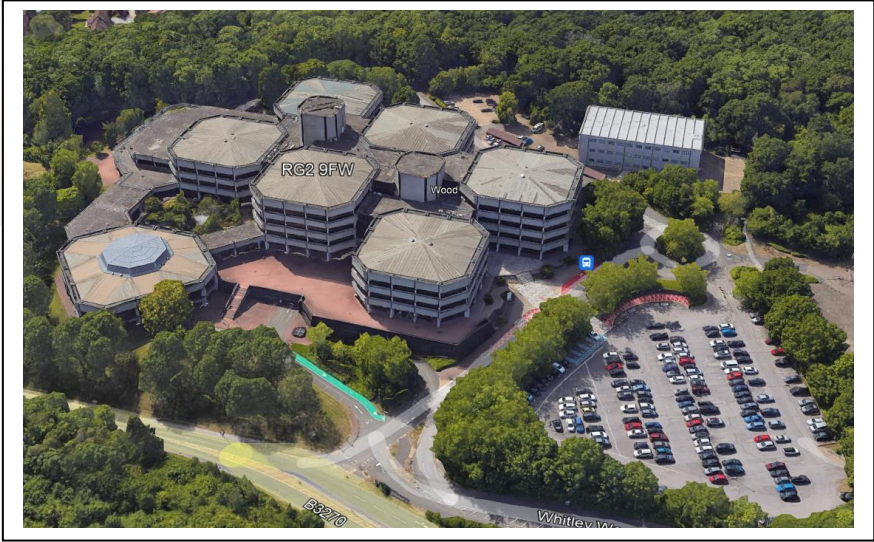


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DEMOLITION PLAN OF WORKS

Shinfield Park, Reading

Site Address
Shinfield Park
Reading
RG2 9FW



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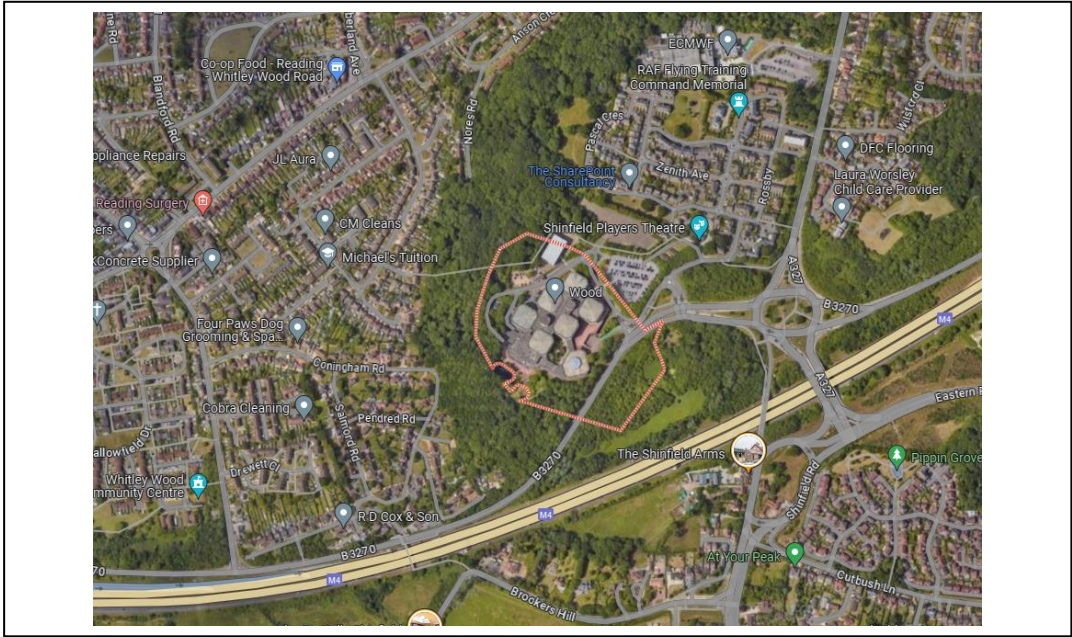
DISCLAIMER

This method statement is produced as part of the Collins Demolition Ltd Safe System of Works and is intended to be used as a guide only for the Health & Safety of Collins Demolition Ltd site operatives, visitors and adjacent occupiers of the site in question, so far as can be reasonably expected with the actual knowledge and information available to Collins Demolition Ltd at the time of issue of this document. As such no reliance should be placed (and Collins Demolition Ltd accepts no responsibility whatsoever for the consequences of such reliance) on this method statement by any person in any contractual arrangement. This does not affect the statutory rights of any party contracting with Collins Demolition Ltd under general health & safety law.

DEMOLITION PLAN DETAILS:

PROJECT NAME & NO:	Shinfield Park CDL282MS	PROJECT ORIGINATOR:	Scott Craddock Chris Lythgoe
PROJECT ADDRESS:	Shinfield Park, Reading RG2 9FW		
CLIENT:	Wrenbridge LLP		
METHOD STATEMENT NO:	001	REVISION NO:	006
ANTICIPATED START DATE:	T.B.C	ANTICIPATED DURATION:	19 Weeks
SITE WORKING HOURS:	08:00 - 18:00 hours M-F 08:00 - 13.00 hours Saturday. It is expected that any larger vehicle movements will be scheduled to avoid the peak hours of 07:30- 09:30 and 16:30-18:30		

SITE LOCATION:

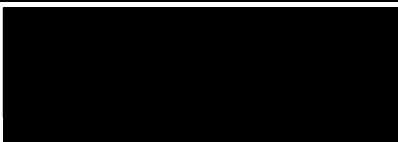


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HOLD POINT: The Method Statement and Risk Assessment provided reflect the works and methods to be used on site and cover the hazards associated with these works.

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

TITLE:	ACTION:	DATE:	SIGNATURE:
HSEQ Technician – Cohan Wildgoose	Prepared	02-08-2024	
Contracts Manager – Dave Murphy	Reviewed		
Site Manager - Stuart Gordon	Reviewed		
Client – WrenBridge LLP	Reviewed		
Operations Manager – Iain Bateman	Reviewed	17-01-2025	

AMENDMENT HISTORY

Rev No.	Date	Remarks	Page No	Amended By
PRE-START	02-08-2024	Initial Formation	ALL	CJW
001	15-08-2024	Project Specific	ALL	IGB
002	30-09-2024	Following Review	ALL	IGB
003	12-11-2024	Site management changes. Changes to Risk Assessment 2024	SPECIFIC	CJW
004	15-01-2025	Demolition specific changes and requirements. Working around TPO area	SPECIFIC	CJW
005	24-01-2025	Client changes and adaptations. Tree protection method changes	SPECIFIC	CJW
006	27-01-2025	MBA Service Drawing included to the document.	SPECIFIC	CJW

Collins Contact List			
Name	Email	Title	Contact Number
Scott Craddock	scott@collinsdemolition.co.uk	Managing Director	07546 121142
Dave Murphy	dave@collinsdemolition.co.uk	Contracts Manager	07591 385449
Amanda Kay	amanda@collinsearthworks.co.uk	Group HSEQ Director	07712 524461
Andrew Lea	andrew@collinsearthworks.co.uk	HSEQ Operational Director	07763 569446
Iain Bateman	iain@collinsdemolition.co.uk	Operations Manager	07394 800384

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APPENDIX 1 – INTRODUCTION

1.1 Objectives of the Demolition Plan

This Demolition Plan has been prepared for the full strip out and mechanical demolition of the former Shinfield Park and associated buildings.

The demolition and reclamation works shall be undertaken in accordance with the following legislation and approved codes of practise;

- Construction (Design and Management) Regulations
- BS 6187 Code of Practice for both Full and Partial Demolition
- Health and Safety at Work Act
- The Management of Health and Safety at Work Regulations
- Workplace (Health, Safety and Welfare) Regulations
- PUWER Regulations
- COSHH Regulations
- LOLER Regulations
- HSG (47) Avoiding Danger from Underground Services;
- Control of Pollution Act
- Environmental Protection Act
- Wildlife and Countryside Act

Drop Zones / Safety Zones

Demolition Safety Zones will be formed in accordance with BS6187, these will be relevant for the task and suitable and sufficient warning signage displayed.

In addition to the above, the Collins Group operates an Internal Management System that conforms to the requirements of:

- BS EN ISO 9001
- BS EN ISO 14001
- BS EN ISO 45001

This Demolition Plan has been developed from the Pre-construction information provided by the Client for the demolition phase of the project.

The purpose of the Demolition Plan is to provide the Client, Contractors and Employees with information relating to the project and to give details of our organisation and arrangement procedures for the management and prevention of safety, health, and environmental risks which are known to exist, or which may be encountered, throughout the demolition phase of the works.

This Plan is intended to provide focus for the management and co-ordination of safety, health, and environmental issues. The Plan will be reviewed for its effectiveness by Collins Operations Manager, Contract Manager, Site Managers and HSEQ Department as and when any changes, alterations, or unforeseen circumstances are identified.

All persons working on or visiting the site will be briefed and/or made aware of the availability of this Demolition Plan and its contents.

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1.2 Summary of Project Information	
Project Name	Shinfield Park, Reading
Project Address	Shinfield Park, Reading RG2 9FW
CDM Duty Holders	
	PC – Collins Demolition
	Client – Wrenbridge LLP
Description and Scope of Works	Shenfield Park is a former municipal building at Shinfield Park just south of Reading, Berkshire. It was the headquarters of Berkshire County Council from 1981 to 1998 Shinfield Park, which was designed in the Brutalist style and built in 1981. The design involved seven low-rise octagonal shaped buildings which all featured continuous bands of glazing with concrete panels above and below; an emergency control center was established in the basement in case of a nuclear attack. There are two underground car parks and 3 car parks on the exterior which can hold approximately 2000 cars. The 18.5-acre site, is the former Wood Group, and Berkshire County Council building which is approximately 285,000 sq ft. Surrounding the building is a mix of woodlands, green spaces and carefully designed pathways as well as the two large parks and two bungalows on the North end of the site Scope of Works: Existing main building structure down to basement level, including walls. Demolition of both on site bungalows Ancillary buildings on site down to ground level. All demolition materials to be crushed and laid to base of the basement to form a level platform for future development works. Temporary support and/ or stone berms to be provide around the former basement perimeter to support surrounding ground levels. Temporary land drainage to be provided at base of basement to collect ponding water All redundant drainage and services located below the former building structures to be made safe and disconnected/ removed back to the perimeter of the demolition works. Provide tree protection around trees in close proximity to the works. Structures to be retained - All areas around the existing basement to be retained, including redundant services and drainage which are capped at the site boundary. - Existing structures around existing substation to be temporarily retained until the HV disconnection and substructure to ancillary buildings and bungalows. If disconnection has been performed NO demolition works are to commence until sign off signature has been provided by third party company.
Existing Environment (Ecology – Watercourses)	The availability of existing drawings and information has been extensively researched by the client, design team and all relevant information is included in the pre-construction information and design drawings/ employers' requirements
Surrounding Area / 3rd Parties	As the site is located within an area characterised by a mix of uses, including residential, it is intended to minimise the impact that the demolition process could cause to the local environment and the neighbouring community. All care will be taken by the specialist contractor not to cause the primary

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	environmental nuisances, noise and dust pollution. Below are some actions that should be carried out to abate these problems should they be required.
Existing Services	Service survey to follow Service Dis-connections on-going. Services to the Lifts will remain live during the strip out works. The live cables are to be clearly identified and communicated to all site operatives.
Asbestos Survey	R&D Survey carried out by Shrophire Asbestos Services. 25th September 2024 Record of Asbestos Survey is found in section 1.7 of this document. Full site Asbestos Survey
Known Traffic Restrictions / routes to site.	It is expected that any larger vehicle movements will be scheduled to avoid the peak hours of 07:30-09:30 and 16:30-18:30 (also subject to any conditioning under planning). In the event that larger vehicle movements will be required throughout the day, specialist contractor will be expected to provide additional staff to manage such occurrences.
Parking on Site	Parking on site will follow the traffic management plan provided to site upon start of the

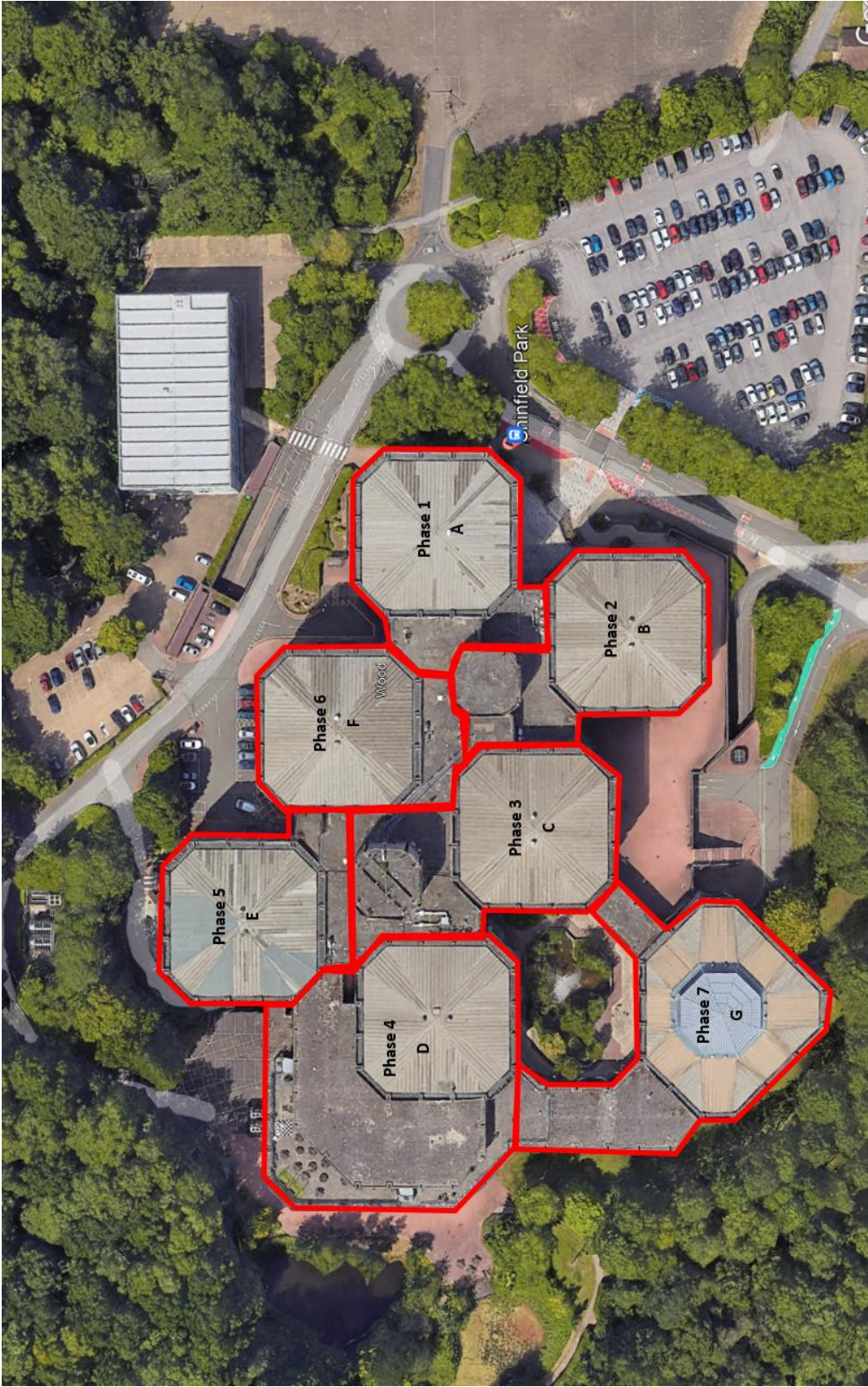
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Demolition Route Plan



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Demolition Route Plan



Demolition of Blocks is to follow the above diagram. Works are to begin on phase 1 A and work systematically.

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Demolition Route Plan



All structures are to be systematically demolished, using a top-down method. All demolished material is to be stored before crushing in agreed locations.

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1.3 Photographs of Site and Buildings to be Demolished

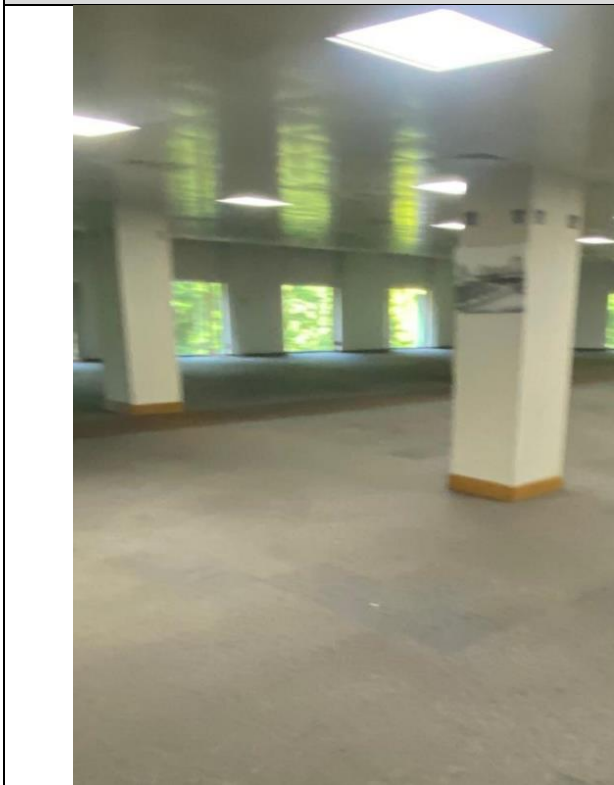
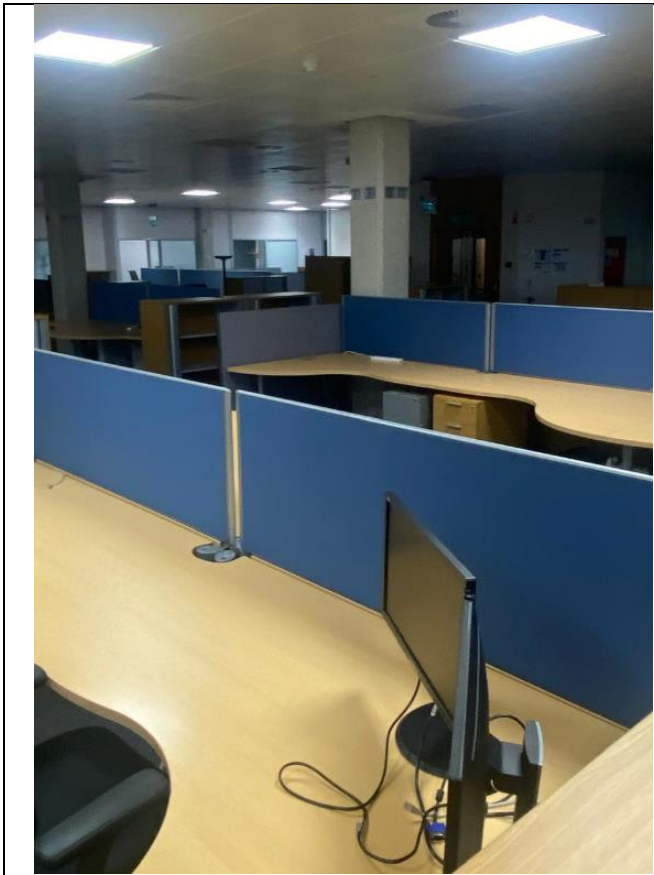


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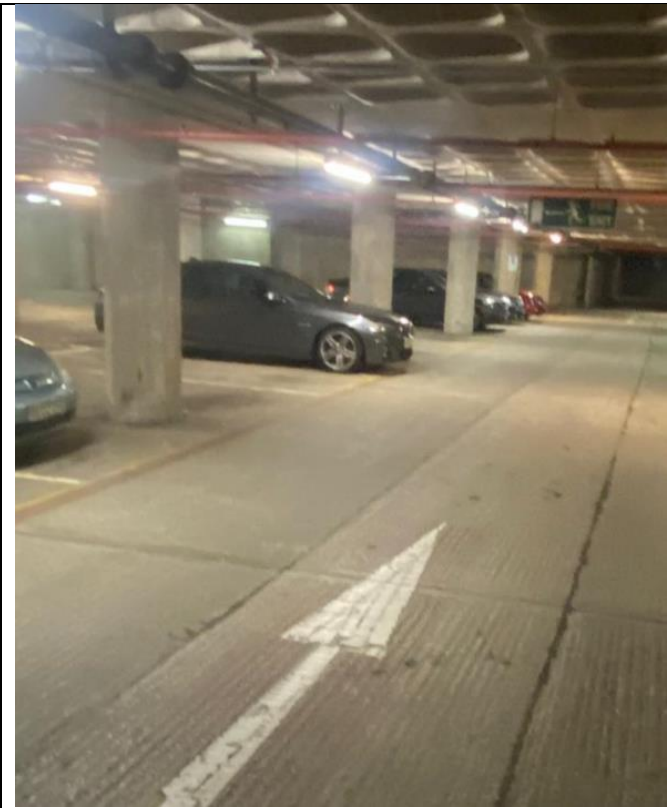
1.3 Photographs of Site and Buildings to be Demolished



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1.4 Exclusion Zones

Area	Description	Machine	High reach	Explosive
Plan Area	The area of the structure or part of the structure that is to be demolished and is the subject of the assessment	Red Zone	Red Zone	Red Zone During Demolition Amber Zone During preparation and charging
Designed Drop Area	The immediate hazard area where the principal mass of the collapsing structure is planned to drop. Also included in this area is the plan.	Red Zone	Red Zone	Red Zone
Predicted Debris Area	The perimeter of this second hazard area is the predicted limit or extent to which any debris from, the structure being demolished will travel and come to rest.	Red Zone	Amber Zone Access for machine Driver ONLY	Red Zone
Buffer Area	A hazard area that is planned to allow for any unpredictable events. People beyond the external perimeter of this area (the theoretical boundary of exclusion zones) are safe from the immediate effects of the demolition activities.	Amber Zone Access for machine driver, banksman, sentry, supervisor and water suppression only.	Amber Zone Access for banksman, sentry, supervisor and water suppression only.	Amber Zone Access for shot firer and spotters only.

