

# METHOD STATEMENT

## St Giles Circus.

### Demolition to Number 23 Denmark Place



H SMITH (ENGINEERS) LIMITED  
First Floor Offices,  
The Manor Gatehouse,  
Priory Road (South),  
Dartford, Kent, DA1 2BJ

Tel: 0689 833 581  
Fax: 01689 820 218



**DOCUMENT CONTROL SHEET**

	Name (Please Print)	Signed	Date
Author	Paul McClafferty		04.03.2016
Checked (Site Manager)	Gary Bradley		

Optional Review (Please tick boxes as required)		Name (Please Print)	Signed	Date
SHE Manager		TBC		
Technical Director	X	William Hepburn		
Other Projects Director		Glen Clark		

**Briefing Attendance Record and Declaration**

I confirm that on this date and in accordance with Company Health and Safety Policy and Procedures:

- I will be working as part of the discipline described here
- I have been given a briefing on the method statement / risk assessment and I confirm I am aware of the emergency arrangements
- I have been given a briefing (if applicable to the work activity being undertaken adjacent to OHLE) of the isolation limits of the worksite
- I declare that I am not under the influence of alcohol or drugs
- Will not consume such alcohol or drugs during my working hours
- I am not required to take, and I have not taken any medication which may cause drowsiness

Print Name	Signed	Company	Given By	Date

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## CONTRACT PARTICULARS

**Site Address**  
**21 Denmark St**  
**London,**  
**WC2H 8NA**

**Client:**  
**GVA Second London Wall on Behalf of Consolidated Developments Ltd**

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## **GENERAL**

### **Introduction and General Proposals**

This Method Statement describes how H. Smith Engineers Limited intend to carry out the demolition works to the buildings known as 23 Denmark Place. The proposed demolition method for this area is to be by hand demolition only as there are 2 number listed building adjacent to the structure, one to the north and south.

It is intended to erect a full height scaffold to the side of the structure for access which will be located on Denmark passage, also there is an existing scaffold protection deck in place over the "Smithy" as protection.

The demolition will commence at roof level working down on a floor by floor basis where the roof covering will be removed from the inside and lowered to the floor below.

The masonry will be demolished by hand using hand held breakers.

All arisings will be cleared progressively and taken to the processing area on site.

Care will be taken throughout to ensure there is no damage caused to the adjacent buildings.

Any exposed walls will be weather proofed in the traditional method using felt and baton.

### ***General Description***

### ***Supervision***

Projects Director:	Glen Clark	07795301331
Project Manager:	Paul McClafferty	07940790845
Technical Director:	William Hepburn	07787103763
Safety Officer (visiting):	THSP	
Site Manager:	Gary Bradley	07903678549
Site Supervisors:	Terry Bradley	

### ***Duration***

It is anticipated that demolition and associated works will take 5 weeks from commencement date. Demolition will commence upon receipt of the approved permissions from the Client, Heritage and Local authorities. No works will take place in the area until written approval.

Contact Numbers for key members of staff are as follows: -

Head Office:	01689 833581
Alan Wilshire – Commercial Director:	07795 301331
Paul McClafferty– Projects Manager	07940 790845

### ***Working Hours***

Monday to Friday:	0800am to 18.00pm Voluntary Section 60 hours of work apply
Saturday:	0800am to 13.00pm

### ***Site Labour***

Site Supervisor / Manager

Skilled Operatives.

All labour will be suitably qualified and experienced in their fields of work. Operatives will hold current, CSCS, CCDO, CPCS or other CITB recognised training.

### ***Plant to be used***

Please refer to the table below on Plant and Equipment to be used.

### ***CDM Regulations***

Our resources are geared to fully satisfy the Principle Designer regulations (CDM Regulations) as a principle contractor or in this case as a specialist demolition and asbestos removal subcontractor.

The Risk Assessment and Method Statement prepared will be developed on consideration of information received from the Planning Supervisor/Client and any significant changes to the scope or method of works and sequence as may be required.

### ***General Safety***

We shall initiate independent site safety audits at least fortnightly. Reports will be provided to senior management and client team for review / reporting purposes.

All work will be to the current code of practice BS6187, in accordance with the H.S.E. Guidance Note GS29 and to the satisfaction of the Client and S.O.

Site personnel will be issued with and wear the necessary protective clothing and headgear and warning signs will be posted around the site. Safety harnesses to be provided and worn where operatives are likely to expose themselves to falls from height or when working beyond any provided edge protection, suitable rescue provisions to be in place at all times when harnesses are in use. It is not anticipated that harnesses will be required and their use will be considered as a last resort after other options to provide fixed edge protection and barriers has been exhausted in accordance with BLL Falls Mandate 1.1.

