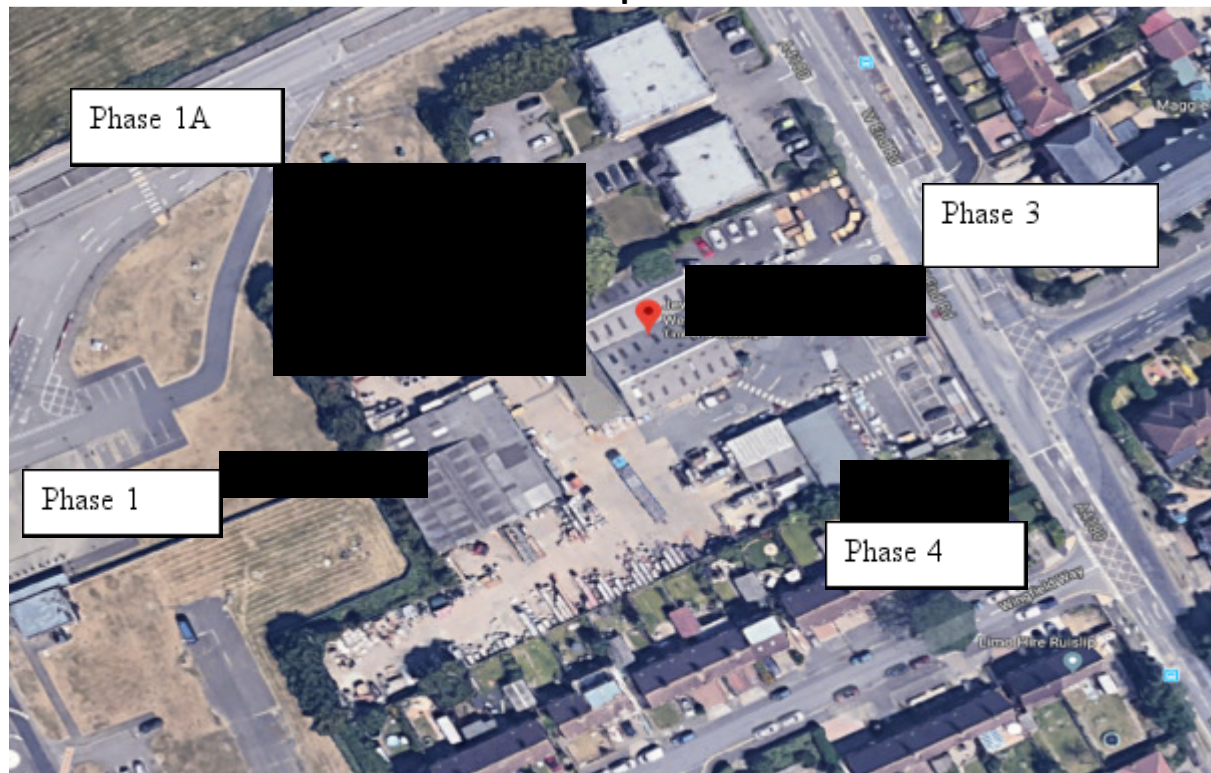


Method Statement & Demolition Plan

Contract Title	Removal of Non - Licensed Asbestos materials & Demolition to Site plan of 314 West End Road Ruislip Jewson Store HA4 6RE	JobNo.	DBS0526
Version Number	001	Date Produced	26/11/19
Contractor Name	Prince Build 31/35 Kirby Street Farringdon London EC1N 8TE	Project Manager	Ryan Elliott
Compiled By	Kevin Dillon	DBS Health & Safety	(THSP) The Health & Safety People Tel:03456 122 144
Contracts Manager	Ashley Bins Mob:	Site Supervisor	Stephen Archer – 07715 051646

NOTE: Any works which are requested to take place outside of the scope outlined in this method statement are to be initially assessed with any amendments made accordingly. This document and any other associated risk assessments must be reviewed and agreed by all parties carrying out works. This includes any amended documentation.

Site Address: Removal of None licensed Asbestos & Strip out & Demolition, 314 West End Road Ruislip Jewson Store HA4 6RE



Works to be covered by this statement: DBS to carry out the Non – Licensed Asbestos Removal and Demolition of Various Buildings over a 4 Phased Project

NOTE: Any works that are required to take place outside of scope of works, underlined in this method statement are to be assessed with any amendments made accordingly. This document and any associated risk assessments must be reviewed and agreed by all parties, prior to works being undertaken. Failure to do so could risk potential delays in adhering to work programme(s). This includes any amended documentation.

Careful consideration has been given to the location and scope of works. DBS Demolition Services Ltd fully understands the parameters to which they will work within, given the location of the works.

On no account will DBS Demolition Services Ltd, accept any unsociable behaviour of any nature by their employees whilst carrying out works on their behalf. Either on, or off site.

This is emphasized during initial onsite induction and during ongoing tool box talks.

Our employees are advised that should they contravene with these laws it will result in disciplinary action is being carried out and if necessary, instant dismissal being issued.

DBS working hours - 07:00 – 17:00 hrs

Restriction – All works to be carried out in normal work hours, Residential property nearby and adjacent to RAF Northolt No other restriction unless stipulated in initial **Prince Build site** induction.