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1.5 Sequence of Tasks

Site set up/ Mobilisation

1. Installation of site welfare CDM Compliance.
2. Installation of concrete Blocks.
3. Installation of site village/ accommodation.
4. Installation of temporary HERAs fence line.
5. Installation of Tree Protection HERAS fencing.
6. Isolation/ disconnection of services.
7. Mobilisation of plant and equipment.
8. Install and assemble drop zones / exclusion zones.

Demolition Phase

1. Demolition Pod 1 (Phase 1)
2. Processing materials and arisings Pod 1
3. Demolition Pod 2 (Phase 2)
4. Processing materials and arisings Pod 2
5. Demolition of Pod 3 (Phase 3)
6. Processing materials and arisings Pod 3
7. Demolition of Pod 4 (Phase 4)
8. Processing materials and arisings Pod 4
9. Demolition of Pod 5 (Phase 5)
10. Processing materials and arisings Pod 5
11. Demolition of Pod 6 (Phase 6)
12. Processing materials and arisings Pod 6
13. Demolition of the former civic Centre Phase 7
14. Processing of material arisings from the Civic Centre
15. Demolition of Bungalows

Processing generated arisings to 6F2 will be ongoing through the demolition processes.

Crushing and demolition operatives are to maintain the support batter around the site. Operative are to place stone into the open excavated footings to support the aggregate around site from slipping

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1.7 R&D Survey Report (Insert Relevant Details / Link to Report)

Shropshire Asbestos Services



Demolition Survey (with MA only)
Shinfield Park
Shinfield
Reading
Berkshire
RG2 9FW



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Issue No: 1 Issue Date: 25 Sep 2024 Issued By: Stuart Groves Report - Demolition Survey (with MA only)

1.0 Executive summary:



LOW RISK MATERIALS - SCORES 1-6

Asbestos Containing Materials have been identified which are in good condition, A management policy and plan need to be implemented to manage these materials safely. The condition of these materials should be assessed on a periodic basis.

Building	Floor	Room	Item	Product Type	Material Risk Score	Recommended Action
Building 1	Ground Floor	Plant room G02	Textile	Asbestos Textiles/Paper	LOW (6)	Removal
Building 1	Ground Floor	Plant room G02	Textile wrap	Asbestos Textiles/Paper	LOW (6)	Removal
Building 1	Ground Floor	Plant room G02	Textile	Asbestos Textiles/Paper	LOW (6)	Removal

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2.1 Welfare Facilities / Arrangements

Welfare arrangements will be provided in compliance with the Construction (Design and Management) Regulations 2015.

Suitable and sufficient rest facilities will be provided by Collins Demolition and located in the compound area. The rest area(s) provided will be of sufficient size, and have sufficient seats with backrests and tables, to accommodate for the number of workers likely to use them at any one time.

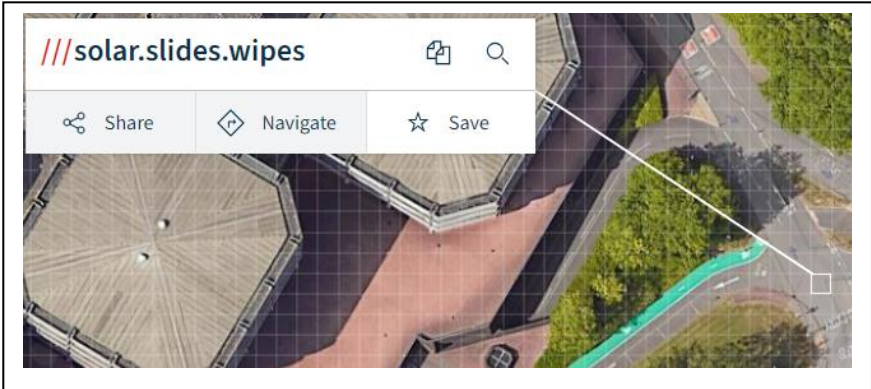
The Site Manager is to ensure that the designated area is not utilised for the storage of construction materials, as the risk of cross contamination of food may occur. An adequate supply of wholesome drinking water, with suitable cups will be provided, along with means of heating water (kettle), and means of heating food (microwave) for construction personnel.

FACILITY	PROVIDED BY COLLINS	PROVIDED BY CLIENT / OTHER	FREQUENCY TO BE CLEANED / CHECKED
Canteen			Daily / After each Break
Changing Rooms			Daily / After each Break
Drying Rooms			Daily / After each Break
Toilets			Daily / After each Break
Hot / Cold Water			Daily / After each Break

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2.2 Access / Egress Arrangements

Access and Egress to site are to follow the what3words provided to site. **///solar.slides.wipes**



Site Entrance



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2.3 TMP/ Pedestrian Routes Plan

This will progress as the project develops. The main Highways traffic routes around the project are as below. B3270 will be the main access and egress of the project with all vehicles emerging from the what3words solar.slides.wipes

2.4 Fire / First Aid / Emergency Arrangements

The emergency arrangements for this site will be explained to inductees as part of the site induction, and details posted on the Site Safety Notice board.

This site will have a dedicated First Aider(s) and Fire Warden.

Adequate first aid facilities will be available on site:

- 20-person first aid kit
- Eye Wash station
- Burns Kit

Adequate firefighting facilities will be available on site:

- Fire Blanket
- Extinguishers: Foam/powder in the refueling area. All other fire points and extinguishers are required to be supplied and managed by the Collins Demolition.

A site emergency can be one or more of the following: fire, accident, bomb threat or any other incident deemed an emergency by management.

In the event of a fire emergency all operatives are required to proceed immediately to the Fire Assembly Point and remain there until they have been accounted for and given permission to leave. No one is allowed to stop to gather tools or leave the site without notice. Any visitors to site will be accompanied at all times and informed of the emergency procedure.

In the event of any of the emergency services being required to attend site, the Site Manager must make available the layout of the building with current fire escape routes and details of any flammable chemicals stored on site.

Maintain clear access for emergency personnel.

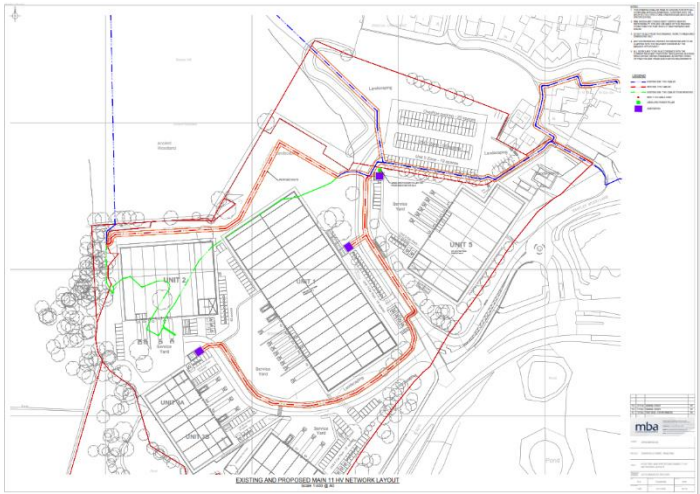
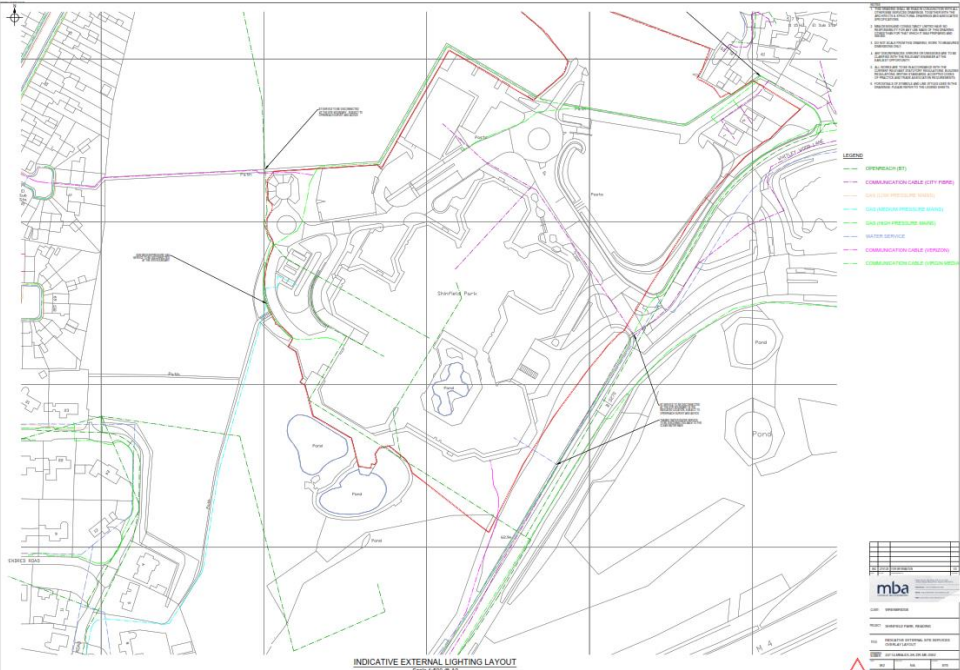
Emergency contacts and details will be posted on the Site Safety Notice Board.

A designated Site Fire Warden will be responsible for carrying out a Fire Risk Assessment and monitor the site for compliance on an ongoing basis.

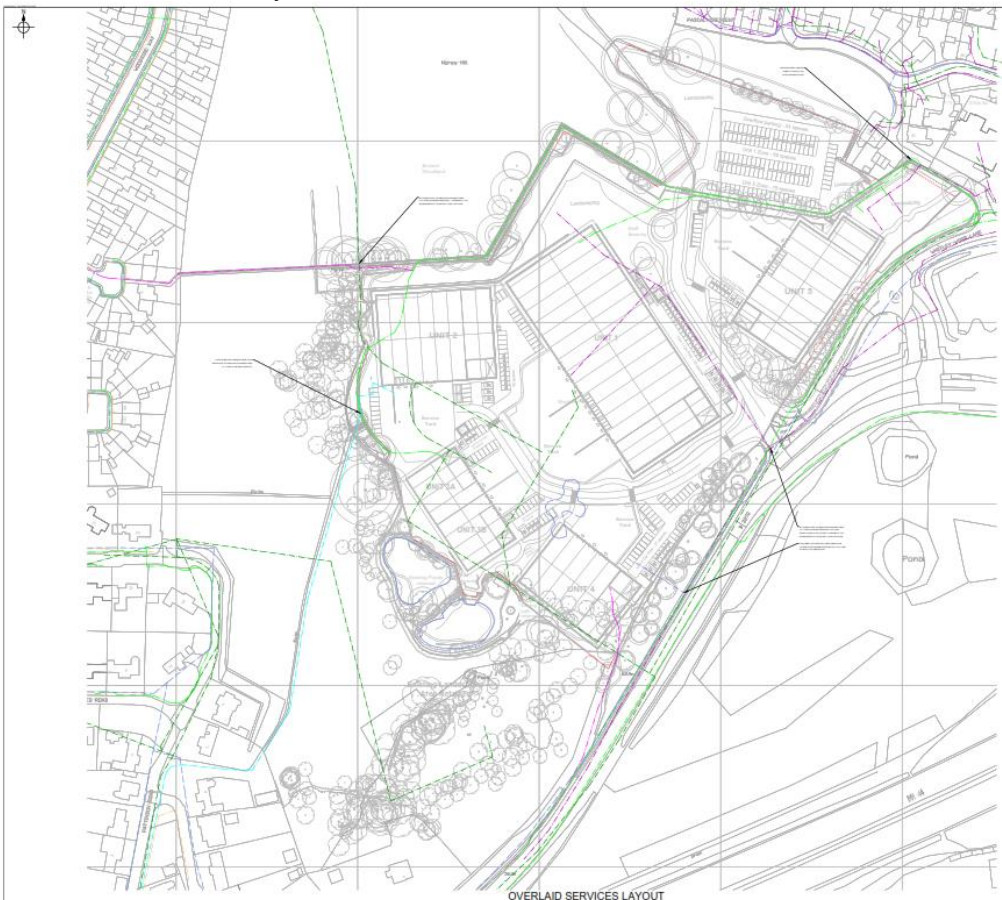
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2.5 Existing Underground Services Information Pack (HSG47)

Demolition works are to protect existing services until complete and confirmed disconnections have been performed. Works are to protect all services until sign off has been completed by appointed third party contractor.

Service / Provider	Information Services and Notes on Services
Electricity	The original document will be located with the Colins Site Management team and will be provided to any operative who requests the document.  The existing substation shown adjacent to unit 2 in green which is currently situated within the existing substation area located within the basement level of the existing building cannot be removed until the new substation near unit 6 is installed and the existing HV cable diverted shown in green. New cable route shown in red across the top of unit 1 and 2.
Water	The original document will be located with the Colins Site Management team and will be provided to any operative who requests the document.
Gas	
Telecommunications	

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	Provision for future Overlay Site Services 
Cable TV	
Fuel Tanks	A appointed third party contractor will empty tank. Will provide Collins Demolition Ltd with a clean certificate. The tank will be removed my mechanical means in a 24 hour window of the certificate being issued and disposed of appropriately. TRC throughout all activities will proved a watch and brief to identify any possible contamination.

Drawings and/or information referenced in the above will be available for inspection on request within the site offices.

The drawings are issued as part of the Pre-construction information by the Client to Collins Demolition. The information is then issued to Collins Demolition for record.

The location of existing services will initially be determined from the Client's site records and statutory authority records which form part of the Pre-construction information. However, in accordance with our HSEQ procedures, we will carry out a survey using tracing equipment to determine and mark the location of any underground (and / or exposed) services before carrying out any excavation works. Prior to starting any machine excavation, hand excavations will be carried out to expose existing services, where necessary.

All 'break ground works' will be carried out under a Collins Permit to Dig / Break Ground and in accordance with HSG 47 "Avoiding Danger from Underground Services", together with the requirements of the current "New Roads and Street Works Act" (where applicable).

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Copies of all permits will be retained by Collins in the Site File.



HOLD POINT: All services disconnections have been carried out and documented/visual evidence of this has been received. Works are not to continue until this hold point is closed off.

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

2.6 Existing Overhead Power Lines Information Pack (OHPL GS6)

Service / Provider	Information Services and Notes on Services
Electricity	
Telecommunications	
Other	

Drawings and/or information referenced in the above are available for inspection on request within the site offices.

Before carrying out any physical works, all overhead services will be highlighted and protected. All work will be carried out in accordance with GS6 "Avoiding Danger from Overhead Power Lines" and under a Collins Permit to Work form.

2.7 Plant / Machinery

Only qualified operatives will be allowed to operate plant and machinery. Training certificates are required and must be handed to the Site Manager prior to commencement on site.

All operation certification for plant equipment and lifting appliances must be evidenced prior to that activity being allowed to commence on site. Hired equipment must be tagged and inspected.

All plant involved in lifting operations on site must have current valid lifting certification as detailed in the Lifting Operations & Lifting Regulations, copies of the certification and current weekly inspections will be held in the Site Safety Records folder.

All mechanical plant must be in good working order in accordance with the POWER Regulations.

Daily inspections must be carried out by the operator and recorded on the daily inspection check sheets, which must be available for inspection with the equipment.

All defects must be reported to the site manager immediately and plant with 'safety-critical' defects to be taken out of service.

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Reversing is to be always kept to an absolute minimum. If reversing can't be avoided a vehicle marshal or banks person may be required.

Thumbs up initiative to be followed.

Only approved routes to be utilised.

2.8 Housekeeping

It will be important to ensure that work areas are kept clear and are kept in a tidy condition.

Planning will take place to ensure access routes stay clear.

There will be briefings at the beginning of the shift to explain to operatives what materials will be used and where they are located. Any unused materials will be cleared away at the end of the shift.

The site supervisor will ensure that the work areas are left in tidy state. Random site inspections will be carried out regularly by other members of the project team.

When possible, tools, plants and materials will be removed from the work area at the end of the shift and the work areas will be secured.

Routes will be kept clear for deliveries, material disposal or movement all throughout the shift.

2.9 Security

- Site security and exclusion of unauthorised people - we will ensure that no unauthorised persons can enter any part of the demolition site works.
- Collins Demolition Ltd are to ensure site perimeter fencing is in place and adequately secured.
- This will be undertaken with signage identifying the project site as a construction site with a 2-metre-high HERAS.
- The signage will incorporate the company logo, the required minimum PPE, emergency contact details and the prohibition of unauthorised persons and contact details.

2.10 PPE

Collins will ensure that personal protective equipment is supplied and used by all its employees whilst at work.

Collins will make sure that the risks are properly assessed before use to ensure it is suitable, it is maintained and stored properly.

PPE is provided with instruction on how to use it safely and is used correctly by employees which will be achieved through employee training.

Collins will be implementing 5-point PPE as a minimum standard on site. Other Task Specific PPE may be required as identified within risk assessment:

Item	Standard	Replacement Period	Inspection Requirements
Safety Footwear	BS EN 20345	Condemned	Prior to use each day
Safety Helmet	BS EN 397	5 years, or following impact, or when condemned	Prior to use each day
High Visibility Waistcoat (Hi-Viz)	BS EN 471	Condemned	Prior to use each day

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Eye Protection (LEP) – safety glasses	EN 166 Appropriate to the task	Condemned	Prior to use each day
Gloves suitable for the activity, considering dexterity and level of protection.	BS 1651	Condemned	Prior to use each day
Dust Mask suitable for the activity, considering the level of protection required.	BS EN 149 FFP3	As and when required	Prior to use each day

2.11 Training

- Collins Site Manager (CCDO Black Card)
- Collins Supervisor (CCDO Gold Card)
- Labourers CCDO Green / blue card
- The site management team will ensure that all Collins employees understand the contents of this Method Statement and associated Risk Assessments with a signed briefing register to confirm this.
- All operatives are to be trained and be competent for their duty.

All operatives must undertake a site induction prior to commencing works and subsequently briefed on work specific risk assessments and method of works.

Only trained and competent personnel to operate plant and machinery.

