

Wilcox Close, Aylesham Industrial Estate, Aylesham, Canterbury, Kent, CT3 3EP.

**METHOD STATEMENT**  
**VERSION 1**  
**CLIENT**

Regents Park Estate, The Victory Pub, Camden, London, NW1 4BX  
26/08/2016  
G2257 – Lovell Partnership

## METHOD STATEMENT

**Demolition of the designated pub**

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**1 INTRODUCTION**

Within this Method Statement Goody Demolition Limited will illustrate how the designated 2 storey pub will be demolished and how the slab and foundations will be broken up. Goody Demolition Limited will carry out the demolition works where the safety and welfare of all site personnel, general public and neighbouring occupants is paramount. Every effort will be made to ensure any disruption is minimised on and around the site. All demolition work will be carried out in accordance with relevant Codes of Practice and H.S.E. guidelines. The methods described herein are seen as the most appropriate for the works and are based on information available at the time of preparation. In the event of further information becoming available, changes in conditions, requirements or time scale, this document may need to be amended or developed with the agreement of the Client.

**CLIENT** Lovell Partnership

**SITE** Regents Park Estate,  
The Victory Pub,  
Camden,  
London,  
NW1 4BX

**COMMENCE** September 2016

This Assessment is valid for the period of 8 weeks and is subject for review following noted omissions or change in work practice, site environment, or staff. Please note that the Demolition Supervisor is allowed to make adjustments to the method statement as required due to the nature of our works.

**DATE OF ASSESSMENT** 26/08/2016

**NAME OF ASSESSOR** Gary Venner / Spencer Nichol / Calum Hay

**SIGNATURE OF ASSESSOR**





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**1.1 Prior to any works commencing on site the Client will have:**

- Made arrangements for the termination or diversion of Services (Apart from water) (if required allow 12 weeks for disconnections – 6 weeks meters removal & 6 weeks termination).
- Given notification to the neighbouring properties.
- Given notification to the local Fire Brigade.
- Clearly marked the position of all Services. The client will supply a drawing showing the position of all Services live/dead.

**1.2 Prior to any works commencing on site Goody Demolition will have:**

- Applied for the section 81 demolition notice.
- Checked the perimeter and placed warning signs up.
- All relevant documents raised and prominently displayed. Documents include: Pre-Tender Health and Safety Plan, HSE F10 for Demolition, Drawings, Liability Insurance, Risk Assessments, COSHH Assessments, The Health and Safety at Work poster (June 2000), Booking in and out register and emergency telephone numbers.

Prior to commencing on site a meeting between the relevant parties involved with this project will take place to determine any outstanding details/information.

**1.3 Site Background:**

Goody Demolition Ltd has been contracted by Lovell Partnership to carry out the demolition and removal of the slab and foundations located on the Regents Park Estate in Camden and develop the Demolition Management Plan for the works being carried out on site. The Site is to have the designated structure demolished, the slab and foundations broken out.

Goody Demolition Ltd will have submitted a Section 81 of the Building Act 1984 notice to the London Borough of Camden Council, once a copy of the Section 81 Notice from the London Borough of Camden District Council has been received, it will be forwarded to Lovell Partnership for reference.

The site consists of a 2 storey pub and is located on a side road which therefore means there should not be much vehicular or pedestrian traffic along this road. The site is located in a residential area and there are properties opposite the structure and adjacent to the pub on one side. The services to the site (electric, water and gas) are being disconnected by the service provider on behalf of the Client (Lovell Partnership).

The internal areas need all loose furniture and rubbish to be soft stripped and removed from the structure to allow for a subcontractor to carry out the asbestos survey and in turn to allow for the asbestos removal to be carried out.



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## 1.5 What this plan will cover:

This plan will be used to outline the general principles to be adopted during and throughout the works, to minimise the impact of hazardous material removal and demolition of the surrounding areas. The following areas of management will be covered within this plan:

- Legislative requirements
- Operating hours
- Public & property protection
- Noise
- Dust Management
- Odour Control
- Storage of dangerous goods
- Storm water runoff / Water quality
- Waste Management & Recycling
- Management of hazardous materials
- Traffic & pedestrian management
- Service disconnections

## 1.6 Legislative Requirements

The Works will be undertaken in accordance with the following legislative requirements:

- The Health & Safety at Work Act 1974 [72] and associated guidance [73]
- The Management of Health and Safety at Work Regulations 1999 [74] and Management of Health and Safety at Work ACoP (HSE L21) [75]
- The Construction (Design and Management) (CDM) Regulations 2015 [2], Managing Health and Safety in Construction (HSE L144) [76] and Health and Safety in construction (HS(G) 150) [77]
- The Work at Height Regulations 2005 (as amended [78]), and Work at Height Regulations 2005 (as amended). Brief Guide (INDG401) [79]
- The Lifting Operations and Lifting Equipment Regulations 1988 [81] and Safe use of lifting equipment ACoP (HSE L113) [80]
- The Personal Protective Equipment at Work Regulations 1992 (as amended [32]), and Personal Protective Equipment at Work – Guidance (HSE L25) [33]
- The Provision and Use of Work Equipment Regulations 1988 [81] ad Safe Use of Work ACoP (HSE L22) [82]
- The Electricity at Work Regulations 1989 [83]
- The Control of Asbestos Regulations 2006 [29]
- The Control of Noise at Work Regulations 2005 [88]
- The Confined Spaces Regulations 1997 [44]
- The Control of Lead at Work Regulations 2002 [67]
- The Building Act (England and Wales) 1984 [89]
- The Environmental Protection Act 1990 [5]
- The Highways Act 1980 [91]
- The Road Traffic (Temporary Restrictions) Act 1991 [92], The Road Traffic (Temporary Restrictions) Regulations 1992 [93] and Road Traffic (Temporary Restrictions) Procedure Amendment (Scotland) Regulations 2005 [94]



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## 1.7 Operating Hours

Monday to Friday: **08:00am – 18:00pm**

Saturdays (If Required): **08:00am – 13:00pm**

No work will occur outside of the hours nominated unless approval has been given by the authorities.

