



Demolition Plan

**Asbestos Removal, Demolition and
Reclamation Works**

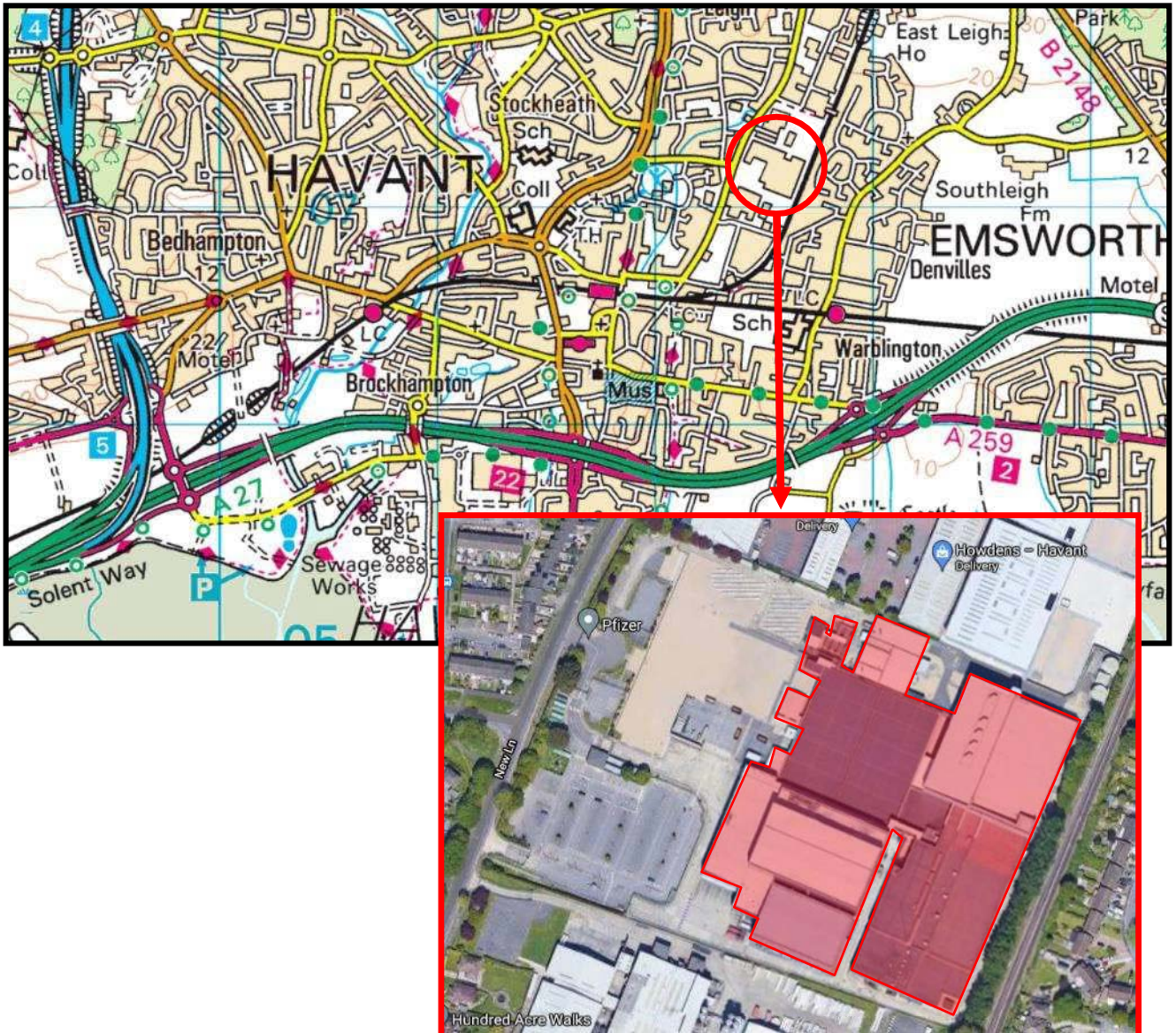
**Proposed at
Former Pfizer Building
32 New Lane
Havant
PO9 2NG**



COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

DEMOLITION PLAN DETAILS:			
PROJECT NAME & NO:	Pfizer Building	PROJECT ORIGINATOR:	Scott Craddock
PROJECT ADDRESS:	32 New Lane, Havant, Portsmouth, PO9 2NG		
CLIENT:	TSL		
METHOD STATEMENT NO:	CDL140MS	REVISION NO:	1 st Issue
ANTICIPATED START DATE:	6 th September 2021	ANTICIPATED DURATION:	10 Weeks
SITE WORKING HOURS:	Monday to Friday 0800 – 1800 Saturday 0800 – 1300 No works or ancillary operations associated with any demolition, excavation, clearance and construction works at the development, which are audible at the site boundary, shall take place on any Sunday or Bank / Public Holiday, nor on any other day except between the following times: Monday to Friday: 8.00 – 18.00 and Saturday: 8:00 –13.00.		

LOCATION PLAN



DIRECTIONS TO SITE WHERE RESTRICTIONS MAY APPLY

The site is readily accessible from the A27 which is located to the south of Havant.

From the A27, site users should head north on the B1249 before heading along Crossland Drive and onto New Lane off which the site is accessible.

New Lane, as shown below, is not restrictive in height or width with regard to the delivery of plant and equipment. The site access point is shown below.



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

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

Document Control Sheet

TITLE	ACTION	DATE	SIGNATURE:
HSEQ Advisor (H Wood)	Prepared	15.07.2021	
Scott Craddock	Reviewed/ Authorised	15.07.2021	
Joe Woolf	Reviewed	24.08.2021	

CIRCULATION

COPY NO.	ISSUED TO:	LOCATION
1 st Issue	TSL	\\svr02\cms\9 DEMOLITION\009.DEM; RISK ASSESSMENTS AND METHOD STATEMENTS\CDL140MS

AMENDMENT HISTORY

Rev No.	Date	Remarks	Page No	Amended By
Rev 1	20/08/2021	Working Hours and Excavation Restrictions		SC

REVIEW

Proposed Review Periods	Actual Date of Review	Reviewed By (Signed)	
		Project / Site Manager	HSEQ
Following Site Set Up			
Following Soft Strip			
Following Demolition			
Following Ground Works			
Date the Demolition Plan was forwarded to the Principal Contractor / Designer for approval			
Date approved by Principal Contractor / Designer			

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

Contents Page

1	Introduction
1.1	Objectives of the Demolition Plan
1.2	Summary of Project Information
1.3	Photographs
1.4	Sequence of Tasks
1.5	Programme of works
1.6	R&D Survey Report
2	Health and Safety Arrangements
2.1	Welfare Facilities / Arrangements
2.2	Access / Egress
2.3	Traffic Management
2.4	Fire / First Aid Emergency Arrangements
2.5	Existing Underground Services Information Pack (HSG47)
2.6	Existing Overhead Power Lines Information Pack (OHPL GS6)
2.7	Plant / Machinery
2.8	Housekeeping
2.9	Security
2.10	PPE
2.11	Training
2.12	Permits
3	Environmental Considerations
3.1	Waste and Material Management
3.2	Asbestos Management
3.3	Dust Management
3.4	Noise Management
3.5	Vibration Management
3.6	Emissions Management
3.7	Pollution Incident Management
3.8	COSHH Arrangements
3.9	Oxy Propane / LPG Storage
4	Emergency Arrangements
4.1	Hospital Information
4.2	Accident Reporting Procedures
4.3	Fire Plan
4.4	Fire Risk Assessment
4.5	Evacuation Procedure
4.6	First Aid Arrangements
4.7	Emergency Contact Numbers
4.8	Supervision and Works Management
5	Appendices
5.1	Task Specific Method Statements
5.2	Risk Assessments / Registers
5.3	Daily Briefing Sheets (Sample)
5.4	TBT (Index)
5.5	Permit to Work (Sample)
5.6	Hot Works Permit (Sample)
5.7	Permit to Break Ground (Sample)
5.8	COVID-19 Standard Operating Procedures
5.9	Temporary Works

1. Introduction

1.1 Objectives of the Demolition Plan

This Demolition Plan has been prepared for the Demolition of the former Pfizer manufacturing buildings located at 32 New Lane in Havant, Portsmouth (PO9 2NG).

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

- Construction (Design and Management) Regulations 2015
- BS 6187:2011 Code of Practice for both Full and Partial Demolition
- Health and Safety at Work Act 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- PUWER Regulations 1998;
- COSHH Regulations 2002;
- LOLER Regulations 1998;
- HSG (47) Avoiding Danger from Underground Services;
- Control of Pollution Act 1974;
- Environmental Protection Act 1990;
- Wildlife and Countryside Act 1981;

Drop Zones / Safety Zones

Demolition Safety Zones will be formed in accordance with BS6187:2011, 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 9001:2015
- BS EN ISO 14001:2015
- BS EN OHSAS 45001:2018

This Demolition Plan has been developed from the Pre-construction information provided by the Client and the Principal Contractor for the Demolition Phase of the Project.

The purpose of the Demolition Plan is to provide the Client, Principal Contractor, 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 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 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.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

