

**METHOD STATEMENT and RISK ASSESSMENT**

**Document Number: 120 Finchley Road, London NW3 5JB**

**Method Statement 1480/Finchley Road / 001 – Rev 0**


**SECTION 1: HEADING**

Client:	<b>Sisem Limited</b>
Contract Name:	<b>120 Finchley Road, London NW3 5JB</b>
Contract Scope:	<b>Dismantling &amp; Enabling Works</b>
Method Statement Scope:	<b>Dismantling &amp; Enabling Works</b>
Contract Reference:	<b>MD 1480</b>

**The responsibility for the safety of the physical works rests fully and unreservedly with Micor Limited at all times.**

**All Principal Contractor responsibilities and actions required under CDM are the responsibility of Micor Limited during the planned demolition works phase only.**

**The application of this document and the safety controls contained herein are the sole responsibility of Micor Limited.**

Rev	Date	Author	Presented	Approved	Description of Modification
<b>0</b>	28/04/2011	K Woods			Original Document

Review and Acceptance by: .....

On behalf of the client

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## **SECTION 2 – DESCRIPTION - SCOPE OF WORKS**

Dismantling and associated site works.

The scope of works are the demolition of the existing building fronting Finchley Road and other small buildings in the rear of the site. As indicated on attachment 2 of this document

Hard arisings are to be crushed on site and laid as a piling mat for subsequent construction works by following Principal Contractor

The main building has five floors including ground and is of reinforced concrete construction – column and slab with piled foundations.

The demolition scope of works includes proving the site footprint for following site works.

### **2.1 Work to be undertaken**

Demolition of existing buildings.

### **2.2 Location and Limits**

The site is situated at 120, Finchley Road, London NW3 5JB.

The site access is at the frontage to Finchley Road

### **2.3 Sequence**

- Installation, maintenance and handover of suitable welfare and office facilities for the project life.
- Isolation of existing services at the boundary.
- Relocation of bus stop from in front of the site for the duration of the project.
- Drop kerb and vehicle access slab laid across footpath.
- Installation of timber hoarding across frontage of site with pedestrian and vehicle access gates installed.
- Installation of perimeter scaffold to South West facade, to the West and South East sides with returns to the North East side. Scaffold to be fully sheeted with fire resistant monaflex sheeting. Scaffold to include scaffold fan for the protection of persons accessing across the face of the building and loading platform for landing scaffold materials.
- Removal of lift machinery, cables and lift car for use as a drop shaft for demolition arisings. Retain doors at each level, to be opened manually for access to drop shaft. Solid barrier to be placed across opening to lift shaft at each floor so that no access is possible to shaft when doors are opened.

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- Internal strip out back to original structure with arisings taken to drop shaft and dropped to ground floor for removal from shaft and stockpiling for future removal from site.
- Install back propping through building as approved design too enable demolition plant to access and work on existing roof and floor slabs.
- Take 0.8 tonne excavator into building and take to roof slab by block and tackle up lift shaft.
- Progress with demolition of the building, removing the roof waterproofing for re-handling to drop shaft when formed.
- Install back-propping throughout building to support all floors for demolition plant operation and stockpiled demolition arisings on lower floors
- Break out lift plant room and machinery and make opening through to open out full shaft to act as drop shaft for hard arisings.
- Proceed breaking out roof slab with arisings dropping to fourth floor slab.
- As arisings are available, make ramp to allow plant to track down to fourth floor slab to proceed re-handling arisings to the drop shaft. At base of shaft skid steers to remove hard arisings and stockpile for future crushing.
- As floors are demolished the perimeter scaffold will have sheeting removed and scaffold struck to retain two lifts above the floor being worked on at all times.
- Process for demolition to continue as described until first floor is removed and vehicular access is possible for the delivery or tracked crusher onto site and attendant demolition excavators for loading crusher and handling crushed materials for subsequent re-use on site.
- Demolition of building to be completed and all hard arising crushed and re-used to form piling mat for new construction.
- As soon as physically possible, deliver 25 tonne range demolition specification excavator to site and progress with removal of overburden to the rear of the site removing material with tipper lorries to offsite re-handling facility.
- As required, Micor to install TWS designed sheet piling to elements of boundary to maintain structural integrity to site and surrounding properties. Separate RAMS to be developed for this activity as required.
- Crushed arisings to be stockpiled no material to be removed from site during demolition stage except soft strip arisings and reclaimed steel reinforcement from concrete removal
- Crushed arisings to be laid to profile as contract document drawings to act as a piling platform for following Principal Contractor works.

