



Construction Phase Health & Safety Plan

Demolition of

Rays Craft Bakery
39-45 High Street
Prescot
L34 6HF



Commencement Date:	TBA
Duration:	4-6 weeks
Location / Site:	39-45 High St. Prescot L34 6HF
Prepared by:	Nick Brookes Demolition Wardle Ind. Est. Green Ln. Wardle CW5 6DB

PROJECT DESCRIPTION

The project comprises the demolition of a former bakery leaving high street shop in place for future use. All waste produced from demolition to be removed from sight with site left clean and graded off.

RESPONSIBILITIES

Client	Michele Varmen Rays Craft Bakery 39-45 High St., Prescot
Principal Designer	INSERT PD NAME AND ADDRESS
Principal Contractor	Nick Brookes Group, Wardle Industrial Estate, Green Ln, Wardle, CW5 6DB. 01829 260687

EXISTING RECORDS AND PLANS

The drawings and any surveys that have been completed will be made available to the relevant operatives and any other parties as required. These include the asbestos survey and highways adoption plan currently waiting for the confirmation of service isolation from the client.

SITE MANAGEMENT

Keith Ingram will perform the role of contracts managers and will: -

- Have a broad understanding of the health and safety legislation in particular the Health and Safety at Work Act 1974, and the CDM Regulations as well as other relevant health & safety legislation.
- Allocate sufficient funds and resources to enable the Health and Safety Policy to function effectively.
- Develop, within Nick Brookes Group interest and enthusiasm for health, safety and the environment.
- Ensure all employees are aware of their responsibilities under the Health and Safety Policy, Health and Safety Management Procedures and risks assessments and method statements.
- Show regard for health & safety and set an example by wearing the relevant protective clothing and will comply with health and safety requirements when on site.
- Ensure risk assessments and method statements are prepared and he will develop the CPHSP.
- Make Nick Brookes Group employees and subcontractors aware of the content in the Site Health and Safety Plan.
- Monitor site health and safety performance and will take and give advice and action when necessary to remedy any shortcomings.
- Ensure health and safety issues risk assessments and method statements form part of daily briefing.
- Ensure that the correct PPE is supplied and worn.
- Ensure the site supervisors can perform their duties in carrying out Nick Brookes' health and safety procedures
- Consult during the pre-contract stage with Nick Brookes Group health and safety advisers to develop the CPHSP. The plan will be in accordance with the requirement of current regulations and he will ensure the Plan is fully implemented and kept updated.
- Have an understanding of current legislation.
- Make Nick Brookes Group employees and subcontractors aware of the content in the Site Health and Safety Plan.
- Monitor the site health and safety performance and will take and give advice and action when necessary to remedy any shortcomings.
- Ensure health and safety issues risk assessments and method statements form part of daily briefing.
- Ensure work is not undertaken unless the health and safety implications are discussed in detail.
- Ensure accidents and incidents are recorded or reported in accordance with company procedures.

- Have regard for and set example by wearing protective clothing.
- Ensure that the correct PPE is supplied and worn.
- Be aware or seek advice on changes in health and safety legislation, which affect Company health and safety procedures.
- Ensure as far as is reasonably practical, all health and safety documentation is up to date and is on site and displayed.
- Ensure Nick Brookes Group managers and site supervisors perform their duties in carrying out company health and safety procedures.
- Attend meetings and include health and safety on the meeting agenda.

Site managers and supervisors will: -

- Ensure that work carried out on site is undertaken to the required standard with minimum risk to others and that work is carried out in accordance with the risk assessments and method statements.
- Ensure that plant is safe in use and is accompanied with copies of test certificates and registers and ensure the plant is maintained.
- Ensure all machine drivers are certified, trained and competent in the use of the plant and machinery.
- Ensure the arrangements or precautions are fully implemented.
- Ensure all defective plant and machinery is replaced immediately and report the defect to our contracts manager.
- Develop the site Health and Safety Plan in conjunction with Michael Brookes' manager and monitor risk assessments.
- Prepare site safety reports in conjunction with the contracts manager.
- Have a working knowledge of the requirements of the health and safety legislation the Health and Safety at Work Act 1974, the CDM Regulations and other relevant health & safety legislation and to be in a position to discuss matters of site health and safety.
- To be familiar with and to understand this Health and Safety Procedures Manual (Demolition and Dismantling Operations).
- Assist Michael Brookes to ensure that the relevant site health & safety documentation is completed.
- Ensure that all persons on site are aware of the CPHSP and undertake appropriate site induction for all site workers and visitors
- Undertake site-specific toolbox talks and instigate site inductions.
- Discipline those who constantly fail to consider their own health and safety and that of others around them.
- Ensure that all on site wear the appropriate protective clothing
- Show regard for health & safety and set a good example for others by wearing appropriate protective clothing.
- Ensure site electric and site generated power is in accordance with HSE guidance. (HS(G)141)
- Ensure site inspection reports are completed.
- Ensure first aid is available on site and be responsible for notifying the relevant emergency services. (He may also be the site first aider)
- Ensure the site fire plan is prepared and act in accordance with the plan as the fire marshal.

