previous Land Use	The Previous use was used as a printing company as part of a local business park. The industrial estate comprises of 23 units within three bays and was built in the 1980's. Each unit comprises of a mixed warehouse and ancillary accommodation and are steel portal frame with
2.7.1 Soil Investigation	Ground conditions are unknown. It is advised that before any excavation works begin, trial pit data analysis or soil investigations are to be carried out to ascertain the ground conditions accurately.
2.8 Boundaries / Surrounding Area	The unit is located on a busy industrial estate with the estate access road and a railway line to the north, car parking facilities to the east, landscaping and Wigmore Lane to the south and a gated rear area and car parking facilities to the west.
2.9 Existing Services	• WATER: Shorts to connect stand pipe for temporary supply. • GAS: Disconnected, Shorts to confirm be commencing work. • ELECTRIC: Disconnected Shorts to confirm be commencing work. • DRAINAGE: SD to seal at the boundary of site if required, there are also a number of drains to remain around the buildings for surface water and foul that may need protecting during the works. AHUs: n/a All services to the building are to be, classed as live unless stated otherwise. Client or client's representative will confirm the exact location of these services prior to the commencement of any works on site. SD to issue permit to dig prior to any breaking of ground if required. Should undetected services be struck during works SD Site Management shall cease work in the area, cordon it off and immediately inform the relevant service provider (contact details on Appendix 6) followed by the Client. <i>SD will carry out works in accordance with <u>HS(G)47</u> 'Avoiding Danger from Underground Services.</i>
2.10 Existing Structures	The main structure to be removed consist of Concreate, steel, brick and timber and asbestos bonded cement sheeting.

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2.10.1 Asbestos Report	Asbestos Report Undertaken by MAX Asbestos Services
2.11 Ground Conditions	Ground conditions are good. The site will be subject to a full site investigation
2.12 Existing Traffic Systems	Refer to site layout plan in appendix 4.
2.13 Site Hoarding	Short will be installing timber hoarding around the complete demolition area, the hoarding will be maintained for the duration of the demolition works and inspected regularly for damage etc. any redecorating or maintenance required will be carried out promptly. On completion of the demolition the ownership of the hoarding will then be handed to PSK.

Hoarding line Plan for 1 &1a Stadium trade and Business Park, RG30 6BX



2.14 Programme	Provided
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3.0 MANAGEMENT TEAM ORGANISATION & RESPONSIBILITIES

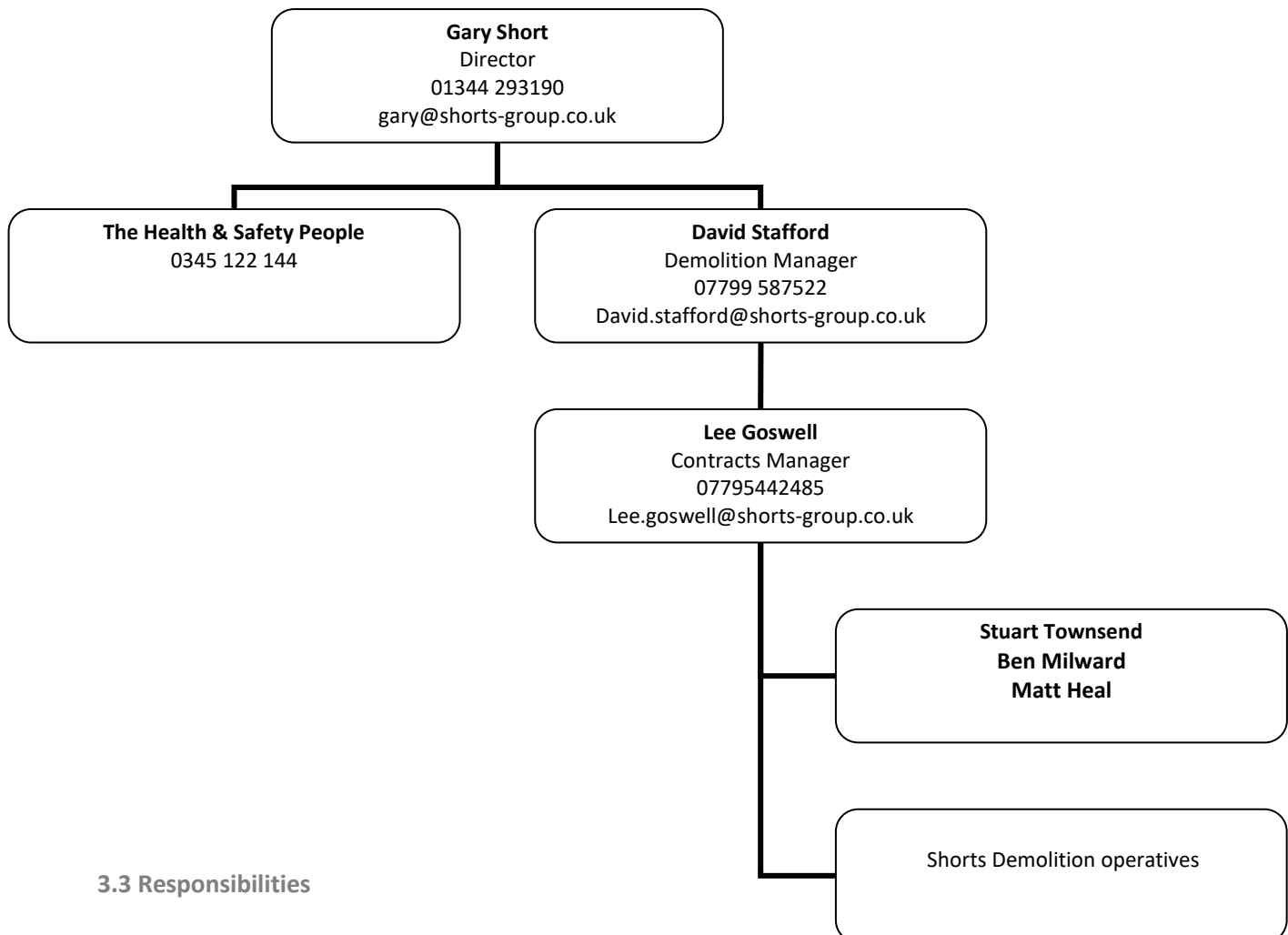
3.1 Management Team Function

SD have selected a team who have a wealth of experience with this type of project covering all disciplines, which will be, deployed in order to achieve the Project goals.

The team function will:

- Integrate with the Consultants to achieve the best solutions for the Project.
- Work as one with the Professional Team and the Client's Management Team to achieve the objectives and safety goals embraced by the Client and published within this document.
- Develop a team philosophy with Contractors so that there is a mutual understanding as to what must be, achieved to meet the Client's expectations.
- Employ our depth of management knowledge and previous experiences of undertaking similar projects to achieve the best outcome for the Client.
- Bring the Project in on time, and budget, to meet the Clients aspiration

3.2 Project Organisation and Personnel



3.3 Responsibilities

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Director

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Implement SD's health and safety policies and procedures.
- c) Administer the health and safety policies throughout the organisation by appointing an advisor to be responsible for health and safety.
- d) Ensure the policy is reviewed regularly with the health and safety advisor and updated, as necessary.
- e) Make adequate financial provision for implementing the health and safety policies.