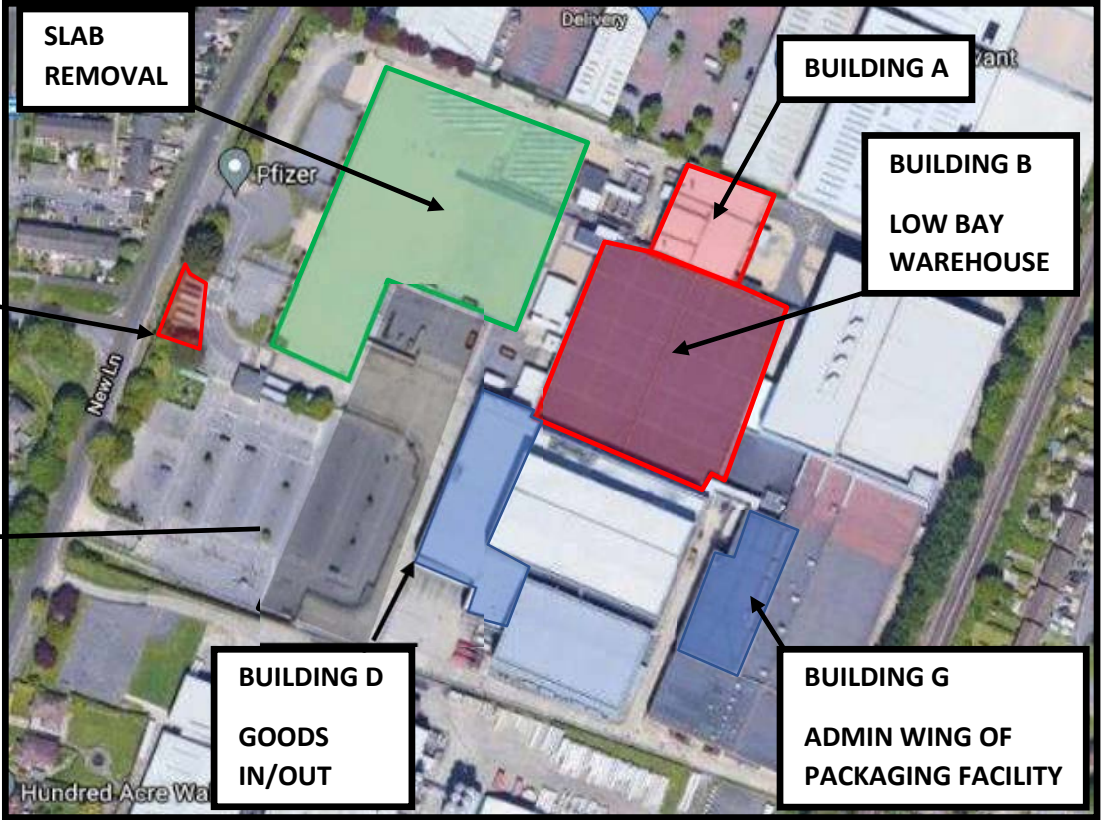
1.2 Summary of Project Information

Project Name	Asbestos removal, demolition and reclamation works at the former Pfizer Buildings.
Project Address	32 New Lane in Havant, Portsmouth (PO9 2NG).
CDM Duty Holders	The Principal Contractor for the works will be TSL Ltd. Collins Demolition will be a subcontractor to TSL Ltd. and shall undertake all asbestos removal, demolition and ground works in house. Should additional subcontractors be utilised by Collins Demolition this Plan shall be updated to reflect this.
Description and Scope of Works	The works comprise general site clearance, removal of asbestos containing materials and soft stripping works prior to the demolition of the former Pfizer buildings and its associated structures down to slab level. In addition to the buildings to be demolished on site, there are 2 no. tanks located in the north eastern corner of the site. These tanks were part of the former firefighting system for the Pfizer buildings and are therefore understood to contain water. Collins Demolition shall use this water to provide dust suppression during demolition and crushing activities. Following demolition of the buildings to slab level, the former ground slabs of the demolished buildings (and the ground slab of buildings previously demolished) shall be removed to allow, Subject to Planning Approval, for further excavation works to be undertaken to expose and remove all below ground obstructions such as historic footings, foundations, and tanks that are no longer intended to be used. Initially we will be excavating down to 1.5mtrs below OGL and seeking advice from the Client as to foundations below that depth. Regarding excavation works an Geo Environmental Consultant will be present for a watching brief during any demolition/site clearance that goes below slab level. Following the demolition and excavation works, all materials shall be processed into suitable waste streams and removed from site. Any clean brick and concrete materials arising from the demolition and excavation works shall be crushed to a 6F2 and Type 1 specification and stockpiled within the confines of the site boundary for use in the proposed development.
Existing Environment (Ecology – Watercourses)	The site consists of approximately 7 buildings and 2 no. water tanks which are located in the north eastern corner of the site. All buildings and the former water tanks are to be demolished as part of the contract works. Within the eastern section of the site, there is a gravelled area which is the site of a former building which has previously been demolished. The slab remains in place beneath the gravelled area and Subject to Prior Approval, shall be removed along with any historic footings and foundations. To the south of this area there is an existing security hut and a car parking area. The site access point is located on the sites eastern boundary and is secured with a set of electrical gates. There are no watercourses located within the site boundary and there are no trees within the working area in the demolition phase. Vegetation is limited to shrubs and general vegetation. Whilst acknowledging the above, the demolition of buildings will not commence unless and until a pre-commencement site meeting with the site agent, the applicants Arboricultural

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
	Consultant and a Havant Borough Council Arboricultural representative has taken place to ensure that all tree protection measures are correctly in place. The tree protection shall thereafter be retained and maintained as approved for the duration of the demolition works. The demolition shall take place in full accordance with the Arboricultural Impact Assessment and Method Statement Rev 02 Lizard Landscape Design and Ecology and Tree Retention and Protection Plan Drawing No. LLD2177-ARB-DWG-002 Rev 04. In addition all works within the Root Protection Areas of retained trees shall be supervised by the Applicants Arboricultural Consultants (but this applies to later phases of the build).	
Surrounding Area / 3rd Parties	The site is situated within an area of mixed commercial and residential land use. Industrial units are located to the north and south of the buildings to be demolished whilst residential houses are located to the west off New Lane. To the east, the site boundary of the demolition site runs adjacent to a live rail way line with residential housing situated beyond.	

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

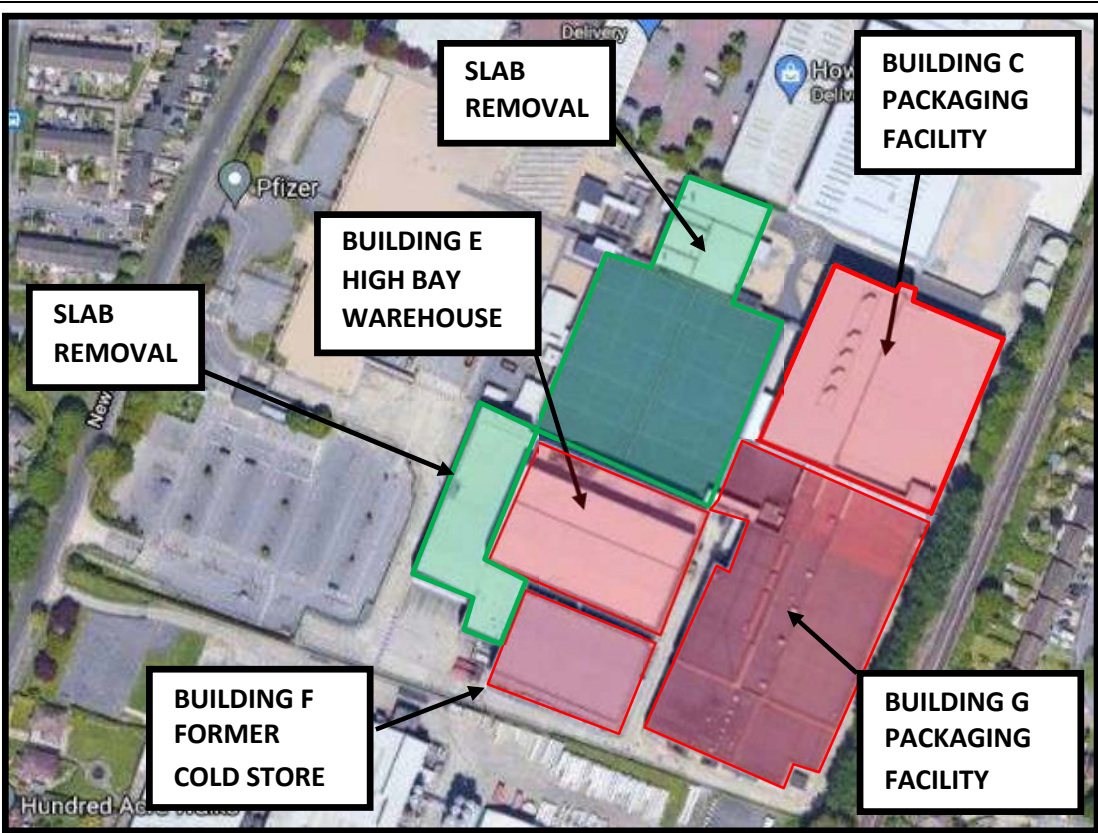
Existing Services	TSL will be responsible for isolating all electric, gas, water and communication supplies to the buildings to be demolished. A substation is present on site in a standalone building which is located to the rear of building A (see Demolition Plan). Collins Demolition understands that this substation is to remain live during the demolition phase and that below ground LV Cables emanating from this substation head south along the sites northern site boundary before exiting the site onto New Lane. Apart from these live electric cables, Collins Demolition understands that all remaining services shall be isolated at the site boundary.
Asbestos Survey	An asbestos management survey is currently available for the building but no refurbishment and demolition asbestos survey has undertaken to date.
Known Traffic Restrictions / routes to site	The surrounding highway network (including New Lane), is not restrictive in height or width with regard to the delivery of plant and equipment.
Parking on Site	All vehicles belonging to site operatives and those of site visitors shall be parked within the Site Compound which is to be located on the sites eastern boundary as shown on the demolition plan. All contractor parking and equipment storage in relation to the demolition phase of works shall take place entirely within the application site and there shall be no overspill parking or storage on the public highway.
Demolition Route Plan	In general, the demolition and ground works shall be undertaken in 3 phases. Phase 1: Weeks 1 and 2 Collins shall demolish the bike sheds on the eastern site boundary to make access for TSL site cabins. In addition, Collins shall start removing the hard standing area in the car park located adjacent to the existing security hut. Collins shall remove all gravel from the footprint of the building previously demolished to expose and break open the former slab remaining below. Following removal of the former ground slab, Collins shall excavate to expose and remove all historical obstructions such as footings and foundations. During this time, Collins shall commence demolition of Building A and Building B (Low Bay Warehouse) to open up the north eastern corner of the site. This area of the site will become the processing and crushing area for all materials arising from the ongoing demolition and ground works. Water from the former tanks located in the north eastern corner will be utilised to provide dust suppression during crushing activities. Preparation works, in the form of manual soft stripping, will be undertaken to Buildings D (former goods in/ out) and to the admin wing of Building G (former packaging facility). Following soft stripping, Building D will be demolished.

Phase 1 Key Groundworks Soft stripping Demolition BIKE SHED HARD STANDING AREA TO BE REMOVED	
	Phase 2: Weeks 3, 4, 5 and 6 Collins shall demolish Building C (former Packaging Facility), Building E (former High Bay Warehouse) and Building F (former Cold Store) utilising the high reach machine. Collins shall demolish Building G (former Packaging Facility) utilising traditional demolition excavators. Following on from the demolition of Buildings A, B and D in Phase 1, Collins shall commence the removal of the former ground slabs prior to excavating beneath the slab to expose and remove all historic footings and foundations.

