

Pre Construction Information Survey



Working with



**Lidl - Demolition
Auto Guild House
Cowley Road
Uxbridge
UB8 2AQ**

This survey is to be used in conjunction with the Lidl Health and Safety Specification for Construction Works 2011

This document will identify risks that will be encountered during the construction phase and outlines relevant information to assist in the management of health & safety during the project phase.

This survey is concerned with significant or unusual hazards. Hazards that are considered commonplace and encountered frequently on similar projects are expected to be managed by standard methods of control.

Project Directory

Local Authority	Details	Contact
London Borough Of Hillingdon Civic Centre High Street Uxbridge Middlesex UB8 1UW	Tel: 01895 250111 Fax: 01895 250869	
Client		
Lidl Uk GmbH 4-14 Blackbird Hill Wembley London NW9 8SD	Tel: 0208 905 8766 Fax: 0208 205 1704 Mob: 07971 440 044	Kieran Adair e-mail: london.construction@lidl.co.uk
CDM Co-ordinator		
Santia Consulting Ltd Santia House Parc Nantgarw Cardiff CF15 7QX	Tel: 029 2085 2852	Joey Hoey e-mail: joeseeph.hoey@santia.co.uk
Principal Contractor		
TBC		
Project Manager		
TBC		

Project Description & Programme

Programme and Duration	Project dates: The project is at tender stage at the moment with a provisional start on site date of 21st May 2012 and an expected duration of 6 weeks. This will be further discussed with the Principal Contractor at the pre commencement meeting to which detailed phases will be discussed and agreed.
Project Description	The project is described as the full demolition and clearance of existing structures including foundations and services Works will include: • Notifications to local authorities and obtaining any required licenses • Installation of site hoardings inclusive of pedestrian and vehicle access points • Removal of Asbestos containing materials inclusive of sheeting and rainwater goods • Removal of steel storage containers including contaminated waste oil tanks, barrels • Strip out of electrical and mechanical elements, mezzanine floor and storage elements • Demolition of entire structure including foundations • Break out concrete to building and external yards • Demolition of boundary walls as specified • Boundary treatments as specified All works to be agreed with Lidl construction manager, to final specification prior to commencing.
Construction Phase Health and Safety Plan (CPP)	The Construction Phase Health and Safety Plan must set out the arrangements for managing the health and safety of everyone carrying out the construction/demolition work and all others who may be affected by it. As well as outlining the arrangements for the management of health and safety of the general construction work, it must also detail the arrangements for the management of the hazards and risks specifically listed in this Pre Construction Phase Health and Safety Information. Health and safety must be monitored throughout the project to ensure that the plan is being followed and is effective. The appointed Principal Contractor must forward his Full CPP to Santia H&S Services, Construction Safety Team for assessment at least 7 days prior to the start on site date. Failure to do so could result in delays being incurred.
Health and Safety File	The appointed Principal Contractor should liaise with the Santia Safety Team to discuss and confirm the requirements for the contents and format of the Lidl Health & Safety File. The information must be collected by the Principal Contractor. Specific requirements are set out within the Request For Information (RFI) document that must be strictly addressed. Electronic information must be sent to constructioncompliance@santia.co.uk and hard copies to the shown address.

Works Programme	A key factor in ensuring the works can be completed safely will be the preparation of a programme that indicates which work activities can take place during the day and what elements of work will need to be undertaken outside of normal working hours (e.g. over-night). All direct contractors must be given ample opportunity to agree to the programme to ensure activities/deliveries etc can be safely accommodated. Copies must also be issued to the store manager and discussed.
Working Hours	Working Hours TBC
Drawings used for Survey	
Contractor Resources	The appointed Principal Contractor must ensure that he has all necessary resources available to him in order to manage health & safety for this project. If for whatever reason this cannot be achieved, the appointed Principal Contractor must notify the appointed Lidl Project Manager and Santia H&S Services, Construction Safety Team.

Project Specific 'Significant' Risks

High Risk Activities

Asbestos:

A suitable Asbestos survey fit for the intended works must be provided to the contractor prior to commencing works. Lidl construction manager to provide relevant information to appointed contractor.

Furthermore, if during the period of works, materials suspected of containing asbestos are further identified or disturbed, works should cease immediately and the appointed Lidl Project Manager and Santia Consultancy Safety Team must be contacted immediately.

All works are to be completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.



Asbestos Containing Materials

Working at Height:

There will be a high percentage of working at height and Principal Contractor must ensure all works are completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.

Contact with Services:

The works will entail high volumes of working on electrical circuitry with removal of redundant services. All works must only be completed by competent persons following identification and isolation of services.

Demolitions are planned and contractor must ensure all services are located and made safe with adequate isolation controls prior to commencing works.

Any site temporary mains must be tested and certificated with copies retained on site

All works are to be completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.

Demolition of Structures:

Demolition of the existing building is specified. The appointed contractor is to produce risk assessments, together with "site specific" safety method statements (as part of his CPH&SD) detailing any specific arrangements necessary to safely complete these works.

Particular considerations:

- Full isolations of all utility services, and the protection of any remaining utility pipe work and cabling prior to starting
- Timing of all noisy and dusty works carried out within normal working hours when the least amount of people will be affected.
- Sequencing of works to avoid premature or unintentional collapse of structures, with timely removal of demolished materials from site to reduce congestion within the site demise.
- Prevention of flying glass and other debris
- Segregation of demolition areas from remainder of site demise
- Protection of adjacent buildings and there occupants
- Protection of general public
- Protection against contact with hazardous substances

All works are to be completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.



Contact with Services



Demolition of Structures

Contamination of Ground:

Currently there is several waste/fuel oil tanks programmed for removal during the works and the following should be considered. The Main Contractors CPH&SD must detail the controls required to safely remove the tank without causing harm to both the operatives and the surrounding environment.

Consideration to be given too but not limited too:

- Safe isolation of all services.
- Containment of any surplus fuel oil retained in tank (foam/sand filling).
- Excavation of surrounding soil, segregation of area.
- Removal of tank, certification of lifting equipment, competency of operatives.
- Safe disposal of tank
- Safe containment and removal of any contaminated substances if found during the removal of the tanks.

Opus are to monitor for ground contamination during the excavation of fuel storage tanks

All works are to be completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.

Contact With Buried Services:

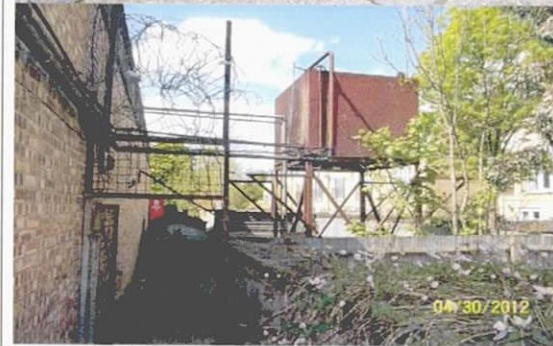
Before any works commence the Main Contractor must confirm that any services in the vicinity of the works (which may be affected by the works) have been identified, visually located and made safe. There are a number of properties in the immediate area of the works which will continue to operate and therefore may be affected by any isolation of services.

Currently it's known that a gas main crosses the site to the front elevation, with water located to front right corner.

When excavating, underground cables and pipes must be supported where necessary and protected from mechanical impact damage, strain and vibration.

The appointed contractor should not rely on exact locations of pipes and cables as shown on drawings but use them as a guideline to concentrate searches with suitable detection equipment and from hand dug trial pits in line with requirements of the relevant utility company.

All works are to be completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.



Contaminated Fuel Storage Tanks



Buried services

Deliveries/ Waste removals Traffic Management

A detailed Traffic Management Safety Plan must be implemented prior to arrival on site and issued with the CPH&SD. Deliveries; removals should be carefully planned in manageable loads which can easily be transported to and from site.

The Main Contractor must ensure that traffic management measures are put in place to protect any persons who may be affected by their undertakings.

All movements must be strictly controlled by the Main Contractor and a nominated banks man employed.

Segregated walkways should be considered providing safe access egress routes from site welfare areas to place of work as far as is reasonably practicable.

All works are to be completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.

Protection of The Public:

The CPH&SD must include arrangements to prevent the general public being exposed to any significant hazards. The Main Contractors risk assessments and where applicable, safety method statements should detail any specific arrangements necessary to complete the works whilst ensuring the safety of any third party.

Particular Considerations:

- The delivery of materials and removal of Waste, (Such operations should be programmed for periods when the least number of persons are likely to be affected).
- Maintenance of safe pedestrian passages along footpaths and thoroughfares.
- The suppression of noise and dust emissions as far as is reasonably practicable.
- Erection and dismantling of hoardings restricting unauthorised access

All works are to be completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.

Erection Of Hoardings:

The Main Contractor must ensure during the erection and/or dismantling of hoardings that persons in the vicinity of the work area are protected from potential harm or injury at all times. Works should be undertaken when the least amount of persons could be affected.

Hoardings, where possible and without difficulty to others (subject to further actions) should not obstruct:

- Existing services
- Warning signs
- Security lighting
- Neighbouring access
- Existing fire exits



Traffic Management



Erection of Hoardings

- Pedestrian access

All works are to be completed in line with regulatory requirements and in line with latest Lidl Health and Safety Specification for Construction Works 2011.

Fire & Emergency

Fire escapes:

Consideration must be given to carrying out and implementing suitable fire controls during the works. A suitable fire risk assessment must be completed and controls implemented to ensure the prevention of any fire breaking out during or as a consequence of the works.

Consideration must be given to the provision of suitable fire fighting equipment, provision of trained personnel and maintaining of adequate escape routes

Smoking:

Following the implementation of the new smoking laws in 2007 smoking is not permitted anywhere inside the building.

These items are to be carried out in line with the Regulatory Reform (Fire Safety) Order 2005, & the Construction (Design & Management) Regulations 2007 (CDM Regs 2007)



Fire Controls

Work at Height

Work at height has been identified, but the elements of this identified are covered in the Lidl Health and Safety Specification for Construction Works 2011



Works at Height

Traffic

Parking:

Parking will be available within the site demise and detailed on site set up plan.

Traffic:

Traffic in the proximity of the site is extremely busy and must be considered through out the works.

A traffic plan is required detailing movements of vehicles around the site, details of this are covered in the Lidl Health and Safety Specification for Construction Works 2011



Traffic

Waste

Production of waste has been identified, but the elements of this are covered in the Lidl Health and Safety Specification for Construction Works 2011

Location of waste skips and there locations are to be detailed on site set up plan.
Waste skips should be segregated and secured from unauthorised access.

Security

Access:

The CPH&SD must include arrangements for the control of people entering the site or any relevant specific work areas within the site.

Controls must be applied to ensure no un-authorized access to site occurs

This will include a suitable signing in and out procedure which must be enforced.

These items are to be carried out in line with the Construction (Design & Management) Regulations 2007 (CDM Regs 2007)

Environmental

Strong winds

The principal contractor must ensure that any loose materials that could be blown away during the works are suitably secured, given the proximity of busy vehicle traffic and water course in close proximity to site

Weather

The principal contractor is to ensure that operatives working outdoors have suitable clothing and give consideration to any weather conditions that could affect the welfare of operatives, sun, rain wind etc.

PPE is to be selected and issued in line with the Personal Protective Equipment at work Regulations 1992 (PPE Regs 1992)



Welfare

Lighting:

The Principal Contractors CPP must outline how he will ensure that the site lighting he provides is sufficient and will be regularly inspected and maintained throughout the works. An assessment for the requirements in providing emergency back up lighting should be undertaken and details identified within the CPP.

Welfare:

The appointed principal will need to supply their own external welfare cabins and must ensure Full welfare facilities are established before commencement of works.

Site welfare set up and access routes must be detailed on site set up plan.

These items are to be carried out in line with the Construction (Design & Management) Regulations 2007 (CDM Regs 2007)

Noise & Vibration

Consideration to be given to the regulatory requirements with regard to noise controls and the effects of vibration to operatives. Assessments will be required for both noise and vibration where relevant during the works.

People

Protection of the Staff/General Public:

The Construction Phase Plan must include arrangements to prevent all staff and general public, surrounding the construction work areas, from being exposed to any significant risk and hazards. Principal Contractors risk assessments and where applicable, safety method statements should detail any specific arrangements necessary to complete the works whilst ensuring the safety of any third party. Controls must be provided to ensure contractors undertakings are fully segregated from staff and members of general public at all times.

Consideration must be given to the current neighbouring trading car sales and service facility.

Manual Handling:

Manual handling is identified in the Lidl Health and Safety Specification for Construction Works 2011.

