










Demolition Management Plan

50+YEARS

Demolition and Enabling Works Services for the Construction Industry

Site Name:	Ashcroft House Bungalows Demolition
Site Address:	Ashcroft House Bungalows, Kingston Lane, Shoreham by Sea, BN43 6YU
Prepared For:	Anthony Probert
Date:	28-05-2024
Prepared By:	Karl Larcombe
Company:	M & M Demolition Ltd, Victory Way, Admirals Park, Crossways, Dartford, DA2 6QD
Document Name:	Demolition Management Plan
Project Reference:	D20838
Client:	Adur District Council
H & S Advisor:	Prime Safety Group

Document Production / Approval Record

Issue No:	Name	Signature	Date	Position
Prepared by	Karl Larcombe	[redacted]	28-05-2024	Compliance Manager
Approved by	Danny Wall	[redacted]	28-05-2024	Director

Document Revision Record

Issue No	Date	Details of Revisions
1		First Issue

Table of Contents

1.	**Introduction**
1.1	Quality, Health, Safety, and Environmental Policy
1.2	Integrated Management System Objectives 2024
1.3	Quality Manual Indexing System
2	**Project Description**
2.1	Nature of the Work
2.2	Project Timescales
2.3	Parties to the Project
2.4	Extent and location of existing records and plans
2.5	Document Review
3	**Communication and management of the work**
3.1	Management Structure and Responsibilities
3.2	Health and Safety Standards
3.3	Arrangements for Monitoring
3.4	Communication and Co-operation
3.5	Selection Procedures
3.6	Activities with Risks to Health and Safety
3.7	Activities with Risks to the Environment
3.8	Emergency Procedures/First Aid
3.9	Reporting accidents, incidents and near misses
3.10	Welfare
3.11	Site Rules
3.12	Health and Safety File
3.13	Site Security

Appendices

A	SAFE SYSTEMS OF WORK AND RISK ASSESSMENTS, LICENCES AND APPROVALS REQUIRED
B	ENVIRONMENTAL MANAGEMENT PLAN
C	INDUCTION FORM, SITE RULES AND REGISTER
D	EMERGENCY RESPONSE PLAN INCLUDING FIRST AID, A&E DETAILS & FIRE RISK ASSESSMENT
E	COSHH ASSESSMENT REGISTER
F	PRE-JOB BRIEFINGS
G	HEALTH & SAFETY FILE INFORMATION
H	F 10
I	SLIPS TRIPS & FALLS RISK ASSESSMENT
J	MANUAL HANDLING RISK ASSESSMENT
K	REMOVAL OF LICENSED ASBESTOS CONTAINING MATERIAL RISK ASSESSMENT
L	HANDLING BROKEN GLASS RISK ASSESSMENT
M	WORKING AT HEIGHT RISK ASSESSMENT

1. introduction

M & M Demolition operates an Integrated Management System (IMS) to ensure that all quality, health, safety and environmental issues relevant to this contract are considered as part of the overall contract planning and remain as core issues within the management of the contract.

The IMS procedures developed in accordance with the accreditations are implemented to operational contracts by a Demolition Management Plan (DMP) in conjunction with the Construction (Design and Management) Regulations 2015.

This DMP sets out the arrangements that are to be implemented in order to manage the project-specific Quality, Health, Safety and Environmental aspects arising from our undertakings. The primary purpose of this Plan is to inform all employed persons (including sub-contractors) of significant health, safety and environmental risks associated with carrying out the works and communicating the measures that are to be adopted to ensure, so far as is reasonably practicable, that all risks to those affected by our works are reduced to the lowest level.

1.1 Quality, Health and Safety and Environmental Policy

M & M Demolition is a private company specialising in various civil engineering activities including asbestos removal, demolition, land remediation and related ground works. As a responsible business organisation, it recognises its obligations to consider all relevant quality, health and safety and environmental issues in its dealings with its customers, employees and the general public. It is therefore its policy to:

- Regularly review its business performance and seek to improve it through the setting and achieving of health and safety, quality and environmental objectives and targets.
- Comply with all relevant legislation as a minimum and to improve upon it where reasonably practicable. Also to comply with those standards, codes of practice and other commitments to which it may from time to time subscribe.
- Plan with its customers to identify the relevant quality criteria for each contract and to deliver them within stated time and cost limits.
- Routinely assess the health and safety risks presented to employees, customers, contractors, visitors and the general public and minimise such risks as far as reasonably practicable.
- Minimise its environmental impacts and prevent environmental pollution by the use of appropriate operating procedures and systems.
- Ensure that its policies and business practices are communicated to all its employees and to others working of the company's behalf, by appropriate briefings and training.
- Review, and if necessary update, this policy annually at Integrated Management System review meetings and more frequently if appropriate.
- This policy is displayed on the company's web site and copies are also available on application to the IMS Manager.

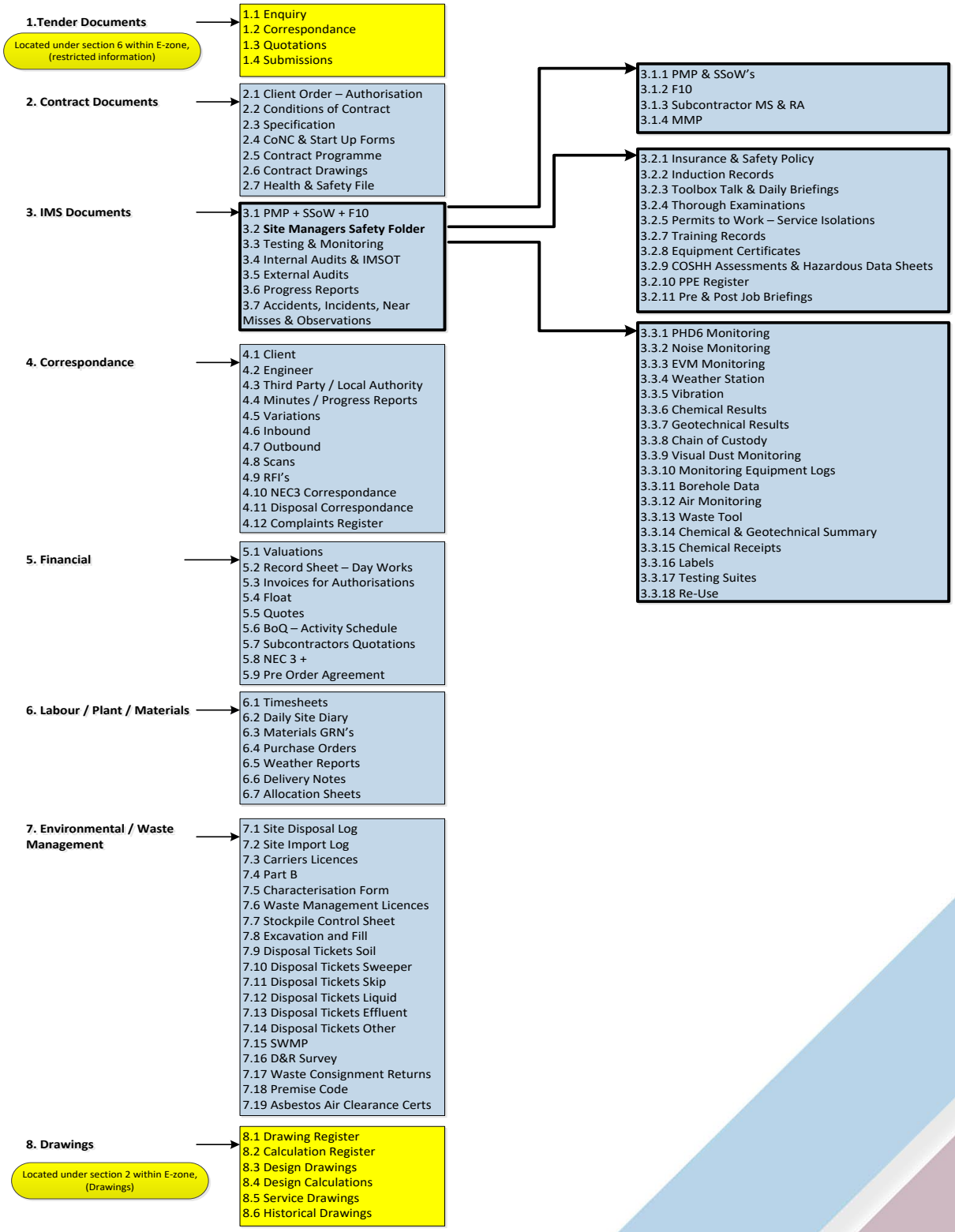


Danny Wall
Managing Director
1st March, 2024

INTEGRATED MANAGEMENT SYSTEM - OBJECTIVES FOR YEAR 2024

Objective	Responsibility
Maintain an Accident Frequency Ratio below the industry average of 0.863. Target: (Our AFR is currently standing at 0.311) by 2023.	All Staff
Continue to raise awareness in relation to the established implemented Behavioural Safety culture through the Seven Steps to Safety campaign. Target: Ensure and record that all staff have received the Seven Steps to Safety Brief. Reduce non reportable incidents and accidents by 25% and increase our observation and near-miss reporting by 25%	Health and Safety Dept. , Directors Project Managers Site Managers
Maintain zero significant environmental incidents, prosecutions and warnings. Target: Zero significant environmental incidents, prosecutions and warnings during 2024.	Health and Safety Ass. Director Project Managers Site Managers
Maintain end of life strategy for diverting waste from landfill, irrespective of turnover.	Project Managers Site Managers Environmental Manager
Measure and monitor our CO2 emissions scope 1, 2 and 3, also the use of natural resources Target: Reduce emissions relative to turnover by year 2025 in line with government targets. Trail and benchmark the use of Grey Water used on sites for dust suppression	Project Managers Site Managers Environmental Manager
Monitor and measure prequalification and tender win ratios within Business Development. Target: Prequalifications resulting in a tender opportunity to be targeted at 85% and monitor win ratio for successful tenders leading to contract award.	BDM Manager; Quality Manager
Zero Defects on Handover to Client Target: Ensure all defects identified in the snagging process are completed and no repeat defects on handover.	Project Managers; Site Managers; Quality Manager
In house training and workshops on the internal database system to ensure all employees have sufficient knowledge to effectively utilise the system for total project management. Target: Implement a schedule of training and monitor attendance of key personnel.	Health and Safety Ass. Director Project Managers Site Managers IT Manager

1.3 Quality Manual Indexing System



2. PROJECT DESCRIPTION

2.1 Nature of the Works

To undertake the Demolition and Associated Works at Demolition Works at
Ashcroft House Bungalows,
Kingston Lane,
Shoreham by Sea,
BN43 6YU

Pre Demolition Activities:-

- Service isolations to allow for demolition of the building.
- Application for licenses and approvals .

Enabling Activities:-

- Setup / establishment of site welfare facilities.
- Erect relevant signage to Our Area of Possession.
- Install tree protection.

Demolition Activities:-

- Removal and disposal of all asbestos containing materials.
- Removal and disposal of materials arising from the Demolition Work.

Site Constraints:-

- Demolition contractor is NOT permitted outside Contractors Area of Possession.
- Ensure that all existing public footpaths / rights of way remain open to pedestrian at all times during the Works.
- Construction vehicle movements are made between 8.00am & 6.00pm on weekdays and between 8.00am and 1.00pm on Saturdays.
- On the edge of a conservation area.
- Tree protection areas.

2.2 Project Timescales

Working hours 0800-1800 Monday-Friday & Saturdays 0800-1300 (If Applicable)
Duration of Works: 2 Weeks.

2.3 Parties to the Project

Client Anthony Probert Adur District Council Worthing Town Hall Chapel Road Worthing BN11 1HA Anthony.probert@adur-worthing.gov.uk [redacted]	**Principal Contractor** Mr D Wall M & M Demolition Co Ltd Victory Way, Admirals Park Crossways Dartford Kent DA2 6QD 0330 341 1703 Email: enquiries@mmdemolition.co.uk
Principal Contractor Project Health & Safety Advisor: Prime Safety 46 Mote Road Maidstone ME15 6ES [redacted]	**Principal Designer** Calford Seaden King's Head House, King's Head Yard, Borough High Street, London, SE1 1NA Contact – Declan Kelly [redacted]

2.4 Extent and location of existing records and plans

Information supplied with tender documents and within the Pre-Construction Information Plan

2.5 Document Review

If the plan requires amending the site manager will complete a hand written appendix on site, the section requiring review will be initialled by the site manager and the appendix amended to the back of the document. The change will also be logged in the daily site diary sheet.

