

**CONSTRUCTION MANAGEMENT PLAN
FOR
DEMOLITION**

In Accordance with the Construction, Design and Management Regulations 2015

At
Station Hill Reading – Friars Walk & Telecom House
For
Cast Real Estate & Construction Consultancy



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Document Control

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Has Pre-Construction Information been provided by the Client in order to suitably prepare this Construction Phase Plan as per CDM2015?

Yes or No -

If **Yes** enter document reference number - NO

If **No** contact the Client/Principal Designer to provide information such as:

- a) Details of the project, such as the client brief and key dates of the construction phase;
TBA
- b) The planning and management of the project such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is cooperation between dutyholders and the work is coordinated;
TBA
- c) The health and safety hazards of the site, including design and construction hazards and how they will be addressed;
Key risks:
 - Asbestos and contamination (pigeons)
 - Proximity to neighbours and public (dust, noise, vibration, traffic)
 - Multi storey carpark construction
- d) Any relevant information in an existing health and safety file.
TBA

1. Description of the Project

Address

Garrard St, Reading RG1 1NR

Scope of Works

Overview

1. Demolition of the following buildings and structures
 - Telecom House & Friars Walk Shopping Centre (E&F)
 - Hard standing and road structures where they are not being retained for the permanent works

Specific

2. Provision of Welfare & Offices
3. Service disconnections & temporary services as required
4. Party wall investigations, protection and temporary works as required
5. Noise, vibration and air monitoring & ongoing management
6. Cranage as required
7. Maximising the recycling of materials from the works – reducing the volume sent to landfill etc.
8. Use of modern, low-emission equipment in compliance with current regulations
9. Provision of all necessary skips required for the sub-contracted activities – including the segregation of all waste and the provision of detailed reports for all waste removed.
10. Fencing and controlled access to each demolition activity within the overall site boundaries

11. Provision of barriers and fencing for segregation between locations, and to create safe walkways for operatives from site plant and equipment.
12. Full time site management, supervision, first aiders etc.
13. Scaffolding and access equipment for the demolition activities
14. Attendance at site specific safety inductions and the like
15. Attendance at weekly site meetings.
16. Provision, distribution, management and control of all necessary fuel required for the sub-contractors plant and equipment. Any site fuel tanks / storage shall have suitable bunds, spill controls and the like.
17. Temporary works (including design thereof) required for the safe execution of the demolition activities

Working Hours

Project working hours will be Monday to Friday 0800 to 1800, and Saturday 0800 to 1300. Works outside these hours will be agreed with the client and Local Authority.

Refer to the Traffic Management Plan for additional detail around working hours relating to logistics.

2. Key Dates

Start Date	TBA	Finish Date	TBA
Other Key Dates			
Stage of project		Date	
Pre Start Meeting		TBA	
Temporary Works Design Briefs		TBA	
Services Disconnection		TBA	
Temporary Supplies		TBA	
Asbestos Removal		TBA	
Temporary Works Installation		TBA	
Soft Strip		TBA	
Structural Demolition		TBA	
Piling		N/A to this SOW	
Sub Structure Works		N/A to this SOW	

3. Monitoring and Review

This Construction Phase Plan (CPP) shall be reviewed regularly by the Project Manager (PM) to ensure that all aspects of the project are identified. The plan will be revised and updated to take into account any changes to the work and arrangements for the project and to address any significant changes to the risks involved in the work or the effectiveness of controls in place to ensure that it is fit for purpose. The monitoring of the plan shall be undertaken during the visits by the health and safety department in addition to the PM's regular monitoring. Any deficiencies in the plan shall be recorded during these visits and made available to the PM as a corrective action. The project shall undergo a fortnightly inspections/audit by the John F Hunt Health, Safety and Environmental team who shall produce a report for site management with any actions identified for close out within a specific timescale.

4. Project Team			
Role	Company	Contact Name	Tel. No
<i>Client</i>	Cast		
<i>Principal Designer</i>	TBA		
<i>Designer(s)</i>	TBA		
<i>Principal Contractor</i>	John F Hunt Ltd		
<i>Structural Engineers</i>	TBA		
<i>M&E Services</i>	TBA		
<i>Commercial Manager</i>	TBA		
<i>Quantity Surveyor</i>	TBA		
Contractors			
<i>Asbestos Removal</i>	John F Hunt Ltd		
<i>Environmental Laboratory</i>	John F Hunt Ltd		
<i>Plumbing & De-Gassing</i>	TBA		
<i>Environmental Services</i>	John F Hunt Ltd		
<i>Electrical Services</i>	TBA		
<i>Scaffolding</i>	TBA		
<i>Steelwork</i>	TBC		
<i>Groundworks</i>	N/A to this SOW		
<i>Hoarding</i>	TBA		
<i>Lifting Services</i>	TBA		
<i>Crushing</i>	N/A to this SOW		

<i>Piling</i>	N/A to this SOW		
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5. Management of the Work

In addition to CDM2015 reference will be made to BS6187:2011 Code of practice for full and partial demolition and its requirements throughout the project along with industry guidance produced by the National Federation of Demolition Contractors (NFDC).

Individual Risk Assessments, Method Statements and Task sheets will be produced for each work package to be undertaken on site prior to those works commencing by the Site Project Manager in liaison with the Demolition Manager, personnel and subcontractors undertaking the works.

Project Controls & Safe Systems of Work

All works will be carried out in accordance with the John F Hunt Safety Management System. Legislation and good business sense requires that we identify significant risks in all works and either eliminate or reduce them at source, before relying on local controls to reduce them further.

The SMS sets out the procedure for carrying out and recording Risk Assessment on all John F Hunt projects and covers offices, depots, storage yards and demolition activities.

Definitions:

- Validity The time period applicable to the present hazards
- Hazard The potential to cause harm
- Likelihood The chance the hazard will cause an accident or incident
- Severity The magnitude of the incident or numbers affected
- Risk Combination of likelihood & severity: Risk=Likelihood X Severity
- Control A measure to counter / reduce the risk

The risk assessment must be undertaken by a competent person close to the activity, as they have an overview and also knowledge of any concurrent activities. The competent person will assess all aspects of the works to understand the existing hazards and then produce suitable risk assessments and method statements which will be strictly adhered to ensure the safe strip out of the building.

Risk assessment detail must be 'suitable and sufficient', in proportion to and valid for the level of risk and planning required at that time.

Related documents such as Risk Assessments, Method Statements or Task sheets should carry a common serial number to aid cross referencing.

Risk assessments are required for all John F Hunt works together with any subcontracted operations and work undertaken by contractors.

Prior to commencement of any operation all operatives and plant operators will be fully briefed and will sign on to the proposed method statement, risk assessment and any other form of relevant documentation.

The Project Manager will ensure that all services have been isolated prior to commencing the works by both visual inspection and receipt of isolation certificate.

All operatives and plant operators will have suitable and current training certificates available for inspection in the site files.

All vehicles will follow the John F Hunt traffic management plan, which will be clearly displayed around the site and trained banksmen will oversee all plant and vehicle movements.

As works progress TMP's and site accesses will require to be adapted and all revisions will be communicated to staff via additional awareness meetings and tool box talks/daily task instruction sessions.

It is assumed at tender stage that no other contractors will be working in or around our work areas without our control and visitors will either be inducted or (as a preference) escorted by a member of our management team.

John F Hunt will give due cognizance to the interfaces arising from multiple adjoining occupancy or activities which require a co-ordinated and location wide approach. Particular attention will be paid to risks to members of the public and any special risks such as young persons, lone working, night working etc. At this stage we do not foresee any other contractor working on site outside our control.

COSHH & Asbestos

It is understood that COSHH / Radioactive and asbestos identified within the refurbishment and demolition asbestos surveys, will be removed from site by others prior to these sub contract works commencing.

Our demolition management team and labour are trained regularly in asbestos awareness and having an in-house asbestos team minimises the risk of unforeseen/unidentified asbestos material within the demolition areas and arisings.

Where further hazardous materials are discovered throughout the course of the works, these will be treated as unexpected finds, with removal in accordance with the latest relevant legislation following instruction from the client.

Environmental Management

Please refer to EMS01-02 Environmental Management Plan_Station Hill Reading – DRAFT for detailed proposals.

Active monitoring of sites using engineered solutions will be used consisting of environmental monitoring equipment such as noise, dust and vibration. These shall be used on site initially requested by PM's to Quantity Surveyors (QS) then to the Environmental Manager (Dan Sweeney) who will then arrange for their delivery and set up on site and manage their operation and reporting of results. Our Environmental Policy and Company Standards govern our compliance to statutory requirements.

Noise

Due to the sensitivity of noise generation from demolition sites on the environment a site noise-monitoring scheme will be developed for the duration of all projects. Noise monitoring will be regularly undertaken and recorded by the Company Senior H.S.E manager at specific locations within the site where various items of plant are working and outside the site boundary, by using hand held noise monitoring equipment, and where required by installed company owned noise monitoring equipment.

Generated noise from demolition works and site operating plant will be monitored on a daily basis for the duration of projects by the site management team.

The noise level assessments will include:

- o Noise emissions from the individual demolition site processes;
- o Noise levels from operated demolition plant and plant moving around the site;
- o Noise emissions from traffic accessing and egressing the work site.

Baseline noise monitoring will be undertaken prior to works commencing on site.