Specific consideration to be given to handling of materials at height ie, demolition works etc.

Maintaining Escape Routes.

All existing escape routes are to be maintained during the works where relevant until the structure becomes less enclosed.



Open access door to neighbouring facility to be secured

Emergency

The nearest Accident & Emergency Department is:

Hillingdon Hospital (1.2miles)

Pield Heath Road
Uxbridge
Middlesex
UB8 3NN

Tel: 01895 238282

The Main Contractor should confirm this prior to commencement of works.

COSHH

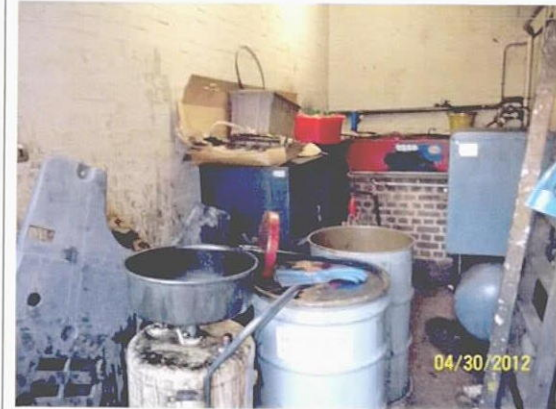
Demolition:

Demolition is planned during the works and consideration to be given to the effects of contact with substances hazardous to health, with dust and Asbestos Containing Materials, in particular but not limited too.

Contact with diesel fuels, hydraulic oils, lubricants grease should also be considered.

The use of COSHH items has been identified, elements of this are identified and covered in the Lidl Health and Safety Specification for Construction Works 2011

These items are to be carried out in line with Control of Substances Hazardous to Health (COSHH) Regulations 2002



Waste Oils

Permit to Work Systems

The requirements for permit to work systems is identified in the Lidl Health and Safety Specification for Construction Works 2011

Services

Isolation and termination of services must be considered and all demolition must only be carried out when services have been safely isolated.

Buried services have been identified and are known to be present to the front forecourt area and must be detected and identified prior to any planned excavations.

Work on or near services is identified in the Lidl Health and Safety Specification for Construction Works 2011



Additional Hazards

Rodents

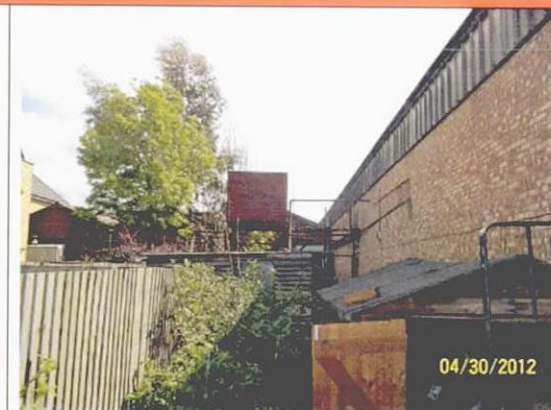
Given the current over grown areas and habitats likely to provided cover for vermin consideration must be given to ensuring adequate controls are applied to ensure operatives have sufficient hygiene provision to reduce potential effects from rodents and any other biological hazards present.

These items are to be carried out in line with the Construction (Design & Management) Regulations 2007 (CDM Regs 2007)

These items are to be carried out in line with the Construction (Design & Management) Regulations 2007 (CDM Regs 2007)

Water Sump:

There is a redundant water sump that has been covered over and must be considered during the works to prevent any accidental collapse or caving in.



Waste Ground Undergrowth



Water Sump Tank

Any changes to the proposed works or unforeseen changes to the physical condition of the site must be brought to the attention of Santia Consulting Ltd.

Embassy Demolition Contractors Ltd.

**Autoguild House
Cowley Road
Uxbridge
UB8 2AQ**

Demolition Method Statement

Scope of works

Total demolition steel framed workshop/showroom building and sundry smaller buildings
Removal of known asbestos
Refurbishment and demolition asbestos survey
Removal of ground floor slabs including the removal of foundations.
Removal of car parks and hard standings
Removal of underground fuel tanks
Removal of all non-inert materials including loose debris, floor coverings, doors, linings, architraves, windows, skirting etc. from site.
Crushing of inert material for use within the works, excavating, levelling and filling site
Sundry other works including removal of services, drainage, tree removal, temporary fencing etc.

Risks Associated with the Activity

- Access routes to be kept clear
- Use of hand tools
- Working at height
- Manual handling
- Existing services
- Machine demolition
- Premature or uncontrolled collapse
- Other site operatives
- General public/erection of temporary fencing to certain areas
- Dust. Damping down with hoses as required
- Asbestos)

Resources-labour, plant & equipment

- Hand tools including nail bars, tile removers, sledgehammers etc.
- Scaffold towers/MEWP
- Tracked hydraulic excavators ranging from 14-45tonne
- Attachments for above. Buckets, selector grabs, hydraulic breakers, pulverisers, shears etc.
- Mobile crushing plant
- Dumpers
- Temporary fencing
- Stand pipes and hoses for dust suppression
- Specialist "Dust buster" appliance with generator if required
- Lorries and skips for waste disposal
- Sundry other small items of plant as required
- Site manager
- Foreman
- Banksman
- General Operatives
- Machine operators

Minimum PPE Requirements

												
X	X	X			X			X	X		X	

See Construction Phase plan for PPE specifications.

Site manager is to decide on any further specific PPE requirements relative to the tasks being performed.

Method and sequence

1. All electrical and mechanical equipment to be disconnected/made safe by certified specialist prior to commencement. Locate and mark gas main to front.
2. Works area isolated with safety tape and warning notices of demolition in progress
3. Erection of temporary fencing to boundary and tree protection as required
4. Ensure no other trades are allowed into the demolition area except for emergencies. If access is required for others, works must cease until it is safe to continue
5. Removal of asbestos containing materials (see separate method statements)
6. Using hand tools remove the non-inert materials including doors, windows, skirting, partitions floor coverings etc. Place into skip for disposal to a recycling facility
7. Once the removal of all ACM's has been completed, structural demolition will continue by hydraulic excavator utilising shear working progressively from one end of the structure down to ground level, working from steel frame to steel frame. At the end of each working day partly demolished structures will be stopped at a steel frame. This alleviates the risk of premature or uncontrolled collapse. As the works progress debris to be placed on the ground for separation by a second excavator fitted with selector grab/bucket. Non-inert material and steel to be placed into 30m3 skips for disposal at a recycling centre, with inert material stockpiled for crushing on site.
8. Once each structure is cleared to ground level and the debris stockpiled/removed, a tracked hydraulic excavator fitted with bucket/breaker/pulveriser will remove the ground floor slab and foundations, stockpiling the arisings for crushing. Any voids left from the removal of the foundations will be filled with suitable arisings and the ground left level.
9. A mobile crushing plant will be used to crush the previously stockpiled material. The crusher will be loaded from the stockpile by a tracked hydraulic excavator fitted with a bucket. A second excavator will clear the crushed material from below the belt and will stockpile the material.
10. Excavator, dumper and roller will spread level and compact fill across the site in accordance with the specification.
11. A banksman and operative with hosepipe will be in attendance at every stage of the works to ensure safety and dust suppression.
12. All areas to be left level, clean and tidy for follow on trades.
13. Labour with a jet washing facility will be positioned at the gate for the cleaning of wheels as lorries exit the site. In addition to this mechanical road sweepers will be on call if required.
14. Note. An addendum method statement for the removal of the fuel tanks will be issued upon completion of investigation and location works

Duration of works

6 weeks

Signatures All persons involved in the work should read and sign the method statement.
 I have read and understand the method statement and the nature of the works.

Name	Date	Employer		Signed

General

All operatives hold the relevant certificates relevant to the required works

Should material amendments to this method statement be required to suit certain site conditions, they will be prepared initially by the site manager in conjunction with the project manager/health and safety manager and approved by the construction director.

This method statement to be expanded including sketches detailing on site sequencing, welfare and office positions etc.

N.B

This method statement to be read in conjunction with the Construction Phase Plan Demolition Phase and all other method statements and risk assessments relating to the contract

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN DEMOLITION PHASE

For

**Demolition
At**

**Autoguild House
Cowley Road
Uxbridge
UB8 2AQ**

June 2012 – August 2012

Prepared by

**J M Quinn
Embassy Demolition Contractors Limited**

The Construction (Design and Management) Regulations 2007

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- 20. O&M File Information Record**

The Plan is a 'living document' that must be kept under review and modified to anticipate and reflect changing circumstances as the construction work progresses, this includes:

- Changes to the design and construction methods employed
- Changes to personnel, contractors and consultants
- Changes to contracts and specifications

RECORD OF PLAN REVISIONS

[illegible]

SECTION 1 - Project Details & Health & Safety Objectives

1.1 Description of the Project

1.1.1 Location of the Project

Autoguild House, Cowley Road, Uxbridge, UB8 2AQ

The Nature of the Work to be Carried Out

a) Site Set-up

- The establishment of communication with the Client and subcontractors.
- The provision and erection of site temporary fencing.
- The establishment of site administration & welfare facilities within the site boundary
- The provision of first aid supplies and fire fighting equipment, trained personnel and appropriate signage and full arrangements for emergency procedures.
- Site induction procedures.
- Disconnection/making safe of incoming services (by others prior to commencement)

b) Scope of works

- Tree removal
- Confirming the disconnection of existing incoming services
- Hoarding
- Removal of non-notifiable asbestos
- The demolition of brick built single/two storey, pitched/flat roof
- The demolition of sundry outbuildings
- Removal of slabs hard standings and foundations
- Removal of underground fuel storage tanks
- Recycling inert material arising from the demolition
- Levelling of site and spread recycled material
- Surplus material to be removed from site
- Site specific method statements and risk assessments will be issued for each of the above prior to each operation being carried out

1.1.3 Premises Usage & Situation

The site comprises of a single/two storey structure with associated outbuildings which were used as car showrooms, repair workshops and offices. As part of the contracted works, these buildings are to be demolished including the removal of ground floor slabs, foundations and hard standings.

1.1.4 Access

Normal access to the site for pedestrians and materials will be via the vehicle cross over at the entrance gates to the site off Cowley Road. Vehicular access to the site is to be in strict accordance with the route map issued by the client's representative, a copy of which will be appended to this document. All delivery companies will be issued with a copy of this document. A Banksman will be positioned to direct traffic in and out of the site.

1.1.5 Parking

Sufficient parking is available within the site boundary.

1.1.6 Deliveries & Waste

Deliveries and removals will be carried out in accordance with the Site Manager's site layout and traffic management plan. Access and egress for vehicles will be via the entrance described above and all materials will be unloaded in a segregated area on site. There is sufficient room on site for vehicles to drive in, carrying out reversing manoeuvres within the site boundary, and for the unloading and storage of plant and materials. Access and egress will be supervised by a banksman at all times.

All waste materials leaving the site will be recorded within the Site Waste Management Plan and transported by a competent and certified contractor.

1.1.7 Restrictions - Physical

Parking Restriction

See above comments

Hot Works Permits

Hot Works Permits are required for all hot works.

Noise and Dust

Where possible, all areas will be kept clean and dust free and unavoidable noisy works will be restricted to working hours. Where necessary, water suppression and road sweeping procedures will be implemented to reduce the production of dust and debris, which may affect the neighbouring houses and roads.

To supplement this, wheel cleaning facilities in the form of a jet spray will be positioned at the exit point as required.

Adjacent Property

The neighbouring properties, whilst relatively close to the boundary, are of sufficient distance away not to be unduly affected by the works providing the correct control measures are adopted.

1.2 Programme Details & Key Dates

1.2.1 Planning and Preparation Timescale allowed by Client

The lead in timescale for the works is approximately 1 week.

1.2.2 Construction Timescale

The project duration will be 6 weeks from commencement.