Demolition Manager

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Be aware of the appropriate statutory health and safety requirements affecting the operations of JMR.
- c) Ensure appropriate health and safety training is given to all employees as necessary.
- d) Ensure health and safety factors are considered at all stages in the work process and sufficient resource is made available to maintain safe working methods and equipment.
- e) Ensure a site Health and Safety Co-ordinator is appointed for each site using the appropriate form.
- f) Ensure compliance with SD's policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- g) Allocate sufficient resources (including financial) to enable the Health and Safety policies and procedures to function effectively.

Contracts Manager-

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Ensure all managers and employees under their control have received the required training in health and safety.
- c) Ensure all managers and employees under their control are aware of their health and safety responsibilities.
- d) Ensure compliance with SD's policies and procedures and reprimand any managers and employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Co-operate with the Internal Health and Safety Advisor, site Health and Safety Co-ordinators and senior management.
- f) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.
- g) Where responsible for sites, ensure a site health and safety co-ordinator is appointed for each site using the standard form.
- h) Where responsible for sites, ensure that inspections and audits are carried out as required.
- i) Where responsible for sites, ensure that offices/sites are laid out and maintained to secure site safety, clear access/egress/emergency routes and that welfare facilities are well maintained.

Site Foreman / Supervisor

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Ensure the Site Health & Safety Co-ordinator undertakes his duties and support him.
- c) Ensure everyone on site is aware of his or her responsibilities with regard to health and safety.
- d) Ensure compliance with SD policies and procedures and reprimand any employees for failure to satisfactorily discharge their responsibilities for health and safety.
- e) Ensure that inspections and audits are carried out as required.
- f) Ensure that a risk assessment has been carried out for any equipment, work activity or substance hazardous to employees' health and safety, ensure appropriate control measures, training, instruction, protective clothing etc., have been provided and that there is supporting documentation.
- g) Ensure the adequacy of contractor's risk assessments and method statements for all activities and

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oversee any high-risk activities or temporary works. Act as a point of contact for contractors whose activities will affect others operating on/using the site.

- h) Ensure that all plant/equipment/machinery (including office equipment) is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer (including testing for electrical safety as required by the relevant Regulations).
- i) Ensure that sites/ offices are laid out and maintained to secure site safety, clear access/egress/emergency routes and that suitable welfare facilities are provided and maintained.
- j) Ensure there are sufficient first aiders on site; that there are suitable first aid facilities on site; and that notices giving the location of the nearest hospital with accident and emergency facilities are clearly displayed in appropriate locations.
- k) Ensure all reportable accidents/incidents are immediately notified to the appropriate persons.
- l) Ensure permits to work are issued, recorded and signed off for all appropriate works.
- m) Ensure that induction procedures are in place and implemented for everyone who works on site or visits the site, and ensure that emergency arrangements are included within the induction and displayed on the site notice boards.
- n) Carry out a minimum daily walkover of the site and ensure that all hazards and risks are being addressed.
- o) Keep all registers/records/reports as detailed within SD's Health and Safety Manual up to date and within a safe place.
- p) Ensure that all statutory notices are displayed on site notice boards, and that first aid facilities and firefighting equipment are maintained.
- q) Ensure safety information is provided for everyone who works on site or visits the site; obtain feedback of any health and safety issues and inform the Health and Safety Manager/Advisor.

External Health & Safety Manager Advisor:-

- a) Promote a positive health and safety culture by creating an interest and enthusiasm for health and safety in all activities and set a good example (including wearing appropriate protective clothing and equipment).
- b) Assist in the review of all Company Health and Safety documentation and procedures.
- c) Ensure compliance with SD's Health and Safety policies and procedures.
- d) Disseminate health and safety information, to include any changes to the procedures.
- e) Attend Health and Safety Committee Meetings and take an active part in obtaining safety information and or assist in safety processes.
- f) Carry out site and office inspections/audits as and when required.
- g) Investigate and issue detailed reports on incidents and accidents when required.
- h) Provide adequate advice to employees on all health and safety issues.
- i) Promote and encourage the planning and implementation of effective measures to minimize risk and reduction of accidents.
- j) Ensure all reportable accidents/incidents are notified to the Health and Safety Executive.
- k) Ensure suitable and sufficient welfare facilities are provided and maintained on sites and in offices.
- l) Attend any meetings held with Health and Safety Executive as required.

Sub - Contractors

All contractors will operate in accordance with SD's procedures, site-specific rules
And Clients requirements, as explained both within the site induction process and in the contract
Documentation

All contractors shall co-operate with each other to facilitate the safe operation of site activity

All contractors either failing to meet those site rules that are governed by zero tolerance or those failing to comply with safe practices/provision of safe tools and equipment will be asked to remove themselves and their equipment from the site.

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4.0 Information about restrictions which may affect the work

Reference is made to the items given below, these sections are to be continually reviewed and developed as project progresses, information being supplemented as appropriate.

Section 5.0 of this document also details Risk Registers for the existing environment; this information will be used as a basis for developing method statements.

The following points should be noted at all times:

4.1 Access/Egress

1. Main plant & delivery vehicular access to the sites as per site plans.
2. SD to appoint designated Qualified Banksman to control all vehicle movements entering and exiting the site works area particularly if reversing.
3. All Tipper & Waste Haulage Lorries will be sheeted prior to leaving site to prevent spillage.
4. SD to supply road cleaning and sweeping facilities as required maintaining the cleanliness of the roads on completion of works.
5. Site traffic plan to be issued and updated as the works progress by SD
6. Parking in adjacent road is not permitted, parking for all SD operatives and visitors will be within a designated area on site.
7. All Plant will be transported to site by suitable Low-Loader; all plant will be unloaded within site compound or in this case Slade Court.



4.2 Deliveries

- All deliveries will be met and reversed on site by a competent banksman.
- Deliveries will be managed to run with the progress of works so that storage is kept to a minimum.
- In the later phases of the Project, to preserve travel areas within the site, deliveries will be phased to reduce the number of vehicles unloading at any given time, with the demarcation of a 'holding area' off the site boundary.
- Deliveries will not be unloaded adjacent to working areas without prior agreement from the Site Manager/Site Health & Safety Co-ordinator.

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4.3 Traffic/Pedestrian Routes



- A Traffic Management Plan will be issued on site during site setup and updated regularly to reflect the changing environment. This plan will be displayed within the site welfare cabin.
- All working areas and temporary pedestrian or traffic routes are to be hoarded/fenced off and clearly sign posted to protect the public at all times.

WHEEL WASHING

- The site supervisor will keep a close eye on the road conditions as traffic leaves site, if needed the use of power hose will be used to clean the wheels of vehicles leaving site.
- Road sweepers will be employed if needed to keep the roads in a clean and safe condition.



4.4 Accidents, Fire and Emergency Services

- Clear access for emergency personnel shall be kept at all times
- All accidents and near misses will be reported and details entered into the Site Accident Log; details will be forwarded in accordance with SD's Accident Reporting Procedure to the Health & Safety Advisor
- Site specific emergency arrangements will be explained as part of the site-specific induction and emergency contacts and details will be posted on the Safety Notice board
- SD will identify the appointed First Aiders during site set up and induction (PD to be supplied with relevant names and certification prior to works commencing).
- The Site Manager will be responsible for carrying out a fire risk management assessment and make recommendations; he/she shall monitor the site for compliance on an ongoing basis.