To ensure the previously described impacts are minimised the following control measures will be implemented:

- All demolition works will be undertaken by plant using 'quiet' hydraulic powered demolition pulverising attachments thus minimising the use of percussive impact breakers;
- The building facades will be externally encased in monarflex sheeting to minimise the migration of noise;
- To lessen noise migration from sites the site boundaries will be enclosed by 2.44-metre-high erected hoarding;
- Each section of a project will be planned to ensure all noisy working requirements are identified along with the timescales so such information can be advised to all concerned parties;
- The use of fully serviced plant with fully operational exhaust systems with all plant engine covers are kept closed at all times;
- All site plant not in use will be shut down and not left idling on site;
- To further achieve noise level reductions on site all temporary power and lighting energy requirements will be from on-site static diesel generators of the very effective "silent running" types;
- All site management and supervisors will be issued with site communication radios to prevent shouting on site;
- There will be no noisy working during any 'anti-social' hours or hours determined by the contract or in liaison with the local authority;
- Vehicle reversing alarms on plant and delivery vehicles will not use the tonal "bleeping" sound. A white noise reverse signal will be utilised which is less of a nuisance as it is lower in frequency and less intrusive;
- The sounding of vehicle hooters on site or in any adjacent street to be used only for warning purposes;
- No vehicles will be allowed to park in any adjacent streets waiting for access to the site particularly with engines left idling;
- Where possible all site plant will be effectively silenced and located in such areas of the site so as to cause the minimum amount of noise migration to areas beyond the site boundary;
- Maximum noise generation levels will be determined for each major item of plant supplied by manufacturers or company noise monitoring records. This will enable the potential level of noise generation to be anticipated;
- For all major projects a full noise level management programme will be developed in liaison with the local authority Environmental management team;
- All reinforced concrete crushing will be undertaken on site using the quiet operation Pegson crushing plant located in an area on site where noise will have the least effect on adjacent properties
- To minimise noise emissions from within the building work areas all glazing will remain in place for as long as possible where appropriate;
- There will be no site activities or plant engines started or lorry movements to and from the site made before 8am and not after 6pm
- All plant deliveries, collections and all waste management requirements will be coordinated to ensure the noise impact from all such vehicles movements on the community is kept to a minimum and is within agreed times. This will be particularly relevant to the unloading and collection of scaffolding.

- Deliveries will not be made to site during the following times, 7.30am – 9am and 5.00pm – 7.00pm, Monday to Friday, in accordance with the Councils Guidance Notes for Activities on the Public Highway.
- The Company is also committed to continue its ongoing investigations with plant manufacturers on how to manufacture more quiet operation, fuel efficient, low emissions demolition plant

Vibration

Vibration from demolition works and site operating plant will be monitored on a daily basis for the duration of projects by the site management team and where required by installed company owned vibration monitoring equipment.

Vibration level assessments will assess:

- Falling demolition debris;
- Lorries being loaded with demolition wastes;
- Working demolition excavators;
- Operating crushing plant.
*Baseline vibration monitoring will be undertaken prior to works commencing on site.
- To ensure that the impacts are minimised the following control measures will be implemented during demolition projects:
- The demolition of any building particularly those areas in excess of 10 storeys in height will be undertaken to maximise the use of tower cranes to lift down generated debris to ground level for processing by pulverising and the crusher;
- The construction of debris pads prior to demolition commencing to enable debris to fall onto pad instead of slab which could act as a conductor of vibration to adjacent areas;
- Where achievable all operating demolition plant e.g. excavators will operate standing on the constructed debris pads;
- Any crushing plant to be stood on a bed of compacted crush materials as an additional control measure to minimise vibration;
- No demolition materials will be allowed to fall from any height which may result in the generation of vibration. Where possible arising's to be brought down to ground level by operatives using industrial size wheelie bins;
- All waste lorries will be loaded by excavators operated by competent plant operators with the debris placed into the vehicle and not dropped in;
- All reinforced concrete crushing will be undertaken on site at a point as agreed with the local authority;

If required vibration monitoring will also be implemented on selected adjacent properties to establish any potential risk particularly prior to, during and after demolition.

Where required prior to the demolition project commencing a Structural Condition Survey will be undertaken by appointed engineers on all adjacent buildings particularly those which have been identified as listed to determine any potential adverse effect of any generated vibration on the structures. On completion of the project a Post Demolition Structural Condition Survey will be undertaken on the same properties to identify any structural defects, which may have occurred.

Dust

Compliance to the control of dust and emissions during construction and demolition – Supplementary Planning Guidance Greater London Authority (2014) and Non-Road Mobile Machinery (Type-Approval and Emission of Gaseous and Particulate Pollutants) Regulations 2018

No. 764 is managed in line with our Environmental Policy ensuring compliance. We will register the site as required according to the machinery used and NRMM requirements.

To ensure the previously described impacts are minimised the following control measures will be implemented:

- o The building facades will be encased in debris netting and monarflex sheeting fixed externally to erected scaffolding to minimise the release of dust to all external adjacent areas;
- o To manage dust migration at source all generated concrete debris during the demolition process will be dampened down using fine mist water sprays at the point of work, at ground level prior to being reduced via excavators fitted with pulveriser attachments and again prior to being processed by crushing plant;
- o Where buildings are being demolished by varying height mechanical plant the demolition work area will be damped down by controlled water sprays from the demolition attachment and/or by fire hose water spray supplies from site fire engines used as dust suppression units or by utilising a Dust Boss system a high-powered jet mist from a powered mechanical fan/pump;
- o All demolition debris prior to being loaded into the crusher or onto lorries will be damped down by the controlled use of fine water sprays;
- o All demolition waste lorries will be sheeted over prior to leaving site;
- o Any demolition waste stockpiles will be damped down during any dry dusty days;
- o During summer months where required site routes around the demolition areas and traffic routes will be dampened down by water sprays supplied from mechanical site plant;
- o All contained refrigerant gases or other hazardous substances having an adverse impact will be removed by a specialist licensed sub-contractor for disposal in accordance with the hazardous waste regulations and at no time will venting to atmosphere of such materials be allowed;
- At no time will substances or chemicals be used on site which are likely to produce offensive odours;
- At no time will the burning of any demolition materials be allowed on any site;
- All Fibrous asbestos containing materials will be removed under fully controlled conditions within constructed containments by a licensed asbestos removal contractor.
- An appointed UKAS accredited environmental laboratory will be used to establish any asbestos fibres in air release during asbestos removal works by undertaking asbestos containment background readings using installed asbestos fibre in air measuring pumps.
- All asbestos removal works will be undertaken in accordance with the requirements of the Control of Asbestos Regulations 2012 overseen by an asbestos fibre in air monitoring strategy developed by an appointed UKAS accredited environmental laboratory and in accordance with the Company Asbestos Management Policy.

Draft Arboricultural Impact Assessment & General Site Care

Refer to Appendix A

Flora and Fauna

Prior to any demolition works commencing on site an ecology survey will determine any roosting birds or bats. During the demolition works if any protected species of animal or its habitation are discovered it is reported to the client and English Nature for their advice and recommendations. Similarly, as part of the pre-demolition survey any identified flora which is on an endangered list is recorded and a management plan devised in liaison with the client and any specialist advisors to

protect or avoid works, for example, the placing of skips or welfare facilities in areas which might disturb the flora.

Pest Control

Prior to works commencing onsite and subject to a client instruction, an initial onsite survey will be undertaken to determine the level of infestation.

Subject to the reported findings, if required, to ensure that rodents living in the site are being systematically destroyed and/or prevented escaping the site prior commencing the works and during the works, the following process will be followed:

- Installation and ongoing monitoring of bait stations
- Any existing drainage serving the site is to be made secure. This requires locating the interceptors of the existing buildings and ensuring that the drains are currently running free and that any interceptor (Rodding Eye) caps are in place. For straight through systems a rat block device should be installed before any work starts.
- If the existing drains are not to be used for the new development then these should be cemented and sealed
- The corresponding interceptor/s to any additional drainage leading back from the interceptor left open, should be sealed

Contractors

Only contractors that are on the company approved contractors list shall be used on the project. The contractor's safe system of work shall be assessed for suitability using the company RAMS checklist with any deficiencies noted and made known to the contractor for amendment prior to work starting.

An assessment of an individual's competence will be carried out during induction using the company site induction form for identifying skills, knowledge, experience and training and any additional requirements needed.

Site on Completion

As the project nears completion, the John F Hunt project team in close consultation with the client, will take the necessary steps to ensure a safe and secure site is handed over. Excavations will be made safe, any live edges protected, retained services clearly identified and hoarding fit for purpose. Any close out actions required, would be tabled during the site walk, for close out and final authorisation of project completion by the client.

<i>Name</i>	<i>Position</i>
TBA	Contracts Manager
Jason Hill	Commercial Director
Davinder Reehal	Technical Director
Sean Conroy	Project Commercial Manager
TBA	Site Project Manager
TBA	Site Demolition Manager
Geoff Cannell	Temporary Works Designer/Structural Engineer
TBA	Temporary Works Coordinator
TBA	Temporary Works Supervisor
TBA	Appointed Crane Manager
TBA	Site Crane/Lifting Supervisor
TBA	Asbestos Manager
TBA	Asbestos Supervisor
Keith Kelsey	Senior H.S.E Manager

John Harris	H.S.E Manager (Asbestos)
Wayne Griffiths	Health and Safety Manager
John Fenner	Group Compliance Director
Peter Lodge	Scaffolding Consultant
TBA	Contract Administrator

6. Surveys Required	Available? Yes or No
Client Asbestos Refurbishment & Demolition survey (dated within a year)	TBC - Not provided at this stage
Site M&E services locations	TBC - Not provided at this stage
Site Structural Condition Survey	TBC - Not provided at this stage
Temporary works requirements survey/register	To be provided prior to commencement
Site Hazardous Materials Survey	TBC - Not provided at this stage
Party Wall Survey	TBC - Not provided at this stage
Pre start and post condition survey of all drainage and fire hydrant adjacent to and on site	TBC - Not provided at this stage
Pre and Post Demolition Materials Audit (ICE Demolition Protocol)	To be provided prior to commencement
Pre start and post condition survey of the sites adjacent buildings, roads, pavements and street furniture with photographs	To be provided prior to commencement
UXO/UXB Survey	TBC - Not provided at this stage
Ground/Soil Surveys	TBC - Not provided at this stage
Other Information and Surveys required:	

Comments:

Pre-demolition surveys to identify any recyclable materials, existing live & redundant services, dilapidation of adjoining roads & footpaths, & COSHH removal will be undertaken at the commencement of the project it is anticipated that much of these will simply be a confirmation of handover documentation from the Main Contractor. A walk through inspection will be carried out to ascertain that the existing structure is as expected, and to confirm the location of asbestos as detailed within the Client's R&D Asbestos Survey. At that stage our Technical Director will instruct upon any necessary localised opening up works required to inform our detailed designs.

