SSW.RA – Soft Strip Removal Works

Portal

Client	Portal Ltd	Project No.	744
Site Address	Portal Building, Site 13B, Sherwood Park, Annesley, Nottingham. NG15 0DR		
Prepared By	Phil Stevenson MIDE	Date	15.01.2025
Approved By	Ewan Cross	Date	15.01.2025
Revision	1		

A. Task to be undertaken using this SSW (Safe System of Work)

This SSW covers the following areas of soft strip removal:

1. Abandoned waste incl. semi-stripped soft-strip items
2. Removal of Pressurised Container (Extinguishers etc.)
3. Plasterboard & Partition Wall Removal
4. Brick / Blockwork Wall Removal
5. Fluorescent Light Tube Removal
6. Suspended Ceiling Removal
7. Cable Removal
8. Pipework & Ducting Removal
9. Window Removal (Glass & Frame)
10. Vinyl Floor Tile, Carpet Tile & Lino Removal
11. Carpet Removal
12. Sanitary Removal
13. Doors, Architrave & Skirting Removal
14. Plasterboard Ceilings
15. Lath & Plaster Removal
16. Timber Floor Removal
17. Screed Removal
18. Ceramic Tile Removal
19. Air Conditioning Unit Removal
20. Formation and Use of a Drop Zone

***This SSW is to be used in connection with the associated risk assessment.*

Operatives are to sign to acknowledge the element of soft strip works that they are undertaking, for example:

SSW Number	Name	Sign	Date
1	A Jones	A Jones	01.01.2024
8, 9	A Smith	A Smith	01.01.2024

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B. Site Specific Information Regarding this Project	
B1	The TRD site manager / supervisor is to arrange on day 1 of the project for light coffins to be delivered to site if fluorescent tubes are present on site and are to be removed as part of the works. Site safety hold point – Site manager/supervisor to sign _____ date _____

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1. Removal of Abandoned Waste

1.1 Task to be undertaken using this SSW (Safe System of Work)

- The safe removal of abandoned waste
- The safe removal of semi-stripped out soft-strip items

1.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

1.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- Working at Height (PASMA, IPAF)
- Site induction
- Daily safety briefing

1.4 Additional documentation requirements inc. permits & registers

- Permit to Enter (following environmental sweep – drug items etc)
- Asbestos R&D Survey
- 4 Stage Air Clearance Certificates for Licensed Asbestos Removal
- Service isolation/disconnection certificates
- Working at Height Permit
- MEWP Inspection Form
- MEWP Certificate
- Mobile Tower Inspection Form
- Harness Inspection Form

Site safety hold point – Site manager/supervisor to sign _____

date _____

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1.5 Equipment required for the task

- Long handled shovels
- Long handled brush
- Litter Pickers
- Crow bars / Pry bars
- Suitable waste containers
- Access equipment
- Variety of hand tools
- Task lighting (on assessment)
- Wheelbarrows / wheeled bins
- Skid Steer

1.6 PPE requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- FACE FITTED RPE - P3
- Gloves
- Kevlar arm protectors
- Hearing protection
- Harness and Fall Restraint

1.7 Additional Information

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1.8	Methodology	
1.8.1	Operatives using long handled tools will initially remove any loose items at height to prevent falling/injury issues;	
1.8.2	Once safe to enter the initial section (at entry door to area) will, using long handled tools, carefully sift the items to ensure drug use items etc are not present.	
1.8.3	The sifted items will now, employing shovels, be transferred to barrows and transferred to the appropriate skip;	
1.8.4	This method of clearing hanging items, abandoned waste will now continue working methodically through each room.	
1.8.5	Where there is any evidence of structural damage – report this immediately to your site supervisor and inform others around you and vacate the area – remaining items to be removed by mechanical extraction as part of the structural demolition operations.	
1.8.6	Where access allows, a Skid Steer can remove abandoned waste from the structure. The area of where a skid steer is being used shall be deemed an exclusion zone. This will be controlled by the use of temporary fencing and banksman as required.	
1.8.7	The Skid Steer will remove arising from the structure and transit it to a waste container for removal from site. The transit route must be controlled by use of temporary fencing and where required, a banksman.	
1.8.8	When using a skid steer inside the structure, noise and fumes must be considered. Mandatory hearing protection signs must be posted to the area. Natural ventilation shall be utilised by opening external windows / doors / openings. If this cannot be done then a scrubber must be fitted to the exhaust system. Site safety hold point – Site manager/supervisor to sign _____ date _____	

2. Removal of Pressurised Containers

2.1 Task to be undertaken using this SSW (Safe System of Work)

- The safe removal of pressurised containers from a structure. In the main this will include fire extinguishers and gas cylinders left behind when a building is vacated; however, items such as compressors, aerosols, or even sealed containers exposed to heat can be present.

2.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

2.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- Site induction

2.4 Additional documentation requirements inc. permits & registers

- Daily Task Briefing

Site safety hold point – Site manager/supervisor to sign _____

date _____

2.5 Equipment required for the task

- Heras Fencing or similar to create an exclusion zone
- Cylinder trolley
- Stair trolley

2.6 PPE requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- FACE FITTED RPE - P3
- Gloves
- Hearing protection

2.7 Additional Information

Shared Industry Learning

Ruptured Fire Extinguisher

Incident

As part of ongoing demolition work, an operative was removing materials from a redundant boiler house, which has been left derelict and used for storage for different items over many years. In conjunction with metals, timber, and general waste, several old and corroded fire extinguishers had to be removed.

The extinguishers were being removed and placed in an external storage area prior to removal from site. During this process the operative picked up an A-FFF (Foam) extinguisher from inside the building, carried it outside and proceeded to place it down onto the ground. As the extinguisher was placed onto the ground, the extinguisher exploded and struck the operative on his hand.

Injury

The resulting violent discharge of the extinguisher propelled it vertically towards the operative causing blunt force trauma resulting in the operative sustaining a broken wrist, a broken finger and a fractured finger.

Cause

The extinguisher was circa 30 years old and was left in-situ within the building in poor damp conditions over a significantly prolonged period of time without any maintenance or inspection. The extinguisher ultimately degraded into a corroded, unstable and unsafe state.

The movement and placement back on the floor of the full extinguisher caused the separation of the outer corroded shell resulting in a full uncontrolled release of its pressurised contents, propelling the cannister vertically and striking the operatives on his wrist/hand.

Actions

- A more thorough site inspection when undertaking a pre-demolition audit/inspection.
- Pay closer attention to the condition of any compressed cylinders, considering their age and the conditions in which they have been stored.
- Request PD, PC or Client to take responsibility prior to hand over.
- STOP work and DO NOT touch cylinders not previously identified during the pre-demolition audit and report any concerns to safety department/representative.

