EMPIRE CONSTRUCTION GROUP	**Empire Construction Group** **METHOD STATEMENT:** REMOVAL OF EXISTING STRUCTURE	
Address: 339 Kingsway, Hove	**Landline: 01273 934907**	**Email:info@empireconstructiongroup.co.uk**

Project / Contract	386 Brighton Road
Principle Contractor	Empire Construction Group
Site Address	386 Brighton Road
Project Start Date	TBC
Expected Duration	TBC
Projected Completed Date	TBC

	Name	**Title**	**Signature**	**Date**
Document Author	Leigh Sanders-Cash	Project Manager		19th June 2019

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Information Sheet

Please read the entire sheet before beginning the procedure, if you have any questions please contact your Site Manager or Safety Representative.

The main hazards to your safety and health are;

1. **Falling Debris**
2. **Falls From Height**
3. **Unauthorized Access**
4. **Dust Inhalation**
5. **Noise Pollution**
6. **Manual Handling**
7. **Vibration**
8. **Transport – Grab Lorry**
9. **Transport – Timber Waste**
10. **Housekeeping**
11. **Working at Height**

Preventative measures you must take:

1. You must be competent to carry out the task.
2. You must be competent and have received training in the task.
3. Barriers and/or warning signs must be placed around the work area, where risk assessment has deemed necessary.
4. Visitors and other members of staff are prohibited from entry unless accompanied by a competent person; all visitors will be issued with personal protective equipment where appropriate.
5. You must not lift beyond your capabilities, get help if necessary.
6. You must follow all directions given by the manager or his agents.
7. Ensure Scaffold is netted and fully boarded.

Personal protective equipment you must wear:

1. **Hard hat at all times.**
2. **Safety boots (at all times)**
3. **Hi-visibility vests at all times.**
4. **Hearing protection (when operating machinery or when noisy works are taking place.**
5. **Gloves.**
6. **Safety Glasses.**
7. **P3 Respirators**

Environmental protection measures you must take:

1. You must dispose of waste and packaging to the designated area provided for waste.
2. Hazardous substances and packaging must be disposed of in compliance with manufacturer and local authority guidance.
3. Consideration must be given to potential for exposure to asbestos in buildings constructed before 2000.

Quality Control

1. Adhere strictly to the following procedure to ensure quality of service.
2. If in doubt contact your manager for clarification before proceeding.

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General Precautions

Staff and Training

The works will be carried out by sub-contractors from Empire Construction Group. All members of staff are experienced and have been deemed competent to carry out tasks requested of them. List your staff qualifications; e.g. CSCS, PASMA, PAL / IPAF, City and Guilds etc. A responsible person will be appointed to each job who will supervise all works and be responsible for quality and safety. Apprentices and young workers will be supervised at all times and are not allowed to carry out tasks for which they have not been trained.

Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take planned breaks on long journeys.

PPE

All site workers will wear hard hats, safety boots and hi-visibility vests at all times; other items of PPE such as dust masks, eye protection, ear protection and gloves are available to be worn as and when necessary.

Preparation and Induction

A risk assessment will be prepared for each task which will be discussed with members of staff, any queries or concerns will be dealt with prior to starting work. Staff will be inducted on to site and will be expected to follow all rules and safety procedures.

Manual Handling

All members of staff have been instructed on the potential dangers of manual handling and staff will not lift items or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to assess every situation that requires manual handling and enforce control procedures where he/she deems necessary; where practical, mechanical aids should be available and used.

Please also download **http://www.hse.gov.uk/pubns/indg143.pdf** Manual Handling at Work a short guide from the HSE

First Aid

It is the responsibility of the company to ensure adequate first aid provision for its staff. Adequate means provision of a trained first aider, suitable first aid equipment and/or the provision of an appointed person at the minimum.

A trained first aider will be a suitable person who has attended a recognised course and attends a refresher course every year and a full course every 3 years.

An Appointed Person is a person provided by the employer to take charge of the situation (e.g. to call an ambulance) if a serious injury/illness occurs in the absence of a first aider. Often Principal Contractors will ensure sufficient first aid cover for sites under their control.

Access and Egress

On construction sites, the Principal Contractor is responsible for providing safe access and egress to the site; **YOUR COMPANY** staff will ensure safe access and egress is maintained for themselves and other contractors/members of the public in the area they are working in. Good standards of housekeeping will be maintained by all staff. Warning notices and barriers will be deployed as required. Debris will be cleared away on a regular basis and the site left clean and tidy at the end of a shift or task.

Working at height

Falls from height remain the single biggest cause of work-related death in the UK.

Do not jump from vehicles, always use the access steps and handrail provided.

Contractor/Visitor Safety

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Task Description

Demolition of Existing Building

Step by Step Procedure

1. Ensure all RAM's have been read, understood and signed before commencing and follow the safe systems of work listed within and below.
2. Put on all PPE before commencing any works.
3. Ensure all access equipment is safe and fit for use before commencing.
4. Ensure crash decks are in place and signed off before commencing any works.
5. Ensure access scaffold is fully netted and boarded at low level.
6. Ensure site is kept locked and no-unauthorised personnel allowed on site during the works.
7. Ensure all warning signs are in place and are sufficient to notify of the danger.
8. Ensure all barriers are in place before commencing.
9. Begin by systematically removing existing structure brick by brick.
10. At no times shall materials be dropped (bombed) in any circumstance.
11. All removed materials to be passed down in a systematic fashion.
12. No angle grinders to be used unless completely necessary – if so a hot works permit must be filled out and authorised by the Site Supervisor before works commence. A reciprocator saw is the more preferable method.
13. No overreaching whilst carrying out any of these works.
14. Take regular intervals to ensure that debris is removed, and all access equipment is kept clear from obstruction to minimise the chance of slips, trips and falls.
15. When existing structure is removed ensure that sufficient barriers/guardrails are installed to prevent any falls from height.
16. All work when complete to be signed off by the Site Supervisor.
17. Systematically get the Scaffolding Sub-Contractor to safely strike the access scaffold in conjunction with the works maintaining safe working areas and guard rails at all times.
18. Systematically arrange for the removal of the segregated debris by the designated licensed waste removal company.
19. Implement the control measures listed in the Risk Assessment for this activity prior to the arrival of the waste removal company. Ensure pedestrian thoroughfare is re-routed accordingly to by-pass the location of this activity.
20. Ensure a Banksman is present for the duration of the loading of the heavy goods vehicle.
21. No visitors allowed on site during the removal of the existing structure and during the removal of the waste from site. This must be implemented and enforced by the Site Supervisor.
22. Permit to work system will be in place.

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Sign Off Sheet

I have read and understood the contents of this Method Statement. Anything I did not understand has been explained to me to my satisfaction. I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name	Signed	Date

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