



PROPOSAL STAGE
METHOD STATEMENT
CDM REGULATIONS 2015

DEMOLITION AND DISPOSAL OF EXISTING BUILDINGS

AT

LOWER ROAD, HALEWOOD

FOR

MSJ GARAGES LTD

13TH APRIL 2022

DOCUMENT REF: 8409.22 – REVISION B



PREFACE

The following method statement is an outline of how Excavation and Contracting (UK) Ltd will execute the manual and mechanical dismantling and all associated works to complete the safe and controlled removal of the redundant existing buildings at Lower Road, Halewood. All works to be carried out in full compliance with all statutory and relevant regulations.

All work will be carried out in accordance with the Clients specifications and drawings. This method statement covers the anticipated works at the above mentioned site.

All work will be undertaken by trained professionals with a wealth of experience. Our aim is to undertake the works safely, on time and with as little disturbance as possible.

This Method Statement should be read in conjunction with the site drawings and specification as provided by the Client at Tender Stage. It should also be read alongside the RAMS of all other trades and any corresponding Construction Phase Plan.

This is a proposal stage document only and must be fully approved by all relevant parties such as client and their representatives, local authority, building control and where necessary highways prior to commencement of works. The scale of this phase of work is well within the CDM threshold and so will not require an F10 notification to HSE but a section 80 Demolition Notice will be required.

If you have any questions regarding the proposed works, please give us a call on 01925 445 115 or alternately send an email to lee@eandcuk.co.uk

1. PROGRAMME / RESOURCES

- 1.1.** The works have not been scheduled a start date yet but should be completed in a week, maybe into a second week to clear site ready for the groundworkers to start immediately after we leave.
- 1.2.** We are a highly experienced and competent principal contractor who specialise in demolition and asbestos removal. We are registered with CHAS, Constructionline, British Safety Council, NDTG etc. we can provide copies of our accreditations upon request. We currently carry out tendered demolition works for many other councils and public organisations and councils and NHS Trusts etc.
- 1.3.** An asbestos survey will be carried out on the buildings and any identified materials will be removed by specialist contractors. It is not likely that any materials will be discovered in buildings of this nature. Demolition will not commence until confirmation that all identified ACMs have been removed but operatives will remain vigilant throughout for suspect materials.
- 1.4.** Services will be disconnected prior to commencement of works by contractors on behalf of the Client. E&C require confirmation that all services to the building are not live prior to commencement of demolition.
- 1.5.** The number of people on site will be a maximum of 5 persons, although this may vary as work progresses. This will include a trained and competent Site Manager with SMSTS, First Aid and Fire Marshall training.
- 1.6.** The client will remove any equipment which is of value to them prior to our commencement, any remaining items will be disposed of as part of the dismantling process.
- 1.7.** Dust production is expected to be very low and minimal on this particular project due to the construction nature of the buildings.

2. PREPARATION

- 2.1.** Excavation and Contracting (UK) Ltd will be entirely responsible for organising labour, plant, equipment and materials to start work on site. The method and sequence of the works is to be carried out so as not to cause danger, nuisance or undue inconvenience to local residents and the general public. A week prior to commencement of works we will hand deliver a leaflet to the nearby residents informing them of the upcoming project and to give them an outline of the nature and duration of works and also contact details to a senior member of the E&C management team should they have any queries or issues as works progress.
- 2.2.** Services are to be isolated/disconnected and the status and location of any remaining service supplies to be made clear to E&C prior to commencement.
- 2.3.** The Client will arrange any necessary Section 80 Demolition Notice and E&C will ensure the works comply with any conditions set out in the Section 81 Counter notice.
- 2.4.** E&C will work very closely and liaise with all relevant parties throughout the project i.e. Local Authority and the relevant departments of the council i.e. Building Control and Highways etc. and also the nearby residents to ensure a healthy level of communication throughout.
- 2.5.** Access routes are agreed with the Client via the main site entrance. External areas must be kept free from mud, rubbish, earth rubble or any waste material.
- 2.6.** These controlled work activities will be conducted to ensure that the general day-to-day operations of adjacent premises / occupiers and pedestrian / vehicular access are not impeded unnecessarily.
- 2.7.** The site will be under the control of a full time Site Manager. Further management will come from the E&C Senior Managers and Directors who will have a large presence on-site on a daily basis. There will be a lot of liaison and control with regular site meetings arranged with the Council and any other relevant parties.
- 2.8.** An assessment of site risks and substances and the control measures required will be carried out at the outset of works and will be monitored, updated and revised as necessary.