Oxy/propane burning gear is likely to be used to cut up and dispose of redundant services, plant, structural frames etc. All relevant safety procedures will be followed including the wearing of safety

goggles, firefighting facilities will be at hand, and bottles will be secured at all times. Gas bottles to be removed to bottle cage at end of working day. Gas bottles to be segregated into Oxygen and Propane and stored a minimum of 3m apart in a well-ventilated area outside of the building away from flammable materials and naked lights. Empty and full gas cylinders to be clearly identified. This may be through segregation of the cage or identification of individual bottles that are empty. We shall employ cold cutting techniques to cut up redundant services etcetera where possible and hot works will only be undertaken by prior written agreement and adherence to a Hot Works Permit system.

Hot Works Permits to be issued daily - work to stop two hours before working day finishes. A final check to be made by the nominated supervisor at the end of the working day before permits are signed off. Fire Watch period will be a minimum of 1 hour before the end of each shift or 1 hour after the hot works activities cease.

No other contractors are deemed to be on site concurrently outside of our control.

Safety signage will be posted and relevant documentation will be made available to all personnel advising of any substances hazardous to health (refer to COSHH regulations).

All relevant Local Authority bye-laws will be adhered to in respect of the demolition of the buildings.

All reasonable care will be taken to minimise the nuisance caused by noise, fumes, dirt, vibration, dust and other adverse effects so as to avoid disturbance to the surrounding buildings and their occupants.

Constant attention will be paid to security at all times.

All local traffic regulations and other restrictions will be observed at all times.

Work will strictly be limited to within the site boundaries.

These asbestos removal works will be undertaken under the terms of a separate task specific Method Statements and will be subject to 14 day notification periods to the Health & Safety Executive for ASB5 works as well as>NNLW notifications for the no licensable works.

With the exception of lamps, fire alarm detectors and refrigerants from chillers and condensers, no other toxic or hazardous material has been allowed for.

### **Quality Assurance**

Our systems are certified to ISO 9001 and full details of our Quality Manual, Procedures and Forms are available at Head Office.

### **Environmental**

Our systems are certified to ISO 14001 and full details of our Environmental Systems are available at Head Office.

See below for environmental controls.

### **WORKS PROCEDURE**

#### **General site practices:**

- Only CITB, CSCS, CCDO, qualified operatives will be assigned to any works associated with this method statement, and allowed on site, these are minimum requirements for working on site. These documents will be held in a site specific folder at the H Smith site office.
- All operatives will receive a full H Smith site induction, and have a method statement briefing in full before commencing on site.
- All operatives will wear full personal protective equipment at all times whilst working on site consisting of steel toe and midsole capped boots, hard hat, hi-viz vests, gloves and suitable eye protection.
- There will be suitable number of first aiders and first aid kits available complying with the number of people present. The names, contact details and whereabouts of the first aiders will be displayed in the designated locations
- All hot works will be carried out under a hot works permit and will be signed off at the end of each shift, all hot works will cease 1 hour before the end of each shift. Fire extinguishers will be present with the hot works team at all times during any given hot works operations.
- All works will be supervised by trained and competent supervisors.
- Fuel for the machines will be kept in a double bounded bowser. Plant nappies will be used under all static plant with spares kept close to the works, in case of any accidental spillage. Spill kits will also be kept on site at various locations in case of any accidental spillage.
- Suitable warning and access/egress signs and will be displayed around the site at all times.

### **Works Activities**

#### **1. PRIOR TO STRUCTURAL DEMOLITION**

##### ***Notification***

HSE F10 Notices  
HSE ASB5 Notice  
Surrounding neighbours and stakeholders  
Statutory Bodies  
Third Parties



### Local Authority

It is a requirement of most planning conditions that neighbours and surrounding stakeholders are notified by the Principal Contractor in advance of works proceeding. Our Project Manager will attend all relevant neighbouring properties with a pre-prepared newsletter (agreed in advance by the Client Team) including our contact details and wherever possible a face to face discussion will be undertaken rather than a mail drop in the first instance. Our site newsletter will be updated generally monthly with a look ahead programme which will be distributed via agreed mailboxes and displayed on the hoarding at salient locations.

### **Demolition to 23 Denmark Place.**

The first activity will be to erect a scaffold to the side elevation of the building on Denmark passage to provide access for the demolition works to be carried out by hand.

