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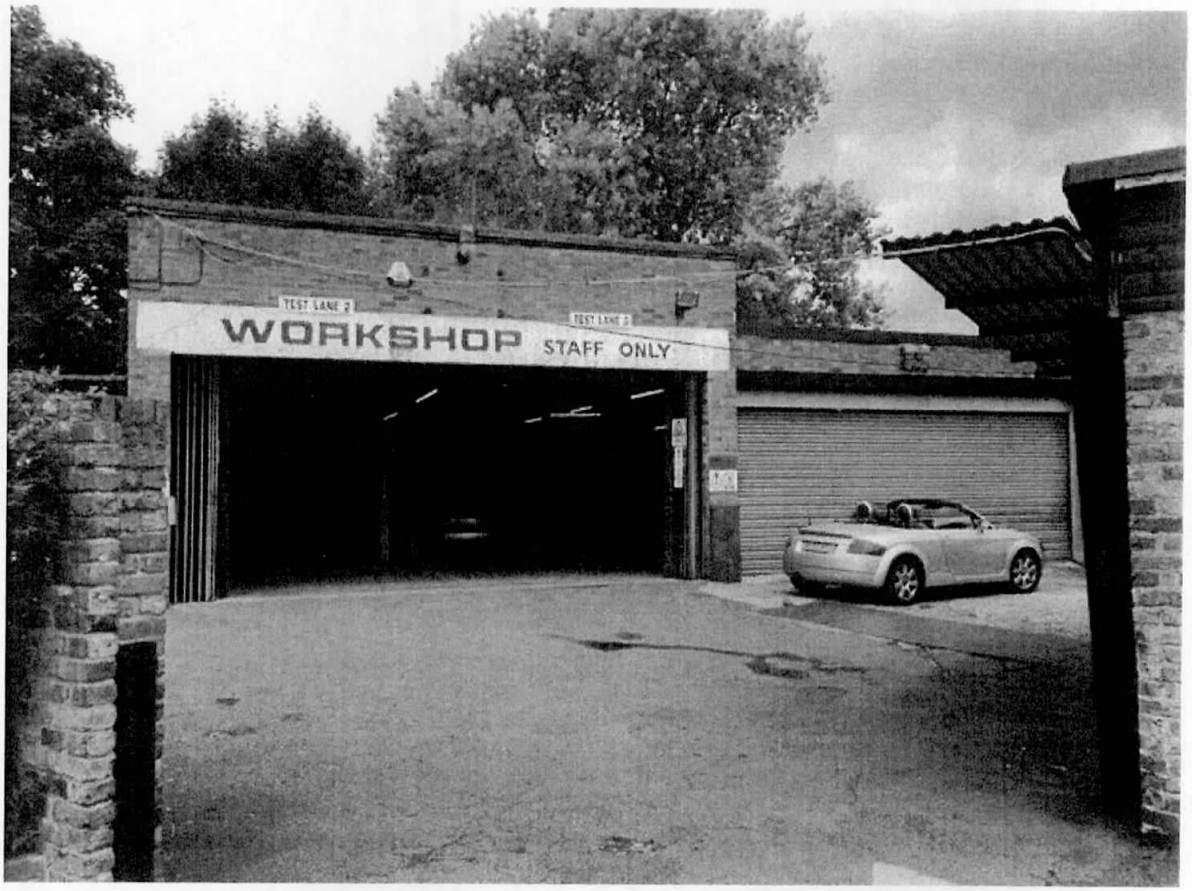
HEALTH & SAFETY PLAN

Demolition of
Punters Garage, 22 New Road, Hillingdon
UB8 3DX



For
Aquinna Homes Ltd.
October 2017

Presented by Button- Linguard under the requirements Of the Construction (Design and Management) Regulations 2015

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Demolition of Garage Buildings at Punters Garage

1 - Project Directory

1.1 Project Title and Address:

Demolition of Garage Buildings./Workshop/ Office r/o 22 New Road Hillingdon.

Client: Aquinna Homes Ltd

Telephone: 01494 739400
Contact: Simon Seymour

CDM Co-ordinator:
Contact: N/A Less than working 30 days

Principal Contractor:
Button-Linguard
BL House
Pix Farm Lane
Hemel Hempstead
Herts
HP1 2RY

Contact: Roy Gibbons
Telephone 01442 879440

2 - Project Particulars

2.1 - Introduction

This document is presented by Button-Linguard as part of our documentation for the demolition of the above and is subject to amendments and development.