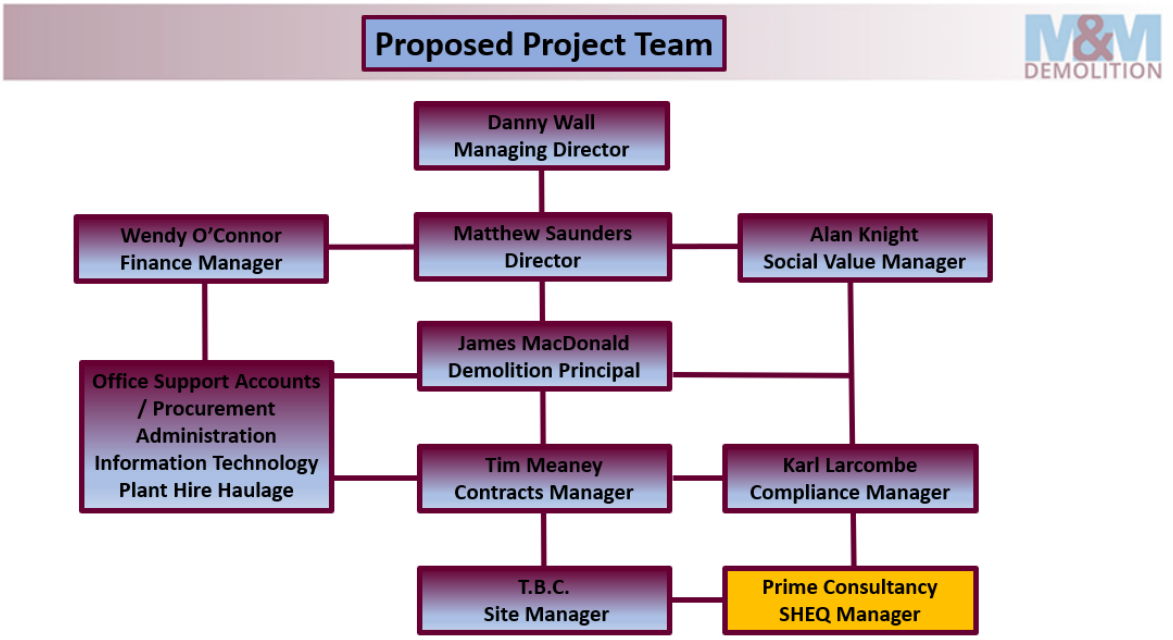
3. COMMUNICATION AND MANAGEMENT OF THE WORK

3.1 Management Structure and Responsibilities

The Director responsible for safety has overall responsibility for the Quality, Health, Safety and Environmental policy.

The Board of Directors have appointed Director, Danny Wall, as having particular responsibility for quality, health, safety and environmental matters in the Company. He co-ordinates all quality, health, safety and environmental activities within the Company, reviews as necessary the quality, health, safety and environmental Policy and reports to the Board of Directors at regular intervals. A nominated person will undertake the role of Site Safety Supervisor. The Site Safety Supervisor role encompasses the overall on-site implementation and monitoring of safety procedures and health and safety issues. The duties of the Site Safety Supervisor may be delegated but the responsibility will remain with the nominated person at all times. The Site Safety Supervisor will be available for briefings and any necessary safety liaison with the client at all times.

The management structure for the project will be as detailed below:



The Contracts Manager will understand and act upon the Company's Quality, Health, Safety and Environmental Policy in general and in particular it is his responsibility to:

- Ensure implementation of the Demolition Management Plan
- Ensure that adequate communication channels are maintained within the company so that information concerning health and safety matters, which may affect any or all parties, is communicated and any matter concerning health and safety raised by any party is directed to the appropriate member of management
- Take reasonable steps to ensure co-operation between all contractors so far as is necessary to enable each of those contractors to comply with the relevant statutory provisions
- Ensure, so far as is reasonably practicable, that every contractor at work in connection with the project complies with the rules contained within this Demolition Management Plan
- Plan the site works so that they are carried out in accordance with the correct work procedures, safe working methods and method statements so that there is a minimum risk to operatives, equipment and materials. Ensure that all persons working for them are adequately instructed in these procedures and methods, monitoring safety performance at all times.
- Assist in co-ordinating safeguards between his staff, subcontractors staff, other Contractors' staff and Client's staff.
- Ensure that all operatives are covered by safe working methods, including risk assessments, and that these are all in place prior to the commencement of the works
- Release staff as necessary for safety training, safety induction courses and other safety requirements to enable them to carry out their duties in a safe manner.
- Set an example, Support the briefing process

3.1.2 Project Manager

It is his responsibility to:

- Organise site operatives and contractors so that the work is carried out to the appropriate standard with minimum risk to personnel, equipment and materials

- Ensure that any authorised information relating to health and safety is communicated to all parties under his control
- Ensure that any matter concerning health and safety raised by any of the parties under his control, is communicated to the Contracts Manager so that remedial action can be taken
- Advise the Contracts Manager of any breach of statutory requirements or any item considered to be unsafe which is under his control and which cannot be dealt with effectively
- Ensure that all near misses, incidents and accidents are recorded and reported in accordance with the company procedure
- Ensure that all contractors under his control fully understand and observe all aspects of the Demolition Management Plan
- Ensure that all fire escape doors, equipment and alarms are kept clear of obstruction and easily identified at all times
- Ensure that adequate first aid arrangements are in place in accordance with site rules and that all personnel are aware of the arrangements. Constantly check that the arrangements are maintained, proper care is taken of casualties and that in the event of serious injury know the location of the emergency services so that immediate action can be taken
- Set an example

3.1.3 Sub-contractors

- All sub-contractors are to nominate a suitably qualified person to act as a liaison point with M & M Contractors Ltd to ensure that communication channels are established and maintained throughout the project
- All sub-contractors will be expected to carry out their works in accordance with all relevant safety legislation and the requirements of this Demolition Management Plan
- All sub-contractors will supply to M & M Demolition the results of any assessments that they carry out, and any information they have on any hazards arising from their operations that could affect others
- Sub-contractors must co-operate with M & M Demolition on any measures to ensure compliance with safety legislation or to prevent danger

3.1.4 Employee Responsibilities

Employees will adopt the following principles in order to achieve the health and safety standards required. The principles are applicable to fully employed, part-time, self-employed and contracted personnel.

- Comply with all instructions given by management which are likely to affect their health and safety
- Adhere to the site rules.
- Make proper use of the health, safety and welfare facilities and equipment provided
- Make full and proper use of personal protective equipment
- Refrain from wilful interference with anything provided in the interests of health, safety and welfare
- Report any hazards found
- Be vigilant and identify any potential risks

3.2 Health, Safety and Environmental Standards

The works will be undertaken in accordance with all relevant Health and Safety legislation as: -

Standards

All operations will be carried out in compliance with the specification and:-

1. The Health & Safety at Work Act 1974
2. The Construction (Design & Management) Regulations 2015
3. The Management of Health & Safety at Work Regulation 1999
4. BS6187: 2000 Code Of Practice for demolition works
5. HSE Guidance Not GS/29/1/2/3/4
6. Environmental Protection Act 1990

7. The Factories Act 1961 (S31 (4))
8. The Control Of Pollution Act 1974
9. The Control Of Asbestos Regulations 2012
10. The Collection & Disposal of Waste Regulations 1988
11. The Control Of Noise at Work Regulation 2005
12. The Control of Substances Hazardous to Health Regulations 2002
13. The Control of Vibration Of Work Regulations 2005
14. The Electricity At Works Regulations 1989
15. The Health & Safety (First Aid) Regulations 1981
16. The Manual Handling Regulations 1992
17. The Personnel Protective Equipment at Works Regulation 2022
18. The Provision and Use of Work Equipment Regulations 1998
19. The work at Height Regulations 2005
20. The Workplace (Health & Safety & Welfare) Regulations 1992
21. The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995

All other Acts, Regulations and Codes of Practice relating to the works will be observed.

3.3 Arrangements for Monitoring

M & M Demolition will action in-house and external IMS monitoring of onsite activities to establish the level of quality, health, safety and environmental performance. Monitoring will encompass regular planned system auditing, investigation of accidents, incidents, near misses and complaints. The M & M Project Management team will carry out continuous general health and safety checks.

Specific checks will be planned to monitor the control measures of those significant hazards identified in the Demolition Management Plan.

M & M Demolition as their external Health and Safety Consultants uses the Prime Safety. They will be employed to carry fortnightly prearranged health and safety inspections of the site. A premises inspection report will be left with the site manager of any recommendations made to improve the level of compliance with current health and safety legislation. This then followed up with visits by the M & M Health and Safety Manager the following week to ensure that items from the report are actioned and to compile our own site inspection report.

The Principal Contractor must ensure that in the event of any Health and Safety Executive action with respect to the issue of any of the following to any contractor on the site:

- Improvement Notice
- Prohibition Notice
- Summons

The Demolition Contractor will issue written notification to the Client and the Principal Designer within 24 hours of the action.

3.4 Communication and Co-operation

M & M Demolition will ensure, so far as is reasonably practicable, that every contractor is provided with comprehensive information on the risks to the environment and to the health and safety of that contractor, their operatives and other persons under their control. This information will be conveyed to the contractor at the earliest opportunity and will be updated and monitored as works progress.

Each contractor will induct each contractor to site and deliver weekly toolbox talks, if required weekly contractors review meeting will be put in place to discuss the site works and implication of operatives working on site together.

Operatives will be encouraged to feedback on any H&S issues or concerns by an open door policy. During method statement explanation operative feedback and suggestion is discussed and recorded.

3.4.1 Information and Training

Site-specific information pertaining to health, safety and environment will be conveyed to all authorised site personnel via initial site induction undertaken by suitably qualified Project Management. This will cover as a minimum:

- IMS objectives
- Site details
- Site access and egress
- Traffic management procedures
- Site risks and preventative and protective measures
- Relevant details of the Demolition Management Plan
- Site rules
- Emergency procedures
- Means of escape
- Fire-fighting facilities including their use
- Welfare and first aid facilities
- Provision and use of personal protective equipment
- Environmental aspects of the project

Records of site induction will be kept and will include names of attendees, dates, details of training and signature of attendees.

Project specific awareness training and tool box or task health, safety and environment talks will be given by Project Management at appropriate intervals to identify any particular safety hazards and to review general safety awareness.

3.4.2 Design information

All design changes will be notified to the Principal Designer Declan Kelly [redacted] . All design information will be collated by M & M Demolition (As Principal Contractor) and distributed to the client team including the client, Clients Agent, Design Team and M & M site management team as appropriate.

3.4.3 Meetings

Site-specific meetings will be held to discuss matters pertaining to safety and progress with sub-contractors as appropriate.

3.5 Selection Procedures

3.5.1 Sub-contractors

M & M Demolition will select and appoint sub-contractors from its list of approved suppliers in accordance with IMS Procedure 10 who have previously demonstrated their competence, have made the necessary provisions for health and safety and have co-operated in complying with health, safety and environment law.

All operatives will be required to provide proof of their competence in the form of relevant training records/certification (E.g. CCDO, CSCS cards, CPCS cards and other recognised awards such as IPAF, PASMA & NPORS). A register of operative's competence will be maintained in the safety file.

3.5.2 Materials

M & M Demolition will select and appoint suppliers of materials from its list of approved suppliers in accordance with its IMS Procedure Ten who have previously demonstrated their ability in providing adequate information and in complying with health, safety and environmental law.

Where required, materials will be selected to comply in all respects to the requirements of the project specification. Any substances that may be hazardous to health will be subject to COSHH assessments and appropriate control measures identified and implemented in order to minimise risks to health, safety and the environment. This list will be submitted to the client team along with COSHH assessments and safety data sheets for approval. Should further COSHH items be required on the project, Danny Wall will be responsible for submitting the new COSHH data to the client team for approval and updating the site information pack.

