The Construction Phase Health & Safety Plan

For the Demolition Works Only
at

WHITEFIELD HOUSE
PINFOLD LANE, WHITEFIELD.

(with protection of facade)

Prepared By:

Briggs Demolition And Build Ltd,
Park House,
Park Road,
Bury BL9 5BQ.

Tel: 0161 705 2224
Fax: 0161 767 0668

Contents.

Introduction.

1.0 Description of Project.

1.1 Project Description and Programme Details.

1.2 Project Directory

1.2.1 Client
1.2.2 CDM Co-Ordinator
1.2.3 Designer
1.2.4 Structural Engineer
1.2.5 Principle Contractor
1.2.6 Ground Quality Consultant

1.3 Existing Records and Plans.

2.0 Management of the Work.

2.1 Responsibility CDM Duty Holders.

2.1.1 Client.
2.1.2 CDM Co-ordinator.
2.1.3 Designers
2.1.4 Principle Contractor
2.1.5 Contractors and Self Employed

2.2 Management Responsibilities Briggs Demolition & Build Ltd

2.2.1 Managing Director.
2.2.2 Contracts Director.
2.2.3 Board of Directors.
2.2.4 Site Manager.
2.2.5 Supervisors & Foremen.
2.2.6 Site Personnel.

2.3 Health and Safety Targets and arrangements for Monitoring and review.

2.3.1 Health and Safety Targets
2.3.2 Daily Inspections
2.3.3 Weekly Inspections

2.3.4 End of Contract Review.

2.3.1 Health and Safety Targets.

2.4 General Arrangements for:

2.4.1 Regular Liaison between parties on site
2.4.2 Consultation with the workforce
2.4.3 Exchange of design information between parties.
2.4.4 Handling construction phase design changes
2.4.5 Selection and control of Contractors
2.4.6 The exchange of Health and Safety information between contractors
2.4.7 Site Security
2.4.8 Site Induction
2.4.9 On site Training
2.4.10 Welfare Facilities and First Aid
2.4.11 The reporting and of accidents and near misses
2.4.12 The Investigation of Accidents and Near Misses
2.4.13 The production and approval of method statements and Risk Assessments
2.4.14 Site Rules
2.4.15 Fire and Emergency Procedures
2.4.16 Monitoring and inspection of site conditions.

3.0 Arrangements for controlling significant site risks.

3.1 Safety Risks

3.1.1 Delivery and removal of materials from site.
3.1.2 Services, including temporary supplies.
3.1.3 Adjacent land use.
3.1.4 Stability of Structures
3.1.5 Work at height and falls
3.1.6 Work with or near fragile materials
3.1.7 Control of Lifting Operations
3.1.8 Maintenance of plant and equipment
3.1.9 Excavations and poor ground conditions.
3.1.10 Traffic Routs and segregation of vehicles
3.1.11 Storage of materials
3.1.12 Any other significant Risks.

3.2 Health Risks.

3.2.1 Assessment survey and removal of asbestos containing materials
3.2.2 Dealing with contaminated Land
3.2.3 Manual Handling
3.2.4 Use of hazardous substances
3.2.5 Monitoring and control of noise and vibration
3.2.6 Any other significant risks.

4.0 Demolition Method Statement.

4.1 Site Preparations

4.2 Strip out

4.3

4.4

4.5 Hand over of Site

5.0 Risk Assessments.

6.0 Statutory Notices.

7.0 Site Photo Record.

7.1 Pre Demolition Phase Photos

8.0 Site Waste Management.

8.1 Register of Waste Transfer Notes.

Introduction.

This Demolition Phase Section of the Construction Phase Health and Safety Plan, written in accordance with the guidance given in the approved code of practice to "The Construction (Design and Management) Regulations 2007", should be read in conjunction with the full Health, Safety and Environmental Policy of Briggs Demolition And Build Ltd.

It is the intention of Briggs Demolition And Build Ltd, that by implementing this plan an overall improvement is attained throughout the Demolition Phase of this development, both in Health and Safety, and in the general management of the project.

Due to the nature of the project this document will be constantly up-dated as work progresses, and for this reason site meetings will be held at regular intervals to up-date the various parties. Fully up to date information will also be available at all times from the CDM Co- Ordinator, The Site Supervisor or the Head Office of Briggs Demolition And Build Ltd.

This plan is not intended to form the Construction Phase Plan for the building phase of the site works, which will not be undertaken at this time, and do not form part of these stand alone works.

1.0 Description of Project.

1.1 Project Description and Programme Details.

Whitefield House, Pinfold Lane, Whitefield.

Programme Start Date: **ASAP**

Programme Period: **4-5 Weeks.**

1.2 Project Directory.

1.2.1 Client.

Mr S Latimer
35 Bury New Road
Prestwich
Manchester
M25 9JY

1.2.2 CDM Co-Ordinator.

N/A non-notifiable due to programme.

1.2.3 Designer.

1.2.4 Structural Engineer.

1.2.5 Principle Contractor.

1.2.6 Demolition Contractor.

Briggs Demolition And Build Ltd
Park House,
Park Road,
Fernhill,
Bury BL9 5BQ.

T: 0161 705 2224
F: 0161 797 0668

1.3 Existing Records and Plans.

The following are to be provided by the Principal Contractor and attached at section 6:

2.0 Management of the Works.

2.1 Responsibility. (CDM Duty Holders).

Whilst full details of the duties of each of the main duty holders are given in the ACoP to the Construction (Design and Management) Regulations 2007, "Managing Health and Safety in Construction", the section below gives a brief overview of the main duties and limitations of each duty holder.

2.1.1 The Client:

The clients main duties are to ensure that the designers, contractors and other team members they propose to engage are competent and adequately resourced to do the work, and that they are appointed early enough in the programme to adequately plan the operations they have to conduct. They should co-operate with all others concerned with the project as necessary to allow other duty holders to comply with their relevant duties, and make suitable arrangements for the co-ordination of information between all parties. On notifiable projects (All Demolition Projects are Notifiable), they should appoint a suitable CDM Co-ordinator, as early in the design phase as possible, to advise them and assist in their duties.
They should also appoint a Principle Contractor to plan and manage the construction works (including Demolition).
They should also ensure that the construction phase does not start until the principle contractor has prepared a suitable Construction Phase Health and Safety Plan, and made available suitable welfare provision as detailed in that plan.

2.1.2 The CDM Co-ordinator.

The CDM Co-ordinators main duties are to provide suitable and sufficient advice to the client to enable them to comply with their duties in relation to the project, and to notify the project to HSE.

They should co-ordinate design and planning work and provide advice to designers and others in relation to Health and Safety matters, identify and collect the pre-construction information and advise the client of any surveys or other works required to fill significant gaps in this information.

They should then manage the flow of Health and Safety Information between clients, designers and contractors to ensure that the required information is supplied in a timely and accurate manner.

The CDM Co-ordinator should also advise the client on the suitability of the initial construction phase plan, and the welfare arrangements for the works.

The CDM Co-ordinator should then produce and up-date a relevant, user friendly Health and safety File for the Project.

The CDM Co-ordinator is not required to monitor or supervise construction work, or supervise the implementation of the Construction Phase Plan, – This is the legal responsibility of the Principle Contractor.

2.1.3 Designers.

Designers are all those who have a part in the design of the construction works, and includes Architects, Structural Engineers, building surveyors and other consultants and professionals.

The duties of designers include the requirement to co-operate with clients and contractors to avoid or control foreseeable risks to health and safety within the design process, to provide adequate information about any significant risks associated with the design and to consider the hazards and risks to those who carry out construction and demolition works.

The duties of the designer do not include the exercise of any Health and Safety Management Function over contractors or others.

2.1.4 The Principle Contractor.

The key duty of the Principle Contractor is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that the risks are properly controlled. Principle Contractors must also comply with the duties placed on all contractors under the regulations.

In order to achieve compliance with their duties, the Principle Contractor must produce and implement this Site Specific Construction Phase Health and Safety Plan, which sets out the systems to be followed throughout the relevant phase of the project.

The other main duty of the principle contractor is to ensure the Welfare Facilities are suitable for the project, and available right from the start of the construction phase, and maintained in good order throughout

The Principle Contractor is responsible for the Implementation, Monitoring and Supervision of the Construction Phase Health and Safety Plan, and the monitoring and supervision of all works on the project during the construction phase.

Principle Contractors are also responsible for controlling access to the site, and for preventing unauthorised access, and maintaining site security.

Although there can only be 1 principle contractor for a project at any one time, the

principle contractor may change at different phases of the construction operation. This means that in this case the demolition contractor is the principle contractor for the stand alone demolition phase, whilst another contractor will be appointed for the actual building phase, and must then update this Health and Safety Plan to provide the relevant information for that Phase of the works.

