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DEMOLITION HEALTH AND SAFETY PLAN

The Yorkon Building, Huyton, L36

FOR

Knowsley Metropolitan Borough Council

22nd July 2021



Project: The Yorkon Building

Activity: Soft Strip, demolition and the formation modular framed building

Date: 22nd July 2021

Prepared by: Jordan Tisdale

Issued to: Knowsley Metropolitan Borough Council

Revision Date: N/A

Summary of Amendments: N/A

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1.0 Project description

Demolition Start date: TBC

Demolition period: 16 Weeks

Scope or works: Activity: Soft Strip, demolition and the 42 bay modular Arkon Building and soft landscaping

1.1 Key Participants

Client: Knowsley Metropolitan Borough Council
Municipal Building, Archway Road, Huyton, L36 9YU

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Architect: TBC

Contact details: TBC
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Principle Contractor: J P Tisdale (Demolition) Ltd.
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1.2 Existing records

The Principle Designer has provided J P Tisdale (Demolition) Ltd. with all necessary drawings.

All drawings relevant to this project are held within the site office

2.0 Management structure and responsibilities

Safety Role (Abbreviation)	Name
Managing Director (MD)	James Tisdale
Project Manager (PM)	Jordan Tisdale
Site Foreman (SF)	Paul Tisdale
Site Supervisor (SS)	Mike Tisdale
SHEQ	Jordan Tisdale (TechIOSH, PIEMA)

Demolition Directors / Project Directors

- Understand the Health and Safety Policy and Integrated Management System (IMS) and ensure that these are implemented on site and that work is carried out in accordance with them.
- Be familiar with requirements of the Health and Safety at Work etc. Act 1974, The Construction Design and Management Regulations 2015 and all other relevant legislation and ensure that they are observed on site.
- Ensure that Demolition Phase Health and Safety Plan is fully developed and approved prior to commencement of construction work.
- Ensure that all operations are carried out with the minimum risk to persons employed, third parties and the general public.
- Ensure that the Demolition phase Health and Safety Plan is included in tender documentation to potential contractors.
- Ensure that employees and contractors who have obligations in the Demolition Phase Health and Safety Plan understand and implement these. With respect to employees, ensure that Demolition Health and Safety duties are delegated.
- Be familiar with and understand legal requirements relating to operations under his/her control and ensure that these are observed.



- Require that adequate allowance is made for health and safety welfare items when tenders are being prepared.
- Accompany HSE Inspectors on site inspectors and to act on any recommendations in consultation with the Health and Safety, Health Environment and Quality (SHEQ) as appropriate.
- Ensure that induction training is made available to all on site and that it is carried out.
- Stop unsafe and potentially unsafe practices if witnessed on site.
- Set an example by encouraging safe practices and the wearing of personal protective equipment as necessary.
- Require that employees have the necessary competence and training to carry out the duties allocated to them.
- Use disciplinary/corrective procedures in consultation with the Project Managers and Human Resources if any employee or contractor is careless with regard to their own or others health and safety.
- Liaise with the Human Resources Department and ensure that training needs are delivered.
- Ensure adequate funds are available for the provision of suitable fire detection, protection and emergency lighting on any projects under his/her control.
- Ensure that emergency procedures are developed in accordance with J P Tisdale (Demolition) procedures.
- Ensure that all accidents are reported in accordance with RIDDOR and company procedures and are recorded in the Accident Book.
- Ensure there is adequate insurance provision for unusual operations.
- Conduct Safety Tours with Head of SHEQ.
- Always consider the introduction of systems and methods that reduce the risk of injury and/or ill health. Where possible specify substances that reduce the risk of injury or ill health. Plan the operations in a manner that puts safety first.
- Ensure that there is adequate insurance for unusual operations.

Head of Safety, Health, Environment and Quality (SHEQ)

- The Head of SHEQ is responsible for managing and co-ordinating health and safety activities.



- They are responsible for reviewing Health and Safety procedures and for acting as the source of health and safety within J P Tisdale.

The Head of SHEQ shall:

- Support the Managing Director in their duties.
- Co-ordinate the activities of the site based Site Health and Safety advisors to ensure suitable and sufficient advice, guidance and assistance is available on all projects.
- Generate an awareness of Health and Safety as an integral part of good management.
- Make recommendations to site management on matters in relation to Occupation Health and Safety.
- Collect and collate accident records, prepare monthly reports and distribute information on Health and Safety matters relative to the prevention of accidents, actual incidents and matters in relation to general safety performance.
- Prepare statistical analysis on accidents and causation classification and make recommendations to the Directors on preventative measures to be implemented.
- Ensure that accidents and incidents are reported to the Health and Safety Executive in accordance with relevant legislation.
- Stop unsafe and potentially unsafe practices if witnessed on site and report any to the Project Director.
- Monitor the provision of Health and Safety training and advise the Directors on training requirements.
- Liaise with Human Resources to ensure that it maintains Health and Safety training records.
- Provide where required input into the tendering process to ensure that statutory requirements are planned into projects at the earliest opportunity.
- Submit recommendations to the Directors on amendments to this Health and Safety Policy as required to comply with changing legislation, safe working practice or other circumstances.
- Attend Safety Committee meetings.
- Regularly review the J P Tisdale Health and Safety Procedures, Safety Management system and make recommendations to the Directors to update or amend as required.

- Keep up to date on developments within the field of Health and Safety.