Complaints - In the event of a complaint from a neighbour or a member of the public in relation to any site activity, they will be given the site managers details. Should complaints about odour, noise, dust or vibration be received, they will be addressed directly by DBS Demolition Contracts manager Kevin Dillon. Prince Build site manager to enable results at the time of the complaint to be reviewed, and where appropriate immediate actions employed to rectify the problem.

Where a valid grievance is raised measures will be put in place where practicable to avoid recurrence of the complaint.

Residential Area – DBS must adhere to any regulations in relation to working within residential and 'live' areas.

Parking on site - Parking available on site

Asbestos Survey - R&D survey required prior to commencement of work's, Any Unidentified Asbestos (ACM's) in the building. (vigilance taken when demolishing structures any suspicious findings, the area is to be cordoned off and sample to be taken by DBS site Supervisor or Prince Build nominated Contractor)

Any additional works required to be undertaken outside of original order/bill must be confirmed with DBS Contracts Manager.

Appropriate RAMS will be required and issued upon agreement of works. All extra costs to be agreed with DBS Contracts Manager prior to work commencement.

This document covers the following - Enabling and removal of Non-licensed asbestos and Demolition of buildings down to slab level.

DBS will work in conjunction with Prince Build Site team and carry out the following works:

Building A

- DBS are to remove and clear mezzanine floor structure within unit
- Removal of supporting mezzanine walls to building (A)
- Dismantle and clear rear Steel Canopy- Phase1A
- Asbestos removal works as report.

Building B

- Demolish and clear Building B down to Slab
- Take up Terrazzo Floor tiles from the floor slab
- Take down and clear palisade fencing to enclosure
- Asbestos removal works as report.

Building C

- Remove and Clear Non licensed Asbestos corrugated roof sheets along with other ACM as identified in the asbestos report
- Demolish & clear Building down to Slab

Careful consideration has been given to the location and scope of works. DBS Demolition Services Ltd fully understands the parameters to which they will work within.

- Work exclusion zone to live working area.
- Agreed Road Management Plan i.e. – call up procedure upon arrival.
- Permits to work

All works agreed as per 'bill of quantities' and at pre-contract stage between DBS Demolition and Prince Build.

Outside Authorities: (to be advised, e.g. HSE, Licensing Authority, Water Authorities etc)		Action by:	
• Site Plain / Site set up secure boundary • Emergency /Fire/Traffic Management Plan		Prince Build	
Plant Requirement:		Tools/Equipment:	
• 20/40 yard Ro/Ro skips • 14/20 Ton Excavator • Breaker • Selector Grab • Demolition Sheers • Oxy/Propane Cutting Equipment – if required • Moto Fog MFJ10 – Dust suppression • MEWP's – Scissor Lifts		• General Hand Held Tools • Site Radio – If required • 110v Grinders • Petrol Cutter – • Pump Truck • Respiration Saw • Full Fall arrest system (if required) • Task lighting • 110v Extension leads • Full Body Harness & Lan- yard (if required) • 110v Battery Screw Drills • Mobile towers	
PPE Requirement:		Job Specific PPE:	
• Hard Hat • Hi-visibilityVest • Safety Footwear • Eye Protection – EN166:2001 /EN166:349BT • Ear Protection • Gloves - 2.2.4.2 • Dust mask – Sundstrom Mask –SR 100 FFP3		• Dust Masks • Filter	
Details of any Isolations: (Public/Client personnel restricted access, electrical works etc.)		Action by:	
Principle contractor to ensure all services are identified and isolated prior to commencement of works.		Prince Build	
Welfare Provisions:		Action by:	
Canteen, toilets, drying room		DBS Demolition/Prince Build	
Personnel Training:		Action by:	
• Site induction • Supervisor CCDO Gold Card • CCDO / CPCS Cards • CSCS Cards • PASMA • First Aid • Banksman Training • Non licensed asbestos training		DBS Demolition	

Permits Required: (PC – Hot Works, Confined Spaces etc)		Action by:
Demolition Permit Permit to work. Working at height permit Temporary works coordinator Hot Works Permit Permits to Load Permits to Sling		Prince Build & DBS Demolition.
Emergency Procedures:		Action by:
Existing fire and escape plan as detailed during induction.		Prince Build , DBS Demolition
Delivery and safe storage of materials:		Action by:
On site lock up and compound.		Prince Build
Storage and disposal of general waste:		Action by:
Remove from site and pass on all waste tickets to the Principle Contractor for inclusion in the SWMP.		DBS Demolition Services
Storage and disposal of hazardous waste:		Action by:
N/A		N/A
Environmental Spill precautions:		Action by:
N/A		N/A

SAFE SYSTEM OF WORKS

C.O.S.H.H. Assessment

In accordance with the C.O.S.H.H. regulations, made under the Health and Safety at Work act 1974, the health of persons exposed to substances, hazardous to health, in the work place will be protected. The Control of Substances Hazardous to Health Regulations 1998 imposes duties upon employers and employees.

DBS Demolition Services Ltd will ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled.

So far as it is reasonably practicable, the prevention of adequate control of exposure will be secured by other means than personal protective equipment.

Where measures taken do not provide adequate control of exposure then in addition to taking these measures, DBS Demolition Services Ltd, will provide employees with, and ensure proper use of, suitable personal protective equipment that will adequately control their exposure.

The substances are those expected to be encountered during the course of the demolition works.

A COSHH Assessment will be carried out prior to the commencement of the works to establish if asbestos or other toxic waste is present on site.