All Demolition works as described within this document are to be carried out in accordance with Code of Practice for Demolition BS6187: 2000

The works described hereafter will be executed in compliance with our company's Health & Safety Policy and in accordance with Button-Linguard Standard Rules and Procedures together with the CDM Regulations 2007 and our company's Site Rules.
The method and sequence of works will be agreed between our Director –Roy Gibbons and the appointed Site Manager/Foreman

2.2 – Brief Description of Works

The demolition of all buildings and removal of all arisings.
Excavate and remove concrete floor slab and foundations.

2.3 - Existing Environment

The site is located off a fairly quite residential road and access is via gated entrance. There are residential homes adjacent to the site and other residential houses close by.

2.4 - Existing Site Conditions (Services)

All services are due to be terminated prior to our commencement on site. However our Site Manager shall check to his best ability to ensure that the services are "dead".

2.5 - Existing Site Conditions (Asbestos)

As the premises are currently occupied we are not able to conduct a Demolition & Refurbishment Asbestos survey. This will be put in place as soon as the premises are empty and the resulting survey will be added to this document. Any asbestos found will be removed in accordance with H&SE regulations.

2.6 - Existing Site Conditions (COSHH)

Prior to commencement of works the Contract Director and Site Manager will carry out a site survey to identify substances notifiable under COSHH regulations, and carry out a full Risk Assessment, to be included within the Health & Safety Plan.

2.7 - Project Programme & Working Hours

The works will be carried out during normal working hours 8.00 a.m. – 5.00 p.m. Monday – Friday.8-1pm Saturday. No works to be carried out on Sunday. This is subject to any alterations or amendments.

2.8 - Health & Safety Responsibility

The Director - Tom O'Haire has overall responsibility for the implementation of our company's Health & Safety Policy. The Site Manager is responsible for ensuring that the employees under his control fully understand and observe all aspects of the company's Health & Safety Policy and Procedures.

2.9 - Management & Site Organisation

The Contract Directors - Roy Gibbons and Tom O'Haire are jointly responsible for the safe execution of the works. The Contract Manager is answerable to the Directors. The Site Manager is answerable to the Directors and the Contract Manager. The Site Operatives are under the control of and answerable to the Site Manager/Foreman

2.10 - Safety Training

Only demolition operatives and plant operators who hold current Certificates of Training and Competence as Demolition Operatives or Plant Operators will be allowed to work on the demolition sections of this contract. Non-certified demolition operatives will be allowed to carry out general labouring work and stripping out works.

The Contract Manager will ensure that the Site Manager has been briefed on all aspects of the works and that he has received a copy of this Method Statement, Hazard Identification and Risk Assessment Forms, Specification / Schedule of Works and Site Plans / Drawings, which he understands and agrees with.
All operatives arriving on site will be required to attend the Site Induction Meeting prior to commencing any tasks / work. The meeting will be presented by either the Site Manager or Contract Manager and will cover all relevant aspects of health & safety, site conditions, emergency procedures as well as all welfare. All operative attending Site Induction will be required to sign the Induction Register to show they have attended and understood the meeting.

As required (usually once a month) the site management will arrange for 'tool box' talks. These are designed to keep the work force updated on latest Health & Safety requirements and relevant site issues and conditions that need addressing.

2.11 - Communication Arrangements

The Site Manager will be provided with a mobile phone to make contact with the Contract Directors / Contract Manager on a day-to-day basis and for emergency procedures.

The Contract Manager and or Contract Directors will hold regular meetings on site to discuss the works program, health & safety issues as well as any issues that require an on site input.

Section 3: Welfare, First Aid and Accidents

3.1 - Personal Protective Equipment

The company will provide all necessary Personal Protective Equipment for the contract e.g. hard hats, masks, gloves, ear/hearing protectors, goggles, Hi-Vis waistcoats and first-aid kit. The company will also review and consult with the Site Manager on any further PPE requirements he may require.

Where a risk of falling from height is identified, then a Risk Assessment will be carried out by the Site Manager in conjunction with the Contracts Manager and if required suitable scaffolding tower / working platform may need to be erected by a competent person. A representative of the company will inspect the scaffolding before use and details of the inspection must be recorded in the Scaffolding Inspection Register. Health and Safety recommendations for working with Ladders, Trestles, Stagings, etc., are set out in our company's H & S Policy which all operatives are required to comply with. The Site Manager will record PPE items in the PPE Register.