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2.8	Methodology	
2.8.1	Items shall be removed from the structure and placed into a quarantine area on site.	
2.8.2	The quarantine area shall be formed using Heras fencing along with signage.	
2.8.3	Prior to removal of any pressurised container, a visual inspection is to be carried out. If there is heavy corrosion to the container then it should be left in situ and an amendment to this document will be formed to best deal with the container. Site safety hold point – Site manager/supervisor to sign _____ date _____	
2.8.4	Large dints or heavy scratches (gouging) should also be treated with caution. Containers should be carried carefully and sensitively placed down – NOT DROPPED OR THROWN.	
2.8.5	For heavy cylinders (e.g. 50ltr gas cylinder), a bottle trolley can be used to transit the cylinders to the quarantine area.	
2.8.6	For containers that are situated ‘upstairs’ then a stair crawling trolley can be used. Elevators can be used if they are still in use.	
2.8.7	**NOTE** **If extinguishers left behind are in date and, ones fitted with pressure gauges are showing in the green, then they can be left in the structure as fire points BUT must be removed prior to commencement of the mechanical demolition.** Site safety hold point – Site manager/supervisor to sign _____ date _____	

3. Removal of Plasterboard & Stud Partition Walls

3.1 Task to be undertaken using this SSW (Safe System of Work)

- The safe removal of Plasterboard
- The safe removal of Timber Stud work
- Disposal of arising

3.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

3.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- PASMA / IPAF
- Site induction

3.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D Survey
- 4 Stage Air Clearance Certificates for Licensed Asbestos Removal
- Service isolation/disconnection certificates
- Working at Height Permit
- HAVS Register
- MEWP Inspections
- MEWP Certificate
- Rescue Plan (Available in CPDP)
- Mobile Tower Inspections
- Harness Inspection
- RPE Inspections

Site safety hold point – Site manager/supervisor to sign _____

date _____

3.5 Equipment required for the task

- Crow bars / Pry bars
- Recip saws
- Suitable waste containers
- Access equipment
- Variety of hand tools
- Task lighting (on assessment)
- Wheelbarrows / wheeled bins

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3.6 PPE requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- FACE FITTED RPE - P3
- Gloves
- Hearing protection

3.7 Additional Information

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3.8 Methodology

3.8.1	Operatives using crow bars or pry bars shall prise the plasterboard from the timber framework.	
3.8.2	Where skirting boards or architrave have been removed shall expose a leading edge for the crow bars and pry bars to get behind the plasterboard to remove it.	
3.8.3	The plasterboard may break in places as it is brittle.	
3.8.4	The resulting arising shall be transited from the working area to a suitable waste container for removal from site.	
3.8.5	Plasterboard is to be kept separate from other waste streams as far as is reasonably practical.	
3.8.6	The timber stud work can now be removed. This shall be removed by operatives using Recip saws and a variety of hand tools.	
3.8.7	If the stud work is tied into brickwork, then it shall be prised away using crow bars or pry bars where possible.	
3.8.8	The resulting arising shall be transited from the working area to a suitable waste container for removal from site to a licensed waste disposal facility.	

4 Removal of Brick / Blockwork Walls

4.1 Task to be undertaken using this SSW (Safe System of Work)

- To work blockwork walls down by hand using a variety of hand tools and where necessary access equipment.

4.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

4.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- Working at Height (IPAF / PASMA)
- Site induction

4.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D Survey
- 4 Stage Air Clearance Certificates for Licensed Asbestos Removal
- Service isolation/disconnection certificates
- Working at Height Permit
- HAVS Assessment
- HAVS Register
- MEWP Certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Tower Scaffold Inspection
- Harness Inspection
- RPE Inspection

Site safety hold point – Site manager/supervisor to sign _____

date _____

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4.5 Equipment required for the task

- Hand held breakers
- Access equipment
- Variety of hand tools
- Task lighting (upon assessment)
- Suitable waste containers
- Dust suppression (garden type sprayer c/w water)
- Wheelbarrows / wheeled bins

4.6 PPE requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- FACE FITTED RPE - P3
- Gloves
- Hearing protection (on assessment)

4.7 Additional Information

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4.8 Methodology

4.8.1	The brick / blockwork wall is to be worked down on a brick-by-brick / block-by-block, course by course.	
4.8.2	Operatives using hand held breakers and/or a variety of hand tools shall work the brick / blockwork down.	
4.8.3	The brick / blockwork shall be removed by the chisel of the breaker or a bolster chisel being used on the mortar bed of the blockwork.	
4.8.4	For removal of brick / blockwork at height, access equipment shall be used – see section 3.4 for additional document requirements and the risk assessment at the end of the document for control measures.	
4.8.5	The resulting arising shall be placed into suitable waste containers for removal from site to a licensed waste disposal facility. The works shall be periodically halted to move arising that is building up from the working area.	
4.8.6	Dust from the works shall be controlled at the source by operatives dampening the working area by use of a garden type sprayer.	

5 Removal of Fluorescent Light Tubes

5.1 Task to be undertaken using this SSW (Safe System of Work)

- To safely remove and dispose of fluorescent light tubes – ensure light coffins are ordered on day one of the project.

Site safety hold point – Site manager/supervisor to sign _____

date _____

5.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

5.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- PASMA / IPAF
- Site induction

5.4 Additional documentation requirements inc. permits & registers

- Service isolation/disconnection certificates
- Working at Height Permit
- MEWP Certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Scaffold Tower Inspection
- Harness Inspection
- Emergency procedure for Broken Fluorescent Light Tubes (Incorporated within 4.7 Additional Information)

Site safety hold point – Site manager/supervisor to sign _____

date _____

5.5 Equipment required for the task

- MEWP / Mobile Access Scaffold
- Task lighting (upon assessment)
- Light coffin
- Heavy duty polythene bags
- Tape
- Rags

5.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face Fitted RPE – P3
- Gloves
- Hearing protection
- Harness and Fall Restraint

5.7 Additional Information

Emergency Procedure for Broken Fluorescent Light Tubes

- Leave the room and ventilate for 15 minutes or more
- Operatives to put on their face fitted RPE and gloves, scoop up glass shards and debris from the bulb with a dustpan (do not brush) or a stiff piece of cardboard or similar
- **Avoid creating or inhaling dust from the broken bulb**
- Don't use a vacuum or broom to clean up after a broken bulb on hard surfaces
- Place the remains in a polythene bag
- Wipe up the immediate area with a damp rag and put it in the bag as well.
- Tape the bag shut in swan neck fashion
- If the light tube has broken on a carpet or carpet tile, cut the contaminated area of carpet with a trimming knife and carefully roll the carpet up. Place this in the polythene bag. If on a carpet tile, tape of the carpet tile and remove the carpet tile. Place in the polythene bag.
- Wash your hands after finishing the clean up
- Bagged arising to be removed from site with the light coffins

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5.8	Methodology	
5.8.1	Operatives working from suitable access equipment shall firstly remove the protective cover to the light fitting.	
5.8.2	The light covers shall be transited to a suitable waste container for removal from site.	
5.8.3	With the covers removed the fluorescent tubes can now be removed. They shall be carefully removed from their fitting.	
5.8.4	The fluorescent tube shall be placed into a specialist light coffin for removal from site to a licensed waste facility.	

6 Removal of a Suspended Ceiling

6.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove the ceiling tiles of a suspended ceiling
- To remove the framework of a suspended ceiling
- Disposal of arising

6.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

6.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- PASMA / IPAF
- Site induction

6.4 Additional documentation requirements inc. permits & registers

- Service isolation/disconnection certificates
- Working at height permit
- Asbestos R&D survey
- HAVS Register
- MEWP Certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Access Tower Inspection
- Harness Inspection
- RPE Inspection

Site safety hold point – Site manager/supervisor to sign _____

date _____

SSW.RA – Soft Strip Removal Works

6.5 Equipment required for the task

- MEWP / Mobile Access Scaffold
- Recip Saw
- Variety of Hand Tools
- Suitable waste containers
- Task Lighting (on assessment)
- Wheelbarrows / wheeled bins

6.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face Fitted RPE - P3
- Gloves
- Hearing protection
- Harness and Fall Restraint

6.7 Additional Information

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6.8 Methodology

6.8.1	Operatives working from suitable access equipment shall lift out and remove the ceiling tiles.	
6.8.2	The removed tiles shall be transited to a suitable waste container for removal from site.	
6.8.3	With the ceiling tiles remove the framework of the suspended ceiling can be removed.	
6.8.4	Operatives working from suitable access equipment shall use a variety of tools to remove the framework. The wires that suspend the framework shall be carefully cut so as to progressively lower the framework.	
6.8.5	The lowered framework shall be processed and transited to a suitable waste container for removal from site.	