CPCS cards or NPORS with CSCS accreditation for all plant operators.

A fully trained First Aider to be always present on site.

2.12 Permits

Collins Demolition Ltd to provide a 'Permits', to any Sub contractors' supervisors these include, break ground, hot works, permits to enter.

Collins Demolition Ltd are responsible for investigating and marking up any services traversing and/or relevant to the site. When been issued a permit a representative of the Collins Demolition is to walk the area with the Collins site manager highlighting key points of the permit. Permit to break ground must consist of a service drawing.

Collins Site manager will request a copy of the utility survey report for reference.

All operatives working in the area are to be briefed on the permit, sign up to it and retain a copy of the permit in their cab.

Collins Site Manager will ensure that NO works will commence until they have obtained signatures from all operatives undertaking the works.

Collins Demolition Ltd will issue a permit to work and if required hot works permit will be used on this project, a 1-hour fire watch will be in place after any hot works have been completed.

APPENDIX 3 – ENVIRONMENTAL CONSIDERATIONS00

3.1 Waste and Material Management

All waste will be managed in accordance with the principles of waste hierarchy.

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Where possible, materials will be reused or recycled.

No waste will be allowed to leave site until a Waste Transfer Note, or a Consignment Note for Hazardous Waste has been completed.

Waste will be segregated where possible, skips will be provided by Collins Demolition.

All waste movements to be pre-agreed with Collins Demolition site manager.

3.2 Asbestos Management

On discovery or disturbance of ACM's or any other suspicious material, the following procedure must be followed:

- Stop work.
- Inform others locally not to further disturb the material.
- Where appropriate, seal and cordon off the area and post appropriate warning signage.
- Where appropriate, follow decontamination procedures as per the emergency procedures in the plan of work.
- Inform the senior person on site who will assess the situation and call for advice and assistance where appropriate.
- Do not return to task until the area is given the all clear and you are instructed to do so.

The work area must be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature and appropriate remedial action is taken.

All work must be carried out in accordance with the Control of Asbestos Regulations and may require a licensed contractor to undertake it.

3.3 Dust Management

DUST CONTROL / PREVENTION (NON-ASBESTOS DUST)

The creation of dust on this site needs to be kept to an absolute minimum. This has been taken into consideration and we are to adopt a dust suppressive method of demolition. The main objectives are to both minimise the production of dust by controlled demolition methods and suppress any dust that is generated at source. All these points have been considered and counter measures are to be implemented as highlighted be-low.

- By using sympathetic demolition / dismantling technique
- Water / Atomizer suppression.

3.4 Noise Management

Plant and equipment cabs designed to minimise the amount of noise exposure to the operator.

Collins Demolition is responsible for identifying local noise-sensitive properties and supply them with advance warning including a contact number for registering complaints during works.

Collins Demolition is responsible for assessment potential noise impacts and select noise control measures in accordance with British Standard BS5228 and the technical advice above.

3.5 Hand Arm Vibration Management

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- Hand arm vibration syndrome is a widespread industrial disease affecting many workers. The most common form of Hand Arm vibration Syndrome is Vibration White Finger.
- HAV assessment will be carried out prior to use of the equipment and a register of use documented.
- Where possible, to avoid exposure to HAV, mechanical means will be adopted.
- If during your work you use handheld power tools or other sources of vibration, then you may develop the condition.
- Works will be carried out using low vibration output. Equipment will be checked for good condition. Exposure will be reduced by task sharing to minimize individual exposure. Anti-vibration gloves will be provided for additional protection. Toolbox talks will be carried out to ensure all personnel are aware of the need for protection and prevention of exposure.

3.6 Emissions

All our plant and vehicles are low emission equipment with tier 4-6 power plants. The use of AdBlue (a solution of Water (H₂O) and Urea (CH₄N₂O)) helps reduce our emissions by breaking down the harmful mono-nitrogen oxides (NO_x) in the diesel exhausts.

Good working practice of turning off machinery when not in use combined with smart technology designed to improve fuel efficiency built into the Volvo Excavators helps to reduce the carbon emissions produced on site by preventing excessive combustion of fuel whilst the plant is not in use.

3.7 Pollution Incident Management

The following sets should be carried out when suspected contamination is found:

- All site works at the position of the suspected contamination should stop.
- Site Personnel to inform the Site Manager.
- Visual observations of the condition of the ground and the extent of contamination should be made and notification shall be given to the Collins Demolition HSEQ Director.
- If the contamination is likely to affect controlled waters the Environment Agency shall be informed.
- Investigation works shall commence to recover samples for testing and, using visual observations of the condition of the ground, delineate the area over which contaminated materials are present.
- Should it be deemed appropriate, the affected material may be excavated and placed in a stockpile on a quarantine area.
- A photographic recorded should also be made of relevant observations.

3.8 COSHH Arrangements

COSHH store on site

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COSHH Assessments for site:

COSHH 003 Brick and Block
 COSHH 005 Crushed Concrete
 COSHH 008 DIESEL
 COSHH 011 Mobil Super 2000 X2 10W-10
 COSHH 012 Petrol
 COSHH 013 Aspen 2-Stroke Control
 COSHH 014 Compressed Air
 COSHH 018 Antifreeze Concentrate
 COSHH 019 EP2 Grease

COSHH 020 Clean AirBlue AdBlue Urea Solution
 COSHH 024 Comma All Seasons Screenwash
 COSHH 028 Rockwool Insulation
 COSHH 029 Gyproc Wallboard
 COSHH 030 Continuous Filament Glass Fibre
 COSHH 031 CAT ELC
 COSHH 032 VCS Ready Mixed Mix 40 60
 COSHH 033 Hydraulic Oil Volvo
 COSHH 034 Part Synthetic Engineer Oil VDS-4 10W

3.9 Oxy-Propane / LPG Cylinder Storage

Pre-check the equipment

1. Looking for any cracks, splits or leaks in the pipework, that the cutting tip is undamaged and clean the hole if not done already, then attach your hoses to the gas bottles. Oxygen hose usually is blue (black on old equipment). Propane hose is red. Carefully read your manual, make sure everything is installed correctly.
2. Make sure the valves of your torch and the gas cylinders are still closed.
3. Make sure regulator pressure adjustment screws are backed out.
4. Open the Oxygen bottle and the Propane bottle very slowly. Adjust bottle regulator pressure according to your manufacturers' charts. Make sure Propane cylinder valve is not opened too much (read manual and safety instructions).
5. Open and close each gas valve to separately flush the Oxygen and fuel gas hoses. Carefully adjust the regulator pressure "at flow"



HOLD POINT: The work area is to be secure and suitable for the task with appropriate demarcation



HOLD POINT: The relevant fire extinguishers and permits are to be in place prior to the commencement of Gas cutting.



HOLD POINT: All flammable materials to be removed from the area prior to work commencing.

Lighting the torch

Before lighting the torch, you should have already set up the regulator pressure according to your manufacturer's tip chart. This means, most of the times the Propane regulator pressure should be set somewhere between 5-7 psi and the Oxygen bottle should be set to around 40 psi. Never use fuel pressure above 12-15 psi because it gets unstable and can blow up.

You need to adhere to your manufacturer's handbook, but often the order is as follows:

1. Prepare your equipment like explained in previous chapter
2. Set up regulator pressure
3. Carefully open the Propane valve on your torch
4. Immediately light the torch turning away from you by using your striker

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5. Reduce Propane until you see black smoke around the flame's edges. Increase Propane again a bit to remove black smoke
6. Slowly open Oxygen valve on torch

**Never light your torch when both, the Oxygen and Propane are already flowing.
Now it's time to adjust it for cutting.**

How to adjust the right settings

1. After the steps above you can additionally open the Oxygen valve and adjust it to a neutral flame.
2. The correct flame colour should always be cherry red and the temperatures should reach 3,480 degrees Celsius. Now is the time to see that the pre-heat flames are sharp.
3. You will start to see small white cones when the Oxygen valve is turned. Before you start cutting the metal, pre-heat it and start at the edge until it starts to glow. Press down on the lever and drag the torch along the path you marked.
4. When cutting, keep the flames to the point where it touches the metal. Torch cutting can cut up to 12 inches thick.

How to shut down the oxy-propane cutting torch

You need to adhere to your manufacturer's handbook, but often the order is as follows:

5. Once you are done cutting, close the Oxygen valve at the torch first.
6. Close Propane valve at the torch.
7. Close gas bottle valves.
8. Release pressure from the hoses by opening the valves at the torch.
9. Release regulator valve screws.

If you don't do it in this order, dangerous flashbacks can occur. You may be familiar with the mini-flashbacks already when you had accidentally closed the Propane valve first.

Oxygen- Propane torch cutting can be dangerous due to the instability of the fuel and the high temperatures it can reach



HOLD POINT: A Hot Works permit will be issued by the Site Manager which will ensure all necessary additional control measures, PPE & RPE are being used. Where hot works are being carried out 2 appropriate Fire extinguishers are required. This should include as a minimum at least one water based unit with a minimum 13A Rating. Typically this will be a 9ltr water extinguisher.

1. Mark out your cut, making sure the surface of the metal to be cut is free of grease, oil and rust and the heating flame held above the edge of the metal to be cut. The metal is brought to white heat and then the cutting valve is released.
2. The cut then proceeds with a steady rate.
3. The cut usually starts at one of the edges of the plate.
4. The size of the cutting tip to be used depends mainly upon the kind of material to be cut and the condition of the surface of the cutting edges. The preheating flame above the surface of the work heats until the metal at the top of the edges becomes cherry red in colour. The trigger or lever controlling the cutting Oxygen jet is then pressed, and the cutting begins.

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5. In hand-cutting, the torch should be held steadily—but not tightly—with the left hand a few inches behind the torch head.
6. The right hand is to be on the torch handle, in position to operate the cutting Oxygen trigger or lever.
7. The torch should be held steadily at the proper height above the work. In making a square cut on MIS plate, the cutting tip should be at an angle of 90°.
8. The cutting speed is lowered as the thickness of the metal is increased. Rough cuts can be made quickly; smooth cuts require longer time.



HOLD POINT: A Fire watch is to be carried out after any hot works. It should be maintained for at least 60 minutes after hot work is completed, with further checks made at regular intervals of no more than 20 minutes, up to 120 minutes after completion before the permit is signed off

Working Around TPO Areas

PROTECTION OF EXISTING TREES: GENERAL REQUIREMENTS

In compliance with good practice, during all design and construction works and in accordance with BS5837 (2012) "Trees in relation to design, demolition and construction - recommendations" and BS3998 (2010) "Recommendations for Tree Work", the following precautions must be considered to avoid damage to trees:

- Site construction access;
- The intensity of and nature of construction activity;
- Contractors car parking over the root system;
- Phasing of construction works;
- The space needed for foundation excavations and construction work;
- The availability of special construction techniques;
- The location and space needed for all temporary and permanent apparatus and service runs, including foul and surface water drains, land drains, soakaways, gas, oil, water, electricity, telephone, television or other communication cables;
- All changes in ground level, including the location of retaining walls, steps and making adequate allowance for foundations of such walls and backfilling;
- Working space for cranes, plant scaffolding and access during work;
- Space for site huts, temporary toilet facilities (including their drainage) and other temporary structures;
- The type and extent of landscape works which will be needed within the protected areas, and the effects these will have on the root system;
- Space for storing (whether temporary or long term) materials, spoil and fuel and the mixing of cement and concrete shall be stored a minimum of 10m from all trees;
- The effects of slope on the movement of potentially harmful liquid spillages towards or into protected areas;
- No traffic over the root system;
- No soil, debris or building material to be deposited against the trunk of a tree;
- No fires to be lit below branches. No generators or static machinery to be operated below branches;
- No cutting of branches or roots except by a specialist firm;
- No trees to be used as an anchor for winching purposes;
- Dead, diseased and dying branches will be removed from trees being retained;
- Where necessary tree crowns will be thinned to reduce weight and improve shape;
- Concrete mixing to occur a minimum of 10m from all trees.
- No site/signage boards, telephone cables or any other services shall be attached to a tree;
- Tree Surgery work to trees to be retained, will be carried following advice from a qualified arboriculturalist.

SPECIFICATION FOR FENCING: All trees to be retained on site shall be protected by Heras type panel fencing (2m high) affixed to scaffold pole framework in accordance with the requirements of BS5837:2012 as shown. The location of the protective fence to be in accordance with the details contained on this drawing. Trees adjacent to hard surfacing to be protected with Heras panels on suitable rubber or concrete feet (refer

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to BS5837:2012).

The protective fencing shall be erected before any machinery or materials are brought onto site and before any demolition and or development commences. No construction works, excavation, or ground alterations shall be carried out within the protected area.

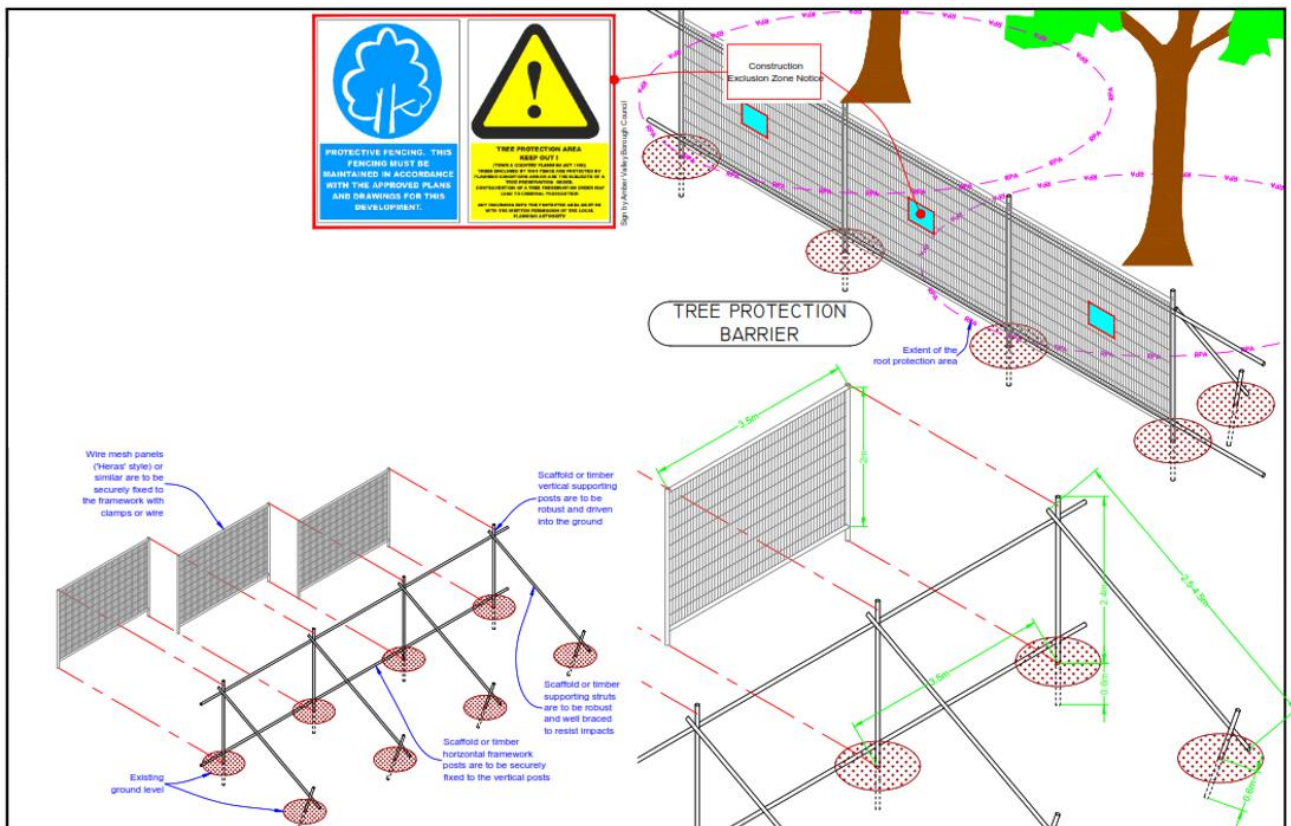
The protective fencing shall not be removed, or its line altered, without prior agreement. The protective fencing shall be maintained for the duration of all construction works. Care should be exercised when using cranes or similar equipment in vicinity of the tree to avoid damage to the tree canopy.

The objective of the protective fencing is to protect as large an area around the trees as possible in order to minimise the risk of damage to trees during construction. However if, after consideration of all alternatives, it proves essential for construction, excavation or service trench works need to be carried out within the defined protected area around the tree, specialist design advice shall be sought from the contract supervisor who will consult an arboriculture Consultant / Engineer to minimise disturbance to the tree and its root system.

HERAS TYPE PANEL PROTECTIVE FENCING TO BE IN ACCORDANCE WITH THE REQUIREMENTS OF BS5837:2012 2000mm high to be installed in the location indicated on plan. Signage is to be fixed to the protective fencing to deter access within protective zone. Fencing is to remain in place and be maintained throughout the contract period.

Within protected areas: Existing soil levels shall remain undisturbed and any works required shall be carried out only by hand, under supervision of arboriculturist. All haulage routes and contractors compounds, storage facilities etc shall be kept outside the protected areas.

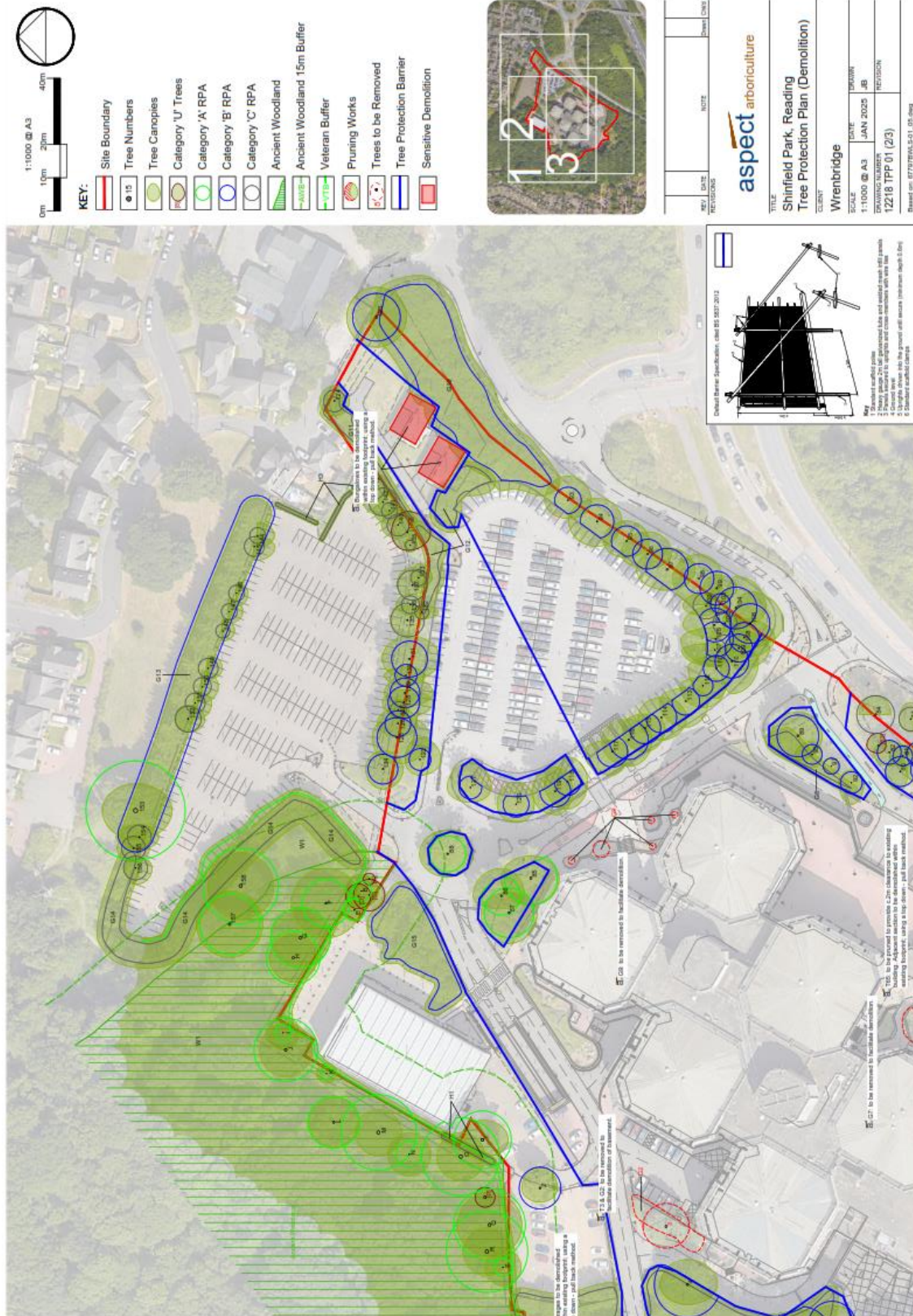
Protective fencing will be set up around trees in close proximity to the works in accordance with the Arboriculturists recommendations.

