

Method Statement & Risk Assessment

Client – Lee Remediation

Location/Site Address –

Fole Dairy, Uttoxeter road, Uttoxeter. ST14 5EG

Contract Number - 18048

Task – PHASE 1 Demolition, Slab & Foundation Removal, Crushing of Arisings

Document Reference – MS/18048/PH1/JM

Date – 01/03/18



Principal Contractor – Lee Remediation

No Phases - 2

Works Package Start Date – TBA

Duration – 16 weeks



Portway Road
Wednesbury
West Midlands
WS107DZ

0121 505 7833

Info@elfordgroup.co.uk

www.elfordgroup.co.uk



- o DEMOLITION
- o DECOMMISSIONING
- o LAND RECLAMATION
- o BULK EXCAVATION
- o SPECIALIST CRUSHING
- o CONCRETE CUTTING
- o RECYCLING

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1. Project Scope and Resources

1.1. Project scope

This method is focused on the demolition, slab & foundation removal (see 1.4 sketch below) of the former Fole Dairy, Uttoxeter, Staffordshire. ST14 5EH. The construction of the buildings is made up of a combination of steel/concrete frame, masonry walls with a combination of asbestos cement sheet and metal profile sheet roofs. The buildings have been empty for a considerable period and are generally in poor condition. A large proportion of the buildings have been fitted out as fridge units and are clad with insulated panels. A refurbishment and demolition asbestos survey has been carried out and quantities of both licensed and non-licensed asbestos containing materials has been identified as present. There is an existing live culvert running north - south through the site. The removal of the slabs and foundations will be carried out in conjunction with the ground remediation phase of the works. All services to the buildings have been isolated and certification will be obtained from the PC prior to the works commencing. This document should be read in conjunction with all other relevant supporting information including

1.2. Site Personnel

- Site Supervisor x 1
- Demolition Operatives x 5
- Plant ops x 4

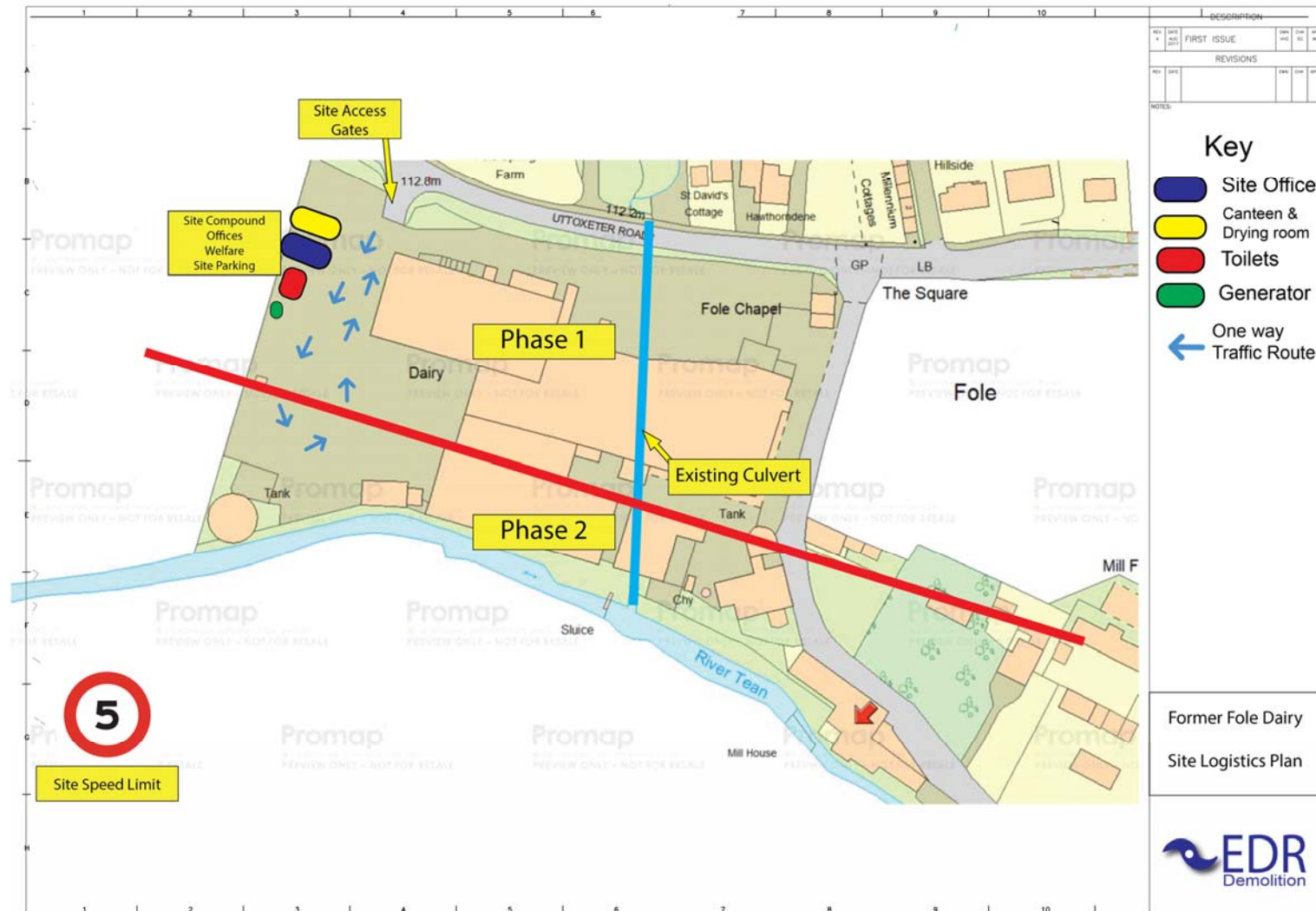
1.3. Plant & Equipment

- Lock Up Store Container
- 360 Demolition Rigs c/w specialist attachments
- Skid Steer Loader
- Scaffold Towers
- Various Hand Tools
- Roll on roll off bins

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1.4. Phasing Plan



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1.5. Hours of Work

- Mon-Fri 07:30 – 17:00
- Sat- 07:30 – 14:00

2. General Health & Safety Information

To be observed by all staff always, any deviation from these control procedures must be authorised by the Contract Director or Health & Safety Manager.