COSHH Data Sheet Lis

COSHH register. A COSHH Register for both the demolition and asbestos divisions are standalone documents and are located in file 3.2.9 with document numbers *DDCR/RR/BTH/REV0*.

3.5.3 Machinery and plant

M & M Demolition will select machinery and plant from its list of approved suppliers in accordance with the IMS Procedure 10 who have previously demonstrated their ability in ensuring, so far as is reasonably practicable, that machinery and other plant is properly selected, used and maintained and that operator training is provided. Unknown parties will be subject to a stringent vetting procedure to ensure, so far as is reasonably practicable, that the above criteria are met.

Whilst in use, all plant, tools and equipment will be regularly inspected and maintained in a good serviceable condition as per the PUWER and LOLER regulations. Any equipment, which does not fulfil these criteria, will be identified and removed from the work area until a qualified person has repaired it. A register of plant certification will be maintained in safety file. Any existing lifting equipment on site being utilised for the de-planting work will be tested prior to use.

3.6 Activities with Risks to Health and Safety

The identification and effective management of activities with risks to health and safety, including those carried out by other contractors, will be achieved by carrying out risk assessments, developing and communicating safe systems of working and establishing control procedures. All safe systems of works and are to be included in Appendix A of this Demolition Management Plan and collated as the project works progress.

Activities with risks to health and safety that have been identified in the Contract Planning Stage of the project are listed in the Pre-Construction Information Pack.
Safe systems of work will be developed for all significant hazards identified prior to and during the project progress.

3.7 Activities with Risks to the Environment

A project-specific Environmental Management Plan (EMP) has been developed and is included within Appendix B. The EMP sets out guidelines for dealing with occurrences that could impact on the environment and forms part of the Demolition Management Plan. As such it should be read in conjunction with safe systems of work developed for the project as a whole to ensure that interfaces between quality, health, safety and the environment are adequately managed.

3.8 Emergency Procedures

3.8.1 Emergency Procedures (Including Fire)

A project-specific Emergency Response Plan has been produced and is included within Appendix D of this Demolition Management Plan. The Emergency Response Plan will be communicated to all operatives at the initial Site Induction to incorporate the site emergency procedures.

The Emergency Response Plan will be updated to reflect any significant changes in the construction process as the project proceeds. Operatives will be notified of any significant changes as necessary.

3.8.2 First Aid & Fire

M & M Demolition will ensure, so far as is reasonably practicable, that all operatives, contractors' operatives and self-employed operatives will have access to first aid facilities. A suitably qualified person will be appointed to take charge of first-aid arrangements and their name made known at the Site Induction and via the site notice board. A suitably stocked first aid box will be maintained on site at all times. In the absence of the qualified person, an appointed person will be nominated to take charge of a first aid situation.

Fire precautions will consist of sufficient fire extinguishers appropriate for the types that may occur which will be located in fire points at strategic areas around site; these will include a means of raising an alarm and fire action signs. Should a fire occur the alarm will be raised and all persons on site will proceed to the assembly point which is located outside the main gate. The Site Manager/Fire marshal will then undertake a roll call of all persons. Follow procedures as in incident response plan (appendix D). All hot works will be undertaken as per the permit to work procedure.

Within the site in date fire extinguishers are in place these will be utilised during the soft strip phase of the works, as the fire alarm system has been disconnected air horns or bells will be placed at points located on the site plan in appendix A of SSoW 001.

Nominated First Aiders are: to be confirmed

3.9 Reporting accidents, incidents and near misses

In the event of any accident or injury the following actions are to be taken.

Minor Injuries:

- Complete BI 510 (accident book)
- Lost time injuries (excluding the day of the injury)
- Complete BI 510 and (insurance report) form 310

Over 7 Day Injuries:

- Complete BI 510, 310
- Send F2508 (HSE report) to local HSE Office within ten days.

Death or Major Injury (definition RIDDOR 2012 booklet)

- Notify immediately by telephone and/or fax
- Local HSE Office;
- Company Safety Officer;
- Site Manager;
- Complete BI 510, 310, F2508.

Dangerous Occurrence (Definition RIDDOR 2012 Booklet)

- Notify immediately by telephone and/or fax:
- Local HSE Office;
- Company Safety Officer;
- Site Manager;
- Complete BI 510, 310, F2508.

When a fatal or major injury accident or dangerous occurrence has happened, the scene will not be disturbed unless it is considered necessary to avoid further accident. A responsible person will be nominated to take charge and to investigate until the arrival of HSE or the safety officer and where possible photographs of the scene will be taken.

Danny Wall will notify Prime Safety who act as their external safety consultants. They will attend site at the quickest possible instance and carryout a full investigation using the Accident/Incident Report Form. The full report
of any accident/incident investigated will be sent to Mr Danny Wall at head office, together with any photographs, statements or other relevant material for use by Company insurers or legal advisers. This investigation report is legally privileged information and must not be issued to any other person without the permission of the Company insurers or legal advisers.

Notifiable Injury/ Incident

In the event of a fatal or major injury to any person or dangerous occurrence as defined by RIDDOR 2012 The local office of the Health and Safety Executive and M & M Safety Officer must be notified by telephone immediately by the Site Manager, Agent or Supervisor. In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Site Manager, Agent or Supervisor will notify all parties as above.

Danny Wall will check that the Health and Safety Executive have been informed of fatal or major injury accidents or notifiable dangerous occurrences by telephone and confirm details of accidents in writing to the Health and Safety Executive within ten days on Form F2508. The HSE will also be notified on form F2058 where an injury to any employee, self-employed operative or person undergoing training results in the injured person being absent from work for more than three days.

Accident book BI 510 will be available on each site and workplace to ensure any injured employee can record details of his accident.

The client will be informed, via the Principal Designer, of all reportable accidents, which occur on site. Records will be maintained in the Health and Safety File.

Reportable Diseases

If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work. A disease diagnosed as one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012. If the disease is reportable Danny Wall will complete and send Form F2508A to the Health and Safety Executive.
Prime Safety will send a full report of any incident investigated to Mr Danny Wall at head office, together with any photographs, statements or other relevant material for use by Company insurers or legal advisers. This investigation
report is privileged information and must not be issued to any other person without the permission of the Company insurers or legal advisers.

Incident Records

All fatalities, major injuries, reportable diseases, dangerous occurrences and other notifiable injuries will be recorded by filing copies of form F2508 in a record book (an accident book BI 510 may be used). These records will be kept by the Company Secretary of each operating company who is responsible for ensuring that all details are entered and that records are kept for at least three years from the date of the last entry.

If a Form BI 76 is received from the DSS in respect of a claim for Industrial Injuries Benefit, this will be completed by the Company Secretary and returned as required. A copy of the completed form will be kept for record purposes.
If any employee dies as a result of an injury within one year of the incident Prime Safety must be contacted.

Near-Miss (Non-Injury Accident) Reporting

The Near-Miss Reporting Procedure draws on elements of the Damage Control Procedure and the Incident and Ill Health Reporting Procedure.

Damage control is concerned with the protection of the plant, tools, construction materials and completed work from loss.

This leads to the reduction of overall site costs via the elimination of charges for repetitive damage and associated repair/replacement.

There may be some protection of the site workforce because of a similarity or overlap between the causes of injury and damage accidents.

Those accidents that result in damage nearly always have the potential to cause injury, either at the same time or at a later time/date.

Near-miss reporting is an extension to the injury and ill health reporting, investigation and prevention programme that includes those accidents that do not result in injury but do result in damage to plant, tools, construction materials and completed work.

Control and reduction in the number and causes of these accidents should lead to an overall reduction in the total number of injury accidents within an organisation, because of the relationship between the different accident types.

Non-Injury Accident Reporting and Prevention

The first stage is to generate reports within the company on damage and near-miss accidents, so as to highlight and reduce causative factors.
(In order to ensure the success of such a reporting programme, **it is imperative** that this exercise is undertaken within an organisational culture **that is not fault finding and/or blame apportioning**).

Once these reports - preferably written - have been obtained, suitable control measures should be taken in order to prevent the recurrence of similar accidents that may or may not result in injury.

Suitable control measures based on the findings from the damage and near-miss reports will be developed by Site Managers working with the Director with input from Senior Management if required.

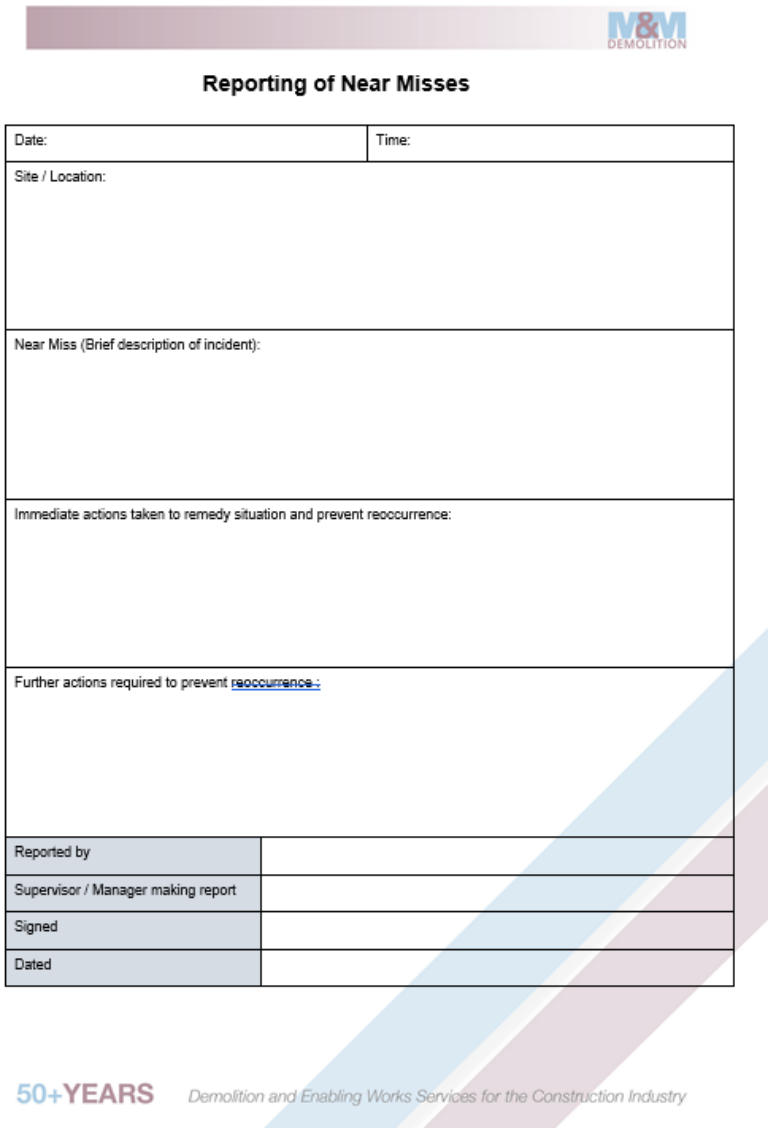
Incident recall is another technique that will be utilised in the non-injury accident reporting system.

Essentially, the incident recall technique will be used to identify unsafe activities; unsafe conditions; non-compliances with agreed safety rules, procedures and systems; and near-miss accidents, but following a confidential interviewing procedure of a stratified random sample of employees at all levels within the organisation.

Each interviewee will be asked to recall and verbally report any of the above-mentioned situations in which they were involved or have knowledge of.

Details of near-miss accidents will then obtained to enable remedial action to be taken before further similar accidents result in damage, injury, or both.

All non-injury accidents (near misses) are to be reported to the Client.



Reporting of Near Misses

Date:	Time:
Site / Location:	
Near Miss (Brief description of incident):	
Immediate actions taken to remedy situation and prevent reoccurrence:	
Further actions required to prevent reoccurrence :	
Reported by	
Supervisor / Manager making report	
Signed	
Dated	

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Putting Damage Control into Operation

Six basic steps are essential.