7 Removal of Cable

7.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove electrical cables from a structure

7.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

7.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- Working at Height (PASMA, IPAF)
- Site induction

7.4 Additional documentation requirements inc. permits & registers

- Service isolation/disconnection certificates
- Working at height permit
- Asbestos R&D survey
- MEWP Certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Access Scaffold Inspection
- Harness Inspection
- HAVS Register

Site safety hold point – Site manager/supervisor to sign _____

date _____

7.5 Equipment required for the task

- Access Equipment
- Recip saws
- Variety of Hand Tools
- Suitable waste containers
- Task Lighting (on assessment)
- Wheelbarrows / wheeled bins

SSW.RA – Soft Strip Removal Works

7.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- RPE (on assessment)
- Gloves
- Hearing protection
- Harness and Fall Restraint

7.7 Additional Information

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7.8 Methodology

7.8.1	Prior to commencement of this work, TRD must be in possession of isolation / disconnection certificates. Site safety hold point – Site manager/supervisor to sign _____ date _____	
7.8.2	Where cables are to be removed that are in close proximity to live cables then the client is to clearly identify and mark the cables for removal prior to commencement of the works. Site safety hold point – Site manager/supervisor to sign _____ date _____	
7.8.3	Operatives working from access equipment shall remove electrical cables by cutting them with a Recip saw into manageable lengths.	
7.8.4	Cables come in a variety of diameters so an on-site assessment shall have to be made with regards to the length that the cable is cut for manual handling purposes.	
7.8.5	All arising shall be placed into suitable waste containers for removal from site to a licensed waste disposal facility.	

8 Removal of Pipework & Ducting

8.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove pipework and/or ducting

8.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

8.3 Training requirements

- CCDO
- CPCS
- Asbestos Awareness
- H&S Touchscreen Test
- PASMA / IPAF
- Site induction

8.4 Additional documentation requirements inc. permits & registers

- Service isolation/disconnection certificates **including purging**
- Working at height permit
- Hot works permit and fire watch register
- Asbestos R&D survey
- HAVS Register
- MEWP Certificate
- MEWP Inspection
- Mobile Access Tower Inspection
- Harness Inspection
- RPE Inspection

Site safety hold point – Site manager/supervisor to sign _____

date _____

8.5 Equipment required for the task

- MEWP / Mobile Access Tower
- Recip saws
- Genie Lift
- Forklift
- Oxy/propane burning equipment
- Variety of Hand Tools
- Suitable waste containers
- Task Lighting (on assessment)

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8.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Gloves
- RPE (on assessment)
- Hearing protection (on assessment)
- Burning PPE – gauntlets, flame retardant overalls, face visor
- Harness and Fall Restraint

8.7 Additional Information

- If hot works are required to be used to carry out these works, then a hot works permit will be required.
- On completion of the hot works, prior to the end of the working day or during break times, a minimum of a 1-hour fire watch will be required to be undertaken. The person undertaking the fire watch at break time will take their break on completion of the fire watch or if substituted by another fire watchman.
- The exception to the 1-hour fire watch is if the hot works are to resume on completion of the break; therefore, the fire watch is only required to be undertaken for the duration of the break time (30mins?).
- All fire watches must be recorded on the fire watch register.

Site safety hold point – Site manager/supervisor to sign _____

date _____

8.8 Methodology

8.8.1	Prior to commencement of these works, any pipework / ducting that is to be removed must be identified as to its previous use, for example air, water, gas, fuel etc. Site safety hold point – Site manager/supervisor to sign _____ date _____	
8.8.2	All pipework to be removed must be confirmed as isolated/disconnected and in some cases purged or cleaned by use of a ‘pig’. The TRD site manager/supervisor must be in possession of the relevant certification relating to the pipework. Site safety hold point – Site manager/supervisor to sign _____ date _____	

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8.8.3	Any pipework that is lagged must be sampled by an asbestos surveyor prior to removal. If the lagging is identified as an asbestos containing material then it shall have to be removed first by a licensed asbestos removal contractor. Site safety hold point – Site manager/supervisor to sign _____ date _____	
8.8.4	To remove the pipework, it shall be either cut using Recip saws or oxy/propane burning equipment or be disassembled by unbolting flanges or collars by use of hand tools.	
8.8.5	If the pipe work is situated at height, then suitable access equipment shall be used to access the pipework.	
8.8.6	All arising shall be transited to a suitable waste container for removal from site.	
	Ducting Removal	
8.8.7	**The size and location will determine how the ducting shall be removed. This SSW.RA shall be amended to suit the ducting to be removed.**	

9 Removal of Windows (Glass & Frame)

9.1 Task to be undertaken using this SSW (Safe System of Work)

- To safely remove window panes and window frames

9.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

9.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- PASMA / IPAF
- Site induction

9.4 Additional documentation requirements inc. permits & registers

- Working at height permit
- Asbestos R&D survey
- HAVS register
- MEWP Certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Access Scaffold Inspection
- Harness Inspection

Site safety hold point – Site manager/supervisor to sign _____

date _____

9.5 Equipment required for the task

- Access Equipment
- Variety of Hand Tools
- Battery powered screwdriver
- Suitable waste containers
- Glass suckers
- Duct tape or Sticky Back Plastic
- Sweeping brushes, dust pans
- Wheelbarrows / wheeled bins

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9.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection – **Goggles***
- FACE FITTED RPE - P3
- Gloves – **cut 5 rated***
- Hearing protection

*Site safety hold point – Site manager/supervisor to sign _____

date _____

9.7 Additional Information

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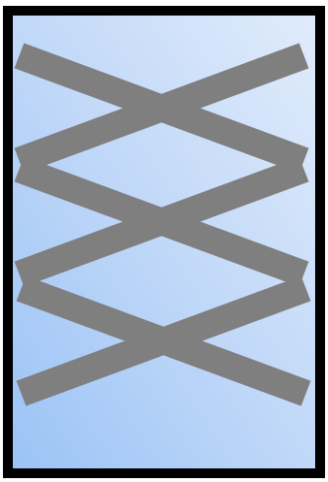
9.8 Methodology

9.8.1	Consideration of the size and/or type of glass to be removed must be taken prior to removal of the window pane.	
9.8.2	If a window pane is required to be broken to remove it then operatives shall apply duct tape in a criss-cross pattern or sticky back plastic to the pane.  Image showing a window pane taped in a criss cross pattern	
9.8.3	An operative shall strike a corner of the window pane using a hammer or suitable blunt instrument causing the pane to break. The tape / sticky back plastic shall prevent the glass from falling in an uncontrolled manner.	

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9.8.4	The arising shall be cleared up by operatives wearing cut 5 gloves and placed into suitable waste containers for removal from site.	
9.8.5	If the window pane is required to be removed whole then operatives shall use glass suckers to do this.	
9.8.6	The glass suckers shall be applied to the window pane and an operative shall take hold of the suckers.	
9.8.7	A second operative shall remove the beading of the window using a suitably sharp tool. As the beading is removed the window pane shall become free.	
9.8.8	The operative holding the suckers shall carefully remove the window pane. If the window pane is too large for one operative to handle then the second operative shall assist with the removal.	
9.8.9	With the window pane now removed, the window frame can be removed.	
9.8.10	The retaining screws to the window pane shall be removed by operatives using hand tools or battery powered screwdrivers.	
9.8.11	The window frame shall then be worked out from its location.	
9.8.12	All arising shall be transited to a suitable waste container for removal from site.	

