

# **S.R.S DEMOLITIONS & GROUNDWORKING CONTRACTORS LTD.**

## **Site Set up Method Statement** (SRSMS-TOP001)

**For**

**Astwood Properties  
26 Chestnut Road  
Astwood Bank  
Birmingham  
B96**

**At**

**Top of the Trent,  
Woodland Street  
Biddulph  
ST8 6LW**

**List of properties : Former Top of the Trent Public House.**

# **S.R.S DEMOLITIONS & GROUNDWORKING** **CONTRACTORS LTD.**

## **METHOD STATEMENT INTRODUCTION** **(SRSMS-TOP001)**

The purpose of this method statement is to provide detailed guidance for a safe method of working for our employees under our control.

Conditions may alter on site; consequently this method statement may require amendment during the course of the works to reflect the conditions at the time, The Site Supervisor is authorised to vary the method of working in consultation with others ( Company H&S Advisor, Client, Client's H&S Advisor, Structural Engineer) and where appropriate amend this method statement. Any significant amendments made as a result of changes to the work method or of site layout will be amended by hand and will be initialled by the Site Supervisor.

Employees under our control are instructed to fully co-operate with the Site Supervisor and Health & Safety Advisor on all matters of health and safety.

All personnel involved in this operation will be briefed by the site supervisor or the Health and Safety advisor on the content of this Method Statement and the Risk Assessments, and any other information deemed relevant before commencement of the work.

All work will be undertaken by qualified competent persons with experience of the type of work described within the Method Statement, and in all cases in full accordance with safety procedures specified in the company's health and safety policy.

Method Statement prepared by: Glenn Benzies (SRS. Demolitions H&S Advisor)  
Date 08/03/2017

### **Outline Scope of Works:**

The work involves the establishment of a site office and welfare facilities and the erection of security fencing. The erection of fencing around work areas creating safety zones as required.

### **Programme**

Commencement & completion -

Start date :- TBC

Duration of work :- 1 Day

### **Site personnel**

Safety advisor – Mr. G.Benzies

Supervisor – Mr. S.Simpson

Demolition operatives – x 3

Plant / crane operators – D.Simpson, S.Simpson

Other personnel – 8 Wheel wagon drivers x 2

Clients Representatives –

### **Working hours**

Monday to Saturday 08.00 – 18.00

### **Legislation, codes of practice and standards of conformity**

BS6187	Code of Practice for Demolition
BS EN 397	Industrial Safety Helmets
BS EN 166	Personal Eye Protection
BS EN 169	Filters for welding and similar operations
BS1397	Industrial Safety Belts and Harnesses
BS 5228	Noise and Vibration control on construction and open sites
BS5973	Access and working scaffolds and special scaffold structures in steel
BSEN352-1	Hearing Protection. Safety requirements and testing. Ear muffs

**Health Safety & Welfare facilities**

A fully qualified first- aider will be on site at all times. First aid kit and eye wash station will be available in the site office.

The site office will provide hot and cold running water with hand washing facilities. Provision for heating food, an eating area and an area to dry clothes if necessary.

A 'portaloo' unit will be included within the welfare cabin (serviced weekly)

**Public & Employee Protection**

Area of works will be fenced off with Heras fencing double clipped at each joint, fixed from the inside to prevent tampering, apart from the designated access points, creating an exclusion zone. Access will be restricted to authorised personnel only. Signs will be erected on the fence panels to warn members of the public of the nature of the works being carried out. Where road or footpath closures are to be put in place suitable signage will be erected to advise and direct both vehicular and pedestrian traffic to safe routes in line with chapter 8 part 2. Banksman will guide vehicles during access /egress from the site especially if reversing manoeuvres are required. Suitable PPE will be worn by all operatives

**Services**

All mains services (gas, electricity and water) should have been disconnected prior to works commencing (Disconnection notification documents provided by the client). If any live services are discovered then work in that building will cease immediately and will not resume until disconnection has been confirmed by the relevant service provider. (Emergency contact numbers available in site office)

**Site perimeter**

The former public house due for demolition will be fenced off with Heras fencing creating an exclusion zone with access restricted to authorised personnel only, (See outline demolition drawings for area to be enclosed). Visual inspection of the site perimeter fencing will be carried out daily prior to commencing any works to ensure that site is safe. Where necessary footpath and road closures will be put in place as per the traffic management plan.

