Best DEMOLITION LIMITED

ADUR & WORTHING PLANNING SERVICES	
PLAN	AWDM/ 1646/16
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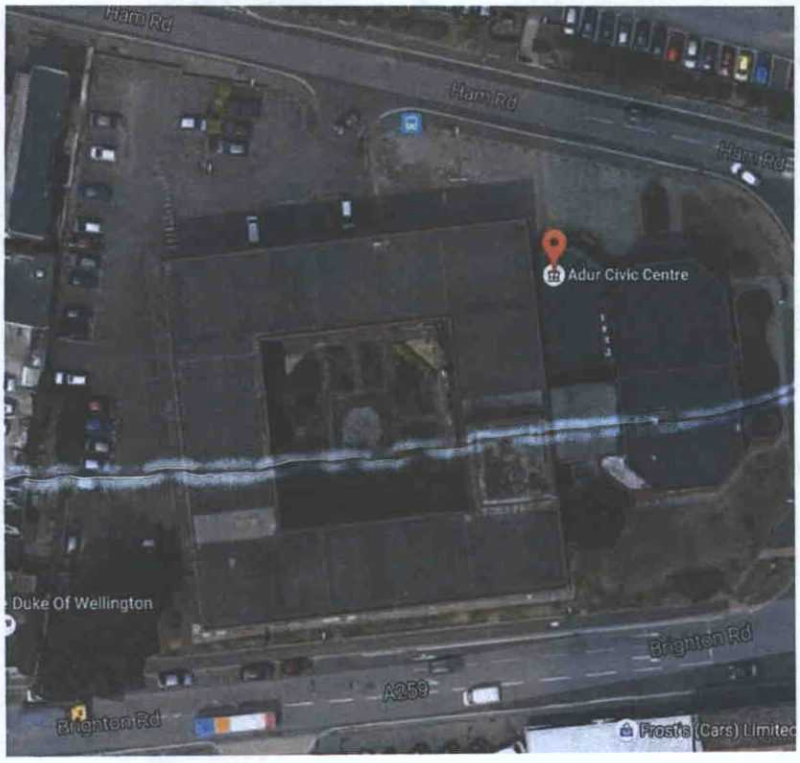
PROPOSED DEMOLITION AND ASSOCIATED WORKS
PRIMARY CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

FORMER ADUR DISTRICT COUNCIL CIVIC CENTER,
HAM ROAD
SHOREHAM
BN43 6PR



CLIENT : Kier Construction
Platinum House,
Sussex Manor Business Park,
Gatwick Road
Crawley
RH10 9NH

Originated By: Kevin Fry
In his capacity as Managing Director
Best Demolition Ltd.

Signed: [redacted]

Date: 04/10/2016

Reviewed By: Mark Hodgson
Contracts Director

Signed: [redacted]

Date: 04/10/2016

Revision History

Revision	Reason	Date of Issue
ISSUED FOR COMMENT	Pre start	04/10/2016

Document Distribution:

Name	Position	Company/Organisation
	Site Team	Kier Construction
Site Team		Best Demolition Project Team.

Section	Contents	Page
1.0	Introduction	4
2.0	Scope of Works	6
3.0	Site Establishment (prior to commencement)	7
4.0	Site Establishment (on site)	8
5.0	Demolition	14
6.0	COSHH Assessment Library	18
7.0	Risk Assessment Library	19
8.0	Health and Safety Notes	20
9.0	Conclusion	22
10.0	Register	23

1.0 Introduction.

The structure is known the Adur District Council Civic Centre which is situated between Brighton Road and Ham Road, Shoreham. The structure is mainly three storey and of steel frame construction, with brick and blockwork elevations under a flat lightweight roof.

With this primary Construction Phase Health and Safety Plan, Best Demolition Ltd will illustrate our proposals regarding the site management, traffic management, and deconstruction works to be undertaken within the site boundaries.

The site lies within a busy commercial area and is flanked on three sides by domestic properties. The project area will be isolated by way of full height temporary hoardings and lockable gates etc. which will totally enclose the site. The hoarding line where Eastern Avenue meets Brighton Road will need to be re-engineered to maintain sight lines for both pedestrians and road users. Traffic coming to and from the site (assumed at this stage to be via the Ham Road entrance) will need to be managed to ensure that there is minimal impact to both pedestrians and motorists and in particular the neighbouring home owners. A traffic management plan will be developed by the principal contractor to which Best Demolition Ltd. will adhere.