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- As ground slab is removed, entire area of new building footprint to be probed to 3000mm MAXIMUM to identify underground obstructions. Any obstructions found will be removed when instructed.
- All plant and machinery to be removed from site as operations are completed and at the completion of works
- Site to be handed over to the client.

General items for and throughout the works:-

All site staff to attend full site induction.

All individual activity Method Statements to have been presented for approval prior to the commencement of any works.

Full services search to identify all services entering the site and manage isolation.

Manually isolate services and test throughout the works area. De-gas air conditioning units prior to removal

Full soft strip of the buildings area with the removal of all installations, fittings, fixings, false ceilings, architraves, skirting's back to building fabric.

Scaffolding to be erected to the dismantling area as required to safeguard neighbours, third parties, members of the public and the work force throughout the works. This will include all necessary screening, edge protection and access for all aspects of the works. The exact installations will be developed with the client with design, installation and removal managed accordingly. The installation and removal will be staged to suit work activities

Back propping to be installed under the floors to be removed as the works progress. Props installed, laced together and braced with tube and fitting scaffolding

Reinforced concrete elements will be dismantled by 0.8 tonne excavators with hydraulic breaker and muncher attachments. Exposed reinforcement will be cut out by angle grinder and / or oxy-propane burning plant with hot works permit issued by Micor. Bucket attachments will be used for handling risings to the drop zone at high level and by skid steer at ground level. Dust suppression will be installed and maintained by hoses with spray attachments.

Temporary power and lighting will be provided with lighting festoons to be set up and removed by Micor to suit the works staging and areas being accessed.

The works will be managed through to completion with all staged permits to load for temporary works and final handover to client or follow on Principal Contractor.

## 2.6 Time / Duration

The works will commence to Micor during the week commencing at a date to be confirmed.

The programme of works is 14 calendar weeks.

## **SECTION 3 – RESOURCES**

### **3.1 Personnel and Supervision**

Working times will be Monday to Friday, normal working hours, 08.00 – 17.00 each day.

There will be a First Aid pack on site at all times during these works. This will be held by the trained Micor first Aider on site and retained in the site accommodation. Training certificates in Micor site pack to be copied to the client.

Each team shall include but not be limited to: -

#### Daytime

Work team to undertake work.

1 x Site Works Manager                      Rob Prince                      mobile 07970123478

6 x team incorporating plant operators, labourers and traffic marshals.

Additional labour throughout the project as required:

Services search.

Scaffolders as required.

Specialists for services isolations.

### **3.2 Plant & Equipment**

Tube and clip scaffold for safety screening, access & egress, protection, perimeter protection.

Tower scaffolding to maintain working platforms for the works where required

Reciprocating saw, disc cutter, oxy-propane burning plant and bottles in bottle trolley.

Bottle cages

Mini-excavators from Micor plant fleet with range of attachments.

Nordberg TL95 tracked crusher

25 tonne range excavator(s) for handling and loading arisings and crushed material as required.

Hand tools including hammers, mattocks, spanners, sockets, adjustable spanners, screwdrivers to break out and release elements, fixings and fittings.

Vehicles for transporting plant and equipment to and from site

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Scaffolding transport, tube, clip and board materials.

Acrow props for back-propping through building

### **3.3 Materials**

Timber sections and sheeting to close openings in floors.

Scaffolding materials as required.

## **SECTION 4 – HAZARDS AND RISKS**

### **SPECIFIC RISK ASSESSMENT**

**Separate excel spreadsheet form risk assessment attached to this document.**

**For this contract there will be a single risk log, managed as a live document used as a reference to the method statement.**

**Reference to Micor Risk Log – all items generally as appropriate to the works from this method statement**

**COSHH assessments are included in the Micor site file to be copied to the client.**

## **SECTION 5 – CONTROL MEASURES TO BE USED**

### **5.1 Work Approvals and Authorities**

The work is subject to formal acceptance from the client.

Exclusion zone with signage around works area. Specifically there will have to be exclusion zones immediately under the edges of the work activities.

Specific exclusion zone for hot works.

Access / egress and working requirements as applied to meet site requirements.

Permit to work issued by the client as required for work at height, permit to load, hot works etc.

No work will proceed until all Method Statements have been signed and agreed by all parties. This Method Statement is presented to cover all aspects of the works as describe within section 1.1 above.

The planned works will have to have all controls from the risk assessment in place before any of those works are permitted to proceed.

