

CONSTRUCTION PHASE / DEMOLITION PLAN

WORKS TITLE	Demolition Works
LOCATION	Portal Building, Site 13B, Sherwood Park, Annesley, Nottingham. NG15 0DR
	
CLIENT	On Behalf Of
	
PROJECT NO.	744

Prepared by	Phil Stevenson MIDE	Date	15.01.2025	Signed	
Approved by	Ewan Cross	Date	15.01.2025	Signed	
Issue Status	Issue One	Issue Two	Issue Three	Issue Four	
	15.01.2025				
	Issue Five	Issue Six	Issue Seven	Issue Eight	

Copy 1	Project File		Copy 3	Client	
Copy 2	Site		Copy 4	Principal Designer	

REVISIONS ARE IDENTIFIED BY A VERTICAL LINE TO THE RIGHT OF THE AMENDED/ADDED TEXT

ALL PERSONNEL MUST RECEIVE INDUCTION RELATING TO THIS DOCUMENT BEFORE
STARTING WORK

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INTRODUCTION

This Construction Phase & Demolition Plan (CPP) is generated in accordance with the requirements of the Construction (Design and Management) Regulations 2015, hereafter called '**CDM 2015**', specifically Regulation 12 and Appendix 3, and BS 6187:2011 Code of practice for full and partial demolition, specifically 5.2.2.4; Section 3.0 details the overall control measures for specific site risks as detailed in CDM 2015, specifically Schedule 3 – '*Work involving particular risks*'.

The CPP sets out our arrangements for securing health and safety during the demolition (construction) works period; generation of the CPP has involved input from various parties, including the Client, Principal Designer and other Contractors, as appropriate.

The CPP is a 'live' document, throughout the project the CPP will be reviewed, updated and revised/developed from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety; this revision/development will be by generation of appropriate Method Statements and related assessments (RAMS), including necessary change control.

RAMS will generally be in accordance with the requirements of BS 6187, specifically 5.2.3 and 5.2.4; each RAMS will address the particular needs of the work activities and detail the planned sequences and methods of demolition works.

RAMS will be prepared in such a way that they enable supervisors and managers to ensure that persons on site are made aware of how the work is to be carried out, including the sequence of operations, plant and types of equipment and personal protective equipment (PPE) to be used and the precautions to be taken, as appropriate.

RAMS will be succinct, follow a logical order, be easy to understand and form a single document, this may include site plans, annotated diagrams, permit to work requirements and programme/sequence for the work, to clearly communicate to those carrying out the work on site what is required.

RAMS will be easy to understand, and agreed by and known to all levels of management and supervision and will be regarded as live documents to be modified as required to cater for planned changes in systems of work; repetitive tasks may be covered by standard sheets, but critical activities will be specified in full.

Induction for this CPP will be delivered to all personnel working on the Site, both Company and sub-contractor as part of the Site Induction; all Company personnel will receive task specific RAMS induction for all work activities in which they are involved, this induction will be recorded onto the RAMS Induction Record.

KEY



The red exclamation mark indicates a site safety hold point, if this cannot be signed then the works affected by this hold point cannot continue until the action referring to the hold point has been completed.
Exemptions to this are only via written permission from the Contracts Director and the Health & Safety Manager and by an addendum being formed to the safe system of work and risk assessment.



This symbol means there is an important action to be completed by the site supervisor.

1. DESCRIPTION OF THE WORKS

1.1	DESCRIPTION OF THE PROJECT;
1.1.1	Demolition of site 13b structure down to ground level. The works include soft stripping the structure, mechanical demolition and substructure removal. The brick and concrete arising will be crushed to 6f2 grade material and used to backfill voids and level the former footprint of the building. Any surplus crushed material will be removed from site. All other arising will be segregated into material type and placed into suitable waste containers for removal from site to a licensed waste recycling facility. There is no asbestos survey for this structure due to the building being built post 2000.
1.1.2	1. Site Set Up (Fencing, Welfare, Signage, Initial Inductions etc.) 2. Soft Strip 3. Structural Demolition 4. Substructure Demolition 5. Crushing 6. Waste Removal
1.1.3	Refer to Client provided scope/BOQ documents

1.2	LOCATION OF THE PROJECT
1.2.1	Portal Building, Site 13B, Sherwood Park, Annesley, Nottingham. NG15 0DR
1.2.2	
1.2.3	Location is also detailed on the F10 (Appendix A)

1.3	PROGRAMME OF WORKS
1.3.1	The commencement and duration of these works shall be detailed on the site programme.
1.3.2	Commence: 16.01.2025
1.3.3	Complete/Duration: 10 weeks
1.3.4	The site working hours are most likely: Monday to Friday 07.30am to 17.00pm Saturday 08.00am to 13.00pm ➤ Exceptionally, consent for work outside these hours may be given after consultation with Principal Designer / Project Manager or Local Authority. ➤ No noisy operations will be permitted to start prior to 8.00am

1.4	ADJACENT LAND USE/SITE NEIGHBOURHOOD
1.4.1	The information supplied by the Client and Site assessment will identify the use of adjacent and any other potential issues within the Site neighbourhood. This is especially critical when working within a 'live' workplace environment, ie Client operations are being carried out adjacent to the demolition area(s). The adjacent land use/site neighbourhood is:- Industrial – be aware of deliveries incl. HGV movements; peak traffic periods; General public movements; employee movements; Demolition methodologies will take cognisance of the adjacent land use/Site neighbourhood.
1.4.2	Google Map showing surrounding environment: 

2. PROJECT DIRECTORY

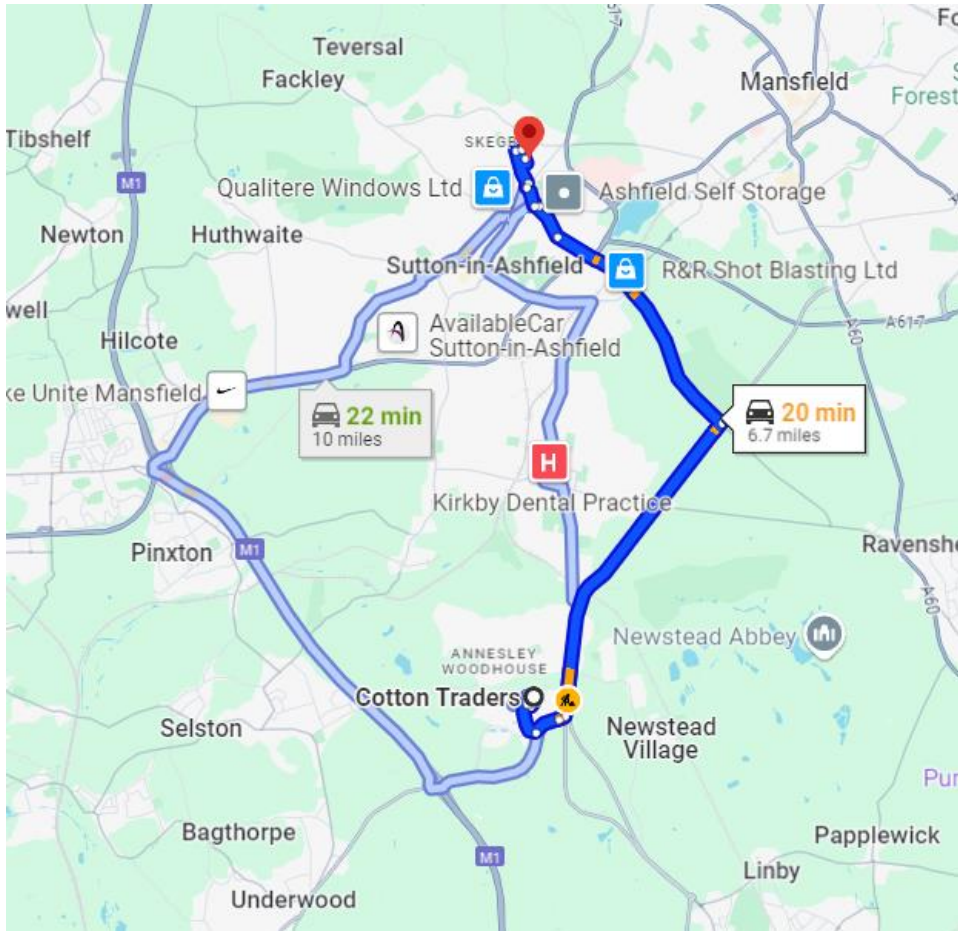
2.1	CLIENT
Name	Portal Limited
Address	Head Office Address Portal Head Office Chantry House High Street Coleshill Birmingham B46 3BP
Contact 1	Derek Clogg – Managing Director
Tel No.	
Mobile	07909 682511
Email	derek.clogg@portalgroup.uk.com
Contact 2	Mike Tracey - Director
Tel No.	
Mobile	07768 706401
Email	miketracey@cannock.co.uk

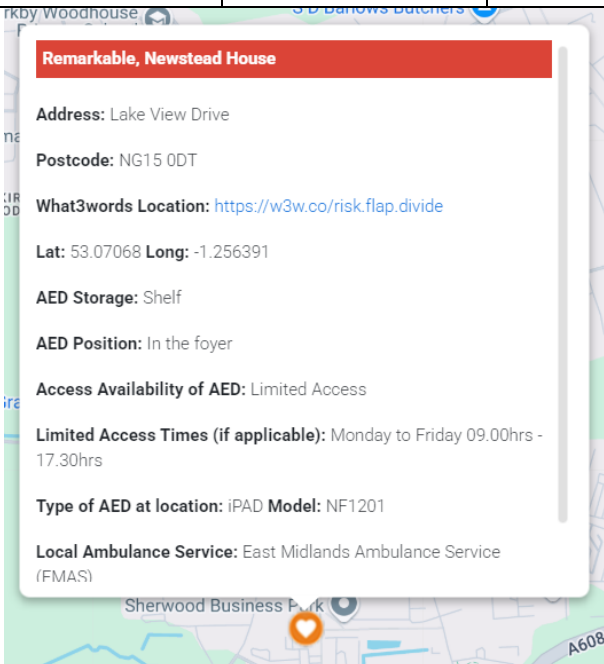
2.2	PRINCIPAL DESIGNER
Name	TBC
Address	
Contact 1	
Tel No.	
Mobile	
Email	
Contact 2	
Tel No.	
Mobile	
Email	

2.3	PRINCIPAL CONTRACTOR		
Name	Total Reclaims Demolition Ltd		
Address	Melvyn Robert House, Baker Brook Ind. Est. Wigwam Lane, Hucknall, Nottingham. NG15 7SZ		
Contact 1	Melvyn Cross MIDE		
Tel No.	0115 9632009		
Mobile	07764 778319		
Email	melvyn@totalreclaims.co.uk		
Contact 2	Martin Cross		
Tel No.	0115 9632009		
Mobile	07971 850260		
Email	martin@totalreclaims.co.uk		

2.4	TRD PRIME PERSONNEL		
Managing Director	Melvyn Cross MIDE	Tel:	07764 778 319
Contract Director	Gary Cross MIDE	Tel:	07970 761180
Contract Director	Martin Cross	Tel:	07971 850260
Quality Manager	Stella Wright FIDE	Tel:	07967 101987
H&S Manager	Phil Stevenson	Tel:	07817 598162
Site Manager / Supervisor	Steven Cross	Tel:	07764 778323
First Aider	Site Manager / Supervisor	Tel:	
Fire - Responsible Person (Fire Safety)¹	Site Manager / Supervisor	Tel:	
Fire - Marshall¹	Site Manager / Supervisor	Tel:	
Temporary Works Co-ordinator	Stephen Fisher	Tel:	07976 023 417
Temporary Works Supervisor¹	Site Manager / Supervisor	Tel:	
¹ Responsibilities assumed by Site Supervisor			

2.5	OTHERS			
Local Council – Building Control	Erewash Borough Council Building Control		Tel:	0115 907 2240
	Contact	N/A	Email	N/A
HSE Office	<u>Kingsley Dunham Centre, Nicker Hill, Keyworth, Nottingham</u>		Tel:	0300 003 1747
	Contact	N/A	Website	http://www.hse.gov.uk/contact/maps/index.htm

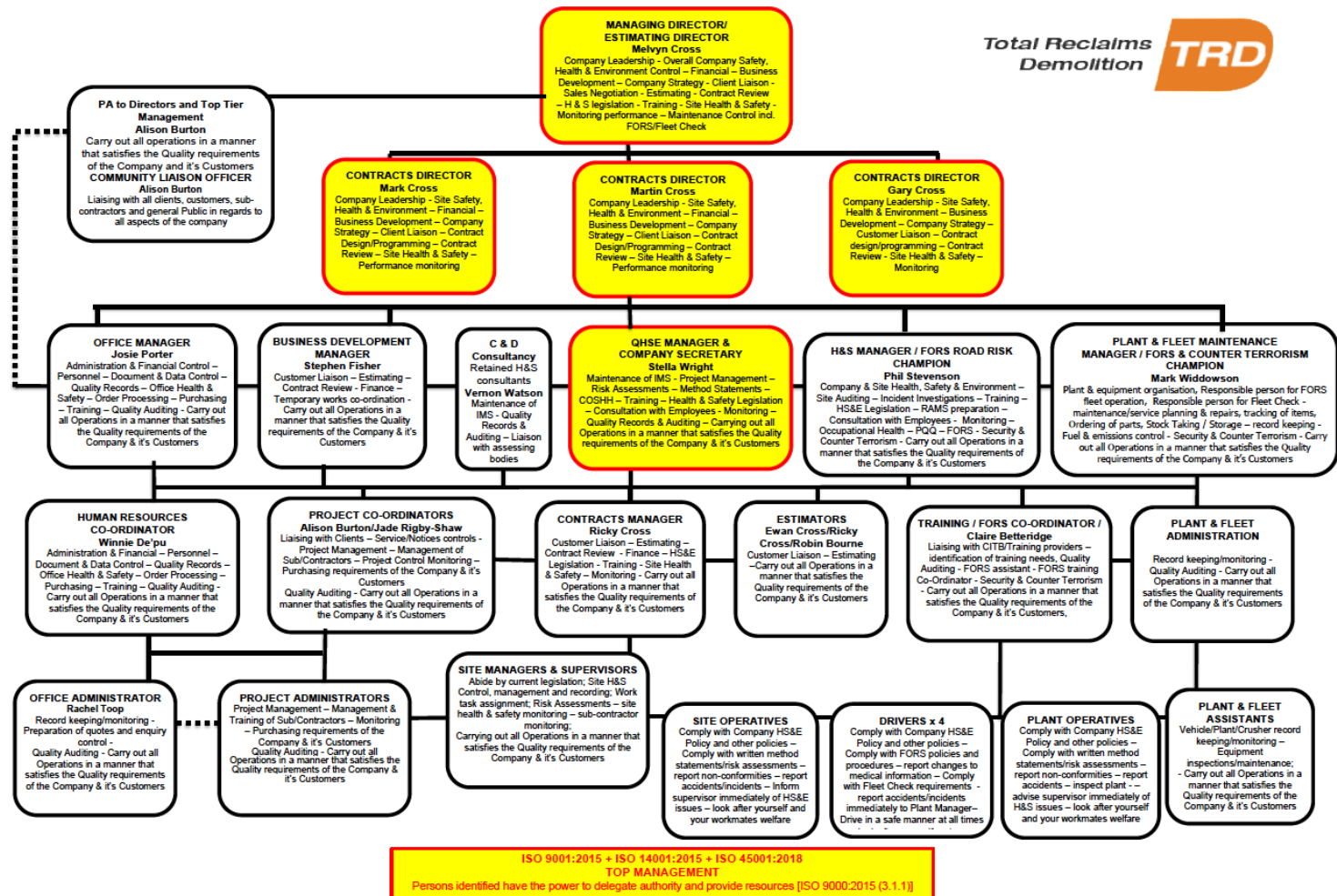
2.6	EMERGENCY CONTACTS		
2.6.1	Police	Emergency	999
		Non-Emergency	101
2.6.2	Ambulance	Emergency	999
		Non-Emergency	111
2.6.3	Fire	Emergency	999
		Non-Emergency	111
2.6.4	ACCIDENT & EMERGENCY HOSPITAL	Emergency	999
	<u>King's Mill Hospital</u> Mansfield Road, Sutton-In-Ashfield, Nottinghamshire, NG17 4JL	Non-Emergency	01623 622515
	Route to A&E (Map & Directions)		
			

	20 min (6.7 miles)  via Derby Rd/A611 and Coxmoor Rd Fastest route, despite the usual traffic Cotton Traders Little Oak Dr, Nottingham NG15 ODR > Take Osier Dr to Mansfield Rd/A608 2 min (0.5 mi) > Take Derby Rd/A611 and Coxmoor Rd to Forest Rd in Sutton-in-Ashfield 14 min (5.8 mi) > Continue on Forest Rd. Drive to Beechwood Grove in Skegby 2 min (0.5 mi) Mansfield Rd		
2.6.5	NEAREST AED (Automated External Defibrillator)	Emergency	999
	 Remarkable, Newstead House Address: Lake View Drive Postcode: NG15 0DT What3words Location: https://w3w.co/risk.flap.divide Lat: 53.07068 Long: -1.256391 AED Storage: Shelf AED Position: In the foyer Access Availability of AED: Limited Access Limited Access Times (if applicable): Monday to Friday 09.00hrs - 17.30hrs Type of AED at location: iPad Model: NF1201 Local Ambulance Service: East Midlands Ambulance Service (FMAS)		
	<i>In the event of a suspected SCA (Sudden Cardiac Arrest) the observer and those present must report immediately the incident by ringing the Emergency Services 999. Instructions will be given by the Operator how to assist in the incident. Persons may be trained in basic life support (BSL) and understand the Chain of Survival. The Emergency Services will advise the caller who reports the incident how to assist.</i>		
2.6.6	National Grid Gas	24 Hr Emergency	0800 111 999
2.6.7	Western Power Electric	24 Hr Emergency	0800 6783 105
2.6.8	Severn Trent Water	24 Hr Emergency	0800 783 4444
	The above emergency telephone numbers will be posted in prominent positions on site and their location and contents communicated to the workforce via toolbox talks and inductions.		