3.2 - Toilet and Washing Facilities

The Site Manager will inform the site operatives of the location of the existing on site welfare facilities and make regular inspections of the facilities to ensure they remain clean and tidy.

3.3 - First Aid - Appointed Person

The Appointed Person on site for First Aid will be the Site Manager. He will ensure that the contents of the First Aid Kit are maintained and readily available. He will inform all site operatives that he is responsible for First Aid and that all accidents must be reported to him immediately.

3.4 - Accident - Action/Investigation/Reporting

Should any person sustain injury or accident requiring hospital treatment the Site Foreman will telephone **999** for emergency services.

The nearest **A&E Hospital is: Hillingdon Hospital**
Pield Heath Road, Uxbridge, UB8 3NN

Distance from site 1.8 Miles

TELEPHONE: 01895 238282

Any accident or dangerous occurrence must be recorded in the Accident Book Form 1510 and reported to the Contract Manager / Contract Directors. The Site Foreman must stop the works. The Contract Manager / Contract Directors will investigate the cause of the accident or dangerous occurrence.

Accident Investigations are to be carried out in accordance with company procedures.

The Contract Directors / Contract Manager and Site Foreman will agree an immediate course of action to be taken to ensure that what caused the accident or dangerous occurrence is not allowed to re-occur. The Project Manager should be informed of the occurrence as soon as possible.
The Contract Directors / Contract Manager will report the accident or dangerous occurrence to HSE if required, and sent within 10 days of the occurrence in compliance with RIDDOR '95.

Section 4: Preparation Prior to Commencement

4.1 - Site Survey

On taking possession of the site carry out a full survey of the structure, site and surrounding area in consultation with all relevant parties to comply with the Management of Health & Safety at Work Regulations 1999 and COSHH Regulations 1999.

Prior to demolition commencing on site carry out a survey to ascertain the route of all relevant services. Knowledge of any buildings services must be obtained prior to any demolition works being carried out. If a 'CAT' survey of the site area has not previously been carried out and plans produced do not show the layout of any services, it may be necessary for such a survey to be carried out.

4.2 - Risk Assessment

It may be necessary to carry out a Risk Assessment to identify potential risks that will need to be addressed. Before beginning work a site evaluation form will be completed identifying the risk. During the course of the survey we will assess the level of the risk, whether the risk will be covered in normal site procedures and what further course of action will be required. Once the inspection is complete the Risk Assessment will be attached to this document prior to commencement on site and all relevant parties will be made aware of potential risks. We have identified certain "risk" items and they have been included in this document

Should any material be discovered during the execution of the works, which had not been identified at tender stage, and which could represent a significant health risk to site operatives or the public. The Site Manager will order the works to be stopped in the area where the risk exists and vacate the area.

The Site Manager will report his findings to the Contract Directors /Contract Manager who will inform the Project Manager. Work shall not re-commence in that location until the Contract Directors / Contract Manager is satisfied that it is safe to do so.

The Project Manager must always be informed, as soon as possible, if risks or hazardous materials are discovered which were not identified at the tender stage. The Project Manager will be informed of any alteration or revision of the Method Statement as soon as possible.

4.3 - Disconnection / Diversion of Services

Disconnection / diversion of all services is the responsibility of the Contractor and confirmation will be required that all services have been terminated prior to commencement of works.

The Site Manager will ensure that all services within our building are 'dead' and that all tanks and pipework are drained down. The Site Manager will inform all operatives that no cables or pipework is to be cut or radiators disconnected until he gives his instructions.

Check that a water supply is available and suitable for connecting of hoses to spray water during demolition and site clearance if necessary.

4.4 - Selection of Plant and Equipment

The Contract Manager will agree with the Site Manager the amount and type of plant and equipment required for the safe execution of the works.

Section 5: Emergency Procedures & Fire Precautions

5.1 - Emergency Procedures

Should any situation arise which could be considered an emergency the Site Manager will immediately inform the operatives on site and take appropriate action. A designated meeting/muster point will be agreed with all operatives before works commence.
The Contract Manager will also be informed and together will assess the situation, decide on further action and inform the client as soon as possible. Fire extinguishers, hose and water supply will be available.

