

METHOD STATEMENT DESCRIPTION

Soft Strip and Demolition
At
15 and 17 High Street. Ickenham, Middlesex. UB10 8LE

COMPANY	R V Straughan Management Ltd		
METHOD STATEMENT NO.	RVS/HRI/MS03	REVISION NO.	-
TITLE	Demolition		
START DATE	TBC	DURATION	3 Weeks

DOCUMENTATION				
DOCUMENT NO.	REVISION NO.	ISSUE DATE	AUTHOR	APPROVED
RVS/HRI/MS03	-	30/10/2017	N Madhaparia	R Straughan

OVERALL APPROVAL STATUS		YES	NO	DATE
CAT A – Accepted for implementation. Work may proceed as planned				
CAT B – Not accepted for implementation. Resubmission required				
Date returned to Contractor				
SIGN OFF BY (Project Manager)	PRINT NAME	SIGN	DATE	

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1. Scope and Sequence/Method of Work

Scope of Works :

- Repair/secure site boundary hoarding.
- Strip out vegetation where necessary.
- Remove roofs
- Demolish Buildings



Procedure before any works begins.

A permit to work shall be put in place prior to any works commencing. The permit will be issued by the site manager.

All services will have been terminated at the main supply point, rendering all services to be removed redundant (dead). All pipework will be drained. No work to take place until services are confirmed isolated (written confirmation only)

A hot works permit will be put in place for all works where steel/metal is being cut.

These works are taking place within a highly sensitive environment and safe access around the works is to be treated as a high priority at all times. Controlled zones will be established and securely fenced off to prevent unauthorised access.

- Plant movements shall be controlled by a banksman at all times.
- All work at height to be from within secured controlled zones, which will be clearly signed.
- Only authorised personnel are to enter the work area.

- Work will only be carried out during agreed hours.
- Because of the location and the close proximity to the public footway the site hoarding will be kept securely closed during working hours and the site securely locked outside of working hours.
- Vehicular access and egress to and from the site will be controlled by a Banksman.
- Should any hazardous materials be identified during the works, work on that location will stop, the material will be tested and additional method statements and risk assessments produced where required.
- All work at height will be carried out from a mobile tower or podium steps. Ladders may be used where for short duration activities (<30 minutes). However a ladder risk assessment must be carried out.

Method/Sequence of Work:

- The initial access point into site will be from an entrance point to the right hand side of the building.
 - The house will be demolished down to first floor level working from inside.
 - Initially the soft strip will be carried out, removing doors, fixtures and fittings, non-loading bearing partition walls, ceilings and windows, etc..
 - All fixtures that are mechanically fixed will be unbolted/unscrewed and broken down into manageable sections and carried out to the waiting skip for disposal.
 - Non-load bearing partition walls will be carefully stripped of plaster board, ensuring dust suppression is used to dampen the walls down. This will greatly reduce the generation of dust. Operatives will wear ffp3 dust masks whilst this work is being carried out.
 - With the timber frames exposed, the wall will be cut out into manageable sections for disposal. The demolition work will commence at the highest point on the wall, ceiling level and work down to ground level.
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- The loft roof area has been previously boarded out and there is a good access point into the loft.
 - It is proposed to strip the roof working from within the loft area and feeding the materials through an opening to be created in the loft floor. This will have a secure fence constructed around it to prevent falls into the opening.
 - The roof felt will be stripped and rolled up and set aside for disposal. The material will be lowered to the lower levels by rope and wheel.
 - An opening will be made within the roof tiles at ridge level to create a starting point to start stripping the tiles. Access will be from a mobile tower working off the boarded out loft.
 - The tiles will be stacked within the loft area and passed to the lower level by rope and wheel. The quantity of tiles stored in the loft area will not allowed to build up. They will be removed swiftly as they are being stripped.
 - Removal of roof trusses and purlins. The work will be carried out using hand tools working off the previously erected scaffold and from the attic floor within the building. Commencing at the ridge the timber sections will be cut into manageable sections. The timbers will be lowered from the roof area using a wheel and rope.
 - The brick built chimneys will be broken down by operatives working off the mobile tower and using hand held breakers.
 - The operatives will commence from the top of the stacks working their way down, easing out the bricks with hand held breakers and passing the bricks to operatives standing on the loft floor below. The bricks will then be passed down to ground level for disposal.
-
- The timber decking in the loft will then be removed and passed down through the building, exposing the floor joists.
 - Working from a tower scaffold situated on the first floor the timber joists will be removed. The joists will be cut into easy to manage sections using hand saws and passed to the ground floor

below for disposal.