- Provide the final check that Nick Brookes Group safety policy, method statements/risk assessments are in place and are being worked to.
- Ensure that safety of all personnel and the public is always a first priority.
- Ensure no demolition or dismantling work commences until a risk assessment and method statement has been carried out and that they and their subordinates understand the hazards and controls involved.
- Ensure the results of each risk assessment have been communicated to those affected by the risk assessments and operatives are instructed as to the precautions and controls deemed necessary.
- Inform the site manager or supervisor of any area of work which in their opinion a safe level system of work cannot be achieved or maintained.
- Carry out inspections and make reports as required by the site manager or supervisor.
- Ensure cleanliness and tidiness of the site.
- Ensure that only certified plant drivers operate or drive the site plant or equipment.
- Reprimand any person who fails to work safely to whose actions may result in injury to that person or to others and / or damage to the environment.

The Safety Adviser will: -

- Visit sites as and when requested to do so and report to Michael Brookes on health and safety issues and give immediate notice of and advice in relation to unsafe practices and procedures and provide a health and safety inspection report.
- Notify Nick Brookes Group of any relevant changes in health and safety legislation.

DUTIES OF THE PRINCIPAL CONTRACTOR

Nick Brookes Group, as the Principal Contractor for this project, will ensure that the following duties will be completed:

- Plan, manage and monitor construction phase in liaison with contractors;
- Prepare, develop and implement a written plan and site rules (*Initial plan completed before the construction phase begins*);
- Provide contractors and volunteers with relevant parts of the plan;
- Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase;
- Check competence of all appointees;
- Ensure all workers have site inductions, and any further information and training needed for the work;
- Consult with the workers;
- Liaise with Principal Designer regarding ongoing design;
- Secure the site.

HEALTH, SAFETY AND ENVIRONMENTAL OBJECTIVES

The health, safety and environmental objectives during this phase of the works are:

- No accidents or dangerous occurrences on site;
- No occupational ill health arising from the project;
- No near misses;
- No environmental damage as a result of the works;

- Least disruption to the local community;
- All waste skips will be located away from the boundary;
- Prevent, as far as reasonably practicable, access to site for any unauthorised persons, especially children;
- Health, safety and welfare issues remain as a top priority.

New hazards could arise over the duration of the project that have yet to be identified. Therefore, site inspections will be carried out to ensure a proactive approach to the health & safety management of the site. Inspections will evaluate the compliance of risk assessment controls and exposure of personnel to perceived site hazards. Health & Safety issues on site will be continually considered. Nick Brookes Group will ensure that contractors consider Health & Safety issues and are aware of site hazards. This will include regular discussions with contractors regarding works in progress.

All site operatives and volunteers will adhere to the following principles to achieve the health and safety objectives:

Considerate

- o All work will be carried out with positive consideration for the needs of residents, traders, businesses, site personnel and visitors, and the public;
- o Special attention will be given to the needs of those with sight, hearing and mobility difficulties.

Environment

- o Be aware of the environmental impact of sites and minimise as far as possible the effects of noise, light and air pollution;
- o Efforts will be made to select and use local resources wherever possible;
- o Attention will be paid to waste management, and materials should be reused and recycled where possible.

Cleanliness

- o The working sites are to be kept clean and in good order at all times. Site facilities will always be maintained to a good standard;
- o Surplus materials and rubbish will not be allowed to accumulate on the sites or spill over into the surroundings;
- o Dirt and dust from construction operations will be kept to a minimum.

Good Neighbour

- o General information regarding the project will be provided for all neighbours affected by the works as required;
- o Full and regular communication with neighbours (including adjacent residents, traders and businesses) regarding programming and site activities will be maintained from pre-start to completion as required.

Respectful

- o Respectable and safe standards of dress will be maintained at all times;
- o Lewd or derogatory behaviour and language will not be tolerated;
- o Pride in the management and appearance of sites and the surrounding environment will be shown at all times.

Safe

- o Construction operations and site vehicle movements will be carried out with care and consideration for the safety of site personnel, visitors and the general public;

No site activity should be a risk to others.

Responsible

- o Ensure that everyone understands, implements, and complies with this Code.

REGULAR LIAISON BETWEEN PARTIES TO ENSURE COOPERATION AND COORDINATION

Liaison between parties in the form of regular site meetings and pre-works talks, is an essential part of operating a successful site, to identify risks at an early stage and enable the correct controls to be put into place.

Meetings will be organised to include the all interested parties involved in the project to identify the best solution to the client's requirements.

THE EXCHANGE OF DESIGN INFORMATION AND HANDLING DESIGN CHANGES

Any changes will be communicated to the Principal Designer. If due to unforeseen circumstances there are aspects of the design which require modification, the following procedure will apply:

- As soon as it becomes known that a design element is to be modified, the Principal Designer will be notified;
- The Principal Designer will check all necessary information, taking into account other works and design elements, to enable the selection the most appropriate options when modifying the design;
- Each modification will be subject to risk assessment prior to execution.