- Spot checking by Site Managers and operatives.
- Written Reports by Site Managers to Director for Health and Safety (see attached form).
- Auditing by Director for Health and Safety and the H&S Officer.
- Investigation by Director for Health and Safety, H&S Officer, Contracts Managers and Site Managers.
- Formulation of agreed Control Procedures based on the above.
- Monitoring by Associate Director for Health and Safety, H&S Officer, Contracts Managers and Site Managers

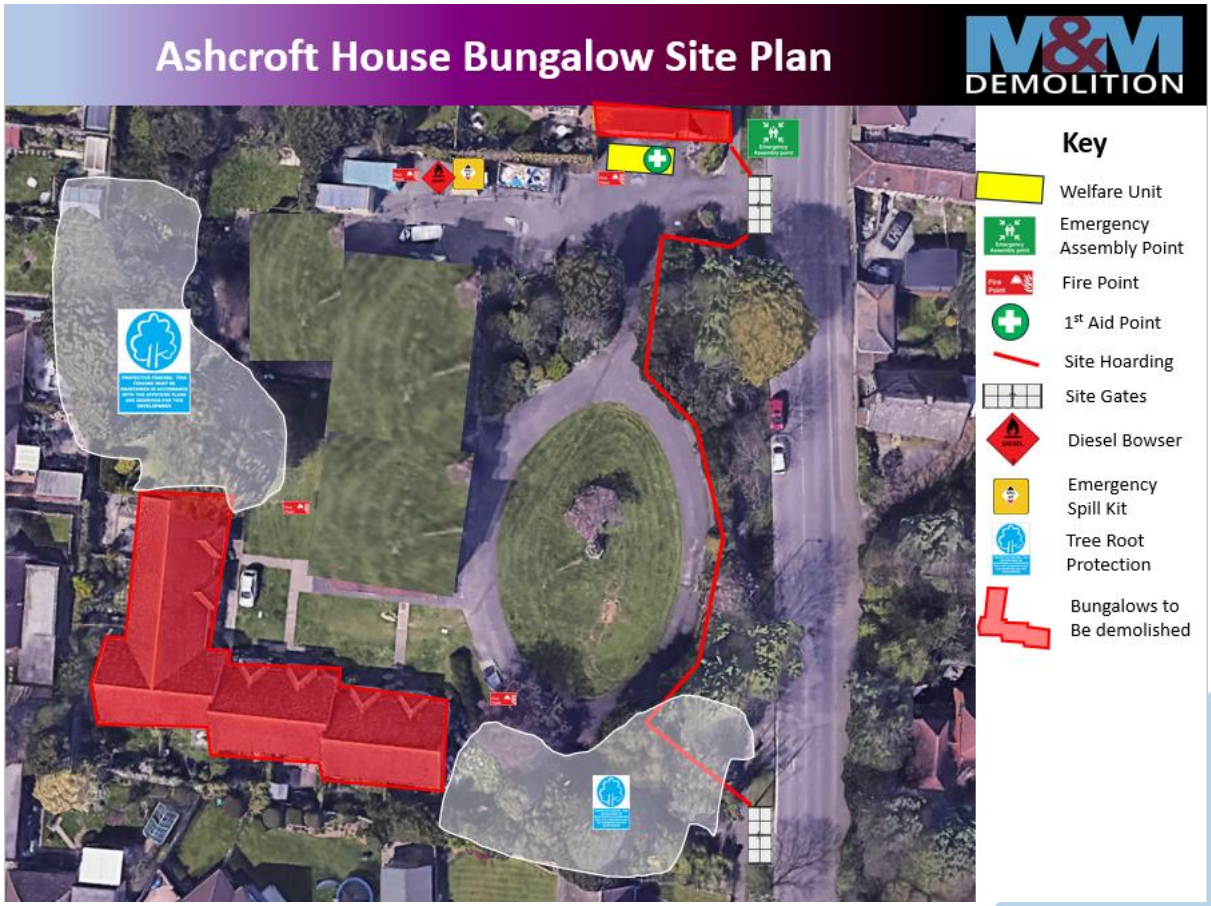
Refer to detail in Appendix D Emergency Response Plan.

3.10 Welfare

- All site welfare facilities will be provided in accordance with the requirements of the Construction (Design & Management) Regulations 2015 and The Smoke-free (Premises and Enforcement) Regulations 2006.
- As a minimum these provisions will comprise:

- Suitable numbers of sanitary conveniences, which reflect the number of people working on the site and which are adequately ventilated or lit.
- Washing facilities, which provide basins large enough to allow people to wash their faces hands and forearms and a supply of clean hot and cold, or warm, water. Suitable means of drying will also be provided. Rooms containing washing facilities will be adequately ventilated and lit.
- A suitable supply of drinking water and drinking vessels.
- Temporary site accommodation that adequately caters for/provides:
  - storing and changing clothing;
  - taking meals and breaks;
  - shelter from bad weather;
  - tables and chairs;
  - a kettle or urn for boiling water;
  - a means for preparing food;
  - Non-smokers.

Temporary site accommodation will be sited to allow easy access for site operatives.
Layout detailed in safe system of work.
Welfare will be located as identified in the illustration below.



3.11 Site Rules

No persons are allowed to work on the site unless they have been inducted, details of the site induction and site rules can be found in *Appendix C*.

Visitors will only be allowed on site if accompanied at all times by an inducted employee whose responsibility it will be to ensure all protective clothing are worn and all safety precautions are adhered to. *See Appendix C*.

3.12 Health and Safety File

Information relevant to the development of the Health and Safety File will be collated by the Contracts Manager during the course of the construction phase and will be passed to the Principal Designer as appropriate. The Principal Designer and Principal Contractor will meet periodically during the construction phase to discuss and agree the information that is required.

APPENDIX A

SAFE SYSTEMS OF WORK AND RISK ASSESSMENTS

SAFE SYSTEMS OF WORK AND RISK ASSESSMENTS INDEX AT TIME OF ISSUE

M & M Safe Systems of Work and Risk Assessments

RA 004	Demolition Arisings Falling into Adjacent Live Areas	001
RA 007	Dust	001
RA 011	Fire	001
RA 012	Fitting Hydraulic Attachments	001
RA 013	Fuel-Hydraulic Oil leak or Spillage	001
RA 014	General Lifting Operations	001
RA 020	Loading-Unloading Roll on-off Skip	001
RA 021	Manual Handling	001
RA 022	Noise	001
RA 025	Refueling Plant & Equipment	001
RA 028	Statutory Services Being Live	001
RA 031	Slips, Trips and Falls	001
RA 037	Traffic Management	001
RA 039	Use of 360 Excavator	001
RA 046	Use of Hand-held power tools	001
RA 052	Use of Non-powered Hand Tools	001
RA 056	Vehicle Access and Egress	001
RA 017	HAV's	001
RA 051	Use of Mobile Scaffold Towers	001
RA 032	Soft Strip Material Removal	001
RA 023	Oxy/Propane Cutting	001
RA 033	Storage of Gas Cylinders	001

Sub-contractors Risk Assessments and Method Statements

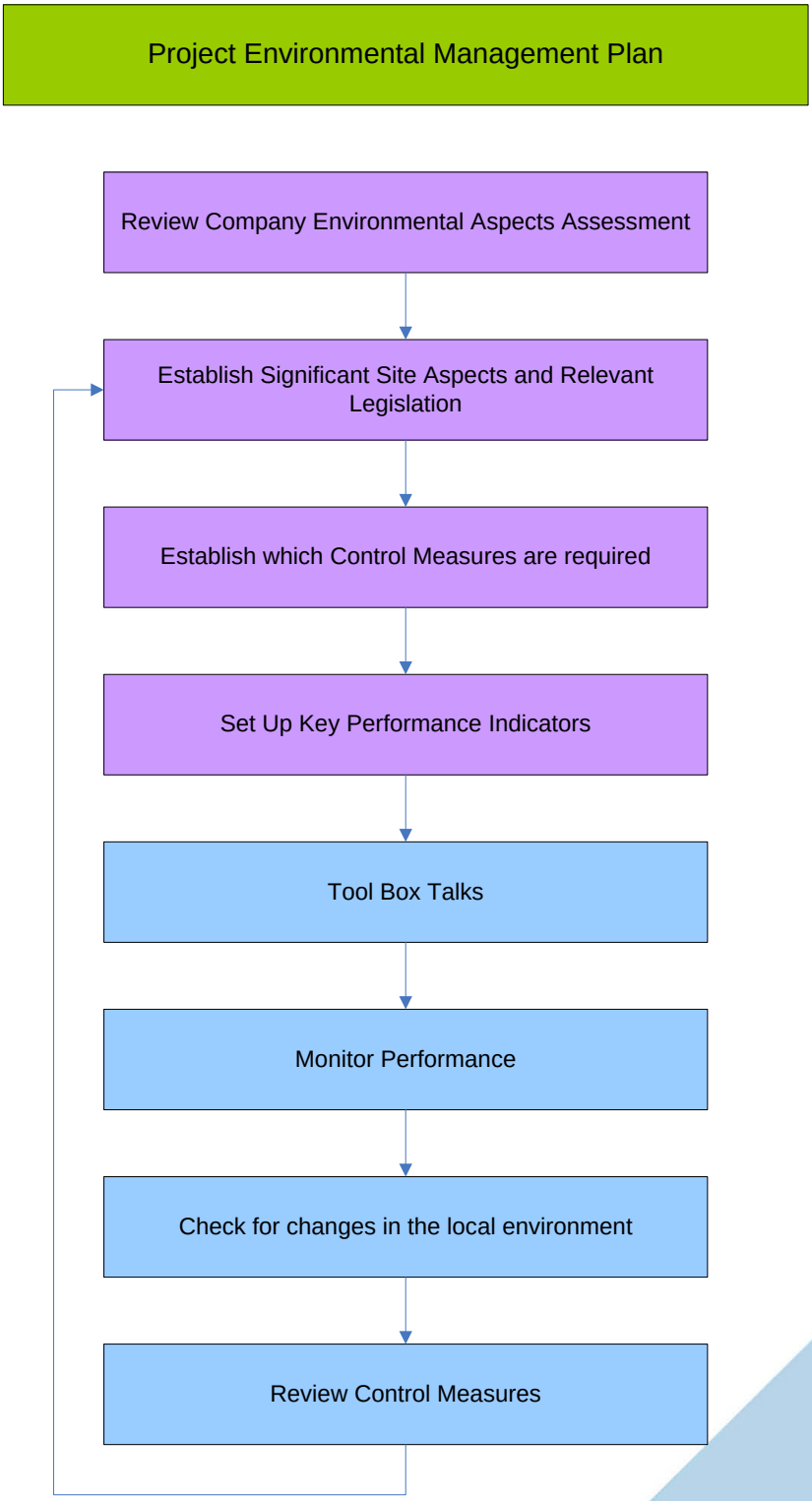
Document Number	Document Title	Revision Number
T.B.C	Removal of Asbestos Containing Materials	

3.13 Site Security

A timber hoarding will be constructed to the Kingston Lane elevation of site with vehicle and pedestrian access and egress. In order to ensure the safety and security of all personnel, visitors, and assets involved in the demolition process, stringent site security measures will be implemented as a fundamental component of the Demolition Management Plan. Access to site will be strictly controlled and monitored at all times, with entry restricted to authorised personnel only. Additionally, CCTV towers will be installed by our specialist subcontractor with out of hours surveillance from an off-site control centre, security patrols will be deployed to actively monitor the site for any suspicious activity or breaches in security. Regular security assessments and reviews will be conducted to identify and address any vulnerabilities or concerns promptly. These comprehensive security measures aim to uphold the highest standards of safety and protection throughout all phases of the demolition process, mitigating risks and ensuring a secure working environment.