3. Monitoring and Performance

Overall responsibility for the monitoring of health & safety performance lies with the site Foreman/Supervisor for EDR demolition. He will liaise with EDR Demolition management team daily and discuss all hazards and risks associated with the current activities on site. EDR demolition HS&E advisor will visit site fortnightly to undertake a progress & safety tour with the site Foreman/Supervisor.

4. Training & Induction

The works will be carried out by staff from EDR demolition Ltd, all staff are qualified, experienced and hold the appropriate valid CCDO/CSCS/CPCS card. All copies of cards will be made available during the site induction. Staff will be inducted onto site by the principal contractor and will follow all site rules and safety procedures.

5. PPE

All site operatives will wear Safety boots, Hi Visibility vests/jackets, Hard Hats. Other items of PPE such as hearing protection are also issued and will be worn as and when necessary. **Safety harnesses will be worn always by operatives who are working at height.**

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6. Welfare

As the principal contractor, Lee Remediation is responsible for providing adequate washing, toilet, drying and canteen facilities for staff and sub-contractors. All EDR demolition Ltd staff will respect the facilities provided and report any problems/defects to the site manager/supervisor.

7. First Aid

Lee Remediation will ensure adequate first aid provision for its staff is available. EDR site supervisor will also be assigned 1st aider. Adequate means provision of suitable first aid equipment and the provision of an appointed person as the minimum.

8. Site Access and Egress

EDR demolition Ltd staff will ensure safe access and egress to and from the site is maintained for themselves and others associated with the project. Good standards of housekeeping will be maintained always. Daily liaison with Lee Remediation site team will be ongoing throughout the works.

9. Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials, where practicable, materials will be handled by mechanical means.

10. Manual Handling

All staff have been instructed on the potential dangers of manual handling and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the site foreman to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

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11. Contractor/Visitor Safety

EDR demolition Ltd will liaise with any contractors/visitors on-site on a day to day basis. Access into the working demolition zone shall be by prior agreement only, all visitors will be escorted and receive to ensure they are aware of the risks present during the works. Staff will not leave any area of work in a dangerous condition which may present risks to themselves, other contractors or visitors, all tools and equipment will be cleared to secure storage at the completion of each shift.

12. Excavations/ Sub-structures

All site personnel will be briefed and be aware of the inherent dangers associated with excavations/sub-structures. The site manager/supervisor is to ensure that all excavations are afforded the necessary protection against collapse where required. Suitable and sufficient edge protection and stop blocks will be established to prevent any potential of personnel falling into the excavation and machines tracking too close to the edge.

13. Members of the Public

It is imperative that all hazards associated with the works which could impact upon members of the public have been identified and measures are in place to prevent any potential injury or near miss occurring. The site manager/supervisor is to ensure at the end of each shift the work area is suitably secured to prevent unauthorised access.

14. Refuelling

Any refuelling which is carried out on site must be done in a controlled manner, i.e. it must be done in conjunction with a drip tray to prevent spillage, at least ten metres away from any watercourse and an emergency spill kit must be in attendance. Any fuel or lubes must be stored within a bund to prevent any seepage.

15. Drainage

Drains to be left intact as part of the works will be inspected and protected prior to works commencing. See service drawings for their location.

16. Dust suppression

All reasonable measures to ensure effective dust suppression on site during demolition and site clearance should be taken. Fine mist sprays in the form of hose pipes and or hand-held pump spray atomisers will be utilised

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locally to control any dusts arising from the works. All operatives are furnished with Sundstrom half face masks and are face fit trained.

17. Environmental

The company is committed to quality in the delivery of its services to its clients including legal, regulatory, and any other agreed requirements to the satisfaction of the contractual requirements of its varied clientele and to the protection and care of the environment in so far as the company can reasonably affect and influence. To this end, our environmental policy is regularly reviewed by the management to maintain its effectiveness, achieve continual improvement in our operations and to ensure it remains appropriate to the purposes, scale, nature and impact of the company's operations in the reduction/prevention of pollution and other damage to the environment.

18. Method Statements

18.1. Overall Scope of Work

The scope of works covered within this method statement consists of the following:

- Site Set Up
- Plant & Skip Delivery
- Soft Strip
- Removal of Asbestos Containing Materials
- Mechanical Demolition
- Crushing Operations

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18.2. References

Reference should be made to the following documents that cover details related to the project and work being carried out.

- CDM Regulations 2015
- HSG 47 'Avoiding Danger from underground services'
- HSG 151 'Protecting the Public' – Your Next Move
- HSG 264 Asbestos Survey Guide
- Asbestos Essentials (Non-Licensed Works)
- Control of Asbestos Regulations 2012
- BS6187: 2011 Code of Practice for Demolition
- All relevant on-site drawings
- Personal Protective Equipment Assessment
- Manual Handling Assessment
- Task Specific Risk Assessment
- COSHH assessments

18.3. Methodology – General

Prior to commencing work on site, all personnel must sign in and receive Site Induction.