10 Removal of Vinyl Floor Tiles, Carpet Tiles & Lino

10.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove vinyl floor tiles (Non-asbestos)
- To remove carpet floor tiles
- To remove vinyl lino
- Disposal of arising

10.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

10.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- Site induction

10.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D survey
- RPE Inspections

Site safety hold point – Site manager/supervisor to sign _____

date _____

10.5 Equipment required for the task

- Variety of Hand Tools (Long Handled Scraper)
- Trimming Knife
- Suitable waste containers
- Task Lighting (on assessment)
- Wheelbarrows / wheeled bins

10.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3
- Gloves

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10.7	Additional Information
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10.8	Methodology	
10.8.1	The blade of a hand held scraper shall be positioned between the joint of two tiles (vinyl or carpet). The scraper shall then be worked under one the tiles.	
10.8.2	As the tile begins to lift the operative can pull on the tile with his free hand whilst working the tile up with the scraper.	
10.8.3	With the first tile removed, it leaves a leading edge for the remainder of the tiles to be removed. A long handled scraper can now be used for removal of the remainder.	
10.8.4	The arising shall be transited to suitable waste containers for removal from site.	
10.8.5	To remove lino, an operative shall use a trimming knife to cut the lino.	
10.8.6	This will create a leading edge. The long-handled scraper shall be used under the leading edge to work the lino up.	
10.8.7	Once sufficient has been worked up, operatives will pull the lino back on itself to ‘peel’ the lino from the floor. Where required the long-handled scrape shall be used to assist.	
10.8.8	The arising shall be rolled up and removed from the working area to a suitable waste container for removal from site.	

SSW.RA – Soft Strip Removal Works

11 Removal of Carpets

11.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove carpets
- Disposal of arising

11.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

11.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- Site induction

11.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D survey
- RPE Inspection

Site safety hold point – Site manager/supervisor to sign _____

date _____

11.5 Equipment required for the task

- Variety of Hand Tools (Long Handled Scraper)
- Trimming Knife
- Crow Bar
- Tape or Rope or suitable alternative
- Suitable waste containers
- Task lighting (on assessment)

SSW.RA – Soft Strip Removal Works

11.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face Fitted RPE – P3
- Gloves – **Cut 5 rated***

*Site safety hold point – Site manager/supervisor to sign _____

date _____

11.7 Additional Information

-

11.8 Methodology

11.8.1	The carpet shall be lifted to one edge using hand tools such as crow bars to start the lift off. As the carpet is lifted it shall be rolled	
11.8.2	If an adhesive has been used under the carpet then scrapers maybe required to aid in the removal.	
11.8.3	Operatives shall remove carpet grippers using pry bars.	
11.8.4	If the rolls of carpet are to be removed manually from the working area then consideration shall be made to cutting the carpets into sections to make the rolls smaller.	
11.8.5	Whenever and wherever possible mechanical aids shall be used to transit the carpets.	
11.8.6	All arising shall be placed into suitable waste containers for removal from site to a licensed waste disposal facility.	

12 Removal of Sanitary Ware

12.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove sanitary installations
- Disposal of arising

12.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

12.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- Site induction

12.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D survey
- Service isolations/disconnections
- RPE Inspections

Site safety hold point – Site manager/supervisor to sign _____

date _____

12.5 Equipment required for the task

- Variety of hand tools
- Suitable waste containers
- Task lighting (on assessment)
- Wheelbarrows / wheeled bins

12.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3
- Gloves – **Standard & PVC / Rubber***
- Hearing protection

*Site safety hold point – Site manager/supervisor to sign _____

date _____

12.7 Additional Information

- If sanitaryware is heavily soiled / contaminated with human waste then an amendment will be made to this SSW.RA.

Site safety hold point – Site manager/supervisor to sign _____

date _____

12.8 Methodology

12.8.1	Checks shall be carried out to ensure that toilets are empty prior to isolation / disconnection of the water supply. Any waste is to be flushed away and then the toilet systems drained. Site safety hold point – Site manager/supervisor to sign _____ date _____	
12.8.2	Site manager/supervisor is ensure that the water has been isolated / disconnected prior to the sanitary ware being removed. Site safety hold point – Site manager/supervisor to sign _____ date _____	
12.8.3	Sanitary ware shall be removed whole wherever is possible and practical. Operatives shall use a variety of hand tools to remove the sanitary ware from its location.	
12.8.4	If the sanitary ware has to be transited a great distance to remove it from the structure then it can be carefully broken using hammers and placed into a wheelbarrows or wheeled to transport to remove the arising from the structure to a suitable waste container.	

13 Removal of Doors, Architrave & Skirting Boards

13.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove doors, architrave and skirting boards.
- Disposal of arising

13.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

13.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- Site induction

13.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D survey
- Service isolations/disconnections
- HAVS Register

*Site safety hold point – Site manager/supervisor to sign _____

date _____

13.5 Equipment required for the task

- Variety of hand tools
- Battery operated tools
- Suitable waste containers
- Task lighting on assessment
- Wheelbarrows / wheeled bins

13.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3 (on assessment)
- Gloves
- Hearing protection

SSW.RA – Soft Strip Removal Works

13.7	Additional Information	
	•	

13.8	Methodology	
13.8.1	Operatives to work in pairs and utilise chocks to support the door and prevent crushing injuries	
13.8.2	Operatives shall use pry bars or crow bars to remove the doors, architrave / skirting boards from the wall. If doors are to be retained then they shall be removed by unscrewing the hinges using a screwdriver (manual or battery).	
13.8.3	Nails that are protruding from the removed timber shall be hammered over by the operatives carrying out the removal works. Site safety hold point – Site manager/supervisor to sign _____ date _____	
13.8.4	Long lengths of removed timber will be cut down using a Recip saw for removal from the area.	
13.8.5	All the arising shall be transited from the structure to a suitable waste container for removal from site.	

14 Boarded Ceiling Removal

14.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove the ceiling boards
- To remove the framework of ceiling boards
- Disposal of arising

NOTE: If the ceiling has asbestos containing Artex to it then SSW.RA Removal of asbestos containing Artex shall be used for safe removal.

14.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

14.3 Training requirements

- CCDO
- Asbestos Awareness
- H&S Touchscreen Test
- PASMA / IPAF
- Site induction

14.4 Additional documentation requirements inc. permits & registers

- Service isolation/disconnection certificates
- Working at height permit
- Asbestos R&D survey
- MEWP certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Access Scaffold Inspection
- Harness Inspection
- RPE Inspection
- HAVS Register

Site safety hold point – Site manager/supervisor to sign _____

date _____

SSW.RA – Soft Strip Removal Works

14.5 Equipment required for the task

- MEWP / Mobile Access Scaffold
- Recip Saw
- Variety of Hand Tools
- Suitable waste containers
- Task Lighting (on assessment)
- Wheelbarrows / wheeled bins
- LEV unit
- Hand held spray units (damping down)

14.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3
- Gloves
- Hearing protection
- Harness and Fall Restraint

14.7 Additional Information

- Open windows / doors to create natural ventilation
- Introduce LEV dust extraction if required
- Further operative to carry out damping down operations to contain dust release
- Carry out environmental monitoring of the area

14.8 Methodology

14.8.1	Windows to be protected – boards could cause damage and create ejection of glazing to both operatives and others outside of the building Site safety hold point – Site manager/supervisor to sign _____ date _____	
14.8.2	Operatives working from suitable access equipment shall pan through a section of the initial board adjacent to the access / egress point and locate the fixing point/run.	
14.8.3	Splice will be inserted to the mid-point of the panel to allow a natural break to occur during removal	

SSW.RA – Soft Strip Removal Works

14.8.4	Positioned clear of the panel, operatives will be barred off the panel into the footprint of the area allowing the initial half to naturally fall at the splice point – any exposed insulation to be removed;	
14.8.5	Access equipment now to be relocated and the remaining section barred off to remove complete	
14.8.6	Nails to be hammered over (where appropriate) to prevent injury during further removal works. Site safety hold point – Site manager/supervisor to sign _____ date _____	
14.8.7	Items 13.8.3 : 13.8.6 to be repeated until all items are clear	
14.8.8	The removed arising shall be transited to a suitable waste container for removal from site.	
14.8.9	With the ceiling removed, the framework can now be removed.	
14.8.10	Operatives working from suitable access equipment shall either bar off or unscrew the framework. This will be carried out in a controlled manner ensuring matrials are dropped into a controlled drop zone	
14.8.11	The lowered framework shall be processed and transited to a suitable waste container for removal from site.	