The method statement is to be read strictly in conjunction with the risk assessment.

Any queries on any element of the works, method statement or safety of any particular job, you must Stop Work and consult your foreman/supervisor.

Any element of work not covered by the following method statement will be picked up at site level and covered by a separate method statement.

All DBS Demolition Services Ltd personnel will wear hard hats, protective footwear and high visibility vests and any other P.P.E. needed on site at all times.

It is the site supervisor's responsibility to ensure that all his workers on site read the method statement, the riskassessment and sign the enclosed form.

The signed form must be returned to the office within the first 2 days on site, and a second form is enclosed for any operatives that may join the site at a later time.

Controls to Safe Guard Third Parties and the Public

Prior to commencing works on site DBS site supervisor and operatives are to ensure that the necessary protection is in place with pass certificates also in place. This is to ensure that the temporary works have been checked and passed as safe. DBS will only work should there be suitable hoarding erected around the works areas (**Prince Build** to provide and put in place before starting).

At any stage should a DBS operative notice a hazard they will immediately inform DBS site supervisor and **Prince Build** site manager. Works will stop to any concerned location until the hazard has been made safe.

DBS operatives will ensure that they only use the routes that have been stated to use insuring that they stay clean and tidy at all times.

DBS will ensure that when a skip container is on site it is secured along with warning signs in place to stop unauthorized personnel entering the skip area.

DBS will also ensure that the skip is secured and not used after the end of each working day.

Gates to the site will always kept closed and only open to let plant in or out of site a closed immediately.

Controls Relevant to Works

DBS operatives are to ensure that all works are executed and controlled in a safe manner at all times whilst on site.

The key part to this contract is to minimise noise and dust levels to the surrounding area of **Ruislip Jewson site**.

Any arising dust particles will be controlled by using hand hoes pipe/ firemen hose to dampen the particles down.

DBS operatives will also ensure that temporary work screens i.e. hording are put in place by **Prince Build** prior to works beginning.

DBS site supervisor will also complete and file audits relating to noise levels whilst at work on site.

DBS site supervisor will also ensure that only the correctly trained operatives carry out any works that require trained operatives to execute such as tower erection or permit to work operations.

Access and Restrictions

- Access to site will be discussed on site between DBS Demolition Services Ltd and Prince Build site management during site inductions.
- DBS site supervisor will ensure that all DBS Demolition services operatives understand the site access routes, site restrictions and 'no-go' areas.
- All access for delivery and collections will have to follow designated route to ensure minimal disruption to the neighbouring residence.
- All DBS vehicles entering and leaving site will be escorted by at least one banksman at all times.

Manual Handling

Bending and stooping to lift a load significantly increases the risk of back injury, Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased.

Items which are pushed or pulled should be as near to the waist level as possible.

The lifting load should also be kept as near as possible to the body to reduce strain and the avoidance of twisting the body wherever possible.

DBS site supervisor will consider the age, body weight and physical fitness of all operatives that are to be involved in any manual handling activities.

Regard must also be given to personal limitation;

DBS operatives must not attempt to handle loads which are beyond their individual capability.

Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting must be made allowance for.

All materials will be handled in manageable pieces which are no to exceed 20 kg.

Any materials which do exceed 20 kg will be handled by the adequate personal needed which will be addressed by DBS site supervisor on site if required.

All materials will be loaded onto awaiting trolleys to minimise the carrying distance of materials to our awaiting skips.

DBS site supervisor will also allow for sufficient rest breaks to avoid fatigue to our operatives.

DBS site supervisor is to assess, follow, complete and obey the HSE Manual Handling Assessment Charts provided in the DBS site supervisor's folder.

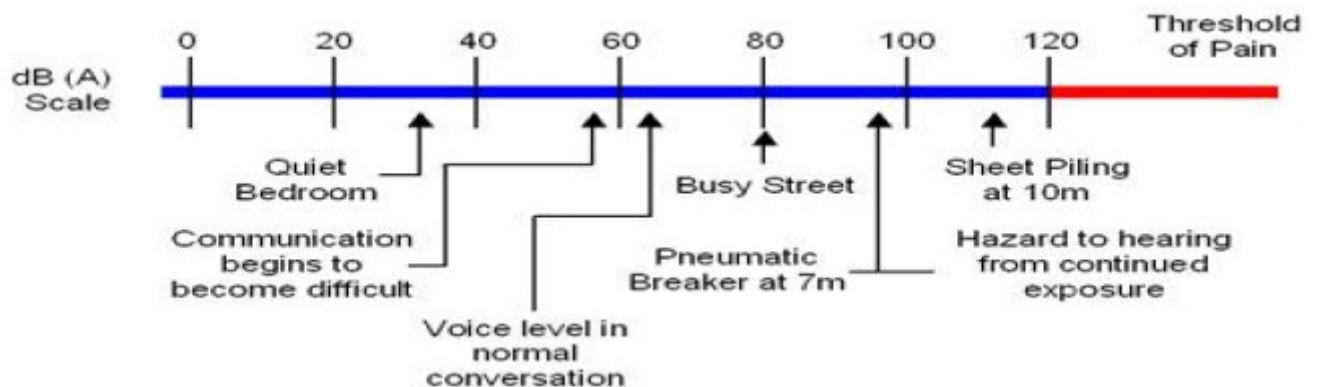
Noise, Dust & Waste Control

NOISE CONTROL:

This precaution is put in place to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

DBS will also take reasonable steps to minimise the disturbance caused by noise from site premises affecting people in the Surrounding area.