Phase 2

Key

Groundworks
Demolition



COLLINS DEMOLITION LTD	DEMOLITION PLAN	
--	-------------------------------	---

	Phase 3: Weeks 7 through 10 Following on from the demolition of Building C, Building E, Building F and Building G, Collins shall commence the removal of the former ground slabs prior to excavating beneath the slab to expose and remove all historic footings and foundations. At the end of the week 8, Collins shall proceed to demolish the former water tanks located in the north eastern corner of the site. Following demolition, all slabs, footings and foundations shall be removed from this area.
Phase 3 Key Groundworks Demolition	

1.3 Photographs of Site and Buildings to be Demolished



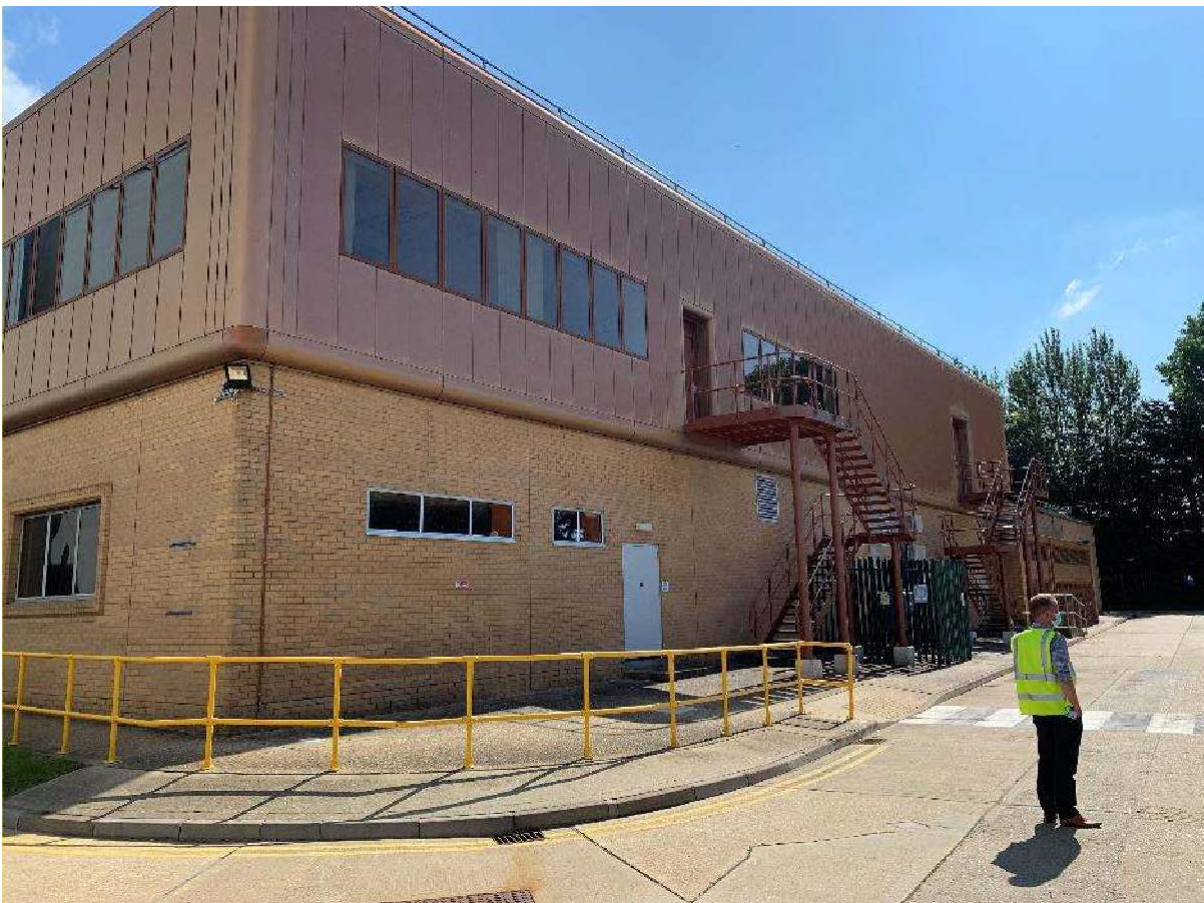
Photograph 1: Building A



Photograph 2: Building D (Goods in/ out) and Building E to the rear



Photograph 3: Elevation of Building D and E (Goods in/ out)



Photograph 4: Elevation of Building G (Packaging Facility)



Photograph 5: Water tanks to be demolished

Amendment to Process (Network Rail)

- Area to be horded (HERAS Close Panels) to Network Rail elevation
 - Tanks to be removed / Sheared using Demolition Rig equipment. Material to be pulled / dropped in towards the site, multiple D-Rig equipment to be deployed to assist.
 - Pump house to be demolished in the same manner, all debris removed.
 - Slip trenches to the side of the Tank foundation to establish the depth of the foundation and an assessment made as to any effect on Network Rail infrastructure.
 - Systematic breaking of the Slab progressively toward the Boundary. Using a large D-Rig excavator (70 Ton) the foundation towards the edge of the boundary will be pulled in towards the site when the foundation is reduced in size following the breaking process. This will reduce the vibration effect to the boundary.
- Should foundations proceed from the site onto Network Rail, the Slab, Footing and obstructions will be saw cut flush with our site.

1.4 Sequence of Tasks

Phase 1

Week 1

1. **Mobilise to Site**
2. **Site Inductions** (induct all operatives and subcontractors to the Demolition Plan, Site-Specific Risk Assessments and Method Statements etc.).
3. **Site Establishment** (removal of former bike storage area to make room for TSL Site Cabins)
4. **Site Establishment** (set up of former security hut to act as Collins Welfare area)
5. **Site Establishment** (erect debris netting to southern, eastern and northern site boundaries)
6. **Site Establishment** (set up of exclusion zones and drop zones)
7. **General Site Clearance** (removal of all wastes, bollards, fences, vegetation etc. from external areas)
8. **General Site Clearance** (removal of all gravel from north western corner of site where slab from former building is present and stockpile)
9. **General Site Clearance** (removal of hardstanding areas/ car parks etc.)
10. **Preparation Works** (Soft Strip of Building D)
11. **Demolition Works** (Demolition of Building A)
12. **Demolition Works** (Demolition of Building B)
13. **Initial Ground Works** (break out slab of previously demolished building before excavating to expose and remove historic footings and foundations)

Week 2

14. **Preparation Works** (Soft Strip of Building G)
15. **Demolition Works** (Demolition of Building D)

Phase 2

Week 3

16. **Demolition Works** (High Reach Demolition of Building C)
17. **Demolition Works** (High Reach Demolition of Building E)
18. **Ground Works** (Break out slabs, footings and foundations from former Building A)

Week 4

19. **Demolition Works** (High Reach Demolition of Building F)
20. **Ground Works** (Break out slabs, footings and foundations from former Building B)

Week 5 and 6

21. **Demolition Works** (Demolition of Building G)

Phase 3

Weeks 7 through 10

22. **Ground Works** (Break out slabs, footings and foundations from former Buildings C, E, F and G)
23. **Demolition Works** (Demolition of former water tanks)

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

1.5 Programme of Works

10 Weeks (programme will be submitted prior to the commencement of works)

1.6 R&D Survey Report

An asbestos management survey is currently available for the building but no refurbishment and demolition asbestos survey has undertaken to date.

Once the refurbishment and demolition asbestos survey has been undertaken, Collins Demolition shall provide a plan of works detailing the method for removing any asbestos containing materials prior to the buildings being demolished.

2. Health and Safety Arrangements

2.1 Welfare Facilities / Arrangements

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

Collins Demolition will remove the former bike park to make space for TSL's site compound. In addition to the welfare facilities provided by TSL, Collins Demolition will repurpose the existing security hut located at the site entrance to provide welfare facilities and sufficient rest facilities (see photograph below).

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 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	Yes	Yes	Daily
Changing Rooms	Yes	Yes	Daily
Drying Rooms	Yes	Yes	Daily
Toilets	Yes	Yes	Daily
Hot / Cold Water	Yes	Yes	Daily



2.2 Access / Egress Arrangements

The site is accessible via a gated entrance located off New Lane on the sites eastern site boundary as shown by the photograph below.



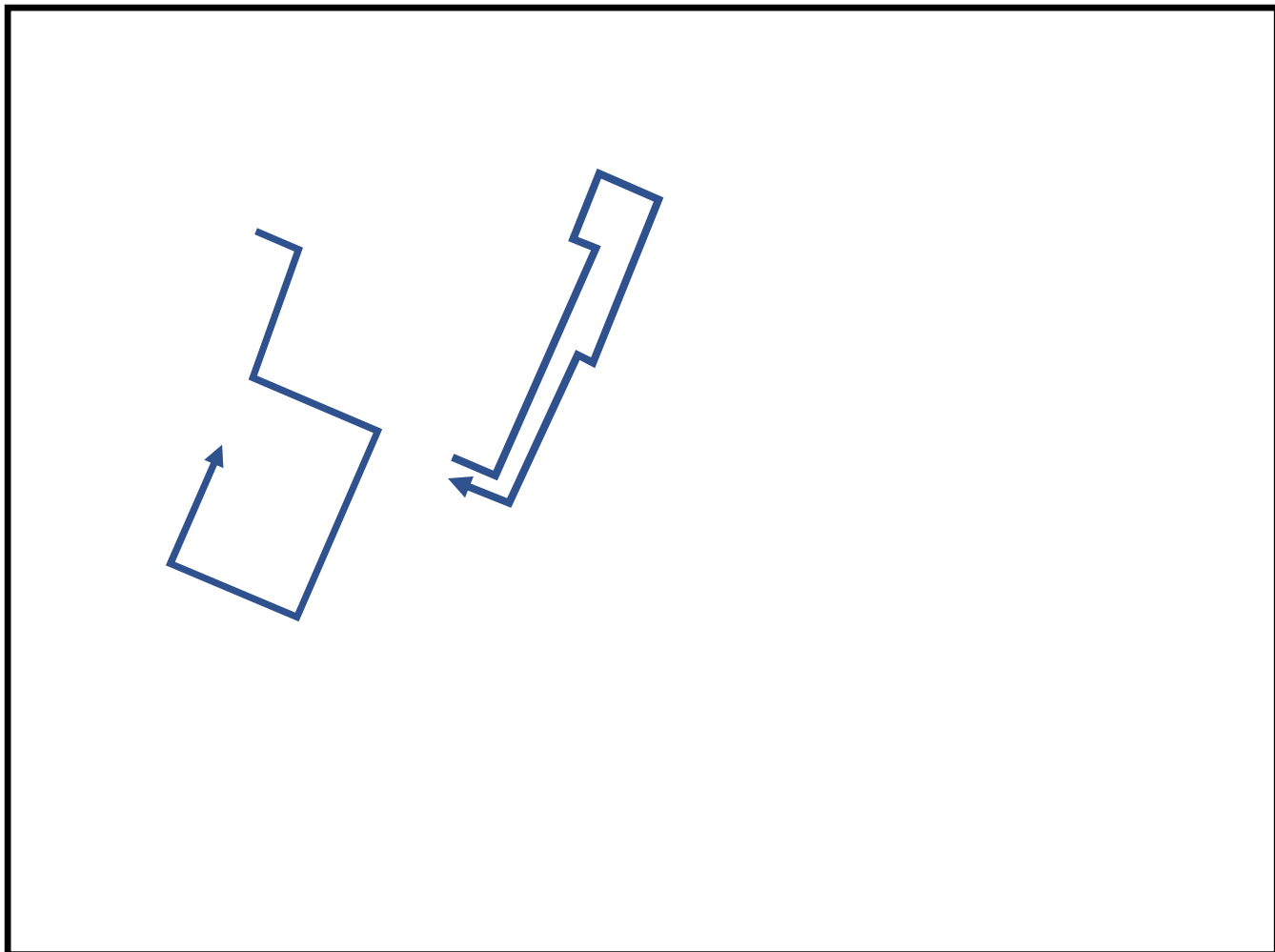
In addition to this entrance, there is also a gated entrance located in the south eastern corner of the site, however, during the demolition works, only the main site entrance shall be used for access and egress to allow full control of demolition personnel, site visitors and deliveries etc.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	<i>Collins</i>
-----------------------------------	------------------------	----------------

2.3 TMP/ Pedestrian Routes Plan

All access and egress to the site shall be via the gated entrance located off New Lane on the sites eastern site boundary as shown by the photograph below.

All internal site traffic shall follow the route as shown on the plan below.



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.