3 MANAGEMENT STRUCTURE

3.1 Details of the Company Site organisation for this project are as detailed in Table 1.

3.2



V12.3 - June 22

Table 1

3 MANAGEMENT STRUCTURE (continued)

3.3

The Site Manager/Supervisor will be present as far as practicable at all times that works are being carried out on site. If the Site Manager/Supervisor has to leave site for short periods of time then a competent person will be appointed to monitor the works.

The nominated Site Manager/Supervisor has overall responsibility for supervising, managing, and monitoring site activities. This responsibility considers contractual, safety, health and environmental considerations and the completion of relevant Integrated Management System documentation.

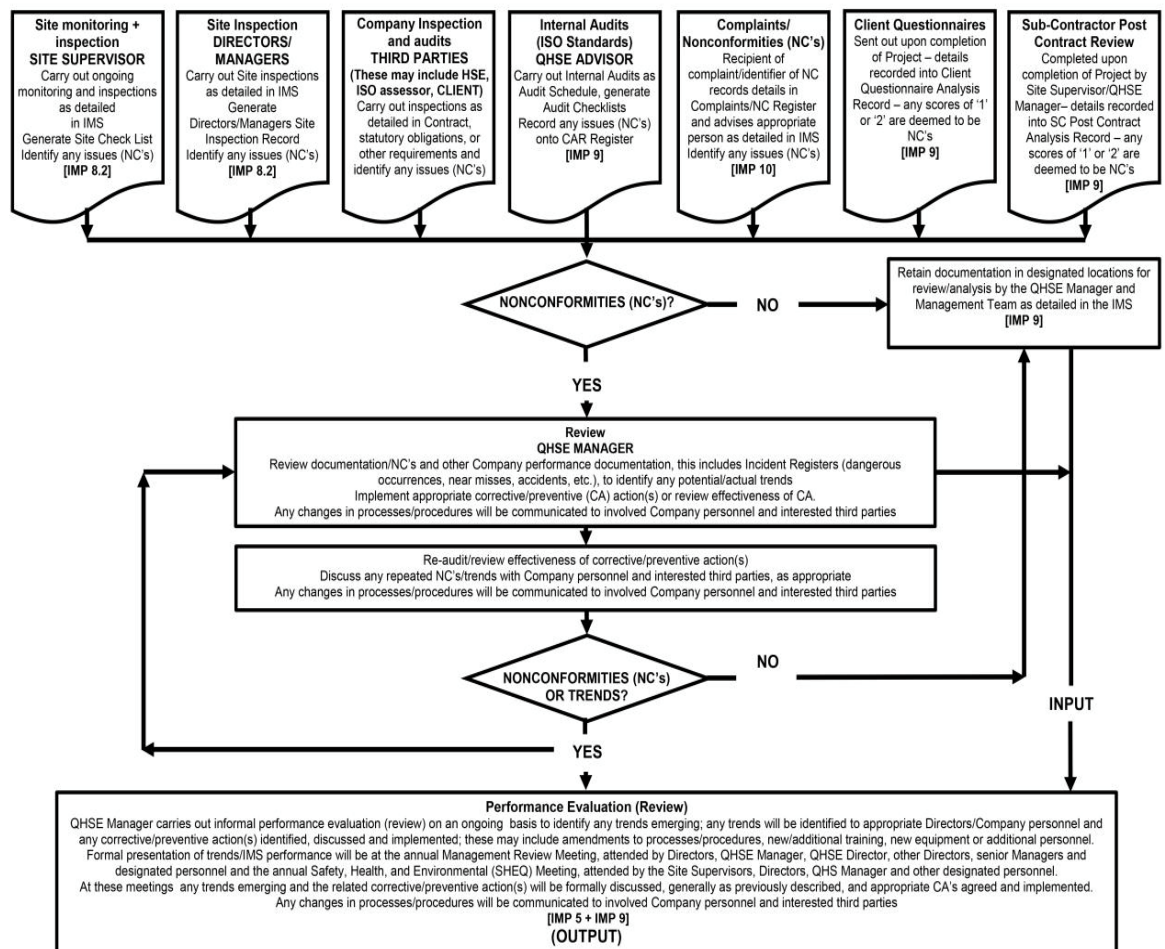
In addition, he also assumes responsibilities of Fire Marshal; this involves carrying out fire safety inductions, carrying out inspections of fire equipment on a weekly basis, ensuring fire drills are carried out, ensuring evacuation and head count is carried out in the event of a fire and liaising with the local fire brigade, full responsibilities as detailed in Section 2.5

To supplement Site Supervisor inspections, regular supplementary inspections are carried out by the Contract Director, Safety Advisor and/or other Directors or Managers. This inspection considers quality, safety, health and environmental performance/issues.

Individual responsibilities, commensurate with job description, are detailed fully within the Safety, Health & Environmental (SHE) Policy; all documentation and usage are detailed within our Integrated Management System Procedures.

3.4

Monitoring, Inspection, Audits, Performance Deficiencies/Complaints and Review



4 EXISTING RECORDS

4.1

Records and Plans, as required by CDM 2015, specifically Regulation 4(4) - *Client duties in relation to managing projects* and *Appendix 2 – Pre-construction information* and as detailed in the Client Pre-Construction Information (Appendix B).

In addition to the Client Pre-Construction Information, the Site Layout drawing (Appendix C) will be available and/or displayed at appropriate locations

5 PRE-START

5.1

SECURITY

5.1.1

The possibility of potential emergency situations arising from arson, sabotage or vandalism should not be overlooked. Vigilance on site of all personnel is required to prevent such situations occurring.

To maintain the secure status of the Site, the following actions **MUST** be carried out:

- Vulnerable areas should be kept locked and secured when personnel are not present.
- Access routes and roads must be kept clear of obstructions and parked vehicles.
- Security arrangements to control pedestrians and vehicles on site must be complied with.
- Non bona-fide personnel on site should be challenged about their presence and, if necessary, reported to the Site Supervisor, security and or the police.

All personnel must ensure that boundary fencing is maintained in good condition - defects should be reported to Site Supervisor for immediate attention.

5.1.2



All TRD, visiting and sub-contract personnel **MUST** sign in on the TRD personnel log Form 7.3D immediately on accessing and egressing the site even when required to sign in by Clients/Principal Contractors.

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



5.1.3

Access to the site is from Little Oak Drive.
A separate traffic management plan has been formed for this site.

5.1.4

Vehicle parking is within the site compound.

5.1.5

The site shall be secured by TRD.
The site/working area shall be secured by the use of Heras fencing complete with safety and warning signs.

5.1.6



The fencing to the site/working area shall be inspected at the start and end of each working day. Any discrepancy with the fencing shall be rectified immediately to maintain the integrity of the site/working areas.



Check

5.1.7



Access gates to the site/working area shall be kept locked at all times. Access to the site shall be via contacting the TRD Site Manager / Supervisor, their contact details shall be posted to the access gates.



Check

5.2	SERVICES	
5.2.1 	Refer to TRD Form 7.3A.01 Site Services Location.Disconnection Record & Service drawings contained within your site file – if they are missing please contact Projects dept at TRD office before you commence	☐ Check
5.2.2 	The electrical services to the site shall be isolated/disconnected by the statutory services providers prior to commencement of the works. This shall be arranged by the Client. Site safety hold point – Site manager/supervisor to sign _____ date _____ N/A ☐ Reason why? _____	
5.2.3 	The gas services to the site shall be isolated/disconnected by the statutory services providers prior to commencement of the works. This shall be arranged by the Client. Site safety hold point – Site manager/supervisor to sign _____ date _____ N/A ☐ Reason why? _____	
5.2.4 	The client shall provide/ensure that and adequate water supply is available on site for such operations as dust suppression.	☐ Check
5.2.5 	The Client shall arrange for the de-gassing of air conditioning units on site. Site safety hold point – Site manager/supervisor to sign _____ date _____ N/A ☐ Reason why? _____	
5.2.6 	Any services that are to remain live on site for the duration of the Total Reclaims Demolitions works shall be clearly identified by the client. The locations of these services shall be briefed to all TRD site staff and sub-contractors prior to commencement of the works. Site safety hold point – Site manager/supervisor to sign _____ date _____ N/A ☐ Reason why? _____	
5.2.7 	The TRD Site Manager / Supervisor shall obtain the necessary isolation/disconnection/degassing certificate and keep them in the site file. Electric ☐ Gas ☐ Air Con ☐ Other ☐ (please state) _____	☐ Check
5.2.8 	Prior to the commencement of any substructure works (slab, footings/foundation, hardstanding removal or excavating) the TRD site manager shall arrange for the ground to be scanned with a CAT & Genny to locate any known or unknown services. Site safety hold point – Site manager/supervisor to sign _____ date _____	

5.3	ASBESTOS	
5.3.1 	An Asbestos Refurbishment and Demolition (R&D) Survey is not required for this site as the structure was built post 2000.	☐ Check
5.4	WELFARE AND FIRST AID	
5.4.1	Welfare provisions shall be provided by Total Reclaims Demolition. Temporary welfare facilities will be provided on site, generally in the form of 'portacabin' type units, which will be sited in a suitable area. Following the recent COVID 19 pandemic Total Reclaims Demolition will ensure that site housekeeping and hygiene controls as well as reporting of symptoms, in line with current Government guidelines are fully implemented on our sites. These facilities will be in accordance with the requirements of CDM 2015, specifically Regulations 4(2)(b), 13(4)(c), 15(11), Schedule 2, HSE publication '<i>Provision of Welfare facilities during construction work</i>' (CIS 59), and the Workplace [Health Safety & Welfare] Regulations, commensurate with number of personnel on site. Once the cabins are positioned, a plan will be generated showing the layout and location of the complex indicating the means of escape and position of all fire instructions, exit notices, alarms and firefighting equipment. The HSE notification documentation, Forms F10, ASB5 and>NNLW1 (if appropriate), and other statutory notices will be displayed within these facilities in appropriate locations. In addition, Site Layout Drawings, Site Specific Fire/Emergency Arrangements, location of Emergency services, police, fire, hospitals, etc. and other appropriate health & safety posters will be displayed. It shall comply with the Workplace (Health, Safety and Welfare) Regulations 1992.	
5.4.2	The welfare facilities shall consist of as a minimum: • 1 toilet for every 5 persons c/w sanitary bins for Women and Men • Hot (warm) & cold running water with means of cleaning and drying. • Drinking Water • A place to rest, eat and drink • The facility to boil water and heat food • A place to dry clothing	
5.4.3	A smoking/vaping area shall be situated in close proximity to the compound area; however, it shall be sited so that it does not cause discomfort to non-smokers.	
5.4.4 	The First Aider for TRD on this site is as detailed at 2.5 Adequate first aid facilities including eye wash will be available on site as required by the Health and Safety (First Aid) Regulations and related Approved Code of Practice (ACOP) – First Aid at Work (HSE L74). The First Aid kit and Eye Wash Station are situated at the site welfare facilities (unless advised differently via site induction) Facilities will include first aid materials, facilities and an appropriate number of first aid personnel. The number of trained first aid personnel will generally be as the numbers suggested in the ACOP-Table 1.	☐ Check

5.5	SITE, CLIENT AND PUBLIC LIAISON	
5.5.1 	The TRD Site Manager / Supervisor shall induct all TRD operational staff, subcontractors and visitors onto site. Site safety hold point – Site manager/supervisor to sign _____ date _____	
5.5.2 	The TRD Site Manager / Supervisor shall carry out a briefing with all TRD operational staff and subcontractors at the start of each working day. Site safety hold point – Site manager/supervisor to sign _____ date _____	
5.5.3 	The TRD Site Manager / Supervisor shall ensure that TRD operational staff and sub-contractors are signed up to the relevant method statements, safe systems of work and risk assessments for the works that they are undertaking. Site safety hold point – Site manager/supervisor to sign _____ date _____	
5.5.4	Regular communication shall be held with the Client / Principal Designer during the works.	
5.5.5 	The TRD site manager / supervisor is to carry out a minimum of two toolbox talks per week, relevant to the works / conditions on site. Site safety hold point – Site manager/supervisor to sign _____ date _____	
5.5.6 	A resident's letter shall be sent out to properties, both residential and commercial, that are in close proximity to the site or that shall be effected by the site prior to commencement of the works. The letter shall contain a brief description of the works that are being undertaken and provide contact details for any queries or emergencies.	☐ Check

5.6	ENVIRONMENTAL/ECOLOGICAL										
5.6.1	Key environmental issues relating to the site:-										
5.6.2 	Tree Protection Are there TPO's on this project? <table border="1" data-bbox="316 456 1374 497"> <tr> <td>YES</td> <td></td> <td>NO</td> <td>✓</td> <td>TBC</td> <td></td> </tr> </table> • Dropbox Link to Arboricultural survey Read Arboricultural Survey ☐ RPA Protection Erected ☐ Briefed Site ☐ In order to prevent damage to the retained trees and their rooting zones (RPAs) it is important that protective fencing and/or ground protection is erected around each tree or group of trees. This area is known as the construction exclusion zone and is based on the Root Protection Area (RPA) and should be considered a complete exclusion zone, including the storage of machines, materials etc. The RPA is defined as the area surrounding the tree that contains sufficient rooting volume to ensure the survival of the tree. The diameter of the stem is used to calculate the RPA; It is important that the erection of protective fencing is carried out before any development work is commenced or machines are brought on site. Within BS 5837:2012 the correct methods for constructing tree protective fencing/barriers are set out. It should be fit for the purpose and appropriate to the degree and proximity of work taking place around the tree/s. During the entire construction period the fencing should be retained in its original position, entirety and rigidity. The default specification for a protective barrier and their above ground stabilisation are contained within the SSoW, although Herras fencing can often be acceptable as a cost-effect alternative. All barriers must have affixed to them all weather notices stating 'Tree Protection Zone – Keep Out'					YES		NO	✓	TBC	
YES		NO	✓	TBC							
5.6.3 	Nesting Birds Are there nesting birds on this project? <table border="1" data-bbox="316 1438 1374 1478"> <tr> <td>YES</td> <td></td> <td>NO</td> <td>✓</td> <td>TBC</td> <td></td> </tr> </table> Any tree, shrub, scrub or other vegetation which may require clearance between the months of March to August inclusive must be qualified by a bird nesting survey carried out on the morning of the works to avoid disturbance to birds during the breeding season. Survey Arranged/Available ☐ Results Obtained ☐ Briefed Site ☐ PROCEDURE TO FOLLOW IF BIRDS ARE DISCOVERED DURING WORKS • If at any point during the works birds are discovered, TRD Site Manager/Supervisor to stop work immediately and telephone the ecologist and inform TRD Contract Manager. • TRD Contract Manager to immediately inform the Client/CA. • Instruction to be given by the Ecologist to TRD H&S Manager & Site Supervisor. • SSW to be created and approved by Ecologist and Client/CA (as appropriate). • Controls as per agreed SSW to be installed. • Only when the ecologist is satisfied that the risk to birds is ceased will works recommence under the direct instruction of the ecologist – this may require a watching brief					YES		NO	✓	TBC	
YES		NO	✓	TBC							

5.6.4 	Bats Are there Bats on this project? <table border="1" data-bbox="316 264 1374 304"> <tr> <td>YES</td> <td></td> <td>NO</td> <td>✓</td> <td>TBC</td> <td></td> </tr> </table> • Dropbox Link to Bat survey Read Bat Survey ☐ Contact with bat surveyor made ☐ Briefed Site ☐ PROCEDURE TO FOLLOW IF BATS ARE DISCOVERED DURING WORKS • If at any point during the works bats are discovered, TRD Site Manager/Supervisor to stop work immediately and telephone the bat surveyor and inform TRD Contract Manager. • TRD Contract Manager to immediately inform the Client/CA. • The surveyor will either provide a licensed bat worker to the site or provide a member of staff who will liaise directly with Natural England. • Actions will then be taken following advice given by Natural England. This may include removal of bats, but only where direct written or verbal permission is gained from Natural England. • Only when Natural England is satisfied that the risk to bats is ceased will works recommence under the direct instruction of the surveyor – this may require a watching brief and hand retrieval of roof materials- refer to the specific SSW.	YES		NO	✓	TBC		☐ Check
YES		NO	✓	TBC				
5.6.5 	Badgers Are there Badgers on this project? <table border="1" data-bbox="316 1055 1374 1095"> <tr> <td>YES</td> <td></td> <td>NO</td> <td>✓</td> <td>TBC</td> <td></td> </tr> </table> • Dropbox Link to Ecology survey Read Ecology Survey ☐ Contact with Ecologist made ☐ Briefed Site ☐ Protection measures will include: • A pre-commencement badger survey to determine whether the status in respect to badgers has changed. • The creation of construction exclusion zones delineated by Heras fencing where appropriate to control direct impacts to setts. • Presence of badger setts, exclusion zones and protection measures to be described to all persons requiring access to site during site inductions. • General good practice methods during installation works to prevent harm to badgers and prevent badgers from becoming trapped. This is to include exit ramps from any excavation/ voids; PROCEDURE TO FOLLOW IF BADGERS ARE DISCOVERED DURING WORKS • If at any point during the works badgers or the presence of badgers are discovered, TRD Site Manager/Supervisor to stop work immediately and telephone the Ecologist and inform TRD Contract Manager. • TRD Contract Manager to immediately inform the Client/CA. • Instruction to be given by the Ecologist to TRD H&S Manager & Site Supervisor. • SSW to be created and approved by Ecologist and Client/CA (as appropriate); • Controls as per agreed SSW to be installed. • Only when the ecologist is satisfied that the risk to badgers is ceased will works recommence under the direct instruction of the ecologist – this may require a watching brief	YES		NO	✓	TBC		☐ Check
YES		NO	✓	TBC				

