DEMOLITION MANAGEMENT PLAN

CLIENT:	**Gleeds**
PROJECT:	**Whitley Wood Community Centre, RG2 8UH**
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THIS ISSUE				
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ACCEPTED BY:				

ISSUE HISTORY			
ISSUE NUMBER:	ISSUE DATE	AUTHOR	AMENDMENTS
1	30.07.2025	Carl Howard	First Issue

All revisions to the health and safety plan will be recorded on this page.

The author of the amendment(s), or other authorised person, must explain the details of the amendment (s) to the Site Manager/Site Supervisor. The author must ensure that the Site Manager/Site Supervisor signs off the amendment to confirm that he has received and understood it, and that the Site Manager/Site Supervisor returns the signed off front page so that the author can file it in the project office file.

The Site Manager/Site Supervisor must sign off and return the copy of this Amendment page, as explained above, and carefully insert this page and the amendments into the project site file. He must also clearly line through the existing pages to indicate they have been superseded.

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SECTION 1 – PROJECT INFORMATION

1.1 - PROJECT LOCATION

Demolition works at Whitley Wood Community Centre, Lexington Grove, Reading, RG2 8UG.

Project Description

The Works comprise of the hazardous material removal, demolition, dismantling and site clearance of the Whitely Wood Community Centre.

1.2 – OUTLINE SCOPE OF WORKS

- Site set up.
- Asbestos removal as per the demolition and refurbishment survey.
- Soft strip of all buildings.
- Ecology works.
- Tree protection if required.
- Demolition of the Community Centre and small outbuilding.
- Material generated will be crushed for future use or removed in tippers from site.

1.3 – DURATION OF WORKS

- TBC Weeks
- Start date – Finish date. TBC

1.4 – SITE RESTRICTIONS

- Asbestos containing materials have been identified from the asbestos surveys produced, further information is required, however all asbestos works will be completed prior to any structural demolition.
- The site is situated in a residential area, so access for larger vehicles will need to be checked prior to arrival, no obstructing public highways at any times.
- Loading and unloading will need to be done during set hours-after 08:30 & no later than 15:30
- The site is also backed onto with residential gardens so site security will need to be implemented during the demolition phase.
- Access into the site is also very close to the neighbouring properties so a detailed traffic management plan will need to be developed to help manage this throughout the demolition phase.

1.5 – REFERENCED DOCUMENTATION

- TBC

1.6 – PROJECT CDM OBJECTIVES

- No adverse impact on the environment caused by project works.
- No adverse health effects caused by project works.
- No Near Misses regarding Work at Height
- No Near Misses regarding Hot Works
- Good Housekeeping
- Secure site at times during the demolition phase
- Warning signage placed on the fencing.
- Contact information including emergency information on the gates.

1.7 – HEALTH AND SAFETY FILE

On completion of the contract a health and safety file will be compiled and will include the following subject to client requirements.

- Waste Transfer Notes
- Waste Consignment notes for Hazardous Wastes
- Air Clearance Certificates for licensed asbestos removal works.
- Site plan with photographs of completed works and marked with any potential hazards.

SECTION 2 - ORGANISATION

2.1 – PARTIES AND CONSULTANTS

CLIENT
Gleeds Cost Management Ltd
Tel: (0)1489 779000
Email: nav.chungh@gleeds.com
Contact: Nav Chungh

PRINCIPAL DESIGNER/CLIENT'S REPRESENTATIVE
TBC
Tel:
Email:
Contact:

PRINCIBLE CONTRACTOR
TBC

EMERGENCY CONTACT:
In the event of an emergency or an out of hour's issue, please call the following mobile number:
TBC – Mobile: …….. or TBC - Mobile: Choose an item.

SECTION 3 – SITE SETUP AND WELFARE FACILITIES

3.1 – WELFARE FACILITIES

Facilities will be provided by Principal contractor, located at agreed location. These facilities are fitted with a temporary power supply and will include:

- Site Office
- Mess Room with facilities for hot water and heating food
- Drying Room
- WC with warm water and soap
- Appropriate fire-fighting equipment within the offices

The Site Manager/Site Supervisor will appoint an operative to carry out the cleaning of the site facilities on a daily basis and replenish with supplies as necessary. Within the Mess Room there will be a project notice board. General Health & Safety and environment information will be displayed on this board. In particular, the following items will be displayed:

- F10
- General Site Rules
- Emergency Rules
- Map to Local Accident & Emergency Hospital
- Identity of First Aider on site
- Location of First Aid supplies
- HSE Law Poster
- Health & Safety Policy Statement
- Environment Policy Statement
- Quality Policy Statement
- Insurance
- Section 81 Demolition Counter Notice

3.2 - FIRST AID

Adequate first aid supplies are always available on site. The location of these will be identified within site facilities.

The nominated First Aider on this project is TBC, details will also be displayed within site facilities.

3.3 - WATER SUPPLY

On site Wash Out Hydrant or Fire Hydrant will be utilised. Client to provide standpipe, key and all hoses, nozzles etc. Standpipe to be fitted with double check valve to BS6282.

Where possible the Client will supply water point with enough pressure within the site boundary.

3.4 – SITE LAYOUT PLAN

SECTION 4 – SITE RULES

Site Rules

GENERAL

1. Mobile phones/Bluetooth devices should not be used on site and do not answer mobile phones when operating plant or machinery. If there is a requirement to use a mobile phone move to the designated safe area.
2. Valuables and personal property are brought to site at the owner's risk.
3. Alcohol/drugs must not be brought onto site. Employees must not attend work if under the effect of any drugs or alcohol (they will be refused entry to site). Any drugs that may affect an employee's performance should be advised to Management. All employees are issued with the Company Drug Policy (contained in Employees' Handbook) which gives full guidance, be aware of random alcohol and drug testing by clients & Contractors SHEQ team.
4. Work areas are to be kept clear and tidy to allow safe access and egress. Everyone is responsible for picking up and moving trip hazards.
5. The work site, excavations, pits, voids, etc. shall be guarded and signed at all times where necessary.