Initial estimates of waste would be populated in the Waste Management Plan, with waste streams will be monitored throughout the contract as will CO2 emissions/fuel etc in order to aide in the projects BREEAM rating.

Service Isolations

Prior to the commencement it is anticipated that the existing services will have been disconnected, drained down and degassed beyond the demolition areas by the client.

Prior to the commencement of any mechanical and electrical (M&E) removal works, suitably qualified M&E engineers will undertake a full survey of the existing services to identify the various routes and isolation points to allow the soft strip works to proceed; records of existing meters will be taken at the commencement of the works and passed to the client for their record.

Once all services disconnections have been confirmed any remaining mechanical services will be drained down and purged where necessary (TBC following site survey).

7. Site Access

Refer to the Traffic Management Plan for delivery routes and swept path analysis. Image below full size in Appendix A.



There will be limited parking on site and all site operatives will be encouraged to utilise public transport.

A Traffic Management Licence will be applied for from the Council for any temporary crossings that may be required.

The demolition contractor will arrange for the removal of the existing lampposts through the Council, this will not be done until suitable alternative lighting has been provided. Due to timescales a temporary solution may be installed whilst the location of the new lampposts is agreed with the Council.

Jet washing facilities will be provided at vehicle exits to control the emissions of dirt on the road. During the demolition phase all vehicles will be checked and jet washed if required prior to leaving site. During the ground works / excavation works a fixed jet wash and road sweeping will be utilised as shown on the logistics plan.

All waste will be covered and sheeted prior to leaving site. A waste loading area will be created within the site compound during the demolition works.

Waste will be segregated into various waste streams and recycled for reuse in to the construction industry.

The demolition contractor will arrange for the removal of the existing lampposts through the Council, this will not be done until suitable alternative lighting has been provided. Due to timescales a temporary solution may be installed whilst the location of the new lampposts is agreed with the Council.

Vehicle reversing alarms on plant and delivery vehicles will not use the tonal “bleeping” sound. A white noise reverse signal will be utilised which is less of a nuisance as it is lower in frequency and less intrusive.

Generally the parking bays along Garrard street will not need to be suspended. If required for one off and/or “special deliveries” this will be formally applied for from the council 6 weeks prior to the required date.

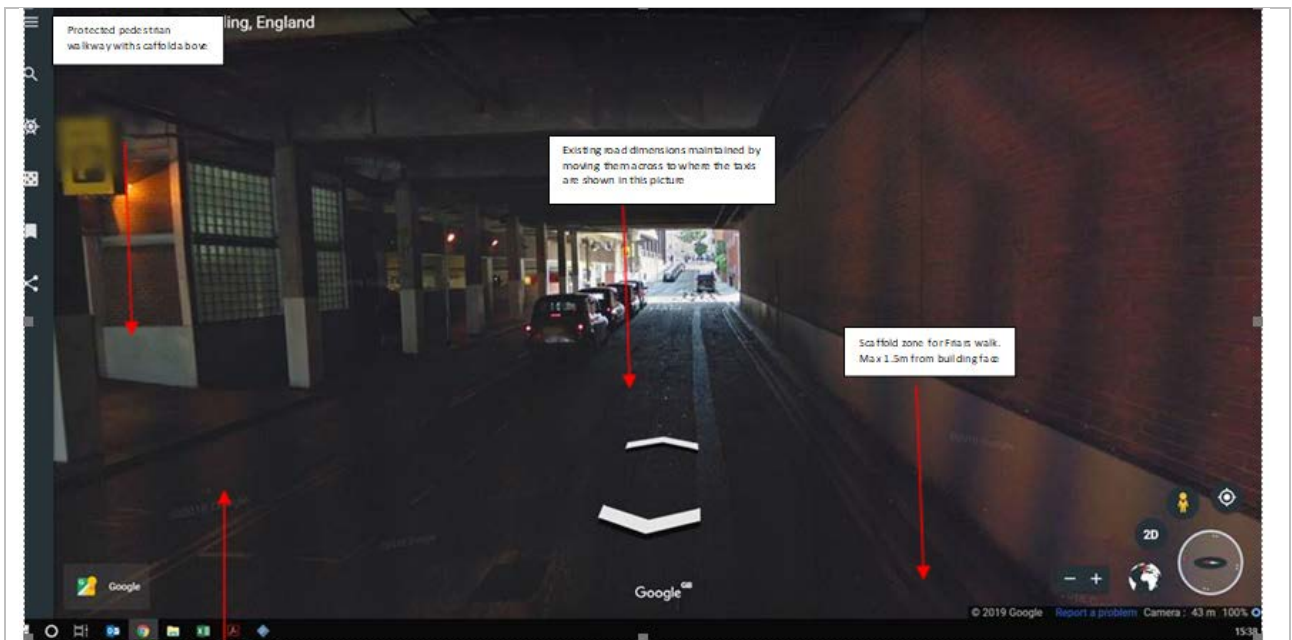
The 3 taxi holding bays opposite Telecoms House will not need to be suspended to facilitate the demolition works.

For the taxi bays adjacent to the NCP, these will need to be suspended for a limited duration 5 – 10 weeks (dependant on the chosen demolition Contractors programme / methodology). These will be moved on to the existing car park access road as shown below.

A protective scaffold walkway tunnel will be erected along the NCP elevation over the existing footpath to maintain pedestrian flows and enable the demolition scaffold to be erected to the NCP as per image below.

The scaffold to Friars walk would be installed on the road and the lanes moved over utilising the old taxi rank as shown below.

This proposal would keep the taxi bay in operation, the footpath open and the carriage way open as existing whilst undertaking demolition.



All loading / unloading will take place within the site boundary, with the exception of one off and / or “special deliveries” which will be pre planned and agreed with the Council prior to implementation. (i.e delivery of tower cranes etc).

Deliveries will not be made to site during the following times, 7.30am – 9am and 5.00pm – 7.00pm, Monday to Friday, in accordance with the Councils Guidance Notes for Activities on the Public Highway.

8. Site Restrictions

Nil advised

9. Site Security

Site security will be provided in the form of perimeter 2.4m high timber hoarding with controlled personnel and vehicle entry/exit points.

The hoarding will consist of main entrance lockable gates which open inwards and have external lighting and site security to be confirmed if needed.

The main entrance will be for the use of site vehicles, site personnel and subcontractors only. A separate pedestrian entrance will also be installed for access to the welfare compound.

John F Hunt will provide banksman / traffic marshals within the site during our onsite period.

Their duties will include but not limited to;

- All areas of the site shall be inspected daily and prior to any work commencing to ensure no unauthorised intrusion or other suspect activity has taken place.
- Management of the site pedestrian routes
- Recording vehicles to site.
- No unauthorised person will be allowed access to the site at any time and all visitors will be directed to Site Project Managers office only.
- The supervising and directing of delivery vehicles
- Relevant site access procedures for the emergency services are in place.

- That all visitors are directed to the Site Project Manager's office only. Nobody will be allowed to access the work areas unsupervised
- Any vehicle leaving site loaded with materials having a value is accompanied by a "Release Note" issued by the site project manager
- To ensure the site is fully secured at the end of each working day after everyone has left.

10. Health and Safety

It is the aim of John F Hunt Ltd to eliminate or minimise risk and prevent ill health and injury to all site employees, subcontractors, site visitors, site neighbours and the public. As well as creating a culture on site where safety and environmental management is of the highest priority and one which is discussed through consultation and communication.

The Company will aspire to:

- Maintain zero Notifiable accidents and incidents
- Maintain and improve lost time accident record
- Moving away from safety legislation governance to a safety behavioural culture promoted via communication and coordination and training
- To maintain all the procedures detailed within this document to achieve and maintain a safe working environment for everyone on site and assessed through regular safety and environment inspections and audits
- To eliminate or minimise risk and control the residual risks
- Prevent ill health to all those on site through health surveillance
- Promoting proactive safety management and reducing reactive safety management

John F Hunt Ltd regards the above as principal objectives and these objectives can only be achieved by the cooperation of the company employees, subcontractors, the Client and his representatives. Cooperation shall be at all levels within these organisations through the structures established under the Construction (Design and Management) Regulations. The Company will collaborate with all parties to provide the organisation, advice and resources to meet this commitment so far as is reasonable practicable.

Principles of Prevention

The general principles of prevention as per the Management of Health and Safety at Work Regulations 1999 shall be adopted in addition to the above that will be to:

- a) avoid risks;
- b) evaluate the risks which cannot be avoided;
- c) combat the risks at source;
- d) adapt the work to the individual especially regarding the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work, work at a predetermined work rate and to reducing their effect on health;
- e) adapt to technical progress;
- f) replace the dangerous by the non-dangerous or the less dangerous;
- g) develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- h) give collective protective measures priority over individual protective measures; and
- i) give appropriate instructions to employees.

Management Procedures

The Safety Advisor will visit site on a weekly basis to carry out site inspections and produce the safety audit.

In addition to the safety audits, the following techniques will be used for monitoring compliance with:

- Legal requirements – Inspection and reporting arrangements as laid down in John F Hunt SMS.
- The health and safety requirements contained within this plan.
- The health and safety site rules.
- The procedures for contractor selection and management of trades as set out in the Contractors Standards Document.
- Regular safety advisors inspection / directors' safety tours / quarterly safety reviews / sub-contractors meeting.
- Special requirements for public interfaces.
- John F Hunt Engineering Safety Management System.

Routine inspections

A routine inspection of every workplace will be carried out at least once a week and the observations and remedial actions recorded on the relevant form available within the SMS.

Area to be Inspected	Inspected by Whom	Frequency
All Operations and Controls	Project Director	Monthly
Operational Sections and Controls	Project Manager (Name)	Weekly
Operational sections and Controls	Foremen/Supervisors'	Weekly
Safety Monitoring Programme	As per schedule	As Schedule

Work Place Inspections

Workplace inspections will be carried out by the person in control of the specific workplace, whether John F Hunt or subcontractor.