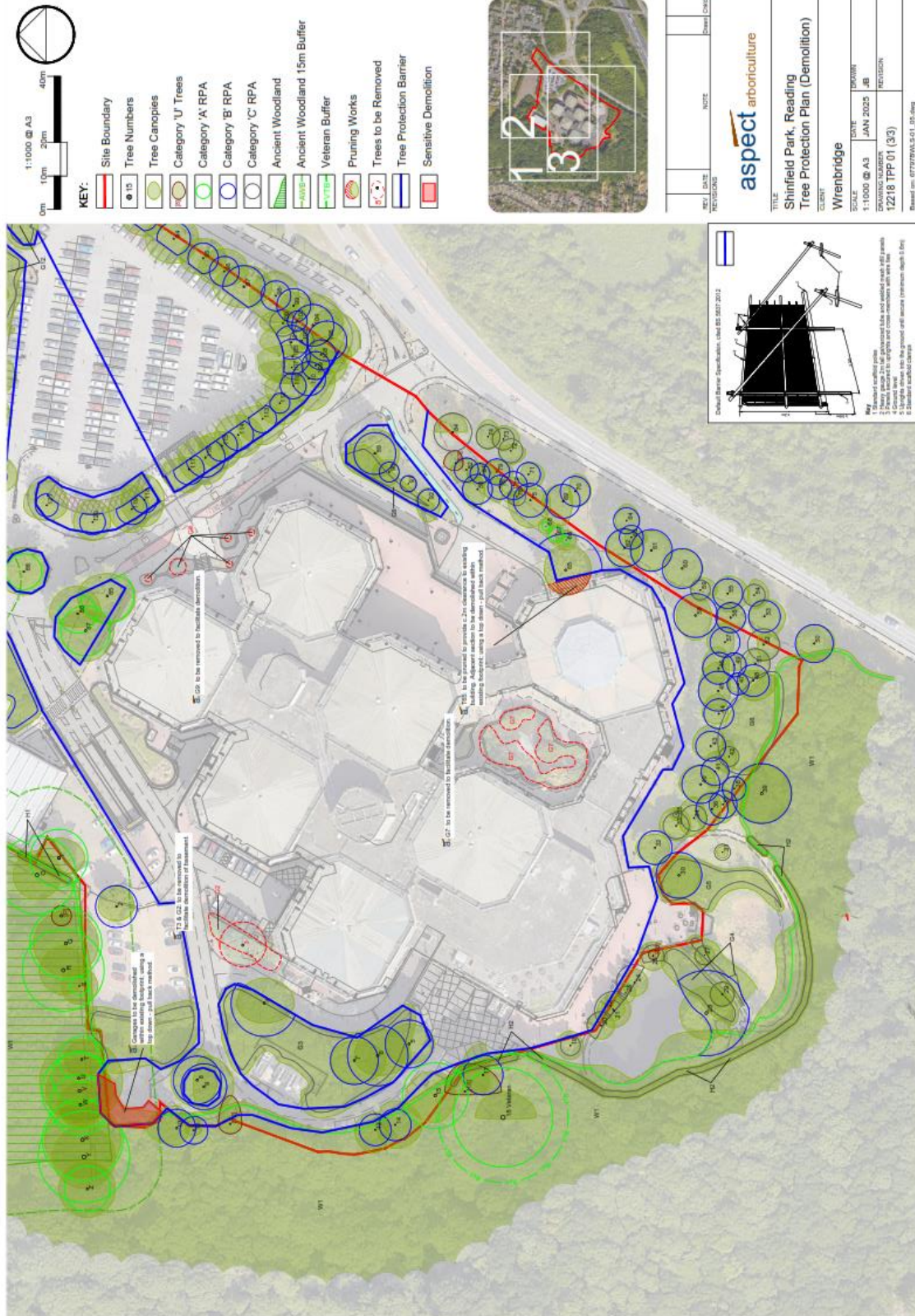


Above shows and states the standard procedure for the installation for Heras fencing around Tree Protection Areas.

Tree Protection measures are to be implemented to the below trees.



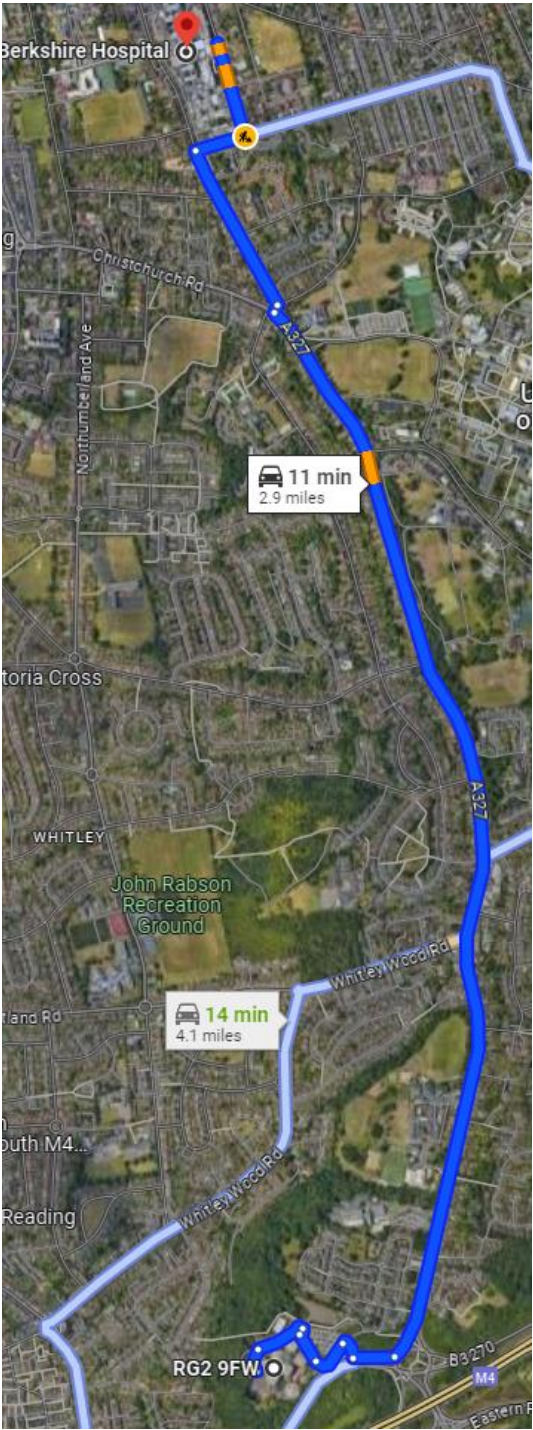




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APPENDIX 4 – EMERGENCY ARRANGEMENTS

Royal Berkshire Hospital
Craven Road, Reading, Berkshire RG1 5AN



RG2 9FW
Reading

- Take Whitley Wood Ln to B3270
2 min (0.3 mi)
 - Head north-west on Cost Engineer Rd
240 ft
 - Turn right
486 ft
 - Turn right towards Whitley Wood Ln
72 ft
 - Turn left towards Whitley Wood Ln
302 ft
 - Continue onto Whitley Wood Ln
371 ft
 - At the roundabout, take the 2nd exit
230 ft
- Follow Shinfield Rd/A327 to Elmhurst Rd in Reading
7 min (2.0 mi)
 - Turn left onto B3270
390 ft
 - At the roundabout, take the 1st exit onto Shinfield Rd/A327
2.0 mi
- Take Redlands Rd to Craven Rd
3 min (0.6 mi)

Royal Berkshire Hospital
London Rd, Reading RG1 5AN

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4.2 Accident Reporting Procedure

All accidents, incidents, near misses and close calls are to be reported to Collins Site Management team immediately following the occurrence.

The details will be required to be documented on MY Compliance and reported to the Collins HSEQ Department.

4.3 Fire Plan

Collins Demolition will adhere to the requirements of the Fire Plan

This will be communicated at the Site Induction.

In the event of a Fire, follow the Site Emergency Plan as per your site induction.

Emergency Plans and Fire Marshall/Warden details will be on display in the office / canteen notice boards.

Fire Extinguishers (JCO2, Powder, Foam) will be located in locations as identified within the Fire Plan (compound area, welfare cabins, refuelling areas).

If you are unsure ASK.

4.4 Fire Risk Assessment

Collins Demolition will adhere to the requirements of the Fire Plan

This will be communicated at the Site Induction.

In conjunction with section 4.3 Fire Plan, a site-specific Fire Risk Assessment will be completed by a competent person at the point of works following mobilisation. This will take into account the compound area, welfare cabins, refuelling area and the location of the works.

4.5 Evacuation Procedure

All to proceed to Muster Point designated by PC.

Communication - The details of the site evacuation procedure will be briefed out in the site induction. Emergency Plans and details of Fire Marshalls will be displayed on notice boards within the site welfare area.

4.6 First Aid Arrangements

Collins arrangements initially.

First Aid Facilities will be identified in the site induction and with green first aid stickers fixed to the safety helmets. First Aiders Poster with contact details will be displayed within the site welfare area.

Collins Site First Aiders.

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4.7 Emergency Contact Details			
Accidents & Incidents reported immediately to		Collins Demolition Site Manager HSEQ Department	
Site Medical Emergency Arrangements			
Site Accident & Emergency Arrangements			
First Aiders	1. Colin Gallagher	2.	3.
Site Fire Emergency Arrangements			
Fire Wardens	1. Colin Gallagher	2.	3.
Site Environmental Emergency Arrangements			

4.8 Supervision and Works Management

The Collins Site Manager will hold a CCDO Black Card.

The Collins Supervisor will hold a CCDO Gold Card.

The site management team will ensure that all Collins employees understand the contents of this Method Statement and associated Risk Assessments with a signed briefing register to confirm this.

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APPENDIX 5 – Working Methodology

Site Establishment / Traffic Management / Logistic Plan

The site is currently occupied by a 4-story concrete office building with a basement level. A mixture of office and storage units. The site is located in a prime location in Reading directly off the B3270.

Collins Demolition shall mobilise to site and provide a site compound comprising of welfare facilities and material storage facilities. Wokingham Council has provided a specification for the site's boundary, Heras fencing which shall be erected during the site set up phase under the supervision and carried out by Collins Demolition.

Collins Demolition will assess the site and implement emergency procedures including access and egress, Fire plans, muster points and First aid provisions. All contractors including subcontractors will be briefed on the above during the Collins Demolitions site inductions. All areas where asbestos has been identified on the demolition and refurbishment survey will also so be briefed to contractors and subcontractors during Collins Demolitions site induction. The areas where the asbestos is present will be visibly highlighted with signage. Walkways with fitted temporary lighting where needed will be implemented and monitored during demolition works.

Deliveries will be managed to run with the progress of works so that the storage is kept to a minimum. In the later phases of the project, to preserve travel areas within the site, deliveries will be phased to reduce the number of vehicles unloading at any given time. With the demarcation of a holding area of the site boundary. Collins site manager will arrange for all heavy plant and equipment to be delivered out of peak times and that the need for vehicles to reverse will be eliminated where practicable. All unloading will be conducted in an agreed area and restricted to essential personnel. All smaller deliveries will be allocated a delivery slot and will be met by one of Collins Demolition's banksman, who will assist in all unloading of deliveries to site.

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Working Methods

Installation of Heras Style Fencing

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352- 1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✗	✗



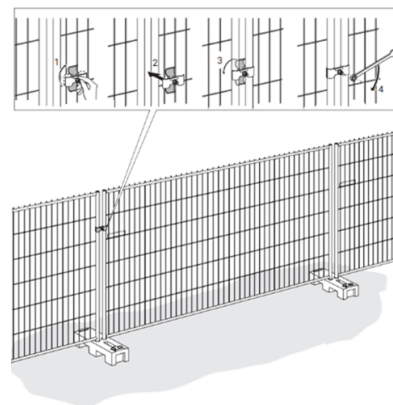
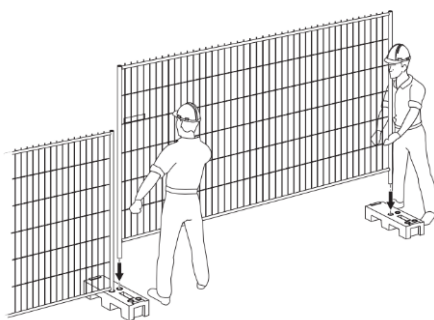
HOLD POINT: Fencing is to be erected in line with the manufacturers design and guidance

1. The fencing blocks and panels will be delivered to site by the hire company and unloaded in the designated area within the site compound.



HOLD POINT: Where practicable Manual handling aids are to be utilised in the process, all equipment is to be delivered as close to the work area as possible to reduce manual handling. Where this can not be done the task is to be assessed by the individuals and a team lift carried out following their manual handling training.

2. The fencing blocks (feet) will be manually lifted in to position by a labourer.
3. Once the feet have been positioned in the approximate position each fence panel will be moved into position by two staff members lifting one panel at a time together.
4. The fence panels will then be secured to each other with two fencing clips.
5. The Fencing is to be regularly inspected by the site's temporary works supervisor and a record kept of this on the "Temporary works inspection sheet for heras style fencing" located within the Collins Demolition Site File.



Disassembly of 'HERAS' Style Fencing

1. The disassembly of the 'HERAS' style fencing will be done in the reverse manner of the erection.
2. Operatives will begin by undoing the fencing clips attaching the panels. These are to be collected in a bucket or bag to ensure that they're all kept together and preventing loose clips becoming a trip hazard
3. Following the removal of the clips two operatives will begin to lift the panels out of the fencing blocks. With an operative of each end of the panel they will lift and transport the panel to the designated storage location of site

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APPENDIX 5 – WORKING METHODOLOGIES

MEWP Operation

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352- 1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✓	✗	✗	✗	✓



HOLD POINT: Ensure that the area is secure and suitable for the task with the appropriate demarcation.

HOLD POINT: Operators are to complete a Pre-Work Check sheet on plant prior to works beginning.

Ground Conditions

Prior to works beginning on site a full inspection of the ground area is to be made by a competent IPAF operative to ensure that the works area is appropriate for the tasks required.

- The following can impact a MEWPs stability:
- Sloping or uneven surfaces;
- Proximity to excavations, soft ground or un-compacted fill;
- Weather conditions (e.g., waterlogged or frozen soil);
- Underground services (e.g., manhole covers, drains);
- Paved areas, curbs and edgings;
- Suspended floors;
- Voids (e.g., cellars, basements, vaults).

If any of the above are discovered in the works area the operation is to reassessed and adequate measures put in place to prevent the MEWP becoming unstable.

Rescue Plan

A MEWP rescue plan is to be developed by the site team to retrieve the MEWP occupants in the case of a malfunction or emergency:

- MEWP Stopped due to no fuel or low battery
- MEWP Malfunction
- Snagged or Trapped platform
- Platform Overload
- Operator/ Occupant distress
- Other emergencies

All personnel involved in the operation are to be briefed on the rescue plan prior to beginning work involving MEWPs on site.

Walking the MEWP

Where possible 'Walking the MEWP' should be avoided.

Only in circumstances where it is not possible to transport the MEWP into the required area due to insufficient/

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restricted space above the platform to operate from the platform (e.g., through a door way or when the guard rails have to be folded in) should this method of transportation be used.

1. The operator is to familiarise themselves with MEWP being moved and the controls available.
2. The operator is to walk the planned route ensuring that any obstacles or debris is removed from the planned route before the operation proceeds.
3. The area is to be cordoned off to prevent unauthorised personnel entering the route during the movement operation.
4. A banksman is to accompany the operator to help guide the movement of the MEWP through areas where the operator's visibility is obstructed.
5. A pre-work check sheet is to be carried out.
6. The operative is to start the machine with the ignition key, switching the MEWP to ground / umbilical / remote / radio controls.
7. The operator is to check the orientation of the machine and the controller match.
8. The operator is to begin moving the MEWP through the designated route maximising the distance between themselves and the MEWP to prevent being struck or trapped by the machine.
9. The banksman is to maintain a safe distance away from the MEWP and communicate with the operator via 2-way radio.
10. Once the MEWP has reached the required area it is to be switched to basket / cage controls.

Operating with overhead obstructions

When working around overhead obstructions additional care needs to be taken to prevent crushing or entrapment incidents.

1. Operative is to familiarise themselves with the MEWP they will be operating.
2. The operator is to inspect the work area and identify any potential overhead obstructions in preparation for operation.
3. A banksman is to be briefed on the operation and given a two-way radio to be used to guide the MEWP operator.
4. Operator is to start the MEWP.
5. Operator whilst being guided by the banksman is to move into the works area and elevate to the correct position using a low speed. Operator should allow for machine run-off when moving.
6. Once designated works are complete in that area the MEWP is to lower down to a safe height before moving to the next location to prevent coming into contact with overhead objects.

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Banksman Guiding Site Plant / Machinery

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352- 1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✗	✗

Preparation

1. The Site Manager is to ensure that all operatives working as banksmen are competent and have the correct training.
2. The Banksmen are to be briefed by the site supervisor every day to ensure they're aware of the site activities they will be involved in and the hazards around them.
3. 2-Way radios will be used as a line of communication between Operators – Banksman – Supervisors.
4. All staff using them will be shown how to by a supervisor and where to get and charge them on site.



HOLD POINT: All operatives involved are to be competent and are to be regularly briefed about site activities and hazards.

Process

1. At the start of each working day the banksmen will meet with the supervisor who will explain to each of them individually what their task is.
2. They will then all retrieve a 2-way radio from the charging station.
3. Once wearing the correct P.P.E for their task they will enter site and begin their work.
4. If the Banksman see any faults with the machine, they are to contact the operator immediately.
5. The banksman may have to use hand signals to assist in the process. They will be aware of these from their training but can be shown them by a supervisor (using images as aids) if required as a refresher.
6. When walking in close proximity to any vehicle they must receive a visual signal from the operator to proceed.
7. Vehicles may have to be stopped to allow pedestrians or other vehicles to pass. No vehicle or pedestrian should pass close to a working machine without the banksman stopping the works.
8. In the case of a collision between plant, structures, vehicles or pedestrians the banksman must report this to the Site Supervisor Immediately.
9. If the task the banksman is working on involved the use of lifting equipment the Site Manager will need to do a lifting plan / assessment prior to the activity. At the end of each working day the 2-way radios are to be returned to the charging station and put-on charge ready for the next day. Employees will be held responsible for any damage caused to the radios due to lack of care.

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Dust Suppression

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352- 1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✗	✗

Pre-Damping

Before the process of demolition begins the area set to be demolished will be wet using a form of water suppressant equipment / plant.

This will help prevent any dust from being emit by contact with the structure.

Though pre-damping is effective it does not completely eliminate dust emissions so is to be used in conjunction with other dust suppression techniques.

Sympathetic Demolition

The process of 'knocking down' the structure can be an effective way to reduce dust emissions.

By using precision attachments for the D-Rig you can 'carefully' take the building apart section by section.

Using this technique over 'flattening' the building will massively reduce the emissions from the process.

To increase the effectiveness of this method you can demolish the building in on its own footprint. This allows the dust to remain within the structure rather than being spread out over site.