Deliveries of heavy machinery may be required out of the proposed hours of operation.

## 1.8 Protection of Public and Property

All works will be undertaken in accordance with the public protection measures as required in British Standard BS 6187:2000: Code of Practice for Demolition.

- Site is to be protected and closed off using Heras Palisade Fencing (HSG-151 compliant).
- Vehicle access and egress is via Nash Street.
- There will be a scaffold erected to the side of the building which faces the street as it potentially puts the public in danger during any demolition works. There will be a tunnel systems underneath the scaffold to allow for pedestrians to pass through safely without forcing the path to be closed.

The entire area is to be closed off using hoarding to prevent any access to the area from public or unauthorised parties. These public and property protection measures will be reviewed at the time of contract award for the Works to ensure alignment with proposed preferred methodologies and sequencing developments and to ensure that the safety of the general public is maintained at all times.

Information will need to be provided by the contractor within their Health and Safety Plan as part of the requirement as Principal Contractor under the Construction (Design and Management) Regulations 2015.

## 1.9 Traffic Management

### Entry / Exit to Site

The contractor will maintain safe and unobstructed access to adjacent properties to minimise any delays created by the works.

- The entrance to the site is located on Nash Street.

### Pedestrian Protection

No mechanical plant or vehicles shall be permitted to cross a paved public footway unless there is a permanent footway crossing in existence, or a temporary footway of sufficient width and strength. Vehicles are not permitted to reverse onto the site without guidance from a competent Banksman.



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## 2 SCOPE OF WORKS

Goody Demolition will safely carry out the soft strip of the internal area using the following methods (please go to section 7 Methodology for a more detailed method)

- Set up exclusion zones, barriers, signage and fencing / erect hoarding.
- Skips and Site welfare are to be set up within close proximity to the works.
- Soft strip structures.
- Asbestos survey and removal to be carried out by competent subcontractors.
- Erect protective scaffolding) by a competent scaffolding subcontractor.
- Demolish designated pub.
- Break up slab and foundations.
- Carefully sort materials and place into stockpiles for recycling.
- Clean site of all debris and complete hand over information.

## 3 HAZARDS IDENTIFIED

We have carefully carried out an extensive survey of any hazardous issues which could cause harm to anyone within the areas of works.

- General Safety - see risk assessment no 000
- Dust from the soft strip process - see risk assessment no 002
- Noise – damage to hearing - see risk assessment no 003
- Soft Stripping – see risk assessment no 005 & 006
- Materials falling from heights - see risk assessment no 007, 019, 019a & 033
- Demolition close to buildings – see risk assessment no 008
- Fires - see risk assessment no 011
- Excavator with particulate filter – see risk assessment 012
- Site security - see risk assessment no 016
- Services - see risk assessment no 017
- Power tools - see risk assessment no 018
- Work at height – see risk assessment no 019
- Site Traffic - see risk assessment no 020 & 043
- General Risk of Demolition Operations - see risk assessment no 033
- Manual Handling - see risk assessment no 034
- Working near general public - see risk assessment no 038
- Refuelling on site – see risk assessment no 048
- RPE - see risk assessment no 062
- Safe use of quick hitches – see risk assessment no 064

We have covered these with in our risk assessments as attached.





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## 4 ENVIRONMENTAL INFORMATION

Our site supervisor will carry out a weekly check of the environmental issues on the site via our environmental site weekly audit / inspection report which a copy will be kept on site.

Noise & Dust will be our major concern, start and finish times will have to be regulated to cater for any surrounding public. Noise from machinery will also have to be kept to a minimum.

Dust – provisions will be in place by using a dust suppression unit, operators will be tasked with dampening down the areas of demolition, stock piles and the crushing machine by the use of hose pipes/fire hose pipe and an adjustable spray nozzle to control flow.

Site working hours: - 08:00 – 18:00 Weekdays.

### STORAGE OF FUEL / POSSIBLE CONTAMINATION

Goody Demolition Ltd will ensure that the fuel requirements for the plant will be placed in a designated refuelling area, the storage unit will be bunded and have a trigger nozzle to minimise the possibility of spillages, the appropriated spillage kits and a drip tray will be in place. If for any reason contamination of the ground/soil is caused we will immediately contact the client's agent, the port authority and the environmental agency to find an action which can be taken to relieve the immediate danger.

### Parking Of Contractors Vehicles

Parking of Goody Demolition Ltd & any other sub-contractors vehicles will be within the contract area away from the demolition works within an agreed designated area.

### ROAD CONDITIONS

#### **Delivery Restrictions**

Articulated vehicles will be avoided where possible as there is insufficient room to manoeuvre this type of vehicle in and out of the site and also to reduce damage to the road surface as this road is in constant use.

Deliveries will be timed to minimise risk to users and lessen any inconvenience that might be caused.

All delivery drivers must sign in with our gate man.

Speed limit for deliveries on the access road will be 10mph.

#### **Reversing and Slewing**

Reversing will be avoided wherever possible. Access to the site will be controlled at all times and vehicles will be under the control of a competent person at all times. The driver will not be permitted to leave the vehicle unless adequate PPE is worn.