DBS site supervisor will ensure that once the daily noise audit sheets have been completed at the end of each shift that they have been filed in the DBS site folder in the Prince Build site office for future reference.



DUST CONTROL:

DBS will control any arising dust with the use of water. This will be sprayed via water hoses and handheld dust suppression water pump systems.

WASTE CONTROL:

DBS will ensure that a copy of all waste transfer tickets are left with Prince Build site management on a daily basis to show where all materials are being transported to and also to prove that materials are being disposed of in the correct manner.

Skip companies that may be used to clear materials from site:

- DBS Demolition Greedy Trucks. Waste Carriers Licence: CB/VE5437VM
- PB Donghue Waste Carriers Licence:

Works on Site Involving and Causing Vibration to the Body

Whilst carrying out the works to Jewson Store 314a West End Road Ruislip, operatives will have to use basic hand tools. It has been foreseen that equipment such as 110vgrinders & 110v drills etc. will be needed to carry out works.

White Finger Demolition operatives will be rotated, gloves will be worn to keep hands warm, regular rest breaks will be taken, demolition picks and Stihl Saws will be well maintained to minimise the risk of Vibration White Finger.

Prior to any works being carried out with the above stated tools DBS operatives will ensure that they have read the DBS Vibration data log sheet that shows the recommended usage times.

DBS site supervisor will also keep tabs on the operatives involved to ensure that they do not get over exposed and also to ensure that the operatives have been entered into the anti-vibration log sheet showing the operatives name, tool used and time period that operative used the equipment.

DBS site supervisor will ensure that no operative is exposed to the tool for longer than the specified usage time and that the daily vibration log sheets are completed and filed in the DBS site pack on a daily basis.

Tools Being used Involving Vibration to Body

110v Bosch Breaker GSH27

- Vibration Level (Chiselling) = 8.0M/S
- Vibration Level (Drilling) = 8.0M/S

Vibration magnitude m/s ² r.m.s.	Exposure points per hour	Time to reach EAV 2.5 m/s ² A (8)		Time to reach ELV 5 m/s ² A (8)		Exposure duration		Partial exposure m/s ² A (8)	Partial exposure points
		hours	minutes	hours	minutes	hours	minutes		
8	128	0	47	3	8	1	0	2.8	128

110v Makita AVT HM1810

- Vibration Level (Chiselling) = 9.0M/S
- Vibration Level (Drilling) = 9.0M/S

Vibration magnitude m/s ² r.m.s.	Exposure points per hour	Time to reach EAV 2.5 m/s ² A (8)		Time to reach ELV 5 m/s ² A (8)		Exposure duration		Partial exposure m/s ² A (8)	Partial exposure points
		hours	minutes	hours	minutes	hours	minutes		
9	162	0	37	2	28	1	0	3.2	162

Exposure Points Chart

Vibration magnitude m/s ²		Daily exposure time									
		15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h	10 h
40	800	800	800	800	800	800	800	800	800	800	800
30	450	450	450	450	450	450	450	450	450	450	450
25	315	315	315	315	315	315	315	315	315	315	315
20	200	200	200	200	200	200	200	200	200	200	200
18	180	180	180	180	180	180	180	180	180	180	180
16	160	160	160	160	160	160	160	160	160	160	160
14	145	145	145	145	145	145	145	145	145	145	145
12	120	120	120	120	120	120	120	120	120	120	120
10	100	100	100	100	100	100	100	100	100	100	100
9	90	90	90	90	90	90	90	90	90	90	90
8	80	80	80	80	80	80	80	80	80	80	80
7	72	72	72	72	72	72	72	72	72	72	72
6	63	63	63	63	63	63	63	63	63	63	63
5.5	56	56	56	56	56	56	56	56	56	56	56
5	50	50	50	50	50	50	50	50	50	50	50
4.5	45	45	45	45	45	45	45	45	45	45	45
4	40	40	40	40	40	40	40	40	40	40	40
3.5	36	36	36	36	36	36	36	36	36	36	36
3	32	32	32	32	32	32	32	32	32	32	32
2.5	28	28	28	28	28	28	28	28	28	28	28
2	25	25	25	25	25	25	25	25	25	25	25
1.5	20	20	20	20	20	20	20	20	20	20	20
1	15	15	15	15	15	15	15	15	15	15	15

Permit to Work Requirements

Whilst carrying out any works on site all DBS operatives will ensure that they are trained and of competent nature to execute the works. DBS operatives will obtain a 'permit to work' certificate from Prince Build site manager on a daily basis when using and carrying out the operations stated below:

- Erected scaffold towers
- Closure of a live works area

Asbestos Materials If Present on site

Should any asbestos materials be found whilst carrying out works then said works shall cease immediately and DBS site supervisor and Prince Build site manager will be informed.

DBS site supervisor will section off the hazardous work area until further asbestos removal action can be carried out.

DBS operatives will ensure that they read the asbestos site register, prior to commencement of works. This is to be carried out during the site induction upon the first day of arrival.

The Prince Build site manager will provide the DBS site supervisor with certification showing that there is no asbestos present to any of the locations where work is to take place. This excludes the specific locations which DBS are to remove.