THE SELECTION AND CONTROL OF CONTRACTORS

The Principal Contractor will ensure that any contractor used on site are competent to carry out the work, and will ask to see:

- Licences held (*company and employee*);
- Health and Safety Policy;
- Insurance documentation;
- Suitable method statements and risk assessments.

On site, the Principal Contractor will ensure that the contractor complies with the site rules. For this project there will be an external scaffolding contractor used to erect and dismantle the scaffolding.

GENERAL PRINCIPLES OF PREVENTION

Every person on whom a duty is placed in relation to the design, planning and preparation of this project shall take account of the general principles of prevention in the performance of those duties during all stages of the project. These are defined below:

Regulation 4: Management of Health and Safety at Work Regulations (1999)

General Principles of Prevention

- a. avoiding risks;
- b. evaluating the risks which cannot be avoided;
- c. combating the risks at source;
- d. adapting the work to the individual; especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods; with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;

- e. adapting to technical progress;
- f. replacing the dangerous by the non-dangerous or the less dangerous;
- g. developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- h. giving collective protective measures priority over individual protective measures; and giving appropriate instructions to employees.

SECURITY

The site will be secured using fencing around the buildings. Vehicles and pedestrians entering site will be controlled by a banksman. The site will be secured at the end of the working day with plant and equipment left safe and protection will be provided over openings into which people could fall.

Site Induction Controls

All personnel including volunteers working on site are to receive a full induction. The induction will cover site specific issues and general arrangements and will include the following **as a minimum**:

- Senior management commitment to health & safety;
- Outline of project;
- Key personnel;
- Site specific health & safety risks;
- Control measures, including site rules, traffic routes, security, PPE, welfare and emergency procedures;
- First aid arrangements;
- Arrangements for reporting accidents and incidents;
- Individual's responsibilities.

Once the induction training has been delivered, personnel are required to sign the control document to confirm they have received and understood content of induction.

On Site Continuation Training

On site continuation training will be undertaken where training gaps are identified during Site Management and inspections. Adequate competency assessments should eliminate the need for continuous training other than the continuation of 'lifelong' learning. The training can include regular Tool Box Talks. Training will take into account any personnel on site who may have poor understanding of written or verbal English.

Welfare Facilities & First Aid

The welfare provision for the workers on site will be arranged by the Nick Brookes Group prior to work commencing. This will comply with the Construction (Design & Management) Regulations 2015. The skips and welfare until will be located at a suitable position on the site away from perimeter fencing. These welfare facilities will include:

- o Site office;
- o Hot (*warm*) running water and Drinking water;
- o Enclosed rest space; for employees and contractors;
- o Means of heating food;
- o Sufficient number of enclosed water closets;
- o Fully stocked first aid kit and Accident Book;
- o Appropriate firefighting equipment.

The client will also provide toilet facilities for the site operatives this have yet to be identified.

ACCIDENT REPORTING, RIDDOR AND INVESTIGATION OF ACCIDENTS

All injuries and accidents, however minor, must be reported so the incident can be investigated, the cause identified, corrective action taken and safer working conditions developed.

Operatives should not make a judgement as to the need to report an injury or accident; there is a **duty** to report it. The Report should be made to the site manager who, *after* giving the patient any necessary help or attention, will complete an Accident Report Form. Report forms should be submitted to the Principal Contractor as soon as possible to enable any necessary actions to be implemented. Under RIDDOR, the following **must** be reported immediately to allow the Health and Safety Executive (HSE) to be informed without delay (*this applies to anyone affected by the site; own employee, sub-contractor, self-employed contractor, or member of public*):

Death; Significant Injury; Over seven (7) day injury; Disease; Dangerous Occurrence.

Specified Injuries to Workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- o a fracture, other than to fingers, thumbs and toes;
- o amputation of an arm, hand, finger, thumb, leg, foot or toe;
- o permanent loss of sight or reduction of sight;
- o crush injuries leading to internal organ damage;
- o serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- o scalping's (separation of skin from the head) which require hospital treatment;
- o unconsciousness caused by head injury or asphyxia;
- o any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven (7) Day Injury:

There is a duty to report injuries that lead to a worker being incapacitated for more than seven (7) consecutive days as the result of an occupational accident or injury (*not counting the day of the accident but including weekends and rest days*).

The report must be made within fifteen (15) days of the accident. Incapacitation means that the worker is absent, or is unable to do work that they would reasonably be expected to do as part of their normal work. You must still keep a record of the accident if the worker has been incapacitated for more than three (3) consecutive days.

Reportable Diseases Include:

- o certain poisonings;
- o some skin diseases such as; occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis / acne;
- o lung diseases including; occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- o infections such as; leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- o other conditions such as; occupational cancer;
- o certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Reportable Dangerous Occurrences Include:

- o collapse; overturning or failure of load-bearing parts of lifts and lifting equipment;
- o explosion; collapse or bursting of any closed vessel or associated pipework;
- o plant or equipment coming into contact with overhead power lines;
- o any unintentional; explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- o accidental release of a biological agent likely to cause severe human illness;
- o malfunction of breathing apparatus while in use or during testing immediately before use;
- o collapse or partial collapse; of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- o a dangerous substance being conveyed by road being involved in a fire or released.