APPENDIX B

ENVIRONMENTAL MANAGEMENT PLAN



Environmental Aspects Review

Aspect	1 Is it affected by environmental legislation?	2 Is there a potential liability for past, present or future?	3 Does it represent an environmental risk?	4 Does it use significant resources (energy/ water/ raw materials)?	5 Does it have an impact on ecological/ landscape issues?	6 Does it produce large amounts of waste material?	7 Is it an important issue for our customers/ clients?	8 Have we received/are we likely to receive complaints?	9 Is it a key issue for our other stakeholders?	10 Is it a media environmental issue?	TOTAL out of 10
Waste Management	1	1	1	1	1	1	1	1	1	1	10
Water Discharges and Transfers	1	1	1	1	1	1	1	1	1	1	10
Air Emissions (dust and odours)	1	1	1	1	1	0	1	1	1	1	9
Storage and Handling of Materials/Spillage Management	1	1	1	1	1	1	1	1	1	1	10
Ecosystems/Including Wildlife	1	1	1	0	1	1	1	1	1	1	9
Noise and Vibration	1	1	1	0	1	0	1	1	1	1	8
Service Suppliers, Sub-Contractors and Customers	0	1	0	1	1	0	1	1	1	1	7
Employee Induction and EMS Awareness	1	1	1	0	1	0	1	1	1	0	7
Traffic and Pedestrian Management	1	1	0	1	0	0	1	1	1	1	7
Neighbours	1	1	0	0	1	0	1	1	1	1	7
Landscaping & Visual Impact	0	1	0	0	0	0	1	0	1	1	4
Energy Management	1	0	0	0	0	0	1	1	1	0	4
Office Environment	0	0	0	1	0	0	1	0	1	0	3
Site Security	1	0	0	0	0	0	1	0	0	0	2

7 - 10 High Significance	4 – 6 Moderate Significance	0 – 3 Low Significance

All other Acts, Regulations and Codes of Practice relating to the works will be observed.

SIGNIFICANT ASPECTS
Waste Management
Water Discharges
Air Emissions (dust and odours)
Storage and Handling of Materials Spillage Management
Ecosystems/Including Wildlife
Noise and Vibration
Service Suppliers, Sub-contractors and Customers
Employee Induction and EMS Awareness
Traffic and Pedestrian Management
Neighbours
Landscaping & Visual Impact
Energy Management
Office Environment
Site Security

WASTE MANAGEMENT
SOURCE Demolition activities Crushing Reuse Disposal of hazardous / non-hazardous wastes via river
CONTROL MEASURES Utilisation of Site Waste Management Plan Source Segregation Regulatory permits and WRAP quality Protocol
TOOLBOX TALKS Waste management Pollution control Pollution prevention guidelines – PPG6 e.g. Duty of care
KEY PERFORMANCE INDICATORS Consignment notes, transfer notes, carriers registration, disposal permits, duty of care and audits. WRAP documentation
PERFORMANCE MONITORING Public Register checks on carriers, permits, Producer's Waste classification and EWC. Waste Hierarchy and SIC information Legal compliance with the duty of care regulations. K.P.I's
PLEASE REFER TO RELEVENT LEGISLATION

WATER DISCHARGES
SOURCES Surface Water quality and drainage Dust suppression, stockpiles of loose materials. Silt spread from accumulation of contaminated materials (including water). Impact from fuel or oil spills.
CONTROL MEASURES Discharge of surface water to drains will be passed through a silt trap or appropriately sized grills on drains, drain plugs and or Sand bag No discharges to controlled water will be allowed unless permitted by the Local Water Authority. All fuel storage will be bunded, use of spill kits and drip trays at all times. Staff trained in emergency response planning in the event of a fuel leak or spill. Potential of Flood Defence Consent via the Environment Agency
KEY PERFORMANCE INDICATORS Visually monitor and record discharged water
PERFORMANCE MONITORING KPI
PLEASE REFER TO RELEVANT LEGISLATION

AIR QUALITY / EMMISSIONS Dust, Odours Ozone Depleting Substances
SOURCES Demolition works, Plant Movements. Exhaust from plant and lorries. Air Conditioning Equipment, Gas Bottles & Refrigerants.
CONTROL MEASURES Base line Measuring and regular Monitoring. Minimise unnecessary handling of material. HGV's will be sheeted when carrying loose materials off site. Use water sprays during dry / windy weather. Utilise enclosed covering for dusty containers during loading and transportation. Hoarding at the perimeter or around dust sources as appropriate.
KEY PERFORMANCE INDICATORS Base line Monitor and Record Monitoring and record emissions and noise levels
TOOLBOX TALKS Pollution control Housekeeping.
PERFORMANCE MONITORING Check complaints and recorded levels Internal Audits K.P.I's
PLEASE REFER TO RELEVANT LEGISLATION

ECOSYSTEMS/Including Wildlife
SOURCES Mammals, Reptiles, Birds, Marine Life, Other flora and fauna.
CONTROL MEASURES EIA shows little bird and bat activity near site watching brief in place. However, marine eco-systems may present a low risk via the River Thames.
KEY PERFORMANCE INDICATORS Lower dust deposits (through measuring) Compliance with mitigation measures Minimal vibration generating activity
TOOLBOX TALKS Nesting birds, bats, flora and fauna, Marine Protection
PERFORMANCE MONITORING Induction Register Toolbox talk register Internal checks
PLEASE REFER TO RELEVANT LEGISLATION

NOISE AND VIBRATION
SOURCES Plant, equipment & demolition Specific work activities
CONTROL MEASURES Base line monitoring prior to commencement of works. All demolition activities to be in accordance with good practice as described in British Standard BS5228 Noise and Vibration Control on Construction and Open Sites. This includes minimising unnecessary revving of engines, turning off machines when note in use, routine maintenance of machinery, The use of equipment fitted with effective silencers/insulation. Appointed site contact to record, action and investigate complaints. Noise generating activities to be restricted to daytime hours, any out of hours work will require prior agreement with the local authority. Noisy drops will require notification to local residents. Noise and vibration mitigation by distance and acoustic barriers. Use of concrete crushers rather than pneumatic hammers. Where piling is necessary jacked or bored piling techniques to be used in preference to pile driving.
TOOLBOX TALKS Control of noise and Vibration Good neighbours Traffic routes
KEY PERFORMANCE INDICATORS Record Noise and Vibration monitoring Inspection of acoustic barriers
PERFORMANCE MONITORING Check noise levels against base line levels Traffic routes away from sensitive receptors
PLEASE REFER TO RELEVANT LEGISLATION

SERVICE SUPPLIERS, SUB-CONTRACTORS AND CUSTOMERS
SOURCES Service Suppliers Sub-contractors Customers Temporary Accommodation
CONTROL MEASURES Induction including incident response plan. Use of approved suppliers and sub-contractors. M & M Contractors prohibit the use of unlicensed sites for accommodation
KEY PERFORMANCE INDICATORS Induction register Sub-contractors selection
TOOLBOX TALKS Buried services – CITB GT700 No. 28 Sub-contractors duties
PERFORMANCE MONITORING Induction Register Method Statement register Internal Audits
REFER TO RELEVANT LEGISLATION

EMPLOYEES INDUCTION AND EMS AWARENESS
SOURCE Contractor Employees Subcontractors Consultants Client Visitors
CONTROL MEASURES Induction & Toolbox register. Copies of competency cards.
KEY PERFORMANCE INDICATORS Completion of induction registers
TOOLBOX TALKS Significant Aspects. Incident/Emergency Response Plan.
PERFORMANCE MONITORING Induction Register Toolbox talk Registers Incident response reports
REFER TO RELEVANT LEGISLATION

TRAFFIC AND PEDESTRIAN MANAGEMENT
Lorries Cars Site Traffic River transport Pedestrians/Public Visitors
CONTROL MEASURES Site set up, traffic and pedestrian routes. Sheet all vehicles prior to leaving site Employee awareness of public footpath and potential contact with the public. Use of transfer stations in close proximity to site to reduce mileage thereby saving on C02 emissions. Site staff to car share where practicable. Planned traffic route Compliance to Port of London instructions
KEY PERFORMANCE INDICATORS Incidents reported
TOOLBOX TALKS Mobile plant – CITB GT700 No. 22.2 (covers the banking of vehicles). Site transport - CITB GT700 No. 22.3 (covers the banking of vehicles). Housekeeping
PERFORMANCE MONITORING K.P.I's Visual, Aural Inspections, Internal Audits
PLEASE REFER RELEVANT LEGISLATION

NEIGHBOURS
SOURCES Street Market, pedestrians Businesses, Residential, shops
CONTROL MEASURES Inform neighbours of works Traffic management plan away from heavy pedestrian areas Use silenced plant Monitoring
KEY PERFORMANCE INDICATORS Liaison with Local Authority Complaints log
TOOL BOX TALKS Site manager to give talk on good neighbourliness Traffic management plan
PERFORMANCE MONITORING Complaints Response
PLEASE REFER TO RELEVANT LEGISLATION

LANDSCAPING & VISUAL IMPACT
SOURCES Litter, Stockpiles Offices, welfare areas Waste containment
CONTROL MEASURES Hoarding and Traffic Management Stockpile/waste management Housekeeping to reduce visual impact Welfare and office waste
KEY PERFORMANCE INDICATORS Incidents reported Site inspections
TOOLBOX TALKS Site tidiness
PERFORMANCE MONITORING K.P.I's Visual Inspections, internal audits
PLEASE REFER TO RELEVANT LEGISLATION

ENERGY MANAGEMENT
SOURCES Buildings Vehicles and machinery Offices, welfare
CONTROL MEASURES Induction including energy management plan Turning machines on when required Keep lights and electrical item turned off when not in use Use of approved suppliers and sub-contractors Minimising use of natural resources on site
KEY PERFORMANCE INDICATORS Induction register
TOOLBOX TALKS Ozone Depleting Substances Low sulphur emissions Electricity and Water management
PERFORMANCE MONITORING Monitor emission levels Maintenance off vehicles and machinery Turn off machinery when not in use Daily hose check
PLEASE REFER TO RELEVANT LEGISLATION

OFFICE ENVIRONMENT
SOURCES Waste Energy, use of natural resources
CONTROL MEASURES Turning lights / taps off when not in use charge electrical equipment with care Turn off all equipment on leaving end of day
KEY PERFORMANCE INDICATORS Visual monitoring
TOOL BOX TALKS CITB GT700 16 Welfare arrangements
PLEASE REFER TO RELEVANT LEGISLATION

SITE SECURITY
SOURCES Unauthorised persons on site.
CONTROL MEASURES Ensure secure compound and regular monitoring.
KEY PERFORMANCE INDICATORS Security incidents
TOOLBOX TALKS Security on site – CITB GT700 No. 39 Emergency Response Plan for security
PERFORMANCE MONITORING Monitor security incidents
PLEASE REFER TO RELEVANT LEGISLATION

Site Rules

The following details the rules and standards that relate to all M & M employees, contractors and visitors while at work. It is everyone's responsibility obey these rules and to act in a safe manner whilst at work.
Deliberate contravention of these rules shall be considered a breach of an employee's contract of employment, or a breach of contract from that employee's employer.
It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that individuals risk prosecution by the Health and Safety Executive.

- ✓ No smoking on site except in the designated smoking area.
- ✓ No smoking outside the site.
- ✓ No one is to operate any machine, item of plant/equipment, unless they have been trained and are authorised to do so.
- ✓ All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
- ✓ Any fault, defect (including damage) or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
- ✓ No machine, plant or equipment is to be left unattended or cleaned whilst in motion.
- ✓ No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
- ✓ All substances are to be used in accordance with the written instructions.
- ✓ All substances are to be stored in accordance with COSHH instructions and are to be returned to the storage after use.
- ✓ All hazard notices or warning signs displayed on the premises are to be obeyed.
- ✓ All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
- ✓ All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
- ✓ Shorts & vest t-shirts are not permitted to be worn on site.
- ✓ The work area is to be kept clean and tidy at all times. And all waste is to be disposed of in the correct container.
- ✓ All liquid spills are to be cleaned up immediately.
- ✓ All emergency procedures relevant to your work area are to be obeyed.
- ✓ Emergency exits and equipment are not to be obstructed.
- ✓ Any use of or damage to ~~fire fighting~~ equipment is to be reported immediately.
- ✓ Prompt medical assistance must be sought for any injury received at work and the injury must be reported to your ~~Supervisor~~ as soon as possible. Always ensure that the accident is recorded in the Site accident book. All near misses to be recorded.

Disciplinary procedure

Disciplinary action will be taken against anyone acting in any one of the following ways.

- ➢ Wilfully breaching the safety rules or Safety Policy.
- ➢ Removing any guard or protective device without permission.
- ➢ Operating any machine, plant or equipment without authority.
- ➢ Misusing items provided for first aid.
- ➢ Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- ➢ Defacing or removing notices, signs, labels or any other warning device.
- ➢ Misusing any chemical, flammable substance, toxic material, etc.
- ➢ Smoking in designated "No Smoking" areas or whilst using flammable substances.
- ➢ Taking part in horseplay or practical jokes.
- ➢ Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- ➢ Misusing compressed air, electric or pneumatic equipment.