1.3 Key Stakeholder Details

1.3.1 The Client

Lidl UK GmbH
4-14 Blackbird Hill
London
NW9 8SD

Contact: Kieren Adair
Tel: 0208 905 8766
Email: london.construction@lidl.co.uk

1.3.2 Principal Contractor

Embassy Demolition Contractors Limited
Pegamoid Site
Nobel Road
London
N18 3BH

Contact: John Quinn
Tel: 07850 715773/0208 887 7012
Email: jquinn@joproperties.co.uk/sales@embassydemo.co.uk

1.3.3 Project Managers/Architect/Lead Designer

TBA

Contact:
Tel:
Email:

1.3.4 CDM Coordinator

Santia Consulting Ltd
Santia House
Parc Nantgarw
Cardiff
CF15 7QX

Contact: Joey Hoey
Tel: 029 2085 2852
Email: joeseeph.hoey@santia.co.uk

1.3.5 Designers

TBA

Contact:
Tel:
Email:

1.3.6 Contractors

TBA

Contact:
Tel:
Email:

1.4 Extent & Location of Existing Plans & Records

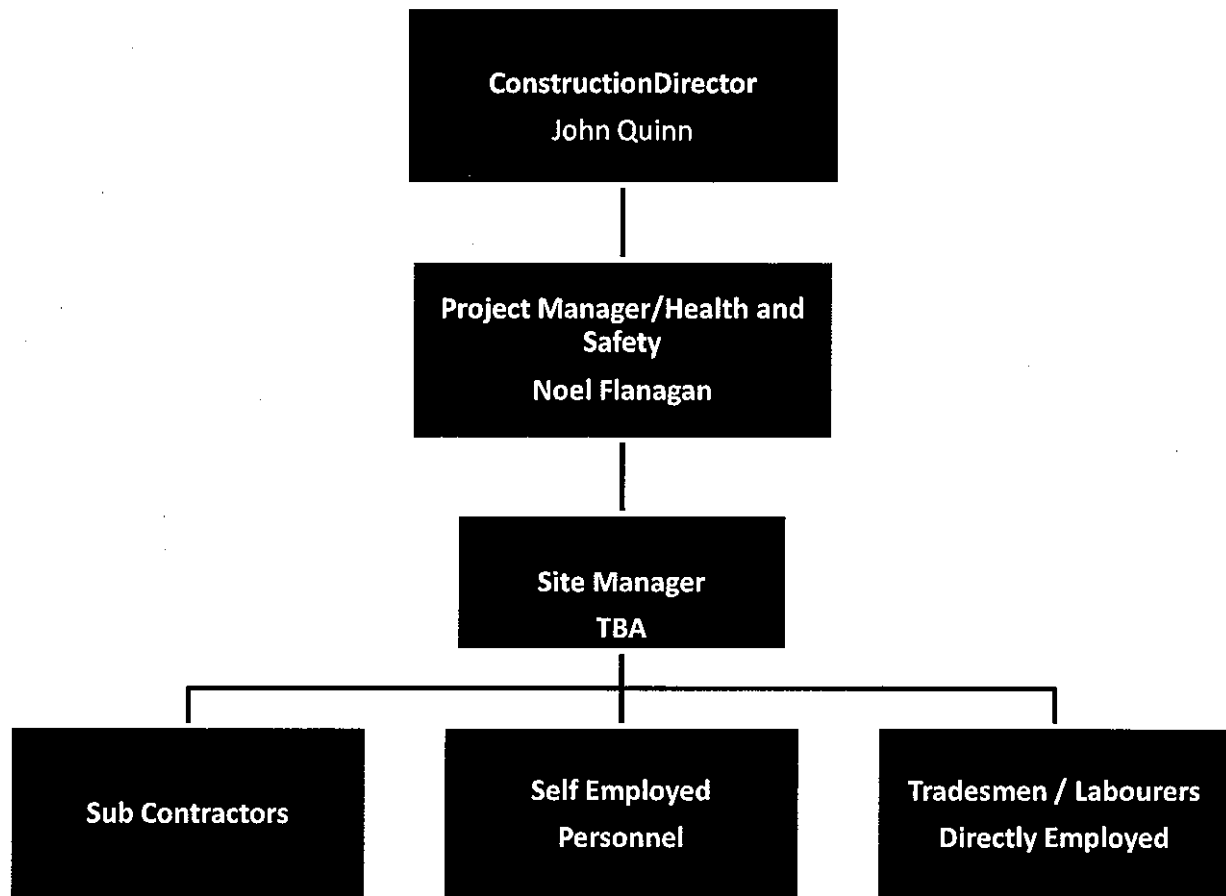
The existing records have been issued as part of the Tender packages. These together with information gathered during site visits are sufficient for method statements and risk assessments for enabling and demolition works to commence.

The client will commission a refurbishment n& demolition asbestos survey prior to commencement of the works.

If previously unidentified asbestos containing materials, or any materials suspected of containing asbestos are encountered during the demolition, works will cease and the affected area cordoned off until samples are verified by independent UKAS laboratory testing.

Section 2 - Management, Standards & Selection Procedures

2.1 The Principal Contractors Project Management Structure & Responsibilities



Construction Director & Project Manager

Policy & Project Management & Discipline

- Will ensure the accuracy of this Plan, in conjunction with the appointed health and safety adviser, and will be responsible for the implementation of Company procedures and this Plan
- Will ensure that regular monitoring of the project takes place and continuous reviews are made in order that the Plan is updated.
- Will be responsible for the implementation of the health and safety management structure and monitoring of the project.
- Will ensure that any person on site who interferes with any health and safety provision or wilfully neglects procedures or misleads or incites any other person to interfere with equipment or bypass procedures is disciplined, in line with the company's policy.
- Health and safety will be a standing agenda item at meetings and the Company will receive reports from appointed persons or organisations as appropriate to determine that their statutory responsibilities are being discharged.

Consultation

- Will consult with the management team and employees concerning health, safety and welfare to ensure that all relevant matters are considered and taken into account in determining safe working procedures.
- Will ensure that all employees have access to him and are able to report and discuss issues connected with their health, safety and welfare.

PPE

- Will ensure that suitable and sufficient Personal Protective Equipment is provided to each employee and that it complies with all current regulation requirements, BS and EN specifications

Accident & RIDDOR

- Will ensure that all accidents are reported correctly in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and make sure that each incident is recorded within the accident book.
- Where applicable, he shall ensure that the accident has been reported to the HSE Incident Contact Centre by the quickest available means and complete the Form 2508 and forward within 10 day period.
- Will instruct the appointed advisers to investigate each accident and provide a report highlighting corrective actions.

Competency

- Will ensure that subcontractors are vetted to verify their competency using the Form provided for the purpose and that only those sub-contractors who have satisfactory health and safety provision are appointed. He shall also ensure that records relating to those checks are retained on file and made available to those persons or organisations that may require them.
- Will ensure that all employees of the Company are competent to carry out the specific tasks for which they are to be employed or engaged. Appropriate checks and tests shall be carried out, in accordance with current legislation and approved codes of practice, to confirm their competency.

First Aid

- Will ensure that First Aid arrangements are in place to the standard given in *the First Aid at Work Approved Code of Practice* and that they are maintained at all times.
- Will ensure that a qualified First Aider or Appointed Person and appropriate equipment are available on site.

Fire & Emergencies

- Will ensure that fire prevention & emergency arrangements are in place in accordance with requirements of the *Construction (Design & Management) Regulations 2007*.

Welfare

- Will ensure that work areas are safe and that they have adequate lighting, welfare facilities, means of escape in case of emergencies, means of giving warning of fire, means of summoning the emergency services, emergency equipment and facilities.
- Will ensure that welfare arrangements are provided on site in accordance with the requirements of the *Construction (Design & Management) Regulations 2007* and are maintained on a regular basis.

Equipment

- Will be responsible in conjunction with the Site Supervisors to ensure that the stores, vehicles and equipment of Embassy Demolition Contractors are compliant with health and safety requirements at all times and that internal employees are aware of their responsibilities.
- Will implement procedures that will ensure that all equipment or supplies purchased or hired are fit for their purpose and intended use and are provided with sufficient information from the suppliers or manufacturers to enable recognition of the hazards associated and the risks involved in their employment or use.
- Will ensure that all equipment is subject to examination, testing and use as specified by the supplier or manufacturer and in accordance with any statutory requirements and he will maintain records of equipment and the examination and testing of that equipment.

Risk Assessments

- Will ensure that no person is placed where there is a risk to their health and safety unless that risk has been assessed and appropriate controls are in place and that all personnel affected or likely to be affected are informed of the nature of the hazard and any controls.
- Will ensure that risk assessments are undertaken using the Company Procedure. He shall ensure that failures are actioned, and outcomes are used in the preparation of method statements. This will be done in conjunction with the appointed Advisers if necessary. A copy of assessments will be filed and will be available for inspection by appropriate persons.
- Will ensure that safe systems of work are developed, implemented and revised as necessary.

COSHH

- He will ensure that assessments are undertaken for all substances and materials that are to be used, in accordance with *The Control of Substances Hazardous to Health Regulations 2002 (as amended)*. He shall ensure that the Company forms are used and that they are retained on File together with the associated manufacturer's data sheet and made available for those requiring them.

Manual Handling

- He will ensure that manual handling assessments are undertaken and recorded and that the results are incorporated within method statements and working procedures.

Information, Instruction, Training and Supervision

- Will ensure that all employees receive information, training and instruction appropriate to their needs and have access to him and can discuss health, safety and welfare issues with him.
- Will ensure the induction training of all employees is undertaken, including bringing the company Policy and the Construction Plan to their attention and emphasising disciplinary matters and action related to this Policy/Plan, including penalties in law.

Project Manager, Site Manager and Supervisors

Policy Management & Discipline

- Will be responsible for the implementation of Company Health and Safety Policy and this Plan on site.
- Will be responsible to the Construction Director for the performance of employees and contractors under their charge, ensuring that no employee or contractor carries out any task that is not fully compliant with Company policy and the customers own site rules and regulations.

Consultation

- Will consult with the Construction Director, colleagues and contractors concerning health, safety and welfare to ensure that all relevant matters are considered and taken into account in determining safe working procedures.
- Will ensure that all employees and contractors have access to him and are able to report and discuss issues connected with their health, safety and welfare.

PPE

- Will ensure all Personal Protective Equipment that is provided is suitable for use for all employees and complies with all current regulation requirements, BS and EN specifications.
- They will ensure that all employees use and maintain protective equipment correctly and replace any damaged or out of date PPE brought to their attention.
- Will ensure that all subcontractors are in possession and wear PPE in accordance with site rules and Company policy

Accident & RIDDOR

- Will ensure that all accidents are reported using the *Accident Book* provided on each site and that appropriate corrective action takes place. Where an accident falls within the confines of *RIDDOR* he will inform the Directors and report the accident to the *HSE Incident Contact Centre* and provide the necessary information so that the completed *Form 2508* is submitted within 10 days of the incident.
- Will liaise and cooperate fully with the appointed safety advisers during any investigation and will implement any corrective actions highlighted within the accident investigation report.

Competency

- Will ensure that all subcontractors have undertaken company vetting procedures prior to commencement on site.
- Will ensure that employees and subcontractors are competent for the specific task they are undertaking.

First Aid

- Will ensure that First Aid arrangements are implemented on site in accordance with the Health and Safety (First Aid) Regulations 1981 and that a fully stocked first aid box is located within the site office
- Will ensure that suitable signage is erected around the site, depicting the locations and contact details of first aiders and first aid equipment.
- They will be the designated and qualified First Aider or Appointed Person for the site.

Fire & Emergencies

- Will be responsible for ensuring that emergency procedures relating to the site and project are either drawn up or the arrangements are secured, and that all employees and contractors under his control are aware of and confident in using, or operating the arrangements.
- Will ensure that suitable fire points are located at strategic locations around the site and these are signed accordingly, maintained and inspected at regular intervals.

Welfare

- Will ensure that work areas are safe and that they have adequate lighting, welfare facilities, a means of escape in case of emergencies, means of giving warning of fire, means of summoning the emergency services, emergency equipment and facilities.
- Will ensure that welfare facilities, which are provided within the site, conform to Schedule 2 of the *Construction (Design and Management) Regulations 2007*.
- Will ensure that all welfare facilities are maintained on a regular basis.

Equipment

- Will be responsible in conjunction with the Construction Director to ensure that the stores, vehicles and equipment of **EDL** are compliant with health and safety requirements at all times and that internal employees are aware of their responsibilities.
- Will ensure procedures are devised and implemented, which will ensure that all equipment or supplies purchased or hired are fit for their purpose and intended use and are provided with sufficient information from the suppliers or manufacturers to enable recognition of the hazards associated and the risks involved in their employment or use.
- Will ensure that all equipment is subject to examination, testing and use as specified by the supplier or manufacturer and in accordance with any statutory requirements
- Will ensure that records in respect of machinery and equipment are maintained and that recommended service schedules are adhered to.

Risk Assessments

- Will ensure that no person under their control is placed where there is a risk to their health and safety unless appropriate controls are in place and that all personnel are informed of the nature of the hazard and any controls.
- Will ensure that risk assessments are undertaken and implemented using the Company Procedure. He shall ensure that failures are actioned, and outcomes are used in the preparation of method statements. This will be done in conjunction with the appointed Advisers if necessary. A copy of assessments will be filed and will be available for inspection by appropriate persons.
- Will ensure that safe systems of work are developed, implemented and revised as necessary.