The Following Dangerous Occurrences are Reportable:

- o Unintended collapse of:

- any building or structure under construction, alteration or demolition where over five tonnes of material falls;
- a wall or floor in a place of work;
- explosion or fire causing suspension of normal work for over twenty-four (24) hours;
- sudden, uncontrolled release in a building of:
 - 100 kg or more of flammable liquid;
 - 10 kg of flammable liquid above its boiling point;
 - 10 kg or more of flammable gas;
 - or of 500 kg of these substances, if the release is in the open air;
- accidental release of any substance which may damage health.

In the event of an accident, incident or near miss, an accident investigation report will be carried out by the Management to identify any corrective measures required to eliminate reoccurrence.

The Following Information will be Recorded:

- Date, place and time;
- Name and job title of parties involved;
- Details of the accident / incident and what (*if any*) first aid was administered;
- Immediate effect on parties involved (*hospital, home, back to work*);
- Name of person / first aider dealing with incident.

FIRE, FIRST AID & EMERGENCY PROCEDURES

- In the event of a fire or emergency requiring evacuation of the site, the assembly point will in the car park.
- On discovery of fire, the alarm will be raised by verbal warnings and all personnel should immediately make their way to the assembly point see emergency plan below.

SITE: **Rays Craft Bakery**

ACTION IN THE CASE OF FIRE

SHOUT FIRE- FIRE

CALLING THE FIRE BIRGADE

**DIAL 999 AND TELL THE OPERATOR THAT THE FIRE BRIGADE
IS
REQUIRED AT THE SITE ADDRESS**

39-45 High St., Prescot, L34 6HF

ANSWER ANY QUESTIONS

ON HEARING THE ALARM

**ASSEMBLE AT THE ENTRANCE GATE TO THE REAR
COMPOUND**

SITE MANAGERS TO TAKE CHARGE

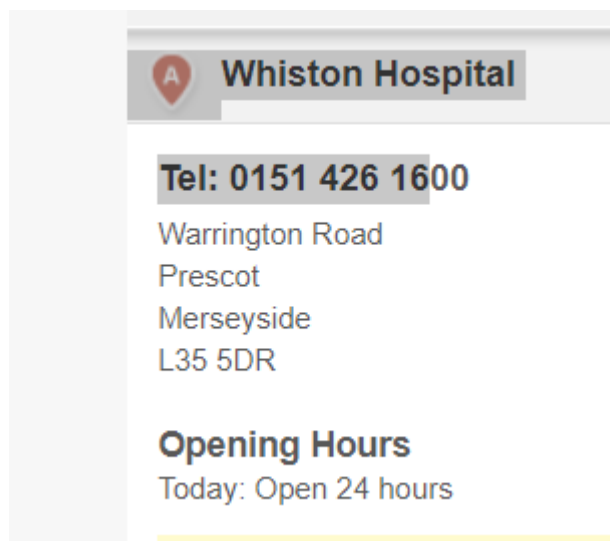
CHECK OFFICE REGISTER FOR PERSONNEL ON SITE

**THE SITE SUPERVISOR WILL INFORM THE FIRE BRIGADE OF
LOCATION OF MISSING PERSONS, LOCATION OF LPG OR
ACETYLENE AND OXYGEN BOTTLES**

**ALL SITE PERSONS TO TURN OFF GENERATORS,
COMPRESSORS AND SHUT OFF GAS VALVES
ONLY ATTACK FIRE WITH EXTINGUISHERS PROVIDED
AND IF ITS SAFE TO DO SO**

**OBEY INSTRUCTIONS FROM THE SITE SUPERVISOR
DO NOT ENTER THE SITE UNTIL TOLD TO DO SO**

The nearest A&E department for this project is located at:



Directions:

Start:

RISK MANAGEMENT AND THE PRODUCTION OF RISK ASSESSMENTS

All hazardous activities will be assessed and the information arising from the assessment will be used to ensure that appropriate controls and arrangements are implemented, to reduce the risk to employees and others affected by activities.

As a minimum, all risk assessments must comply with the HSE's 'Five Steps to Risk Assessment';

1. Look for hazards;
2. Decide who may be harmed and how;
3. Evaluate the risks and decide whether further precautions are required;
4. Record the findings;
5. Review and revise if necessary.

Producing Method Statements to Control Hazardous Activities

For activities highlighted by risk assessments as being hazardous, method statements will be produced and carried out in working practice.