5.6.6	Japanese Knotweed Japanese knotweed is an invasive and resilient weed. Its roots and rhizomes can grow to a depth of 2m. Even after herbicide treatment has “eradicated” the aerial and surface growth, the deep underground rhizomes can remain in a viable state and may do so for up to twenty years. It can re-emerge and re-grow on its own accord at any time and especially if the contaminated ground is disturbed. If knotweed is left to grow untreated for a number of years it has the potential to cause damage to drains, paving, paths, driveways and poorly constructed boundary walls. For this reason, it should not be ignored. You can be prosecuted for causing it to spread into the wild. This can easily be done if you track over it with plant as the rhizomes can be picked up by the tracks and then transferred to other areas on site or even other sites when plant is transported from site. Is there Japanese Knotweed on this project? <table border="1" data-bbox="312 692 1374 730"> <tr> <td>YES</td> <td></td> <td>NO</td> <td>✓</td> <td>TBC</td> <td></td> </tr> </table> If yes, then a plan showing the location of the knotweed shall be provided in section 13 -3A of this document.	YES		NO	✓	TBC		
YES		NO	✓	TBC				
! 5.6.7	OTHER ENVIRONMENTAL / ECOLOGICAL / PROTECTED SPECIES ON THIS PROJECT <table border="1" data-bbox="312 916 1374 954"> <tr> <td>YES</td> <td></td> <td>NO</td> <td>✓</td> <td>TBC</td> <td></td> </tr> </table> Information obtained from relevant parties and relayed to site personnel and protection as required installed Site safety hold point – Site manager/supervisor to sign _____ date _____	YES		NO	✓	TBC		!
YES		NO	✓	TBC				
5.6.8 	Noise, Dust & Vibration Refer to Section 9.7	☐ Check						

5.6.9	Leptospirosis What is leptospirosis? Two types of leptospirosis infection can affect workers in the UK. Weil's disease This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. The Hardjo form of leptospirosis This is transmitted from cattle to humans. What are the symptoms? Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal. Who is at risk? Anyone who is exposed to rats, rat or cattle urine or to fetal fluids from cattle is at risk. REMEMBER – - YOU CAN'T SEE THE CONTAMINATION! - WEAR GLOVES - ADOPT A STRICT HYGIENE REGIME - o WASH BEFORE EATING / SMOKING; - COVER ANY GRAZES/CUTS WITH WATERPROOF PLASTERS; - REPORT ANY FLU-LIKE SYMPTOMS TO YOUR SUPERVISOR - READ THE PROVIDED HSE GUIDANCE INDG84 'LEPTOSPIROSIS – ARE YOU AT RISK'	
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5.7	PARTY WALL	
5.7.1	You (The Client, Building Owner etc.) must tell your neighbours if you want to carry out any building work near or on your shared property boundary, or 'party wall', in England and Wales.	
5.7.2	Party walls stand on the land of 2 or more owners and either: • form part of a building • don't form part of a building, such as a garden wall (not wooden fences) Walls on one owner's land used by other owners (2 or more) to separate their buildings are also party walls.	
5.7.3	You can also have a 'party structure'. This could be a floor or other structure that separates buildings or parts of buildings with different owners, e.g., flats. Party wall agreements are different from <u>planning permission</u> or building regulations approval.	
5.7.4	You must tell your neighbour if you want to: • build on or at the boundary of your 2 properties • work on an existing party wall or party structure • dig below and near to the foundation level of their property Examples of this type of work include: • building a new wall • cutting into a party wall • making a party wall taller, shorter, or deeper • removing chimneys from a party wall • knocking down and rebuilding a party wall	
5.7.5	You don't need to tell your neighbour about minor changes, eg plastering, adding or replacing electrical wiring or sockets, or drilling to put up shelves or cabinets.	
5.7.6	You must give notice to your neighbour between 2 months and a year before you plan to start building works. Include what you plan on doing. You can speak to your neighbour to explain the work you want to carry out, before giving notice in writing. Any agreement you reach should be in writing.	

5.7.7	Once you've given notice your neighbour can: • give consent in writing • refuse consent, which will start the dispute resolution process • serve a counter notice requesting additional works be done at the same time (they'll have to pay for these if they benefit from the works) Your neighbour must let you know in writing within 14 days if they consent to your notice, and you must do the same with any counter notice. A counter notice must be served within a month of the first notice. Your neighbours need to respond to the notice. You can't assume that no response means they agree to the works. The dispute resolution process will also start if they don't respond to your notice within the given time.	
5.7.8	You need to pay for any building works that you start on a party wall. Your neighbour may have to meet a share of the cost if the work needs to be done because of defects or lack of repair. They will also need to pay if they ask for additional works to be done that will benefit them. An appointed surveyor will set out who pays what if you can't agree.	
5.7.9	You must appoint a surveyor if you and your neighbour can't agree. You can appoint a surveyor together or each appoint your own. The surveyors will then agree on a 'party wall award'. This is a legal document which says: • what work should happen • how and when it will be carried out • who will pay for which part and how much will be paid (including surveyor's fees) You can't act as your own surveyor. You can appoint a surveyor on behalf of your neighbour if they refuse or fail to do so themselves.	
5.7.10	You can appeal against an award at a county court within 14 days of receiving it. You need to file an appellant's notice in a county court, explaining why you're appealing.	
5.7.11	When carrying out building works you must: • avoid causing unnecessary inconvenience • protect your neighbour's property from damage caused by the works, and fix or pay for any damage that is caused Your neighbour must allow surveyors and workmen access to their property during usual working hours to carry out the building works. They must be given 14 days' notice except in an emergency.	

5.7.12 	If the structure we are to demolish falls within the above scope of Party Wall then we must have in writing from the client or the clients agent either a Party Wall Agreement or Party Wall Award. Site safety hold point – Site manager/supervisor to sign _____ date _____ Party Wall Agreement Received ☐ Party Wall Award Received ☐ If neither of these are ticked then the demolition of any structure that requires a party wall agreement or party wall award can be demolished until they are received. Verbal confirmation is not to be accepted.	

6 MANAGEMENT OF THE WORKS		
6.1	HEALTH, SAFETY AND ENVIRONMENTAL AIMS FOR THE PROJECT	
6.1.1	The policy of the Company is to promote the highest practicable standard of environmental, health, safety and welfare throughout the organisation in the performance of its activities. It is our aim that the project should be carried out to avoid or control all foreseeable risks to the environment and health and safety of those involved in demolition work and third parties who may be affected by such work and the environmental aspects of the work. The aim of the Project is ZERO accidents or incidents (safety, health or environmental related)	

6.2	TRD SITE RULES	
6.2.1	- When working for Total Reclaims Demolition Ltd, all operational staff, including sub-contractors and visitors, shall attend a site induction. - All TRD, visiting and sub-contract personnel MUST sign in on the TRD personnel log Form 7.3D immediately on accessing and egressing the site even when required to sign in by Clients/Principal Contractors. - All accidents, incidents <u>and</u> near miss events, no matter how insignificant, must be reported to the TRD site Manager / supervisor immediately. - Fire and emergency alarms, equipment and instructions are provided for everyone's safety on site and must be followed. Anyone found interfering or misusing any of these items shall be told to leave site. - Welfare facilities are provided for your use. Please respect these facilities and clean-up after yourself. Misuse of these facilities shall result in your removal from site. - Food is to be only consumed within the canteen area. Food wrappers must be placed in waste bins. Crockery/cutlery is to be washed after use. Do not leave for someone else. Drinks can be taken to the working area; however, rubbish in these areas shall not be tolerated. - No alcohol or illegal drugs are to be brought and/or consumed on site. If you are thought to be under the influence of alcohol and/or drugs, then you shall be told to leave site. - Transistor radios or personal audio devices, including mobile phones and the wearing of earphones are not permitted to be used on site. Mobile phones are to be only used within the compound area. - Working areas are to be kept clean and tidy. All transit routes are to be kept clear of arising and materials. - No personnel shall indulge in fighting, horseplay, or practical jokes within the site. - Offensive or inappropriate language and provocative gestures are not permitted, toward the general public. - Smoking and/or vaping is only permitted in designated areas on site. If the site has a no smoking / vaping policy, then this shall be communicated during the site induction. - Safety signs and notices are there to advise and protect you. They must be adhered to. - The minimum PPE requirements for TRD sites are hard hat, S3 safety boots and a hi-vis vest. Additional PPE, as described in any Method statement, safe system of work and risk assessment must be adhered to. Failure to comply shall result in your removal from site. - All site personnel, including visitors, are responsible for their own safety and the safety of others. They are required to abide by these rules plus any other documentation that relate to their work and safety - Site access gates to be locked at all times when not in use. - Banksman to reverse all Lorries onto site. - Vehicles and plant will be switched off and secured when not in use - If you are approached by members of the public request them remain outside of the site boundary within a safe position and contact the site supervisor/manager - The site layout will be planned to locate machinery and dust-causing activities away from residences - No open fires allowed If you have anything you need to discuss or divulge with the TRD site Manager / supervisor, but do not feel comfortable discussing in front of everyone then please stick around after this induction and discuss with the TRD site manager / supervisor in the strictest of confidence and privacy.	
6.2.2 	All TRD operational staff, sub-contractor and visitors to site shall be briefed on the site rules incl. site housekeeping and hygiene and reporting of symptoms in line with current Government Covid 19 controls as part of the site induction given by the TRD Site Manager / Supervisor.	☐ Check

6.3	DRUG & ALCOHOL POLICY	
6.3.1	• Total Reclaims Demolition have a strict Drugs & Alcohol policy which applies to all. • We carry out random D&A Testing • We carry out D&A testing following an accident or incident • Failure of a test shall lead to disciplinary action and removal from the project and possibly the company. • Note the limits • Our D&A policy (held with the Site Manager/Supervisor on this site) provides more details	
6.3.2	Many drugs have side effects that not only affect an individual's health but may also compromise their safety and that of others. Although the affects vary depending on the drug used, common side effects can include a loss of body coordination, forgetfulness, and confusion. The potential safety risks for all staff at work are obvious, but a lack of mental alertness is particularly important for those in safety critical roles. These include those who operate heavy equipment, dangerous machinery and drive vehicles. Due to these risks, no drugs are allowed onto any company premises or to be consumed on them at any time, this includes all areas, both internal and external; the prohibition on illegal drugs extends to all activities that are connected with staff activities whilst "at work", these include, but are not confined to the following: • Driving whilst on company business. • Working at height. • On-site vehicle operators. • Machinery operators. • On-call / standby duties. A breach of these rules will result in disciplinary action being taken against the individual. We retain the right to summarily dismiss on the grounds of gross misconduct.	
6.3.3	Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is often not appropriate; not only can a small amount affect work performance, but it can also compromise the individual's safety and that of others. Common side effects include a loss of concentration, impaired judgement, loss of coordination and manual dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include but are not confined to those operating vehicles and machinery or working at height. For these reasons, staff is not allowed to bring alcohol onto company premises for the purpose of consumption during normal working hours, including lunchtimes; this extends to external areas as well as internal. Due to the risks involved, staff engaged in any of the roles described below may not consume any alcohol during the working day (even away from the premises): • Driving whilst on company business. • Working at height. • On-site vehicle operators. • Machinery operators. • On-call / standby duties. If an employee comes to work whilst under the influence of alcohol, or otherwise consumes alcohol on the premises in breach of this policy, it will result in disciplinary action being taken. We retain the right to summarily dismiss on the grounds of gross misconduct.	

	6.3.4	Driving legal limit 35mg alcohol / 100ml of breath Working on this Project 13mg alcohol / 100ml of breath  Please note the legal driving limit in Scotland is 22 microgrammes of alcohol in 100ml of breath.	
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	6.4	CLIENT RULES	
	6.4.1	The following client rules apply to this site: To be provided by the client.	
	6.4.2	The above site rules are to be briefed to all TRD operational staff during the site inductions carried out by the Principal Contractor.	

6.5	CO-OPERATION AND CO-ORDINATION
6.5.1	As required by CDM 2015 and other health and safety legislation, the Company will coordinate all work activities to ensure communication, co-operation and interface with Clients, Designers, Principal Designer, Contractors and other third parties are maintained in order to ensure the maintenance of a safe working environment. The management of the interface is dependent upon various factors, including, but not limited to, typical examples as below: • Nature of works being undertaken. • Location of works in relation to proximity of third parties. • Likelihood of nuisance – noise, dust, etc. In addition, management of the interface is enhanced by communication/liaison with interested parties. Typical communication/liaison methods include, but are not limited to, typical examples as below: • Meetings with Client personnel, including Safety Representatives. • Meetings with other personnel involved in the Project, this may include Designers, the Principal Designer • or other Contractors • Meetings with members of the public, either individually or at organised formal public meetings. • Notices to interested parties. • Letters to Site neighbours. • Invitations to interested parties to visit our Site to view works activities. • Making available all Site documentation, including safety/environmental documentation, waste transfer documentation, etc. Design information within a demolition project usually encompasses building construction, contents, etc. Selection of methodology is generally accepted as the 'design' element of demolition works, as such, design changes generally involve change of methodology. The main thrust of our working with others is communication – if there is a problem, we will discuss and either rectify or identify reasons for our action. At all times our attitude will be one of discussion, resolution, compromise and <u>NOT</u> confrontation.

6.6	INVOLVING THE WORKFORCE
6.6.1	All Company and sub-contractor personnel are encouraged to contribute suggestions relating to improvement of the work activities, methods of work, plant/equipment, etc. These suggestions may be submitted directly, to the Management Representative or the person's immediate line manager. In addition, CDM 2015, specifically Regulation 14 '<i>Principal contractor's duties to consult and engage with workers</i>', requires the Company to have measures in place to enable co-operation with the workers and involve the workers in consultation processes. Although the CDM Regulations only impose these duties on the Principal Contractor, the principles are used throughout the Company, regardless of CDM responsibilities assumed. The Site Supervisors generally act as representatives of employee as defined in the Health and Safety (Consultation with Employees) Regulations. All personnel on Site are required to co-operate with the Company in the implementation of policies to ensure the health safety and welfare of all persons involved with the works and of other persons who may be affected by the works activity. Implementation of the consultation and co-ordination process includes, but is not limited to, the twice-yearly Site Supervisors (Safety Representatives) Meetings and Toolbox Talks, as detailed in 3.3.5.5. Toolbox Talks are held weekly on all sites with attendance being compulsory for all employees. In addition to being a safety, health and environmental refresher/reminder, the Toolbox Talks are the forum where the Site Supervisor can identify issues raised by Company management and related actions and where any operative can raise Health and Safety/ Environmental concerns. These concerns may be addressed either locally by the Site Supervisor or Companywide by the Management Representative. This may be after formal review and/or discussions with other Site Supervisors and/or other senior personnel.

6.7	PERMITS TO WORK															
6.7.1	TRD operate a permit to work system for hazardous tasks undertaken on site. The permits will specify the works to be undertaken and the necessary precautions to be taken. Permits do not replace safe systems of work and/or risk assessments, they strengthen them. The Contract Director, in association with other personnel and/or the Client will identify areas/work activities within the contract to be controlled by a Permit to Work (PTW). The Permits to Work may either be issued and controlled utilising the Company Permit to Work system, detailed within the Management System, or be issued and controlled by the Client. Responsibility for issue of the Permits to Work and the related areas/work activities will be clearly identified on appropriate documentation/drawings, including the related Method Statement(s), and to appropriate personnel, both supervisory and operatives															
6.7.2 	The following permits shall be required on this site: <table border="1"> <tr> <td>PTW - Hot Works + Firewatch - Form 7.3G1A</td> <td></td> </tr> <tr> <td>PTW - Dig - Excavate - Form 7.3G1B</td> <td></td> </tr> <tr> <td>PTW - Confined Space - Form 7.3G1C</td> <td></td> </tr> <tr> <td>PTW - Other - Form 7.3G1D</td> <td></td> </tr> <tr> <td>PTW - Work at Height WAH - Form 7.3G1E</td> <td></td> </tr> <tr> <td>PTW – Demolition - Form 7.3G1F</td> <td></td> </tr> <tr> <td>Permit to Enter - Unsafe Structure - Form 7.3G1G</td> <td></td> </tr> </table> TRD SITE MANAGER / SUPERVISOR TO TICK AGAINST PERMITS REQUIRED	PTW - Hot Works + Firewatch - Form 7.3G1A		PTW - Dig - Excavate - Form 7.3G1B		PTW - Confined Space - Form 7.3G1C		PTW - Other - Form 7.3G1D		PTW - Work at Height WAH - Form 7.3G1E		PTW – Demolition - Form 7.3G1F		Permit to Enter - Unsafe Structure - Form 7.3G1G		☐ Check
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PTW - Work at Height WAH - Form 7.3G1E																
PTW – Demolition - Form 7.3G1F																
Permit to Enter - Unsafe Structure - Form 7.3G1G																

6.8	REGISTERS															
6.8.1	A register is used to record information on inspections, defects, alterations and corrective actions. A HAVS register shall record the HAVS assessments of individuals and the tools that they are using.															
6.8.2 	The following registers shall be required on this site: <table border="1"> <tr> <td>Scaffold Register</td> <td></td> </tr> <tr> <td>HAVs Register</td> <td></td> </tr> <tr> <td>Fire Watch Register</td> <td></td> </tr> <tr> <td>Temporary Works Register</td> <td></td> </tr> <tr> <td>Other 1 -</td> <td></td> </tr> <tr> <td>Other 2 -</td> <td></td> </tr> <tr> <td>Other 3 -</td> <td></td> </tr> </table> TRD SITE MANAGER / SUPERVISOR TO TICK AGAINST REGISTERS REQUIRED	Scaffold Register		HAVs Register		Fire Watch Register		Temporary Works Register		Other 1 -		Other 2 -		Other 3 -		☐ Check
Scaffold Register																
HAVs Register																
Fire Watch Register																
Temporary Works Register																
Other 1 -																
Other 2 -																
Other 3 -																

6.9	TEMPORARY WORKS	
6.9.1	Temporary works include, but are not limited to façade retention, fixed scaffolding requiring design, propping, and fencing, mainly hoarding type. Temporary Works will be carried out under controls specified within BS 5975:2008 '<i>Code of practice for temporary works procedures and the permissible stress design of falsework</i>' and detailed within our Integrated Management System; this involves maintaining records of design and design checks/verification responsibilities, Permits to Load and Permits to Strike, inspections, etc. and maintenance of a Temporary Works Register. A Temporary Works Co-ordinator and Temporary Works Supervisor are appointed as detailed in Section 2.5 Project Directory.	
6.9.2 	Site Manager/Supervisor to ensure Form 7.3H.02 Temporary Works Inspections & Register is on site and kept up to date	☐ Check