Prior to commencing any work activity all personnel must receive a Method Statement and Risk Assessment briefing and sign the Briefing Register to confirm they have understood all aspects of the briefing

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18.4. Site Set up

	Scope: The site set up will be located within the predetermined area as agreed. The exact location will be determined by the site manager and the client representative to optimise the work area.	
1.	Site facilities have been positioned and provided by Lee Remediation site management, there may be a requirement to supplement the existing welfare facilities with additional units, this will be determined by the number of site operatives.	
2.	Each site unit will be tested and certified ready for use.	
3.	All Operatives will report to Lee Remediation for site inductions.	
4.	The facilities to be installed are; <ul style="list-style-type: none"> • Canteen Facility Toilets 	
5.	All the required facilities will be connected to the main sewer system. Permanent water supply has been connected to the units.	
6.	A means of heating water, this will be in two forms firstly a secured Burco Boiler for making hot drinks and secondly a hot water heater for washing hands and cups etc. a means of heating food, typically this will be in the form of a microwave oven. All site facilities will be kept in a clean, tidy and hygienic condition i.e. cleaned daily.	
7.	Clear signage will be displayed identifying emergency access routes within the buildings, this plan will be updated as routes change. This will be undertaken by the site manager daily or as required.	
8.	All deliveries of plant and large equipment will be coordinated with all concerned. Where practicable deliveries of such equipment will be arranged for either early morning or late evening to avoid disruption to local traffic.	

18.5. Plant & Skip Delivery

	Scope: The delivery to site of the Plant and Waste Containers for use during the works.	
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1.	All plant, skips and equipment that will be delivered to site will be planned and notified in advance. The pre-determined and agreed access route will be used with all drivers abiding by traffic and site rules i.e. speed restrictions.	
2.	Access to the demolition works site will be controlled by banksmen. Plant will arrive at the sites entrance on the trailer of a low loading vehicle.	
3.	Confirmation that a "Banksman" will be used to control the delivery vehicles movements while within the demolition site area. Including access and egress into the site. Site Manager SignatureDate.....	Hold Point
4.	The Banksman will direct the driver to the unloading area/point within the site. Vehicle movements will be under strict control of a Banksman.	
5.	The vehicle driver will then remove the plant/machine/load securing chains to enable the plant operator or vehicle driver to remove the plant from the vehicle. The plant/machine will be driven off the vehicle to a safe location within the segregated work area away from the delivery vehicle and any pedestrian routes.	
6.	The load securing chains will be gathered and secured ready for transportation.	
7.	Under the direct control of the "Banksman" the driver will then exit the demolition area and will leave site using the nominated traffic route.	

18.6. Soft Strip of Structures

	Scope: The clearance of any rubbish left by the previous occupiers. The Soft Strip of all the structures which includes the removal of any fixed items such as cupboards, doors and any non-load bearing partition walls, carpets and non-asbestos floor tiles.	
1.	Confirmation that prior to any works taking place, the immediate area around the building will be secured. Warning signs will be posted. The whole of the demolition works areas is to be an exclusion zone to all other trades and members of the public.	Hold Point

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	Site Manager SignatureDate.....	
2.	Confirmation that a pre-demolition (R&D) Asbestos Survey has been carried out on the buildings and all ACM's have been removed from site during the asbestos removal works. Site Manager SignatureDate.....	Hold Point
3.	Confirmation that the Site Manager/Supervisor has in his possession written confirmation of all service disconnections / terminations and or service diversions. Where services are not terminated at the site boundary the precise location is known and documented, and where required pipe work purging has been carried out. Site Manager SignatureDate.....	Hold Point
4.	Confirmation that additional fencing has been installed around the identified openings prior to soft strip commencing creating suitable and sufficient drop / exclusion zones. Site Manager SignatureDate.....	Hold Point
5.	Operatives wearing the appropriate P.P.E (see P.P.E assessment) will strip the items (described in the Scope) using hand held mechanical and non-mechanical tools lever bars, sledge hammers, wheel barrows and where possible a Bobcat Skid-Steer.	
	Windows and their frames will not be removed during the Soft strip works.	Safety Point
6.	Fridge panels will be removed whole wherever possible, a mini demo rig fitted with a grab attachment will systematically deconstruct the fridge units and load the arisings into skips.	
7.	Access /Egress points within the structure will be kept clear of any debris to avoid slip and trip hazards. Access into these areas will be limited and controlled by the working area supervisor.	
	All M&E equipment that is to remain will be clearly identified marked up and communicated to the workforce. All M&E equipment that is to be removed as part of the works will be managed under a permit to work system. Prior to works commencing isolation/termination certificates will be obtained from the PC, a joint inspection of the services to be removed will then be carried out by LR site manager and the demolition supervisor. Generally, services	Safety Point

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	will be removed from the "cut end" where they have been terminated by the M&E contractor.	
8.	Any access to heights will be from scaffold towers or hop ups. Trained operatives to erect any such platforms.	
9.	As material piles build up within the work zones, they will be periodically removed by mechanical means wherever possible. Access routes will be kept clear at all times.	
10.	This work will be repeated around the structures to reduce the distance the redundant materials need to be carried, therefore reducing manual handling.	

