FRAMEWORK CONSTRUCTION MANAGEMENT PLAN

RESHAPING THE FUTURE
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SITE NAME AND ADDRESS:	Downley Road, Havant, PO9 2JD
PROJECT NO.	1592
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Metro Deconstruction Services Ltd
The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
www.metrodeconstruction.com

Produced by:

Project Document Controller	Chloe Court

Reviewed by:

Contracts Director	Si King

Signed	[redacted]	Date	25/04/2024

Document Review Register

Date of review	Details of any changes	Initial
	Original Issue	

Please note: reviews should be carried out monthly or when major changes occur to activities

Metro Deconstruction Services Ltd
The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
www.metrodeconstruction.com

CONTENTS

1 INTRODUCTION 5
1.1 Summary 5
1.2 Preambles 5
1.3 Existing Records and Information 6
2 METRO MANAGEMENT STRUCTURE 6
2.1 Management Team 6
3 DESCRIPTION OF PROJECT 9
3.1 Site Name 9
3.2 Site Address 9
3.3 Programme / Sequence 9
3.4 Working Hours 9
3.5 Scope of Works 9
4 PROJECT SPECIFIC INFORMATION 11
4.1 Site Plan 11
4.2 Sequencing 12
4.3 Site Resources 12
4.3.1 Staff Resources & Competencies 12
4.3.2 Plant Resources 13
4.3.3 Tools & Equipment 13
4.3.4 Material Resources 13
4.3.5 PPE/RPE 13
4.4 Site Arrangements 14
4.4.1 Demolition Site Logistics Plan 14
4.4.2 Health & Safety 15
4.4.3 Access and Egress 15
4.4.4 Site Set Up 17
4.4.5 Welfare 17
4.4.6 Site Rules 17
4.4.7 Site Induction 18
4.4.8 Site Security 18
4.4.9 Waste Materials 19
4.4.10 Site Cleanliness 19
4.5 Emergency Arrangements 20
4.5.1 Nearest Hospital (A&E) 20
4.5.2 Emergency Contact Details 21
4.5.3 Emergency Arrangements 22
4.5.4 Accident & Incident Reporting 23
4.6 Neighbourhood Liaison Management 23
4.6.1 Neighbourhood Liaison Management 23
4.7 Environmental Considerations 25
4.7.1 Introduction 25
4.7.2 Environmental Controls 25
4.7.3 Control of Dust 26
4.7.4 Control of Noise 26
4.7.5 Control of Vibrations 26
4.7.6 Environmental Monitoring Levels & Actions 27
5 OUTLINE METHODOLOGY - PRE-DEMOLITION PHASE 28
5.1 Pre-Demolition Services 28
5.2 Site Hoarding 29
5.3 Scaffolding 29
5.4 Tree Protection 29

5.5 Asbestos Removal 30
5.6 Ecology 30
5.7 Archaeology 31
5.8 Service Disconnections 31
5.9 Pre-Demolition Strip Out 31
5.10 Controlled Drop Zone 31
6 INITIAL TENDER METHODOLOGY - DEMOLITION 32
6.1 Demolition Works 32
6.1.1 Forming of Safe Working Area/Exclusion Zone 32
6.1.2 Existing Building Information 32
6.1.3 Existing Buildings – Photographs 33
6.2 Demolition Sequence 34
6.3 High Reach Machine Demolition 34
6.4 Low Level Machine Demolition 34
6.5 Temporary Works 34
6.6 Slabs and Foundations 34
6.7 Crushing on Site 34
6.8 Cut & Fill to Formation Level 34
6.9 Remediation 34
7 COMPLETION REPORT 35
7.1 Health & Safety File 35
8 SIGN OFF 36
8.1 Document Sign off Sheet 36
APPENDIX 1 – DPP METHOD STATEMENT ADDENDUMERROR! BOOKMARK NOT DEFINED.
APPENDIX 2 – YELLOW TABS REGISTER 37
APPENDIX 3 – SITE SPECIFIC RISKS & CONTROL MEASURES AND RISK ASSESSMENT 38
APPENDIX 4 – TRAFFIC MANAGEMENT PLAN 39
APPENDIX 5 – PRE-START WASTE MANAGEMENT PLAN & AUDIT 40
APPENDIX 6 – PROGRAMME OF WORKS 41
APPENDIX 7 – FIRE RISK ASSESSMENT 42
APPENDIX 8 – COSHH 43

1 INTRODUCTION

1.1 Summary

The Site

The site is situated on the east side of Downey Road which forms part of the well-established New Lane industrial area.

Existing Buildings

The property comprises a single storey industrial unit fronted by two storey offices and ancillary areas. The two-storey office section has brick elevations under a flat roof. It comprises mainly open plan offices with a number of private offices and meeting rooms.

1.2 Preambles

The Construction Management Plan (CMP) has been prepared for the enablement and construction works to be undertaken on a development at 8 Downley Road, Havant PO9 2JD

This CMP will be updated by Metro Ltd. As a live document in line with conditions received from the planning application and reviewed throughout the construction process.

This CMP summarises the systems, procedures and controls that will be adopted by the Principal Contractor (Metro Ltd) and the subcontractors to minimise any adverse environmental effects during the demolition and construction of 8 Downley Road, Havant PO9 2JD.

The CMP set out the standards of ‘construction practice’ that are utilised to minimise (if not eliminate) the impact of construction on the local environment and the local community. This is in the interests of local amenity and public safety.

This document has been prepared in accordance with and is a statutory document required when fulfilling the duties placed upon the role of Contractors set out by The Construction (Design and Management) Regulations 2015.

This document sets out the project specific arrangements that are implemented to inform all employed persons and other interested parties when managing the Health, Safety, Environmental and Quality issues thus ensuring the risk to all those affected are reduced to the lowest possible level.

Control of Substances Hazardous to Health Regulations 2002

The Management of Health and Safety at Work Regulations 1999

The Health and Safety at Work etc. Act 1974

All demolition works shall be in accordance with the BS Code of Practice for Demolition BS 6187. All demolition works shall conform with all relevant legislation, and in particular the legislation dealing with health and safety, safe access, safe places of works and hazardous substances.

This document and the accompanying appendices are prepared together and should be read in conjunction with Metro Deconstruction Services Ltd.’s (Metro) Health & Safety Policy as this document sets out the standard working procedures adapted by Metro.

This is a live document which will be constantly reviewed and updated accordingly over the course of the project to reflect the changes to the project, logistics, methodology, works brief or project environment. Metro, as principal contractor, will own the document and manage any proposed future revisions and issue to the Client professional team for review prior to implementing.

Where operations require works to be conducted outside of the scope of this document, details of how this work will be conducted will be dealt with within specific task SSOW documents. RAMS and SSOW documentation will be produced by the Metro Project Team and issued to the Client project team for review and approval prior to works being undertaken. Any amendments required

will be dealt with and re-issued. Metro records a register of all RAMS & SSOW documentation issued.

Limitations

Metro have prepared this CMP based on available information obtained during the study period. Although every reasonable effort has been made to gather all relevant information, all potential constraints or liabilities associated with the site many have not been revealed.

Should any information come to light during surveys or initial construction works, and or additional planning conditions, then this document will be reviewed and updated.

1.3 Existing Records and Information

Metro have reviewed all of the existing records and information regarding the site and project that was issued at tender stage and issued thereafter.

Metro have inspected the site and considered site conditions when preparing this document.

A copy of all necessary information relevant to health and safety on site, is available on site, within the site file in the Metro site office.

All electronic documentation is stored on the Metro server and available to view by the Site Manager.