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M&M DEMOLITION

SITE INDUCTION FORM	
Project Name	
Project Ref. No.	

About Your Employer:			
Company Name		Supervisor Name	
		Contact Number	

About You:	
Full Name:	
Date of Birth:	
Contact Number:	
Home Address: Postcode:	
CSCS Card Type:	
Card Number:	
Card Expiry:	
Job Roll:	
Country of Birth:	
Do You Need a Permit to Work	
Asbestos awareness:	

Do you have any medical or physical conditions / taking any medication which should be made known to the first aiders/emergency services in the event of an incident or prevent you from carrying out your daily work duties ?	YES	NO

Person you would wish to be contacted in the case of an Emergency			
Name:		Phone Number	

I have received the Site Safety Induction and understand the Health and Safety and Environmental requirements and obligations placed upon me. I have understood the training provided and agree to abide by the site rules.

Inductee Signature	
Date	
Inducted By	
Inductors Signature	

Failure to comply with the site rules will result in disciplinary action.

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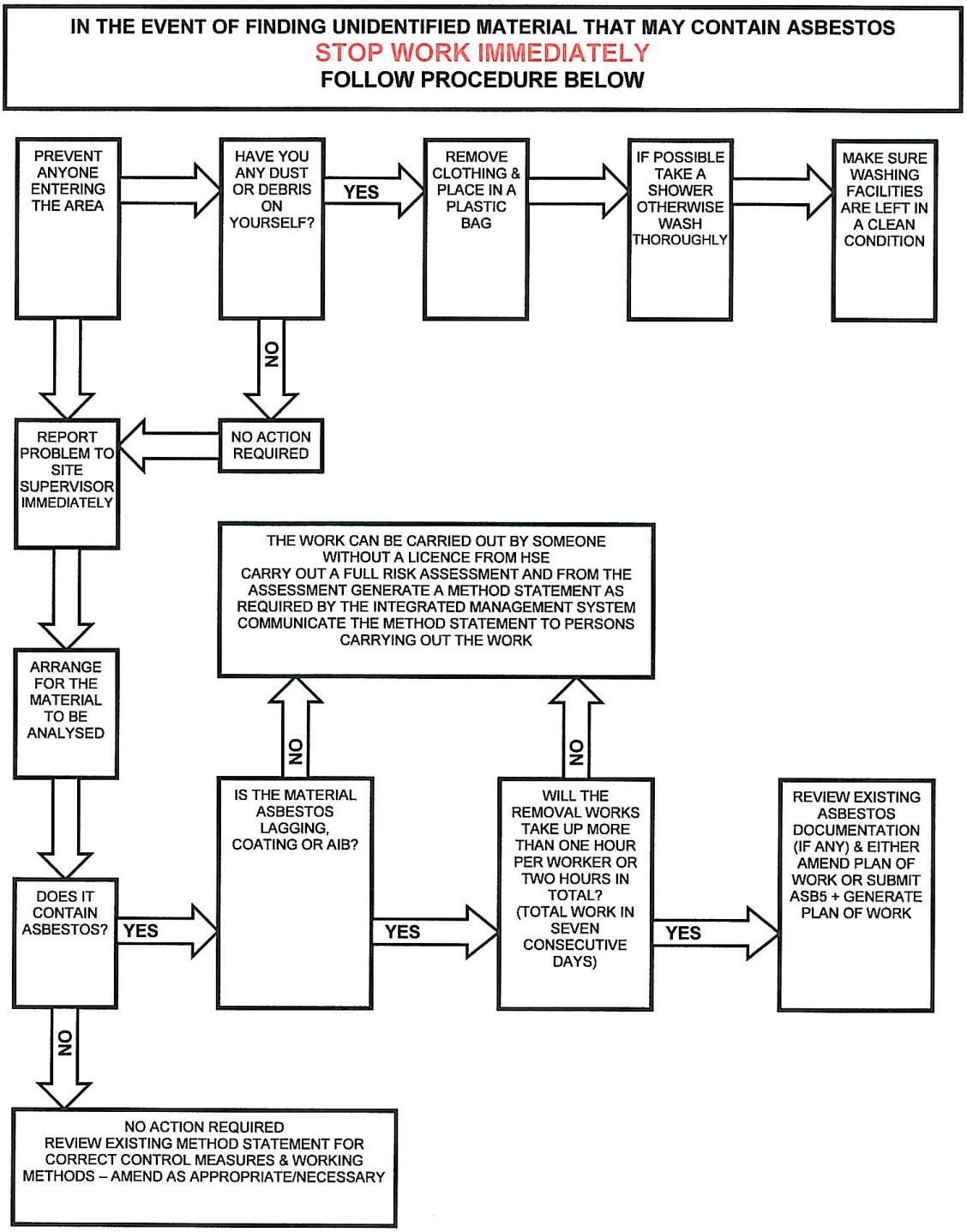
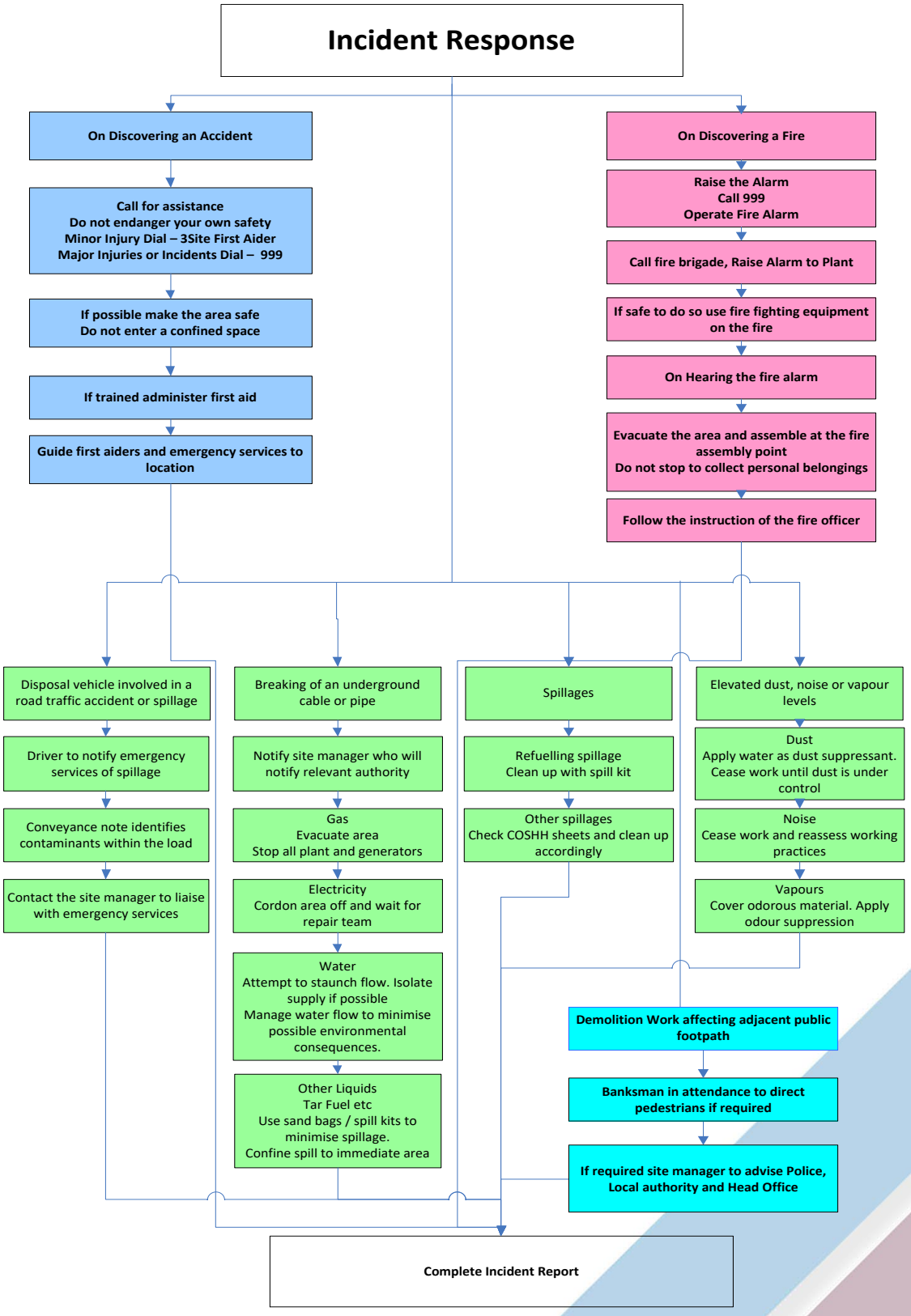
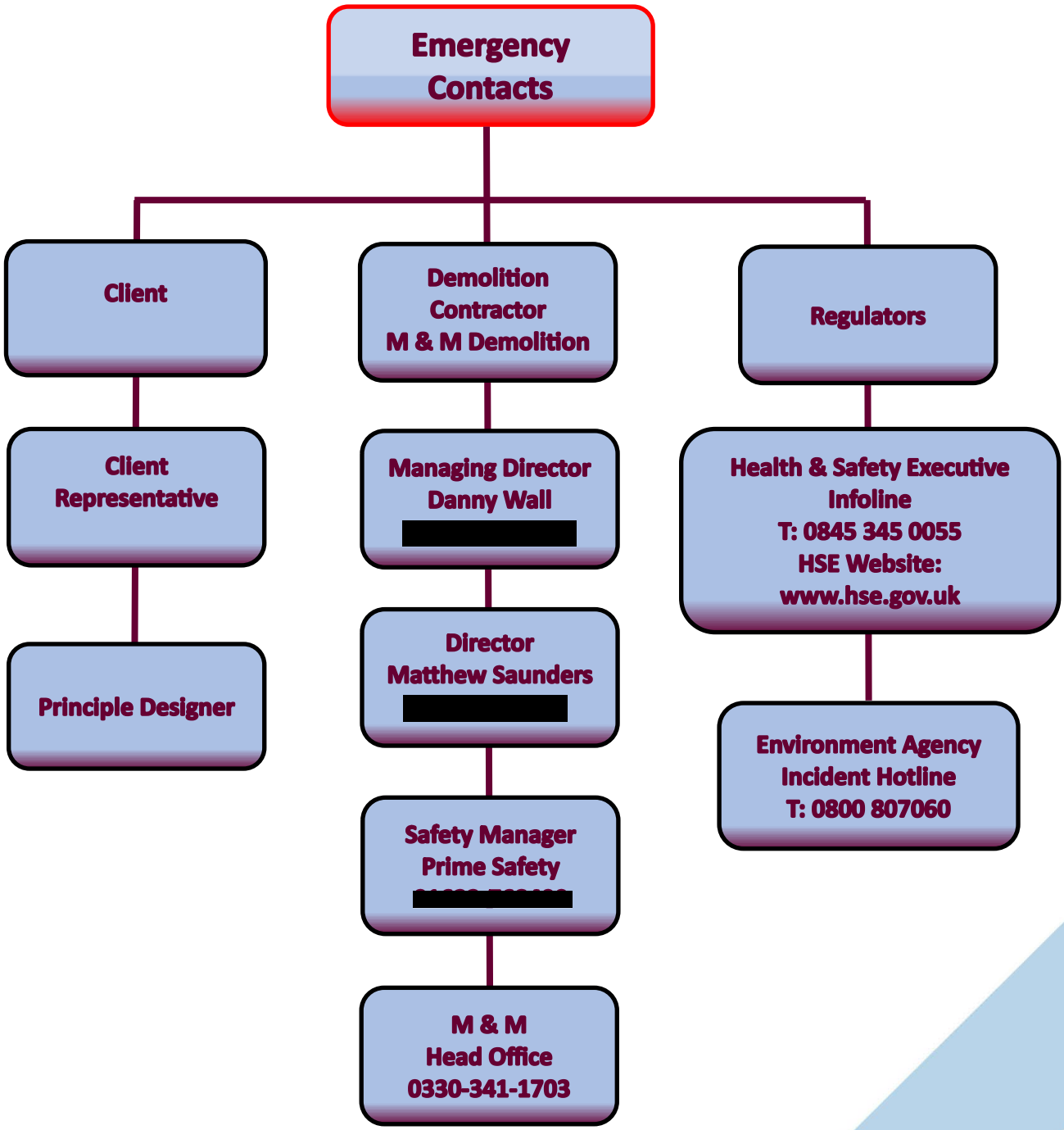
APPENDIX D