COSHH

- He will ensure that all COSHH assessments that have been undertaken for the substances used on site implemented accordingly and all relevant information is provided to company employees and contractors during toolbox talks and progressive training and instruction. He shall ensure that the Company forms are used and that they are retained on File together with the associated manufacturer's data sheet.

Manual Handling

- Will ensure that manual handling assessments that have been undertaken are implemented on site and that the results are incorporated within method statements and safe systems of work.

Information, Instruction, Training and Supervision

- Will undertake induction training of all operatives and contractors on each site including bringing the company policy and this Plan to all employees' attention and emphasising disciplinary matters and action related to this policy, including penalties in law
- Will ensure that all personnel under their control are given information, and instruction appropriate to the work they are undertaking

Contractors

Will be responsible for ensuring compliance with the provisions of the Construction Phase Health and Safety Plan, and any instructions from the Company and advisors.

Will be responsible for the provision of site specific risk assessments, method statements and the monitoring of compliance by their operatives.

Tradespersons & Labourers

Shall work in accordance with Company Policy and follow safe methods of working using any protective or safety equipment identified for individual tasks.

Shall only work under the specific direction of the Site Manager.

Company Safety Advisor

Overseeing implementation of the Company's Health and Safety Policy.

Policy guidance, interpretation and advice upon application of approved codes of practice, guidance notes and risk assessments and method statements. Checking, by regular inspection, compliance with Company Policy and Construction Phase Health & Safety Plan.

2.1.1 Health and Safety Principles and Objectives

EDL recognises the basic principles of health and safety and the need for the efficient management of health, safety and welfare matters in all its operations and in its relationships with contractors, clients and other persons who may be affected by its acts or omissions.

It is our objective to manage this project in a safe manner without risk to the health, safety and welfare of any employee or other person who may be affected by our undertaking and in accordance with our Company Health and Safety Policy. The Company, in compliance with Regulation 7(4) of the Management of Health and Safety at Work Regulations 1999 (as amended), has appointed a competent Health and Safety Advisor to assist the Company in the management and running of this project, in order to satisfy our legal and moral responsibilities and duties.

The overriding aim is to complete the project without risk to any person, whether employed on or involved with the project or not.

2.1.2 Monitoring & Review

Our Health and Safety Advisor will undertake proactive and reactive monitoring activities and a review of health and safety standards and performances of the project. He shall inspect and review the site and associated documentation as work progresses and provide a report detailing compliance and omissions with regard to all health, safety and welfare provisions. They will investigate all incidents, including 'near miss' occurrences and provide a written report including recommendations in addition to the requirements outlined within **Section 6**. A resulting report detailing any shortfalls in health and safety procedures and recommendations will be distributed to those concerned, in order to implement corrective actions.

As work progresses, meetings to review the project and discuss all aspects of health, safety and welfare, will take place at **EDL** site offices between the key personnel referred to above and any other persons considered appropriate in the circumstances. The meeting will also deal with any project and design changes, which will be discussed and recorded.

Records of active monitoring, minutes of these meetings and any matters raised as a result of employee consultation shall be retained by *The site manager* in the project folder and be available alongside the Health and Safety Plan, File Information and other health and safety documentation and records.

Fortnightly H & S audits will be carried out by our H & S consultants. In house toolbox talks by our Noel Flanagan weekly.

2.1.3 The Company's Management Arrangements for Coordinating and Directing Contractors

Each contractor will, no later than the time of engagement, be notified in writing that they are acting as contractors to **EDL** (the Principal Contractor) within the meaning of the Construction (Design and Management) Regulations 2007, and that they come under the direct supervision of the site management and that they will be required to undergo Site Induction Training before commencement on site.

2.2 Health & Safety Standards

Health, safety and welfare standards will be taken from current Approved Codes of Practice published by the Health and Safety Executive, British Standards Institute, Loss Prevention Council and other recognised organisations as appropriate.

It is our policy to adopt the methods given in these documents where they are appropriate. Where the methods are not appropriate or cannot be implemented as described, a solution offering a higher standard of safety or protection will be sought.

2.2.1 Specific Documents which shall be Referred to and implemented where applicable.

The Company has access to an extensive library of Health and Safety Literature and although some of the booklets mentioned below will not be applicable to this specific project, these ACOPs and guidance literature will be used as a basis for risk assessment as well as being referred to for solutions and guidance to good practice.

HSG 33 - Health and Safety in Roof Work
HSG 47 - Avoiding Danger from Underground Services
HSG 85 - Electricity at Work – Safe Working Practices.
HSG 141 - Electrical Safety on Construction Sites
HSG 144 - The Safe Use of Vehicles on Construction Sites
HSG 149 - Backs for the Future – Safe Manual Handling in Construction
HSG 150 - Health and Safety in Construction
HSG 151 - Protecting the Public Your Next Move
HSG 168 - Fire Safety in Construction Work
HSG 210 - Asbestos Essentials Task Manual
HSG 213 - Introduction to Asbestos Essentials
L5 – Control of Substances Hazardous to Health (Fifth Edition)
INDG 402 - Safe Use of Ladders and Step Ladders – An Employers Guide
INDG 403 - A Toolbox Talk on Leaning Ladder and Step Ladder Safety
INDG 401 (Rev 1) - The Work at height Regulations 2005 (as amended)
HSE Construction Information Sheets
Environmental Health Section Construction Site Guidelines (Barnet)

'Fire Prevention on Construction Sites – 7th Edition' - 'The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation', published jointly by The Construction Confederation & The Fire Protection Association.

Section 3 - Selection Procedures, Communications & Consultation

3.1 Selection Procedures

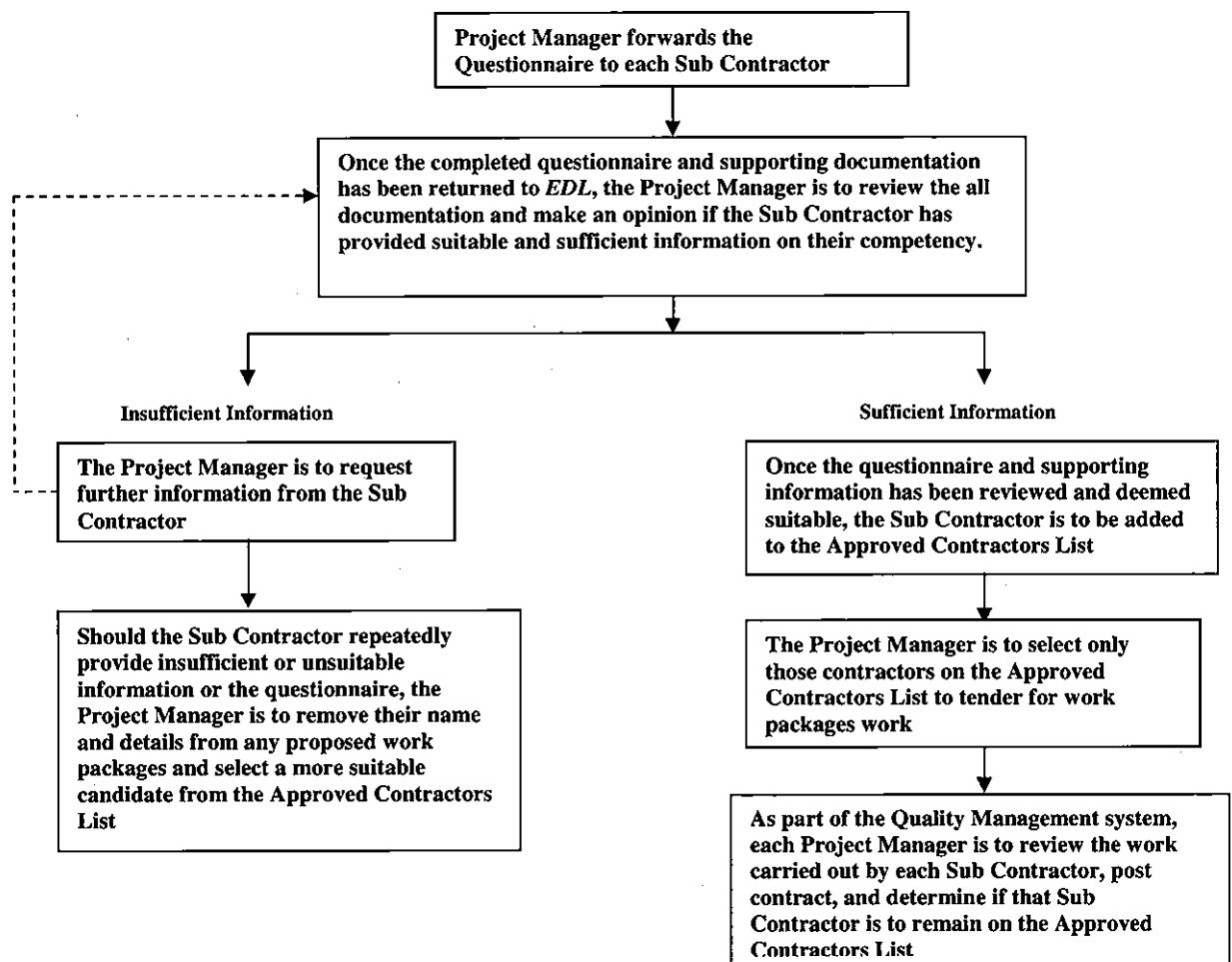
3.1.1 Contractors (*Note. No proposed contractors or subcontractors at this stage*)

All Contractors, whether employed or self-employed shall be required to supply written documentation and other information capable of verification regarding their competency in respect of the skill, function or other duty for which they are to be engaged, in accordance with Company procedures set out within the Health and Safety Policy Document and Appendix 4 of the CDM ACOP 2007.

Each contractor, prior to an appointment being made, will be sent a Health and Safety Questionnaire by the Project Manager and this form must be checked alongside the supporting documentation requested within the questionnaire, these documents include;

- A copy of their full Health and Safety Policy Document.
- Examples of risk assessments and method statements for the type of work being undertaken.
- Generic COSHH assessments for materials proposed to be used on this project.
- Records of past performances and knowledge from previous contracts.
- In addition the Company will assess the contractor's health and safety performance by referring to the HSE Enforcement Notice database.

Sequence of Completion of the Health and Safety Questionnaire



Once approved, all contractors are required to demonstrate that they have made, or will make, before attendance on site, adequate provision for health and safety that shall include the provision of site specific risk assessments, method statements and safe systems of work appropriate to the work to be undertaken.

3.1.2 Supplies & Suppliers

Suppliers will be required to supply health and safety information regarding their product and any methods applicable to its installation and use, unless the contractor is familiar with the product and has a risk assessment recorded if appropriate. All safety data sheets will be retained on file in the site office or head office.

As a requirement of the Construction (Design and Management) Regulations 2007, the Company is required to obtain details of services, plant and equipment, which are part of the structure from specialist suppliers and installers, e.g. mechanical and electrical contractors, and pass this information on in the form of a Health and Safety File. Contractors employed by the Company have a specific duty in the CDM Regulations to pass information for the health and safety file to the principal contractor, who in turn has to pass it to the CDM Coordinator. This information could include 'as built' and 'as installed' drawings as well as O&M manuals.

3.1.3 Machinery & Plant

All machinery and plant whether for common or specific use will be selected for a specific purpose and only used for that purpose. It shall be maintained in accordance with the manufacturers or suppliers instructions, and inspected and tested in accordance with legislative requirements following an approved code of practice where applicable. A record of each item of equipment is to be kept, and records for each piece of equipment used on this project will be kept on site for the duration of the project.

The use, operation, testing and maintenance of machinery and plant shall only be carried out by operatives that have been trained, authorised and who are competent to do so.

3.2 Communication

Health and safety matters, which arise from any source, shall be communicated to those persons whose health and safety may be affected by the project and any persons having a management responsibility for the project or persons affected by the project. Regular consultation with the Client, Designers and Contractors are key to the successful management of the project.

It shall be the duty of the person or persons who become aware of any risk to health and safety to immediately notify the site management who will record that risk and take immediate appropriate action, including, if deemed appropriate, stopping operations until the risk has been eliminated.