Unidentified Asbestos (ACM's) in the building. (vigilance taken when demolishing structures any suspicious findings, the area is to be cordoned off and sample to be taken by an asbestos surveyor)

DBS operatives are to pay close attention when carrying out removal works in order to identify any arising asbestos material which may have been missed

during the initial asbestos report.

Should the situation arise where any other asbestos materials are found whilst carrying out works then work shall cease immediately and a DBS site supervisor and **Prince Build**.

Emergency Procedures

FIRE:

All DBS operatives are to insure that they are aware of the site assembly point in case of fire or evacuation, prior to commencement of works. This ensures that in case of an emergency all operatives on site can vacate the premises and assemble at a safe meeting location where an operative register can take place by DBS site supervisor. This will enable us ensure that all DBS operatives have vacated the hazardous site.

All DBS operatives are to ensure that they sign in upon arriving and sign out upon leaving site in the onsite register at all times to eradicate the chances of confusion in case of emergencies.

Any operative who may discover a fire on site is to immediately alert all operatives on site via fire alerts which should be found at fire points on site (M/C duties) and then immediately alert the local fire brigade services. Contact details of the local authorities can be found on the F10 notification which all DBS operatives are to ensure that they are aware of the location of the F10 notification prior to starting works on site.

ACCIDENT, NEAR MISSES and DANGEROUS OCCURRENCE'S:

All DBS operatives are to report any accidents, near misses or dangerous occurrences on site to DBS site supervisor or Prince Build site manager immediately upon any discovery.

Should the need for first aid be required only trained competent persons should assist in giving any help needed unless its last re-sort. This can be identified in site inductions, site notice board (f10) and by stickers and hi-visibility vests showing key trained first aiders.

All accidents must be recorded in DBS and Prince Build site accident books. In the case of a serious accident contact the local ambulance authorities immediately and then inform DBS site supervisor or Prince Build site manager.

Removal of Demolition Materials

- DBS will be working on a live working environment Jewson Store 314a West End a secluded area with adequate parking to the works location.
- DBS will remove all items listed in the agreed bill as discussed on site induction.
- DBS debris will be stock piled within the designated work area as discussed in induction.
- DBS operatives will ensure that all materials are segregated prior removal from site.
- DBS will place all arising debris from the demolition works into 20/40yrd skips in designated area as discussed in site induction.
- DBS will have a specific enclosed asbestos skip container on site at all times whilst the asbestos roof sheets are being removed.
- All transfer note of any material taken from site will have copies past back to the M/C site Manager for their company records.

Sub Contractor:-

DBS Demolition Services Ltd

54 Singer Way, Kempston. MK42 7AF

Tel: 01234 290080 Fax: 01234 290081

Email: david@dbsdemolition.co.uk

Start Date: 02.11.19

Scope of works as follows: Asbestos removals followed by Demolition

Sequence of work: As program of works.

Site Foreman: David Marlow

Site First Aider: To be provided by Prince Build

Personnel on site: 2-10 DBS Demolition operatives

All DBS personnel will wear hard hats, protective footwear & high visibility vests on all sites and any other PPE necessary to carry out the works safely (HSE Guidance L25).

Visiting management & safety officer: David Buck (Management of Health and Safety at Work Regulations 1999).

To report to Prince Build Site Manager on arrival, must be inducted by Prince Build Site Manager and advise of any issues and provide a copy of his report.

Visiting Safety advisor THSP, who will visit the site once every 2 weeks, dependant on program and size of project.

Details of work force qualifications are as in main documentation (CSCS, CPCS certified).

Any queries on methods of work are to be referred to: - Mr David Buck, DBS. 01234 290 080

TRAINING

100% of plant operators are in receipt of their CPCS/CSCS/CCDO card in association with the CITB card system.

A copy of all CSCS/CPCS/CCDO cards will be taken to the site induction and they can also be found in the DBS Head office and all Information sent to Prince Build Head Office.

As underpinning knowledge, DBS operatives are all aiming to complete their NVQ level 2 in specialised plant operation.

Demolition operatives are also accredited for the Certification of Competence of Demolition Operatives (CCDO) which consists of Demolition Operative, Top man/Demolition Supervisor.

All demolition and plant operatives also undergo regular in-house refresher training schemes, including demolition safety awareness, asbestos awareness, PASMA amongst others.

Copies of all certificates are held at Head Office and are available upon request.

Should there be a need for subcontractors any relevant paperwork will be submitted and checked by the Site Foreman prior to works commencing.

DBS will inform Prince Build of any subcontractors prior to them starting on site if required.

Site Health & Safety Goals

DBS have established a safety strategy for the works with a target of zero harm of any type, and in addition we will set a benchmark standard for the monitoring of health and safety standards on this project by means of a system of monitoring of accident/incident frequency rates, using both active and reactive monitoring procedures prior to the commencement of the works.

Any contractors working on the site will be expected to achieve a similar minimum standard and provide outline procedures for inspecting and auditing during the project.

- Zero RIDDOR reportable accidents or incidents.
- Zero enforcement notices from the Health & Safety Executive.
- All DBS operatives are required to attend site specific health & safety inductions
- All DBS operatives working on this project hold current CSCS/CCDO cards and have the relevant training to enable them to complete their job in a safe manner.
- All health & safety related incidents will be fully investigated and the relevant reports produced for agreement / compliance from all parties.
- Full commitment to DBS zero harm policy

Services & Disconnections

It is the responsibility of Prince Build to ensure that any relevant service disconnections including heating, BT, gas, electricity and water to the buildings within the scope of works have been disconnected and severed and that DBS are issued with written confirmation of disconnections.

