

RISK ASSESSMENT & METHOD STATEMENT FOR SOFT STRIP & DEMOLITION

Prepared by	John McCabe	Position	Director	Date	20/04/20

Site Address: No 228 Belsize Road

Principal Contractor: McCabe Builders (London) Ltd

1. SCOPE OF WORK

Internal Works include:

- Demolition and soft strip of fixtures and fittings
- Removal of ceilings
- Removal of Glass and Felt Roof
- Removal of various Internal Walls
- Demolition of External Walls

2. NUMBER OF PERSONNEL

Site Supervisor / Foreman – Edward Rooney General Operative– as many as required

Induction of Supervisors and Operatives.

All persons will be issued with the appropriate personnel protective equipment necessary for the execution of the works. Such equipment, including high visibility vests and hard hats, steel toe and sole protector shoes / boots and any necessary task specific personnel protective equipment will be worn at all times. All operatives are to be appropriately inducted prior to commencement on site. HPP are to ensure that all operatives are fully conversant with the site specific method statement, risk assessments applicable to this project. Weekly health and safety meetings / tool box talks are to be held, to ensure that all operatives are continually updated in respect of health and safety issues arising on the project.

Management Resource / Organisation of Operatives.

All operatives will be allocated specific areas of work at the commencement of each day and will be advised of the appropriate H & S measures. The Health and



Safety Adviser (Mark Greatbatch) will visit on a regular basis to ensure all works are compliant with current standards and Legislation.

Delivery / Storage of Materials.

Deliveries are to be in normal hours, a banksman will be in attendance to ensure vehicles can arrive at the site safely taking into consideration the farm activities. Materials are to be ordered on a 'as and when required basis' to minimise the quantity of material stored on site.

3. SCOPE OF WORK

This method statement outlines the works to 228 BELSIZE ROAD in conjunction with attached method statements and Risk Assessments for works.

4. ACCESS AND EGRESS PROVISIONS (this may involve 3rd parties)

When starting work on site, each operative will attend Site Induction given by the Contractors appointed person. Fire Evacuation Procedures and Site Traffic Management will be included in the induction talk. Access and egress provisions are the responsibility of each individual and each individual is responsible for the safe removal and storage of their own tools and materials supplied to them to complete the days tasks. Access will be as agreed with the client . There is one point of entry and this will be secured at all times

Plant and personnel to follow designated routes to the work area. A fence will be erected around the site and skips shall be loaded by a wait and load process eliminating skips being left overnight on site or on the pavement and to prevent access by unauthorised persons

5. MATERIALS AND EQUIPMENT

Various power tools and hand tools.

Mechanical handling equipment will be used to handle individual items weighing more than 20kgs. If it is not practicable to use mechanical handling equipment task specific method statements for handling the item(s) will be produced.



6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Operatives are to wear the following **minimum** PPE at all times: Hard-hat, safety footwear (with steel toe-caps, steel mid-sole and acid resistant sole) and high visibility waistcoat along with Dust Masks to prevent the spread of Covid-19 while also maintaining the recommended 2meter distance at all times where possible.

7. BARRIERS

Appropriate barriers will be provided for the protection of the operatives and public from the working area.

All visitors will be accompanied at all times whilst on site. There will be suitable fall protection measures in place at all times where there is the likelihood of a fall.

8. SEQUENCE OF WORK

Prior to commencement of the works all of the Contractor's operatives shall be briefed in the contents of this and other relevant Method Statement. Relevant Tool Box Talks will be given periodically to remind operatives of risk controls.

ALL WORKS WILL BE CARRIED OUT IN A LOGICAL SEQUENCE IN THE REVERSE TO THE CONSTRUCTION. THIS WILL INCLUDE;

ISOLATION OF ALL SERVICES SOFT STRIP OF FIXTURES AND FITTINGS REMOVAL OF STRUCTURAL WALLS WHERE REQUIRED. REMOVAL OFF SITE OF ARISINGS.

- Confirmation will be sought from the client with respect to the possible asbestos contained in the building prior to commencement of works all works will be carried out with due regard for asbestos legislation if appropriate
- All arisings to be placed into a skip and where appropriate suitable covering to minimise Dust nuisance.
- Softstrip building of all flooring ,fixtures and fittings, doors, and any nonstructural load bearing internal wall



- All arisings will be taken to a Skip Held in the designated area and removed as and when (see 9 Waste)
- Prior to commencement of works all services are to be isolated

ALL WORKS WILL BE CARRIED OUT AS PER THE ATTACHED RISK ASSESSMENTS

9. WASTE

All employees are required to keep their working areas clear and remove all rubbish at the end of the working day.