Water Cannon / Atomiser / Jet Wash Bowser

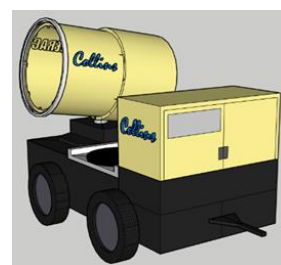
Implementing a Water based powered suppression unit can further reduce the dust emissions but is also very effective alone.

Aiming a powered water suppressing machine at the demolition works can help trap the dust from escaping into and out of site.

If done in combination with the previous 2 techniques it can be extremely effective and reduce the sites dust emissions massively.

This method requires a suitable method of refill water bowser.

Under no circumstance should water be fired from a powered water suppressant unit at anyone.



Wind & Weather Monitoring

The site manager can help reduce the dust emissions by monitoring the wind and weather conditions for the site. The weather conditions are to be logged in the Site Dairy.

By doing this the site manager can make decisions on what techniques will be used and the positioning of the machinery.

On dry days the site manager will know that more water suppression will be required.

On windy days the site manager can position the water suppression units in locations to prevent the dust emissions spreading into and out of site.

The Weather conditions will be monitored daily and the site manager will inform the site staff and visitors how the weather conditions may affect the work or techniques used.

HOLD POINT: Adequate dust suppression is to be in place prior to any works commencing that are likely to lead to high levels of dust emissions



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Mechanical Demolition of Masonry Building

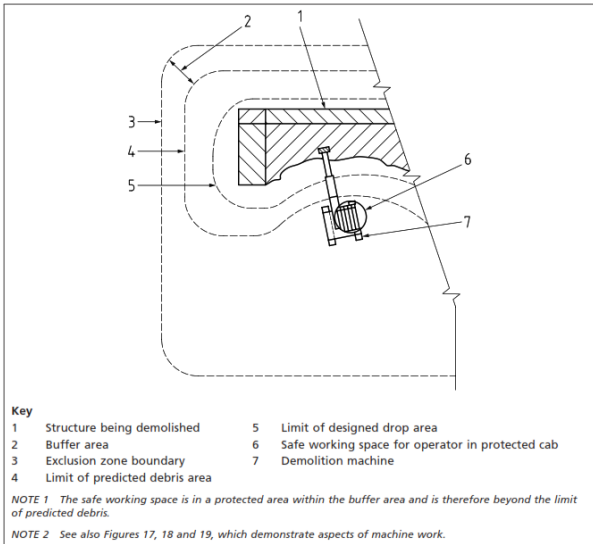
Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352- 1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✓	✗	✗	✓	✗



HOLD POINT: Operators are to complete a Pre-Work Check Sheet on plant prior to works commencing

1. A Demolition exclusion zone is to be formed around the structure in accordance with BS6187 taking into account the predicted debris area. This will be done using HERAS style fencing (see erection of fencing methodology). Example of a demolition exclusion zone for mechanical reduction of a structure shown below in Figure 16 from BS6187
2. Once the exclusion zone has been formed and adequate signage is affixed the Demolition Specification Volvo 360-excavator will equip a hydraulic selector grab in the plant attachment changing area. All hydraulic pipes will be attached to the Excavator in accordance with the manufacture’s specification and check for any leaks or damage prior to works beginning.
3. The Excavator will then enter the exclusion zone to begin the demolition works. It will be positioned facing the structure with the tracks in line to allow for the excavator to track back quickly where required. The drive sprockets are to be kept to the rear to all for maximum stability whilst operating.

Figure 16 Example of safe working space within an exclusion zone (typical for mechanical reduction or top-down demolition employing mechanical plant, etc.)



HOLD POINT: Demolition of the structure is not to begin until consent from the council in the form of a Section 81 has been received.

4. The excavator will raise the boom and the arm to the working heigh required within the working envelope.
5. The selector grab will be opened and used to ‘peel’ the roof away from the masonry structure. Sections of the roof will be lowered down to ground level where it will be stockpiled awaiting processing.



HOLD POINT: Where the selector grab is being used to lower any structures to ground level the safe working load of both the selector grab and the excavator at its working height are not to be exceeded.

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6. Once the roof structure has been removed the demolition of the masonry structure will begin with the brickwork being pushed into the structure using the selector grab, starting from the highest elevation (the gables) and working down.
7. The arisings will be periodically scrapped off the first floor to prevent overloading of the floor leading to an unplanned collapse



HOLD POINT: If the structure becomes unstable during the process of demolition works are to stop and the demolition method reassessed.

8. Once all first-floor walls are down to the floor level the operator will use the selector grab to lift the floor out of the structure. The floor will be placed on ground nearby awaiting processing.
9. The operator will then proceed to 'knock' the ground floor walls into the structure until all above ground masonry is at ground level.



HOLD POINT: A permit to break ground must be obtained and a CAT scan of area prior to works commencing by Collins Demolition. A walk around of the area should be carried out and this information briefed to all staff. Any operators working in this area must have a copy of the permit in their cab.

10. The excavator is to remove the selector grab attachment in the attachment changing area and exchange it for a digging bucket. The bucket will be used to 'scoop' up the arisings and place them in a stockpile ready for cleaning.
11. Once the slab is cleared from the demolition arisings the removal of the slab and sub structures can begin. The operator will go to the plant attachment changing area and exchange the digging bucket for a hydraulic breaker. All hydraulic pipes will be attached to the Excavator in accordance with the manufacture's specification and check for any leaks or damage prior to works beginning. The breaker will also be greased, manually or via auto greaser, to the manufacturer's specification before activation.
12. The operator will use the hydraulic breaker to 'pepper' holes throughout the slab breaking it into pieces ready for removal.
13. The operator will return to the plant attachment changing area and exchange the hydraulic breaker for the digging bucket. The bucket will be used to 'scoop' the slab up. The arisings will be placed in a separate pile from the bricks where it will await processing.
14. The process from 12 – 13 of 'peppering' the substructure and 'scooping' with a bucket will be repeated to extract any sub-structures designated for removal in the demolition phase.
15. Once all demolition in the area is complete the operator will track back and forth over the foot print of the structure to level off and compact the ground ready for handover to the client.

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Mechanical Demolition of Concrete frame with Pulveriser

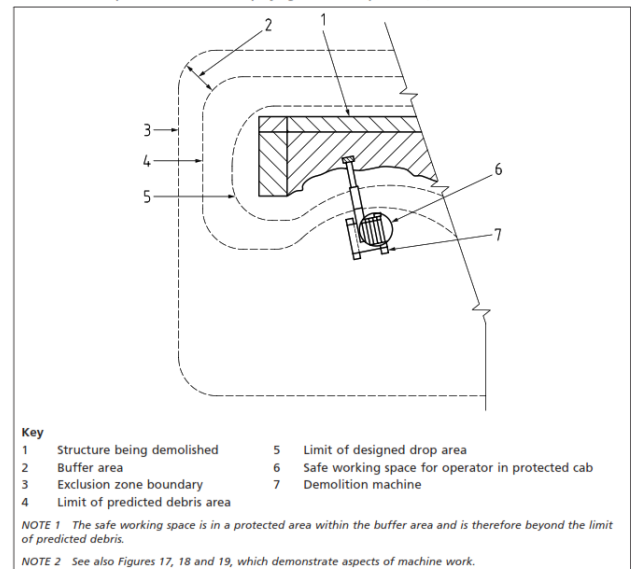
Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 - 1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352- 1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✓	✗



HOLD POINT: Operators are to complete a Pre-Work Check Sheet on plant prior to works commencing

1. A Demolition exclusion zone is to be formed around the structure in accordance with BS6187 taking into account the predicted debris area. This will be done using HERAS style fencing (see erection of fencing methodology). Example of a demolition exclusion zone for mechanical reduction of a structure shown below in Figure 16 from BS6187.
2. Once the exclusion zone has been formed and adequate signage is affixed the Demolition Specification Volvo 360-excavator will equip a hydraulic Pulveriser in the plant attachment changing area. All hydraulic pipes will be attached to the Excavator in accordance with the manufacture's specification and check for any leaks or damage prior to works beginning.
3. The Excavator will then enter the exclusion zone to begin the demolition works. It will be positioned facing the structure with the tracks in line to allow for the excavator to track back quickly where required. The drive sprockets are to be kept to the rear to all for maximum stability whilst operating.

Figure 16 Example of safe working space within an exclusion zone (typical for mechanical reduction or top-down demolition employing mechanical plant, etc.)



HOLD POINT: Demolition of the structure is not to begin until consent from the council in the form of a Section 81 has been received.

4. The excavator will raise the boom and the arm to the working height required within the working envelope. The hydraulic Pulveriser will be opened and positioned with a RC section between its jaws.
5. Once in a secure position the hydraulic Pulveriser will be closed to perform the break.



HOLD POINT: Where the Pulveriser is being used to lower any sections to ground level the safe working load of both the shear and the excavator at its working height are not to be exceeded.

6. The operator will continue to proceed with "munching" the RC in the structure working on a single bay of the structure at a time to ensure the structure does not become unstable throughout the demolition process.

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HOLD POINT: If the structure becomes unstable during the process of demolition works are to stop and the demolition method reassessed.

- The arisings from the demolition are to be stockpiled within the exclusion zone in preparation for collection by a licensed waste carrier to collect them off site. The arisings will be cut into appropriate sizes to suit the waste vehicle to ensure they adequately fit in the storage compartment.

Concrete slab Removal

- A 360 excavator will be equipped with a hydraulic breaker. This is to be checked for leaks and appropriately greased prior to use.
- The operator will begin the removal process by 'peppering' holes throughout the concrete slab area designated to be removed.
- Once the slab has been adequately broken the hydraulic breaker is to be removed from the excavator and replaced with a digging bucket.
- The bucket will be used to pull up the broken sections of slab and place them into a stockpile.
- Periodically the 360 operators will load the concrete arisings into the back of an articulated dumper.
- The arisings will be transported to the crushing stockpile to await processing and crushing.

Concrete Footings Removal

- Following the demolition of a building and the removal of its concrete slab an excavator will be equipped with a digging bucket.
- Using the bucket, the operator will remove any arisings and expose the footings for the structure.
- Once the footings are exposed the excavator will be equipped with a hydraulic breaker. This is to be checked for leaks and appropriately greased prior to use.
- The operator will then proceed to break off chunks of concrete from the footings.
- Once the footings are broken up the operator will switch to a digging bucket.
- The operator will use the bucket to stockpile the broken-out arisings.
- Periodically the 360 operators will load the concrete arisings into the back of an articulated dumper.
- The arisings will be transported to the crushing stockpile to await processing and crushing.

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CRUSHING & PROCESSING

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Set-up procedure (machines normally arrive already set up ready to crush)

- 1 Fetch keys from lock box in the site cabin
- 2 Pre-start checks from daily check sheet
- 3 Turn isolator on
- 4 Put key in ignition inside the control panel
- 5 Turn the key to start position
- 6 Engage the side doors and back doors
- 7 Put locking pins in wedges, locates at the back door
- 8 Extend the side conveyor belt out, put locking pins in.
- 9 Put the centre bar in the two sides
- 10 Unfold the magic eye
- 11 Place step hand rails

General Crusher Operations

1. Pre start checks using crusher daily inspection sheet
2. Turn the isolator on, this is placed on the battery side of the crusher.
3. Check there are no blockages on the pre-screen, jaw, magnet and main conveyor.
4. Insert the key into the ignition on the control panel and turn on.
5. Check to see if the water is connected, if not turn on.
6. Ready to start crushing.

End of the shift

1. Place access ramp in the stock pile so operator can gain access to the crusher.
2. Run the material through the crusher until it's empty.
3. Shut the feeder off and the jaw chamber by using the correct leavers and accessing the buttons on the control panel.
4. Turn all the main conveyors off and the magnet, side conveyors, everything.
5. Turn the key to off.
6. Take the keys out and isolate the machine.

Feeding Directly by Loading Shovel/Excavator

- Excavator standing pads should be suitable (stable) and should be high enough for the operator to be able to monitor the feed hopper from the cab. Safe access to the excavator must be provided for the operator.
- Where wheeled loading shovels are used, then the ramp should be wide enough to allow for adequate edge protection (min 1.5m high) on either side of the ramp as well as for the tracking of the machine.



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- The maximum gradient of the ramp should be within the capacity of the loader (a maximum gradient of 1:10 is recommended).
- The last few metres of the ramp should be level so that the machine is not discharging uphill, thus enabling operators to more easily monitor the feed. The loading shovel will also be more stable. Ensure pedestrians and obstructions are excluded from the working area. If the crusher is to be fed directly by a conveyor:
 - All dangerous moving parts of machinery should be suitably guarded.
 - Failure to replace guards (on crushers and conveyors) after cleaning or maintenance work is a major cause of injury on these machines.

Processing of Material

1. Material should be processed correctly to help prevent blockages.
2. An excavator with 'muncher' attachment will commence to process the material required to be crushed or screened. Any non-processable material is to be removed from the stockpile and placed in a location to be removed from site.
3. Any large sections of material are to be broken down into manageable pieces.
4. If required, an excavator with a riddle bucket can then commence to riddle the material, further separating the material in to stockpiles to be processed by the crusher/screener or taken off site.
5. If the material being screened is likely to contain metal or tramp material, a magnetic separator should be incorporated on the plant to remove the metal from the production run and prevent further risk of machine damage and/or blockage

Working Method Crusher

1. The mobile crusher/screener will be set up adjacent to the stockpile of hardcore material. The crusher will be moved back periodically (tracked), as the stockpile is processed to maintain the optimum loading position of the crusher hopper in relation to the stockpile.
2. Signs will be placed around the area demarking a no unauthorised area, this area will be marshalled by the operator and persons stopped from entering.
3. The concrete will be loaded into the crusher using a tracked excavator working from the top of the stockpile, or from suitable bench cuts, in order that the excavator operative can see the loaded concrete progress through the crusher.
4. The material will be crushed down to 6F2 Specification (as per Series 600), this is to be placed in areas agreed with the Collins Demolition mainly dock areas etc.
1. The crushing/screener work will be undertaken by a competent trained operator, in possession of a current CPCS card or temporary Certificate of Training Achievement, issued and valid whilst CPCS cards are being updated/ renewed categories added etc.
2. The crusher/screener will only be operated with all guards and safety devices in place. All guards, fixings and safety devices will be checked daily for security and function prior to operation.
3. Emergency (RED) stop buttons are situated on the control panel and at other strategic points around the machines. Clear access to these areas will be maintained at all times.
4. Only authorised personnel will be permitted to enter the processing area.
5. Signs and/or temporary Hi-Viz fencing will be erected around the work area to maintain an exclusion zone.
6. Dust around the processing area will be dampened down as required.
7. Where necessary dust suppression on the crusher to be used with clean water.
8. In the event of breakdown or blockage, the crusher/screener will be completely shut down and locked off to prevent accidental starting/operation whilst clearing, adjusting, repair or maintenance works are being undertaken.
9. The crusher operator will be responsible for ensuring that shutting down and locking off these items of plant are carried out prior to maintenance works commencing.

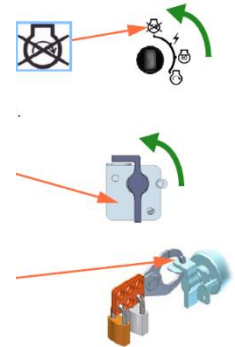


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10. Only those personnel authorised by the crusher/screener operator will be permitted to carry out the maintenance works.
11. Always follow the manufacturer/supplier guidelines on the safe set up of the equipment.

Isolation of Equipment

1. Set all hydraulic controls/electronic controls in the neutral positions.
2. Check all supports and slide stops are securely fixed in position with pins and clips.
3. Turn the ignition key to the OFF position.
4. Remove the ignition keys and keep them with you.
5. Turn the battery isolation switch to the OFF position.
6. Attach the gang tag through the holes in the isolation switch as shown.
7. Each person attaches a lock to the gang tag before they start work.
8. Once your work has finished; remove ONLY your lock.
9. If your lock is not the last one securing the gang tag, leave the secured tag and the isolator off.
10. If your lock was the last one securing the gang tag, remove the gang tag and then the ignition key may be inserted if the machine is to be operated.



Dealing with a Blockage

Bridged crushers - the preferred method of clearing a bridged crusher is by the use of a breaker boom fitted with a hydraulic breaker. An alternative could be a hydraulic excavator fitted with a quick hitch with pick and/or breaker (subject to suitable access being available). Where the boom is operated remotely, by radio control, the use of closed-circuit television (CCTV) may be employed to assist the operator. Depending on the result of your risk assessment, clearing a bridging blockage with a hydraulic breaker boom or similar, can be carried out with or without the crusher still operating, but the former is not recommended due to the risk of damage to the breaker boom and breaker.

Use of cranes - (including manually operated lifting tackle), lifting and slinging. When a hydraulic breaker boom or excavator are not available, then other methods such as cranes with slings and hooks may be employed; should it be necessary for a person to enter the crusher to position hooks or slings, the crusher, feed and main conveyor must be stopped, isolated and locked off (in accordance with manufacturer/supplier instructions and safe working practice) and a safety harness worn.

Other available options - Other methods, such as the use of bars, hand hammers and hydraulic jacking systems may be employed, but should always be subject to a detailed and thorough risk assessment and the crusher, feeder and main conveyor shut down and isolated before any activity starts and locked off (in accordance with manufacturer /supplier instructions and safe working practice). Careful consideration should be given to the risk of large pieces of feed material moving and causing trap or crush injuries. Wedges should NOT be used due to the risk of them becoming a projectile (this has caused fatalities in the past when used with the crusher running). Another option in the past has been the use of explosive charges with blockages in large crushers, today this is considered high risk and would not be appropriate for the type/size of mobile crusher used in demolition and recycling.

- Stop the feed at the earliest opportunity and isolate the plant to ensure all processes are stopped.
- Remove excess material by mechanical means where possible.
- In some cases, however, an amount of removal by hand will be involved and when this occurs the screen and associated plant must be stopped and isolated.
- Manual removal should only be carried out by suitably trained and competent persons.
- A Point of Work Risk Assessment must be carried out before manually removing material takes place.

Stalled Crusher

A stalled crusher/screener should be treated as possibly being jammed with tramp metal and/or oversized material, which could be ejected with fatal consequences. Written instructions should be issued to plant

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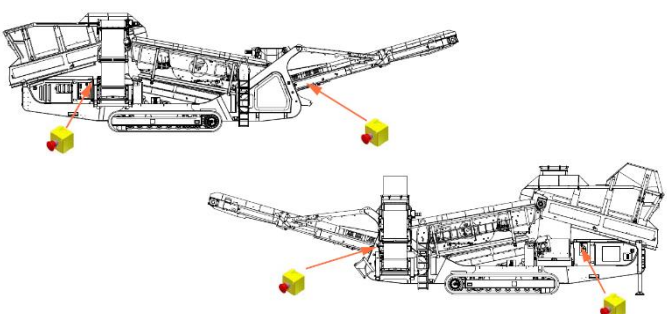
operators. This should detail the procedures to follow in the event of a stalling. These instructions should include the following:

- Isolation of motive power to the crusher and associated plant procedure in operation at the site.
- Clear the area of all personnel.
- Notify the site manager of the stalled plan.

If, after careful examination, there appears to be no electrical or mechanical reason why the crusher has stalled, it may indicate that the crusher/screener is jammed by tramp metal or oversized material. An appropriate permit is to be requested from Collins Demolition site manager. This work should only be carried out by person(s) that are suitably trained and competent. Wherever possible, any inspection of the crushing cavity of a jaw crusher or crushing chamber of an impact crusher should be carried out with great care.

Emergency Process

- There is to be no lone working when operating the crusher. In an emergency, the emergency stop push buttons which are located in several places around the crusher should be pressed (see diagrams below).
- In the event of a serious accident, the emergency services will be contacted by dialling 999. Once the emergency services have been contacted, a site operative will be present at the site entrance to direct the emergency services to the location of the casualty on site.
- The crusher/screener operator will carry out a thorough visual "walk around inspection" of the crusher/screener plant and when satisfied that all personnel are clear, will initiate the normal start-up procedure for the crusher.

CRUSHER EMERGENCY STOP LOCATION	SCREENER EMERGENCY STOP LOCATION
	

Maintenance

Operator will need to move the crusher from the work area to a designated laydown area. Once in designated area, take keys out and isolate the machine ready for the fitters.