DBS will provide a removal permit prior to any demolition works commencing and the building sign off document from the client, if any remaining live

services are identified DBS will inform the client site representative and take the relevant precautions necessary to ensure safety to operatives and the public.

If an unmarked service is found, work will be stopped immediately and the near miss reported to the client.

Note: No demolition works will take place before the necessary isolations have been carried out and certification issued.

A copy programme indicating service disconnections can be found within the site file

Plant and Equipment to be used.

14/20 Ton Excavator, MEWPs, Scaffold towers, 110v breakers, 110v grinders/cutters, Oxy/Propane cutting equipment, Greedy transit rubbish clearing trucks/skips, Rubbish trolleys/ Rubble sacks and any other tools necessary to complete the works.

DBS site supervisor will ensure that all work equipment to be used on site meets the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) Standards. All electrical equipment to be used on site will conform to Health and Safety Guidelines HS (G) 141.

DBS will check for documentation that all plant & equipment has been serviced regular and is fit to use.

DBS will inspect the plant & equipment on a daily basis when on site and record weekly into the Prince Build site safety registers.

DBS will ensure that no plant or equipment is ever left running whilst unattended.

M/C is to ensure that electrical installations and equipment are installed in accordance with the British Standard 7671 requirements for electrical installations.

F10 notification to be served, **by others**, together with local authorities notifications

Any queries on methods of work are to be referred to: - Mr David Buck DBS. 01234 290 080

Minimum PPE requirements

All DBS operatives will wear hard hats, steel toe cap boots, hi-vis vests, glasses and gloves at all times whilst on site. This is the minimal amount of PPE equipment that will be worn. Should operatives be involved in removing items such as ceilings, walls, floor coverings and sanitary ware the minimal PPE equipment shall be worn along with suitable eye/ ear protection and dust respirators? Operatives involved in removing sharp materials will ensure that they are fully clothed and wearing the correct gloves minimum of 2.2.4.2 resistance.

Access and Restrictions

- All DBS operatives will be required to wear high viz vest with DBS Logo which must be handed back at the end of each working day.
- Access to site will be discussed on site between DBS Demolition Services Ltd and Prince Build Site management during site inductions.
- DBS site supervisor will ensure that all DBS Demolition services operatives understand the site access routes, site restrictions and no go areas
- All DBS vehicles entering and leaving site will be escorted by banks man at all times

Any DBS operative who enters the NO GO AREAS ON SITE- as above- will be instantly removed from site. All area to be confirmed on site induction.

WORKING PRACTICES

- No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
- All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
- Any fault, defect (including damage) or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.

- No machine, plant or equipment is to be left unattended or cleaned whilst in motion, unless you are authorised to do so.
- No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
- All substances are only to be used in accordance with the written instructions.
- All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
- All hazard notices or warning signs displayed on the premises are to be obeyed.
- All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
- All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
- The work area is to be kept clean and tidy at all times.
- All waste is to be disposed of in the correct container.
- All liquid spills are to be cleaned up immediately.
- All emergency procedures relevant to your work area are to be obeyed.
- Emergency exits and equipment are not to be obstructed.
- Any use of or damage to firefighting equipment is to be reported immediately.
- Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.
- Operatives are advised of the dangers of exposure to UV radiation and are advised to use the appropriate barrier cream and clothing protection.
- No persons are to be allowed work on site if they are under the influence of ALCOHOL or consume alcohol in the working day.
- NO RECREATIONAL DRUGS, RADIO's nor WALKMAN's are allowed at any time at the site.
- All plant and equipment used must be pat tested prior to use
- All working at height equipment must be used correctly

Misconduct

Any person on site, found to have acted in any one of the following ways, shall be liable to the site disciplinary procedure:

- Wilfully breaching the safety rules or Safety Policy.
- Removing any guard or protective device without permission.
- Operating any machine, plant or equipment without authority.
- Misusing items provided for first aid.
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- Defacing or removing notices, signs, labels or any other warning device.
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking in designated "No Smoking" areas or whilst using flammable substances.
- Taking part in horseplay or practical jokes

ACCIDENT/INCIDENT REPORTING PROCEDURE

Site Personnel

All Site Personnel must report immediately any accident, dangerous occurrence or near miss on site, regardless of severity, to the Site Supervisor/Foreman.

Site Supervisor/Foreman

The Site Supervisor/Foreman will record all accidents, dangerous occurrences and near misses onto the Incident Register

Site Supervisor/Foreman

Accidents

The Site Supervisor/Foreman will ensure that in the event of an accident the following actions are taken **immediately**:

- Report details of the accident to either the Safety Advisor or designated person(s)
- Record details onto the Incident Record
- Generate an Accident Report
- Forward the Accident Report to the Office
- Record details into any other designated Accident Books
- Details of all accidents, regardless of severity, will be recorded

Dangerous Occurrences/Near Misses

The Site Supervisor/Foreman will ensure that in the event of a dangerous occurrence or near miss the following actions are taken immediately:

