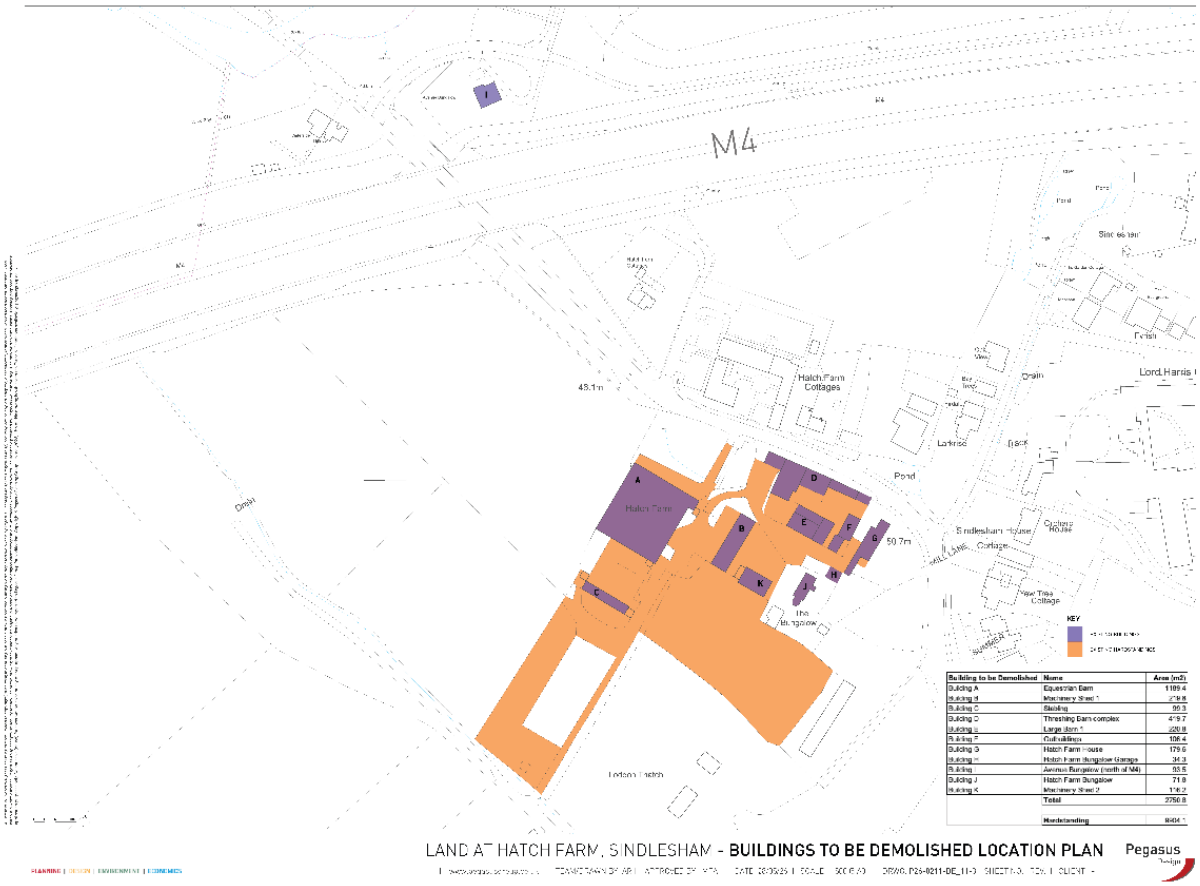


Project Address	Hatch Farm, Mill Lane, Sindlesham, Wokingham RG41 5DG	
Client	Thomas Wilde & Partners	
Principle Contractor	Shorts Group	
Document number		
Revision	Revision 1	
Date	3-6-2026	
Section 81	Shorts Group	
F10	TWP	
Service Disconnections	TWP	
Prepared By:	Checked By:	Site Handover
Steve Padmore Contracts Manager	Shaun Ingram Demolition QS	
Date	Date	Date
3-6-2026	3-6-2026	

SHORTS DEMOLITION

Hold points and site-specific issues (to be removed and added to notice board)				
Hold point action's (Significant H&S risks)				
Below is a list of significant site risks that must be managed prior to works progressing to the next phase				
Hazard	**Risk Level**	**Details of the hazard**	**Actions required prior to works progressing.**	**Site managers sign off**
1. Services	**H**	Risk of electrocution	• Site supervisor is to ensure that all services have been isolated prior to demolition works commencing and to fill in the service isolation sheet attached.	
2. Asbestos	**H**	Mismanagement of asbestos fibres could cause exposure to site staff.	• Each Building has an R&D Asbestos survey Prior to works commencing the supervisor to familiarise themselves with the surveys and ensure all identified asbestos is locatable • Asbestos will then be removed as set out in these RAMs for the non-licenced and licensed will be removed by approved licenced contractor • Prior to demolition commencing, the site supervisor is to ensure that all asbestos has been removed in accordance with the procedure specified within the asbestos removal method statement and clearance certification in place for licenced asbestos	
3. Dust	**H**	Silica Dust	• Supervisor to monitor dust generation on site and adapt implement dust suppression to suit site conditions	
4. Overhead powerline	**H**	Electrocution	• Exclusion zone to be in place before any demolition can be carried out mechanically. Exclusion zone to be installed approx. 4 meters outside powerlines.	
5. Watercourse	**H**	Water contamination	• Sandbags/silt liner to be installed before work commences to eliminate contamination of water course.	

Site specific issues. (Minor H&S risks)			
Below is a list of site-specific issues that need to be managed but that don't present a significant, health and safety impact			
Issue	**Risk Level**	**Details of the issue**	**Actions required.**
Hours of works	N/A	Monday to Friday 7.30am to 17:30pm.	Working hours not to be exceeded unless prior permission is received.
Traffic Management	N/A	Site information	Site to be informed with a lead time of 15min minimum for deliveries to site.

1.01	**PROGRAMME/SEQUENCE**	• Anticipated Programme - TBC • Commencement Date – Quarter 2-3 Summer 2027 • *Bungalow north of M4 to be completed as separate visit • Target Completion Date - TBC
1.02	**EXACT LOCATION WHAT3WORDS**	**///taking.deck.pints**

1.03 **SCOPE OF WORKS**

- Isolation certificates will be required before works can commence.
- Take on Principle Contractor role for the duration of the demolition works.
- Submit Section 80 Demolition Notice to the local Authority.
- Hand demolition of roof coverings under watching brief of attendant ecologist in respect of bats.
- Demolition of all existing buildings including related foundations.
- Break out & processing of redundant hardstanding's.
- Removal of any redundant fencing within site boundary.
- Removal of all dead services within site - existing service plan to be issued.
- All suitable/ clean materials loose on site or arising from demolition works to be crushed and stockpiled.
- Dispose of all other non-hazardous materials, either for recycling or suitably licensed waste facility
- On completion of the demolition works the site will be handed back to clear and level with all excavations suitably back filled in readiness for the following trades to commence.

1.04 **EMERGENCY ARRANGEMENTS**

First Aid

If during the works there is a first aid incident, the following actions will be taken: -

- Inform first aider
- Shorts Group Site Manager – TBC
- Make the area safe
- Treat the casualty
- Call emergency services (if required)
- Report to Shorts Group Contracts Manager in accordance with Accident Report Procedure

Fire

- If during the works a fire incident is discovered, the following actions will be taken: -
- Raise the alarm
- Fight the fire if safe to do so
- Evacuate the building and proceed to the assembly point (shown below)
- Call emergency services (if required)
- Report to the Site Manager/Fire Marshall on the incident
- Site Manager – TBC
- Report to the Shorts Group Contracts Manager in accordance with Accident Reporting Procedure

If during the works you hear a fire alarm, the following steps are to be followed: -

- Evacuate the buildings
- Proceed to the assembly point outside of the site area and wait until told what to do by the Site Manager/Fire Marshall

Spill Incident

- If during the works there is a spill of diesel or oil, the following steps are to be taken: -
- Stop the source of the spill
- Use spill kit to close off any drains/waterways
- Use spill kit to clean up spilled liquid
- Dispose of all contaminated spill kit items as hazardous waste
- Report to the in accordance with the Accident Reporting Procedure.

During the works, any accidents, incidents or near misses will be reported to the Site Manager in accordance with the Accident Reporting Procedure (available upon request). The Shorts Contract manager will inform the Principal Designer and Client of all accidents on site. Where accidents need reporting under RIDDOR these will be communicate to the Principal Designer and Client immediately.

1.05 SITE SET-UP

WELFARE AREA

Full welfare is to be provided by Shorts Group as Principal Contractor.

Installed welfare must remain clean and tidy and comply with schedule 2 of the CDM (Construction Design and Management) Regulations 2015 and must include.

- Toilets (Male & Female).
- Washing Facilities with hot & cold water.
- Drinking water.
- Changing/drying rooms and Lockers.
- Canteen.
- Welfare location – TBC.

Site Security

- The site area will be accessed from the main entrance gate on Mill Lane.
- The site will be fully enclosed and this will be maintained throughout the course of works.
- Demolition signage reading 'Danger - Keep Out Demolition in Progress' will be posted at the site entrance.
- Gates to the site area will be kept locked shut and all visitors will be escorted to site office by traffic marshal/site operatives.
- Signage will be in place notifying of demolition works and no public access permitted to the demolition exclusion zone.

Safety Routes

- Transit routes and pedestrian routes will be managed by a combination of pedestrian barriers and Heras fencing.
- Signage will be in place notifying of safe routes to work faces including access to site entrance, welfare and offices.

Temporary power distribution

- No use of 230v on site - all localised power within the buildings will be isolated before works commence and isolation certification provided to Shorts by TWP.
- All power tools will be 110V or battery powered.

Lighting

- General site lighting should be in place.
- Task lighting will be fluorescent stand lighting.
- Supervisor to monitor light levels and supply additional task lighting if required.

Temporary water connection

- Distribution will be by Shorts.
- Provision by TWP.

HOLD POINT - Traffic Management
Site to be informed with a lead time of 15min minimum for deliveries to site.

Site Manager to confirm this has been carried out.

Site Manager signature ……. Dated ……

Traffic Management

- A 5mph speed limit will be in use for all site traffic. This will be sign posted and mandatory for all vehicles.
- Plant movements will be designed to minimalize reversing as much as possible without disruption to the public on the main road.
- One-way routes will be implemented as per our demolition phase plan throughout the progress of the demolition works.
- Lorry deliveries will be kept to a minimum, with Shorts to be informed of delivery times with a minimum of 15 mins notice prior to arrival.
- No vehicle movements will be conducted without competent and trained vehicle banksmen always present.