SSW.RA – Soft Strip Removal Works

15 Lath & Plaster Removal

15.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove Lath & Plaster

15.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

15.3 Training requirements

- CCDO
- PASMA / IPAF
- Asbestos Awareness
- Site induction

15.4 Additional documentation requirements inc. permits & registers

- Permit to work at Height
- Asbestos R&D Survey
- Service Isolation / Disconnection Written Confirmation
- HAVS Register
- Daily Task Briefing
- MEWP Certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Access Scaffold Inspection
- Harness Inspection
- RPE Inspection

Site safety hold point – Site manager/supervisor to sign _____

date _____

15.5 Equipment required for the task

- MEWP / Mobile Access Scaffold
- Recip Saws
- Variety of Hand Tools
- Waste Containers

SSW.RA – Soft Strip Removal Works

15.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3
- Gloves
- Hearing protection

15.7 Additional Information

- Open windows / doors to create natural ventilation

15.8 Methodology

15.8.1	Operatives working from mobile scaffold towers to the interior of the roof shall commence to remove the lath and plaster covering to the underside of the roof structure.	
15.8.2	They will use pry bars, crow bars and mattocks to remove the plaster.	
15.8.3	Operatives undertaking this task must be wearing face fitted RPE, Goggles, gloves and disposable coveralls in addition to the minimum PPE requirements.	
15.8.4	The removed arising shall be handed down top operatives sited at floor level and progressively removed from the structure via a drop zone erected to the courtyard area.	
15.8.5	The courtyard shall be fenced off to all personnel. A banksman shall be positioned at ground level in a safe standing area under a watching brief.	
15.8.6	The banksman shall be in direct contact with the strip out team via two-way radio and shall instruct the strip out team to suspend the use of the drop zone should an unsafe situation arise.	

16 Timber Floor Removal

16.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove a timber floor – floorboards and joists, working from access equipment

16.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

16.3 Training requirements

- CCDO
- PASMA / IPAF
- Asbestos Awareness
- Site induction

16.4 Additional documentation requirements inc. permits & registers

- Permit to work at Height
- Asbestos R&D Survey
- Service Isolation / Disconnection Written Confirmation
- HAVS Register
- MEWP certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Access Scaffold Inspection
- Harness Inspection
- RPE Inspection
- Daily Task Briefing

Site safety hold point – Site manager/supervisor to sign _____

date _____

16.5 Equipment required for the task

- MEWP / Mobile Access Scaffold
- Recip Saws
- Variety of Hand Tools
- Waste Containers

SSW.RA – Soft Strip Removal Works

16.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3 – JSP Click to Fit FFP3
- Gloves
- Hearing protection

16.7 Additional Information

16.8 Methodology

16.8.1	Operatives using a variety of hand tools shall remove two to three floorboards to the floor at the furthest point from the access door to the room.	
16.8.2	The floorboards shall be removed from the room. All operatives shall leave the room and the door to the room shall be nailed/screwed shut so that it can no longer be accessed.	
16.8.3	From the floor below, a mobile scaffold tower or podium steps shall be erected by trained operatives beneath the area of where the floorboards have been removed.	
16.8.4	Using Recip saws and a variety of hand tools the operatives shall continue to remove the floorboards to the floor.	
16.8.5	The arising shall be passed down to ground level and transited from the area by operatives to a suitable waste container.	
16.8.6	This will leave the joists to remove.	
16.8.7	Operatives shall position the scaffold tower or podium beneath a joist. Sit cuts shall be made to each end of the joist using a Recip saw.	
16.8.8	The operatives shall then carefully lift the joist from its location and pass it down to operatives at ground level.	

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16.8.9	The joist shall then be removed from the area to a suitable waste container.	
16.8.10	If the joists are too heavy to be manually handled then the TRD site supervisor is to contact the H&S Manager to amend this method to an agreed method of doing the works. Site safety hold point – Site manager/supervisor to sign _____ date _____	!

17 Screed Removal

17.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove a concrete screed

17.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

17.3 Training requirements

- CCDO
- Asbestos Awareness
- Site induction

17.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D Survey
- Service Isolation / Disconnection Written Confirmation
- HAVS Register
- RPE Inspection
- Daily Task Briefing

Site safety hold point – Site manager/supervisor to sign _____

date _____

17.5 Equipment required for the task

- Hand Held Breakers
- Variety of Hand Tools
- Waste Containers

17.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3 – JSP Click to Fit FFP3
- Gloves
- Hearing protection

17.7 Additional Information

17.8 Methodology

17.8.1	Operatives using hand held breakers shall remove the screed from the floor.	
17.8.2	The chisel of the breaker shall be used to initially cause a fracture in the screed to leave a leading edge.	
17.8.3	The chisel of the breaker will then be used to lift the screed from the floor.	
17.8.4	The resulting arising shall be cleared into wheelbarrows / wheeled bins and removed from the building by either the scaffold waste chute, directly into a waste container or via the scaffold hoist and then into a waste container.	

18 Ceramic Tile Removal

18.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove ceramic wall and floor tiles

18.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

18.3 Training requirements

- CCDO
- Asbestos Awareness
- Site induction

18.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D Survey
- Service Isolation / Disconnection Written Confirmation
- HAVS Register
- RPE Inspection
- MEWP Certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Access Scaffold Inspection
- Harness Inspection
- Daily Task Briefing

Site safety hold point – Site manager/supervisor to sign _____

date _____

18.5 Equipment required for the task

- MEWP / Mobile Access Scaffold
- Hand Held Breakers
- Variety of Hand Tools
- Waste Containers

SSW.RA – Soft Strip Removal Works

18.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3
- Gloves – Cut 5 Level*
- Hearing protection
- Harness and fall restraint

*Site safety hold point – Site manager/supervisor to sign _____

date _____

18.7 Additional Information

18.8 Methodology

18.8.1	Using a hammer and chisel, a tile shall be broken out to create a leading edge.	
18.8.2	Using a crow bar or handheld breaker with a flat chisel, the tiles shall be removed	
18.8.3	Where tiles are to be removed at high level, access equipment shall be utilised. The tiles shall be removed from the top down.	
18.8.4	The working area will be deemed an exclusion zone, formed using temporary fencing or barrier tape, due to the falling materials.	
18.8.5	All arising shall be removed from the working area to a suitable waste container for removal from site.	

19 Removal of Air Conditioning Units

19.1 Task to be undertaken using this SSW (Safe System of Work)

- To remove air conditioning units

19.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

19.3 Training requirements

- CCDO
- Asbestos Awareness
- Site induction

19.4 Additional documentation requirements inc. permits & registers

- Asbestos R&D Survey
- Service Isolation / Disconnection Written Confirmation – De-gassing of the Units
- HAVS Register
- RPE Inspection
- MEWP Certificate
- MEWP Inspection
- Rescue Plan (in CPDP)
- Mobile Access Scaffold Inspection
- Harness Inspection
- Daily Task Briefing

Site safety hold point – Site manager/supervisor to sign _____

date _____

19.5 Equipment required for the task

- MEWP / Mobile Access Scaffold
- Hand Held Breakers
- Variety of Hand Tools
- Waste Containers

SSW.RA – Soft Strip Removal Works

19.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3
- Gloves – Cut 5 Level*
- Hearing protection
- Harness and fall restraint

*Site safety hold point – Site manager/supervisor to sign _____

date _____

19.7 Additional Information

19.8 Methodology

19.8.1	Confirmation that the power to the units has been isolated / disconnected and that the units have been de-gassed. Site safety hold point – Site manager/supervisor to sign _____ date _____	
19.8.2	The methodology of removal will depend on the size and location of the air conditioning units. Once this information is obtained the methodology can be formed.	
19.8.3		
19.8.4		
19.8.5		

20 Formation of a Drop Zone

20.1 Task to be undertaken using this SSW (Safe System of Work)

- To form and use a drop zone for the removal of arising from a structure 1st floor and above.