- Report verbally details of the dangerous occurrence or near miss to either the Safety Advisor or designated person, Contracts Director or Contracts Manager.
- Record details onto the Incident Record
- Generate a Dangerous Occurrence/Near Miss Record if the dangerous occurrence is detailed in the Table of Occurrences/Near Misses
- Forward the Dangerous Occurrence/Near Miss Record to the Office

Administration

The recipient of either an Accident Report or Dangerous Occurrence/Near Miss Record must ensure that the following actions are taken immediately:

Accidents

- Generate a copy of the Accident Report
- Issue the original to Safety Advisor or designated person
- File one copy in the employee's personnel file
- *Dangerous Occurrences/Near Misses*
- Generate a copy of the Dangerous Occurrence/Near Miss Record
- issue the original to Safety Advisor or designated person
- file one copy in the appropriate Project file

Safety Advisor or designated person

Accidents

Upon receipt of an Accident Report, the Safety Advisor or designated person will:

- Report all accidents reportable under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the HSE Incident Contact Centre at Caerphilly
- Record all accident details in the Incidents Register
- Retain the original in the 'Incident Records and Analysis' file
- In the case of RIDDOR reportable accidents, generate an Accident File to be retained in the 'Incident Records and Analysis' file
- Issue copies of all documentation to the Company Ensures, in the case of RIDDOR reportable accidents immediately, others at the end of each month.

Dangerous Occurrences/Near Misses

Upon receipt of a Dangerous Occurrence/Near Miss Record, the Safety Advisor or designated person will:

- Report all dangerous occurrences reportable under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the HSE Incident Contact Centre at Carefully
- Record all dangerous occurrences in the Incidents Register

- Retain the original in the 'Incident Records and Analysis' file

Investigation

Investigation of accidents, dangerous occurrences or near misses will be at the discretion of the Safety Advisor in association with the Managing Director. Accidents and dangerous occurrences reportable under RIDDOR will generally be investigated.

Investigation will be carried out by the Safety Advisor or designated person, where appropriate, in association with other personnel.

Accident investigations will be formally documented either onto the Investigation Record or other suitable third party documentation.

Any actions identified as a result of the investigation will be recorded and reviewed by the Safety Advisor or designated person in association with other personnel deemed appropriate. Any identified actions will be recorded and actioned by the Safety Advisor or designated person.

If an investigation is carried out the Investigation Record and all related documentation will be retained in the Incident File.

Review

The Safety Advisor or designated person will generate analysis records for all occurrences and accidents and review the findings to establish causes, identify and implement appropriate corrective and/or preventive actions.

Methodology & Sequence for the Enabling of Former Jewson Store 314a West End Road Ruislip

This Statement consists of the following – Removal of as discussed with Prince Build during DBS site induction

- Phase 1A consists in the removal of the rear steel canopy to unit A. Start date 3/12/19.
- Phase 1 consists in the removal of all Asbestos containing materials such as cement corrugated roof sheets and electric power units situated in building C. Following removal and clearance of the asbestos materials DBS will then demolish the building and clear all the arising debris. Start date 4/12/19.
- Phase 2 New build of extension to rear of unit A – By Prince build.
- Phase 3 consists in the removal of the mezz floor and supporting walls, asbestos containing materials such as floor coverings and bitumen containing asbestos.
- Phase 4 consists in the demolition and clearance of building B.

Phase1A: Removal of Steel Canopy to the Rear of Unit A

- Erect fencing around the works area with suitable signage to segregate works area from non involved personnel.
- Ensure that any electrical services have been isolated before commencing any works to the rear canopy.
- Check all plant machinery and any tools that will be used for any defects prior to starting works on a daily basis.
- The canopy removal works will consist with at least 3 DBS operatives present to the works location. DBS will have 2 operatives working within the MEWP and 1 banks man operative present to the ground level.
- DBS operatives will start at one end of the canopy and work towards the opposite end.
- The two operatives on the MEWP will proceed up to the underside of the roof panels so that they can release the fixing bolts to the first panel. DBS operatives will use hand held mattocks to shear each fixing as working along each sheet.
- DBS operatives will then lower each roof panel down to the ground level and proceed to the next panel and so on.
- As each panel has been lowered they will be placed out of the way but still within the fenced off work area so that they can be cut in to sections that will fit in the waste disposable skips at a later time or when suitable.
- Once all of the roof profile sheets have been removed from the steel structure DBS operatives will then start with the removal of the supporting frame work.
- **Option 1:** Hand cutting frame via an electric MEWP and oxy/propane cutting equipment in to manageable sections and lowered to the ground level via the MEWP.
- DBS will have a fire banks man present at the floor level to monitor the works whilst being carried out.
- A hot works permit will be in place prior to starting these works on a daily basis along with suitable fire extinguisher's present at all times.
- Any hot works operations will stop at least 1 hour before leaving site so that the works area can be monitored insuring no fires are present to the works areas.
- Following the 1 hour monitoring period DBS will sign off the hot works permit only is confident that all areas are clear of any smouldering etc.
- The steel columns will be cut flush to the existing floor slab insuring no trip hazards are left to the area.
- **Option 2:** Will be as option 1 but will include the assist of a tele handler in which will place the forks below any steel beams etc being cut out to help minimise any excess manual handling.
- The tele handler will then lower the sections of steel to the ground floor so that they can be cut to fit into the metal skip containers.
- Only trained personnel will operate and plant machinery on site.

Phase 1: Asbestos Containing Roof Sheet Removals to Unit B.