COSHH and COSHH storage area

- All COSHH materials to be separated and segregated into a designated area encapsulated with heras fencing/pedestrian barriers and signage and secured.
- COSHH register to be on display including contact name and phone number. SDS sheets to be available to all operatives inside COSHH cabinets.
- Correct spill kits, nappies and fire extinguishers to be made available in these areas.
- Shorts spill procedure can be found within the site office and will be communicated to all operatives on site through a toolbox talk prior to works commencing.
- All on site operatives are to have thoroughly read the COSHH assessments that may be within any areas when soft stripping on site.

Diesel – Gas Oil Storage

- Gas oil (diesel) for use by all machinery on the works will be stored in a double bunded leak free storage tank contained within a steel drip/spillage tank with a capability of 110% of the storage tank capacity.
- The tanks will be labelled and positioned as far as is reasonably possible from any buildings and will be always equipped with 1 No. Foam fire extinguisher.
- All fuel storage tanks will be positioned as far as possible from structures and any water courses and will be positioned on an impervious surface where possible.
- All fuel storage points will be equipped with a spill kit of suitable size for the volume of fuel stored in the tank.
- All fuel tanks will be kept locked at all times when not in use.

Existing Services

HOLD POINT – SERVICES

Site supervisor is to ensure that all services including overhead power lines have been isolated prior to demolition works commencing and to fill in the service isolation sheet attached

Site Manager to confirm this has been carried out.

Site Manager signature …… Dated ……

Part isolation cert has been provided from Beere Group and will be held within site documentation

- All services and utilities are to be disconnected by the client and isolation certificates issued before work commences.
- Underground utility survey to be consulted before any excavating works starts as part of the permit to work procedure.
- No services are to be worked on/near until isolations certification has been provided.
- All services that are to be removed are to be sufficiently identified decommissioned and marked up before works starts.
- Any Live services that are to remain (i.e., main utilities, street or site lighting) are to be identified, moved / removed if possible or sufficient containment made available as to prevent any damage resulting from the ongoing works including not tracking heavy plant over known pipes.

If any of these have not been done, or suspect something has been missed, works are to stop and be reported to the supervisor.

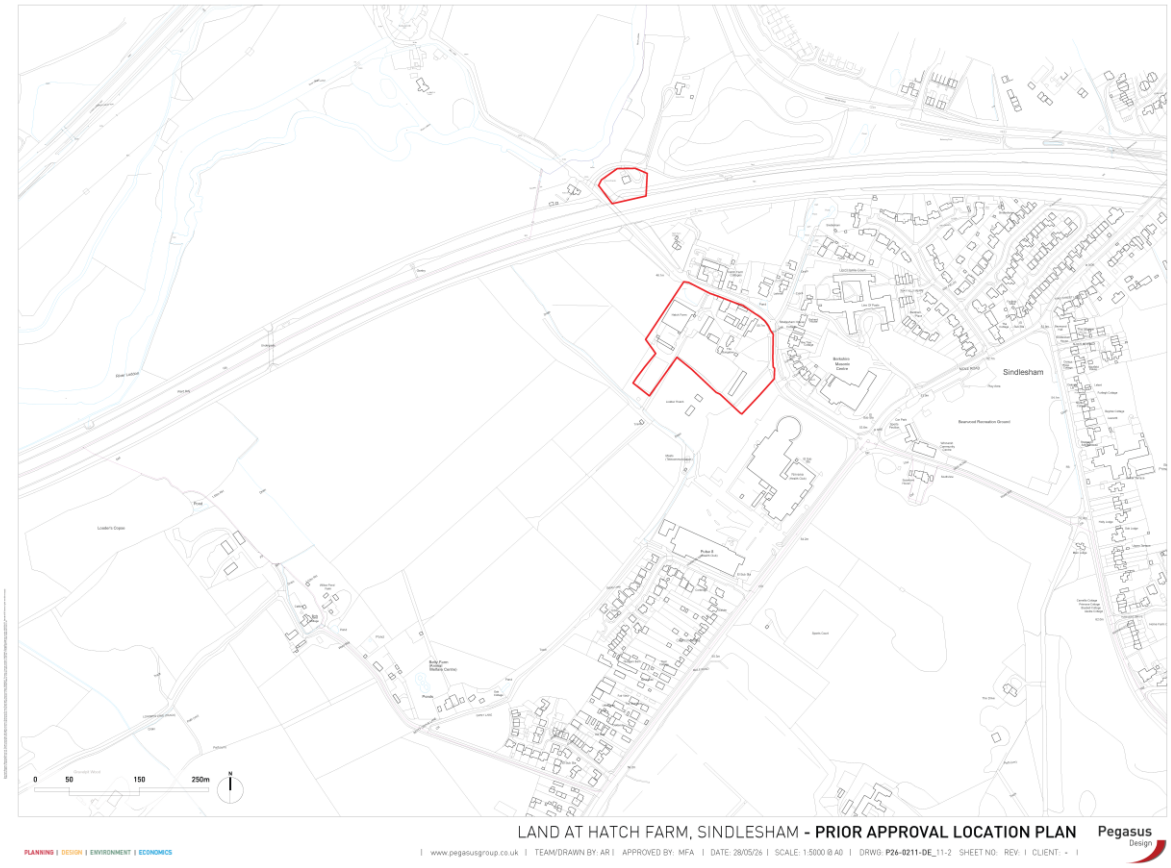
1.06 PRE START REQUIREMENTS

- Site commencement date anticipated to be Q2-3 summer 2027.
- The bungalow located north of the M4 will be demolished as an independent project including a full site compound and welfare set up. Demolition will compromise of a soft strip and mechanical demolition.
- Prior to any demolition works commencing the site will be reinspected and site specific Method Statements & Risk Assessments will be reviewed and updated accordingly.
- Statutory notices will be submitted such as Section 80 demolition notice and HSE Notification for any asbestos works requiring notification.
- Site services will be confirmed to be fully disconnected and service disconnection certificates inspected.
- Site will be fully secured, and exclusion zones erected with the appropriate signage
- Prior to demolition starting all soft strip works will be completed in accordance with BS 6187 – code of practice for demolition works & Shorts procedures and planned and managed by Shorts demolition project & site supervisor.

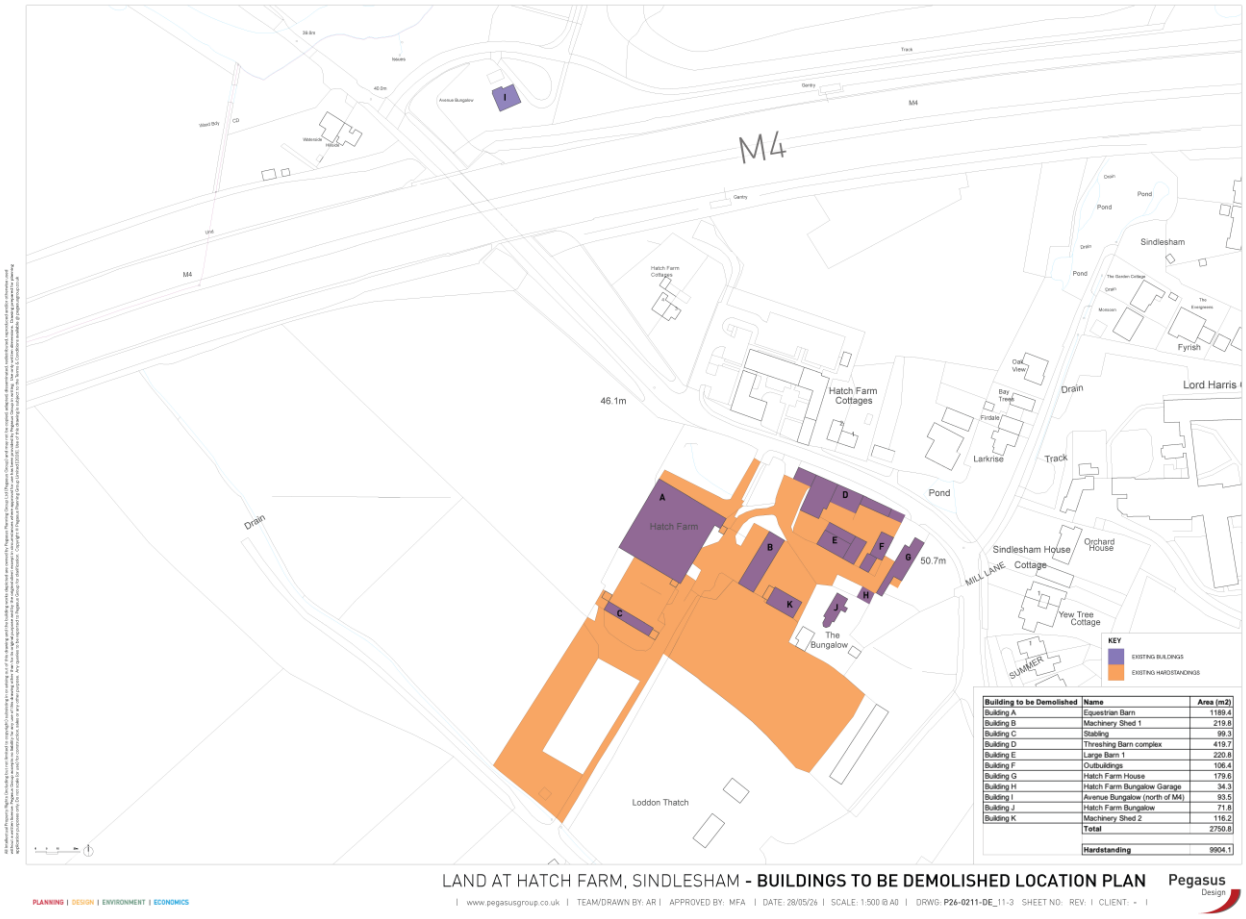
- All works to be undertaken will be done so in accordance with the relevant permit system in place for each

individual element. The permit will be issued by Shorts site management.

- Access to works at height will be gained using scaffold towers or MEWP's (scissor lifts/cherry pickers).
- Mobile scaffolds are to be erected in accordance with manufacturers' instructions by trained and competent PASMA operatives with scaff tags applied to the towers to confirm ready for use with inspections undertaken every 7 days.
- The platform should not be used for any purpose other than that for which it has been designed and all components are to be inspected for damage prior to their use.
- The tower should not exceed a height to base ratio of 3:1. It is possible to employ the use of outriggers to extend the base area. It is essential that all towers extending over 2 metres in height are fitted with double handrails and toe boards.
- Access equipment is not to be misused and when moving/relocating access equipment, it is to be un-manned.
- Casters must be locked off prior to use and only unlocked when relocating the towers.
- Any use of MEWP's must only be undertaken by IPAF trained and accredited operatives and safety harnesses must be in use at all times unless working adjacent to any waterways, lakes, ponds etc.
- Strictly NO work is to be undertaken by Shorts without the relevant permit systems in place and protocol being adhered to.