- The walls will then be broken down to first floor level using hand held breakers. This will be done working from the top down, carefully easing out the brickwork and taking all the debris into the building to be passed to ground floor level for disposal.
- All break out is to be taken down through the building to the ground floor. There will be no throwing debris to ground level from the upper levels.
- Once the building has been reduced to first floor level, the floor boards will be removed from the first floor level exposing the joists.
- Working from the ground floor the joists will be removed. Again, these will be cut into easy to manage sections using hand saws and passed to the ground floor below for disposal.
- The section from ground to first floor will be demolished using the 14t excavator. The structure will be broken in on itself working from the exterior walls into the centre.
- A continuous water spray mist will be used for dust suppression as the building is demolished.
- The excavator will be fitted with a crash cage to protect the machine operator should and debris land on the machine cab.
- The ground floor will be removed to expose the existing foundations.
- The foundations will be grubbed out and broken up using the 13t excavator.
- The void will be backfilled with the breakout material (brick rubble) and compacted.
- The surrounding garden area will also be reduced in level by ~300mm
- All waste material not recycled on site will be removed in skips or by 8-wheeled tipper trucks to a licenced waste transfer station.

2. Project Organisation for Health and Safety Control

Nitin Madhaparia – Contracts Manager – 07896 038 299

Responsible for the day to day health and safety matters that may arise on site.

To implement any adaption of policies and liaise with the site supervisors to ensure that this is passed on to the Operatives.

Darius Slifertas – Site Manager – 07973 138 955

Responsible for ensuring that policies and procedures are adopted and adhered to by operatives.

To take daily health and safety inspection of work area and works involved.

Report any concerns to Contracts Manager

Ricky Straughan – Contracts Director – 07976 780 306

3. RISK AND CONTROLS

Identify : - The risks to health and safety associated with the work / tasks being undertaken

- The control measures and precautions to be implemented to control the risks identified

Main Hazards, Risks & Controls

Live electricity / gas:

Operatives suffering electric shock, exposed to gas fumes resulting in death or serious injury

All power to be terminated at the distribution board by a competent electrician prior to works being allowed to commence.
A permit to work to be put in place confirming power has been isolated.

Work at height

The WAHR hierarchy to be implemented to mitigate or reduce the risk of a fall, one of the following will be considered.

Operatives seriously injured or killed falling into the excavation	Mobile towers; to be erected by a competent person, (PASMA trained), in accordance with the manufacturer's instructions. Wheels to be locked and stabilisers installed as required. When towers are being relocated operatives shall vacate the tower via the internal ladder/stairway. Do not use boxes or stepladders or other objects on the platform to gain extra height. The assembled tower is a working platform and should not be used as a means of access or egress to other structures. Caution should be exercised when wheeling a tower over rough, uneven or sloping ground, taking care to unlock and lock castors. If stabilisers are fitted, they should only be lifted a maximum of 25mm above the ground to clear ground obstructions. Step Ladders; Shall be used for short durations only, (30 mins max). Operatives shall maintain a minimum of 3 rungs above at all times. Ladders shall be Class 1 industrial. Ladders shall be set up on a firm level surface.
Relevant Risk Assessments	
<i>RA Ref. RVS/HRI/RA03</i>	See attached
<i>RA Ref.</i>	
Personal Protective Equipment:	
The following must be worn at all time. 1. Safety Helmet BS EN 397 2. Protective Eyewear BS EN 166 3. Protective Gloves BS EN 420 4. Safety Footwear BS EN 345 : SB-P toe and midsole protection 5. Hi Visibility jacket or vest BS EN 471 Class 2 Task specific PPE may need to be used over and above this. See the attached PPE Risk Assessment	
Emergency Procedures:	
<u>On Hearing the Fire Alarm</u> Leave the work area by the nearest fire exit and assemble at the designated site muster point, which is located outside the site boundary beside the gate. Report to management if you witnessed where the fire was Wait at the assembly point for the roll call Do not re enter the site under any circumstances until you are told it is safe to do so by the site management team. <u>Discovering a Fire</u> Raise the Alarm. • Shout – Fire • Activate fire alarm at the fire alarm point	

- Evacuate via the nearest emergency exit
- Inform the site management
- Assemble at the muster point

Nearest Hospital

The Hillingdon Hospital

Pield Heath Rd
Uxbridge
UB8 3NN
thh.nhs.uk
01895 238282

4. ACCESS & EGRESS

Access to the site is via the site designated site entrance.