ASBESTOS – UNEXPECTED DISCOVERY
(NOT ON SURVEY – DEMOLITION/REFURBISHMENT OR TYPE 3)

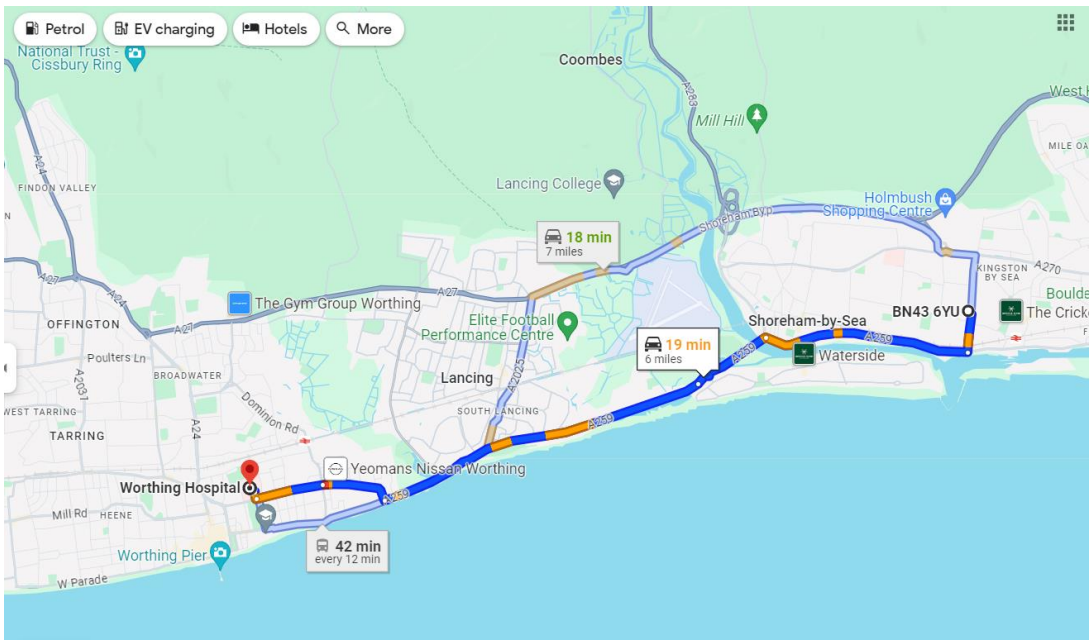



Incident Response
On Discovering an Accident
Call for assistance
Do not endanger your own safety
Minor Injury Dial – 3Site First Aider
Major Injuries or Incidents Dial – 999
If possible make the area safe
Do not enter a confined space
If trained administer first aid
Guide first aiders and emergency services to location
On Discovering a Fire
Raise the Alarm
Call 999
Operate Fire Alarm
Call fire brigade, Raise Alarm to Plant
If safe to do so use fire fighting equipment on the fire
On Hearing the fire alarm
Evacuate the area and assemble at the fire assembly point
Do not stop to collect personal belongings
Follow the instruction of the fire officer
Disposal vehicle involved in a road traffic accident or spillage
Driver to notify emergency services of spillage
Conveyance note identifies contaminants within the load
Contact the site manager to liaise with emergency services
Breaking of an underground cable or pipe
Notify site manager who will notify relevant authority
Gas
Evacuate area
Stop all plant and generators
Electricity
Cordon area off and wait for repair team
Water
Attempt to staunch flow. Isolate supply if possible
Manage water flow to minimise possible environmental consequences.
Other Liquids
Tar Fuel etc
Use sand bags / spill kits to minimise spillage.
Confine spill to immediate area
Spillages
Refuelling spillage
Clean up with spill kit
Other spillages
Check COSHH sheets and clean up accordingly
Elevated dust, noise or vapour levels
Dust
Apply water as dust suppressant.
Cease work until dust is under control
Noise
Cease work and reassess working practices
Vapours
Cover odorous material. Apply odour suppression
Demolition Work affecting adjacent public footpath
Banksman in attendance to direct pedestrians if required
If required site manager to advise Police, Local authority and Head Office
Complete Incident Report


Emergency Contacts
Client
Client Representative
Principle Designer
Demolition Contractor M & M Demolition
Managing Director Danny Wall
[redacted]
Director Matthew Saunders
[redacted]
Safety Manager Prime Safety
[redacted]
M & M Head Office 0330-341-1703
Regulators
Health & Safety Executive Infoline T: 0845 345 0055 HSE Website: www.hse.gov.uk
Environment Agency Incident Hotline T: 0800 807060

Emergency Arrangements

Nearest A & E
Worthing Hospital, Lyndhurst Road, Worthing, West Sussex, BN11 2DH
Tel: 01903 205111



from BN43 6YU, Kingston Ln, Shoreham-by-Sea
to Worthing Hospital

19 min (6.0 miles)

via A259 and Brighton Rd/A259

Best route now due to traffic conditions

BN43 6YU
Kingston Ln, Shoreham-by-Sea

Head south towards Kingston Ln
Restricted-usage road
14 sec (213 ft)

Take A259 to Park Ave in Worthing
17 min (5.9 mi)

Continue on Park Ave to your destination
41 sec (322 ft)

Worthing Hospital
Lyndhurst Rd, Worthing BN11 2DH

FIRE RISK ASSESSMENT FOR CONSTRUCTION SITES

Will be completed by the site manager once on site

(For compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Construction (Design and Management) Regulations 2015)

Site Address:	**Date:**
Contractor Responsible for Fire Safety:	**Person responsible for fire safety:**
Scope of inspection:	
Details of Temporary Buildings / Accommodation on Site:	

No. of floors in building (if applicable):	**No. of staircases available as exit routes from the building (if applicable):**	**No. of Final Exits:**
Maximum number of construction site personnel at risk:	**Maximum number of others at risk (e.g. client employees):**	

Action Required	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Indicate by ✓									

Assessor	**Position**	**Review Date**

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STEP 1 –SOURCES OF IGNITION			**Further action required**
Present onsite	**Yes / No**	**Controls in place / Comments**	**Yes / No**
Smoking			
sparks from electrical works			
faulty electrical equipment / overloaded electrical sockets			
naked flames or heat from processes (hot works)			
some chemicals (should be identified as oxidizing materials)			
Refuelling of vehicles			
Cylinders (oxygen /Propane)			
Arson			
STEP 2 – SOURCES OF FUEL			
Flammable liquid-based products (e.g. paints etc.)			
flammable gases (e.g. LPG, Oxygen)			
Waste materials (timber, soft strip, paper etc.)			
Building materials			
STEP 3 – AT RISK GROUPS			
Lone Workers			
Site Visitors			
Vulnerable Persons			
Person working in excavations			
Persons working in high noise / hazardous areas (e.g. asbestos enclosures/ confined spaces)			

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STEP 4 –FIRE ALARM AND EMERGENCY LIGHTING			**Further action required**
Present onsite	**Yes / No**	**Controls in place / Comments**	**Yes / No**
Automatic fire detection (smoke alarms)			
Manual fire detection system (break glass / air horns)			
Can the warning system be heard across the whole site			
If the system is powered does it have battery backup			
Has the effectiveness of the alarm been tested			
Have staff / visitors been briefed on the fire alarm procedure			
Are alarm points clearly identified with signage			
Is emergency lighting required onsite (consider natural light during working hours)			
If emergency lights are installed do they have battery back up			
STEP 5 – MEANS OF ESCAPE			
Are there sufficient escape routes (more than one exit point required)			
Are escape routes easily accessible			
Do escape routes lead to a place of safety			
Are all escape routes kept clear			
Are all stairs in good order			

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Are all escape routes and exits clearly identified (signage)			
Are all final exit points unlocked and easily opened			
Are all fire doors self-closing			
Are fire doors kept closed (not wedged open)			
Do fire doors open in the direction of escape			
STEP 6 – MEANS OF FIGHTING A FIRE			
Fire extinguishers located in these locations: • Exit points • Welfare • Smoking Area • Refuelling area • COSHH store • Cylinder			
Are extinguishers the correct type			
Are extinguisher locations signed			
Are all extinguishers in test and full			
Are person trained in the use of extinguishers			
STEP 7 – CHECKS, TESTING AND MAINTAINENCE			
Are extinguisher checks completed			
Are fire routes checked			
Is emergency lighting checked			
Has a fire drill been completed and the results recorded			

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Have statutory inspection been completed on the alarm /detection system (6 monthly)			

STEP 8 – WHAT TO DO IN THE EVENT OF A FIRE			
Are Fire Marshals / Fire Wardens nominated and suitably trained?			
Has Assembly Point been established and is it clearly identified?			
Do people know how to raise the alarm?			
Do employees / visitors know what to do in the event of a fire?			
Are all person signing into site?			
Who completes the roll call?			
STEP 9 – EMERGENCY PLAN			
Have site emergency procedures been documented and displayed			
Has site plan been drawn up and displayed across site			

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APPENDIX E

COSHH ASSESSMENT REGISTER

COSHH Assessments	Revision Date	Assessment No
Ultra low Sulphur Diesel	04-01-24	001
Engine oil	04-01-24	002
Rockwool	04-01-24	003
Multi Spray Adhesive	04-01-24	004
Unleaded Petrol	04-01-24	005
Cement	04-01-24	006
Universal Antifreeze	04-01-24	007
Concrete Dust	04-01-24	008
White Spirit	04-01-24	009
Detergent	04-01-24	010
Brick/Block Dusts	04-01-24	011
Leptospirosis (Weil's Disease)	04-01-24	012
Bleach	04-01-24	013
Pine Disinfectant	04-01-24	014
Butane	04-01-24	015
Propane	04-01-24	016
Recycling Demo Aggregates	04-01-24	017
Plasterboard	04-01-24	018
Building Plasters	04-01-24	019
Hydraulic Oil	04-01-24	020
Hot Cutting Galvanised Steel	04-01-24	021
Psittacocis (Ornithosis)	04-01-24	022
Hydrazine Hydrate (residual)	NA	023
Hydrogen Gas (residual)	NA	024
Beryllium	NA	025

APPENDIX F

DAILY TASK BRIEFING		DATE	
Site Name & Number		Current SSOW & Documents working to:	
Person Leading Briefing			
Sign			

Day's Activities	Contractors involved

PERMITS Required for shift	Issued to	Received from

Deliveries *Detail type of delivery (Deliveries on turn-around or unknown Time Schedule as 'Multiple' or as appropriate).*	Time Schedule *AM/PM*	Responsible Contractor

Site Changes *Detail Any Temporary or Permanent Changes or Restrictions to Access Routes, Welfare, Power Supplies, Emergency Arrangements, etc. that are different from yesterday.*

General Hazards or Risks on site *Detail todays General Hazards and Risks. (e.g. Slips, Trips, Falls, Plant Movements, Asbestos, Dust Noise Vibration, HAVS.)*	Key Safety Points *Detail todays significant issues including unusual activities, conditions or focus issues.*

Environmental / Weather Impacts *Detail special PPE requirements, excessive heat / cold. Wind speeds, gusts and directions. Dust control, Humidity, etc.*	Today's On-Site First Aiders *Detail trained Crane Rescuer, or other relevant information.*

By signing, I confirm that I have understood the content of the attached document / briefing given to me and will adhere to its requirements.