Site Location Plan



Building to be Demolished	Name	Area (m2)
Building A	Equestrian Barn	1189.4
Building B	Machinery Shed 1	219.8
Building C	Stabling	99.3
Building D	Threshing Barn complex	419.7
Building E	Large Barn 1	220.8
Building F	Outbuildings	106.4
Building G	Hatch Farm House	179.6
Building H	Hatch Farm Bungalow Garage	34.3
Building I	Avenue Bungalow (north of M4)	93.5
Building J	Hatch Farm Bungalow	71.8
Building K	Machinery Shed 2	116.2
	Total	2750.8
	Hardstanding	9904.1

Buildings To Be Demolished Plan

1.07 NEIGHBOURHOOD LIAISON MANAGEMENT

Shorts consider it of the utmost importance to foster good relations with the surrounding businesses, residents and interested parties. Considerations of our impacts outside the site externals is important.

All external communications with thirds parties, including the client project representatives, residents, neighbouring businesses and statutory bodies shall be co-ordinated by the Shorts contract manager.

Day to day communication between all parties on site will be managed by the Shorts Site Manager. This will involve daily briefings of works, consultation with other subcontractors on site and any briefing for site visitors on the site-specific risks of the works.

Organisational & Management Arrangements

- All works are to be carried out in accordance with BS6187:2011 and the National_Federation of Demolition Contractors Guidance Notes and to be completed in accordance with Shorts Health & Safety & Environmental Policy Manual.
- In addition to this, as works progress, for any areas uncovered that require changes or additional measures implemented then this will be reviewed and an updated Site-Specific
- Method statement will be submitted prior to works commencing.
- Protection of the public - access and egress to be controlled by Site Manager and nominated Banksman.
- Works will entail all necessary Health & Safety measures being implemented to ensure that the works are carried out in a controlled and safe manner.
- Suitable welfare to meet CDM 2015 regulations will be in place for the length of the project.
- An asbestos demolition and refurbishment survey will be carried out and a copy available on site
- Any asbestos containing materials (ACM's) which are identified within the survey will be removed in strict accordance with HSE guidelines.
- No works are to be completed in areas where asbestos is present without a certificate of re-occupation being provided.

A separate Site-Specific Methodology will be produced and submitted as required for any licensed asbestos removal.

The Site Manager will ensure that all signed certification in respect of the removal of asbestos is provided prior to commencement of works.

- Before demolition commences, Shorts shall confirm that the perimeter of the site is adequately secured and maintained throughout our works.
- All works are to then be carried out in accordance with the scope of works.
- All work is to be controlled by a competent demolition Site Manager, and all work is to be carried out by trained and competent operatives. (CSCS/CPCS/CCDO accredited)
- All site staff and subcontractors will receive a site induction before they start works on site with RAMS being signed off to acknowledge the operative understands and works to the RAMS provided.

- All operatives required to use/wear appropriate PPE (Personal Protective Equipment) and RPE (Respiratory Protective Equipment).
- All site visitors will receive a visitors induction relating to the site and advising on all potential hazards/risks. Site visitors will be accompanied at all times by a member of Shorts site management to ensure they do not enter any areas with live works occurring.
- Fire & Emergency procedures to be put in place and explained within site induction prior to works commencing.
- No breaking ground will take place until a permit to dig is in place, a CAT scan has been carried out of the area to be excavated, and a review of the supplied underground utilities drawings has been conducted.
- Any hot works will be carried out under a Hot Works Permit system.
- Hot works area to be closely monitored for 30 minutes following end of works. Permit not be closed off by the Site Manager until a further check has been made 60 minutes after the works are completed.
- All plant and equipment to be used in accordance with Control of Health & Safety at Work Regulations 1996 and PUWER 1998 regulations.
- All lifting appliances to comply with LOLER 1998 regulations and have a suitable lift plan in place.
- All working at height will be planned. Scaffold towers to be erected and inspected by PASMA trained operatives only and any MEWP's to be operated by IPAF trained & accredited operatives only
- Exclusion zones with appropriate signage will be erected.
- Dust suppression measures will be in place as necessary.
- All arising waste materials will be segregated and sent to a local licensed recycling facility.
- All hazardous materials will be stored in accordance with the information listed on them
- COSHH Assessments will be in place for relevant materials on site.
- Safety visits will be conducted by external Health & Safety Advisors and a visit report issued detailing any deficiencies and actions required.
- Daily site security is the responsibility of the Site Manager who will ensure all boundary fencing/hoarding is free from damage and gates are securely locked.

1.08 TRAFFIC MANAGEMENT

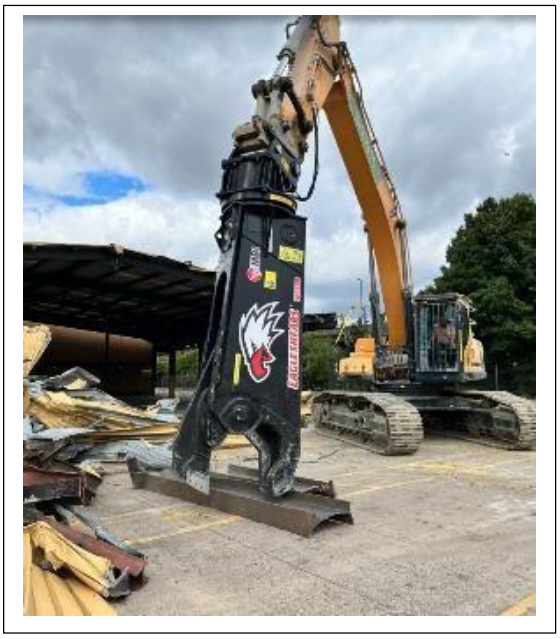
The site will strictly adhere to the traffic management plan. A copy will be held in the welfare unit for reference. Any sub-contractors will be provided with a copy of the TMP prior to being engaged to work on the project. Below is a list of traffic management requirements.

- The site manager will regularly inspect the approach roads to ensure they are kept clear of waste, and every effort will be made on site to ensure that mud is not taken on to the road.
- The banksman will be responsible for the checking of all vehicles leaving site to ensure that wheels are clean. If not, then the wheels of the vehicle will be cleaned appropriately using a jet wash.
- Consideration will be taken to assess the runoff for the water used cleaning any vehicles wheels and surface drains will be protected to ensure no debris enters them.
- By processing all suitable material for re-use on site and by careful segregation we will be able to plan and minimize vehicular movements.
- The Site Manager will have overall control of all traffic movements to and from site.
- Pedestrian and plant/vehicular movements will be segregated using temporary fencing.
- Where pedestrian routes cross vehicle routes there must be good visibility for both pedestrians and vehicles and be clearly recognized.
- All vehicular movements on site will be overseen by a dedicated Banks man who will always remain outside of the turning circle of plant and machinery.
  Deliveries to site will be restricted to between 8.00am to 17:00pm Monday to Friday and 08.00am to 13.00pm on Saturdays. This may be amended after review of peak traffic and pedestrian movements and subject to complying with the planning permission in place.
- All employees and delivery drivers will be advised on the local road systems, and the busiest times of day will be avoided for deliveries, with consideration given to local residents.
- Any sub-contractors will also be made aware of the Traffic Management Plan.
- All efforts will be made to eliminate or minimize the need for reversing on site, with all reversing carried out with a trained banksman in attendance.
- When skips are being delivered or collected, banksman are to prevent pedestrians walking past until the action has been completed.
- All deliveries will be required to contact the site when 15 minutes from site, to ensure the site is ready.
- All deliveries and collections will be pre-arranged and agreed before confirmation (please see below transit routes to site)
- Deliveries will be timed to avoid the busiest rush hour periods.

All vehicles are to enter site via Mill Lane to the north of the site area and must approach from an easterly direction due to the presence of a reduced height underpass beneath the M4 carriageway and limited weight bridge within Mill Lane as shown below. All site deliveries will be subject to a full route survey to be carried out by Shorts transport management which will be shared with any third-party hauliers.

Weak bridge situated within Mill Lane to the north west of the site area

1.09 **PLANT TO BE UTILISED**



- The plant and equipment employed to carry out the works taking full account of the works to be undertaken and the surrounding environment.
- 360 demolition specification excavators with various hydraulic attachments e.g. grab, muncher, shear etc.
- Various MEWPs – scissor lifts and cherry pickers.
- Fuel Bowser.
- 8-wheeled lorries.

- Various sized RORO waste skips.
- Handheld cutting equipment.
- Reciprocating saws, 4/9-inch grinder.
- Wheelie bins, rubble trucks.
- All plant is maintained either by the manufacturers or our own fitters in accordance with the manufacturers' maintenance schedule.
- Daily checks are carried out by the operators and recorded on daily check sheets attached to the timesheets. Weekly checks will be carried out with copies of logs made available
- Any plant found to be defective will be taken out of service until it is repaired by either the manufacturer or the plant fitter.
- Plant is inspected weekly by the operators and the inspections recorded in the LOLER or PUWER register as appropriate.
- All plant has annual thorough examinations carried out by competent persons and a certificate of thorough examination is issued

1.11 HAZARDOUS/TOXIC MATERIALS

Hold Point – Asbestos

- Each building will require a fully intrusive R&D asbestos survey prior to any works commencing.
- Prior to any demolition works commencing the supervisor will need to familiarise themselves with the surveys and ensure all identified asbestos is locatable.
- Asbestos will then be removed as set out in a task specific asbestos RAMs for the non-licenced with any notifiable materials removed under a separate RAMS prepared by a fully licensed asbestos contractor.

Prior to demolition commencing, the site supervisor is to ensure that all asbestos has been removed in accordance with the procedure specified within the asbestos removal method statement and clearance certification in place for licenced asbestos.

Site Manager to confirm this has been carried out.

Site Manager - Signature …….. Dated ……

If any further suspect materials are identified during our works, all works within the suspect area will be suspended, the area cordoned off and the Shorts Group Contracts Manager immediately advised. Arrangements will be made to have the suspect material sampled and analysed prior to any works continuing within the area. Works within the area will only recommence once confirmed whether the suspect materials contain asbestos or not.