Adequate Fire Extinguishers will be available on site.

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.

2.5 Existing Underground Services Information Pack (HSG47)

Service / Provider	Information Services and Notes on Services
Electricity	Disconnected at the site boundary by the Client/ Principal Contractor. A substation is present on site in a standalone building which is located to the rear of building A (see below). Collins Demolition understands that this substation is to remain live during the demolition phase and that below ground LV Cables emanating from this substation head east along the northern site boundary before exiting the site onto New Lane.
Water	Disconnected at the site boundary by the Client/ Principal Contractor. For the duration of the works, Collins shall install a temporary water supply at the site boundary using a metered stand pipe.
Gas	Disconnected at the site boundary by the Client/ Principal Contractor.
Telecommunications	Disconnected at the site boundary by the Client/ Principal Contractor.
Cable TV	n/a
Drainage	The majority of drainage infrastructure is to be removed during the ground works, with the exception of that shown in Pinnacle Drainage Strategy plans (C200810-PIN-XX-XX-DR-C-00205 PO7) marked to be retained. Temporary Site drainage runoff will be directed to the existing foul in order to prevent excessive siltation of watercourses.
Other	n/a

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 the Principal Contractor. 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 Principal Contractor 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 1991" (where applicable).

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

2.6 Existing Overhead Power Lines Information Pack (OHPL GS6)

Service / Provider	Information Services and Notes on Services
Electricity	There are no overhead power lines located within the demolition site.
Telecommunications	There are no overhead communication lines located within the demolition site.
Other	n/a

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 plant certifications will be forwarded to Principal Contractor's Site Project Manager prior to works commencing. They will provide a plant sticker to authorise the plant to work prior to works starting.

All mechanical plant must be in good working order in accordance with the PUWER 1998 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.

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

The site is secured with existing Paladin fencing to the eastern site boundary and Palisade fencing to the northern, western and southern site boundaries. The existing boundary treatment we will ensure that no unauthorised persons can enter any part of the demolition site.

All site visitors will be required to attend the TSL Site Induction and shall be escorted by a member of the Collins Site Team if access is required to the demolition areas.

The demolition site will be highlighted to the general public by means of signage identifying the project site as a construction site. 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
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

The Collins Site Manager for the works will hold a CCDO Black Card.

The Collins Site Supervisor for the works will hold a CCDO Gold Card.

All Labourers will hold a CCDO Green 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

The Principal Contractor must provide a permit to work to the Collins Site Manager in addition to any site specific, high risk activities including those works which involve the breaking of ground, hot works, entry into confined spaces, works involving electrical systems and for working at height.

The principal contractor is responsible for investigating and marking up any services traversing and/or relevant to the site. When been issued a permit a representative of the principal contractor 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.

Principal Contractor 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.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
--	-------------------------------	---

3. Environmental Considerations

3.1 Waste and Material Management

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

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 Principal Contractor.

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.

- Prior to the commencement of any demolition works, debris netting will be affixed to the palisade fencing running along the northern, western and southern site boundaries to prevent airborne dust existing the site during demolition works, excavation works and crushing activities.

- By using sympathetic demolition / dismantling technique
- Water / Atomizer suppression
- Sheeting of (vehicle hauled) 'contaminated' material will be used. The same provision will be made for all dusty materials when these are transported off site (in line with the EHO request).

3.4 Noise Management

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

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

The Principal Contractor 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

- 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 principal contractor.
- 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 record should also be made of relevant observations.

3.8 COSHH Arrangements

Collins shall store all COSHH materials away from the main site compound in an area delineated by heras fencing. Any flammable materials and oils will be stored within a suitable, lockable container such as a storage cube.

COSHH Assessments for site (to be updated as necessary):

- Natural Aggregates (COSHH 001)
- Domestos Thick Bleach Original Blue (COSHH 002)
- Brick and Block (COSHH 003)
- Crushed Concrete (COSHH 005)
- (s) PCRM Phoenix Procem (COSHH 006)
- Asphalt (COSHH 007)
- DIESEL (COSHH 008)
- (s) Calor Butane & BBQ Gas (COSHH 009)
- Calbux, Biocal, Limbase (COSHH 010)
- Unleaded Petrol (COSHH 014)
- Aspen 2-stroke oil (COSHH 015)
- Air, compressed (COSHH 016)
- Concrete Dust (COSHH 017)
- S Packed Products Bulk Products (COSHH 018)
- Fairy Professional – Original (COSHH 019)
- Antifreeze Concentrate 82000 (COSHH 020)
- EP2 Grease (s) (COSHH 021)
- AdBlue (COSHH 022)
- Liquid Oxygen (COSHH 024)
- Pigeon Guano (COSHH 027)
- Propane (COSHH 028)
- Screen wash (COSHH 029)
- MF003 (COSHH 032)
- Rockwool Insulation (COSHH 033)
- Gyproc Wallboard (COSHH 034)
- Fibre Glass (COSHH 035)
- CAT ELC (Extended Life Coolant) (COSHH 036)
- Coolant VCS ready mixed mix 40/60 (COSHH 037)
- Hydraulic Oil Volvo (COSHH 038)
- Part synthetic engine oil (COSHH 039)

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
--	-------------------------------	---

3.9 Oxy-Propane / LPG Cylinder Storage

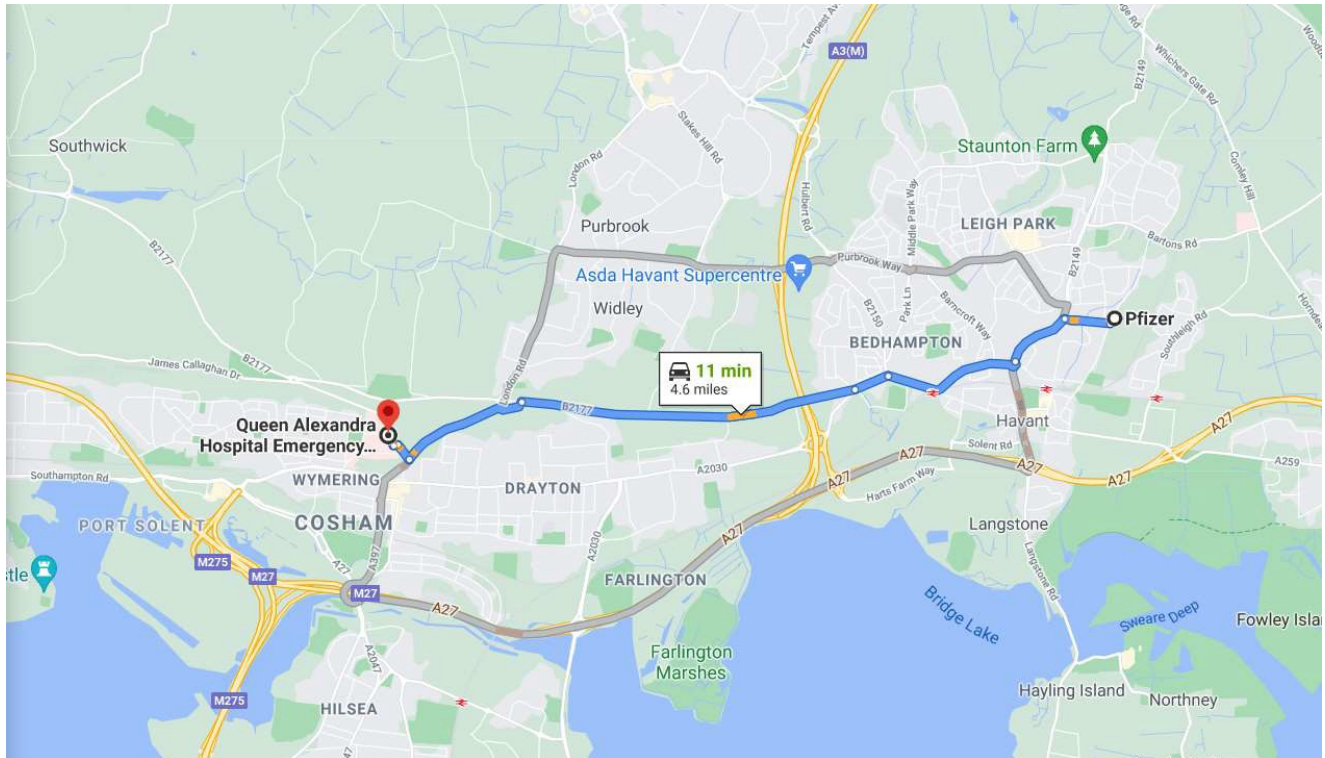
Collins shall store all propane cylinders away from the main site compound in an area delineated by heras fencing.

4. Emergency Arrangements

4.1 Hospital Information

The nearest 24-hour accident and emergency is the Queen Alexandra Hospital

Hunter Road, Cosham, Portsmouth, PO6 3LY



11 min (4.6 miles)

via Portsdown Hill Rd/B2177

Fastest route, lighter traffic than usual

Pfizer

32 New Ln, Havant PO9 2NG

Take Crossland Dr to Petersfield Rd/B2149

54 s (0.3 mi)

Head south-west on New Ln towards Crossland Dr

200 ft

Turn right onto Crossland Dr

0.3 mi

Continue on B2149. Drive from B2177 to Cosham, Portsmouth

10 min (4.3 mi)

Turn left onto Petersfield Rd/B2149

0.4 mi

At the roundabout, take the 3rd exit onto New Rd/B2149

0.8 mi

Continue onto Bedhampton Rd/B2177

0.2 mi

At the roundabout, take the 2nd exit onto Portsdown Hill Rd/B2177

2.0 mi

Turn left to merge onto London Rd/A3 towards Portsmouth/Cosham

0.8 mi

Turn right onto Southwick Hill Rd/B2177

0.1 mi

Drive to Hunter Rd

35 s (440 ft)

Turn left towards Hunter Rd

131 ft

Turn right onto Hunter Rd

Destination will be on the left

308 ft

Queen Alexandra Hospital Emergency Dept

Hunter Rd, Cosham, Portsmouth PO6 3LY

4.2 Accident Reporting Procedure

All accidents, incidents, near misses and close calls are to be reported to Collins Site Management team and the Principal Contractor 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 Principal Contractor.

This will be communicated at the PC 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 (|CO2. 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 Principal Contractor.

This will be communicated at the PC 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

In the event of an emergency, all personnel shall proceed to Muster Point designated by the Principal Contractor.

The details of the site evacuation procedure will be briefed out in the site induction by the Principal Contractor.

Emergency Plans and details of Fire Marshalls will be displayed on notice boards within the site welfare area.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

4.6 First Aid Arrangements

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.

The nominated Collins Site First Aider will be the site supervisor (Chris Lythgoe).