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Processing of Arisings

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✓	✓	✓	✓	✓	✗	✗	✗	✓	✗

1. The arisings from the soft strip or demolition will be brought either manually or mechanically to the processing area.
2. The operator designated with the task of segregating the waste types will use a Demolition Spec Excavator with a Selector Grab. They must be CPCS trained for 360 Excavators.



HOLD POINT: Operators are to complete a Pre-Work Check Sheet on plant prior to works commencing

3. The Selector Grab will be checked for leaks and greased in accordance with the manufacturer's recommendations and guidelines.
4. On the arrival of waste into the compound the operator will use the selector grab to sort through the arisings.
5. The groups the arisings may be sorted into are as follows:
6. General Waste, Insulation, Clean Timber, Plasterboard, Ferrous Metals, Non-Ferrous Metals, Glass, Chipboard, Green Waste, Plastics, CoSHH, Asbestos.



HOLD POINT: Materials are to be segregated into the required waste streams and Non-Hazardous waste is not to be contaminated with Hazardous Materials.

7. If skips are available, using the selector grab the operator will load the waste into the skip designated for that waste type (Signs will be located on the skips to prevent the accidental mixing of waste types.).
8. If skips are not available, using the selector grab the operator will stockpile each waste type in close proximity to where the skip will be located on arrival.
9. Once a skip is full or near full the operator will contact the site supervisor who will organise a collection / exchange.
10. On the completion of all waste segregation the skips will be collected and the fencing taken down.
11. The area is to be left clean and level once complete

Picking Materials from demolition arisings:

1. Operatives will be required to separate waste arisings from hardcore into their waste streams by manually picking.
2. The operation will begin by the excavator placing the material from the demolition process in the picking area.
3. The operator will then isolate their machine and signal the pickers to approach and begin works with 2 thumbs up.
4. The operatives will approach the picking area, stand and pick out any materials found within the hardcore and place them in separate stockpiles.
5. Once the operatives have completed the pick on that material they will move to a safe distance and signal the plant operator that the area is clear and they can proceed via a two-way radio.

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Refuelling Procedure

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 -1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✗	✗	✓	✗



HOLD POINT: Always follow the manufactures instruction on how to fill plant with fuel safely, any issues are to be reported to the site management team & Collins Demolition immediately.

HOLD POINT: All spillages are to be reported to the site management team & Collins Demolition immediately.



follows:

HOLD POINT: The operative refuelling is to retain the plant keys until the process is completed. The mobile plant operator will observe the correct procedure prior to or before refuelling plant, as follows:

1. The machine shall approach the refuelling station with care.
2. Adequate space should be maintained between the machine and refuelling point, without being so far away that the hose becomes stretched or a trip hazard.
3. Turn off the plant and make safe; on level, firm ground so far as is reasonably practicable.
4. Hand plant keys to the fuel bowser operator to prevent premature start up.
5. Remove the cap from the machines fuel tank.
6. Extend the hose and lock the hose nozzle into the fuel tank when possible.
7. Turn on the generator.
8. Begin refuelling the plant at an appropriate flow speed to prevent overfilling.
9. The refuelling of plant should always be supervised throughout the whole process, despite automatic refuelling stations.
10. Upon refuelling, shake the nozzle into the fuel tank and cap the fuel tank. Once complete, turn off the generator prior to removing from the machine and neatly place the hose back into the designated place.
11. Inspect the ground around the refuelling point for spillages.
12. All spillages must be contained and reported to the site management team & Collins Demolition HSEQ Manager



Danger
Highly flammable



No smoking



No naked flames

When refuelling, ensure:

- Make sure you are aware of the COSHH assessment and you have signed on to them.
- No naked flames or smoking in the area.
- Make sure the correct fire extinguisher is available.
- Refuelling should be carried out in an outdoors or well-ventilated area.
- Make sure there is an adequate and sufficiently stocked spill kit available.
- Ensure that the area is well lit.

Refuelling Procedure via Mobile Plant

The operative refuelling is to retain the plant keys until the process is completed. The mobile plant operator will observe the correct procedure when refuelling plant, as follows:

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1. The bowser operator is to approach the plant making sure the area is safe taking into consideration water courses and ground contours.
2. Adequate space should be maintained between the machine and refuelling point, without being so far away that the hose becomes stretched or a trip hazard.
3. Turn off the plant and make safe; on level, firm ground so far as is reasonably practicable.
4. Remove the cap from the machines fuel tank.
5. Extend the hose and lock the hose nozzle into the fuel tank when possible.
6. Turn on the generator.
7. Begin refuelling the plant at an appropriate flow speed to prevent overflowing.
8. The refuelling of plant should always be supervised throughout the whole process, despite automatic refuelling stations.
9. Upon refuelling, shake the nozzle into the fuel tank and cap the fuel tank. Once complete, turn off the generator prior to removing from the machine and neatly place the hose back into the designated place.
10. All valves are to be closed off before the bowser is moved.
11. Inspect the area for any spills, all spillages must be contained and reported to the site management team.



When refuelling, ensure:

1. Make sure you are aware of the COSHH assessment and you have signed onto them.
2. No naked flames or smoking in the area.
3. Make sure there is an adequate and sufficiently stocked spill kit available.
4. Make sure the correct fire extinguisher is available.
5. Refuelling should be carried out outdoors or in a well-ventilated area.
6. Ensure that the area is well lit.

Basic Spill Response Plan for Fuels and Oils

1. If possible, shut off the source of the spill immediately.
2. Inform your site manager to assist controlling the spillage.
3. Locate the spill kit - generally by the fuel bowser.
4. Use the absorbent pads or granules to help mop-up the spill. If the spill is too large for this, make every effort to contain the spill.
5. Cover/block any drains or channels to prevent the spillage entering a natural watercourse, stormwater system, sanitary system or septic tank.
6. If the spill is that great, inform the Collins Demolition who will in turn contact an Emergency Response Agency.
7. Always wear the correct PPE whilst dealing with harmful substances and make sure any pads or granules used are disposed of as hazardous waste in a plastic bag.
8. Put used spill kits/oily sand in heavy-duty labelled plastic sacks in the hazardous waste skip/bin.

Spill Response Plan for Bulk Fuels and Oils

1. Stop the spill at the source e.g. put the drum upright, if this can be done safely.
2. Contain using sand bags, booms or bunds – stop it going into drains/ditches/watercourses.
3. Use spill kit or sand to mop up.
4. If the spill is heading towards a watercourse: dig a trench downhill from the spill, line it if possible and place absorbent material in the trench.
5. If the spill is in or near a watercourse:
 - put a boom downstream of the spill and across the entire watercourse.
 - angle the boom to direct the spill towards one of the banks.

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6. In watercourses, use skimmers or absorbent pads (not granules) to absorb the spill.
7. For large spills, call in a clean-up contractor to use a tanker to suck-up the spill, but ensure that the spill is bunded to stop any migration of spill towards watercourses/ditches/drains.
8. Put used spill kits/oily sand in heavy-duty labelled plastic sacks in the hazardous waste skip/bin.
9. Boot washing facility provided on site to clean any non-hazardous waste collected on footwear.
10. If hazardous materials are collected, dispose of clothing in the appropriate segregation area for solid hazardous waste.

Refuelling the Pump Generator

1. Turn off the generator and make safe.



HOLD POINT: EXTRA care **MUST** be taken when the generator has been on due to the engine heating up and creating a heat source that could result in a fire.

2. Remove the cap from the generator fuel tank.
3. Only use a small petrol jerry can with a nozzle or funnel.



HOLD POINT: NEVER pour petrol into the tank freehand!

4. Extend the nozzle into the fuel tank when possible or place the funnel into the tank making sure this is free of any dirt or contaminants.
5. Begin refuelling the generator at an appropriate flow speed to prevent overfilling.
6. On completion, remove the nozzle/ funnel and replace the cap on the jerry can. Take this back to the COSHH cube for storage.



HOLD POINT: This must not be left in the back of the bowser or in direct sunlight.

7. Replace the cap on the generator fuel tank.
8. Inspect the ground around the refuelling point for spillages.
9. All spillages must be contained and reported to the site management team.



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Laying of Aggregates

Hard Hat (EN397)	Hi-Vis Vest (EN471)	Safety Boots (BS EN 345 -1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Overalls	Seat Belts	Harness
								
✓	✓	✓	✗	✗	✗	✗	✓	✗

- Each location will have differing requirements for capping and sub base thickness based on their subjected loading.
- A bulldozer or excavator will level the ground to a uniform platform with the appropriate slopes. Aggregate may be laid to fill any voids or pits or soft spots.
- A geotextile/geogrid cloth may be required to be laid in accordance with manufacturers specification to ensure the segregation of layers within the haul roads and foundations. This will be covered in a separate task briefing. If the geogrid roll is too large to manually manoeuvre into position, an excavator and lifting rig is to be used.



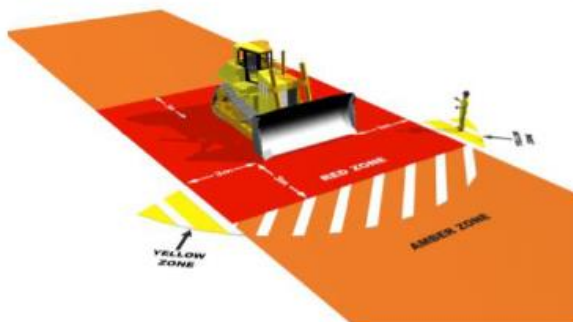
HOLD POINT: A lift plan must be prepared before any lifting operations commence.

- Aggregate will be brought to site by 8 wheelers. Aggregate may be dumped immediately in the designated position or may be temporarily stockpiled in the allocated areas. Dumpers will run aggregate from the onsite stockpiles to the construction pad.
- The aggregate will be installed in layers as per recommended thickness and compacted to the required specification in the TW design.
- The layers will be installed using graders, excavators and bulldozers. The layers will be compacted with compactors, both mobile plant and walk behind compactors.

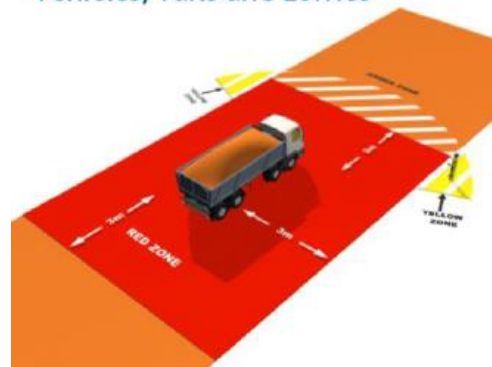


HOLD POINT: If the TW design requires any density testing for verification, records should be taken incrementally as construction progresses.

Dozer



Vehicles, Vans and Lorries



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APPENDIX 6 – MANDATORY

MANDATORY

Quality assurance

As each area of work is finished, a handover sheet must be completed and signed by the Collins Demolition before any other subcontractors enter the area.

For stabilising activities, the acting foreman in charge of the works will complete a daily diary. This will record details such as powders added, roller passes, weather conditions etc.

Emergency Response

In the event of an emergency dial 999 immediately once safe to do so. Inform Collins Demolition site management and if necessary, make plant safe and walk to the fire assembly point (as detailed in the site induction).

In the event of a serious accident the emergency services will be contacted by dialling 999. Once the emergency services have been contacted, a site operative will be present at the site entrance to direct the emergency services to the location of the casualty on site.

All accidents/near misses will be reported to Collins HSEQ team within 30 minutes to ensure quick instigation of any investigation.

In the event of any major incident all mobile plant and equipment will be shut down in safe manner and personnel will go to the designated assembly point, where the appointed person will take a head count.

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APPENDIX 7 – RISK ASSESSMENTS

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Hard Hat (EN397)	Hi-Vis Vest	Safety Boots (BS EN 345 -1)	Gloves (BS EN 388)	Safety Glasses (EN 166)	Ear Protection (EN 352-1)	Face Mask	Overalls	Seat Belts	Harness
									
✓	✓	✓	✓	✓	✗	✓	✗	✓	✗

Applicable to all the hazards below	GENERIC CONTROL MEASURES								
	- Operatives to be competent, having both practical & theoretical training. - Daily plant/equipment inspections to be carried out and serious defects reported immediately. - Comply with safe systems of work, i.e. RAMS, permits and traffic management plans (provided by Collins) - Plant and equipment to be used and maintained in accordance with manufacturer's instructions. - A site speed limit must be in place and enforced by management. - Drug and alcohol testing to be carried out periodically at random and with cause on Collins operatives. - Any defective or damaged plant/equipment must be taken out of operation until it has been repaired by a competent person. - A second person must not be carried in machinery unless an additional seat is fitted.					- Safe use and maintenance of mirrors and reversing cameras. - Toolbox Talks and adequate information to be provided by management. - Utilise task lighting when applicable. - Segregation of plant/operations and ground personnel. - Provide and maintain suitable haulage routes. - Adequate signs to be in place. - Safe working load (SWL) must be complied with. - All site plant must have a fitted working amber beacon when operating on site. Any other vehicles are to have their hazards flashing when driving around site. - Where fitted seatbelts are to be worn at all times. - Failure in the employees' duties will result in disciplinary action. - Appropriate PPE to be worn at all times.			

STEP 1 Identify the **Likelihood** rating of the risk materialising, using the table below:

Numerical Rating	Probability	Description
0	Impossible	i.e. cannot happen under any circumstances
1	Almost impossible	i.e. possible only under extreme conditions
2	Highly Unlikely	i.e. though conceivable
3	Unlikely	i.e. but could happen
4	Possible	i.e. but unusual
5	Even Chance	i.e. could happen

STEP 2 Identify the **Consequence** rating if the risk should materialise, using the

Numerical Rating	Consequence
0	No Injury
1	Minor First Aid Injury
2	Break Bone or Minor Illness (Temporary)
3	Break Bone or Minor Illness (Permanent)
4	Loss of a limb, eye, serious illness
5	Fatality

STEP 3 the **Likelihood** and **Consequence** ratings together to give the risk rating. Using the risk rating and the action table detailed below, determine what further action needs to be taken to reduce the risk to an acceptable level.

Risk Rating	Action to be Taken
16-25	Stop work until control measures reduce the risk rating to an acceptable level
6-15	Introduce control measures to reduce risk as low as reasonably practicable
0-5	No action required risk broadly acceptable

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HAZARDS	PERSONS AFFECTED & LIKELY HARM	RISK			ADDITIONAL CONTROL MEASURES	RESIDUAL RISK		
		L	S	R		L	S	R
Overturning of machine	Operator, other workers, sub-contractors, visitors, general public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death.	4	5	20 HIGH	ELIMINATE – Not practical for this project REDUCE Only the amount of plant required to carry these works out are to be used on this project at any time. ISOLATE Where practical work area is to be segregated by physical barriers and signage. CONTROL Only trained operatives are to operate machinery on site. Collins representative will carry out daily inspections of the site reporting any defects to the relevant department to be rectified. Any defective plant is to be taken out of use until it has been signed off as repaired by an appropriately trained Collins service engineer. Plant and equipment are only to be operated in a manner that they are designed for and should not be operated outside of these parameters. Ground conditions are to be monitored throughout the project where required, boards are to be placed on the ground. All excavations are to have safe access and egress to them with a graded ramp in and out. All shear edges are to have bunding or appropriate fencing around them to prevent plant and machinery from toppling in. Any drop off point of excavations must have a bunding or stop blocks in place to prevent plant and machinery from reversing fully in to the excavation. Plant and equipment to be parked on suitable flat ground, engine switched off and the parking brake on. So far as is reasonably practicable, sharp bends, blind spots and steep gradients being to be eliminated. When visibility is poor, a suitably trained Banksman is to be in place to aid in the reversing operation. Any excavation over 2m in depth should have a suitable barrier consisting of guard rails. Toe boards should be provided around the surface of the works (Principal Contractor to supply fencing where needed). Adequate additional lighting to be in place around any excavations (supplied by the Principal Contractor). If carrying out lifting duty's with an excavator lift plans are to be in place and pasted of by the company AP. All operatives involved in the lift must be fully trained and competent. PERSONAL PROTECTIVE EQUIPMENT	1	5	5 LOW

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					Roll-over-protection-system (ROPS) and seat belts to be used. Seat belts are to be worn at all times when operators plant and equipment where fitted. DISCIPLINE Any one not following this document or company process, the Collins Disciplinary policy will be followed.			
Collision with other plant, vehicles, persons on foot or fixed structures	Operator, other workers, sub-contractors, visitors, general public - minor injuries, scrapes, breaks possibly leading to death. Environmental impact	3	5	15 MED	ELIMINATE – Not fully achievable due to the works and the need of plant operating on this project. No persons are to be on foot in the work area while demolition is in progress, exclusion zones are to be in place and managed. REDUCE The number of plant and equipment on this project is to be kept to a minimum, any plant not in use or off hired is to be removed immediately. Where practical physical barriers are to be used to segregate works. ISOLATE In the event of a unauthorised person entering the work area STOP, STOP, STOP will be called over the radio and all plant and equipment is to be made safe until the issue has be resolved. Traffic routes, loading and storage areas need to be well designed with enforced speed limits, good visibility and the separation of vehicles and pedestrians where so far as is reasonably practicable. Area is to be set out for the Adblue, COSHH cube and diesel bowsers to be placed, where so far as is reasonably practicable this should be a fenced compound. CONTROL Sufficient distance between haul routes, other activities, walkways and structures. Provision of a traffic management plan with passing arrangements in place. Banksman to be utilised when operating near fixed structures, haul routes or walkways. Where visibility is impaired tow way radios are to be used to communicate between the operator and banks person. Audible warning is fixed and operational on all plant. Restricted access to the demolition area. All excavations are to have safe access and egress with a graded ramp in and out. All shear edges are to have bunding or fencing around them to prevent plant and machinery from toppling in. Any drop off point of excavations must have bunding or stop blocks in place to prevent plant and machinery from reversing fully in to the excavation. Ground is to be suitable for the plant operating, where needed boards are to be placed on the ground. Plant and equipment to be parked on suitable flat ground with the engine switched of and the parking brake on.	1	5	5 LOW

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					So far as is reasonably practicable, sharp bends, blind spots and steep gradients are to be eliminated. When visibility is poor, a suitably trained Banksman is to be in place to aid in the reversing operation. PERSONAL PROTECTIVE EQUIPMENT Mandatory PPE is to be worn at all times, high visibility vest, hard hat, gloves and glasses when in the demolition area. Roll-over-protection-system (ROPS) and seat belts to be used. Seat belts are to be worn at all times when operators plant and equipment were fitted DISCIPLINE Any one not following this document or company process, the Collins Disciplinary Policy will be followed.			
Contact with services in the building and underground	Operator, other workers, sub-contractors - severe injuries from burns, respiratory injuries, electric shock possibly leading to death	5	5	20 HIGH	ELIMINATE Arrange for disconnection of electrical service wherever possible. Physical and documented proof is to be obtained before works commence. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE Where cut off cannot be achieved, services are to be isolated and the main area of entry to the site segregated from the main stream of works. This will be done by physical barriers and signage highlighting the hazards associated. All operatives will be told and shown the area at induction stage before works can commence on the site. Periodical check on the area will be carried out throughout the works. CONTROL Awareness, supervision and training. Obtain plans on locations of electrical services from client. All remaining live services to be clearly marked up using road marking spray paint. Use drawings and information from the Pre-Construction Information Pack (PCIP). Any metalwork that could be made live by a leak of electricity should be earthed. Where possible cable avoidance tools to be used to locate services. Permit to work systems will be used for live systems and any equipment that has been made dead. If conductors are found to be live work must stop until the power is disconnected by a competent person (not just turned off). All services to be assumed "live" until proven otherwise. Suitable fire extinguishers must be available for the duration of the operation	1	5	5 LOW