1.12 WASTE MANAGEMENT

Prior to commencing work on site, Shorts will carry out a Pre-Demolition Waste Stream Analysis to identify the type and quantity of waste material that will be generated. Once the type and quantity of waste have been identified, it will be possible to work out the best options for its disposal. I.e. will this material be reused, recycled or, as a last resort, be disposed of via a licensed landfill facility.

All relevant certificates and permits required for disposal to be issued prior to site works. The various waste streams will be strictly monitored and waste haulage / transfer consignment notes, confirming the disposal method and amounts will be issued to client on completion of works the disposal as procedure as follows:

- Brick, block and concrete will be removed to a suitable transfer station for recycling.
- Suitable timber will be loaded away to our transfer station, from where it will be chipped or reclaimed for re-use.
- All metal will be removed from site and taken to a re-cycling centre for processing.
- All other material will be loaded onto Roll On / Off bins and taken to a licensed landfill facility.
- Hazardous Waste to be disposed of under the Hazardous Waste Regulations (England and Wales) 2005
- Shorts will provide a written description of the waste that will enable anyone receiving it to dispose of it or handle it in accordance with their Duty of Care. The written description is called a waste transfer note or duty of care note. Both parties must keep a copy of this transfer note for two years.

1.13 **SITE SAFETY MANAGEMENT & RESPONSIBILITIES / PROJECT CONTACTS**

Shorts will provide a suitably trained and experienced Site Supervisor / Manager for all works undertaken who will:

- Understand and comply with the company Health & Safety Policy and ensure all operatives under their control do so as well.
- Be conversant with statutory regulations and the contents of the job specific documents including, Risk Assessments, COSHH Assessments, and this Method Statement together with any documents issued by the Client. They will ensure that all operatives under their control also understand the contents of these documents.
- Ensure all works are carried out in accordance with the clients' requirements, to agreed standards and at minimum risk to all parties.
- Shorts Group Site Management will carry out site-specific induction and ensure that all operatives have read, understood and signed this statement.
- As the works progress all site employees will attend regular toolbox talks given by the Shorts Group Site Management or Safety Consultant on various site-specific subjects and activities. All operatives receiving the Toolbox Talks will be required to sign a form indicating their attendance.
- Shorts Group Site Management will hold informal daily pre-start talks with the Demolition site operatives to ensure they are aware of the days' work to be undertaken and the different areas that these works are carried out in.
- Shorts Group Site Management will also liaise with the Client on a daily / regular basis to provide an update on.

1.14 **SOFT STRIPPING OPERATIONS**

Hold Point – Services

The Shorts Group Contracts Manager will confirm all service isolations are in place prior to commencing works. The Site Supervisor will check services are isolated on site and will complete the services isolation sheet attached to this method statement.

Site Manager to confirm this has been carried out.

Site Manager - Signature …….. Dated ……

Some of the buildings within site will require a soft strip to be undertaken prior to mechanised demolition:

- Plasterboard Partitions.
- General Fixture & Fittings.
- Timber Waste e.g. doors, frames, skirting boards.

All materials as they are being removed will be segregated into their various waste streams at the loading point and loaded into the awaiting skips for recycling.

Equipment to be Utilised

- Crow Bars
- Mattocks
- Shovels
- Brushes
- Sledgehammers
- Wheelbarrows

Methodology – Soft Stripping

Work area is to be cordoned off with barrier tape or traffic barriers prior to work commencing; with "Demolition Works in Progress" signs erected to ensure other site workers are aware we are working within area.

All waste to be cleared as work progresses and transit routes to be always kept clear. Any waste left within the building overnight is to be stacked and cordoned off with barrier tape.

Ceiling Removal
Access to ceilings will be provided by podiums or tower scaffold. Tower scaffold are to be erected by a trained operative only.

Tool Box Talk is to be given prior to podiums being used by operatives by Site supervisor. the following items will be covered:

- Users to be instructed in safe assembly and use.
- All podium components fitted. • Outriggers extended (if fitted).
- Platform gates closed and locked (these sometimes contribute to stability).
- Wheel locks engaged.
- Podium positioned to avoid overreaching.
- Guardrails adjusted to suit platform height.
- Inspect podiums or towers before use to ensure they are correctly assembled.

Ceiling plasterboard is likely to produce dust while being removed. If possible, open windows and external doors to increase air flow to help reduce build-up of airborne dust. All operatives working within the soft strip area are to wear P3 face fitted dust masks and be clean shaven.

Site supervisor to ensure that all operatives are wearing the dust masks correctly. Please also ensure other workers on site that will be transiting through the work areas are aware of the risk of dust and that they also wear a P3 face fitted dust mask and are always clean shaven whilst within the live work areas.

Resultant waste to be segregated into various waste streams and removed to skips within loading area.

Florescent Tubes
Any fluorescent tubes are to be removed as required, they will be removed as if being changed - bulbs collected and placed into a specialist waste coffin (stored on site during soft strip works, removed as specialist waste once all bulbs are removed).

In addition, any air conditioning units and refrigeration systems will be purged/decommissioned by a specialist approved subcontractor to allow subsequent removal of the units and associated pipework by our site team.

Carpet and Vinyl Removal
Remove all carpet and vinyl to all areas of the building. Carpet tiles to be stacked turntable truck to help transport to skips. Please ensure truck is not overloaded and is stacked correctly to ensure the truck remains stable while transiting. Vinyl removal may be able to be carried out the same as above. If the vinyl cannot be removed by hand, please use 110v self-propelled tile stripper. All waste to be removed to skips as work progresses.

Removal of Window Boards, Skirting and Architraves
Care to be taken to exiting windows while removing window boards.

Removal Existing Kitchen Installations Wash-up Room and Servery Items
All items to be removed to appropriate skip. Heavy items to be broken up into manageable sections were appropriate to reduce manual handling. Items could also be transported by using stacker trucks. Waste to be segregated into appropriate skips as directed by Site Supervisor. Kitchen hood to be removed, access by podiums.

Removal of Existing Internal Doors and Liners
Door frames and skirting will to be removed by operatives using pinch bars and hammers. The items are to be gradually prized from their place of fixing; any obtrusions and nails are to be removed or hammered over with all resultant materials then being transported for disposal. Doors will be removed intact and carried to waste skips.

Fixtures and Fittings:
Any loose fixtures and fittings remaining will, wherever possible, be removed from the building whole, taken to the loading area by hand before being loaded directly into the waiting waste skips. Larger elements will be dismantled/downsized using small tools, reduced into manageable sized sections and again transported to the disposal point.

Partition Walls:
Any stud partitioning is to be removed by the operatives using suitable hand-held tools, namely pinch bars, picks and hammers. The wall structure is to be dismantled by removing the coverings using the hammers and pinch bars. Once exposed, the remaining stud work is to be prized free and de-nailed or have nails hammered over. Resultant arisings are to be transported to the loading area.

Sanitary Ware:
Any sanitary ware, toilets/sinks etc. are to be removed, with the water supply to all toilet facilities capped prior to works commencing. Using hand tools, toilets will be broken from their fixing and lifted out whole then carried by two persons if required to the loading area.

Floor Coverings:
Wooden floor coverings are to be removed by the operatives using mattock picks and shovels. Carpet and vinyl floor tiles are simply to be prized up using hand tools, then bundled and taped with resultant materials transported to the disposal point. Carpets where of a roll-able nature will be cut into strips, whilst still laid, and then rolled up for collection in strips, these will then be transported to the disposal point.

Fire Alarm System:
Any existing fire alarm installations are to be removed as required. This will include the removal of all detectors, interface and associated equipment, accessories wiring, containment and components. We will ensure that any interconnection to other buildings have been diverted / terminated prior to disconnection.

Voice & Data System:
Any existing telecoms and data installation are to be removed as required. This will include the removal of any outlets, panels all associated equipment, accessories wiring, containment and components. We will ensure that any interconnection to other buildings have been diverted / terminated prior to disconnection.

Security / CCTV / Intruder Systems:
Any existing security installations are to be removed as required. This will include the removal of any outlets, panels all associated equipment, accessories wiring, containment and components. We will ensure that any interconnection to other buildings have been diverted / terminated prior to disconnection.

Aerials:
Any existing satellite systems are to be removed as required to allow full demolition. This will include the removal of any cable ladders, trays, trunking, conduits all associated equipment, accessories wiring and components.

Glass units/Windows:
Any glass units and/or windows will be removed as complete units where possible, an exclusion zone/crash decks will be employed as required and operatives will wear hard hats, safety boots, gloves and goggles. The glass will be handled with care and placed into skips to be disposed of in a safe manner.

1.15 **EXCLUSION ZONES**

- To ensure the site remains a safe working environment, forming safe working areas and exclusion zones is imperative. Prior to any mechanised demolition works commencing, it is essential that a safe exclusion zone around the machine operating area is created which allows for any materials which may be deposited.
- Pedestrian safe routes will be set up through the site for safe access to the demolition area.
- The exclusion zone will be demarcated using heras fencing, debris netting secured and safety signage fixed.
- As the works progress to other areas of the site, the safe routes will be relocated where required by the Site Manager's instruction.
- All persons on site will be briefed regarding the risk, and this will be clearly identified at the time of site inductions.
- The extent of any exclusion zone area will be determined by the Site Manager on site and implemented accordingly. This be subject to change as directed by the Site Manager in control of the works.

During strip out and demolition it may be necessary to form drop zones for depositing of materials from the upper levels.

When utilising drop zones, Shorts will ensure that suitable guard rails are place to ensure that any risk of fall is avoided.

The extent of the exclusion zone area will be determined by the Site Manager on site and implemented accordingly. This may be subject to change as directed by the Site Manager in control of the works.

RED ZONE = Exclusion Zone
AMBER ZONE = Restricted Zone
GREEN ZONE = Welfare / Office SAFE ZONE - NO PPE

RED ZONE

- Is an EXCLUSION ZONE that is defined as being the most restricted and is "an area of a site where no person may work". Different structures require different methods of demolition. Key to designing and selecting the method is considering what can go wrong. Those decisions will lead to the size and nature of the designed RED ZONE.

AMBER ZONE

- There may be other areas on site where access will be RESTRICTED to work undertaken by specialist occupationally qualified personnel as required by risk assessment and method statements. These are called AMBER ZONES.
  REST OF SITE – Access to other areas of the site, where demolition work is not being carried out, will be allowed for inducted and authorised workers.