Project Managers/ Site Managers

- Understand the Health and Safety Policy, Procedures and Integrated Management System (IMS) and ensure that they are implemented, and work is carried out in accordance.
- Ensure the statutory inspections and examinations are carried out.
- Ensure that employees have the necessary competence and training to carry out the duties allocated to them.
- Ensure that work is carried out in accordance with the requirements of any method statement or risk assessment pertaining to that work and that adequate resources exist to ensure work is carried out safely.
- Ensure that all pre-contract documentation required by Health and Safety Procedures are fully completed and recorded on file.
- Supply information to the Design Manager that may be required for inclusion in the Health and Safety File.
- Be familiar with the requirements of the Health and Safety at Work etc. Act 1974, the Construction Design and Management Regulations 2015 and all other relevant legislation and ensure that they are observed on site.
- Be conscious of any special hazards that might arise on any of the operations under his / her control e.g. overhead or underground electric cables, poor ground conditions.
- Prepare method statements and risk assessments for work being carried out directly prior to the work, to which they pertain, commencing. The Site Health and Safety advisors will assist in this process.
- Review contractors risk assessments and method statements for the project. These should be reviewed prior to work commencing. The Site Health and Safety advisor will assist in this.
- Obtain copies of method statements and risk assessments from contractors prior to the work, to which they pertain, prior to commencing.
- Ensure that these are checked and that these checks are recorded in accordance with J P Tisdale Limited Procedures.
- Ensure that employees and sub-contractors who have obligations in the Project Safety Plan have been fully briefed on such.

- Ensure that all persons working on site are briefed on the respective controls contained within method statement and/or risk assessment pertaining to the task they are to undertake.
- Pre-plan operations with due regard as to the health, safety and welfare of employees, contractors' and the general public.
- Ensure that plant and pedestrians are segregated, and that unauthorised access is prevented.
- Ensure the safe delivery and stacking of materials to prevent obstruction of access and egress routes.
- Ensure that the safety of third persons upon which the undertakings of J P Tisdale Demolition Limited may impinge are considered and addressed.
- Record and report all accidents and dangerous occurrences.
- Assist with the investigation of all accidents, dangerous occurrences and near misses and with establishing suitable remedial measures to prevent similar situations in the future.
- Ensure that adequate first aid, welfare facilities and sanitary conveniences are provided and report to the Site Health and Safety advisor if such facilities are inadequate.
- Ensure that the site welfare facilities are properly maintained and kept in a clean condition. Demolition operations are not to commence until adequate welfare facilities have been provided.
- Ensure that the findings identified during site inspections are remediated expediently.
- Set an example, wear Personal Protective Equipment (PPE) and ensure that persons on site wear adequate and suitable PPE.
- Stop any dangerous activity and draw the attention of the contractor's supervision to any contravention of legal requirements. Ensure that the necessary corrective action is taken.
- Liaise and keep the Site Health and Safety advisor informed as appropriate.
- Identify health and safety training needs for company employees ensuring they have the necessary competence to carry out the duties allocated to them.
- Carry out or arrange to be carried out, the statutory inspections and examinations required by legislation.

- Ensure that only trained, competent persons who hold relevant certification operate that plant and machinery.
- Accompany HSE Inspectors on site inspections and to act on any recommendations, consulting with the Project Director, Head of SHEQ or the Site Health and Safety advisor as appropriate.
- Ensure adequate induction training is carried out with all visitors and persons working on site
- Ensure that toolbox talks are delivered in accordance with J P Tisdale (Demolition) Limited Health and Safety Management Procedures.
- Pay particular attention to the activities of new employees, particularly young persons, and advise them of safe methods of work.
- Make recommendations on any amendments to the Health and Safety Management System.
- Attend Safety Tours with Head of SHEQ as required.

General Foreman, Trades Foreman and Supervisors

- Stop any work activity that is unsafe or not being carried out in accordance with control measures contained in any method statement and/or risk assessments relating to the work.
- Set an example - carry out personal work and duties in a safe manner.
- Provide the Projects Manager with details of any areas where the Health and Safety or Health and Safety practice are not being followed.
- Ensure that in the event of an accident occurring the circumstances are entered in The Accident Book.
- Ensure that all hazardous materials are properly marked used and stored as detailed in the assessment under the Control of Substances Hazardous to Health (CoSHH) Regulations.
- Ensure that a tidy site is maintained and areas of works are fenced and adequately signed where necessary.
- Ensure that all operatives are using proper Personal Protective Equipment (PPE) of the task.
- Ensure that statutory registers are completed.
- Pay particular attention to the activities of new employees, particularly young persons, and advise them on safe methods of work.

- Take an active role with induction training.
- Maintain safe access and egress around the site and report any defects affecting plant, tools and equipment to the relevant individual so that repair can be facilitated.
- Require that the employees under his / her control do not interfere with or misuse anything provided for their safety, health and welfare, and report any such misuse to the Site Health and Safety advisor.

Employees – Site and Office Based

- Be familiar with the Health and Safety Policy and the Integrated management System (IMS) and to cooperate in its implementation at all times.
- Carry out all instructions given by managers / supervisors in relation to Health and Safety.
- Observe safety regulations at all times.
- Take reasonable care of personal health and safety and that fellow employees and anyone else who may be affected by your acts or omissions and co-operate with others in carrying out their duties.
- Wear appropriate protective clothing and use safety equipment at all times as instructed.
- Report all hazards, unsafe conditions and / or unsafe equipment to immediate supervisors.
- Stop and report unsafe practices or potentially unsafe practices witnessed at work.
- Report all accidents, incidents and near misses to your supervisor whether or not they result in any injury or damage.
- Use work equipment and materials correctly and never work in an unsafe manner.
- Ensure that the work place is kept clean and tidy and that escape routes are kept clear at all times.
- Be aware of emergency procedures and if you are in any doubt, ask the line manager.
- Work in accordance with control measures contained in the risk assessments that relate to work to be undertaken.



- Request assistance and guidance on matters of concern in relation to Health and Safety.
- Never, under any circumstances, work in an unsafe manner. In the event of any concern: stop work immediately and seek guidance /clarification. Health and Safety is more important than any work activity.
- Make suggestions for safer methods of working.