Junction of Eastern Avenue and Brighton Road that will need re-engineering to maintain sight lines

During the course of the demolition programme the safety of the general public and neighbouring occupants will be paramount. Every effort will be made to ensure disruption is minimised.

Best Demolition Ltd has given careful consideration to the sensitive location and scope of works and understands the parameters to which we will work.

2.0 Scope of Works

To:

Carry out the work required by the client within the site boundary
Manage site traffic entering and leaving the site.
Safely demolish the buildings within the site boundaries.
Manage the transportation of all materials from site and the recycling of all waste streams to minimise waste to land fill

The working areas are adjacent to residential properties and a busy highway therefore particular attention must be paid to both members of the public and road users.

3.0 Site Establishment (prior to commencement)

Prior to commencing on site the following will be undertaken by Kier construction.

- Verification as to the status of the services regarding the location and termination of supplies into the buildings and provision of the necessary temporary supplies. Where it is not possible to terminate the services, these must be fully isolated and marked up. Any localised protection will be carried out by the principal contractor.
- Local Borough Council regarding the commencement of demolition works (Section 80)
- Notification to the H.S.E. (Form F10) of works to be undertaken if required.
- Local Police and Fire Brigade.
- Local Neighbours.

The CDM Co-ordinator will have made the following arrangement: -

- F10 form under C.D.M. requirements

A photographic condition survey of the site will be undertaken by Best Demolition.

- A Pre-demolition asbestos survey has been commissioned.

Other items to come under the initial decontamination heading.

The clearance of any paint/chemicals that may be present.
- All other items that would be deemed contaminated waste.

In this particular case the above will be undertaken as the works progress and during the course of the demolition works.

- Best Demolition Ltd have visited the site prior to the commencement of any works and, taking into account the works requirements, have identified site specific hazards.

4.0 Site Establishment (on site)

Induction

All site operatives will attend a Kier Construction/Best Demolition induction course prior to commencing work on site. They will understand the requirements of the principal contractor and any specific requirements that either party may have on a day to day basis.

Part of the induction process will be to ensure that the operatives are aware of the method statements with the associated Risk and COSHH assessments of their task, location of hazardous materials, retained structures, the use of the 'hot-works' permit system (if required) and 'no-go' areas i.e. Drop Zones etc.
The Site Manager will also conduct morning meetings with all the site operatives to ensure that they are all aware of the works to be carried out that day and any revisions to the method statement and fire plan. The fire plan will need to be amended frequently as the works progress. 'Toolbox Talks' will also be held as and when they are deemed necessary and an open door policy will be in place.

Site working hours will be, unless otherwise authorised: -

08:00 TBA. Monday to Friday.
08:00 TBA Saturday.

Site Boundary & Security



Full height hoarding and security fencing will be errected to the entire site bounderies. Adequate signage will be attached to the site fencing at regular intervals in an attempt to deter unauthorised access ie. 'Caution Demolition Works in Progress', 'P.P.E must be worn' etc. There will be two entrances on to site, one for pedestrians and one for vehicles. These will be clearly marked up for operatives/visitors to see.

Prior to leaving site at the end of each working day the site foreman will check that all fencing is secure to prevent third party access. All equipment will be locked away in a secure store or removed from site.

Prior to any demolition taking place a daily check of the structures will be carried out by the Site Supervisor to ensure that no unauthorised personnel have entered the site. This walk through survey will be recorded in his site diary along with the time it was carried out. In the event of the site being left unattended for any time during the working day a further inspection will be made on return and recorded in the site diary.

Site Accommodation and Welfare

As soon as is practical Kier Construction will supply welfare facilities. These will consist of a self-contained Oasis unit to include office, canteen, toilet and drying room facilities. The scope and extent of these facilities will complement the demolition being undertaken, the duration of the works, the number of employees and sub-contractors on site, the weather conditions expected during the contract and the location of the site.

Plant and Equipment on Site

The following plant and equipment will be held on site:

- 2-3 No. Hydraulic Tracked 360 Demolition Rigs with heavy duty roof and screen protective guards. Attachments will include various buckets, grapple, shears, Krupp 950 breaker and pulverisors.
- C10 Crusher.
- Fire Extinguishers of Type MP/9 Kg to B.S. SH23 (1987)
- Various bulk skips for the removal of rubbish and demolition materials etc.
- Roll on/roll off lorry's
- 32 tonne tipper lorry's
- Various hand held tools.
- Stand pipes with double check valves, hoses and hose ramps.
- P.P.E.