3. GENERAL CONTROL MEASURES

- Boundary/Perimeter fencing to be erected before commencement
- Method Statement and Risk Assessment for the works available on-site
- All services disconnected by others on behalf of the client prior to dismantling works
- Trained and Competent Managers, Supervisors and Operatives
- All necessary inspections and certificates for plant and equipment
- Compliance with relevant Health and Safety Legislation and Regulations
- Inductions and project safety briefings and regular toolbox talks
- Initial strip out and decanting of loose items and materials
- Careful dismantling of buildings by mechanical methods and loaded straight into skips for removal/disposal. Regular cleaning up throughout the project to make sure all debris is cleared.
- Dust and Noise will be closely monitored and controlled throughout the project and suppression measures will be employed if necessary
- Site to be left in a clean, tidy, level and safe state upon completion of works when handing over to Client.

4. OUTLINE WORK SEQUENCE (ACTIVITY SCHEDULE)

- Delivery of Plant, Equipment and Labour
- Setup perimeter fencing and make space for initial work area
- Complete inductions and safety briefings
- Initial Strip-out and Clearance
- Dismantling and removal of first building using an excavator fitted with a grab
- Clean up first area
- Dismantling of second building via mechanical methods
- Clean up second area
- Grub up any foundations etc within the footprint of the demolished buildings
- Clear and clean up area and ensure all areas are clean, level and safe with no fall or trip hazards or exposed voids
- General site clearance and handover to groundworkers who will commence their phase immediately following the demolition phase

5. WORK METHOD

5.1. Generally

- 5.1.1.** The works will be managed by a full time E&C Site Manager with a valid SMSTS certificate, First Aid and Fire Marshall training and will be highly experienced and competent in work of this nature. There will also be a highly trained and competent supervisor on-site who will also be first aid and fire marshall trained in addition to job specific training. The site manager will be responsible for the day to day liaison with the client's representatives and reporting to the Operations Manager and the Managing Director who will both have a large direct involvement in the works and will always be attended by at least one if not both personnel.
- 5.1.2.** All demolition works to be undertaken in accordance with BS 6187:2011.
- 5.1.3.** Operatives are to wear all standard 5 points of PPE at all times while on-site and must also wear additional PPE depending on their trade, task and instructions as set out in the risk assessment for the task/trade they are doing.
- 5.1.4.** Access will be via the main entrance on Lower Road
- 5.1.5.** The demolition notice will be in place and all conditions of such notice must be met in addition to the specified works from the Client.
- 5.1.6.** Services will be fully disconnected by others before commencement of demolition and confirmation of such must be provided to us in writing.
- 5.1.7.** Throughout the project the demolition operatives will remain highly vigilant and have all received some form of asbestos training. If any suspect materials are discovered then works in the area must halt until the project management team agree on the appropriate course of action to proceed.
- 5.1.8.** Welfare and accommodation to be provided by Principal Contractor as necessary.
- 5.1.9.** Signs should be erected to include warning signs and mandatory signs for personal protective equipment. At all times a banksman will be present to ensure that vehicle and plant movements are controlled and supervised and will also monitor the perimeter to ensure no unauthorised access to site is possible.
- 5.1.10.** Site perimeter fencing will be inspected at the start and end of each shift to ensure that there are no breaks in the fence which may allow unauthorised access to the site.
- 5.1.11.** A pre-start inspection of the building perimeters will be carried out every day before the start of each shift to ensure there are no changes or movement in the structures overnight during the demolition.
- 5.1.12.** Works will commence with an induction course given by the site manager for all personnel and operatives involved in the execution of the contract works, where input from the client and site staff would be invited for the purposes of further development of the health and safety plan. All operatives must be aware of the specified procedures, and any queries or reservations associated with the works must be raised at the meeting for consideration and if appropriate, for amendment within the health and safety plan. The meeting will review the Method Statement, Risk Assessment and will be an introduction to the scope and extent of the works. All

those attending must confirm their understanding of the proposals, health and safety issues, and their responsibilities to themselves, their colleagues, members of the public using the surrounding areas, the Client and E&C (UK) Ltd. All new starters will undertake the same induction before they begin any works.

