

S.R.S DEMOLITIONS & GROUNDWORKING CONTRACTORS LTD.

Soft Strip Method Statement (SRSMS-TOP002)

**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-TOP002)**

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 removal of all internal doors, doorframes, wooden skirting, flooring, furniture, floor coverings, pipework, radiators and general waste materials utilising hand tools from the former public house. The removed materials will be placed in suitable skips for removal from site.

Programme

Commencement & completion -

Start date :- TBC

Duration of work :- 6 Days

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
BS EN 420	Protective gloves. General requirements

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 unit (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 removal of all internal doors, doorframes, wooden skirting, furniture, floor coverings, pipework, radiators and general waste materials utilising hand tools from the former public house. All materials removed will be segregated and placed in suitable skips prior to removal

from site. Floor boards will be lifted and removed for reclaim utilising hand tools.

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
Leptospirosis	– risk assessment attached
Mud on road	– risk assessment attached
Psittacosis	– risk assessment attached
Uncontrolled collapse	– risk assessment attached
Access / egress	– risk assessment attached
Services	– risk assessment attached

Resources

Plant	Labour
Site office, Hand tools, Waste skips	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 soft stripping will wear safety goggles, hard hat, safety boots and hi - viz vests at all times.
2. Footpath and road closures will be put in place as necessary. Suitable signage will be erected to inform both pedestrians and motorists of the closures. Haras fencing, road barriers and cones will be used to delineate the closure areas.
3. Heras fencing will be erected around the building creating an exclusion zone.
4. All materials removed will be taken from inside the building out through the front of the property wherever possible.
5. All internal doors will be removed using hand tools and placed in the designated skip. (Care should be taken when removing doors with glass panels)
6. Doors to cellar openings will be left in place and secured shut after soft strip to prevent access to leading edges.
7. Skirting boards, doorframes and architraves will be removed with hand tools and placed in designated skips.
8. Metal pipework will be cut into manageable lengths using an abrasive wheel cutter and then removed from its fixings. (Fire extinguisher to be available within 5 meters of the work area). Operatives to wear safety goggles when cutting. All scrap metal will be placed in the designated skip.
9. When the soft strip of the upper floors is complete the staircase will be closed off prevent access to leading edges. This only needs to be done if the protective shutters have to be removed from the property, thus leaving the building unsecured.
10. All materials identified in the refurbishment/demolition asbestos report will be removed by trained staff wearing suitable disposable overalls and protective masks. The materials removed will be double bagged and sealed prior to placement in a lockable skip for transportation to a licensed disposal site. (Disposable overalls to be removed and placed in bags at the end of each working shift.)
11. All general waste materials such as plastics, paper or material will be removed from inside the building and placed in the general waste skip.
12. Floor coverings such as carpets, floor tiles etc will be removed using hand tools.
13. If sharps are found during the strip out the items will be picked up using hand tools and placed in suitable sharps bins for disposal.
14. Ceramic materials such as sinks will be removed by disconnecting any pipework and then removing each item intact if possible. (Care should be taken if sinks are damaged creating sharp edges.)

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 you obstruction to members of the public.

SOFT STRIP HAZARD IDENTIFICATION TABLE TOP OF THE TRENT, TRENT VALE

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) N/A	b) S	c) S	d) S	e) S	f) N/A	g) I	h) S	i) N/A	j) N/A	k) N/A	l) S	m) N/A	n) S	o) N/A

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

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.

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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: Soft strip of the Top of the Trent									REFERENCE NO. RA-TOP002				
Assessor(s): G.A.BENZIES					Date:08/03/2017		Location: Woodland Street, Biddulph						
001	Removal of internal materials	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.	2	4	8	
002	Removal of stripped materials.	Manual Handling	Muscle strains or back strain due to lifting bulky or heavy objects	A	Two operatives to manoeuvre large or heavy objects	5	4	20	Operatives given Manual handling training.	2	4	8	
003	Removal of stripped materials	FALLS AT LEVEL GROUND Slips, trips or falls	Broken bones. Muscle strains or back injuries due to falls over materials on floor	A	Work area to be cleared at regular intervals	5	4	20	Safety footwear to be worn at all times.	2	4	8	

Page 1 of 4.....

Assessment Approved by:	Position:	Signature:	Date:
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TASK ASSESSED: Soft strip of the Top of the Trent									REFERENCE NO. RA-TOP002				
Assessor(s): G.A.BENZIES					Date: 08/03/2017		Location: Woodland Street, Biddulph						
004	Removal of stripped materials	FALLS AT HEIGHT Slips, trips or falls	Broken bones. Muscle strains or back injuries due to falls over materials on floor	A	Work area to be cleared at regular intervals.	5	6	30	Safety footwear to be worn at all times. Stairwells to be kept clear of obstructions.	2	6	12	
005	Removal of metal pipe work	Noise	Hearing loss	A	Ear defenders to be worn when using abrasive Wheel cutter	6	4	24	Job rotation. Short duration of work with cut off saw. 20 Mins max.	2	4	8	
006	Removal of internal materials	Struck by falling objects	Operatives being struck by falling timber/ masonry	A	Operatives to ensure that area is clear of other persons when removing items at head height or above.	5	4	20	Hard hats and goggles worn at all times.	2	4	8	

Page 2 of 4.....

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TASK ASSESSED: Soft strip of the Top of the Trent									REFERENCE NO. RA-TOP002				
Assessor(s): G.A.BENZIES					Date: 08/03/2017		Location: Woodland Street, Biddulph						
007	Removal of metal pipe work	Fire	Fire started by sparks from abrasive wheel cutter	A	Operatives to ensure flammable materials are removed from work area before commencing cutting.	5	4	8	Fire watcher to be at work area. Trained fire marshal on site. Fire extinguisher available within 5 meters.	2	4	8	
008	Access to and Egress from work areas	Access and Egress	Being struck by moving plant	A,G	Trained plant operators. Segregated work area Hi-viz PPE	5	6	30	Banksman provided for plant operators.	2	6	12	
009	Removal of internal materials	Dust	Dust created during stripping process	A	Damping down may be required in some areas to reduce dust.	6	4	24	Dust masks available if required	2	4	8	

Page 3 of 4.....

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RISK ASSESSMENT FORM

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TASK ASSESSED: Soft strip of the Top of the Trent									REFERENCE NO. RA-TOP002				
Assessor(s): G.A.BENZIES					Date: 08/03/2017		Location: Woodland Street, Biddulph						
010	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	Suitable signage deployed. Operatives wearing HI-VIZ PPE at all times.	5	6	30	Banksman to guide both traffic and operatives carrying out task/	2	6	12	
011	Removal of internal materials	Psittacosis	Operatives being exposed to bird or bat droppings	A	Operatives toolbox talks on the dangers of Psittacosis.	5	4	20	Disposable coveralls, half face masks and gloves to be worn when dealing with droppings. Damping down prior to removal to be carried out. Welfare facilities provided	2	4	8	
012	Removal of internal materials	Leptospirosis	Operatives being exposed to Weil's disease through contaminated materials	A	Operatives toolbox talks on the dangers of Leptospirosis.	5	4	20	Disposable coveralls, half face masks and gloves to be worn when dealing with droppings. Damping down prior to removal to be carried out. Welfare facilities provided.	2	4	8	

Page 4 of 4.....

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**S.R.S DEMOLITIONS & GROUNDWORKING
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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.

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