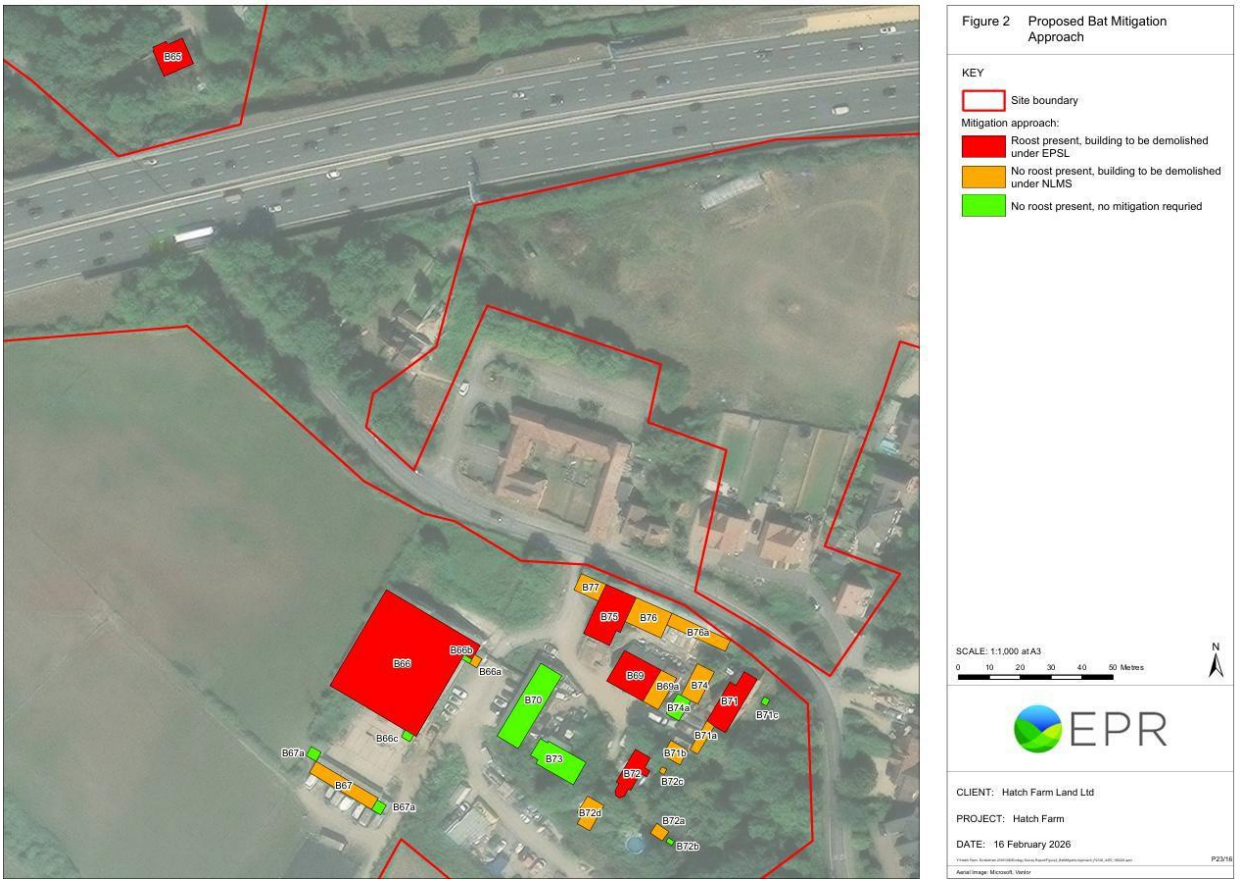
GREEN ZONES

- Some sites operate a GREEN or SAFE zone area where no PPE is required such as offices, site welfare and car parking. Demolition is a fluid process, and the exact position of zones are likely to move and change with time.

1.16 DEMOLITION – SEQUENCE & METHODOLOGY

Ecological Works due to the presence of bats

A bat survey has been undertaken by EPR to the entire site area, which has identified the presence of live roosts within the majority of the buildings, as detailed on the image below. As a result, no structural demolition will be possible to any of those buildings with identified roosts until hand stripping of roof tiles has been undertaken to identified areas to allow any bats to be collected from the roosts and rehomed into new bat boxes by an attendant ecologist.



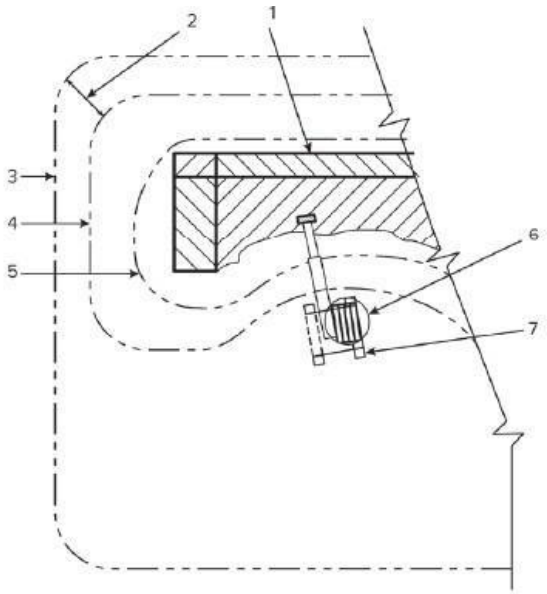
The approach to the various buildings differs with those marked in Red requiring to be demolished under an EPSL and those in Amber under a NLMS. Buildings to be demolished under a European Protected Species Mitigation Licence (EPSL) will need to be supervised by an ecologist, once a licence has been issued from Natural England later in the year (aiming for September). Buildings to be demolished under a Non-Licensed Method Statement (NLMS) can be demolished under supervision at any point during the active bat season, which generally runs from April to October. The table below details the approach for all buildings on site and which type of license under which the demolition can take place.

Building	Suitability	Summary of Features	Mitigation Approach
B65	Confirmed Roost	Gaps around hanging tiles of gable end.	Demolition under EPSL
B66	Confirmed Roost	Overlapping asbestos joins.	Demolition under EPSL
B66a	Low	Small crevices at base of roof.	Demolition under NLMS
B66b	Negligible	N/A	N/A
B66c	Negligible	N/A	N/A
B67	Low	Overlapping asbestos joins.	Demolition under NLMS
B67a	Negligible	N/A	N/A
B69	Confirmed Roost	Loose tiles, gaps in bitumen felt lining and gaps in tiles.	Demolition under EPSL
B69a	High	Double skin weatherboarding.	Demolition under NLMS
B70	Negligible	N/A	N/A
B71	Confirmed Roost	Large gaps in hip, gaps in mortar, gaps in tiles.	Demolition under EPSL
B71a	High	Slipped and missing tiles.	Demolition under NLMS
B71b	Low	Foliage	Demolition under NLMS
B71c	Negligible	N/A	N/A
B71d	Negligible	N/A	N/A
B72	Confirmed Roost	Gaps in onduline roof.	Demolition under EPSL
B72a	Low	Boarded up windows with gaps.	Demolition under NLMS
B72b	Negligible	N/A	N/A
B72c	Low		Demolition under NLMS
B72d	Low		Demolition under NLMS
B73	Negligible	N/A	N/A
B74	Low	Lined with timber	Demolition under NLMS
B74a	Negligible	N/A	N/A
B75	Confirmed Roost	Rotten and broken boards, multiple holes.	Demolition under EPSL
B76	Moderate	Double skinned, with access points.	Demolition under NLMS
B76a	Moderate	Double skinned, with access points.	Demolition under NLMS
B77	Negligible	N/A	Demolition under NLMS

To undertake the hand stripping of the roof tiles, an all-terrain MEWP (cherry picker) will be mobilised to site which will be operated by a IPAF licensed and experienced plant operator. The attendant ecologist will either work with the MEWP operator from the basket to carefully remove the tiles in sequence to determine the presence of the roosts or alternatively direct our operatives from ground level, with works being paused if any roosts are identified and to allow the ecologist to collect the bat(s) from their roosts. Anyone entering the basket of the MEWP will need to be equipped with a suitable safety harness and be always clipped in. All safety harnesses will be checked daily prior to any works to ensure they remain in good condition and suitable for use.

Once the ecological works have been completed, we will be able to move to the mechanised deconstruction phase.

An exclusion zone will be created to ensure all persons not directly involved in the works are unable to access the zone using a combination of existing fencing and heras fencing. No access into the building will be allowed once the structural demolition works have started and throughout the deconstruction until the building is fully demolished.



Key

1	Structure being demolished	5	Limit of designed drop area
2	Buffer area	6	Safe working space for operator in protected cab
3	Exclusion zone boundary	7	Demolition machine
4	Limit of predicted debris area		

Noise pollution is of the utmost importance and noise levels are to be monitored with results recorded. Regular dialogue will be held with neighbouring properties to ensure noise does not cause disruption or annoyance. Noisy work times will not be undertaken prior to 8.00am or after 17.00pm.

A dust boss/highway washer sprayer will be set up as required to mitigate any airborne dust produced by the works.

Dust Boss suppression cannon in use

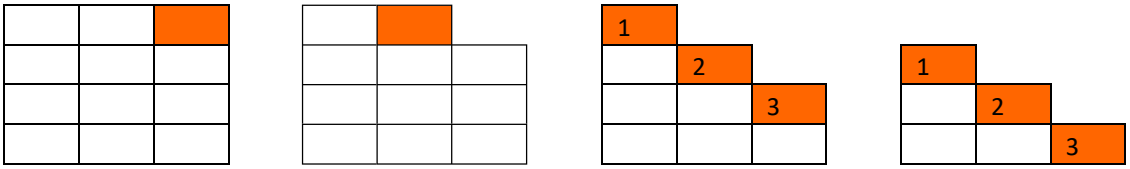
All demolition works will be carried out using remote mechanical demolition methods using 360° demolition excavators fitted with a selection of hydraulic demolition attachments.

The buildings will be demolished using Demolition excavators will be fitted with all necessary implements to include a pulveriser, grapple and a crusher/cutter, thus ensuring that the risk to manual working operatives is minimised. Independent hoses and spray devices built into the excavators' tool attachment will apply light water sprays to the specific operating areas throughout the duration of the demolition works.

During the machine operating times, as considered necessary, banksmen will be posted to prevent other site operatives, personnel, machines and vehicles from approaching any active machine working zones.

Demolition methods for all structures will be similar, adopting progressive demolition techniques on a bay-by-basis to ensure that no part of the structure remains at a higher level than the rest or unsupported. Rotating demolition attachments now allow SHORTS to demolish buildings very accurately and safely whilst still maintaining the structural integrity of the buildings being demolished.