5.2 - Emergency Contact Telephone Numbers

Normal Working Hours

During normal working hours the Directors - **Tom O'Haire or Roy Gibbons** or the Contract Manager Tim Turner will deal with any query concerning the works on the following numbers:

Telephone Numbers: 01442 879440

Facsimile Number: 01442 879442
Email: enquiries@button-linguard.co.uk

Mobile Telephone Numbers: Tom O'Haire 07973 361 555
Roy Gibbons 07973 894 768
Tim Turner 07736 695 097

Outside Normal Hours

Outside normal Working Hours and Weekends the Directors or Contract Manager can be contacted on the following telephone numbers:

Tom O'Haire:
Roy Gibbons: On the above mentioned mobiles
Tim Turner

5.3 - Fire Precautions

The Site Manager/foreman will be responsible for ensuring that fire precautions are adhered to at all time and for raising the alarm and informing all operatives and visitors of the 'Muster' point if a fire does occur.

In the event of a fire within the building it may be necessary to evacuate the building. Our Site Manager will carry out the company's own emergency evacuation procedure.

No burning of waste is allowed on site and the Site Manager will inform all operatives.

The Site Manager shall ensure that waste timber, paper, carpets, etc. that could become a fire risk are not allowed to accumulate on site.

The Site Manager must ensure that access for Fire Engines to the site is not obstructed at any time.

The Site Manager will inform all site operatives of the "No Smoking Rule". Smoking of cigarettes, cigars or pipes is not allowed anywhere within the building. The No smoking legislation July 1 2007 will apply.

5.3 - Fire Precautions Cont'd

Cutting of pipework, tanks, etc. with abrasive wheel cutting equipment will only be carried out by experienced and trained operatives in accordance with the conditions of the Hot Work Permit issued by the Site Manager. The Site Manager will check the works during and after any 'Hot Works' every **Half-Hour.** All Hot Works are to be completed **1 Hour** before the end of the working day, The Site Manager shall check all areas where a Hot Works Permit has been issued for that particular day prior to leaving site,

A fire extinguisher must be provided for each area where any hot cutting is carried out. The Site Manager shall inform all site operatives of the storage point of the fire extinguishers and a location plan will be issued to all employees at their Site Induction, and agree action to be taken on discovering a fire or hearing the alarm.
Fuel for plant will not be stored on site. When any plant requires re-fuelling the containers will be delivered to site, the fuel filled into the tank of the machine and the empty container cleared from site.

Section 6- Preparation Period on Site

6.1 - Access/Egress - Control of Traffic

Access / egress to the site will be via the new entrance formed in Connaught Place. **Although this is a fairly quite cul de sac road, all traffic entering and exiting the site will be supervised. All drivers visiting the site will be instructed to take care.**

6.2 - Site Security and Signs - Exclusion of Unauthorised People.

Prior to commencement of any site works the Site Manager will check the integrity of the boundary fencing.
Fix warning signs in prominent positions on the boundary fencing e.g. Danger - Demolition in Progress; Hard Hats Must Be Worn; Keep Out- Demolition.

6.3 - Control of Noise

All plant and equipment will be properly silenced and maintained to ensure that noise levels are kept to a minimum while the works are being carried out. Operators of plant will carry out inspections of machinery or equipment daily, report any defects to the Site Manager who will arrange for repairs to be affected without delay.
The Site Manager will ensure that ear protectors are worn by site operatives as recommended in our Health & Safety Policy and in accordance with The Noise at Work Regulations 1989.

6.4 - Control of Dust

The Site Manager shall ensure that no unnecessary movement of demolished materials takes place and if he considers it necessary that water is sprayed over the structure while demolition is in progress and while debris is being loaded on Lorries or containers.

6.5 - Control and Disposal of Waste

All waste arising from the works will be loaded into suitable containers or Lorries and disposed of at approved disposal locations or licensed tips. Only licensed hauliers will be used to cart waste from the site to the approved tips.

6.6 - Protection from Falling Materials

The Site Manager will ensure that a banksman is in attendance at all times when demolition work is being carried out to ensure that all site operatives and visitors are kept at a safe distance away from any falling materials.
The Site Manager will arrange for the erection of suitable scaffolding or towers if he considers it necessary to provide protection from falling materials.

6.7 - Manual Handling and Manual Handling Assessment Checklist

The Site Manager will complete a manual handling assessment checklist in accordance with our company's Health & Safety Policy.