4.5 Any other restrictions noted in the Pre-construction Information

- These observances are to be continually reviewed and developed as the Project progresses. The dissemination of changes to Safety information shall be through SD Managers.

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5.0 SAFETY RISK REGISTERS

5.1 THE EXISTING ENVIRONMENT

This Section highlights the significant hazards that will be inherited because of the existing environment.

Hazard/Risk	Description	Control	Owner i.e PC or Contractor
PUBLIC SAFETY			
(a) Unauthorised Access	Unauthorised persons entering site.	Heras fencing will be erected around the site. Access gates to be kept locked when not in use.	SD
(b) Vehicular Movement	Deliveries to site.	Monitor all deliveries and all unloading.	SD
	N/A	N/A	
ENVIRONMENTAL			
(a) Noise	N/A.	No out of hours working.	SD
(b) Vibration	N/A	N/A	SD
(c) Dust and mud	Contamination of occupied areas from dust etc.	Water Suppression techniques to be carried out,	SD
(d) Contaminated Water	N/A	N/A	SD
(e) Waste Disposal	Removal of construction debris.	SD to supply skips through its in-house haulage division.	SD
BURIED SERVICES			
Gas	Possibility of damage during excavation.	Area to be cat scanned prior to any excavations being carried out.	SD
Electricity	AS ABOVE	AS ABOVE	SD
Telephone	AS ABOVE	AS ABOVE	SD
Water	AS ABOVE	AS ABOVE	SD
Sewers	AS ABOVE	N/A	SD/
Wells	AS ABOVE	AS ABOVE	SD
Services not plotted	AS ABOVE	AS ABOVE	SD
Competence of operatives working on services listed above	Competent operatives to work on services listed.	Only operatives certified to work on services listed will be employed to carry out works.	SD
EMERGENCY SERVICES			
(a) Fire Risk on Site	Possible risk of fire due to hot works.	Hot works permit to be issued prior to any hot works commencing.	SD
(b) Fire Risk to Adjacent Buildings	N/A	N/A	SD
(c) Fire Escape Blockage	Existing fire escapes to be kept in use.	All existing fire escapes to be kept clear at all times.	SD
(d) Access routes obstructed	Materials blocking escapes.	No materials to be stored	SD

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5.2 Hazards

This section highlights the significant hazards identified by SD will manage these hazards during the demolition process and will ensure that this Section is kept up to date at all times.

5.2.1 Significant Construction Risks	Hazard	Control	Owner PC/ Contractor
Site set up (Working in a restricted area)	Unauthorised access into the work area	To ensure that the site is clearly delineated and only authorised personnel to enter the work area.	SD
Working at height	Fall of materials or Personnel	Safe access will be provided to all work faces. Competent personnel working in accordance with approved risk assessments and method statements will erect access plant and platforms. All access plant and materials will be both maintained and checked as required. All SD operatives have received Working at Height training 2005.	SD
Overhead Work (Clash of trades)	Fall of materials or personnel	To ensure that adequate protection is provided from works being undertaken overhead.	SD
Lifting heavy plant, equipment, and materials	Falling materials / plant	To ensure that competent operators using adequate lifting equipment in accordance with an approved RA/MS carry out all lifting. SD will be responsible for ensuring that copies of operator and plant certification are provided with the RA/MS.	SD
Persons falling down Holes	Service holes and lift shafts	Secure barriers to be fixed around all openings or plates/timber fixed over service holes	SD
Persons tripping/slipping	Fall of persons causing injury	Constant monitoring of housekeeping. Maintaining of access/egress routes at all times.	SD
Falling materials	See overhead work		SD
Manual handling	Dropping material, Crushing, Injury	To control the delivery and movement of materials to ensure that the loads being carried by individuals do not exceed those that can be safely lifted / moved.	SD
Working on live services	Live services	To ensure that all areas are surveyed prior to any works being executed. All works will be undertaken by a competent contractor working to an approved RA/MS and in accordance with the procedures contained within this H&S Plan. Permits as detailed within the H & S Manual to be used.	SD
Demolition	Demolition	SD to ensure that demolition is carried out in a controlled way by competent operatives working in accordance with an approved RA/MS. Demolition areas are to be clearly cordoned off from all other. All Demolition works to be carried out in accordance with BS6187.	SD
Control of noise	Excessive noise	Ensure that all noisy operations are carried out within the time specifications requested by the local authority. Noise levels will be monitored during the course of the works.	SD
Control of dust	Dust	A range of measures will be employed to minimize the creation and spread of dust arising from this work in accordance with Environmental Protection Act.	SD
Disposal of waste	Waste	The site is kept in a clean and tidy manner. All waste is put into a central skip, which will be changed as and when required. All consignment notes to be issued on completion.	SD

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Protection of existing structures	Works	SD will protect any existing structures that may be affected by the works.	SD
Prevention of unauthorised access	Unauthorised access into the work area	SD will ensure that the site is clearly delineated and only authorised persons allowed entering into the work area.	SD
Working with or near fragile materials	Fall of persons causing injury	Fragile materials to be identified. Depending on location, the use of guardrails, toe boards, barriers, suitable personal suspension and fall arrest equipment will be provided. Method statements & Risk assessments to be provided.	SD
Storage of hazardous materials	Inhalation, burns, risk of fire	Recommendations as detailed on manufacturer's health & safety data sheets on storage to be complied with. Gases and flammable liquids to be stored as required by the HFL DSEA Regs. 2002 All Diesel Fuel to be stored in fully bunded Fuel Diesel Tank and placed in suitable Secure Fenced Area with accompanying Spill Kit.	SD
Fire	Fire	To produce a fire plan and will ensure that the works are executed in accordance with the procedures set out in the document	SD
Vibration	Use of Hand-Held vibration tools.	N/A	SD
Exposure to UV radiation (from the Sun)	Working outside, exposed to the elements.	Refer to SD sun protection data sheet in site file. Carry out Toolbox talks. Make sure operatives cover up.	SD

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5.2.3 Significant Hazardous Specified Materials			
	Risk	Control	Owner
Asbestos	Asbestos Fibre Release	A Pre-Demolition / Refurbishment Asbestos Survey has been undertaken and all ACM's that have been identified will be removed and disposed of in accordance with current HSE Regulations.	SD
Paint and Paint sprays	Fumes, Skin irritation etc.	Ensure that all paint and paint sprays are applied by competent personnel. The COSHH data sheet will be retained on site in the H&S plan.	SD
Other Materials		COSHH Survey to be carried out prior to and during Demolition Works. All material if found, to be logged on COSHH sheet for removal and disposal from site by specialist contractor.	SD
5.2.4 Significant Hazardous Methods or Sequences (as a result of the Design)			
N/A			

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6.0 Identification and Effective Management of Activities with Risks to Health and Safety

6.1 Risk Assessments

For site wide elements, these will be developed by SD prior to commencement of any works as part of the establishment process to include:

- (a) The storage and distribution of materials
- (b) Access to the works
- (c) Working at height
- (d) Control and disposal of waste
- (e) The provision and use of temporary services e.g. Electricity
- (f) Commissioning, including use of permit to work systems e.g. limitation of access, hot works etc.
- (g) Exclusion of unauthorised people.