7 RESOURCES		
7.1	PERSONNEL & TRAINING (Inductions, Toolbox Talks, Personnel)	
7.1.1	The Company carries out inductions, the inductions involve the following categories: • Company Induction All employees receive an induction into the Company, this provides information relating to the health and safety requirements, management systems, terms of employment, etc. • Client and/or Principal Contractor Induction (if applicable) This is generally a requirement to inform personnel of Client and/or Principal Contractor Site safety requirements, including Site Rules and Regulations • Project Specific Induction This is to explain details of: ➢ The Construction Phase Plan, including Site Rules and paying specific attention to Fire and Emergency procedures, raising alarm, evacuation, etc. ➢ The Environment Plan and related assessments. ➢ Client requirements/Site Rules (if appropriate). • Task specific induction This is to explain the requirements of the task/area specific Method Statements and related assessments (risk, COSHH, PPE, etc.). All personnel, both Company and Sub-Contractor, working on site, are required to attend the Client (if required) and Project specific inductions, and sign the Safety Induction Register to confirm their receipt of the induction and understanding/acceptance of the safety requirements.	
7.1.2 	The TRD Site Manager / Supervisor shall induct all TRD operational staff, subcontractors and visitors/others onto site. See Hold Point 5.5.1	☐ Check
7.1.3 	The TRD Site Manager / Supervisor shall carry out a briefing with all TRD operational staff and subcontractors at the start of each working day. See Hold Point 5.5.2	☐ Check
7.1.4 	The TRD Site Manager / Supervisor shall ensure that TRD operational staff and sub-contractors are signed up to the relevant method statements, safe systems of work and risk assessments for the works that they are undertaking. See Hold Point 5.5.3	☐ Check

7.1.5 	A Toolbox Talk will be held on site with attendance being compulsory for all personnel on site, both Company and Sub-contractor. The Toolbox Talk will consist of: • A Health and Safety/ Environmental refresher/reminder on appropriate issues/topics • The forum where the Site Supervisor can identify issues raised at the Management Meeting and related actions • The forum where any operative can raise Health and Safety/ Environmental concerns. These concerns may be addressed either locally by the Site Supervisor or Companywide by the Management Representative. This may be after formal review and/or discussions with other Site Supervisors and/or other senior personnel/operatives. The Tool Box Talk will be documented formally onto the Tool Box Talk Register and the operatives sign as having attended and understood. Scripts covering many topics are available to all Site Supervisors and cover a wide variety of relevant topics.	☐ Check
7.1.6	The Site Supervisor will ensure that all operatives on the project are fully conversant with the safe systems of work intended for this project. All employees are screened for competency on joining the Company and will have received Health and Safety Induction training prior to commencement of their duties on site. Operatives will not be allowed to work on this project unless they are fully trained in the work they are being asked to do, or alternatively, they are under training and supervised by a person competent in that task. Training records are held on file at Head Office. These records contain details of training received prior to employment by the Company, together with all “in house” and external training achievements whilst employed by the Company.	
7.1.7	Personnel Requirements: 1. Demolition TRD Site Manager / Supervisor 2. Demolition Operatives 3. Plant Operatives	
7.1.8	Training Requirements: 1. CCDO Demolition Card 2. CPCS Plant Operator Card (or equivalent) 3. H&S Touch Screen Test 4. Asbestos Awareness 5. IPAF 6. PASMA	
7.1.9	The designated Fire Marshall, generally the Site Manager/Supervisor, will hold a current Fire Marshal training certificate. An appropriate number of personnel, commensurate with the location of works activities, will be trained in the use of firefighting equipment – extinguishers, hose reels, etc.	
7.1.10	Ongoing training will be given to all operatives as deemed appropriate and will take the form of Construction skills or other training providers courses (e.g., Safety Awareness) conducted by external training bodies. Specialist training courses will be provided to suit the requirements of specific trades/skills.	
7.1.11	The safe systems of works formed for this project shall identify the personnel and training requirements required for each element of works.	

7.2	PERSONNEL PROTECTIVE EQUIPMENT (PPE) AND ASSESSMENT																			
7.2.1	The Personal Protective Equipment (PPE) Assessment (Appendix F) gives the required PPE for all activities carried out during our works; details of task specific PPE will be identified within the safe systems of works formed for this project. Operatives engaged in or exposed to a hazardous activity requiring PPE must understand the risks for that activity and MUST comply with any requirements to wear eye, ear, hand, respiratory or other PPE. Operatives will receive training in the use, care and maintenance of PPE and the Company will provide appropriate storage, bags, drying rooms, etc.																			
7.2.2	As a minimum, the following PPE shall be worn on site by TRD personnel / sub-contractors / visitors: <table><tr><td>Safety Helmet</td><td>EN 397:2012</td></tr><tr><td>Safety Boots – S3, Toe cap and midsole</td><td>EN 20345:2011</td></tr><tr><td>Hi-Visibility Clothing (Vest as a Minimum)</td><td>EN ISO 20471:2013</td></tr></table>	Safety Helmet	EN 397:2012	Safety Boots – S3, Toe cap and midsole	EN 20345:2011	Hi-Visibility Clothing (Vest as a Minimum)	EN ISO 20471:2013													
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Safety Boots – S3, Toe cap and midsole	EN 20345:2011																			
Hi-Visibility Clothing (Vest as a Minimum)	EN ISO 20471:2013																			
7.2.3	As a minimum the following shall be available on site, unless the Principal Contractor's site rules say they must be worn at all times: <table><tr><td>Gloves</td><td>EN 388:2016</td></tr><tr><td>Safety Eye Protection</td><td>EN 166:2002</td></tr><tr><td>Face Fitted Half Mask</td><td>EN149:2001+A1:2009</td></tr><tr><td>Ear Protection (Ear Plugs)</td><td>EN 352-2:2002</td></tr></table>	Gloves	EN 388:2016	Safety Eye Protection	EN 166:2002	Face Fitted Half Mask	EN149:2001+A1:2009	Ear Protection (Ear Plugs)	EN 352-2:2002											
Gloves	EN 388:2016																			
Safety Eye Protection	EN 166:2002																			
Face Fitted Half Mask	EN149:2001+A1:2009																			
Ear Protection (Ear Plugs)	EN 352-2:2002																			
7.2.4	The following items are task specific: <table><tr><td>Ear Protection (Earmuffs)</td><td>EN 352-1:2002</td></tr><tr><td>Ear protection (Helmet Mounted Earmuffs)</td><td>EN 352-3:2002</td></tr><tr><td>Disposable Overalls (Type 5)</td><td>EN ISO 13982-1:2004</td></tr><tr><td>Harness</td><td>EN 361:2002</td></tr><tr><td>Lanyard</td><td>EN 354:2010</td></tr><tr><td>Burning Coveralls</td><td>EN11612</td></tr><tr><td>Welders Gauntlets</td><td>EN12477</td></tr><tr><td>Burning Goggles</td><td>EN166-1F / EN169</td></tr><tr><td>Cut 5 Gloves</td><td>EN388:2016 & A1:2018</td></tr></table>	Ear Protection (Earmuffs)	EN 352-1:2002	Ear protection (Helmet Mounted Earmuffs)	EN 352-3:2002	Disposable Overalls (Type 5)	EN ISO 13982-1:2004	Harness	EN 361:2002	Lanyard	EN 354:2010	Burning Coveralls	EN11612	Welders Gauntlets	EN12477	Burning Goggles	EN166-1F / EN169	Cut 5 Gloves	EN388:2016 & A1:2018	
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Welders Gauntlets	EN12477																			
Burning Goggles	EN166-1F / EN169																			
Cut 5 Gloves	EN388:2016 & A1:2018																			
7.2.5	TRD operational staff are face fitted for a JSP Force 8 Half Mask, when working in dusty conditions it is compulsory for them to wear their RPE as they have been trained to do so.																			
7.2.6	The safe systems of work written for this project shall identify the PPE/RPE requirements for the various tasks being undertaken.																			

7.3	PLANT, TOOLS AND EQUIPMENT	
7.3.1	All plant, tools and equipment to be used on site will be in sound mechanical condition and safe for use as required by the Provision and Use of Work Equipment Regulations (PUWER), Lifting Operations and Lifting Equipment Regulations (LOLER) and the Electricity at Work Regulations, as appropriate. All operating controls will be clearly marked as to their use. Signs indicating that passengers are not to be carried will be displayed prominently. Moving parts of machinery will be adequately guarded and the security of such guards checked periodically. Plant/equipment operatives will hold a recognised current Certificate of Competence training in respect of the items of plant they are required to operate.	
7.3.2	Site Set Up: 1. Heras Fencing 2. Welfare Cabin 3. Site Housekeeping and Hygiene Controls incl. Sanitising stations etc. 4. Internal personnel / plant segregation routes. 5. Safety and Warning Signs 6. Emergency controls – Assembly / Fire Plan. 7. Fire Fighting Equipment 8. Spill Kits 9. Task Lighting 10. Two-way Radios 11. First Aid Kit and Eye Wash Station	
7.3.3	Plant: 1. Demolition Spec Excavator and Attachments 2. Mobile Crusher 3. Mobile Dust Suppression All plant shall be certified as fit for use, with all certificates held in the site file.	
7.3.4	Equipment: 1. Mobile Scaffold Tower 2. Podium Steps 3. Recip Saws 4. Stihl Saws 5. Disc Cutters 6. Handheld Breakers 7. Tech Guns 8. Wheelbarrows 9. Variety of Hand Tools (Shovels, Brushes, Hammers, Crow Bars etc.) 10. Metered Standpipe 11. Waste Containers	
7.3.5 	All plant and equipment shall be inspected prior to first use. Any defective plant or equipment shall be taken out of use, reported to the TRD Site Manager / Supervisor, and placed into a quarantine are for repair or removal from site. The TRD Site Manager / Supervisor shall arrange for replacement equipment for items that cannot be repaired.	☐ Check

	7.3.6	Whenever and wherever possible TRD shall use cold cutting techniques over hot cutting techniques. This can be achieved by the use of shear attachments on our specialist demolition rigs or by the use of Recip saws or spark free disc cutters if the work is to be carried out by hand.	
	7.3.7	The safe systems of works formed for this project shall identify the specific resource requirements required for each element of works.	
	7.3.8 	All electrical tools and equipment to be used on site will be 110 volt or less unless otherwise permitted. Any 240V AC or 440 V AC equipment permitted (e.g. plasma cutters) will be fitted with a suitable residual current device; generators will be earthed in accordance with the manufacturer/supplier recommendations	☐ Check

8 EMERGENCY

8.1	INTRODUCTION		
8.1.1	The emergency procedures within this section detail actions to be adopted in the event of any of the following incidents occurring: • Fire. • Spillage Fuel/Oil/Chemical. • Serious Accident. • Explosion/Risk of Explosion (UXO's). • External Situations. • MEWP. • Asbestos. Brief details of actions to be taken are outlined in the Emergency Guide table (Appendix A), this will be displayed in the Site office and any other locations deemed appropriate; Site specific fire arrangements will be detailed in the Site Specific Fire/Emergency Arrangements (Appendix B)		

8.2	RESPONSIBILITIES		
8.2.1	The Company is responsible for providing adequate information and, if necessary, training to enable all personnel on site to discharge their responsibilities under this Plan. The Site Supervisor and sub-contractors' Site Supervisors are responsible for ensuring that their personnel understand the requirements of this Plan in particular the Emergency Evacuation Procedure, the Site Layout Drawings, the Site-Specific Fire/Emergency Procedures, their Muster/Assembly Point(s) and roll-call requirements. All personnel on site have a responsibility to understand and comply with the requirements of the emergency arrangements and not undertake any actions that will endanger themselves or others.		
8.2.2 	The Site Supervisor or designated competent person will carry out weekly inspections of all emergency/firefighting equipment and record details onto the Emergency and Fire Register (Appendix B4).		☐ Check

8.3	EMERGENCY PROCEDURES	
8.3.1	Refer to Section 2.7 for Emergency Contacts and routes	
8.3.2	Emergency procedures shall be explained to all TRD operational staff, sub-contractors, and visitors to site during the site inductions carried out by the TRD Site Manager / Supervisor.	
8.3.3 	The following emergency procedures are available in the TRD site file and site welfare: • MEWP Rescue Plan • Spills • Asbestos • Fire	☐ Check

8.4	REPORTING OF ACCIDENTS, DANGEROUS OCCURRENCES, NEAR MISSES & NON-CONFORMING SITUATIONS
8.4.1	All accidents, incidents and near misses shall be reported to the TRD Site Manager / Supervisor immediately as they are identified/occur in line with TRD's Incident Flowchart Form 7.2Y.
8.4.2	Site Manager/Supervisor Site Accident / Incident Procedure Total Reclaims Demolition TRD This procedure will give site managers / supervisors a step by step guide on what to do in the event of an accident or incident on site. You may ask why this is so important? The main reason is to prevent a reoccurrence of the Accident or Incident from happening again – the next time could have more severe consequences! It is also important from a legal point of view. By this we do not just mean protecting the company from claims, it can also be the difference between people going to prison or not and that includes yourself! Accident Ensure the area is made safe but do not disturb / clear the area. Instruct others to assist. Administer First Aid and if required arrange for an Ambulance to be called. If possible photograph the injury. Ask others to assist you. Take plenty of photos of the accident area, including any plant or equipment. Contact Phil Stevenson on 07817 598162 and explain what has happened. Complete the accident / incident form in your site file AND the Accident Book. FORM 7.2ZA - ACCIDENT FORM FORM 7.2ZC - INCIDENT/NEAR MISS REPORT & email to phil@totalreclaims.co.uk Complete FORM 7.2Z INCIDENT REGISTER & retain in site file Take witness statements from the injured person (if possible) and everyone who was in the area. Incident Ensure the area is made safe but do not disturb / clear the area. Instruct others to assist. Take plenty of photos of the incident area including any plant or equipment. Contact Phil Stevenson on 07817 598162 and explain what has happened. Complete the accident / incident form in your site file. FORM 7.2ZC - INCIDENT/NEAR MISS REPORT & email to phil@totalreclaims.co.uk Complete FORM 7.2Z INCIDENT REGISTER & retain in site file Take witness statements from everyone who was in the area. If we are on a site where our client is Principal Contractor, they may ask you to complete their paperwork including their accident book. This does not replace the requirement to complete our paperwork or accident book! <u>When an accident or incident occurs on site then this takes priority over everything else!</u>

	INCIDENT FLOWCHART <pre> graph TD subgraph InjuryTypes [] direction LR MI[MINOR INJURY] IAW[INJURY RESULTING IN ABSENCE FROM WORK] MJ[MAJOR INJURY] IMP[INJURY TO MEMBER OF THE PUBLIC] DO[RIDDER] DN[NEAR MISS] end MI --> TI1[TREAT INJURED PERSON] IAW --> TI2[TREAT INJURED PERSON] MJ --> TI3[TREAT INJURED PERSON & TRANSPORT TO HOSPITAL] IMP --> TI4[DEAL WITH INJURED PERSON (IF HOSPITAL REQUIRED ACTION AS MAJOR INJURY)] DO --> RA1[RESTRICT ACCESS UNTIL AREA MADE SAFE FOR WORK] DN --> RA2[RESTRICT ACCESS UNTIL AREA MADE SAFE FOR WORK] TI1 --> ITR[INFORM TRD H&S MANAGER - PHIL STEVENSON IMMEDIATELY ON 07817 598 162 / phil@totalreclaims.co.uk] TI2 --> ITR TI3 --> ITR TI4 --> ITR RA1 --> ITR RA2 --> ITR ITR --> SM[] subgraph SMBox [] direction TB SM1[] SM2[] SM3[] end SM1[SITE MANAGER/SUPERVISOR:- • COMPLETE AS SOON AS THE SITUATION IS CONTROLLED:- • IF ACCIDENT - FORM 7.22A - ACCIDENT FORM & FORM 7.22C - INCIDENT/NEAR MISS REPORT - SEND IMMEDIATELY TO alison@totalreclaims.co.uk & phil@totalreclaims.co.uk • IF INCIDENT/DANGEROUS OCCURRENCE - FORM 7.22C - INCIDENT/NEAR MISS REPORT - SEND IMMEDIATELY TO alison@totalreclaims.co.uk & phil@totalreclaims.co.uk • COMPLETE FORM 7.22 INCIDENT REGISTER & RETAIN IN THE SITE FILE • ASSIST WITH ALL FURTHER INVESTIGATIONS / INTERVIEWS] SM2[TRD H&S MANAGER - • CONTACT SITE SUPERVISOR/MANAGER FOR SPECIFIC INCIDENT INFORMATION & ATTEND SITE AS REQUIRED; • INFORM INTERESTED THIRD PARTIES: PRINCIPAL CONTRACTOR/CLIENT, INSURANCE COMPANY, ETC. • INVESTIGATE AND REVIEW CAUSE OF INCIDENT AND COMMUNICATE FINDINGS WITHIN COMPANY AND TO INTERESTED PARTIES • RIDDER ACTIONS - REPORT TO HSE AS BELOW: • OVER-SEVEN DAY ACCIDENTS OR DANGEROUS OCCURRENCE - ON LINE USING THE DESIGNATED FORM WITHIN 15 DAYS OF ACCIDENT • MAJOR INJURY OR FATALITY - BY TELEPHONE/HSE OUT OF HOURS DUTY OFFICER IMMEDIATELY] SM3[TRD HEAD OFFICE - • DETAIL INFORMATION FROM FORM 7.22C ONTO FORM 7.22 - INCIDENT REGISTER • ALLOCATE INCIDENT REFERENCE NUMBER • LOG AS NON CONFORMITY • COLLATE ALL DOCUMENTS AND HOLD WITHIN MASTER (HARD COPY AND ELECTRONIC) INCIDENT FOLDER UNDER RELEVANT INCIDENT NUMBER] SM1 --> SM2 SM2 --> SM3 </pre> INCIDENT FLOWCHART This flowchart gives an overview of the Company and statutory reporting process, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) + Approved Code of Practice (ACOP - HSE L74) specifically: Regulation 3 - Notification and reporting of injuries and dangerous occurrences; Regulation 4 - Reporting of the death of an employee; and Regulation 5 - Reporting of cases of diseases. SAFETY & HEALTH INCIDENTS Any incident resulting in either an injury to a person(s), death of a person or a person sustaining a specified disease, either working on Site or as a result of site/work activities - SAFETY, HEALTH & ENVIRONMENTAL INCIDENTS Any incident detailed within the Company 'Table of Occurrences/Near Misses', this incorporates RIDDOR Regulation 3 and Schedule 2 + guidance within ACOP [L74] REPORTING PROCESS This is fully detailed within our Integrated Management System (IMS), specifically QP 7.2 - Product Realisation - Safety, Health & Environmental Form 7.2Y.03	
8.4.3	All accidents and incidents, regardless of severity and whether others are in control of the site, must be recorded onto a TRD accident report. This document is used both for company and statutory accident recording.	
8.4.4	Minor injuries can be treated by the appointed First Aider on site who shall assess as to whether further medical treatment is required. Please see the construction phase health and safety plan for details of the nearest A&E hospital.	
8.4.5	For major injuries please dial 999 and request an ambulance.	
8.4.6	All accidents or incidents notifiable under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) shall be reported to the HSE Incident Contact Centre at Caerphilly by Total Reclaims Head Office.	
8.4.7	A Near Miss is an incident/incident in which no property was damaged, no equipment was damaged, and no personal injury was sustained, but where, the timing or positioning was different, damage or injury easily could have occurred.	
8.4.8	The purpose of Near Miss Reporting is to prevent the reoccurrence of it happening again but potentially resulting in injury or damage.	
8.4.9	Any non-conforming situation is to be reported to the Site Manager / Supervisor immediately. • Where possible these will be dealt with at site level by the Site Manager / Supervisor. Where required TRD's Quality manager or Health & Safety Manager will be notified by the Site Manager / Supervisor to assist with closure;	

8.4.10



Each incident, accident, near miss or non-conforming situation will be logged by the Site Manager / Supervisor onto Form 7.2Z.02 Incident Register Non-Conformities + Causation located in the site folder.