2.1.5 Contractors and the Self Employed.

All contractors (including utilities, specialist contractors, contractors nominated by the client and the self employed) have duties under these regulations. These duties are primarily in respect of following the Construction Phase Health and Safety Plan, and co-operating with other duty holders on the project.

All contractors must ensure that they are aware of the procedures for the co-ordination of information, and that their employees are kept aware of all relevant information including site rules and procedures.

2.2 Management Responsibilities – Briggs Demolition & Build Ltd.

2.2.1 S.A. Briggs (Managing Director & Company Secretary)

The Managing Director assumes the overall control of the company, and as such holds the overall responsibility for the management of Health and Safety Matters in the company.

Her duties include ensuring that:

- She is fully aware of her legal duties towards Health and Safety, and that she actively co-operates with the Health and Safety Director in ensuring best practice within the company.
- All employees are complying with this Health and Safety Policy, including safe systems of work and other safety practices.
- There are adequate resources and competence to meet Health and Safety Requirements.
- That all work is planned and conducted in accordance with "The Construction (Design and Management) Regulations 2007" and other appropriate legislation and guidance.
- Assessments of Risk are conducted as required to ensure a safe working environment.
- All defective plant and equipment is withdrawn from use.

- All Employees receive the relevant instruction, information and training to enable them to discharge their duties safely.

- Systems of consultation with employees are in use and effective.

- She promotes and maintains a strong Health and Safety Culture throughout the company and leads at all times through personal example and the reward of good practice.

- Disciplinary procedures are in place, and correctly applied, to deal with employees who fail to discharge their duties in relation to Health and Safety.

- All accidents and near misses are correctly investigated, by competent persons, and that control measures are put in place to prevent, or reduce the risk of, a recurrence.

- That a complete record of all accidents and dangerous occurrences is kept by the company and that where statute requires it these are notified to the relevant enforcing authority.

  Under the provisions of "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) the company secretary is responsible for ensuring that notifications required are submitted within the required framework, and in the required form.

2.2.2 (Contracts Director (Health and Safety)).

The Contracts Director (Health and Safety) assumes the day to day control of the Management of Sites and Health and Safety Matters in the company.

His duties include ensuring that:

- He is fully aware of his legal duties towards Health and Safety, and that he actively co-operates with the Managing Director and Board of Directors in ensuring best practice within the company.

- Ensuring the suitability of Contractors and Sub-Contractors for works, and continued audit and supervision of their works on site.

- All employees are complying with this Health and Safety Policy, including safe systems of work and other safety practices.

- There are adequate resources and competence to meet Health and Safety Requirements.

- The Board of Directors is kept up to date with changes in Health and Safety Law, and is kept informed of accidents and other issues relating to Health and Safety.

- That all work is planned and conducted in accordance with "The Construction (Design and Management) Regulations 2007" and other appropriate legislation and guidance, and that appropriate written plans of work are in place before works on site commence.

- Assessments of Risk are conducted as required to ensure a safe working environment.

- All defective plant and equipment is withdrawn from use.

- All Employees receive the relevant instruction, information and training to enable them to discharge their duties safely.

- Systems of consultation with employees and contractors are in use and effective.

- He promotes and maintains a strong Health and Safety Culture throughout the company and leads at all times through personal example and the reward of good practice.

- Disciplinary procedures are in place, and correctly applied, to deal with employees who fail to discharge their duties in relation to Health and Safety.

- All accidents and near misses are correctly investigated, by competent persons, and that control measures are put in place to prevent, or reduce the risk of, a recurrence.

- That a complete record of all accidents and dangerous occurrences is kept by the company and that where statute requires it these are notified to the relevant enforcing authority.

2.2.3 The Board of Directors.

The Board of Directors, as a whole, has a principle legal duty to maintain Health and Safety in the workplace. Although, with the exception of the Managing Director, Company Secretary and Site Manager there are no designated roles for individual persons, they must ensure that sufficient time and resources are allocated to ensure Health and safety Standards are maintained. For this reason a Health and Safety report from the Managing Director should be reviewed at regular Board Meetings, and this fact recorded in the records of the meeting, along with any actions taken as a result of this report. The report should as a minimum include details of any accidents

or changes in legislation since the last meeting.

2.2.4 The Site Manager

Reporting to the Contracts Director (Health and Safety), the Site Manager will attend to his/her duties with Health and Safety a priority. As the competent manager on the site he/she is responsible to ensure that:

- Before starting work on a site for the first time, all employees have received a suitable induction training course for their employment, including introduction to the Construction Phase Health and Safety Plan (CPHSP) for the site, and have signed the relevant section of the CPHSP.
- All personnel under his control conduct their work in accordance with the Health and Safety System for that work.
- All work equipment in use is safe and suitable for the task.
- All accidents and dangerous occurrences are promptly reported, and the appropriate actions taken.
- They sat a personal example to all other staff in the execution of their duties.
- They are fully aware of their duties and obligations in relation to Health and Safety, and that they seek such advice and training as required to execute those duties and obligations to a high standard.
- All relevant PPE is available, and that staff are instructed in the correct use and storage of it.
- Clear access and egress routes are available at all times.
- All materials are correctly stored and marked, and that staff are aware of safety measures pertaining to them.
- All safety signage is maintained in good order.

2.2.5 Supervisors / Foremen

Reporting to the Site Manager they (as appropriate) will ensure that:

- all personnel under their control conduct their work in a safe and correct manner,
- equipment is used correctly by operatives adopting methods stipulated in the method statement(s)
- all concerns relating to health and safety are communicated to the Site Manager,
- all work sites under their control are maintained in a clean and tidy condition,
- hygiene arrangements are maintained in a clean and hygienic condition;
- injuries sustained to persons under their control receive prompt first aid,
- all equipment provided is properly maintained,
- defective tools are immediately segregated and repairs instigated,
- hazardous substances are stored in established, secure locations,
- all work carried out by those under their control is in strict accordance with statutory requirements, the company Health and Safety Policy Manual and, where applicable, the clients site/safety procedures and instructions,
- all accidents, injuries, near misses and damage to plant and equipment etc. are reported and recorded.

Also:

- give total commitment to ensure that all works are carried out in accordance with the method statement(s),
- be conversant with his/her obligations in respect of health, safety and welfare, and aware of their legal duties towards health, safety and welfare at work,
- set a personal example in undertaking their own duties.

2.2.6 Site Personnel.

All site personnel have a legal duty to co-operate with the management of the site in regards to Health and Safety Issues, and to work within the procedures set out in this Construction Phase Health and Safety Plan.

Personnel must inform the Site Supervisor of any Health and Safety Issues they see, and general keep their work areas in good order.

They must not indulge in dangerous horse play or pranks which can affect the Safety of others.

They must look after their tools and PPE as per their training and instruction.

In the event they feel their concerns are not dealt with on site, they can contact the Contracts Director at Head Office who will investigate their concerns.

2.3 Health and Safety Targets and arrangements for monitoring and review.

2.3.1 Health and Safety Targets.

It is the policy of Briggs Demolition & Build Ltd, that this project shall be managed in such a way as to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all employees, contractors and others affected by its operations. This will include:-

- The provision of plant, work equipment and systems of work that are, so far as is reasonably practicable, safe and without risk.
- The provision of information, instruction and training to all staff as required for them to safely perform their duties.
- The provision of equipment, information and systems for the safe handling and storage of materials and substances used on the site.
- The provision of a safe working environment, with adequate welfare and first aid facilities.
- The provision and maintenance of safe places of work, with safe access and egress.
- The provision and maintenance of a secure site to prevent unauthorised access and risk to the general public.
- To conduct the management and operation of the site in accordance with The Health and Safety at Work etc Act 1974, and all subsequent regulations enacted under it.

In order to maintain the highest standards of health and safety performance, all employees and contractors on the site are required, at all times, to observe the site rules, and to co-operate fully with the site management in implementing this

Construction Phase Health and Safety Plan. This includes reporting promptly any accidents, occurrences, or other hazards to the site supervisor so that action can be taken to control the hazard.

Any person on this site who persistently breaches Health and Safety Rules or fails to fully co-operate with the site management will face the strongest disciplinary action.

The Health and Safety Target for this project is to further improve on the progress already made by the company. To achieve this we aim to keep the current record of ZERO RIDDOR reportable injuries or occurrences on the site, and to further lower the number of non reportable injuries.

This will be achieved by continuing staff training on the site, and by achieving further improvements in site cleanliness and working methods.

Continued investment by the company in new plant and work equipment should also help in this aim.

2.3.2 Daily Inspections.

The Site Supervisor will conduct a daily walkround inspection recorded on the daily inspection record sheet, which will look at the following items:

- Compliance with the site rules by staff and contractors.
- Use and condition of PPE.
- Safe use and storage of materials
- General Condition of Scaffolding and Working Platforms.
- General condition and fencing of excavations and other voids.
- Work at Height procedures.
- Condition and cleanliness of corridors, stairways and work areas.
- Condition and cleanliness of Welfare facilities, and stocking of supplies.
- Condition and Location of fire equipment and alarm points.
- Check fences and gates.
- Any other item or operation considered to be unsafe.