Slewing of machines will only be permitted if the sub-contractor providing the machine also provides a full time banksman in attendance.

### **THERE WILL BE NO REVERSING ONTO THE PUBLIC HIGHWAY**

#### **'Hi-vis' Clothing**

All individuals are to wear 'hi-vis' clothing, safety footwear, gloves and hard hat at all times, in accordance with the Lovell Partnership Site Rules.





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**SAFE USE OF VEHICLES ON SITE**

**Selection of Suitable Plant**

Subcontractors will select suitable plant for the task in hand in accordance with the site conditions and ensure that it is in serviceable condition and regularly inspected.

**Maintaining Critical Controls and Warning Devices**

A daily plant inspection will be carried out and recorded on the 'Daily Plant Inspection Checklist' by the machine operator and copies must be made available to the Lovell Partnership Project Manager or Site Manager who will spot check weekly that this procedure is being followed. Any vehicles not meeting the standards required will need to be immediately immobilised. A weekly review to ensure that the Traffic Management Plan is up to date and is being complied with will be carried out by the Project Manager or Site Manager and these reviews will be recorded on the Weekly Traffic Plan Review Form.

**Rollover Protection and Seatbelts are both mandatory at all times.**

Consideration will be given to avoiding reversing wherever possible and ensuring that vehicles and pedestrians are separated at all times whether by means of physical barrier or control by a banks man.

**Visibility and security of plant.**

Flashing Warning lights must be switched on whenever the plant is in use and plant and vehicles must only be used on suitable ground and in adequate lighting conditions.

All plant and vehicles will have additional mirrors if necessary to ensure that 360-degree visibility is possible from the driver's seat. When not in use, plant or other vehicles must be secured and keys removed to prevent unauthorised use.

**Emergency procedures**

In the event of an emergency involving plant or vehicles, the operator or driver will need to make a member of the Lovell Partnership site management team aware as soon as possible. In the event of an accident, an operator may need to call emergency services directly themselves by phoning 999 if it is felt appropriate; for instance to prevent any delay to professional medical assistance, but he or she must then also make a member of the Lovell Partnership management team aware as soon as possible thereafter.





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## VIBRATION & NOISE LEVELS

- Due to the nature of the works the plant we use will utilise noisy attachments & machinery.
- Goody Demolition will adopt measures to ensure that the hearing of our operatives, neighbouring properties occupants, pupils and the general public are taken in to consideration
- Will ensure that the operatives will use the appropriate personal protection equipment.
- On commencement of the demolition works we will carry out assessments and monitoring on the noise, vibration and dust be produced these will periodically carried out as the site proceeds if deemed necessary by an external monitor.
- We will carry out monitoring if deemed necessary as 'Advice on Vibration Building Damage to BS7385' demolition will occur adjacent buildings which might suffer structural damage as a consequence of our works, although this is unlikely to occur. If we believe that this may happen we will adhere to careful monitoring regimes which can show that vibration levels are within tolerance ranges and can alert the contractor when building damage criteria is likely to be exceeded.
- Our site supervisor will carry out daily and weekly environmental assessments and audits which will be assessed on a regular basis by our SHE auditor and on completion of the contract copies will be given to client.
- If deemed necessary we will deploy noise dampening barrier in conjunction with the existing provisions to lower the noise transferred from the site.

## POLLUTION CONTROLS

- No vehicles or plant will be left idling unnecessarily.
- All vehicles and plant will be well maintained as maintenance schedule and will have daily checks completed to ensure that they are good working order.
- Should any emissions of dark smoke occur (except during start up) then the relevant machinery should be stopped immediately and any problem rectified before being used.
- Engines and exhaust systems should be regularly serviced according to manufacturer's recommendations and maintained to meet statutory limits/opacity tests.
- All vehicles will have the necessary MOT certificates if applicable.
- Vehicle exhausts should be directed away from the ground and positioned so they are not directed at site entrances.
- All plant will be located away from the boundaries close to residential areas.
- No fires will be allowed on site.



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## DUST CONTROLS

- Dust controls will be in place by using a regulated fine water spray, the quantity of water will be controlled to prevent any flooding – dust is a major concern for the client on this site and it is our intention to ensure that all structures will be accessed by the supervisor prior to demolition to ensure all measures are in place. Demolition of the building should have minimal dust release whilst the demolition proceeds, but an operator will be attendance to operate a controlled flow of water on the area of operations to suppress the release of dust into the atmosphere.
- We will utilise the existing provisions on site to obtain water for the dust control.
- Wind speed and weather conditions will also be taken into account, we will determine the prevailing wind direction across the site using data from a nearby weather station to ensure that the controls are adequate.

## RECYCLING

- Goody Demolition Ltd believes in recycling of all possible materials where possible and will endeavour to carry this out on all our demolition projects, this will carried out in a number of ways and this particular section will show the process we will adopt in order to achieve our objectives.
- Prior to commencement of works our management team will conduct a survey of the material on site and produce an estimated quantity of material to recycle / process.
- Unprocessed material - i.e. concrete, tarmac, aggregates, bricks and blocks will be separated into piles to either reused on site or take to another site for reuse (the recipient site must ensure that they have an Environmental Agency “Notice of an exempt activity” to use this material as under Waste Management Regulations).
- Processed materials – i.e. concrete and bricks will be crushed to the client’s specification, Goody Demolition Ltd will advise the local councils of the movement of the crushing machine under the ‘Environmental Protection Act 1990 Part1’, these materials can be reused by the client. Goody Demolition Ltd may produce this also to be reused off site and again will advise the recipient site to ensure that they have an Environmental Agency “Notice of an exempt activity” to use this material as under Waste Management Regulations). Please note that no materials will be crushed on this site but will endeavour to locate a local recycling centre which will be able to carry out these operations.
- Plasterboard – This will be segregated from the other materials, deposited into a designated Gypsum Recycling skip and once filled removed from site to a licensed recycling centre.
- Timber - segregate from the other materials, deposited into a designated Timber Recycling skip and once filled removed from site to a licensed recycling centre which they will process material to be used as chipboard, fire brackets or compost.
- Metals – will be segregated and sent away to scrap merchants for recycling.
- All our operatives have attended and obtained NVQ in Waste Management and are fully qualified to carry out these tasks.