All Contractors will be required to submit an overall project method statement and details of high-risk activities / activities, which will affect others working on site

All method statements and risk assessments will be accepted by us prior to contractors etc. being allowed to commence works on the site.

Additional periodic risk assessments will need to be made as required by Regulation 3 of the Management of Health & Safety at Work Regulations 1999 as 'risk' activities arise. Where these activities affect others, the relevant assessment and information shall be made known to them.

Risk assessments will be used to identify operations or areas where permits to work are required as part of our control procedures. Site Management will be responsible for the issue of permits to work to include the following activities:

- (a) Hot works
- (b) Excavation
- (c) Lifting
- (d) Confined spaces

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6.2 Safety Method Statements

The Safety Method Statement should contain the following details as a guide:

- Description of the works
- Where the activity is to be carried out on site. This is important if work is being carried out in an occupied building.
- Foreman /Supervisor: The identity of person(s) with special responsibilities.
- The identity of hazards and specific precautions to be taken.
- The personal protective equipment to be used.
- Safety of the Public and Occupiers.
- Services: position of existing and whether they are live.
- Environmental controls.
- Emergency procedures and telephone numbers including means of communication.

The Method Statement should be short and concise. It should be kept in mind that it should inform the operative how he can carry out his work task safely and what to look out for before he commences work.

Each Contractor will prepare and issue a Method Statement and Risk Assessment for their element of the work address items (a)-(i), which will be retained on site for information within the site safety filing system. Method statements and risk assessments for each contractor's works will be reviewed before their works commence.

Contractors will provide Risk Assessments/Method Statements that accurately detail how they propose to carry out their works. Risk Assessments /Method Statements will be issued to SD prior to works being undertaken. SD will check the adequacy of the Risk Assessment/Method Statement against their Standard Safety Procedure checklists.

Only when SD has agreed a Risk Assessment/Method Statement will the Contractor start the works. Notwithstanding the contents of a Risk Assessment/Method Statement, should SD judge a Contractors method of work to be unsafe, then SD will instruct the Contractor to suspend operations until an improved method can be arranged. Contractors are responsible for their safe systems of work.

The following trade contract method statements will be produced with specific documents being produced for high-risk activities, (this list will be expanded as the Project progresses as part of the Project Risk Register):

Activity	Name of contractor	Approximate Start Date and Duration

7.0 Arrangements to give directions and to co-ordinate other contractors

7.1 Safety Training

All SD's personnel will undergo both an induction on SD safety procedures and a site-specific induction before being allowed to work on site.

Contractors will undergo a site-specific induction before being allowed to work on site, and must take responsibility for the safety and task specific training of their own personnel.

All visitors to the site will be escorted. Visitors who are not wearing appropriate PPE will be refused entry; to include delivery personnel etc.

7.2 Safety Inspections

SD's External Health & Safety Advisor THSP will carry out a full site inspection and audit and produce a report. Action on all non-conformances will be agreed with the Site Manager as part of the visit and shall be closed out by the demolition Manager.

Both the Demolition Manager and the Contracts Manager will also carry out internal site audits during the project and produce subsequent report.

Both the Demolition Manager and the Contracts Manager will monitor the activity of Contractors; non-conformances identified by the latter will result in the issuing of a notice requiring immediate action

Anyone found not to be working safely will be removed from site.

Independent qualified specialist will be employed if required to inspect scaffold structures every 7 days and complete relevant documentation. This will be available in the site file.

7.3 Safety Meetings

Safety matters will be on the agenda of the following meetings:

- At Tender meetings, safety aspects of the project will be discussed and contractors' proposals considered.
- Pre-start meetings held with the Contractors prior to their commencement on site. Safety representatives will be identified and contractor's proposals for monitoring safety will be agreed.
- Site based daily meetings (between appropriate parties) will also cover any urgent safety issues as these meetings are held to ensure everyone on site knows what is going on that day. Specific hazards will be highlighted here as a reminder.
- Toolbox talks will be encouraged to allow specialist Contractors to go through their method statements with their own Team and other interested parties on site.
- Site based Contractors weekly or bi-weekly co-ordination meetings where actions on safety are covered. These meetings will also be used to co-ordinate the works between interfacing contractors to ensure all safety issues are covered.
- Toolbox talks will be given to site operatives/Contractors on an ad-hoc basis by SD staff where it is deemed necessary to hold a talk on a particular aspect of safety.

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8.0 Arrangements for Vetting Contractors, Suppliers of Materials, Machinery and Plant with Regard to Health & Safety

If we need to use a contractor who is not on our Selected Contractors list then arrangements, need to be made to issue them with a pre-qualification questionnaire so that we can assure ourselves that they are a competent contractor, prior to their start on site.

8.1 Contractors

Competency checks will include the provision of the following information, as a minimum:
(Regulations 4 CDM 2015 Competency)

- (a) Health and Safety Policy.
- (b) Insurance details.
- (c) Management structure.
- (d) Risk and COSHH assessments and Site-Specific Method Statements.
- (e) Confirmation that they will comply with SD's Health & Safety Plan.
- (f) Up-to-date product literature as appropriate and as will be required for the CDM Health and Safety handover file.
- (g) Confirmation that plant to be used is properly selected and maintained.
- (h) Confirmation that plant/equipment operators are properly trained.
- (i) Evidence of CSCS, CPCs, and NPOR's accreditation
- (j) Training details
- (k) Accident/incident/enforcement notices and court action details.

These documents will be filed within the Safety Filing System in files designated to individual contractors.

8.2 Plant

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

All operation certification for plant equipment, scaffold and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

Plant operatives must remove keys when plant not in use.

At the end of each shift Plant will be placed in suitable designated area, security screens will be attached then plant will be locked and keys removed from site by operative.

8.3 Machinery

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations + Lifting Regulations 1998, copies of the certification and current weekly inspections will be held in the Site Safety Records folder.

8.4 Noise

Operations shall be subject to noise assessment if required and control measures implemented. All Trade-contractors are to implement best practicable means to minimise noise in accordance with current statutory regulations and local requirements. Where necessary Trade-contractors will include within their proposed method statement a noise assessment that states how they will mitigate noise emissions. The Site Manager will instruct the stoppage of any operation they deem to be unreasonably noisy.

All Contractors will ensure that Personal Protective Equipment to comply with Noise at Work Regulations 2005 is issued to their own operatives. Cognisance is to be taken of local authority noise restrictions on permissible working hours.

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8.5 COSHH Arrangements

Any Contractor bringing onto site any hazardous substance must notify the Contracts Manager and be in possession of a suitable COSHH assessment and material data sheet.

COSHH assessments will be filed within individual contractor files, which can be made available in the event of an emergency, and listed on the COSHH Site Register.

All substances are to be stored as detailed by manufacturer's health and safety data sheets.

All containers on site must be labelled.

9.0 Management Meetings and Initiatives

The Site Manager is the point of contact for discussing and taking views on Health and Safety for all persons working on site.

Contractors coming on to site for the first time will meet with the Site Manager to discuss emergency arrangements and procedures, the provision and use of plant and equipment to be used by the contractor, and discuss how the contractors works will be carried out to avoid risks to others.