2.3.3 Weekly Site Inspections.

These will be conducted by the Site Supervisor, along with the Contracts Director and will look at all items on the daily inspection sheet plus:

- Check Induction Register against people on site.
- Certification of Plant Equipment, Operators, Scaffolds and Excavations, including checking that legally required inspections have been completed.
- Inspect temporary services.
- Review Accident Reports.
- Review Method Statements and risk Assessments against working methods.

The results of all inspections will be recorded onto the appropriate record sheets and retained in the site Health and Safety File.

Any breaches of Health and Safety Rules, or Operations likely to cause danger must be reported by phone to Head Office on 0161 705 2224 immediately.

2.3.4 End of Contract Review.

This will be conducted by the Site Supervisor and Contracts Director, and will assess the performance of all contractors on the site, to assess both their work quality, and their suitability for future works.

It will address:

- The quality of work.
- The ability to work within time frame.
- The ability to meet target costings.
- The general conduct of the operation, include Health and Safety Issues and the communication and cooperation with others on the site.

On completion of this review, a copy will be sent to the contractor for their comments on any findings and recommendations.

2.4 General Arrangements

2.4.1 Regular Liaison between parties on site.

In order to ensure full co-operation between all parties on the site, it is essential that they are all kept up to date with developments in each parties operations. For this reason a meeting will be held in the Site Supervisors office each Monday morning to review the previous week's developments. This meeting should be attended by the Site Supervisor and the foreman of each contractor working on the site that week. Where significant changes are required to the working plan additional parties such as the Contracts Director may be asked to attend.

On the first Monday of each month the meeting will be attended by the Principal Contractors Project Manager. This meeting should be used to resolve any ongoing site problems or design problems.

2.4.2 Consultation with the Workforce.

For general information such as the site rules, that apply to all the workforce, a notice board is supplied in the site welfare facilities. Normal communication channels for the workforce are through their line foreman to the Site Supervisor. However where they feel this is not sufficient they can approach the Site Supervisor directly.

In the case of a problem they feel to be safety related, the Contracts Directors contact details are displayed on the site Health and Safety Notice, and he can be contacted directly and in confidence for advice.

Briggs Demolition & Build Ltd will try to keep the site notice board fully up to date, and will actively encourage communication at all levels of the workforce.

2.4.3 Exchange of Design Information between parties.

A full set of up to date drawings will be kept in the Site Supervisors office at all times. This will enable anyone with a need for information to seek it at any time from the Site Supervisor. Any problems that cannot be answered from this information should be referred to the designer for clarification.

Individual drawings and instructions will be issued to contractors as required for their work on the project.

Further information will be exchanged at the weekly site meetings.

In the event of an urgent need to exchange information, the site supervisor will call and extra site meeting as required.

2.4.4 Handling Demolition Phase Design Changes.

Where design changes are needed in the Demolition Phase, these will be handled between the Site Supervisor and the Contracts Director who will liaise with the relevant parties to ensure the safety of the changes.

Under no circumstances will changes be made on site without the consent of the relevant specialists whose work is affected by the changes.

2.4.5 Selection and Control of Contractors.

Briggs Demolition & Build Ltd, in addition to ensuring the competency of Trade Contractors at the pre-appointment stage, by assessment of questionnaire response, will exercise continued vigilance at site level to ensure that materials, plant and operatives are appropriately certified, and that work progresses to the required times and quality.

Each contractor will be required to hold on site a register of appropriate documentary evidence, including for each employee, a record of their training and qualifications and job history. They will also be required to hold on site current test certificates for any work equipment they supply.

At the end of each contract Briggs Demolition & Build Ltd will conduct a review of the performance of each contractor, to assess their suitability for future work.

Full details of the selection policy for contractors can be found in the Safety, Health and Environmental Policy of Briggs Demolition And Build Ltd.

The Site Supervisor will control the conduct and work of all contractors on the site, and reserves the right to stop any operation he believes to be unsafe pending a review by the Contracts Director.

The Site Supervisor also reserves the right to remove any person from the site at any time, and to prevent their return to the site, pending review by the Contracts Director, who may permanently exclude either the person or the company from Briggs Demolition and Build Ltd Contracts.

2.4.6 Exchange of Health and Safety Information between Contractors.

This will normally take place at the Site Supervisors weekly meetings with the contractors site foremen, however all information can be obtained at any time from the Site Supervisor. In the event that the Site Supervisor cannot provide the required information, the Principal Contractors Health and Safety Consultants details are displayed on the site notice board. All contractors must immediately inform the Site Supervisor of any Health and Safety Issues that may affect any other person on the site, so that this information can be passed to the relevant parties.

2.4.7 Site Security.

The site will be fenced off securely by ourselves.

No unauthorised visitors are allowed onto the site at any time during working operations.

To ensure that unauthorised persons cannot enter the site, the site gates will be kept locked, and an operative detailed to control access and egress of personnel and visitors.

2.4.8 Site Induction.

All persons working on this site must attend a site induction prior to first working on the site, and a record of this induction will be entered into the site induction register. The site induction will cover the following subject matters:

- An introduction to the site management structure.
- Site Rules and Hours.
- Accident Procedures, First Aid and Welfare facilities.
- Fire Procedures.
- CDM Construction Phase Health and Safety Plan.
- Competence checking.
- Plant and Equipment Certification and checking.
- PPE.

Once a person has been through the induction process for the site they are further monitored to see if their skills are to the required standard, and if additional training is required.

2.4.9 On Site Training.

All operations and personnel are monitored on an on going basis by the Site Supervisor in order to identify any shortcomings in their training, and also to identify any need for further training as new methods and equipment are brought into the operation.

When a training need is identified, an assessment is made as to whether that need can be met on the site, and what resources are needed to meet the requirement. If training can be achieved on site, it is undertaken either in-house or by an external trainer and may take the form of toolbox talks or more structured training.

Records of all training undertaken are added to the individual employment record of the persons attending.

Any employee who feels they have an additional training need relevant to their employment can contact the site manager, who will assess the merit of the claim, and if the claim is valid will arrange the training.

Employees are also encouraged to seek additional training to enhance their promotion prospects within the company. They are also encouraged to join appropriate trade or professional bodies and undertake membership of relevant CPD Schemes where appropriate.

2.4.10 Welfare Facilities and First Aid.

Welfare facilities are provided by the Demolition Contractor for the use of all persons working on the site. They are cleaned and maintained in accordance with current standards, and it is the duty of all persons on the site to look after these facilities.

In accordance with the guidance to "The Construction (Design and Management) Regulations 2007", minimum level of Welfare Facilities to be provided on this site are:

First Aid Staff and Facilities
Mess Room
Changing Room with Washing Facilities
Toilets.

The mess room will be equipped with provision of hot and cold running water (Drinking Quality), tables and chairs sufficient for the site staff and the provision for heating food and drinks.

The changing room will be equipped with provision for washing (Hot and Cold Running Water, Soap, Towels and Nail Brushes), the storage of work clothing and PPE, and the drying of work wear.

In addition to the normal stocking of the changing facilities, sufficient stock of suitable disposable overalls will be provided for the staff involved in the removal of any Asbestos Containing Materials.

The toilets will be water flushed and provided with running hot and cold water along with soap and towels for washing.

No Smoking is allowed in any building or any of the welfare facilities on the site.

First Aid facilities are to be available in the site office, with at least one qualified first aider available on site at all times whilst work is underway.

2.4.11 The Reporting of Accidents, Near Misses and Dangerous Occurrences.

Under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) death or major injury accidents (including any as a result of an act of physical violence) to employees, trainees, the self employed and the public must be NOTIFIED FORTHWITH to the enforcing authority by the quickest means, usually telephone, AND REPORTED IN WRITING (USING FORM F2508) WITHIN TEN DAYS.

All accidents, dangerous occurrences and near misses must be reported to the Site Supervisor, and recorded on an Accident Report Form Immediately. The Site Supervisor should then contact head office by telephone with a brief outline of the details, and hand in the completed form at the end of the shift.

In the event of a DEATH, OR MAJOR INJURY ACCIDENT, or ANY INCIDENT INVOLVING ANYBODY NOT EMPLOYED BY BRIGGS DEMOLITION, the Site Supervisor must immediately notify Head Office (0161 705 2224) and the emergency services by telephone, and prevent any interference with the scene of the accident (other that that required to help injured parties) until instructed otherwise.

Reportable Major Injuries are: -

Fracture other than to fingers, thumbs or toes;

Amputation;

Dislocation of shoulder, hip, knee or spine;

Loss of sight (temporary or permanent);

Chemical or hot metal burn to the eye or any penetrating injury to the eye;

Electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

Any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents;

Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material;

Any other accident involving incapacity for normal work (including any as a result of an act of physical violence) FOR MORE AND 3 DAYS (INCLUDING NON WORK DAYS) TO BE REPORTED IN WRITING WITHIN TEN DAYS

Specified dangerous occurrences, which do not result in a reportable injury but which clearly could have done so, to be notified forthwith and REPORTED IN WRITING WITHIN TEN DAYS.