4.7 Emergency Contact Details

Accidents & Incidents reported immediately to		Site Management	
Site Medical Emergency Arrangements		Telephone 999 or 101	
Site Accident & Emergency Arrangements		The nearest 24-hour accident and emergency is the Queen Alexandra Hospital (4.6 miles from site) Hunter Road, Cosham, Portsmouth, PO6 3LY	
First Aiders	1. Chris Lythgoe	2.	3.
Site Fire Emergency Arrangements			
Fire Wardens	1. Chris Lythgoe	2.	3.
Site Environmental Emergency Arrangements		Telephone:	

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.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5. Appendices

5.1 Task Specific Method Statement Templates	Applicable
Asbestos Cement Sheets	☐
Asbestos Contaminated Soil Pick	☐
Asbestos Floor Tile Removal	☐
Asbestos Pick Soil	☐
Asbestos Soffit Removal	☐
Asbestos Wet and Drop	☐
Banksman Guiding Waste Vehicle	✓
Banksman Working on Site	✓
Crusher Operation	✓
Dust Suppression	✓
Installation of a Stone Carpark	☐
Installation of Heras Style Fencing	✓
Manual Gas Cutting	✓
Manual Strip Out	✓
Manual Refuelling of Plant and Machinery	✓
Mechanical Demolition of Garages	☐
Mechanical Demolition of Masonry Building	✓
Mechanical Demolition of Steel Framed Structure	✓
Mechanical Demolition of Steel Framed Structure Near Rail Infrastructure	✓
Mechanical Internal Strip	☐
Mechanical Processing	✓
Mechanical Removal of Footings and Foundations	✓
Mechanical Vegetation Strip	☐

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

Banksman Working on Site and Guiding Waste Vehicles

PPE

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

The Site Manager is to ensure that all operatives working as banksmen are competent and have the correct training.

The Banksmen are to be briefed by the site supervisor every day to ensure they are aware of the site activities they will be involved in and the hazards around them.

2-Way radios will be used as a line of communication between Operators – Banksman – Supervisors.

All staff using them will be shown how to by a supervisor and where to get and charge them on site.

SAFETY HOLD POINT		
Confirmation that all operatives involved are competent and are regularly briefed about site activities and hazards.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Process

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. They will then all retrieve a 2-way radio from the charging station.

Once wearing the correct P.P.E for their task they will enter site and begin their work.

If the Banksman see any faults with the vehicle they are guiding, they are to contact the operator immediately.

Whilst working on the road the general traffic is to be prioritised over the site traffic whenever safe to do so. This limits the site negative impact on the local area.

Skip Vehicles will be guided into the waste storage compound. A ticket will be signed by the banksman and handed into the supervisor to confirm the collection or delivery of a skip. They will be guided off site by the banksman. This may involve stopping traffic on the road to let them out.

Bulkers will be guided to the loading location in preparation to be loaded. A ticket will be signed by the banksman and handed into the supervisor to confirm the collection of a load. They will be guided off site by the banksman. This may involve stopping traffic on the road to let them out.

8 Wheelers will be guided to the loading location in preparation to be loaded. A ticket will be signed by the banksman and handed into the supervisor to confirm the collection of a load. They will be guided off site by the banksman. This may involve stopping traffic on the road to let them out.

The banksman may have to use hand signals to assist in the process. They will be aware of these from their training but can also be shown to them by a supervisor (using images as aids) if required as a refresher.

When walking in close proximity to any vehicle they must receive a visual signal from the operator to proceed.

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.

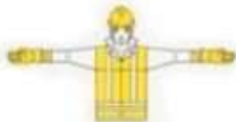
In the case of a collision between plant, structures, vehicles, or pedestrians the banksman must report this to the Site Supervisor Immediately.

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.

Hand Signals

GENERAL SIGNALS:



START: both arms extended horizontally with the palms facing outwards



STOP: right arm points upwards with the palm facing forwards



END: both hands clasped at chest height

VERTICAL MOVEMENTS:



RAISE: right arm points upwards with the palm facing forward and slowly makes a circle



LOWER: right arm points downwards with the palm facing inwards and slowly makes a circle



VERTICAL DISTANCE: the hands indicate the relevant distance

DANGER:



DANGER: both arms point upwards with the palms facing forwards

HORIZONTAL MOVEMENTS:



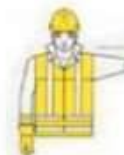
MOVE FORWARDS: both arms bent, palms facing inwards, slow movements towards the body



MOVE BACKWARDS: both arms are bent, palms facing downwards, slow movements away from body



RIGHT: right arm horizontal, palm facing downwards making slow movements to the right



LEFT: left arm horizontal, palm facing downward making slow movements to the left



HORIZONTAL DISTANCE: hands indicate the relevant distance

Installation of Heras Style Fencing

Collins shall install temporary heras fencing to secure the site compound for the duration of the demolition works.

In addition, heras fencing will be erected to the perimeter of the demolition working areas to form a segregated zone from other site users. All exclusion zones shall be delineated by appropriate signage warning of demolition activities.

PPE

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

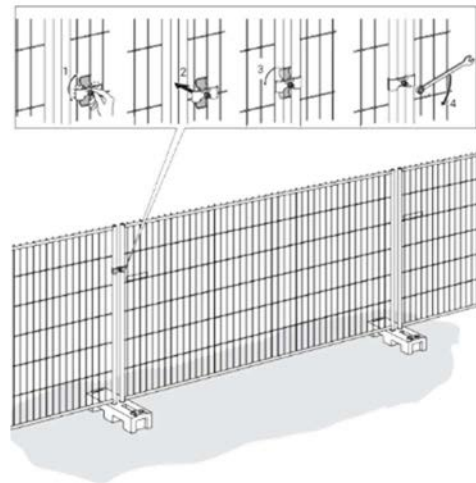
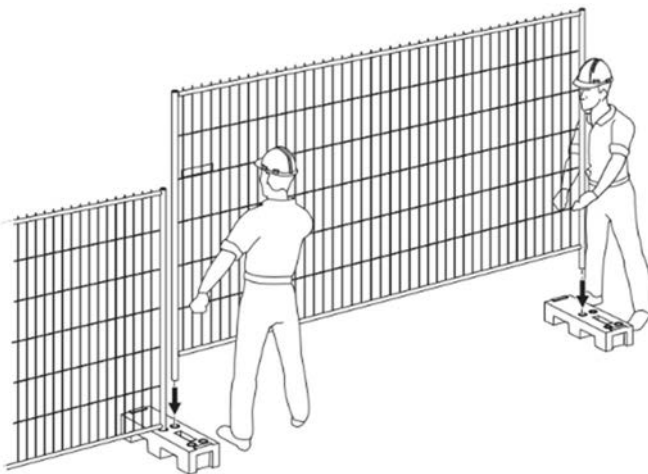
Erecting 'HERAS' Style Fencing

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

The fencing blocks (feet) will be manually lifted in to position by a labourer.

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.

The fence panels will then be secured to each other with two fencing clips.



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.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

TEMPORARY WORKS HOLD POINT		
Confirmation that fencing has been erected in line with the Manufactures design and guidance.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Disassembly of 'HERAS' Style Fencing

The disassembly of the 'HERAS' style fencing will be done in the reverse manner of the erection.

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 are all kept together and preventing loose clips becoming a trip hazard.

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.

Manual Strip Out

Prior to demolition works proceeding, Collins shall undertake a manual soft strip to any of the buildings where fixtures and fittings remain within any offices, kitchen and welfare areas etc.

Photographs are shown below of the typical layouts of kitchens etc., and to limit manual handling, drop zones shall be created to allow materials to be removed from 2/3 storey areas.



PPE

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
									
✓	✓	✓	✓	✓	✓	✓	✗	✗	✗

A 'drop zone' will be formed within the boundary of the site, access points and openings are to be removed to prevent access during works.

Dependant on size, roll on/off skip containers will be placed into the exclusion zone. Where this is not possible skips will be in close proximity to the exclusion zone. Signage will be affixed to the drop zone and will remain closed and locked when in use.

The Site Manager will be the only person with the key.

SAFETY HOLD POINT

Confirmation that a Permit to Work has been provided which provides a record of all service isolations

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

SAFETY HOLD POINT		
Confirmation that the Drop zone is secure and suitable for the task with appropriate demarcation.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Access / Egress to the structure will be kept clear of debris to avoid trips and slips. Access into these areas will be controlled by the Site Manager.

Operatives wearing all necessary PPE and RPE will proceed to strip out the structure removing all loose fixtures, Carpets, Shelving, Doors, and the like. The sections will be broken down into manageable pieces and taken to the drop zones area, where the item will be thrown out into the Drop Zone.

This process will be undertaken using only Hand Tools which include Mattocks, Sledgehammers, Wrecking Bars and Mutt Scrapers.

Access to high level will be undertaken by Podium Scaffold or Aluminium Tower Scaffolding erected by PASMA trained operatives. **Collins Demolition prohibit the use of Ladders and Step Ladders on site.**

Where necessary a MEWP will be deployed, again only trained operatives will be permitted to use the equipment.

The works area within the building will be kept clear of debris and material generated by the Strip Out operation. Material will be kept clear of the Drop Zones internally. When not being used, the Drop Zone opening will be fenced off using HERAS type fencing or Crowd Barriers.

Glazing and other items that have an increase in risk to be removed manually will be left for the Demolition Excavator to remove during the demolition process.

The removal of M&E may involve the use of Stihl Saws and/or Oxy Propane Cutting Equipment (**Oxy Propane Cylinders will be appropriately stored**). 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 a 'drop zone' is not possible to establish then the material will be taken to the awaiting skip containers, placed on the floor. Additional use of trollies, rubble carts and wheelbarrows will be used when required.

As the material builds up in the drop zone, or by the Skip Containers the Drop Zone will be closed off and secured by the Site Manager / Site Supervisor.

When closed, the Site Manager will open the Drop Zone, the drop zone will be emptied with a Demolition Excavator fitted with a Grab Attachment. The generated material will be sorted into relevant segregations of waste types, usually Timber, Plasterboard, Carpet and General Waste. M&E (usually ferrous and non-ferrous metals will be deposited separately).

The excavator working within the exclusion zone will load the relevant Roll on/off Skip Containers or Artic Bulk Trailers. Once the containers / trailers are full, the material will be taken from site and disposed of in accordance with the Control of Pollution Act.

Once an area has been completed the Site Manager will inspect the area and instruct any remedial work necessary. Once complete the barriers, access, tools, and equipment will be removed from the buildings and the build passed over for Demolition.

QUALITY HOLD POINT		
Confirmation that all Fittings. Fixtures and Furniture has been removed from the structure and has been left in the required state.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Gas Cutting (Propane and Oxygen)

PPE

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-check the equipment

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). Acetylene hose is red. Carefully read your manual, make sure everything is installed correctly.

Make sure the valves of your torch and the gas cylinders are still closed.

Make sure regulator pressure adjustment screws are backed out.

Open the oxygen bottle and the acetylene bottle very slowly.

Adjust bottle regulator pressure according to your manufacturers' charts. Make sure acetylene cylinder valve is not opened too much (read manual and safety instructions).

Open and close each gas valve to separately flush the oxygen and fuel gas hoses. Carefully adjust the regulator pressure "at flow".

SAFETY HOLD POINT

Confirmation that the area is secure and suitable for the task with appropriate demarcation.

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

SAFETY HOLD POINT

Confirmation that the appropriate fire extinguishers and permits are in place.

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

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 acetylene 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:

Prepare your equipment like explained in previous chapter

Set up regulator pressure

Carefully open the acetylene valve on your torch

Immediately light the torch turning away from you by using your striker

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

Never light your torch when both, the oxygen and acetylene are already flowing.