The works will only be allowed to proceed when all briefings have been undertaken.

Only formally approved and properly documented site activities will be allowed to proceed. Any divergence from the planned work as stated in this documentation will require the work to cease

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and the site to be left in a safe condition, and for all personnel to clear the work activity area in a safe manner. Work will not be allowed to proceed until a revised methodology is discussed and approved by the client and the site team briefed. Where there is a significant change to the methodology required, the works will not proceed until a properly revised documented and approved method statement/risk assessment appropriate to the revised work has been carried out.

## **5.2 Briefing Arrangement.**

The Project Manager/Site Manager shall ensure that site staff and visitors are briefed on the Method Statement and risk assessment prior to commencement of works or entering live areas of the site.

Method Statements include safety control, methodology statements, which include all site activities and undertakings. Briefings will be recorded on approved forms. the client representative will be invited to attend any briefing or tool box talk.

For each site activity there will be a specific daily safe start and re-briefing.

All personnel and visitors will be required to sign an acknowledgement before they are allowed to access the site.

Tool box talks will be held weekly, given by either the SHE advisor at the weekly visit or at another time by the site manager or project manager.

## **5.3 General Safety Considerations**

All site workers and visitors will attend a site induction briefing, which will be acknowledged and completed signed sheets retained for reference.

All personnel to wear approved Hi-Vi Safety Vest, Safety Footwear, Hard Hat, gloves, eye protection and Personal Protective Equipment as appropriate to area being visited and the work being undertaken, as defined within the risk assessment relevant to the activity.

The Micor site manager will have mobile phone or site radio on site for emergency use. Mobile phones will be permitted to be used for site-specific purposes only with any other use restricted to the welfare unit.

Safe access to all works areas will be maintained by ensuring there are two access and egress routes available at all times. Access and egress arrangements are discussed at daily co-ordination meetings.

## **5.4 Working and Access Controls**

All access and egress to the site will be through the site security access. All movement around site will be via designated routes. Access routes will be as established at daily co-ordination meetings for the next working days

The designated Micor site manager will give a site-specific safety briefing, which will be acknowledged on the relevant company briefing form. Daily safe start briefings will be given and records issued to the client.



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There will be no lone working. This will also apply to visitors who will be accompanied at all times.

Eating and drinking will be permitted only in the welfare facility.

The management of vehicles and loading / unloading will all be undertaken to meet the requirements of the logistics plan.

Permits to work will be issued by Micor for hot work, demolition, permit to load etc. These will be issued in timely manner.

## **5.5 Handover / Handback Arrangements**

The works area will be inspected by all parties and handed back for general site access / egress as required.

Prior to the start of works, the client to hand over the site to Micor.

At the completion of the demolition, the site will be handed back to the client or handed over to the client to the following-on Principal Contactor for the next phase of the works.

## **5.6 Environmental Protection Arrangements**

The general environmental requirements are as indicated within the Risk Assessment.

Micor will undertake site inspections, which will include environmental aspects and impacts following Micor company procedures.

Inspections and the management of any incidents shall be in accordance with the Micor procedure.

Dust suppression will be by water hose with spray head as required.

Micor to brief site environmental plan and emergency / spill recovery arrangements. Micor will provide spill kits at work locations where works dictate.

## **5.7 Competency and Training**

All Micor site team members hold either CSCS / CCDO / CPCS card holders or CSCS registered. Copies of all registrations are in the Micor site information to be copied to the client on site.

Site Works Manager to be SMSTS trained. Supervisors to be SSSTS trained.

## **5.8 Security**

All security arrangements are provided by Micor and briefed at the site induction.

## **SECTION 6 – PPE REQUIREMENTS.**

### **6.1 Personal Protective Clothing**

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All Micor Personnel will be required to comply with the following –

Wearing a High Visibility (Hi-Vi) Safety Vest.

Wearing a Hard Hat at all times on site.

Wearing Safety Footwear at all times (with toe protection, mid-sole protection and ankle support).

Wearing gloves at all times on site

Wearing eye protection at all times on site.

Specialist PE including task specific eye protection to enhance general site eye protection.

Appropriate PPE as required as stated in relevant risk and COSHH assessments.

**All COSHH sheets to be available on site prior to the commencement of any works.**

## **6.2 First Aid Arrangements**

A first aid kit will be located on site with the Micor appointed trained First Aider – to be confirmed.

## **SECTION 7 – EMERGENCY ARRANGEMENTS.**

Any and all accidents / incidents / near misses will be reported to the client.