Reportable dangerous occurrences include: -

Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;

Explosion, collapse or bursting of any closed vessel or associated pipework;

Failure of any freight container in any of its load-bearing parts; plant or equipment coming into contact with overhead power lines; electrical short circuit or overload causing fire or explosion;

Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;

Accidental release of a biological agent likely to cause human illness;

Failure of industrial radiography or irradiation equipment to de-energize or return to its safe position after the intended exposure period;

Malfunction of breathing apparatus while in use or during testing;

Collapse or partial collapse of a scaffold over 5 metres high;

Overturning, serious damage, or fire to a tanker carrying a dangerous substance;

Release of, or fire involving, any dangerous substance being conveyed by road;

Unintended collapses of any building or structure under construction, alteration or demolition where the fall involves over five tonnes of material;

Explosion or fire causing suspension of normal work for over 24 hours;

Uncontrolled release in a building of 100kg or more of flammable liquid (10kg if above its boiling point), 10kg or more of flammable gasses, or 500kg of these substances if released in the open air;

Accidental release of any substance which might damage health.

Certain work-related diseases must be reported to the enforcing authority using Form F2508A. Reportable disease include: -

Certain poisonings;

Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;

Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, and mesothelioma;

Infections such as: Leptospirosis, hepatitis, tuberculosis, anthrax, Legionellosis and tetanus;

Other conditions such as: occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

An Accident Record File is kept in the HEAD OFFICE, and Accident Report Sheets are kept by each Site Supervisor.

These should be completed immediately and returned to Head Office at the end of the shift.

The Enforcing Authority for this site is: -

Health & Safety Executive,
Grove House,
Skerton Road,
Manchester M16 0RB Tel: 0161 952 8200

The Employment Medical Advisory Service is: -

EMAS
Grove House,
Skerton Road,
Manchester M16 0RB Tel: 0161 952 8200

These addresses must be entered on the statutory notice "Health & Safety Law What You Should Know".

2.4.12 The Investigation of Accidents and Near Misses.

It is the policy of Briggs Demolition & Build Ltd to, where possible; investigate all accidents and occurrences, in order to establish the route causation, and any measures that may prevent a recurrence. The causation of accidents often is traceable to a failure in the underlying management systems for the site, and full investigation can therefore help in improving these systems.

In the case of minor occurrences these are investigated by the Site Supervisor, and the report subject to later review by the Contracts Director. However in the case of more serious accidents and occurrences these are referred to the Contracts Director as they occur.

Following his review of the accident and the reports, the Contracts Director will prepare his own report of findings and recommendations to be reviewed by the Board of Directors.

2.4.13 The Production and Approval of Method Statements and Risk Assessments.

Briggs Demolition & Build Ltd requires all contractors to produce Risk Assessments and Method Statements as required for the work they are undertaking.

In the case of routine operations the approval will be determined by the Site Supervisor at the weekly meeting, or such other times as required.

In the case of Method Statements for more hazardous work e.g. Demolition, Lifting Operations or Deep Excavations, these are reviewed by the Contracts Director prior to approval being granted. In the case of an appeal against the refusal to accept a method statement or risk assessment, the matter will be reviewed by the Board of Directors of Briggs Demolition & Build Ltd

All Method Statements must be submitted at least 48Hrs before the start of an operation to allow time for the review to be conducted.

All risk Assessments must show both the original Risk Rating, and the Residual Rating after the implementation or the controls suggested.

All Risk Assessments and Method Statements are retained in the site file, and are reviewed both throughout and after the operation, with a view to improving future performance.

Risk Assessments will be reviewed by the Contracts Director, with as view to ascertaining that the correct hierarchies of control have been followed, and that the control measures proposed are suitable for the operation.

Where risk assessments are deemed to be unacceptable, the Contracts Director will meet the person responsible for the risk assessment to review the reasons for rejection, and possible resolutions to meet the company's requirements. It must however be stressed that it is the duty of the individual contractor to control the risks of their operation to the satisfaction of the principal contractor, and the legal requirement.

2.3.14 Site Rules

These site rules are enforced by the Principal Contractor, and apply to all persons on the site at all times, unless specific exemption, in writing, is given by the Contracts Director.

1. No person will engage in any work on this site unless they have attended a site induction, and their names have been entered into the site induction register.

2. No visitor will be permitted unescorted access to the site unless they have attended a site induction.

3. All persons on site will wear the following minimum PPE:
   Safety Boots.
   Safety Helmet.
   Hi-Visibility Jacket or Top.

4. NO SMOKING is allowed in any parts of the building or site accommodation.

5. All visitors will sign in the visitors book when entering the site, and sign out when leaving the site.

6. No vehicle will reverse into or off the site unless under the supervision of a Banksman Appointed for this Task.

7. No personal audio equipment utilising headphones will be permitted on this site.

8. No radios or other audio equipment used on the site will be used in such a way as to cause nuisance to any other party on or off the site.

9. No electrical tools with a supply exceeding 110V cte will be permitted on this site without the express written consent of the Contracts Manager.

10. No materials or other items should be removed from the site without the consent of the site manager.

11. No Materials or tools should be stored on the stairways or walkways of the site.

12. All waste should be placed into the skips provided. All persons should ensure that their working areas are kept tidy and free from excess build-up of waste.

13. Only authorised plant operators should operate any item of plant equipment on this site.

14. Only Trained Operators (authorised in writing) may operate fork lift trucks on this site.

15. No "HOT WORK" will be conducted on this site without the written authorisation of the Site Supervisor. Where Hot Work is authorised, it must stop 1 hour before the end of the working day, and an inspection must be made at the end of the day to ensure no points of ignition remain.

16. All ACCIDENTS and DANGEROUS OCCURENECS, no matter how minor the injuries, must be reported to the Site Supervisor immediately and entered onto a report sheet.

17. No person may report for work on this site whilst under the influence of Drugs or Alcohol.

18. No food or drink may be consumed on this site other than in areas specified for this purpose (Welfare areas).

Any person found to be breaching these rules will be subject to disciplinary action, which in the case of employees of Briggs Demolition & Build Ltd may result in dismissal, and in the case of contractors may result in the termination of the contract and exclusion from site.

2.3.15 Fire and Emergency Procedures.

Due to the nature of the building and the works being undertaken, the Fire Risk is assessed as LOW

In the event of the discovery of a fire in the building, the person discovering the fire should alert all others by shouting "FIRE, CLEAR THE BUILDING, then report to the Site Supervisor at the assembly point by the site gate.

On hearing the fire warning, all persons should proceed to the main assembly point, by the site gate.

On receiving details of the incident the Site Supervisor should alert the local fire service by calling 999. He should then check to ensure all persons on the site are accounted for.

Fire Extinguishers (1 X Water & 1 X CO_2) are provided in the welfare area and any area where hot works are to be conducted, for emergency use only. These Extinguishers are there simply to assist staff in exiting the building, and no attempt should be made to fight a fire unless you are trained to do so, and can do so without putting yourself at risk.

The fire equipment is checked daily as part of the Site Supervisors Inspection, and any defective equipment is replaced or repaired.

In the event of an emergency other than a fire, the emergency should be reported to the Site Supervisor who can arrange the appropriate action as required.

2.3.16 Monitoring and Inspection of Site Conditions.

The Site Supervisor will conduct a daily walkround inspection recorded on the daily inspection record sheet, which will look at the following items:

- Compliance with the site rules by staff and contractors.
- Use and condition of PPE.
- Safe use and storage of materials
- General Condition of Scaffolding and Working Platforms.
- General condition and fencing of excavations and other voids.
- Work at Height procedures.
- Condition and cleanliness of corridors, stairways and work areas.

- Condition and cleanliness of Welfare facilities, and stocking of supplies.
- Condition and Location of fire equipment and alarm points.
- Check fences and gates.
- Any other item or operation considered to be unsafe.

Records of the Site Supervisor daily inspection are recorded in the site file, and these are then monitored as part of the weekly inspections in order to see if any trends are showing that could further affect Health and Safety.

3.0 Arrangements for Controlling Significant Site Risks.

3.1 Safety Risks.

3.1.1 Delivery and removal of materials from the Site.

All deliveries and collections will be made to the site entrance at the front of the building

All deliveries and collections from the site will be undertaken between 8-00am and 4.00pm unless previous arrangements have been made with the site supervisor.

3.1.2 Services including Temporary Supplies.

Before the commencement of demolition, all services to the site will have been isolated at the site boundary by the relevant utilities suppliers, and disconnection notices will be included at the rear of this file with other statutory notices.