Various meetings will be held throughout the course of the contract; as detailed below, minutes from which will be circulated to the appropriate parties, including the Clients Representative/Principle Designer:

Type	Frequency
Contract pre-start meetings	N/A
Contract Meetings	As necessary
Site Progress Meetings	Weekly
Client Meetings	As necessary
Management Review	As necessary
Site Check List	Daily

10.0 Design Work Carried Out During the Demolition Phase

- Scaffolding if required
- Propping if required
- Loading of car park if required

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11.0 Emergency Arrangements

- (a) The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.
- (b) This site will have dedicated Site Management, First Aider(s) and Fire Warden.
- (c) A site Emergency can be one or more of the following: fire, accident, bomb threat or any other incident deemed an emergency by management.
- (d) In the event of a fire emergency, all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.
- (e) As fire, arrangements are subject to change as demolition progresses, either the Site Fire / Site Management have a duty to bring this to the attention of site operatives and Contractors.
- (f) In the event of any of the emergency services being required to attend site, SD Site Manager must make available the layout of the building with current fire escape routes and details of any flammable chemicals stored on site.
- (g) Where fire evacuation tests are carried out and persons are found not to be co-operating in evacuating the building, this will be viewed seriously and raised with individual Contractors to prevent re-occurrence. One of the regular failures in this practice is where commissioning is taking place and the alarms are continually triggered and the reaction is complacent – the need to continue to evacuate even where the alarm is suspected to be false will be reinforced by Site Management.
- (h) Site-specific Emergency arrangements are appended as Appendix 6.

11.1 Accident Procedure including reporting as required by RIDDOR 2013

- (a) All accidents on site must be reported even if no medical attention is given; to include visitors to the site and delivery drivers etc. The Site Manager shall use the Accident Reporting Procedure accordingly, advising SD's Health & Safety Manager/Advisor where appropriate so that we are compliant with RIDDOR 2013. The Site Manager will oversee all entries made in the Site Accident Log, which will be kept in the site office.
- (b) The person discovering the accident will raise the alarm verbally/through two-way radios operating on site/by operation of the nearest air-operated horn or by use of mobile telephones.
- (c) In the event of an incident/accident, all personnel will assemble at their designated assembly point, if a warning signal is given.
- (d) SD Site Health & Safety Co-ordinator will check the total headcount and if necessary mobilise an emergency rescue team to look for unaccounted persons. This will only be brought into operation once the risks of further accidents have been assessed and it is considered safe to enter the working zone.
- (e) SD Site Health & Safety Co-ordinator will then determine the nature of the situation and any possible casualties and telephone the emergency services as required (999) i.e. fire/ambulance to attend site.
- (f) SD Site Health & Safety Co-ordinator shall arrange a safe access and egress for emergency vehicles to the scene of the accident. He/she will then inform pertinent the SD Personnel as detailed in the Accident Reporting Procedure together with the Principle Designer and the Client.
- (g) Following an accident or dangerous occurrence a complete investigation will then be carried out by the specialist contractor along with SD, which would be conducted in accordance with the procedures highlighted in RIDDOR 2013. The HSE will be informed using the appropriate F2508 form and using the Incident Contact Centre Website

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11.2 Fire Action Plan

Each building will be risk assessed by SD Site Manager prior to Soft Strip procedures. Suitable Fire Fighting equipment will be made available.

11.3 Evacuation Procedure

Site-specific procedures will be explained to site personnel through the site-specific safety induction and updates will be raised at the weekly meetings.

Evacuation Procedures and the Current Fire Plan of the site will be displayed on the Notice boards.

11.4 Fire Prevention

It is our policy to carry out works to eliminate risk from fire and, to this end, have adopted the Code of Practice laid down in HSE guidance *"Fire Prevention on Construction Sites"*.

- (a) Fire extinguishers, fire notices, fire detection, alarm systems and fire exit signs will be provided for all working areas.
- (b) Materials and rubbish stored on site will be kept to a minimum.
- (c) Rubbish will be cleared from the site on a regular basis and site working and access areas kept clean.
- (d) Where flammable material or LPG must be kept on site, they will be stored away from fire exit routes and potential fire hazards.
- (e) Site accommodation will be of a half-hour fire resisting construction and Class 1 spread of flame, and protection materials shall generally meet '*Class 1 spread of flame standard*'.
- (f) A "No Smoking" rule will be imposed in all working areas, storage areas or wherever there are fire hazards.
- (g) We will operate a "Hot Works Permit system" particularly where the works involve a naked flame. In the event of a fire, the person discovering the fire shall raise the alarm and immediately report the situation to the Site Manager.
- (h) A person may attack the fire with the appliances provided only if they are trained to do so and as long as there is no risk to themselves or others.
- (i) If the fire cannot be safely tackled then all persons shall immediately leave the site by the nearest egress and report to the person in charge of the assembly point; normally the Site Manager.
- (j) The person in charge shall make a record of all those who have vacated the building and ensure that the emergency services have been called.

These procedures will be developed as necessary and identified during site inductions.

11.5 Emergency Contact Telephone Numbers

A list of emergency contact telephone numbers is included in Appendix 6 of this Plan. These details will be displayed in a prominent position in the site office adjacent to the telephone.

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12.0 Maintenance of Welfare Facilities

SD in compliance with the CDM Regulations 2015 will provide welfare arrangements

The following facilities will be available on site via the use of a welfare unit and cleaned daily:

- (a) Toilet and wash hand basins with hot and cold water.
- (b) Mess room/area. Seating with back support
- (c) A source of clean drinking water
- (d) A first aid box (which will be kept in the site office).
- (e) Eyewash station.
- (f) Sufficient and suitable firefighting equipment.
- (g) A heated drying room, where appropriate.
- (h) Hand Sanitiser Station.

13.0 PROVISION OF INFORMATION

13.1 Information for contractors & co-ordination & co-operation of contractors

Contractors will be informed in writing at tender stage of:

- Risks to their health and safety arising from the environment in which the project is to be carried out.
- Copies of any relevant existing method statements/risk assessments for activities, which impact/have a possibility of impact on individual Contractors, will be issued to them and all risks highlighted for discussion during their tender visit to site, to include the developed Demolition Phase Health & Safety Plan.
- Initial site induction training will also be carried out. The relevant induction forms will be completed and signed by the person receiving the induction and details will be recorded on site.
- Contractors employed directly by the Client will come under SD's jurisdiction and be subject to our site rules and observances.
- Contractors employed by SD will be informed of the minimum time they will be allowed for planning and preparation before they begin work on the site.
- Maintenance person's etc. visiting site for a short duration will receive a short induction and be escorted on/off site and accompanied during their 'visit'. These persons will only be allowed onto site if they are dressed appropriately for the prevailing site conditions.
- Representatives will attend weekly site meetings from all Contractors on site, so that co-operation and communication are encouraged.
- All Contractors will be issued with a Project Directory and the developed Demolition Phase Health & Safety Plan, as well as being inducted.

13.2 Training

Toolbox talks will be provided for general health and safety matters on a weekly basis as and when requested.

Toolbox talks will be provided for specific asbestos risks on a weekly basis as and when requested.

Specialist training in the use of abrasive wheels, cartridge tools etc. will be secured e.g. given by the CITB or a similar organisation.

Specialist training in Asbestos Category B will be carried out on an annual basis to ensure compliance with the Control of Asbestos Regulations 2012.

All Contractors will provide information on the suitability and the training undertaken by their operatives as part of their Health and Safety documentation prior to commencing any works.

