



Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	150
1.2 Method Statement Date	22/06/2025
1.3 Method Statement Author	Kane Hicks
1.4 Project/Contract	N J DOCKSEY UNIT.
1.5 Start Date	TBC
1.6 Expected job duration	1 WEEK
1.7 Client Contact	NIGEL DOCKSEY
1.8 Description	DEMOLITION AND SITE CLEARANCE OF A STEEL FRAMED, STEEL CLADDED SINGLE STORY BUILDING.
1.9 Site Address	N J Docksey Ltd, Unit 2, Leekbrook Depot, Cheadle Road, Leekbrook, Leek, Staffs ST13 7DR

2.0 Signatures

	Name	Title	Signature	Date
Document Author	Kane Hicks	Partner	<i>Kane Hicks</i>	22/06/2025

Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from J H Hicks Demolition

It is the duty of all employees to observe the following Risk Assessment and associated Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

3.0 Emergency Contact Details

Name	Kane Hicks	Kane Hicks	JOHN HICKS	
Telephone Number	07974254419	07974254419	07812126292	

4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

4.1 Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site on a daily basis.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

Speed restrictions on site apply to site - **5mph and must be aheaded to at all times.**

4.2 Manual Handling / Lay Down area / Plant Storage Area

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools

or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

4.3 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 and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

4.4 Personal Protective Equipment (PPE).

PPE will be provided as a last form of protection against a hazard. JHH operatives will use the appropriate PPE for the task as identified in the risk assessment.

The wearing of the following items is **mandatory** and must be worn at all times upon entering this site: Safety boots, Hi Visibility Vests, Hard Hats, Gloves and Eye Protection. When determined as necessary in the risk assessment, FFP3 Dust Masks and type 5 coveralls are to be worn.

4.5 Preparation & Induction.

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. All RAMS produced for work are to be signed off by the designated competent person and all operatives are to sign as having read them. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Clear routes will be maintained for access and egress at all times, including routes for emergency services and western power's access to the sub station.

4.6 Site Safety

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

4.7 Staff and Training

The task will be carried out by staff from J H HICKS DEMOLITION, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications for the tasks being carried out. CCDO/CSCS CARDS TO BE PRESENTED AT SITE INDUCTION. Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

4.8 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

All plant equipment to be used on site will have in date certificates of examination and maintenance. Any plant used for lifting will have current LOLER certificates.

4.9 360 Degree Demolition Spec Excavator - Safe Operation

Prior to the use of 360 Excavators we will ensure the following;

- Plant will be left secure after every shift by an isolation valve and shutter guards
- The machine will be used only by trained personnel holding relevant Plant Operator Certification
- The machine shall have undergone a 12 monthly inspection (copy of certificate shall be provided)
- Seat belts shall be fitted and worn by the operator.
- All round visibility shall be maintained by the use of mirrors on the machine.
- An amber flashing beacon shall be fitted and switched on when the machine is working.
- Daily Inspection shall be carried out and any faults identified be immediately repaired.
- Instructions for the operation of the machine shall be available on the machine.
- All necessary safety decals will be on the machine.
- All necessary safety FOPS AND ROPS WILL BE FITTED TO THE DEMOLITION SPEC EXCAVATOR
- A banksman will supervise all plant movement on site and ensure safe operation of the machine during excavation as necessary.

4.10 Controlling dust - Cutting & Breaking (Silica, Stone, Brick, Plaster, Concrete)

During the breaking through of floors, walls, cutting of plaster board etc: using hand tools or mechanical equipment such as hydraulic

munchers and breakers, there will be dust created.

J H HICKS employees **must** use the correct type of PPE for this task.

- Water dust suppressant or LEV dust suppressant systems **must be used**.
- All cutting equipment must have dust suppression or extraction.
- Cutting areas to be located in ventilated spaces and to be barriered off.

4.11 Dust- Jet Mister

During the Mechanical Demolition works through Superstructure there will be dust created. J H HICKS DEMOLITION will work to the below at all times to minimise dust.

- Water dust suppressant or LEV dust suppressant systems **must be used**. A jet sprayer will be used to dampen down potential dust created while demolition works take place. drains will have bunds around them to prevent any debris entering the water course. as the jet sprayer will be spraying a mist we don't expect to have a lot of water run off.
- JHH will require a water mains with sufficient pressure to enable us to carry out the dust suppression.

4.12 Emergency Information Royal Stoke

Nearest Accident and Emergency:

Royal Stoke Hospital

Tel: 01782 715444

Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

4.13 Emergency Information STOKE

Nearest Accident and Emergency:

[?Royal Stoke University Hospital](#)

Newcastle Road Stoke-on-Trent Staffordshire ST4 6QG

4.14 Hot work & Permits To Work..

A hot work permit will be raised and all FUSELEK staff are expected to adhere to its requirements.

During these works a HOT WORK permit must be obtained before commencing burning, grinding works, vinyl welding etc; The permit to work will be made available the site contact. All permits must be in place before burning or grinding or any hot work can commence on site and must be signed off once work is completed or at the end of the day. Fire checks will be carried out 30 mins and 60 mins after the hot work has been completed.

No hot work will be carried out within 2 Hr of the end of the working day.

4.15 Hot Works

An appropriately trained and certified person is to carry out Hot Works only.

A hot works permit must be completed before commencement of any hot works and closed again the same day-follow instructions as provided in site pack by site supervisor. Smoke detectors to be isolated by operative prior to works commencing. Smoke heads to be uncovered on completion of works and then reactivated by building security.

A 30 minute fire watch and suitable fire extinguishers are available at all times

Ensure a cooling down period of 2 hours before leaving the site at the end of the working day.