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## 5 PLANT AND EQUIPMENT

All plant and equipment will be examined for safety and any found to be defective will be repaired or replaced before work commences.

- Site Welfare.
- Access Equipment.
- 360 Excavator.
- Hoarding / Heras Fencing.
- Hand tools.
- Skips/lorries.

The following will be carried out on a daily basis:-

- All areas will be inspected for any equipment or materials that may have been left behind that could cause a hazard.
- Permits will be signed off after each shift.
- All plant used will have a valid LOLER certificate and all power tools will have a valid PAT certificate.
- All skips removed from the site will be recorded by the site supervisor.

## 6 PERSONNEL INVOLVED

- All personnel on this site will attend a site induction carried out by Client prior to commencement of works.

### **CCDO Demolition Supervisor & CCDO Demolition Operatives (Operatives).**

- All site operatives will hold a C.S.C.S. equivalent Health and Safety certificate.
- Plant operatives will also hold the correct certification to operate any machinery that is on site.
- Goody Demolition also operate a strict training regime which involves operatives having the correct tickets, or in training for, banks man, abrasive wheels, burning, first aid, HAV etc. The Supervisor holds a full First Aid at Work qualification and 2<sup>nd</sup> in command holds Emergency First Aid at Work both these will be present on site.
- All training certificates are held at the offices of Goody demolition.
- The copies of these tickets will be in the possession of the client's representative on site and are held until the demolition works are complete.



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## 7 METHODOLOGY

Site inspections by Client's Representative ensure all Services are already terminated. Check for any unforeseen hazards and treat any found in the appropriate way. On Site induction and demolition briefing carried out by Goody Supervisor; briefings will be carried out daily to advise on the work ahead (tool box talk). All operatives will sign in every morning within the site register. The designated demolition area will be the only area in which the operatives are allowed to stay in; **all other areas are strictly off limits**. All areas around demolition operations will have heras anti-climb fence installed. All materials will be sorted into type before placing into the correct skip for recycling.

### Internal Soft Strip

- When all known hazardous materials have been removed and all live services terminated and confirmed, the soft stripping, and subsequent removal of internal debris, can commence.
- Working from the highest levels downwards the following items will be broken down using hand-held tools in a general soft stripping exercise:-
  - Ceilings
 

Removal of any suspended ceiling tiles, Plasterboard finishes, Suspension systems, safety signage, and light fittings. Demolition operatives will use podium/scaffold step ups to gain access to the ceilings. The ceilings will be taken down carefully with all debris being placed into skips situated near the works.
  - Removal of cellar equipment / Loose furniture.
 

All furniture, loose furniture and cellar equipment (including kegs and Any equipment within the basement area will be removed and disposed of appropriately in the designated skips. Operatives will utilise hand tools to cut furniture / equipment into manageable pieces if deemed necessary. The operatives will also utilise their hand tools to detach any fixtures / fittings or any fitted furniture / equipment to allow for its safe removal.
  - Walls
 

Removal of non-load bearing walls, Plasterboard and partitions, Sills, light fittings and fixed shelving placing all materials directly into awaiting skips.
  - Floors
 

Removal of all floor coverings including carpets lino and timber flooring. Demolition operatives using mattocks & mechanical carpet / tile lifters and skid steer will lift all floor coverings placing all debris directly into 40 yd roll on/off skips.
  - Windows
 

Removal of all windows firstly will be tape either side to insure that any breakages will stay within the frame, the frames will be cut at the wall so the unit will come out complete (any breakages will be swept up immediately). All operatives will be issued with the correct PPE to carry out these works including thick furniture hide rigger gloves and safety specs. **The above method will be only adopted if we are unable to reach the area by using a grab attachment.**