The Responsibilities of Contractors and Their Employees

- All Contractors will be expected to comply with the Company Health and Safety Policy of J P Tisdale (Demolition) Limited and must submit their own Health and Safety documentation to J P Tisdale (Demolition) Limited for verification. This will include at minimum; risk assessments, method statements, CoSHH assessments, Health and Safety Policy, Insurance details and any other training undertaken by operatives.
- Contractors are expected to read the J P Tisdale (Demolition) Limited Health and Safety Policy and will be expected to be fully aware of what is required of them whilst working on sites.
- All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others whom may be present in the work area and comply with any safety instruction given to them by the Site Manager or other representative of J P Tisdale (Demolition) Limited.
- All plant and equipment brought into a work area by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, with any certificates available for checking. All operatives must be adequately trained in the use of such equipment and where appropriate, have available certificates of competence.
- All electrical equipment is to be regularly tested and suitable for the conditions in which it is to be used or provided.
- Any injury sustained or damage caused by Contractor's employees must be reported immediately to the Supervisor.
- Contractors when informed of any hazards or defects will be expected to take immediate action to implement given controls.
- Welfare facilities will be available at work sites as well as extinguishers and first aid personnel, in circumstances where this is not possible, J P Tisdale (Demolition) Limited will make alternative arrangements with Contractors.



- Contractors undertaking hot works for J P Tisdale (Demolition) Limited are to provide additional, suitable fire extinguishers at all times, which are to be to hand at the work site.
- J P Tisdale (Demolition) Limited will provide CoSHH assessments for any material or substance for use on site. Contractors are to provide CoSHH assessments for materials provided for their own use.
- Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc. is cleared as work proceeds.
- It is the Policy of J P Tisdale (Demolition) Limited that all operatives, Contractors and persons within the work area wear protective clothing or equipment appropriate to the works being undertaken or as requested by the Supervisor or other representative of the Company.
- Contractors are required to ensure that copies of all risk assessments, method statements, CoSHH assessments and any other Health and Safety documentation are available for inspection by J P Tisdale (Demolition) Ltd. Limited.
- Such assessments must be provided before work is due to commence and in sufficient time to allow for the consideration of hazards and controls implemented.
- Contractors are to provide appropriate protective clothing and safety equipment and to ensure that their employees use both at all times when required by the PPE assessment, or advised by the Supervisor or representative of the Company.

2.1 Health and Safety goals for the project

“J P Tisdale (Demolition) Limited is totally committed to ensuring the safest of environments for the public and the demolition workforce during all phases of the demolition programme”

Within this ultimate objective, J P Tisdale (Demolition) Limited considers that its Health and Safety goals fall into five distinct categories namely:

- Ensuring safe access / egress for the public, deliveries and all site operatives.
- Contributing to the reduction of demolition vehicular incidents by providing adequate space for demolition traffic, pedestrian activities and the storage of materials.
- Encouraging designers to take an active role in designing out hazards such as:
 - Working at height during demolition operations

- Excessive use of hand held vibratory equipment
- Exposure to high levels of noise & dust
- Requiring the Contractors to ensure minimum disruption to the general public and surrounding businesses by the effective control of noise and dust.
- Promoting the creation and maintenance of safe working environments for the construction workforce by embracing and contributing to health and safety incentive schemes.

J P Tisdale (Demolition) Limited will strive to create a project wide Health and Safety ethos and will expect every participant to encompass these goals. Each will have equal opportunity to review, manage and enhance the overall total safety performance.

J P Tisdale (Demolition) Limited has adopted both HS (G) 65 and the DuPont principles of safety management as their safety management system. These include:

HS (G) 65

Policy

A Health and Safety Policy has been implemented and is considered in all business practice and decision- making. The Policy insists, persuades, explains, and assigns responsibility within J P Tisdale (Demolition) Limited.

Organising

J P Tisdale (Demolition) Limited realises that to make the policy effective both management and employees must be actively involved. This is achieved by the creation and sustaining of a "Safety Culture". This culture includes:

- Secure control – by ensuring managers lead by example
- Encouraging co-operation – between management, employees and contractors
- Arrangements for co-ordinating preventative and control measures where more than one Contractor may be exposed to the same risks
- Co-ordination of Health and Safety surveillance and / or assistance between various contractors.
- Securing effective communication – by providing information about hazards, risks and preventative measures.
- Achieving co-ordination – of activities both internally between departments and other operating areas, and with other organisations that interface with them – need to put down the type of meetings and the frequency that they will be held.



Arrangements for obtaining feedback from the workers and giving advice, and the co-ordination of this information. Workforce consultation procedures.

- Ensuring competence – by assessing the skills required to carry out all tasks safely and then by providing the means to ensure that all employees (even temporary ones) are adequately instructed and trained.

Planning and implementing

Planning ensures that the Health and Safety efforts actually work. The planning system:

- Identifies objectives and targets which are attainable and relevant.
- Sets performance standards for management and for the control of risks which are based on hazard identification and risk assessment, and which take legal requirements as the accepted minimum standard.
- Considers and controls risks both to employees and to others who may be affected by J P Tisdale (Demolition) Limited's undertakings.
- Has ongoing design elements of work and the introduction of new information.
- Ensures that documentation exists for all performance standards.

Monitoring

The two types of monitoring system to be used are:

- **Proactive monitoring** – intended to measure the achievement of objectives and specified standards before things go wrong. This involve regular inspection and checking to ensure that standards are being implemented and that management controls are working properly.
- **Re-active monitoring** – Intended to collect and analyse information about failures in Health and Safety performance, when things do go wrong. This will involve learning from mistakes, whether they result in accidents, ill health, property damage, incidents or near misses.