PPE & CLOTHING

6. The following PPE is compulsory on all demolition sites unless a specific risk assessment has deemed other PPE must be worn.
   - High-Viz Vest or Coat
   - Safety Footwear (S3 Minimum standard)
   - Safety Helmet
   - Safety Glasses (See risk assessment for specialist works i.e., Burning)
   - Suitable Gloves for task

PLANT & EQUIPMENT

7. All guards and safety devices, e.g., Emergency stop buttons; must be in place and working correctly.
8. Daily checks and records to be carried out.
9. All electrical plant & equipment must be 110V (with certain limited exceptions, e.g., Dust Boss, DCU)
10. Speed limit must be adhered to within the site.

WELFARE

11. Complaints from the public shall be dealt with in a courteous manner and referred to the Site Manager, Site Supervisor or Management as appropriate.
12. For health & hygiene reasons, eating and drinking are not permitted outside of the welfare area and it is essential that employees wash their hands before handling food.
13. Swearing, horseplay and practical jokes are not acceptable. Members of the public must not be subjected to wolf whistles or other inappropriate behaviour or language.

IF IN DOUBT – ASK

SECTION 5 – PERSONAL PROTECTIVE EQUIPMENT

5.1 – CONTRACTORS EMPLOYEES

All operatives involved with the project will be issued with all appropriate Personal Protective Equipment FOC. The Site Manager/Site Supervisor is responsible for ensuring the site has adequate PPE supplies. PPE Register is to be kept on site to record issue.

MANDATORY PPE

The following is the minimum mandatory PPE for all employees and visitors to site:

- Safety boots - minimum S3 and lace up.
- Safety helmet
- Gloves (type according to task)
- Hi-Vi's waistcoat.
- Safety glasses

NB: Machine Operators do not have to wear items 2-5, whilst in their cabs.

TASK SPECIFIC PPE

Additional PPE/RPE will also be required for certain tasks. Task Method Statements and Risk Assessments will state what, if any, additional PPE/RPE is required for each task.

HOT CUT BURNING OPERATIONS PPE

The following PPE will be worn for hot cut burning operations:

1. Safety boots
2. Safety helmet fitted with green drop-down Visor.
3. Leather gauntlets
4. Leather jacket with button up neck and full sleeves
5. Heat resistant hood
6. Half face masks, fitted with ABE1 fitter (if burning painted or galvanised metal)

NB: For a low risk, one-off cut, the Site Supervisor/Manager may agree to items 5-7 not being used.

5.2 – VISITORS

Dedicated PPE, for use only by visitors, will be kept at the office.

1. Safety boots
2. Safety helmet
3. Gloves
4. Hi-Vi's waistcoat.
5. Safety glasses

SECTION 6 - UTILITIES

6.1 – GENERAL

Client or Contractor to arrange isolation of the incoming utility services to all structures being demolished.

Written confirmation from appropriate utility provider is required to confirm isolations are complete and illustrate all the details of isolations and any known services that are in the vicinity of the areas being demolished.

However, from experience, these are often difficult to attain. If the Site Management have any uncertainty as to the status of services to the site then third M&E service subcontract engineers will be employed to prove the status and provide certificates.

Further discussions will take place throughout the contract between all parties, regarding any services that are required to be left intact, diverted or subsequently removed.

6.2 - PROTECTION TO PLANT

Where it is identified that “live” plant exists beneath slabs adjacent to assets being demolished, steel plates to be laid out.

Plant to be identified to personnel via Toolbox Talk.

SECTION 7 – ASBESTOS

7.1 – ASBESTOS SURVEY

A Refurbishment & Demolition Asbestos Survey has been carried out by (TBC) prior to the demolition works commencing.

7.2 – HSE NOTIFICATION (Depending on R&D survey)

The Refurbishment & Demolition Asbestos Survey has identified both licensed and non-licensed asbestos containing materials. Both FODASB5 and ASBNNLW1 notification forms will be submitted to the HSE, respectively.

The Refurbishment & Demolition Asbestos Survey has identified licensed asbestos containing materials only. FODASB5 notification form will be submitted to the HSE.

The Refurbishment & Demolition Asbestos Survey has identified non-licensed asbestos containing materials only. ASBNNLW1 notification form will be submitted to the HSE.

7.3 – LICENSED ASBESTOS REMOVAL

Licensed asbestos removal will be performed by the demolition contractor or a preferred licensed asbestos removal contractor:

7.4 – NON-LICENSED ASBESTOS REMOVAL

Non-licensed asbestos removal may be carried out by the demolition contactor as long they have suitably trained and competent operatives.

7.5 - FURTHER ASBESTOS IDENTIFICATION

During the works there is a risk that further asbestos materials, previously unknown of, may be discovered.

On discovery of suspected material, operatives will advise the Site Manager/Site Supervisor immediately who will in turn contact Head Office so that samples of the suspect material can be taken and sent for analysis.

Head Office to ensure Client is fully aware at all stages of suspected discovery and subsequent resultant analysis. All site operatives will have undergone Asbestos Awareness Training.

SECTION 8 – TEMPORARY WORKS

Different forms of Temporary Works (TW) may be required in order to safely and effectively deliver this project. The Project Manager assumes the role of Temporary Works Coordinator (TWC); and is responsible for confirming necessary TW, production of TW register, ensuring appropriate levels of independence of design checking, and issuance of all Permits for installation, alteration, and removal of TW. The TWC may delegate the duty of issuance of Permits to the Temporary Works Supervisor (TWS). In this instance the TWS will be the Site Manager.

TWC: TBC

TWS: TBC

The responsibilities of these individuals are fully detailed in Section 14 of this document.