- 5.1.13.** Due to the short duration of this project other than a full site induction and safety briefing with the operatives at the start of the project there will be no requirement for regular toolbox talks etc as these would normally occur on a weekly basis or to highlight a particular issue at a particular stage of the project. At all times a senior member of the project management team will be in attendance and ensure works run smoothly. If an issue arises during the project then works will be halted and assessed by the Project Management team.
- 5.1.14.** Services are to be disconnected prior to commencement by the Client.
- 5.1.15.** The works will follow the activity schedule as set out above
- 5.1.16.** Generally all dismantling will be carried out by E&C operatives trained, competent and experienced in their specific trade and task.
- 5.1.17.** The Site Manager for the project will hold a valid SMSTS certificate and other safety qualifications such as IOSH Managing Safely etc. and will oversee the whole project. Regular communication and liaison with the supervisors and close monitoring of the works especially in the key areas
- 5.1.18.** An airhorn will be used on-site to announce a halt to the works where necessary in an emergency or if an immediate unforeseen risk/hazard is discovered.
- 5.1.19.** Efforts will be made to complete the works within the specified working times but if the need arises or if an element of the structure becomes unsafe then works will continue as necessary to remove all risks and hazards and to avoid leaving unsupported or unstable elements of structure unattended.
- 5.1.20.** All site plant and equipment will also be subject to valid inspection certificates plus daily and weekly inspections to ensure safety while on-site.
- 5.1.21.** All operatives must have the valid training to carry out their specific task and role. An operative who does not have the valid training and certification to safely carry out their role will not be allowed onto site.
- 5.1.22.** No overhanging structures are to be left unattended at any time. Ensure that the structure is left safe, and that there are no overhanging or unsupported elements left in place at the end of each working day.
- 5.1.23.** Salvageable materials reclaimed wherever possible.
- 5.1.24.** All ground bolts to be cut off as flush as possible with any retained surface.
- 5.1.25.** The site will be tidied and cleared on completion and will be checked by the client or a representative before removing plant, cabins and fencing and handing over the site.
- 5.1.26.** The site will be left in as safe a condition as possible at the end of each shift.
- 5.1.27.** No burning will be allowed on site.
- 5.1.28.** The works must not interfere with the day-to-day business of adjacent occupants.

5.1.29. This statement will continue to be developed as part of the health and safety plan, as the need arises, and in consultation with the Client.

5.1.30. This is a working document and can/will be updated as necessary by the request of the Site Management team or the Client.

6. PERSONAL PROTECTIVE EQUIPMENT

- 6.1. All personnel working on this project will wear a selection of the following personal protective equipment as a general rule throughout the project, additional PPE and RPE may be necessary dependent on trade and task, always check the risk assessments and check with your line manager to make sure:

• Protective Footwear	[at all times]
• Hard Hat	[at all times]
• Safety Goggles/Glasses	[at all times]
• Ear Plugs/Defenders	[for noisy operations]
• Suitable Gloves	[at all times]
• Hi-Visibility Vest/Jacket	[at all times]
• Disposable FFP3 Dust Mask	[for any dust producing activity]

- 6.2. The Management team will assess the suitability of all personal protective equipment. Operatives will be instructed what type of personal protective equipment to wear and when it must be used. The Contractor will provide all necessary personal protective equipment to their employees. Visitors will be required to wear hi-vis jackets or waistcoats, hard hats and safety footwear as a minimum and must be accompanied with a Site Supervisor or more senior member of personnel.
- 6.3. Subcontractors working for E&C may require additional, trade and task specific PPE (i.e. Asbestos Removal will require appropriate RPE and disposable coveralls). This will be more detailed in their trade specific method statement and risk assessments and will be referred to in the overall project RAMS and Construction Phase Plan.

7. GENERAL HEALTH AND SAFETY RULES

7.1. Training, Competence and Supervision

Excavation and Contracting (UK) Ltd will ensure that all persons employed on the contract are:

- Trained and competent to carry out their duties.
- Provided with comprehensive information on the risks to health and safety.
- Instructed in the use of personal protective equipment.
- Consulted on all matters relating to the project that may affect their Health & Safety.

Health and Safety issues will be monitored and updated as necessary throughout the project.

7.2. Supervision

All work shall be under the supervision of Excavation and Contracting (UK) Ltd. The Site Manager will also be the chief First Aider and chief Fire Marshall for the works.

7.3. Communication

The Site Manager will communicate working method statements to all operatives and ensure that the work is carried out safely according to written procedures. All site personnel will be given site induction training covering all aspects of Health and Safety, relating to the relevant tasks being undertaken. All personnel undergoing this training will sign to confirm that they have received the induction. Induction records will be held on site. All Visitors will receive a basic safety induction including site specific rules and emergency procedures.