Formal management meetings regarding the project shall take place on a monthly basis, normally at the Company's head office, and health and safety will be a standing agenda item. The meetings will be attended by contractors, designers, consultants and the Client as required and matters of importance concerning health and safety or the management thereof will be notified to those affected immediately. Regular informal meetings shall also take place in a suitable location on site e.g. during a tea break. This often works well and helps to get a positive contribution from all contractors involved on the project. Other proactive methods that we shall implement will include a 'working well together walkabout' where representatives of all of the trades working on site will be invited to take a regular "walkabout", recording issues that may be of concern and actively seeking to agree improvements, which are practical and cost-effective. It is essential that where agreement on actions has been reached, this agreement is clearly made public and the agreed actions are taken and are seen to be taken.

3.3 Design Work & Subsequent Changes to the Design

All design work is the responsibility of the design team and they are required to ensure that the risks associated with their design are assessed and where possible, eliminated. A safe method of work will be prepared before commencement of any work in connection with the design and, if necessary, consultation with the CDM Coordinator and persons who may be affected by any health and safety matters arising, shall take place.

As discussed above, all design work, including subsequent changes to the design will be brought to the attention of all key stakeholders mentioned in section 1.3 and those attending the formal management meetings. All changes to the design will be recorded and documented accordingly and should the health and safety of any person be effected, the CDM Coordinator will be consulted prior to the design change being signed off and implemented.

3.4 Information for Contractors

Each contractor, including suppliers delivering to the site, will be given information, sufficient for them to be able to understand the risks to their health and safety from the environment within which they will be required to work and the risks arising from the construction work itself.

In some cases the Contractor will be conducted around the site and the health and safety issues discussed to enable them to prepare their own risk assessments and method statements for the work package that they are to undertake.

When on site, contractor's personnel will be reminded of the information available and their attention drawn to the appropriate risk assessments and method statements, COSHH assessments, health and safety law posters, general information posters, F10 Notification of Project information, insurance details, site rules and any appropriate signage, including emergency related signage.

Information regarding all aspects of health and safety will be available on site and be displayed in the site administration office/area, welfare areas and any other area deemed appropriate.

The Company has an open door policy and all employees, contractors and associated persons will also be encouraged to raise matters relating to health and safety and discuss them with the Site and/or Project Manager as matters arise and at the arranged meetings.

3.5 Consultation on Site

The measures described above shall be used for consultation and additionally the Project Manager will informally seek the views of all persons working on site and record any significant findings. The management team of **EDL** have an open door policy when dealing with health and safety matters and welcomes open discussions with employees.

Section 4 - Training & Security on Site

4.1 Training

It is the Company's policy to ensure that all personnel, including contractors employed on this project are competent to undertake the work that they are employed for. This will involve having the appropriate training and qualifications and trade associations. Due to the nature of the project it is not considered that any special training requirement will be required other than that already obtained through job employment. Where risk assessments determine a need for specific or site wide training the Company will refer the matter to their health and safety advisors for further assessment of training needs and a programme of training will be devised and undertaken. Any training devised and given shall be recorded and those persons undertaking training will be assessed to ensure that the level of competence attained is sufficient before work commences. All personnel will receive site induction training as specified below and where necessary refresher training in 'site wide' health and safety hazards and risks.

As new hazards arise as a result of the development of the project all personnel shall be informed of matters affecting their health and safety, either directly through toolbox talks, corrective training or as part of daily briefing meetings through their line manager.

4.2 Site Inductions

No person shall be allowed to enter the site to undertake any works unless they have attended an Induction Talk held by the Site Manager or Project Manager.

The induction procedure will comprise of a short presentation, following which the inductee will be required to complete and sign off against the site induction sheet, as provided within Appendix 3.

4.3 Security & Signage

During the construction works, the Company will ensure that security precautions are adhered to prevent unauthorised entry at all times. The measures employed may alter as the project proceeds and will include:

- The provision and erecting of hoarding and heras fenced areas
- Logging in/out of the site.
- The securing of doors and barriers when not in use.
- When not in use, the securing of any equipment on site within a lock box/secure cabinet
- The securing of any plant machinery when not in use and the removal of the starting key, which is to be locked within a key box/secure cabinet.

Site Office

The site administration area will be situated within a cabin/unit, as organized by the site manager

Notices

Warning, direction and informative notices will be provided and displayed to give early and adequate warning of hazards arising as a result of the work and any modification to existing conditions, pedestrian routes and means of escape. All signs shall conform to the Health and Safety (Signs & Signals) Regulations 1996.

Visitors

All contractors & visitors attending site will be required to make an entry into the site register on arrival and again on departure. The Site Manager or an appointed person shall accompany the visitor at all times on site and will ensure they are in possession of and wearing the appropriate PPE. Should an incident or an emergency arise, the Site Manager or appointed person will direct the visitor to the emergency assembly point where a roll call will be made.

COSHH

Quantities of hazardous substances will be limited at any one time to that required for immediate use. COSHH items will be removed from site on a nightly basis so to prevent access and handling by unauthorised persons and all notionally empty containers and containers will be removed from site.

Machinery & Equipment

The unauthorised use of machinery and equipment presents a range of hazards and risks. To ensure these hazards and risks are reduced the Company will ensure:

- When not in use, all equipment will be secured to prevent use.
- All machinery will be effectively immobilised and locked when not in use.
- All keys will be removed and stored in a lockable cupboard

Section 5 - Welfare & Emergency Procedures

5.1 Welfare Arrangements

A designated toilet, washing facilities, eating and rest area including storage for personal protective equipment will be provided on site in the form of an "Oasis" unit.

All welfare facilities will be provided and maintained in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2007 and shall include:

- Toilets, washbasins (with hot/cold or warm running water), towels and toilet rolls.
- A canteen with sufficient number of chairs (with backs) and tables, drying, changing and storage facilities for personal items & PPE for those attending the site.
- A means of heating food and water for the purpose of consuming hot food and drinks.
- Fresh drinking water and cups.

In addition to the above and in order to reduce the risk of skin infections, e.g. dermatitis, the Site Manager will also ensure that a skin washing/protection programme is in place prior to the commencement of works the supplies for which are replenished regularly. These will consist of:

- Soap
- Barrier cream
- Moisturiser

5.2 First Aid

Prior to the commencement of any work on site, the Site Manager will make an assessment of the first aid requirements. Should there be any high-risk activities, which require a higher level of first aid arrangements; the Company will seek advice from our health and safety advisor.

All provision for First Aid on the site will be in accordance with the Health and Safety (First Aid) Regulations 1981 and the revised (2009) Code of Practice. All operatives will be made aware of First Aid arrangements at their induction and have suitable access to first aid equipment. The Site Manager will be the Appointed First Aider for Emergency First Aid situations, the first aid box will be located within the area designated as the site office and he will check the contents regularly and replenish when necessary.

First aid containers

First aid containers will be provided within the site to ensure that there are adequate supplies for the nature of the work and hazards involved. All boxes will contain the minimum supplies set out in the list below. Although there is no mandatory list of items to be held in the First Aid box, it is to contain the following:

- **Basic advice on first aid at work – (HSE leaflet INDG 215(rev2))**
- **Twenty individually wrapped sterile adhesive dressings (assorted sizes)**
- **Six individually wrapped moist cleansing wipes**
- **Two sterile eye pads**
- **Four individually wrapped sterile triangular bandages**
- **Six safety pins**
- **Six medium sized individually wrapped sterile un-medicated wound dressings**
- **Two large sized individually wrapped sterile un-medicated wound dressings**
- **Four pairs of disposable gloves**
- **One pair of ball end scissors**

Where there is a requirement, depending on the work activity and risk factor, additional items such as adhesive tape, disposable aprons and saline (0.9%) solution for the eyewash station shall be supplied. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.

The location of first aid boxes shall be clearly indicated on the site. First aid boxes shall also be maintained and restocked when necessary by the First Aider/Appointed Person. These personnel are to be aware of the Company procedure for re-ordering supplies.

See Section 6 for the reporting procedures and administration of the Accident Book.

5.3 Fire

There are no existing fire and emergency procedures on site. Prior to commencement of work, the Site Manager will plan and implement a fire and emergency strategy and include the details within the site induction training for all persons entering the site for whatever purpose. All employees, contractors and visitors to the site must follow these directions in the event of an emergency. When attending site ALL employees, contractors and visitors must record their attendance within the site attendance register.

The Site Manager will erect and maintain suitable fire/emergency exit signage depicting emergency exit routes and the assembly point.

In the event of an alarm being raised, all equipment and plant is to be shut down and all barriers around the working areas are to be replaced before leaving the building. All Personnel are to form up at the assembly point, where a roll call will be taken.

Fire points shall be installed, maintained and inspected on a weekly basis by the Company. Should extra fire points be necessary, this will be determined by assessment of the additional risk presented by the work being carried out. Extinguishers will also be provided within the office/canteen area. Appropriate fire extinguishers, as listed below, will be available at these points for those employees who are fully trained and continuously assessed. At no time will company employees attempt to extinguish a fire that is beyond their training capabilities.

WATER	DRY POWDER	FOAM	CO ₂ CARBON DIOXIDE
			
For use on  Wood, Paper, Textiles etc.	For use on all classes of fire  Wood, Paper, Textiles etc.  Flammable Liquids  Gaseous Fires	For use on  Wood, Paper, Textiles etc.  Flammable Liquids	For use on  Flammable Liquids  Live Electrical Equipment
 Do not use on  Flammable Liquids  Live Electrical Equipment	 Do not use on  Live Electrical Equipment	 Do not use on  Live Electrical Equipment	 Do not use in a confined space

Water Extinguisher

Use on fires involving normal combustible solids such as wood, paper, plastic and fabric.

Do Not use on fires involving live electrical apparatus!

Do Not use on fires involving flammable liquids!

Dry Powder Extinguisher

The extinguisher is designed for use on fires involving flammable liquids. It does have a multi-purpose use if the correct powder is provided and may be used on fires involving live electrical apparatus and combustible solids such as paper.

The discharge of powder in an area may be a health hazard if breathed in by persons present. It causes problems for cleaning and can damage electrical equipment if it penetrates the inner circuitry.

Spray Foam Extinguisher

Use on flammable liquids and may also be used on combustible solids. The extinguisher is now promoted as a multi-purpose extinguisher as it is rated to be a non-conductor of electricity if the discharge liquid comes in contact with a live electrical appliance.

Do not intentionally use on electrical apparatus.

Carbon Dioxide Extinguisher

Use on fires involving live electrical apparatus and small quantities of flammable liquids.

When extinguishing a fire in electrical apparatus it is important to turn off the power supply otherwise re-ignition can occur as the carbon dioxide gas disperses.

Use of Fire Fighting Equipment

All of the equipment is provided for 'first-aid' fire fighting. Persons should only tackle a fire if they have received adequate training in the use of the equipment.

5.4 Evacuation Signal

The initial evacuation signal is the shout of 'fire, fire, fire', and shall be used as the basic signal to evacuate the premises whatever the reason for evacuation. In addition to this suitable fire points will be installed at designated points around the site, which will consist of fire extinguishers and a hand held klaxon. All persons shall immediately evacuate the site, and report to the appropriate assembly point. All operatives and contractors are to adhere to all emergency signals and procedures and any directions given by the Site Manager.

5.5 Means of Summoning Emergency Services

The senior person on site is to be notified immediately of any emergency and a mobile telephone for calling the emergency services will be provided on the site within the area designated as the site office. Instructions for calling the emergency services will be displayed on site. The full address of the site, including the entrance to be used and the nature of the incident shall be given at the time of the call.

5.6 Emergency Contact Information

5.6.1 Hospital A & E Department

Hillingdon Hospital
Pield heath Road
Uxbridge
UB8 3NN

Telephone: 01895 238282

5.6.2 Police Station

Uxbridge Police Station
1 Warwick Place
Uxbridge
UB8 1PG

Telephone: 101

5.6.3 Fire Safety Team (Fire Safety Advice)

London Fire Brigade
Uxbridge Road
Hillingdon
UB10 0PH
Telephone: 0208 555 1200

5.5.4 Electrical

UK Power Networks 0800 783 8866 (Freecall)

EDF
Tel: 0800 783 8838(Freecall)

5.6.5 Gas

Fulcrum
British Gas
Tele: 0800 111 999(Freecall)

5.6.6 Water

Thames Water
Tele: 0845 920 0800

For all immediate emergencies dial 999, ask for the appropriate service & give the following address:

**Autoguild House
Cowley Road
Uxbridge
UB8 2AQ**

The company will ensure that an employee is located at the site entrance to meet up with the emergency services and direct them to the incident.

Section 6 - Reporting of Injuries, Diseases and Dangerous Occurrences

6.1 Procedure to be followed

All accidents however minor and incidents that could have caused an accident shall be reported to the Site Manager immediately.