The scaffold will be a fully designed fully boarded scaffold in 2m lifts and will be tied into the existing structure.

This will be in addition to the existing protection scaffold that is currently in place over the building known as the "Smithy" or 22 Denmark Place. Please see attached photo showing Denmark place passage and the existing protection scaffold to the Smithy.



**Side elevation of number 23 DMP. Building to be demolished**





**Aerial view of number 23 and protection scaffold adjacent.**





**Existing protection to the Smithy Building.**

When the scaffold has been erected and signed off the next activity will be to remove the existing roof to the number 23 structure. This will be carried out from within the building by cutting a hole in the roof, and from working off scaffold towers the roof coverings will be dismantled using hand held mattocks and cleared from within the building. All arisings will be cleared from the floor progressively as the works are on-going.

When the roof coverings have been removed then the timber joists will then be cut in what is known as a sit cut and lowered to the floor below before being cut into manageable sizes and removed from the building to the processing area on site.

The demolition will then commence on the side of the building where the operatives will demolish the masonry by hand working from the scaffold. This will similarly be done from within the building on the existing floors.

The demolition will progress on a floor by floor basis until such time as the level is reached where the building is connected to the listed retained buildings.

The scaffolding to the side of the building will be dismantled progressively on a floor by floor basis also in conjunction with the demolition works.

The structures have previously been surveyed by the structural engineers and it is believed that there will be no requirement for any temporary works, however during the demolition process the building will be continually monitored by visual inspection, and if there are any areas deemed unstable and require temporary works then the engineers will design a system that will be sympathetic to the fabric of the retained buildings so not to disturb them in any way. (The buildings referred to in the above statement are 22 Denmark Place, the "Smithy" and 26 Denmark St).

Where the buildings are connected it will be necessary to form a separation and ensure this does not damage the retained buildings, this will be carried out by a combination of saw cutting and locally creating a separation by hand held tools without the use of breakers given its sensitivity.

Once the buildings are severed the demolition will progress in the same manner as outlined above down to the next level, and again the floor boards and joist will be removed in a similar fashion to the roof from the level below.

Where walls are being exposed to the elements for the first time it will be necessary to weather proof them, this will be carried out in the traditional way by using felt and baton fixed to the walls.

When the demolition has been completed then the areas will be cleared of any unwanted material and the area left tidy.

The area will then be handed over to the engineers for the preparation works for the relocation of the Smithy.

### **Access**

Access will be via the existing entrance at number 21 Denmark Street. All operatives are to report to site office upon arrival to site and sign in to the attendance register.

### Exclusion Zones

Exclusions zones to be established to all work areas. Vehicle marshal/banksman to be in place to control vehicle movements.

### Existing Services

Prior to the works commencing, clearance certificates containing all relevant service isolations / disconnections / diversions for any services within and passing into the work areas shall be issued by H Smith.

### Demolition & Hot Works

Demolition cut lines will be marked out prior to any works commencing in the given work area. During works and prior to completion of each section, the H Smith Site Manager will inspect works have been carried out in accordance with the scope of works, and an inspection check sheet completed to confirm completion of works. A daily 'Hot-Works' permit to work system will be in place prior for all Hot Works. Hot works will cease 1 hour before the end of each working shift and the area will be thoroughly checked by a competent fire warden watchperson who will be in attendance during hot works activities and for 1 hour after they cease.

### Lighting

110V task lighting to be provided where required in poor light conditions (i.e. sub-ground/basement locations). All electrical hand tools in use by H Smith will be 110v plant and will have current PAT test certification. H Smith will provide task lighting to carry out the works. These will be connected to a 110V distribution box within the vicinity of the works. No works to commence until Isolation certificates and

### COSHH Materials

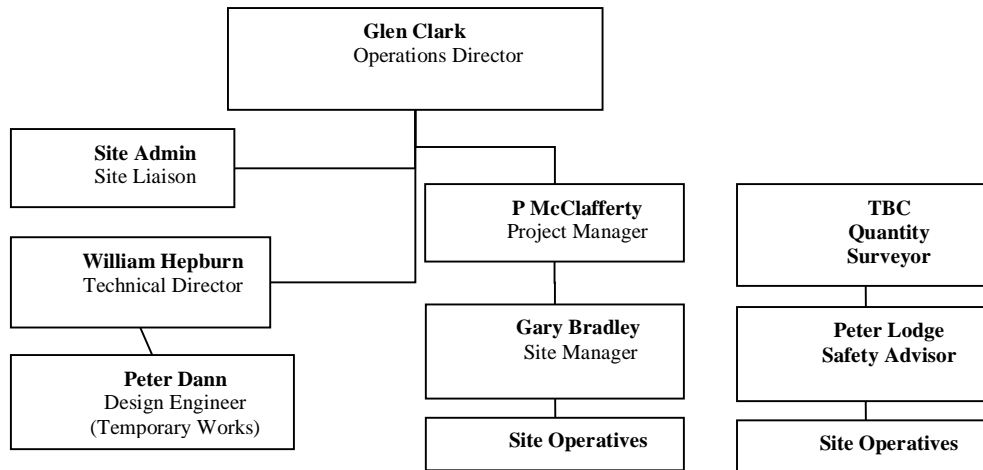
A full COSHH brief will be given regarding hazardous materials to be used. These will be included within the Method Statement Briefing. See appendix B for enclosed COSHH Assessments.