2 METRO MANAGEMENT STRUCTURE

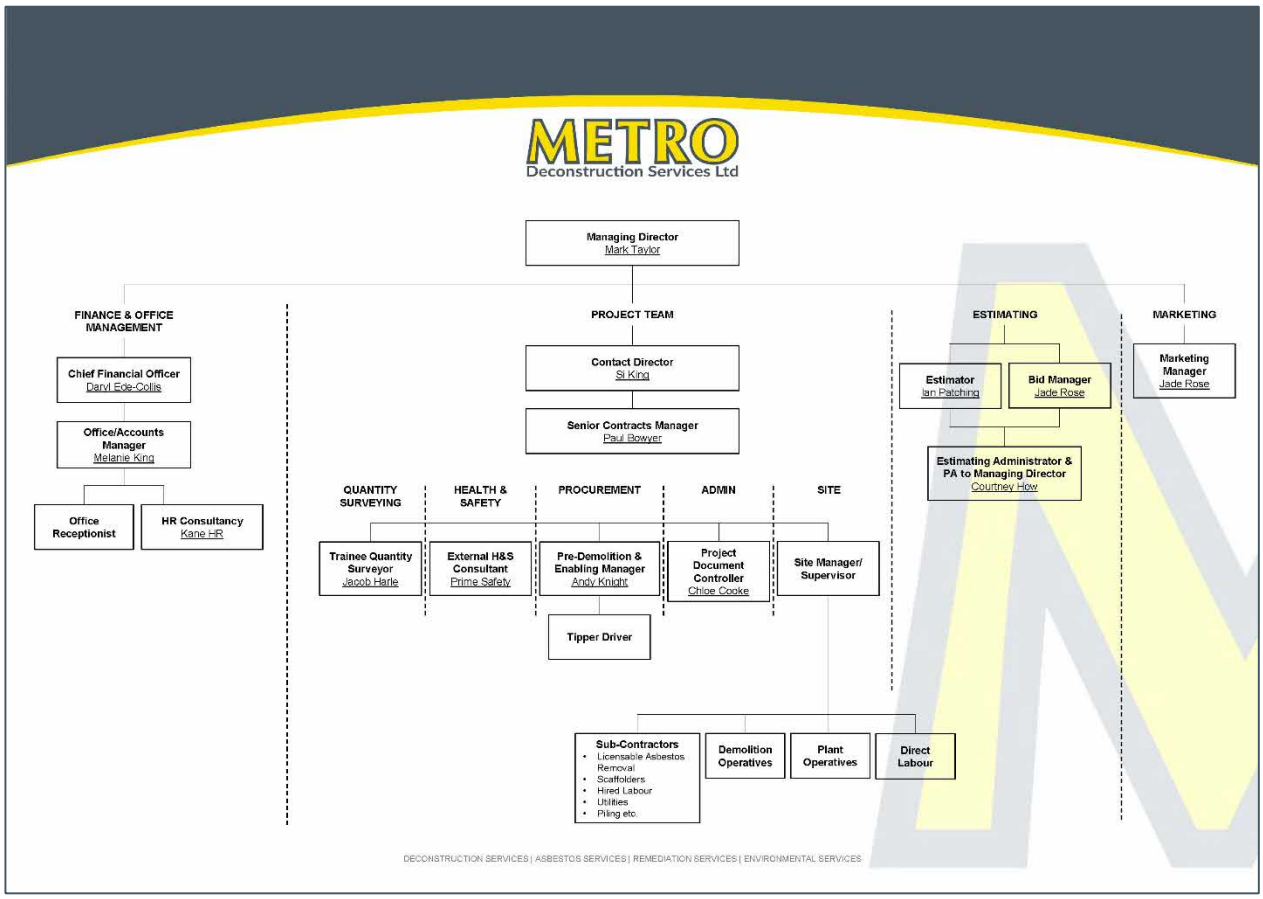
2.1 Management Team

MANAGING DIRECTOR	**Mark Taylor** Email: mark@metro.uk.net Tel: 01293 863988 / 07966 612909	
CONTRACTS DIRECTOR	**Si King** Email: si@metro.uk.net Tel: 07932 359701	
SENIOR CONTRACTS MANAGER	**Paul Bowyer** Email: paul@metro.uk.net Tel: 07880 030977	
SITE MANAGER	**Simon Barden** Email: simonb@metro.uk.net Tel: 07966 530952 **Jamie Bagge** Email: Jamie@metro.uk.net Tel: 07961 201560 **Ray Lewis** Email: Ray@metro.uk.net Tel: 07880 030978	

	Ben Addison Email: ben@metro.uk.net Tel: 07432 527059	
PROJECT DOCUMENT CONTROLLER	**Chloe Cooke** Email: chloe@metro.uk.net Tel: 01293 863988	
BID & MARKETING MANAGER	**Jade Rose** Email: jade@metro.uk.net Tel: 01293 863988	
ESTIMATING ADMINISTRATOR & PA TO MANAGING DIRECTOR	**Courtney How** Email: courtney@metro.uk.net Tel: 01293 863988	
PRE-DEMOLITION & ENABLING MANAGER	**Andy Knight** Email: andy@metro.uk.net Tel: 01293 863988	
ESTIMATOR	**Ian Patching** Email: ian@metro.uk.net Tel: 01293 863988	

Metro Deconstruction Services Ltd
The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
www.metrodeconstruction.com

TRAINEE QUANTITY SURVEYOR	**Jacob Harle** Email: jacob@metro.uk.net Tel: 01293 863988	
CONSULTANT H&S ADVISORS	**Prime Safety**	



Metro Deconstruction Services' Management Team will have day to day responsibility for coordinating and supervising the works. Management has full authority to stop any works that contravene safe working and environmental practices and may remove any worker in the process.

Metro always focusses on achieving a high standard of health, safety, welfare and environmental management on all of our projects. Our objects in these areas are: -

Complete the project without injury, illness to anyone involved in the project.
Complete the project without any damage to the local environment
Not to cause injury or nuisance to others who may be affected by our operations

A constant review of the project will be undertaken by the Site Manager and project team. Regular site inspections will be carried out to maintain a high standard of health & safety working practice.

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Charlwood
Surrey, RH6 0ES
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3 DESCRIPTION OF PROJECT

3.1 Site Name

Downley Road

3.2 Site Address

Downley Road, Havant, PO9 2JD

3.3 Programme / Sequence

Project Duration: tbc
Target Start Date:
Target Completion Date:
(refer to works programme)

3.4 Working Hours

No works or ancillary operations associated with the demolition, excavation, clearance and construction works at the development, which are audible at the site boundary, shall take place on any Sunday or Bank Holiday, nor on any other day expect between the following times:

Monday – Friday: 08:00 – 18:00 and Saturday 08:00-13:00 (where required)

Please note, weekend work will only take place where completely necessary. If this does not occur, we will ensure that any particularly noisy activities take place between 9am and 1pm and where possible all work will be internal.

Should emergency works be required to be undertaken outside of the above hours, the Client will be advised as soon as practically possible.

3.5 Scope of Works

The development comprises of the demolition of existing buildings and redevelopment of the industrial site comprising of a single industrial building, split into three units having a flexible set of mixed industrial uses. This includes use classes E(g) (iii), B2 and B8 along with ancillary offices, car parking, yard areas, soft landscaping and associated infrastructure.

Works include but are not limited to:

Produce detailed Pre-Demolition Waste Management Plan & Audit.

Produce detailed Traffic Management Plan.

Provide full time supervisor with relevant qualifications.

Section 80 Demolition Notice to be submitted by Metro as part of planning approval processes and section 81 approval will be available prior to commencement of structural demolition.

Provide all site accommodation for duration of the demolition works and connections to temporary services, in accordance with Safety Health and Welfare at Work (Construction) Regulations 2013.

Overall sequence and programme of works to be confirmed and agreed.

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Charlwood
Surrey, RH6 0ES
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Secure site boundary. Install 2.4m timber hoarding in accordance with agreed Hoarding Plan and paint to Client colour specification. Provide pedestrian entrance and vehicular entrance as detailed on Hoarding Plan.

Secure/monarflex existing palisade fencing on all other boundaries.

Security of the site is to be maintained throughout our works.

Heras fencing will be erected to maintain segregation of welfare areas, exclusion zones and demolition zones.

Removal of identified Asbestos Containing Materials (ACM's) as highlighted within Asbestos R&D Survey.

Complete pre-demolition soft strip of existing buildings, segregate materials and remove from site.

Remove shrubs, trees, planting, grass, topsoil, and all tree roots and stumps in accordance with Arboricultural Method Statement to BS 5837:2012 and the Tree Protection Plan EA-24-042-05 P03 prepared by BEA Landscape. Retain the trees specified at the rear, adjacent the railway line. No works to commence until tree protection fencing is in place.

All works to follow recommendations set out in the ecological appraisal prepared by FPCR. This includes Two of the onsite trees have been retained within the scheme. During the works, these features will be protected through the implementation of appropriate root protection areas (RPA's) and protective fencing in accordance with BS 5837 (2012) Trees in Relation to Design, as indicated by the Arboricultural Survey and Impact Assessment (BEA Landscape & Design, 2024).

Birds: A pre-demolition survey to check for nesting birds is required, should demolition commence within the active nesting period (March – September).

Although the presence of reptiles using the habitats on site is considered unlikely, construction works should commence using a precautionary approach

During the works, all excavations should be made safe if left overnight by way of a 45-degree slope or mammal ladders. In addition, any scrub clearance works should be undertaken outside of the hibernation season for hedgehogs (October – March), or the habitat should be searched by a suitably qualified ecologist prior to clearance, and any animals found moved to a hedgehog house which is placed on Site, away from the area of works.

Complete machine demolition of all existing buildings in accordance scope of works.

Remove existing foundations, pads, raft slabs, ground floor slabs and the like.

Remove all concrete paving and sub surfaces and sundry isolated structures.

Crushing of all arisings on site to produce crush stockpile to be retained on site for reuse in construction.

Removal of all other non-compliant items, rubbish etc. to leave the site in a clean and tidy condition.

All required safety measures to be implemented as per Client Health, Safety, Quality & Environmental standards.

Copies of all hazardous and non-hazardous waste licences to be available throughout works.

Waste consignment notes and transfer notes to be fully completed and copies provided within project completion health & safety file report.

Copies of all permits (PPC permit for crushing plant), inspections and testing certificates for all plant and machinery to be available throughout.

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4 PROJECT SPECIFIC INFORMATION

4.1 Site Plan

Metro Deconstruction Services Ltd
The Old Dairy
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4.2 Sequencing

The sequencing for our works is as follows;

1 – Site Establishment, including:

- Welfare Setup and temporary services installation
- Condition Survey
- Installation of timber hoarding
- Secure existing site boundary
- Installation of vehicular and pedestrian site entrance gates.

2 – Pre-Demolition Works

- General Site Clearance
- Removal of Asbestos Containing Materials (ACM's)
- Service Disconnections
- Pre-Demolition Strip out

3 – Demolition Works

- Machine demolition of existing buildings down to ground floor slab in accordance with building programme plan
- Removal of ground floor slab, hardstanding and foundations
- On site crushing of materials to stockpile

4 – Commence building of commercial premises, underground services / drainage and landscaping

4.3 Site Resources

Staff Resources & Competencies

Staff Member	No.
Non-working Site Manager (CCDO/SMSTS)	1
Excavator Operative	TBC
Skilled Demolition Operatives (CCDO)	TBC
Demolition Labourers (CCDO/CSCS/CATB)	TBC
Traffic Marshall (CSCS)	TBC
Licenced Asbestos Operatives (CATA)	TBC
Scaffold Operatives (CISRS)	0

Additional Task Specific Training / Certification Considerations:

Role / Task	Competency
Operatives (demolition / soft strip)	Demolition / Asbestos Awareness
Erection of Mobile Towers	PASMA
Use of Mobile Elevated Working Platforms	IPAF
Traffic Marshal	Banksman / Traffic Marshal Training
Wearers of RPE	Face Fit
Site Supervisor / Person Inspection TW	Temporary Works Supervisor
Site Supervisor	1st Aider
Site Supervisor / Fire Watcher	Fire Marshal
Changing of Discs on Grinder	Abrasive Wheel

Site Specific Requirements:

All Operatives must receive the Principal Contractor's site safety induction for this site.
Regular task specific toolbox talks to be undertaken as required (minimum 1 per week)
Daily briefings to be undertaken for all works on site.
Operatives must have suitable face fit testing for any face masks used on site.

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Plant Resources

360- degree tracked excavators with attachments
Skips (rubbish, wood, plasterboard, metal, etc.)
Powerscreen Crusher
Diesel Bowsers
Welfare Compound Units
Mobile Decontamination Unit if required for asbestos removal (as detailed within sub-contractors RAMS)
Dampening Down/De-dust Equipment

Tools & Equipment

Oxy Propane Burning Equipment
Bottle Cage and Trollies
Oxygen and Propane Gas Cylinders
110v transformers, lighting and cables
2-way radios
Cat Scan
Safety Barriers
Health & Safety Signage
Fire Extinguishers
Fire Hoses & Standpipe
Spill Kits
First Aid Kits
Hand Tools

Material Resources

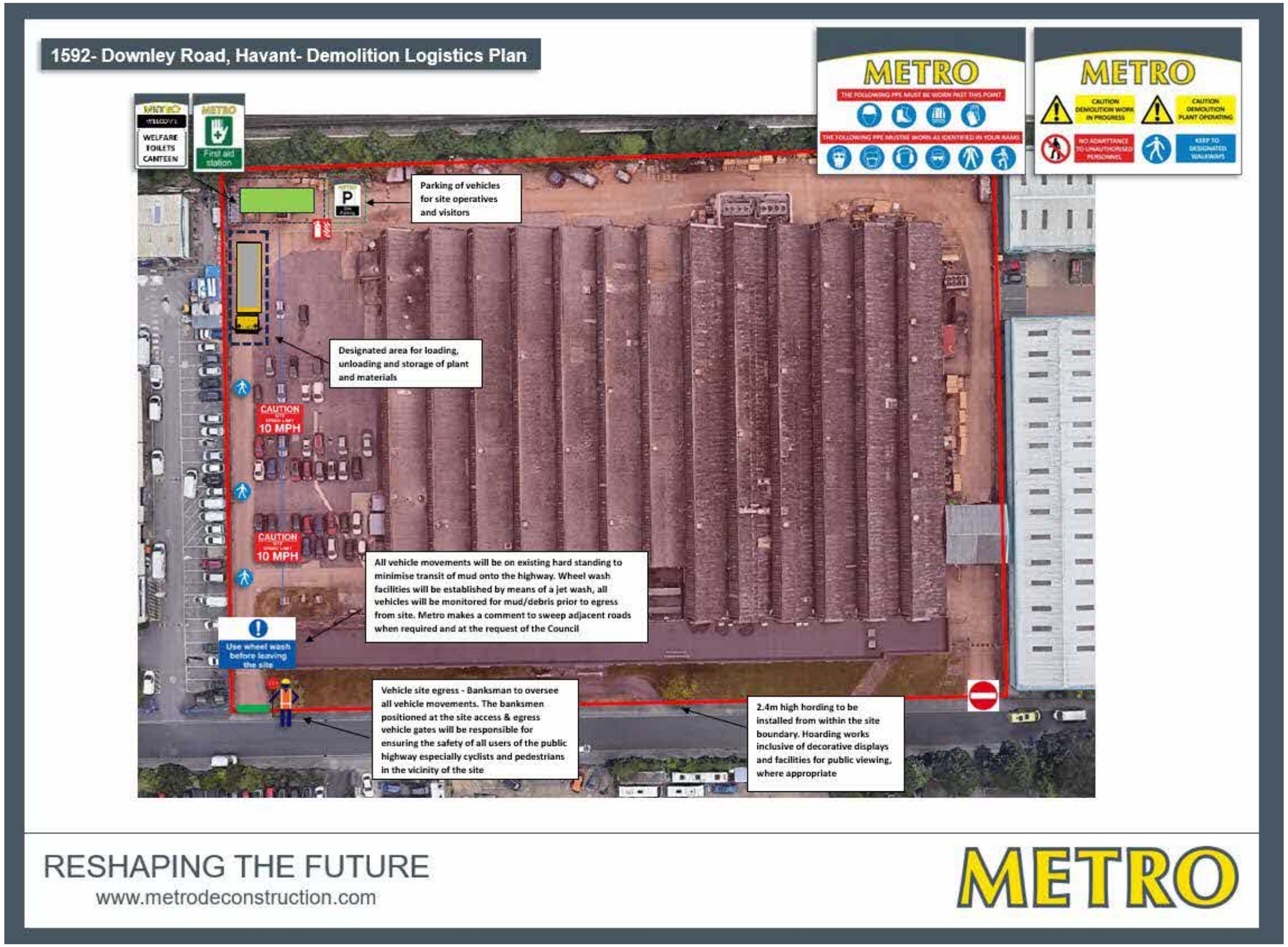
Diesel
Heras Fencing
Debris Netting

PPE/RPE

Refer to yellow tab ref: YT-002

4.4 Site Arrangements

4.4.1 Demolition Site Logistics Plan



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4.4.2 Health & Safety

Objective

Metro's ultimate objective is to provide a safe working environment for all personnel on site and to others externally that our site works affect. Metro will protect the health and safety of those involved in the project and those affected by our activities by complying with all statutory requirements as a minimum, supplemented by industry current best practices. Metro will adhere to this by ensuring competency of those involved in the project, identifying any hazards and eliminating wherever possible, controlling and reducing the risks that remain involved with the works (strip out, demolition etc.) by implementing and monitoring safe working procedures at all times.

Monitoring

The arrangements set out within this document assure that Metro adequately monitors and reviews the safety performance of all activities involved in our works.

Site Managers have the responsibility to ensure their daily activities are recorded and day-to-day inspections of the site are carried out.

On a regular basis our external health & safety consultant, Prime Safety, will carry out site safety inspections. Recording observations and actions taken to sign off and close out any items raised. These will be issued to all members of the project team.

4.4.3 Access and Egress

A detailed traffic management plan has been produced and is issued within the appendices of this document.

All access and egress will be controlled in accordance with Metro's Traffic Management Plan.

All access and egress points shall be locked and secured at all times when not in use.

Metro is aware of the surrounding constraints and has created a traffic management plan to address them in a manner that ensures the effects on neighbouring properties and the general public is minimal, as that their safety is paramount.

All visitors will be required to sign in and retrieve required PPE from the site office before entering the working area. A red pedestrian gate will be situated to segregate the welfare area and working area.

A traffic marshal shall be in attendance at all times to accept vehicles and ensure that the loading/unloading activity is efficiently managed so that vehicle loading time is kept to a minimum and pedestrian safety is maintained at all times.

Access

All site access is via Downley Road. Haul routes will use the B2149 Petersfield Road, then either Crossland's Drive or Barton's Road via New Lane to access Downley Road.

Parking will be provided within the site demise.

Pedestrian access to the site is via the pedestrian entrance gate situated on Downley Road.

Pedestrian routes shall be provided across site.

Vehicle Route

All vehicles will enter the site via the access on Downley Road.

ALL VEHICLES TO EGRESS SITE IN FORWARD GEAR ONLY

ALL PEOPLE ENTERING AND LEAVING THE SITE WILL BE REQUIRED TO SIGN IN AND OUT WITH THE SITE MANAGER AT THE SITE OFFICE UPON ARRIVAL AND DEPARTURE

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Loading/Unloading

The number of vehicles on site at any one time will be kept to a minimum to reduce movement on site. Deliveries of plant and materials will be planned in advance with the Site Manager to reduce the need for waiting HGV's.

> **NO STOPPING, LOADING OR UNLOADING SHALL BE PERMITTED ON ADJACENT PUBLIC FOOTPATHS OR HIGHWAYS**
>
> **ENSURE ALL DELIVERIES/LOADING VEHICLES ARE PLANNED IN ACCORDANCE WITH THE LOCAL AUTHORITIES' REGULATION AND MITIGATE UNNECESSARY CONGESTION OF THE NEARBY ROADS**
>
> **AT NO TIME WILL ANY VEHICLE BE ALLOWED TO REVERSE WITHOUT A BANKSMAN/TRAFFIC MARSHAL IN ATTENDANCE**

Wheel Washing

When required, a wheel washing station will be set up at the site gates to clean mud and debris from vehicle wheels before the egress site.

> It is intended that all vehicles will transit on existing hard standings which are to be maintained throughout the demolition works.
>
> Where required, vehicles will be inspected and a wheel washing station will be set up at the site gates to clean mud and debris from vehicle wheels prior to leaving site onto public roadways.

Road sweeping operations are to be utilised when deemed necessary and as required to ensure that site roads are safe and that mud is not deposited on adjoining roads.

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4.4.4 Site Set Up

Site Setup will be as per the above demolition site logistics plan & layout.

Prior to the start of any structural demolition works, Metro will: -

Identify and demark a demolition works area with mesh fencing to ensure no unauthorised entry.

Install edge protection on each floor sufficiently.

Display/fix safety signage within the site and on the boundary fencing to meet H&S requirements to notify the public of the works/dangers on site.

Set up pedestrian walkways and safe routes.

Site security – the site perimeter is to be secured and access gates locked at all times. The security of the site is to be maintained throughout our works.

Welfare

Office and welfare accommodation will be located as shown within the above Demolition Site Logistics Layout.

Refer to yellow tab ref: YT-001

Site Rules

There are specific site rules that are to be adhered to whilst personnel are on site, either working or visiting. Site rules will be explained within every site induction and within daily briefings where specific to tasks.

Signage of all rules will always be seen clearly displayed on site

All site personnel, for their own safety and for the safety of others, are required to fully comply with the Metro Method Statement and Risk Assessment

All personnel shall undergo safety induction training

All operatives will respect the personal privacy of local residents

All forms of recording residents is prohibited

At no time are vehicles, tools, equipment, materials or debris to obstruct emergency or shared access routes

The use of plant and equipment is only permitted by trained and competent employees authorised to do so

Always use the right tools and equipment and use them in the correct way

Every accident and near miss event **MUST** be reported to the Site Manager immediately

DO NOT walk through barricaded/fenced off areas unless authorised to do so

Follow safe manual handling procedures at all times

Appropriate PPE **MUST** be worn at all times

No shorts are to be worn and shirts **MUST** be worn at all times. Never wear loose clothing or slippery footwear

Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health, safety and welfare, shall be excluded from site

Safety signs, alarms and notices must be followed and adhered to

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Being a good neighbour – the public must be protected from hazards associated with our work and any complaints from the general public shall be dealt with in a courteous manner and referred to the Site Manager

Offensive or inappropriate language and provocative gestures are prohibited. No gambling, threatening or violent behaviour, offensive language, swearing, sexist and/or racist comments will be tolerated.

Practice good housekeeping – refuse must NOT be allowed to accumulate; works areas are to be kept clear and tidy to allow safe access. Toilets and washrooms must be kept in a clean and hygienic state after use.

Combustible materials are to be removed on a regular basis and disposed of in an appropriate manner

Smoking and vaping are only permitted in the designated areas

No alcohol, illegal drugs or other substances are permitted on site or are to be consumed on site. If you are required to take strong prescription medication that warns against driving and using machinery, you **MUST** inform your Site Manager asap.

Valuables and personal property are brought and left on site at the owner's risk

No vehicles are to reverse without a banksman in attendance

Vehicle drivers must remain with their vehicles during loading/unloading

Operatives and deliveries are required to give 'right of way' on adjacent roadways to members of the public

Failure to comply with any of the above and/or additional rules set out by the Site Manager may lead to exclusion from site and/or disciplinary action.

4.4.7 Site Induction

All site staff, subcontractors and visitors will receive a site induction before they start works on site from Metro Site Manager.

During induction, copies of all competency cards will be taken and stored with the induction form. Failure to produce suitable proof of competence will result in the operative being excluded from site until proof is supplied.

Part of the induction will be for all operatives to read through and sign off on their understanding and compliance with RAMS documentation.

All visitors will be given an induction detailing the location of the site welfare, emergency procedures and areas of risk on site.

4.4.8 Site Security

The site will be completely secure with existing fencing and 2.4m high timber hoarding to deter public access.
Access gates will be controlled by banksman during working hours.
Gates locked at all times when not in use.
The security of the site is to be maintained throughout our works.

Waste Materials

All site waste management to be carried out in accordance with Metro's Pre-Demolition Site Waste Management Plan (refer to appendices of this document)
All waste substances from the site shall be reused, recycled, recovered or disposed of offsite, under the appropriate Duty of Care and subject to approvals/consents from the relevant statutory bodies.
All waste materials to be processed and segregated into disposable types (i.e., metal, wood, rubbish)
All materials to be removed from site by licensed contractors to local licensed recycling facilities.
All waste records will be retained on site and used for reporting upon completion of the works.
Fires are prohibited

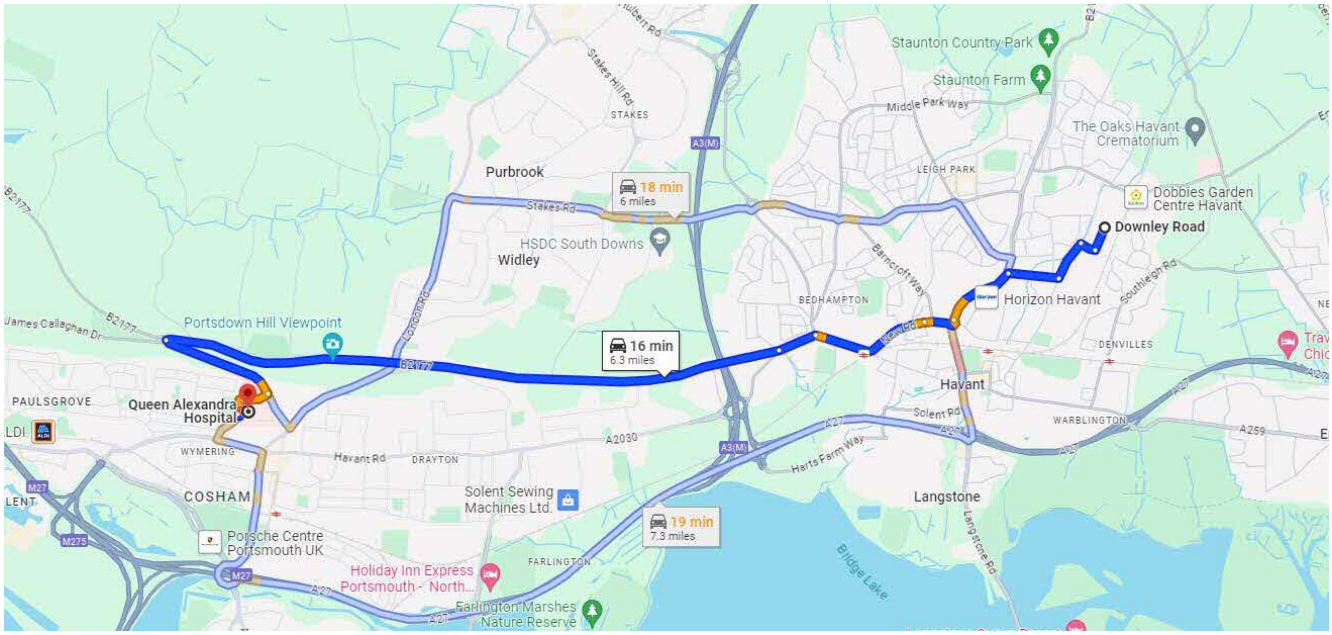
Site Cleanliness

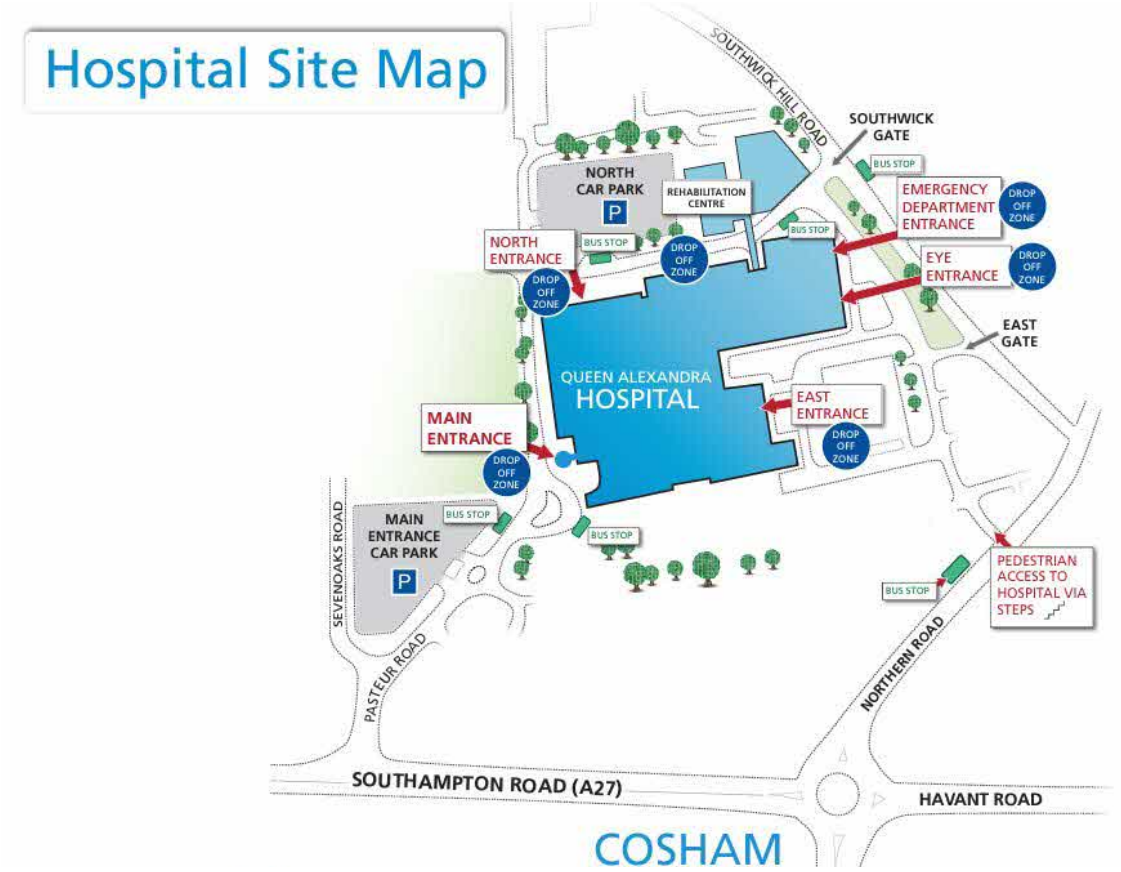
All material to be segregated and stockpiled in designated areas according to type.
Walkways to always be kept clean and tidy. Free from trip, slip or fall hazards.
Fine mist dust suppression to be directed at the source of any dust producing activities.
All vehicles to run on clean hard standing where available.
All vehicles leaving site to utilise wheel washing facilities where required to ensure any contamination to the highway is avoided.

4.5 Emergency Arrangements

Nearest Hospital (A&E)

Queen Alexandra Hospital
Southwick Hill Road, Cosham, Portsmouth, Hampshire, PO6 3LY
023 9228 6000 or 999 [in an emergency]





A C Emergency Contact Details

	Name	Tel No.	Job Title
Site Contact Details			
First Aider	Ben Addison	07432 527059	Site Manager
Fire Warden	Ben Addison	07432 527059	Site Manager
	Name / Address	Tel No.	Email Address
Emergency Contact Details			
Fire and Rescue Service	Havant Fire Station 41 Park Way, Havant PO9 1HH	02380644000 999 (in an emergency)	
Police	Havant Police Station Havant Police Station, Civic Centre Road, Havant PO9 2AN	01962841534 999 (in an emergency)	
24 Hour Accident and Emergency Department Address:	Queen Alexandra Hospital Southwick Hill Road Cosham Portsmouth Hampshire PO6 3LY	023 9228 6000 999 (in an emergency)	
Gas Supply	TBC		
Electrical Supply	TBC		
Water Supply	TBC		
Local Authority	Havant Borough Council	023 9244 6019	
Environment Agency Incident Hotline		0800 807060	enquiries@environment-agency.gov.uk
Environment Agency Floodline		0345 9881188	
Health and Safety Executive		Fatal & Major Incidents – 0345 3009923	www.hse.gov.uk

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The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
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A C Emergency Arrangements

First Aid

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

- Inform first aider
  - **Metro Site Manager – Ben Addison 07432 527059**
- Make the area safe
- Treat the casualty
- Call emergency services (if required)
- Report to Metro Contracts Manager

Fire

If during the works a fire incident is discovered, the following actions will be taken: -

- Raise the alarm
- Fight the fire if safe to do so
- Evacuate the building and proceed to the assembly point (shown below)
- Call emergency services (if required)
- Report to the Site Manager/Fire Marshal on the incident
  - **Metro Site Manager – Ben Addison 07432 527059**
- Report to the Metro Contracts Manager

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

- Evacuate the building
- Proceed to the assembly point and wait until told what to do by the Site Manager/Fire Marshal

Spill Incident

If during the works there is a spill of diesel or oil, the following steps are to be taken: -

- Stop the source of the spill
- Use spill kit to close off any drains/waterways
- Use spill kit to clean up spilled liquid
- Dispose of all contaminated spill kit items as hazardous waste
- Report to the Metro Contracts Manager in accordance with the Metro Accident Reporting Procedure.

Accident & Incident Reporting

During the works, any accidents, incidents or near misses MUST be reported to the Metro Site Manager. The Metro Contracts Manager will inform the Client team of all accidents on site.

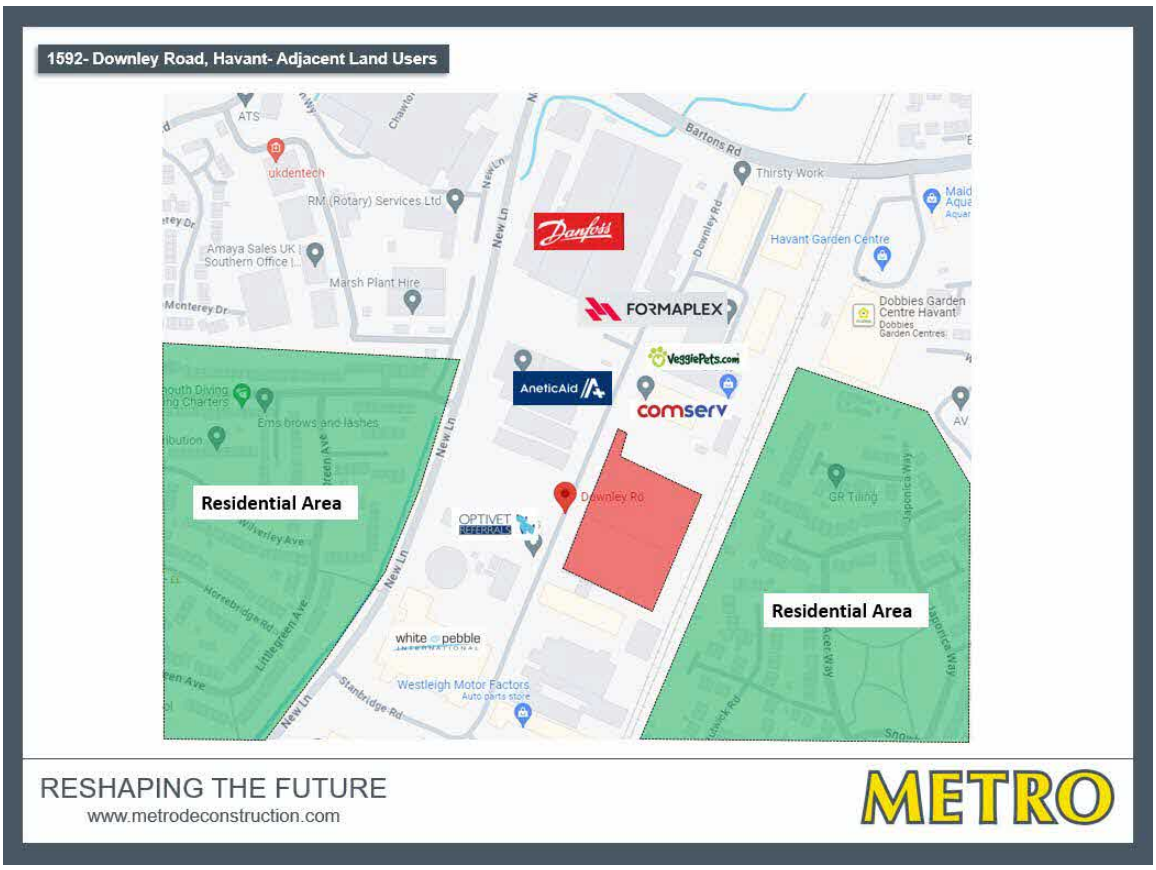
Metro's external H&S Consultants will also be notified for the relevant documents to be completed and where necessary an investigation into the accident/incident/near miss will be carried out.

4.6 Neighbourhood Liaison Management

Neighbourhood Liaison Management

The property is situated on the east side of Downey Road which forms part of the well-established New Lane industrial area.

Identified Adjacent Land Users



Community relations

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

Contact with neighbours and the general public throughout the demolition and build programme will be pro-actively managed, with regular updates through meetings, newsletters on progress etc.

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

Prior to demolition works, Metro will issue a resident's letter to all neighbouring properties, detailing the works taking place and sharing information of effects to the local community. This will include contact details of the Contracts Manager, Site Manager and Metro Office, ensuring

occupiers of nearby properties and residents are informed in advance of the works taking place, including programme of works and a point of contact in case of queries. If the Principal Contractor should change at any point, residents will be informed of any handover.

In the case of work required in response to an emergency, the council, and all neighbours will be advised as soon as reasonably practicable that emergency work is taking place.

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

Metro will also be working closely with the adjacent properties throughout the works to ensure minimal disruption to their activities.

Register of Complaints

Complaints received by the site will be dealt with as follow;

Metro's Contracts Manager will telephone or visit the complainant to establish the exact details and nature of the complaint;

Where the nuisance is or was temporary and has such ceased, the complainant will be informed, and appropriate remedial action taken;

Where the nuisance is sporadic a visit will be arranged accordingly to ensure the complaint is verified subjectively;

A noise/vibration/dust measurement regime shall be established and measures against project standards, if not already in place. Records of live environmental monitoring for noise, dust and vibration will be available should proof be required. Where the measurement exceeds the project standards further mitigations and measures will be established to bring levels in line with the project standards.

A register of complaints will be held within the site office. This register will be available to the enforcing agency for review. Metro will notify the council of all complaints received and exceedances of trigger levels.

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The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
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4.7 Environmental Considerations

4.7.1 Introduction

This section sets out guidelines for dealing with occurrences that could impact on the environment and forms part of this live document which is to be continually reviewed. As such, it should be read in conjunction with safe systems of work, developed for the project to ensure that interfaces between quality, health, safety and the environment are adequately managed.

All works will be carried out to environmental standard, codes regulations, guidance notes, health & safety conditions, Building Acts or requirements imposed or recommended, which are current at the time.

In particular, Metro shall comply with the requirements of:

The Health and Safety Executive

The Environment Agency

Waste (England and Wales) Regulations 2011 (as amended)

The Hazardous Waste Regulations 2005

Code of Practice for Demolition BS 6187

Control of Pollution Act 1974 and the Health and Safety at Work Act 1974

Control of Asbestos Regulations 2012

Control of Dust from Construction and Demolition activities – BRE 2003

The Control of Substances Hazardous to Health (COSHH) Regulations 2002

Control of Dust and Emissions from Construction and Demolition – Best Practice Guidance by London Councils and Greater London Authority ISBN 10:1 85261 942 2

4.7.2 Environmental Controls

Site Controls

The following task specific environmental considerations need to be applied when undertaking the works, the controls detailed below will ensure that the environmental risk factors are properly managed.

Items	Control Method(s)	Applicable
Florescent Tubes	Disposal Coffin	☒
Diesel Bund	Drip Tray	☒
	Spill Kit	☒
COSHH Items (Paints, Cleaning Products, etc.)	COSHH Store	☒
Fuel Barrels	Bund	☒
	Spill Kit	☒
LPG / Oxygen Cylinders	Locked Cage	☒
	Fire Extinguisher	☒
Demolition Dust	Water Suppressant (dust boss / fire hoses etc.)	☒
	Dust Masks	☒
	Dust Monitoring	☒
Noise	Section 60/61 Working Hours	☐
	Hearing Protection Zone	☐
	Ear Protection	☒
	Noise Monitoring	☐
Soft Strip Work	Housekeeping	☒

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	Dust Masks	☒

Techniques to Control PM10 and NOx emissions from Vehicles and Plant

Low emission plant fitted with catalysts, diesel particulate filters or similar devices shall be used;

Plant shall be well maintained, with routine servicing of plant and non-road mobile machinery (NRMM) to be completed in accordance with the manufacturer's recommendations;

Avoid the use of diesel- or petrol-powered generators and use mains electricity or battery powered equipment;

Non-road mobile machinery (NRMM) shall use ultra-low sulphur tax-exempt diesel and be fitted with appropriate exhaust after treatment, such s catalysts, diesel particulate filters and emissions recirculatory systems as stated on the approved list managed by the Energy Saving Trust. Details of the plant and control equipment shall be included in the method statement.

Plant and vehicles shall be located away from the closest sensitive receptors or house in closed environments where possible.

Control of Dust

Commence demolition and works in line with dust measures set out in the Air Quality Report at Appendix 3 which was prepared by Hoare Lea.

Refer to yellow tab ref: YT-003

Control of Noise

Refer to yellow tab ref: YT-004

Control of Vibrations

Works on site will be conducted under the guidance set in BS5288 Code of Noise and Vibration Control on Construction and Open Sites.

All works will employ the best practicable methods to minimise the effects of vibration that can be practicably applied at reasonable cost, for example, utilising separation cut lines to minimise vibration transfer.

Vibrations is a further, but minor risk during the demolition phase. The measures taken to reduce the acoustics of these operations will assist in mitigating the effects of vibration on neighbours, and their property.

If acceptable levels are exceeded, works will be stopped at a safe interval and the methodology reviewed along with additional agreed measures adopted where considered necessary.

Where hand held breakers are being used, the Site Manager will conduct an exposure risk assessment and working with project team, define the maximum trigger time allowed. Daily exposure records will be recorded for all HAV exposure.

Metro Deconstruction Services Ltd
The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
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4 Environmental Monitoring Levels & Actions

Triger Level & Actions

	Levels	Site Actions
GREEN	Working under limits set	Continue with works
AMBER	getting close to limits set (still within safe levels)	Continue with works but review method to see if working method can be changed to bring levels back to green.
RED	Over limits set	**STOP WORKS** Review working method, change method, recommence work using the agreed revised working method and continue to monitor results ensure levels are back down to safe, amber or green.

Noise Limits & Restrictions

It is proposed that the following restrictions will apply for all activities beyond the boundary of the site as defined by any further agreements / LA requirements:

LAeq Day	Time Period	Noise Levels					
		1m from dwelling or other residential property		1m from school or other teaching facility		1m from building used for Office purposes	
	08:00-18:00	Period	LAeq	Period	LAeq	Period	LAeq
Mon - Fri	08:00-18:00	10 hours	75	1 hour 1 min	65 70	10 hours	75
Sat	0800-1300	5 hours	75	1 hour 1min	65 70	5 hours	75

Where plant and/or equipment are used continuously and cannot remain below the noise limits even with mitigation measures and best practicable means employed, then it may be necessary to employ a staggered approach to any high risk works to ensure that the mean average levels over a 10-hour period do not exceed acceptable limits.

Any requirement for staggered working hours will be agreed via consultation with the project team and Local Authority.

'Standard' hours permitted for noisy work will normally be the following;

08:00 – 18:00 hours (Monday to Friday)

08:00 – 13:00 hours (Saturday)

No noisy working is permitted on Sundays, Bank or Public Holidays.

Reduced Impact Hours

It may also be necessary to apply time restrictions on noisy works to reduce noise disturbance to businesses. These times are known as 'reduced impact hours' which are typically as follows;

10:00 – 12:00 hours (Monday to Friday)

14:00 – 16:00 hours (Monday to Friday)

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'reduced impact hours' are put in place to give nearby commercial occupiers at least 4 hours without noisy working from street and construction sites during the working day. These periods may be subject to variation in particular circumstances, for example during lunchtimes, adjacent to eating places or businesses where the majority of trade is carried out at lunchtimes.

Work outside standard hours and during reduced impact hours

Outside 'standard hours' and during 'reduced impact hours' the following noise generating activities will not usually be permitted where the activities are likely to cause disturbance.

Cutting using power tools
Breaking out using power tools
The use of impact fasteners
The loading of heaving materials

Vibrations Limited & Restrictions

Vibration affecting occupied buildings shall not exceed levels that are likely to give rise to damage to the building or discomfort to the occupants of the building.

Levels will be continually reviewed throughout the works. Throughout the demolition process should any issues arise during consultation with the neighbouring properties the further restrictions can be agreed and implemented.

5 OUTLINE METHODOLOGY - PRE-DEMOLITION PHASE

5.1 Pre-Demolition Services

Metro is to progress various services ahead of demolition commencement.

Metro will undertake the following; management services, investigations and pre-implementation works prior to commencement of structural demolition in accordance with the programme provided. These include but not limited to;

Assistance with dispensing planning conditions

Secure relevant permissions and approvals from the Local Authority

Prepare, submit, and secure approval of Demolition Phase Health & Safety Plan (this document)

Liaise with client representatives jointly to close out party wall requirements & conditions

Develop site specific safe systems of works addressing specific details of high-risk areas of works

Prepare newsletters and distribute to neighbours and nearby tenants

Attend routine meetings

The following list of licences and consents are to be obtained prior to works commencing in order to achieve the programme proposed;

Section 81 Demolition Notice

Party Wall Agreement/Award

Statutory services disconnections

Asbestos R&D Survey

Temporary Works Design Agreement

Scaffolding/Hoarding licence (pavement closure where required)

5.2 Site Hoarding

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

Refer to yellow tab ref: YT-005

5.3 Scaffolding

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

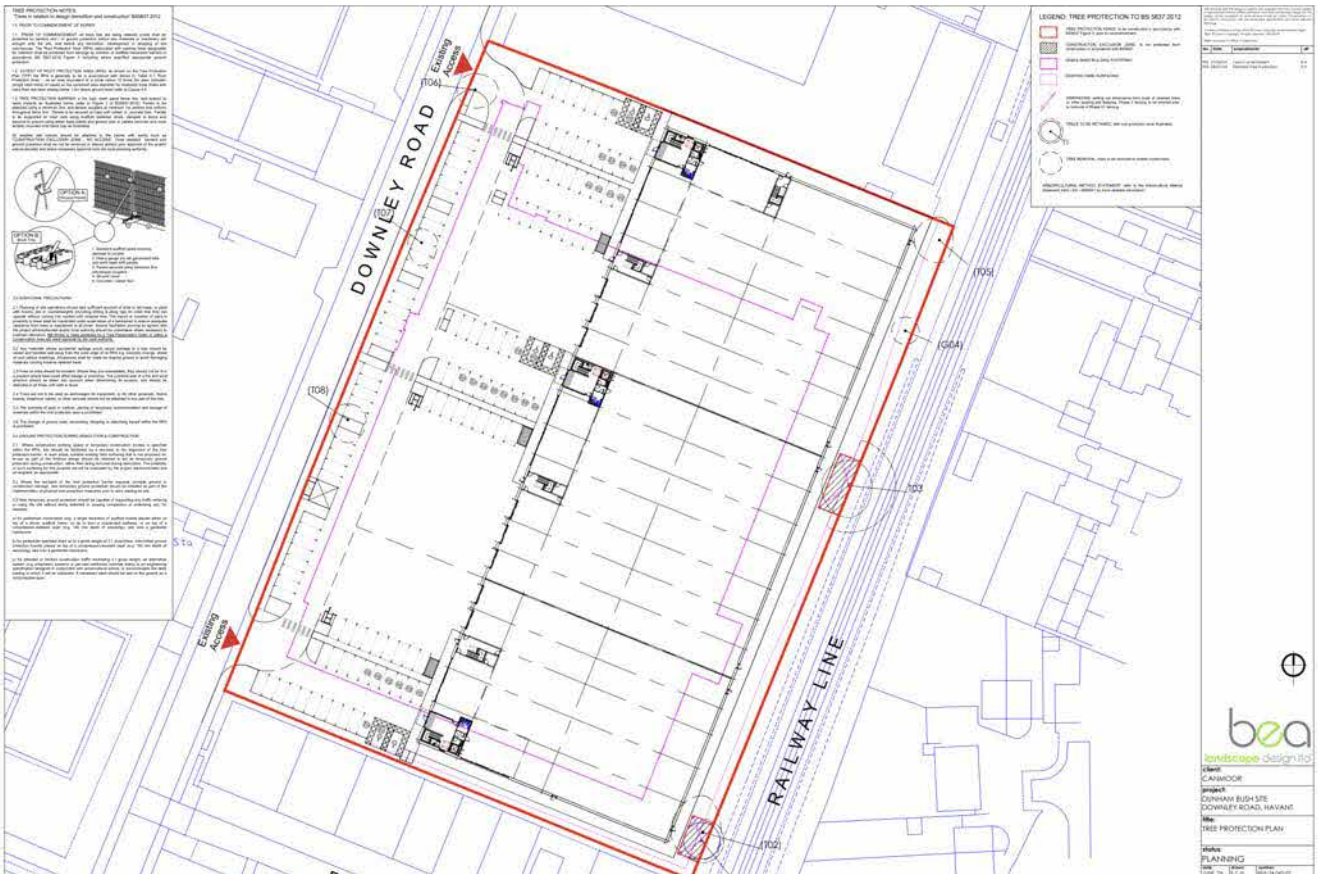
Refer to yellow tab ref: YT-006

5.4 Tree Protection

Refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

Refer to yellow tab ref: YT-007

All works to follow recommendations set out in the ecological appraisal prepared by FPCR. This includes Two of the onsite trees have been retained within the scheme at the rear near the railway line. During the works, these features will be protected through the implementation of appropriate root protection areas (RPA's) and protective fencing in accordance with BS 5837 (2012) Trees in Relation to Design, as indicated by the Arboricultural Method Statement to BS 5837:2012, the Tree Protection Plan EA-24-042-05 P03 prepared by BEA Landscape and the Arboricultural Survey and Impact Assessment (BEA Landscape & Design, 2024).



5.5 Asbestos Removal

Asbestos Refurbishment/Demolition Survey for the building(s) has been produced and issued to Metro Deconstruction Services Ltd. The content of the R&D Survey has been reviewed by the Metro Project team.

NNLW (Notifiable Non-Licensed Work)

Any Cat B NNLW will be carried out by Metro trained operatives prior to any other works commencing. All works will be completed in a controlled and safe manner with the necessary PPE & RPE and in accordance with the Control of Asbestos Regulations 2012.

NLW (Notifiable Licensed Work)

All licensed works will be carried out by a licensed asbestos removal contractor. A 14-day notification will be issued to the HSE complete with the mandatory ASB5 and work plan for all notifiable works.

This will show positions of de-contamination units, transit routes for the asbestos operatives that will segregate them from the other demolition operatives. It will also show layouts of any enclosures that are to be erected for the notifiable asbestos.

Discovery of Previously Unidentified Materials

During the works, there is a risk that further asbestos materials, previously unknown of, may be discovered. On discovery of suspected material, operatives will immediately advise the Site Manager who will isolate/fence off the area and install warning signage to alert all on site of the risks. Head Office will be contacted asap so that samples of the suspect material can be taken and sent for analysis.

Any non-licensable work will be removed as demolition progresses by demolition operatives with Category B Asbestos Awareness training in accordance with Control of Asbestos Regulations 2021 and HSE measures for NNLW.

Should the material analysis prove to be Licensed work removal, as above, a licensed contractor will be appointed to carry out the removal works.

All asbestos containing materials (ACM's) will be transported to a registered landfill site by licensed haulier.

Wet Drop Asbestos Removal Works

Refer to yellow tab ref: YT-0014

5.6 Ecology

All works to follow recommendations set out in the ecological appraisal prepared by FPCR. This includes Two of the onsite trees have been retained within the scheme. During the works, these features will be protected through the implementation of appropriate root protection areas (RPA's) and protective fencing in accordance with BS 5837 (2012) Trees in Relation to Design, as indicated by the Arboricultural Method Statement to BS 5837:2012, the Tree Protection Plan EA-24-042-05 P03, Arboricultural Survey and Impact Assessment (BEA Landscape & Design, 2024).
Birds: A pre-demolition survey to check for nesting birds is required, should demolition commence within the active nesting period (March – September).
Although the presence of reptiles using the habitats on site is considered unlikely, construction works should commence using a precautionary approach as set out in FPCR reports.
During the works, all excavations should be made safe if left overnight by way of a 45 degree slope or mammal ladders. In addition, any scrub clearance works should be undertaken outside of the hibernation season for hedgehogs (October – March), or the habitat should be

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The Old Dairy
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tel: 01293 863988
email: info@metro.uk.net
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searched by a suitably qualified ecologist prior to clearance, and any animals found moved to a hedgehog house which is placed on Site, away from the area of works.

5.7 Archaeology

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

5.8 Service Disconnections

Existing water supplies to be utilised for dust control during the works.

Metro's appointed electrical and plumbing contractors will attend site and review all current services within the site.

Client Disconnections;

The client team is to arrange for the relevant disconnection quotations and for all necessary payments to be made. All services must be fully disconnected prior to mechanical demolition works commencing. (excluding water supply for welfare and dust suppression during the works)

Metro will manage and co-ordinate the disconnection works on site.

Copies of all disconnection certificates are to be provided to the Metro Site Manager for the whole site prior to works commencing.

Details and locations of all disconnection points will be recorded and submitted within the Project Health and Safety File issued at the end of our works.

Below Ground Utilities and Drainage

Before any demolition work commences Metro will confirm the location of the existing sewer connection manhole and, to prevent any debris from being discharged to the external sewer network, shall provide and install expanding type drain plugs on all existing drain connections to the manhole.

A survey of the existing below ground services has been carried out as part of the site investigation works by the client. Copies of this and the utilities searches will be reviewed by the Metro project team prior to any breaking ground.

Details and locations of all disconnection points will be recorded and submitted within the Project Health and Safety File issued at the end of our works.

During site mobilisation, the Metro Site Manager will take photographic images of all utility supply meters if relevant. Any lives services left at the end of works will be photographed and identified within the completion Health & Safety File.

Temporary site supplies / 110v transformers to be positioned for use throughout the site.

5.9 Pre-Demolition Strip Out

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

Refer to yellow tab ref: YT-008

5.10 Controlled Drop Zone

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

Refer to yellow tab ref: YT-009

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6 INITIAL TENDER METHODOLOGY - DEMOLITION

Please refer to Appendix 1 for project specific and further detailed methodologies.

6.1 Demolition Works

No demolition will take place until: -

All services are disconnected and service disconnection certificates are received

An Asbestos R&D Survey has been conducted and reviewed, and materials have been identified and removed

Sufficient isolation of the area to safely carry out the demolition and protect the public from the works is complete by means of:

- Controlled drop zones/exclusion zones
- Heras fencing segregation
- Scaffold protection (where required)

Once the above has been completed and strip out works completed to leave the structure clear of deleterious materials and safe, all existing buildings will be demolished using mechanical means down to ground floor slab.

Additional RAMS will be issued as required if changes to the demolition process are required.

Forming of Safe Working Area/Exclusion Zone

To ensure the site remains a safe working environment, forming safe working areas and exclusion zones is imperative. Prior to any demolition works commencing, it is necessary to form a safe exclusion zone around the machine working area and to allow for any materials which may be deposited.

Pedestrian safe routes will be set up through the site for safe access to the demolition area.

The exclusion zone will be demarked using heras fencing, debris netting secured and safety signage fixed.

As the works progress to others areas of the site, the safe routes will be relocated where required by the Site Manager's instruction.

All persons on site will be briefed regarding the risk and this will be clearly identified at the time of site inductions.

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

Existing Building Information

The property comprises a single storey industrial unit fronted by two storey offices and ancillary areas. The industrial area is arranged in a number of bays under a north lit roof. There are a total of 14 manual roller shutter doors. The two-storey office section has brick elevations under a flat roof. It comprises mainly open plan offices with a number of private offices and meeting rooms.

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Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
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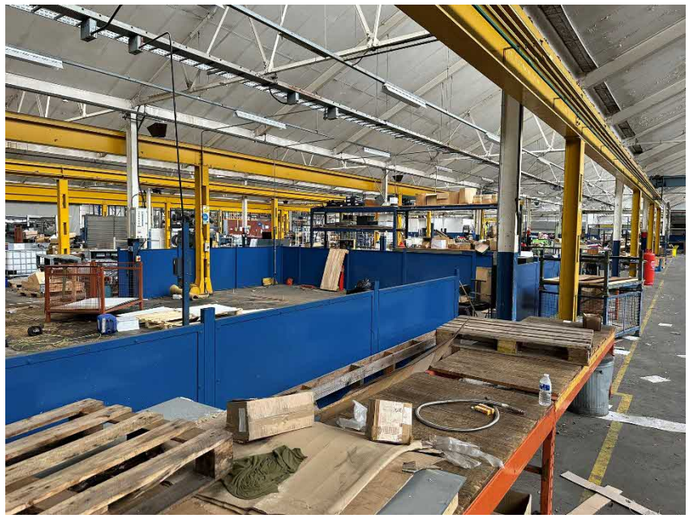
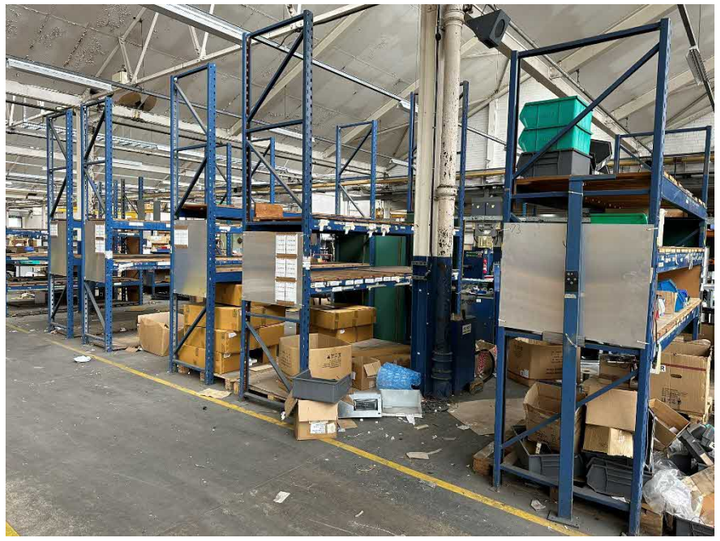
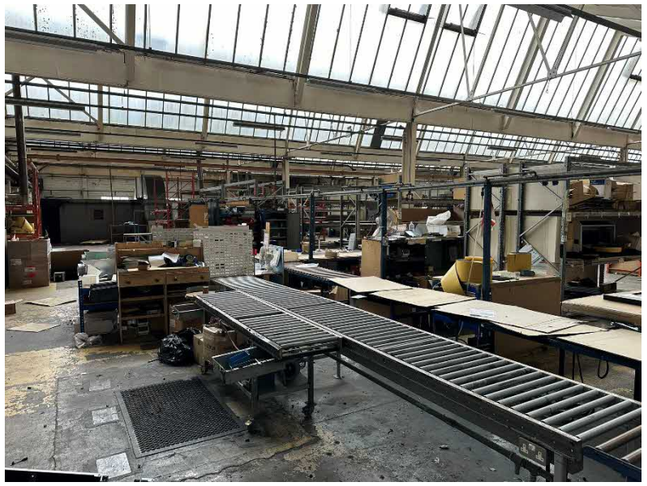
email: info@metro.uk.net
www.metrodeconstruction.com

Existing Buildings – Photographs







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6.2 Demolition Sequence

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

6.3 High Reach Machine Demolition

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

Refer to yellow tab ref: YT-0010

6.4 Low Level Machine Demolition

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

Refer to yellow tab ref: YT-0011

6.5 Temporary Works

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

6.6 Slabs and Foundations

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

Refer to yellow tab ref: YT-0012

6.7 Crushing on Site

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

Refer to yellow tab ref: YT-0013

6.8 Cut & Fill to Formation Level

If necessary, refer to - APPENDIX 1 – DPP METHOD STATEMENT ADDENDUM

6.9 Remediation

All works to follow recommendations set out by TRC Intrusive Geoenvironmental and Geotechnical Site Assessment April 2024

7 COMPLETION REPORT

7.1 Health & Safety File

Upon completion of the works Metro will produce a Health and Safety File as required under the Construction (Design & Management) Regulation 2015 Part 3, Regulation 12.

This will contain the following information as applicable:

- A brief description of the work carried out
- Residual hazards and how they have been dealt with/left
- Information on any remaining temporary works structures, with design and calculations provided
- Information regarding the removal or dismantling of installed plant and equipment
- The nature, location and marking of significant services
- BREEAM and waste Removal information and a complete waste report containing actual figures on the removal of waste and recycling outputs for the project
- Testing Certificates and Reports

8 SIGN OFF

8.1 Document Sign off Sheet

In signing this document, you acknowledge your understanding and acceptance of all of the information given, and specific requirements for this project including information within documentation included as appendices.

Project Name:	
Project No:	
Subject Title:	

Date	Full Name	Signature

Metro Deconstruction Services Ltd
The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
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APPENDIX 2 – YELLOW TABS REGISTER

In this document various sections refer to our yellow tab system, general arrangements and methods used on Metro projects. See below the yellow tab register and those specific for this project, identified and included within this appendix.

Project Name:	Downley Road
Project No:	1592

Metro Yellow Tab Register:

Ref Number	Task / Method Described	Applicable
YT-001	Welfare set up	☒
YT-002	PPE	☒
YT-003	Dust Control	☒
YT-004	Noise Control	☒
YT-005	Hoarding Installation & Branding	☒
YT-006	Scaffolding Installation & Branding	☐
YT-007	Tree Protection	☒
YT-008	Pre-Demolition Strip Out Works	☒
YT-009	Controlled Drop Zone	☐
YT-010	High-Reach Mechanical Demolition Works	☒
YT-011	Low-Level Mechanical Demolition Works	☒
YT-012	Slab & Foundations Removal Works	☒
YT-013	Crushing Operations	☒
YT-014	Asbestos Removal Works – Wet Drop Method	☒
YT-015	Asbestos Removal Works – Hand Picking	☒
YT-016	Asbestos Removal Works – Roof Sheet by Hand	☒
YT-017		☐
YT-018		☐

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APPENDIX 3 – SITE SPECIFIC RISKS & CONTROL MEASURES AND RISK ASSESSMENT

APPENDIX 4 – TRAFFIC MANAGEMENT PLAN

Metro Deconstruction Services Ltd
The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
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APPENDIX 5 – PRE-START WASTE MANAGEMENT PLAN & AUDIT

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Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
www.metrodeconstruction.com

APPENDIX 6 – PROGRAMME OF WORKS

Metro Deconstruction Services Ltd
The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
www.metrodeconstruction.com

APPENDIX 7 – FIRE RISK ASSESSMENT

Metro Deconstruction Services Ltd
The Old Dairy
Highworth Farm, Stan Hill
Charlwood
Surrey, RH6 0ES
tel: 01293 863988
email: info@metro.uk.net
www.metrodeconstruction.com

APPENDIX 8 – COSHH