Where subcontractors are required to carry out such inspections, the responsible John F Hunt manager must have a system in place to ensure the adequacy of the inspection process.

Inspections carried out by John F Hunt will be recorded on the standard SMS Inspection Form provided within the Safety Management System.

Inspections of temporary works will be carried out and recorded as described in the company procedure 'Management of Temporary Works'.

- Inspections of any working platform (or part thereof) or personal suspension equipment
- Floor loadings
- Site hoardings
- Temporary works structural retention systems

The Temporary Works Co-ordinator will keep a list of appointed TW Inspectors

The project manager will also maintain an up to date list of who carries out these inspections.

Compliance Monitoring

Compliance monitoring will be carried out to verify that agreed procedures and methods are being implemented and are producing the required results.

Compliance monitoring will be carried out by:

- The manager/supervisor controlling the area in which work takes place.
- Visiting personnel, including the allocated Safety Manager, Operations Manager and Directors.

Observations and actions arising from monitoring will be tabled at the weekly planning meetings.

Safety Advisers Monitoring

The HS&E Adviser / Leader allocated to the project will monitor at agreed intervals at a minimum of one visit per month, and produce a written report on the Safety Adviser Report Form 11C.

Project Director / Manager Review

The John F Hunt Project Director will carry out a health and safety review monthly, in accordance with the SMS. The adequacy of this H&S Plan will be assessed as part of this review. The Project Director H&S review pro forma from SMS Section 11 will be used as an agenda.

Any significant findings from the reviews will be included in the Health & Safety Plan as an amendment and distributed to the relevant parties.

11. Design

The design element of the project will involve temporary works and will be managed overall by the company Designated Individual (DI) who will appoint the Temporary Works Coordinator (TWC). The TWC will be assisted by an appointed Temporary Works Supervisor (TWS) where required.

We will have both TWC and TWS on site full time to ensure that all relevant Temporary Propping and supports are fully coordinated with the proposed follow on operations and to ensure that relevant TW information is compiled and available on site at all times for onward transmission upon completion of our works.

All the temporary works requirements for the site shall include hoardings, schemes to support, strengthen, underpin and provide stability to all structures to facilitate demolition and prevent collapse shall include, but not limited to:

- a) The checking of the loads imposed for each floor within the building and where demolition plant would exceed these loads and designing a temporary propping system.
- b) Temporary propping incidental to demolition which is required due to the construction and location of the building to be demolished in relation to those remaining.
- c) The demolition sequence of the floors within the buildings and for the design of the temporary propping scheme for the floors during demolition.
- d) Checking and approval of all scaffold designs.

- e) The design of any crash deck protection to facilitate demolition i.e. substations.
- f) Obtaining design check approval from the appropriate parties

Work will be undertaken in line with BS5975:2008 + A1:2011 Code of Practice for Temporary Works Procedures and the Permissible Stress Design of Falsework.

Full design will be completed of demolition procedure for each structure contained within the works, based on inspections/surveys, load testing and structural assessments in line with CDM requirements.

The design and detailing for all temporary works and other required designs to facilitate demolition will be carried out by appointed Temporary Works Designers (TWD). All design management will be undertaken in accordance with the company Safety Management System procedure SMS020 for Temporary Works and all associated design documentation.

All designers' risks will be recorded on a standard risk matrix proforma using a scale of impact and severity of 1-5. Remaining risks that are not able to be eliminated through design shall be clearly marked on provided drawings

Method statements with risk assessments and designs for the installation of the temporary works will be produced prior to the works commencing for comment and approval by the design team. To ensure only up to date design information is in use all issued design information will be controlled by that information being recorded in the site drawing register. All concepts developed to complete the works will be produced so as to ensure the safe installation of all permanent and temporary works, together with removal of all existing structures.

We will carry out full temporary works design for the protection of all adjacent structures, services, utilities etc as documented, to remain whilst demolition activities are undertaken, in accordance with CDM requirements.

Full temporary works design will be done, as required to facilitate the safe and expedient demolition of each structure, in accordance with CDM requirements. Due cognizance will also be given to the proximity of adjacent third-party assets, proximity to public footways and roadways.

Consideration will be given to management of traffic on adjacent haul roads throughout the duration of the works.

The exchange of design information will be accomplished by holding regular design information exchange and approval meetings at predetermined times with the Client design team and other interested parties such as the TWC and TWD particularly when a design is required to be changed.

12. Site Rules

Disciplinary procedures will be implemented for (but not limited to) the following offences:

- Under the influence of illegal substances or alcohol
- Theft on site
- Wilful misconduct or damage to plant, equipment and facilities or anything provided in the interests of Health, Safety and Welfare

- Tampering with any item on site that is provided in the interests of Health, Safety and Welfare including temporary works systems.
- Horseplay or practical jokes
- Disrespect to management, supervisory staff, Clients Representatives or members of the public
- Fighting with or Physical assault to another person on site
- Continuous breach of any Health, Safety and Welfare Legislation
- Leaving site without permission then recorded missing during a site evacuation role call
- Improperly dressed or equipped
- In possession of weapons
- Unlawful damage to property
- Failure to respond to management requirements
- Smoking outside designated smoking areas on site

A full copy of the Company Site Rules will be posted on the Safety Information Board on site and will form part of all site employees' site safety induction.

13. Co-operation and Co-ordination

To ensure a coordinated approach and safe management of this demolition project the following procedures will be developed by the company and all subcontractors will be required to contribute to the co-ordination and safe management of the demolition project by cooperating with this company to ensure it achieves its Health and Safety obligations by:

- Contributing to the identifying of all hazards and development of risk assessments as their work packages progress and co coordinating all developed control measures to ensure not only safe working for his work area but for the site as a whole.
- Ensuring a coordinated approach in developing and complying with all site safety requirements such as all safe systems of work and site emergency and evacuation procedures.
- Attending weekly site coordination meetings to ensure the next weeks work is fully planned and there are no safety issues relating to work on site and required documentation. Those meetings will be chaired by the Site Project Manager and recorded as minutes.
- Regular progress and commercial meetings attended by all relevant duty holders to ensure the smooth delivery of the project without risk to health and safety.
- Ensuring the efficient circulation of all Health and Safety information between all contractors on site
- Responding immediately to any safety issue raised by this company's Safety Management.
- Recording of any identified site hazard on the Company Hazard Spotter Card and returning that card to the Site Project Manager immediately.
- Reporting and recording all accident details to the Site Project Manager.
- Communication with local residents and other members of the public to ensure that all appropriate risks have been identified and mitigation measures implemented.

14. Worker Involvement

The Site Project Manager will hold informal daily activity briefings prior to work commencing for the day with all site operatives and subcontractors to ensure they are aware of the day's work to be undertaken and of any potential risks or problems that can be foreseen by him or them and

any safety, environmental or commercial issues. These will also raise any issues from the previous day's work.

A monthly Safety and Environment Committee will be formed consisting of the Site Project Manager, Demolition Manager and selected demolition operatives. If subcontractors are on site then representatives from each company will be invited to attend. Site safety issues will be discussed and recorded detailing actions required and by whom, such topics will include:

- Details of health and safety reports
- Details of any site accidents and incidents
- First aid book entries particularly lost time reports
- Site procedural changes
- Site training
- Occupational health requirements and visits
- Site suggestions
- Any Enforcement Agency visits
- Client visits and suggestions
- Information for issue relevant to the work being undertaken.

The use of "Hazard/Near Miss Spotter Cards" will be made available on site for employees and subcontractors. They will then be encouraged to complete recording any Hazards they have identified on site, its location, level of risk of personal injury and how to rectify the situation and return them to the Site Project Manager.

15. Site Induction

All site employees will undergo a site specific safety induction using power point or flip chart prior to working on site.

Subjects will include:

- The Company Health & Safety, Environmental and Quality Policies and the allocation of safety responsibilities on site.
- John F Hunt Ltd Site specific rules.
- Safe systems of work and specific hazards allied to the work as identified in the risk assessment for the works to be carried out.
- General Hazards in and around the site and areas of high risk.
- Environmental hazards and controls.
- Permits to work.
- The right to refuse to work on the grounds of health and safety.
- Near Miss/Hazard spotting procedure and the procedure for reporting accidents and incidents and near misses.
- PPE Requirements.
- The Location of any asbestos work on site and by whom and what to do if discovering unknown asbestos.
- The location of welfare facilities and smoking areas
- First aid provision.
- Fire and Emergency procedure.

Any person not having attended a site induction talk will only be allowed access to the site work areas accompanied by the Site Demolition Manager or other authorised person.
Any visitors will be given a site visitors induction and a copy of the Site Visitors information sheet by Site Project Manager.

16. Welfare facilities

It is proposed to make full use of all existing areas of hardstanding adjacent in the northern site adjacent to Xafinity House.

Initially, welfare facilities could be located within Xafinity House until such time that they will need to be temporary cabins on the hardstand, or set up immediately with cabins. Facilities will be within an easily accessible designated location away from the work areas and all sources of site noise and contamination, etc.

The site management accommodation and welfare facilities will be provided on site in accordance with Schedule 2 of CDM 2015 and the Company Safety Standard “Site Welfare Facilities” consisting of:

- Suitable and sufficient toilets shall be provided which are easily accessible and adequate for the maximum number of persons on site and which shall be mains water operated. Where determined satellite toilet facilities will be located at another appropriate location on site. Separate welfare facilities will be provided on site for all anticipated female site employees.
- Adequate and suitable washing facilities shall be provided at a readily accessible place, adequate for the maximum number of persons on site with an adequate supply of continuous hot/warm and cold running water, soap and towels available at all times, sinks with plugs large enough to immerse the forearms.
- Showers for the manual demolition works which are dusty or dirty which particularly includes soft strip and plasterboard removal works or for health reasons and shall be available for all non-licensable firmly bonded asbestos removal works.

Note: As per the HSE statement, licensed asbestos removal decontamination units shall not be used for any other showering requirements.