All Plant and equipment will be kept inside the fenced area. Certification for plant equipment will be held within the site pack on site.

Hazardous material

At the earliest opportunity, a survey of the building must be carried out to determine if any hazardous materials are present.

Any chemical storage containers on site will be investigated for hazardous content so as they can be disposed of accordingly. If any COSHH information exists appertaining to the materials stored on site Best Demolition Ltd request a copy.

Good personal hygiene must be maintained since there is a risk of contracting Weil's disease if rats are present.

Leptospirosis
The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water such as in sewers, ditches, ponds and slow flowing rivers. Rat urine may also contaminate animal feedstuffs on farms The disease starts with a flu-like illness with a persistent and severe headache. Report any illness to your doctor – tell your doctor about your work. Leptospirosis is much less severe if it is treated promptly.

There is evidence that ill health (Psittacosis) from exposure to bird droppings is a source of ill health in demolition. Transmission occurs through inhalation of dry dust therefore in areas where there has been pigeon infestation and operatives will be carrying out manual work, the pigeon droppings will be dampened with water or biocide to prevent airborne dust particles and will then be carefully collected and placed in heavy-duty polythene sacks using shovels/scrappers. Operatives will wear disposable overalls, oral/nasal masks and ensure good personal hygiene throughout the clearance procedures. Do not eat, smoke or drink before washing thoroughly. A clean air certificate will be obtained upon completion.

DROP ZONE

During the demolition of the main buildings the working face will become a Drop Zone. The Drop Zone will be the area that demolition debris is transferred to at ground level prior to loading away. The area will be controlled by verbal/radio co-ordination between the Top man/banksman and the 360° Demolition Rig operator and will be fenced off with segregation fencing.

Services

The arrangements for termination of services have been undertaken by the relevant authorities.

The position of all known underground services will be clearly marked on the ground prior to the commencement of demolition. The 360° Demolition Rig operators, experienced with works of this nature, will familiarise themselves with the locations of the services.

Banksman

A full time gateman will oversee all vehicle movements to and from the site.

A banksman wearing high visibility clothing will be utilised to protect pedestrians or warn approaching traffic whilst marshalling wagons or delivery vehicles on/off the site.

Transit routes to and from the site are to be advised.

An area within the site will be made available to allow an onsite parking area for vehicles awaiting loading as no vehicles would be allowed to wait on the highway or in the vicinity of the site.

All vehicles entering and leaving site will adhere to Best Demolition Ltd site arrangements and will be carefully controlled to ensure minimal disruptions to the local environment are caused.

Access and Egress

The proposed access to the site will be via Ham Road.

A hard parking area within the fenced area will be created this will therefore greatly reduce the risk of any transfer of soil/stones etc. when any vehicles access and egress the site. However as a secondary requirement, the site Banksman will be equipped with a wheel washing kit and will ensure that contamination of the public highway is minimal.

Dust

In order to prevent dust nuisance, where possible a licensed standpipe with double check valve with 100mm 250 psi (working pressure) will be attached to hose pipes which will be laid where necessary. Spray attachments will be fitted and the hoses will be used to spray debris during the demolition process and loading of tipper lorries in an effort to reduce the sizable dust concentrations. This water will be absorbed by the dust particles.

Waste

Our Registered Waste Carriers Number is CDBU76335. All drivers will be informed of the route for site access/egress, all loads leaving the site will be sheeted to prevent dust nuisance. All waste will be taken to a registered landfill site or recycling facility and consignment notes will be made available for inspection. Skips will only be located within the site boundary.

Noise

All reasonable and practical steps will be taken to ensure that noise levels are significantly reduced, no mechanical plant will be left with the engine running if not being used for any reasonable time. Should any site conditions be imposed by the Local Authority our Company will of course comply.

Fire & Emergency

A muster point will be arranged by Kier/Best Demolition Ltd in case of a fire or emergency, which all operatives and visitors will be made aware of. Further information on emergency procedures is displayed below.

Medical

The appointed first aiders will be the site supervisors, introduction to them and position of the first aid box, which will be located within the welfare unit and rules for their use shall be part of the induction training for all operatives working on site.

In the event of an injury or sudden illness on site the following action is to be taken: -

1) The Contract Manager and Site Foreman are to be immediately informed of the incident.