All Contractors are to carry out toolbox or task health and safety talks with their operatives on key points of Health and Safety. Where the need arises, specific toolbox or task talks will be carried with the operatives concerned.

All Toolbox talks and site briefings will be recorded on the appropriate form.

13.3 Health & Safety Information

All persons visiting or working on the Project will sign in/out of site before proceeding to their work area. In an operational environment.

Operatives who operate plant or machinery must have documented evidence that they are qualified to do so prior to commencing their work.

As part of the site induction, Contractors are asked if they have read and understood their OWN method statement/risk assessment and sign to say that they have. If they have not, the Contractor will be asked to carry out a Toolbox talk with his own operatives prior to commencement of works on site.

13.4 Display of Statutory Notices

Statutory notices will be displayed on site in accordance with current legislation and include:

- (a) Health & Safety at Work law Poster (which include the Safety Representative details for The Principal Contractor)
- (b) Employers Liability Insurance
- (c) Revised F10
- (d) Emergency arrangements (First Aider(s), Fire Assembly Point, Fire Warden, Contact numbers for Hospital/Police/Fire Brigade)
- (e) Fire Evacuation Arrangements and Site Plan detailing fire points etc.
- (f) The Health & Safety Policy
- (g) Snatch route to Hospital
- (h) Commissioning certificates for Emergency connection of services etc.

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13.5 Site Registers and Documentation

The following will be available on site:

- (a) Accident Log
- (b) Record of inspections required under the Lifting Operations & Lifting Equipment Regulations 1998.
- (c) Record of scaffold inspections as required by the Work at height Regulations 2005.
- (d) Waste transfer notes.
- (e) COSHH hazard data sheets, risk assessment.
- (f) Electrical equipment registers. Maintenance checks and records.
- (g) Plant inspection records.
- (h) Risk assessments.
- (i) Method Statements.
- (j) Health surveillance.
- (i) Emergency procedures.
- (j) Manual handling assessments.
- (k) Record of toolbox talks.
- (l) Record of Site Inductions.

14.0 Consulting and Co-ordinating the Views of People

Contractors will carry out their statutory duties to consult with their workforce: results of these consultations will be passed to SD, and where deemed necessary minutes will be issued to the appropriate parties.

The Safety Plan and other health and safety related matters would be formally reviewed at regular meetings which will be held on site. Attendance at these meetings will be obligatory for Contractors. Representatives of the Project Manager and the Client will be invited to attend.

SD operate a policy of active safety management involving contractors and operatives in brief, recorded daily site safety meetings. The purpose is to focus on safety issues concerning the day's planned activities and discuss any lessons to be learned from the previous days.

Site safety issues will be co-ordinated by the SD's Site Manager, with the support of the Site Health & Safety Co-ordinator.

A team approach to safety will be encouraged with suggestions from all site personnel welcome.

The results of risk assessments and investigations of accidents and dangerous occurrences will be reported to the whole workforce by site briefing to maintain the level of safety awareness.

Temporary Works design and construction will be co-ordinated by a TWC (Temporary Works Co-ordinator) appointed in writing by the Principle Contractor.

15.0 Site Rules

The site rules will be notified through the Demolition Phase Health and Safety Plan, reinforced through site inductions and clearly displayed at all times. Site Rules can be found in Appendix 2 of this document.

16.0 The Health and Safety File

16.1 Arrangements will be made for relevant Contractors and consultants to pass on all relevant information for inclusion in the Handover Health & Safety File to SD.

16.2 SD will collect and collate the requisite information from each Contractor/sub-contractor and issue it to the Principle Designer two weeks prior to practical completion.

17.0 Monitoring of Health and Safety Performance

17.1 Monitoring

The Site Health & Safety Co-ordinator will actively monitor health and safety performance on site.

He will carry out daily inspections of the works and will highlight to the Contractor concerned, any breaches of the regulations or bad practice that may be a danger to themselves or others working in the area.

SD External Health & Safety Advisor will make visits to the site and written reports will be issued to the Site, requisite Managers and SD's Proprietor. All non-conformances will be closed out by the Internal Health & Safety Advisor via a re-visit or completion of the follow up form.

SD's Demolition Manager makes bi-weekly safety tours and advises the Site Management of any corrective action needed.

Monitoring of site Health and Safety will also be discussed at the weekly Site Progress Meetings where related subjects will be raised, discussed and actioned.

All Contractors, Consultants and visitors have a responsibility to comply with the Site-Specific rules and statutory regulations. Ignorance is no defence.

17.2 Project Review

On completion of the Project, an internal review will take place to assess how the standards set compare with those actually achieved in order that any shortcomings can be addressed in future projects.

Throughout the Project and again upon completion each Contractor is assessed to determine not only the quality of the work produced but also the cooperation and attention actually given to safety compared to standards set out within this Plan.

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Appendix 1: Project Directory

Client:	PSK Building Surveyors Ltd
Contact: Tel: Email:	Tel: 020 7486 7707 Fax: 020 7486 0644
Principle Designer:	MLM Consulting Engineers Limited Eldon House 2 Eldon Street London EC2M 7LS
Contact: Tel: Email:	Cindy Andrews +44 20 7422 7800 M: +44 7920 861063 E: cindy.andrews@mlmgroup.com
Principal Contractor:	Shorts Group Ltd London Court London Road Bracknell RG12 2UT
Contact: Tel: Email:	David Stafford 01344 299317 David.stafford@shorts-group.co.uk
Architect:	Stephen George and Partners Waterfront House 2a Smith Way Enderby Leicester LE19 1SX
Contact: Tel: Email:	Luke Abbott +44 11 6247 0557 M: +44 7739 070637 E: l.abbott@stephengeorge.co.uk
Structural Engineer:	
Contact: Tel: Email:	
Service Engineer:	

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Contact: Tel: Email:	
HSE Office: Tel: Fax: Email:	Priestley House Priestley Road Basingstoke RG24 9NW
A & E Hospital:	Royal Berkshire, Craven Rd, Reading, RG1 5AN

Appendix 2: Site Specific Safety Induction (including Site Rules)

SHORTS DEMOLITION SITE INDUCTION SHEET

Site: **SD/DEM/SD20070**

Person giving Induction:

Date of Induction:

The following items have been explained to the inductee:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Safe systems of work, where applicable;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Fire and emergency procedures (including the location and use of extinguishers);
- Operatives are prohibited from entering a structure whilst remote demolition is being carried out, entry into a part demolished structure is also prohibited unless JMR Site Management has Risk Assessed and issued a **'Permit to enter a part demolished structure'**
- First aid - names and locations of first aid appointed persons, introduction to them, position of first aid boxes and rules for their use;
- Use, availability of protective clothing and equipment;
- Procedures for reporting accidents, injuries and property damage;
- Welfare - location of canteens, toilets, etc., and other welfare matters;
- The importance of hygiene and health.
- Working Hours.
- On Site Hazardous Material (Asbestos etc....)
- Standard Emergency Procedures for unexpected occurrences on site.
- Method Statement & Risk Assessments.
-

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

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Signed by: (having received safety induction)

Print Name:

SITE RULES

All Shorts personnel, their sub-contractors and visitors must comply with the site rules and safe systems of working on site. These will be addressed in the form of both verbal communications via induction and toolbox talks, by method statements and displayed within site accommodation.

SD operates a zero-tolerance stance on **many safety related issues**.