20.2 Personnel required for the works

- Site Manager / Supervisor
- Demolition Operatives

20.3 Training requirements

- CCDO
- Site induction

20.4 Additional documentation requirements inc. permits & registers

- Daily Task Briefing

Site safety hold point – Site manager/supervisor to sign _____

date _____

20.5 Equipment required for the task

- Heras Fencing
- Two-Way Radio
- Waste Containers
- Polythene Bags & Tape
- Edge Protection (TBC – required if window ledge below 950mm)

20.6 PPE Requirements

- Hard Hat
- Hi-vis clothing (vest as a minimum)
- S3 safety boots
- Safety eye protection
- Face fitted RPE - P3
- Gloves
- Hearing protection

20.7	Additional Information	
20.8	**Methodology**	
20.8.1	The drop zone shall be sited so that it causes no apparent risk to members of the public or other contractors working on site. Site safety hold point – Site manager/supervisor to sign _____ date _____	
20.8.2	An exclusion zone shall be erected using Heras fencing around the drop zone area.	
20.8.3	Safety and warning signs shall be posted to the fencing warning people of the dangers.	
20.8.4	A waste container shall be positioned into the exclusion zone. The Heras fencing should not be placed tight to waste container. A minimum distance of two metres should be used around the waste container when depositing arising from the first floor.	
20.8.5	If arising is to be deposited from 2nd and 3rd floors, then the exclusion zone will be required to be made greater. Discuss this with the TRD H&S manager before proceeding, the area will be reviewed, and an amendment will be made to this document. Site safety hold point – Site manager/supervisor to sign _____ date _____	
20.8.6	A banksman shall be deployed to the exterior of the exclusion zone fencing, under a watching brief for any unsafe situation arising. The banksman shall be in direct contact with operatives that are depositing waste into the drop zone via two-way radio.	
20.8.7	Should any unsafe situation arise then the banksman shall instruct the operatives to temporarily suspend the use of the drop zone area until the unsafe situation has been resolved or removed.	
20.8.8	The works shall only recommence on the instruction of the banksman.	
20.8.9	If the drop zone is located in an open area, then any ‘flyable’ materials shall be placed into suitable polythene bags and taped shut prior to being placed into the drop zone area.	

20.8.10	If the height from the floor to the bottom of the opening used as the drop zone depositing area is less than 950mm, then edge protection shall be required to be installed prior to use of the opening. This can be in the form of scaffolding, temporary fencing or even substantial timber batons secured to the walls.	
20.8.11	The edge protection will require to be inspected continually to ensure of its suitability. Any defects are to be reported immediately to the TRD site manager / supervisor and the use of the drop zone suspended until the edge protection is replaced or sufficiently repaired.	

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Acknowledgement of Operatives		
I, the undersigned, acknowledge that I have read and been briefed upon this safe system of work and the relevant risk assessments, that I understand what I am being asked to do and confirm that I will comply with all the requirements communicated to me		
Name	**Date**	**Signed**

Amendment to the Safe System of Work	
Amended by	
Signed	
Date	
Remember – your amendment to the safe system of work could result in additional risks being added to the works that are not covered in the risk assessment – control measures for these new risks must be recorded and implemented.	

Amendment

SSW.RA – Soft Strip Removal Works

Acknowledgement of Operatives for Amendment		
I, the undersigned, acknowledge that I have read and been briefed upon the amendments to this safe system of work and the relevant risk assessments, that I understand what I am being asked to do and confirm that I will comply with all the requirements communicated to me		
Name	**Date**	**Signed**

SSW – Soft Strip Removal Works

Risk Assessment Calculation Guide

Likelihood Rating (L)						
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Hazard Potential (HP)				

DEFINITIONS:
A hazard is something with the potential to cause harm to someone or something. This could include damage or adverse health effects. **Each Hazard will be given a number to define its Hazard Potential (HP).**
Risk is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard. This also includes something being damaged from exposure to a hazard. **Each Risk will be given a number to define its Likelihood Rating (L).**
When the **HP** is multiplied by the **L** this gives you a **Risk Rating Score (R)**

Likelihood Rating (L)			Hazard Potential (HP)
5	1/10	**Probable**	5 – **Catastrophic** - Serious Injury, Multiple Persons Injured, Permanent Incapacity, Fatality
4	1/100	**Likely**	4 – **Major** - Multiple Injuries, Long-term Incapacity, Disability, Absent from Work 7+ Days
3	1/1000	**Possible**	3 – **Moderate** – Sprain, Strain, Ill Health, Absent from Work for 3+ days but less than 7 Days
2	1/10,000	**Unlikely**	2 – **Minor** – Cuts, Bruises, Illness (fainting) requiring First Aid – No Absence from Work
1	1/1,000,000	**Extremely Unlikely**	1 – **Insignificant** – Minor Injury not Requiring First Aid Treatment.

Risk Rating (R)			
1 – 4	Low Risk		Acceptable, continue to monitor and implement current control measures – continue to review!
6 - 12	Medium Risk		Continue but look to introduce additional control measures to further reduce the risk as far as is reasonably practicable.
15.- 25	High Risk		**DO NOT Start the works!** Introduce additional controls to reduce the risk from the hazard to a medium risk or, preferably, a low risk.

SSW – Soft Strip Removal Works

Risk Assessment – Soft Strip

Key: L = Likelihood HP = Hazard Potential R = Risk Rating
5 = High 1 = Low (Based on a 5x5 Matrix) – The higher the number the greater the severity

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
1	Soft Strip Works	Manual Handling	Employees	3	4	12	• Operatives to be trained in manual handling • Mechanical aids used wherever possible • Transit routes to be clear of trip hazards and as short as is possible. • For large items, 'buddy up'. • Use T.I.L.E to assess the lift (Task, Individual, Load, Environment) • TRD Manual Handling Assessment	1	4	4
2		Dust	Employees	5	4	20	• TRD operatives to be face fitted for RPE • Dust suppression or extraction to be used where practicable • Eye protection to be worn • Working area to be well ventilated whenever and wherever possible. • Working areas to be dampened down using a light water spray from a garden type pump spray or adjustable nozzle to a hose pipe.	1	4	4

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
3	Soft Strip Working at Height	Mobile access scaffold	Employees	4	5	20	• Mobile access scaffold should only be erected by suitably competent, trained persons (PASMA). Likewise, inspections should only be carried out by those trained in the regulations, safe construction and codes of practice involved in mobile access scaffold erection. • Check that it is vertical and square and that the horizontal braces and platforms are level. • Check outriggers or stabilisers are correctly positioned and secured. • Check that all baseplates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked. • Check that all the spigot and socket joint locks holding the frames together are secured. • Check that all the bracing members have been located exactly in accordance with the instructions in the supplier's manual. • Check that all guardrails and toe boards are in position as required. • Check that all access stairways and ladders are in position and are firmly located. • Check that the base to height of platform ratio does not exceed 1.3 when working externally; or at a ratio of 1:3.5 when working internally. • During use, the mobile access scaffold should be kept in good order. A competent person should inspect the tower regularly to see that the structure has not been altered in any way. Should parts become lost or damaged, they must be replaced before the tower is used again. Any mobile tower that is erected for more than a week should undergo a formal weekly inspection by a competent person, with the results entered in the temporary works register.	1	5	5

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R

4	Soft Strip Working at Height	Podium steps	Employees	5	5	25	• Podiums should only be erected by suitably competent persons who have had training to erect them (PASMA). Users should be aware of the dangers of working at height and from instability caused by over-reaching outside the work platform.
							• After a podium has been erected, the following checks should be made before it is used:
							  • Check that it is vertical and square and platforms are level.
							  • Check that all castor wheels are fully in contact with the ground. All castors should be properly locked.
							  • Check that all the joints holding the frames together are secured.
							  • Check that all guardrails and toe boards are in position as required.
							  • Check that all access stairways are firmly located.
							• Should any parts become lost or damaged, they must be replaced before the podium is used again.
							