The site water supply will be diverted to a temporary location on the site to provide a suitable supply for Welfare Accommodation. If this is not practicable, the Welfare Facilities will be provided with a water tank.

A temporary connection will be made to a suitable foul sewer on the site for use from the welfare accommodation units.

A mobile generator will be provided as a power source to the Welfare units, for both heating and lighting.

3.1.4 Stability of Structures.

The works have been planned to minimise the risk of unintentional instability arising within the buildings during the demolition operations.

3.1.5 Work at Height and Falls of Persons or Debris.

Due to the nature of the buildings, they will be demolished by mechanical means from ground level.

Any scaffolding work on this site will be undertaken by trained scaffolders working in accordance with NASC SG4:05. All scaffolders will wear safety harnesses at all times.

No unauthorised modifications will be made to any scaffold.

All scaffolds will be inspected on completion, and a hand over certificate provided for the site records, which will detail any none standard parts of the scaffold design.

The scaffolds will be examined daily as part of the site supervisors inspection, the results of which will be entered in the site record, and a detailed inspection will be conducted at weekly intervals a report of which will be entered in the site records.

All work at height will be pre-planned in accordance with "The Work at Height Regulations 2005".

All contractors wishing to work at any height where a fall may occur will submit a method statement and risk assessment for that operation at least 24 hrs prior to the start of the operation for approval by the Site Supervisor.

If any uncertainty exists about the correct methods of work at height the site supervisor should seek further advice from the Contracts Director.

All waste materials will be lowered to the ground from the various working levels using the tip skips provided and the tele-handler.

THERE WILL BE NO BOMBING OF MATERIALS OR WASTE FROM THE SCAFFOLD, TELEHANDLER OR ANY OTHER OPENING AT ANY TIME.

All scaffold platforms and other walkways or stairwells will be kept clear of debris and materials at all times to allow safe passage of personnel.

3.1.6 Work with or near fragile materials.

The intention is to conduct all demolition operations from the floor to avoid the need for work at height so far as is practicable.

3.1.7 Control of Lifting Operations.

All lifting operations should be conducted in accordance with a specific method statement and risk assessment conducted for the operation.

A detailed method statement and lifting plan should be submitted to the site manager no less than 24 hrs before the operation is to commence, and this should as a minimum show, the maximum mass and radius of the lift, the type of lifting equipment required, the training details of the operatives involved, and the locations of the principle operations e.g. position of the crane, lifting point, placing point and any over fly area.

Where the lift will overfly other personnel, procedures should be included in the lifting plan to provide for the evacuation of the overfly area, and the prevention of unauthorised access to it.

Before any lifting operation commences, the Site Supervisor will ensure that all

precautions and controls in the lifting plan are in place, and that the relevant certification of operatives and plant is copied into the site records.

3.1.8 Maintenance of Plant and Equipment.

Before first allowing the use of any plant or equipment on the site, the Site Supervisor will require documentation showing it is well maintained according to a suitable scheme. In the case of most hired plant, this will be the inspection sheet supplied with the plant when it is collected or delivered.

In the case of lifting equipment e.g. Cranes, Excavators or Forklifts, it will take the form of the last LOLER Test Certificate, plus the operator's weekly inspection record.

All of this information will be added to the site file, and weekly inspection records will be added as available, for as long as the equipment is on the site.

In any case where there is a question about the maintenance or condition of plant or equipment brought to the site, the item should be quarantined out of use, until inspected by the Contract Manager or other suitable person.

Particular attention must be paid to ladders and other work at height equipment brought onto the site by contractors to ensure that it is of the required standard, and suitable for the operation.

No electrical tools or equipment operating above 110V may be used on any Company site without the express written consent of the Contracts Manager, stating the precautions to be taken in its use.

All mains electrical equipment on the site should be visually inspected for damage daily before use, with particular attention paid to leads and plugs. Any 240V tools should be fitted with RCD plugs and these should be tested daily.

Where personal power tools are brought onto site, they should be subject to the same test and inspection requirements as all other equipment, and should be inspected by the site manager prior to use to ensure they are suitable for site use.

3.1.9 Excavations and Poor Ground Conditions.

The only excavations conducted in the Demolition Phase of this operation will be shallow and short term for the removal of the existing foundations and drains.

No person will enter these excavations for any reason.

All capping of drains will be conducted within the existing man hole system, and this work will be undertaken in accordance with the Confined Spaces regulations.

3.1.10 Traffic Routes and Segregation of vehicles.

Due to the restricted nature of the site it is not possible to completely separate pedestrian routes from vehicles. For this reason all personnel on the site are required to wear Hi-Visibility Tops at all times.

Vehicle movements on the site are restricted to those which are absolutely necessary for the operation of the site, and no personal vehicles are allowed onto the site, other than to load or unload equipment.

The mirrors and visibility aids on site equipment are checked on a daily basis by the site manager, as well as in the operators daily walkround inspection.

The site gates are kept closed and locked when possible to prevent un-authorised persons and visitors from just walking about in the yard area.

3.1.11 Storage of Materials.

Due to the restricted nature of this site, all demolition arisings will be removed on a daily basis.

3.1.12 Other Significant Risks.

Where possible, all windows and frames should be removed in-tact and placed in the skips provided. Where this is not possible, the glass should be broken and removed from the frame, taking care not to leave any dangerous remnants, and to remove all the broken glass to the skip provided.

For the procedures for breaking glass out, and the PPE requirements for the work, please see the relevant Risk Assessment.

3.2 Health Risks.

3.2.1 Assessment, Survey and Removal of Asbestos Containing Materials.

Prior to Demolition works commencing on this site, a full type 3 Asbestos Survey, conducted in accordance with MDHS100, will be undertaken, and any Asbestos Containing Materials found will be removed in accordance with “The Control of Asbestos Regulations 2006”.

A full copy of the Asbestos report will be attached to this CDM Plan as soon as it is available.

The exception to this is the Asbestos Cement roof, which will be removed as part of the

programmed demolition of the building in accordance with the method statement at section 4.

3.2.2 Dealing with Contaminated Land.

This is not covered in the demolition works program.

3.2.3 Manual Handling.

Manual handling risks have been assessed right from the start of the design phase, and methods chosen to reduce manual handling risks as far as possible.

All materials are mechanically handled as far as practicable, with a range of machine attachments.

All staff have been instructed in correct manual handling techniques, and have been instructed to get assistance when handling heavy or unusual loads e.g. long timbers or structural lintels.

Contractors are required to prepare a manual handling assessment for their operations prior to starting on the site and this must be approved by the site manager.

Where manual handling is unavoidable e.g. handling long or heavy timbers whilst de-constructing the roof, men are teamed in pairs to improve the ability to undertake the works involved, and further staff is available as required to do the job safely. Again materials are handled as soon as possible by mechanical means.

The Contracts Director also checks absence records on a regular basis to see if there are any warning signs of things going wrong, so that action can be taken to correct problems at the earliest opportunity.

The Site Supervisor will review manual handling practice as part of his daily inspection and again recommend actions and re-training as required.

3.2.4 Use of Hazardous Substances.

COSHH assessments and Safety Data Sheets are required for all hazardous materials brought onto the site.

On first bringing a hazardous material onto the site, the safety data available for that material is assessed, and a COSHH assessment written for the material. This COSHH risk assessment will consider the use and properties of the material, and will consider if a safer alternative can be used. If this is not possible it will then go on to look at the risks from the material, and the measures needed to control them. It will also look at the safe storage of the material, and the actions to be taken in an emergency, or in the event of a spillage.

Contractors wishing to bring a hazardous material onto the site are required to provide this information to the Site Supervisor prior to bringing the material onto site.

The Site Supervisor will ensure as far as possible that the controls associated with the materials are in place, and that contractors follow their own method statements.

All waste hazardous materials will be disposed of in accordance with the disposal instructions in the COSHH assessment.

Where un-identified substances are discovered in the course of the works, these should be left un-disturbed and reported to the Site Supervisor, who will try to identify the material, and any precautions that need to be taken. Where the Site Supervisor cannot identify the substance, or is unsure of the correct handling and disposal, he should contact the Contracts Director for further advice.

3.2.5 Monitoring and Control of Noise and Vibration.

Demolition Methods have, so far as is practicable, been designed to reduce the amount of noise and vibration generated from the work.

The Site Supervisor constantly monitors the site for excessive noise or vibration and investigates the cause. If this appears to be more than a very short term problem e.g. more than 2 Hrs, he will arrange for a proper assessment to be conducted by the Contracts Director, and control measures to be put in place.

The company encourages all staff to protect their hearing at all times, and for this reason ear protection is available from the Site Supervisor, even if the noise exposure is below guideline figures.

Where the Site Supervisor feels there is a serious noise problem he will stop the operation until full monitoring can be conducted.