Reviewing and auditing of the management system will take place at J P Tisdale (Demolition) Limited monthly internal safety meetings, which is also attended by the Head of SHEQ. The main objective of the reviews are to:

- Ensure the standards achieved conform as closely as possible to the objectives set out in J P Tisdale (Demolition) Limited's Safety Policy
- Provide information to justify continuation of the same strategy, or a change of course.

J P Tisdale (Demolition) Limited shares the beliefs of Du Pont that:



All injuries and occupational illnesses are preventable.

Management is directly responsible for doing this, with each level accountable to the one above and responsible for the one below.

Safety is a condition of employment and is as important to J P Tisdale (Demolition) Limited as production, quality and loss control.

Training is required in order to sustain safety knowledge and includes establishing procedure and safety performance standards for each job.

Safety audits and inspections must be carried out and recorded.

Deficiencies must be corrected promptly, by modifications, changes in procedure, improved training and / or consistent and constructive disciplining.

All unsafe practices, incidences and injury accidents will be investigated – Safety away from work is as important as safety at work.

Accident prevention is cost effective. The highest cost is human suffering.

People are the most critical element in the Health and Safety programme, Employees must be actively involved and complement management responsibility, by making suggestion for improvement.

J P Tisdale (Demolition) Limited has appointed James Tisdale Project Director, who will have the overall responsibility for ensuring compliance with all J P Tisdale (Demolition) Limited's Health and Safety policies and procedures.

Paul Tisdale has been appointed as the Demolition Manager on this project and will have the day-to-day responsibility for ensuring the site is run in safe manner, so far as reasonably practicable. The Organisation section of the Health and Safety Policy outlines the hierarchy of management and their various responsibilities within J P Tisdale (Demolition) Limited.

All persons working on this development will ensure that safety will be of the utmost concern at all times and will assist all parties in achieving this standard wherever necessary.

Any breach of safety standards will not be tolerated and may result in dismissal from the development. The Health and Safety at Work etc. Act 1974, The Construction (Design and Management) Regulations 2015 and all other associated Acts, Regulations, ACoP's and Guidance Notes will be regarded as the minimum standards for this site with the aim of no lost time accidents or dangerous occurrences.

To achieve 100% success, J P Tisdale (Demolition) Limited will ensure that all operatives working on site receive a Health and Safety induction prior to commencing work and regular meetings between all those working on site exchange health and safety information.



J P Tisdale (Demolition) Limited aim to generate a culture where everyone, irrespective of his / her position, realises that they have a part to play in ensuring that accidents are prevented. There must be arrangements for regular liaison between all personnel on site to co-ordinate the responsibility for shared work equipment.

2.2 Site liaison

All Contractors on this project will be made aware of the risks applicable to them at the tender stage and again at the beginning of the Demolition Phase. This information will be updated as and when changes occur and it will be the responsibility of the Contractor to ensure that this information is passed on to all operatives under their control i.e employed, self-employed and other Contractors. J P Tisdale (Demolition) Limited will share this duty and as far as it practicable will give notice of changes to all concerned.

All Contractors will be made aware of this Demolition Phase Health and Safety Plan before their commencement on site and will return similarly before commencement full method statements or risk assessments for any significant hazards. All documentation will be available for inspection by operatives in the Site Office and J P Tisdale (Demolition) Limited will be responsible for ensuring all information that may be required by others will be added to the plan i.e Health and Safety Policies, CoSHH, noise, PPE, Manual Handling Assessments, Statutory Inspection Registers, etc.

All site operatives will attend a full site induction upon entering the site for the first time.

It is estimated that approximately 2 contractors may be required on this site throughout the project to undertake various tasks and operations. All documentation will be available for inspection by operatives and those requiring information on request. A copy of the Demolition Phase Health and Safety plan will be kept in the site office and J P Tisdale (Demolition) Limited and they will ensure that contractors working within their remit present all information for inclusion in the plan.

Contractors are required to have a company representative attend the fortnightly site meetings to discuss health and safety issues, safety performance, design alterations and any other issue relevant to the project.

Due to the size and nature of this project J P Tisdale (Demolition) Limited have decided that it is appropriate to have an 'open door' policy, where individuals can approach any member of the management team regarding any health and safety concern they may have. These concerns will be reported to the Head of SHEQ for consideration and action.

The Site manager will update the contractors on a daily basis regarding any changes to the working environment or any other factor that may affect their safety during the works. These updates will be recorded in the Site Manager's diary.

2.3 Exchange of design information

All designers, structural engineers and the client have a duty under the Construction (Design & Management) Regulations 2015 to provide J P Tisdale (Demolition) Limited

with any design information relevant to the project to assist in risk identification and risk management.

2.4 Handling design changes during demolition

The handling of information on design changes between all key participants will be documented. Regular design meetings will provide a suitable route for addressing site specific issues with the opportunity to assess the issue raised while all concerned parties are attending site. The Principle Designer will be invited to all design meetings.

J P Tisdale (Demolition) Limited will directly contact any designer with issues raised in relation to their specific drawings or design as necessary and wait for further instructions.

2.5 Selection and control of contractors

Contractor selection is undertaken by the completion and review of the Contractor Pre-Qualification Questionnaire.

Contractors are to monitor their own operations during the construction period, The Site Manager, the Head of SHEQ, Package Managers and J P Tisdale (Demolition) Supervisors will monitor all site operations throughout the working day.

Any contractor found working outside the scope of a safe system of work or risk assessment shall be stopped and asked to review their working practices. They must revise their health and safety documentation to meet the standards of the J P Tisdale (Demolition) Limited Health and Safety Policy and the minimum legal requirements / industry codes of practice.