Site Hours are 0800-1730 Monday to Friday

Out of hours and weekend working will need to be agreed with the principal contractor.

All operatives are to sign in and out in the Site attendance register.

All operatives are to undertake a site safety induction before being allowed on site.

Access to Work Area

Operatives:

Enter through the designated pedestrian access on the front hoarding.

5. LIGHTING

Internal task lighting will be utilised. Task lighting will be provided by RVS.

6. PLANT & EQUIPMENT

Plant to be used:

- 14
3t excavator with
- hydraulic breaker
- Compressor
- Youngman BoSS mobile tower
- Class 1 industrial step ladders
- 110V angle grinder
- Hand tools

7. TRAINING CERTIFICATION/PERMIT TO WORK

- All operatives will attend a site induction prior to commencing on site.
- All plant operators hold or are undergoing CPCS accreditation for the full NVQ for the blue card certification.
- All operatives hold CSCS cards
- New starters must have at the very least completed the CSCS health and safety test prior to commencing on site.
- Toolbox talks are carried out on a weekly basis by the site supervisor.
- Daily briefings shall be carried out every morning prior to works commencing.
- Copies of all training certificates shall be held in the site safety file and copied for office use.

8. HAZARDOUS MATERIALS & SUBSTANCES

Material / Substance	COSHH Sheet Attached
Dust	Yes

9. WASTE MANAGEMENT

Work areas and storage areas are to be kept clean and tidy at all time. Good housekeeping is to be employed to ensure waste does not accumulate.

Where possible demolition materials will be recycled and reused on site. (piling mat or backfill)

Materials will be disposed of in separate skips, with dedicated skips for metal, timber, etc.

All materials taken off site will be carried by licenced hauliers to an approved licenced tip.

10. SPECIAL CONTROL MEASURES

All services to be terminated at the distribution board by a competent electrician / gas safe engineer prior to works being allowed to commence. A permit to work to be put in place confirming power has been isolated.

Work at height to be carefully planned and mews / towers erected by a competent person in accordance with the manufacturer's instructions.

Exclusion zones are to be established , fenced off and monitored

A banksman shall be provided for all vehicular movements and material deliveries and collections.

Checklist	Completed Yes / No / NA
Risk assessments completed and attached.	YES
COSHH assessments completed and attached.	YES

PPE assessment record completed and attached.	YES

COMMUNICATION OF INFORMATION

The client: Ash Properties Ltd

Method statement issue No. RVS/HRI/MS03: Demolition of structure

Site address: 15 – 17 High Road Ickenham. UB10 8LE

Declaration:

I have read and fully understood the duties & responsibilities placed upon me within this Method & risk assessment for the works I am about to undertake.

I understand and agree to comply with all regulations & code of practices including the individual site aspects relating to the health and safety of others and myself. Whilst undertaking the operations/tasks required on this site

Record of document induction training/Toolbox Talk

Record of document induction

[illegible]

	Name	Signature	Induction by and position		Induction date	Time

Company representative declaration:

I can confirm that the above named operatives have received the above Safe system of work, risk & method statement induction, on behalf R V Straughan Management Ltd.

I am satisfied that the operative(s) named above fully understands the operation/tasks related to the safe system of work, risk & method statement.