All persons and persons having managerial control over persons working on the project shall be issued with instructions detailing their obligations to report any injuries, diseases or dangerous

occurrences to the Principal Contractor and their duties under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Site Manager will be the reporting point for any person working on the site and he shall record each and every incident notified to him in the accident book provided for the purpose and maintain that record in the site office.

Upon being informed of any incident involving an injury or an incident which had potential to cause injury, the Site Manager shall ensure that appropriate actions are taken and to summon the emergency services, if required. Following any administered first aid treatment and the possibility of removal of the casualty by ambulance; he shall immediately inform both the head office and the Company's health & safety advisors, who will be responsible for assessing the nature of the incident.

Reporting

Fatal and Major incidents may be notified by telephone to the National Incident Contact Centre on **0845 300 9923** between the hours of 0830 and 1700 on weekdays, without the need to follow up with a report.

Reporting of all other incidents under RIDDOR must be submitted via the relevant online interactive form, available on the HSE website- www.riddor.gov.uk

The relevant online forms are:

F2508 Report an injury
F2508 Report of a dangerous occurrence
F2508A Report of a case of disease
F2508G1 Report of a flammable gas incident
F2508G2 Report of a dangerous gas fitting

Out of hours contacting HSE

The types of circumstances where HSE may need to respond out of hours are:

Following a work related death, or where there is a strong likelihood of death following an incident at or connected with work.

Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal hours

Following a major incident at a workplace where the severity of the incident, or the degree of public concern requires an immediate public statement from either HSE or Government ministers.

The duty officer can be contacted on **0151 922 9235**

These records will be kept at the Company's Office and retained for a period of no less than three years from the date of the last entry. If the Health and Safety Executive request extracts from the records, they will be provided.

Information from the Accident Book or Form 2508 shall not be given to any person other than the Company's Directors or an HSE Inspector. The releasing of information to other parties is against

The Data Protection Act 1998 and any breach will not be tolerated by the Company and shall be treated as gross misconduct and subject to the Company discipline procedures.

The contact details of the Incident Contact Centre are listed below:

Notify HSE by quickest means on:

Tel: 0845 300 9923

Internet: www.riddor.gov.uk

Accidents, dangerous occurrences, near misses and property damage can have high human and financial cost. They are often the cause of unnecessary misery and can threaten someone's livelihood. The Site Manager in conjunction with our appointed safety advisors, are responsible for putting in place arrangements for identifying, recording and investigating ALL relevant incidents. Accident reporting and their investigations is an essential part of our health and safety management tool within the Company and will be undertaken for all accidents, taking into consideration their significance, consequences and outcome.

Section 7 - Site Rules

7.1 The Making of Site Rules

Site rules, other than those already made, will be made by the Company following consultation with all persons who may be affected by either the rule or the reason for the making of a rule.

In addition to new rules arising as a result of the progression and nature of the work, the CDM Coordinator, Client or Designer may require additional rules to be made after the commencement of work and these will become site rules and the responsibility of the Company to notify all persons who may be affected by them.

All site rules currently in force will be brought to the attention of personnel during site induction training and be displayed on the site when practicable. Any new site rules made once work has commenced on site, will be brought to the attention of all personnel either directly through tool box talks, as part of daily briefing meetings or through their line manager.

7.2 Site Rules in Force (*Copy to be posted on site*)

7.2.1 Personal Protective Equipment - Head Protection

All persons involved in the construction process shall wear suitable head protection when required. The minimum standard is to BS EN 397. Any person not wearing the head protection provided when instructed to do so will be requested to don the helmet or leave the site. Habitual non-compliance will result in dismissal or termination of contract.

7.2.2 Personal Protective Equipment - Footwear

All persons involved in the construction process shall wear suitable footwear; the minimum standard appropriate for this site during the construction process is to BS EN 346. Any person not wearing appropriate footwear will not be allowed to continue work on site. Habitual non-compliance will result in dismissal or termination of contract.

7.2.3 Personal Protective Equipment - Hi Visibility Clothing

All persons acting as banksmen when unloading or loading at street level shall wear suitable hi visibility clothing, the minimum standard considered appropriate is to BS EN 471. Any person not wearing appropriate hi visibility clothing will be requested to put on the clothing or to leave site. Habitual non-compliance will result in dismissal or termination of contract.

7.2.4 Smoking

Smoking is not permitted within any part of the site.

7.2.5 Competency

No person shall undertake any task or assist in the execution of any task unless the Company has approved them as being competent for that task.

7.2.6 Signs

All Health and Safety Signs on site must be observed and complied with. Signs are to be of a size and nature to also adhere to the RA rules.

7.2.7 Alcohol, Drugs & Medicines

No person shall attend site for work or continue working if under the influence of alcohol, drugs or medication. If in doubt consult the Site Manager.

7.2.8 Prohibited Items

Knives, firearms and other offensive weapons are strictly prohibited. This includes firearms which are legally held and for which a licence or certificate is in force.

7.2.9 Behaviour

Horseplay, fighting or the encouragement of others to indulge in inappropriate behaviour is prohibited.

7.2.10 Defective Equipment

You must not use defective tools or equipment including ladders, incomplete or partially erected access equipment.

7.2.11 Live Electrical Installations & Equipment

No person, including qualified electricians, may perform any work on live electrical installations or equipment under any circumstances.

7.2.12 Personal Radio's & Similar Equipment

Radio's and personal stereo equipment with earphones, are not allowed to be used on site, other than in the designated rest area. Their use severely restricts the ability to hear warnings or other instructions.

7.2.13 Disposal of Liquid Waste

No paints, thinners or similar substances are to be disposed of on site.

7.2.14 Consumption of Food

Food shall only be consumed within designated areas.

7.2.15 Language

All employees are to refrain from using obscene and abusive language whilst on site.

7.2.16 Working Areas

All working areas are to be cordoned off and made secure at all times.

7.2.17 Induction Training

All persons entering the site are to attend site induction training.

7.2.18 Acetylene Cylinders – Restrictions on Use

The use of acetylene is prohibited on this project.

Section 8 - Arrangements for Controlling Risk

8.1 Identification of Risks

Every operation on site has the potential to cause injury and in some cases a fatality. It is therefore imperative that all hazards and subsequent risks are eliminated or control measures implemented to negate the possibility of the incident taking place.

Generic risk assessments will be adapted to the relevant working activity by the Site Manager, and where a specific assessment is required due to a higher or more severe level of risk, the assessments will be carried out, in conjunction with our safety advisors, and recorded for each operation. Any risk assessment carried out by contractors, designers, suppliers, utility undertakings or any other organisation connected with the project will be evaluated and incorporated within the risk assessment record for the project which forms part of this Plan.

Method statements arising as a result of risk assessments will be recorded and kept within the Method Statement record within this Plan. Risk assessments and Method Statements will be issued to each person or manager of persons where they may affect or be affected as a result of any operation proposed to be carried out.

As the project proceeds a review of risk assessments, even if they exist for a particular work sequence, will be undertaken in each new area of working.

8.2 Identifying Health and Safety Risks

Safe System of Work

To ensure that all working activities are planned and controlled correctly, a safe system of work will be implemented to ensure that all hazards are identified and the appropriate risk control measure introduced.

The following safe system of works shall be implemented on site:

- Assess the Task
- Hazard Identification and Risk Assessment
Risk assessments shall be undertaken in respect of each activity, unless a generic assessment is available. Each assessment shall be filed in the appropriate section at rear of this plan and entered upon the Risk Assessment Index.
- Safe Methods
A Method Statement shall be prepared in respect of each operation on site. No work on a particular element may commence until the Project Manager is in possession of a suitable and appropriate statement and that statement has been approved. The method statement shall be communicated to all those concerned during toolbox talks and progressive training on site. A more formal Permit to Work System shall be used on activities set out below:
- Hot Works Permit
A Hot Work permit will be required for any work where heat is produced, including disc cutting, brazing or soldering. Hot work without a Permit will be considered as wilful avoidance of a procedure set out to safeguard health and safety and will result in action being taken against the individual and parent Company.

Safety Risks

Hidden Services

Prior to any work commencing, which involves working with or in the proximity of electrical and mechanical services, the Company will use existing service drawings provided by the Client, architect or service provider and make a full assessment on the works. The company will ensure that before any works commence the services will be switched off and isolated and all related information and certificates will be recorded, maintained and kept on site.

In addition, cable-detecting tools will be used to locate the exact position and routes of buried or hidden services, where upon trial holes will be dug using hand tools. Guidance will be taken from HSE publication HSG 47 - Avoiding Danger from Underground Services

In addition to the above, there is a gas main which runs across the front of the site. This main will be identified by non-mechanical excavation and clearly marked with tape and spray paint.

Falls from Height - Access Equipment for working at Height

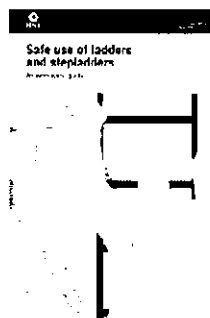
All equipment provided for gaining access to areas at height will be suitable and adequate for their purpose. This equipment will include:

➤ Stepladders

Stepladders will only be used as a temporary means for working at a low level. Only Class 1, Industrial type ladders are to be used on site and under no circumstances shall operatives stand on the steps with their knees above the top step. All stepladders will be inspected prior to their use.

➤ Ladders

All ladders used on site will be used for access and egress from a place of work. They will be tied correctly and at the correct angle (1 out for every 4 up). The top of the ladders will protrude 1m above the landing platform or an alternative handhold will be provided.



Guidance for the safe use of ladders and stepladders will be taken from HSE publication INDG 402

➤ Independent & Tower Scaffold

All scaffolding will be erected and inspected in accordance with the Work at Height Regulations 2005. At no time will scaffold that does not conform to Regulations and British Standards be used as a working platform. All work relating to and involving the incorrectly built scaffold will cease until it has been corrected. All edge protection will conform to the Regulations mentioned above and will be maintained on all working platforms. Suitable brick guards and protective netting will be attached to the scaffold platforms when they are loaded with materials and equipment. All scaffolds will be inspected as per Work at Height Regulations 2005. Additional guidance will be taken from HSG 150 Health and Safety in Construction

Maintenance of Electrical Equipment

All electrical tools and equipment shall be supplied via 110v centre tapped to earth transformers. 240v supplies shall not be used unless in exceptional circumstances and then only via a supply fitted with a Residual Current Device (RCD) with the permission of the Project Manager. All site equipment will be inspected and tested as suggested in the table below, which is taken from HSG 150 – Health and Safety in Construction.

EQUIPMENT / APPLICATION	VOLTAGE	USER CHECK	FORMAL VISUAL INSPECTION	COMBINED INSPECTION AND TEST
Battery operated power tools and torches	Less than 25 volts	NO	NO	NO
25V portable hand lamps (confined or damp situations)	25 volt secondary winding from transformer	NO	NO	NO
50V portable hand lamps	Secondary winding centre tapped to earth (25 volt)	NO	NO	Yearly
110V Portable and hand-held tools, extension leads, site lighting, movable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55 volt)	Weekly	Monthly	Before first use on site and then 3 monthly
230V Portable and hand-held tools, extension leads and portable floodlighting	230 volt mains supply through 30mA RCD	daily/every shift	Weekly	Before first use on site and then monthly
230V equipment such as lifts, hoists and fixed floodlighting	230V supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly
RCDs portable		Daily/every shift	Weekly	*Before first use on site and then monthly
RCDs fixed		Daily/every shift	Weekly	*Before first use on site and then 3 monthly
Equipment in site offices	230 volt Office equipment	Monthly	6 Monthly	Before first use and then yearly

Health Risks

Asbestos

Non-notifiable asbestos is known to exist. A separate method statement for the removal will be issued.

The client will issue a further survey relating to asbestos.