Incident Register

Site Supervisor:				Month/Year												Page:						
DATE	TIME	BRIEF DETAILS OF INCIDENT (INCLUDING LOCATION ON SITE)	INDIVIDUAL/ COMPANY	INCIDENT												CAUSATION					ACCIDENT/ OCCURRENCE REPORT	RECORDED BY (INITIALS)
				Accidents						Occurrences			NC	A	B	C	D	N				
				NLT	LT	OSD	MAJ	FAT	PUB	NM	DO	DOR							NON			
																				YES/NO		
																				YES/NO		
																				YES/NO		
																				YES/NO		
																				YES/NO		
																				YES/NO		
																				YES/NO		
																				YES/NO		
TOTALS																						

Form 7.2Z.02

☐
Check

8.5	FIRE	
	Arrangements	
8.5.1	Arrangements for fire safety and emergency arrangements on Site will take cognisance of guidance/ requirements detailed in Fire Safety in Construction [HSE HSG168] and Fire Prevention on Construction Sites 9 th Edition [Construction Confederation/Fire Protection Association].	
8.5.2	Prior to works commencing on Site, the Site Supervisor will contact the nearest Fire Station to advise of the Project and invite the appropriate Fire Office to visit site to discuss fire, rescue and emergency access requirements. Details of the discussions will be recorded and communicated to Site personnel and other interested parties.	
	Fire Prevention	
8.5.3	The first fire precaution on Site is to prevent fire occurring. Most construction fires have simple causes and can be dealt with by simple precautions. The following is not a definitive list, but are particularly important: • Ensure that LPG cylinders and other flammable materials are properly stored. LPG should be stored outside buildings in well-ventilated and secure areas. Flammable materials such as solvents and adhesives should be stored in lockable steel containers. • LPG supplies should be turned off at the cylinder when not in use. This is particularly important out of hours. Serious explosions have occurred after site huts have gradually filled with gas because an LPG heater has not been turned off. Also make sure site huts are adequately ventilated and do not keep LPG in them if it is not needed. • Ensure that LPG equipment and fittings are properly maintained. Damaged hoses and fittings or makeshift connections are extremely dangerous because they can easily lead to leaks in tough construction conditions. • If there is any suspicion that LPG is leaking, stop using it and check. Leaks can be identified by hissing smell or using soapy water, but never with a naked flame. Only light up when you are certain that there are no leaks and that any vapor which has leaked has dispersed. • Formal permit-to-work systems will be used for 'hot works'. In particular, make sure extinguishers are at hand and that sparks or heat cannot set fire to surrounding materials. After the work has finished (usually an hour later) check the worksite to make sure that there is no smoldering material. • Keep the site tidy and make sure rubbish and waste is cleared away promptly and regularly. • Avoid unnecessary stockpiling of combustible materials and store what is necessary away from ignition sources. Limit what is taken onto site from the store to what is needed for a day's work. • Consider the need for special precautions in areas where flammable atmospheres may develop, such as the use of volatile solvents or adhesives in enclosed areas. • Make sure everyone abides by site rules on smoking. • Site rules for preventing fire are useless unless they are followed; the Site Supervisor will monitor Site and take appropriate action when breaches are found.	

	Precautions																															
8.5.4	During demolition works the fire risk to the building(s) decreases significantly as the work progresses and the building contents, furniture, carpets, non-load bearing partitions/walls, doors, etc. are removed (soft strip). The firefighting equipment and requirements of this Fire and Emergency Safety Plan apply to all works carried out and for the duration of the Project. Critical information, escape routes, details of fire equipment and location, Muster Point(s) will be detailed in the Site Layout Drawings. Copies of these drawings will be displayed at every Fire Point, on the Site Notice Board and will be clearly explained at induction.																															
	Means Of Escape																															
8.5.5	Escape routes and emergency exits are marked on the Site Layout Drawings. These escape routes and emergency exits will: • Be clearly signed by means of signage in accordance with the Health and Safety (Signs & Signals) Regulations. • Be kept clear of all debris, soft strip arising, etc. • Never be locked when people are on the site. The Muster Point will be identified on the Site Layout Drawing – this will be where everyone can gather and be accounted for. In the event of an evacuation, the Site Supervisor will take a 'head count' using the Site signing in/out documentation. Upon completion of the 'head count' information will be submitted to other interested parties, including but not limited to the Principal Contractor.																															
	Fire Escape Routes (Including Distances)																															
8.5.6	Wherever possible the recommended travel distances to a place of safety will be as detailed in 'Fire safety in construction', as detailed in Table 2. <table><tr><th>Fire hazard</th><th>Lower</th><th>Normal</th><th>Higher</th></tr><tr><td>Enclosed structures:</td><td></td><td></td><td></td></tr><tr><td>Alternative escape route available</td><td>60m</td><td>45m</td><td>25m</td></tr><tr><td>Dead-end situation</td><td>18m</td><td>18m</td><td>12m</td></tr><tr><td>Semi-open structures: completed or partially constructed structure with substantial openings in the walls or roof</td><td></td><td></td><td></td></tr><tr><td>Alternative escape route available</td><td>200m</td><td>100m</td><td>60m</td></tr><tr><td>Dead-end situations</td><td>25m</td><td>18m</td><td>12m</td></tr></table> Lower hazard areas are those where there is little flammable or combustible material present and the likelihood of fire occurring is low, example could be steel or concrete clad framework Normal hazard area will cover the majority of situations, flammables and comestibles are present, but of such a type and disposition that any fire will be localised. High hazard areas are locations with significant quantities of flammables or combustible materials present of such a type that in the event of a fire, rapid spread will occur TABLE 2			Fire hazard	Lower	Normal	Higher	Enclosed structures:				Alternative escape route available	60m	45m	25m	Dead-end situation	18m	18m	12m	Semi-open structures: completed or partially constructed structure with substantial openings in the walls or roof				Alternative escape route available	200m	100m	60m	Dead-end situations	25m	18m	12m	
Fire hazard	Lower	Normal	Higher																													
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Alternative escape route available	200m	100m	60m																													
Dead-end situations	25m	18m	12m																													

	Fire Equipment	
8.5.7	The equipment needed depends on the risk of fire occurring and the likely consequences if it does. Firefighting equipment and location are detailed on the Site Layout Drawings. The Site Supervisor or designated competent person will ensure that: • Fire equipment is located where it is really needed and is easily accessible. • The location of fire-fighting equipment and how to use it is clearly indicated. • The right sort of extinguishers is provided for the type of fire that could occur. A combination of water or foam extinguishers for paper and wood fires and CO2 extinguishers for fires involving electrical equipment is usually appropriate. • The equipment provided is maintained and works. • Fire-fighting equipment should be checked regularly by a competent person. • Those carrying out hot work have appropriate fire extinguishers with them and know how to use them.	
	Occurrence Of A Fire	
8.5.8	Anyone discovering a fire should: • Raise the alarm by contacting the Site Supervisor or by appropriate other means such as a manual 'break glass' button or sounding the air horn on site. • Advise the Site Supervisor of the size, type and location of the fire and any other relevant information. • Tackle the fire, if they are trained and competent and it is safe to do so, without endangering themselves. The Site Supervisor will, acting on the information supplied, call the Emergency Services, and, if necessary, implement an Emergency Evacuation.	
	Materials Storage & Waste Controls	
8.5.9	Materials stored on Site for demolition projects are minimal, to minimise risk of fire from stored materials, the following precautions will be taken: • The quantity of flammable materials, liquids and gases will be kept to a minimum. • All flammable materials, liquids and gases will be stored properly. • Flammable gas cylinders will be returned to a ventilated store at the end of the shift where practicable. • Smoking and other ignition sources are banned in areas where gases or flammable liquids are stored. • Suitable fire extinguishers will be available adjacent to the stores. Arising from demolition activities will be removed from the work area and subsequently from Site on an ongoing basis. Records of all waste will be recorded within the Site Waste Management Plan; this will record details of waste, category, volume, etc.	

8.6	SPILLAGES FUEL/OIL/CHEMICAL	
8.6.1	A person becoming aware of a fuel/oil spillage should immediately contact the Site Supervisor advising him of the location and hazards generated by the Incident. In the event of a chemical spillage the person discovering the spill will immediately inform the Site Supervisor and if possible, identify to him the chemical(s) involved and any injured personnel. The Site Supervisor will then determine how the spillage is to be dealt with, after reference to the relevant COSHH assessment and if necessary, by summoning the appropriate Emergency Services or Specialist Services. If appropriate the Site Supervisor will invoke the Emergency Evacuation Procedure.	

8.7	SERIOUS ACCIDENT	
8.7.1	In the event of a serious accident occurring (e.g., collapse of a structure) the Site Supervisor must be informed immediately. The Site Supervisor will call the Emergency Services to deal with the incident and treat the resultant casualties and if the hazards remaining warrant it he will carry out an Emergency Evacuation.	

8.8	EXPLOSION OR RISK OF EXPLOSION	
8.8.1	In the event of an explosion or the imminent risk of explosion (e.g., from a leaking LPG or Gas Bottle) any personnel becoming aware of the situation must inform the Site Supervisor IMMEDIATELY and warn adjacent personnel to proceed to their Assembly/Muster Point(s) via a safe route. The Site Supervisor will immediately contact the Emergency Services and carry out an Emergency Evacuation.	

8.9	EXTERNAL SITUATIONS	
8.9.1	Where there is a possibility of a major incident arising from adjacent premises it may be necessary to evacuate the site. When such circumstances arise the Site Supervisor will liaise with the Emergency Services called to the external incident and take their advice as to the continuation of work on site. In the event of an evacuation of the site being necessary the Site Supervisor carry out an Emergency Evacuation.	

8.10	ACTION BY OTHER PERSONNEL	
8.10.1	Unless nominated to undertake specific duties by the Site Supervisor all OTHER PERSONNEL on becoming aware of an emergency situation or hearing the evacuation alarm will: • If safe to do so, shut down plant and equipment and render it safe, and then follow a safe route to their Assembly Point taking NO ACTION that will endanger themselves. • Report their presence at the Assembly Point to their supervisor and assist the supervisor in accounting for any missing personnel. Personnel with specialist training and certification i.e. First aiders should then report to the Site Supervisor and render any assistance as directed by the Site Supervisor. First Aid "Grab Bags" should be positioned at exits and these should be taken by First Aiders, providing this does not delay their exit. Supervisors at the Assembly Point must account for staff and visitors under their control to the nominated person undertaking the rollcall. Any missing personnel should be reported to the Site Supervisor for the Emergency Services to locate	

8.11	EMERGENCY EVACUATION
8.11.1	Dependent on the type and nature of each the incident a full evacuation of the site may be required. The Site Supervisor once, in command of the circumstances of the incident will: • Sound the evacuation alarm • Ensure that all relevant emergency services have been summoned • Instruct a suitable competent person to undertake a rollcall of personnel at the Assembly/Muster Point(s) with each supervisor of personnel accounting for the people under his/her supervision including visitors. • Establish a control point at a convenient SAFE venue and from there liaise with the relevant Authorities and Emergency Services to manage the incident and the search for any missing or trapped personnel. • Ensure, where appropriate, and it is safe to do so, that unnecessary plant and equipment is shut down. • Ensure, through the nomination of a competent person that the emergency services are directed through a safe access route to the incident. • Ensure that they are provided with any necessary information to deal with the Incident e.g. Plan of Site, COSHH Data Sheets and Assessments etc. • Ensure that no personnel re-enter the site until advised by the Emergency Services that it is safe to do so. • If appropriate, barrier off the area of the incident to prevent unauthorised access and contamination of a possible investigation by the Enforcing Authorities. • Inform the Contract Director and where appropriate the Enforcing Authorities. • Prepare a preliminary Occurrence/Near Miss Report. • Where portable fire-fighting appliances have been used ensure that they are replenished as soon as possible for future operation.

8.12	EVALUATION
8.12.1	Where practicable, the effectiveness of the Emergency Evacuation will be demonstrated by a practice session, generally every 4 weeks, organised by the Site Supervisor at a convenient time and date; details such sessions, including any significant comments/findings, will be recorded onto the Emergency and Fire Register. Evacuation alarms will be tested weekly at a published time and day and details recorded of the testing onto the Emergency and Fire Register.

9 WORK INVOLVING PARTICULAR RISKS (CDM 2015 – Schedule 3)

9.1 INTRODUCTION

9.1.1

The information detailed in the following sections is an overview of the arrangements to control the safety and health of both Company employees and any others who may be affected by our activities, including other workers on Site, visitors to Site and members of the public.

Specific and detailed information identifying actual arrangements and controls will be embedded within the task/area specific Method Statements and related assessments (RAMS).

As previously described, these RAMS, related environmental documentation and this document form the 'safe system of work' for the management of the Project.

9.2 RISK ASSESSMENTS

9.2.1

Risk Assessments are carried out as required by the Management of Health and Safety at Work Regulations 1999 and related Approved Code of Practice (ACOP). The Risk Assessment method is based upon numeric rating, as detailed in the Risk Category Table. This enables prioritisation of the risks to ensure implementation of suitable control measures to reduce the risk to a level as safe as is reasonably practicable. The Risk Category Matrix identifies the risk hierarchy (low/medium/high).

9.2.2

Specific risk assessments shall be included with the safe systems of works written for this project.

9.3 OTHERS AT RISK

9.3.1

The site is located within an industrial area and is, as such closely surrounded by a highly populated environment, particularly at peak times. Others at risk include, but is not limited to:

- TRD personnel
- Sub-contract personnel
- Site visitors including Client personnel
- Surrounding facility users
- Delivery / Collection personnel
- General public

9.3.2

The site / working area shall be deemed an exclusion zone. Perimeter fencing shall be erected to the site were required as this shall help prevent inadvertent access into the site. See section 5.2 for further details.

9.4	WORK AT HEIGHT (Schedule 3 – 1 [Part] Falling From Height)	
9.4.1	Under the hierarchy of control stipulated in the Work at Height Regulations, the Company will determine how to safely work at height. The hierarchy stipulates that duty holders must: (i) Avoid work at height where they can (ii) Use work equipment or other measures to prevent falls where they cannot avoid working at height (iii) Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur. Only when level (i) is not practical will the next level be considered. Due to the nature of demolition activities, it is virtually impossible to avoid work at height. However, suitable controls will always be in place to prevent falls or minimise the distance and consequences of a fall. Where appropriate, and as required by the Regulations, approved type safety harnesses will be worn, and the lanyard attached to a secure and suitable anchorage point. All Company top men are issued with full body safety harnesses as part of their basic Personal Protective Equipment. Details of access requirements will be detailed within the task/area specific Method Statement(s).	
9.4.2	All access to height will be assessed and any appropriate safety measures shall be installed.	
9.4.3 !	Mobile access scaffolds or podium steps are to be erected by trained and authorised operatives. Prior to first use they shall be inspected by a competent person and recorded into a scaffold register. Amendments/changes to the equipment shall require an inspection again and recording in the register. Site safety hold point – Site manager/supervisor to sign _____ date _____ N/A ☐ Reason why? _____	!
9.4.4 !	MEWPs must only be operated by trained and authorised personnel. Prior to first use (each working day), the MEWP shall be operated using the ground controls. This is to ensure that they work in case of an emergency situation arising. During MEWP operations, a trained operative shall be deployed at ground level in case of the event of an emergency situation. Complete Form 7.2ZZG MEWP Pre-Use Inspection Checklist Site safety hold point – Site manager/supervisor to sign _____ date _____ N/A ☐ Reason why? _____	!

	9.4.5 !	If an operative is required to wear a harness and lanyard to carry out working at height then they must be trained and authorised to do so. The harness and lanyard shall be inspected for damage/defects by a competent person prior to the operatives commencing their work. If any damage/defects are found, then the operative shall not be permitted to carry out working at height until the harness and/or lanyard has been replaced. Complete Form 7.2N Harness Inspection Record Site safety hold point – Site manager/supervisor to sign _____ date _____ N/A ☐ Reason why? _____	!
	9.4.6 !	Access scaffolds are to be erected by a specialist scaffold contractor. Prior to any person entering the scaffold it must be inspected and signed off by a competent person. The competent person must re-inspect the scaffold every 7 days or each time it is altered. All inspections and alterations must be recorded into a scaffold register. Only the specialist scaffold contractor can adjust/amend the scaffold. TRD operational staff are not permitted to alter the scaffold for any reason. Site safety hold point – Site manager/supervisor to sign _____ date _____ N/A ☐ Reason why? _____ NOTE: Prior to erecting the scaffolding the relevant positions, permissions and designs will require approval. Licenses for Access will be required from the neighbouring buildings owners	!