							N.B. Podiums must only be used as a work platform if
							• They are not placed in a situation where they block access for others.
							• The equipment is fully built with a barriered platform and toe board and the platform is fully enclosed and secured before work starts.
							• The operative remains within the work platform enclosure and does not attempt to over-reach or stretch outside the confines of the platform which could result in instability.
							• The wheel locks are properly secured
								1	5	5

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
5	Soft Strip Working at Height	MEWPs	Employees	5	5	25	• Operatives should be trained (IPAF) and competent for the use of any mobile access equipment with copies of training certificates held on site. • Plant and machinery statutory test and examination certificates to be held on site. • Safe working load should be marked on the equipment and never exceeded during operation. • Ensure working platform is suitably guarded with rails and perimeter toe board to prevent falls from height and falling objects. • Operatives to only access working platform when lift platform is fully lowered. Always lower work platform fully before moving the platform to another location. • Exclusion zone to be formed around the MEWP using temporary fencing or barrier tape. • Only required personnel to be in the exclusion zone. • Keep equipment on firm solid ground and away from unprotected edges on floor. If necessary, use MEWPs fitted with stabilisers to ensure greater stability. • Harnesses, attached to the lift basket anchor point, should be worn at all times when working from a cherry picker. • MEWP Rescue plan included in the TRD CPDP. • Do not locate in access routes. • MEWP pre-use inspection to be carried out. Pre-use Checks. • Prior to any operative entering the man-riding basket of the MEWP it shall be operated using the ground controls to ensure that they work. An operative who is trained and authorised to operate the cherry picker shall be deployed at ground level in case of an emergency situation arising and the ground controls require to be operated.	1	5	5

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R

6	Soft Strip Works	Use of Hand Tools & Power Tools	Employees	4	4	16	• Operatives to be trained in use of equipment (where training is available).
							• Tools to be inspected prior to first use.
							• Tools to be maintained.
							• Broken / damaged tools to be taken out of use.
							• Services to be disconnected prior to commencement.
							• HAVS –
							  ○ Usage times to be obtained
							  ○ HAVS register to be completed
							  ○ Task to be shared between operatives to reduced HAVS
							• PPE
							  ○ Eye protection to be worn
							  ○ Gloves to be worn – type determined by task
							• Face fitted P3 RPE to be worn for dust omitting tasks (cutting, drilling etc.)
								1	4	4

7		Noise	Employees	4	4	16	• Exclusion zone to be formed around noisy operations. • Hearing protection to be provided for persons working in or closely to noisy operations. (noise levels greater than 80dB(A)) • Work to be rotated between operatives where possible. • TRD Noise Assessment Handbook to be used to identify the controls and level of hearing protection required for each task.	1	4	4
8		Slips, Trips and Falls	Employees	4	4	16	• Transit routes to be kept clear at all times • Arising to be cleared away as it is created • If arising cannot be cleared away as it is created then stockpiles to be created thoughtfully, ensuring clear transit routes are maintained • Working area to be well lit	1	4	4

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
9	Soft Strip Works	Fluorescent Tubes (inc sharp edges)	Employees	4	4	16	• Fluorescent tubes to be removed whole – DO NOT break to remove • Tubes to be placed into a light tube coffin, collected by specialist hazardous waste removal contractor. • Broken tubes – ○ Ventilate the area, leave area for 10-15mins ○ Operatives to wear cut resistant gloves, eye protection and RPE ○ Dampen breakage with a garden type sprayer or low charged hose ○ Use a scraper to scrape the waste onto a shovel/dust pan. ○ Place waste into a polythene bag, wipe the floor the floor with paper towels and place into the bag. ○ Tape the bag shut. ○ Bag to be removed from site by a specialist hazardous waste removal contractor	1	4	4
10		Falling Materials	Employees	4	5	20	• Exclusion zone to be formed to the working area. • Only permitted personnel to be in the working area. • Hard hats to be worn at all times. • Safe system of work formed for the works • Structural assessments at site level to be undertaken prior to commencement	1	5	5
11		Sharp Edges	Employees	4	3	12	• Cut resistant gloves to be provided when working with sharp edged materials (glass, metal etc.) • Long sleeve clothing to be worn so skin is not exposed. • Kevlar sleeves can be provided, particularly in hot conditions • Broken glass to be cleared away immediately and shards removed from framing of windows and doors. • If sharp edges cannot be removed make them safe by placing tape or foam roll over them or even boarding over them. • Cuts to be treated by a first aider - cleaned and covered (plasters, bandages). Information to be recorded in the accident book and incident report to be completed.	1	3	3

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
12	Soft Strip Works	Contact with live services	Employees	5	5	25	• Isolations / disconnections to be in place prior to commencement • Services to remain live are to be clearly marked • Service plans to be obtained • Operatives to observe open ends before cutting the cable • If you are unsure – stop and ask the question.	1	5	5
13		Disease	Employees	3	4	12	• Practice good hygiene. Wash hands with warm water and soap prior to any food, drink, rest, smoking and toilet breaks • If you feel unwell after carrying out these soft strip works visit your GP and tell them what you have been doing. • Some degree of contamination will exist in any existing premises. The pre-construction info (if provided) shall be reviewed to help identify any areas of contamination. • These could cause health problems, if there is inadequate protection against exposure. To overcome the harmful effects of any contaminants on existing surfaces, the following should apply:- ○ Minimise contact between humans and contaminated area. ○ Use mechanical means where possible to work on and move contaminated surfaces. ○ Use PPE to protect operatives, including protective overalls and gloves. ○ Thorough washing and cleaning procedures should be followed for humans, equipment and plant. ○ Clean surfaces in the welfare facilities after use.	1	4	4

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
14	Soft Strip Works	Plant Operations (Skid Steer, Demo Rigs, Telehandler etc.)	Employees, 3rd Parties,	4	5	20	• Plant to be certified as fit for use. • Plant and machinery statutory test and examination certificates to be held on site. • Daily inspections to be carried out and recorded (Fleetcheck, plant inspection book) • Operatives to be trained and authorised to use plant and equipment. • Exclusion zones to be formed around plant operations. • Only required personnel to be working in the plant operations exclusion zone AND with the plant operator's knowledge and permission. • Persons working in exclusion zones to be wearing hi-vis clothing and in vision of plant operators. • Refuelling to take place in dedicated refuelling areas with firefighting equipment, spill kits and drip trays/bunds. • When not in use, plant and equipment is to be isolated and any keys removed. • At the end of the working day plant and equipment is to be isolated, secured and any keys removed.	1	5	5

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R

15	Soft Strip Works	Asbestos	Employees, 3rd Parties, Environment.	5	5	25	• Asbestos R&D Surveys to be carried out and available for all structures that are to be worked on.
							• All asbestos containing materials to be identified using the traffic light system.
							• Any areas that could not be accessed at the time of the survey are to be surveyed prior to being worked on.
							• Where possible asbestos containing materials are to be removed first. Where this is not possible the location of the asbestos containing materials are to be identified and briefed to operatives working in this area.
							• All TRD operational staff are asbestos awareness trained.
							• Emergency procedures are to be briefed to all operational staff during the site inductions.
							• Asbestos containing materials are to be removed under controlled conditions by trained and authorised personnel.
							• **If a material thought to be asbestos is found during normal contract work, work must cease until one of the following has been achieved:-**
							  • The asbestos is removed using controlled stripping techniques by a licensed contractor and the area certified as clear of asbestos.
							  or
							  • The material is encapsulated by a licensed contractor and the area certified as safe for contractors to work in without having exposure to asbestos.
							  or
							  • The material thought to be asbestos is verified as non-asbestos by proper analysis. In such cases it may still be necessary to take additional precautions such as respiratory, body and eye protection as determined by the COSHH risk assessment for that material.
							  or
							  • If the material is verified as asbestos and is in good condition and can remain undisturbed, a safe working method can be devised whereby the contractor does not need to come into
								1	5	5

							contact with or disturb the material. In such cases there must be a clear marking of the asbestos material and a thorough briefing of asbestos hazards and the safe working methods to be used to the operatives. or • If the material is low level asbestos and outside the licensing regulations, it can be worked on using an approved method. If so, a prescribed method of working as per HSE guidance (HSG 210) will be used to work with the material.			