18.7. Removal of Asbestos Containing Materials

	Scope: This element of the method statement consists of methodology for removing the non-licensed asbestos containing materials. Materials identified within the Harper Envirosafe survey report (1125-ASV-1) are typically AC roof sheets and debris, floor tiles, flash guards and rope seals.	
1.	Confirmation that the removal works have been notified using>NNLW1 for the notifiable non-licensed asbestos work. Site Manager SignatureDate.....	Hold Point
2.	To reduce exposure to fibres the following controls will be applied; ENGINEERING CONTROLS: Hozelock 'Killaspray' 5 litre pressure sprayer or water hose with atomising nozzle. RPE & PPE: Disposable coveralls (Type 5) Rubber gloves Safety boots (toe-tectors) Sundstrom ½ Mask Hard Hat Hi – Viz garment	Controls

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3.	<p>Walk operatives around the work area identifying the work areas and talk over the methodology to be used. Ensure the location of the waste Skips/ Containers are correct and suitable.</p> <p>Return to the welfare facilities and carryout a pre - commencement toolbox talk and run through the plan of works, the risk assessments and general methodology to ensure that all operatives and team members are fully aware of the activities we will be undertaking as part of our contract.</p>	Safety Point
4.	The asbestos containing products will be removed as far as is reasonably practicable by adopting the methods as described in the Health and safety Executive publication "Asbestos Essentials" & L143 Work with asbestos which does not normally require a license.	
5.	The non-licensed materials shall be removed by EDR operatives who are asbestos awareness and Category B trained.	
6.	<p>Confirmation that an exclusion zone has been established to the working area. Warning signs have been posted and unauthorised access is prohibited.</p> <p>Site Manager SignatureDate.....</p>	Hold Point
7.	<p>Confirmation that a decontamination area has been established as close to the working area as practicable.</p> <p>Site Manager SignatureDate.....</p>	Hold Point
8.	Using a hand held atomising sprays or suitable water supply for the works saturate the offending materials that are to be removed, this will be done until adequately covered but not to the extent to create severe slip hazards.	
9.	Carefully where practicable position the "Aluminium mobile scaffold access towers" to the offending materials.	
10.	Using the appropriate hand-held tools and equipment, release the ACM panels securing's and remove complete. However, as the fixing on these materials might initially be unknown it may be required to break out the sheet again using hand held tools such as lever bars.	
11.	ACM panels that are removed whole will be passed down to ground level where practically possible without further breaking. Any sheets that are required to be broken out will be cleared at ground level. This material must be kept damp at all times. Hand held brushes should	

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	not be used on dry material. Where practically possible use spades / shovels or mechanical aids if practically possible.	
12.	The materials will be placed into the asbestos waste disposal skip(s) / container(s) ready for onward disposal.	
13.	On completion of the works the EDR site supervisor shall inspect the working area to ensure that all identified asbestos containing materials have been removed.	
14.	On completion of the works, at the end of shift or prior to any break periods operatives shall decontaminate following EM8 guidance (copy of guidance included in site safety file). Where there are 2 or more operatives they shall help to clean/decontaminate each other.	
15.	All waste movements will have transfer notes, copies of which will be retained on the site for inclusion in the developing health & safety file.	

18.8. Mechanical controlled removal of Roof Sheets (Wet & Drop)

	Scope: This element of the method statement describes the methodology for removing the Asbestos cement roof sheets from their current location to ground level removing the risk of operatives working at height.	
1.	Confirmation that all identified access points to the area have been block / secured prior to the commencement of the split Line demolition works. Site Manager SignatureDate.....	Hold Point
2.	Confirmation that the building has been checked for unauthorised personnel prior to the commencement of the demolition and that the building will remain secure throughout the demolition process. Site Manager SignatureDate.....	Hold Point

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3.	Confirmation that Banksmen are positioned to advise of any situations which may give rise to Health & Safety risks to plant operators, operatives and passers by. Site Manager SignatureDate.....	Hold Point
4.	Due to the height of the roof and risk associated with working at height and the ideal clear floor space, it has been determined that the safest and most effective method for removing the roof framework and attached asbestos cement sheets will be to under controlled conditions release and lower each bay span to ground level. This will be done using remote mechanical demolition techniques <i>in accordance with the NFDC guidance for Non-Licensed work with ACM's</i> . The side elevations to the structure bay span will be left insitu while this operation is being carried out to give additional natural protection to the surrounding area. The removal process will be carried out systematically in structural bay spans progressively through the structure.	
5.	The roof area to be removed will be dampened. This will be done by applying mist spray where required. The machine using its shear attachment will cut the roof truss at its connection with the upright column it will then guide the roof sheets into the structure onto pre-cleaned ground floor slab. Where access allows a Bobcat Skid-Steer loader will be utilised to remove the released materials from the work area to a suitable container for removal off site. The trained operator and operatives involved shall wear type 5 disposable overalls and FP3 masks. Personal and background monitoring may be carried if deemed necessary.	
6.	Throughout this process the roof sheets will be mist sprayed with water to suppress the spread of asbestos fibres if the surface starts to dry out. Water application shall be controlled to keep the surface damp but avoid excess run off.	
7.	The material shall be separated into three separate waste streams, using wherever possible mechanical means. The steel elements shall	

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	be placed in a segregated area for disposal off site EWC 17-04-05. The asbestos cement roof sheets or sheet debris shall be placed into a waste container for disposal to a licensed landfill EWC 17-06-05	
8.	Sorting the waste will involve operatives as well as mechanical means. The two methods of work shall not be undertaken at the same time in the same area. Operatives involved shall wear type 5 disposable overalls and FP3 masks.	
9.	All waste arisings shall be collected such that the slab is kept clean during the cycle of works.	
10.	All waste movements will have hazardous waste consignment notes, or duty of care notes as appropriate. Copies of which will be retained on the site for inclusion in the developing Health & Safety File.	

