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30 January 2015  
Prepared by Patrick Hunter

**METHOD STATEMENT AND RISK ASSESSMENT FOR  
FAÇADE RETENTION, DEMOLITION AND SITE CLEARANCE AT  
74 CHARLOTTE STREET, LONDON W1T 4QH**

Demolition Contractor: ABC Demolition Ltd  
  
Coombe Works  
Coombe Road  
Neasden  
NW10 0EB  
Tel: 020 8450 5038  
Fax: 020 8452 1100  
[www.abcdemolition.co.uk](http://www.abcdemolition.co.uk)  
Email: [enq@abcdemolition.co.uk](mailto:enq@abcdemolition.co.uk)

Site Supervisor: Paul Elliott

First Aider: Paul Elliott

Site address: As above

Type of Structure: Traditionally built 3 storey brick building with  
basement – Main building, Rear Extension –  
Single storey with mezzanine floor

Previous use: Night Club with some residential  
accommodation above

Start Date: TBA



Company Registration no: 05941575

VAT no:894177478

## **SEQUENCE OF OPERATIONS**

- 1. Daily Prestart Talks/ Refresher Talks**
- 2. Secure Site/ Site Entrance**
- 3. Provide Welfare Facilities**
- 4. Disconnection of Services**
- 5. Asbestos removal**
- 6. Scaffold Erection**
- 7. Stripping out Buildings, Removing Rubbish**
- 8. Retention of Front Facade**
- 9. Demolition of Building**
- 10. Breaking out of Concrete Floors and Foundations**
- 11. Site Clearance, Recycling of Materials**
- 12. Road Cleaning/Traffic Management**
- 13. Refuelling of Machines**

### **1. Daily Prestart Talks/Refresher Talks**

Prior to starting work the site supervisor will instruct all operatives on the day's tasks. Operatives will only carry out what is laid down in these talks unless amended by the site supervisor. A second talk updating activities will be given after the lunchtime break if required. Any additional input will be provided by Bennett Construction Ltd Site Manager.

### **2 Secure Site/ Site Entrance**

Bennett Construction will secure the site. All licenses to be arranged and all fees paid by Bennett Construction Ltd

### **3. Provide Welfare Facilities**

ABC Demolition Ltd will use existing facilities on the ground floor of the building during the strip out phase and then provide oasis unit at the rear of site in later stages of the works.

### **4. Disconnection of Services.**

Services will be disconnected by Bennett Construction Ltd prior to commencing the demolition works. Confirmation of disconnection will be given to ABC Demolition Ltd before the works commence on site.

### **5. Asbestos removal**

Prior to any work being carried out on site the client will commission a full pre-demolition Asbestos Survey and arrange to have any asbestos removed prior to demolition contractor starting work on site.

### **6. Scaffold Erection**

RS Scaffolding Ltd will erect a scaffold to front elevation of site and the stair well to facilitate the removal of the roof and erection of façade retention. They will supply a separate RAMS for this element of the work. This scaffolding will be fully mono-flexed with the fan. All licenses to be arranged and all fees paid by Bennett Construction Ltd

### **7. Stripping out Building, Removal of Rubbish**

Prior to demolition all rubbish will be removed from the buildings. Great care will be taken during this operation to ensure that no injuries occur due to possible syringes being found in the rubbish due to squatters drug use. If any sharps are found they will be collected and handed to the local authority cleansing unit for disposal. (Please See Risk Assessment) The roof of existing main building will be removed by operatives using hand held tools working from existing top floor and a scaffold erected in the stair well. Following this operation all non-bearing panels, doors, surrounds, wooden panels and other non-structural items will also be removed by operatives using hand held tools. (Window frames to the front elevation will be left in situ.) All the debris will be brought to ground floor and taken to the rear of building for disposal.

## **8. Retention of Front Façade**

Retention to Front Façade will be designed by John Sharkey of PGCS Partnership Ltd. ABC Demolition Ltd will issue RAMS for this element of works once it has been agreed.