9.5	ASBESTOS (Schedule 3 – 2 Chemical And Biological Substances)
9.5.1	A Demolition/Refurbishment Survey, as detailed in 'Asbestos – the survey guide' (HSG 264), as per Section 5.3 will be available on site at all times. Asbestos removal will be notified to the HSE as required/appropriate; licensable asbestos will be notified by the means of the ASB5, prescribed on-line form, sent fourteen days before commencement of works, non-licensable asbestos will be notified by the means of the>NNLW1, prescribed on-line form, sent prior to commencement of works. Not all non-licensable asbestos removal works are notifiable; the notification decision will be made prior to the Project commencing and documented within the related Method Statement(s). All asbestos materials will be removed and disposed of in accordance with the Control of Asbestos Regulations, and related Approved Code of Practice 'Work with materials containing asbestos' [L143], Asbestos: The licensed contractors' guide [HSG 248], Asbestos: The analysts' guide for sampling, analysis and clearance procedures [HSG 247], NFDC publication '<i>Industry guidance for non-licensed work with asbestos containing materials within a demolition or refurbishment environment</i>', and related HSE/ARCA Guidance documentation. A Plan of Work will be generated for licensable asbestos works involving the removal of asbestos notifiable under the requirements of an Asbestos Licence; licensable asbestos will be removed and a Certificate for reoccupation obtained from a UKAS accredited analyst prior to demolition works commencing. A Method Statement will be generated for all works involving the removal of non-notifiable asbestos. The removal will be interlinked with the demolition programme so as to minimise likelihood of exposure to asbestos containing materials. Any material found during demolition activities suspected of being asbestos will result in work being stopped. Actions will be carried out as detailed in the Asbestos Unexpected Discovery flowchart (Appendix H). The Site Supervisor will arrange for samples to be taken and forwarded to a designated laboratory for analysis. Dependent upon the results, demolition works will either recommence or revised methods implemented.

9.6	HAZARDOUS SUBSTANCES [COSHH] (Schedule 3 – 2 Chemical and biological substances)	
9.6.1	Hazardous substances (COSHH products) on demolition Sites fall into three categories: • Products brought onto site for use by Company personnel (Category i) • Substances generated as a result of Company processes, e.g. dust, metal fume Category ii) • Substances present on site left as contamination/residue resulting from Client processes previous to demolition activities commencing (Category iii) <i>Categories i) and ii)</i> COSHH Assessments are carried out by utilisation of Materials Safety Data Sheets or information provided by other third parties and review of actual usage/generation on sites by Company personnel. Providing the control measures listed in the appropriate COSHH Assessment are adhered to, it is considered that the risk from products is as low as is reasonably practicable. The assessments are reviewed on an annual basis, as part of the Safety, Health and Environmental process, or sooner if considered necessary/conditions dictate. <i>Category iii)</i> Information is provided by the Client, generally Materials Safety Data Sheets, this will be assessed and appropriate control measures, dependent upon the hazards presented by the substance(s), will be implemented. These control measures may include, but not be limited to, selection of methodology, use of personal protective equipment (PPE), disposal of waste.	
9.6.2 	Operational substances to be used on site shall have a specific COSHH assessment carried out for them prior to use. The COSHH assessments shall be kept in the site file. Any new substances brought to site shall be COSHH assessed prior to first use.	☐ Check
9.6.3 	Diesel to fuel plant on site shall be stored in a double bunded tank complete with a spill kit and fire extinguisher (NOT WATER). Site safety hold point – Site manager/supervisor to sign _____ date _____	
9.6.4 	Items found on site, such as chemicals, paints, drums of liquid etc., do not require a COSHH assessment as they shall not be used. Any found items shall be placed into a quarantine area IF SAFE TO DO SO. The quarantine area shall be formed from temporary fencing with safety and warning signs. The found items shall be removed from site by a specialist hazardous waste removal contractor. Site safety hold point – Site manager/supervisor to sign _____ date _____	

9.7	NOISE, DUST & VIBRATION	
9.7.1	Noise assessments pursuant to the Noise at Work Regulations will be carried out as required. The results of the assessments will be reviewed, and the appropriate actions taken. Wherever possible/practicable, steps to reduce noise below the appropriate action levels will be implemented. Where reduction of noise to below the second action level is not practicable, the area will be delineated and identified as requiring ear protection. Identification of these areas will be by safety signs as required by the Health and Safety (Signs and Signals) Regulations. Typical second action level areas include: • Where percussion tools are in use • Inside the driver's cab of certain plant	
9.7.2	The TRD site manager / supervisor shall use the TRD noise assessment handbook to apply the necessary control measures and provide the correct level of hearing protection for each noise emitting task being undertaken on site. Site safety hold point – Site manager/supervisor to sign _____ date _____	!
9.7.3	In addition, the following measures will be implemented: Plant / Equipment Controls: 1. Whenever heavy plant operates the surrounding area (to provide a clear 20m exclusion zone) to be designated as a mandatory hearing protection zone. Pedestrian barriers with mandatory hearing zone signage affixed to be installed at approach points to the areas to alert persons on site of the necessity to don their hearing protection. 2. Compressors brought on to site will be silenced or sound reduced models fitted with acoustic enclosures. 3. All pneumatic tools will be fitted with silencers or mufflers. 4. All plant items will be properly maintained and operated according to the manufacturers' recommendations in such a manner as to avoid causing excessive noise. All plant should be sited so that the noise impact at nearby noise-sensitive properties is minimised. 5. Local hoarding, screens or barriers will be erected as necessary to shield particularly noisy activities 6. On-site noise monitoring where required – TRD in-house noise trained Safety Officer. 7. Excavators will be utilised employing rotating shear or grab attachments which will enable grasping of structural elements and lowering rather than 'dropping' operations. 8. Machine operator to switch off during idle times to reduce emissions / noise etc.	
9.7.4	Any works where generation of dust is likely is to be controlled, in the first instance, by at-source damping down and/or LEV/natural ventilation control measures. RPE is to be provided to further control exposure (as per the PPE register). Each operative is to hold a current face-fit test specific to the RPE provided. • Selection of suitable plant/equipment/LEV extraction • Preparation of area to promote natural ventilation – opening of doors/windows etc • Selection of suitable RPE • Minimising exposure to dust by installation of control measures • Monitoring employee's exposure Demolition methodologies will take cognisance of the risks entailed in the work activities and exposure to dust.	

9.7.5	TRD operational staff are face fitted for a JSP Force 8 Half Mask, when working in dusty conditions it is compulsory for them to wear their RPE as they have been trained to do so.	
9.7.6	Dust migration from site / working area shall be controlled by directing a water mist onto the working area.	
9.7.7	In addition, the following measures will be implemented: 1. Pre-start – identification of sensitive receptors (over and above on-site personnel) 2. Minimisation of traffic flows through the site – containing access / welfare / loading / unloading / clean-down and storage / crushing zone to works area. 3. Phasing the works to maximise the benefit from perimeter structures and to enable traversing back to loading / welfare zone at all times. 4. Crushing Operations – a. Crushing operations to be contained to footprint of the area. b. All works carried out to WRAP protocol incl. inspections / testing and records maintained. c. Mobile Crushing Permits held under Section 3.5 of Schedule 1 to the Environmental Permitting (England & Wales) Regulations 2010 SI 2010 No. 675 via our local authority LAPPC (Ashfield District Council) for each of our 3 crusher units which covers T7 exemption and sets permit conditions which include, but not limited to: d. Visual assessments of emissions from the crusher when it is in use and associated process operations such as vehicle movements are to be made frequently and at least 3 times per day – NOTE: This is carried out and recorded onto the Crusher Daily Record sheet. e. Feeding area of the crusher is fitted with water sprays in order to minimise emissions at source. f. A supply of water shall be available to the crusher at all times – where supply is interrupted all operations will cease. g. Height drops from discharge conveyors and loading machines will be kept to an absolute minimum to prevent emissions of dust and additional damping down will be initiated. 5. On-Site Controls: a) Continual monitoring of weather conditions and dust emissions. b) Ceasing of works as required and introduction of additional controls should works require. c) All arising to be transported off site to have easy sheet in place prior to leaving the site. d) Correct sheeting of containers or vehicles containing materials before leaving site e) Inspection of inward and outward vehicles. f) Clean-down of wheels before leaving site. g) Visual inspections of internal access roadways. h) Visual inspection of working areas and introduction of damping down operations. i) Introduction of road-sweeper – internal roadways and cleared slab areas. j) Ceasing of works and introduction of additional controls should works require. k) On-site dust monitoring. l) Excavators will be utilised employing rotating shear or grab attachments which will enable grasping of structural elements and lowering rather than ‘dropping’ operations m) At source damping down - Dust Boss / Mobile bowlers with spray head attachment to be available on site and set up to ‘curtain’ the mechanical demolition exclusion / buffer zones throughout the works to provide a fine mist application during: • mechanical demolition; onto the spoil heaps; during loading/processing operations; on-board dust suppression systems on crusher. NOTE: This ‘fine mist’ method ensures that the particulates are captured at source and brought down rather than becoming airborne.	
9.7.8	Where risk of damage to abutting properties/boundaries has been identified suitable controls including hand-reduction to sensitive elevations; saw cutting / lifting of slab to reduce any vibration impact.	

9.8	DISMANTLING ACTIVITIES (Schedule 3 – 10 Work involving assembly or dismantling of heavy prefabricated components)
9.8.1	Risk assessments will be carried out and method statements generated (Safe systems of work [SSW]) will be generated for all dismantling activities; the SSW will take cognisance of the nature of the plant/equipment to be dismantled, including weight of sections and total weight, location/access. Methods of dismantling, use of access lifting equipment, etc., will be clearly described; all works will be carried out by operatives experienced in the dismantling process/techniques.

9.9	SERVICES (including temporary electrical installations)
9.9.1	Services within the demolition projects may include, but not be limited to: • Gas • Electricity • Water • Telecommunications • Client process services All existing services will be isolated/diverted, either by the Client or the Company, before demolition works commence. The Company will obtain confirmation of isolations before starting works, where practicable, physical severance of services will be carried out and identified by the Company at the separation point(s). Regardless of isolation documentation, all care will be taken when carrying out demolition works to verify the actual status of services within the demolition area(s). Any areas of concern, i.e., suspicion of possible 'live' service, will be identified to the Client, verification of the status of the service undertaken and, depending upon the result of the verification, appropriate action taken. If the slab is to be removed, a CAT scan will be carried out prior to work commencing. Any 'live' services to be retained within the demolition area(s) will be clearly identified by suitable method, colour coding, spray paint, etc. Demolition methodologies will take cognisance of the existence of these services. Overhead power lines and 'live' pipe gantries will be identified to all personnel, will be recorded in the Method Statement, and where appropriate, will be segregated by physical barriers to prevent possible contact. Demolition methodologies will take cognisance of the existence of these services.
9.9.2	Generally the only temporary electrical installations on Site are required for the Site welfare facilities. Any cabins with electrical equipment will be accompanied by appropriate certification. Installation of the electrical supply will be carried out by a competent electrician and will be in accordance with the Electricity at Work Regulations.
9.9.3	Refer to Section 5.1 for site specific information

9.10	EXCAVATIONS	
9.10.1	The major risk from shallow pits, ducts and excavations, will be to be members of the public and workers on site. Most accidents can be eliminated if care is taken to protect the working area effectively and prevent access by unauthorised persons. In addition, any holes and openings will be kept covered where possible or a physical safety barrier erected.	
9.10.2 	Site Manager/Supervisor to ensure PTW - Dig - Excavate - Form 7.3G1B is completed	☐ Check

9.11	POOR GROUND CONDITIONS	
9.11.1	Work in poor ground conditions will be undertaken only after a full risk assessment has been carried out. Demolition methodologies will take cognisance of the ground conditions.	
9.11.2 !	Ground conditions are to be assessed on a daily basis by the TRD Site Manager / Supervisor and by TRD operational staff, particularly during inclement weather conditions. Significant changes to the ground conditions which could put contractors, sub-contractors, visitors, the general public, plant, equipment or even structures at risk are to be reported immediately to the TRD site manager / supervisor. Liaison with the Contract Manager and/or Health & Safety Manager shall then be held to identify suitable control measures. These control measure must be recorded prior to commencement. Site safety hold point – Site manager/supervisor to sign _____ date _____	!

9.12	DELIVERY/REMOVAL OF MATERIALS (including waste)/work equipment/plant Delivery/removal	
9.12.1	All vehicles, either delivering or removing materials/work equipment/plant, will take the designated access/egress route onto Site and report to the Site Supervisor. The designated route will be detailed in the task/area specific Method Statement. When entering via public highways and in any area where delivery/removal activities impinge on public thoroughfares, access and egress will be controlled by a banksman. All materials will be unloaded in nominated lay down areas and transported to working areas as required. Materials will be moved around the site and unloaded by suitable vehicles e.g. telehandler, crane, hiab lorry, etc.	
9.12.2	All waste products will be removed from site in accordance with the relevant Regulations accompanied by a Duty of Care Note, as required by the Waste (England and Wales) Regulations, or Hazardous Waste Consignment Note, as required by the Hazardous Waste Regulations; copies of the disposal documentation will be held on site. Only licensed waste carriers will remove waste from site. All skips and roll on/off containers will be placed such that they do not present an obstruction to means of access and egress for personnel, plant or vehicles. They will be based on firm level ground and filled with discretion (i.e., not overloaded). Proper transportation will be provided to move waste skips and roll on/off containers; movement on site using unsuitable equipment will not be permitted. Whilst it is the drivers responsibility to ensure that his load is safe when being transported, the Site Supervisor will ensure that waste skips are suitably sheeted, scrap containers are not overloaded before leaving site and necessary waste documentation is available and in order for all waste materials leaving site.	
9.12.3	Waste shall be segregated into material type and placed into suitable waste containers for removal from site.	
9.12.4	Drop zones shall be used to remove soft strip arising from the structure.	
9.12.5	Drop zone areas shall be segregated from access and other activities on site by the use of Heras fencing. Safety and warning signs shall be posted to the fencing.	
9.12.6	A banksman shall be positioned to the exterior of the drop zone under a watching brief. He shall be in direct contact with the soft strip team via two-way radio. He shall suspend the use of the drop zone should any unsafe situation arise or if the drop zone requires to be cleared. The use of the drop zone shall only resume under the banksman's instruction.	
9.12.7	Flyable materials shall be placed into bags prior to being placed into the drop zone area.	
9.12.8	Mechanical demolition arising shall be segregated into material type with brick and concrete materials being stockpiled for crushing and all other materials being placed into suitable waste containers for removal from site.	
9.12.9	The SSW.RA formed for this project shall outline the safe removal of demolition arising.	

9.13	STABILITY OF STRUCTURES
9.13.1	The information supplied by the Client and Site assessment will identify the stability of structures. Personnel will not enter any building suspected to be unstable, in such cases, appropriate methodology, generally by demolition by mechanical methods, i.e. machine external to the structure, will be utilised. When demolishing structures, the basic principles of structural demolition (as detailed in BS6187:2011), i.e. progressive, deliberate collapse or deliberate removal will be considered. Demolition methodologies will take cognisance of the stability of the structure prior to demolition works commencing and the ongoing stability of the structure during the course of demolition works.

9.14	CONTROL OF LIFTING OPERATIONS
9.14.1	Lifting operations if any will be performed in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. All plant and equipment used for lifting on the site, which requires inspection and/or testing under the requirements of LOLER will be correctly tested and be accompanied by the appropriate Test Certificates. All lifting operations will be planned in accordance with BS 7121 and an appointed person will be present when lifting is taking place. The weight of all lifts will be assured such that the proposed lifting down by crane can be completed within the crane manufacturer's stated safe working load and radius.

9.15	MAINTENANCE OF TOOLS, PLANT & EQUIPMENT
9.15.1	All tools, plant and equipment are serviced maintained and inspected in accordance with the requirements of appropriate legislation, this includes the Provision and Use of Work Equipment Regulations (PUWER), the Lifting Operations and Lifting Equipment Regulations (LOLER) and Electricity at Work Regulations. The service, maintenance and inspection controls for all work equipment are commensurate with the use and exposure to adverse conditions to which the work equipment is exposed whilst in use. Plant and equipment are divided into two basic categories:
9.15.2	Either powered, Stihl saws, grinders, drills, etc., or manually used, mattocks, crowbars, hammers, etc. Prior to use, all hand tools are subject to a visual inspection by the user. Any faulty or damaged equipment will be taken out of use and replaced. The faulty/damaged equipment may either be scrapped or sent for repair. All electrical tools and equipment to be used on site will be 110 volt or less unless otherwise permitted. Any 240V AC or 440 V AC equipment permitted (e.g., plasma cutters) will be fitted with a suitable residual current device. All portable electric equipment will be accompanied by valid PAT documentation. Oxy-propane torches and related equipment will be fitted with check valves adjacent to the cutting torch and flash back arrestors to the regulators.

9.15.3	Excavators, telehandlers, forklift trucks, powered access equipment, etc. Drivers are required to record details of inspections onto the Weekly Plant Inspection, this document is returned to the Plant Manager on a weekly basis and contains information as below: • Details of the inspection – engine, hydraulics, electrics, etc. • Hours worked and/or standing time (broken down). • Details of any faults identified. Serious faults are notified to the Plant Manager immediately to enable appropriate action to be taken. This generally involves either use of the Company plant fitters or suitable third party. The Plant Manager maintains Spreadsheets to identify service, maintenance and inspection intervals and individual files for all Company owned Plant and equipment. Services, maintenance inspections and repairs carried out by third parties are recorded onto appropriate documentation.	
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9.16	TRAFFIC ROUTES (including segregation of vehicles and pedestrians)	
9.16.1	Traffic routes, both for access/egress to and from the Site and for movement within the Site will be identified prior to commencement of works activities. Wherever practicable, a one-way system will be in place on Site. If not practicable, vehicles will not be allowed to reverse unless controlled by a banksman. Vehicle traffic will be segregated from pedestrians by suitable methods. These routes will be documented within the task/area specific Method Statements.	
9.16.2 	Refer to Site Plan. Site Supervisor/Manager to update plan as work dictates and relay changes through to all site personnel.	☐ Check

9.17	STORAGE OF MATERIALS	
9.17.1	Demolition activities do not use significant number of materials as part of the process. Deliveries to Site are generally PPE, plant/equipment, hand tools and diesel. All materials will be unloaded in nominated lay down areas and transported to working areas as required. Oxygen and Propane storage will be in a suitable location on site and will be in a separate secure steel cage. All loose bottles will be secured in a vertical position. Diesel fuel will be stored in a fully bunded fuel bowser, spill material will be available in the immediate vicinity. Materials will be moved around the site by suitable vehicles e.g., telehandler, crane etc.	