2.6 Exchange of information between contractors

J P Tisdale (Demolition) Limited will ensure that health and safety information received from the client, designers and others is passed to all contractors working on this project. This will take various forms including pre-construction information, design drawings, reports from surveys, design risk assessments, etc.

Contractors employed by J P Tisdale (Demolition) Limited are required to exchange any relevant health and safety information with J P Tisdale (Demolition) or any other contractor. The Project Manager will ensure that information is collated and exchanged.

2.7 Site Security

24 hour security will be provided for this project.

All operatives shall wear / carry the agreed form of identification. Only inducted operatives are allowed within the site areas – all Project Team / Visitors will be escorted at all times by our representative and will be given an Awareness Induction beforehand. Existing entrances will be permanently manned during working hours.

Signage relevant to the activities being undertaken on the site will be prominently displayed.

2.8 Site Induction

J P Tisdale (Demolition) will ensure that all persons working on site during this project receive a site safety induction – all Project Team / Visitors will be escorted at all times by our representative and will be given an Awareness Induction beforehand. The management team will undertake the site inductions of all contractors and provide them with relevant information contained within this construction phase plan.

This will include the following:

Access and Egress	Permits to Work
Accident Reporting	Personal Protective Equipment
Asbestos	Plant and Equipment
CoSHH	Risk Assessments
Dress Code	Safe Systems of Work
Electricity	Safety Signs
Emergency Procedures	Scaffolding
Environmental Considerations	Site Rules
Eye Protection	Smoking
First Aid	Traffic Management
Housekeeping	Vibration
Lifting Equipment	Welfare Facilities
Manual Handling	Working at Height

2.9 On site training

J P Tisdale (Demolition) Limited, as well as all other contractors involved in this project, has a duty under the Construction (Design & Management) Regulations 2015 to ensure that all their employees are competency trained to undertake their respective tasks.

Should contractors be required to train their employees during this demolition project they will liaise with the Project Director or Site Manager of J P Tisdale (Demolition) Limited.

J P Tisdale (Demolition) Limited will accommodate any reasonable request from any contractor to present on site throughout this project.

2.10 Welfare facilities and first aid

Please refer below to Appendix “E”. We will utilise the site compound for the welfare facilities for this site.

The first aider/s for this site will be Mike Tisdale

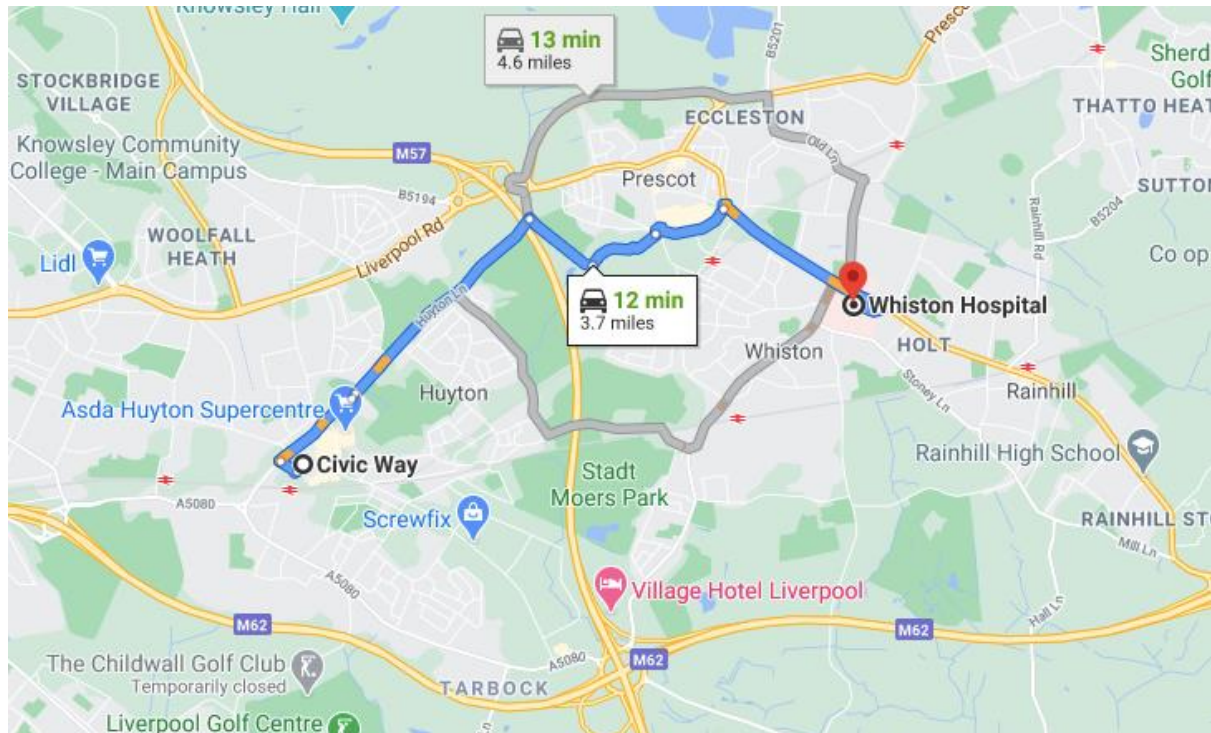
The first aid kit will be located within welfare unit

The following information will be issued at induction and will be displayed on the site notice board:

The nearest hospital with an A&E unit is:

Whiston Hospital Warrington Road, Rainhill, Prescott, L35 5DR

It is located 3.7 Miles from the project



The emergency services will be contacted by the Demolition Manager / Site Supervisor

2.11 Reporting of accidents and incidents

J P Tisdale (Demolition) Limited will keep an Accident Book on site for recording all accidents and incidents. Any accident or incident which is governed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be recorded / reported by the injured party's employer. All reportable accidents and incidents under RIDDOR must be immediately reported to the Health and Safety Manager.