It is imperative that all TW are given a category of risk. This category of risk will determine the level of independence of the checker of the relevant design.

Below is an extract from BS5957 illustrating how to determine the category of risk, and therefore level of independence of checking required:

Table 1 Categories of design check

Category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design, which will require both structural calculation and checking to category 1, 2 or 3, as appropriate.	Because this is a site issue, the check may be carried out by another member of the site or design team.
1	For simple designs. These may include: formwork; falsework (where top restraint is not assumed); needling and propping to brickwork openings in single storey construction.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications.	The check may be carried out by another member of the design team.
2	On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections, for reinforced concrete.	Category 2 checks would include designs where a considerable degree of interpretation of loading or soils' information is required before the design of the foundation or excavation support or slope.	The check should be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary works or permanent works.	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering judgement are involved.	The check should be carried out by another organization.

Temporary Works	Category of Risk
Heras Fencing	0
Welfare Cabins (single stack)	0
Signage	0
Scaffold Tower	0
Podium Step	0
MEWP	0
Genie Hoist	0
Welfare Cabins (double stack)	1
Scaffold Hoist	1
Scaffold Chute	1
Piling/Plant Mats	1
Hoarding	2
Formwork	2
Falsework	2
Earthwork Support	2
Crawler Crane	2
Mobile Crane	2
Scaffold (Basic)	2
Propping (Basic)	2
Raking Shore (Basic)	2
Foundations/Slabs	2
Scaffold (Complex)	3
Propping (Complex)	3
Raking Shore (Complex)	3
Flying Shore	3
Façade Retention	3

Permits are required to be issued for all category 1-3 designs.

SECTION 9 – SITE PERMITS

The following Site Permits are required to be issued by Site Manager/Supervisor:

- Permit to Dig
- Permit to Hot Cut
- Permit to Enter Confined Space
- Permit to Work
- Permit to Install, Load, Alter, or Dismantle Temporary Works

SECTION 10 – TRAFFIC MANAGEMENT

10.1 – AIMS

The main aims of the traffic management plan are detailed below. The person in charge of traffic management on and off site will be the Site Manager/Supervisor or his nominated deputy.

1. To ensure minimal disruption of traffic flow along surrounding roads.
2. To ensure vehicles do not enter 'No-Go' areas.
3. To ensure that any mud arising from the works is not taken onto the highway.
4. To ensure the Health & Safety of site personnel along with pedestrians using footpaths adjacent to site entrance.
5. To minimise any nuisance to surrounding occupiers caused by site traffic or traffic entering or leaving site; there shall be no queuing of vehicles on any of the surrounding roads.
6. No large plant or heavy goods vehicles will be permitted on site prior to 8.30am.

10.2 - VEHICULAR ACCESS & EGRESS

Access is to be gained via Lexington Grove. Care to be taken by drivers when entering and leaving the site. Heavy goods vehicles will not be permitted on site before 8.30 a.m. Any arriving on site prior to this time will be refused entry.

10.3 - DELIVERIES

Deliveries of plant and equipment along with fuel, waste and scrap collection will be planned in advance by the Site Manager/Site Supervisor. When delivery vehicles arrive on site they will report to office, sign in, be given the site rules for traffic and then directed to their delivery location (copy of site rules attached). Vehicles will be parked inside the site whilst signing in.

10.4 - SITE SPEED

The maximum speed limit on site is 5mph. Any drivers breaking this speed limit will be banned.

10.5 - VEHICLE CLEANING

Vehicles to be checked by driver and Banksman for mud on wheels. Vehicle Wash Area will be installed inside gate entrance. Water supply to be on hand to wash down.

10.6 - ROAD CLEANING

The likelihood of mud on the road during demolition is low. The Site Manager/Supervisor will monitor road cleanliness and arrange road sweepers if deemed necessary.

10.7 - REVERSING ALARMS

The majority of vehicles making deliveries to site will have audible reversing alarms. In the interest of Health & Safety these will not be switched off. Banks men to be in place when required.

10.8 - DEDICATED VEHICLES

As there are only a limited number of companies that will be making deliveries and collecting waste, etc. it is the intention that where possible the same drivers will be used.

10.9 - VEHICLE QUANTITIES

Following the initial delivery of bulk plant etc. the numbers of heavy goods vehicles entering and leaving site is likely to be no more than 3 per day.

10.10 - SITE TRAFFIC RULES

- **NO PARKING ON PUBLIC HIGHWAYS**
- **MAXIMUM SPEED LIMIT ON SITE *STRICTLY* 5 M.P.H**
- **VEHICLES MUST STAY WITHIN DEDICATED ROUTES**
- **NO REVERSING WITHOUT A LOOKOUT**
- **DRIVER TO WEAR SAFETY HELMET, SAFETY FOOTWEAR, GLASSES, GLOVES & HIGH VISIBILITY CLOTHING WHEN OUT OF CAB**
- **PERSONNEL MUST REPORT TO SITE MANAGER/SITE SUPERVISOR BEFORE LOADING/UNLOADING**
- **ALL LOADS MUST BE SECURE BEFORE LEAVING SITE, HIEGHT OF LOADS, THIS IS ULTIMATELY THE DRIVER'S RESPONSIBILITY**
- **WHEELS TO BE CHECKED TO ENSURE NO MUD IS TAKEN ONTO ROAD**
- **NO LOAD WILL BE ALLOWED TO LEAVE SITE WITHOUT RELEVANT PAPERWORK/TICKETS BEING CORRECT AND SIGNED**

OFFENDERS WILL BE BANNED FROM SITE

10.11 – TRAFFIC MANAGEMENT PLAN

TRAFFIC MANAGEMENT PLAN – Whitley Wood Community Centre, Copenhagen Close, RG2 8UH.