- Facilities for the changing, storing and drying of site and domestic clothing and storing PPE all in provided lockers. These facilities shall only be used for the storage of clothing and NOT tools and materials etc. and shall not be part of any other facility.
- Suitable facilities shall be provided as a canteen, which shall be fully furnished, and contain the means of preparing and eating hot and cold meals, making of hot drinks and storage facilities for food. An adequate supply of wholesome drinking water shall be provided at all times which shall be clearly labelled as such.
- All site welfare facilities shall be smoke free which shall be clearly defined by installed ‘No Smoking’ signs. A designated area for smokers shall be clearly identified on site.

Both pedestrian and material transit routes will be being clearly defined to fully segregate operatives and staff from moving vehicles, the site access gates will be manned at all times during site working hours so as to adequately marshal all vehicles as they enter and exit the site.

The vehicles access and egressing the works will follow the prescribed routes agreed with the local authority and as stated within the Traffic Management Plan.

17. Fire and Emergency Procedures

Procedures as per the Company SMS005 procedure and Safety Standard No.3.

Names and Contact Details of First Aiders on Site

<i>Name</i>	<i>Position</i>	<i>Contact Number</i>
TBA		

Details of the Nearest A&E Hospital

Royal Berkshire Hospital

Location: 21 Craven Rd, Reading RG1 5LE

Telephone: 0118 322 5111

Accident & Incident Reporting

In accordance with company policy in the event of a Notifiable accident or Dangerous Occurrence on site, the Site Demolition Manager will immediately seal off the incident area to prevent any further access and notify the Site Project Manager who will inform the Project Responsible Director and Company Senior H.S.E Manager as soon as possible, along with the emergency services if required. The incident area will remain closed until instructed by the emergency services or investigation agencies.

The Company Senior H.S.E Manager will then attend site as soon as possible and carry out full investigative procedures, with photographs, with the Site Project Manager. They will then jointly complete the Company Notifiable Accident Report with copies submitted to the client and Site Project Management team. With the aim not to apportion blame but to determine the cause and implement preventative measures. The findings and recommendations made by the investigation team will be presented to all John F Hunt site management representatives as part of the investigation closure.

The Company Senior H.S.E Manager will undertake the HSE notification procedures and produce an incident file and where required liaise with any HSE representative wishing to visit the site or providing further information to them. He will also notify company head office administration who will then notify and liaise with our insurers.

All non-notifiable accidents, incidents and near misses shall be reported by the Site Demolition Manager to the Site Project Manager who will notify the Responsible Director and Company Senior H.S.E Manager. The Company Senior H.S.E Manager will then attend site as soon as possible and carry out full investigative procedures, with photographs, with the Site Project Manager. They will then jointly complete the Company Incident Report with their recommendations made on the report and returned the Site Demolition Manager and issued to all John F Hunt site management representatives as part of the investigation closure.

The Company Senior H.S.E Manager will produce an incident file and notify our head office administration who will then notify and liaise with our insurers.

All accident and incident reports will be subjected to investigation procedures by the Company H.S.E department and copies of all reports on any accident or incident will be issued to all Company Project Management Teams on all sites via the Company Safety Bulletin Email System.

Fire

The Site Project Manager will undertake the obligations of the Responsible Person for Site Fire Safety and development of the Fire Risk Assessment for the site assisted by his Demolition Manager. Together they will be responsible for producing and regularly updating the Fire Risk Assessment, pictorial Site Fire Plan and Site Emergency and Evacuation Procedures for the site as works proceeds. All site fire safety and evacuation procedures will also consider the potential effect of these requirements on any neighbours organised procedures with particularly reference to their existing fire escape routes. The Site Fire Plan shall be posted at the site entrance and within the welfare facilities.

The Site Fire Plan shall clearly identify pictorially the following information:

- The location of all fire escape routes (a minimum of 2 shall be provided)
- The location of all site fire points (on all floor levels at the floor entrance)
- The location of the fire alarm (by Site Management Office)
- The location of any on site working fire hydrants, wet and dry risers and pavement standpipe points.
- Location of the site muster point (normally at the site entrance)
- Location of all gas storage areas
- Location of the fuel storage and refuelling area
- Location of all site management and welfare facilities
- Location of any significant risks on site

Other Site Fire Safety requirements to be undertaken by the Site Project Manager and his Demolition Managers will ensure:

- a) Before any works commence a wired/wireless fire alarm siren system, controlled from a central location, will be established on site and all on site knows it and it can be heard in all areas of the site. The fire alarm will be supported by the use of site radios held by appointed persons.
- b) Adequate firefighting equipment will be provided and located at strategic points around the site, normally at the entrance to each floor, known as FIRE POINTS (in addition to any working hose reels). These Fire Points shall consist of
 - Red Box Stand
 - A "Fire Point" sign above the red stand
 - Fire Procedures notice
 - Pictorial Fire Plan
 - A number of fully serviced fire extinguishers of the appropriate category
 - A extinguishers use label for those extinguishers
 - Wired/wireless Fire Alarm.
- c) A copy of the Site Fire procedures notice and Site Fire Plan are posted within the welfare facilities
- d) Selected available fire hydrants and wet risers have been re-established around the site for firefighting purposes only.
- e) Prior to the works commencing, that a minimum of two designated escape routes and exit doors have been established and are clearly identifiable throughout their route by the

appropriate adhesive labels, which indicate pictorially the directions to be taken, and the route to be used in the event of an emergency.

- f) Where appropriate one Fire escape route will be a staircase within the building and one shall be external to the building utilising erected access scaffolding ladders or other means. Where an external fire escape ladder route is encased by monarflex sheeting, then that escape route area will be enclosed by other material such as debris netting.
- g) Where required all the escape routes along corridors and staircases shall have adequate separate supplied emergency lighting at all times, and all escape routes shall be continuously maintained in a clear and hazard free condition, and exit out into a safe area. At no time shall any plant and equipment etc. be stored within any fire escape route. If the Fire Safety and Evacuation routes changes have implications on joining occupied properties fire routes, the development of such routes will be made in liaison with those property owners and occupiers.
- h) Nominate and identify with safety signs the designated site evacuation muster point normally adjacent to the main pedestrian entrance.
- i) A Demolition and Hot Work Permit system has been established on site.
- j) The carrying out of weekly checks of all fire points, firefighting equipment and fire alarm, to ensure they are in full working order and recording these inspections in the Site Fire Safety Management register.
- k) To implement daily inspections of all escape routes to ensure they are not restricted in any way, and retain clear access throughout their length and exit into a safe area and recording those inspections.
- l) The site access point and directions to it has been clearly identified for access by the emergency services.
- m) A Copy of the Site Fire Plan is available to be handed to the Fire Service if they have to attend site in an emergency.
- n) No halogen lights are used on site.
- o) All gas bottles are stored and moved around the site using the most appropriate means
- p) At no time will Acetylene gas be used on site, only propane and oxygen and for flame cutting etc.
- q) All soft strip materials are removed from work areas for disposal off site as it is generated. At no time shall soft strip materials be stored on site, if it has to be then the fire safety protection for those areas shall be significantly increased
- r) A designated Site Smoking Area which has been clearly identified as such
- s) The whole site will be Strictly No Smoking classified but a designated smoking area, away from any risks, will be made available within the site with a means of waste disposal of all smoking requirements. At no time shall any person stand outside the site entrance smoking.

- t) The Site Project Manager will appoint his Site Demolition Manager and Supervisors to act as fire marshals to assist him in achieving his Fire Safety obligations as detailed above.
- u) In developing the Site Fire Risk assessment, Site Fire Plan and Procedures, and establishing Site Fire Safety requirements reference needs to be made to Section 9 Legislation Compliance and in particular the listed Fire Safety guidance.

Unexpected Discovery of UXO

The PM shall ensure that excavation work is undertaken in line with any provided surveys provided by the client. Any unknown discoveries shall adhere to the following procedure:

- Upon discovery of any UXO's or UXB's work is to stop and the employee discovering the unearthed ordnance is to contact the PM immediately.
- All work shall stop and the area evacuated and cordoned off with warning signage displayed.
- The PM shall survey the area without putting themselves at risk to confirm the find.
- The PM shall contact the Police using the emergency services contact number 999 and inform them of the discovery.
- The PM shall contact the Contracts Manager, MD and the company Senior Health and Safety Manager informing them of the discovery.
- The PM and all site personnel shall take direction from the Police once they arrive on site.
- No further work on site shall progress until it has been confirmed safe to proceed by the Police and bomb disposal facility.

Terrorist Actions

In the event of any suspected or confirmed terrorist actions the following procedures shall be implemented.

Receiving a bomb threat by telephone

- Engage the person making the call in conversation
- Record the exact wording of any conversation or any given message, noting their accent, and any background noises
- Ask where the bomb has been placed and when is it due to explode
- Ask when the bomb was placed there and what it looks like
- Ask what type of bomb it is and the reasons for placing the bomb there
- Ask their name and where they come from
- Ask where they are telephoning from
- If possible, attract the attention of another person and ask them to summons the police giving as much information as possible, and act upon any instructions given
- Notify Site Project Manager who will if necessary then sound the site fire and evacuation alarm
- Site to be evacuated and all persons assemble at Muster Point

Finding a suspect package on site

- Report immediately the location of any suspect package to the Site Project Manager
- The Site Project Manager shall then notify the police immediately and sound site fire and evacuation alarm
- The Site shall then be evacuated and all persons to assemble at the Muster Point

Suspect activities on site or adjacent to it by suspect persons

- Any suspect activities on site or adjacent to it by any persons will be reported immediately to Site Project Manager
- Site Project Manager to telephone Police Anti-Terrorist Branch on Freephone 0800 789321 or the police and respond to any received instructions
- If instructed to do so sound site fire and evacuation alarm
- Site to then be evacuated and all persons if safe to do so assemble at Muster Point or alternative safe area

Unauthorised Person on site

- Any unauthorised person found on site or in any unauthorised area shall be escorted to Site Project Managers office
- In the event of any difficulty the Site Project Manager shall be notified immediately and he if necessary shall notify the Police

18. Work Involving Particular Risks (as per Schedule 3 Reg. 12(2) of CDM2015)	Yes or No
<i>Work which puts workers at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.</i>	No
<i>Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.</i>	No
<i>Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999.</i>	No
<i>Work near high voltage power lines.</i>	No
<i>Work exposing workers to the risk of drowning.</i>	No
<i>Work on wells, underground earthworks and tunnels.</i>	No
<i>Work carried out by divers having a system of air supply.</i>	No
<i>Work carried out by workers in caissons with a compressed air atmosphere.</i>	No
<i>Work involving the use of explosives.</i>	No
<i>Work involving the assembly or dismantling of heavy prefabricated components.</i>	No

19. Specific Site Risks

A permit to work system will be established on site and controlled by the Project Manager who will issue the necessary documentation and arrange for any specialist work or testing on site.