Company Representative Name:

Company Representative Signature:

Date: Time of Briefing:

APPENDIX A – Risk Assessments

Task Risk Assessment Worksheet:

(Contract)

15 – 17 High Road, Ickenham

Contract number:		Date:	30/10/17	Prepared by:	N Madhaparia	Reference N^o:	RVS/HRI/RA03
Task description:	Site mobilisation			At Risk:	<u>O</u> peratives Subcontractor s	<u>P</u> ublic <u>Y</u> oung	<u>A</u> ll on site

Activity	Hazards	At Risk	Initial			Control measures	Residual		
			S	L	R		S	L	R
Access and Egress to site:	Injury due to contact with site activities / traffic.	A	4	2	8	- Separate access and egress points, segregating plant and operatives shall be installed and maintained. Ensure access is kept free from obstructions at all time. - Operatives must only use the designated access and egress route. - Daily inspections of routes to be carried out to ensure they are being maintained. - All persons on site to receive a site induction drawing their attention to safety zones and the hazards of working around moving plant. - Ensure permit to work is in place prior to commencing works	4	1	3
Manual handling:	Workers could suffer from back injury and long-term pain if regularly lifting/ carrying heavy or awkward objects.	O	3	2	6	- Where possible, materials to be transported and lifted using mechanical plant. - Operatives to access the load prior to lifting. - Team lifting to be used where possible. - Ensure all walkways are clear of obstructions. - Operatives to be trained in manual handling techniques. - The physicality of the operatives to be taken into account prior to any lifting or moving.	3	1	3
Slips and trips:	Workers or others on site may suffer serious injury, sprains or fractures if they fall into open excavations or trip over waste debris.	A	3	2	6	- Good housekeeping to be maintained at all times. - Edge restraint system to be installed around openings and maintained. - Rigid barriers must protect excavations where a person is liable to fall and be injured. The barrier should give obvious warning, be brightly coloured and positioned at least 2 metres back from the excavation. - No material must be stacked in the space between barriers and the edge of the excavation.	3	1	3

						Clearly defined routes to be installed diverting pedestrians around the works.			
Unauthorised access:	Falls into unprotected opening	Y/ P	4	2	8	- Working area to be securely fenced off to prevent unauthorised access. - Signs to be displayed highlighting deep excavation and no unauthorised access. - At the end of every shift ensure area is secure.	4	1	4
Work at height	Operatives seriously injured or killed falling from height	O	4	3	12	- The WAHR hierarchy to be implemented to mitigate or reduce the risk of a fall, one of the following will be considered. - Mobile towers; to be erected by a competent person, (PASMA trained), in accordance with the manufacturer's instructions. - Wheels to be locked and stabilisers installed as required. - When towers are being relocated operatives shall vacate the tower via the internal ladder/stairway. - Do not use boxes or stepladders or other objects on the platform to gain extra height. - The assembled tower is a working platform and should not be used as a means of access or egress to other structures. - Caution should be exercised when wheeling a tower over rough, uneven or sloping ground, taking care to unlock and lock castors. If stabilisers are fitted, they should only be lifted a maximum of 25mm above the ground to clear ground obstructions. - Step Ladders; Shall be used for short durations only, (30 mins max). - Operatives shall maintain a minimum of 3 rungs above at all times. - Ladders shall be Class 1 industrial. - Ladders shall be set up on a firm level surface.	4	1	4
Excavation	Contact with buried services.	O	4	2	6	- A permit to dig shall be put in place for any hand or mechanical excavation activity, detailing any known services present within the works location. Reference should be made to the location and mapping drawings for services present in the proposed works areas. - A CAT scan shall be carried out over the proposed dig area to check for unknown & known services. This shall be carried out by a competent operative, trained in the use of the CAT and Genny provided, in accordance with the manufacturer's instructions.	4	1	4

					- Once the service has been identified, surveyed and plotted, the Mace Group site management shall be notified. - If unknown services are found to be present but don't impede on the proposed construction then Mace site management shall be advised in order to confirm any additional protective measures that may be required. - A series of trial holes shall be excavated by hand to locate known services and to record any unknown services also. - If an unknown service not previously identified is found in an excavation area it should be treated as a live service and protected from damage until the appropriate statutory body has been notified. - If a service has been damaged during excavation then this must be reported to the site supervisor immediately and then this must be reported to the owners of the service. - If a gas service has been damaged then the area should be evacuated of all personnel, a smoking ban and naked flame ban should be implemented around the affected area, the gas company's emergency call out number should be contacted immediately.				
Working with Excavators	Impact of machine with persons or other objects. Contact with live power cables. Overturning of machine/collapse of ground beneath machine. Excavator arm dropping inadvertently Falling material.	O	4	3	12	- Machines to have a dedicated banksman in attendance whilst operating on site to assist the machine operator when excavating and traversing. - Only essential personnel allowed into the working area. - All machine drivers are to be competent for the specific plant they operate, this should include formal certification to CPC or equivalent. - All machines shall be regularly serviced and inspected before and after use and inspections recorded in writing weekly. Any faults found, the machine shall be taken out of service until the fault has been rectified. - Before breaking ground the site supervisor shall arrange for a full survey for services to be carried out and any services located shall be clearly marked and brought to the attention of the machine operator and banksman. - A minimum distance of 600mm shall be left between the outer radius of the machine and any structures/obstructions. - Care to be taken when operating on inclines and when traversing slopes - Loads must not be slued over persons or other occupied areas	4	1	4
Vehicles movements	Operatives being struck by vehicles.	O/C/P	4	3	12	All vehicles to be equipped with FORS	4	1	4