SITE RULES

The following site rules apply to **all** personnel and visitors:

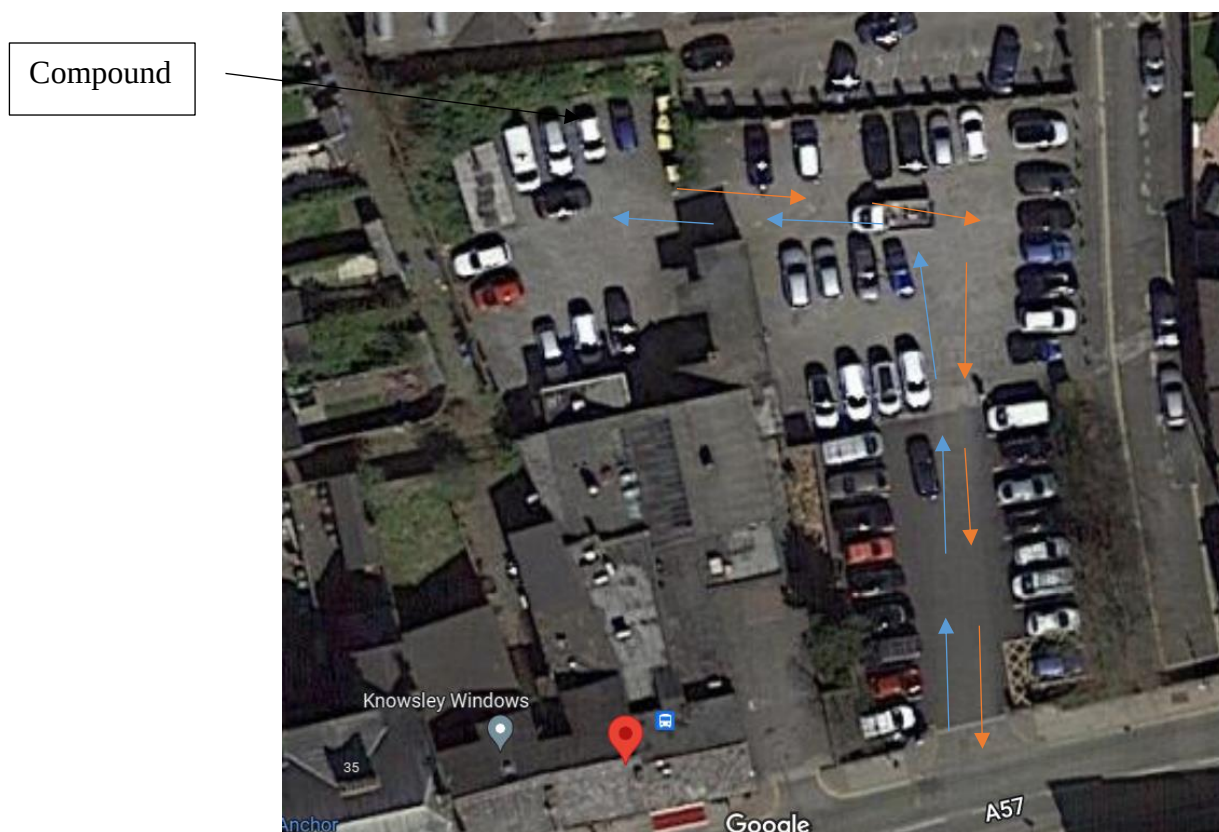
- **Must** report all safety hazards noticed on site that have not been identified; or the malfunction of any item, plant or tool;
- **Must** wear safety footwear, safety helmets and Hi-Viz vests at all times unless formally directed otherwise;

- **Must** conduct themselves in an orderly manner in the workplace and refrain from any form of abusive or inappropriate behaviour;
- **Must** avoid any improvisation in any form, which could create an unnecessary risk to their personal safety or the safety of others;
- **Must** maintain their tools and equipment in good condition and report defects to the Site Manager / Supervisor as soon as they occur or are discovered;
- **Must** report accidents / near miss situations to the Site Manager whether injury / damage is sustained or not;
- **Must** be aware of the fire evacuation procedure, firefighting equipment and assembly point;
- **First aid** kit is located in the **site office**;
- Smoking is permitted in the **designated area only**;
- **Must** follow their risk assessments and method statements at all times;
- **Failure to abide to rules will result in removal from site.**

TRAFFIC MANAGEMENT PLAN AND COORDINATION OF TRAFFIC AND PEDESTRIANS

- Deliveries and collections will be taken in the site compound and they will be directed into the site compound by a banksman from the main road.
- All pedestrian routes (*wherever possible*) will be clear of any hazards (*uneven or slippery surfaces, debris, hoses, pipes etc.*). Any remaining hazards will be highlighted;
- Access along the surrounding roads will be maintained at all times to allow emergency services and other road users through;
- The site manager will monitor the site entrance to ensure no dirt or debris is being carried onto the public highways / public pedestrian walkways..
- Speed limits and other traffic management issues will be highlighted during induction.
- Traffic access routes to site as per diagram below
- Parking of vehicles to be in fenced off compound
- Banksman provided to assist vehicles as banking required on / off site and canal side.
- Buoyancy Aid provided

INSERT TRAFFIC PLAN TO INCLUDE ANY RESTRICTIONS



CONTROLLING THE STORAGE, DELIVERY AND REMOVAL OF MATERIALS

- Nick Brookes Group will where possible ensure that deliveries and removals are managed on a 'Just in Time' basis, to minimise congestion on the highways or within the site;
- There are no restrictions for deliveries but where possible these will be done outside of the peak times of the day; Rush hour is to be avoided where possible
- All traffic movements will be driven in a forward manner wherever possible;
- Housekeeping will be carried out on a daily basis to maintain a clear site, free from obstructions and potential fire risks. We do not store materials on site for a length of time.
- Demolition materials are sorted and graded on site and then moved off site.
- If we are storing materials then they will where possible be located inside a secure compound or container.