A Permit to Work system will be implemented for such works as:-

- Confined Space Working

- Demolition Permit to Work (floor by floor or per structure)
- Hot Works Permit
- Permit to Dig/Excavate
- Work at Height

Note: For any arrangements not covered in this Construction Phase Plan reference needs to be made to the company Integrated Management System.

Hazard	Likelihood	Risk	Control
Removal of Notifiable Asbestos containing materials	High	Airborne fibre contamination and personal injury	Removal works carried out in accordance Control of Asbestos Regulations 2012 and Company Asbestos Management Policy. With Asbestos Plan of Work & Risk Assessments developed in accordance with current guidance. Undertaken by personnel trained in accordance with Chapter 4 Licensed Contractors Guide and ACOP L143 (2nd Edition), and competent to undertake such works holding the required certification in accordance with Company Asbestos Management Policy. All Notifiable asbestos removal will be undertaken under fully controlled conditions within constructed containments. All asbestos containing materials to be removed will have been clearly identified within the Clients provided Asbestos refurbishment & Demolition Survey and there locations marked on site, with the daily activities managed by an on-site Asbestos Supervisor. All monitoring requirements will be undertaken by an employed UKAS accredited laboratory.
Removal of Non Notifiable Asbestos	High	Airborne fibre contamination	Undertaken by competent personnel trained in Asbestos Awareness &

Hazard	Likelihood	Risk	Control
		and personal injury	Non-Notifiable asbestos management and competent to undertake such works in accordance with Company Asbestos Management Policy. With works undertaken in accordance Method Statement & Risk assessments within defined exclusion zones All monitoring requirements undertaken by an employed UKAS accredited laboratory
Unauthorised access to demolition site and site occupation	High	Personal injury & commercial implications	Site boundary enclosed by installed 2.4M high hoarding with controlled separate vehicle and pedestrian lockable access gates. All non-required entrances to buildings to be sealed off Security of site in accordance with this document
Late or failure of the disconnection of services by utilities	High	Programme delay	Engage relevant service providers prior to mobilisation period and obtain commitment against a developed services disconnection plan provided to each provider
Discovery of Unexploded Ordinance (UXO)	Very Low	Risk to safety and site and potential locality evacuation	Refer to Client UXO Survey, discuss site procedures on finding UXO with Army Bomb Disposal and all provided information becomes a site safety toolbox talk to all employees on site
Lifting Operations	Medium	Personal injury and property damage	All lifting and crane operations in accordance with developed lifting plan and managed by competent persons. Maintenance and inspections of equipment.
Major Site Incidents	Low	Personal injury and property damage	Works to be well planned, coordinated and supervised in a manner to reduce this risk to the lowest possible level.
Interface with other contractors on site (Archaeology,	Minor	Programme delay	Planned pre start coordination meetings with other contractors and archaeologists via developed interface programme with all those

Hazard	Likelihood	Risk	Control
Hazardous Material, Civil Work and utility contractors coming to work on site)			affected having an input with all meetings recorded
Unknown M&E services being discovered	Medium	Risk to safety	Survey areas thoroughly prior to commencement so as to ascertain unknowns ASAP
Loss of support/ stability of structures during demolition	Medium	Risk to personal safety	Regular site visits from our structural engineer. Investigate and assess existing structures current condition and impact assessments at critical stages of demolition
Underground electrical and mechanical services	Medium	Risk to personal safety	Plan works in accordance with HSG47 "Avoiding Danger from Underground Services" and test or CAT Scan areas of concern. Any site excavation works to be undertaken in accordance with an issued Permit To Excavate and supervised by a competent person
Housekeeping	Low	Risk to personal safety e.g. Slips, Trips and Falls	Works to be well planned, coordinated and supervised in a manner to reduce the risk to the lowest possible level
Ground movement and/or failure of temporary works causing damage or collapse of third party structures.- Retaining Wall movement	Low	Risk to personal safety and to property.	Re-design and additional temporary works installed. Monitored regularly so problem can be highlighted and addressed ASAP
Risk from cold weather and direct strong sunlight	Medium	Risk to personal safety	Operatives will be advised of the risks. The company will provide the correct protection and PPE and all risks will be under medical surveillance
Unexpected archaeological discoveries	Low	Programme delay	All work in area stopped, and report any items found to Client and await his instructions
Bats, badgers, Black Redstarts etc. and	Low	Programme delay	Environmental/Ecology Survey to be carried out prior to commencement

Hazard	Likelihood	Risk	Control
unexpected finds resulting in delays and additional costs			in order identify/contain and avoid disturbance
Poor community Relations with adjacent commercial properties, local residents and business	Low	Programme delay	Community relations Management carried out in accordance with Company Environmental Management Policy. This will include regular meetings with those adjacent areas with information circulated in the form of newsletters etc.
Safety Documentation approvals by third parties other than client	High	Programme delay	Planned submission of safety documents and pre-determined approval times
Site Remediation Works	High	Personal Injury Accidents	Planned Remediation works managed by competent management and undertaken by experienced employees and subcontractors
Demolition by Mechanical Plant	Medium	Personal Injury Accidents	All Demolition works carried out in accordance with individual method statements, task sheets and risk assessments undertaken by experienced employees managed by competent supervision. All within their own exclusion zones, managed by appointed Banksman in radio contact with the Plant Operators
Site Interface between Vehicles and Pedestrians	High	Personal Injury Accidents	Defined separation of vehicles and pedestrians by identified routes into and onsite confirmed by a site developed Site Traffic Management plan
Site Fire Safety	High	Personal Injury and Property damage	Risk managed by the development of a Site Fire Risk Assessment and Fire Plan and procedures. Plus use of Hot Works Permits to Work and Safety Talks and Safety Standard.
Confined Spaces	High	Personal Injury accidents	Confined spaces opened up or via confined space work risk assessment, safety procedures and Permits to Work and talks
Falls from Height	High	Personal Injury Accidents	Falls from height controlled in accordance with Company Safety

Hazard	Likelihood	Risk	Control
			Standard, Company Health & Safety Policy, developed work package Risk Assessments and Method Statements and Safety Talks
Environmental Management of Adverse Impacts such as noise, dust, vibration, ground contamination etc.	Low	Adverse environmental responses	Environmental Management carried out in accordance with Company Environmental Management Policy and Site Environmental Management plan All site noise, dust and vibration levels will be recorded using company owned monitoring equipment located at pre-determined sensitive areas on and around the site. All information will be managed by a designated person
Site commercial vehicle movements to and from site	Medium	Public interface and traffic accidents and congestion and disturbance	Vehicle movements planned in accordance with Site Traffic Management Plan and Site Environmental Management Plan developed in liaison with the Local Authority For large load movements to and from site, these will be notified to the police who will arrange escorts to and from site along pre-determined routes and times. All those who will be potentially affected will be notified prior to the movement being undertaken
Manual Handling	Medium	Personal Injury Accidents	Work tasks to be planned to prioritise use of various mechanical plant
COSHH Risks- Hazardous Wastes	Medium	Personal Injury Accidents	Initial Hazardous wastes survey to allow COSHH Risk assessment control measures for removal and disposal to be developed via Chemical data sheets and/or specialist waste subcontractor input
COSHH Risks- Hazardous Chemical used as part of the works such as diesel	Medium	Personal Injury Accidents	COSHH Risk assessment with control measures will be developed making reference to safety data sheet

Hazard	Likelihood	Risk	Control
fuel			
Isolation and Disconnection of site M&E Services	Medium	Personal Injury Accidents	All site M&E services shall be identified within Client provided information and their exact location then determined on site using approved M&E Subcontractors All M&E isolations and disconnections and rerouting for site temporary supply requirements shall be undertaken to a pre-planned schedule and remaining temporary site services marked throughout their length
Isolation and Disconnection of site M&E Services having a potential adverse impact on adjacent properties	High	Personal Injury Accidents Loss of third Party M&E Services	All site M&E services shall be identified within Client provided information and their exact location then determined on site using approved M&E Subcontractors All M&E isolations and disconnections and rerouting for site temporary supply requirements shall be undertaken to a pre-planned schedule. Including liaison all adjacent property owners/tenants to identify the impact of all services isolations and disconnections. Where any issue is identified that will affect adjacent properties then all works will be planned in liaison with those properties occupiers and all changes recorded on drawings for their reference.
Potential Terrorist Actions on or adjacent to the site	High	Personal Injury and Property damage	Contents of Company "Site Emergency Plan for Terrorist Actions" to be discussed with City of London Police and their requirements/recommendations to be included within plan Contents of plan to then be notified to everyone on site via a toolbox talk and posted within all welfare and site security facilities