## **9. Demolition of Building**

Prior to façade retention the rear wall of the night club will be demolished using 360 degree excavator working at court yard at the rear of building, the hardcore will be used to form a ramp into the rear of the site. The wooden floor to the dance hall will be removed prior to any work commencing removing the roof and all strip out debris taken from building and loaded into roll on/off bins for disposal. Demolition will then progress removing the light panelled roof structure to night club and mezzanine floor. This will be done by operatives working from a cherry picker in conjunction with hydraulic excavator with demolition attachment. Following erection of the façade and other retention the internal walls of the building will be removed working from roof level downwards by operatives using hand held tools. Once they have reached the floor level on any given floor this will be removed and the work will progress downwards including removal of staircase to basement level. The main back wall to the front building will be demolished from first floor level down using hydraulic excavator with demolition attachment. The resulting bricks will be put into pallets and loaded away for recycling.

## **10. Breaking out of Concrete Floors and Foundations**

This will be carried out using hydraulic excavator fitted with demolition attachment. The resulting concrete will be loaded away for recycling.

## **11. Site Clearance and Recycling of Materials**

All rubbish will be loaded in to roll on/off bins and taken to a transfer station for segregation and recycling. All timber will be loaded into timber skips, metal- into metal skips for recycling. Metal skips will be provided by EMR Ltd. All concrete and hardcore will be removed from site in 8-wheel tippers and taken for recycling. All suitable bricks will be cleaned, put into pallets and recycled.

## 12. Road Cleaning/Traffic Management

All vehicles will enter site via Charlotte Mews and will park within the site boundary behind the hoarded off area in Charlotte Mews. A banksman will be in attendance to direct all traffic to and from site. Any lorry entering the site will have to reverse into Charlotte Mews having previously contacted banksman by Mobile phone. **No lorry under any circumstances is to reverse into Charlotte Mews without supervision.**

## 13. Refuelling of Machines

A bunded Bowser will be provided for refuelling of all plants and equipment. Any spillage will be immediately cleaned up with decontamination kit.

### **PRE-START ACTIVITIES**

1. Bennett Construction Ltd is to notify HSE and LA of the intention to demolish and agree method statement.
2. Notify relevant service authorities to arrange disconnection of existing services where applicable. (By Bennett Construction Ltd)
3. Appoint a competent English speaking foreman to oversee the works and safety requirements. Paul Elliott - Supervisor
4. Instruct all site operations in general site safety and any notable points regarding the site.
5. Erect suitable signs at regular intervals warning “DANGER DEMOLITION IN PROGRESS”.
6. Working hours Monday to Friday 8am to 5 pm

### OPERATIVES WORKING ON SITE

All are CITB trained, copies of all personnel qualifications, certificates and CITB cards will be provided by ABC Demolition Ltd.

Full PPE will be used throughout works.

1. Helmets
2. Boots
3. Gloves for sharps if any
4. Ear defenders when required
5. Goggles when required
6. Face mask when required
7. Disposable overalls when required
8. Full Safety Harness

### **PLANT AND EQUIPMENT REQUIREMENTS**

<u>Mechanical</u>	360° Hydraulic Excavators + Demolition Attachments Tipper lorries, roll on/off bins
<u>Power Tools</u> <u>Burning Gear</u>	Disc Cutter, Kangos, etc if required Oxy-propane cutting equipment, CO2 foam fire extinguishers
<u>Hand Tools</u>	Sledgehammers, Mattocks/Picks, Nail Bars, Pneumatic Breakers and Compressors, small hammers and bolsters.
<u>Personal Protection Equipment</u>	Safety Helmets, Safety Boots, Safety Gloves Ear defenders ) All as required Eye Protection) according to the Dust Masks ) operations being Safety harnesses) undertaken.
<u>Transport</u>	Tipper Lorries Rubbish Skips
<u>Damping Down Equipment</u>	Standpipes, hoses, nozzles, etc.

### **SITE SUPERVISION, SAFETY AND WELFARE**

All works to be undertaken will be carried out under the supervision of a permanent site representative from ABC Demolition Limited, who will be empowered to receive written instructions from the Main Contractor. The supervisor will discuss with the site personnel the full extent of the works taking place and explain all the restrictions applicable to this contract.

All operatives on site will be experienced demolition workers trained in their respective duties and conversant with the company's "Health and Safety Policy".