2) First Aid assistance is to be obtained, if appropriate.

3) The injured or ill person is to be conveyed to hospital by the quickest possible means.

4) If an ambulance is to be summoned by the Contract Manager or Site Foreman, ensure that the address is given accurately.

5) The full details of the person injured or ill and the details of the injuries or illness are to be passed to the Managing Director as soon as possible.

The Site Manager will have within his Site Pack the telephone numbers of the nearest A&E Department and Police Station. The out-of-hours emergency telephone number is Mark Hodgson 07889 069 841

The Site Manager will have in his possession a Site First Aid Kit.

Should there be a RIDDOR reportable event, this will be reported to the Contracts Manager, Mark Hodgson, who will complete the online form available on the H.S.E. website.

Fire Evacuation Plan

Operatives will adhere to the following instructions in the event of a fire:

IF YOU DISCOVER A FIRE.

1) Immediately inform Best Demolition Ltd site staff and any other personnel by shouting "FIRE".

2) Attack fire, if possible, with appliances provided but **without** taking personal risks.

ON HEARING ALARM OF FIRE.

3) The senior person present on site will call the Fire Brigade by telephone.

Lift receiver and dial '999'.

Give operator your telephone number and ask for FIRE.

When the fire brigade replies give reply distinctly

FIRE AT: Location: FORMER ADUR DISTRICT COUNCIL CIVIC CENTRE, HAM ROAD, SHOREHAM BN43 6PR

DO NOT REPLACE RECEIVER UNTIL FIRE BRIGADE HAS REPEATED ADDRESS.

CALL FIRE BRIGADE IMMEDIATELY TO EVERY FIRE OR ON SUSPICION OF FIRE.

4) Leave the site and report to person in charge of assembly point which is located in the parking area at the front of the site.

USE NEAREST AVAILABLE EXIT.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

5) The person in charge of the Assembly Point will be the Site Manager who will check off those present against the Site Visitors Book.

Fire points will be located as per Best Demolition's fire plan as well as in the smoking area, and the welfare unit. As the works progress, the fire points will need to be relocated to ensure that they are readily accessible. All changes to the locations of the fire points will be announced immediately.

At each fire point there will be a fire extinguisher and a horn to enable the alarm to be raised quickly across the entire site.

Site Supervisor

The Site Supervisor for Best Demolition Ltd will be confirmed once a start date has been advised. Other site operatives will be made known on day one of the contract. The Site Supervisor understands the Company Policy for Health and Safety and will ensure that it is brought to the attention of all employees, particularly new starters.

The Contracts Manager will advise of any improvements or additions which he feels are necessary. Where required, he will issue written instructions setting out the method of work. He will check that any sub-contractors engaged in high risk activities are working in accordance with their agreed Method Statement (Asbestos Removal, Demolition etc) and that details of other relevant risk assessments are avaialble as per the relevant regulations, The Management of Heatlh & Safety at Work Regulations 1999.

All site operatives will understand the specific reqiurments of the principal contractor, Best Demolition's Company Safety Policy for Health and Safety and will carry out their work in accordance with those requirements.They will work safely using the correct equipment for the task that they are carrying out in line with the appropriate risk assessment and method statement and will advise the Site Supervisor immediately of any concerns/amendments they feel are required. The Site Supervisor is authorised and has the ability to produce revised method statements when necessary which will be sent to the office. Any amendments will be sent to the principal designer for approval.

The site gates will be kept closed throughout the working day and locked at night. The Site Supervisor will ensure that no unauthorised personnel will enter the site compound. He will ensure that any visitors to site sign the visitors book and receive a site briefing and sign to confirm. The Site Supervisor will also ensure that the site is deemed a P.P.E. AREA and no personnel will be allowed on site without adequate protection. Provisions have been made to supply helmets to visitors should they be required.