Now it's time to adjust it for cutting.

How to adjust the right settings

After the steps above you can additionally open the oxygen valve and adjust it to a neutral flame.

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.

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.

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:

Once you are done cutting, close the oxygen valve at the torch first.

Close acetylene valve at the torch.

Close gas bottle valves.

Release pressure from the hoses by opening the valves at the torch.

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 acetylene valve first.

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

Plus, purchasing acetylene can be expensive when compared to other gases.

Technique of cutting

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.

The cut then proceeds with a steady rate.

The cut usually starts at one of the edges of the plate.

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.

In hand-cutting, the torch should be held steadily—but not tightly—with the left hand a few inches behind the torch head.

The right hand is to be on the torch handle, in position to operate the cutting oxygen trigger or lever.

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°.

The cutting speed is lowered as the thickness of the metal is increased. Rough cuts can be made quickly; smooth cuts require longer time.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

QUALITY HOLD POINT		
Confirmation that all Fittings. Fixtures and Furniture has been removed from the structure and has been left in the required state.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

MEWP Operation

PPE

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
									
✓	✓	✓	✓	✓	✗	✗	✗	✗	✓

SAFETY HOLD POINT

Confirmation that the area is secure and suitable for the task with appropriate demarcation.

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

SAFETY HOLD POINT

Confirmation that Operators have completed Pre-Work Check sheets on Plant prior to works beginning

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

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/ 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.

QUALITY HOLD POINT

Confirmation that all Fittings. Fixtures and Furniture has been removed from the structure and has been left in the required state.

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

Steel Framed Structure Demolition



PPE

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
									
✓	✓	✓	✓	✓	✓	✗	✗	✓	✗

The steel framed structures will be stripped out using a Volvo EC380EL demolition rig and the structure will be systematically dismantled using the shear attachment.

The Volvo EC380EL will commence on the side elevation of the structure, observed by a Banksman, located within an area of safety.

Communication between the operator and the Banksman will be via 2-way radio.

SAFETY HOLD POINT

Confirmation that Operators have completed Pre-Work Check sheet's on Plant prior to works beginning.

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

Supplementary D Rig machines will support the main D Rig clearing any generated material and debris, always keeping the site clean and tidy throughout the process.

Demolition works shall then proceed, starting at the Gable end.

Using a shear attachment, the D Rig will cut the truss away from the upright and lower to the floor.

The D Rig will then cut the upright as close to the floor as the shear will allow.

Excavators fitted with grabs will load away demolition arisings as the works progress, thereby keeping the site tidy.

The steel framed gables will be left until the majority of the demolition is complete, this will act as a dust and sound barrier and will support the other control measures, we will have in place such as Dust Boss etc.

The gable ends will be 'folded in' with precision cuts made to assist this allowing it to 'come down' within the building's footprint.

The demolition of the outer walls will be guided by banksmen with 2-way radios who are to always remain in contact with the drivers throughout the operation.

Any requirements to move / alter the fencing segregation on the footpath will now be implemented.

QUALITY HOLD POINT		
Confirmation that the required structures have been demolished and area left in state specified by the client.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Steel Framed Structure Demolition (High Reach)



PPE

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
									
✓	✓	✓	✓	✓	✓	✗	✗	✓	✗

The High Bay Warehouse will be demolished using a Volvo EC380HR High Reach demolition rig and the structure will be systematically dismantled using the shear attachment.

Working within the Safety Zone the Volvo EC380HR will position itself on firm level ground, away from Drains and Pits which may cause the machine to become unstable at Height. With all machine checks and Operational Alarms in order the D Rig will commence to dismantle the cladding to expose the Structural Members. The Roof cladding to the end of the elevation will also be removed.

At this stage the Structure will carefully be manipulated down to the ground leaving the face of the demolition clear of all debris at all times, commence on the end elevation of the structure, observed by a Banksman, located within an area of safety.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

Communication between the operator and the Banksman will be via 2-way radio.

SAFETY HOLD POINT		
Confirmation that Operators have completed Pre-Work Check sheets on Plant prior to works beginning.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

The building will be reduced Bay by Bay, removing all the cladding and the internal racking system which is impractical to remove prior to the demolition commencing.

Generated material will be placed to the rear of the Demolition rig where supplementary D Rig machines will support the main D Rig clearing any generated material and debris, always keeping the site clean and tidy throughout the process.

Excavators fitted with grabs will load away demolition arisings as the works progress, thereby keeping the site tidy.

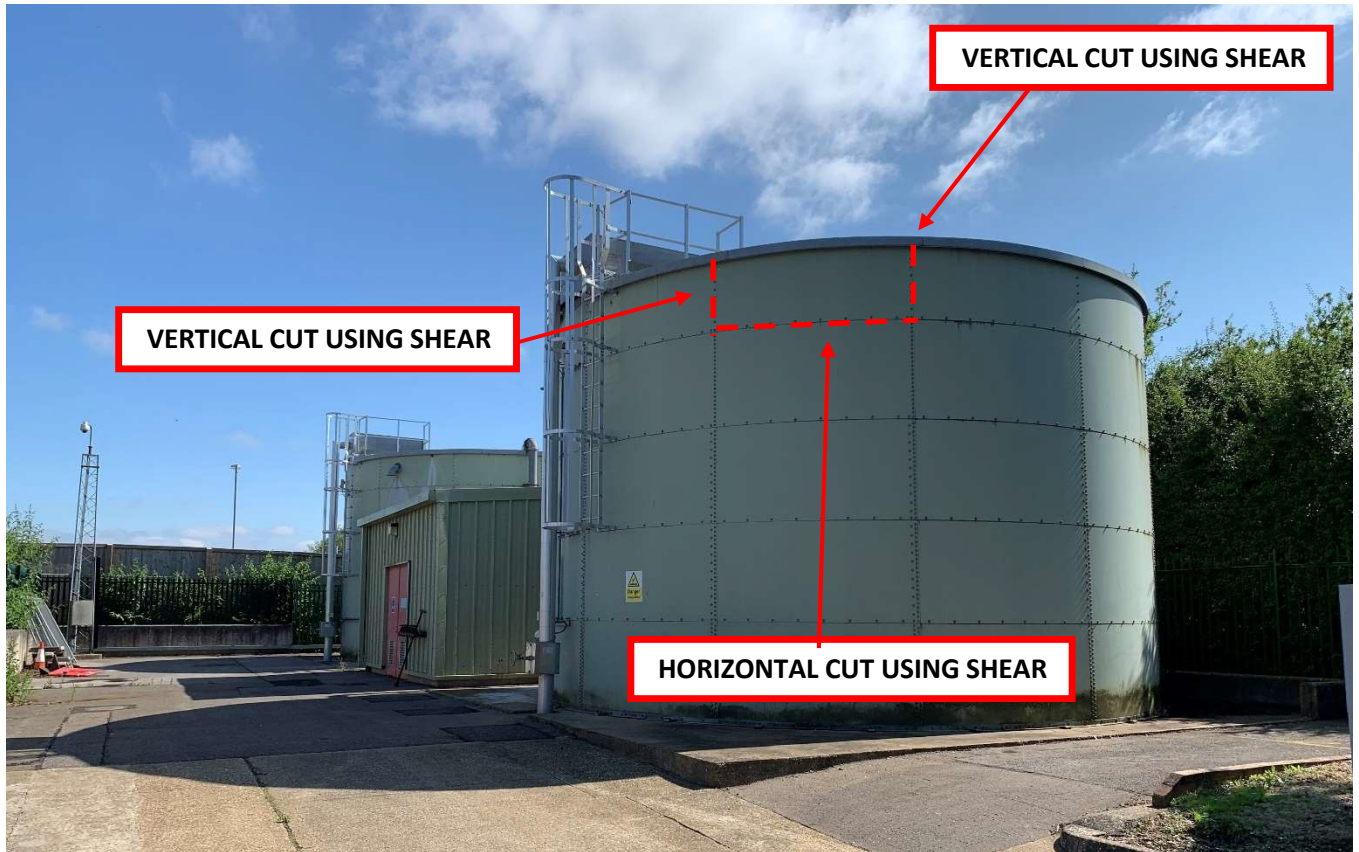
The steel framed gables will be left until the majority of the demolition is complete, this will act as a dust and sound barrier and will support the other control measures, we will have in place such as Dust Boss etc.

The gable ends will be 'folded in' with precision cuts made to assist this allowing it to 'come down' within the building's footprint.

The demolition of the outer walls will be guided by banksmen with 2-way radios who are to always remain in contact with the drivers throughout the operation.

QUALITY HOLD POINT		
Confirmation that the required structures have been demolished and area left in state specified by the client.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Demolition of former water tanks



PPE

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
✓	✓	✓	✓	✓	✓	✗	✗	✓	✗

Prior to the demolition works commencing, solid heras fence panels shall be erected to the perimeter of the tanks to provide a barrier between the works and the rail line to the west.

The steel framed structures will be stripped out using a Volvo EC380EL demolition rig and the structure will be systematically dismantled in sections from the top down using the shear attachment.

The Volvo EC380EL will commence by removing the roof section of the structure, observed by a Banksman, located within an area of safety.

Communication between the operator and the Banksman will be via 2-way radio.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

SAFETY HOLD POINT		
Confirmation that Operators have completed Pre-Work Check sheets on Plant prior to works beginning.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Using a shear attachment, a D Rig will make 2 vertical cuts along the metal casing of the tank to remove the top ring of the former tank as shown on the photograph above.

The first D Rig shall hold the top of the tank section whilst a second D Rig makes a horizontal cut along the section of tank using a shear. Once the horizontal section is complete, the first D Rig shall remove the section down to the ground for processing.

This process will be repeated around the perimeter of the tank until the top ring of the tank has been removed. Once the tank has been reduced in height to below that of the surrounding hedge line, the remainder of the tank shall be removed by the D Rig.

Excavators fitted with grabs will load away demolition arisings as the works progress, thereby keeping the site tidy.

The demolition of the tanks will be guided by banksmen with 2-way radios who are to always remain in contact with the drivers throughout the operation.

QUALITY HOLD POINT		
Confirmation that the required structures have been demolished and area left in state specified by the client.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

Processing of Arisings

PPE

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
									
✓	✓	✓	✓	✓	✓	✗	✗	✓	✗

The arisings from the soft strip or demolition will be brought either manually or mechanically to the processing area.

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.

SAFETY HOLD POINT

Confirmation that Operators have completed Pre-Work Check sheets on Plant prior to works beginning

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

The Selector Grab will be checked for leaks and greased in accordance with the manufacturer's recommendations and guidelines.

On the arrival of waste into the compound the operator will use the selector grab to sort through the arisings.

The groups the arisings may be sorted into are as follows:

General Waste, Insulation, Clean Timber, Plasterboard, Ferrous Metals, Non-Ferrous Metals, Glass, Chipboard, Green Waste, Plastics, CoSHH, Asbestos.



ENVIRONMENTAL HOLD POINT

Confirmation that the materials are being segregated into the required waste streams and Non-Hazardous waste is not being contaminated with Hazardous Materials.

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

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.).

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.

Once a skip is full or near full the operator will contact the site supervisor who will organise a collection / exchange.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---



On the completion of all waste segregation the skips will be collected and the fencing taken down.