All operatives will be under the supervision of the Site Supervisor and they will be expected to use in the proper manner, the correct tools and equipment for the task in hand.

All operatives shall demonstrate a concern for safety on site for other works, members of the public as well as for themselves.

Each operative will be supplied with the requisite equipment. The site will be designated a 'hard hat' area and operatives will comply with this.

ABC Demolition Ltd will carry out an on-site induction course to ensure all operatives are conversant with the methods of working and method statement.

Plant operatives will be responsible for the correct and safe use of the items of plant they are using and ensure that it is operated in accordance with the manufacturer's instructions.

All plant and equipment shall be the most appropriate for each operation and the plant will be properly maintained and in good working order. Any noisy plant shall be fully suppressed and when in intermittent use shall be shut down during the periods of non-use. Machine drivers will ensure that under no circumstances should a working load capacity be exceeded. Site personnel will maintain warning signs, barriers and safety measures etc. and report any defects to their foreman for his immediate attention and action.

Dust - damping down with fire hoses will be carried out as required

## **RISK ASSESSMENTS**

### **A. WORKING WITH SHARPS**

#### **RISKS**

Sharps are defined as "objects or devices having sharp points or protuberances or cutting edges, capable of cutting or piercing the skin". Hypodermic needles, Pasteur pipettes, scalpel blades all fit this definition.

All sharps have the potential to cause injury through cuts or puncture wounds. In addition, many sharps are contaminated with blood or body fluids, microbiological materials, toxic chemicals

substances, posing a risk of infection or illness if they penetrate the skin.

**RISK - MODERATE**

**ACTION**

It is therefore essential to follow safe procedures when using and disposing of sharps in order to protect staff from sharps injuries.

**PPE:**

Correct type of anti syringe gauntlets designed to reduce the problems encountered when handling material that may contain hypodermic needles, razor blades or broken glass. Heavy duty water and heat resistant leather. Steel armored palm, fingers and fingertips.

**DISPOSAL**

Sharps should be disposed off in an approved waste container suitable for the safe storage of used sharps. Suitable containers are rigid and impervious

It is therefore essential to follow safe procedures when using and disposing of sharps in order to protect staff from sharps injuries.

**RISK ASSESSMENT - LOW RISK**

**B. DELIVERY/REMOVAL OF DEMOLITION PLANT TO AND FROM SITE**

**OPERATION**

General movement of plant, machinery and lorries to and from site affecting site operatives and members of the public.

**RISK - MODERATE**

**ACTION**

Delivery drivers will be issued with maps detailing appointed haulage routes which must be used in a safe and proper manner.

A Banksman will be appointed to supervise entry and exit of all site vehicles and to liaise with the site operatives and members of public, where necessary, to ensure their safety.

**RISK ASSESSMENT - LITTLE OR NO RISK.**



**C. MACHINE DEMOLITION**

**OPERATION** General movement of plant and machinery affecting other site personnel. Demolition of Buildings.

**RISK - HIGH**

**ACTION** All plant movements to be controlled by the appointed Banksman, who will liaise with the plant operators at all times. All shackling/bonding of loads will be correctly supervised using the correct lifting chains/bonds/strops and shackles designed to carry the load.

All lifts will be properly supervised.

Any machine demolition will be properly supervised with safety working zones clearly indicated to prevent others from entering that zone.

The appointed banksman will work with the machine at all times ensuring that no other operatives come within the working radius of said machine.

**RISK ASSESSMENT - LITTLE OR NO RISK.**

**D. DUST/NOISES**

**OPERATION** Inhalation of dust and airborne particles by operatives and other persons property and noise nuisance to operatives and other persons.

**RISK - LOW**

**ACTION** Operatives to wear particle dust masks and ear defenders when required.

Works to be carried out so as to prevent unnecessary creation of excessive dust and noise where possible. Any noisy plant shall be shut down during periods of non-use.

Damping down of works with water by Banksman to keep dust to a minimum.

**RISK ASSESSMENT - LITTLE OR NO RISK**

**E. PROTECTION TO SITE PERSONNEL**

**OPERATION** Lorries, machine transporters and site vehicles entering and leaving site. Dust and noise.

**RISK - MODERATE**

**ACTION** Works will be supervised to ensure they are carried out in accordance with the instructions laid down for a safe method of working.