### **Workforce protection**

All operatives will receive an induction prior to commencing work. Regular toolbox talks will be carried out to highlight and reinforce specific procedures and hazards. Only fully trained and experienced operatives will operate plant. Weekly Health & Safety audits will be carried out to identify any areas of concern. A qualified first aider will be available on site at all times. Near miss reporting is encouraged to reduce potential hazards. Wherever possible access and egress points for vehicles will be segregated from personnel routes. All operatives will wear suitable PPE (Hard hats, safety boots, long sleeved hi-viz vests and safety goggles. Adequate supervision will be provided throughout the tile removal process.

### **Personal protective equipment**

All operatives will wear hard hats, safety boots, hi-viz jackets, gloves and safety goggles. Ear defenders, dust masks and full disposable overalls will be available if required. All trained operatives working at height will wear safety harnesses and lanyards at all times.

### **Hazardous materials**

Any materials deemed as hazardous will be removed by a specialist contractor. Asbestos containing materials will be removed by trained staff in accordance with documented procedure and placed in a lockable skip ready for controlled disposal.

Any sharps found on site must be reported to the site agent. Pick sticks are available in the site office for removing hypodermic needles; the retrieved sharps will be placed in suitable closed container ready for collection by the council. If large numbers of sharps are found on site the local council will be informed to arrange removal.

### **Accident procedure**

All accidents must be entered in the accident book and reported to the site agent for investigation.

The outcomes of any investigation will be communicated to the SRS Demolitions site Manager and the Health & Safety Advisor so they can be recorded.

The accident book is located in the site office.

A map of the shortest route to the nearest accident and emergency hospital is displayed in the site office.

All near miss incidents should be recorded in the near miss book and reported to the site agent.

**Dust & noise reduction strategy**

Fully maintained machinery will be used on site.  
All machines will be switched off when not in use.

**Works description**

The work involves the establishment of a site office and welfare facilities and the erection of security fencing. The erection of fencing around work areas creating safety zones as required.

**Activity with risk/hazardous potential**

Working at height	– risk assessment attached
Dust	– risk assessment attached
Noise	– risk assessment attached
Slips, trips & falls	– risk assessment attached
Manual Handling	– risk assessment attached
Mud on road	– risk assessment attached
Access / egress	– risk assessment attached
Services	– risk assessment attached

**Resources**

Plant	Labour
Site office, Hand tools, Waste skips Hiab wagon	Site Supervisor + 3 operatives

**Personnel Protection Equipment to be used**

High visibility clothing	✓	Ear protection		Gloves	✓
Safety boots	✓	Coveralls		Safety helmet	✓
Eye protection	✓	Dust masks			

### **Existing construction**

The property is a two storey former public house constructed of brick and block. The ground floor is a concrete slab over a partial building cellar. The first floor flooring is of timber joist and floorboards design. The pitched roof is constructed with lath and felt mounted on wooden purlings, covered with standard clay pan roof tiles. There is a flat roof on the rear single storey projection which is covered with roofing felt.