The buildings will be demolished in sequence commencing on the roof, moving down to the external and internal walls one floor at a time to ground level. The building will be tiered to a 45-degree angle as it is demolished, one structural bay at a time. A diagrammatic representation of tiering a building one structural bay as a time is shown below.



The actual demolition works will stop periodically to remove any debris from the working area prior to continuing the above sequence until the building has been reduced to ground floor slab level.

As the structure is sequentially deconstructed, all resultants materials will be segregated/processed using the excavator and loaded into waiting roll on/off containers, with all resultant masonry either stockpiled on site for subsequent crushing into reuable aggregates or loaded away in 8 wheel tipper lorries. All timber/general waste generated from the works will be loaded into 40-yard RORO waste skips for removal from site to a suitable local recycling facility. Any partly full RORO skips will have the doors closed and locked at the end of each shift to minimise any fire risk.

During demolition operations, the structures to be demolished will be further investigated to ensure they are as envisaged in the method statement. Should the structures differ or there be other unidentified risks exposed, the methodology will be reviewed and revised accordingly.

The work will be carried out safely and within the recommendation of BS6187 and will comply with all current legislation and regulations.

A banksman will be in control of dust suppression systems to dampen the dust as the demolition progresses and will stand parallel to the excavator but always away from the drop zone and machines working radius. Watering down procedures will be maintained throughout the progress of the work contributing to the suppression of dust migration.

As work progresses, all arisings and debris will be stacked in preparation for removal from the site or to the stockpile area.

Recyclable and waste materials will be loaded into independent waste bins or the bins of awaiting vehicles. The vehicles are to be attended at all times; they will be fully loaded upon arrival and depart immediately when full.

All boundary walls, fences and security structures, existing, new or temporary will be maintained and protected during the contract period.

Main Demolition of Structures

Hold Point – Overhead Power lines
The Site Manager will confirm that exclusion zones are in place before mechanical demolition can be carried out.

Site Manager to confirm this has been carried out.

Site Manager Signature…… Dated……

A **HOLD POINT** is established prior to the commencement of any demolition works in areas affected by live overhead electrical cables**.**

No demolition activities, plant movements, lifting operations, or material handling shall commence until this hold point has been formally cleared.

Conditions to Clear Hold Point

The following must be completed and verified before works may proceed:

1. **Identification and Confirmation**

    - The location, height, and extent of all live overhead cables have been positively identified and confirmed on site.
    - Details have been communicated during site induction and daily briefings.

2. **Exclusion Zone Established**

    - A clearly defined exclusion zone has been installed beneath and around the live overhead cables.
    - The zone is secured using physical barriers, high-visibility bunting, and warning signage stating *"Danger – Live Overhead Cables."*
    - Minimum clearance distances are in accordance with **HSE GS6** and the **Electricity at Work Regulations 1989**.

3. **Plant and Access Controls**

    - No plant, equipment, or materials are permitted within the exclusion zone.
    - Excavator operating envelopes, slewing radii, and attachment heights have been reviewed and confirmed as compliant.
    - Height restriction measures or physical controls are in place, where reasonably practicable.

4. **Supervision and Monitoring Arrangements**

    - Banksmen are briefed on the hazard and positioned as required.
    - Site Manager and Demolition Supervisor confirm responsibility for ongoing monitoring.

5. **Authorisation**

    - The Site Manager and Demolition Supervisor jointly confirm that all controls are in place and effective.
    - Authorisation to proceed is formally recorded in the site diary / permit system.

Release of Hold Point

The hold point may only be released when:

- All control measures are fully implemented and inspected
- Authorisation is granted by the Site Manager
- The Demolition Supervisor confirms safe systems of work are in place

Reinstatement of Hold Point

The hold point shall be reinstated immediately if:

- Barriers or signage are removed or compromised
- Work scope changes or plant configurations are altered
- Weather or ground conditions affect safe clearance distances

Emergency Response

In the event of contact or suspected contact with overhead cables:

- All works shall stop immediately
- Personnel must remain clear of plant and affected areas
- The exclusion zone shall be secured
- Incident reporting and emergency procedures shall be implemented without delay

1. Introduction

This method statement outlines the procedures and control measures that will be implemented for the safe and efficient demolition of designated buildings on site. The work will be executed using mechanical demolition methods by a qualified demolition contractor, with consideration for asbestos-containing materials (ACMs), structural integrity, and environmental and health & safety compliance.

2. Scope of Works

The works will involve:

- Mechanical demolition of buildings using 360° tracked demolition specification excavators.
- Safe removal and handling of asbestos cement sheeting.
- Segregation and disposal of demolition arisings.
- Management of dust, noise, and public safety.
- Processing of demolition debris and preparation of the area for clearance or redevelopment.

3. Demolition Techniques

3.1. Mechanical Demolition

- The primary demolition will be carried out using 360° demolition excavators equipped with fully rotating hydraulic grapples, shears, pulverisers, and buckets, as appropriate to the structural component.
- The demolition will proceed on a bay-by-bay basis to maintain structural integrity and ensure safety.
- Structural roofs will be progressively removed, pulling the roof back to its supporting walls in a controlled manner.
- Cross beams and other lateral structural elements will be removed prior to wall demolition to reduce structural tension and avoid uncontrolled collapse.
- Brick infill panels will be pushed inward toward the demolition zone using the pulveriser or grab to expose the underlying framework before structural dismantling begins.
- All gable ends will be reduced to wall plate level before final structural takedown.

3.2. Materials Processing

A secondary excavator equipped with a pulveriser, grab, or bucket will be utilised to:

- Break down large components of rubble and hardcore.
- Remove reinforcing bar or structural steelwork.
- Reduce material size for loading and transport.
- All materials will be processed and stockpiled in designated areas or loaded directly into roll-on/roll-off skips for off-site disposal or recycling.

4. Asbestos-Containing Materials (ACMs)

4.1. Identification and Removal

Several buildings appear to include asbestos cement roof sheet coverings, which will be carefully removed by hand wherever structurally safe, working from MEWPs.
If hand removal is not feasible due to structural instability, a wet drop method will be employed whereby:

- The roof will be saturated with water to minimise fibre release.
- Controlled collapse will be executed with minimal breakage.

4.2. Compliance and Notification

Any operation involving breaking of asbestos cement sheets will be notified to the HSE in line with regulatory requirements. Background air monitoring will be conducted to ensure exposure levels remain well below control limits. All asbestos related works will adhere strictly to the Control of Asbestos Regulations 2012 and accompanying HSE guidance.

5. Waste Segregation and Disposal

Waste materials will be segregated at source into categories such as:

- Inert waste (brick, concrete)
- Ferrous and non-ferrous metals
- Wood and combustible materials
- Hazardous waste (including ACMs)

Materials will be immediately loaded into appropriate waste containers for disposal or recycling. Waste will be managed in accordance with the Site Waste Management Plan (SWMP) and Duty of Care requirements under the Environmental Protection Act 1990.

6. Health, Safety & Environmental Control Measures

6.1. Dust Control

Dust suppression systems (e.g., water sprays, misters) will always be used during demolition and particularly during the wet drop asbestos removal process. Stockpiles of crushed material will be regularly dampened down.

6.2. Noise Control

Plant and equipment will be maintained in good order with effective mufflers and silencers.
Working hours and noise limits will comply with local authority requirements.

6.3. Exclusion Zones and Site Security

Exclusion zones will be established around demolition areas and maintained with physical barriers and clear signage.
All openings, including doors and windows, will be secured to prevent unauthorised access.
Banksmen with two-way radios will be positioned to monitor all plant movements and communicate with the demolition team.

6.4. Daily Safety Practices

No loose materials will be left unsecured overnight and any flammable materials will be loaded into a secured RORO waste bin to minimise fire risks.
Each day will conclude with:

- All demolition areas being tidied.
- Materials cut back to reduce hazards.
- Equipment being secured or returned to safe storage.

7. Personnel and Plant

7.1. Demolition Plant

360° demolition excavators with the following attachments:

- Hydraulic rotating grapple
- Demolition shear
- Pulveriser/muncher
- General-purpose buckets

7.2. Supervision and Communication

Site Manager: Overall responsibility for coordination and safety.
Demolition Supervisor: Responsible for on-the-ground execution and compliance with method statement.
Banksmen: Positioned in key areas during active demolition, equipped with two-way radios.
Asbestos Operatives: Competent and trained in asbestos awareness and licensed procedures.

8. Final Clearance

Once demolition has been completed and materials brought to ground level:

- All residual materials will be processed and removed from site.
- Final checks will be conducted to ensure that no hazardous materials or structural elements remain.
- A completion report will be submitted, including waste transfer notes, asbestos disposal records, and air monitoring data (if applicable).

9. Emergency Procedures

Emergency contact numbers will be posted at key site locations.
All staff will receive a site-specific induction covering:

- First aid arrangements
- Fire evacuation routes
- Procedure for accidental asbestos exposure

In the event of uncontrolled asbestos release, the area will be evacuated and sealed immediately, and the incident reported to the HSE.

Environmental Management Plan (EMP) – ISO 14001 Aligned (Demolition Works)

1. Environmental Policy and Commitment

(ISO 14001:2015 – Clause 5 Leadership & Commitment)

The demolition contractor is committed to preventing pollution, protecting the environment, complying with legal and other requirements, and continually improving environmental performance throughout the demolition works.

Environmental protection is considered an integral part of planning, execution, and supervision of all site activities.

2. Planning – Environmental Aspects and Impacts

(Clause 6.1.2 – Environmental Aspects)

The following key environmental aspects and potential impacts have been identified for the demolition works:

Aspect	Potential Impact	Control Measures
Dust generation	Air quality nuisance	Water suppression, monitoring
Noise and vibration	Disturbance to neighbours	Maintained plant, controlled hours
Asbestos disturbance	Health & environmental contamination	Approved asbestos procedures
Surface water runoff	Pollution of drains/watercourses	Hardstanding retention, monitoring
Mud and track out	Highway contamination	Controlled sequencing, inspections
Waste generation	Landfill use	Segregation, recycling
Fuel and oil use	Soil/water contamination	Bunded storage, spill kits

Environmental risks are reviewed continuously as site conditions change.

3. Legal and Other Requirements

(Clause 6.1.3 – Compliance Obligations)

The works will comply with all applicable environmental legislation and guidance, including but not limited to:

- Environmental Protection Act 1990
- Control of Pollution Act 1974
- Waste (England and Wales) Regulations
- Duty of Care Regulations
- Control of Asbestos Regulations 2012
- Local Authority planning and environmental conditions

A register of legal and other requirements will be maintained where applicable.