DEALING WITH SERVICES

- All services will be identified prior to work, and specific risk assessments and method statements are to be drawn up by all contractors for all activities.

- o All services will be assumed to be live including gas, water and electric. Only competent persons will do any work on the services and only when they have been isolated and locked off.
- o The client will provide confirmation of service isolation prior to commencement of the works.

ACCOMMODATING ADJACENT LAND USE

- o This document will be followed to ensure as little disruption as possible to neighbours.
- o Vehicles must be managed to protect the public and the site fencing will be regularly checked to ensure it is secure to stop any unauthorised access.
- o The site is in close proximity to residential properties and a busy road with pedestrian footpath to front boundary. Access to these will be maintained at all times.

HAZARDS

All work will be carried out by competent operatives experienced in demolitions and under the control of Site Supervisor.

The areas of most concern are: -

- (1) Slips, trips and falls and falls from height.
- (2) Flying objects and falling debris
- (3) Struck by/ against machinery and plant and equipment
- (4) Manual Handling
- (5) Noise and vibration
- (6) Accidents to visitors
- (7) Collapse of structures
- (8) Harm cancer, respiratory illness organ damage vibration white finger and fatality

1. Slips, trips and falls and falls from height.

The potential for injuries, death and serious injury the following controls will be instigated: -

- (1) Designated areas will be identified for the removal of debris; rubbish etc. and clearance of same will be enforced.
 - (2) All operatives will be briefed on the necessity to keep the site safe and tidy.
 - (3) Defined access ways will be de-marked and Site Supervisors are to ensure that they are kept clear of obstructions.
 - (4) Work at height to be minimised.
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2. Flying objects
 - (1) Adequate eye protectors to be provided.
 - (2) All operatives carrying out works which could involve the risk of eye injury to be instructed in the correct eye protection, its use and supervisors to ensure compliance.
 - (3) All materials to be controlled when lowering to the ground
 - (4) Demolished materials to be lowered to the ground
 - (5) Restrictive distances will be established during demolitions. All surrounding property to be empty during demolitions. Roofs of any existing properties to be protected. Scaffold fans to be used where required
 - (6) Banks men to keep restricted distances to protect against flying objects
 3. Struck by/against machinery

- (1) Vehicle routes to be clearly marked/fenced.
- (2) All drivers are to be informed of routes and the hazards of other users of the site.
- (3) Adequate lighting to ensure traffic routes are clear at all times of the day and night (where night work carried out).
- (4) All site operatives to be informed of the designated walking routes and crossing points.
- (5) Site speed limit of 10mph unless site speed limit signs indicate otherwise to be strictly enforced.
- (6) Private vehicles will not be allowed to park in proximity of moving machinery.
- (7) Visitors and other gaining access to the site to be segregated for the construction site and traffic.
- (8) Plant and machinery is not to work outside its reach

4. Manual handling injuries

- (1) General training is to be given to all operatives by Site Supervisor on the requirements of safe manual handling techniques.
- (2) Operatives are to utilise mechanical lifting and demolition aids whenever practicable.
- (3) Site Supervisor to ensure adequate resources available for all manual-handling operations.
- (4) Where identified, the site-specific manual handling assessments are to be completed and communicated to all operatives.
- (5) Mr. M Brookes to ensure adequate PPE/RPE is available for all operatives.
- (6) Ensure all manual handling or dropping of walls etc. is done inside the site hoardings

5. Noise and vibration

- (1) Mr M Brookes to identify and measure noise levels emitted and ensure the potential for harm to operatives is assessed.
- (2) Noise zones are to be established and de-marked by Site Supervisor. Noise to be kept with in statutory requirements.
- (3) Operatives are to be briefed on noise levels by Site Supervisor.
- (4) Adequate and appropriate PPE to be provided in accordance with the Regulations.
- (5) Vibration to other structures is not to cause an environmental hazard.

6. Visitors

- (1) Visitors are to park in an authorised designated parking area only.
- (2) Signage is to be erected to instruct all visitors and deliveries to report to Site Supervisor or his appointee before entering the site.
- (3) Daily booking in/out facility to be provided.
- (4) All visitors are to be briefed of the site hazards and escorted if unfamiliar with the site. Visitors wandering unescorted around site are to be stopped and politely escorted back to a safe distance. All visitors are not to encroach inside the site fencing 2m fence to be erected to protect the public and other site users. Access gates to be kept shut outside working hours.