If you have not signed in, **you are not here** for FIRE, FIRST AID or FINANCIAL PAYMENT. Once you have been inducted, you have a duty to inform others who you suspect have not been informed of these rules. Failure to comply will result in removal from site.

SD provides the site induction. Any persons who are found to be in breach of these site rules may be required to be re-inducted. SD reserve the right to charge an administration fee for this additional induction.

Persons suspected of being under the influence of **Drugs/Alcohol** WILL be asked to leave site.

Persons displaying **racist, sexist, violent or threatening behaviour** WILL be asked to leave site and not return.

You must **not trespass** upon adjoining areas except where permission has been granted, to facilitate the execution of your work. Compliance with **safety signs** at all times.

You must comply with **method statements/risk assessments** written for your activity, and comply with the arrangements described therein. Unless you state otherwise, it will be assumed that you have read and understood this.

Suitable and sufficient **PPE** must be worn as appropriate, provided by your Employer. All areas on site are deemed to be hardhat, hi viz and protective footwear areas unless designated otherwise by the Site Manager.

Eating and drinking is only permitted in the designated areas. Currently the only designated area is the canteen.

Smoking will not be permitted on the site.

Mobile Phone use is only permitted in the designated areas.

This site operates on **110V supply** only and **no radios** are allowed.

You may only **operate plant and equipment** that you are **trained/authorised** to use, and carry out **tasks** for which you are **authorised and competent**.

If you suspect that **plant/equipment/scaffold is unsafe**, please notify the Site Manager immediately.

If you see any **hazards on site, either real or potential**, inform the Site Manager immediately: there are hazard identification forms on site in the site file for this purpose – you may remain anonymous if you choose to, but no feedback on actions taken will be provided in this case.

Do not block routes for **access/egress/escape or fire exits** on the site.

Maintain a safe place of work by being tidy and removing your rubbish as the work progresses.

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No person may **work from height** other than from a secure platform with guardrails and toe boards. All **mobile work platforms must be locked down when in use**. You should **not** erect a mobile tower unless you are either competent to do so /are supervised by a competent person.

You are requested to declare to the Site Manager, details of any **physical condition** and or the **taking of medication**, if you feel that this would have an effect on your work. A separate form is available and required to be filled in for this and any information given will be kept in the strictest confidence and returned to you/destroyed when you leave site.

The **Principal Contractor** is Shorts Group Ltd

The **SITE MANAGER** is Ben Milward/ Stuart Townsend

The **Client** is PSK Building Surveyors Ltd.

The **Principal Designer** is Cindy Andrews of MLM Consulting Engineers Limited

The Site **First Aider** is Stuart Townsend/ Ben Millward

The **First Aid Kit** is located Within the Site office

The **Fire Alarm Warning** is Air Horn and loud hailer

The **Fire Assembly Point** is As per Fire Plan

The **Fire Marshall** is Stuart Townsend/ Ben Millward

The nearest **Hospital** is London Road, Craven Road, Reading, Berkshire, RG1 5AN

For FIRE/POLICE EMERGENCY DIAL 999

The **Local HSE** are at Health and Safety Executive (HSE):

Priestley House
Priestley Road
Basingstoke
RG24 9NW

THIS IS A NO-SMOKING SITE

THIS IS A **HARD HAT, SAFETY BOOTS, HI-VIZ AS STANDARD SITE**, Other PPE may be required.

ALL personnel arriving/leaving site must report into the Site Office, be inducted and sign in/out.

DEMOLITION PHASE PLAN

SITE NAME- ITP Ltd Unit 1&1a Stadium Business Park

The **Hours of Work** are

08.00 to 16.30pm Mon to Fri

08.00 To 1.00pm Sat (by arrangement only)

Canteen/Toilet Facilities – (please refer to Site Plan Appendix 4)

Parking on site only, under no circumstances should contractors or visitors' vehicles be left outside the confines of site.

ALL ACCIDENTS/DANGEROUS OCCURRENCES/NEAR MISSES MUST BE REPORTED

Medical Notification Form

NAME:

COMPANY:

MEDICATION (and dosage if applicable):

.....

REASON FOR MEDICATION:

TIMING/DURATION OF MEDICATION:

Did a Doctor prescribe this? YES / NO

SIDE EFFECTS:

ALLERGIES:

Date of Last Tetanus Injection:

CONTACT NAME/No in case of EMERGENCY:

.....

I believe that the information given here to be correct.

SIGNED:

DATE:

Date Received:

Received By (*print name*):

Signature:

THIS FORM WILL BE KEPT IN THE STRICTEST CONFIDENCE & USED ONLY IN AN EMERGENCY: YOU MAY ASK FOR IT TO BE DESTROYED WHEN YOU LEAVE SITE.

DEMOLITION PHASE PLAN

SITE NAME- ITP Ltd Unit 1&1a Stadium Business Park

APPENDIX 3: NOTIFICATION OF PROJECT (F10)

This form is to be clearly displayed in suitable locations around the site i.e. within office, on H&S notice board, within welfare facilities.

Appendix 3: F10 & Demolition Notice (Section 81)

This form is to be clearly displayed in suitable locations around the site i.e. within office, on H&S notice board, within welfare facilities.

DEMOLITION PHASE PLAN

SITE NAME- ITP Ltd Unit 1&1a Stadium Business Park

SURREY FIRE BRIGADE

BONFIRES ON DEMOLITION SITES

1. HAZARD

Unless strict supervision is exercised, bonfires may involve surrounding property in fire by one of the following ways:-

- i) Radiated heat may be sufficient to ignite nearby combustible materials.
- ii) Burning embers may be distributed over wide areas by convection currents and wind effect.
- iii) The fire may be transmitted directly along combustible materials which have not been cleared away from the site of the bonfire.

2. PRECAUTIONS

- i) The site chosen for the bonfire should be at least 30' from adjacent buildings or site boundaries. Where these distances cannot be achieved, the waste material should be burnt only in a properly constructed incinerator fitted with a chimney and spark guard, or removed from the site and burned in a safe place where the above can be satisfied.
- ii) The bonfire should be supervised at all times by a responsible person who should have due regard to the climatic conditions and who should either damp down or extinguish the bonfire should sparks or embers present a hazard to adjacent property.
- iii) Buckets of water or other suitable extinguishing media should be readily available in the vicinity of the bonfire.
- iv) The person responsible for the bonfire must ensure that the fire is properly extinguished before he leaves the site.
- v) Should the bonfire become out of control, the Fire Brigade should be called immediately and to this end a notice detailing the method of calling the Brigade together with details of the nearest available telephone should be displayed on the site.
- vi) Further advice may be obtained from:

Berkshire fire and rescue
Tuns Lane
Berkshire
Slough
Slough
SL1 2XA

Appendix 4: Site Layouts

4.1 site layout

SITE FIRE SAFETY PLAN:

1.1 Fire Plan Principles

- 1.1.1 Site specific fire arrangements will be briefed to all site operatives through the initial site-specific induction**
- 1.1.2 The site shall have a designated Site Fire Warden**
- 1.1.3 Fire alarms, call points and extinguishers will be maintained on occupied floors.**
- 1.1.4 Floors under the control of JMR will have alarm call points and extinguishers maintained at all times**
- 1.1.5 Where the work takes place in an occupied building then the buildings own fire-warning system will be used with the permission of the occupier.**

1.2 Fire Prevention Procedures

- The overall responsibility for the prevention of fire rests with SD.
- All S sites are no-smoking sites. During breaks, any operatives that smoke will have to go outside the site boundary.
- The Client will, where possible, specify materials of a non-flammable nature.
- **SD is responsible for ensuring adherence to the Project fire plan and procedure, and will:**
 - i) Provide and maintain in good working order, suitable and sufficient firefighting equipment and establish safe and adequate fire assembly points.
 - ii) Maintain means of safe access and egress in all areas at all times.
 - iii) Liaise with the Client to secure permanent firefighting equipment to be brought into service as soon as possible.
 - iv) Include fire patrols as part of the site safety inspections.
 - v) Conduct fire evacuation tests regularly as per SD's test procedures.
 - vi) Update the fire plans as the Project progresses and inform site operatives accordingly.
 - vii) Provide secure storage for flammable/highly flammable liquid and compressed gas.
 - viii) Suitable on site Fire Fighting Equipment will be Water, Foam and Powder.