4. Environmental Objectives and Controls

(Clause 6.2 – Environmental Objectives and Planning to Achieve Them)

Environmental objectives for the demolition works include:

- Prevent pollution incidents
- Minimise dust, noise, and vibration
- Maximise reuse and recycling of materials
- Prevent mud and debris leaving site
- Protect surface water and ground conditions

Controls are implemented through method statements, sequencing, supervision, and daily inspections.

5. Operational Control

(Clause 8.1 – Operational Planning and Control)

5.1 Dust and Air Quality

- Continuous water suppression during demolition and processing
- Enhanced controls during dry or windy conditions
- Works paused if effective control cannot be maintained

5.2 Noise and Vibration

- Plant fitted with effective silencers
- No unnecessary idling
- Adherence to approved working hours

5.3 Water, Mud, and Ground Conditions

- Retention of concrete hardstanding's and internal roads until final stages
- Demolition sequenced to follow works out of the site gate
- Elimination of demolition activities in muddy conditions
- Prevention of contaminated runoff entering drainage systems

5.4 Waste Management

- Waste segregated at source
- Maximum reuse and recycling
- Licensed carriers only
- Waste documentation retained

5.5 Hazardous Substances

- Asbestos managed in accordance with approved procedures
- Fuels and oils stored in bunded areas
- Spill kits provided and maintained

6. Emergency Preparedness and Response

(Clause 8.2 – Emergency Preparedness)

Emergency scenarios considered include:

- Asbestos fibre release
- Fuel or oil spill
- Flooding or uncontrolled water runoff
- Contact with live services

Emergency procedures are communicated during induction and rehearsed as appropriate. Spill response equipment is available on site at all times.

7. Competence, Training, and Awareness

(Clause 7.2 & 7.3)

- All personnel receive environmental awareness training during site induction
- Toolbox talks delivered on key environmental risks
- Supervisors trained in environmental controls and incident response

8. Communication

(Clause 7.4)

- Environmental controls communicated through inductions, briefings, and signage
- Environmental issues escalated through site management
- Liaison maintained with the Principal Contractor and Client as required

9. Monitoring, Measurement, and Inspection

(Clause 9.1 – Performance Evaluation)

- Daily environmental inspections conducted
- Monitoring of dust, noise, water, and housekeeping standards
- Findings recorded and corrective actions implemented
- Effectiveness of controls reviewed regularly

10. Non-conformance and Corrective Action

(Clause 10.2)

- Environmental incidents or non-conformances investigated
- Root causes identified
- Corrective and preventive actions implemented
- Records maintained for audit purposes

11. Continual Improvement

(Clause 10.3 – Continual Improvement)

	Environmental performance will be reviewed throughout the works. Lessons learned will be incorporated into ongoing activities to improve environmental outcomes and reduce impacts wherever practicable.
1.17	**No breaking into the ground will commence until a review of the site utility supply drawing is made and disconnection certifications for all services are received by the Site Manager.** Slabs and foundations shall be removed by the use of the 360 hydraulic excavators fitted with bucket and breaker attachments. Using the breaker, the slab will be broken down into manageable sections before being folded back from the area by the excavator bucket and transported to the processing area for crushing. All excavations are to be backfilled with fill material or site generated crushed material in compacted layers. All excavations formed due to removal of obstructions, soft spots or deleterious materials shall be backfilled with material obtained from site crushed stockpiles. On the discovery of contaminated earth, Shorts will identify, mark and log all areas of known and suspected contaminated earth found on site and notify Contracts Manager for analysis, removal and/or remediation subject to clients confrimation There is always a possibility of discovering unrecorded voids, tanks, chemicals etc during demolition. Shorts will identify, mark and record on marked up plan prior to producing methods for safe removal, filling etc for approval.
1.18	**DRAINAGE** Details of all drainage on site is to be supplied. **Water Course - TBC** **Hold Point – Water Course Protection** The Site Manager will confirm that the water course has protection (sandbags/silt sheeting) installed to prevent contamination. **Site Manager to confirm this has been carried out.** **Site Manager - Signature……. Dated ……**

Crushing of Hardcore/Concrete - TBC

1. The crushing plant will be positioned at different locations within the site area as this type of plant is fully mobile with diesel engine powering feeders, jaw crusher and discharge conveyors.
2. The area in which they are working will be designated as a working-zone. The working zone will be the area that the concrete / hardcore is transferred from the slab when pulverized by the breaker attachment adjacent to the crusher.
3. Working zones will be clearly demarcated to prevent inadvertent access.
4. The demolition supervisor and banksman will control the access points.
5. Dust controls will be in place to suppress release, both on the stockpiles and the crusher unit, using a regulated fine water spray and the quantity of water will be controlled to prevent any flooding. Operators will be in attendance to operate a controlled flow of water on the area of operations to suppress the release of dust into the atmosphere (the number of dampening down operators will be assessed by the site management). The crusher has its own dampening down system, which is directly plumbed into the water supply and will ensure suppression throughout the crushing process.
6. At no point will the area be left unsafe whilst unattended.
7. Machine to be isolated when unattended.
8. Prior to the crushing process the excavator operative shall ensure that any debris has been removed, and the concrete is suitable sized, the operative shall ensure that the stockpile is always stable.
9. Using safe loading techniques, the 360 excavators will consistently load the stockpiled material into the feeder / hopper of the crusher, avoiding overfill.
10. Concrete/Hardcore will be fed through the grizzly bars or directly into the jaws and be crushed thereupon falling onto the discharge conveyors for stockpiling, where it will be removed by wheel loading shovels or similar plant for stockpiling.
11. All crushed materials will be tested for grading and will be stockpiled in separate areas within the stockpile area.
12. Stockpiles are to be constructed with battered sides at a maximum of 45-degree angle and soil stockpiles are to be sealed as much as possible to minimize the effects of inclement weather.
13. All operators are trained for the work being carried out and copies of accreditation will be held within the site folder.
14. Any resultant steel will also be collected by belt magnet as crushing progresses with all material arising will be removed and disposed of as per Shorts Waste Strategy.
15. To prevent over accumulation of crushed material, suitable plant will be used to periodically remove material to a completed stockpile situated within clients designated area.
16. Any blockages that occur will be dealt with by fully trained operatives in accordance with pages 12-14 of the NFDC “Guidance Notes on the Safe Use of Mobile Crushers in the Demolition Sector” and HSE Guidance Notes, which are contained within the site file. Specific risk assessments will be filled out on site for the removal of blockages, based on the nature of the blockage and the means to be used to unblock it.

An excavator will clear the crushed material from underneath the conveyor and stockpile in the designated stockpiling area. When stockpiling the crushed material, care will be taken to ensure that there is not a risk of "landslide" with the stockpile regularly assessed, considering its height and length, thus ensuring its stability.

1.19 **Waste**

Shorts Group holds a current licence to transport waste. Classification of waste: -

Iron and metal-based products

- Recovered and taken to a scrap merchant for reprocessing

Timber

- Any suitable timber for reuse will be salvaged. Where possible all other timber will be disposed of at timber recycling centres for reprocessing for use in board manufacture or for use as fuel. The remaining timber products will be taken to a landfill site licensed to accept such waste.

General rubbish

- General rubbish will be transported to suitably licenced waste recycling sites.

Brick rubble

- All brick rubble (hardcore) will be processed through a crushing plant on site or removed from site in 8-wheel tipper lorries.

Concrete debris

- Concrete debris will be separated from rebar and will be processed through a crushing plant on site or removed from site in 8-wheel tipper lorries.

Where possible material that has a second hand or re-use value will be recovered and recycled.

1.20 **Spill Procedure**

Spill Procedure:

Is It Safe?

- Ensure it is safe to clean up the spill.
- Check MSDS sheets.
- Put appropriate safety gear on

Stop the leak at the source

- Plug the leak, right the container or turn off the tap to stop the spill getting worse

Isolate the area

- Stop the spill spreading using equipment supplied in our spill kits e.g., absorbent socks.
- Block of nearby drains using a drain seal, or sand bags.

Notify

- Contact your supervisor who will contact the necessary parties.

Clean up

- Using the equipment provided clean the spill

Dispose of waste correctly

- Use a reputable waste disposal contractor to remove contaminated absorbents and clean up gear

Re-order and review

- Replace all used spill kits and absorbents immediately.
- Review the cause of the spill and take action to prevent a repeat.

2.01 **RISK ASSESSMENTS ATTACHED:**

A list of identified risks throughout the task will be noted here, the full risk assessments to be attached for each task/significant risk identified.

2.02	**COSHH:** A comprehensive list of materials is to be entered here. This will highlight which COSHH Assessments and manufacturers Material Data Safety Sheet (MSDS) should be attached to the Method Statement.	• Appropriate surveys carried out before work commences including possible pathways for further contamination. • Asbestos and other contaminants to be removed before work commences if possible. • Remaining substances to be clearly identified. • Appropriate COSHH assessments to be issued. • Appropriate signage to be in place. • Correct PPE to be worn. • Method statement to be approved before work commences. • Contaminated area to be marked by tape and / or physical barriers. • Authorised persons only allowed in the working area. • Appropriate welfare facilities to be available onsite.
2.03	**MANUAL HANDLING:**	• Appropriate PPE will be used when lifting heavy loads (Protective gloves and boots EN345). • Where possible, mechanical lifting aids will be used. • Manual handling assessments to be issued for equipment / materials. • Share the lift with other operatives, break downloads where possible. • Regular toolbox talks will be given on site and all operatives. • Plan the lift before and check access and egress route clear. • Never lift more than you can comfortably manage. • Any trip hazards to be clearly marked.
2.04	**HAND ARM VIBRATION:**	• All small and large plant to have correct certification. • All plant such as breakers will come with HAV trigger time. • Vibration M/S^2 will be provided on the plant hire ticket. • Operatives not to exceed 400 points per day, please use SHORTS demolition log. • All vibration exposures to be recorded in the Vibration Exposure Recorded provided. • Operatives using breakers or tools that cause vibration need to be warm and dry, especially their hands and arms. • Operatives to take regular breaks i.e., rotate operations with other operatives.
2.05	**NOISE:**	• Noisy Hours of Work will be adhered to rigorously. • Site operatives will utilise Two Way Radios for communication if required. • Cutting operations will be carried out using Reciprocating Saws or Hot Cutting avoiding powered wheel saws as far as reasonably practicable. • General site plant will be modern by design and silenced as far as reasonably practicable

2.06	**WELFARE**	• Office and welfare accommodation will be located as shown within Demolition Site Logistics Layout
		• Shorts will provide all site accommodation for the duration of the demolition works
		• Site Accommodation will include, but not limited to:
		  ○ Site Canteen
		  ○ Site Office
		  ○ Toilet Facilities
		• Site notice boards
		• First Aid Point will be set up within the site office, and the Site Manager will be first aid trained.
		• Temporary water supply will be utilised on site to supply fresh water to welfare.
		• Suitable arrangements for working in both sunny and inclement weather will be available.