The area is to be left clean and level once complete.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

Dust Suppression

PPE

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

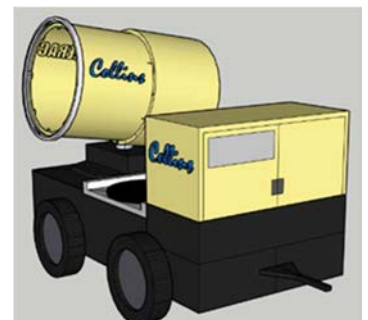
Implementing a Water based powered suppression unit can further reduce the dust emissions but is also very effective alone.

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.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

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.

ENVIRONMENTAL HOLD POINT

Confirmation that all enough dust suppression is in place for the works to go ahead.

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

Removal of Footings and Foundations

PPE

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
									
✓	✓	✓	✓	✓	✓	✗	✗	✓	✗

SAFETY HOLD POINT

Confirmation that a Permit to Dig has been provided which provides a record of all service isolations and provides a record of a CAT Scan having been undertaken

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

SAFETY HOLD POINT

Confirmation that Operators have completed Pre-Work Check sheets on Plant prior to works beginning.

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

As the dismantling process progresses and when there is a safety zone between the dismantling operation and the removed section, additional excavators fitted with breaker and pulveriser attachments will proceed to break up the floor slab.

The slab will be 'peppered' using the breaker and an excavator fitted with either a ripper tooth or narrow bucket.

The excavator operator will proceed to excavate the concrete out and load into awaiting ADT's (Articulated Dump Trucks) and taken to a temporary stockpile in the processing area identified on plan.

The excavators will then follow through removing all the footings and foundations in the same manner.

The stockpile of material will be processed using an excavator fitted with a 'muncher' (concrete pulveriser), to process the concrete to a suitable size for the crusher of approximately 500mm size pieces.

The re-enforcing wire will be extracted from the concrete and placed in an awaiting roll on/off container. The concrete will then be placed on the raw material pile adjacent to the crusher.

The raw material will then be loaded by an excavator, into the mobile concrete crusher. A loading shovel will control the stockpile from the delivery belt and form a stockpile at an agreed location on site.

Upon completion of the demolition process, as the site opens, the surface will be levelled off to remove any depressions in the ground and tracked in to form a level surface.

Any dust will be suppressed utilising 1 or more of the following methods, i.e., dampened down / dust boss / low pressure suppressant and pre-dampening of the demolition surface.

PPE to be worn when handling MMMF, including disposable overalls, gloves, goggles, P3 masks. All operatives will be face fitted for these individual masks.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

QUALITY HOLD POINT		
Confirmation that the required structures have been removed and area left in the state specified by the client.		
SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Crusher Operation

PPE

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

SAFETY HOLD POINT

Confirmation that Operators have completed Pre-Work Check sheets on Plant prior to works beginning.

SITE SUPERVISOR/ MANAGER

SIGNATURE

DATE

General

- A properly designed mobile screening operation does not require any person to be present on the screener access platform/s during normal screening operations.
- It is good practice to enforce a 20m (66ft) hazard exclusion zone around the mobile screen whilst operating. However, this is not always achievable, due to environmental conditions. This is to be locally managed and controls implemented.

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.
- 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 monitor the feed more easily. 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

- Material should be processed correctly to help prevent blockages.
- 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.
- Any large sections of material are to be broken down into manageable pieces.
- 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.
- 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 & prevent further risk of machine damage and/or blockage.

Work method crusher

- 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.
- 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.
- 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.
- The material will be crushed down to 6F2 Specification (As Per Series 600), this is to be placed in areas agreed with the Principal Contractor mainly dock areas etc.
- 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.
- 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.
- 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 always maintained.
- Only authorised personnel will be permitted to enter the processing area.
- Signs and/or temporary Hi-Viz fencing will be erected around the work area to maintain an exclusion zone.
- Dust around the processing area will be dampened down as required.
- Where necessary dust suppression on the crusher to be used with clean water.
- 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.
- 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.
- Only those personnel authorised by the crusher/screener operator will be permitted to carry out the maintenance works.
- Always follow the manufactures/supplier's guidelines on the safe set up of the equipment.

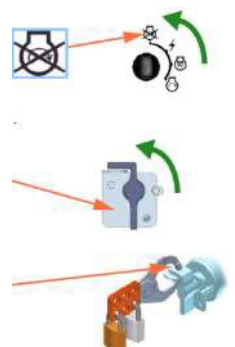
QUALITY HOLD POINT

Confirmation that crushed arisings are within the specification required.

SITE SUPERVISOR/ MANAGER	SIGNATURE	DATE

Isolation of equipment

- Set all hydraulic controls/electronic controls in the neutral positions.
- Check all supports and slide stops are securely fixed in position with pins and clips.
- Turn the ignition key to the OFF position.
- Remove the ignition keys and keep them with you.
- Turn the battery isolation switch to the OFF position.
- Attach the gang tag through the holes in the isolation switch as shown.
- Each person attaches a lock to the gang tag before they start work.
- Once your work has finished; remove **ONLY** your lock.
- If your lock is not the last one securing the gang tag, leave the secured tag and the isolator off.
- 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 manufacturers/supplier's 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 manufacturers /supplier's instructions and safe working practise). 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 Crushers

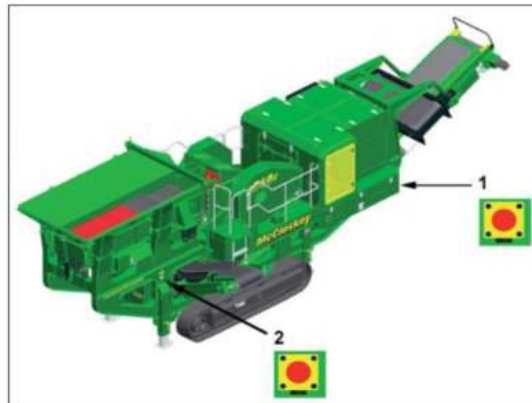
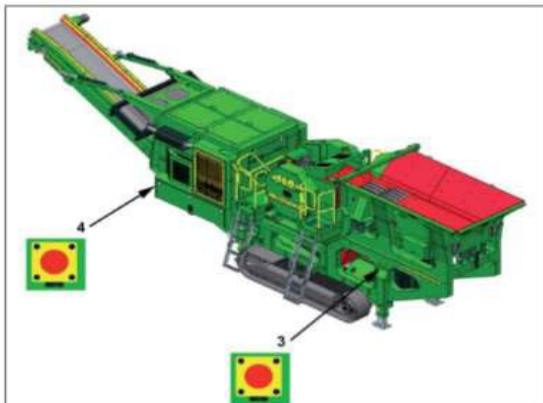
A stalled crusher/screener should be treated as possibly being jammed with tramp metal and/or oversized material, which could be ejected with fatal consequences. Written instructions should be issued to plant operators. This should detail the procedures to follow in the event of a stalling. These instructions 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. A "stalled crusher/screener permit to work" system should be implemented. 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.

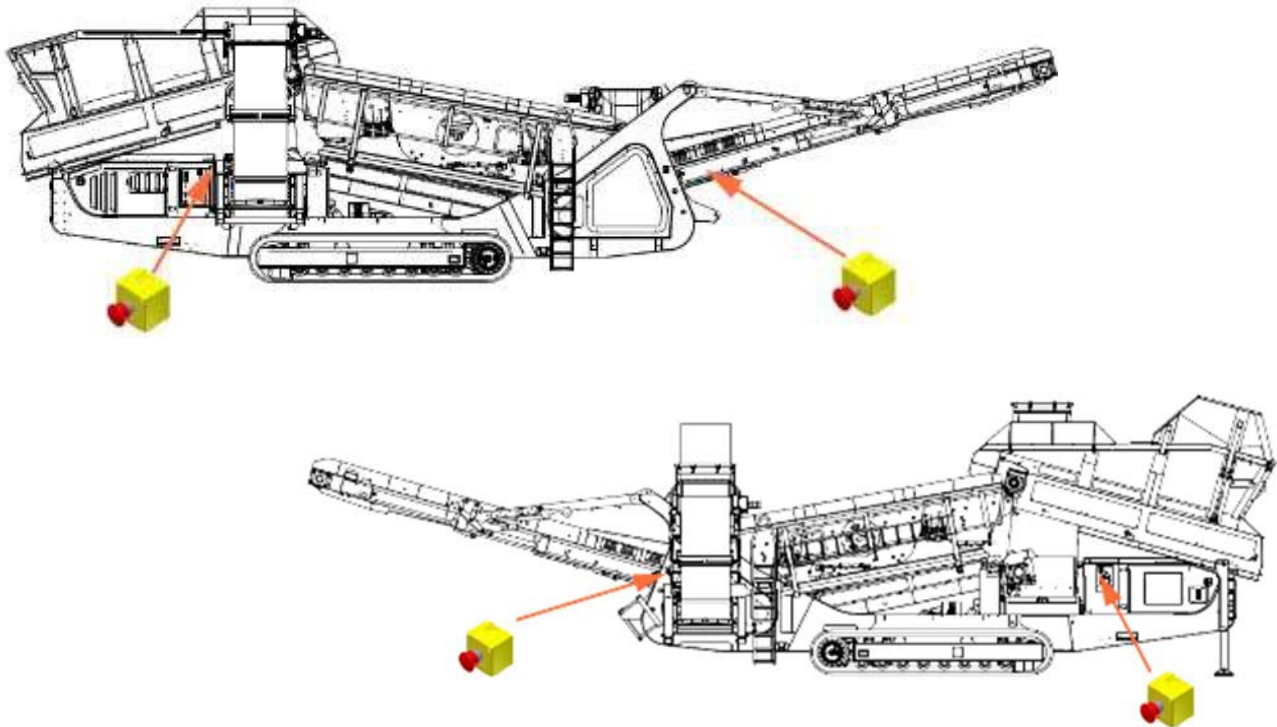
Emergency Process

- There is to be no lone working when operating the crusher. In an emergency, the emergency stop push buttons 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



REFUELLING

PPE

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
									
✓	✓	✓	✓	✗	✗	✗	✗	✓	✗

Refuelling procedure

The operative refuelling is to retain the plant keys until the process is completed. Use of drip trays will be used when refuelling where ever practical.

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. 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 overfilling.
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. Inspect the ground around the refuelling point for spillages.
11. All spillages must be contained and reported to the site management team.