18.9. Demolition of Steel portal frame Structures

	Scope: This element of the demolition consists of methodology for reducing the steel framed structures down to ground level. For this element of the demolition the structure will be divided into bays. Bays will be determined by any load bearing element of the structure (columns).	
	Confirmation that a suitable and sufficient hoarding line has been implemented around the work area, which is of a size that will capture all the redundant materials created during the demolition works. Site Manager SignatureDate.....	Hold Point
1.	The D-Rig will be located a suitable distance away from the structure. The D-Rig will create an opening to the end elevation of the gable wall.	
2.	The masonry infill of the gable wall will be guided into the exclusion zone directly in front of the D-Rig. The removed brickwork will be cleared from the work area before the removal of the roof trusses. The cross members to the first bay will be sheared using the D-Rig's advanced 360° shear attachment.	

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3.	The trusses then associated with the first structural bay will be cut down, starting at the external columns the shear attachment on the D-Rig will cut through the steelwork of the truss, as the section of each truss are cut the truss will be lowered/guided to the floor.	
4.	At the connection to the adjacent steel column the truss will be cut also using the advanced 360° shear attachment on the D-Rig.	
5.	Using the shears horizontally the D-Rig will cut through the steel upright column as close to the base of the slab as practically possible. The column will then be pulled into the site for further processing to reduce the height of the column.	
6.	The D-Rig will progress through the structure using the above methodology a single structural bay at a time.	
7.	The steel frame will be deposited into suitable containers for removed off site for if possible recycling. All transfer notes will be retained on site for inclusion into the developing health & safety file.	

18.10. Removal of the floor slab and foundations

	Scope: This phase consists of the removal of the ground bearing floor slab /foundations to 2 metres below ground level.	
1.	Confirmation that the structure has been demolished down to the slab level before the commencement of this task. Site Manager SignatureDate.....	Hold Point
2.	Confirmation that drawings have been provided pertaining to the location of any service around the site boundary that may be affected by the works. Site Manager SignatureDate.....	Hold Point
3.	Once the structure has been demolished down to the ground bearing slab all the redundant materials will be cleared form the working area leaving only the slab and foundations to be removed.	
4.	Using the bucket attachment on the D-Rig the ground bearing slab will be lifted. Starting in one corner of the slab a small excavation will be dug to expose the underside of the slab. The D-Rig will then sit on the	

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	slab section and lift up the slab, the slab will break up under mechanical pressure exerted by the D-Rig.	
5.	The lifted sections will be loaded into dump trucks for stockpiling, this process will be repeated until the entire slab has been lifted.	
6.	Once the slab has been lifted the foundations will be grubbed out and again loaded into dump trucks for stockpiling.	
7.	The D-Rig will then grade the work area using it bucket attachment to the contours of the site.	
8.	Where practically possible materials will be segregated into waste streams and recycled.	

18.11. Crushing Operation

	Scope: This element of the method statement is for the on site crushing to create the 6F2.	
1.	Confirmation by the site manager that the 'Crusher' and the resulting stockpile is in the agreed position. Site Manager SignatureDate.....	Hold Point
2.	Confirmation that the client or others within close proximity have been made aware of the working start times and proposed duration, so where required the nearby live areas can be notified so that proactive measures and a sympathetic programme can be implemented. Site Manager SignatureDate.....	Hold Point
3.	Using the D-Rig standing on the existing stockpile a channel of 5m wide and approximately 15m long will be excavated to side of the mobile crusher. The crusher sorter will deposit unsuitable arisings to the sides and rear of the resultant stockpile. Ensure the machine operator has a high enough platform to allow a full-uninterrupted view of the crusher's feeder and jaw mechanism.	
4.	On delivery of the mobile crushing plant it will be set-up ready for work i.e. support jack legs lowered into position onto existing concrete or prepared surface until they take full weight of the unit.	

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5.	<ul style="list-style-type: none"> • Full discharge conveyor will be hydraulically extended and placed until supported by wire strainers. • Magnetic belt installed and connected for work. • All machine guards fitted and secured. • All access ladders secured and fitted. • Machine will be checked for even levels by use of spirit level to ensure minimum vibration and stability. • Crusher engine will be started. • Clutch will be engaged to enable the drive belts and jaws to function. • Stop/Start switches will be checked to ensure correct operation. • Water hoses will be directed onto discharged conveyor and jaws to suppress dust arisings. 	
6.	After completion of step 5, work will commence as follows.	
7.	<p>The 360° hydraulic excavator will place itself behind the loading hopper of the crusher at a level that ensures the driver/operator has full uninterrupted view of the crushing plant.</p> <p>He will then excavate into the stockpiles, filling the excavator bucket with demolition arisings and deposit as required (slowly) into the feed hopper ensuring even distribution on the feeder tray while at the same time checking for oversized pieces.</p>	
8.	All crushed arisings are then moved from the discharge conveyor, this will usually be carried out by a pneumatic tyred loading shovel. The suitably crushed arisings are then transported to the designated permanent stocking area.	
9.	On completion of the works the mobile crushing plant will be dismantled and removed from site.	

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18.12. Personal Protective Equipment Risk Assessment

Document Ref No.	MS/18048/PH1/JM	Contract No:	18048	Assessment Type
Task(s) Covered By This Assessment	Various works including site set up, soft strip and demolition			Generic <input type="checkbox"/> Task Specific <input checked="" type="checkbox"/>
Site Location	No of Personnel Involved		Site Supervisor	
Fole Dairy Uttoxeter	8		TBC	

GENERAL WORKING ENVIRONMENT

Condition	Yes	No	Comments
Does the task require great physical effort?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This operation requires some physical exertion, but operatives are given specific tasks set against age and ability.
Are extremes of temperature likely to be encountered?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Is potential oxygen deficiency a factor?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Communication system required? (If yes, specify type)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communication is critical, in particular Banksmen are to keep in constant communication with plant operators both verbally and with use of hand signals.