1.3 Means of Escape

- 1.3.1 Fire escape routes are to be kept unobstructed and, if necessary, illuminated at all times. When work necessitates the use of naked flames, for example in service voids and other similar locations having a high probability of fire, a portable fire extinguisher is to be readily available, and must only commence once a Permit to Work has been authorised by SD.**

1.4 Fire Fighting

- 1.4.1 SD will establish a site procedure for dealing with a fire emergency that considers the hazards involved and any special features in the area. The procedure includes the following points:**
 - i) Sounding a warning alarm.
 - ii) Dealing with a fire.
 - iii) Closing down of operations.
 - iv) Evacuation of the area.
 - v) Assembly at marshalling points and carrying out of roll calls.
 - vi) Locating missing persons.
- 1.4.2 SD will arrange for adequate numbers of hand extinguishers of a suitable type to be available and maintained within the permanent works as they develop until permanent provision is secure**
- 1.4.3 All firefighting equipment will be properly maintained, examined and tested in accordance with the manufacturer's instructions, and shall conform to the requisite British Standard.**

1.5 Fire Emergency Protocol

- In the event of the discovery of any fire, the nearest local fire alarm will be activated by the discoverer of the fire.
- All personnel within audible distance of the alarm will immediately evacuate the area and report to the assembly/muster point.
- SD's site office must be notified immediately by the quickest practical means by the discoverer of the fire.
- SD's Site Manager will establish where possible:
 - i) The exact location of the fire.
 - ii) The extent and nature of the fire.
 - iii) Whether there are any casualties.
 - iv) The evacuation status.
- The SD's site office will immediately:
 - I) Activate the fire Alarm (if not already activated).
 - II) Contact the appropriate emergency services requesting assistance.
 - III) Ensure all areas are quickly evacuated and site personnel are at assembly points.
- WITHOUT TAKING ANY PERSONAL RISKS, and if reasonably safe to do so, an attempt may be made to extinguish the fire by using the nearest appropriate extinguishers.
- All Sub Contractors' Supervisors will report to the SD's representative at the assembly point and verify that all personnel under his control are accounted for as a result of the evacuation.
- SD will arrange for the Emergency Services to be met at the site entrance, and guide them to the incident.
- Upon arrival of the Emergency Services, SD's Site Manager will brief the Officer in Charge, and provide such assistance as may be requested.

If, after an assessment of the situation, a total evacuation of the construction site is warranted, this will be authorised by the SD and the warning system for evacuation activated.

- Upon hearing the evacuation alarm;
 - i) All hot work will be stopped and all flames extinguished.
 - ii) All machinery, vehicles etc. will be switched off.
 - iii) Any machinery blocking access routes will be moved to facilitate access by the emergency services.
 - iv) ALL personnel will proceed to the appropriate fire assembly points, (as per site plan displayed) where each supervisor will confirm the attendance of their operatives to SD's Site Manager/Site Fire Warden.
- The results will be relayed to the SD Contracts Manager, who will liaise with the Client, in deciding upon any action in the event of personnel being missing.

DEMOLITION PHASE PLAN

SITE NAME- ITP Ltd Unit 1&1a Stadium Business Park

- No personnel will return to work until the "all clear" has been relayed from SD's Site Manager/Site Fire Warden to all relevant personnel.

1.6 What to Do in Case of Fire

WHAT TO DO IN CASE OF FIRE

A IF YOU DISCOVER A FIRE OR SMOKE

- (i) **OPERATE THE FIRE ALARM IMMEDIATELY BY CALLING FIRE, FIRE, FIRE OR ACTIVATING AIR HORN**
- (ii) **LEAVE THE BUILDING/SITE BY THE NEAREST AVAILABLE FIRE EXIT AND PROCEED TO THE ASSEMBLY MUSTER POINT
REFER TO APPENDIX 2 in the main Method Statement.**

**FIRE FIGHTING EQUIPMENT MAY BE USED ONLY IF YOU
HAVE BEEN TRAINED AND IT IS SAFE TO DO**

B FIRE EVACUATION PROCEDURE

- (i) **THE ALERT SIGNAL IS AIR HORN**
- (ii) **THE EVACUATION SIGNAL IS A CONTINUOUS SOUNDING OF
THE AIR HORN ALARM,**
- (iii) **ON HEARING THIS, LEAVE THE SITE/BUILDING BY THE
NEAREST AVAILABLE EXIT AND PROCEED TO THE ASSEMBLY
MUSTER POINT. REFER TO APPENDIX 2 in the main Method
Statement.**

C NOTE:

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS
DO NOT RE-ENTER THE BUILDING**

DEMOLITION PHASE PLAN

SITE NAME- ITP Ltd Unit 1&1a Stadium Business Park

APPENDIX 5: DEMOLITION PROGRAMME

TO BE PROVIDED

Appendix 6: Emergency Contacts

The Principal Contractor

EMERGENCY CONTACTS

CLIENT: PSK Building Surveyors Ltd

SITE ADDRESS: 1 & 1a Stadium Trade & Business Park, Reading, RG30 6BX

TELEPHONE NUMBER: 020 7486 7707

FAX NUMBER: 020 7486 0644

SITE MANAGER: Ben Milward

MOBILE:07474 646040

APPOINTED PERSONS (FIRST AID): Ben Milward

EMERGENCY SERVICES:	<u>999</u>	Ask for service needed
Fire (if people are trapped)		Give YOUR Name
Ambulance		Give Site address
Police (If there is a fatality)		Be Clear
		Give directions if required
		KEEP CALM

AMBULANCE (Local Number) Number: 999

FIRE BRIGADE (Local Number) Number: 999

POLICE (Local Number) Number: 999

LOCAL HOSPITAL Number: 999

(With A+ E Facilities) Address: London Road, Craven Road Reading, Berkshire, RG1 5AN

H.S.E. ADDRESS:
Priestley House
Priestley Road
Basingstoke
RG24 9NW

DEMOLITION PHASE PLAN

SITE NAME- ITP Ltd Unit 1&1a Stadium Business Park

SAFETY ADVISOR

Name: THSP

Tel: 03456 122 144

SITE HEALTH & SAFETY CO-ORDINATOR: Name: As above

TELEPHONE NUMBER: (Refer to Project Directory)

ELECTRICITY

GAS

WATER

TELECOM 100

Appendix 7: Outline Method Statement