INFO

The existing roads around the site are used by heavy goods vehicles and private road users for most of the day light hours. However, we intend to undertake our works in such a way that the impact on localised roads is minimal. Recycling processes on site will be used to minimise vehicular movement off site.

All vehicles will access the site via Copenhagen Close off Swallowfield Drive, vehicles will access Swallowfield Drive from Whitley Wood Road off Whitley Wood Lane.

All vehicles will enter the site in a **FORWARD** motion and will be turned on site under control of banksmen with **Hazard beacons ON.**

All vehicles will leave site in a **FORWARD** motion with **hazard beacons ON** until reaching Peartree Lane. **NO REVERSING OFF SITE.**

Swallowfield Drive will remain a shared access road throughout the duration of the project and courtesy shall be shown towards neighbouring properties.

NO COMPANY VANS, LORRIES OR PLANT TO BE PARKED OUTSIDE THE SITE BOUNDARY.

ENTRANCE / EXIT	SITE BOUNDARY
TRAFFIC ROUTE IN	TRAFFIC ROUTE OUT

- All demolition related traffic will enter from Copenhagen Close on arrival.
- Heavy goods vehicles will not be allowed access into the site before 8:30am and no later than 15:30 vehicles turning up outside of the operating hours may be turned away from site.
- As traffic enters the site through the set of gates banksmen will be in attendance to ensure no damage is caused to the neighbouring properties, footpath and verges.
- Lorries removing waste will follow the route highlighted above into, and out of the project, most will be booked in advance and will have received a copy of the traffic management plan.
- A copy of the TMP will also be displayed in the site office.
- No works will be allowed between the agreed working hours set out above.
- Banksmen must be in attendance at all times during the works to ensure that site traffic, does not interfere with the day-to-day movements of the residents.
- Warning Signage should be placed on the footpath during the works notifying members of the public that vehicles are tuning or reversing into the site.
- Wheel washing facilities should be set up on site to ensure the roads and paths do not become muddy during the works, a towable jet wash or road sweeper would also be an option.

SECTION 11 – EMERGENCY PROCEDURES

11.1 - FIRE INCIDENTS

Upon discovering a fire, which cannot be easily extinguished or hearing the site alarm, the work area is to be evacuated. Hand operated sirens will be placed at signed fire points, that are contain throughout the site, to signal that evacuation is required by its sounding. The site manager on a weekly basis will test the siren when the site is not occupied. The site office staff and the site security will be advised when testing is in progress.
Should any personnel be unaccounted for the site manager will instigate a search or await assistance, as he deems appropriate. Specific fire and rescue procedures will be developed and agreed when confined space working is required.
Upon the emergency services arriving at the site, they will be escorted by site security to the appropriate contractor's area where the site administrator and/or site manager will explain the site hazards and conditions and escort them on site where practical. In the case of an out of hours' emergency, the gatehouse personnel will appraise the emergency services personnel and attempt to contact the management team using the telephone numbers provided to the client's project team, or as detailed at site security. The contractors personnel will then attend site if necessary. Principal Designer/Client to be made aware of incident within 24 hours.