9.18	FIRE	
9.18.1 	Firefighting equipment shall be positioned at each working area on site and at pertinent locations throughout the site. A fire point shall be located at the welfare facilities and the designated smoking / vaping area. Site safety hold point – Site manager/supervisor to sign _____ date _____	
9.18.2 	The fire alarm system for the site shall be by the use of Air Horns. The air horns shall be at each firefighting point, located within each working area and at pertinent locations on site. Site safety hold point – Site manager/supervisor to sign _____ date _____	
9.18.3	Soft strip arising shall be removed from the working area as it created as far is reasonably practical. The arising shall be transited from the working areas to designated waste loading areas around the building / working area.	
9.18.4	The TRD site manager / supervisor deployed to these works shall be the designated fire marshal for site. The emergency procedure for a fire shall form part of the site inductions undertaken by TRD operational staff, sub-contractors and visitors to site.	
19.18.5	All hot works shall be undertaken under a hot works permit. On completion of the hot works, prior to the end of the day or during break times, a fire watch shall be undertaken for the minimum of 1-hour. The person undertaking the fire watch during break times shall take their break on completion of the fire watch or if they are substituted by another fire watchmen.	

9.19	EXPLOSIVES (Schedule 3 – 9 Work involving explosives)	
9.19.1	Explosive demolition will only be carried out after specific and careful consideration of the suitability of the structure for demolition by explosives, techniques appropriate to the structure and location and associated exclusion zones. Demolition by explosives will take cognisance of BS5607:1998 Code of practice for the safe use of explosives in the construction industry and BS6187:2011 Code of practice for full and partial demolition. All explosives demolition will be under the control of a competent explosives engineer. Only explosives engineers who can demonstrate the necessary qualifications, experience and training will be employed. The explosives engineer will be responsible for selection of the use of explosives, storage, security, liaison with statutory authorities, carrying out risk assessments and generation of the Method Statement(s).	

9.20	LIGHTING
9.20.1	Poor light is not only low light but also bright light such as sunshine for example. For high levels of light (e.g. sunshine) operatives should be provided with safety sunglasses, particularly machine operators. The machine operators are permitted to remove their hi-vis vests in the cabs of their machines as they can cause glare on the windscreen during high levels of sunshine. 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 walkways and speed limits are to be put in place
9.20.2	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 where possible and 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; however, if the cables cannot be hung then they should be placed against walls or covered over to prevent tripping.

9.21	ANY OTHER WORK INVOLVING PARTICULAR RISKS
9.21.1	Demolition activities do not generally involve work involving particular risks as detailed in Schedule 3: • Work which puts workers at risk of burial under earthfalls or engulfment in swampland (Schedule 3 – 1 [part]); • Work with ionising radiation requiring controls required by the Ionising Radiations Regulations (Schedule 3 - 3); • Work near high voltage power lines (Schedule 3 - 4). • Work exposing workers to the risk of drowning (Schedule 3 - 5). • Work on wells, underground earthworks and tunnels (Schedule 3 - 6). • Work carried out by divers having a system of air supply (Schedule 3 - 7). • Work carried out in a caisson with a compressed air atmosphere (Schedule 3 - 8). In the event that any of these safety risks being present on site, a full risk assessment will be carried out and appropriate method statements generated (RAMS); demolition methodologies will take cognisance of the appropriate safety risk.

10 HEALTH RISKS

10.1	MANUAL HANDLING	
10.1.1	To comply with the Manual Handling Regulations, the Company has carried out an assessment. To carry out the assessment, the Company have: - Identified the manual handling operations undertaken by their employees - Made an appraisal, as far as is reasonably practicable, of all manual handling operations to determine if there is a risk of injury to employees. In addition, assessments based upon criteria defined in HSE publication 'Manual Handling Assessment Charts' (INDG383) will be carried out. Wherever practicable, manual handling will be eliminated by use of mechanical methods of both demolishing and transporting material.	
10.2	EXPOSURE TO UV RADIATION (FROM THE SUN)	
10.2.1	Demolition activities require the use of full body protection at all times – either polycotton overalls, disposable overalls or chemically resistant overalls. Operatives do not work 'uncovered' - as a result, exposure to sunlight (UV radiation) will not generally be an issue.	

10.3	HAND & ARM VIBRATION (HAV'S) & WHOLE-BODY VIBRATION	
10.3.1	Whole body and hand arm vibration will be subject of risk assessments specific to the task being carried out/equipment being used. Measures taken to minimise exposure the effect of vibration include, but are not limited to: • Elimination of use of vibrating hand tools. • Selection of suitable plant/equipment. • Ensuring all plant & equipment is serviced and maintained. • Minimising exposure to vibration by controlling periods of use. • Monitoring employee's exposure. Demolition methodologies will take cognisance of the risks entailed in the work activities and exposure to vibration.	
10.3.2	Work that is required to be carried out with vibratory hand tools shall require the TRD Site Manager /Supervisor shall carry out HAVS assessments on all operatives deployed to these works. He shall use the HSE HAVS calculator to work out the exposure times for the chosen equipment. The name of the operatives and their exposure times shall be recorded in a HAVS register which shall be kept in the site file and available to view on request. The works shall be shared amongst the operatives to reduce the effect of HAVS on the individuals.	
10.3.3	When purchasing or hiring vibratory hand tools the manufacturer's data and guidance should be obtained to assess the vibration level, and usage should be in line with this guidance. The limits shall be communicated to all operatives involved in the works. Only trained and authorised TRD operational staff are to use specialist equipment such as breakers or rotating still-saws. Operational staff are to be risk assessed and anyone suffering from arthritis, or with a previous history of upper limb disorders, will not be authorised to use this type of equipment.	
10.3.4 !	For all operatives using vibratory hand tools Form 7.2J MUST be completed. Site safety hold point – Site manager/supervisor to sign _____ date _____	!

10.4	ASBESTOS – Not Applicable to these Works	
10.4.1	All controls as set out in the Control of Asbestos Regs 2012 and HSE Asbestos Essential guidance https://www.hse.gov.uk/asbestos/essentials/ are to be adopted. Any person carrying out NNLW works are to receive medicals via an HSE approved contractor. All persons on site are to have received annual asbestos awareness training.	
10.4.2	NNLW exposure records are to be recorded on a weekly basis and held at head office;	
10.4.3	Any suspect / uncontrolled exposure is to be reported immediately to phil@totalreclaims.co.uk, or 07817 598162 by the TRD Site Manager/Supervisor and investigated.	

10.5	LEAD	
10.5.1	All controls as set out in the Control of Lead at Work Regs and HSE Guidance – Lead and You & Working Safely with Lead are to be adopted.	
10.5.2	The company will: Review work processes and workplaces for opportunities to reduce workers' exposure to lead by reducing the number of people exposed, the amount of lead to which they are exposed and the length of time each worker is exposed. Ensure the right controls are being used in line with industry good practice Ensure the controls are always used when needed. Keep all controls in good working order. This means mechanical controls (e.g. extraction, respiratory protection), administrative controls (e.g. supervision, medical surveillance) and operator behaviour (following instructions). Keep records to show that controls are being sustained. Consult an appointed doctor about the medical surveillance which is appropriate for the work activities / workplace.	

10.6	TEMPERATURE & WEATHER PROTECTION	
10.6.1	Regulation 34 of CDM deals specifically with the issue of temperature: <i>(1) Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that during working hours, the temperature at any place of work indoors is reasonable having regard to the purpose for which that place is used.</i> <i>(2) Every place of work outdoors shall, where necessary to ensure the health and safety of persons at work there, be so arranged that, so far as is reasonably practicable and having regard to the purpose for which that place is used and any protective clothing or work equipment provided for the use of any person at work there, it provides protection from adverse weather.</i> The principal contractor must take steps right from the start of the project to implement regulation 34. What is a reasonable temperature for outdoor working is not defined and it is up to the principal contractor to consider the circumstances of their particular project and take action to protect the health, safety and welfare of all those involved on site.	
10.6.2	In hot and sunny conditions, it is advisable that operatives wear long sleeved clothing to prevent the risk of sun burn; however, long sleeve clothing can cause operatives to overheat when carrying out labour intensive tasks. TRD will provide high factor sun cream for operatives to use on exposed skin. Operatives shall be allowed to take regular drink breaks during hot and sunny conditions especially persons that are carrying out labour intensive works to combat the risks of dehydration and ailments such as heat stroke.	
10.6.3	Safety sunglasses or safety glasses with anti-glare (conforming to EN166 and EN170) can be worn to help with too much light i.e., strong sunlight. If travelling from light to dark / dark to light areas, then yellow tinted safety glasses can be worn.	
10.6.4	In freezing conditions, grit or salt should be spread to walkways to prevent the potential risk of slips and falls.	

	10.6.5	Operatives should wear extra layers to combat cold conditions then if they get too warm then they can remove layers. Hats (beanies, woollen etc.) are not allowed to be worn under hard hats as it can make the hard hat easy to fall off? Only helmet liners, designed for the helmet being worn should be used. TRD shall provide insulated gloves for when working in cold conditions.	
	10.6.6	During windy conditions wind speeds shall be measured using an anemometer, especially when working at height. The measurements shall be recorded onto the TRD site manager / supervisors' daily diaries.	
	10.6.7	All operational staff and visitors are to wear hi-vis clothing so that they can be more easily seen during poor weather conditions such as heavy rain or snow. TRD provide their workforce with workwear including waterproof coats/jackets. The welfare facilities provided by TRD shall include a drying room for wet clothing to be dried in.	
	10.6.8	Plant with enclosed cabs are to be fitted with window wipers. TRD site manager / supervisor and plant operators are to continually assess ground conditions during inclement weather conditions.	

11 METHODOLOGIES

11.1	SOFT STRIP	
11.1.1 	The following Safe Systems of Work (SSW.RA) shall be used on this site: - SSW.RA Soft Strip. This will cover the removal of identified items such as, but not limited to: - Plasterboard & Partitions. - Blockwork Walls. - Fluorescent Light Tubes. - Suspended Ceilings. - Cables. - Pipework. - Vinyl Floor & Carpet Tiles. - Carpets. - Sanitary ware. - Architrave & Skirting. - Windows.	☐ Check
11.1.2	The relevant risk assessment shall form part of the SSW.RA.	
11.2	STRUCTURAL DEMOLITION	
11.2.1 	The following Safe Systems of Work (SSW.RA) shall be used on this site: SSW.RA Demolition of a Steel Frame Building	☐ Check
11.2.2	The relevant risk assessment shall form part of the SSW.RA.	
11.3	SUB-STRUCTURE REMOVAL	
11.3.1 	The following Safe Systems of Work (SSW.RA) shall be used on this site: SSW.RA Substructure Removal.	☐ Check
11.3.2	The relevant risk assessment shall form part of the SSW.RA.	
11.4	CRUSHING	
11.4.1 	The following Safe Systems of Work (SSW.RA) shall be used on this site: SSW.RA Crushing.	☐ Check
11.4.2	The relevant risk assessment shall form part of the SSW.RA.	

12. THE HEALTH AND SAFETY FILE

12.1	CONTENTS	
12.1.1	Contents of the Health and Safety File will take cognisance of Appendix 4 of CDM 2015 and input from the Client, Principal Designer, Contractors and Temporary Works Designers / Contractors, if applicable. Where practicable, the contents will be agreed prior to commencement of the demolition (construction) works period; the nature of demolition works renders some of the defined contents to be irrelevant, the suggested contents, in the absence of defined requirements at commencement of the works are: Brief description of the work carried out; Any hazards that have not been eliminated through the demolition processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land); Location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.; i) Waste Disposal Information (Waste Streams and Destinations); ii) Asbestos Data, including clearance documentation; iii) Service Information/Isolation Certificates. There will be enough detail to allow the likely risks to be identified and addressed by those carrying out any works, however, the level of detail will be proportionate to the risks Information will be in a convenient form, clear, concise and easily understandable. <u>If the Client requires any further information to be included, this will be identified prior to works commencing to enable information to be collected.</u>	
12.2	ARRANGEMENTS FOR THE COLLECTION AND GATHERING OF INFORMATION	
12.2.1	Information for inclusion within the Health & Safety File will be collected and retained within the Project File throughout the Project duration. Upon completion of the Project, the necessary information will be extracted from the Project File and utilised to generate the Health & Safety File.	
12.3	STORAGE/PRESENTATION OF INFORMATION	
12.3.1	'Hard' copy of the Health & Safety File is issued to the Principal Designer for retention within the Client CDM documentation; if required electronic copy, in the required media, generally DVD or USB stick, will be provided.	

A1 | SITE PLAN INC. LOGISTICS & SEQUENCE

[illegible]

	Site Perimeter		Site Welfare		Smoking / Vaping		First Aid		Assembly Point		Banksman
	Access Gates		Parking		Fire Point		Segregation Fencing		Access / Egress		
	National Grid Property – to be protected from the demolition and 24/7 access to be maintained.					Section of building to be retained					

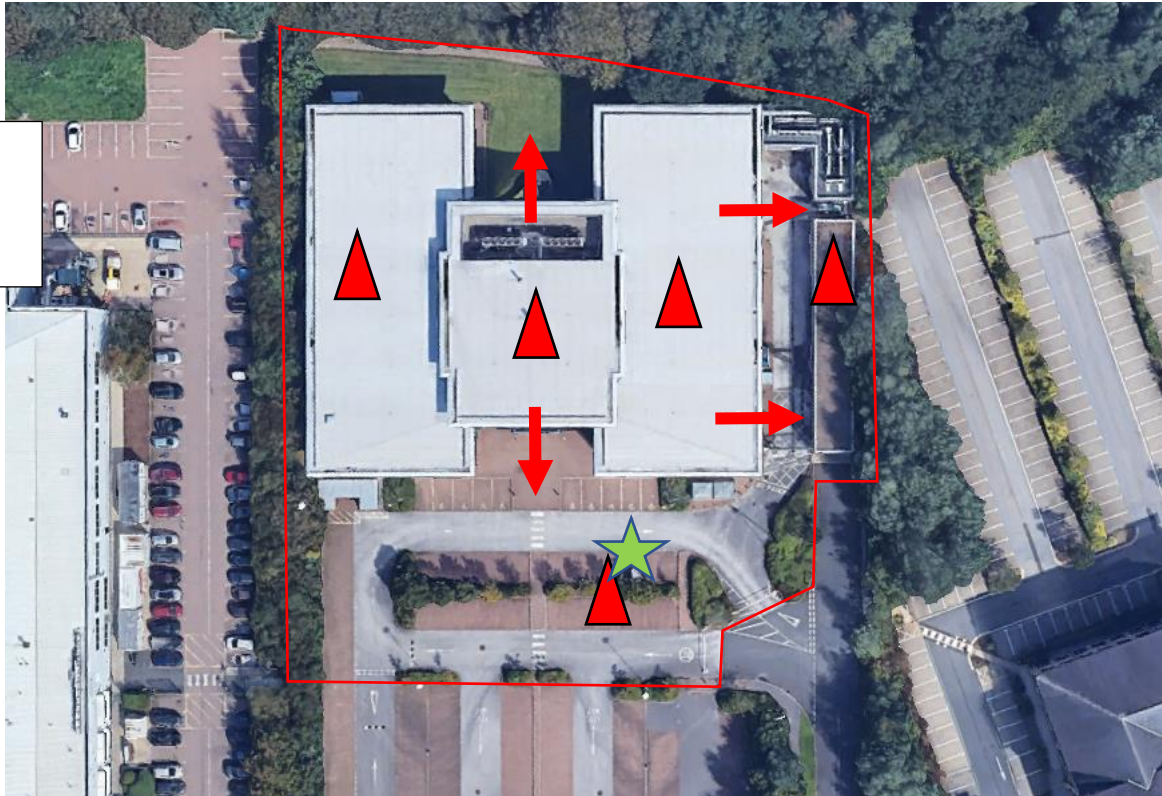
A2	PHOTOS

A3	DRAWINGS

A4	INFORMATION FROM CLIENT

	A5	F10

13. APPENDICES – APPENDIX B – EMERGENCY INFORMATION

B1	SITE PLAN – EMERGENCY EXITS/ROUTES (TO BE DEVELOPED ON SITE)								
Any additional fire exits not shown are to be added on site. 									
	Emergency Egress Points		Fire Point		General Assembly Point				

B2 EMERGENCY GUIDE		
	ACTION	CONTACT
B2.1	<u>FIRE ON SITE - IN PLANT, BUILDINGS OR PORTABLE ACCOMMODATION</u> • Raise the alarm • Stop Working and evacuate any buildings or plant near the fire • Dial 999 and state FIRE – follow all instructions given. • If safe to do so, remove any plant from the area – <u>DO NOT</u> put yourself or others at risk! • Inform the site manager / supervisor or your foreman immediately • Where possible, possible isolate all electrical supplies and make safe in the area of the fire - <u>DO NOT</u> put yourself or others at risk! • Assemble at the fire assembly point and check that all contractors, sub-contractors and visitors are accounted for. • Stop personnel and vehicles from re-entering the area.	999 Site manager / supervisor or designated person
B2.2	<u>ACCIDENT / INCIDENT</u> • Remove any casualties from immediate danger – <u>DO NOT</u> put yourself at risk. • Ensure the area is made safe but do not disturb / clear the area – ask others to assist. • The First Aider is to administer First Aid as required. • If serious injury has occurred dial 999 and ask for an ambulance – follow all instructions given. • If possible, photograph the injury • Take photos of the accident / incident area – include plant and equipment • Contact the H&S Manager (Phil Stevenson 07817 598162) for further instruction and guidance. • Complete the accident / incident form in the site file <u>AND</u> the accident book. • Take witness statements from the injured person(s) and all who where in the area at the time.	999 Site manager / supervisor or designated person
B2.3	<u>ELECTRICAL</u> • Isolate the supply and/or casualty, if safe to do so – <u>DO NOT</u> put yourself at risk. • Do not touch anything until the supply is isolated. • Follow the actions in section B2.2..	999 Site manager / supervisor or designated person Western Power: - 0800 6783 105