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					CAT scan the area and mark out any services where Collins operations are going to take place. Avoid the use a hand-held power tool or mechanical excavator within 0.5 m of a known cable or other utility. PERSONAL PROTECTIVE EQUIPMENT Hand dig, using a round edged spade or shovel. A pick may be used with care to free large sections of stone. A fork or other pointed instrument shall never be used. DISCIPLINE Any one not following this document or company process, the Collins Disciplinary policy will be followed.			
Falling debris	Operator, other workers, sub-contractors, visitors, general public - minor injuries scrapes, knocks, broken bones, cuts possibly leading to death	4	5	20 HIGH	ELIMINATE Works are to be carried out in such a way that all materials are secured before carrying out their removal. However, this will not always be practical throughout the demolition of the structure. Further controls are documented below. REDUCE Dust suppression will be used throughout the demolition phase of the project ISOLATE EXCLUSION/DROP ZONE: Erect physical barriers and warning signs around / below area of works. CONTROL In the event that a structure is not behaving in the manner it was planned during demolishment the operation will be stopped and the work method re assessed. In the event of an unauthorised person entering the work area STOP, STOP, STOP will be called over the radio and all plant and equipment is to be made safe until the issue has been resolved. Banksman will use two-way radios to keep in constant communication with the plant operator during the demolition phase. Machines have highly reinforced cabs. Foot traffic is to be kept to a minimum on site with pedestrians keeping adequate distance away. Warning signage to be located on plant stating the dangers and for acknowledgement to be obtained before approaching. Any building in risk of collapse prior or during demolition will be treated as high priority and demolished in a controlled manner. Travel and operations on gradients must be controlled to ensure machine stability.	1	5	5 LOW

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					Where neighbouring buildings are located close to the works, debris netting will be placed around the perimeter of the works to contain materials. PERSONAL PROTECTIVE EQUIPMENT Mandatory PPE is to be worn at all times, high visibility vest, hard hat, gloves and glasses when in the demolition area. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Premature collapse of part or all of structure	Operator, other workers, sub-contractors, visitors, general public - minor injuries scrapes, knocks, broken bones, cuts possibly leading to death	5	5	25 HIGH	ELIMINATE Works are to be carried out in such a way that all materials are secured before carrying out their removal. However, this will not always be practical though out the demolition of the structure. Further controls are documented below. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE EXCLUSION/DROP ZONE: Erect physical barriers and warning signs around / below area of works. CONTROL In the event that a structure is not behaving in the manner it was planned during demolishment the operation will be stopped and the work method re assessed. In the event of an unauthorised person entering the work area STOP, STOP, STOP will be called over the radio and all plant and equipment is to be made safe until the issue has been resolved. Site supervisor and machine operator to carry out walk around survey of the structure to assess the stability. Advice will be obtained from a competent person if the site operatives are not sure of building and or structures construction. To minimise the risk of overloading, the floor materials will need to be cleared on a regular basis, works will be stopped and the materials cleared from the floor into safety exclusions zones below. Ensure through good supervision that the work is being carried out according to the method statement. All works are carried out in compliance with 'BS6187:2011 Code of Practice for Demolition' and industry best practice as details in NFDC (National Federation of Demolition Contractors) guidance notes. Each structure is naturally divided into structural bays. These bays are determined by any load bearing element of the structure i.e., upright columns, structural walls/rooms etc. Some areas of the structure will require demolition by hand, any issues the works will stop and the site manager notified to re assess.	1	5	5 LOW

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					PERSONAL PROTECTIVE EQUIPMENT Mandatory PPE is to be worn at all times, high visibility vest, hard hat, gloves and glasses when in the demolition area.			
					DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Projectiles	Operator, other workers, sub-contractors, visitors, general public - minor injuries scrapes, knocks, broken bones, eye damage, cuts possibly leading to death	4	5	20 HIGH	ELIMINATE All projectiles are to be eliminated where practical this will not always be practical throughout the demolition of the structure. Further controls are documented below. REDUCE - Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE EXCLUSION ZONE: Erect physical barriers and warning signs around / below area of works. The operative must ensure that the work area has adequate ventilation for the task at hand. Dust suppression will be used throughout the demolition phase of the project. CONTROL Plant and equipment are only to be operated in a manner that they are designed for and should not be operated outside of these parameters. PERSONAL PROTECTIVE EQUIPMENT The appropriate eye protection will be worn for the task been carried out, operatives carrying out abrasive wheel work must wear high impacted graded eye protection in line with BS EN 166B. DISCIPLINE Any one not following this document or company process, the Collins Disciplinary Policy will be followed.	1	5	5 LOW
Sharp objects	Operator, other workers, sub-contractors, visitors, general public - Cuts or needle-stick (puncture) injuries. Injection of (unknown toxic or otherwise harmful material into the	4	4	16 HIGH	ELIMINATE All sharp edges are to be eliminated where practical this will not always be practical throughout the demolition of the structure. Further controls are documented below. REDUCE Sharps such as nails, screws in timber are to be removed/bent over to prevent injury.	1	4	4 LOW

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	body from hypodermic needles or other contaminated sharps. Possible poisoning or infection with the HIV, Hepatitis A, B & C viruses or Tetanus. Psychological trauma due to the fear of poisoning or infection				Where practical glass windows will be removed whole taking the beading out and using glass carriers to remove safely. ISOLATE Awareness, supervision and training. Hypodermic syringes and needles must only be picked up by the operative using debris sticks. Do not pass sharps from one operative to another. All sharps must be placed in a rigid container that is puncture and leak proof even if dropped or knocked over (cardboard is not acceptable). When placed in the container the sharps must be inserted with the tip or sharp edge facing downwards. The container must never be filled more than 75%. When the container is filled to the maximum level permissible, it must be taped shut and labelled "DANGER CONTAMINATED SHARPS". It must then be placed in a sealed yellow bag and again marked with the same warning. CONTROL Manual handling of material is to be kept to a minimum and carried mostly with machines where practical Do not mix with other waste materials, clinical waste must be disposed of by incineration. All operatives should be vaccinated against Hepatitis A & B and Tetanus. Any operative showing signs of distress due to an injury sustained as a result of handling sharps should be removed from the workplace given medical attention and offered suitable counselling. PERSONAL PROTECTIVE EQUIPMENT The appropriate gloves (high puncher/cut factor protection) will be worn for the materials been handled. Shorts are not permitted to be worn on site; appropriate clothing is to be worn. When breaking out glass, gauntlet gloves are to be used DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Vibration	Operator - Whole body vibration: Nausea - Vomiting - abdominal pain - symptom checker. Loss of appetite, diarrhoea, tiredness. HAV hand arm vibration, numbness of the extremities, whitening of the fingers, loss of grip, pins and needles	2	3	6 MED	ELIMINATE The use of vibration from the use of equipment will be eliminated where practical and alternative methods used. However, this will not always be practical though out the demolition of the structure. Further controls are documented below. REDUCE	1	3	3 LOW

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					Where practical all breaking of materials will be carried out by the use of a d rig with a breaker attachment. All work task which requires the use of vibration emitting hand tools with have a HAVs risk assessment carried out on site. When required Job rotation is to be implemented for works using hand held power tools. ISOLATE Not aways Practical for all works on this project however this is controlled by the methods in this section. CONTROL Equipment is well maintained to avoid excessive vibration. Vibration damping seats come as standard on plant. Operatives are training to see the symptoms of WBV (Whole Body Vibration). Use a minimum strength hand grip that still allows the safe operation of the tool or process. Rest the tool on the work piece whenever practical HAV (Hand Arm Vibration). Do not use faulty tools. Maintain tools properly. Tools that are worn, blunt or out of alignment will vibrate more. Consult a doctor at the first sign of vibration disease and ask about the possibility of changing to a job with less exposure. When using hand tools monitoring of exposure is to take place and documented, with job rotation/rest breaks in place when required. Periodic checks by HSEQ Team using dosimeters/whole body vibration mats. PERSONAL PROTECTIVE EQUIPMENT Wear sufficient clothing, including gloves, to keep warm. Anti vibration specification gloves are to be used when using any vibration emitting tools DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Unauthorised use of machinery	Operator, other workers, sub-contractors, visitors, general public - minor injuries, knocks bangs, scrapes possibly leading to death	3	5	15 HIGH	ELIMINATE All plant is to be kept locked and the keys are to be kept secure when plant is not in use. Keys to be removed while machine is unattended. Keys and dead-man to be removed at the end of each working shift and stored in an allocated area. REDUCE Site security, with a minimum of secure fencing to be in place.	1	5	5 LOW

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					ISOLATE Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL No untrained operatives are to operate plant and equipment. Spot checks to be carried out by the health and safety team on operator qualifications on site audits. Machines to be parked overnight in sight of security. In the absence of security personnel, cab guards to be used if supplied with machine. Keys to be distributed to trained and competent personnel only. PERSONAL PROTECTIVE EQUIPMENT N/A DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed. Any trespassers accessing plant and equipment the emergency services will be called and the issue reported.			
Noise emission	Operator, other workers, sub-contractors, visitors, general public - minor to serious injuries, tinnitus, loss of hearing which could be temporary/permanent	2	3	6 MED	ELIMINATE The use of noise emitting equipment will be eliminated where practical and alternative methods used. However, this will not always be practical though out the demolition of the structure. Further controls are documented below. REDUCE Where practice noise emitting works will be contained and segregated from the main work forces. This can be achieved by the use of fencing and sound dampening matts. ISOLATE Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL Plant and equipment cabs designed to minimise the amount of noise exposure to the operator. CDL is responsible for identifying local noise-sensitive properties and supply them with advance warning including a contact number for registering complaints during works. CDL is responsible for assessment potential noise impacts and select noise control measures in accordance with British Standard BS5228 and the technical advice above. All plant and equipment are maintained and serviced on a regular basis. PERSONAL PROTECTIVE EQUIPMENT	1	3	3 LOW

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					When using hand held power tools the manufactures instructions are to be followed and the mandatory ear protection as required. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Spill of hazardous substances	Operator, other workers, sub-contractors, environment impact - minor burns, sickness, inhalation leading to respiratory problems and/or possible death.	2	5	10 MED	ELIMINATE The use of hazards subsistence's will be eliminated where practical and substituted for non or les hazards substances where practical. However, this will not always be practical throughout the demolition of the structure. Further controls are documented below. REDUCE The use of hazardous substances will be eliminated where practical and substituted for non or less hazardous substances where practical. ISOLATE Diesel bowsers have double bunded tanks. Spill kits are available with adequate materials for dealing with a spill and disposing of the COSHH waste correctly. CONTROL Reporting procedure is in place for any faults with the equipment. Fuelling and servicing operations to be carried out in specified areas away from watercourses. COSHH cubes are used for storing chemicals on site, these are bunded to capture any spills. With a padlock to prevent unauthorised access. Operatives are aware of the COSHH assessments and material data safety sheets (MSDS) and where to obtain them in the event of a spill. Fenced off area is to be agreed with the Principal Contractor for the storage of the COSHH cube, Adblue and for the bowsers to be parked up at night. Bowsers are to be kept in a safe place away from high vehicle activity to prevent collision. Fuelling and servicing operations to be carried out in specified areas away from watercourses. PERSONAL PROTECTIVE EQUIPMENT When refuelling goggles, rubber gloves are to be warn at all times. When using other chemicals, the date and COSHH sheet are to be reviewed and any further control measures including PPE are to be followed. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed	1	5	5 LOW

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Dust (Silica, non-silica and wood dust / Fumes	Operator, other workers, sub-contractors - respiratory illness / occupational disease possibly leading to death	2	5	10 MED	ELIMINATE Dust will be eliminated where practical by using water suppression and the effectiveness of this monitored by the site management team throughout the works. However, this will not always be practical throughout the demolition of the structure. Further controls are documented below. REDUCE Water suppression will be used on area been worked in the form of a dust boss. Water suppression used when required in the form of a tractor and bowser, spreading water over the area. Where practical hoovers will be used to clear away however when this is not achievable and the area requires sweeping up hand held pumps are to be used to dampen down before commencing CONTROL Water suppression will be used on area been worked in the form of a dust boss. Water suppression used when required in the form of a tractor and bowser, spreading water over the area. In dry periods, operatives are encouraged to keep all windows closed when operating plant. Operatives working near the lime/cement tankers are to wear overalls. No chemicals are to be used in a confined space; most operations are carried out in a well-ventilated area. Any operatives with concerns can report these to their supervisor/manager. Any plant/equipment producing fumes must be vented to atmosphere. Site manager will monitor throughout the workings and assess if powered ventilation is required for the works. If cutting wood local extraction must be used this can be part of the equipment or a separate unit. When sweeping up hand held pumps are to be used to dampen down the area before sweeping. PERSONAL PROTECTIVE EQUIPMENT FFP 3 masks are to be worn that are suitable for the individual task, this will be determined in a task specific risk assessment. Any operative wearing a mask must be clean shaven and have an in-date mask face fit test. DISCIPLINE	1	5	5 LOW

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					Anyone not following this document or company process, the Collins Disciplinary Policy will be followed			
Exposure to micro organisms, fungus	Operator, other workers, sub-contractors - respiratory illness / occupational disease possibly leading to death	4	5	20 HIGH	ELIMINATE This is not always practical to eliminate this on projects. REDUCE In the event this is present in the work area exposure is to be reduced and further controls put into place. CONTROL Changing overalls before breaks, not to be worn in the canteen area and disposed of in the correct manner. Damping down suspect areas with hand held water pumps. Keep a good flow of clean air keeping the work area well ventilated, if this is not possible powered ventilation may be required. PERSONAL PROTECTIVE EQUIPMENT Full use of PPE including disposable overalls and FFP 3 masks are to be worn that are suitable for the individual task, this will be determined in a task specific risk assessment. Any operative wearing a mask must be clean shaven and have a in date mask precipice face fit test. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	5	5 LOW
Falling from height	Operatives - serious injuries, breaks, fractures, head injuries possibly leading to death	4	5	20 HIGH	ELIMINATE Working at height will be eliminated where practical and works carried out on the ground. Most of the works will be carried out by machine and materials from the structure brought to the ground. However, during the fit-out stage this may not be practical further control measures will be implemented. REDUCE Not aways practical for all works on this project however this is controlled by the methods in this section. ISOLATE There is no requirement on this project to enter any fragile structures if these are found to be present on site, they will be isolated and signage displayed warning of the hazards. CONTROL	1	5	5 LOW

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					All operatives carrying out works at height must be trained and competent. All works will be supervised by a qualified competent supervisor. 3 points of contact on machine at all times when entering and examining. Plant and equipment are to be cleaned at the start or end of each shift making sure access steps are free from debris. All access/working plant forms are to be used as per the manufacturer's instructions and not SWL. These must be erected by a trained and competent person with checks carried out and documented. Any damage or faults are to be highlighted and resolved immediately with the equipment isolated and taken out of use. Thorough examination of harness and lanyards will be carried out by a competent 3rd party every 6 months. Immobilise machine before undertaking works on top of machine. Use other aids where practicably possible to complete lengthy operations. Refrain from this work in inclement weather. Any leading edges/staircases/openings are to be secured and signs erected to prevent unauthorised access. All excavations are to have safe access and egress to them with a graded ramp in and out. All shear edges are to have bunding and or fencing around them to prevent plant and machinery from toppling in. CDL will supply adequate lighting in key areas of the site. PERSONAL PROTECTIVE EQUIPMENT When in cherry pickers, harness and lanyards must be worn at all times. Suitable safety boots are to be worn correctly and laced up, with good soles and grip. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Fragile structures	Operatives - serious injuries, breaks, fractures, head injuries possibly leading to death	4	5	25 HIGH	ELIMINATE Not always practical for all works on this project however this is controlled by the methods in this section. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE There is no requirement on this project to enter any fragile structures if these are found to be present on site, they will be isolated and signage displayed warning of the hazards. CONTROL	1	5	5 LOW

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					Inspection: If remote inspection is not possible then access to the roof must be planned and any risks must be assessed and appropriate action taken to reduce the dangers. If a fall protection system is already installed, ensure that the system has been maintained and inspected properly and that only trained and competent people use the system. Where there are any fragile areas, these need to be marked and secured to prevent entry. PERSONAL PROTECTIVE EQUIPMENT When in cherry pickers, harness and lanyards must be worn at all times. Suitable safety boots are to be worn correctly and laced up, with good soles and grip. These must be well maintained and in good condition. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Heavy items poor manual handling	Collins operatives - pulls, strains, torn ligaments break injuries to upper and lower back, slipped disc and hernias	4	3	12 MED	ELIMINATE Manual handling will be eliminated where practical with the use of mechanical means. In some areas of the works this will not be achievable and the following controls will be required to be followed. REDUCE Materials and equipment are to be delivered as close to the work area as possible to reduce the amount of manual handing required for the task. Equipment like sack barrows, wheel barriers are to be used where practical. ISOLATE – Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL All operatives are to assess the load before moving it - TILE (Task, Individual, Load, Environment). No operative is to lift above their individual capability. Where lifting aids cannot be used and it is possible to break the load down this is to be done. Where a load cannot be split down operatives are to conduct a team lift with another individual, when lift is not in their individual capability. Manual lifting of large items where so far as is reasonably practicable in adverse weather conditions. PERSONAL PROTECTIVE EQUIPMENT Suitable gloves are to be worn when manual handling these must give adequate grip. Safety boots are to be worn correctly and laced up, with good soles and grip These must be well maintained and in good condition. DISCIPLINE	1	3	3 LOW

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					Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Fire / explosion	Collins operatives, other workers, sub-contractors, visitors, general public - serious impact injuries, burns possibly leading to death	4	5	20 HIGH	ELIMINATE No smoking in any Collins plant, equipment or vehicles. No smoking in the work areas on in the designated smoking areas. REDUCE Flammable liquids are to be substitutes where practical for non-hazards non-flammable substitutes where practical. ISOLATE Flammable liquids are kept locked in a COSHH cube on site. Combustible materials kept away from the refuelling station. EXCLUSION ZONE: Erect physical barriers and warning signs around / below area of works. The operative must ensure that the work area has adequate ventilation for the task at hand. CONTROL Hot works permits are to be issued by the site manager, this will involve the operatives having fire warden training and the appropriate firefighting equipment near to the works during the operation. All hot works are to be complete 2 hours before the end of the shift with a constant fire watch during this period. Site security, with a minimum of secure fencing to be in place. Waste is to be kept in separate locked receptacles. Spread sand to area below cutting area if permissible. To reduce the risk of an uncontrolled fire no hot works must be undertaken within one hour of lunch or of the shift ending. Ensure permit is signed off. Good level of housekeeping in and around site, all COSHH waste is to be disposed of correctly. All cutting equipment i.e. guns, bottles to be fitted with correct safety valves and flash back arrestors. All full and empty gas bottles to be stored in a safe area, preferably within a secure compound. Propane to be separated from oxygen by a minimum of 3 metres. No storage of bottles within the immediate boundary of any site. Equipment to be shut down / isolated prior to starting refuelling operation. Switch off the engine and apply the parking brake before leaving the vehicle cab. Alert the site manager immediately in the event of a large spillage. Operation of mobile phones is not allowed when refuelling. Any issues are to be reported to the site manager immediately Adequate firefighting equipment is to be available.	1	5	5 LOW

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					Adequately trained and competent fire marshals/wardens are to be present on site during all works. PERSONAL PROTECTIVE EQUIPMENT Ensure that fire extinguishers are provided are close to hand at the works area. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Slips trips and falls	Operator, other workers, sub-contractors, visitors, general Public - minor injuries, scrapes, knocks, broken bones and cuts	4	4	16 HIGH	ELIMINATE Not always practical for all works on this project however this is controlled by the methods in this section. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE Not always Practical for all works on this project however this is controlled by the methods in this section. CONTROL CDL will supply and maintaining safe access and egress to site and around site. 3 points of contact on machine at all times when entering and examining. Plant and equipment are to be cleaned at the start or end of each shift making sure access steps are free from debris. Immobilise machine before undertaking works on top of machine. All excavations are to have safe access and egress to them with a graded ramp in and out. All shear edges are to have bunding and or fencing around them to prevent plant and machinery from toppling in. Principal Contractor is to supply adequate lighting in key areas of the site. Good standard of housekeeping is to be maintained on site. Any issues reported to the Principal Contractor. PERSONAL PROTECTIVE EQUIPMENT Individuals are responsible for maintaining their Personal Protection Equipment (PPE) if they require new PPE, they must inform the Collins supervisor/site manager for replacements DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	4	4 LOW