### **Methodology**

1. All employees carrying out site establishment will wear safety goggles, hard hat, safety boots and hi - viz vests at all times.
2. The site office will be located on the car park of the former public house. Site entrance will be via Woodland Street. On delivery of the cabin a road marshal shall ensure that both pedestrians and vehicles are directed away from the lift zones during off-load operations.(pedestrian walkways and road surfaces will be protected by pads under hydraulic jacks during lifting operations)
3. Heras fencing will be erected around the site office and welfare facilities to create secure compound.
4. All operatives will have a site induction and sign in to the site at this time.
5. Heras fencing will be erected around each work area as required creating an exclusion zone. Entry restricted to authorised personnel only. Suitable signage will be erected to inform members of the public of the nature of the work being carried out.
6. Where erection of fencing requires footpath or road closures suitable signage will be deployed alerting pedestrians or motorists of the safe routes to be taken. During fencing/barrier erection or cone deployment a banksman will guide both pedestrians and vehicles to ensure that the work can be carried out safely.
7. Fencing of work areas will provide separate pedestrian and vehicle access and egress areas.

### **General Housekeeping**

Footpaths and roadways will be kept clear of obstructions and maintained tidy condition with regular sweeping. Fencing materials stored in a suitable position prior to erection to ensure they present no obstruction to members of the public.

## SITE SET UP HAZARD IDENTIFICATION TABLE TOP OF THE TRENT,BIDDULPH

Machinery Contact, Entanglement,	Tools Power, Hand	Manual Handling WRULD	Slips, Trips and Falls	Falls @ Height	Mud on Road	Noise	Objects Falling, Flying	Contact Heat, Cold, Striking	Air, High pressure	Sevices Gas, Electricity	Fire & Explosion	Chemical Corrosive, Toxic, Flammable, etc	Access Egress	Work Vehicles
a) <b>N/A</b>	b) <b>I</b>	c) <b>S</b>	d) <b>S</b>	e) <b>S</b>	f) <b>I</b>	g) <b>I</b>	h) <b>N/A</b>	i) <b>N/A</b>	j) <b>N/A</b>	k) <b>N/A</b>	l) <b>N/A</b>	m) <b>N/A</b>	n) <b>S</b>	o) <b>S</b>

Obstruction, projection	Dust	Confined Spaces	Struck by moving vehicles	Premature collapse of structure	Psittacosis	Leptospirosis
p) <b>N/A</b>	q) <b>N/A</b>	r) <b>N/A</b>	s) <b>S</b>	t) <b>N/A</b>	u) <b>N/A</b>	v) <b>N/A</b>

Complete the "Pre-Assessment" above by filling in the boxes: **S** for "Significant Risk", **I** for "Insignificant Risk" & **N/A** for "Not Applicable".

Risk assessment categories:									
Persons exposed (P):			Frequency (F):		Severity (S):		Risk Rating (R):		
A	Operator	H	Customers/visitors	10	Certain to happen	10	Multiple Deaths	100-48	PROHIBIT ACTIVITY IMMEDIATELY review activity.
B	Cleaners	I	Contractors	8	Very likely	8	Single Deaths	40	Risk not adequately controlled and additional control measures required to reduce risk.
C	Maintenance	J	Lone workers	6	Likely	6	Major injury, Disabling illness		
D	Young person	K	Disabled persons	5	May Happen	4	Lost time injury/illness	36-20	Activity requires further in-depth assessment to ascertain whether adequately controlled.
E	Trainees	L	Members of Public	2	Unlikely	2	Minor injury		
F	New/expectant mothers	M	Others (specify)	1	Very Unlikely	1	Trivial injury	16-8	Risk adequately controlled. Inform staff of risk.
G	Other employees							6-1	Risk deemed trivial. No requirement to inform staff of risk.