In case of accident, emergency services will be summoned as necessary or First Aid rendered.

The nearest Hospital providing 24-hour emergency service is:

### **Royal Free Hospital**

**Pond Street, London, NW3 2QG. Telephone: 020 7794 0500**

For any eye injuries:

### **Western Eye Hospital**

**153-173 Marylebone Road, London. NW1 5QH. Telephone: 020 3312 6666**

All safety related incidents / accidents falling within the requirements of RIDDOR will be reported to the HSE. Also they will be reported to the Client.

All accidents outside the requirements of RIDDOR will be investigated and lessons learned incorporated into the MICOR management system and reported back to the client

All safety related accidents; near misses and property damage would be recorded, reported and investigated in accordance with the Micor Management System and reported to the client.

## **7.2 RIDDOR**

Micor will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences under RIDDOR.

Under the Micor SMS accidents are reported using the procedure MSS003. The procedure is included in the Micor site information file and is to be copied to the client on site.

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## 7.3 On Call Arrangements

Michael Corridan, Managing Director, 07970 123474

Pat Foley, Contract Manager, 07971 123480

Kevin Woods, Safety Manager, 07970 123476

## 7.4 EMERGENCY/ACCIDENT ACTION REPORTING

For Micor, as follows:

Name	Designation	Telephone number
Michael Corridan	Managing Director	07970 122474
Steve Trangmar	Depot & Resource Manager	07970 123473
Pat Foley	Contracts Manager	07971 123480
Rob Prince	Site Manager	07970 123478

## SECTION 8 – TEMPORARY AMENDED SYSTEMS.

There are no temporary amended systems within this element of the planned works.

## SECTION 9 – TO WHOM THE INFORMATION HAS BEEN SUBMITTED.

### 9.1 Issue of Documentation

Date of document as page 1 of this document.

Issued to the client by e-mail for review and acceptance

### 9.2 Communication and Liaison

All communications regarding safety will be via the Micor Contracts Manger, Site Project Manager or Site Manager on site.

Contractual communication will be via the Managing Director or the Contracts Manager.

All communication arrangements will be advised on each shift handover, where relevant.

#### **Micor representatives:**

On site, Site Works Manager, Rob Prince. Deputies will be appointed for holiday or periods of sickness, etc.

Site visiting Contracts Manager Pat Foley.

Also working from the Micor, Stock Head Office, Mike Corridan, Managing Director, or Steve Trangmar, Depot and Resources Manager.

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Client representatives for the day to day site management are to be advised prior to the commencement of works:

## **SECTION 10 – MONITORING AND COMPLIANCE.**

### **10.1 Sub Standard Conditions Reporting**

Any faults observed relating to any aspect of the site will be reported to the client immediately.

Additionally any observed Sub standard conditions, observations or bad practice will be recorded and reported using the Micor MSS003

### **10.2 Safety inspections and tours**

Inspections and audits will be undertaken following Micor procedure SMP01: Safety & Environmental Tours and SMP02: Safety & Environmental Inspections. Procedure on site for reference or copying to the client as required. Safety Inspections will be carried out weekly as a minimum and enhance by safety Tours by the Micor Safety Adviser.

Sheets will be copied to the client for inspection and for inclusion in KPI's as necessary.

### **10.3 Hours worked**

Micor employees have all hours worked recorded for KPI's

## **SECTION 11 - SUPPORTING INFORMATION**

<i>Attachment 1</i>	<i>Location Plan</i>
<i>Attachment 2</i>	<i>Site Lay out</i>
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## Attachment 1. Location Plan



<p><b>Contract</b> 120 FINCHLEY ROAD, LONDON NW3 5JB</p> <p><b>Title</b> DEMOLITION SITE LOCATION PLAN</p>	<p><b>Scale</b> 1:500</p>	<p><b>Date</b> 22/06/10</p>	<p><b>Drawn</b> GB</p>
	<p><b>Job No.</b> 8083</p>	<p><b>Drawing No.</b> D01</p>	<p><b>Rev.</b> -</p>
<p><b>TENDER DRAWING</b></p>			
<p><small>taylor whalley stoye consulting civil and structural engineers 3 Duffell Avenue, Bankham, LONDON EC1Y 8PQ Tel: (020) 7583 2826 Fax: (020) 7523 2787 Email: tws@twstak.com Website: www.twstak.com</small></p> <p><b>TWS</b></p>			



Attachment 2. Site Lay out