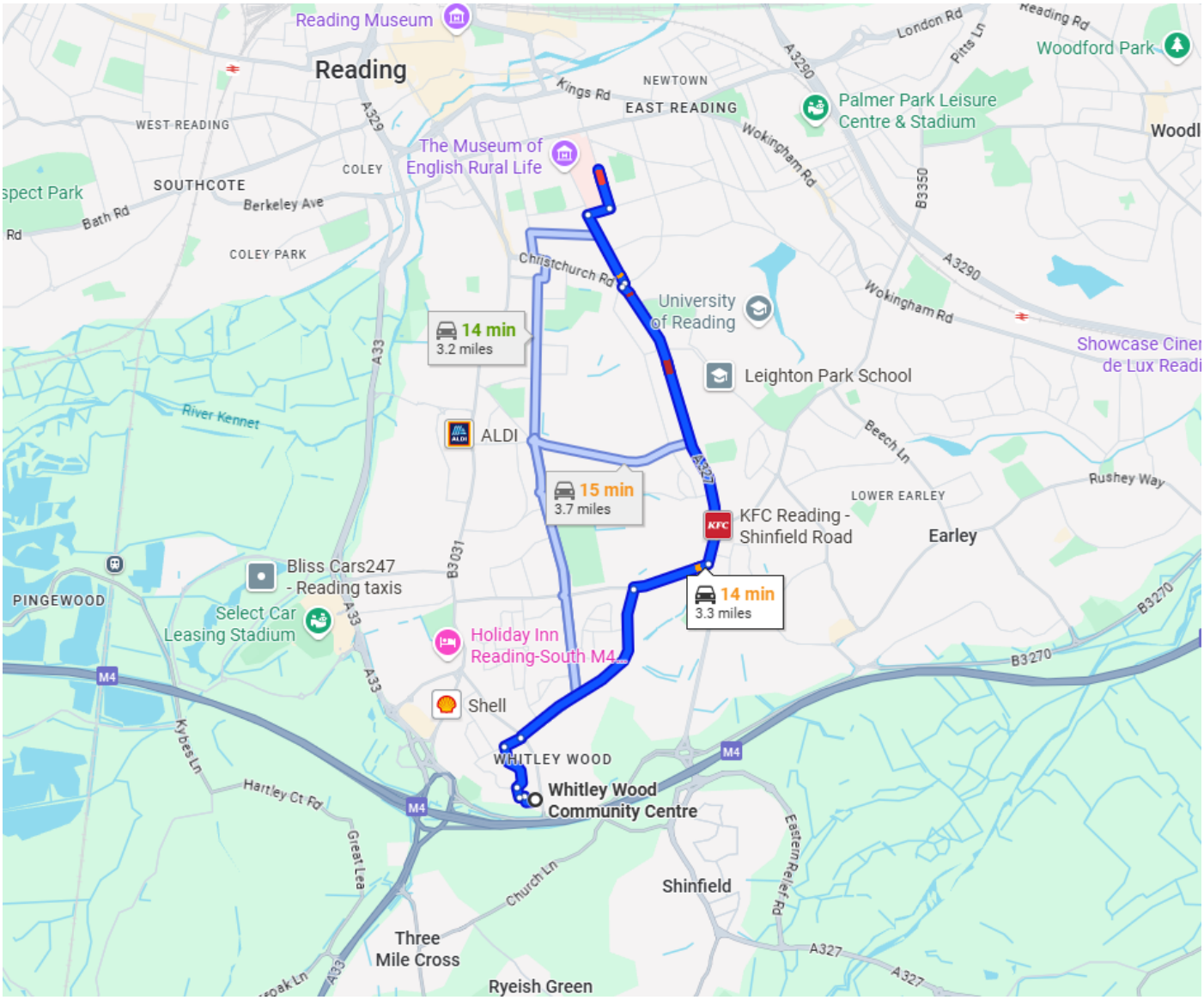
11.2 - INJURY INCIDENTS

In the event of an injury requiring first aid treatment the incident must be immediately reported to the Site Manager and/or his deputy who are trained in First Aid. He/they will treat the injury as considered appropriate and if applicable, arrange for the injured person to attend hospital. The Site Manager will then make sure that the Incident Investigation Report Form is completed and sent by Email to the Company Head Office. Upon receipt the Health and Safety Manager will review all documentation relating to the injury and distribute accordingly to the Client and Principal Designer. Principal Designer/Client to be made aware of injury within 24 hours.
Should it be necessary to summon external Emergency Services to the scene of an incident, telephoning the Emergency Services on 999, giving name, location and details of the incident. Where a telephone is not available near the work area a 2-way radio will be used to contact the site manager. Access routes will be kept clear of obstructions at all times.

11.3 SPILLAGES

The removal/cleaning of any spillages of materials or any trapped process residues will be overseen by the site manager.
The actions to be taken are:

- All operatives will be removed from the area and when required the area cordoned off.
- The site drains in the vicinity will be covered by sandbags or other suitable methods to prevent any spilled materials entering the site drainage system.
- The client will then be informed, and an agreed course of action will be undertaken.
- For low-risk spills, absorbent materials will be placed on the spill using any necessary PPE and RPE. The absorbent materials will be shovelled into bags and placed in the appropriate waste container.
- For high-risk spills, a detailed actions plan will be developed with the client prior to any remediating action are undertaken.



The Royal Berkshire Accident & Emergency is located 3.3 miles away from the site and should take 14 minutes to get there by car.

The hospital is located at- London Rd, Reading RG1 5AN

Phone number- 0118 322 5111

In an emergency Call 999

SECTION 12 – ENVIRONMENTAL CONTROLS

12.1 – GENERAL

We want to minimise pollution and waste, as this will effect on our future health. Some materials can be harmful to the environment as well as to people. Always try to use eco-friendly materials such as water based rather than solvents and use the minimum that is required to do the job. Don't skimp as it will need to be done again. The same applies to energy; the more energy you use or waste, the more the power station or refinery will emit pollution into the atmosphere.

Some ways of reducing energy:

- Don't leave unwanted lights or equipment switched on, especially heaters.
- Keep outside doors closed to retain heat, fit door closers to drying rooms.
- Use thermostats and timers to control individual room temperatures.
- Euro 5/6 Plant

WASTE

Some waste will be produced but this should be minimised to reduce landfill costs. There is an order of priority:

REDUCE

- Don't over order and keep stock of what you have.
- Don't waste energy, witch off unwanted lights and equipment.
- Use more efficient equipment – e.g., use LED lights rather than incandescent bulbs.
- Only take out what you are going to use that day / shift.

REPLACE / FIND AN ALTERNATIVE

- Avoid CFCs in fridges and fire extinguishers; PCBs – in transformers.
- Use aerosols with alternative gases inside not CFCs.
- Avoid chloride-bleached paper, use chlorine free paper.

RE-USE

- Wherever possible, attempt to reuse material.

REFURBISH / RENOVATE

- Try to use the best, most durable materials available for the purpose. This will mean less replacement in the future and less waste.
- Materials that cannot be re-used directly can be refurbished and re-used.
- We have a weekly plant inspection log to ensure all equipment is running efficiently – not only reducing emissions but also saving time because it's working properly.

12.2 – WASTE MANAGEMENT RECYCLING AND DISPOSAL

All debris arising from demolition will be segregated and processed on site as part of demolition process. There will be many types of material produced and these will be dealt with as follows if applicable.

General Debris

All materials unable to be recycled such as ceiling tiles and loose debris will be loaded into 35-yard roll on/off containers and moved off site to licensed landfill facility. Each bin will be conveyed with netting to prevent dust.

Plasterboard

This will be kept separate and placed into containers specifically for this type of waste.

Timber
All timber waste will be segregated and loaded into a 35yrd roll on/off bin ready for transported to a waste transfer station for recycling.

Scrap Metals
All scrap metal will be segregated into various grades/types and loaded into scrap trailers or roll on/off containers and removed from site to licensed scrap processing plant for recycling as part of the demolition process.

Concrete / Brick / Masonry (Hard Inert Arisings)
All hard inert arisings to be removed from site and disposed of at recycling centre, where it will subsequently be crushed for re-use.

12.3 – NOISE & VIBRATION

Throughout the demolition process, noise is to be kept to a minimum; this will be achieved in various ways as detailed below.

1. Use of correct plant for specific tasks ensuring plant is fully maintained.
2. Using 'quietest' method when both demolishing structures and removing hardcore and concrete, i.e., using bucket or pulveriser rather than impact breakers.
3. Leaving part of external envelope of particular buildings intact whilst removing materials. This will be determined by structural stability of buildings as demolitions proceed.
4. Ensuring works are only carried out within agreed working hours.