Training Achievements:

All site operatives are trained to the very highest CITB standards for the roles they perform. The following are examples of the certification held:

CCDO Demolition Supervisor
CCDO Experienced Operative
C.S.C.S. Operatives Health & Safety
C.S.C.S. Managers Health & Safety
C.I.T.B. Demolition and the C.D.M. Regulations (1994)
C.I.T.B. Demolition Operatives Safety Awareness
C.I.T.B. Safety in Oxy/Fuel Cutting
C.I.T.B. Safety in the use of Abrasive Wheels
C.I.T.B. Plant Operators Safety Awareness
C.P.C.S. Plant Operators
I.A.T.P. Asbestos Non-Licensed Removal Training
Asbestos Awareness in Demolition
First Aid Appointed Person

Sub-Contractors:

Certain sub-contractors will need to be used. Best Demolition Ltd, where possible, will engage the services of companies that regularly complete work on our behalf. Risk assessments and method statements will be required before any work

commences and all operatives will be subject to the same induction process as detailed above and included in any site meetings that are held whilst they are on site. They will be made aware of site safety including fire plans and evacuation procedures along with the locations of the first aid stations and the welfare facilities on site. All operatives will be required to adhere to the same code of conduct whether they be employed directly by Best Demolition Ltd or working on our behalf.

Should there be a need to engage contractors that have not worked on our behalf before, full checks will be carried out before an instruction to commnce work is given.

5.0 Asbestos removal/Demolition

A Pre-Demolition Asbestos survey will been commissioned by Kier construction. Any asbestos based materials that may be identified within the survey will be removed prior to the demolition works being undertaken. Our operatives are trained to a minimum UKATA 2 qualification. Visual surveys will be carried out at each stage of the demolition and copies of all relevant paperwork will be held on site.

Following the above, the first operation will be to clear all the rubbish debris and non-structural items throughout the building working a bay at a time. This would be carried out either by hand or using a demolition rig fitted with a selector grab placing all arising materials into adjacent RORO bins which will be segregated in to appropriate waste streams for removal from site. To aid the transfer of waste from levels 2 and 3 we would propose to erect 2No. chutes designed and constructed on site using scaffolding.

Full height scaffolding will be erected along the Brighton Road elevation. The scaffolding will be designed and capable of being fully enclosed with fire proof sheeting. When any demolition is undertaken in this area 2No. banksmen will be in attendance. They will be positioned along the site boundary to ensure no dust is allowed to penetrate outside the site.

Demolition of the structure can then commence, (Phasing will be planned and agreed with the principal contractor) working from ground level and within a drop zone, a primary demolition rig fitted with a range of attachments will proceed to demolish the structures from top down. Once a bay of the roof has been lowered to floor level, the side elevations will be reduced. The arising will be separated for appropriate recycling by further demolition rigs.

Once each section has been completed, checks will be carried out to determine if there are any pits or tanks etc. Should any be uncovered, these would be cleared out in the appropriate manner and then back filled.

The above operations would be repeated until the building is at floor slab level. The floor slabs and foundations are to remain.

All unwanted materials would be loaded into waiting trucks and transported directly to a recycling facility.

Job specific method statements will be produced by the site supervisor as the work progresses and kept within the site file.

6.0 COSHH Assessment Library

In accordance with the COSHH Regulations 2002 (as amended 2004), made under the Health and Safety at Work etc. Act 1974, the health of persons exposed to substances hazardous to health in the workplace will be protected. The regulations impose duties upon employers and their employees.

Substances hazardous to health in the workplace are either materials or products imported into the workplace or products produced by the processes. Best Demolition Ltd will ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled.

So far as is reasonably practicable, the prevention or adequate control of exposure will be secured by measures other than personal protective equipment.

Where measures taken do not prevent, or provide, adequate control of exposure then, in addition to taking those measures, Best Demolition Ltd will provide employees with, and ensure proper use of, suitable personal protective equipment that will adequately control their exposure.

A library of COSHH assessments will be attached in conjunction with the method statement.

The substances are those expected to be encountered during the course of the demolition works but the list is not limited.

Products used in any asbestos removal process will be included in future documentation and any further substances discovered or used as a result of a change in method will be subsequently added to this section.

7.0 Risk Assessment Library

Similarly, in accordance with The Management of Health and Safety at Work Regulations 1999, Best Demolition Ltd will assess all work practices to be encountered during the contract and produce Risk Assessments referring to the worst case situation for activities not eliminated by the method of works chosen as defined in the Method Statement.

The Risk Assessment will reflect both the likelihood that harm will occur and its severity to employees and other people who may be affected such as visiting contractors and members of the public.

A Risk Assessment is not an end in itself. It is a management tool that allows dangers to be evaluated and suitable measures to be taken to prevent damage or harm from occurring.

A library of Risk Assessments relative to this building will be attached in conjunction with the Method Statement.

The Risk Assessments Library will be updated throughout the contract should conditions change and/or new methods preferred. Prime Safety (UK) Ltd is responsible for developing and approving risk assessments/method statements for Best Demolition Ltd. These are reviewed on a regular basis.