Section 7 – Site Rules

7.1 - Site Rules

a. All employees and visitors to site are obliged to observe our Safety Rules and Procedures, and comply fully with our Site Manager's instructions and our Health & Safety Policy.

b. The Site Manager will ensure that no person will be allowed to work on site until he/she has attended a Site Induction course.

c. No fires to be allowed on site.

d. All power supply for all plant and tools shall be reduced to 110 volts.

e. A copy of this document shall be kept on site at all times.

f. Hard hats and suitable footwear are to be worn by operatives, sub-contractors and visitors to Site at all times.

g. Site operatives must wear high visibility waistcoats while engaged in the works.

h. Visitors will be not be allowed access to the site except by permission of the Site Manager. The Site Manager must ensure that any visitor is accompanied at all times and is made aware of any potential hazards or risks. All visitors will be required to sign the Visitors' Book.

i. The Site Manager will ensure that all operatives wear personal protective clothing and equipment when necessary.

j. Site operatives will report to the Site Manager any accidents or dangerous occurrences.

k. Plant or vehicles must not obstruct access routes for fire engines at any time.

l. The playing of radios and the like is not allowed on site.

m. Smoking of cigarettes, cigars, etc. inside the building is not allowed and the new No Smoking law July 1st 2007 will apply.

n. Consumption of alcohol will not be allowed on site. Operatives under the influence of Alcohol will be sent home, and could face further disciplinary action.

o. Only Site Management are permitted to use mobile phones on the site.

Section 8-Method Statement

Check temporary fencing and boundaries to ensure the area of works is fully enclosed and safe.

Fix warning signs in prominent positions on the fencing.

Check the integrity of the site boundary before and after work each days work.

Check that all services have been disconnected and that a hose has been connected to the water supply.

Ensure that fire extinguishers are in place and that site operatives have been informed of the location of the water supply and fire extinguishers.

The site manager will check the structural stability of the structure prior to commencing any further works, to ensure that he is aware of the condition of the building.

Prior to commencement all internal rubbish will be removed from within the building. Then a soft strip of all fixtures, pipe work and light fittings will be carried out, loading all resulting debris into a container and onto an approved tip

The Site Manager/foreman will ensure that no persons are allowed near any part of the building while Demolition is being carried out remotely by excavator or manually.

The Site Manager/foreman will act as a banks man himself or he will appoint a banks man to be in attendance while Demolition is in progress to ensure that no site operatives or visitors are put at risk.

If necessary, spray water over the structures to minimise the spread of dust while demolishing and loading debris into lorries or containers.

The main demolition will be achieved using a 12 tonne or similar size 360 excavator fitted with a grab or muncher. Then, working from the roof downwards carefully remove all roof boarding/coverings and joist/ steelwork then demolish the brick walls etc. to the remaining flat roof structure(s) following a sequence which is the reverse to the construction process. This will be performed progressively and remotely down to top of ground floor slab/foundations. The floor slabs will be broken up and the resulting material will be removed as demolition progresses.

Load the resulting debris into Lorries and cart away to an approved tip.

Any basements/voids will be back filled with hardcore to avoid possible injury and the site leveled.

The Site Manager shall ensure that no part of the building is left unattended in an unstable condition at any time. Demolition debris must not be allowed to accumulate against any part of the structure still standing. The manholes as identified on plan will sealed at the last interceptor. Drainage pipes will be removed.

Leave the site area clean and tidy and hand over to the client for inspection.

9.0 - Monitoring Arrangements

The Site Manager shall check the integrity of the site security fencing before commencing works each day and before leaving the site each day.

Prior to commencing demolition the Site Manager shall inspect daily the entire structure being demolished. This is to to ensure that no person remains within it and to monitor the effects of any demolition already carried out.

If there is any evidence of divergence from the expected condition or a need to alter the intended method he will report this to the Contract Director / Contract Manager and agree with him the immediate appropriate action and precautions to be taken. The Contract Director / Contract Manager will inform the PA as soon as possible.

The Site Manager will continually monitor the works to ensure that all works are executed safely.

The Contract Directors / Contract Manager will make regular visits to site to inspect the works and ensure that all works are being properly executed. The Contract Director / Contract Manager will have regular meetings with the Site Manager to discuss method, progress, site safety, security, etc.

Roy Gibbons
Managing Director
Button-Linguard
October 2017