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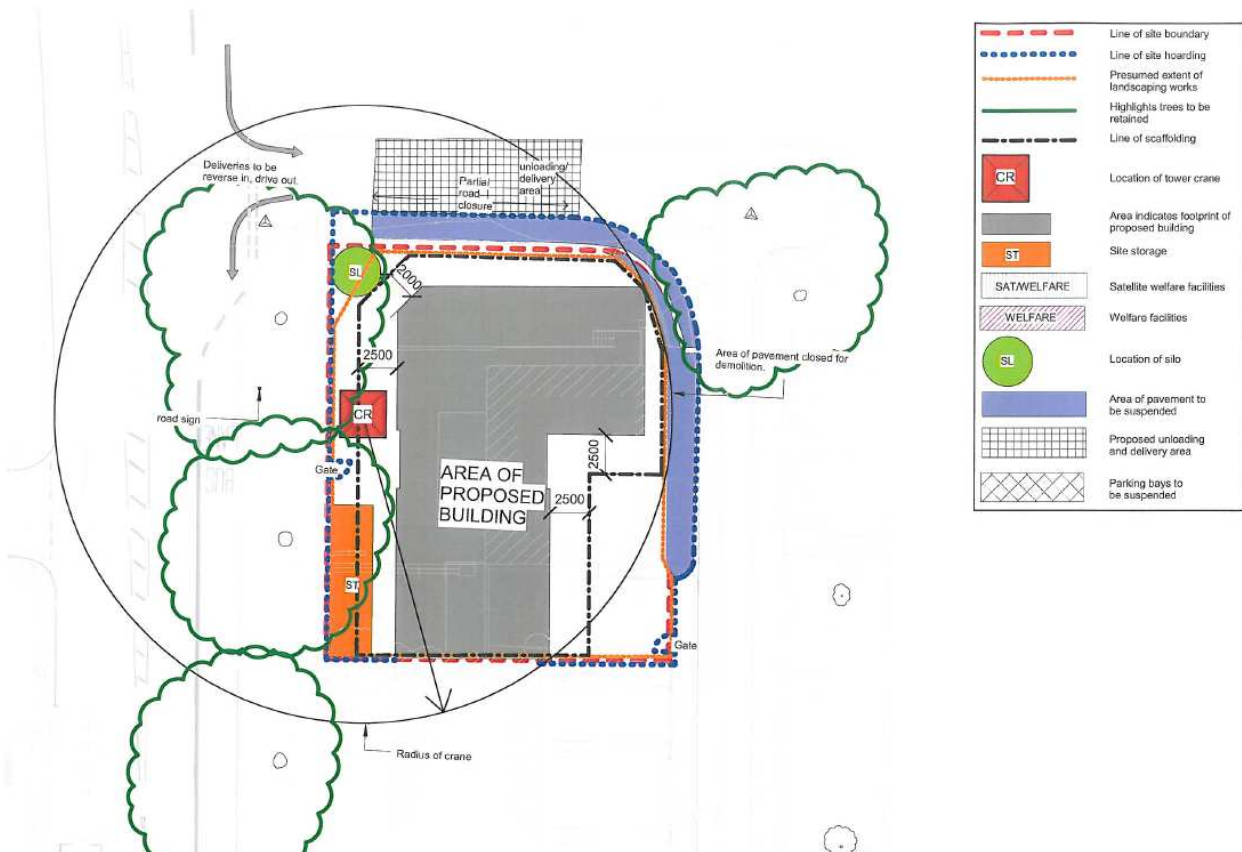
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- Toilets  
Stripping out and removal of all toilet fixtures and fittings, including toilet pans, sinks and cubicles, **All services must be isolated and empty of contents prior to proceeding.**
  
- Electrical and Mechanical services  
Removal of all surface mounted electrical and mechanical cabling and pipework. **Operatives will have the correct isolation paper work in place before removing any services.**

**Demolition of the pub**

- Once the soft strip process has been completed and all debris / materials have been cleared away, then a subcontractor will be brought into the structure to carry out an Asbestos Survey to allow for the removal of the asbestos to be carried out.
- Prior to demolition works commencing on site, all asbestos will have been removed and appropriately disposed of by an approved and licensed tip / landfill.
- There will be a scaffold erected by a competent subcontractor to the front of the pub on Nash Street to ensure that all pedestrians / members of public are safe during the demolition process. The subcontractor will provide their own Method Statement, Risk Assessments and Design for the scaffold.
- There will also be a footpath closure in place which is being carried out by the client. See images below which show the protective scaffolding location (estimated) and the public footpath closure which will be in place.





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- The area in which they are working will be designated as a drop-zone exclusion zone.
- The drop zone will be the area that the demolition debris is transferred from working height to ground level prior to loading away into skips.
- The exclusion zones will be clearly marked to prevent inadvertent access.
- The demolition Supervisor and banksman will control the access points.
- At no point will the structure be left unsafe whilst unattended.
- Goody Demolition will check that the client has issued the services disconnection paperwork prior to commencement.
- The machine will work into the structure from the one end to the other in a methodical manner.
- The supervisor will assess the demolition and will place a banksman at a designated point to ensure the safety of others when deemed necessary.
- Works will begin with the excavator utilizing its grapple attachment to remove sections of the roof. Materials from this process will be lowered into the designated drop zones to be sorted into type and stockpiled.
- Once enough of the roof has been removed, the excavator will then reducing the walls as much as possible working from one side of the flats to the other.
- The above two steps will then be repeated in order to safely demolish the block of flats. This will be carried out by removing as much of the roof as possible, clearing and sorting debris and then reducing the walls and floors to the structure.
- Once all of the roof has been removed it will be a matter of reducing the remainder of the structure to the top of slab. Again utilizing the grapple attachment of the excavator, the walls will be reduced working from one end of the structure to the other and from the top down.
- After the above ground sections of the structure have been demolished, the demolition works will then begin on the below ground areas, whilst breaking out the slab and demolishing the basement area, the basement wall on Nash Street will be left up to be used as a buttress and also to maintain the structural integrity of the road.
- Once the above steps have been carried out, the area will be cleared and all debris will be stockpiled so the area is ready to have the slab broken up.
- Once this stage of the works has been successfully completed, the area will be cleared and left safe and tidy for the next stages of the works.





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**Waste Control and Recycling**

All waste carriers licenses, delivery, collection, consignment notes, weighbridge tickets must be signed for and a copy sent to the site manager (when received).