2.07	**ACCESS/EGRESS:**	• As per TMP. • Plant and equipment - deliveries will be via main site entrance. • All delivery vehicles must park within the designated area only and are not to block the roads at any time. • All deliveries to site are to be booked in advance.
2.08	**LIFTING OPERATIONS**	• No lifting operations will be carried out without a lifting plan in place. All lifting equipment and accessories will be inspected periodically in accordance with L.O.L.E.R 1998. • Within the scope of works of this project there are no requirements for crane lifts to be carried out.
2.09	**WORK AT HEIGHT:**	• All working at height on the project will be planned and where practicable, methods of working without the need for working at height will be used. • Within this project there is minimal works to be carried out at height with all high-level demolition being carried out by mechanical methods. • Where working from mobile scaffold towers, these will be erected and inspected by PASMA trained operatives. • Any installation of demolition standard scaffold will be carried out by an approved subcontractor who will implement controls under SG4:15.
2.10	**ANTICIPATED WORKFORCE:**	• Minimum: 4 • Maximum: 12
2.11	**SUPERVISOR:**	• Name: TBC • Training Certs/Qualifications: Minimum of CCDO/SSSTS & First Aider

2.12	**PLANT / EQUIPMENT/TOOLS:**	• Crowbar, hammers, mattocks. • 110V Extension cables. • Hilti TE hand breakers. • Reciprocating saws. • 4/9" grinders. • Hand tools • 110v Electric screw drivers. • 360-degree demolition specification excavator • Various hydraulic attachments incl. grab, breaker, muncher, shear. • MEWPs – scissor lift or cherry picker.
2.13	**MATERIALS:** *List of materials to be used*	• Diesel • Oil/lubricants • Heras Fencing/Pedestrian Barriers • Debris Netting
2.14	**TECHNICAL INFORMATION:**	• Isolation certificates. • Existing service information. • Asbestos R&D Survey.
2.15	**PERMITS REQUIRED:**	• Hot Works • Harness Use • Demolish • Break Ground/To Dig • Use Drop Zone
2.16	**PERMITS ISSUED BY:**	**SHORTS GROUP**
2.17	**SECURITY ARRANGEMENTS:**	**TBC**

2.18	**TRAINING OF PERSONS INVOLVED:**	**Supervisor Competences** Site supervisor will have an NVQ in Demolition Supervision issued by NDTG (CCDO) or Site Safety Supervisor Training (SSSTS). If any operatives are unclear with anything stated below or within document, please ensure they speak to the site supervisor. **Operatives** All operatives to have CSCS Cards and relevant plant training and tower scaffold training with them on site, this will be in the Site Supervisors pack and a disk with all information will be given to Site Manager for Principal Contractor records. COSHH assessments to be filled in on site-by-site supervisor. If at any time inadequate supervision is felt to be present on-site work areas MUST CEASE until a time additional supervision can be provided to site.
2.19	**MANDATORY SITE PPE (AS PER BRITISH AND EUROPEAN STANDARD:**	• Safety boots (EN345). • Hi-Visibility vest or jacket (EN471). • Safety Helmet (EN397). • (Impact safety EN166B Goggles) and Glasses. • Task Specific gloves (EN 388/420).
2.20	**TASK SPECIFIC PPE:**	As per above & below specifications. Where there is a risk of airborne dusts (Silica)FFP3 or P3 Half Mask dust masks, all operatives will be face fit tested, All face fit Certs will be submitted to client for site records if required but will be available for inspection on site. SHORTS Use either • Scott pro2 P3 Half Masks. • Betafit FFP3-V Disp. • Sundstrom 100 half masks.
3.0	**EMERGENCY ARRANGEMENTS FOR:** Nearest A&E - **Royal Berkshire Hospital, Craven Road, Reading, Berkshire, RG1 5AN** Phone Number – 0118-3225111	
3.01	**FIRST AID ON SITE (QUALIFIED PERSON):**	**Client** - TBC **SHORTS** - TBC

3.02	**PEDESTRIAN / TRAFFIC REROUTING ARRANGEMENTS:**	• As per TMP. • Plant and equipment – all deliveries will be via main site entrance. • Access to site will be via pedestrian walkway to the offices. • All delivery vehicles must park within the designated area only and are not to block the highways at any time. • Parking will be available on site within a designated area. • All deliveries to site are to be booked in advance and time strictly adhered to.
3.03	**FIRE SAFETY ARRANGEMENTS:** Will your works create additional fire risks or additional requirements E.G Hot Works?	Appropriate Fire Safety Planning will be put into place and in accordance with the requirements of the Regulatory reform (Fire Safety) Order 2005 and Fire Prevention on Construction Sites and the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation. In accordance with the Fire Safety Order, the "responsible person" is the Site Manager. The below takes into consideration dangerous substances likely to be on the premises that have the potential to cause harm or contribute to fire. **Ignition** 1. Where hot works are to be carried out, a hot works permit must be issued before any works commence. 2. All hot works will be ceased at least one hour before the end of the working day. **Combustible** **1.** Materials **2.** Highly flammable liquids will be kept in quantities as low as possible, suitably labelled and stored in a secure cage away from other combustible materials and works areas. **3.** All refuelling areas will be designated in well-ventilated spaces away from ignition sources and bulk storage tanks will be bunded. **4.** Construction materials with no fire rating will be stored away from the building. **Spread of Fire** **1.** Good housekeeping regimes will be followed with suitable storage identified for combustible materials and the regular removal and disposal of arisings to a safe area or skip. **2.** Good housekeeping checks are the responsible of the Site Manager who will ensure emergency escapes are clear. **3.** Emergency Equipment and Escape **4.** Fire assembly points will be voiced to the Site Operations by the Site Manager. **5.** Where possible, there will be at least two fire escapes in different directions. Firefighting equipment, fire prevention control and fire escape routes will be continually monitored with inspections carried out by the Site Manager.
3.04	**RESPONSIBILITY FOR TASK LIGHTING:**	SHORTS will provide task lighting where necessary.

3.05	**TO WHOM THE INFORMATION / WILL BE COMMUNICATED & HOW?** **(TO INCLUDE NON-ENGLISH-SPEAKING OPERATIVES)**	• All new operatives attending site will undergo a Site Induction. • Before starting work, operatives will also receive a SHORTS Method Statement Induction with respect to the particular risk assessments and methods of working applicable to the above operation from the SHORTS Contracts Manager. • Those who do not understand will be briefed individually until the works method is understood.
3.06	**CONFIRMATION OF OPERATIVES BRIEFING:**	• Signed daily briefing sheets to be submitted prior to commencement of works.

Manual Handling Operations Checklist
Mark boxes as appropriate. Every activity must be marked

Company: SHORTS	**Project/premises:**	**Activity:** Demolition
Materials to be handled: Portable Hand tools & hand-held saws 20kg Combination drill/breaker)	**Hazardous contents:** NO	**Location:**
Can manual handling be eliminated: Manual Handling has been eliminated where possible		

TASK

YES☒ NO☐ YES☐ NO☒ YES☐ NO☒ YES☐ NO☒ YES☐ NO☒ YES☒ NO☐ YES☒ NO☐ YES☒ NO☐ YES☒ NO☐ YES☒ NO☐ YES☐ NO☒ YES☐ NO☒

LOAD

YES☐ NO☒ YES☐ NO☒ YES☐ NO☒ YES☐ NO☒ YES☒ NO☐ YES☐ NO☒ YES☒ NO☐ YES☐ NO☒ YES☐ NO☒

ENVIRONMENT

YES☐ NO☐ YES☐ NO☐ YES☐ NO☐ YES☐ NO☐ YES☒ NO☐ YES☒ NO☐ YES☐ NO☒ YES☐ NO☒ YES☒ NO☐ YES☐ NO☒ YES☐ NO☒ YES☒ NO☐

PERSON

YES☐NO☐

YES ☒NO☐

YES ☒NO☐

YES ☒NO☐

YES ☐NO☒

Control measures: All manual handling activities are to be shared by operatives, repetitive movements are to be avoided, and if they cannot be avoided then slower movements are to be taken. Wheelbarrows are to be used to move masonry debris; barrows are not to be overloaded.

2 persons are to share the workload when saw cutting.

Mandatory and task specific PPE to be worn at all times.

Note this assessment is only relevant at the time of writing and a self-assessment is advised thereafter

Method Statement Register			
Contract	**Hatch Farm, Mill Lane, Sindlesham RG41 5DG**	**Date:**	20-3-2026
Method Statement Ref:	First Issue		
Method Statement prepared by:	Steve Padmore		

OPERATIVES

I confirm I have read and understood this method statement and that I must not use alternative working methods or carry out additional works without written authorization. I will cease work and report immediately to Site Supervisor or Site Manager if in any doubt.

NAME	SIGNATURE	DATE

Minor Method Statement Amendments			
I have agreed to the above amendments.		**Site Manager/Supervisor Signature:**	
Date:		**Printed Name:**	

Services Disconnection Overview				
Site Details: *(Description to which part of the site this document references)*				
Overview: *(Confirmation of service disconnection outside the site boundary)*				
Gas: *(Include details of disconnection and evidence as well as plans for further disconnections)*	**Whole Site Dead**		**Buildings Dead Site Live**	
	Partial Disconnection (Details Below)		**No Disconnection**	
Comments: *(Details of any liver services within the site and work area)*				
Water: *(Details of disconnection and evidence as well as plans for further disconnections)*	**Whole Site Dead**		**Buildings Dead Site Live**	
	Partial Disconnection (Details Below)		**No Disconnection**	
Comments: *(Details of any liver services within the site and work area)*				
Electrics: *(Details of disconnection and evidence as well as plans for further disconnections)*	**Whole Site Dead**		**Buildings Dead Site Live**	
	Partial Disconnection (Details Below)		**No Disconnection**	
Comments: *(Details of any liver services within the site and work area)*				
BT, Data & Alarms: *(Details of disconnection and*	**Whole Site Dead**		**Buildings Dead Site Live**	

evidence as well as plans for further disconnections)	**Partial Disconnection (Details Below)**		**No Disconnection**	
Comments: *(Details of any liver services within the site and work area)*				
Name of Contracts manager:		**Date:**		