Rev 2 10.10.2016



RISK ASSESSMENT FORM

(1) Ref	(2) Activity	(3) Hazard	(3a) Risk	(4) Persons Exposed	(5) Current Control Measures in place	(6) F (1 - 10)	(7) S (1 - 10)	(8) R (1 -100)  F x S = R	(9) Additional Control Measures in place	(10) F (1 - 10)	(11) S (1 - 10)	(12) R (1 -100)	
TASK ASSESSED: Site set up Top of the Trent									REFERENCE NO. RA-TOPD001				
Assessor(s): G.A.BENZIES					Date:08/03/2017		Location: Woodland Street, Biddulph						
001	Erecting fencing panels and site cabin.	Tools	Operatives getting cuts/ contusions from improper use of hand tools	A	Hand tools all fit for purpose. Operatives trained in safe use of hand tools.	5	4	20	Suitable PPE provided, i.e. Gloves, goggles, hard hat, safety boots.	5	2	10	
002	Unloading and erection of fencing panels.	Manual Handling	Muscle strains or back strain due to lifting bulky or heavy objects	A	Operatives given Manual handling training.	5	4	20	Two operatives to manoeuvre large or heavy objects	5	2	10	
003	Unloading and erection of fencing panels.	FALLS AT LEVEL GROUND Slips, trips or falls	Broken bones. Muscle strains or back injuries due to falls over materials on floor	A	Safety footwear to be worn at all times.	5	4	20	Work area to be cleared at regular intervals	5	2	10	

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Assessment Approved by:	Position:	Signature:	Date:
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TASK ASSESSED: Site set up Top of the Trent									REFERENCE NO. RA-TOP001				
Assessor(s): G.A.BENZIES					Date: 08/03/2017		Location: Woodland Street, Biddulph						
004	Disconnecting lifting chains from cabin.	FALLS AT HEIGHT Slips, trips or falls	Broken bones. Muscle strains or back injuries due to falls top of site cabin.	A	Safety footwear to be worn at all times. Work area to be cleared at regular intervals.	5	6	30	Access ladder to be footed during disconnection process. Operatives to unhook chains from ladder not to access roof area.	5	2	10	
005	Unloading of cabin and fence panels.	Mud on footpaths or roads	Broken bones. Muscle strains or back injuries due to slipping on mud.	A,L	Safety footwear to be worn at all times.	5	4	20	Any mud deposited onto the public footpath or roadway to be swept up as soon as reasonably practicable.	5	2	10	
006	Unloading of fence panels.	Noise	Hearing loss	A	Panels to be lifted from delivery vehicle not slid off.	6	2	10	Non required				

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Assessment Approved by:	Position:	Signature:	Date:
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## RISK ASSESSMENT FORM

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TASK ASSESSED: Site set up Top of the Trent									REFERENCE NO. RA-TOP001				
Assessor(s): G.A.BENZIES					Date: 08/03/2017		Location: Woodland Street, Biddulph						
007	Access to and Egress from work areas.	Access and Egress	Being struck by moving plant	A,G,L	Trained plant operators. Segregated work area Hi-viz PPE	5	6	30	Banksman provided for plant operators. Banksman to guide public and vehicles away from work zone.	2	6	12	
008	Unloading and positioning of site cabin.	Work vehicles	Being struck by suspended load.	A	Trained plant operators. Hi-viz PPE	5	6	30	Banksman provided for plant operators. Banksman to guide public and vehicles away from work zone.	2	6	12	
009	Setting up or removal of security fencing and barriers for footpath and road closures	Struck by vehicles	Operatives being struck by moving vehicles causing major injuries	A	Banksman to guide both traffic and operatives carrying out task.	5	6	30	Suitable signage deployed. Operatives wearing HI-VIZ PPE at all times.	2	6	12	

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Assessment Approved by:	Position:	Signature:	Date:
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## RISK ASSESSMENT FORM

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TASK ASSESSED: Site set up Top of the Trent									REFERENCE NO. RA-TOP001				
Assessor(s): G.A.BENZIES					Date: 08/03/2017		Location: Woodland Street, Biddulph						
010													
011													
012													

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Assessment Approved by:	Position:	Signature:	Date:
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**S.R.S DEMOLITIONS & GROUNDWORKING  
CONTRACTORS LTD.**

## METHOD STATEMENT ACCEPTANCE SHEET

**All persons carrying out tasks specified in this method statement and risk assessment will sign this document to verify that they fully understand and agree with the procedure.**

[illegible]