<b>Control Measures (Permits, Exclusion Zones, PPE etc.)</b>					
Permits Required	Yes	No	Assessments (Attach If Yes)	Yes	No
<b>Hot works</b>	✓		<b>COSHH</b>	✓	
Crane check list		✓	Noise	✓	
Excavation		✓	Manual handling	✓	
Confined space entry		✓	Electrical Isolation	✓	
Riser shafts		✓			
<b>Further Control Measures / Security Requirements.</b>					
As stated above, due to the nature of the works being carried out on the site, no personnel are to enter the building without express permission for the site manager or the supervisor in charge of that are of works.					
As indicated above prior to the works being carried out an electrical isolation certificate will be required for the scope work area.					
<b>Personal Protective Equipment</b>	Yes	No		Yes	No
Safety Helmet	✓		Gloves	✓	
Protective Footwear	✓		Hearing Protection	✓	
High Visibility Clothing	✓		Overalls	✓ (Hot Works)	
Eye protection	✓		Body Harness		✓
Face Respirator	✓		Other?		
<b>Equipment To Be Used</b>	Yes	No	<b>Equipment To Be Used</b>	Yes	No
Lifting	✓		Cradle		✓
Mechanical hoist		✓	Excavation shoring		✓
MEWP		✓	Ventilation Equipment		✓
Ladder	✓		CAT		✓
Hoist		✓	Mechanical tools	✓	
Test Equipment		✓	Lifting slings/chains	✓	
Task Lighting	✓		Mechanical plant (State):	✓	
Scaffolding	✓				
Mobile scaffolds	✓				



## Resources

### Management / Supervision



### Labour

- 1x Site Supervisor
- 2x Demolition Gangs
- 1x Vehicle Banksman
- 1x Slinger Signaller
- 1x First Aider

### Materials

Plywood  
Timber

### Plant & Equipment

- Extractor Fans (where required)
- Fire extinguishers
- Spades, shovels, Mattocks, Nail bars,
- Access ladders
- Electric Disc Saws / Hand held timber saws
- Pneumatic/Electric Hand-held breakers
- Safety rescue equipment – stretcher, safety rope and Harness's

## Training & Supervision

### Training Certificates Required

	Yes	No		Yes	No
Scaffold	<input checked="" type="checkbox"/>		Mobile Elevating Working Platform		
Forklift			Mobile Access Towers	<input checked="" type="checkbox"/>	
Dumper			Banksman	<input checked="" type="checkbox"/>	
Excavator	<input checked="" type="checkbox"/>		Abrasive Wheels	<input checked="" type="checkbox"/>	

Others (Please state):

### Overall Assessment of Risk after the Implementation of Control Measures (tick one)

Low	Moderate	Substantial	High
<input checked="" type="checkbox"/>			

<u>Emergency Arrangements</u>	
First Aid Measures required	Rescue / Security Measures required
First aid and eye wash dispenser kits to be located in the site office and positioned in key locations on site.	<p>First Aiders, appointed Persons and First Aid kit(s) commensurate with the total number of site personnel will to be maintained on site.</p> <p>The names and contact details of First Aiders will be displayed in a prominent location such as the Project Offices.</p> <p>In the event of an emergency, first aid to be given to the injured person. In the event of serious injury, personal to be taken to the nearest A&amp;E hospital. All accidents to be recorded in the accident book.</p>
Emergency / Out of Hours Contacts:	Paul McClafferty 07940790845

### ***Completion***

As the works are completed the site will be left clean, tidy and secure. As this method statement has been produced specifically for the tasks as outlined above, where required the method statement may be changed to accommodate any changes to the outlined methods.



## **Appendix A**

### **Risk Assessments**

## **Appendix B**

### **COSHH Assessments.**