Delivery drivers will be issued with maps detailing appointed haulage routes, which must be used in a safe and proper manner at all times and a Banksman will be appointed to supervise entry and exit of all site vehicles and to liaise with site operatives and members of the public, where necessary, to ensure their safety.

Works to be carried out so as to prevent unnecessary creation of excessive dust and noise where possible.

Hosing down of works with water by Banksman to keep dust to a minimum.

**RISK ASSESSMENT - LITTLE OR NO RISK**

**F. IDENTIFICATION OF EXISTING SERVICES**

**OPERATION** Danger to site operatives and plant operators from electrocution, gas fumes and water.

**RISK - HIGH**

**ACTION** All existing services will have been previously disconnected.

**RISK ASSESSMENT – NONE**

**G. SOFT STRIP**

**OPERATION** Minor personal accidents to operatives using hand held tools and equipment.

**RISK - MODERATE**

**ACTION** Correct use of tools in accordance with the manufacturer's recommendations at all times.

Operatives to wear correct protective clothing, masks, goggles, safety boots, safety helmets, etc.

Operatives to wear ear defenders when using or working near percussive tools/noisy works.

Operatives to abide by instructions as laid down by their supervisory staff and methods of working.

## **RISK ASSESSMENT - LOW RISK**

### **H. POSSIBLE RODENT INFESTATION**

**OPERATION** Removal of Rubbish by hand. Risk of Weils Disease.

#### **RISK - MODERATE**

**ACTION** Operatives must ensure that they wear gloves at all times and thoroughly wash their hands before meal breaks and at the end of the shift or any other time they leave the site.  
Operatives to wear correct protective clothing, gloves, safety boots,

Operatives to abide by instructions as laid down by their supervisory staff and methods of working.

## **RISK ASSESSMENT - LOW RISK**

### **I. ROOF REMOVAL**

**OPERATION** Operatives falling from roof, minor personal accidents using hand held tools and equipment, tiles and timbers falling and injuring other site operatives.

#### **RISK - HIGH**

**ACTION** In the event of a serious injury requiring the emergency services operative will only be moved by site first aider if they are in immediate danger, otherwise the injured party will only be moved by the fire/ ambulance services. Either scaffold hand rails will be erected around the perimeter of the building or the operatives will wear approved safety harnesses properly secured. Correct use of tools in accordance with the manufacturer's recommendations at all times.

Operatives to wear correct protective clothing, masks, goggles, safety boots, safety helmets etc.

Operatives to abide by instructions as laid down by their supervisory staff and method of working.

Banksman will supervise tile and timber removal to ensure that no operatives will enter the working area, thus negating the possibility of falling tiles/timbers.

**RISK ASSESSMENT - MODERATE RISK**

**I. WORKING AT HEIGHT FROM SCAFFOLD OR OTHER**

**OPERATION** Demolition of front wall of No. 159-165 Camden High Street.

**RISK - HIGH**

**ACTION** Operatives must ensure that they wear full PPE including tested safety harness ATTACHED TO THE SCAFFOLD

Operatives to abide by instructions as laid down by their supervisory staff and methods of working.

**RISK ASSESSMENT - LOW RISK**

**J. ROOF REMOVAL**

**OPERATION** Operatives falling from roof, minor personal accidents using hand held tools and equipment, tiles and timbers falling and injuring other site operatives.

**RISK - HIGH**

**ACTION** In the event of a serious injury requiring the emergency services operative will only be moved by site first aider if they are in immediate danger, otherwise the injured party will only be moved by the fire/ ambulance services. Either scaffold hand rails will be erected around the perimeter of the building or the operatives will wear approved safety harnesses properly secured. Correct use of tools in accordance with the manufacturer's recommendations at all times.

Operatives to wear correct protective clothing, masks, goggles, safety boots, safety helmets etc.

Operatives to abide by instructions as laid down by their supervisory staff and method of working.

Banksman will supervise tile and timber removal to ensure that no operatives will enter the working area, thus negating the possibility of falling tiles/timbers.