- The Hazardous Waste (England and Wales) Regulations 2005
- The Lists of Wastes (England) Regulations 2005
- The Site Waste Management Plans Regulations 2005

The Contractor undertaking the works will be expected to allow for the appropriate disposal of all waste generated by the demolition process.  
The Contractor will also be expected to segregate all wastes into inert, non-inert, hazardous and non-hazardous to maximise reuse and recycling, whilst minimising contamination, exposure and disposal.

**Site Guidance - Waste Transfer Notes**

A waste transfer note (WTN) is a document which must be completed for each load of waste that leaves your site.  
The WTN must contain enough information about the waste to enable anyone coming into contact with it to handle it safely and either dispose of it or allow it to be recovered within the law.

The image shows a 'SERVICE TICKET/CONTROLLED WASTE TRANSFER NOTE' form. It includes fields for Date, Ticket No., Permit/On Road, and Customer Order No. The delivery address is 'MANSFIELD CONSTRUCTION, BRICKS, SAND, GRAVEL, STONE, CANTERBURY, KENT, ENGLAND'. The waste description in the 'Special Comments' field is 'BRICKS, SAND, GRAVEL, STONE'. The waste code table is partially filled with 'General Waste' (17-09-04), 'Commercial Waste' (20-03-01), and 'Plasterboard' (17-08-02). The waste disposal site is 'SNOODLAND DEPOT'. The vehicle registration number is 'GJ09 PKN'. The form also features a 'DO NOT MOVE SIGN ONCE SITED' warning and a 'NO FIRES LEVEL LOADS ON' warning.

You must describe the quantity and types of each different waste being transferred on the WTN, both in words and using the correct waste code number. Ensure that the description of the waste is accurate.  
See below for typical construction site European Waste Codes.  
A copy must be kept on site.  
If the material you are handling has hazardous properties, it may need to be dealt with as Hazardous Waste. Refer to your Site Manager.

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**Typical European Waste Codes (EWC) for activities include:**

EWC Code	Description	EWC Code	Description
17 01 01	Concrete	20 03 04	Septic tank sludge
17 01 02	Bricks	08 01 11*	Waste paint and varnish containing organic solvents or other DS
17 01 03	Tiles and ceramics	08 04 09*	Waste adhesives and sealants containing organic solvents or other DS
17 01 06*	Mixtures of, or separate fractions of concrete, bricks, tiles and ceramics containing dangerous substances (DS)	17 06 05*	Construction materials containing Asbestos
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06*	17 09 04	Mixed construction and demolition wastes
17 02 01	Wood	20 03 01	Mixed Municipal Waste
17 02 02	Glass	13 07 01*	Fuel oil and diesel
17 02 03	Plastic	13 07 02*	Petrol
17 03 01*	Bituminous mixtures containing coal tar	15 01 01	Paper and cardboard packaging
17 03 03*	Coal tar and tar products	15 01 02	Plastic packaging
17 04 07	Mixed metals	15 01 03	Wooden packaging
17 05 03*	Soil and stones contaminated with DS	15 01 06	Mixed packaging
17 05 04	Soil and stones other than those mentioned in 17 05 03*	16 06 01*	Lead batteries
17 08 02	Plasterboard	20 03 01	Canteen waste

Wastes marked with an asterisk\* represent hazardous wastes that must be accompanied by a consignment note. They need to be dealt with in accordance with SM-WI-30-09.



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## HAZARDOUS MATERIAL MANAGEMENT

### Identification

- The asbestos survey for this project cannot be carried out until the soft strip has been carried out. Once the asbestos survey and removal of the asbestos containing materials has been carried out then the demolition can be carried out.

This comprehensive report identifies the presence and location of asbestos, which will be used to identify and manage the removal of hazardous materials during works.

If required due to any site specific requirements – the contractor will arrange for a Waste related ground investigation survey to be carried out. Prior to the contract being awarded, the results of the waste related ground investigation survey will be made available to identify any potential contaminants within the soils on site. Removal and disposal of said contaminants will be determined once any results are made available.

## 8 BRIEFING ARRANGEMENTS

All site operatives will attend an induction course prior to commencing work on site.

Part of the induction process will to ensure that the operatives are aware of the Method Statement with the associated Risk and COSHH Assessments of the task, location of hazardous materials and out of area zones etc.

All instructions will be approved by the supervisor involved with the works and experienced in the processes involved.

The supervisor will carry out daily Tool Box Talks, which will be recorded.

Copies of the Company Health & Safety Policy along with working arrangements are issued to all employees on appointment. A Master set of H&S documents are held by each gang foreman as a site file.

Each contract is subject to a detailed method statement and risk assessment process as indicated earlier. This information is handed to the site personnel during the site induction / briefing process.

In addition, each employee is issued with a set of Employee Rules. The content and application of these Rules are explained at the time of issue. These Rules form the basis of safe working practices and include a range of issues such as actions to be taken if asbestos or similar hazardous material is found during the demolition works.

Each employee is encouraged to give feedback on any health and safety issue and managers are required to consider the matters raised and consult with the employee.

Monitoring is partly carried out as part of the routine line management function on any contract. Each site manager / supervisor / foreman has to complete a daily / weekly inspection Form HSDG02 to confirm the safety arrangements on site are satisfactory.

### Important Documents

The Method Statement and Risk Assessments, Plan of works, HSE F10 for Demolition, Drawings, Liability Insurance, COSHH Assessments, Booking in and out register and emergency telephone numbers, The 2000 Health and Safety at Work poster will be prominently displayed and duly completed by Goody Demolition Limited.