on site and entering and exiting site	Impact with plant and/or other traffic. Contact with overhead services					• Segregates vehicle routes should be provided to separate vehicles and pedestrians on site • Where possible the site should be planned and laid out so as to eliminate or at least minimise the need for reversing operations • Where reversing cannot be eliminated, specific turning areas should be provided to assist vehicles • No vehicle shall be permitted to reverse unless being guided by an approved competent banksman • All vehicles should be equipped with automatic audible reversing alarms to warn others in the vicinity • All operatives to be informed and instructed of the dangers working adjacent to live traffic • All banksmen should be properly trained and competent to fulfil the role of a banksman, including being familiar with the necessary standard hand signals to aid and assist drivers. • All banksman will wear high visibility clothing at all times, this should be distinct colour to differentiate them from other workers on the site, for instance if yellow is the standard high vis colour, banksmen should be provided with day-glo orange hi visibility clothing • The banksman is to stay in full visibility of the driver (via his mirrors) at all times, the driver should stop moving if he loses sight of the banksman • The banksman should stand in a safe position, from which to guide a reversing vehicle without being in its way. • Where vehicles reverse up to structures or edges, barriers or wheel stops can be used to warn drivers that they need to stop • Operatives will always face the traffic when setting out cones, barriers and signs etc • Ensure that all other pedestrians are kept clear of any reversing operation and have a safe dedicated pedestrian access route around the site			
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Use of Angle Grinder	• Contact with blades • Entanglement with moving parts/cutting blade • Kick back • Material jamming • High noise levels • Flying debris • Electric shock from damaged/worn equipment • Manual handling • Hand arm vibration • Misuse of tools	O	4	3	12	• All staff operating the circular saw are to be properly trained and competent in its use and operation • All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures on site. • All equipment to be low voltage (110v or less) • Always disconnect the power source from the saw when not in use • Never clean or adjust the equipment whilst it is connected to the power source • Appropriate ventilation/extraction equipment to reduce the level and extent of dust generated within the workplace • Keep the floor in front of the saw free of cut-offs and piled up sawdust • Position your body so that it is NOT in line with the blade. This keeps you out of the line of most kick-backs • Ensure that the equipment is regularly inspected, serviced and maintained in full accordance with the manufacturers requirements. Inspections to be recorded weekly in the site register. • Daily checks of all equipment to be made prior to its use • Clear debris and waste on a regular basis • PPE to include eye protection to BE:EN 166 Type B	4	1	4
Exposure to Dusts	• Inhalation of dust particles • Ingestion of dust particles • Asphyxia • Dermatitis	O/C/P	4	3	12	• Ensure adequate supervision is provided and that control measures remain valid for the duration of the work • Ensure that adequate ventilation is provided • Dust suppression to be used to eradicate or reduce the impact of dust • Where possible, establish a dedicated cutting area fenced and sheeted. Set up an exclusion zone direction others around the work area, with warning signs clearly visible. Restrict access to essential personnel only. • Bags of cement and other products likely to generate dust should be carefully opened and emptied into mixing buckets, taking care to avoid generating dust clouds • Where possible (and if safe to do so) dampen the floor area before sweeping/cleaning the floor • Where it is not practical to wet and sweep the floor, use an industrial vacuum cleaner to collect the dust • Empty bags of cement to be placed into a plastic waste bag to prevent further dusts being generated • Supervisors to ensure PPE is available and used, minimum grade of	4	1	4