12.4 – DUST

Dust may present itself as a hazard during demolition works. This will be controlled by means of dampening down using water supplies around the site. During structural demolition suppression will be via fire hoses with operatives to gain access above structure where necessary by means of MEWP to enable water to be sprayed onto the workface

12.5 – FUEL

Storage of fuel for plant will be in secure 110% bunded bowsers with no external openings/taps. Spill kits will be kept in marked up yellow containers adjacent to the bowsers to clear up any fuel spillages. Operators to report any spillages ASAP to Site Manager immediately. Foam fire extinguishers will also be available.

12.6 – DRAINAGE & CONTROL OF RUN OFF

Whilst it will be necessary to control dust with water, care has to be taken to ensure that general site dirt and dust does not enter the existing drainage system. Gullies will be protected by filter rolls and/or pads that will be checked regularly for effectiveness and replaced as appropriate. These are to be checked by the Site Manager/Site Supervisor and replaced as necessary.

- The final lateral drain before leaving site will be bunded to prevent any demolition arisings from contaminating the public waterways/sewers.
- All other redundant drainage within the site boundary will be removed.

12.7 – PEST CONTROL

Whenever possible stockpiles of waste will be kept to a minimum, food waste will be removed from site on a regular basis and all accessible bins on site are kept clean covered to reduce the likelihood of vermin.

- Bait boxes shall be installed along the perimeter and welfare areas where required.

12.8 – STOCKPILES

Whenever possible stockpiles of brick / concrete will be kept to a minimum. Materials will be loaded away as they arise. However, in some areas, this may not be practicable. In this instance the stockpiles will be kept dampened to avoid migration of dust.

SECTION 13 – SITE SECURITY

13.1 - SECURITY

The site fencing will be checked for security and integrity at the beginning and end of each working day.

13.2 - VISITORS

- All visitors to site will be escorted on site-by-Site Manager/Site Supervisor or his nominated deputy.
- Visitors will be required to sign in at the office and must wear appropriate PPE, which will be a minimum of hard hat, gloves, safety glasses, appropriate footwear and high visibility clothing. (Dedicated PPE, excluding footwear, for use only by visitors, will be kept at the office.)
- Note: If visitors do not have suitable footwear they will be restricted as to where they can walk around the site by the Site Manager/Site Supervisor.
- As visitors to site will be always escorted around site, a full induction is not required, instead visitors will undergo a brief site induction detailing site rules, any 'no go' areas, etc.

SECTION 14 – PERSONNEL RESPONSIBILITIES

14.1 – PROJECT MANAGER

Is responsible to the Operations Director for:

- Directing the project team under his control to implement the Safety, Health, Environment & Quality (SHEQ) Policy.
- Fully understanding personal responsibilities under the HASAWA 1974 and all supporting legislation and treat the health and safety of persons under their control as a matter of the highest priority.
- Organising/monitoring the project to comply with the Safety, Health, and Environment & Quality Policy.
- Appointing qualified First Aider for the project.
- Disciplining/reporting any person who is careless in regard to their own safety or the safety of others.
- Attending regular meetings with the Client and/or their representatives as and when required.
- Co-operating in all opportunities available for safety training and assessing the individual training needs of the project personnel.
- Responsible for checking and agreeing with sub-contractors' Method Statements and passing information to the Principal Designer.
- Responsible for reviewing and updating the Health & Safety Plan as required and providing a report on progress of the works for use at progress meetings.
- Responsible for providing all relevant information for inclusion in the Health & Safety file and presenting this file to Principal Designer on completion of the works.

14.2 – SHEQ MANAGER

Is responsible to the Managing Director for:

- Carrying out Health & Safety Site Inspections and recording findings.
- All aspects of site safety training, refresher and specialist training where necessary.
- Ensuring that all operatives are trained and competent in their work process.
- Ensuring that all information affecting site Health & Safety is communicated to the work force.
- Ensuring that the Company Safety Policy is implemented at all times during the project.
- Advising on safe working procedures and monitoring to ensure compliance.
- Checking works are being carried out as laid down in the Health & Safety Plan and Method Statements.
- Reporting any person found to be careless with regard to their own safety or omissions that affect others.
- Encouraging all persons to show awareness and attention to safety matters.
- Ensuring that all registers and forms that are required be maintained on the project, kept up to date and available for inspection.

14.3 – SITE MANAGER/SITE SUPERVISOR

Is Responsible to the Project Manager for:

- Familiarising himself with the project safety requirements and implementing these as required.
- Carrying out instructions given by the Project Manager and Health & Safety Adviser.
- Keeping up to date a specific site diary, which will be issued by the office on request.
- Observing safety regulations, risk assessment and method statements at all times.
- Carrying out site inductions and briefing method statements as required and recording all such sessions.
- Delivering Toolbox Talks no less than 1 every 2 weeks and recording sessions.
- Taking the best possible care of their own health and safety, that of colleagues and operatives and anyone else whom the works may affect.
- Ensuring that safe systems of work are maintained, and plant is kept in good order thus keeping the level of disruption to a minimum.
- Reporting any fault or failure of any plant or system to the Project Manager/Plant Manager to enable rapid rectification.
- Ensuring any action required as the result of a site inspection by the Health & Safety Adviser or others is rectified as a matter of priority.
- Ensuring that all personnel are aware of emergency procedures and whereabouts of First Aiders.