Arisings will be segregated (where possible) on site into relevant skips for removal to a waste transfer site, all relevant transfer notes will be held on site.



RISK ASSESSMENTS

OPERATION: SITE ACCESS AND EGRESS

Access to/ egress from the site by workers, vehicles, mobile plant and visitors.

HAZARD(S):

- Slips, trips and falls from condition of surfaces
- Collision of haulage vehicles and/or site based-plant/machinery with persons
- Obstruction to public used areas
- Access/ egress onto public highway
- Obstruction of emergency routes
- Transfer of site waste onto pavements/roads
- Temporary access/egress points

Who would be affected by the Risk:	Site-b	ased	Personnel	\checkmark	Visitors $$ Public \Box
What is the likelihood:	High		Medium		Low √
Severity of Risk:	High		Medium	n √	Low 🗆
Frequency of Risk:	Hourly	\checkmark	Daily		Weekly

CONTROL MEASURES:

- Site access will be sufficiently controlled and restricted, with physical barriers in place and safety signage / notices clearly displayed.
- A Banksman shall be appointed to co-ordinate traffic movement to/from the site.
- All reasonable steps must be taken to ensure the safety of person/s entering onto the site, sufficient controls will be in place to isolate persons from moving plant or machinery, with pedestrian routes segregated from vehicle/mobile plant routes and clearly marked.
- All new employees to the site will receive a site- specific safety induction at the first visit to site.
- Visitors should be escorted around the site by competent person/s, sufficient personal protective equipment must be available, issued and worn (hard hat, safety footwear and reflective clothing) as required. Visitors to the site must be prohibited from entering areas of high risk.

All access routes and walkways to the site must be free from foreseeable risk from sharp objects, site housekeeping must be of a high standard with regular workplace inspections to identify and control risk.



OPERATION: DEMOLITION AND NEW OPENINGS

HAZARD(S):

- Collapse of structures
- Flammable material/ explosion
- Mains services
- Access by unauthorised persons
- Noise / Vibration
- Hazardous materials/ Dust
- Falls from height/ through fragile material
- Falling debris
- Use mobile plant/equipment

Who would be affected by the Risk:	Site-ba	ased pe	ersonnel 🗸 🛛 Visi	tors 🗆 Public 🕥	V
What is the likelihood <i>:</i>	High		Medium 🛛	Low √	
Severity of Risk:	High		Medium √	Low 🛛	
Frequency of Risk:	Hourly	\checkmark	Daily 🛛	Weekly 🗆	

CONTROL MEASURES:

- Demolition must only proceed after a full structural survey. A Method Statement must be developed before demolition commences.
- Any possible hazardous materials such as asbestos and lead should be analysed and removed by a specialist contractor.
- Prior to commencement of works a survey must be conducted where possible to establish reasonable location of buried or enclosed services at the intended demolition. All services must be isolated where necessary to prevent injury or risk of fire or explosion. Emergency procedures must be in place in the event of an incident with main services. Overhead services must be secure, clearly identified and without foreseeable risk to any person/s.
- All employees and contractors on site must be competent for their task with sufficient training and instruction. Information from risk assessments safe working procedures and method statements must be available on site with easy access to all trades to ensure sufficient control measures are in place to reduce risk to the lowest possible level.
- To ensure the safety of members of the public sufficient controls must be in place to isolate persons from demolition works, e.g. 2m fencing, debris fans etc. with clear warning signs in place.

Contd.



CONTROL MEASURES Contd. :

- Dust levels must be controlled by sufficient means to reduce exposure to below occupational exposure limits/standards the following should be followed:
- Dampen down where possible to reduce airborne exposure.
 Provide adequate personal protective equipment.
- Where work at height is unavoidable appropriate control measures should be in place to protect personnel working at heights.
- Debris should be cleared away from the area at regular intervals.
- All plant should comply with PUWER 98.



OPERATION: WORKING AT HEIGHTS

HAZARD(S):

- Falling from height and falling objects
- Slipping or collapse of structures
- Fragile structures
- Overhead Services/lighting

Who would be affected by the Risk:	Site based	d employees \sqrt{V}	'isitors □ Public □
What is the likelihood <i>:</i>	High 🛛	Medium 🛛	Low √
Severity of Risk:	High √	Medium 🛛	Low 🛛
Frequency of Risk:	Hourly 🛛	Daily √	Weekly 🗆