Exposure to Dusts	- Inhalation of dust particles - Ingestion of dust particles - Asphyxia - Dermatitis	O/C/P	4	3	12	- Ensure adequate supervision is provided and that control measures remain valid for the duration of the work - Ensure that adequate ventilation is provided - Dust suppression to be used to eradicate or reduce the impact of dust - Where possible, establish a dedicated cutting area fenced and sheeted. Set up an exclusion zone direction others around the work area, with warning signs clearly visible. Restrict access to essential personnel only. - Bags of cement and other products likely to generate dust should be carefully opened and emptied into mixing buckets, taking care to avoid generating dust clouds - Where possible (and if safe to do so) dampen the floor area before sweeping/cleaning the floor - Where it is not practical to wet and sweep the floor, use an industrial vacuum cleaner to collect the dust - Empty bags of cement to be placed into a plastic waste bag to prevent further dusts being generated - Supervisors to ensure PPE is available and used, minimum grade of respirators to be FFP3, unless the Coshh assessment requires a higher level of protection - All operatives should be informed of the hazards and instructed on the required safe systems of works and control measures - Inform operatives of the hazards from the substances they are using and the results of the Coshh Assessment - Regular checks to be made to ensure that the working area is clean and tidy, and free from a build up of dust/debris. - Inform operatives of the hazards from the substances they are using and the results of the Coshh Assessment	4	1	4
Noise	- Noise induced deafness - Headache - Distracting influence on staff					- When selecting and procuring plant, tools and other equipment, consideration will be given to procurement of low noise equipment wherever possible - Where the risk of hearing damage has been assessed as being high, all operatives should be trained and informed of the risks and			

Vibration	- Hand arm vibration syndrome from use of power tools, plant and equipment - Whole body vibration from operating vehicles, plant and equipment	0	3	3	9	- Limit duration of exposure to reduce the level of risks from exposure to high vibration levels - Select low vibration models when procuring plant and equipment - Manufacturers vibration monitoring details to be obtained for all plant and equipment - Hand Arm Vibration assessments to be carried out - A planned preventative maintenance system shall be implemented whereby all equipment shall be regularly inspected, tested and maintained in accordance with manufacturers recommendations - Operatives to receive full training in the use, storage, and general care of tools and other equipment - All damaged and defective equipment shall immediately be taken out of use, reported to the supervisor and marked as being defective - Operatives should work in an environment where they are warm and dry	3	1	3
Use of substances hazardous to health	- Exposure to substances hazardous to health could cause lasting health damage to people on site, e.g. dermatitis or silicosis and burns. - Injury through inhalation - Injury through ingestion - Injury through injection - Injury through absorption - Explosion	O/C	3	4	12	- All hazardous substances must be identified. Site audits to be carried out to determine the extent of hazardous substances to be encountered on site as the works are carried out - The need to use hazardous substances must be eliminated wherever possible - Substitute any substance with an equally effective but less hazardous material wherever possible - A MSDS must be obtained for every hazardous material used in the workplace. - Where hazardous substances are found to be present, COSHH assessments shall be carried out and toolbox talks given to operatives on the details of the assessment, explaining the effects and the precautions to be taken. - The Coshh assessments are to be reviewed on a regular basis - Any substance that is no longer in use must be disposed of safely, and in accordance with information on the Coshh assessment. - All substances must be securely stored in a designated Coshh storage area - Good welfare facilities on site. Hot and cold water and changing facilities to be provided. - Suitable PPE must be provided and worn where the COSHH assessment determines this to be necessary	3	1	3

LIKELIHOOD / PROBABILITY RATING		SEVERITY RATING		Low 1-4	Medium Risk 5 -10	High 11-16
Very Likely to occur/Unavoidable	4	Death of 1 or more persons	4	No further action required	Consider further precautions / review of control measures.	Unacceptable Risk: Complete review of controls required and controls defined
Likely to occur/Very possible	3	Major injury / Permanent incapacity	3			
Possible/May occur	2	Absent from work for more than 7 days	2			
Unlikely	1	Minor, non-reportable injury	1			

APPENDIX A – COSHH Assessments

Product Name(s):	Dust	COSHH Assess. No.:	RCE036
Description of Substance:	Mixture of Aggregates, cement and water. Other ingredients may include admixtures, Ground Granulated Blast-Furnace Slag.(GGBS) Alkaline	Assessed By:	N Madhaparia
Workplace Exposure Limits:	8 hour TWA 10mg/m3 OES	Date:	January 2016
Task/Activity:	Made to improve/alter the working characteristics of the material or to affect/enhance its hardened properties.	Risk Phrases:	34, 35, 38, 43
		Safety Phrases:	24, 25, 26
Suppliers Name & Address:	N/A	Telephone/ Fax No's:	N/A
		MSDS Attached:	In Site File