POTENTIAL BODY PARTS AT RISK

Part of the Body	At Risk?	Hazard	PPE Selected	BS/EN Standard
Whole Body	Y	Being struck by moving plant and machinery	Hi Viz Jacket / Trousers	BS EN 471
Head	Y	Bumping into overhead hazards	Hard Hat	BS EN 397
Ears (Hearing)	Y	Breaking operations	Ear defenders	BS EN 352
Eyes	Y	Foreign objects in the eyes	Safety Glasses	BS EN 166
Respiratory System	Y	Inhalation of dust & fumes etc.	Dust Masks	BS EN 149 (FFP3)
Hands	Y	Puncture wound from sharp objects, burns from hot objects	Suitable gloves /gauntlets for the task	BS EN 388
Feet	Y	Damage to feet from objects and puncture wounds sharp objects.	Safety footwear with toe & sole protection	BS EN ISO 20345

GENERAL COMMENTS

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Declaration: I confirm that an adequate assessment of PPE for the Hazards identified within the Method Statement have been made				
Assessor:	J McGuinness	Signature:		Date: 01/03/18

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18.13. Manual Handling Assessment

Document Ref No.	MS/18048/PH1/JM	Contract No:	18048	Assessment Type
Task(s) Covered By This Assessment	Various works including site set up, soft strip, and Demolition			Generic <input type="checkbox"/> Task Specific <input checked="" type="checkbox"/>
Site Location	No of Personnel Involved		Site Supervisor:	
Fole Dairy Uttoxeter	8		TBC	

A: ASSESSMENT (Answer the following questions)

1. Does the operation involve a significant risk of injury? (complete Section B)	<input checked="" type="checkbox"/> Y
2. If No the assessment need go no further.	
3. If Yes, can the operation be avoided, mechanised or level of risk reduced?	<input checked="" type="checkbox"/> N
4. If Yes, record steps in Sect. C & D and review	
5. Has the risk of injury been eliminated or reduced to an acceptable level?	
6. If Yes, the assessment is complete. If No, review activities to eliminate significant risks relating to Manual Handling Operations.	<input checked="" type="checkbox"/> Y

B: HAZARD CHECKLIST (Answer all questions YES or NO)

The Task - does it involve:	Y/N	Comments
1. Holding the load away from the trunk?	N	Loads can be reduced in size and held close to the body
2. Twisting the trunk?	N	
3. Poor posture i.e. stooping/stretching?	N	
4. Strenuous pushing or pulling?	Y	Operatives to make use of the tools supplied to reduce pulling and pushing
5. Excessive lifting or lowering?	Y	Tool box talks will be given to all operatives
6. Repetitive handling?	Y	This operation is repetitive, regular breaks will be taken. Rotation of operatives will be undertaken
7. Excessive carrying distances?	Y	Wheel barrows shall be utilised to reduce excessive handling
The Load - is it:		
8. Heavy?	N	Loads to be reduced in size or handled by multiple operatives
9. Bulky or unwieldy?	N	
10. Difficult to grasp?	N	
11. Unstable, or contents likely to shift?	Y	Wheelbarrows will be loaded evenly
12. Potentially harmful e.g. hot, sharp?	N	
The Working Environment - are there:		
13. Constraints on posture?	N	
14. Uneven or unstable floors?	N	
15. Variations in floor levels/work surface?	N	
16. Extremes of temperature, humidity?	N	
17. Poor lighting conditions?	N	Additional lighting will be implemented if required.
18. Excessive noise levels or air movements?	N	
Individual Capabilities - does the job:		
19. Require unusual capabilities i.e. strength?	N	
20. Require special information/training?	Y	Operatives are trained in good manual handling techniques. Tool box talks given.
21. Involve handlers who are pregnant?	N	

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22. Involve handlers with health problems?	N	Operatives are assessed against the tasks
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18.14. Manual Handling Operations Assessment

C. ASSESSMENT OF RISK AGAINST IDENTIFIED HAZARDS *Tick as necessary							
OVERALL RISK OF RATING	NIL		LOW	√	MEDIUM		HIGH

D. ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK TO ALRP.
<p>Tool box talks on slips, trips and falls to minimise the risk of injury during manual handling.</p>

Assessor:	J McGuinness	Signature:		Date:	01/03/18
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18.15. Risk Assessments

Assessors Name: J Smith		Date of Assessment: 01/03/18							
Site: Fole Dairy Uttoxeter		Review Date: (No later than) 28/02/19							
HAZARD RISK RATING									
Probability		<p>The Hazard 'Risk Rating' (R/R) is determined by considering the (P) probability of an incident / loss occurring against the (S) severity of the outcome considering the amount of exposure. Each task is assessed and a pre-controlled risk rating "R/R" is assigned for the Hazard / Risk. The "R/R" is then reduced to an acceptable "low" level using the "Control Measures" and safe working practices.</p>							
Low=1	Unlikely to occur								
Medium =2	Likely to occur								
High =3	Very likely to occur								
Severity		<p>Risk Rating (R/R)</p> <p>(P) Probability X Severity (S)</p> <p>If residual Risk Rating is;</p> <p><6 - Acceptable low risk</p> <p>6-10 - High risk – ensure safe system of work</p> <p>11- 15 – Very high - Unacceptable</p>							
Low =4	Injury / Illness or environmental impact								
Med =5	Major injury or environmental impact								
High=6	Death or immobilising major injury								
Persons at Risk –Affected Groups									
A –Operatives B – Site Visitors C – Members of the Public									
Action By: (SM) Site Manager, (S) Supervisor, (Op) Operatives									
Task / Hazard	Who and how (Risk)	Risk Rating			Control Measures	Residual Risk Rating			Action by?
		P	S	R/R		P	S	R/R	
Traffic Management	(All) – Vehicle Impact injuries	2	6	12	Ensure Banksmen control all reversing vehicles and vehicles leaving site. All vehicles leaving site should leave in forward gear only. All drivers of vehicles are to abide by site specific rules pertaining to speed restriction etc i.e. 5mph. On site pedestrian routes to be established particularly at the site entrance and where plant and operatives interface. Where practically possible all deliveries are to be notified in advance. Where reasonably practicable all traffic movement off site (waste transfer, plant delivery etc) to be limited to the quieter periods of the day.	1	6	6	