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## 9 SAFETY OF CONTRACTORS STAFF

All site personnel will be issued with the following personal protective equipment

Hard Hats	EN 397:2012+A1:2012
Noise Protection ( earmuffs)	EN 352-3:2002
Protection Footwear	EN ISO 13287:2007
Ear Plugs – minimum SNR value of 23	EN352-1; 1993
Gloves	EN 420:2003+A1:2009
(Different types issued for specific task i.e Anti Vibration	EN ISO 10819:1996, Cut Resistant Gloves EN 14328:2005,
Welder Gauntlet	EN 388:2003.
Eye Protection	EN 168:2001
Face Filter Masks/Gas cutting RPE	EN 149:2001+A1:2009 (P3)
Dark glasses for grinder or burning	EN 169:2002
High Visibility Clothing	EN 471:2003+A1:2007
Safety Harnesses as required (Certificated).	EN 361:2002
Disposable suits	CE Type 5 & 6 EN 1149-1:2006
Fire resistant overalls for burners	EN ISO 11612:2008
Anti-Static Overalls	EN531, EN470-1
Weather proof coats/jackets/trousers	BSEN471 - 3 2003+A1:2007

All staff will be fully trained for the work they are expected to carry out.

Our health and safety advisor H&K Safety Services will carry out a weekly site safety audit to ensure all aspects of our health and safety policy are being adhered to, copies of these reports will be given to the site supervisor.

### Site Welfare

Site secure containers will be on site to store any tools and equipment.

The extent of these facilities will complement the number of site operatives.

Personnel hygiene must be maintained during the works.

It will be impressed on the demolition operatives that the site has a non-smoking policy except in designated areas.

Demolition operatives are certificated in First Aid and carry First Aid equipment and basic welfare facilities (i.e. water, cleaning fluid, wipes etc.) in their vehicles.

### Housekeeping

Site welfare facilities will be kept clean and clear of debris or other obstructions at all times to avoid slips, trips and falls.



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**10 COMMUNICATION AND LIAISON**

Before commencing any work there will be a meeting with all staff who works upon the site to explain what work we are carrying out and what health & safety they should observe while the works are being carried out. This meeting will be arranged between your manager and our contracts director.

The site supervisor will record any variations or incidents ensuring that all the appropriate parties are informed firstly verbally and then in writing if necessary.

If there are any health and safety issues the work must stop immediately and inform both our contracts director and health and safety advisor to arrange a site visit with the client to rectify the issue.

All other contractual information will be handled by Goody Demolition office and the client's representative on site.

**11 EMERGENCY PLANS**

A suitable means of sounding the alarm will be provided e.g. air horn or other device. All site personnel will evacuate to a designated fire assembly point in an emergency. Goody Demolition will be shown where the fire routes and assembly points as the docks emergency plans.

Prior to any demolition commencing On Site Induction will be given by Goody Supervisor.

The site will be fully inspected, the sequence of work explained, and a sufficient number of escape routes from the building clearly specified and shown to the crew as shown on fire risk assessment.

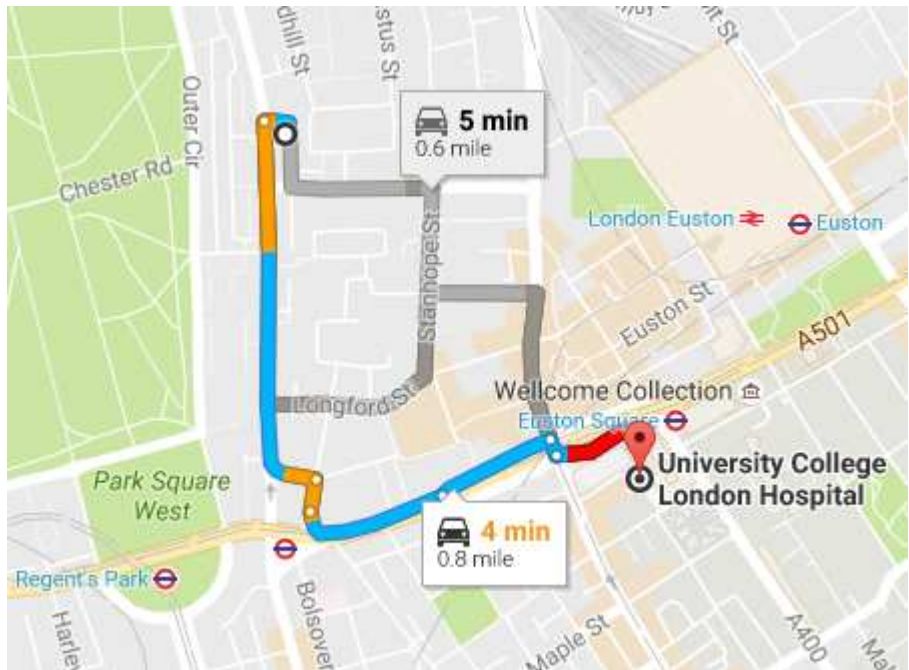
**All Goody personnel on site will be made conversant with these procedures.**

A mobile phone and first aid kit will be available at all times.

The contact details of the nearest A&E hospital are as follows:

**University College Hospital**  
235 Euston Road,  
London,  
NW1 2BU

**Tel: 020 3456 7890**





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## Unplanned Collapse

If an unplanned collapse occurs the following steps will be carried out:

- Stop all works.
- Do a site check to ensure all personnel are safe and accounted for.
- Report any injuries and call emergency services (if required).
- Close off whole area.
- Assess and report potential incident.
- Get structural engineer in (if required).
- Proceed with works if area is deemed safe to work.