The Site manager must be immediately informed of any occurrence on site either by employees or contractors to ensure necessary action or controls can be implemented to prevent recurrence.

Contractors must ensure that the Health and Safety and Site Manager is informed of all accidents and incidents to ensure they are entered into the Accident Book.

2.12 Risk Assessments and safe systems of work

J P Tisdale (Demolition) will ensure that risk assessments and method statements are prepared for any works they are undertaken that involve significant risk.

All contractors are legally required to prepare assessments and safe system of work in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006 and the Health and Safety at Work etc. Act 1974.

All risk assessments and method statements issued by contractors will be reviewed by both the Package Manager and the Head of SHEQ. The following status will then be awarded:

- “A” – acceptable. Work may commence
- “B” – acceptable with comments. Comments must be addressed, and the document submitted with amendments within a given time frame.
- “C” – Unacceptable. No work to commence

Works will only be allowed to commence with the risk assessments / method statements have achieved “A” status. Initial operations may commence where a “B” status has been issued, but the document must be amended by the contractor to achieve “A” status in a given time frame.

2.13 Site rules

The Site Manager will inform operatives of the site rules at the site safety induction.

Any person found having disregard for these rules and standards will be requested to leave site immediately.

1. All personnel shall undergo induction training
2. Any person found to be interfering of misusing fixtures; fittings or equipment provided in the interest of health, safety or welfare, will be excluded for the site
3. Visitors must report to J P Tisdale (Demolition) Limited site offices and will be allowed entry at the discretion of J P Tisdale (Demolition) Limited. Whilst on site, visitors are to wear the appropriate PPE.
4. Safety helmets, protective footwear and high visibility jackets will be worn as required within the perimeter of the construction site.
5. The consumption of alcohol and non-prescription drugs is prohibited. Any person under the influence of alcohol or drugs will not be permitted entry to site, and if found on site will be removed. Prescribed drugs for medical reasons are permitted, provided they in no way reduce the person’s ability to carry out their duties safely.
6. No person is to operate any mechanical plant or equipment unless they have been trained and have been certified as competent. Plant and equipment must be maintained in compliance with the manufacturer’s operating manual procedure.

7. All manual handling is to be carried out strictly in accordance with The Manual Operation Regulations 1992.
8. Contractors are to immediately report any accident resulting in major injury (as defined in RIDDOR). All accidents are to be recorded as an element within the Contractors report to be given at each site meeting.
9. Any mechanical plant or equipment found to be defective is not to be used.
10. All work is to be undertaken in accordance with Risk Assessments and Method Statements.
11. The following personal protective equipment (PPE) must be worn at all times when on site:
 - Safety Helmet
 - Steel toe-cap footwear (with steel mid-soles)
 - Yellow high visibility vests/ jackets for slinger signallers, banksmen and traffic marshals
 - Safety glasses
 - Gloves
12. All materials are to be lifted with a mechanical aid where possible.
13. No personnel shall indulge in flighting, horseplay, tomfoolery or practical jokes including wolf whistling etc.
14. Podium steps are to be used in preference to ladders or stepladders.
15. Hearing and respiratory protection shall be worn when the task requires it.
16. Scaffolding is only to be erected or altered by competent, authorised persons.
17. Food is only to be consumed in the canteen area.
18. Protection of third parties must be considered before work begins.
19. Consideration and courtesy are to be given to all others adjacent to the work area e.g public and residents.
20. Do not leave any areas in an unsafe condition.
21. Become acquainted with the risk assessments for the task being undertaken.
22. No person, other than a designated and qualified electrician, is to make connection / disconnection, other than at approved plug & socket points, or make alteration to the temporary electrical supply.
23. All injuries, however trivial, must be reported to the site office.
24. Ensure you know the Site First Aider and Emergency Procedures.
25. Keep welfare facilities clean and tidy, and put all rubbish / debris in skips / bins.
26. Keep the work area tidy and do not leave materials or equipment where people may trip over them, use barriers where necessary.
27. Ensure the integrity of the work area at the end of each shift / day.
28. Personal radios / MP3 players are not permitted on site.
29. Do not "bomb" or drop any materials from scaffolding.
30. Vehicles are not to be reversed in the loading areas unless under the control of an authorised traffic marshal.
31. Smoking is only permitted in the designated areas.
32. Do not leave holes or excavations uncovered and ensure the safety of the site when your shift is finished.
33. Safety and signs notices must be followed.
34. Ensure all pedestrian routes are maintained in a suitable condition at all times.

35. If any material is suspected as being deleterious in nature, work will cease and further instructions sought from the Site Manager.

2.14 Emergency procedures

Please refer to the Fire Safety and Emergency Plan in Appendix "B"

A fire point consisting of water and other appropriate fire extinguishers, will be placed on each landing of the primary fire escape route. A bell or horn will be utilised as a method of raising the alarm as the existing fire alarm is being removed as part of the works.

The existing fire exit routes of the building will be maintained and utilised as a primary means of escape.

As works progress a fire risk assessment will be carried out to reduce the number of primary escape routes to 1.

Fire tender access and access to any existing fire hydrants will be maintained at all times. Fire routes from site will remain clear at all times including from building debris, materials and plant equipment etc.

J P Tisdale (Demolition) Limited will establish adequate fire and emergency arrangements for the site, including; means of raising the alarm, availability of fire-fighting equipment and assembly points outside the site etc.

J P Tisdale (Demolition) Limited will give considerations to the following issues:

- Ensure that all necessary fire precautions are implemented and that site personnel are aware of all fire drills, all escape and muster points and positions of all fire-fighting equipment in the event of a fire.
- A responsible person in charge of fire safety, who can assess fire risks, understands fire growth and spread, will prepare and update site evacuation plans as necessary, and will prepare a salvage operation plan.
- A fire safety plan is to be prepared to include procedures to reduce the risk of fire and for dealing with fires, explosions and other major incidents.