B2.4	<u>SPILLS OR LEAKS</u> - For small spillages: - Use absorbent materials – spill kits etc. - For large spillages: - Bund with an inert material (soil, sand etc.) - Report to the site manager / supervisor or your foreman immediately. - Consult the COSHH file, safety data sheet and consignment note for emergency information. - Prevent spill from entering drainage runs. - If the spill cannot be contained call the EA (Environmental Agency) - Follow actions for incident in section B2.2	Environment Agency - Incident hotline Telephone: 0800 80 70 60 Site manager / supervisor or designated person
B2.5	<u>EXPOSURE TO CHEMICALS / HAZARDOUS SUBSTANCES (Known & Un-Known)</u> - Remove casualty from danger, if safe to do so – <u>DO NOT</u> put yourself in danger. - Casualty to remove contaminated clothing and use emergency shower (if available) or hose down with a water hose. Casualty to be provided with paper coveralls to wear. - If the substance is known, consult the COSHH file, safety data sheet and consignment note for emergency information. - Arrange for the casualty to go to hospital, this may require dialing 999 and asking for an ambulance. Send a copy of the COSHH data and/or sample of substance with the casualty. - Contact the H&S Manager (Phil Stevenson 07817 598162) for further instruction and guidance. - Follow the actions in B2.2	999 Site manager / supervisor or designated person
B2.6	<u>UXO's (UNEXPLODED ORDNANCE) – Explosives / Bombs</u> - Stop all works immediately – isolate plant and equipment. - Inform the site manager / supervisor immediately - Evacuate the area and keep clear – prevent persons and/or vehicles from entering the area. - Dial 999 and state the nature of the emergency – follow all instructions given.	999 Site manager / supervisor or designated person
B2.7	<u>GAS (LANDFILL OR OTHER)</u> - If you smell gas or strike a gas supply, isolate all plant and equipment immediately. - Inform the site manager / supervisor immediately, ask others to help with this. - Isolate all electrical supplies, if safe to do so – DO NOT put yourself in danger. - Isolate the gas supply if possible – DO NOT put yourself in danger. - Ventilate the working area, if possible – DO NOT put yourself in danger. - Evacuate the area and keep clear. Prevent persons or vehicles from entering the area. - Contact the gas supplier or environmental agency (EA), state what has happened and follow all instructions.	British Gas 0800 111 999 Environment Agency - Incident hotline Telephone: 0800 80 70 60 Site manager / supervisor or designated person

B2.8	<u>FLOODING</u> - Inform the site manager / supervisor immediately, ask others to help with this. - Isolate the water supply if possible – DO NOT put yourself in danger. - Isolate all electrical supplies, if safe to do so – DO NOT put yourself in danger. - Contact the environmental agency (EA), state what has happened and follow all instructions.	Environment Agency - Incident hotline Telephone: 0800 80 70 60 Site manager / supervisor or designated person
B2.9	<u>ASBESTOS</u> See section B5 for Asbestos Unexpected Discovery Flowchart	
B2.10	<u>MEWP</u> See section B6 for MEWP Rescue Plan	

B3	SITE SPECIFIC FIRE / EMERGENCY ARRANGEMENTS	
B3.1	SITE PRECAUTIONS (ARRANGEMENTS)	
B3.1.1	Escape routes are as detailed on the Site Layout Drawing/s: Developed on site	
B3.1.2	In the event of the alarm going off, all personnel must leave the building via the nearest exit and make their way to the relevant assembly point.	
B3.1.3 	A separate assembly point must be formed for asbestos workers and not in close proximity to the general site assembly point. The assembly point for asbestos workers should be set up to allow them to decontaminate— bucket of water with sponge/rags, spare disposable coveralls, wet wipes and asbestos bags for asbestos contaminated waste. Site safety hold point – Site manager/supervisor to sign _____ date _____	
B3.1.4	LIFTS MUST NOT BE USED IN THE EVENT OF THE ALARM SOUNDING	
B3.1.5 	Fire Points comprising extinguishers, safety signs and Site Plans are located at the site welfare facilities and at pertinent locations on site. All shall be identified during the site induction	☐ Check

B3.2	FIRE ESCAPE & COMMUNICATIONS	
B3.2.1	Emergency Procedures: There are no variations from the documented Emergency Procedures – these must be followed.	
B3.2.2	Fire Escape Routes (including distances): The structure is deemed to be a 'Higher Hazard' area during the soft strip phase, becoming a 'Lower Hazard' area upon completion of soft stripping.	

B3.3	SMOKING / VAPING AREAS	
B3.3.1	Smoking / Vaping areas will be advised during site inductions. These areas shall be clearly identified on site.	
B3.3.2	Smoking / Vaping is not allowed in any buildings or anywhere else on site apart from in the designated area.	
B3.3.3	Anyone found smoking / vaping outside the designated area will be subject to disciplinary action.	

B3.4	PERMITS	
B3.4.1	A Permit to Work (PTW) will be utilised to impose more stringent controls for hazardous / high risk activities. PTW requirements will be clearly identified within the related safe system of works and risk assessments.	
B3.4.2	Work activities / tasks that require a permit to be undertaken are: • Hot Works (Oxy/propane burning, disc cutting etc.) • Dig / Excavate (Substructure removal) • Confined Space Working • Working at Height (MEWP's, mobile scaffold, ladders etc.) • Demolition • Permit to enter (dangerous structures etc.)	

B3.5	TEMPORARY BUILDINGS, ACCOMMODATION & TEMPORARY ELECTRICAL INSTALLATIONS	
B3.5.1	Welfare facilities will be regularly maintained and kept in a clean and good condition.	
B3.5.2	All portable electrical equipment will be PAT tested and the mains circuits checked by a competent electrician.	
B3.5.3	Any faults with the welfare facilities, particularly electrical equipment must be reported to the Site manager / supervisor immediately so that repairs / replacements can be arranged.	

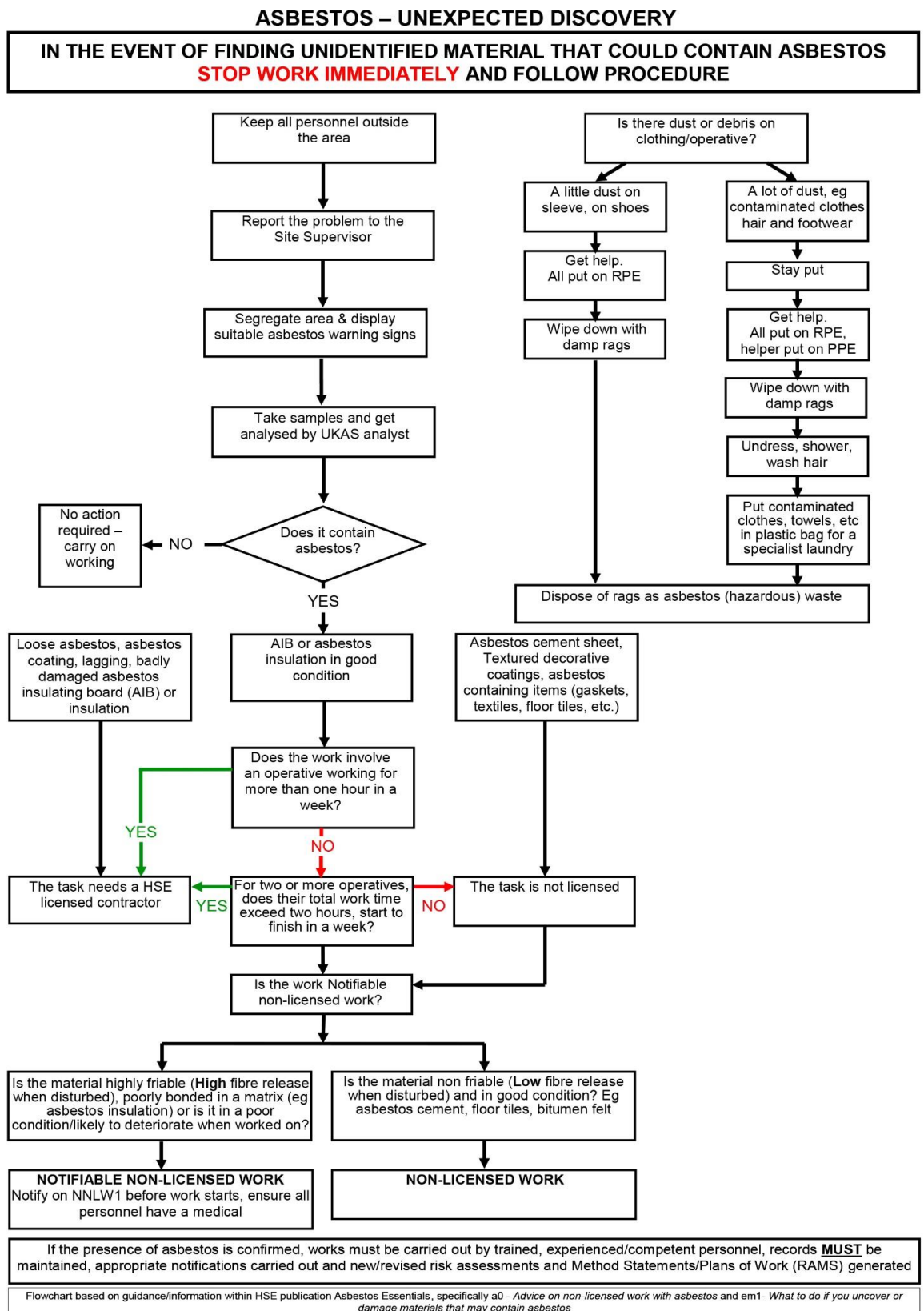
B3.6	MATERIALS STORAGE & WASTE CONTROL	
B3.6.1	Any materials brought to Site for use by Company personnel must be stored in a lockable container. COSHH assessments are to be carried out for hazardous substances.	
B3.6.2	Fuel must be stored in double bunded container and on a drip tray / plant nappy. A spill kit is to be kept in close proximity to the fuel container.	
B3.6.3	All waste arising is to be moved on an ongoing basis to the designated waste container area.	
B3.6.4	Soft strip arising MUST NOT be allowed to accumulate in the work areas due to the increased risk of a fire hazard.	

B4		EMERGENCY FIRE REGISTER																																																																																																																																																																																						
B4.1	<table border="1"><thead><tr><th colspan="15">EMERGENCY AND FIRE REGISTER</th><th colspan="2">Project No:</th></tr><tr><th colspan="17">EQUIPMENT CHECK (WEEKLY)</th></tr><tr><th rowspan="2">SITE AREA</th><th rowspan="2">EQUIPMENT CHECKED</th><th>Date</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></tr><tr><th>By (initial)</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>																EMERGENCY AND FIRE REGISTER															Project No:		EQUIPMENT CHECK (WEEKLY)																	SITE AREA	EQUIPMENT CHECKED	Date															By (initial)																																																																																																																				
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B5

ASBESTOS UNEXPECTED DISCOVERY FLOWCHART

B5.1



B6	MEWP RESCUE PLAN																		
B6.1	The use of MEWPs on site are a potentially dangerous operation. Under normal circumstances the backup systems built in to the machine will allow the operator to bring the platform safely down to floor level under controlled conditions. In the case of an emergency, see below rescue plans for differing situations:																		
B6.2	 MEWP Rescue Plan The use of MEWPs on site are a potentially dangerous operation. Under normal circumstances the backup systems built in to the machine will allow the operator to bring the platform safely down to floor level under controlled conditions. In the case of an emergency, see below rescue plans for differing situations: <table data-bbox="419 824 1404 2016"> <tr> <th></th><th>Emergency Situation</th><th>Rescue Plan</th></tr> <tr> <td>1</td><td>Failure of basket control functions while elevated</td><td>Where the normal upper control functions fail, a suitably trained operative will utilise the auxiliary controls from the platform to lower the boom back down to safety.</td></tr> <tr> <td>2</td><td>Failure of basket and ground controls</td><td>If both sets of controls fail to work, a suitably trained operative will return the person stranded back to ground level using the emergency auxiliary controls. Should the steel work impede lowering to the ground level, operatives should be lowered to the nearest safe working platform, i.e. installed decking. A footed ladder can be used to assist exit from the basket.</td></tr> <tr> <td>3</td><td>Failure of basket, ground and auxiliary controls</td><td>Should both of the back-up controls fail, the machine supplier should be contacted immediately requesting an engineer be sent to site to lower the basket. Every effort should be made to keep the operator calm.</td></tr> <tr> <td>4</td><td>Unconscious operative within the basket</td><td>If the operative is unconscious within the basket at height, the emergency services must be contacted immediately on 999 and the principal contractor informed. The basket should then be lowered in accordance with the rescue plans stipulated between situations 1, 2, or 3.</td></tr> <tr> <td>5</td><td>Person thrown from the basket but is conscious</td><td>If the operative is suspended by their work restraint lanyard, the emergency services must be contacted immediately on 999 and the principal contractor informed. Action must be taken quickly to get the suspended operative to the ground level as soon as possible. Option A (Lower to the ground) - Lower the basket using the ground controls providing it is safe to do so and there are no obstructions between the suspended operative and the ground. Option B (Mid-air rescue) - If there is an obstruction between the suspended operative and the ground and Option A is not feasible, steps must be taken to support the weight of the suspended operative, to release pressure caused by the work restraint PPE. The procedure should be as follows:</td></tr> </table>		Emergency Situation	Rescue Plan	1	Failure of basket control functions while elevated	Where the normal upper control functions fail, a suitably trained operative will utilise the auxiliary controls from the platform to lower the boom back down to safety.	2	Failure of basket and ground controls	If both sets of controls fail to work, a suitably trained operative will return the person stranded back to ground level using the emergency auxiliary controls. Should the steel work impede lowering to the ground level, operatives should be lowered to the nearest safe working platform, i.e. installed decking. A footed ladder can be used to assist exit from the basket.	3	Failure of basket, ground and auxiliary controls	Should both of the back-up controls fail, the machine supplier should be contacted immediately requesting an engineer be sent to site to lower the basket. Every effort should be made to keep the operator calm.	4	Unconscious operative within the basket	If the operative is unconscious within the basket at height, the emergency services must be contacted immediately on 999 and the principal contractor informed. The basket should then be lowered in accordance with the rescue plans stipulated between situations 1, 2, or 3.	5	Person thrown from the basket but is conscious	If the operative is suspended by their work restraint lanyard, the emergency services must be contacted immediately on 999 and the principal contractor informed. Action must be taken quickly to get the suspended operative to the ground level as soon as possible. Option A (Lower to the ground) - Lower the basket using the ground controls providing it is safe to do so and there are no obstructions between the suspended operative and the ground. Option B (Mid-air rescue) - If there is an obstruction between the suspended operative and the ground and Option A is not feasible, steps must be taken to support the weight of the suspended operative, to release pressure caused by the work restraint PPE. The procedure should be as follows:
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		Step 1 - Instruct the suspended operative to raise their knees towards their chest if they can. This will assist to reduce the build-up of toxins in their blood. Step 2 - Instruct the closest MEWP operator to manoeuvre their MEWP basket below the suspended operative so that they can approach the operative from below. Step 3 - The basket of the rescuing MEWP should be slowly elevated to the height of where the suspended operative is. Once in the basket, the operative's work restraint can be removed and the rescued operative must sit on the floor of the basket. Step 4 - Both individuals can be lowered to ground level and exit the basket.
6	Person thrown from the basket and is unconscious	This is the worst-case scenario. The emergency services must be contacted immediately on 999 and the principal contractor informed. Rescue to proceed as per situation 5.

13. APPENDICES – APPENDIX C – OTHER

C1		PERSONAL PROTECTIVE EQUIPMENT (PPE) ASSESSMENT																
C1.1	PERSONAL PROTECTIVE EQUIPMENT (PPE) ASSESSMENT																	
	PARTS OF BODY AT RISK	RISK																
		FALLS FROM HEIGHT	BLOWS, IMPACTS, CUTS	STABS, CUTS, GRAZES	VIBRATION	SLIPS, TRIPS & FALLS	HEAT / FIRE	COLD / INCLEMENT WEATHER	IMMERSION	NON-IONISING RADIATION	IONISING RADIATION	ELECTRICAL	NOISE	DUST / FIBRES	FUMES	SPLASHES / SPURTS	GASES / VAPOURS	
	Cranium																	
	Ears																	
	Eyes																	
	Respiratory Tract																	
	Face																	
	Whole Head																	
	Hands																	
	Arms (parts)																	
	Feet																	
	Legs (parts)																	
	Skin																	
	Trunk / Abdomen																	
	Whole Body																	
	OTHER FACTORS WHICH MAY BE RELEVANT IN SELECTION / USE OF PPE.																	
	Is a combination of PPE (If appropriate) a factor?												YES / NO					
	Is physical effort a factor in choice of PPE?												YES / NO					
	Any other factors in choice of PPE? (specify)												YES / NO					
	Is visibility a factor in choice of PPE?												YES / NO					
	Is communication a factor in choice of PPE?												YES / NO					
	PPE to minimise the risks identified includes:																	

	MANDATORY PPE: • Safety helmet • S3 safety boots • Light eye protection • Gloves (general use) • Hi-vis clothing (vest or jacket as a minimum) • Wet weather gear If TRD are not deployed in the principal contractor role on site then the contractor deployed as principal contractor shall identify the minimum PPE requirements during the site inductions.
	TASK SPECIFIC: • Ori-nasal masks (with appropriate filter and face fitted to operative) • Dust mask • Visor (clear or shaded) • Gloves (task specific – cut resistant, welders gauntlets etc.) • Harness and fall restraint lanyard (or other specified fall arrest systems) • Flame retardant overalls • Disposable coveralls • Safety wellingtons
	This assessment takes into account general demolition activities – additional / different PPE required as a result of processes outside the scope of this assessment will be detailed in the relevant safe system of work and risk assessment as a separate issue.
	IMPORTANT NOTE: PPE is used as the last option of protection – not the first! Wherever reasonably practicable, the methodology selected is to remove personnel from the hazard and related risk.
	Assessment reviewed by the generator of this document prior to issue.