7.4. Amendments

This is a working document, and can be amended on site, if need be. If circumstances have changed since the original Method Statement / Risk Assessment, then it will be amended by Excavation and Contracting (UK) Ltd. Where this would interfere with work in progress, work will cease until action has been taken to eliminate or reduce the risk.

7.5. Control of Substances Hazardous to Health Regulations (COSHH)

N/A.

7.6. Equipment Inspections

All plant and equipment will be examined for safety before being used and at regular intervals thereafter. Statutory inspections will be carried out when required. Defective equipment will not be used until repaired or replaced.

7.7. Lone Workers

No lone working will be allowed on this site by Excavation and Contracting (UK) Ltd.

7.8. Daily Checks

Prior to work commencing a full daily inspection will be carried out to all plant, to include the quick hitch fitted to the excavator. A daily check sheet will be completed which will be stored in the site cabin.

7.9. Access Equipment

Scaffold Towers or MEWPs will be used to gain access for any elements of working at height where necessary and practical. Operatives must be trained in Working at Height before using any Access Equipment.

7.10. Housekeeping

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

7.11. Warning Signs

Signs will be fixed to the temporary fence to warn others of the potential on-site risks.

7.12. Vermin Infestation

Appropriate controls should be agreed and communicated to all site personnel if required.

7.13. Emergency / Fire Evacuation

A suitable means of sounding the alarm will be provided – verbal for this site. All site personnel will evacuate to a designated fire assembly point.

7.14. First Aid

A fully stocked first aid box and eye wash will be kept on site for the treatment of minor injuries. All injuries must be treated immediately and recorded in the accident book.

The site first aider/appointed person will be the Site Manager for Excavation & Contracting. All accidents are to be reported **immediately** to the Site Management.

7.15. Training

Excavation and Contracting (UK) Ltd will ensure that all operatives are specifically trained and competent to carry out their work in a safe manner.

7.16. Important Documents

The method statement, risk assessments; public liability insurance certificate; booking- in / booking –out register; accident book will be available at all times. The 1974 Health & Safety at Work poster will be completed by Excavation and Contracting (UK) Ltd and displayed in a prominent place.

7.17. Emergencies

On hearing the alarm everyone must evacuate to the assembly point (the welfare unit) immediately. Emergency telephone numbers for the local Hospital, Police, Fire and Ambulance Services must be available on site.

7.18. Waste Disposal

All waste will be disposed of in compliance with current Hazardous Waste Regulations 2005. There will be no burning of materials on-site.

7.19. Site Security

Site access gates under the control of Excavation and Contracting (UK) Ltd will be kept locked at all times when not in use. Any unauthorised person found on the site will be removed immediately.

7.20. Monitoring

Excavation and Contracting (UK) Ltd undertake weekly Health and Safety Audits, and the company's Health & Safety advisors carry out regular Health & Safety Audits. Health and Safety Audits will be provided to the CDM Coordinator. The Supervisor will carry out Tool Box Talks.

7.21. Site Specific Health and Safety Induction

Everyone working on the site and also visitors will be given a Health and Safety Induction covering general risks, controls, safe procedures and emergency procedures. Failure to

comply with site rules will result in the offender being removed.

7.22. Risks to the General Public and other Third Parties

The site will be locked during out of hours periods which reduces the risk of unauthorised access but a determined individual could gain access to the site.

7.23. Legislation

All works will comply with:

- The Health and Safety at Work Act 1974 and applicable regulations.
- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Building Act 1984 and applicable regulations
- Environmental Protection Act and applicable Regulations

Quality Procedure

Author	L. Cooper	Date	13/04/22
Reviewed by	L Cooper	Date	27/04/22
Reviewer's signature			

8. DECLARATION

I confirm that I/we have read and understood this Method Statement and any related Risk and COSHH Assessments completely and agree to follow by all method, processes, site rules and regulations and also to the requirements of the site management team employed by Excavation & Contracting (UK) Ltd. If, due to unforeseen circumstances, I/we have any issues with the methods/procedures mentioned within this document I/we will cease works and raise the issue **immediately** with the site management team who will promptly review the working procedures and the risks involved. Works **must not** continue until further instruction is received from the site management team and all related H&S documentation has been submitted and approved by all appropriate parties and communicated to the site operatives.

Date	Name	Company	Signature