A fire drill will be undertaken during the first week of this project to ensure that all who are involved in the project are aware of the procedures.

In the event of an emergency the alarm will be raised, the Site Supervisor will be advised, and the site evacuation will commence. The assembly point will be located on West Street.

The emergency services will be contacted by the Demolition Manager / Site Supervisor.



A head count will be carried out at the assembly point using the Site Attendance Register for reference.

3.0 Arrangements for controlling site risks

The Site Manager, Contractors and Employees are responsible for ensuring risks are controlled in order to maintain a safe working environment. Details of specific site health and safety issues are detailed in the following sections.

3.1 Deliveries and removal of waste

Access for deliveries and waste removal is the site entrance located on West Street

Deliveries to the site are to be planned to account of the following:

- Site located within a residential area
- Peak vehicle traffic times
- Storage availability on site
- Travel distances for manual handling operations

Contractors are required to liaise with the Demolition Manager for all equipment and delivery requirements.

The Project Hazardous Waste Number is CBDU82505

Please refer to the Site Waste Management Plan in Appendix "G"

3.2 Mechanic and electrical services

All mechanical and electrical alterations / isolations will be undertaken by the M & E Contractor.

Contractors undertaking these operations will liaise with the Demolition Manager prior to undertaking any isolations.

An Isolation Certificate is to be provided by the M&E Contractor prior to any further operations being undertaken.

All services are to be tested to ensure isolation prior any work being undertaken on them.

3.3 Adjacent land use

Commercial
Retail
Residential

3.4 Stability structures

All structures will be visually inspected by the Demolition Manager for obvious signs of structural instability prior to works commencing.

Should structural instability be suspected, no works will commence until a structural engineer's report has been received.

3.5 Working at height

Working at height will be undertaken in accordance with the Working at Height Regulations 2005.

Operatives must be trained and competent to work at height and in the use of any equipment. Only operatives trained to erect, alter and dismantle scaffolding or mobile scaffold towers are to do so.

Podium steps are to be used in preference to ladders or stepladders.

Where necessary the use of stepladders should be limited and their use justified under a risk assessment prepared in accordance with Regulation 3 of the management of Health and Safety at Work (Amendment) Regulations 2006.

3.6 Fragile Materials

Roof lights

Glazed roofs and atrium edge protection

3.7 Lifting operations

N/A

3.8 Maintenance of plant and equipment

All plant and equipment must be maintained in accordance with the manufacturer's instructions to meet the requirements of the Provision and Use of Work Equipment Regulations (PUWER) 1998.

Where necessary a plant / equipment log or register will be kept.

All portable electrical equipment will be 110v supply and tested / inspected in accordance with HS (G) 141, Electrical Safety on Construction Sites.

3.9 Ground conditions and excavations

N/A

3.10 Wells and tunnels

N/A

3.11 Working adjacent to water

N/A

3.12 Diving operations

N/A

3.13 Caissons and compressed air

N/A

3.14 Explosives

N/A

3.15 Traffic routes and segregation

Please refer to the Traffic Management Plan in Appendix “F”

3.16 Storage of materials and equipment

There is a limited amount of space for the storage of materials on this site. Please refer to Site Layout Drawings. The site compound is intended as a segregation area.

Contractors will adhere to the principle “Just in Time Deliveries”.

All contractors are to liaise with the Demolition Manager as their storage requirements and the availability of storage space.

All deliveries are to be planned and the Demolition Manager consulted.

3.17 Asbestos

Please refer to the localised asbestos survey carried out by Absolute Asbestos Surveys highlighting notifiable asbestos in areas of the office building. A refurbishment and Demolition asbestos survey was undertaken by the client week commencing October 21st 2020

All asbestos removal will be undertaken by a licensed competent asbestos contractor.

3.18. Contaminated land

N/A

3.19 Manual Handling

Manual handling operations will be avoided / minimised where reasonably practicable by using existing passenger goods lifts, pallet trucks or trolleys.

However, where manual handling operations cannot be avoided, contractors will be requested to instruct operatives in load reduction and suitable lifting and team lifting techniques, using kinetic lifting as a basis.

3.20 Hazardous substances

Where the use of any such materials on site are avoidable, manufacturers, safety data sheets must be supplied, and the recommendations followed. Where required by the CoSHH assessments must be presented to J P Tisdale (Demolition) Limited prior to operations commencing.

Note:

The CoSHH hierarchy must be adhered to i.e should a safer material be available it must be used in preference if all other characteristics, including price, are suitable and all reasonably practicable measures to minimise any risks from any potentially hazardous materials and operations including oils, solvents, fuels etc. will be taken.

3.21 Noise and vibration

All excessively noisy operations will be limited to times outlined by Knowsley Metropolitan Borough Council

J P Tisdale (Demolition) Limited will respect any reasonable request to reduce the duration of noisy activities further if required. Contractors will be required to have all plant and tools fitted with either silencers or dampers so far as practicable.

Should noise levels reach 80DB (A), operatives will be informed of the risks to their hearing and appropriately attenuated ear defenders or earplugs will be made available for use.

Should noise levels reach 85DB (A), operatives will be informed of the risks to their hearing and supplied with appropriately attenuated ear defenders of earplugs and instructed to wear them during noisy operations. The contractors are to ensure compliance by carrying out regular active monitoring.

Our Site Management Team will undertake noise surveys during their regular site inspections. However, operatives will be informed that as a general rule, if they need to raise their voice when standing 2 metres away from a noise source, it is too loud and hearing protection must be worn.