## **RISK ASSESSMENT - MODERATE RISK**

### **GENERAL**

- a. All operatives are issued with the relevant safety equipment and have strict instructions to ensure that they are worn at all times within the confines of the site.
- b. All plant operatives hold the relevant certificates and all plant and equipment is suitable for the tasks which they will be required to perform, and are maintained in accordance with the manufacturers recommendations.
- c. Adequate signs and notices will be displayed at all times in the appropriate areas.
- d. Dropping zones will be used where necessary and will be properly isolated and signed.
- e. Suitable hoses and stand pipes are available for damping down as the work progresses.
- f. Where ladders are required for access to certain points, they will be tied securely at their highest resting point, or supported at ground level by an operative.
- g. Safety harnesses are provided and will be worn and suitably tied off as required.
- h. No members of the general public, especially children are to be allowed onto site. The site must be secured at all times and site entrance gate kept closed. Prior to starting work the site supervisor will ensure that no members of public are on site.

## **ABC DEMOLITION LTD**

# METHOD/RISK ASSESSMENT ACKNOWLEDGEMENT

**JOB:** .....

**SITE:** 74 CHARLOTTE STREET, LONDON W1T 4QH

<b>NAME (Please Print in Capitals)</b>	<b>Signature</b>	<b>Date</b>

# ABC DEMOLITION LTD

## RISK ASSESSMENT

REF:				1 LOOK FOR HAZARDS 2. DECIDE WHO CAN BE HARMED AND HOW 3. EVALUATE THE RISKS AND DECIDE IF EXISTING CONTROLS ARE ADEQUATE 4. RECORD YOUR FINDINGS 5. REVIEW AND REVISE IF NECESSARY					
SITE: 74 CHARLOTTE STREET, LONDON W1T 4QH									
AREA									
TASK									
				ASSESSMENT BY		DATE: 30.01.15			
TASK INVOLVES	SPECIFIC HAZARD	PERSONS EFFECTED	RISK Low Med High			CONTROL MEASURES	RISK Low Med High		
1 Access/Egress	Evacuation ,Obstructed Safe Route, Slips, Trips & Falls	Working Party and Visitors		X		GOOD Housekeeping, Maintain Safe Escape Routes and Good Signage	X		
2. Mobile Plant	Contact with Plant Equipment, Contact with Services, Oil Contamination	Plant Operator, Working Party, Visitors		X		Experienced, competent and Qualified Operator, Consult Service Plans, Use of Electrical Detection Equipment and Switch off the Engine in the Event of Burst Hose	X		
3. Working Environment	Dusts, Possible Asbestos, Heat, Cold and Noise	Working Party		X		Dust Control, Damping, Vacuuming, Asbestos Survey, Control Measures, Ventilation, Correct PPE & RPE	X		
4. Hand Tools	Upper Limb Disorders, Hand Arm Vibration, White Finger, Carpal Tunnel Syndrome, Cuts and Bruises	Working Party		X		Inspection and Maintenance of tools, Use of Manufacturer Instructions, Task Sharing and PPE	X		
5. Working at Heights	Falls, Falling Materials	Working Party , Site personnel		X		Use of Safe Working Platforms, Platform Inspection before Use, and every seven days, Use of Safety Harness, Training, Information and PPE			
6. Manual Handling and soft Stripping	Back Injuries, Upper Limb Disorders, hand and vibration, injuries from protruding nails. Wood splinters, infection. Broken Glass & glass Splinters	Working Party		X		Manual Handling Assessments, Training, Ensure Good House Keeping, Assess the Load, Use of Lifting Equipment, Assistance of Others, Maintain Tools, Removal of Nails and full PPE	X		
7. Hot Work	Fire, Burns, Eye Injury	Working Party, Site Personnel, Visitors		X		Cylinders to be upright in the Trolley, Trained Welder / burner, Weld Screen, Fire Fighting Equipment and Regular Fire Checks <span style="background-color: yellow;">Under no circumstances must any burning take place if there is any fuel, paint or other highly combustible materials present within 10m</span>	X		
8. Lifting Operations	Crushing, Bruising, Cuts, Rope burns	Working Party		X		Manual Handling Assessments, Training, Ensure Good House Keeping, Assess the Load, Use of Lifting Equipment, Assistance of Others, Maintain Tools, Removal of Nails and full PPE. Wear correct gloves	X		
9. Electrical	Electrical shock, fire burns, Internal Injuries	Working Party		X		Permit to work, Electrical Disconnection of RCDs, Fuses, Competent Electricians, Disconnection Certificate to be provided	X		
10. Environment	Dusty, Heat, Cold, Draughts, Poor Lighting, Poor Access & Egress	Working Party		X		Dust Controls, Damping, Vacuuming, Good House Keeping, Correct PPE	X		
11. COSHH	Dusts, Substances, Residues, Asbestos	Working Party		X		COSHH Assessments, Method Statements, Asbestos Survey, Licensed Asbestos removal. Copy of Air Clearance Certificate, Damping, Vacuuming, Information, Instruction, Training	X		