- Safe means of access to the work location should be provided.
- Ladders and steps should not be used as a working platform, they should only be used for general access. Where it is not possible to use edge protection or a suitable working platform with guard rails and toeboards, other safety methods must be adopted to prevent the risk of injury from falling such as harnesses, fall arresters, safety netting.
- Where there is likely to be falling debris, plant/materials, chutes / full enclosures will be used to protect others in the vicinity. All operatives working within the vicinity of overhead operations will wear safety helmets.
- Sufficient temporary lighting will be provided where needed.
- Prior to commencement of works a survey must be conducted to establish location of overhead services at the location of intended works all information must be given to operatives with sufficient instruction. Any damage to service's must be treated in accordance with the written emergency procedures. Further guidance can be obtained from the health and safety guidance note: GS33
- The scaffold/tower will be inspected at regular intervals in line with the Work at Height Regs



OPERATION:	USE OF HAND TOOLS
	(Tools include hammers, chisels, saws, screwdrivers, drills, files, spanners etc.)

HAZARD(S):

- Loose hammer heads
- Split handles/worn blades
- Chisels with sharp mushroom heads
- Eye injury
- Injury to hands, feet and body
- Sparks

Who would be affected by the Risk:	Site-ba	ased Pe	ersonnel v	Visi	itors 🗆 F	Public 🗆	
What is the likelihood <i>:</i>	High		Medium		Low	\checkmark	
Severity of Risk:	High		Medium		Low	\checkmark	
Frequency of Risk:	Hourly	\checkmark	Daily		Weekly		

- Tools will be assessed to ensure that the correct type of tool is selected and available for the job and the environment in which they are to be used.
- Properly insulated and non-conductive tools will be used when works is to carried out in or near electrical apparatus.
- Tools from non-ferrous metals will be used when work is to be carried out near highly flammable materials or explosive dusts.
- Tools should be inspected prior to use to ensure that they are in good working condition. All damaged tools will be removed from use.
- When tools are not in use they should be returned to the tool box for correct storage.
- Eye protection to BS EN 166 will be worn where risk assessments identify it as necessary *such as* using cold chisels, drills or hammers where there is a risk of flying particles.
- Gloves will be provided and are advisable when using cold chisels.
- Open bladed knives, screwdrivers and other sharp tools are to be carried and used so as not to cause injury to the user or others.



OPERATION: GENERAL MANUAL HANDLING OF MATERIALS/EQUIPMENT (Movement of materials around the site).

HAZARD(S):

- Back/limb strain injury
- Foot injury

Who would be affected by the Risk:	Site-ba	ased Pe	ersonnel 🗸	Visit	ors 🗆	Public 🗆
What is the likelihood <i>:</i>	High		Medium		Low	\checkmark
Severity of Risk:	High		Medium		Low	\checkmark
Frequency of Risk:	Hourly	\checkmark	Daily		Weekly	

- Operatives will be advised of the risks arising from the manual handling tasks during site induction.
- Equipment/ materials must be transported with minimal manual handling. The work will be planned to allow adequate rest periods to prevent fatigue from repetitive movements and physical effort from operating some equipment.
- Operatives must make use of lifting aids such as hoists etc. wherever practicable and avoid manual handling tasks which they believe could injure themselves.
- Operatives may only use mechanical aids such as goods hoists after receiving adequate training. All lifting equipment must inspected weekly and records taken.
- Operatives must seek assistance from other colleagues for heavy awkward lifts.
- As part of the induction procedure operatives will be given instruction in good lifting techniques, to use the legs and not the back etc.
- For heavy or awkward loads consult manual handling assessment for the specific task.



HAZARD(S):

- Trapping between skip and fixtures during raising and lowering
- Unintentional release of skip during raising and lowering
- Road traffic accidents, including material falls from skips

Who would be affected by the Risk:	Site-ba	ased pe	ersonnel 🗸	Visi	itors 🗆	Public 🗆
What is the likelihood <i>:</i>	High		Medium		Low	\checkmark
Severity of Risk:	High		Medium		Low	\checkmark
Frequency of Risk:	Hourly		Daily	\checkmark	Weekly	

- Skips provided will be planned to comply with the appropriate Regulations and Codes of Practice.
- Contractual arrangements will be clarified to ensure that responsibilities under the Duty of Care are met.
 - Skips will be placed on firm level ground where possible. A safe means of access will be provided if tipping into a skip is necessary.
 - When used in conjunction with debris chute, suitable measures will be taken to ensure that dropped materials do not 'bounce out'.
- Fires are not permitted in skips.
- Heras fencing will be place around the skip to prevent unauthorized access if required.



TOOL BOX TALK RECORD

ALL PERSONS BELOW HAVE HAD A TOOL BOX TALK ON THE RISKS ASSOCIATED WITH THEIR WORKS TO INCLUDE THE RELEVANT RISK ASSESSMENTS

NAME	SIGNATURE

TOOL BOX TALK CARRIED OUT BY.....