7. Collapse of structures.

- 1) All demolition will be undertaken under the supervision of Mr. M Brookes.
- 2) Floors will not to be over loaded.
- 3) Structures will not be left standing if they will be affected by the wind/weather.
- 4) Demolitions not to be carried out in inclement weather.
- 5) Debris to be cleared at regular intervals
- 6) Propping or shoring to be used to ensure against accidental collapse.
- 7) Ensure company hot permit forms are used if hot work is undertaken.
- 8) Only areas of demolition approved by Mr. M Brookes are to be demolished at any one time.

- 9) All operatives are to be briefed on the day's work operation before commencing the works. The briefing or site induction will include the safety measures required.
 - (10) Ensure competent drivers are driving the mobile site equipment and at all times a competent banks man is employed to sling or direct the works. Ensure adequate means of communication is in place between the drivers of mechanical equipment and the banks man. Ensure test certificates are available for the site equipment including cranes, slings and hooks. Ensure that the area of lifting at all levels is controlled. Ensure all discussions relevant to any lift have been imparted. No lift or demolition is to take place in proximity to buildings in occupation or in proximity to the public.
8. Harm
- (1) Ensure adequate rest time and the correct PPE is used to prevent white finger or skeletal vibration
 - (2) Ensure correct PPE and RPE is used.
 - (3) If lead is found take proper protection for its dismantle and disposal.
 - (4) Ensure all handrails are in place all loose materials are removed harness equipment is use when working on cherry pickers or in exposed positions. Ensure means of rescue is in place when using safety harness equipment. Ensure all harness are inspected before use. Provide protective gloves and hearing protection including helmets and 'high viz' jackets.
 - (5) Provide adequate facilities for washing before

PLANT AND EQUIPMENT COMPETENCY AND TRAINING

- Only trained and competent persons to use any plant or machinery on site;
- Contractor competency assessments will have established that any person operating or working from plant must be competent to do so; and no contractor will allow any person under his control to work from or operate any machinery with which they are not familiar;
- All plant and machinery must have valid test certificates pertaining to the machine type and load being lifted;
- Plant when delivered to the site will be safe and fit and used in accordance with the PUWER. Our Site Supervisor will ensure examination or test certificates are current.
- We shall supply the correct equipment to site and it will be suitable to undertake the work intended.
- The equipment will be maintained and inspected.
- The equipment will be restricted in use to those persons given the task of using it.
- The person using the equipment will be provided with method statements for its use and will receive training in its use.
- Plant/equipment operators/drivers will have certificates of training and be inducted into the specific site use.
- Site hired in equipment will be maintained and used in accordance with the instruction accompanying the plant or equipment.
- Cranes along with driver and banks men experienced in demolition will be hired in. The crane company will be responsible for the lifting operation and will provide method statement for the lift or lift operation.
- Equipment will be filled with fuel in the open air and after it has cooled down.
- All plant and equipment must be checked prior to use and records maintained. Any defects must be reported immediately.

Transport Safety

- It is Nick Brookes Group policy is to ensure our vehicle drivers are trained and competent and hold current driving licences. Drivers are trained in safety standards.
- Transport vehicles shall be loaded with care and within the stated maximum loads.
- Wagons will carry the appropriate hazard warning notices, fire extinguishers and first aid and be covered where required.

- All vehicles will be serviced to the manufactures requirements and durations.
- Where required we will establish a site traffic plan taking into account others on the site and the demolition or work being undertaken.

Operator protection

- Plant operators will wear PPE.
- Cab doors to be closed during demolition phase or appropriate face masks must be worn.
- Plant or equipment will be used with particular regard to operation staking place in the proximity of its operation.
- Operator/drivers will ensure the equipment is not worked from a position where objects can fall onto it to cause damage or injury.
- Operator/driver will ensure equipment does not become overheated, catch fire and ensure that any exhaust from the machine do not cause a hazard to those working in proximity.
- Operator/driver will ensure the equipment /plant works in a safe zone.
- Plant/equipment will have a means of shutting down in case of emergency
- Plant/equipment will be left safe after the work shift.
- Plant/equipment will be clearly marked describing the means for its controlling and working.
- Mobile work equipment will be provided with roll over protection, safe means for reversing and moving.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is the last resort rather than the first port of call in control of risk. Alternative working practices should be considered to minimise the risk at source rather than use PPE.

Standard PPE for site is:

- Hi-Visibility clothing;
- Safety Boots;
- Safety Helmets.

Other PPE that may be required on site can include:

- Eye protection (*e.g. when using power tools, cutting or grinding*);
- Gloves;
- Ear Defenders;

Any PPE requirements identified through the Risk Assessment and Method Statement process will be provided by the contractor and training given in the use and maintenance.

It is the responsibility of the employee to maintain the PPE, only use it for the purpose it was designed, and report any defects to Management.