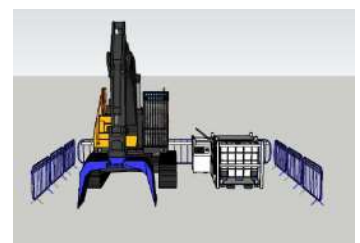
When refuelling, ensure:

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

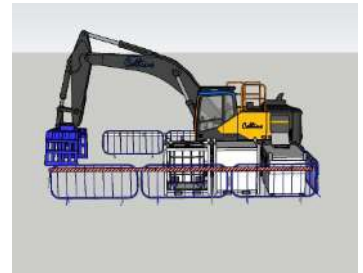
Refuelling procedure via mobile plant

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:

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 overfilling.
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:

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

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 Principal Contractor 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 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.
6. Angle the boom to direct the spill towards one of the banks.
7. In watercourses, use skimmers or absorbent pads (not granules) to absorb the spill.
8. For large spills, call in a clean-up contractor to use a tanker to suck-up spill but ensure that the spill is bunded to stop any migration of spill towards watercourses/ditches/drains.
9. Put used spill kits/oily sand in heavy-duty labelled plastic sacks in the hazardous waste skip/bin.
10. Boot washing facility provided on site to clean any non-hazardous waste collected on foot wear.
11. 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 in to 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



COLLINS DEMOLITION LTD	DEMOLITION PLAN	
--	-------------------------------	---

H&S Document Type	Method Statement, Risk & COSHH Assessments
Subject of Briefing	
Document Reference Number	CDL109MS
Person(s) Conducting Briefing	

[illegible]

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

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.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5.2 Risk Assessment Templates / Register		Applicable
RA#001	Bulk Earthworks	☐
RA#002	Movement of Plant & Pedestrians on Site	☒
RA#003	Refuelling of Plant & Equipment	☒
RA#004	Crusher Operation	☒
RA#005	Stabilisation Operation	☐
RA#006	Greenburner Operation	☐
RA#007	Excavating Trial Holes	☐
RA#008	Removal of Asbestos Containing Materials	☐
RA#009	Trainee Programme	☐
RA#010	Construction of the Site Compound	☒
RA#011	Breaking out Concrete	☒
RA#012	Earthworks & Plant	☒
RA#013	Lifting Operations	☐
RA#014	Plant & Equipment	☒
RA#015	Tractor & Cement Mixer	☐
RA#016	Silo Use & Operation	☐
RA#017	COVID-19 Sites	☒
RA#018	Gas Cutting (oxy-propane)	☒
RA#019	Use of hand tools	☒
RA#020	Tree Removal	☐
RA#021	MEWP operations	☒
RA#022	Podiums	☐
RA#023	General Demolition	☒
RA#024	Removal of ACM	☐
RA#025	Soft strip	☒
RA#026	Demolishing masonry walls	☐
RA#027	Powered Jet Wash	☐
RA#028	PUWER master	☐
RA#029	Breaking out Concrete Hand Breakers	☐
RA#030	Breaking out Concrete Rugby Radio Main Building	☐
RA#031	Gas Mains Crossing HS2	☐
RA#032	COVID-19 Offices Ripley	☐
RA#033	COVID-19 Offices Kirkby	☐
RA#034	Fencing	☒
RA#035	Abrasive Wheels	☐
RA#036	Drone Take Off & Landing	☐
RA#037	Construction of the stabilisation test area	☐
RA#038	Diamond road sawing	☐
RA#039	Bitumen Works	☐
RA#040	Line Marking	☐
RA#041	Excavation Installation of Drainage	☐
RA#042	Use of Power Tools	☒
RA#043	Concrete Laying	☐

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5.3 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:

Task/Activity Acknowledgement

The employees detailed below have signed to confirm that they:

- Have received a briefing from their supervisor regarding the task/activity on the front page.
- Understand the requirements of this task/activity.
- Shall work to the requirements of this task/activity and any control measures identified.
- Will notify their supervisor, should any abnormalities or areas of concern regarding the works.
- The supervisor and operatives have been issued with all required PPE/RPE to carry out the works.

Full Name	Signature	Date

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5.4 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				
Weill's Disease & Leptospirosis				
Slips, Trips & Low Falls				

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5.5 Permit to Work (Sample)

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

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5.6 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: <i>(Attach Method Statement and Drawings)</i>	
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	
Gas cylinders fitted with flashback arrestors	☐	Surrounding drains and sewers inspected and are safe.	☐

Surrounding areas notified of work taking place

**COLLINS
DEMOLITION LTD**

DEMOLITION PLAN



COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

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: 		

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5.7 Permit to Break Ground (Sample)

ADDRESS	
SCOPE OF WORKS	

ASSOCIATED RISK ASSESSMENT & METHOD STATEMENT REFERENCE NUMBERS	RA REF.		MS REF.	
--	---------	--	---------	--

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? <i>(Ensure CAT/ Genny trace is carried out in layers throughout the excavation)</i>				X
CAT Scanner name, model, serial number, calibration date?				X
A check for Street furniture for example boundary boxes etc. and road scarring has been completed?				X
All services are marked up, including the exclusion zone of 500mm for plant? <i>(Never use mechanical plant or power tools within 500mm of a known service)</i>				X
Safe digging practices - can be adopted and protection of services maintained?				X
Trial holes- can be undertaken to confirm the position of services?				X
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 **MUST** 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.

NAME		SIGN		DATE		TIME	
-------------	--	-------------	--	-------------	--	-------------	--

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

ACCEPTER: *(Person in charge of works if issuer is not directly supervising. Acceptor or Issuer must remain present at all times)*

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	
-------------	--	-------------	--	-------------	--	-------------	--

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5.8 Covid-19 Standard Operation Procedure

COVID-19 OPERATING PROCEDURES (v7 07.01.2021)

Introduction

These Site Operating Procedures (SOP) are based on Government guidance on Working safely during Coronavirus (Covid-19) - Construction and other outdoor work in England <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>; other restrictions and advice may apply in Scotland, Wales and Northern Ireland, as well as in areas subject to a localised lockdown.

The objective is to introduce consistent measures on construction sites of all types and sizes and employers and individuals should make every effort to comply.

Where workers enter people's homes, they should follow the Government guidance on Working in Other People's Homes. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

The HSE <https://www.hse.gov.uk/coronavirus/index.htm> is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not complying with the latest Government advice on Coronavirus (Covid-19), it may be subject to enforcement action.

Construction sites need to ensure they are protecting their workforce and minimising the risk of spread of Coronavirus (Covid-19) infection. This includes considering how personnel travel to and from site.

Government guidance for employers in England states "where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff".

The health and safety requirements of any construction activity must not be compromised. If an activity cannot be undertaken safely, it should not take place.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance.

The workforce should be reminded during inductions and daily briefings of the specific social distancing and Coronavirus (Covid-19) control measures necessary to protect them, their colleagues, families and the UK population.

When to Travel to Work

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social Distancing:

Workers in the construction industry should follow the guidance on Social Distancing. <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

Where they cannot work from home, they must follow guidance on Meeting With Others Safely <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing> and Safer Travel <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> while travelling to and from work and while at work.

Anyone who is clinically extremely vulnerable <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#ceve> to Coronavirus (Covid-19) should follow the latest guidance on shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#shielding>

Self Isolation:

Anyone who has:

- symptoms of Coronavirus (Covid-19); <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
- received a positive Coronavirus (Covid-19) test result;
- a member of their household or support bubble showing symptoms of Coronavirus (Covid-19) or with a positive test result;
- returned from a country that is not on the travel corridor list; <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england> or
- been contacted by the NHS Test & Trace Service; <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

must follow the guidance on self-isolation and should not come to site. <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

It is a legal requirement to self-isolate in the event of a positive test result or when told to do so by NHS Test & Trace

If Someone Falls Ill:

If a worker develops symptoms of Coronavirus (Covid-19) <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> whilst at work, they should:

- Ensure their manager or supervisor is informed
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They should get a Coronavirus (Covid-19) test. <https://www.gov.uk/get-coronavirus-test>

They must follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> and not return to site until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.

Sites that identify five or more cases within 14 days will need to contact their local Public Health England protection team.

Further information can be found in the 'What to do if a worker has Covid-19 or has to self-isolate' flowchart. <https://builduk.org/wp-content/uploads/2020/10/What-To-Do-If-A-Worker-Has-COVID-19-Or-Has-To-Self-Isolate.pdf>

Travel to Work

Using Private Vehicles

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble. If workers have no option but to share transport, they should try to:

- Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time
- Keep the windows open
- Travel side by side or behind other people, rather than facing them, where seating arrangements allow
- Maximise the distance between people
- Wear a face covering
- The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times (05:45 - 08:15 and 16:00 - 17:30); and

- Must wear a face covering.

Sites should consider:

- Changing and staggering site hours to reduce congestion on public transport
- Parking arrangements for additional vehicles and bicycles
- Providing facilities such as lockers and showers
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home.

Driving at Work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should follow the Government guidance on Working Safely during Coronavirus (Covid19) - Vehicles, <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles> which provides information for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.

Site Access & Egress Points

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan and manage site access and egress points to enable and control social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
 - such as floor markings, to ensure current social distancing requirements are maintained between people when queuing
 - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines

Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site

- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. entry systems, scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
- Where loading and offloading arrangements on site will allow it, delivery drivers should remain in their vehicles.
- Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials
- Drivers <https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm> must be provided with access to suitable toilet and hand washing facilities and made aware of the social distancing measures in place
- Consider arrangements for monitoring compliance.

Hand Washing

- Allow regular breaks to wash hands
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to maintain current social distancing requirements
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush

- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens & Rest Areas

- Face coverings must be worn in canteens (where food is served), except when seated at a table to eat or drink, and Government guidance on Keeping workers and customers safe during Covid-19 in restaurants <https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-takeaway-services-091120.pdf> should be followed. This Food Standards Agency Checklist may also be helpful. <https://www.food.gov.uk/business-guidance/reopening-checklist-for-food-businesses-during-covid-19>
- Consider increasing the number or size of facilities available on site if possible
- The capacity should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures
- Break times should be staggered to reduce congestion and contact at all times
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables and chairs should be cleaned between each use
- Crockery, eating utensils, cups etc. should be disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain current social distancing requirements
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant
- Introduce staggered start and finish times to reduce congestion and contact at all times
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

Work Planning to Avoid Close Working

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.

Hierarchy of Controls

If you are not able to work whilst maintaining current social distancing requirements, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector specific guidance. The results of risk assessments should be shared with the workforce and this poster displayed in the workplace <https://assets.publishing.service.gov.uk/media/5eb959f5e90e0708370f97f9/staying-covid-19-secure-accessible.pdf>

Eliminate:

- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace
- Rearrange tasks to enable them to be done by one person, or in a way that maintains current social distancing requirements
- Avoid skin to skin contact and face to face working
- Stairs should be used in preference to lifts or hoists and consider one ways systems
- Consider alternative or additional mechanical aids to reduce worker interface

Site Meetings

- Only absolutely necessary meeting participants should attend
- Attendees should maintain current social distancing requirements
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Hold meetings in open areas where possible

Reduce:

Risk mitigation, where current social distancing requirements cannot be maintained, could include the following:

- Minimise the frequency and time workers are working together
- Minimise the number of workers involved in tasks
- Workers should work side by side, or facing away from each other, rather than face to face
- Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces
- Workers should wash their hands before and after using any equipment

Isolate:

Keep groups of workers:

- Together in teams e.g. do not change workers within teams
- As small as possible
- Away from other workers where possible

Control:

- Consider introducing an enhanced authorisation process
- Provide additional supervision to monitor and manage compliance

PPE:

- Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE
- Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19)

Behaviours:

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.

Encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

COLLINS DEMOLITION LTD	DEMOLITION PLAN	
-----------------------------------	------------------------	---

5.9 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			