14.4 – SITE OPERATIVES

are responsible to the Site Manager/Site Supervisor for:

- Ensuring that all instructions given are carried out in accordance with Risk Assessments, COSHH Assessments and Method Statements.
- Ensuring that they take reasonable care of their own Health and Safety and carry out their works in such a manner that does not affect others.
- Reporting of any condition that they see that they may consider being of risk to anyone.
- Reporting any defect or loss of equipment issued in the interests of personal protection or which may result in risk to fellow operatives or others.
- Ensuring that they familiarise themselves with all site emergency procedures.
- Complying with General Site Rules, which are posted in their welfare facility and contained herein.

14.5 – TEMPORARY WORKS COORDINATOR (TWC)

The TWC should be the first point of contact between the designer and the site team for all TW matters.

The TWC should be responsible for ensuring that the organisation's procedure for the control of Temporary Works is implemented on site.

The TWC should be responsible to the organisation's Designated Individual, for ensuring the Temporary Works design is implemented in accordance with the relevant drawings and the specification.

The TWC should define and record the actual responsibilities of each TWS, where appointed (see 4.5).

The principal activities of the TWC are to:

- Co-ordinate all temporary works activities.
- Ensure a temporary works register is established and maintained.
- Ensure that the various responsibilities have been allocated and accepted.
- Ensure that a design brief is prepared with full consultation, is adequate, and is in accordance with the actual situation on site.
- Ensure that any residual risks, identified at the design stage, assumed methods of construction or loading constraints identified by the designer of the permanent works are included in the design brief.
- Ensure that a satisfactory temporary works design is carried out.
- Ensure that a design check is carried out by someone who was not involved in the original design this should include checking for:
    1. concept
    2. structural adequacy
    3. compliance with the brief
- Where appropriate, ensure that the design is made available to other interested parties, e.g., the Principal Designer or the designer of the permanent works.
- Register or record the drawings, calculations and other relevant documents relating to the final design.
- Ensure that those responsible for on-site supervision receive full details of the design, including any limitations and guidance notes associated with it and prepare a specific method statement.
- Ensure that checks are made at appropriate stages.
- Ensure that any proposed changes in materials or construction are checked against the original design and appropriate action taken.
- Ensure that any agreed changes, or corrections of faults, are correctly carried out on site.
- Ensure that during use of the temporary works all appropriate maintenance is carried out.
- Ensure all necessary Perimetry is issued by the TWS.
- Ensure that a documented safe system of work is in place and implemented for the installation and dismantling of any temporary works.
- Ensure that any relevant information for the health and safety file is transmitted to the Principal Designer.
- In all cases, ensure that the TWSs are operating in accordance with the approved procedures.

The TWC appointed for this project is TBC

The TWC Signature TBC

14.6 – TEMPORARY WORKS SUPERVISOR

The TWS should be responsible to the TWC. The TWS should assist the TWC in the supervision and checking of the temporary works. This should include the supervision of the erection, use, maintenance and dismantling of the temporary works, as applicable. This should also include carrying out inspections of the scheme and formally recording the findings on JMR form, and liaising with the TWC to ensure any modifications to the scheme or differences from the envisaged conditions (use or environmental) are drawn to the attention of the designer.

The TWS has been delegated the responsibility for the issuance of site Permits for the installation, loading, alteration, and dismantling of any temporary works.

The TWS appointed for this project is TBC
The TWS signature TBC

SECTION 15 – TRAINING

15.1 – GENERAL

Personnel employed on the site will have received formal training from an approved body, i.e., NDTG, CITB accreditation and will hold a valid CSCS card as a minimum. The client expects all employees to have undertaken asbestos and demolition awareness training.

A Summary Competency Training Matrix is retained on site-by-Site Managers/Site Supervisors, which illustrates the competency of all site personnel.

15.2 – SITE INDUCTION TRAINING

The Site Manager/Site Supervisor will ensure that all operatives are suitably and adequately trained for the work that they do or are likely to do.

All personnel engaged on site must undergo a site-specific health & safety induction session prior to starting work on site. This will be delivered by the Site Manager/Site Supervisor.

The following must be included in the site induction:

- Project safety rules.
- The arrangements and rules regarding working in the vicinity of asbestos.
- Emergency procedures, which are to be agreed with Client/Principal Designer.
- Explanation of Method Statement/Health & Safety Environmental Plan and any implications this may have.

These items should be considered a minimum and each contractor should add any information relevant to their activities.

A record must be made on a JMR Form of all Site Inductions and submitted to the Project Manager giving the following details:

- Site
- Duration
- Details of Induction
- Date of induction
- Name and signature of all attendees
- Name of the inductor

All visitors to site will undergo a reduced induction from Site Manager/Site Supervisor on site. They will also sign to confirm they have received an induction, before starting works.

15.3 – METHOD STATEMENT BRIEFING

All personnel engaged on site must undergo a Method Statement Briefing session specific to their work prior to starting work on site. This will be undertaken by the Site Manager/Site Supervisor.

An explanation of Method Statement/Health & Safety Plan and any implications this may have must be included. These items should be considered a minimum and any subcontractor should add any information relevant to their activities.

A record must be made on a JMR Form of all Method Briefings and submitted to the Project Manager, giving the following details:

- Site
- Duration
- Brief Details of Method
- Date of briefing
- Name and signature of all attendees
- Name of the briefer

15.4 – TOOLBOX TALKS

Toolbox Talks are to be held throughout the duration of the project. The topic of each talk will be specific and may relate to any of the following:

- Daily briefings of works that day.
- Standard NDTG Toolbox Talk
- A current work activity
- A future work activity
- An adverse trend in site working practice.
- A safe working procedure
- A method statements.
- Any 'No Go' areas
- Special items requested by management.

A record must be retained of all Toolbox Talks on an HSF16 Form and submitted to the Project Manager, giving the following details:

- Site
- Duration
- Brief details of Talk
- Date of induction
- Name and signature of all attendees
- Name of the briefer

Toolbox talks are to be carried out on a fortnightly basis as a minimum and as and when required or dictated.