- Erect fencing around the works area with suitable signage to segregate works area from non involved personnel.
- Ensure that any electrical services have been isolated before commencing any works to the Building B
- Check all plant machinery and any tools that will be used for any defects prior to starting works on a daily basis.
- The Asbestos removal works will consist with at least 1 DBS operative present to each MEWP and 1 banks man operative present to the ground level.
- A respirator zone will need to be created around any works area where asbestos is being removed or cleaned under controlled conditions to prevent unauthorised access.
- Suitable RPE & PPE must be worn, if not specifically detailed in the RAMS this will be white type 5/6 cat 3 coveralls, sandstrom half mask, safety boots (with laces covered or booties).
- Barrier off an area from the work face and affix appropriate signage to the perimeter.
- Place 2 buckets for cleaning boots and masks, brush and/or sponges at the perimeter of the respirator zone for decontamination. Half fill the buckets with water & surfactant.
- Operatives will then enter the area to start the removal works.
- Using Hand held sprayers filled with 10 part water and 1 part pva DBS will spray the asbestos cement roof sheets, allow enough time for this to bond to the asbestos sheets, normally leave for 1 hour before removing.
- The Asbestos cement roof sheets will be released by operatives working on the MEWP from the under side of the roof via hand held bolt cutters.
- The roof sheets will then be lowered to the ground and transported to the enclosed asbestos skip container.
- The Asbestos enclosed skip will be lined with 1000 gauge plastic before any materials are place in to the skip and wrapped at regular intervals.
- Any loose pieces will be also double bagged and removed from the works areas.
- On completion of the asbestos works the entire area will be cleaned.
- Once all visible debris and residues have been removed from all surfaces as far as is reasonably practicable, the entire/local area will have a pre-visual inspection by our supervisor before removing the respirator zone.

Phase 1: Demolition of Building B

- Following the removal of the asbestos roof sheets DBS will then proceed to carry out the demolition of building B.
- DBS will firstly ensure that a water point is located and all dust suppression equipment is present on site ready for the processes of the main demolition works.
- DBS will arrange for the required 14ton Excavator to be delivered to site.

- DBS designated 360 Excavator driver will ensure prior to commencement of his works the following will be checked.
 1. DBS Supervisor to undertake a daily briefing informing all on site of the day to day operation.
 2. Check all plant inspection certs for the delivered plant
 3. Undertake DBS Machine daily check list
 4. Set Exclusion zone to all areas during Demolition via 360 Excavator
 5. All works permits issued by Prince Build Management prior commencement.
- DBS supervisor will undertake a final inspection to ensure all areas within Building B has been vacated and ready for demolition.
- Once all of the above is in place DBS will then begin with the main demolition of the existing Building B.
- DBS plant operator with the aid of our 14 ton excavator will begin works, working from one end of the building systematically dismantling the building and clearing all arising debris to awaiting skip containers and muck away lorries.
- During this operation there will be a banks men in attendance at all times, this is a safe measure to ensure all exclusion zone are not entered during our works.
- The above procedure will continue throughout the Demolition stage of this project ensuring all works are carried out to high standard and executed as safely as possible.
- DBS will take all buildings to the footprint down to slab level only.
- DBS plan to transport required diesel for plant machinery to site as and when required to eliminate the storage of diesel on site.
- DBS will also insure that a suitable spill kit is present on site at all times to assist with any spillages on site.

Workmanship

- All operations will be carried out in accordance with the BS6187 standards, ensuring that all operatives are skilled and experienced for the concerned types of works. All operatives will hold or will be in training to obtain the relevant CITB certificates of competence skills. All DBS operatives are experienced in these types of demolition operations and they are also working towards there CCDO NVQ levels for demolition operatives.

- DBS site supervisor will make sure that all operatives are wearing the correct PPE for all of operations that are being carried out on site.
- DBS will ensure all of the materials from these operations are removed as and when they arise in accordance with The Manual Handling Operations Regulations 1992.
- DBS operatives will only remove items of work once instructed by DBS site supervisor, who will check that the items are still to be removed with the **Prince Build site** manager before commencing on strip out works. This is a safe measure to ensure that items of works have not changed throughout the progress of works.
- All services in the area of works will be isolated if possible along with insuring that any detection or alarm devices are isolated or covered prior to works commencing.
- DBS site supervisor will also ensure that any remaining live services to the works areas are labelled as being live and that all operatives understand the locations of any remaining services required to be kept. DBS operatives will take extra time and care whilst working around any live services.
- DBS operatives will ensure that any arising dusts are controlled at all times with the aid of hand held water sprayers and also that all necessary precautions are in place to prevent any dust from entering adjacent occupied areas.
- DBS operatives will also make sure that when stripping out general items, they remove any nails or screws present from the works areas. DBS operatives will also ensure that they remove required walls flush to the floor. This will be checked by DBS site supervisor as and when the works are being carried out.
- The main floor areas will be kept clear at all times to ensure a safe working access area.
- DBS will carry out daily & weekly audits/toolbox talks relating to operations being executed by operatives on site. These will be filed in the DBS site pack ready for inspection by DBS visiting contracts

Name: David Buck Signature:



Position: Managing Director Date: 26.11.19

I hereby declare that I have read and understand the aforementioned information outlined in this method statement and shall adhere to carry out a safe system of works throughout the duration of the project.

[illegible]