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
16	Soft Strip Works	Hot Works Oxy / Propane	Employee's, 3rd Parties, Structures, Environment	5	5	25	• Hot works permit to be issued, • Two-hour fire watch to be completed upon completion, • firefighting equipment to be available in close proximity to working area, • Operatives to wear fire retardant PPE. • Equipment to be thoroughly inspected prior to commencement. • Working area to be dampened down, • Heat / Fire Protection to be used if required on assessment. • Equipment to be stored safely and securely. • Prior to the use of oxy/propane burning/cutting equipment a leak detection test shall be performed. • Any faulty/damaged equipment shall be repaired or replaced prior to the work commencing. If any equipment has been repaired or replaced then the leak detection test shall be repeated. • Only a purpose bought leak detection spray shall be used to carry out a leak detection test, soapy water is not to be used. • PTFE tape shall not be used to repair any leaks on oxygen cylinders or equipment as it is combustible. • Oxy Propane cylinders must be protected and kept clean at all times. • Hoses at the point of connection should be armoured. • Gas bottles should be used only in a secure upright position with a flash back arrestor. • A suitable fire extinguisher or a charged hose should be available for immediate use. • Torches are to be lit for as short a time as possible before use and extinguished immediately after use. • No lighted torches must be left unattended. • When leaving the site / working area, cylinders must be isolated at the valve and returned to the storage area.	1	5	5

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
17	Soft Strip Works	Hot Works Abrasive Wheel	Employee's, 3rd Parties, Structures, Environment	5	5	25	• Hot works permit to be issued, • Two-hour fire watch to be completed upon completion, • Firefighting equipment to be available in close proximity to working area, • Equipment to be thoroughly inspected prior to commencement. • Working area to be dampened down if flammable materials present cannot be removed, • Heat / Fire Protection to be used if required on assessment, again if flammable materials cannot be removed. • Operatives to have abrasive wheel training.	1	5	5
18		Human waste	Employee's,	5	5	25	• Drug users bottle their urine to drink as this is a way of getting the drugs back in their system. Any bottled fluids found in derelict buildings should not be opened, sniffed or emptied. • If human waste (faeces and urine are evident in buildings then it shall be treated the same as animal faeces or asbestos. • Operatives are to wear disposable coveralls, safety wellingtons, face fitted RPE, protective eyewear and either PVC or rubber gloves. • The 'waste' is to be removed using shovels and placed into thick polythene bags. • The bags are to be tied off and taped shut using duct tape in a swan neck fashion. • The area that has been cleaned shall be sprayed with a disinfectant from either a trigger bottle or garden type sprayer – this will require a COSHH assessment to be in place. • Disposable coveralls are to be removed so they are inside out and they too shall be placed into thick polythene bags. • Operatives are to follow good personal hygiene. They shall wash their hands prior to any food/drink, smoking/vaping or toilet breaks. • Should any operative begin to feel unwell or feel unwell weeks after working with human waste they must contact their GP and inform them of the works they are or have been undertaking?	1	5	5

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
19	Soft Strip Works	Poor Light	Employees	3	4	12	• The working area to be assessed • Task light to be put in place • 110v lighting to be used • Poor light is not only low light but also bright light such sunshine. • Poorly lit areas (low light) are to be illuminated using task lighting • Cables from task lighting are to be hung from the floor to prevent trip hazards. • Hung cables should be hung thoughtfully i.e. at high level or against walls so that operatives do not have to bend down or manoeuvre around them. • If the cables cannot be hung then they should be placed against walls or covered over to prevent tripping. • For high levels of light (e.g. sunshine) operatives should be provided with safety sunglasses, particularly machine operators. • Machine operators are permitted to remove their hi-vis vests in the cabs of their machines as they can cause glare on the windscreen. The vest must be put back on before leaving the cab of the machine. • Where machine operatives leave a low light area into a high light area (and vice versa) then yellow lens safety glasses can be worn or the machine operator must stop once they leave one area and enter another until their eyes have become accustomed to the light level. • Machine operations must be segregated from pedestrian walk ways. • Speed limits to be put in place	1	4	4

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
20	Soft Strip Works	Drug Paraphernalia – Hypodermic Needles	Employees	5	5	25	• Any building or structure shall be surveyed by the TRD operations department during pre-start site visits and also by the TRD site manager/supervisor prior to putting men to work in the building or structure. • If evidence is found of needles/sharps then a safe system of work shall be formed to accommodate this. • Operatives shall wear puncture resistance gloves during the strip out/clean up works. • Litter pickers shall be used to pick up hypodermic needles and place them into sharp boxes or alternatively; • They shall use shovels and brushes to pick up waste and place it into either wheel barrows or wheeled bins to remove them from the building and then into suitable waste containers. • No operative shall use their hands to pick up waste materials.	1	5	5
21		Waste Removal	Employees	5	4	20	• Waste will be recycled where possible. Waste to be segregated in different material streams. • Waste to be sent to a licensed recycling / disposal facility • Plant loading waste to be certified as fit for use • Waste loading area to be deemed an exclusion zone • Waste removal from site will be strictly controlled. • All movement of waste from site will be recorded. • All waste on site will be stored to prevent spread either by placing it directly into containers or creating stockpile areas.	1	4	4
22		Pressurised Containers	Employees, 3rd Parties	5	5	25	• All pressurised containers are to be removed from the structure and placed into a quarantine area on site. • Pressurised containers that are heavily corroded, dinted and/or gorged are to be assessed prior to removal. Contact the H&S Manager for further guidance • Use cylinder trolley's to manoeuvre large containers from structures. • Use stair trolley's to remove containers from first floor and above.	1	5	5

SSW – Soft Strip Removal Works

Ref	Activity Being Undertaken	Hazard	Who May be Harmed	Risk Rating			Control Measure	New Risk Rating (Residual)		
				L	HP	R		L	HP	R
23	Soft Strip Works	Batteries and Charging of Batteries for Battery Operated Tools	Employees, 3rd Parties, Environment, Structures	3	5	15	• Charge in a dry, cool and well-ventilated place. • Only charge batteries whilst you are present on site – DO NOT charge overnight. • Keep battery handling / charging areas free from flammable or combustible materials, and free from sharp objects that may puncture battery cells. • Always use the charger that came with the device or from a reputable supplier. • Do not place the charger or its lead in transit routes. • Use only batteries that are provided with the tool or, if a replacement battery, it must be purchased from a reputable supplier. • Visual inspection of the tool and its battery to be carried out prior to use. • DO NOT use damaged batteries. Report and return damaged batteries to your supervisor who will arrange for their replacement and suitable disposal. • Provide smoke detection in areas where batteries are being charged (ideally a combined smoke & carbon monoxide (CO) detector). EMC cabins used by TRD on most of their sites are fitted with smoke / CO detectors. • Avoid storing in areas of excessive heat and humidity. • Avoid placing batteries in direct sunlight. • Once the battery is fully charged remove from the charger. • Ensure firefighting equipment (Co2 extinguisher) is in proximity to the area where batteries are being charged. • EWC Code for disposal of batteries is 20 01 33 – Absolute Hazardous.	1	5	5