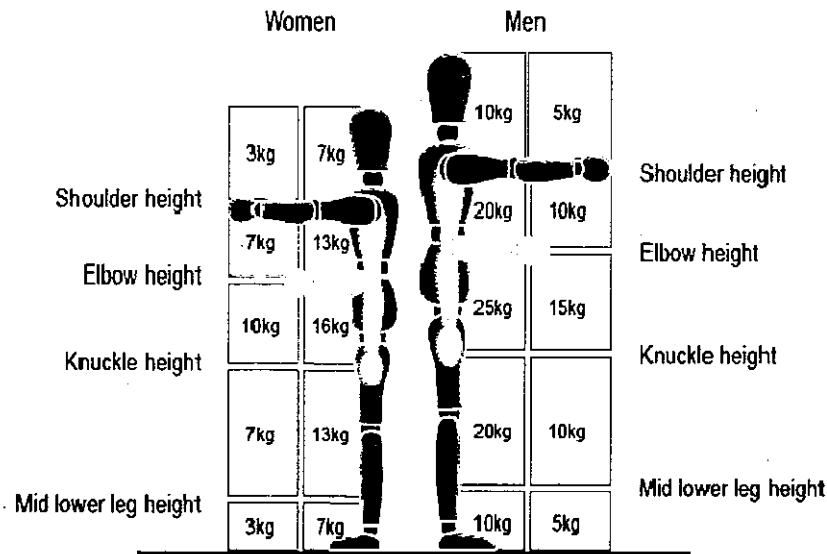
Subsequently, should any suspect materials be discovered during the demolition work, work will stop immediately and not re-commence until the material has been analysed and dealt with in accordance with ACOP and HSE guidelines.

All asbestos waste will be disposed of as hazardous waste in accordance with the regulations. Copy disposal tickets will be placed in the site Health & Safety file.

The Company will ensure that all those involved in intrusive/demolition works have undertaken Asbestos Awareness Training in compliance with Regulation 10 of the Control of Asbestos Regulations 2006.

Manual Handling

All employees prior to commencement of work on site will undergo manual handling training as part of the induction training. Mechanical lifting aids will be provided, where reasonably practicable and training of the lifting aids will be documented as previously described.



Each box in the diagram contains a guideline weight for lifting and lowering in that zone. The guideline weights are reduced if handling is done with arms extended or at high or lower levels. When undertaking manual handling, assess, compare and decide if your hands pass through which particular box(s) when moving the load. If the weight being handled is less than the figure in the guidelines, manual handling within the Company is being achieved within legislative guidelines.

Noise

It is the intention of the Company to reduce the risk of damage to the hearing of all employees and those not involved or connected to the working activity from the exposure to noise. All activities resulting in the production of noise at or above the first action level (80dB(A)) will be subject to risk assessment. At this level ear protection will be made available to all employees. Should employees be exposed to the second action level (85dB(A)) or the peak action level (140dB(C)) then the Company will implement the following procedures:

See Appendix 4 for further information

Vibration

It is the intention of the Company to eliminate the risk of vibration related injury and if this is not possible to reduce any remaining risk to as low as reasonably practicable. In order that this can be achieved, the Company will undertake suitable and sufficient risk assessments for all work involving vibrating machinery.

The Risk assessment will be able to identify the type or risk and to what degree the risk imposes on all employees. Each individual piece of equipment will be assessed to identify if it is *likely* to exceed the magnitude levels set out below (described in terms of acceleration), at which time we will have appropriate control measures implemented to reduce the likelihood of injury.

Hand Arm Vibration –

- a. Daily exposure action value (EAV) is 2.5 m/s² 8 (A)
 - b. Daily exposure limit value (ELV) is 5 m/s² 8 (A)
- EAV – is a daily amount of vibration exposure above which employers are required to take action to control exposure.

Whole Body Vibration –

- a. Daily exposure action value is 0.5 m/s² 8 (A)
 - b. Daily exposure limit value is 1.15 m/s² 8 (A)
- ELV – is the maximum amount of vibration an employee may be exposed to on a single day.

Once the assessment has been completed the working activity can be categorised and the appropriate control measures implemented.

See Appendix 5 for further information

Personal Protective Equipment (PPE)

All employees will be issued with the correct personal protective equipment prior to the commencement of work. These shall be maintained and inspected at regular intervals to eradicate damaged and out of date equipment. All employees will be provided with the necessary information, training, demonstrations and instructions in the correct use, maintenance and exchanging or purchasing of new PPE.

The following protective equipment is provided to each employee as appropriate:

- Footwear to BS EN 346 standard.
- Protective headwear to BS EN 397 standard.
- High visibility clothing to BS EN 471 class 3 (jackets).
- Gloves to BS EN 388.

Additional protective equipment that is available upon request:

- Full body harness to BS EN 361 and arrest bocks and belts to BS EN 360/358.
- Impact resistant goggles to BS EN 166 1-B standard.
- Dust respirator to BS EN 149 FFP2S standard.
- Ear protection to BS EN 352 standard.
- Any other equipment as required.

Occupational Skin Allergies

Dermatitis and similar skin allergies will be specifically monitored and any remedial action initiated immediately. The company will ensure that all employees maintain strict hygiene levels so to prevent the occurrence of these allergies. In addition to the welfare provisions provided above, barrier cream will be also provided.

Occupational Respiratory Disorders

Occupational respiratory disorders, such as asthma, is caused by workers breathing in substances at work that produce a hypersensitive state in the airways - the small tubes that carry air in and out of the lungs - and trigger a subsequent response in them.

Not everyone who becomes sensitised goes on to get the clinical disease but once the lungs become hypersensitive further exposure to the substance, even at quite low levels, may provoke an attack. Examples include chlorine, woodwork dust, dust from cutting concrete and even cold air. All employees, contractors and visitors when carrying out work activities or in the presence of that activity, are to be in possession and wearing the appropriate PPE as listed above. Additional control measures such as wetting of the work area and the use of LEV Systems will be implemented, where appropriate.

Silica

Stones, rocks, sands and clays can contain large amounts of crystalline silica, which are used to make kerbs, flags, bricks, tiles and concrete. Cutting these paving slabs, kerb stones or other concrete or stone products produces enormous amounts of dust. This dust will contain some very fine dust called respirable crystalline silica (RCS). These particles are small and it is not always possible to see the RCS dust in normal lighting. Serious health effects, such as lung cancer or silicosis, can result from exposure to RCS. This is because fine RCS particles can penetrate deep into the lungs.

The Company will ensure that all abrasive cutting operations on these materials are undertaken with the use of a water suppression system, with a flow rate of at least 0.5lt/min. In addition to the water suppression system, suitable RPE with an assigned protection factor of at least 20 will be used, for example an FFP3 face piece.

Contaminated ground and waste oil

Slight ground contamination in small areas has been established.

The client will employ a specialist to analyze the soils as works proceeds.

Should any significant contamination be revealed, addenda RAMS will be issued to deal with the excavation and disposal of these materials.

Should waste oil be found to be present, a specialist company will be employed to deal with the removal and disposal in accordance with current legislation.

Section 9 Health and Safety File, Requirements & Information

A file will be maintained on site by the site manager, including any as built drawings, checked weekly by the project manager and updated by him as necessary, specifically for the purpose of recording and keeping information likely to be required to be included within the Health and Safety File. The Company will liaise with the CDM Coordinator via the project manager, by email preferably or other means if necessary, to ensure that information likely to be required, is available no later than the date required by the CDM Coordinator to enable him to comply with his duty under the regulations. The format for this file will be an indexed paper file.

The file will be checked by the project manager and contracts director to ensure all relevant information, including any residual risk is included prior to issue.

Sub-contractors are under a duty to provide the Company with information relating to their work, which is likely to be required to be included within the Health and Safety File. This is to be handed over to the Site Manager in an appropriate, clean and clear format prior to completion of their contract on site.

The contracted works for each individual contractor will not be regarded as complete unless the Site Manager/Head Office is in possession of all information required for inclusion in the File in relation to works carried out or services/equipment installed.

Cowley Road Uxbridge - Demolition Programme											
Week No.	1	2	3	4	5	6					
Activity											
Site set up		xxx									
Service isolations		xxx									
Hoarding		xxxxxxxx									
Tank removal			xxxxxxxx								
Site clearance/boundary treatment		xxxxxxxxxxx				xxxxx					
Asbestos sheet removal		xx	xxxxxxxxxxxx								
Soft strip		xxxxxx									
Demolition				xxxxxxxxxxxxxxxx							
Removal of hardstandings				xxxxxxxxxxxxxxxx							
Removal of slabs and foundations					xxxxxxxxxx						
Sundry demolition				xxxxxxx							
Level and fill						xxxxxxxxxx					
Crushing					xxxxxxxxxxxxxxxxxxxx						
Debris removal		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx									
Embassy Demolition Contractors Ltd - 05 June 2012											

Site Location: Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>P x S</u>	<u>Controls</u>	<u>P</u>	<u>S</u>	<u>P x S</u>
Instability of structures.	1	4	4	Assess structure prior to and during demolition process.	1	3	3
Operatives being hit by falling debris during demolition.				Trained and competent operatives to visually continually assess the structure as work progresses.			
Stability of remaining structure compromised by proximity of operating plant.				At the end of each working shift, walls to any partly demolished structure will be buttressed and no part bays will be left. This alleviates the possibility of premature or uncontrolled collapse.			
<u>Risk</u>				<u>Extent of controlling the risk</u>			
Possible Uncontrollable collapse				Reduces risk of uncontrolled collapse.			
Possible physical injury				Reduces risk of injury to Operatives and other site staff.			
Possible plant damage.				Ensures operatives and other site staff are segregated from high risk areas.			

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P S P X S</u>	<u>Controls</u>	<u>P S P X S</u>
Electrical and gas services Still being live	2 4 8	Carry out site survey to establish the position and extent of existing services. Isolation/termination/making safe of all Services by qualified, certified electrician/ gas-safe engineer as required, who will issue the relevant certification.	1 3 3
<u>Risk</u>		<u>Extent of Controlling the Risk</u>	
Service strike. Electrocution, potential death/burns. Possible damage to plant		Reduces the risk of coming into contact with live services and the possibility of death, injury or damage to plant.	

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>PxS</u>	<u>Controls</u>	<u>P</u>	<u>S</u>	<u>PxS</u>
Manual Handling – Manual Work	2	3	6	Operatives to assess load and centre of gravity of load prior to lift. Utilise mechanical lifting and carrying aids where possible. Team lifts to be used where necessary. Operatives to receive training in methods of lifting. Ensure good housekeeping standards. Operatives to wear correct P.P.E.	1	3	3
<u>Risk</u> Possible physical injury				<u>Extent of Controlling the Risk</u> Ensures operative is capable of task. Reduces manual input. Team lifting reduces strains etc. Ensures clear safe route for load thus reducing potential for trips/falls. Provides protection to operative against injury.			

Site Location : Autoguild House, Cowley Road, Uxbridge

Hazard
Fire

P S P x S
2 4 8

Controls

Principle Contractor's Fire Plan.
Adequate fire extinguishers
suitable for the possible types of fire.
Good housekeeping to minimise piles
of flammable materials.
No fires on site.
Air horns provided at fire points
to raise alarm.

P S P x S
2 3 6

Risk

Potentially life threatening.
burns to operatives.
Plant damage.
Possible property damage

Extent of Controlling the Risk

Training makes operatives on
site aware of what to do if
a fire occurs, reduces the
likelihood of a fire occurring.
Gives warning for evacuation
of site.

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>PxS</u>
Use of Independent Aluminium Towers	2	3	6

Controls
Only trained competent and authorised operatives to erect mobile towers.
Statutory weekly inspections to be carried out and recorded and left in site file.

<u>P</u>	<u>S</u>	<u>PxS</u>
1	4	4

Risk
Possible physical injury

Extent of Controlling the Risk
Ensures the tower is correctly assembled and remains suitable for service, with handrails and toe-boards fixed. All ladders to be internal only.
All works are internal max ceiling height 2.4m, maximum tower height 1.5m.

Site Location : Autoguild House, Cowley Road, Uxbridge

Hazard

Use of skid steer shovels/
telehandler

P S P x S
2 4 8

Controls

Only trained, competent and
authorised operatives to use
machinery.

Each machine to be inspected prior
to use and a copy of the 12 monthly
inspection held on site.

Each machine inspected weekly and
findings entered in the site LOLER
register.

P S P x S
1 5 5

Risk

Possibility of death or
serious injury.
Property and plant damage.

Extent of Controlling the Risk

Machines will be used in a
competent and safe manner.
Machines will be banked at all
times.

No machine will come into contact
with any object or person, so not
causing injury or damage

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>PxS</u>	<u>Controls</u>	<u>P</u>	<u>S</u>	<u>PxS</u>
Vehicles entering and leaving the site.	3	3	9	Provide adequate access with good visibility. All operatives to wear Hi-Viz vests or jackets. Use existing access roads. All vehicles entering and leaving the site are to be escorted by a banksman, Separate access points for small vehicles/pedestrians and HGV's to be established	2	2	4

Risk
Possible physical injury.
Collision.

Extent of Controlling the Risk
Helps avoid collision with objects, vehicles and personnel.
Drivers more likely to see and avoid site personnel wearing Hi-Viz.
Will prevent road congestion and disruption during peak times.