All equipment entering the site is checked for vibration and noise rates supplied by the suppliers, and initial controls are based on this information. If the equipment is to be on site for more than a short period, the Site Supervisor may request testing of the equipment to produce better control measures. These requests should be forwarded through the Contracts Director.

At this time the two most effective measures to control vibration exposure from power tools and similar equipment are to replace the equipment, or limit the exposure time. As a normal policy the company limits vibration exposure by limiting the time spent operating the equipment, and by obtaining equipment with low vibration levels. Whilst PPE, in particular gloves, are of limited value in reducing the actual exposure, they can in some conditions e.g. cold or wet weather, reduce the harmful effects of the exposure, and therefore the company also supplies these as required.

3.2.6 Other Significant Risks.

The dust resulting from demolition operations of this type often contains high levels of silica.

In order to protect persons from exposure, dust levels on the site are monitored, and water sprays used to wherever possible to prevent or reduce the formation of dust.

4.0 Demolition Method Statement.

The method of demolition for this building has been designed taking into account the requirements of "The Control of Asbestos Regulations 2006" and BS 6187:2000.

All works on site should be conducted in accordance with the following methods, though not necessarily in the following order as works may progress on more than one point in the building at the same time.

4.1 Site Preparation.

Before works commence on the site a series of photographs should be taken to show the current state of the site and its boundaries.

The Site Supervisor and the Contracts Director should do a complete walkthrough inspection of the buildings, to ascertain the locations of any hazardous materials that are to be removed in the demolition, and what measures are required to control the hazards produced. This inspection will also ensure that there are no unauthorised persons in the building.

Welfare units should be established on the site, and the site made secure by the installation of the temporary fencing ready for the start of works. Site notices should be displayed at all entrances, and signage should be placed as required on the boundary fencing.

This Construction Phase Health and Safety Plan, and all notices should be displayed in the site office, and all staff should be made aware of its contents at the site induction.

All site staff should be inducted, and the site register made available for inspection. Particular attention should be given to the location of any hazardous materials that have been located in the course of the pre-demolition inspection.

4.2 Stripping out of the Building.

Requirements:

< 4 Demolition Operatives
Hand Tools as Required
Skips as required.

Fence off area with Herras fencing and erect appropriate signage.

Demolition

Protect front entrance from falling masonery and cut free back of roof connected to facade.

Temporary propping for extra support will be used when necessary and roof to be cut free by men harnessed in cage.

Once roof has been cut from section of facade remove remaining roof with 260 degree machine and grab.

Place materials to ground segregate and remove from site.

Take down section of wall at collapsed end to make access for removal of first floor which is to be cut free with men in cage.

Temporary support facade as work continues with roof and first floor.

Once facade has been cut free from roof and total roof removed. Temporarily support where necessary and bring down remaining structure.

Remove from site all brick and remaining building.

Break up concrete slab and remove from site.

Leave site neat and tidy, fenced off in preparation for new development.

4.5 Handover of the Site.

Once all works on the site are complete, a meeting should be held with the client, and his written confirmation of completion obtained.

Once this has been obtained, all welfare facilities should be removed from the site, and arrangements made with the client to secure the site.

At this stage a final set of photos will be taken to show the condition of the site and adjoining area when handed back to the client.

5.0 Assessments of Risk.

Plant Operations
Demolition Breakers
Vehicle Movements
Flame Cutting
Asbestos Cement
Lead Products

COSHH Lead 001
COSHH Oil 001

RISK ASSESSMENT FORM.

Hazard Ref: BD&B / 2009 / DO 001

Reason For Assessment: Initial Assessment

Area Assessed: Plant Operations.

Hazard Description:

1. Injuries to site operatives and visitors from contact with plant equipment.
2. Unintentional Collapse of structures.
3. Falling Debris.
4. Overturning or Mechanical failure of equipment.
5. Gaining Access to Equipment over uneven ground.
6. Damage to or contact with live services.

Risk Description	Risk Groups:
1. Trapping or Crushing of persons	Employees and Visitors
2. Injuries to persons from falling debris	Employees and Visitors
3. Injuries to persons from falling debris	Employees and Visitors
4. Injuries to persons from trapping or contact with falling debris or equipment.	Employees and Visitors
5. Slips, Trips and Falls.	Employees
6. Injuries to persons	Employees

Severity:	X	Frequency:	X	Likelihood:	=	Risk Rating.
5		5		5		**125 Very High.**

Existing Control Measures:

1. Prior to any machine being used for demolition a suitably competent person should check that it is suitable for the proposed operation. This will include checking that it is of sufficient size and capacity.

2. Only trained and competent operators who are authorised in writing may operate plant equipment.

3. Where plant equipment is fitted with quick hitches operators should have received training in the inspection and operation of that quick hitch, and safety pins, where required, should be used at all times.

4. In the case of operators not directly employed by Briggs Demolition & Build Ltd checks should be made to ensure that they are experienced in Demolition operations.

5. When not in use all cabs should be locked to prevent unauthorised use of equipment.

6. All plant should have a current certificate of Thorough Examination, a copy of which should be retained on site for future reference.

7. All plant should be fully inspected, in accordance with the instructions in the operators guide, at least once every seven days by the operator, and a written record of this inspection kept for future reference.

8. All operators should conduct a walk round inspection before the start of each days work.

9. All operations should be conducted according to the Method Statement

10. No unauthorised persons should be allowed onto demolition sites. All visitors to the site should report to the site office on arrival, and be escorted at all times on the site.

11. When demolishing structures by mechanical means precautions must be taken to prevent any person from entering the structure. Because of the energy applied to the structure there must always be a possibility of unintentional failure at a point away from the demolition face.

12. When working in confined spaces, where trapping points can occur between the machine and other structures, suitable steps must be taken to prevent persons approaching the machine without the knowledge of the operator. This may take the form of barriers to prevent approach, or of a Banksman to supervise the operation.

13. When demolishing structures an exclusion zone should be established to keep people out of the path of falling debris. Where the machine operator cannot see the whole of this area a Banksman should be positioned to stop the operation if the area is breached.

14. Before leaving the cab of a machine the operator should park the machine in a position where safe access can be gained. This may mean for example driving the machine down off a ramp or stockpile.

15. When using excavators to demolish buildings the operator should ensure that the machine is not over-reaching. This may involve ramping the machine up onto a working platform constructed from suitable material from other parts of the site. Care should also be taken not to pull structures down onto the machine.

16. Where machines have to be close to high structures they are demolishing this can give rise to the structure falling onto the machines. Where this could occur the machine should be fitted with falling object protection to safeguard the operator.

17. Before any mechanical demolition is undertaken checks should be done to ensure that all services into the area have been disconnected. If this is not possible then any remaining live services should be marked, and the machine operator made aware of their locations and the precautions to be taken.

Further Control Measures:

Residual Risk Rating.

Severity:	**X**	**Frequency:**	**X**	**Likelihood:**	**=**	**Risk Rating.**
3		2		1		**6 Acceptable**

Assessors Name: R.J. Dewar **Job Title:** Contracts Director

Signature: _____ **Date:** 28-07-09

Review History:

First Written	**22-04-09**	
Reviewed:	28-07-09	R.J. Dewar

RISK ASSESSMENT FORM.

Hazard Ref: BD&B / 2009 / DO 002

Reason For Assessment: Initial Assessment.

Area Assessed: Hazards From Hand Held Demolition Breakers.

Hazard Description:

Hand / Arm Vibration injury to personnel using compressed air or Hydraulic Breakers.
Noise Hazard
Eye Injury Hazard.
Manual Handling
Slips, Trips and Falls.

Risk Description	Risk Groups:
Vibration Injury.	Demolition Operatives using equipment.
Noise Hazard	Anybody in the Area of use.
Manual Handling of Equipment.	Demolition operatives using equipment.
Eye Injuries from flying debris.	Anybody in the area of use
Tripping over trailing Air Hoses or uneven work areas.	Anybody in the area.

Severity:	X	Frequency:	X	Likelihood:	=	Risk Rating.
3		5		4		**60 High**

Existing Control Measures:

1. Where reasonably practicable mechanical breakers fitted to machines should be used instead of Hand Held Tools.

2. Where Hand Held Breakers must be used careful consideration must be given to the most suitable tool for the job. This should include the selection of breakers with noise and vibration reducing measures built in.

3. As all the Breaker we use are hired, and the vibration and noise levels given by the hire companies should only be considered as a guide. Careful consideration should be given to Job Rotation to reduce the exposure of individual staff on the site. No operative should operate a hand held breaker for periods exceeding 20 mins without a break of at least 10 mins, and the total operating time should not exceed 4 Hrs in any 8 Hr shift.

4. Hearing protection should be worn by all people in the area, and where required screens should be erected to protect people not involved in the operation.

5. Eye protection should be used at all times whilst using this equipment.

6. As some of these breakers are very heavy, all personnel involved in their use should be trained in the correct way to hold and move them.

7. Compressors or power packs should be as close to the tool as is reasonably practicable to reduce the lengths of trailing hoses, and therefore the risks of tripping over them.