Hazard	Likelihood	Risk	Control
			Site security to patrol site hoarding line on a daily basis and report any suspicions immediately If Plan implemented by Project Manager designated people to assist in managing requirements of that plan
Hazards from surrounding locality (Persons, Property, Vehicles, Transport etc.)	Medium	Personal Injury and Property damage	As part of mobilisation period, a full comprehensive survey & report will be undertaken to establish the location of the detailed hazards and the potential effect of the project will have on them and the risk mitigation procedures needed
Structural Hazards (Within site or Adjacent to it)	Medium	Personal Injury and Property damage	As part of mobilisation period, a full comprehensive Pre Demolition Structural Condition Survey & report will be undertaken by our structural engineers with photographs to establish the location of all potential structural hazards on site and on adjacent buildings, roads and pavements. On completion of the demolition works a Post Demolition Structural Condition Survey, with photographs, will be undertaken on all adjacent buildings, roads and pavements
Installation of Temporary M&E supplies to Site	Low	Personal Injury	All required site temporary electrical and water supplies will be installed by subcontract companies from our approved sub-contractors list and who hold the relevant trade accreditation for their works and undertaken in compliance with the relevant British Standard All works will be pre-planned by the Site Project Management team against a developed programme
Provision & Installation of Site Welfare Facilities	Low	Personal Injury	All site welfare will meet the requirements of the CDM Regulations and Company Safety Standard "Site Welfare Facilities" and will be installed on site as part of the Project Mobilisation Period and

Hazard	Likelihood	Risk	Control
			prior to any Demolition works commencing. All facilities will be serviced and cleaned on a daily basis by designated persons
Sub Contract Packages Management	Medium	Personal Injury and Property damage	All sub contract packages will be procured from our approved subcontractors list and they each will be issued with a Scope of Works Tender, programme and details of risks on site which they need to consider as part of their tender. All sub contract works undertaken in accordance with Risk Assessments and Method Statements which have been approved by Site Project Manager On site all sub-contractors works will be managed daily on site by appointed Demolition Manager overseen by the Site Project Manager. Their site safety performance will be part of the regular site safety audits undertaken by the company safety team
Occupational Health Management	Medium	Personal Health Risks	As part of the company Employees Occupational Health Management Policy the following procedures will be implemented on site for all on site All employees completing accompany Health Check Questionnaire. The use of the company Employee Assistance Programme (EAP) supplied by Health Assured. Occupational Health provider to visit site to carry out fitness to work medicals for safety critical workers and hold Life Style Consultation's. Retained Medical company visiting site to carry out random Drug & Alcohol Testing Any occupational health risk such as from Noise, Vibration and HAV will be eliminated or controlled by

Hazard	Likelihood	Risk	Control
			developed risk assessments and information recorded.
Identifying Unknown asbestos during demolition works	Low	Personal Health Risks	Area sealed off then any unknown or unrecorded asbestos shall be notified to asbestos division immediately who will arrange for samples to be taken to determine what it is. Dependent upon findings HSE to be notified using an ASB5 and an Asbestos Plan of work developed with Risk Assessments. Required asbestos removal will be carried out in accordance with information detailed within Section 1 above
Slips, Trips & falls	Medium	Personal Injury	All slips, trips and falls risks on site will be eliminated by continuous surveillance by all on site of all work areas, and any risk identified recorded and rectified immediately
Site Generators	Low	Personal Injury	During the installation of site generators to eliminate the risk of electrocution of persons on site during the running of generators, then all generators shall be earthed with the earthing system installed by a competent electricians
Temporary Works Installations	Medium	Personal Injury and Property damage	All Temporary Works shall be undertaken as per the company safety management procedure for temporary works SMS020 in line with the current BS5975.
Scaffolding Erection/Dismantling	High	Personal Injury and Property damage	All Scaffolding Works shall be installed as per the company standard for scaffolds. All scaffolding works undertaken by Approved Subcontractors working to approved method statement and risk assessments. Independent third party recorded inspections carried out by company retained consultant.

20. Quality, Training & Competence**Quality**

The John F Hunt safety management system and quality procedures contained within clearly define the actions, procedures and control measures needed to ensure that the highest possible standards of quality are maintained throughout the full duration of the works.

All persons employed on the project will be suitably trained, experienced and qualified to undertake the tasks for which they are required to undertake.

The key John F Hunt 'Golden' HS&E appointments and deputies will be made by the Project Manager upon award of contract. Appointees and deputies will be made for;

- HS&E Adviser (Visiting)
- Site Environmental Co-ordinator (Visiting)
- Temporary Works Co-ordinator
- Appointed Person (Lifting Operations)
- Crane Supervisor
- Lead First Aider and First Aiders
- Fire Safety Co-ordinator
- Emergency Co-ordinator
- Public Protection Co-ordinator
- Welfare / Compound Co-ordinator
- Access & Egress Co-ordinator
- On Site Logistics Co-ordinator
- Hole Protection Co-ordinator Abrasive Wheels Co-ordinator
- Temp Electrics, Lighting & Hand Tools Co-ordinator
- COSHH Co-ordinator

Although some instances, a number of these task will be undertaken by a single person, the duties and requirements to undertake these operations will still be undertaken to the highest possible standards.

Training and competence

To ensure everyone is competent, all levels of management and operatives on this project will obtain training via the appropriate methods, with the training provided by competent training agencies such as the NFDC and ARCA, and will be holders of the relevant demolition industry CCDO and CPCS cards. Their training will be recorded and managed by the Company Training Needs Analysis database and achieved to meet the requirements of the Company Training Policy.

All demolition operatives will be holders of certificates of training relevant to their employment and the equipment they will have to use, which will have been provided by company accredited competent training providers. All employees will be holders of the relevant category of Demolition industry CCDO card and/or relevant categories of CSCS card

All subcontractors' management, supervisors and site employees will be required to be holders of the relevant safety training certification, and CSCS cards relevant to their trades and occupations.

Training on site will be an ongoing process managed by consultation procedures established on site with the Site Project Manager and visiting Company Group H.S.E Manager and employees to allow any concerns or requirements by employees to be raised and discussed. All training requirements

will be discussed with and arranged by our Head Office Training Administrator who also maintains the training needs analysis database and certification and card records.

Any person working on site, who is a trainee, will be closely supervised at all times by the site Demolition Manager or other nominated 'competent person' supervisory staff. Until they have gained site experience, all new site employees shall only be employed carrying out manual duties within non-risk areas, again under the continuous close supervision and will not be allowed to work on their own in any area of the site. They will not operate plant or equipment to carry out work, but will be allowed to operate plant as part of their training requirements under the close supervision of a competent plant operator within a safe area.

Where foreign nationals are to be employed and have been identified not to have a competent appreciation of the English language, then those individuals shall be placed into manageable groups, in the same work areas and closely supervised by persons who have a competent understanding of English and all work and site directives. All in accordance with a developed risk assessment. The management ratio will be 6:1

No foreign nationals will be allowed to work on their own or in unsupervised groups until they have gained full experience and are assessed as competent.

Once any new site operative has been assessed as being competent, they will progress through organised safety and asbestos awareness training and a Demolition Industry CCDO and/or CPCS Card will be applied for. They will also be encouraged to progress academic training. All such training will be provided in the company time and it will meet all costs.

As the company has, as part of its training policy, an aim of employing local people to our projects, particularly those that are unemployed, no matter what their background is, is to get them trained in the basic skills of demolition so they have a future opportunity of a career in the industry. The previously described training details for foreign nationals will also be relevant to these employed local persons.

All asbestos removal subcontractors and company employees will hold the appropriate in date asbestos awareness and non-licensed asbestos training certification with the training having been carried out in accordance with the relevant categories from Modules 1-27 of Chapter 4 of the HSE document HSE247 Asbestos: Licensed Contractor Guide by asbestos competent training providers. Copies of all such training certificate, and medicals and face mask fit test certificates must be on site prior to commencing works.

Training Records

The Company Training Administrator will ensure that all operatives working on site including all subcontractors are competent and hold the appropriate training to carry out the works that have been employed to do which will be recorded on the Company Training Needs Analysis database. All company employees and subcontractors shall provide the administrator with a copy of all cards and certificates relevant to their trade, before they commence work on site, and that a copy is held on file ready for inspection by any statutory authority.

21. Project Communication

The Project Team

John F Hunt will communicate by:-

- Project health and safety launch
- Regular team meeting.
- Constant communication with operatives/supervisors
- Early morning meetings with key personnel.
- Formal correspondence (e.g. Appointment letters).
- Circulation of day files.
- Management by walking about (MBWA)

- Daily activity briefing (DAB)

The Client

John F Hunt will communicate with the client by:-

- Meeting with client's agent/Project Manager on a set timeframe.
- Formal correspondence. (Document transmittal, RFI's, Etc.)
- Regular progress reports

The Principle Designer

John F Hunt will communicate with the Principal Designer by :-

- Periodic site visits
- Formal correspondence. (Document transmittal, RFI's, Etc)

Designers

John F Hunt will communicate with any designers by:-

- Regular meetings.
- Formal correspondence. (Document transmittal, RFI's, Etc.)
- Informal communication (email, telephone conversation etc)

Contractors

John F Hunt will communicate with contractors by:-

- Pre-start meetings minimum once prior to commencement
- Progress meetings (including health, safety and environment) once per week
- Safety meetings once per month
- Health and safety committee once per month
- Emergency meetings as required by site
- Written instructions
- Verbal instructions
- Design co-ordination meetings To be agreed by senior site manager
- Co-ordination meetings frequency dependant on level of risk

Site Workers

The following methods will be employed by the company to communicate all relevant Health, Safety and Environmental requirements and information to all employees associated with this project to ensure it progresses to a safe conclusion:

- A copy of the company Health & Safety Policy will be kept on site with the site project manager and all persons will be required to familiarise themselves with its contents
- All site employees including those of all subcontractors will be given a site safety induction talk prior to commencing work on site
- All employees will receive regular toolbox talks on specific work packages, safety topics and site safety inspection reports contents
- The site supervisors will hold daily pre start work briefings (DABs) to discuss the day's work and any concerns
- Site safety co-ordination meetings will be held with all subcontractors on site to ensure the safe progress of the works is being achieved
- The project leader will hold regular site safety meetings with demolition and piling manager(s).
- The safety manager will hold informal site safety meetings with site employees to identify any concerns they may have about site safety, and for them to be informed of any relevant safety, environmental, or company safety management procedural changes.
- Safety manager will issue safety memo's to the site, news cuttings, press releases, HSE and Trade association issued information and literature

22. Community Liaison

The community will be engaged regularly through newsletters updating on the progress of the demolition works.

Contact details will be provided to allow the community to make direct contact should they have any queries or concerns.