## Emergency Procedures - Spill Response

- Conduct clean-ups of any fuel spills immediately after discovery.
- Uncontained spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and absorbent materials shall be swept up.
- Collected waste is to be disposed of properly.
- Contact the office who will contact the Environmental Agency to inform them of any incidents.

## Emergency Procedures – Discovery of Potential Asbestos

Emergency procedures in event of finding or inadvertently disturbing any potential non-notifiable / notifiable asbestos – All operatives will be issued and carry paper overalls cat 5/6 and a type P3 Dust mask.

In this event the following procedure will be followed even if we are not sure what the material is:-

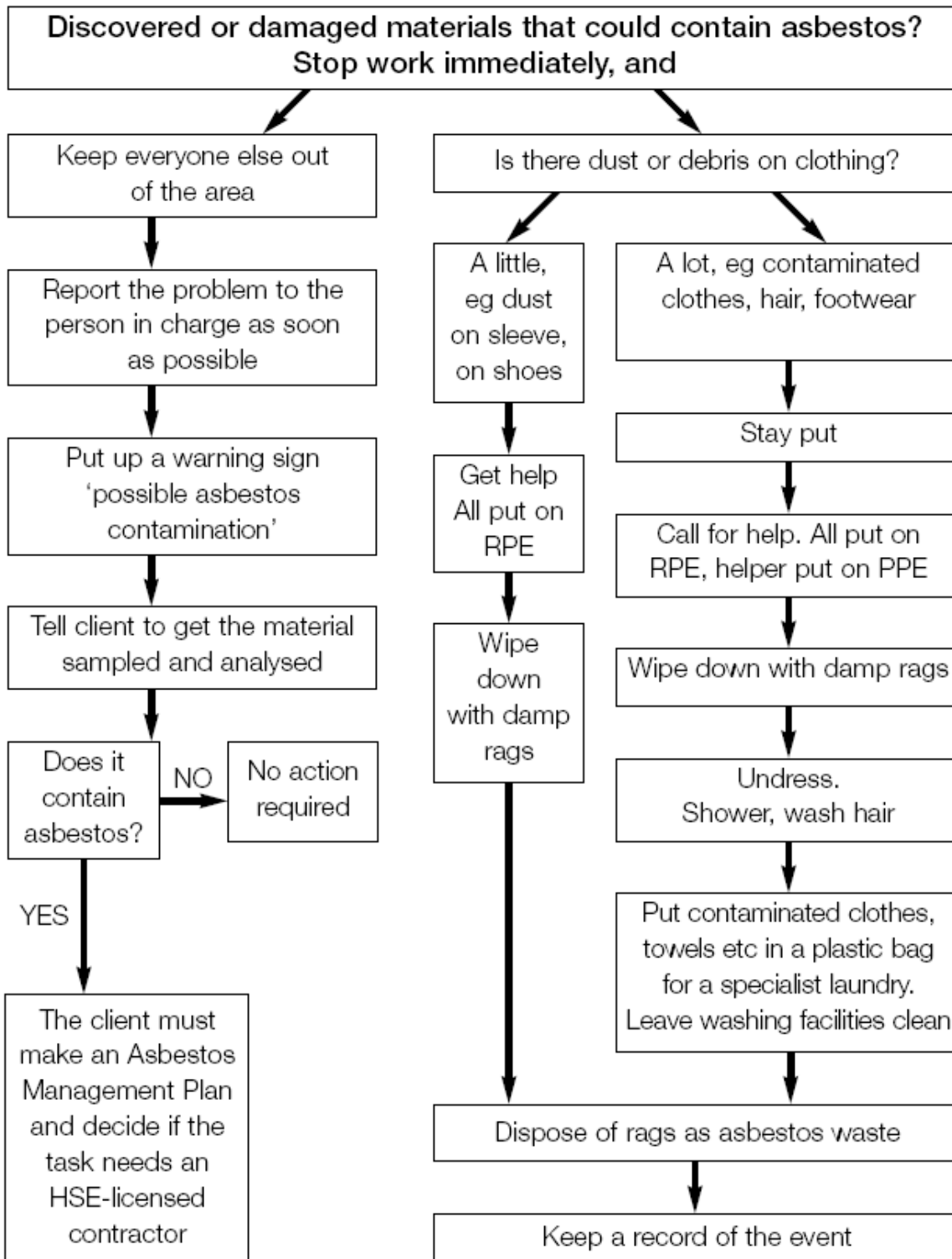
- **Stop this work immediately.**
- **Follow the chart on next page or do a risk assessment to decide who must do the work -you may need a licensed contractor.**
- **Minimise the spread of contamination to other areas.**
- **Keep exposures as low as you can.**
- **Clean up the contamination (Use licensed Asbestos Removal Company – phone office Spencer Nichol 01304 840126 or direct Ben Ives 07712 089801)**





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## 12 SUPPORTING INFORMATION

Our site supervisor has been issued with a HSE guidelines document – Manual Handling a short guide, in order to maintain our high standards of health and safety.

All works will be carried out in a safe and methodical manner.

Goody Demolition will liaise with the Clients staff when and if required.

If the sequence of work changes, the demolition supervisors will liaise with the Client and any Health & Safety Consultants involved with this project.

### SUPERVISION

Site Supervisor	- TBC
Company Management	- Mr Gary Venner (Contracts Director)
P.A.	- Mrs S Hills
Office Telephone	- 01304-840126
Out of Hours	- 07802-433773
Site Mobile	- 07703 744858

Health and Safety Consultants - H&K Safety Services Ltd – Kevan Ford tel 07795 820364

c.c. – Lovell Partnership,  
Site Supervisor,  
Operatives and file.