SUBSTANCE PROPERTIES

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive
No	No	No	Yes	No	Yes	No	Yes

ROUTE OF EXPOSURE

Skin	X	Eyes	X	Inhalation	X
Ingestion	X	Cuts/ Abrasions		Injection	

PERSONS AT RISK

Users of the product	X	Members of Public		Visitors	X
Other Workers	X	Young Persons			

PPE REQUIREMENTS

						Other:	Other:
EN388	EN471	EN149:2001 + A1:2009	EN140	EN166 1B AS, AF	EN166		
Yes	Yes	Yes	No	Yes	No	Yes / No	Yes / No

ADDITIONAL CONTROL MEASURES

General Precautions	Control Measures
➤ Ensure that the above specified PPE is worn and that all staff are informed of the risks; control measures and precautions required when working with the substance.	➤ Ensure that adequate supervision is provided at all times. ➤ Not Hazardous, however disposal subject to local authority regulations ➤ Follow the approach specified in HSE Guidance Note EH44 to control dust exposure

ADDITIONAL CONTROL MEASURES	
General Precautions	Control Measures

First Aid/Hygiene Arrangements	Fire Precautions
➤ Wash skin thoroughly with soap and clean water ➤ If contact is made with the eye, immediately flood the eye with plenty of clean water for at least 10 minutes and seek immediate medical attention. ➤ If inhalation remove patient to fresh air ➤ Wash out the mouth with clean water where appropriate.	➤

LEV Requirements	Monitoring Requirements
➤ Ensure that the work area is well ventilated at all times. ➤ Avoid inhalation of dust generated by the process.	➤ Consider additional monitoring if this product is to be used within a confined space. ➤ Provide additional monitoring where young or inexperienced workers are carrying out the works.

Transport Arrangements	Storage Requirements
➤ No special requirements for small quantities	➤ Store in a dry, well ventilated and secure store. ➤ Protect from extremes of temperature.

Spillage Procedures	Disposal Requirements
➤ Spillages should be cleaned up using a brush and shovel, whilst avoiding excessive dust creation. ➤ The material should then be placed into a suitable container for disposal.	➤ Dispose of waste according to local authority regulations.

Comments
An up to date Material Safety Data Sheet (MSDS) should be obtained from the supplier and reviewed alongside this assessment to ensure that the control measures are suitable and remain valid.

Are hazards to health adequately controlled with all control measures in place?

Yes ☒ No ☐

APPENDIX B – PPE RISK ASSESMENT

Project Name: Ickenham Construction	
Location: 15 – 17 High Road. Ickenham. UB10 8LE	Assessor: N Madhaparia
Task/ Work Activity: Site demolition	Date: 30/10/2017

PPE Risk Assessment Process		
(1) Hierarchy of Controls have been applied to identify PPE as a control measure of last resort:		Yes/ ~~No~~
(2) Compulsory RCE Issue PPE has been provided on site or at the workplace:		Yes/ ~~No~~
(3) Hazards associated with the work activity have been assessed to identify the requirement to provide specialist PPE as below:		Yes/ ~~No~~
Specialist PPE Requirements		
Hazards associated with the Work Activity		Typical Specialist PPE Consideration
A	Falls of Materials	1 + 2
B	Striking Against	1 + 2 + 5
C	Flying Particles	1 + 2 + 7
D	Hazardous Materials	1 + 2 + 5 + 12
E	Hazardous Fumes/Dust	19
F	Moving Vehicles/Plant	4
G	Noise	6
H		
I		
J		
K		
L		
M		
N		

Specialist PPE Requirements									
1	2	3	4	5	6	7	8	9	10
 Head	 Foot	 Body	 High-Vi Vest	 Hand/Arm	 Hearing	 Safety Goggles	 Safety Glasses	 Face Shield	 Welding Mask
11	12	13	14	15	16	17	18	19	20
 Life Jacket (Buoyancy Aid)	 Overall/ full body cover	 Fall Restraint Equipment	 Fall Arrest Equipment	 Harness	 Full Face Compressed Air Breathing Apparatus	 Half Mask Respirator	 Full Face Respirator	 Dust Mask	 Apron