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PPE	(All)	2	5	10	All site personnel will wear the minimum mandatory PPE: Hard hat, Hi visibility vest/jacket, safety boots and gloves. Other items of PPE such as Light eye protection are also available and will be worn as and when necessary.	1	5	5	
Dust	(All) – Inhalation by operatives and others	2	4	8	Ensure controls to eliminate or reduce dust emissions are in place as noted on the safety plan or method statements. Use of dust suppression when saw cutting etc., water bowsters to keep areas damp, specific water sprays to working areas and sheeting of loads in transit should be implemented.	1	4	4	
	(A) – Damage to Eyes	2	4	8	Ensure goggles and suitable dust masks are worn as per the attached PPE Assessment. Ensure controls are suitable and sufficient to control airborne particulate	1	4	4	
Noise	(All) Public nuisance, damage to operatives hearing.	2	5	10	Establish exclusion zone/ hearing protection zone, limiting access using barriers and signage. Restrict numbers of people in the working zone Ensure all operatives within the zone wear hearing protection to BS EN 352	1	5	5	
Soft Stripping	Cuts, Grazes & Abrasions	2	5	10	Ensure operatives are aware of the hazards that may be present when handling abandoned waste in particular foot penetration etc. Ensure correct PPE as per the attached PPE assessment are worn at all times.	1	4	4	
	Contact with Toxic Materials	2	5	10	Issue operatives with and ensure they wear appropriate PPE together with instructions to wash before eating, drinking or smoking. Ensure that no asbestos materials are disturbed during any removal of adjacent soft strip materials if applicable.	1	5	5	
	Slips, Trips and Falls	2	5	10	Ensure a safe system of work is in place and is explained to all operatives. Employ good housekeeping, Safe clear access routes to be identified within and around the structure, these areas must be checked on a regular basis and any hazards identified must be rectified promptly. End of shift ensure all tools etc are removed.	1	4	4	

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	Foot Penetration injuries	2	4	8	Ensure correct PPE as per attached PPE assessment. Good housekeeping. Footwear must have mid sole protection and toe protection	1	4	4	
	Contact with LIVE services	2	5	10	Where services within proximity are required to be left LIVE for the duration of the works, they must be clearly identified, and their location documented prior to commencement. The site manager must ensure that all operatives and plant operators are aware of their location and the controls that are required to ensure their protection.	1	4	4	
	Contact with LIVE services – Electrocution, fire, explosion	2	5	10	Strict permit to works system in place, the site manager must ensure that all operatives and plant operators are aware of their location and the controls that are required to ensure their protection	1	4	4	
Working at Height	(A) - Falls from height (MEWP) - Whole body	2	5	10	Certificates are in place. MEWP hired from a reputable supplier, all certification and record of tests is in place. Operatives trained and competent in the use of hired equipment. The MEWP is suitable for the task and is located on suitable stable ground. Operatives trained in the use of full body harnesses. Operatives wearing full body harnesses with lanyards. Lanyard attached to the platform. Operatives carrying out the works from the confines of the platform (do not lean outside).	1	4	4	
	(A) - Falls from height ("Aluminium mobile scaffold access towers") - Whole body	2	5	10	Access tower is securely footed, and stabilising legs are fully extended as per the manufactures instructions, The access towers have edge protection installed consisting of a main top rail and intermediate guard rail. The main guard rail height is at least 950mm above the edge, the intermediate guard rail does not have a gap of more than 470 mm. Toe-boards are fitted they are at least 150mm.	1	4	4	

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	(A) – Falling objects - Head injury	2	4	8	A suitable rescue plan and suitable equipment is in place in case of any type of emergency. All persons involved in a rescue operation knows their part and the procedures to follow.	1	4	4	
Mechanical Demolition	(All) Premature collapse of part or all of structure, Floor overloading	1	6	6	Site supervisor and machine operator to carry out walk around survey. Ask advice if not sure of building and or structures construction. To minimise the risk of overloading the floor materials will need to be cleared on a regular basis, works will be stopped, and the materials cleared from the floor into safety exclusions zones below. Ensure through good supervision that the work is being carried out according to the Method Statement.	1	4	4	
	Debris falling onto machine operator	2	4	8	Ensure that the machine is large enough to carry out the work at arm's length, or that the machine is able to reach the structure safely by creating a raised platform (hardcore base). Banks-men will use two-way radios to keep in constant communication with the plant operator during the demolition phase. Machines have highly reinforced cabs.	1	5	5	
	Debris falling onto others adjacent to the site and operatives on site – Head & foot injuries	2	5	10	Ensure the physical barriers to prohibit unauthorised persons into the working area are effective. Ensure the warning signs posted are clearly visible. Banks-men will use two-way radios to keep in constant communication with the plant operator during the demolition phase.	1	4	4	
Removal of ACM's	Operatives Slips, trips and falls.	2	6	12	Operatives should be trained in NNLW to a Cat B standard. Ensure all works are carried out in accordance with the Control of Asbestos Regulations 2012, all current guidance and industry best practice.	1	6	6	