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Poor hygiene	Operator, other workers, sub-contractors, visitor's – sickness, skin conditions, disease (leptospirosis)	4	4	16 HIGH	ELIMINATE There should be no for any operative on site to have poor hygiene or work in an environment where this is allowed. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL CDL are responsible for suitable adequate welfare for Collins operatives, this includes toilets, washing facilities including, clean hot and cold, or warm, running water; soap or other suitable means of cleaning; towels or other suitable means of drying; and showers, where the nature of work is particularly dirty or there is a need to decontaminate. Dry room, running water, rest areas. These will also be maintained and monitored by the Principal Contractor. Supervisor/managers are to brief the operatives on keeping the facilities clean. PERSONAL PROTECTIVE EQUIPMENT Site and task precipice PPE is to be worn at all times be kept in good condition. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	4	4 LOW
Excess water	Operator, other workers, sub-contractors, visitors, general public - could lead to spread of viruses/disease, drowning leading to death	4	5	20 HIGH	ELIMINATE Not always practical for all works on this project however this is controlled by the methods in this section. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE Site water is to be contained within site and not allowed to leave by entering drains, water courses etc. CONTROL Water is to be managed at a site level, if this becomes a further issue a separate water management plan will be carried out. Excess water on site is to be managed with the use of bowsters and pumps to eliminate the water and dispose of in a pre-agreed location with the Principal Contractor. Where natural water course are present A top water management plan will highlight controls required	1	5	5 LOW

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					PERSONAL PROTECTIVE EQUIPMENT Waterproof coats, leggings and steel toe cap wellingtons are to be worn.			
					DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Inclement Weather	Operator, other workers, sub-contractors, visitors, general public – symptoms of cold/flu, hypothermia, breaks	3	5	15 MED	ELIMINATE Not always practical for all works on this project however this is controlled by the methods in this section. REDUCE Collins site team will monitor the weather and effects this has on the works been carried out. In the event the decision will be made to stop works at a site level if this is not documented in the task specific documentation. ISOLATE Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL Winter Personal Protective Equipment supplied (thermal hat liners, coats, gloves) as required for Collins operatives. CDL will supply adequate welfare for Collins operatives, this includes toilets, washing facilities including, clean hot and cold, or warm, running water; soap or other suitable means of cleaning; towels or other suitable means of drying; and showers where the nature of work is particularly dirty or there is a need to decontaminate, dry room, running water, rest areas. These will also be maintained and monitored by the Principal Contractor. If gritting is required around the Collins compound, Collins site supervisor is to liaise with the Principal Contractor to arrange this. Waterproof coats, leggings and wellingtons are to be made available to Collins operatives as required. PERSONAL PROTECTIVE EQUIPMENT Waterproof coats, leggings and steel toe cap wellingtons are to be worn. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	5	5 LOW

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Fouling of the road surfaces	Operator, other workers, sub-contractors, visitors, general public – slipping, skidding of vehicles leading to serious injury	3	4	12 MED	ELIMINATE CDL are responsible for monitoring and managing the condition of the roads external to the site. Where practical wheels will be cleaned before exiting the site, this can be done by jet wash or wheel wash for example. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL Collins supervisors/managers should arrange for wheel/track cleaning facilities where necessary. Any concerns or issues will be highlighted to the Principal Contractor. PERSONAL PROTECTIVE EQUIPMENT DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	4	4 LOW
Hazardous substances	Operator, other workers, sub-contractors - long term disease, Mesothelioma, lung cancer leading to possible death	4	5	20 HIGH	ELIMINATE Substances hazards to health will be eliminated where practical for non/less hazardous. REDUCE Not always practical for all works on this project however where practical for non/less hazardous will be used. ISOLATE Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL Demolition survey will be carried out before works commencing, this will highlight any area containing asbestos. All areas will be highlighted in the site induction that contain asbestos to all attending the site. These areas will have the appropriate warning signage displayed. Collins operatives are trained on UKATA asbestos awareness. Only fully trained and competent persons can work with asbestos, if this require removing it will be documented in a separate methodology. Licensed works can only be carried out by a licenced company fully trained licensed asbestos operatives.	1	5	5 LOW

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					If unknown substances are found during demolition all work will stop and the Principal Contractor be made aware, works will commence once the integrity of the substance has been identified and the appropriate action taken. All chemicals used are to have a COSHH assessment carried out and accompanied by a material safety data sheet (MSDS). Collins operatives will be made aware of these documents and control measures as well as where to find them if required. PERSONAL PROTECTIVE EQUIPMENT The appropriate PPE is to be worn as documented on the COSHH and dater sheets for the substance. DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Overhead services	Operator, other workers, sub-contractors - electric shock leading to respiratory problems, muscle convulsions, arrhythmia of the heart leading to possible death	4	5	20 HIGH	ELIMINATE If overheads are present the utility provider should be contacted and the utility diverted. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL CDL are responsible for contacting the utility supplier for details of supply. If not practical, the steps below are to be taken. Marking out the GS6 area must be conducted by a competent person. This must consist of advance warning signs of voltage, high (height specified by the electrical company) from ground level of the cabs, crossing to be illuminated if working after dark. All operatives are to be briefed on the details of the GS6 before working in the area. Access routes are to be level, firm and well maintained to prevent tilting of plant once under the area. If lighting is required it should be placed at ground level shining up to the cables. CDL will maintaining the GS6 barriers, signs, ground conditions etc. Access crossings are to be kept to a minimum. If working under the GS6 plant being used to excavate should not be able to reach the overhead services. PERSONAL PROTECTIVE EQUIPMENT Not always Practical for all works on this project however this is controlled by the methods in this section.	1	5	5 LOW

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					DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.			
Use of hand tools	Operator, other workers, sub-contractors - minor injuries from scrapes, cuts, eye injuries from projectiles to serious cuts, lacerations and amputation of limbs	4	4	16 HIGH	ELIMINATE Not always practical for all works on this project however this is controlled by the methods in this section. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE Not always practical for all works on this project however this is controlled by the methods in this section. CONTROL Hand tools to be inspected by the operative before use. All power tools are to have guarding around moving parts where so far as is reasonably practical. No loose clothing is to be worn when operating tools that have rotary parts. Hand tools are to be maintained and kept in a good condition Impacted tools such as dif pins, wedges and cold chisels are to be kept in a good condition and free from mushroomed head. Tools are to be of a good quality and made of a suitable material. The correct tool for the job must be used. Tools are to be stored in a safe dry place. Tools are to be kept clean and dry with handles free from oil All portable power tools are to have an in date Portable Appliance Test (PAT). PERSONAL PROTECTIVE EQUIPMENT Mandatory PPE is to be worn at all times, High visibility vest, hard hat, gloves and glasses when in the demolition area. FFP 3 masks are to be worn that are suitable for the individual task, this will be determined in a task specific risk assessment. Any operative wearing a mask must be clean shaven and have a in date mask precipice face fit test DISCIPLINE Anyone not following this document or company process, the Collins Disciplinary Policy will be followed.	1	4	4 LOW

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Members of the public gaining access to site	Operator, other workers, sub-contractors, visitors, general public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death	4	5	20 HIGH	ELIMINATE Not always practical for all works on this project however this is controlled by the methods in this section. REDUCE Not always practical for all works on this project however this is controlled by the methods in this section. ISOLATE Site will be made secured by CDL this will be achieved by fencing and the use of CCTV. Fencing checks are to be carried out and documented on a weekly basis any repairs to the fence line carried out immediately. CONTROL Suitable signage will be displayed around the perimeter of the site highlighting the hazards and that no unauthorised access is permitted. Letter drops to neighbouring property's/business explaining the work been carried out and issuing contact details for the site in the event of any issues. PERSONAL PROTECTIVE EQUIPMENT DISCIPLINE Any issues with unauthorised access will be managed with by the site team and the authorities notified immediately.	1	5	5 LOW
Aggressive behaviour	Operator, other workers, sub-contractors, visitors, general public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death	4	5	20 HIGH	ELIMINATE Not always practical for all works on this project however this is controlled by the methods in this section. REDUCE Reduce the interaction, disturbance/incidence to the general public/neighbouring businesses. ISOLATE CONTROL Management / Security Staff Vigilance / Supervision / Intervention. Unsuitable staff are filtered out through selection, training and induction procedures. During formal and on-the-job training, recruits are taught to be non-confrontational in approach. Various styles and techniques involving courtesy, politeness, being firm but fair, smiling and helpful are drilled into staff. Continual on-the-job monitoring of individual performance is carried out. Operatives are trained to be non-provocative, and to let the supervisors/managers handle difficult customers.	1	5	5 LOW

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					PERSONAL PROTECTIVE EQUIPMENT Not always practical for all works on this project however this is controlled by the methods in this section.			
					DISCIPLINE Any one not following this document or company process, the Collins Disciplinary Policy will be followed Any aggressive behaviour or violence at work will be managed with by the site team and the authorities notified immediately.			
Unauthorised access to site	General public - minor scrapes to serious breaks, head injuries, crushing injuries possibly leading to death	4	5	20 HIGH	ELIMINATE Due to the site location this is not practical, however the hazard should be reduced by the control measures documented in this section.			
					REDUCE Due to the site location this is not practical, however the hazard should be reduced by the control measures documented in this section.			
					ISOLATE Solid fencing system will be erected and secured around the site; this will be checked on a weekly basis for any defects. This will be erected as per the manufacture's specification. Signage will be placed around the site highlighting the hazards and dangers of the site, there will also be a board with contact details on for the site management team for any issues to be raised by the general public.	1	5	5 LOW
					CONTROL CCTV will be erected around the site to monitor out of hours.			
					PERSONAL PROTECTIVE EQUIPMENT N/A			
					DISCIPLINE Any trespassers accessing plant and equipment the emergency services will be called and the issue reported			

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APPENDIX 8 – PAPERWORK SAMPLES

8.1 Daily Briefing Sheets (Sample)

Task/Activity Details

No.	Supervisors Feedback	Yes	No
1.	Have you brought your team together at their workplace?		
2.	Is every member of your work team fit for work?		
3.	Have you briefed your work team on risks and method statements?		
4.	Are you happy your team understands approved work methods?		
5.	Have you briefed your team on changes to the work or work areas?		
6.	Have you discussed any additional risks associated with changes?		
7.	Is there anyone nearby that could affect your safety or be affected by you?		
8.	Could the weather today affect your safety and have you discussed it with your team?		
9.	Were there any problems arising from your work yesterday?		
10.	Does everyone have all they need to carry out their jobs safely?		
11.	Is all your work equipment in a good condition?		
12.	Has your team any feedback on proposed work methods?		
13.	If there is any work at height, are safe access methods agreed?		
14.	Do your team feel they can complete their work today safely?		
15.	Have you carried out a check of the work area for hazardous materials prior to starting work?		
16.	Are all hazardous materials being stored correctly within your work area?		

Comments

Supervisors Declaration
Name: Signature: Date:

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8.2 TBT (Index)

Talk	Date	Date	Date	Date
Accident Prevention				
Drugs & Alcohol				
Live Services awaiting Termination and/or Disconnection				
COSHH				
Dust Generated through Work Practices				
Fire Precautions and Extinguishers				
Compressed Gas Cylinders – Specifically Oxygen				
Compressed Gas Cylinders – Specifically Propane				
Dermatitis				
Hand Arm Vibration Syndrome (HAVS)				
Banksman / Traffic Marshal				
Manual Handling				
Use of Demolition Attachments – including Change of Attachments				
Exclusion Zones				

Talk	Date	Date	Date	Date
Working with or off Scaffolding – Tube & Fitting				
Working with or off Tower Scaffolding				
Abrasive Wheels				
Personal Protective Equipment				
Weil's Disease & Leptospirosis				
Slips, Trips & Low Falls				

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8.3 Permit to Work (Sample)

Date Issued	General Permit No.	Location of Work	Brief Description of Work	Date Cancelled

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8.4 Hot Works Permit (Sample)

Proposed Activity Type					
Welding	☐	Soldering	☐	Braising	☐
Grinding	☐	Heat Treatment	☐	Hot Cutting	☐

SECTION A (To be completed by the nominated Collins Responsible Person)					
ISSUED TO:		(Person in charge of work & company name)			
		ISSUE DATE			
PERMIT VALID FROM (HOURS)		PERMIT VALID TO (HOURS)		PERMIT ISSUER SIGNATURE	

LOCATION AND BRIEF DESCRIPTION OF WORKS: (Attach Method Statement and Drawings)	
Method Statement Title/ Ref No.	

SECTION B (To be completed by the nominated Responsible Person)			
PRECAUTIONS TAKEN AND EQUIPMENT PROVIDED TO PROTECT AGAINST INCIDENT:			
General		Fire Precautions	
Appropriate PPE provided	☐	Sprinkler system/ fixed fire system in operation	☐
Qualified/Trained Operators to carry out work	☐	Sprinkler system isolated	☐
Mechanical Ventilation Provided	☐	Fire detection system- False alarms likely	☐
Area cordoned off and warning signs displayed	☐	Fire detection system isolated	☐
Flammable liquid containers removed/protected	☐	Escape routes available and clear	☐
Walls and floors suitably protected	☐	Means of sounding fire alarm at hand	☐
Vessels and lines isolated and purged free of flammable liquid.	☐	Fire Watch in place	☐
Area free of oxidizing material.	☐	Standby fireman in attendance throughout work	☐
Welding/Cutting/Bonding equipment correctly sited.	☐	Fire blankets available	☐
Earthing or Bonding correctly applied	☐	Flammable gas/vapours anticipated	☐

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Gas cylinders fitted with flashback arrestors	☐	Surrounding drains and sewers inspected and are safe.	☐
Surrounding areas notified of work taking place	☐		
If Sprinklers Isolated has Insurers approval been obtained		☐	
Fire Extinguisher types to be used			
Water	☐	CO ²	☐
Foam	☐	Powder	☐
Hose	☐	Other	☐
SECTION C (To be completed by person in charge of hot works)			
I have examined and understand the contents of this permit and attachments and confirm that work will be carried out in a safe manner in accordance with the conditions overleaf and any special conditions listed above.			
SIGNED:		NAME:	
EMPLOYED BY:		DATE:	
SECTION D (To be completed by the nominated Collins responsible person)			
Work Completed			
Time		Date	Signed
Area Checked for Smoldering Embers (30 minute check)			
Time		Date	Signed
Area Checked for Smoldering Embers (60 minute check)			
Time		Date	Signed
Permit Closed Out			
SIGNED:		NAME:	
EMPLOYED BY:		DATE:	

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8.5 Permit to Break Ground (Sample)

ADDRESS	
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SCOPE OF WORKS	
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ASSOCIATED RISK ASSESSMENT & METHOD STATEMENT REFERENCE NUMBERS	RA REF.	MS REF.
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THE DURATION OF THIS PERMIT MUST NOT EXCEED 7 DAYS

IF **NO** IS ANSWERED TO ANY OF THE ITEMS LISTED IN SECTION 1 & SECTION 3, ESCALATION TO THE SUPERVISOR OR MANAGER IS REQUIRED TO ENABLE FURTHER PLANNING AND IDENTIFY ADDITIONAL CONTROL MEASURES.

MONITOR THE WORKS THROUGHOUT THE VALIDITY PERIOD OF THIS PERMIT TO IDENTIFY ANY CHANGE. IF UPON REVIEW NO IS ANSWERED TO THE QUESTIONS BELOW STOP WORK AND ESCALATE TO A SUPERVISOR OR MANAGER.

SECTION 1 - GENERAL	YES	NO	NA
A CAT and Genny scan including trace of all relevant streetlamp columns has been completed? (Ensure CAT/ Genny trace is carried out in layers throughout the excavation)			
CAT Scanner name, model, serial number, calibration date?			
A check for Street furniture for example boundary boxes etc. and road scarring has been completed?			
All services are marked up, including the exclusion zone of 500mm for plant? (Never use mechanical plant or power tools within 500mm of a known service)			
Safe digging practices - can be adopted and protection of services maintained?			
Trial holes- can be undertaken to confirm the position of services?			
Services encased in concrete are isolated?			
Personal Protective Equipment (PPE)	YES	NO	
Minimum standard PPE is available and worn?			
Relevant personnel are wearing flame retardant clothing?			
All hand tools, stakes and marker pins shall be fully insulated for the protection of the user?			

SECTION 2 - UTILITY SERVICES PRESENT (Tick relevant boxes of known services present)					
ELECTRICITY	EXTRA HIGH VOLTAGE	☐	GAS	HIGH PRESSURE	☐
	HIGH VOLTAGE	☐		MEDIUM/ INTERMEDIATE PRESSURE	☐
	LOW VOLTAGE	☐		LOW PRESSURE	☐
WATER	TRUNK MAIN	☐	SEWER		☐
	MAIN	☐		COMMUNICATIONS	☐
	SERVICE	☐		DRAINAGE	☐
OTHER					

SECTION 2 - SIGN OFF & AUTHORISATION (Where escalation has been identified, Section 4 & 5 <u>MUST</u> be completed)	
ISSUER: (Team leader, Supervisor or Manager with specific training and authorisation)	
I confirm that works are safe to proceed in accordance with the control measures identified in this permit, and associated risk assessment and method statement.	

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Client: Wrenbridge LLP	CDL282MS	Version: 006

NAME		SIGN		DATE		TIME	
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ACCEPTER: <i>(Person in charge of works if issuer is not directly supervising. Acceptor or Issuer must remain present <u>at all times</u>)</i>							
I accept responsibility that work will be carried out in accordance with this permit associated risk assessment and method statement and that all persons under my control will comply.							
NAME		SIGN		DATE		TIME	

CANCELLATION – This permit is valid for 1 week from the open date !							
I confirm the area is safe and declare this permit cancelled.							
NAME		SIGN		DATE		TIME	

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Client: Wrenbridge LLP	CDL282MS	Version: 006

8.6 Temporary Works

Date of inspection	Description of temporary works and means of identification / location	Result of inspection	Next inspection due	Signed
	Heras fencing around perimeter of site			

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
Client: Wrenbridge LLP	CDL282MS	Version: 006

H&S Document Type	Method Statement, Risk & COSHH Assessments
Subject of Briefing	DEMOLITION PLAN
Person(s) Conducting Briefing	

When signing up to Collins Method Statement, you must state the Appendix number that applies to your work. **Appendices 1, 2, 3, 4, & 6 are mandatory in all instances.**

APPENDIX 1 – INTRODUCTION

APPENDIX 2 – HEALTH AND SAFETY ARRANGEMENTS

APPENDIX 3 – ENVIRONMENTAL CONSIDERATIONS

APPENDIX 4 – EMERGENCY ARRANGEMENTS

APPENDIX 5 – WORKING METHODOLOGY

APPENDIX 6 – MANDATORY

APPENDIX 7 – RISK ASSESSMENTS

APPENDIX 8 – PAPERWORK SAMPLES

[illegible]

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Completion of the Works

Inspection & Approval Upon completion, the works shall be submitted for inspection by these responsible persons to verify satisfactory completion. Any defects or omissions shall be re-worked until approved by the responsible person.	<i>Supervisor</i>	<i>Site Manager</i>	<i>Client</i>	<i>Other</i>
	Details: The site manager shall inspect the works to ensure they have been completed satisfactory.			

Record Documentation Upon satisfactory completion of the works, the following record documentation shall be issued. The PC (Main Contractor) shall retain all such record documentation for handover to the Client upon completion of the project.	<i>Certificate</i>	<i>Recorded Dwg(s)</i>	<i>Photo(s)</i>	<i>Other</i>
	Details: All lorries carrying material off-site shall provide the relevant consignment note. Each load shall be recorded on site by the PC site manager in a waste materials & recovery log.			

Inspection & Approval (Signing off – Completed Works)

Collins Demolition Ltd Site Supervisor / Manager

(Print name)

(Signed) (Date)

Client's Representative

(Print name)

(Signed) (Date)

Contract Administrator

(Print name)

(Signed) (Date)

Other

(Print name)

(Signed) (Date)

The signing off of the above works indicates that ALL works are complete to the satisfaction of the clients appointed representative and have been carried out in accordance with the contract of works.