50+YEARS Demolition and Enabling Works Services for the Construction Industry

M&M DEMOLITION

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50+YEARS Demolition and Enabling Works Services for the Construction Industry

APPENDIX I

Activity	Slips, trips and falls due to housekeeping/lack of walkways

1. Hazards		**2. At Risk Groups**	
Uneven surfaces	Breaks,	M&M Demolition Employees	Contractors
Inadequate lighting	Soft tissue damage	Visitors	~~Members of the public~~
Changes in level	Cuts, abrasions	Young Persons	~~Vulnerable groups~~
		Migrant workers	

3. Risk Rating (Before controls)	**Likelihood**	**Severity**	**Risk Level**
	4	**3**	**Medium**

4. Control Measures

- A good standard of housekeeping shall be maintained throughout site.
- So far as is reasonably practicable uneven floor & ground areas shall be eliminated.
- All access/egress routes shall remain clear of obstruction at all times.
- Adequate lighting shall be provided for access/egress routes either in the form of natural light of task specific lighting.
- Edge protection shall be provided
- Information/safety signage shall be provided.
- Equipment for the cleaning of muddy footwear shall be provided in the form of boot clean stations, water, brooms and fixed brooms on metal grating.
- All spills shall be cleaned up immediately.
- Icy surfaces/pathways shall be treated with rock salt.
- Walkways are to be segregated/highlighted where possible to ensure that they are not obstructed by items that may cause a trip hazard.
- The contamination of walkways will be avoided by supplying bunds around equipment and fuel containers/Designated waste storage areas.
- Where ever possible dry methods will be used to clean floors, where not possible they will be dried as much as possible and suitable signage put in place warning of slipping hazard.
- During wet weather, cleaning regimes will be increased to ensure floors remain suitable.
- Any loose/protruding items shall be removed or fixed down to prevent any tripping hazards.
- Differences in walkways, low steps or edging shall be highlighted where required with spray paint/line marker
- Use of sky hooks to run cables where possible or running them around boarders or under cable covers and mats.
- Gradients in floor levels to be highlighted where it is not possible to level them.
- PPE footwear to have ankle support, fit correctly and be tied properly and be in good condition with sufficient grip.

4a. Additional Site Specific Controls / Information

5. Risk Rating (with controls)	**Likelihood**	**Severity**	**Risk Level**
	1	**3**	**Low**

6. Further Guidance

M&M Demolition Guidance – Including site waste management and housekeeping. http://www.hse.gov.uk/slips/	

Reviewed on site by:		**Review Date:**	

APPENDIX J

Activity	Manual Handling		
7. Hazards		**8. At Risk Groups**	
Load – Size/Weight	Poor technique	M&M Demolition Employees	Contractors
Environment – Lighting, walkways	Hazardous Content	~~Visitors~~	~~Members of the public~~
Route, distance,	Cuts, abrasions and soft tissue damage	Young Persons	~~Vulnerable groups~~
Slips, trips, falls,	Musculoskeletal injuries	Migrant workers	

9. Risk Rating (Before controls)	**Likelihood**	**Severity**	**Risk Level**
	3	**3**	**Medium**

10. Control Measures

- So far as is reasonably practicable the need for manual handling shall be eliminated & the task carried out by mechanical means.
- A manual handling assessment shall be carried out prior to the commencement of work taking into consideration: the task to be undertaken, the capability of the individual undertaking the task, the load that will be handled & the environment in which the task will be undertaken.
- Operatives shall be trained in the method of kinetic lifting
- Where possible, lifts by a single person should be kept within the recommended guidelines. Male 25Kgs, Female 15Kgs.
- Operatives shall wear appropriate PPE for the task.
- A good standard of housekeeping shall be maintained.
- Where possible, lifting operations should be carried out in pairs or more where mechanical means are not viable.
- The lift should be planned accordingly, outlining what is to be lifted, where it is to be lifted to and the route taken to get it there.
- Where ever possible, items that require lifting, should be placed in an area where there is little or no need to bend, twist, and stretch or over reach.
- The load should be assessed, ascertaining weather or not it is heavy, bulky or unwieldy, difficult to grasp, unstable or the contents within likely to shift, hot, sharp or dangerous.
- The individual should take into account their own ability, strength, height and build. Items should not be packaged so that the majority of the 'normal' workforce has to reply too heavily on the above mentioned factors.
- The route that is taken to transport the load should have smooth and even surfaces, be well lit and free from obstacles. This will be done by providing task specific lighting where natural lighting is not available. Designated walkways and route shall be set up to reduce the need to work on uneven surfaces.
- If the load requires pulling or pushing a sack barrow or manually operated pallet track shall be provided but must not be used on uneven surfaces.
- Loads should be carried close to core of the body
- Where ever possible, loads should be spilt up to reduce overall weight
- Carrying between levels should be avoided and the use of lifts/chutes should be used where ever possible.
- Loads must not be carried over head height

4a. Additional Site Specific Controls / Information

11. Risk Rating (with controls)	**Likelihood**	**Severity**	**Risk Level**
	1	**3**	**Low**

12. Further Guidance

http://www.hse.gov.uk/msd/manualhandling.htm M&M Demolition Guidance 87 – Manual Handling	MAC Assessment

Reviewed on site by:		**Review Date:**	

APPENDIX K

Activity	Removal of Licensed Asbestos Containing Material

13. Hazards		**14. At Risk Groups**	
Exposure to fibres	Pleural Thickening	M&M Demolition Employees	Contractors
Mesothelioma	Manual Handling	~~Visitors~~	~~Members of the public~~
Asbestosis	Work @ Height	~~Young Persons~~	~~Vulnerable groups~~
Lung Cancer		Migrant workers	

15. Risk Rating (Before controls)	**Likelihood**	**Severity**	**Risk Level**
	5	**5**	**High**

16. Control Measures

- A suitable asbestos survey will be available onsite.
- Works to be completed by M & M's pre-qualified Licensed Asbestos sub-contractor.
- 14 Day Notification will be made to the HSE of the works prior to commencement by the Licensed Asbestos Contractor.
- Only suitably trained and certified operatives shall be allowed to undertake this task.
- All enclosures will be constructed in accordance with current legislation and industry best practice, they will be smoke tested and be fitted with a negative pressure unit giving the required minimum number of air changes in accordance with current legislation.
- Access to the enclosure is restricted to authorised trained persons.
- The removal of the ACM will be in accordance with current asbestos regulations, the Licensed Contractors Guide, Asbestos Policy & Procedures Manual.
- Work shall be undertaken in accordance with this Plan of Work..
- Correct PPE & RPE to be worn during removal. (Overalls -EN 1149-1:2006 Cat. III Type 5/6, RPE filters P3).
- Correct decontamination of operatives, waste and equipment will be followed.
- Fibre suppressing techniques will be used to minimise the spread of asbestos during removal, as specified in the description of works.
- The enclosure shall be disturbance tested and a clearance certificate issued prior to entry by any other contractors or sub-contractors.
- Clearance to be carried out at the end of enclosure works by an independent analytical company.
- Additional leak and reassurance monitoring to be carried out regularly.
- Provision of locked and sealed container for waste material (i.e. Waste Skip or Van).
- All waste to be disposed of in accordance with the Hazardous Waste Regulations.
- Disposal at a waste disposal site, which holds a valid Waste Management Licence, which is authorised to accept asbestos waste. Including production of a consignment note.
- Reassurance and background air testing of transit route.
- Follow Sub-contractors procedure on accidental spillage of asbestos during a waste-run if a spillage occurs.

4a. Additional Site Specific Controls / Information

17. Risk Rating (with controls)	**Likelihood**	**Severity**	**Risk Level**
	1	**5**	**Low**

18. Further Guidance

Control of Asbestos Regulations 2012	HSG248 – An Analysts Guide to Asbestos
ACoP - L143 - Managing and Working with Asbestos	HSG264 – A Surveyors Guide
HSG247 – A Licenced Contractors Guide to Asbestos	M&M Demolition Manual Handling Risk Assessment

Reviewed on site by:		**Review Date:**	

APPENDIX L

Activity	Handling Broken Glass		
19. Hazards		**20. At Risk Groups**	
Broken Glass	Falling/Flying Glass	M&M Demolition Employees	Contractors
Fragile material	Cuts	~~Visitors~~	~~Members of the public~~
Puncture wounds	Eye damage	~~Young Persons~~	Vulnerable groups
Manuel Handling	Slips/Trips	Migrant workers	

21. Risk Rating (Before controls)	**Likelihood**	**Severity**	**Risk Level**
	2	**4**	**Medium**

22. Control Measures

- Glass shall be removed whole/in complete sections where possible.
- Workers to be briefed on SSOW before undertaking any task were handling glass is an issue.
- Information on weak, or fragile glass to be communicated to personnel working in the vicinity the glass.
- Glass should be handled carefully and NOT thrown, or deliberately smashed without adequate controls or authorisation.
- Cut resistant PPE shall be worn by all operatives involved in the task. No short sleeve tops to be worn.
- Ensure correct Steel toe cap footwear is worn with protective midsole.
- An exclusion zone shall be created around/underneath work area with appropriate signage.
- Overhead work to be avoided were practicable.
- Work area is to be kept clear of waste, and debris before, during, and after the work has finished.
- Where necessary, protection is to be provided to prevent the falling of debris from elevated work areas.
- Glass shall be disposed of in a safe and responsible manner prior to end of shift.
- Do NOT stomp on glass to break. Do NOT break glass with body. Always use a tool.
- A First Aider is to be readily available on site at all times, with an in date First Aid box.
- Windows to be thoroughly removed if broken ensuring no residual shards remain in the frame work.
- Remove whole were practicable, use suction handles to remove, and handle were able.

4a. Additional Site Specific Controls / Information

23. Risk Rating (with controls)	**Likelihood**	**Severity**	**Risk Level**
	1	**3**	**Low**

24. Further Guidance

- M&M Demolition SSOW for specific task. - Manuel Handling Operations Regulations 1992	- HSE: Operational Guidance 687-5

Reviewed on site by:		**Review Date:**	

APPENDIX M

Activity	Work at height

25. Hazards		26. At Risk Groups	
Falls from height		M&M Demolition Employees	Contractors
Falling tools/materials		~~Visitors~~	~~Members of the public~~
Suspension injuries		~~Young Persons~~	~~Vulnerable groups~~
		Migrant workers	

27. Risk Rating (Before controls)	Likelihood	Severity	Risk Level
	5	5	High

28. Control Measures

- So far as is reasonably practicable the need for working at height shall be eliminated.
- Where work at height cannot be avoided a SSoW for organising and controlling the work shall be developed
- Where work at height cannot be avoided, work equipment or other measures to minimise the distance and consequences of a fall shall be used.
- In the first instance collective fall prevention systems shall be considered, In the event that such systems are found not to be reasonably practicable Personal Fall Protection Equipment (PFPE) shall be used, i.e. fall arrest harness
- All work at height shall be planned, organised and supervised by a competent person.
- When planning work at height consideration shall be given to the effects of weather conditions and under no circumstances shall work at height be permitted where weather conditions have the potential to jeopardise the health and safety of persons.
- All operatives involved in working at height shall be trained/competent in doing so and in the task at which they will be undertaking.
- Any task which has the potential for persons to fall from an unprotected edge shall be considered as working at height and so far as is reasonably practicable suitable and sufficient edge protection shall be provided where the main guard rail shall be positioned at least 950mm above any edge from which persons have the potential to fall, a sufficient number of intermediate rails shall be fitted so that the unprotected gap does not exceed 470mm and toe boards shall be fitted at a height of 150mm to prevent objects rolling or being kicked off the edge.
- Ladders shall only be used for low risk short duration work with a specific risk assessment being carried out for the task to identify and control the inherent risks involved.
- So far as reasonably practicable operatives shall use tethered tools whilst undertaking work at height.
- Measures shall be taken to prevent materials /objects from falling whilst work at height is being undertaken
- So far as is reasonably practicable an exclusion zone shall be set up to prevent access to unauthorised vehicles/pedestrians beneath the area where work at height is being undertaken
- Suitable and sufficient warning signage shall be put in place

4a. Additional Site Specific Controls / Information

29. Risk Rating (with controls)	Likelihood	Severity	Risk Level
	2	5	Medium

30. Further Guidance

Work at Height Regulations 2005 INDG401- Work at Height a Brief Guide M&M Demolition Work at Height Procedure	M&M Demolition Fixed Scaffold Risk Assessment M&M Demolition Mobile Scaffold Tower Risk Assessment M&M Demolition Working with MEWPS Risk Assessment M&M Demolition Use of Fall Arrest Harness Risk Assessment

Reviewed on site by:		Review Date:	