Site Location: Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>PxS</u>
Demolition arisings falling into adjacent retained areas.	2	3	6

<u>Controls</u>	<u>P</u>	<u>S</u>	<u>P x S</u>
Erect demolition exclusion zones and demolish in a controlled manner. Use competent and experienced demolition machine drivers. Trained operative to bank the machine during works.	2	3	6

Risk
Possible damage to adjacent property.
Injury to site operatives

Extent of Controlling the Risk
Reduces the likelihood of debris falling outside the exclusion zone.

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>P x S</u>	<u>Controls</u>	<u>P</u>	<u>S</u>	<u>P x S</u>
Hot works cutting if required	3	4	12	Only trained and competent operatives to carry out hot works and supervisor to be appointed to control operations. A Permit to Work system is to be in place. Fire extinguishers to be at hand in the vicinity of any hot works, type and size relevant to the operation being undertaken. Operatives to wear P.P.E and R.P.E. i.e. flame retardant coveralls, appropriate goggles, respiratory protection may be required to BS EN 147.	1	3	3

Risk
Fire to property.
Plant damage, burns to
operatives.

Extent of Controlling the Risk
Should be able to operate
equipment safely and be aware of
the risks involved.
Will reduce the possibility of fire
both during and after the works.
Fire extinguishers will rapidly
extinguish small fires should they
occur. P.P.E. and R.P.E. will protect
the operative from eye injury and
burns.

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>P x S</u>	<u>Controls</u>	<u>P</u>	<u>S</u>	<u>P x S</u>
Fuel or hydraulic oil leaks from plant or spillage	2	2	4	Spill kits to be available on site. All drivers to be trained in operation of fuel pumps. All spills to be cleaned up immediately. Apply barrier cream before operation. Wash hands after operation. P.P.E. to include impervious disposable gloves. Fuel to be stored away from drains.	1	3	3
<u>Risk</u>				<u>Extent of Controlling the Risk</u>			
Environmental incident				Will help to ensure operative is aware of the hazards, and that leaks or spills will be dealt with immediately to prevent further contamination. Will reduce risk of slips and minimise environmental impact. Less contact of diesel with skin will reduce likelihood of skin irritation.			

Site location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u> <u>S</u> <u>P x S</u>	<u>Controls</u>	<u>P</u> <u>S</u> <u>P x S</u>
Use of 360 excavators	2 4 8	Only trained, competent and authorised operatives to use machinery. Each machine to be inspected prior to use and a copy of the 12 monthly inspection held on site. Each machine inspected weekly and findings entered in the site LOLER register.	1 3 3

Risk
Possibility of death or serious injury.
Property and plant damage.

Extent of Controlling the Risk
Machines will be used in a competent and safe manner.
Machines will be banked at all times.
No machines will come into contact With any object or person, so not causing injury or damage.
Visual and audible alarms and lights fitted on all machines.

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>P x S</u>	<u>Controls</u>	<u>P</u>	<u>S</u>	<u>P x S</u>
Oxy-propane cutting	3	4	12		1	5	5
Fires				Only trained operatives to undertake the task.			
Burns				Hoses are to be inspected daily.			
Explosions				Goggles to be used with a housing made to comply with BS EN 175 and fitted with the appropriate filters to BS EN 169.			
				Coveralls are to be flame resistant.			
				A second person shall stand by fire extinguishers to hand			
				A permit to work system is to be in place for all hot works.			
<u>Risk</u>				<u>Extent of controlling the risk</u>			
Respiratory problems				Trained operatives should be aware of risks and operate equipment safely.			
Systemic poisoning				Will help prevent failure of hoses during operation.			
				Prevents eye injury to operator.			
				Prevents clothing catching fire.			
				Will be able to react rapidly to extinguish fires should they occur.			
				Will reduce the possibility of fire both during works and after works have finished.			

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P</u>	<u>S</u>	<u>PxS</u>	<u>Controls</u>	<u>P</u>	<u>S</u>	<u>PxS</u>
Erecting temporary fencing to segregate works area	2	3	6	Ensure strict control over access Only to permit access to authorised persons. Signage to be used to inform Public/operatives of the danger/ hazards within the site. Ensure the fence is not easily by passed. i.e. gaps. Ensure ongoing inspections and presence of banksman.	1	3	3
<u>Risk</u> Injury to members of the public				<u>Extent of Controlling the Risk</u> Prevents unauthorised access to site, especially children. Informs members of public of dangers within the site. Banksman to ensure members of public do not enter works area.			

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P S P x S</u>	<u>Controls</u>	<u>P S P x S</u>
Use of hand tools	2 3 6	Ensure that the tool is correct for the job. Ensure that the operative is instructed how to use the tool safely. Ensure lighting is sufficient. Will be checked by the site supervisor otherwise task lights utilised. Ensure access is safe.	1 3 3
<u>Risk</u>		<u>Extent of Controlling the Risk</u>	
Falling materials		Will reduce the risk of injury from breaking tools.	
Falls due to access problems		Allow operatives to better notice hazards and avoid them.	
Impact with the tool		Will help to prevent slips, trips and falls.	
Inhalation of dust		And help to prevent persons and materials falling.	

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P S P x S</u>	<u>Controls</u>	<u>P S P x S</u>
Soft Strip Demolition	2 4 8	Operatives informed of and adhere to Method Statement for works. Area to be kept clear with safe access around the site. Areas of work to be cordoned off. Suitable P.P.E. to include dust masks and hearing protection, listed in attached Method Statement.	1 5 5
<u>Risk</u>		<u>Extent of Controlling the Risk</u>	
Slips, trips and falls Cuts from sharp edges Impact injuries Dust and noise		Helps ensure operatives are aware of the scope of works. Helps reduce risk of slips, trips and falls. Will help reduce inhalation of dust and exposure to noise.	

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P S P x S</u>	<u>Controls</u>	<u>P S P x S</u>
Housekeeping	2 3 6	Maintain good housekeeping practice. Do not allow waste to accumulate by clearing to bins as work proceeds. Use skips and designated waste areas. Areas will be cleared as work proceeds. Operatives to wear adequate P.P.E Use carrying aids ie wheelbarrows as appropriate.	1 3 3

Risk

Manual handling injuries whilst lifting/carrying debris.
Tripping and falling
Dust (during sweeping up)

Extent of Controlling Risk

Reduces the number of trip hazards.
Keeps areas clear and prevents build up of combustible materials.
Keeps areas clear and waste in designated areas.
Reduces the build up of waste.
Reduces the risk of injury.
Eliminates the need for manual lifting.
Damping down as required during work using either hosepipes or pressurised back packs with hand spray whichever is appropriate.

Site Location – Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P S PxS</u>	<u>Controls</u>	<u>P S PxS</u>
Handling asbestos cement Sheet	2 3 6	A competent person carries out an assessment of the works and prepares a plan. Where practicable all asbestos cement products are removed whole. Power tools are not to be used to cut sheets or fixings. All asbestos cement materials are sprayed with fibre suppressant. All asbestos waste is placed immediately into waiting skips. All asbestos waste skips to be labelled and sheeted. All operatives have received adequate asbestos training. Adequate on-site supervision provided. P.P.E. to include ori-nasal respirators to BS EN 149 (FFP3).	1 5 5
<u>Risk</u>		<u>Extent of controlling the risk.</u>	
Exposure to asbestos fibres		Helps to minimise the risks where exposure is unavoidable.	
Slips, trips and falls from height		Reduces the risk of fibre release during removal.	
Manual Handling of large asbestos sheets		Should prevent any additional fibre release during disposal.	
		Reduces the risk of slips,. Trips and falls from height.	
		Helps to ensure operatives work from recommended methods and are aware of the potential hazards.	
		Ensures work is carried out as per the plan of work.	
		Provides additional personal protection against asbestos fibre exposure.	

Site Location : Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P S P x S</u>	<u>Controls</u>	<u>P S P x S</u>
Use of Concrete Crushing Plant.	3 4 12	Operatives instructed not to stand on Access platforms during operations. Machine guarding/screens and guard rallings. Segregation zone, between operative and plant. Information/instruction/training. Regular clearance of debris. Daily equipment inspection, regular maintenance. P.P.E. to include head, eye, hand, foot and respiratory protection.	1 4 4

Risk

Operatives being pulled into crusher.
Operative being struck by the loading
excavator/
Operative being struck by ejected material
Noise exposure
Whole body vibration exposure
Inhalation and ingestion of dust
Slips, trips and falls

Extent of controlling the Risk.

Significantly reduces risk of major injury to operative.

Helps prevent falls and aids dust suppression.
Establishes safe working distance between
equipment and operator.
To ensure all parties are competent to undertake
and manage task, use the equipment and ensure
suitable means of communication are in place
to control tipping operations.
To ensure equipment is in good working order will
help prevent damage to hearing and respiratory system.

Site Location : Autoguild House, Cowley Road, Uxbridge

Hazard

Use of scissor lift
work platforms

P S P X S

2 4 8

Controls

Only trained, competent and
authorised operatives to use machinery.
Each machine to be inspected prior to
use and a copy of the 6 monthly
thorough examination Certificate held
on site.
Each machine inspected weekly and
findings entered in the LOLER
register.

P S P x S

1 5 5

Risk

Possibility of death or
serious injury.
Property and plant damage

Extent of Controlling the Risk

Machines will be used in a competent
and safe manner .
Machines will be banked at all times.
No machine will come into contact with
any object or person, so not causing injury
or damage.

Site Location: Autoguild House, Cowley Road, Uxbridge

<u>Hazard</u>	<u>P S PxS</u>	<u>Controls</u>	<u>P S PxS</u>
Operatives working At height from Independent towers.	3 4 12	Avoid working at height where possible and demolish remotely whenever possible. When scaffold is used along leading edges the installation shall conform to the work at height regulations i.e. handrail at 950 mm min, toe-boards 150mm min, gaps 470mm max. Only PASMA trained, competent and authorised operatives to erect and use mobile towers and ladders. Statutory weekly inspections of scaffold, including mobile towers, plus daily pre-shift visual inspections.	1 5 5

Risk

Possible death or serious
Physical injury from fall

Extent of Controlling the Risk

Working at height hazards eliminated.
Reduces likelihood of operative falling from height.
Ensures safer means of access are considered before using ladders.
Ensures correct erection of towers, reduces likelihood of collapse.
Training provides awareness of hazards and knowledge of good practices.

Embassy Demolition Contractors Ltd

METHOD STATEMENT

FOR REMOVAL OF NON-NOTIFIABLE ASBESTOS

AT

Autoguild House, Cowley Road, Uxbridge

All works to be carried out in accordance with HSE Guidelines Work with asbestos cement (AC) (non-licensed), Working with compressed fibre containing asbestos (non- licensed) and in accordance with Control of Asbestos Regulations 2006 ACOP Work with materials containing asbestos 2006 (L143) and all other relevant guidelines

Operatives will wear disposable overalls with hoods, gloves and respirators reference FFP3 in accordance with the guideline em6.

Remove all loose furniture, carpets, debris and the like from work areas.

Site supervisor with contracts manager to spray paint red all items of asbestos in accordance with the survey prior to any soft strip/asbestos removal

This, along with specific site induction and walk around with operatives ensures no inadvertent disturbance of asbestos containing materials.

A) Asbestos Cement Products

Accessed by mobile elevated working platform (MEWP) any under slung fibreboard lining will be removed as part of the soft strip

Again accessed as above, the asbestos cement sheets will be sprayed with surfactant prior to being removed whole wherever possible and lowered to ground level using the MEWP.

Where access using MEWP is restricted by the existing mezzanine floor etc. access will be via purpose built scaffold access towers erected only by competent personnel

All removal of fixings will be by non-abrasive methods, i.e. bolt croppers or similar.

They will be placed directly onto timbers at ground level, sprayed again prior to being loaded onto transport, using a tracked hydraulic excavator and slings or telehandler for disposal as hazardous waste.

Any broken pieces will be sprayed again and placed into polythene sacks and labelled "hazardous waste" for disposal as above.

Expected fibre release for all of the above works using the methods stated < 0.01 f/ml. No air testing required for these works.

A) General

Damp cloths, buckets of water will be used to wipe down work areas on completion.

Where relevant, on completion of removal works, areas are to be cleaned using Type H Hoover.

Where access is required to high level ceilings, roof etc. scaffold towers erected by competent operatives will be used.

NB. This method statement to be read in conjunction with all other method statements and risk assessments pertaining to the contract

Embassy Demolition Contractors Ltd

METHOD STATEMENT

FOR REMOVAL OF NON-NOTIFIABLE ASBESTOS

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