No. 1. General Duties
No. 2. Advice to Employees
No. 3. Responsibilities
No. 4. Housekeeping
No. 5. Personal Points
No. 6. Working Dress
No. 7. Eye Protection
No. 8. Heads & Feet
No. 9. Noise
No. 10. Skin Care

No. 11. Alcohol
No. 12. Fire
No. 13. Manual Handling
No. 14. Safe Stacking
No. 15. Hand Tools
No. 16. Portable Electric Tools
No. 17. Working Safely with Electricity
No. 18. Welding Safely
No. 19. The Safe Use of Ladders
No. 20. Step Ladders
No. 21. Trestle Scaffolds
No. 22. Tower Scaffolds
No. 23. Do's & Don'ts on Scaffold
No. 24. Openings & Edges
No. 25. Work on Roofs
No. 27. Excavations
No. 28. Demolition
No. 29. Slings
No. 30. Chains
No. 31. Shackles
No. 32. Hooks & Eye Bolts
No. 33. Working with Compressed Air Tools
No. 34. Banksmen/Slingers
No. 35. Compressed Gas Cylinders
No. 36. Cartridge Hammers or Rivet Guns
No. 37. Abrasive Wheels
No. 38. Control of Substances Hazardous to Health Regulations
No. 39. Use of Fire Extinguish

SECTION 16 - COMMUNICATION

16.1 – GENERAL

The successful implementation of this Health & Safety Plan depends upon there being adequate coordination, communication and liaison between the various parties. Contractor site staff will encourage continuous informal liaison, discussion and provision of information with all concerned to ensure effective co-ordination of all activities on site. In addition, the following formal arrangements have been made:

16.2 – PROGRESS MEETINGS

The Project Manager is responsible for arranging necessary meetings in order to ensure all parties are up to date with the progress of the project.

The nature of the project means that informal meetings will take place continually between different parties to ensure uninhibited progress of the works. However, as a minimum requirement, the following meetings will be arranged:

DAILY ACTIVITY BRIEFINGS (DAB)

- Meetings prior to commencement of each shift between Site Manager/Site Supervisor and staff on site, to discuss the day’s work/No Go areas/plant movements/asbestos removal areas.
- Meeting with client’s representative to discuss the day’s work along with traffic movements etc.

WEEKLY MEETINGS

- Toolbox Talks with all operatives. Particular subjects can range from manual handling to asbestos removal. The Site Manager/Site Supervisor can decide as to subject matter to suit site conditions.
- Progress meetings with the Project Manager team to discuss every aspect of the works.

MONTHLY MEETINGS

- Progress meetings with client's representative, Principal Designer and Principal contractor will be chaired by the Principal Designer. These meetings will be to discuss all matters including programme, etc.

16.3 – BETWEEN THE CLIENT'S REP/PRINCIPAL DESIGNER

Principle contractor and the client's representative will review the implementation of the Health & Safety Plan as an agenda item at their progress meeting, which will be held weekly. The Site Manager/Site Supervisor will not instruct personnel or contractors to carry out work on a site without the required consultation and cooperation.

16.4 – BETWEEN CONTRACTOR AND SUBCONTRACTORS

Contractor will hold regular planning and coordination meetings as appropriate with each subcontractor where health & safety will be the first item on the agenda. At these meetings matters related to the assessment of risk or proposed methods of work will be discussed, as will the interface with the contractors' activities. A record will be maintained and circulated of all the relevant discussions regarding health and safety and the environment.

Site management must satisfy themselves the subcontractor is competent and must assess their impact on other works on the site. It may be that the interfaces are totally incompatible in which case a change in working methods or phasing of the work may be necessary to reduce risk.

Co-ordination and liaison of day-to-day health and safety matters will be carried out between each subcontractor's nominated manager and managers from the Project team. Each member of the team will be responsible for ensuring that appropriate records of such co-ordination and liaison are maintained.

Assessment of Subcontractors

We use only approved subcontractors on our sites. This involves the completion of our Subcontractor Health and Safety Questionnaire by the subcontractor for approval by our Health and Safety Advisor and Technical Director. All potential subcontractors are vetted in accordance with our BS EN ISO 9001 certification and if successful placed on our Approved Subcontractors' List.

Once employed, subcontractors must adhere to our subcontractors' code of practice which we issue to them and ask them to sign to show that they have read it and will comply.

Method Statements will be required from these subcontractors for any work being carried out on site. The Method Statement must be agreed with Contracts Management and the Site Supervisor before work begins. A copy of the document is kept on site to enable the maintenance and monitoring of compliance. Subcontractors are also monitored on a daily basis by the Site Supervisor.

Safety and environmental information are disseminated to subcontractors using various methods and documents, these include Pre-Start Meetings, Site Specific Inductions, Toolbox Talks, Company Memo's, Presentations, Seminars, Company Health Safety & Environmental Handbook, Pre-Construction Information, Method Statements, Risk Assessments, COSHH Assessments, Permit to Work, Subcontract Agreements, Subcontract Code of Practice, etc.

Each document is issued to the subcontractor so that they can read and understand the hazards, risks and associated control measures. The documents are signed as a record of issue, understanding and compliance.

We also undertake a subcontractor performance review post project which is completed by the Health and Safety Advisor, Contracts Manager and Site Supervisor (project team). Feedback is given to the subcontractor and if improvement is needed the subcontractor must demonstrate that they have rectified this.

16.5 – VISITS BY THE HEALTH & SAFETY EXECUTIVE

Any visit to a project by a Health & Safety Executive Inspector will be notified by Site Manager/Site Supervisor to the Project Manager team and the Health & Safety Adviser promptly.

16.6 – OCCUPIED ADJOINING PREMISES

Prior to works commencing, the contractor will make a letter drop to local residents, providing basic details of the project and telephone numbers for key members of the project team.

Monthly Newsletters will also be produced, providing updates as to the status of the works.