It is the buying policy of J P Tisdale (Demolition) Limited to ensure that noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view of lowering the risk when equipment is used.

Contractors are encouraged to purchase equipment that is advances in technology and equipped with vibration absorbing features.

To ensure that operatives are aware of the effects of hand arm vibrations they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

Should it be deemed necessary, contractors are to undertake noise and hand arm vibration monitoring and, dependent on the results, further control measures will be required.

Below are some examples of maximum usage for tools in order to prevent injury and ill health:

Tool	Hand Vibration (m/s ²)	Maximum usage period in 8hrs (Minutes)
2- stroke breaker	10	38
Electric breaker (7kg)	9	46
Rotary/hammer drill (4kg)	10	38
Rotary/hammer drill (9kg)	14	19
Rotary drill	2.5	480
7/9" Grinder	5.5	124
Circular saw 6" – 9"	2.5	480
Wall chaser (twin) blade	4	235

3.22 Ionising radiation

No systems or equipment that emit or contain ionising radiation have been identified within the scope of these works.

3.23 Ultra-violet radiation

All site operatives are to be reminded of the six-point sun protection code issued by the Health and Safety Executive:

- 1) Keep your top on. Clothing forms a barrier to the sun's harmful rays
- 2) Wear a hat with a brim or a flap that covers the ears and back in the neck
- 3) Stay in the shade whenever possible, during our breaks and especially at lunch time
- 4) Use high factor sunscreen of at least SPF50 on any exposed skin (sun cream will be provided with the welfare facilities)
- 5) Drink plenty of water to avoid dehydration
- 6) Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size of colour, itching or bleeding

4.0 The Health and Safety File

Please refer to the requirements of the Principle Designer.

5.0 Covid-19 Site Operation Procedures

- Following recommencement on site after the development of events from Covid-19, all operations will conform to the following procedures.
- Transport to and from site:
- GD will monitor parking arrangements for additional vehicles as necessary.
- GD have advised that public transport is to be avoided if possible, to ensure key worker priority.
- GD will consider walking or cycling to site if practical.
- Where public transport is the only option for workers, GD will consider changing and staggering site hours to reduce congestion on public transport.
- GD will avoid using public transport during peak times if possible (05:45 - 7:30 and 16:00 - 17:30).

On-Site Hygiene:

- A number of hand wash facilities have been placed around the site
- Hand wash facilities will be made available at all site entrances and exit for operatives and visitors alike
- All operatives have been briefed on personal hygiene in line with government guidance for on-site construction workers
- Operatives are to Wash their hands for 20 seconds using soap and water when you enter the site and before you leave.
- Common contact surfaces in site office, canteen etc. regularly cleaned, particularly during peak times.
- GD has increased the size of the welfare facilities on site in order to properly enable social distancing.
- General Health and Well-being:
- Any GD operative who develops a high temperature or a cough have been advised they **must not come to work under any circumstances**
- If COVID-19 infection is suspected, all are to follow NHS and government self-isolation rules.

When social distancing cannot be maintained:

- Keep the number of people working who cannot social distance to a minimum.
- Reduce the number of people in close proximity in the work area.
- Limit the movement of people around the site. Consider if workers stay in one place, or at one workstation when working.
- Limit the amount of different equipment or surfaces that people need to touch.
- Assign workers to teams which then socially distance from other teams. Keep workers in the same teams as far as possible to limit social interaction. Keep teams as small as possible. If a team member becomes ill with symptoms of

coronavirus, they and the rest of the team should follow the UK government guidance on self-isolation.

- Mark areas of the floor to outline movement directions etc.

Site Visitation and Management of Human Traffic:

- Stop all non-essential Visitors.
- **Alert site management when a visitor arrives and ensure that any and all visitors follow the Covid-19 protocols GD has in place.**
- There is to be staggered usage of the arisings removal lifts and allocated time slots in order to mitigate against interaction with the number of other contractors on site. A separate lift core is to be used to minimize interaction of operatives for general access.
- Times to be agreed and scheduled

On-site behaviors:

- Site inductions / RAMS / Task Activity briefings will be held outdoors or in the extended welfare facilities wherever possible, please stay 2m apart when attending.
- Skip loaders should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
- The site manager will be around site monitoring compliance. If anyone is continually too close together, it may be that they are asked to leave site.
- Appropriate signage is to be displayed around site regarding maintaining social distancing and Covid-19 procedures.

Personal responsibilities for Hygiene and Cleanliness:

- Wash your hands for at least 20 seconds before and after each break.
- This includes before you stop to smoke and / or go to the toilet.
- There should be adequate supplies of soap and water available. Site management will ensure supplies are topped up.
- If you see supplies are starting to run down, notify management.
- There are hand sanitiser points around site where hand washing facilities are unavailable.
- The site manager will ensure we regularly clean the handwashing facilities.
- There are extra rubbish bins for hand towels, please keep these facilities clean and tidy.
- GD will restrict the number of people using toilet facilities at any one time.
- There are signs in and around the welfare, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.

Canteen and rest areas:

- The capacity of the canteen or rest area is to be clearly identified at the entrance.
- Where necessary there may be there may be supervision to ensure compliance with social distancing measures.
- Break times will be staggered, to reduce congestion and contact at all times.
- Drinking water will be provided
- Lunch is to be brought to site in the morning to avoid unnecessary movement around site.
- We are going to frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.

- Hand sanitiser will be available in the rest area, please use when entering and leaving the area.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Tables should be cleaned between each use - cleaning equipment is there for you to use.
- The capacity of the Changing/Drying room is clearly identified at the entrance.
- We may introduce staggered start and finish times, to reduce congestion and contact with each other, should it become necessary
- There are also extra rubbish bins in the changing / drying room.