The Site Supervisor will review the risk assessment and method statement documents on a regular basis and is authorised and has the ability to produce revised documents where necessary. A copy of these will be sent to the office. Any amendments will be sent to the CDM Co-ordinator for approval.

8.0 Health and Safety Notes

The Health, Safety and Welfare of operatives, visitors and the general public are of prime importance to the Company. Our Health & Safety consultants will carry out fortnightly site audits. Routine inspections will also be carried out by the Site Manager on a regular basis. He will also carry out unannounced spot checks. Copies of the reports will be available on site for inspection.

All personnel on site will carry out their work in accordance with the Company's Safety Policy. In addition to the requirements of this policy, the following considerations will also be observed: -

- The site will be deemed a 'Hard Hat Site' and the wearing of protective helmets, gloves, goggles, hi-visibility jackets and steel toe-capped boots will be required by both site operatives and visitors at all times.

- All operatives and visitors will be required to report to and sign in a Visitors Book on arrival at site. Visitors will be requested not to enter the working areas until a member of the site staff is available to act as a guide.

- All site operatives will be given an induction talk covering the following: -

    - The Works Method Statement.
    - The Health and Safety at Work Act.
    - The Company's Policy for health, safety and welfare.
    - Fire procedures (including the location and use of extinguishers).
    - First aid - name and location of first aider, introduction to them, position of first aid boxes and rules for their use.
    - Use and availability of protective clothing and equipment.
    - General hazards in and around work area.
    - Specific hazards in work area.
    - Procedures for reporting accidents, injuries and property damage.
    - Safe systems of work, where applicable.
    - Welfare - location of canteens, toilets etc. and any other welfare matters.

- CITB certification, or equivalent, for all 360° Demolition Rig operators will be provided. In addition the certification for the machines will be kept in the site file. Copies of all the relevant information will be issued.

- Adequate supplies of goggles, gloves, ear defenders, eye protection, dust masks and other safety equipment will be available on site at all times.

- A personal protection equipment register will be completed and signed by each operative on receipt of the above.

- Access platforms, scaffolding, cranes, demolition rigs and lifting equipment will be checked regularly in accordance with current regulations.

- All machinery, compressors, pneumatic tools etc. will be fitted with silencers of approved types.

- All works are to be carried out in accordance with the New Demolition Code of Practice BS6187.

- All of the works are to be under the direct control of an experienced site supervisors.

- Regular toolbox talks will be given to the site operatives.

- Warning signs and notices are to be prominently displayed in and around the site.

- All access routes are to be kept free from obstructions at all times. Debris materials will be continuously cleared to prevent excessive build up.

- Where there is a danger of falling from height, guard rails will be erected.

- A First Aiders and proper first aid kits, commensurate with the total number of site personnel, is to be maintained on site.

- Any future changes to the Method Statement will be agreed with the Contracts Manager prior to execution and the Method Statement appended accordingly.

- A copy of the Health & Safety File information will be forwarded to the CDM Co-ordinator on completion of the demolition phase in accordance with the procedure detailed within section 6.0 of the Pre Construction Information Pack.

9.0 Conclusion

Whilst this primary statement has been produced specifically for this contract, fully detailed job specific method statements would be produced on site and cover all elements of the work to be undertaken. Should it be necessary to amend, deviate or alter (following issue) due to safety or any other valid reason, a revised method can be agreed by our respective site representatives and an addendum statement

produced. This may take the form of a verbal statement followed up by a written statement.

Any changes or variations to the original scope of works may have financial implications. The client will be updated regularly via email, phone and in person on the progress of the works and clarification/confirmation sought on any variations before works are commenced.

Best Demolition Ltd will provide a site team of skilled management and operatives to ensure that the contract is carried out within the programme period. All necessary precautions will be taken to prevent any disturbance, inconvenience or nuisance to the occupiers and users of adjoining neighbouring properties and the general public.

Method Statement Register		
Contract		**Date:**
	Method Statement Ref	
Method Statement to be issued by: Best Demolition Ltd		

OPERATIVES

I confirm I have had an explanation of our Method Statement and understand the Safe Systems of Work employed.

NAME	SIGNATURE	DATE

I confirm the above have had the detailed Method Statement, incorporating the necessary Safe Systems of Work, explained to them for the safe completion of the task.

Signed..... **Print Name** .....

Position.....