8. Where hoses run across access routes they must be clearly marked, and if possible covered to prevent a trip hazard.

9. Areas that have been broken up should be clearly marked and where possible fenced off to prevent unauthorised persons walking on them.

10. Where the tools are likely to be in use for more than 4 hours in any day, consideration must be given to doing site and tool specific monitoring for noise and vibration levels, and further risk assessment based on that information.

11. All tools and hoses should be given a visual inspection before they are first used, and daily thereafter, paying particular attention to the fittings on hoses.

12. Where hoses are trailed over stairways or scaffolding etc to gain access to different levels they should be secured at regular intervals to prevent undue stress on the hoses or fittings.

13. People who are regular users of these tools, and their supervisors should be trained in the warning signs of vibration injury, and must report the onset of any of these at once to the management.

14. Particular care should be taken in cold conditions as these are known to worsen the effects of vibration on some people.

15. Where air powered tool are in use, the hoses should be tethered at each joint to prevent whipping in the event of a coupling failure.

Further Control Measures:

Residual Risk Rating.

Severity:	**X**	**Frequency:**	**X**	**Likelihood:**	**=**	**Risk Rating.**
1		1		1		**3 Acceptable**

Assessors Name: R.J. Dewar **Job Title:** Contracts Director

Signature: _____ Date: 28-07-09

Review History:
First Written: 22-04-09 R.J. Dewar

Reviewed: 28-07-09 R.J. Dewar

RISK ASSESSMENT FORM.

Hazard Ref: BD&B / 2009 / DO 003

Reason For Assessment: Initial Assessment

Area Assessed: Road Vehicle Movements entering and around the site.

Hazard Description:

1. Injuries to persons from contact with vehicles.
2. Overturning or Mechanical failure of equipment.
3. Injuries to persons from debris falling from loads

Risk Description	Risk Groups:
1. Trapping or Crushing of persons	Employees and public
2. Injuries to persons from falling debris	Employees and public
3. Injuries to persons from falling debris	Employees and public

Severity:	X	Frequency:	X	Likelihood:	=	Risk Rating.
5		5		3		**75 High.**

Existing Control Measures:

1. Only Qualified, Experienced Drivers, authorised in writing are to drive any vehicle.

2. When drivers leave their vehicle the keys should be removed, and the cabs locked to prevent unauthorised use.

3. No vehicle shall reverse onto or off the site, unless under the direct supervision of a competent Banksman appointed for the task.

4. No vehicle shall enter the site without the permission of the site supervisor.

5. When reversing on site drivers must follow the instructions of the Banksman appointed to control the movements.

6. No vehicle shall leave the site with a light or loose load unless that load is sheeted to prevent loss.

7. No driver or other person shall climb onto any vehicle or load unless facilities for fall protection are in place on the site, and they are trained and competent in the use of those facilities.

8. Tippers should only be tipped on firm level ground.

9. No vehicle shall enter or leave the site other than through the site entrance.

10. All drivers entering and leaving the site should exercise great care on the road, which may be used by children.

11. All drivers must at all times comply with relevant legislation.

12. All drivers must immediately inform head office by telephone of any defect they believe prevents safe operation of the vehicle.

13. All drivers must notify Head office immediately by phone of any accident no matter how minor, and on return to the office must complete an accident report form.

Residual Risk Rating.

Severity:	**X**	**Frequency:**	**X**	**Likelihood:**	**=**	**Risk Rating.**
2		2		1		**4 Acceptable**

Assessors Name: R.J. Dewar **Job Title:** Contracts Director

Signature: _____ **Date:** 28-07-09

First Written : 22-04-09 **R.J. Dewar**

Reviewed: 28-07-09 R.J. Dewar

RISK ASSESSMENT FORM.

Hazard Ref: BD&B / 2009 / DO 004

Reason For Assessment: Initial Assessment

Area Assessed: Hazards of Short Term Flame Cutting Operations.

Hazard Description:

Fire or Explosion Hazards from Gas Bottles.
Fire or Explosion Hazards from work area.
Hot metal particles released from the operation.
Metal fume released from the operation.
Falling Debris.
Unintentional Collapse
Burns from hot metal.

Risk Description	Risk Groups:
Burns to Operatives involved in the operation.	All Operatives in the area
Burns to Passers By.	Any person in the area
Starting of Fires in the work or surrounding area.	
Inhalation of Metal Fume.	
Explosion of Gas Bottles.	
Injury from falling debris.	

Severity:	X	Frequency:	X	Likelihood:	=	Risk Rating.
5		5		3		75 High

Existing Control Measures:

1. This assessment applies to operations involving less than 1 Hour of cutting in any day.
2. Where operations are expected to last longer than this an individual assessment should be undertaken relevant to that site.
3. Before any flame cutting is authorised on a site other ways of doing the work must be considered.
4. No Flame Cutting to take place without a permit to work issued by the site supervisor in line with the guidance in The Health & Safety Policy of Briggs Demolition & Build Ltd.
5. Flame cutting should only be undertaken by Trained and Competent Staff who are authorised in writing.
6. Fire precautions should be in place before any work with flame cutting equipment commences, as detailed in the permit to work.

7. Before any cutting commences a final inspection of the surrounding area should be undertaken to ensure that the fire precautions taken are adequate.

8. All work with flame cutting equipment should finish at least 1 hour before the end of the working day, and a final walkround inspection should take place just before leaving at the end of the day to ensure that no sources of ignition remain.

9. All equipment must be visually inspected at the start of each working day, and checked for leaks after any changes that may cause them.

10. An exclusion area should be set up around all flame cutting operations to protect persons not involved in the operation.

11. Suitable PPE & RPE must be worn by all persons involved in these operations, including Gauntlets, Eye Protection, and where required respirators or breathing apparatus.

12. Where Reasonably Practicable fumes from cutting operations should be extracted at source.

13. All gas bottles should be properly secured prior to use, and in the case of Oxygen Bottles if they cannot be secured upright they must be laid down on the floor.

14. No flame cutting equipment shall be used without Flash Back Arrestors Fitted.

15. IF any bottle becomes Excessively Heated for any reason, the area should be evacuated and the Fire Brigade called, and no person should go back into the area until instructed by the fire brigade that it is safe to do so.

16. All work must be left safe at the end of each shift.

17. No part of any structure should be removed which would leave the structure unsafe, without precaution being in place to safeguard the structure, unless the aim is to cause a controlled collapse of the structure.

18. Care should be taken to note the hazards of coatings that may be on the metal work, in particular the hazards of Lead Paint and Galvanising. If it is suspected that a hazardous material may be present then this should be assessed and suitable CONTROLS PUT INTO PLACE.

Further Control Measures:

1. See Also the COSHH Assessments for Hot Work and Lead Paint.

Residual Risk Rating.

Severity:	**X**	**Frequency:**	**X**	**Likelihood:**	**=**	**Risk Rating.**
2		1		1		**2 Acceptable**

Assessors Name: R.J. Dewar **Job Title:** Contracts Director

Signature: _____ **Date:** 28-07-09

Review History:

First Written	**22-04-09**	**R.J. Dewar**
reviewed	28-07-09	R.J. Dewar

RISK ASSESSMENT FORM.

Hazard Ref: BD&B / 2009 / DO 005

Reason For Assessment: Initial Assessment

Area Assessed: Hazards of work with Asbestos Cement.

Hazard Description:

Exposure of Persons to Asbestos Fibres
Limits on field of vision and mobility caused by PPE

Risk Description	Risk Groups:
Health Effects from Exposure to Asbestos Fibres	All persons in the work area
Trips and Slips from limited field of vision	Operatives wearing PPE
Falls from height	Operatives working at height

Severity:	X	Frequency:	X	Likelihood:	=	Risk Rating.
5		4		4		80 Very High

Existing Control Measures:

1. All work to be conducted in accordance with The Control of Asbestos Regulations 2006.

2. All persons who are involved in work with asbestos containing materials should be trained and competent, and authorised in writing by the company for this work.

3. All persons who are authorised for this work shall have in their personnel file a record of the training they have received, and the details of any work with asbestos containing materials they undertake, including where known details of any exposure to fibres.

4. All persons who are likely to undertake work with asbestos containing materials should be face fitted for the respirators they are to use, and details of this fitting should be included in their personnel file.

5. All work with asbestos cement should be conducted in accordance with the method statement for that particular job.

6. No work with asbestos cement should be undertaken until the decontamination procedures on site have been checked and found suitable.

7. No work shall commence with asbestos materials until the site is secured, and the respiratory protection areas clearly marked.

8. Once these respiratory protection areas are marked no unauthorised person may enter for any reason, and authorised persons may only enter when wearing a suitable

respirator.

9. No work with asbestos cement shall be undertaken unless under the direct supervision of a competent supervisor appointed for that purpose.