<u>(4) PPE Selected*:</u>	<u>Type</u>	<u>Make**</u>	<u>Model**</u>
Head protection - Safety Helmet	BS EN 397	JSP	Centurion
Eye protection – normal site duties	BS EN 166 - F	JSP	Wraplite
Eye protection – cutting / flying objects	BS EN 166 - B	Ilesoptial	Safety Goggles
Hand Protection - Gloves – normal site duties	EN 388 2132	Polyco	Grip It SL
Hand protection - Gloves – cuts to hands	EN 388 4121	Polyco	Matrix F Grip
Hand protection - Gloves – concreting	BS EN 388 4121	Portwest	A400
Foot protection - Safety Footwear	BS EN 345 : SB-P toe and midsole protection	Various	-
Foot protection - Safety Footwear - concrete	EN ISO 20345:2011 SB-P toe and midsole protection	Dunlop	Warwick Full safety boot
Hi Visibility jacket or vest	BS EN 471 Class 2	WorkWear	Leo
Fall from height protection - Harness	BS EN361:2002	JSP	Pioneer DS
Fall from height protection - Fall arrest block	BS EN360	Miller	Falcon
Ear Protection – Defenders / plugs	BS EN 352 – Type 2 or 3	Brand	Pn24
Respiratory Protection – dust mask	BS EN149 – 2001	Warrior	FFP3

*All PPE selected must take account of Individual Requirements; Nature of the Work; Environmental Conditions & Design features/ Design limitations of the PPE. **Although make and model of PPE is listed above this may differ depending on supplier availability. However all PPE supplied shall conform to the BS EN codes stated.			
(5) Training/ Instruction Required in Safe Use of PPE - ✓ Where Required			
Verbal Instruction	✓	Written Instruction	
Tool Box Talk		Practical Training	
(7) Review of PPE Risk Assessment			
Date Risk Assessment to be reviewed:			

APPENDIX C – Manual Handling Assessments

Manual Handling Operations Checklist

Mark boxes as appropriate. Every activity must be marked

Company: R V Straughan Management Ltd				Project/premises: Ickenham Construction				Activity: Site demolition				
Materials to be handled: Timber, ceiling tiles, concrete, blockwork Plaster board				Can manual handling be eliminated: No				Location: 15 – 17 High Road. Ickenham. UB10 8LE				
Hazardous Materials: Plaster board		Possible injuries/harm: Cuts to hands, back injury, muscle strain, falls.				Maximum weight: Block work not exceeding 25kg						
TASK												
	YES ☒ NO ☐	YES ☒ NO ☐	YES ☒ NO ☐	YES ☐ NO ☒	YES ☐ NO ☒	YES ☒ NO ☐	YES ☒ NO ☐	YES ☒ NO ☐	YES ☐ NO ☒	YES ☐ NO ☒	YES ☒ NO ☐	YES ☒ NO ☐
LOAD												
	YES ☒ NO ☐	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☒ NO ☐	YES ☐ NO ☒	YES ☐ NO ☒			
ENVIRON												
	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☒ NO ☐	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☒ NO ☐	YES ☐ NO ☒
PERSON												
	YES ☐ NO ☒	YES ☒ NO ☐	YES ☒ NO ☐	YES ☒ NO ☐	YES ☐ NO ☒							

Control measures (Mandatory Section to be completed)

1. The weight of the materials vary, the heaviest being sections of brick work not to exceed 25kg.
2. No employee is to undertake manual handling activities unless training has been received.
3. Wherever possible mechanical equipment will be used to lift and transport items.
4. Appropriate manual handling techniques are to be employed at all times. Stooping, twisting or excessive reaching is to be avoided at all times.
5. Access and egress routes are to be kept clear of trip hazards at all times.
- 6 Only lift what is a comfortable weight if in doubt ask for help.
7. Look out for sharp edges splinters etc..
8. If possible, break loads down into smaller loads to reduce weight.
9. When team lifting one person is to control the lift and issue instructions.

The supervisor will monitor for fatigue and rest individuals as necessary

Assessor: Nitin Madhaparia

Signature: NM

Date: 30/10/2017