CONTROL OF VIBRATION HAZARDS

Under the Control of Vibration at Work Regulations 2005, the Site Manager's strategy for reducing the hazard from Hand-Arm vibration and Whole Body Vibration will be addressed by:

- *Alternative methodology that does not involve high vibration tools;*
- *Employing mechanical means to complete the task (e.g. breaker attached to mini-digger);*
- *Ensuring that new tools or hire tools are fitted with vibration controls built-in;*
- *Reduce the exposure period for operative through job rotation;*
- *Ensuring that operatives stay warm to help identify any symptoms of vibration-induced injury.*

LIGHTING

The Site Manager will ensure that lighting is adequate for all works on the project. Additional lighting will be provided if required. This will be monitored continually as work progresses.

TEMPORARY LIGHTING AND POWER SUPPLIES

All temporary lighting will comply with the Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

REMOVAL AND MANAGEMENT OF ASBESTOS

We will conform to the requirements of the Asbestos Regulations. The client has had a demolition asbestos survey conducted.

Any non-reportable asbestos that has been identified in the building will be removed and disposed of by Nick Brookes Group and will be subject to controls detailed by our risk assessments and method statements. Correct personal protective equipment will be worn by all operatives undertaking this work in accordance with the HSE guidance (see the risk assessments). The asbestos will be removed and placed into a covered asbestos skip that will be kept secured.

MANAGING THE USE AND STORAGE OF SUBSTANCES HAZARDOUS TO HEALTH

- Containers must be correctly labelled with the name of the contents and must be suitable for storage of material;
- Containers of chemicals will not be used improperly (*e.g. as counterweights, door stops etc.*). Disposal of empty containers and unused materials will be in accordance with manufacturer's recommendations and COSHH regulations;
- Where containers of hazardous or unknown materials are found the Site Manager will be informed immediately. Containers will be moved if safe to do so without spillage to a secure area, prior to testing and disposal by licensed contractor.

ANY SIGNIFICANT DESIGN ASSUMPTIONS AND SUGGESTED WORK METHODS OR SEQUENCES

In relation to this project the sequence of works will be determined by the site manager after a site audit as site conditions can determine the method of works. In general, the sequence would usually be –

- Setup of the site compound, welfare and secure the site.
- Induct all operatives and get the required plant delivered and checked.
- The internal strip of the building will then be done by hand.
- Then operatives will dismantle the building into itself.
- Use a machine to mechanically reduce the building.
- Separate the waste and remove from site.
- Tidy site.

DEALING WITH BIOLOGICAL CONTAMINATION

We would expect to be made aware of ground contamination. Procedures and approvals will be in place before any ground contaminants are removed. We would expect conformation from the client that ground surveys and analysis has been undertaken. If this is not the case then action procedures will be discussed with the client see existing surveys.

LAYOUT AND FORMAT OF THE H&S FILE

Any information required for the H&S file will be passed onto the Principal Designer.

ARRANGEMENTS FOR THE COLLECTION AND GATHERING OF INFORMATION

We recognise that the gathering of information for the file after designer(s) and contractor(s) have concluded their works can be difficult. We are committed to ensuring that all contractors, including ourselves, will cooperate fully with the Principal Designer and provide the information required for inclusion as part of the file in a timely and appropriate manner.

SITE INDUCTION

Name of Site Supervisor : as per notice boards

Name of first aider – as per notice board

- The consumption of alcohol and the taking of un-prescribed drugs will not be permitted on site.
- A doctor's certificate allowing you to work will be required if you are taking medication.
- Disposable PPE is to be changed regularly. Disposable PPE is to be left in plastic bags for disposal.
- Electrical power will be at 110v or lower. The colour code for cable is yellow 110 v, blue 240v and red 415 v. Nick Brookes Group will provide generated power when required. Wandering leads are not to be left to cause a trip hazard.
- Scaffolding will only be altered by the scaffold company.
- Ladders provided and tied. Ladders must be checked for defects prior to use. Any defect must be reported immediately. Ladders are to be at a 1:4 angle. The ladder is to be 1.05mm above the landing platform. Ladders are only to be used for access.
- Access ways are to be kept clear at all times. The use of Youngman boards for access will be subject to a method statement.
- Walking through unsafe areas is not permitted. Walking on roofs without fall arrester systems in place is not permitted. Working at roof edges without fall arrester systems in place is not permitted.
- Smoking on site is not permitted.
- The fire alarm when raised will be called as called 'Fire – Fire'. Fire extinguishers are located in the site accommodation if required for fighting a minor fire only.
- A hot permit to work system will be worked if burning equipment is used.
- Plant and equipment will only be driven / operated by qualified personnel. All plant and equipment must be checked for defects prior to use – any defects must be reported immediately. Checks must be recorded.
- Tool Box Talks will be given as a means of discussing demolition sequences.
- Individual Responsibility - Each person on site is encouraged to report to the site supervisor lapses in site health and safety procedures. Each person on site has a responsibility for their own safety and that of others.
- Risk Assessments Method Statements must be completed before any work commences