10. The minimum Personal Protective Equipment to be used for any work with asbestos cement is:

    Disposable Hooded Overalls,
    Non-Lacing Safety Boots,
    Disposable Respirator to a minimum standard of EN 149 FFP3, Or Powered respirator for longer jobs,
    Safety Helmet.

11. When removing sheet asbestos cement, the retaining bolts should be cut with bolt cutters, and the sheets removed without breakage to reduce the possibility of fibre release.

12. All asbestos waste should be put into clearly marked asbestos waste bags, and double bagged, or wrapped in two layers of plastic sheeting and clearly marked.

13. Where large quantities of sheets are to be removed these may be carefully stacked into a sealed container for transport directly to a licensed landfill site. NB. THIS METHOD MUST NOT BE USED TO TAKE SHEETS TO A TRANSFER STATION.

14. Due to the limits on the field of vision caused by some types of full face respirators used for this type of work, extra care should be taken to keep the site free from trip hazards and trailing cables.

15. Before any removal of asbestos containing materials is undertaken the site should be cleared of any debris, and where practicable covered with plastic sheeting to collect any debris.

16. Any none removable fixtures should be covered with plastic sheets to prevent contamination with debris.

17. When the removal of the asbestos cement is completed the entire area should be cleaned to remove any contamination.

18. Dry sweeping should never be used as a method of clearing debris. Use a Type H vacuum cleaner or damp rags.

19. All debris should be double bagged as asbestos containing waste and treated accordingly.

20. Before leaving the work area for any reason all staff should follow the appropriate decontamination procedure.

21. No Eating, Drinking or Smoking is allowed in any respirator area.

22. When removing asbestos containing materials at height, the risk assessments for that work must be written with due regard to the restrictions imposed by the PPE required for the work.

Further Control Measures:

Residual Risk Rating.

Severity:	**X**	**Frequency:**	**X**	**Likelihood:**	**=**	**Risk Rating.**
4		1		1		**4 Acceptable**

Assessors Name: R.J. Dewar **Job Title:** Contracts Director

Signature: _____ **Date:** 28-07-09

Review History:
First Written 22-04-09 R.J. Dewar
Review 28-07-09 R.J. Dewar

RISK ASSESSMENT FORM.

Hazard Ref: BD&B / 2009/ DO 006

Reason For Assessment: Initial Assessment for new site.

Area Assessed: Operations involving Lead Products.

Hazard Description:

1. Working with cold Metallic Lead, or Lead Containing Paint.
2. Hot Work producing Lead Fume and / or Vapour.
3. Manual Handling.

Risk Description	Risk Groups:
1. Exposure of workers to Lead	Employees.
2. Exposure of persons to Lead Fume & Vapour	Employees and Visitors
3. Personal Injuries	Employees and Visitors

Severity:	X	Frequency:	X	Likelihood:	=	Risk Rating.
4		3		3		**36 medium.**

Existing Control Measures:

1. This Risk Assessment applies only to short term work on this site where there is little risk of a significant exposure of individuals to lead due to the nature of the work.

2. Where possible all work with lead products should be done cold to prevent formation of Vapour or Fume.

3. Cold handling of Metallic Lead is unlikely to produce a risk of poisoning provided that good personal hygiene is observed. The only route of entry to the body is ingestion, usually carried on food, drink or cigarettes off dirty hands or clothing.

4. Manual handling risks are quite high due to the density of Lead giving very high mass, for small unit size. This means that extra care should be taken to control the handling process, and all staff should be trained in manual handling.

5. Where hot work must be conducted near or on Lead or Lead Painted Materials, care must be taken to select and train the staff involved, in both the hazards and precautions to be followed.

6. Where there is significant risk of exposure to lead, as defined in "The Control of Lead at Work Regulations 2002" the employer must follow the requirements of these regulations, and conduct Risk Assessments accordingly.

7. Where Lead Fume, Vapour or Dust is produced in the course of an operation the employees that could be affected should be issued with suitable PPE. Due to the very limited nature of the hot work on these projects, Engineering Precautions are not reasonably practicable, and therefore the most suitable option is protection of individuals by PPE.

8. The PPE issued for hot cutting work is detailed in the risk assessment for hot work, but due to the additional hazards from lead fume and vapour, FFP3 respirators should be used. These provide a higher level of protection than the FFP2 respirators normally used for short term flame cutting.

Further Control Measures:

Residual Risk Rating.

Severity:	**X**	**Frequency:**	**X**	**Likelihood:**	**=**	**Risk Rating.**
3		2		1		**6 Acceptable**

Assessors Name: R.J. Dewar **Job Title:** Contracts Director

Signature: _____ **Date:** 28-07-09

Review History:
First Written 22-04-09 R.J. Dewar
Review 28-07-09 R.J. Dewar

COSHH ASSESSMENT FORM.

Product Ref: **Lead 1**

Date Of Assessment: 22-04-09

Product Description: **Lead Fume & Vapour from Hot Work**

Supplier: **Tel No:**

Site Process

Hazard Assessment (Likelihood of Harm)

Severity:	X	Frequency:	X	Likelihood:	=	Risk Rating.
5		3		2		30 Medium

Usage Assessment:

Process: Hot Work **Purpose:** Demolition

How Much: As Required **How Often:** As Required

Those Affected: All people engaged with or in the area of hot work with lead painted or containing materials.

Known Effects:

1. Harmful by Inhalation
2. Harmful by Ingestion

Control Measures:

1. Individual Assessment of each operation where there is a risk of significant exposure.
2. Selection of workers.
3. Use of Respiratory Protection Zoning.
4. Keep work areas well ventilated.
5. Use cold cutting methods where possible.
6. Personal Hygiene. Washing off contamination and changing clothing before eating or drinking or smoking.
7. Correct PPE and RPE.
8. No Eating, Drinking or Smoking except in authorised areas away from working area and only after washing..

Emergency Procedures.

Remove person from work area and seek medical assistance.

First Aid Measures.

Exposure to lead fume and vapour is chronic rather than acute, so no special first aid procedures are required. If problems are suspected seek medical advice.

1. **Ingestion.**

2. **Skin Contact.**

3. **Eyes.**

PPE Requirements.

1. Respiratory Protection suitable for operation. (Minimum Standard EN149 FFP3)
2. Gloves and eye protection as required.

Full PPE Requirements should be contained in the individual risk assessment for each operation.

Assessors Name: R.J. Dewar **Job Title:** Contracts Director

Signature: _____ **Date:** 28-07-09

Recommended Review Date: April 2010

COSHH ASSESSMENT FORM.

Product Ref: **Oil 001**

Date Of Assessment: 22-04-09

Product Description: **GAS OIL**

Supplier: **Tel No:**

Crown Oils,
Heap Bridge,
Bury

0161 764 6622

Hazard Assessment (Likelihood of Harm)

Severity:	+	**Frequency:**	+	**Likelihood:**	=	**Risk Rating.**
3		**1**		**2**		**6 Low Risk**

All stated on a scale of 1 (No Risk) > 5 (High Risk)
3>5 = Very Low Risk 5>7 = Low Risk, 8>12 = Medium Risk, 13>14 High Risk, 15 = Very High Risk.

Usage Assessment:

Process: Plant Equipment **Purpose:** Machine Fuel

How Much: As Required **How Often:** Once a Day

Those Affected: Machine Drivers and Delivery Driver, Machine Fitters Other people in contact.

Known Effects:

1. Causes Dermatitis by skin contact.
2. Contains PCA's which may cause skin cancer.
3. Harmful by ingestion.
4. Flammable.

Control Measures:

1. Use of PPE and Barrier Creams.
2. Use of machine fuelling Pumps to avoid personal Contact (Where Fitted)
3. Personal Hygiene. (Immediate washing off of splashes)
4. Cleaning Up of Spills.
5. No Eating or Drinking whilst handling fuel
6. No Smoking whilst handling Fuel.
7. Fire fighting equipment to be carried on vehicles transporting fuel
8. Fuel only to be stored in proper marked containers, in a locked, marked cabin.

Emergency Procedures.

1. In the event of spillage soak up in inert material (Sand, Saw Dust or Absorbent Granules)
2. In the event of fire extinguish with Powder, Foam, AAAF, CO2 **DO NOT USE WATER**
3. **For other accidents see data sheet attached.**

PPE Requirements.

1. Face visor or Safety Goggles to prevent splashing in eyes
2. Impervious protective clothing and Gloves to prevent skin contact.

Assessors Name: R.J. Dewar **Job Title:** Contracts Director

Signature: _____ **Date:** 28-07-09

Recommended Review Date: April 2010

6.0 Statutory Notices.

6.1 Section 80 Notice

6.2 Section 81 Notice

6.3. Asbestos Report.

6.4 Insurance

7.0 Site Photo Records.

8.0 Site Waste Management.

8.1 Waste Transfer Record.

Ref No:	Date:	Waste Type:	Quant:	Transferred To: