

METHOD STATEMENT


Method Statement Title:

Demolition of Changing Rooms & Theatre

Method Statement No.:	C9292/01	Revision No.:	04
Prepared by:	Name: Sonny Barter	Signed:	Date: 07/11/2025
Reviewed by:	Name:	Signed:	Date:

Revision Detail:

Revision No.:	Revision Detail & Issue Status:	Completed by:	Issue Date:
01	To include Wates Comments.	Sonny Barter	02/09/2025
02	Updated to Include Asbestos (Changing Rooms & Methodology change for Theatre.	Sonny Barter	06/10/2025
03	Updated as per meeting 14/10/2025.	Sonny Barter	14/10/2025
04	Updated to include detail around Theatre separation works.	Sonny Barter	07/11/2025

NOTE: All REVISIONS completed will be UNDERLINED to highlight and show changes made after first issue. Where DELETION required, double strike through [e.g. ~~text no longer required~~].

NOTE: Where updating a previously revised document, convert previous revisions UNDERLINED back to NORMAL TEXT and DELETE text that was previously double struck through;

METHOD STATEMENT

PART ONE:

Method Statement Details:

Project Name & No.:	C9292 – Havant Academy	Contracts Manager:	Sonny Barter
Project Address:	Havant Academy, Wakefords Way, Havant, PO9 5JD		
Method Statement Title:	Demolition of Changing Rooms & Theatre		
Method Statement No.:	C9292/01	Revision No.:	04
Anticipated Start Date:	08 th September 2025	Anticipated Duration:	8 Weeks
Site Working Hours:	Mon – Fri: 08:00–17:00hrs	Saturday: 08:00–13:00hrs	Sunday: None

Location of Works:

- Structures to be demolished highlighted below in **RED**.



Overview of Scope:

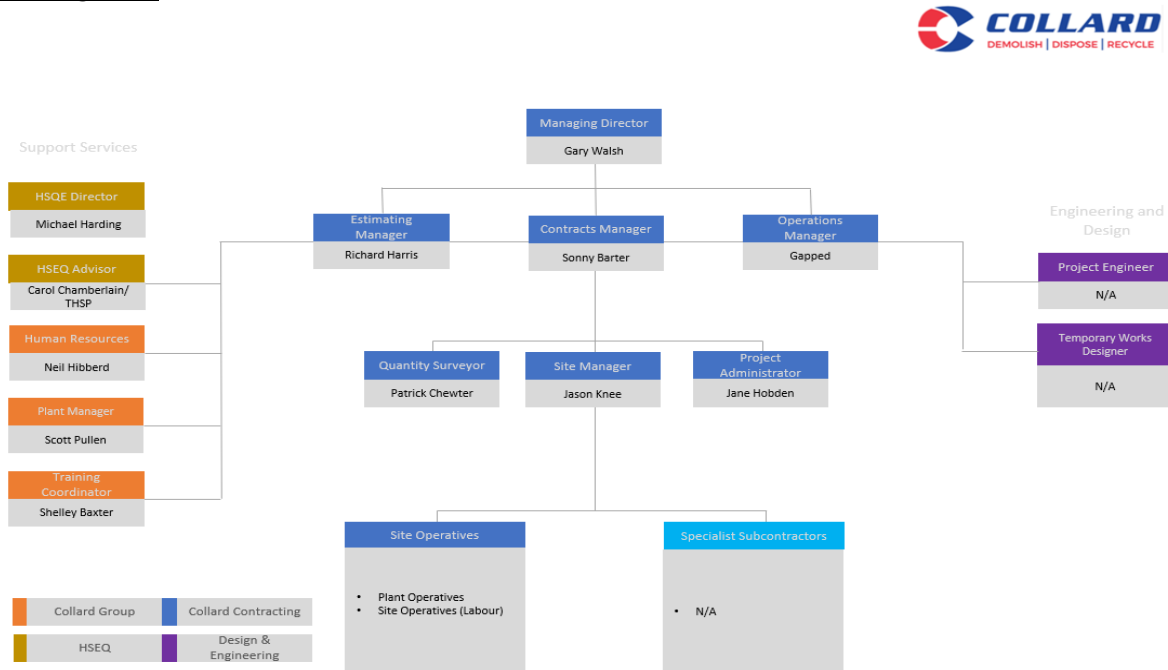
- Mobilisation & Site Setup.
- NNLW Asbestos Removal.
- Soft Strip of Theatre & Changing Rooms.
- Installation of Temporary Works – Scaffolding & Propping.
- Structural Demolition of Theatre & Changing Rooms. Including ACMs within CR.
- Clearance of Arisings.
- Demobilisation.

METHOD STATEMENT

Description of Works & Safe Working Arrangements:

PRE-START

Project Management



Roles & Responsibilities

Contracts Manager – Sonny Barter - Visiting as required / Minimum 1 day per week will be responsible for:

- Liaising between R Collard, The Client, and other parties in the project management team on any matters arising on site.
- Ensuring sufficient resources are available.
- Give both verbal and written instructions to the on-site manager.
- Confirm works have been and are being carried out in a diligent and safe manner.

Site Manager – Jason Knee - Full Time Site Manager' responsibilities will be for:

- Day to day management of the site.
- Ensuring that the works are carried out as the method statement and in a diligent and safe manner.
- Liaise between the workforce and R Collard head office.

Competency

- All demolition operatives will only carry out work which they have been trained to carry out, all demolition operatives must have relevant and in date CCDO card with asbestos awareness and hold a valid fit to work medical undertaken within the last 3 years that is SEQOHS as per Visual Standard Del-310 SCPS Plant and Equipment.
- Contracts Manager to be CCDO/CSCS Black Card (Sonny Barter)
- Site Manager to be CCDO/CSCS Black Card (Jason Knee)
- Managers / supervisors must attend a supervisor interview prior to starting works.
- All demolition plant operators to have CPCS accreditation with Category D.
- All cards and accreditations to be checked prior to work and kept on file for inspection.
- Adequately trained Fire marshals and first aiders will always be onsite.
- All site operatives involved on site will have adequate manual handling training.
- Banksman competency assessments will be undertaken using (SKATE). All banksmen are required to hold a CPCS Banksman/ Traffic Marshall ticket. Further assessments will be carried out by site management to determine skill, knowledge, attitude and experience in accordance with the above.

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Description of Works & Safe Working Arrangements:

Site Induction

All team members are to have undertaken the Wates Biosite pre-induction prior to arriving on site. QR Codes are to be provided to Wates as proof of induction completion.

All contractors & visitors will receive a site and trade specific induction to fully acquaint them with the site logistics and working arrangements. All personnel will be briefed on safe working systems, accident and near miss reporting, fire prevention as well as emergency procedures. This induction will be carried out on a formal basis using all available training aids and guides.

Initial site inductions will be given by Wates, a site-specific site induction will then be given by R Collard Ltd site management.

Daily Activity Briefings - DAB

Prior to the commencement of all activities and operations on site for the day, a DAB must be completed by the site management team. The DAB is a morning communication to all operatives covering the activities planned, deliveries, vehicle movements, offloading arrangements or unusual activities scheduled for that day.

This is to be recorded on Wates Start Right using Dalux.

The project HSQE notice board will be used as a focus point for communications of the DAB to ensure operatives are made aware of the on-site risks. The DAB is a two-way communication with operatives, allowing them to raise and issues, concerns or questions they have relating to the project.

- Site Manager/ Supervisor to read and check the method statement to ensure it remains relevant to the task. Any amendments are to be addressed prior to works start.
- All site operatives are required to have a site-specific induction from R Collard.
- Site Manager/ Supervisor will carry out a method statement briefing for all operatives, any changes are to be re-communicated to the operatives involved. A method statement briefing sheet will be signed and dated by the operatives on completion of the briefing.
- A daily activity briefing will take place every morning, all operatives will be briefed on the works ahead for the day. Operatives are required to sign the briefing sheet daily.
- Any Permit requirements are to be issued prior to the commencement of work (i.e. Hot Works, Permit to Work, Permit to Demolish, Permit to Dig). All permits are to be completed via tablet using Dalux.
- Working areas are to be clearly identified to all other contractors/ personnel not involved with the works. Signs stating 'exclusion zone' will signify these areas. Fatal and Exclusion Areas will be defined and segregated with clear lockable access/ egress points.
- All operatives are required to wear 6 Point PPE – Including but not limited to; Safety Helmet, Hi-Vis Vest/ Jacket, Hi-Vis Trousers, Safety Glasses, Safety Boots and Cut Level C gloves.
- Any task specific PPE required (i.e. safety harness, ear defenders, FFP3 face mask) will be made available as required.
- FFP3 masks only to be worn by face fit and clean-shaven operatives. These will be worn by operatives where there is a risk and RPE is required, operatives where this risk is identified as part of their work will require to be face fit tested for the RPE worn and cleaned shaven. Operatives that are unable to wear RPE, should not be working within the risk area identified.

Wates Start Right

- A start right briefing will be completed by the site supervisor and issued to all site operatives to read and sign onto at the start of each day. This will also be signed out at the end of every shift. All relevant documentation uploaded to Dalux.

Delivery/ Collections

- All deliveries to site will be via the main access gates on "Wakefords Way" this will include skips and materials.
- All vehicles are to be banked on approach and when reversing. No vehicle is to reverse without banksman in place.
- All banksmen are to be clearly visible wearing full orange hi-vis clothing.
- All deliveries are to be booked in through BIOSITE with Wates at least 24hrs before delivery date.
- All deliveries/unloading operations will be in accordance with our TMP.

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Description of Works & Safe Working Arrangements:

Friday Pack

- Friday Pack will be issued every Friday of the week containing all information/documentation for the week to Wates management for their records. Wates are to provide a list of items they require within the Friday Pack. These documents are to be uploaded to the external users SharePoint.

Existing Services

- All services requiring removal **MUST** be fully disconnected with the relevant isolation certification handed over. Isolated services are to be sufficiently identified and marked up (by a competent contractor) before works commence. Wates are to issue isolation certification prior to the commencement of any works. This information is to be noted on the Start Right.
- Any **LIVE** services that are to remain i.e. site temps, security cameras, street/ site lighting or fire alarm systems are to be identified, relocated if possible. If unachievable sufficient protection should be installed depending on the risk of damage based on the scope of works in the vicinity.
- If work is required near Live Electrics, a permit to work **MUST** be issued. These works will need to be risk assessed with approval and sign off before commencement.
- Underground utility surveys are to be consulted before any excavating works start as part of the Permit to Dig procedure. A Surface Penetration Permit **MUST** be issued prior to works. **No Permit = No Work.**

IF ANY OF THE ABOVE HAS NOT BEEN DONE OR YOU SUSPECT SOMETHING HAS BEEN MISSED. STOP WORK AND REPORT TO YOUR SUPERVISOR

Asbestos

- Multiple Refurbishment & Demolition Surveys has been completed. The objective of the survey is to locate and assess asbestos containing materials in accordance with the HSE document Asbestos: The Survey Guide, Surveying, Sampling and Assessment of Asbestos Containing Materials document and the Control of Asbestos Regulations 2012.
- All ACM's identified within the survey are to be removed (if required) by a competent operator. Competence may vary depending on the asbestos identified.
- Asbestos that is to remain in place throughout the works will be clearly highlighted using spray paint and warning signage. Operatives will be briefed on the whereabouts of the asbestos prior to works start.
- All operatives are required to have Asbestos Awareness training as a minimum and are to remain vigilant as asbestos may still be present that has not been identified within the survey. If materials which are suspected to contain asbestos are found, the works are to stop immediately, and the area excluded. This is then to be raised to the Site Manager/ Supervisor and dealt with accordance with PR069 Emergency Asbestos Procedure.

COSHH Storage/ Spillage Prevention

- No COSHH, Fuel or LPG will be stored within 10m of any permanent or temporary building.
- All COSHH will be stored within the designated COSHH container.
- All standing plant & generators shall have a drip tray and nappies in place.
- A spillage response drill will be carried out by R Collard to simulate a real time incident.

Dust Suppression

- A Dust Boss Unit will be used for dust suppression throughout the duration of the project; this will be set up and frequently moved throughout the demolition phase to ensure that airborne dust particles are kept to a minimum.
- A metered standpipe will be installed at an agreed hydrant location with fire hoses laid out connecting to the dust boss.
- All storm drains will be identified, and silt traps are to be installed to prevent silt water run off contamination.

Confined Space

This is not currently a foreseen risk on this project. If anything should arise where this may become relevant, works will cease and review the RAMS before continuing.

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Description of Works & Safe Working Arrangements:

PPE Requirements

- R Collard operate a 6 Point PPE Policy as pictured below.



- Under no circumstances are shorts to be worn on site.
- No Hoodies or Headwear (Peaked Cap, Woolen Hat or similar) to be worn underneath Hard Hats unless specifically designed to do so. i.e. Helmet Liners.
- All vehicle banksmen are required to wear a pink hardhat as agreed with Wates.

Plant & Tool Inspections – PUWER 1998/ LOLER 1998

- All hand tools are to be inspected before each use.
- All electrical plant to be portable appliance tested in accordance with PUWER, weekly inspections will be recorded and kept.
- Plant is to be inspected before coming to site by a competent person, records of inspections are to be reviewed and available on site.
- All mechanical plant is to be inspected daily and recorded weekly. Any defects should be reported and the machine taken out of use until a fitter can ensure the plant is fit for its intended purpose.
- Plant to be inspected each day but a competent operator, any faults are to be recorded on the weekly plant inspection form.
- Spill kits are to be readily available in the event of a spillage.
- Plant Operators are required to attend a Plant Operator induction/ interview.

Access & Egress

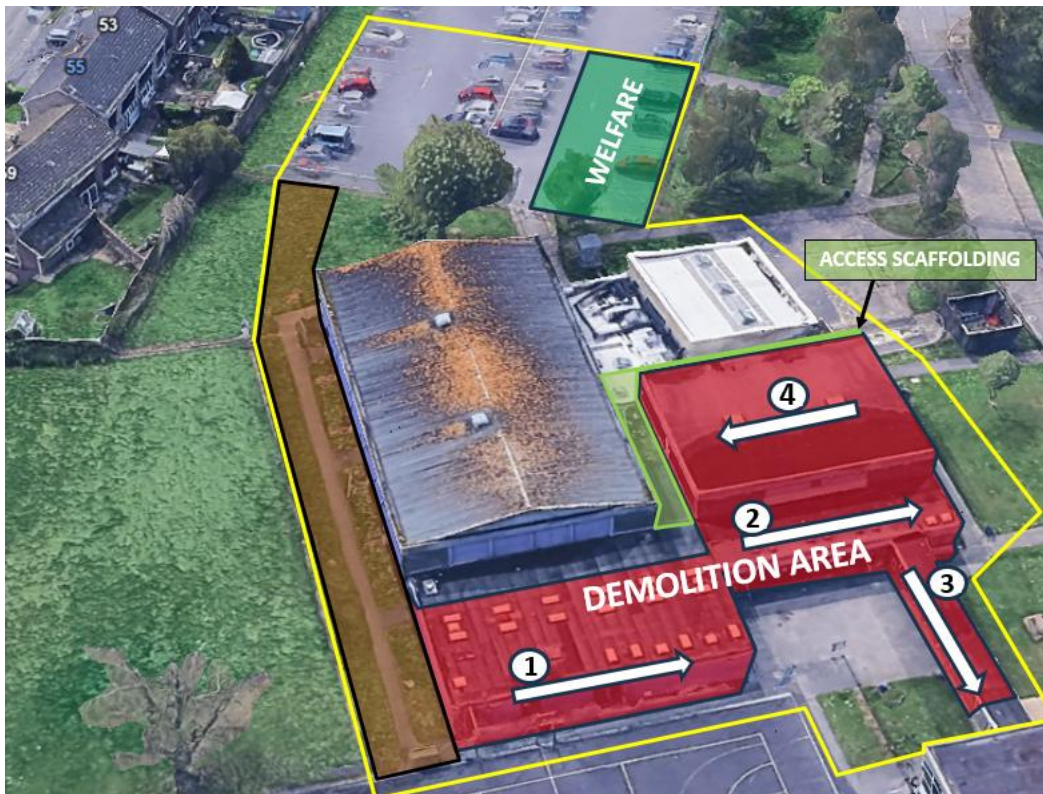
- Access into the demolition area will be via a Red Hoop Gate. This gate will be lockable during lunch breaks. Whilst works are ongoing a banksman will be positioned at this gate to monitor personnel movements. Access will only be granted if safe to do so. Visitors will be required to be escorted.
- Two-Way Radios will be available for all R Collard operatives.
- Vehicle access will be via the designated vehicle gates installed by Wates.
- Due to the project being within a live school all deliveries/ collections will avoid where possible 08:00-09:15 & 14:45-15:30. This will be subject to an ongoing review.

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Description of Works & Safe Working Arrangements:
SOFT STRIP WORKS
<p><u>Stripping of Soft Fixtures & Fittings inc. Ceiling Tiles</u></p> <ul style="list-style-type: none"> All non-fixed items such as ceiling tiles, draws and shelves etc. will be removed first, hand tools will be used to pry other fixed materials from walls or ceilings. Typical hand tools such as Nail Bars, Mattocks, Reciprocating Saw, Screw Drivers will be used as best practice to reduce non-structural loose materials from the area leaving only the shell remaining. All materials will be taken to the correct waste area/ skip to ensure that waste segregation is correct in accordance with the site waste management plan (SWMP). All operatives involved with soft strip activities are required to wear RPE. All operatives requiring RPE must hold a valid face fit certificate for the RPE being worn. Working at Height works will be completed using a podium/ scaffold tower. A MEWP is required to assist with the works that are unreachable from standard access equipment. All working at height activities will be in accordance with Wates – Working at Height Del-308 SCPS. Whilst working at height all small tools must be tethered. Works including larger tools will be assessed with running lines mounted to ensure that heavy tools will not impose a risk of further injury to personnel if dropped. A toolbox talk will be carried out covering the working at height works and a briefing will take place on the rescue plan and procedures for assisted lowering. Before any working at height can take place, the below area is to be cordoned off using barriers, creating an exclusion zone. All personnel not involved with the works will not be authorised access into this area once erected. Prior to the use of any access equipment, inspections must be carried out by a competent operator with any defects being reported to the site management team immediately. Prior to work commencement each morning the R Collard Site Manager will walk the area to assess the structural stability of the building. No load bearing walls are to be removed throughout the soft strip works. All partitions to be removed will be highlighted by the Site Manager and operatives made aware. The Site Manager will again walk the working area at the end of the day to ensure that the structural stability remains considering weather conditions etc. All non-ferrous metals will be recovered at the earliest convenient and safety opportunity. Metal will be process and segregated into tonne bags which will be locked away at the end of each day. Weekly collections will be carried out to ensure that the opportunity of theft is reduced. <p><u>End of Shift</u></p> <ul style="list-style-type: none"> At the end of every shift the working areas are swept clean, sprayed (if necessary) and all materials removed from the area. Dry Sweeping will not take place. Work areas are to be presented as clean and tidy to reduce slips, trips and falls. Any loose material causing safety concern is to be removed. Barriers that may have been moved are put back correctly. All hand tools and plant to be locked into storage facility, Keys removed from all plant, doors locked, and area made safe and secure. PPE is to be looked after and RPE is to be stored correctly.
STRUCTURAL DEMOLITION – OUTLINE METHOD
<p><u>Pre-Start</u></p> <ul style="list-style-type: none"> Separation works will be completed by hand, access to be from scaffolding. An air gap will be created to minimise the risk of brickwork on the side of the theatre and the RAAC panels collapsing. Wates – PC are to provide scaffolding. Operatives shall then use hand tools/ breakers to break out the RAAC panels allowing them to fall within the confine of the theatre. The single storey changing rooms also have RAAC panels but due to the low level of the roof the risk to the sports hall is minimal. Demolition works will be carried out at a bay-by-bay basis. A second excavator will process the materials. The direction of the demolition shall be from the single storey changing rooms moving onto the theatre.

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Description of Works & Safe Working Arrangements:



- Structural demolition will be by remote mechanical demolition in accordance with BS6187, carried out with specialist demolition excavators of suitable reach equipped with appropriate hydraulic demolition attachments.
- The plant to be used will consist of the following:
 - PC300 Komatsu Excavator
- All plant is maintained either by the manufacturers or our own fitters in accordance with the manufacturers' maintenance schedules.
- Daily checks are to be carried out by the operators and recorded on pre-start daily check sheets, copies of which are held on site. Plant to be taken out of use if not to safe working standard.
- The R Collard Site Manager will ensure that all structures/openings are left safe and secure over night after each working day.
- A 360 hydraulic demolition excavator equipped with a fully rotating hydraulic demolition grapple and shear attachments will carry out the demolition structures.
- All Operatives and Operators will be briefed on the "Plant Exclusion Zone Plan" before demolition commences to ensure that no plant can slew/encroach into exclusion areas and ensuring no plant can reach the site boundary.
- A Banksman will be positioned as to oversee the demolition works at all times.
- During demolition should any suspect materials be discovered after asbestos removal works have been completed or not within the original R&D Survey, the works to that area will cease and the method of working will be reviewed/alterd if necessary.
- Dust boss suppression units will be utilised to ensure any dust release is captured and reduce during the demolition phase.
- Whilst progressing with the demolition works, if the elements i.e., wind/rain become poor. All works will cease and be assessed by the Site Manager to ensure no arisings are able to interfere with Neighbouring properties.
- hydraulic demolition grapples/shears. Arisings will be separated as they arise, and waste will be loaded into roll on/off skips for disposal as the works proceed.
- Banksman will be positioned in various areas whilst demolition works are on-going and will all have 2-way radios to communicate with all personnel on site.
- Structures are to be monitored at all times ensuring stability is maintained during demolition.
- All waste will be processed and cleared from site daily as to not cause a big effect on external traffic and keeping a clean and safe area on site. All deliveries and collections will be booked in on Biosite.

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Description of Works & Safe Working Arrangements:

- All arising materials will be cleared as the works progress with any general waste loaded into designated roll-on off containers, scrap metal stockpiled for later removal and any hardcore removed from the working area and stockpiled ready for later removal from site. Dampening down of stockpiles will be achieved using the dust boss system. This will be positioned onto the stockpile and left to slew across the stockpile location.
- The structures will be assessed and left safe on site towards the end of each working day to ensure no debris or materials are left that could be able to cause concern or harm to any neighbouring property/public.
- The excavators will be always positioned so as not to over sail the exclusion zone boundary fence or clash with any structure and to not be in a position where the excavator boom/arm can fall towards the exclusion zone boundary area in the event of a hydraulic or other mechanical failure.
- The buildings will be demolished by remote mechanical methods by specialised 360 demolition excavators equipped with fully rotating hydraulic demolition grapples/shears. Arisings will be separated as they arise, and waste will be loaded into roll on/off skips for disposal.
- Banksmen will be positioned in various areas whilst demolition works are on-going and will all have 2-way radios to communicate with all personnel on site.
- Structures are to be monitored at all times ensuring stability is maintained during demolition.
- All waste will be processed and cleared from site daily as to not cause a big effect on external traffic and keeping a clean and safe area on site.
- All arising materials will be cleared as the works progress with any general waste loaded into designated roll-on off containers, scrap metal stockpiled for later removal and any hardcore removed from the working area and stockpiled ready for later removal from site.
- The structures will be assessed and left safe on site towards the end of each working day to ensure no debris or materials are left that could be able to cause concern or harm to any neighbouring property/public.
- The excavators will be always positioned so as not to over sail the exclusion zone boundary fence or clash with any structure and to not be in a position where the excavator boom/arm can fall towards the exclusion zone boundary area in the event of a hydraulic or other mechanical failure.
- The exact sequence of demolition will be established following soft stripping works that will reveal the structure.
- Dust suppression will be using a moto fog unit which allows the operative to control it remotely mitigating the risk for an operative having to be within the demolition work area.
- All openings such as doors/windows will be kept locked/shut to ensure no access can be gained into the building during the demolition process.
- All materials will be cut back at the end of each day and the area made safe.
- Arisings will be segregated during the demolition process and arisings will be loaded into transport for disposal.
- Demolition sequence is to be reviewed once onsite and updated if structure is not as envisioned.
- Demolition plant to reduce gable end to wall to progress into the structure.
- The upright steels are to be sheared to as low as possible to ground level.
- These will then be hot cut to ground level and made flush to ensure concrete slab remains in place.
- Structure is to be always monitored ensuring stability is maintained during demolition.
- All waste is then processed and cleared.
- The shear will puncture and cut the vertical steelwork between 50% to 75% of its section whilst retaining the jaws of the shear about the section, move the shear to the centre of the section length, to ensure stability of the section within the jaws of the shear when broken. The remaining section of the section will act as a hinge, which will break on application of a turning load at this pivot point. The machine will bend the section about the hinge area which will cause the remaining flange to shear.
- All sheared metal will be segregated to one area within the demolition working area. The remaining section of unsheared steel will be cut as low as possible to ground level. If an exposed sharp edge remains, the section will either be hot cut flush to ground level or pulled out of the ground using the excavator.

Vertical and Welded Sections

- The shear will puncture and cut the nearside flange and web only, of the section whilst retaining the jaws of the shear about the section, move the shear to the centre of the section length, to ensure stability of the section within the jaws of the shear when broken. The remaining flange of the section will act as a hinge, which will break on application of a turning load at this pivot point. The

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Description of Works & Safe Working Arrangements:

machine will bend the section about the hinge area which will cause the flange to break. The machine will then remove the section from the structure, slew around and lower the section, ground level, adjacent to the machine for further processing to scrap by an excavator equipped with a hydraulic shear.

Bolted Sections

- The machine will hold the section at approximately one third to one half along its open length and lower the section in a vertical plane until the bolted connection is broken. The machines will then remove the section from the structure, slew around and lower the section ground level, at the behind the machine for further processing to scrap by an excavator equipped with a hydraulic shear. All demolition is to be carried out to ensure materials are contained within the footprint of the building, during shearing operations.

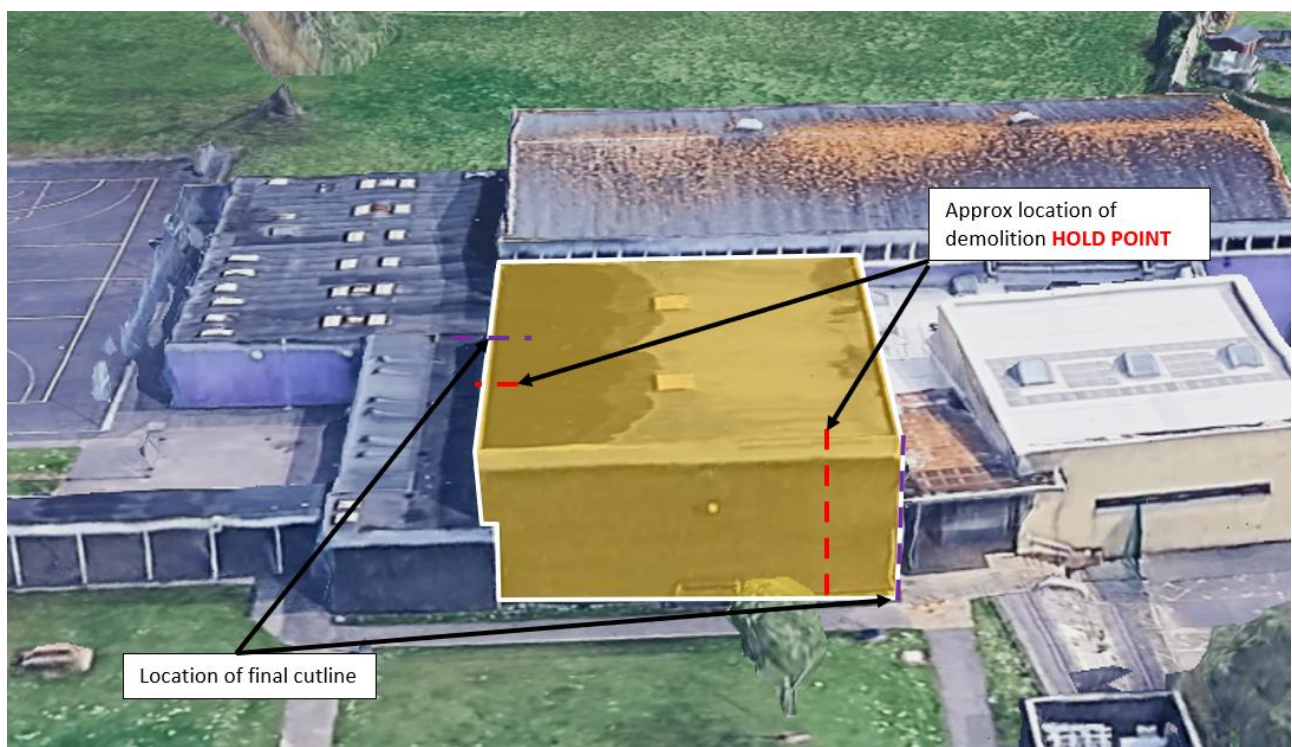
Demolition of Theatre

Due to the complexity with the demolition of the theatre commencing at the bay closest to the sports hall i.e. Removal of the external wall which is providing structural stability to the steel beams and working in close proximity to the temporary scaffold propping the demolition sequence has now been revised so that the demolition will now begin at the external gable end which will ensure that the 2 support walls remain in place until the supported steel beams have been safely removed. **Hand Separation works are required to reduce the risk of structural collapse/ damage to the remaining school corridor leading to the sports hall.**

Separation Works to Theatre Walls

On completion of the soft strip/ M&E removal an on-site review of the Theatre wall separation works has been carried out. The separation works were anticipated to be completed prior to demolition but after reviewing RCL plan on completing the separation works in conjunction with the demolition works.

- The excavator will demolish three quarters of the theatre walls progressively in line with the demolition works as these walls will give structural stability to the theatre whilst being demolished.
- Once demolished to three quarters, the separation cuts will then be completed using a disk cutter. Access will be via a scaffold tower.
- The excavator will progress the demolition of the theatre walls no further than the hold point as shown below until the separation works have been completed.
- The remainder of the structure will then be demolished down to ground floor with demolition operatives assisting in the final section of wall to be demolished back to the cut line location.



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Description of Works & Safe Working Arrangements:

Pre-Commencement Requirements

- Two-Way Radios will be available for all personnel involved with the demolition works, i.e. Site Manager, Banksman and Plant Operator.
- R Collard to board out working area on grass using either machine mats or plyboard.

Demolition of Theatre

- Once approval has been given for demolition commencement, the excavator operator will follow the proposed demolition sequence as pictured below.
- The excavator operator will first remove a small section of the external gable wall to expose the RAAC paneling.
- The excavator fitted with a selector grab will then begin to remove the RAAC panels by lifting them down. If this cannot be achieved the RAAC panels will be grabbed and lowered into the confines of the building.
- Once the excavator operator has removed as many RAAC panels as possible, the steel beam will then be grabbed using the selector grab and again lowered to the floor.
- This process will be repeated bay-by-bay until the roof structure has been fully demolished.
- The excavator operator will then begin to remove the external brickwork walls again with the selector grab. Working from top down until the walls have been fully demolished.



Demolition of Changing Rooms (Asbestos Containing Materials)

Due to the discovery of additional asbestos products, the demolition of the changing rooms will require further control measures/ precautions throughout the demolition process. Asbestos containing materials have been discovered bonded to the underside of the roof therefore wet and tap demolition methods will be utilised as removing the ACM's prior may potentially undermine the structure.

Pre-Commencement Requirements

- 1no Moto fog units will be strategically positioned to saturate the roof whilst structural demolition takes place.
- Amiante STR are to provide a CAT B trained operative to act as a watching brief throughout the demolition.
- 1no 20yd skips will be available on site, lined with polythene, all ACM's will be loaded into the skips to a level load. Once loaded the watching brief operative will then seal the skips ready for removal from site.
- Excavator to be fitted with HEPA filters, operator to be CAT B trained with face fitted Sundstrom mask.
- Two-Way Radios will be available for all personnel involved with the demolition works, i.e. Site Manager, Banksman, Plant Operator and Asbestos Watching Brief Operative.

Demolition of Changing Rooms

- Once approval has been given for demolition commencement, the excavator operator will follow the proposed demolition sequence as pictured below.
- The excavator operator will begin to remove the RAAC panels from the roof using a selector grab.
- Once enough of the roof has been removed, ensuring that the roof remains structurally supported, the excavator will then remove the ACM's from around the top of the external wall brickwork.
- All available ACM's will then be removed and loaded into the lined 20yd skip.

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- All "clean" brickwork will then be demolished down to ground floor level and stockpiled into a "clean" stockpile.
- The Amiante Watching Brief Operative will then visually inspect the area for any further asbestos debris.
- The excavator will remove all internal walls whilst moving onto the slab footprint.
- The excavator operator will then again remove the RAAC panels from the roof.
- The ACM's will then be picked off using the selector grab and loaded into the skip.
- This process will be repeated throughout the demolition of the changing rooms ensuring that all ACM's are safely removed and loaded into the asbestos skip.

Post-Demolition Requirements

- The excavator, attachments and cab will be cleaned at the end of each day by watching brief operative.
- HEPA filters will be removed and disposed of once demolition is completed.

Exclusion Zones

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Description of Works & Safe Working Arrangements:

All Fatal and Exclusion Zones will be in accordance with Wates – Fatal and Exclusion Zones Del-902.
Exclusion Zones will be formed using HERAS fence panels with a red hooped gate for access. Only authorised personnel will be granted access into the exclusion zone.

VISUAL STANDARD

FATAL AND EXCLUSION ZONES



KEY CONTROLS:

Exclusion and fatal zones around working plant and lifting operations reduce the risk of incident and injury.

Fatal Zone - RED: Entry prohibited. Only enter this zone if all operations have stopped and you have permission from the supervisor.

Exclusion Zone - AMBER: Entry prohibited. Only authorised personnel within zone.



Never enter a FATAL ZONE unless all operations are **stopped** and you have confirmation from the **supervisor**.



You must establish **exclusion zones** around lifting operations and moving plant.



Fatal zones must be established where there is the potential of serious harm to people, for example, falls from height or falling materials, in lift shafts, risers and open apertures



Make sure fatal zones are properly cordoned off and have enough **warning signs**. **No one** must enter a fatal zone.



Place **marshalls** to prevent **unauthorised** people from entering exclusion and fatal zones for short-term high risk activities.



Use **taglines** to control suspended loads from outside fatal zones. Ensure no one stands under a **suspended** load.

WATES PROJECT STANDARD:

- Ensure exclusion and fatal zones are inspected, well maintained and immediately decommissioned and withdrawn when the task has been completed.

The above items are representative of the minimum standards that are required by Wates in the performance of its duties in meeting its obligations whilst on site. They are the minimum standards of care for the activity or trade identified in the title of this page that are necessary to seek to protect against damage or injury to people and property. They are not intended as an exhaustive list, nor are they intended to define maximum limits of performance.



Del-902 Visual Standard Fatal and Exclusion Zones

Revision 1.0 Julv 2017

METHOD STATEMENT

STRUCTURAL DEMOLITION – SEQUENCE OF WORKS

PHASE 1 SOFT STRIP OF CHANGING ROOMS & THEATRE



KEY

	WELFARE AREA
	VEHICLE ACCESS GATES
	PEDESTRIAN ACCESS GATE
	ASSEMBLY POINT
	REFUELLING AREA
	FATAL ZONE
	EXCLUSION ZONE
	SAFE ZONE

Project: C9292 – Havant Academy	
Title: Phasing Plan	
Scale: N.T.S	Drawn: S. Barter
Date: 06/10/2025	Sign:
Drg No: PP 01	Rev: 002

METHOD STATEMENT



PHASE 2

DEMOLITION OF CHANGING ROOMS & SEPARATION WORKS OF THEATRE



KEY

-  WELFARE AREA
-  VEHICLE ACCESS GATES
-  PEDESTRIAN ACCESS GATE
-  ASSEMBLY POINT
-  REFUELLING AREA
-  FATAL ZONE
-  EXCLUSION ZONE
-  SAFE ZONE

Project:		C9292 – Havant Academy	
Title:		Phasing Plan	
Scale:	N.T.S	Drawn:	S. Barter
Date:	06/10/2025	Sign:	
Drg No:	PP 02	Rev:	002

METHOD STATEMENT

PHASE 3 DEMOLITION OF THEATRE CORRIDOR



KEY

-  WELFARE AREA
-  VEHICLE ACCESS GATES
-  PEDESTRIAN ACCESS GATE
-  ASSEMBLY POINT
-  REFUELLING AREA
-  FATAL ZONE
-  EXCLUSION ZONE
-  SAFE ZONE

Project:	
C9292 – Havant Academy	
Title:	
Phasing Plan	
Scale:	N.T.S
Drawn:	S. Barter
Date:	06/10/2025
Sign:	
Dwg No:	PP 03
Rev:	002

METHOD STATEMENT

PHASE 3 DEMOLITION OF EXTERNAL WALKWAY



KEY

	WELFARE AREA
	VEHICLE ACCESS GATES
	PEDESTRIAN ACCESS GATE
	ASSEMBLY POINT
	REFUELLING AREA
	FATAL ZONE
	EXCLUSION ZONE
	SAFE ZONE

Project: C9292 – Havant Academy	
Title: Phasing Plan	
Scale: N.T.S	Drawn: S. Barter
Date: 06/10/2025	Sign:
Drg No: PP 03	Rev: 002

METHOD STATEMENT

PHASE 4 DEMOLITION OF THEATRE



KEY

-  WELFARE AREA
-  VEHICLE ACCESS GATES
-  PEDESTRIAN ACCESS GATE
-  ASSEMBLY POINT
-  REFUELLING AREA
-  FATAL ZONE
-  EXCLUSION ZONE
-  SAFE ZONE

Project:	
C9292 – Havant Academy	
Title:	
Phasing Plan	
Scale:	N.T.S
Drawn:	S. Barter
Date:	06/10/2025
Sign:	
Dwg No:	PP 04
Rev:	001

METHOD STATEMENT

PART TWO:			
Supervision & Works Management: [delete as applicable]			
Name of R. Collard Managers/Supervisors:	CCDO	CSCS	SMSTS
Sonny Barter – Contracts Manager	Yes	No	No
Jason Knee – Site Manager	Yes	Yes	Yes
Sub-contractor Management: [delete as applicable]			
Sub-contractors Used:	No	Sub-contractors MS & RA's [Approved]	N/A
1.	2.		
Significant Risk & Hazard Identification:			
Who Might be Harmed? [delete as applicable]			
Site Operatives	Yes	3 rd Parties & Public	Yes
Other Contractors	Yes	Environment	Yes
Hazard Identification: [delete as applicable]			
<i>Slips, Trips & Falls</i>	Yes	<i>Access & Egress</i>	Yes
Manual Handling [see Appendix for Assessment]	Yes	Lighting – general & task	Yes
Plant & Machinery	Yes	Hand Tools	Yes
Excavations	No	Vibration	Yes
Confined Space	No	Noise	Yes
Traffic Management	Yes	COSHH [see Appendix for Assessment]	Yes
Lifting Operations	Yes	Dusts & Fumes	Yes
Fire & Hot Works	Yes	Asbestos	Yes
Work at Height	Yes	Fall of Materials	Yes
Other [state]	Yes	Temporary Works – Provided by Wates	
Required Operative Competencies: [delete as applicable]			
CCDO [Demolition]	Yes	JIB / ECS [electrical]	No
CPCS [Plant]	Yes	FASET [nets / rope access]	No
CISRS [Scaffolding]	No	Abrasive Wheels [Stihl saws]	No
CSCS [General]	No	First Aid [at Work / Appointed Person]	Yes
Asbestos Awareness [Demolition]	Yes	Fire Awareness / Marshalls [Hot Works]	Yes
PASMA [Mobile Towers]	Yes	IPAF [MEWPS & SPB's]	No
Other [state below]	Yes	CAT B – Asbestos Watching Brief	

METHOD STATEMENT

Personal Protective Equipment Requirements: [delete as applicable]		
PPE Type	Required	Details & Specification Required
Hard Hat / Safety Helmet [impact levels]	Yes	e.g. Hard Hat
Hi-Vis Clothing [high speed roads, railways, DLR]	Yes	e.g. Class 2 Orange Hi-Vis Vest & Class 2 Hi-Vis Trousers
Protective Footwear [toecap, midsole, slip, chemical]	Yes	e.g. Boots, including ankle support, toecap & midsole
Gloves [abrasion–cut–tear–puncture / chemical]	Yes	e.g. Mechanical hazard rating [4-1-3-1]
Eye Protection [glasses / goggles – impact, dust, liquids]	Yes	e.g. Medium Energy Impact Goggles with dust protection
Respiratory Protective Equipment [dust / fume]	Yes	e.g. FFP3 Dust & Mist disposable half masks – All required operatives are to have an in-date face fit certificate.
Hearing Protection [Ear Plugs / Earmuffs]	Yes	e.g. Earmuffs / Plugs
Protective Overalls [Hot Works / COSHH]	Yes	e.g. Chemical splash, tear and abrasion resistance. In accordance with relevant CA and MSDS.
Fall Personal Protection Equipment	No	e.g. Full body harness & restriction lanyard
Other:	No	

Statutory Inspections, Site Monitoring & Certification Requirements: [delete as applicable]			
Working Platforms / Scaffolding	Yes	Mobile Tower, Ladders & Podium Steps	Yes
Excavations	No	Cofferdams & Caissons	No
Confined Space Escape Sets Certification	No	Vibration Exposure	Yes
Gas Monitor Calibration	No	Manual Handling	Yes
Noise Assessments	Yes	MEWP or SPB 6 monthly certification	No
COSHH Assessments	Yes	Lifting Plant 6 or 12 monthly certification	Yes
PUWER & Weekly Plant Checks	Yes	Lifting Equipment 6 monthly certification	Yes
PAT Testing Certification	Yes	Fall Restraint or Arrest Harnesses	No
CAT & Genny Certification	No	EDM, Survey & Laser Level Calibration	No

Permits, Hold & / or Control Points: [delete as applicable]			
Permit to Work [High Risk Activity]	Yes	Permit to Break Ground	No
Hot Works Permit	Yes	Confined Spaces Permit	No
Permit to Work on or Near Live Electrics	No	Mobile, HIAB & Crawler Lifting Permit	Yes
Permit to Access, Load or Strike	Yes	Permit to Pump Concrete	No
Work at Height Rescue Plan	No	Quality Control or Inspection Test Plan	No
Environmental or Ecological Watching Brief	No	Clerk of Works or Building Control Inspection	No
Other [state]	No		

METHOD STATEMENT

Plant, Deliveries & Work Equipment			
Operated Plant: [delete as applicable]			
Excavator [all sizes]	Yes	Articulated Dump Truck [all sizes]	No
Dumper [all sizes]	No	Compaction Rollers [all sizes]	No
MEWP's [all sizes]	No	Mobile or Crawler Crane [all sizes]	No
MEWP's / Scissor Lifts [all sizes]	No	Self-Propelled Booms / Cherry Pickers	No
HIAB or Grab Lorries	Yes	Low loader	Yes
Other [state]	No		
Anticipated Delivery & Waste Removal Vehicles: [delete as applicable]			
Bulker / Grab Lorries	No	HGV Articulated Delivery Lorries	No
8 Wheeled Lorries	Yes	Waste Skip Removal Lorries	Yes
Other [state]	No		
Small Plant & Work Equipment: [delete as applicable]			
Compressors & Generators	No	Breakers & / or Demolition Picks	Yes
Compaction & Wacker Plates	No	Heavy Duty, Hammer & / or Rotary Drills	Yes
'Stihl' Saws, Grinders & / or Abrasive Wheels	No	Skill, Rip, Circular & / or Jig Saws	No
Mobile Scaffolds, Podiums & Ladders	Yes	General Site Lighting [e.g. Tower Lights]	Yes
Cable Locating Devices / CAT & Genny	No	Task Specific Lighting	Yes
OXY Burning Kit	Yes	Lifting Equipment, Slings & Chains	Yes
Other [state]	No		
Lifting Plans & Operations: [delete as applicable]			
Lifting Plans Required:	Yes	Appointed Person:	Sonny Barter
Lifting Plan Title:	Document Number:	Lifting Plan Risk Category:	
1. HIAB Lift Plan	TBC	Basic	
2.			
Temporary Works: [delete as applicable] [see Appendix for TW Design and Calculations]			
Temporary Works Required:	Yes	TW Co-ordinator:	Sonny Barter
Temporary Works Title:	Document Number:	TW Risk Level:	3 rd Party Check by:
1. TBC			
2.			
Materials & COSHH			
Materials to be Used:			
<ul style="list-style-type: none"> N/A 			
COSHH Materials to be Used: [see Appendix for COSHH Assessments]			

METHOD STATEMENT

Materials & COSHH			
<ul style="list-style-type: none"> Diesel Oils 			
COSHH & Materials Storage Arrangements: [delete as applicable]			
Location [state]	COSHH Container	Lockable	Yes
Emergency Spill Kit Available [Chemical]	Yes	Bunded	Yes

Refuelling Arrangements: [delete as applicable]			
Designated Static Refuelling Area	Yes	Location [state]	TBC
Emergency Spill Kit Available	Yes	Double Bunded & Lockable Unit	Yes
Mobile Bunded Refuelling Bowser	No	Designed Fuel or Gerry Cans	No
Plant Nappies & / or Drip Trays	Yes	Emergency Spill Kit Available [Oil]	Yes

Environmental, Ecological & Archaeological: [delete as applicable]			
Contaminated Land	No	Hazardous & Controlled Wastes	No
Invasive Weeds [e.g. Japanese Knotweed]	No	Watercourses, Rivers & Streams	No
Protected Trees & / or Monuments	No	Protected Species & / or Habitats	No
Archaeology	No	Other [state below]	No
Watching Briefs Required	No		

Welfare Facilities & Arrangements: [delete as applicable]			
Static Units	Yes	Location	Provided by Wates
Mobile Units	No	Location	
Facilities Available – Toilets	Yes	Facilities Available – Rest Area	Yes
Facilities Available – Hand washing	Yes	Facilities Available – Drying Room	Yes
Facilities Available – Showers	No	Other:	

Sub-contractors & 3 rd Party Impacts, Communication or Co-ordination Requirements: [delete as applicable]		
Traffic Management & Diversions [state]	Yes	In accordance with site Traffic Management Plan.
Wide or Abnormal Loads [state]	Yes	Movement Order required.
Emergency Arrangements [state]	Yes	In accordance with Site Logistics Plan.
Exclusion Zones [state]	Yes	Exclusion Zones to be formed for Demolition Works.
Statutory Undertakers & Services [state]	Yes	Isolation Certs to be provided by Wates.

Emergency Arrangements:	
Accidents & Incidents reported immediately to:	Jason Knee – Site Manager
Site Medical Emergency Arrangements:	Telephone: 02392 286000
Site Accident & Emergency Arrangements:	Address: Queen Alexandra Hospital, Southwick Hill Road, Portsmouth, PO6 3LY

METHOD STATEMENT

First Aiders:	1. Sonny Barter	2. Jason Knee	3.
Site Fire Emergency Arrangements:	Telephone: Emergency Services – 999		
Fire Wardens	1. Jason Knee	2.	3.
Site Environmental Emergency Arrangements:	Telephone: Rachel Davis (Environmental & Permitting Advisor) - 07443278560		

Project Specific Requirements or Any Other Business Applicable to Works:
• N/A

Methodology Risk Summary & Assessment:			
Site Specific Risk Assessments: [see Appendix for Risk Assessments – where available]			
Risk Assessment Title:	Risk Assessment Number:	Completed By:	Issue Date:
C9292-HavantAcademyRA	01	Sonny Barter	19/08/2025
Potential Severity of Work Activity: [strikethrough as applicable]			
First Aid Incident	Lost Time Incident / RIDDOR	Major / Fatality	
Likelihood of Harm from Work Activity: [strikethrough as applicable]			
Unlikely	Possible	Probable	
Numbers of Workers Exposed to Hazards: [strikethrough as applicable]			
1 to 5	6 to 15	15 plus	
Overall Risk AFTER Controls: [strikethrough as applicable]			
LOW	MEDIUM	HIGH	

Method Statement Communication		
Communication Methods:		
Method Statement Briefing – to be completed prior to the commencement of the works	DABS or Pre-start Briefing – prior to the start of works daily, the Site Supervisor responsible for the works will brief the operatives on the planned and scheduled works – re-iterating the safe systems of work to be employed;	
Person[s] Responsible for Communication:		
Name: Jason Knee	Name: Sonny Barter	Name:
Position: Site Manager	Position: Contracts Manager	Position:
Company: R Collard Ltd	Company: R Collard Ltd	Company:

Method Statement Monitoring & Compliance:		
Monitoring of compliance with the above method statement will be completed by:		
Name: Sonny Barter	Name: Jason Knee	Name:
Position: Contracts Manager	Position: Site Manager	Position:
Persons authorised to update & amend above method statement:		
Name: Sonny Barter	Name: Jason Knee	Name:
Position: Contracts Manager	Position: Site Manager	Position:

METHOD STATEMENT

Method Statement Quality Control:			
Prepared by:	Name: Sonny Barter	Signed:	Date:
Reviewed by:	Name:	Signed:	Date:

METHOD STATEMENT

Appendices:	
Appendix A	Highlighted Working Area & Sketch
Appendix B	Risk Assessments
Appendix C	Manual Handling Assessments
Appendix D	COSHH Assessments
Appendix E	Drawings
Appendix F	Temporary Works Drawings
Appendix G	Wates Visual Standards

DELETE APPENDICES AS APPLICABLE – THESE APPENDICES ARE GUIDANCE SUBJECTS ONLY

METHOD STATEMENT

Appendix A

Highlighted Working Area & Sketch



METHOD STATEMENT

Appendix B		Risk Assessments	
Project Name & No.:	C9292 – Havant Academy	Risk Assessment No.:	C9292/01
Risk Assessment Title:	C9292-HavantAcademyRA	Revision No.:	00
Specific Location of Works:	As Per Highlighted Drawing	Anticipated Start Date of Works:	01 st September 2025
Scope & Description of the Works:	<ul style="list-style-type: none"> • Mobilisation & Site Setup. • Asbestos Removal – By Others. • Soft Strip of Block A & Block E. • Structural Demolition of Block A & Block E. • Removal of Sub-Structure – Footprint Only. • Crushing to 6F2 Specification. • Clearance of Arisings. • Demobilisation. 		
Associated Documents:	C9292 – Demolition of Changing Rooms & Theatre		
Risk Assessment Completed by:	Name: Sonny Barter	Signed:	Date: 19 th August 2025
Risk Assessment Reviewed by:	Name:	Signed:	Date:

Likelihood Rating Key:		Severity Rating Key:		Likelihood Rating	Severity Rating					
						5	4	3	2	1
5	Frequent	5	Multiple or Single Fatality or Collapse of Structure		5	25	20	15	10	5
4	Probable	4	Major Injury or Major Damage to Property		4	20	16	12	8	4
3	Occasional	3	Reportable Lost Time Injury or Significant Damage to Property		3	15	12	9	6	3
2	Remote	2	Other Lost Time Injury or Damage to Property		2	10	8	6	4	2
1	Improbable	1	Minor Injury		1	5	4	3	2	1

METHOD STATEMENT

Residual Risk Rating Matrix Key:

13 – 25:	Unacceptable level of risk. Risk level MUST be reduced. Operations WILL NOT proceed until the level of risk is reduced to an acceptable level. Requirement for the works need to be reviewed and alternative methodologies investigated where risk cannot be reduced to an acceptable level.
6 – 12:	Risks acceptable where principles of prevention have been applied and control measures implemented to reduce risk so far as is reasonably practicable. Activity, operation or works creating the hazard and risk must be managed and supervised to ensure continued effectiveness and compliance with the control measures.
1 – 5:	Acceptable level of risk. Risk associated with the hazard is considered to be of an acceptable level. Continual reviews to confirm hazards and risks remain adequately controlled.

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
Unstable structures	Operatives, visitors, sub-contractor employees, general public.	Collapse of structures, personal injuries	4	4	16	<ul style="list-style-type: none"> Stability of structures to be checked before attempting to strip out and dismantle. Additional support to be installed if required to maintain stability of structures during strip out and dismantling works. (if required there will be a design and check prior) Stability of structures and any supports to be checked regularly to ensure it remains stable until strip out and dismantling is complete. 	Site Manager/ Supervisor TWC/TWS	2	4	8
Use of electrical power tools	Operatives	Contact with moving parts of machinery, electrocution, entanglement, cuts	4	4	16	<ul style="list-style-type: none"> Electrical power tools to be checked before use by the user to ensure tools are in good working conditions and safe to use. All guards where provided to be checked and adjusted correctly to ensure maximum protection against moving parts of the tools. Power tools to be within PAT testing and checked daily before use by the user. damaged equipment to be taken out of use and replacement arranged. Loose clothing and personal attire to be removed or secured to prevent accidental entanglement on rotating machinery parts. Suitable PPE to be worn as provided and recommended by manufacturer and as per Risk assessment. 	Site Manager/ Supervisor	1	4	4
Noise and vibration	Operatives, visitors, sub-contractor employees	Exposure to noise, tinnitus- ringing sound in the ears during quite period, vibration white finger	4	3	12	<ul style="list-style-type: none"> Equipment to be checked for suitable conditions before use to ensure no excessive noise level is produced. A HAV register will be produced and exposure records kept. Equipment only to be used when required during agreed working hours. Suitable PPE- noise protection and vibration protective gloves to be used for protection against noise and vibration. 	Contracts Manager Site Manager/ Supervisor	1	3	3
Dusts, fumes and flying particles	Operatives, visitors, sub-contractor employees	Eye injuries, dusts and fumes inhalation, bruises	5	3	15	<ul style="list-style-type: none"> Equipment to be checked before use by the user to ensure equipment is in good operational conditions. Guards where provided to be in place and suitably adjusted to protect against small flying particles. Dusts and fumes extraction to be used where provided to eliminate/ reduce level of dusts and fumes. A Dust Boss will be used for dust suppression throughout demolition. Suitable PPE- hand, eyes and respiratory protection to be worn for protection against dusts and fumes inhalation and flying 	Contracts Manager Site Manager/ Supervisor	2	3	6

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
						particles.				
Working at Height - use of podium steps and mobile towers.	Operatives, visitors, sub-contractor employees	Falls of persons, falling tools and materials, persons struck below	4	4	16	<ul style="list-style-type: none"> • Correct access to height equipment to be selected for the task and checked for suitable conditions to ensure it is safe to use. • Access equipment to be positioned on even and stable ground and stabilisers installed where provided and required for further stability. • Equipment to be checked daily before use by the user and inspection tag signed by PASMA certified person post weekly inspections not exceeding 7 days. • Breaks to be applied on the wheels, platforms set up at correct height and gates closed on podium steps and access hatches on mobile towers. • Tools and materials to be securely stored on the platforms with toe boards installed where provided to prevent tools and materials falling off. • Areas below working platforms to be cordoned off with barriers and signage displayed to prevent access into the area by persons working below close to work at heights platforms. 	Site Manager/ Supervisor	2	4	8
Hot Works	Operatives, visitors, sub-contractor employees	Fire and explosion, flying sparks and particles, burns to body parts, entanglement	4	4	16	<ul style="list-style-type: none"> • Suitable, PAT tested in good conditions equipment to be selected for the task. • Correct cutting/ grinding discs to be selected and used for the type of angle grinders. • Cutting/ grinding discs to be mounted onto machinery by trained and competent persons only. • Daily checks of equipment to be carried out before use by the user. • All guards to be adjusted correctly to protect against flying sparks and particles. • Hot work permits to be obtained before commencing hot works and any light combustible materials, liquids and chemicals to be removed from the area. • Suitable correct type fire extinguishers to be in the hot works areas at all times. 2no Extinguishers will be available at all 	Site Manager/ Supervisor	2	4	8

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
						times. • Hot work areas to be inspected 1-2 hours post works completion to ensure there are no smouldering materials that could spark the fire. • Full fire retardant PPE to be worn at all times when carrying out hot works to prevent injuries to body parts from hot sparks and flying particles.				
Sharp objects	Operatives	Cuts, bruises and stabbings	4	3	12	<ul style="list-style-type: none"> Screws, nails and loose sharp splinters and chippings to be removed from stripped out timber and metal materials before disposal. Sharp metal studs from partition walls and ceiling structures to be flattened down to eliminate the risk of cuts onto sharp edges. Edges or corners of sharp materials or structures to be protected with suitable protection materials such as ply, hard board or corex sheets to eliminate the risk of cuts and bruises. Suitable hand protection and clothing to be worn at all times while working near or handling sharp objects or materials. 	Site Manager/ Supervisor	2	3	6
Poor housekeeping	Operatives, visitors, sub-contractor employees	Slips, trips and falls, sprains and cuts	4	3	12	<ul style="list-style-type: none"> Waste materials to be cleared up regularly and disposed into waste bins/ skips. Extension leads to be hanged up above head height and managed suitable to eliminate trip hazards as much as reasonably possible. Tools not being used to be removed and stored in tool vaults. Uneven surfaces to be reasonably protected to eliminate trips and falls hazards. Spillages to be cleaned up as soon as possible to eliminate slips and falls hazards. Suitable footwear with steel toe cap, mid sole protection and ankle support to be worn in construction areas at all times. 	Site Manager/ Supervisor	2	3	6
Live services	Operatives	Fire and explosion, electrocution and burns, inhalation of toxic fumes and gases, flooding	4	5	20	<ul style="list-style-type: none"> Live services to be isolated fully within soft strip areas by competent specialist contractor prior to commencement of sift strip works. Temporary services required for site to be clearly identified and marked with signage/ labels. Unidentified services discovered during soft strip works to be untouched and reported to site management and clarification obtained prior to stripping out. 	Contracts Manager Site Manager/ Supervisor	2	5	10

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
						<ul style="list-style-type: none"> Extra care to be taken while working close to live temporary services within soft strip areas. 				
Asbestos	Site personnel and visitors	Exposure to asbestos fibres	4	3	12	<ul style="list-style-type: none"> Asbestos survey to be obtained from the client, owner or building tenant prior to commencement of works on site. Asbestos survey report to be fully reviewed by competent person who has knowledge and experience regarding asbestos and survey report understanding. Further queries to be made regarding asbestos survey report if any details and or clarifications required. No works to proceed until building survey is obtained/ supplied prior to commencement of soft strip works. Site personnel to be made aware of any known presence of asbestos within the building and locations. Personnel involved in soft strip works to be ASBESTOS AWARENESS trained and certified. Soft strip works to be supervised by trained, competent and experienced supervisors. Works to be ceased immediately if unknown unidentified materials potentially to be Asbestos Containing Material (ACM) are discovered and or disturbed. Area to be sealed off using approved Hazard identifying tape and signage with access into the area restricted. Materials discovered as potentially likely to be ACM to be sampled by competent asbestos analyst and results obtained from material testing laboratory. No works to resume and or continue within potential ACM discovery area until results of material test is obtained and clarified as negative. ASBESTOS REMOVAL WORKS ONLY TO BE UNDERTAKEN BY COMPETENT LICENSED ASBESTOS CONTRACTOR. 		2	3	6

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
Manual handling	Operatives	Sprains and strains, cuts to hands				Separate manual handling assessment to be read in conjunction with this risk assessment.				
Silica	Operatives, visitors, sub-contractor employees, general public.	Occupational health issues caused by the inhalation of airborne particles.	5	3	15	<ul style="list-style-type: none"> Use dust controls to protect workers from respirable crystalline silica exposures above the permissible exposure limit of 50 µg/m³ averaged over an eight-hour day (TWA). Keep the number of employees and others who might be exposed to high levels of silica at any one time to as low as is reasonably practicable. Apply water and or dust suppressants as necessary to minimise dust emission. RPE must be compatible with PPE, in particular, any PPE which protects the head or eyes. Ensure that any selected face piece is the right size and can correctly fit the wearer. Mask must be subject to face-fit testing and records kept. Ensure staff practice good hygiene levels. Ensure company vehicles are regularly cleaned inside and out. 		2	3	6
1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
Poor/ insufficient access and Egress	Site personnel and visitors	Slips, trips & falls, collision with moving plant	4	5	20	<ul style="list-style-type: none"> Sufficient access & egress including walkways and emergency escape routes to be set up and indicated by sufficient signage. <i>R Collard are to maintain access and egress to working areas.</i> Pedestrian access routes to be segregated from plant and machinery operation areas. Use of plant banksman employed where necessary to control pedestrians and plant movement. <i>Suitable fatal and exclusion zones are to be in place throughout.</i> All operatives and plant operatives to abide by the correct access and egress points at all times. <i>This is to be enforced by the R Collard site manager.</i> Access routes, walkways and emergency escape routes to be maintained free from obstructions (waste, tools and materials storage and spillages) to prevent slips, trips and falls. No access routes, walkways and emergency escape routes to be blocked off until sufficient alternative arrangements are in place. <i>Wates management team to review as required.</i> When mechanical plant is leaving the site, they are to ensure that tracks and wheels are as clean as possible to prevent deposits of debris and mud on the roads and or safe walkways. <i>Suitable ground protection to be in place.</i> 	Project Management Team	2	5	10
Pigeon Guano/ droppings	Site personnel and visitors	Contraction of infectious diseases	4	3	12	<ul style="list-style-type: none"> Site personnel and visitors are to be advised of the potential hazards from pigeon droppings. Environmental clean up to be arranged for large contamination on site prior to commencement of physical work on site. Personnel working within contaminated areas to wear sufficient type RPE, overalls, gloves and eye protection. Droppings to be dampened down before removing. 	Site Manager/ Supervisor	2	3	6

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
						<ul style="list-style-type: none"> Droppings to be placed into plastic bags and sealed prior to disposal into contaminated waste bins/ containers. 				
Toxic and Hazardous Substances	Site personnel and visitors	Inhalation, absorption, injection of hazardous substances, poisoning	3	3	9	<ul style="list-style-type: none"> Site inspection to be carried out to identify presence of any toxic and or hazardous substances located on site left by previous tenants and or occupiers prior to commencement of works. Should any toxic and or hazardous substances left on site are discovered, arrangements to be made for their safe removal from site by approved contractor. Substances found on site to be left in original containers and must never be transferred and or mixed up with other different type substances to prevent creation of potential chemical reaction that could result in fire, release of toxic fumes. Unidentified and or unknown materials such as chemical substances must never be touched or smelled to prevent exposure to toxic and or hazardous substances. No substances to be disposed into site or nearby drains, sinks or public sewers. 	Site Manager/ Supervisor	2	3	6
Existing Live Services	Site personnel and visitors	Electrocution, fire and explosion, burns, exposure to toxic gases and fumes	4	5	20	<ul style="list-style-type: none"> All existing known services within and around the site boundaries to be treated as "LIVE" and must never be assumed as none present, redundant or isolated. Full services surveys to be obtained from the client or a line search is to be completed with further surveys to be carried out by competent services surveying contractor if required. Services to be removed during demolition works to be fully isolated and disconnected by competent services contractor and isolation certification obtained. CAT & GENNY 4+ services location tools to be used before 	Project Management Team	2	5	10

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
						<p>breaking and or disturbing ground surfaces.</p> <ul style="list-style-type: none">• <u>No known "LIVE" services to be disturbed or tampered with in any case!</u>• Temporary services required to be left and or installed for site supplies to be clearly identified and marked as "LIVE" and site personnel made aware of their presents and purpose.• Any "LIVE" exposed or hidden services to be clearly identified as to their locations.• Works to be carried out with extreme CAUTION when working in close proximity of any services.• Work to be ceased immediately and site management notified if any unidentified/ unknown services are exposed during any works.				
Instability and overloading of existing structures	Site personnel and visitors, members of the public	Collapse of the building, fatal crushing of personnel, damage to adjacent structures	4	5	20	<ul style="list-style-type: none">• Building survey to be carried out by structural engineers/ surveyors to determine building construction and stability when required. <u>No access to buildings once structural demolition has begun.</u>• Sufficient support required for specific sections of the building i.e. floors, walls, facades, roofs, retaining walls etc. to be designed and installed prior to commencement of building demolition works.• Temporary support installation to be supervised and undertaken by competent and experienced personnel. – <u>Propping may be required for separation works.</u>• Temporary supports to be installed as per design and specification and must never be deviated from.• Temporary supports to be inspected daily prior to each shift by competent Temporary Works (TW's) trained and certified personnel with inspection findings recorded using specific TW's inspection record forms.	Project Management Team/ Plant Operative	2	5	10

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
						<ul style="list-style-type: none"> Building floors must never be overloaded with heavier plant than specified by TW's design and specification to prevent collapse of the floors and or building. Demolition waste i.e. concrete rubble, steel beams and reinforcement accumulated from building demolition works must be removed continuously to prevent overloading of the floors below and potential collapse of the floors/ building. Demolition works to be supervised at all times by experienced and competent CCDO supervisor with technical knowledge and experience of demolition works. Demolition plant and machinery must only be operated by trained, certified, experienced and authorized plant and machinery operators. Structural stability of the building to be checked and inspected on daily bases by competent demolition works supervision personnel. Structural or TW's engineers to be notified and or consulted if structural building stability is affected by demolition works, temporary support and or weight of the demolition plant and machinery used. 				
Site Plant and Equipment i.e. excavators/ Crushers, skid steer loader	Site personnel and visitors	Crush injuries, personnel being struck by moving plant	4	4	16	<ul style="list-style-type: none"> Mechanical plant to be in good condition, serviced and certified before use on site. All records are to be provided with Friday pack. Plant to be inspected daily by the user to ensure plant is in good order and safe to use. Damaged, malfunctioning or in poor operational condition plant to be taken out of use and either replaced or sufficient repairs arranged. 	Site Supervisor/ Manager Plant Operatives	2	4	8

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
						<ul style="list-style-type: none"> All plant movements to be controlled by an appointed traffic marshal who will liaise with the plant operators at all times or exclusion zones set up. Any machine demolition works to be properly supervised with safety working zones clearly indicated or segregated to prevent personnel from entering the working area. Major servicing of items requiring specialist attention must be carried out by a qualified fitter only. Flashing beacons where provided to be operational when plant is in use. 				
Gas cylinders (oxygen, LPG, propane)	Site personnel and visitors	Explosion, fire hazards	3	5	15	<ul style="list-style-type: none"> Gas cylinders to be correctly stored on site in caged compounds. Cylinders to be checked for gas leakage prior to use and on regular basis. Cylinders taps to be closed off at all times unless in use. Cylinders to be stored in upright position at all times during storage and use and must never be positioned on their sides or upside down. Cylinders to be stored well away from sources of heat, flame and other chemical substances and in well ventilated area and no cylinders to be left inside the building post use and overnight. Oxygen cylinders to be stored away minimum 3m away from LPG and propane gas cylinders. All cylinders shall be placed in an appropriate trolley to aid easy movement of the cylinders and must never be dragged along the ground and or floor. 	Site Supervisor/ Manager Competent Operative	1	5	5

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
Fuels and oils (diesel, petrol, hydraulic oil)	Site personnel and visitors	Fire, explosion, dermatitis,	3	3	9	<ul style="list-style-type: none"> Fuel and oils to be stored in purpose storage tanks and drums on secondary containment drip trays or bunds. Fuels and oils to be stored in a bunded storage unit away from sources of heat, flames and other risks of potential damage with fire extinguishers located close by. Refuelling of plant and machinery to be carried out with care in designated refuelling area to prevent accidental spillages. <i>Plant nappies are to be in place when refuelling.</i> Operatives to wear protective clothing (long sleeve shirts and rubber gloves and eye protection to avoid direct contact with skin and eyes during plant refuelling. Any spillages that may occur during refuelling must be dealt with immediately by soaking up spillages with spill kit. Material used for spill clear up must be disposed in accordance with COSHH assessments. Any leakages from plant and machinery must be addressed as soon as possible. 	Site Supervisor/ Manager	2	3	6

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
Encountering Unexploded Ordnance	Site personnel, visitors and members of the public	Explosion, fire, fatal injuries, damage to buildings and surrounding areas	3	5	15	<ul style="list-style-type: none"> Prehistoric information of the site to be obtained from the client and or owner of the site prior to commencement of works on site. In the event of an unexploded device being found on site all works to be ceased immediately. The site to be evacuated and emergency services (Police, fire brigade) to be notified of the finding of Unexploded Ordnance on site. No attempts to be made to move or disturb unexploded devices by the finder. The reoccupation of the site must not resume until deemed safe to do so by civil authorities. 	Project Management Team Plant Operative	2	5	10
Hot Works oxygen/propane cutting torches and angle grinders	Site personnel, visitors, members of the public	Fires, explosion, burns to operatives	4	4	16	<ul style="list-style-type: none"> Hot works to be controlled by permit to work system at all times on daily bases. Hot works areas to be cleared of all combustible materials (fuels, paper, oils etc.) and items from the immediate vicinity of the proposed works. Correct type, size and fully charged Fire extinguishers to be located within HW's areas. Fire watchman to be in place for monitoring of potential fire within close by areas. Appropriate protective clothing non-flammable coveralls, gloves and boots to be worn by hot works undertakers. Hot flame cutting equipment to be correctly maintained, anti-flashback arrestors and safety valves in place at all times. 	Site Supervisor/ Manager Burner/ Hot Works Operative	2	4	8

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
Working adjacent to public footpaths, walkways	Members of the public	Major, minor injuries such as cuts and bruises, struck by falling objects	4	3	12	<ul style="list-style-type: none"> Physical barriers in the form of site hoardings or similar to be installed to cordon off the works from passing pedestrians. Hazard warning signs to be displayed to warn members of the public. Employ banksman during the works to ensure that works do not impede passing pedestrians or put the public in any danger from the works. 	Project Management Team	2	3	6
Hand Demolition	Site personnel, visitors, members of the public	Collapse of structures, entrapment, crushing	4	4	16	<ul style="list-style-type: none"> Safe system of work RAMS to be in place for specific hand demolition works. Hand demolition works to be carried out in accordance to specific RAMS and must never be deviated from. Hand demolition to be carried out with great personal care, structures being demolished checked for stability. Correct in good condition tools to be used for the job. Correct protective equipment to be used at all times. Operatives to follow safety instructions given by supervisory personnel and must never make personal decisions. No structures and or temporary supporting to be removed and or tampered with in any case. Correct competency cards to be held by operatives. 	Project Management Team Operatives	2	4	8
Working at Height	Site personnel	Falls from height, fatal injuries, major fractures	4	4	16	<ul style="list-style-type: none"> Work at height to be planned, assessed and arranged before work at height commences. Sufficient access and edge protection to be set up prior to work at height commences. Structural openings (lift shafts, holes in the floors) to be 	Site Supervisor/ Manager	2	4	8

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
						sufficiently guarded with strong and stable guardrails and secure covers. • Warning signs to be displayed to warn everyone on site about the hazard. • No one to cross, alter or remove edge and or holes protection without prior consultation with supervision personnel. • Damaged protection systems to be reported immediately. • Full safety harnesses with lanyard to be worn and attached to secure anchor points while working close to open edges or holes without physical protection. • Only trained and certified personnel can use safety harness. • Working platforms, edge protection and holes covers to be inspected daily to ensure no damages to protection are present.				
Falling, flying objects and debris	Site personnel, visitors, members of the public	Personnel or property struck by falling or flying objects	4	4	16	• Working zones and areas directly below to be sufficiently cordoned off with barriers and warning signage displayed. • No personnel to enter demolition areas at any time during live demolition works. • Sufficient debris netting/ screening to be in place to prevent debris falling outside demolition areas. • Eye protection to be worn by all personnel working within demolition work areas. • Loose debris to be removed and placed into waste skips to prevent it being kicked outside enclosed demolition areas. • No loose debris to be left overhanging on the slab edges or working platforms to prevent it being dropped below.	Site Supervisor/ Manager	2	4	8

METHOD STATEMENT

1: Hazard Description	2: Person[s] at Risk	3: Potential Consequence[s]	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk Rating		
			L	S	IRR			L	S	RRR
Abrasive Wheels (angle grinders and disc cutters)	Site personnel, visitors	Entanglement, cuts, eye injuries, fire, burns, inhalation of harmful dust	4	3	12	<ul style="list-style-type: none"> • Equipment to be in good condition with all protection guards in place and PAT tested every 3 months. • Only trained, certified, competent and authorized personnel to be permitted to use abrasive wheels. • Guards to be adjusted sufficiently to ensure protection against rotating parts. • Correct type and speed discs compatible with abrasive wheel's equipment to be selected to prevent bursting of wheel due to incompatible rotation speeds of the equipment and discs. • Cutting discs must never be used for grinding and grindings discs used at all times. • Loose clothing and or personal attire to be either removed or secured to prevent entanglement on rotating parts of the equipment. • Pre-use checks to be carried out to ensure equipment is in good and safe to use. Damaged equipment to be taken out of use immediately, isolated and replacement arranged. • Impact resistance goggles to be used during the use of abrasive wheels for protection against flying sparks and particles. • Respiratory protection to be used at all times when abrasive wheels are used for cutting concrete, brickwork or paving to prevent inhalation of dust. 	Site Supervisor/ Manager Competent Operative	2	3	6
Manual handling	Site personnel	Sprains and strains, cuts to hands				Please refer to separate Manual Handling Risk Assessment				

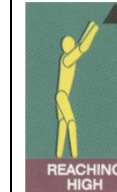
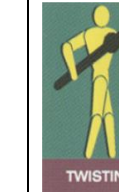
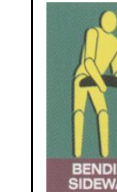
METHOD STATEMENT

Appendix C	Manual Handling Assessments
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Project No & Name:	C9292 – Havant Academy	Date of Assessment:	19/08/2025
Assessment Completed By:	Sonny Barter	Signed:	
Manual Handling [MH] Activity:	Soft Strip & Demolition		
Location of the Works or Activity:	Havant Academy – Changing Rooms & Theatre		

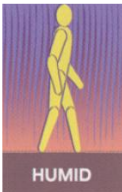
Manual Handling Activity Assessment:	
Do the operations involve a significant risk of injury or are there indications that the task is high risk? [tick as applicable]	
☐ Task has a history of MH incidents, from experience or previous projects [e.g. Accident Book records – RIDDOR]; ☐ Task is known to be hard work or high risk [e.g. nature of the product – awkward or heavy]; ☐ Employees completing the works show signs that they are finding the work hard [e.g. heavy breathing, red –faced, increased sweating]; ☐ Is the work area restricted or access to the load poor? ☒ Other [describe]: <ul style="list-style-type: none"> Soft Strip Works are a standard practice within the demolition industry with a low rate of accidents. 	
Can the operations be avoided, mechanised, automated at reasonable cost for the volume of works to be completed? [tick as applicable]	
☐ Yes – fully	Describe process to be used to eliminate MH:
☒ No – ONLY partially	Describe process to be used to eliminate and reasons / decision process for elements that MH required:
☐ No – unavoidable	Describe reasons / decision process concluding requirement for MH ONLY:
Personnel completing Manual Handling task – e.g. occupation & role?	
<ul style="list-style-type: none"> CCDO Demolition Operatives 	

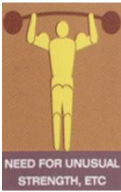
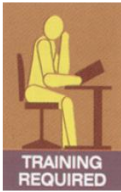
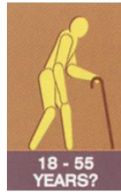
METHOD STATEMENT

Task Assessment:											
Manual Handling Movement & Action Required during Task [state Yes or No]:											
											
Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes	No	No	No
Full description of the movement & MH action & any remedial action:				Describe: <ul style="list-style-type: none"> Generic lifting techniques will be adopted for manual handling. No stress positions will be imposed. 							

Load Assessment:								
Manual Handling Considerations Required during Task [state Yes or No]:								
								
Yes	No	No	No	Yes	Yes	No	No	No
Description of the load requiring MH & any remedial action:			Describe: <ul style="list-style-type: none"> Loads will be broken down into manageable sized pieces were possible. Team lifting will be implemented for heavy loads. 					

METHOD STATEMENT

Environment Assessment:											
Manual Handling Movement & Action Required during Task [state Yes or No]:											
											
No	No	No	No	Yes	Yes	No	No	Yes	No	No	No
Description of the working area & environmental conditions anticipated & any remedial action:				Describe: <ul style="list-style-type: none"> Weather will be monitored with control measures implemented as required. RPE/ PPE will be available. 							

Person Assessment:				
Manual Handling Movement & Action Required during Task [state Yes or No]:				
				
No	Yes	No	No	Yes

METHOD STATEMENT

Description of the person[s] completing MH & their Anticipated occupational background & any remedial action:	Describe: <ul style="list-style-type: none"> No special requirements.
--	--

Manual Handling Activity Assessment:				
State any other foreseeable risks associated with the operations:		▪ Cuts to hands or fingers from sharp edges.		
Manual Handling Assessment of Risk – before control measures:				
High Risk	Medium Risk	Low Risk		
Manual Handling Control Measures to be implemented:			Applicable (YES/NO)	
			Y	N
• Materials will be transported to the work area and placed using machinery. Manual handling will only be completed where access to the works is not possible / restricted / beyond the mechanical capabilities of the plant available for use.			✓	
• All materials will be broken down / split into the easily handled packages, reduced in weight and size as appropriate.			✓	
• All operatives completing manual handling will receive training briefing on Kinetic lifting techniques.			✓	
• Materials will be transported to the work face using mechanical means in a stillage, i.e. pallet truck, where they will be unloaded / placed as required, reducing the distance of travel.			✓	
• 2No. operatives will be used to handle the equipment, or where required a team lift completed. Due to the weight of the units, they shall not be lifted by one person.			✓	
• Operatives are not to attempt to lift anything that is outside of their comfort zone.			✓	
• Ensure the area where the item is being taken is clear and ready to receive the item.			✓	
• Good housekeeping will be maintained in the area to ensure the work area is free from slip, trip and fall hazards.			✓	
• Appropriate protection will be applied to sharp edges of product and cut resistant gloves worn as secondary protection.			✓	
• Dust mask will be used during the handling and use of the material to prevent inhalation during the use of the product.			✓	
• PPE, clothing or other equipment used in the working environment does not interfere or affect the ability of the individual to complete the task.			✓	

METHOD STATEMENT

Overall Manual Handling Assessment of Risk – after control measures:

High Risk	Medium Risk	Low Risk
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NOTE: Upon completion of the Manual Handling Assessment, a briefing must be completed on the operation and record held with the MS&RA for the task or operation affected.

Sign Off:

- I have read and understood the control measures specified in the risk assessments that is relevant to the tasks that I am authorised to perform.
- I will follow all reasonable requests in regards to my own safety and the safety of other people.
- I understand that in not following reasonable requests in regards to safety, may be defined as gross misconduct.
- I will raise any concerns I have, or have seen in regards to safety, to the Site Manager/ Supervisor.

Name	Signature	Date

METHOD STATEMENT

Appendix D

COSHH Assessments

CA039 Control of Substances Hazardous to Health



Site Address: Eversley Haulage Park, Brickhouse Hill, Eversley, RG27 0PZ				
Substance: Propane		Supplier: BOC 080011333		
Composition: Propane 100%				
Classification (place an x in the box next to the appropriate sign):				
 Flammable ☒	 Oxidising ☐	 Gas under pressure ☒	 Explosive ☐	 Very toxic ☐
 Corrosive ☐	 Serious hazard to health ☐	 Health hazard/irritant ☐	 Danger to environment ☐	
Location of use: ☒ Outside ☒ Inside well Ventilated ☐ Inside Poorly Ventilated ☐ Confined Space				
Route of Exposure: ☒ Inhalation ☐ Ingestion ☒ Skin ☒ Eyes ☐ Other				
Person at Risk: Workers on site and in the workshop				
Describe the activity or work processes.	This product is used onsite but mainly in the workshop. It is used intermittently throughout the day for cutting steelwork. The duration of this intermittent exposure is 6 hours.			
Risks to being exposed to the substance: Inhalation of a high concentration may cause a loss of mobility/consciousness; low concentrations may cause dizziness, headache, nausea and loss of co-ordination. Contact with skin can cause frostbite.				
The substance hazardous to health when:				
Breathed in ☒	Swallowed ☒	Contact with Skin ☒	In Contact with Eyes ☒	Other, Please Specify:
Control Measures in place:				
<ul style="list-style-type: none"> Operatives should be fully trained Cylinders containing oxygen must be clean and free from dirt and grease PPE should be worn when using this product No smoking or naked flames in and around the working area Flashback arrestors fitted 				

CA039 Control of Substances Hazardous to Health



<ul style="list-style-type: none"> Ventilation is to be adequate when using this product 							
PPE:							
PPE	Gloves	Safety Glasses	Face Shield	Footwear	PPE Clothes	Noise	RPE
							
	☒	☐	☒	☒	☒	☐	☐
Wear retardant clothing Wear working gloves and safety shoe when handling containers Wear eye protection according to EN 166							
Name : Carol Chamberlain				Signature: <i>C. Chamberlain</i>			
Date: 01/03/2025				Review Date: 01/03/2026			

METHOD STATEMENT

CA019 Control of Substances Hazardous to Health



Site Address: Eversley Haulage Park, Brickhouse Hill, Eversley, RG27 0PZ				
Substance: Oxygen Compressed Check MSDS for composition			Supplier: BOC 0800111333	
Classification (place an x in the box next to the appropriate sign):				
 Flammable ☐	 Oxidising ☒	 Gas under pressure ☒	 Explosive ☐	 Very toxic ☐
 Corrosive ☐	 Serious hazard to health ☐	 Health hazard/irritant ☐	 Danger to environment ☐	
Location of use: ☒ Outside ☒ Inside well Ventilated ☐ Inside Poorly Ventilated ☐ Confined Space				
Route of Exposure: ☒ Inhalation ☒ Ingestion ☒ Skin ☒ Eyes ☐ Other				
Person at Risk: Workers on site and in the workshop, burners				
Describe the activity or work processes.	This product is used onsite but mainly in the workshop. It is used intermittently throughout the day for cutting steelwork. The duration of this intermittent exposure is 6 hours.			
Risks to being exposed to the substance: Continuous inhalation of concentrations higher than 75% may cause nausea, dizziness, respiratory and convulsions				
The substance hazardous to health when:				
Breathed in ☒	Swallowed ☐	Contact with Skin ☐	In Contact with Eyes ☐	Other, Please Specify:
Control Measures in place: <ul style="list-style-type: none"> Operatives should be fully trained Cylinders containing oxygen must be clean and free from dirt and grease PPE should be worn when using this product No smoking or naked flames in and around the working area 				
What PPE is used (inc. specification) Wear working gloves while handling containers Wear safety shoes while handling containers Wear eye protection to en166 when using gases				

CA019 Control of Substances Hazardous to Health



PPE	Gloves	Safety Glasses	Face Shield	Footwear	PPE Clothes	Noise	RPE
							
	☒	☒	☐	☒	☐	☐	☐
Fire Details: Heat may cause the containers to explode.							
							
☒	☒	☒	☒	☒			
Name: Carol Chamberlain				Signature: C. Chamberlain			
Date: 01/03/2025				Review Date: 01/03/2026			

METHOD STATEMENT

Appendix E

Drawings



METHOD STATEMENT

Appendix F	Temporary Works Drawings
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METHOD STATEMENT

Appendix G

Wates Visual Standards

VISUAL STANDARD ASBESTOS



KEY CONTROLS:

 Sub-contractors **must**:

- Coordinate activities for the project with the Wates Asbestos Coordinator (WAC).
- Ensure all workers who have the potential to come into contact with **asbestos** receive **annual asbestos awareness training**.
- Provide a supervisor or manager who has had asbestos **duty-to-manage training**.



EXAMPLES OF WHERE ASBESTOS COULD BE FOUND:



Inside

1. Sprayed coatings on ceilings, walls, beams and columns
2. Water tanks
3. Loose fill insulation
4. Lagging on boilers and pipes
5. AIB ceiling tiles
6. Toilet parts
7. AIB partition walls or fire doors
8. Rope seals, gaskets and paper
9. Vinyl floor tiles
10. Textiles e.g. fire blankets
11. Electrical fuse boxes

Outside

12. Roofs
13. Panels
14. Gutters and downpipes
15. Eaves, arches and under balconies
16. Flues

- During the **Plan Right Meeting** the Wates Project Team must:
 - Ensure contractors are informed and comply with the **Wates Asbestos Management Plan**, including emergency procedures.
 - Ensure asbestos **survey information** is available, accurate and appropriate for the nature of works.
 - Provide robust information on the **place and amount of asbestos** in the area.
 - Restrict works progressing in areas where asbestos has been identified, until **made safe** by a licenced contractor.
 - Ensure **survey information** is communicated to all workers.
 - Also ensure **emergency procedures** are communicated to all workers and regularly reviewed and updated.
 - If in doubt, **stop and seek advice**.



- Only **approved licenced contractors** can remove asbestos.
- Don't start work unless **authorised** to do so by the **Wates Asbestos Coordinator (WAC)**.
- Notify the WAC of any **changes** in the scope or area of works to ensure a **robust review** of the R&D survey prior to starting.
- **Report ALL** asbestos-related incidents immediately, including finding any suspected asbestos materials.
- Always plan and manage activities to **reduce health risks**.
- Follow **asbestos emergency decontamination procedures**.

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SUB-CONTRACTORS' PROFESSIONAL STANDARD:

The above items are representative of the minimum standards that are required by Wates from the Sub-Contractor in the performance of its duties in meeting its obligations under the Sub-Contract whilst on site. They are the minimum standards of care for the activity or trade identified in the title of this page that are necessary to seek to protect against damage or injury to people and property. They are not intended as an exhaustive list, nor are they intended to define maximum limits of performance.

Del-303 SCPS Asbestos


**WE'RE SAFER TOGETHER
ZERO HARM**

Revision 4.0 July 2017

METHOD STATEMENT

VISUAL STANDARD CRANES AND LIFTING



KEY CONTROLS:

Sub-contractors must:

- Ensure all lifting operations and procurement of lifting equipment and lifting accessories are undertaken in accordance with **Lifting Operations and Lifting Equipment Regulations (LOLER)** and **British Standard 7121 Series**.



- Ensure all **lifts are planned** and provide **copies of risk assessments, method statements and lift plans** to Wates for review.
- Ensure all lifts or Lifting Plans (including mobile plant and cranes) are **approved** by a **CPCS Appointed Person**.
- Provide **rationale** for the **selection, provision and use of lifting equipment and lifting accessories**, and record this in the lifting plan e.g. is it the correct equipment and accessory for the lifting operation to be done?
- Provide **information** to the Wates Project Team regarding any **pre-lift preparation** required to facilitate safe lifting. Contract lifting information must be supplied to Wates in good time.

- Undertake required **maintenance, examination and testing** of lifting equipment and accessories where necessary, and provide copies to Wates.

- Provide properly trained **CPCS competent personnel**. As a minimum, this should include a **lifting supervisor** and **slinger signallers**. Consider the ratio of trained (red card holders) to experienced (blue card holders).
- Provide **trained and competent supervisors** who have the necessary authority.
- Ensure tower cranes older than 15 years are subject to **non-destructive testing checks (NDT)** to ensure integrity.
- Consider the **safety** of persons not involved in lifting and ensure Fatal and Exclusion Zones are robustly established.
- **Prevent unauthorised access** or operation of lifting equipment at all times.
- Develop a **rescue plan** for tower crane operators, and ensure the team has the **required skills, knowledge, attitude, training and experience (SKATE)** to facilitate a rescue.
- Provide evidence of **in-date fit-to-work medicals** for crane drivers.



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SUB-CONTRACTORS' PROFESSIONAL STANDARD:

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Del-304 SCPS Cranes and Lifting

Revision 4.0 January 2024

METHOD STATEMENT

VISUAL STANDARD WORKING AT HEIGHT

 Wates

KEY CONTROLS:

Sub-contractors must:

- Where possible, **avoid working at height**. Where this is not possible, ensure equipment or other measures used to prevent falls are selected in line with the **Working at Height Regulations**.

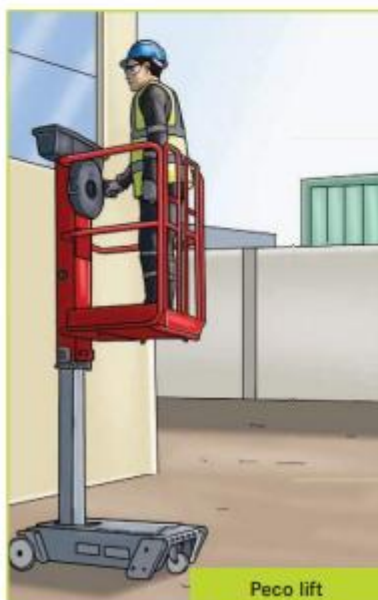
- Check all work at height to **ensure risks are minimised** and chosen access **equipment is suitable** for the task.

- Ensure **supervisors and workers have the correct skills, knowledge, attitude, training and experience (SKATE)** to use and inspect all working at height equipment, including harnesses.

- Ensure a **rescue plan** is in place and that it has been reviewed during a "Show Me".

- Ensure a **risk assessment** is undertaken and approved so suitable equipment can be chosen and used for the task at height.

- Ensure **suitable exclusion and fatal zones** are in place below the work area.



Peco lift

The **hierarchy** for the selection of **low level access equipment** is:

- MEWP's
- Push-Along-Vehicles (PAV's) / Pop-ups and scissor lifts.
- Towers
- Podiums
- Hop-ups (only for 600mm x 600mm working platforms that are no more than 500mm in height)
- Steps (**use as a last resort**, and get authorisation from the Wates Project Manager)

Any variations or **changes to the hierarchy must be agreed** with the Wates team and detailed within RAMS.

METHOD STATEMENT



SUB-CONTRACTORS' PROFESSIONAL STANDARDS:

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METHOD STATEMENT

VISUAL STANDARD DEMOLITION



KEY CONTROLS:

The **stability of a structure** depends on the interaction of its component parts. An incorrect **sequence** in the removal of these parts can result in a premature and unplanned collapse.

Sub-contractors **must**:

- Understand the demolition **project requirements**, including the **sequence of demolition**.
- Provide **plans and management arrangements** to discuss with the Wates Project Team at Plan Right sessions.
- Provide **competent and CCDO certified** (Certificate of Competence Demolition Operatives) supervisors and operatives for the work. Ensure they have the appropriate skills, knowledge, attitude and experience.



Long-reach 360 excavator munching a building.



- Ensure all plant and equipment is **fit for purpose**.
- Adequately and regularly **maintain** and **inspect plant** and equipment so it remains in a suitable condition and fit for purpose. (Wates Project teams will require records of inspections.)

- Ensure supervisors have attended, and successfully passed, the **CCDO 5-day Supervisor's Demolition Course**.
- Ensure supervisors arrange and deliver the daily **Start Right** sessions, maintain the permit to work system, and are present during all structural demolition.
- Ensure plant operators hold the required **CPCS (Construction Plant Certification Scheme) competency** for the related plant, along with the appropriate add-on training for high-reach demolition rigs and munchers, etc.
- Ensure plant operators do a **fitness-for-work** medical if necessary.
- Ensure all operatives have received **asbestos awareness training**.
- Provide the Wates Project Team with **method statements** and **risk assessments** in good time for review and approvals.
- Plan and manage activities to **reduce health risks** (particularly dust-related).
- Ensure a refurbishment and demolition asbestos survey has been undertaken and asbestos removed by a licenced contractor prior to demolition commencing.
- Ensure a refurbishment and demolition asbestos survey has been undertaken and asbestos removed by a licenced contractor prior to demolition commencing.

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SUB-CONTRACTORS' PROFESSIONAL STANDARD:

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Del-311 SCPS Demolition

Revision 3.0 July 2017

METHOD STATEMENT

VISUAL STANDARD

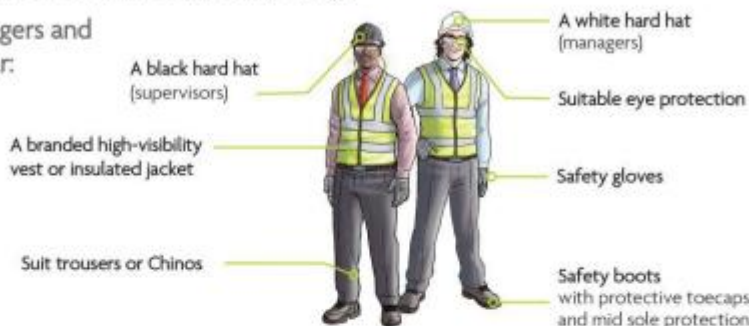
SUB-CONTRACTORS' WORK WEAR



KEY CONTROLS:

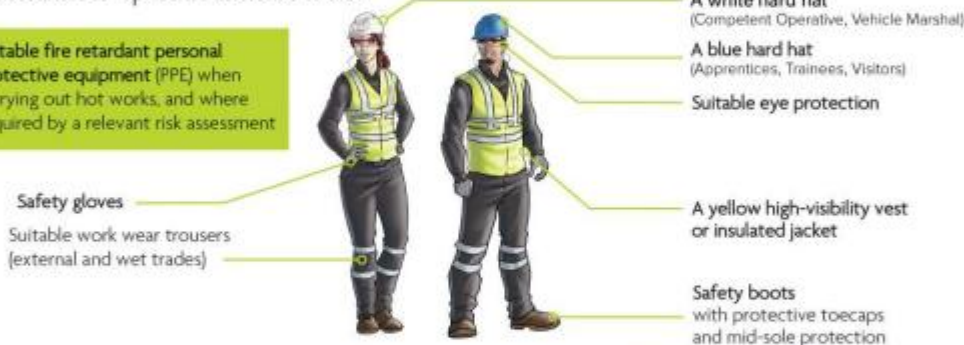
Work wear is designed to protect on-site operatives and to uphold Wates' professional image. All sub-contractors working at Wates' sites must follow the Wates minimum work wear standards. We also advise all people on our projects to wear long-sleeved shirts to protect arms and to maintain a professional image.

Sub-contractor managers and supervisors must wear:



Sub-contractor operatives must wear:

Suitable fire retardant personal protective equipment (PPE) when carrying out hot works, and where required by a relevant risk assessment



General Rules for work wear:

- Clean work wear on a regular basis
- Do not wear ripped or damaged clothing
- Do not wear heavily soiled or dirty clothing
- Do not wear hooded jumpers, tracksuits or pullcord trousers



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Del-326 SCP5 Sub-contractor's Workwear

Revision 3.0 February 2024

METHOD STATEMENT

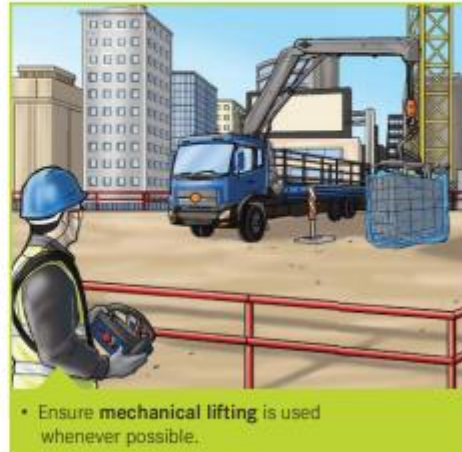
VISUAL STANDARD



SAFE LOADING & UNLOADING OF VEHICLES

KEY CONTROLS:

- Ensure all **deliveries** are **discussed** at Plan Right meetings.
- Ensure a **safe method** of unloading is in place.
- Ensure **exclusion and fatal zones** are robustly implemented.
- Ensure **pre-slinging of loads** whenever possible.
- Ensure operatives are not required to access an **unprotected vehicle**.
- Ensure all **deliveries** are **booked** in and turn away any that are not.
- Ensure **vehicle-mounted cranes (Hiabs)** have a load and site-specific **lifting plan** and are **fully certificated**.
- Ensure stillages have the correct **lifting documentation**.
- Ensure single **lift bags** are **removed** from use following the initial lift.
- Loose loads should be **bagged, wrapped on pallets** or have specific **lifting points**.
- Place materials in **single lift bags** onto pallets or decant them to allow for the bags to be disposed of.



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SUB-CONTRACTOR PROFESSIONAL STANDARD:

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METHOD STATEMENT

VISUAL STANDARD



PREVENTING FALLS FROM VEHICLES

KEY CONTROLS:

- You must ensure **vehicle unloading** is discussed and recorded in the Plan Right.
- You must ensure a **risk assessment** is in place for the activity.
- You must have a **safe means** of accessing the vehicle body.
- You must have suitable **edge protection**.



- Vehicles must offer **protection above the load of 950mm** with no gap greater than 470mm.

- **Trained operatives** must erect and certify side airbags.
- Fall prevention must encompass **100% of the vehicle body**.

- Use Alsipercha/fall-restraint style systems as a **last resort** and if used, ensure operatives are trained in its use.



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Del-330 SCPS Preventing Falls from Vehicles

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Revision 1.0 January 2018

METHOD STATEMENT

VISUAL STANDARD

MANAGING DUST

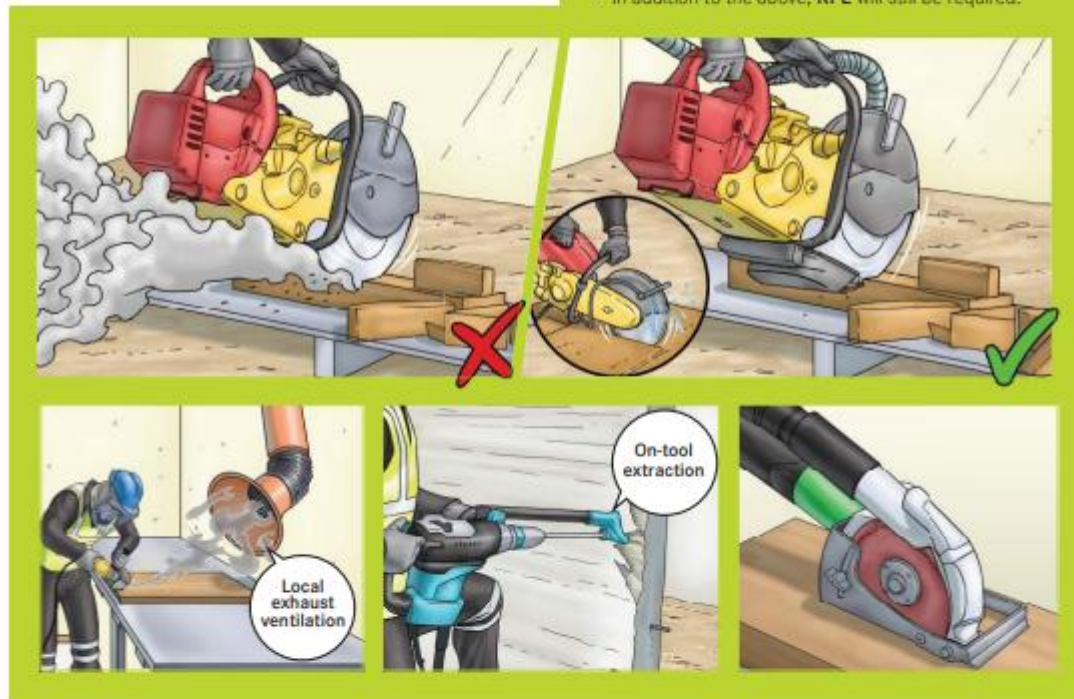


Dust builds up in the lungs and while the effects may not immediately be obvious, over a prolonged period of time, exposure to high levels of dust can lead to permanent damage to the lungs and airways. The UK Construction sector has the largest number of reported cases of lung disease. These include chronic obstructive pulmonary disease (COPD), asthma, lung cancer and silicosis.

KEY CONTROLS:

Sub-contractors must:

- Consider **off-site** cutting or manufacture.
- **Identify and risk assess** residual dust-producing activities.
- Provide and maintain **local exhaust ventilation** with a minimum of **M-class filtration**.
- Control dust at the source through the use of **on-tool extraction**, cutting cabinets and water suppression.
- In addition to the above, **RPE** will still be required.



SUB-CONTRACTOR PROFESSIONAL STANDARD:

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METHOD STATEMENT

VISUAL STANDARD



VIBRATION

Hand arm vibration can cause a disorder of the blood supply to the fingers and hands. It can lead to the loss of sensation in the fingers and increasingly frequent painful attacks that get worse with repeated exposure and can lead to permanent damage. Sub-contractors are to consider cutting off-site during Plan Right meetings.

KEY CONTROLS:

Sub-contractors must **ensure**:

- Tools with **low vibration** are selected.
- Risk assessments include **vibration mitigation measures**.
- All vibrating tools and equipment have a **published trigger time**.
- Operatives are aware of **daily vibration limits**.
- All equipment and tool users have their **trigger times recorded**.
- **Whole body vibration** is considered when using plant.
- Vibration is monitored as part of the **health surveillance program**.

Well-maintained and serviced equipment



Equipment vibration monitor



Wearable vibration monitor

SUB-CONTRACTOR PROFESSIONAL STANDARD:

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Del-362 SCPS SCPS Managing Vibration

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Revision 1.0 January 2018

METHOD STATEMENT

VISUAL STANDARD

FATAL AND EXCLUSION ZONES



KEY CONTROLS:

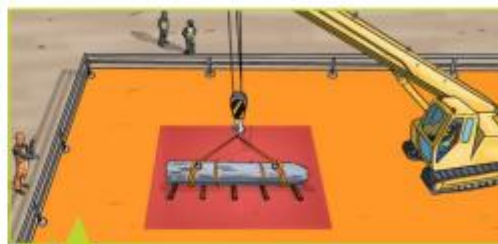
Exclusion and fatal zones around working plant and lifting operations reduce the risk of incident and injury.

Fatal Zone - RED: Entry prohibited. Only enter this zone if all operations have stopped and you have permission from the supervisor.

Exclusion Zone - AMBER: Entry prohibited. Only authorised personnel within zone.



Never enter a FATAL ZONE unless all operations are **stopped** and you have confirmation from the **supervisor**.



You must establish **exclusion zones** around lifting operations and moving plant.



Fatal zones must be established where there is the potential of serious harm to people, for example, falls from height or falling materials, in lift shafts, risers and open apertures



Make sure fatal zones are properly cordoned off and have enough **warning signs**. **No one** must enter a fatal zone.



Place **marshalls** to prevent **unauthorised** people from entering exclusion and fatal zones for short-term high risk activities.



Use **taglines** to control suspended loads from outside fatal zones. Ensure no one stands under a **suspended** load.

WATES PROJECT STANDARD:

- Ensure exclusion and fatal zones are inspected, well maintained and immediately decommissioned and withdrawn when the task has been completed.

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Del-902 Visual Standard Fatal and Exclusion Zones

Revision 1.0 July 2017

VISUAL STANDARD

PLANT, VEHICLE AND PEDESTRIAN INTERFACE – FATAL AND EXCLUSION ZONES



KEY CONTROLS:

Establish exclusion zones using physical barriers around operational mobile plant and vehicles. Exclusion zones will depend on the specific plant and the surrounding buildings or temporary structures in the area.

- Identify specified zones in **RAMS** and **Start Rights**.
- Brief all work teams on the use of exclusion zones and the safe system of work required to enter them.



Fatal zone:

Entry prohibited. Only enter this zone if:

1. The machine is completely isolated.
2. The machine's slew arm or hydraulics or bucket is grounded.
3. The engine is switched off and isolated.

Exclusion zone:

Entry prohibited.

To enter this zone you must:

1. Make eye contact with the operator.
2. Wait until the machine's slew arm, hydraulics or bucket is grounded and immobilised.

Plant Vehicle Marshall zone (PVM):

If involved with plant operation, stay in this zone to keep eye contact with the plant operator. Only authorised personnel within zone.



WATES' PROJECT STANDARD:

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Del-907 Visual Standard Plant Vehicle and Pedestrian Interface

Revision 1.0 July 2017

METHOD STATEMENT

VISUAL STANDARD GAS CYLINDERS & EQUIPMENT



KEY CONTROLS

- Gas cylinders must be stored in lockable cages located on solid floor (i.e., a concrete base) in external areas with adequate ventilation.
- Cylinders must be removed from buildings at the end of each shift and stored in purpose made lockable cages.
- Flammable and inert gases must be stored within separate cylinder cages which are located a minimum of 3m apart.
- Cylinders and associated equipment should be regularly inspected to ensure they are in a good condition and are not leaking. Only approved clips and connectors should be used on hoses etc... (i.e., not jubilee clips)



WATES PROFESSIONAL STANDARD

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Del-931 Visual Standard Gas Cylinders and Equipment

Uncontrolled if printed

Revision 1.0 January 2024