## ABC DEMOLITION LTD

# RISK ASSESSMENT (DEMOLISH BY HAND)

<b>SITE:</b>	<b>74 CHARLOTTE STREET, LONDON W1T 4QH</b>	1 LOOK FOR THE HAZARDS 2 DECIDE WHO MIGHT BE HARMED AND HOW 3 EVALUATE THE RISKS & DECIDE IF EXISTING CONTROLS ARE ADEQUATE 4 RECORD YOUR FINDINGS 5 REVIEW AND REVISE IF NECESSARY								
<b>AREA:</b>		<b>ASSESSMENT BY</b>		<b>P HUNTER</b>		<b>DATE</b>		<b>30.01.15</b>		
<b>TASK:</b>	DEMOLISH BY HAND- ceilings joists, floor boarding, doors, frames									
<b>TASK INVOLVES</b>	<b>SPECIFIC HAZARD</b>	<b>PERSONS AFFECTED</b>	<b>RISK</b>			<b>CONTROL MEASURES</b>			<b>RESIDUAL RISK</b>	
			HIGH	MED	LOW				LOW	MED
			HIGH	MED	LOW				HIGH	MED
1 Access/.Egress	Evacuation, obstructed safe route, slips, trips, falls	Working party, visitors	x			Good housekeeping, maintain safe escape routes, good signage evacuation procedures must be followed, muster location and sign			x	
2 Mobile Plant	N/A									
3 Working Environment	Dusts, possible asbestos, heat, cold	Working Party		x		Dust control, damping, vacuuming, asbestos survey, asbestos removal procedures, control measures, ventilation, correct PPE			x	
4 Hand Tools	Upper limb disorders, hand, arm vibration, white finger, carpal tunnel syndrome, cuts, bruises	Working Party		x		Inspection and maintenance of tools, use of manufacturers instructions, work rest breaks, task sharing, PPE			x	
5 Working at Heights	Falls, falling Materials	Working Party Site personnel	x			Use of safe working platforms, platform inspection before use and within every seven days, use of safety harness, training information, PPE			x	
6. Manual Handling Soft Stripping	Back injuries, upper limb disorders, hand arm vibration, injuries from protruding nails, wood splinters, infection	Working Party		x		Manual handling assessments, manual handling training, ensure clear route, assess the load – reduce the load, use the lifting equipment, assistance from others, maintained tools, manufactures instructions, removal of nails, good housekeeping, PPE				
7. Hot Work	N/A									
8. Lifting Operations	N/A									
9. Electrical	Electrical shock, fire, burns, internal injuries	Working Party, Site personnel	x			Permit to work, electrical disconnection, rods, fuses, competent electricians			x	
10. Environment	Dust, heat, cold, draughts, poor lighting, poor assess & egress	Working Party		x		Dust controls, damping, vacuuming, good house keeping, correct PPE, good lighting, clear assess & egress			x	
11. COSHH	Dust, substances, residues, asbestos	Working Party	x			COSHH assessments, method statements, asbestos survey, licensed asbestos removal, dust control measures, damping, vacuuming, information				



						instruction training			
12. Confined Spaces	N/A								
13. Interface	N/A								
14. Machine/Demolition	N/A								

**APPROVED BY:** .....  ..... **P HUNTER**