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	Release of asbestos fibres				<p>EXCLUSION ZONE: Erect physical barriers to the working area to prevent unauthorised access during the works with signs displayed depicting men at work / or Access Prohibited warning signs.</p> <p>Site supervisor and machine operator to carry out walk around inspection of the working area. Ensure any adjacent structures will remain unaffected and safe.</p> <p>Ensure the floor slab has been cleared, is clean and free from obstructions. Ensure the slab is adequately dampened prior to the commencement of the works.</p> <p>Ensure that the machine is large enough to carry out the work at arm's length and that the machine is able to reach the required elements of the structure safely.</p> <p>Ensure fibre and dust reduction through pre-wetting, knock down water sprays. Clear away cut down sections progressively. Do not allow tracking or travelling of plant and machinery on asbestos debris.</p> <p>The correct RPE/PPE should be used at all times (Disposable coveralls (Type 5), Rubber gloves, Safety boots, sundstrom half face masks, Glasses, Hard Hat,).</p> <p>Carry out background and personal air monitoring to ensure control measures are effective.</p>				
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Changing of Quick Hitch Attachments	Operatives working within area	2	6	12	Ensure a dedicated and segregated area is allocated for changing of machine attachments. Ensure the machine operator is fully trained in the use of the quick hitch system on the machine. Ensure the site supervisor is aware of his responsibility to ensure that all machine operators on site carry out daily inspections on the quick hitch.	1	6	6	
Oxy / Propane Cutting	Burns to operatives, Operatives clothing catching fire	2	5	10	Ensure hot work permit system is implemented and signed off at the end of the works. Ensure firefighting equipment is on hand during all cutting works. Ensure that all cutting operatives are competent in their task and have had sufficient information, instruction, training & supervision. Fire extinguishing medium to be present at all Hot Work Locations (Fire Extinguishers). Ensure permit is signed off. Cold cutting should be employed as an alternative, wherever practicable. PPE to be used as per the attached PPE assessment.	1	5	5	
	Bottles exploding	2	6	12	All cutting equipment i.e. guns, bottles to be fitted with correct safety valves and flash back arrestors. All full and empty gas bottles to be stored in a safe area, preferably within a secure compound. Propane to be separated from oxygen by a minimum of 3 metres. No storage of bottles within the immediate boundary of any site.	1	5	5	
	Adjacent combustible materials or structures Catching fire	2	6	12	Carry out inspection of surrounding vicinity and remove combustible materials wherever Practicable. Spread sand to area below cutting area if permissible. Adopt a permit to work procedure for all works. EXCLUSION ZONE: Erect physical barriers and warning signs around / below area of works. The operative must ensure that the work area has adequate ventilation for the task at hand. To reduce the risk of an	1	5	5	

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					uncontrolled fire no hot works must be undertaken within one hour of lunch or of the shift ending. Ensure permit is signed off.				
	(A) – Damage to Eyes	2	4	8	Ensure goggles and suitable dust masks are worn as per the attached PPE Assessment. Ensure controls are suitable and sufficient to control airborne particulates.	1	4	4	
Using Held Tools (Including percussive tools)	Operatives-personal injury	2	6	12	Establish exclusion zones limiting access into working zone. All operatives within the working zone to wear eye protection, hearing protection, dust mask. Dust suppression to be employed. Clear debris regularly	1	6	6	
	Hand Arm Vibration	2	5	10	Establish exposure using HSE HAVS calculator Use suitable well maintained equipment Periodic monitoring of equipment Screening of operatives and regular monitoring Rotation of labour with adequate breaks from use of tool.	1	5	5	
	Electrocution	2	6	12	Ensure all equipment and cables are regularly maintained and tested	1	6	6	
Abrasive Wheels (Stihl saws)	Operatives. Shattering of blade, improper use, fire	2	6	12	Only competent and trained operatives to use the tool. Changing of blades by trained personnel only. Blades are to be checked every time prior to use. Goggles are to be worn by the user when cutting. Petrol driven equipment is to be filled in a controlled manner in conjunction with drip tray and spill kit. Ensure the work area is free from combustible materials. Do not leave the equipment running and unattended.	1	6	6	
Weils Disease (Leptospirosis)	Site personnel	2	5	10	This disease can be fatal if not treated soon enough. It can be caught from contact with urine from infected rats. Therefore, all on site are made aware that hygiene is essential as a means of avoiding the disease. Wash hands before eating and cover all open cuts in the best way to protect against Weil's disease. Prior to works commencing a Tool Box Talk will be delivered to all site operatives.	1	5	5	

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This "Risk Assessment" task sheet has been deliberately left blank, this is to allow the site manager to record any additional Hazards / Risks identified during the works and thus implement control measures to control the associated risks.

Task / Hazard	Who and how (Risk)	Risk Rating			Control Measures	Residual Risk Rating			Action by?
		P	S	R/R		P	S	R/R	

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18.16. Signed Acceptance

The employees detailed below have signed to confirm that they: -

- (a) Have received a briefing from their site manager on the hazards involved with their undertaking.
- (b) Understand the requirements of this Method Statement and the associated Risk Assessments.
- (c) Shall work to the requirements of the method statement and control measures identified by the Risk Assessment.
- (d) Will notify their site manager, should there be any abnormalities or areas of concern regarding the works.
- (e) Shall advise the Site Manager of any current medical condition which may give rise to health risks whilst undertaking the task

Name	Signature	Date

Name	Signature	Date

I confirm acceptance of the method of work and understanding of the Risk Assessments and controls to be applied.

Site Manager signature:		Date:
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