23. Health and Safety File Information

Information relating to the site shall be gathered as work progresses and made available in the form of a Project Completion Report which will be submitted for inclusion into the client's health and safety file.

24. Adjoining Land Access Methodology

Please refer to *Appendix A* in conjunction, for visual aid and additional information.

General Access

- Subject to agreements made, scaffold and gantry which is based off the adjacent structure will require agreed pedestrian access to the work face installation and dismantle. Where scaffold is cantilevered with needles over the adjacent land, workers will access the work face to install and dismantle from scaffold built up either side of the cantilevered section.
- Cantilevered scaffold sections will require enabling works (core holes) to allow needles to be mobilised into position. Ideally this work can be completed internally using saw cutting techniques, however if external protection is deemed necessary to undertake the works, alternative methods would be developed.
- Mobilisation and demobilisation of tools and equipment (i.e. scaffold) will be primarily lifted in and out using mobile cranes situated from within the site footprint. Some equipment may need to be manually mobilised and demobilised however it is anticipated to be minimal.
- Working hours would comply with the project working hours for any install/dismantling unless alternative arrangements are agreed prior
- Approximate duration of use of each gantry/scaffold is detailed within Appendix A. More detailed and accurate durations and key dates to be confirmed in a programme to be issued prior to commencement
- Community liaison would be conducted in the form of an initial newsletter drop, followed by meetings if necessary, then a continuation of subsequent newsletters in hard copy or via email (which may be general in nature or specific to a single land owner for specific works concerning their land).
- All required personal protective equipment (PPE) and tools used to install scaffold/gantry at height would be tethered
- Any protection over adjacent land will be secured to avoid unauthorised access by monarflex & hoardings and/or locked gates

Scaffold Methodology

- Flame retardant Monarflex type sheeting is to be installed to the external face of the scaffolding to encapsulate the project site and assist in containing dust and debris;
- The scaffold will be secured from authorised external entry using 2.4m hoarding at the base on public frontages and full wrap in monarflex. Where based off adjacent property, monarflex would and an alternative suitable barrier (in lieu of hoarding) at the base would be discussed and agreed prior to commencement;
- Loads from the scaffold will be based off adjacent neighbouring land or otherwise cantilevered above off needles (refer to *Appendix A* for details)
- Logistics of install and dismantle is addressed above under *General Access*.

- An agreed level of liability and professional indemnity insurance would be maintained covering any scaffold or gantry works;
- Scaffold, gantry and hoardings will be used to protect and segregate the public from the demolition works, while assisting to contain demolition dust and debris. External scaffold will be for site worker access and to conduct works from where it is unsuitable or inefficient to work from the structure.
- The scaffold shall be used for emergency access and general access use, so storage in any situation would only be temporarily (debris, tools etc
- Fans would be used as best practice and a secondary measure to mitigate the risk of a falling object which is not contained by the immediate scaffold face.
- More detailed information can be provided upon request (i.e. methodology example)

Crane Methodology

- Given the methodology adapted and ability to facilitate demolition with mobile cranes; zoning, out of service restraint and free movement is not of concern.
- The extent of crane slew oversailing the demolition boundary, is only to facilitate delivery and pick up of equipment for gantry and scaffold install and it is envisaged to stay within the 3m from the boundary (as detailed within *Appendix A*)
- The cranes will be mobilised and demobilised to site using agreed traffic routes and conducted out of normal hours in agreement with Reading Council, to avoid impacting normal traffic. Once onsite, erection and dismantling of the crane would be done within the site footprint.
- Crane type and sizing will be confirmed, after structural investigations and assessment is completed. This assessment ultimately determines which excavators are chosen, which will be lifted to the roof to commence top down demolition. Ideally mobile cranes in the range of 110T-220T would be used, which are more than capable to also facilitate adjoining land scaffold/gantry install and dismantle
- Mobile cranes may also be used against adjacent boundaries where sawcutting and lifting techniques are employed (i.e. to remove a beam or column), if conventional demolition methods are not suitable.
- A programme to be issued prior to commencement, can be used to ascertain key dates for crane use on site including any over sail

25. Demolition Methodology

Please refer to Appendix A in conjunction, for visual aid and additional information including key sequencing.

Plant & Machinery

The works will be undertaken by the most modern plant and machinery available. All plant and equipment will be supplied by John F Hunt or an approved supplier.

The plant and equipment required will be:

- Tracked excavators (2T –70T) complete with attachments (buckets, breakers, rotating crackers and pulverisers).
- Skid steer Bobcats
- 160-250T mobile cranes
- Dumpers
- Loading Shovel
- Roll on roll off waste bins
- wheel tipper lorries
- Wheelie bins
- Hand tools – hammers, pry bars, mattocks, snips, brushes, shovels, wheelbarrows etc
- 110v power tools – Kango breakers, recip saws, disc cutters etc
- Oxy propane cutting equipment
- Concrete cutting equipment
- Heras fencing & chapter 8 barriers
- Lighting & power equipment as required
- Generators and leads
- Lifting equipment & accessories
- Access equipment:
- Mobile tower scaffold
- Mobile Elevation Work Platform (MEWP)
- Podium steps
- Scaffolding
- PPE & safety equipment
- Signage (as required)

All operatives will be required to wear full “five point” PPE as a minimum for the works. This includes but is not limited to; trousers, vests/long sleeved top, work boots, hard hat, gloves and safety goggles. Each excavator will have a first aid kit within the cab

Temporary Site Services

Temporary power for the site will be provided via a temporary builder’s supply. The size of the supply will be sufficient to power all site requirements including the offices, welfare, temporary site lighting and hoarding lighting.

Lighting will be required to all main pedestrian access ways (internally and externally), at entry/exit locations for vehicles and pedestrians and to key loading/unloading zones

It is anticipated that metered sources of power and water will be available for the works for our use.

Scaffolding

All proposed scaffold structures will be designed in accordance with the TG20:13 regulations by an independent scaffold designer and the proposals will be subsequently checked by our in-house engineering dept.

All scaffold will be designed to current standards and regulations by our approved scaffold subcontractor. Any checks required will be carried out by an independent 3rd party.

Site Hoardings

Perimeter site hoarding will be designed and erected prior to the commencement of our sub contract works. The Main Contractor will control site access / egress and provide site wide security for the project.

Within the site boundary heras fencing will be used to demarcate the demolition areas and control access. Water filled traffic control barriers and pedestrian walkways will be installed by John F Hunt *within* the site to segregate pedestrian and vehicle access routes. These access routes will be adapted as the works progress.

Temporary Works

The method statements and risk assessments will be developed so as to ensure the safe installation of all temporary works and the removal of all existing structures.

Site investigation work will be carried out to detail the proposed demolition methodology and to ensure structural stability is maintained at all times.

The openings will be broken out using hand held pneumatic or electric breakers with all reinforcing left in place to prevent any falls. The subsequent investigations will be carried out by our Structural Engineer, with supporting calculations and drawings to substantiate the conclusions provided ahead of works commencing.

Soft Strip

All asbestos will have previously been removed, in line with the guidance HSG 247 Asbestos: The Licensed Contractors Guide and with the Control of Asbestos Regulations as detailed in section 7.7.

If further asbestos is thought to be found, works will cease immediately and the project manager notified.

Work areas will be segregated with appropriate warning signs, prohibiting unauthorised access into live soft strip zones.

The correct PPE will be used for the task at hand, identified through risk assessment and in line with John F Hunt safety management systems. We mandate the wearing of “Kevlar” sleeves during all soft strip activities.

Soft strip works will be carried out by trained and experienced operatives using handheld tools and handheld 110v power tools, such as mattocks, shovels, wire snips and reciprocating saws.

Should any hot works be required these will be carried out under a hot works permit system of works.

Where possible mechanical plant will be utilised to assist with the soft strip process to reduce the level of manual handling of materials. Our temporary works engineer will first carry out a floor load assessment; this will give us the safe load the floors can take and the type of machines that can be used.

The soft strip will progress through each floor, working from the top down in a pre-determined sequential manner. Generally, all doors, frames, windows, partitions, fixtures, furniture, fittings, raised flooring, suspended ceilings, sanitary ware and kitchen ware will all be removed and the building stripped back to its structural components.

All soft strip arising's will be segregated as much as reasonably practical, and disposed down an internal opening (i.e. lift shaft or service riser), then deposited into 40 cu yard skips by large excavators for removal to waste transfer stations

It is our intention to always recycle and reuse 98% of all demolition arisings.

Facades will be maintained until perimeter protection is installed (i.e. hoarding/gantry/scaffold) and as long as possible to create an acoustic barrier

Loading areas will be created adjacent to each building as detailed on our logistics plans. All loading / unloading will take place within the site boundary, with the exception of one off and / or "special deliveries" which will be pre planned and agreed with the Council prior to implementation. (i.e delivery of tower cranes etc).

Any dust present will be suppressed using the fire hoses to damp down the debris whilst loading. The control of dust emissions will further be managed through the soft strip arising's being loaded directly into the waste skips located internally within the existing loading bays.

All loading operations will be managed by experienced banksman at all times.

All vehicles to site will be planned and managed so not to cause congestion on the surrounding roads.

Once the load has been inspected to ensure that no debris can fall out during transit the load will be sheeted and taken to a licensed tip or transfer station and a waste transfer note issued. Authenticated receipts will be used for each load as per our QA procedures with a copy logged into the goods outward report along with a copy of the authenticated receipt.

Each structure will be stripped using the following sequence:

- Removal of any furniture left by the client
- Strip out of toilets and kitchen areas
- Removal of non-load bearing walls & partitions
- Strip out of risers
- Removal of suspended ceiling tiles, hangers
- Removal of M&E ducting and cables
- Removal of raised flooring and supports.

All items will be broken down into manageable sized pieces and cleared to the first floor for further segregation.

Any elevated levels will be accessed with podium steps or access towers, with arisings being carefully lowered to the floor level for processing and segregation.

During the soft strip works access will be created to facilitate the follow-on demolition works.

Structural Demolition

Please refer to *Appendix A*

Appendix A - Demolition Method Overview