No flammable materials will be located to any heat sources.

4.16 Machine Tools

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent

person. Construction sites require that PAT tests are carried out every 3 months. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

4.17 Refuelling Procedure on site for plant machinery and equipment

Fuel for all J H Hicks Demolition equipment is carried in explosive proof metal containers & secured in the van. Plant and machines will be refuelled away from the van, visitors, and members of the public. Fuel is transferred from the proprietary containers by certified fuel transfer unit or through a funnel into the machine tank. Caution will be exercised to prevent overfilling and spillages will be cleared up immediately. Return the fuel can to the van and ensure it is clamped in position and the van locked.

Any fuel storage tanks should be surrounded by a bund and standing vehicles and vessels should be provided with drip trays beneath them to prevent fuels from contaminating the ground and water courses. Spill kits will be provided for use in case of spillage of fuels.

Smoking is not permitted in any of J H Hicks Demolition vehicles at any time, including during operation of plant equipment and machines on or off clients premises.

Spill kits will be located at refuelling points. Any fuel stored on site will be locked away when not in use.

4.18 Site Access and Egress

1. SITE REQUIRES 24 HOURS NOTICE BEFORE ANY PLANT/ MATERIAL DELIVERYS
2. The site will be accessed via the Service road all vehicles coming to site will need to be escorted by a banksman and ahead to the 5mph speed restriction that will be in place.
3. All Vehicles entering or leaving the site MUST enter in a forward gear and not reverse out of the site at any point.
4. The principle contractor (JHH) is responsible for providing safe access and egress to the site.
5. J H HICKS DEMOLITION staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in.
6. Good standards of housekeeping will be maintained.
7. Access routes will be sign posted and barriers will be put in place where necessary.
8. GATES TO THE MAIN WORK AREA ARE TO BE KEPT LOCKED AT ALL TIMES.

4.19 Skid Steer Loader.

JHH are using a Skid Steer to site. (BobCat S550) - Fume Extract will be in use when all machines operating internally.

Pedestrian segregation for site staff will be a paramount consideration and take priority over any works demand.

The Skid Steer

1. Will be used for LOADING SKIPS AND TRANSPORTING MATERIALS AROUND SITE
2. Is routinely maintained and carries a current LOLER test certificate.
3. Will be driven only by experienced drivers with a skid steer license.
4. Will be left secure when not in use.
5. Access Code is only known to trained operators and Kane Hicks.

4.20 Vehicle Safety

All company vehicles are subject to a planned maintenance and inspection program. Staff responsible for vehicles will carry out daily and weekly checks to ensure continued roadworthiness. All drivers will hold the appropriate licence for the vehicle they are driving and they will comply with road traffic regulations and the Highway Code. All loads will be securely fastened to the vehicle by competent persons prior to travel. Drivers will take regular breaks on long journeys. Audible warnings for reversing will be used where fitted and banksmen will be used when reversing.

5.0 Method Statements

5.1 Demolition Using Demolition Spec Excavator

1. Fence off demolition area from other trades
2. Provide roll on roll off containers to allow segregation of waste types
3. Begin demolition with rotating grab / concrete pulverizer / shear attached to 20 ton excavator making an entry via the roof section removing the roof and segregating the waste as the building is reduced.
4. The machine will then progress to reducing the level/ width of the brick/ concrete structure, from left to right nibbling away using a concrete pulverizer keep the strength in the structure
5. Remove all waste stockpiled away from the demolition area and carry out a secondary process using the 360 excavator with various attachments with munch down the concrete to a small size, removing the rebar by use of Stihl Saw Care to be taken to minimise risk of fire and checks after 30 minutes and before leaving site.
6. As works progress through the site the primary excavator will do a rough segregation of waste materials into piles of masonry, metal, timber and general waste ready for loading into skips and removal off site
7. The excavator will the change attachments to a bucket used for stockpiling the waste hardcore ready to remove from site via tipper trucks
8. Once the above process has been archived the excavator will load out the tipper lorries with recyclable for removal off site.
9. Tipper lorries will Remove recycled arising from site with coordinated collections and banksman meeting vehicle at site boundary
10. Existing grounds graded and levelled with all demolition waste removed from site

5.2 Mechanically Sorting Waste By Excavator with Hydraulic Grab

1. The purpose of mechanically segregating waste using a hydraulic grab is to allow the maximum amount of waste possible to be recycled.
2. Machine operatives must be competent in the operation of machines before commencing works, this is normally by way of the relevant CPC card or in special cases deemed competence may apply.
3. At the start of the shift the machine operative must complete a daily defects check and fill in a sheet detailing these checks and any defects found, this must be handed to the supervisor daily.
4. A banksman may be used to manage operations if deemed necessary.
5. When a vehicle deposits its load the grab operative must wait for the vehicle to leave the tipping area prior to commencing mechanical work.
6. Machine operatives must wait for those segregating waste by hand to stand clear of the operational area prior to commencement of works.
7. The grab operative should then spread the waste evenly over the hard standing and proceed to remove any large and heavy items from the load, these are then placed on separate stockpiles and/or in bins according to the material type.
8. Upon completion of this task the grab must then stop working in order that the manual sorting operatives can pick out any items as necessary, including paper, plastic, cardboard, etc.
9. The manual operatives may wave to the grab operative for assistance with large objects, the excavator driver should then indicate for them to clear the area in order that he can proceed.
10. Waste transfer station operatives are working on foot segregating waste therefore high levels of awareness and concentration are required by machine operatives.

5.3 Loading Shovel use

1. Where practical ensure you are working on even ground that will adequately support the weight of the plant
2. That there is adequate space to carry out the task.
3. The area in which it is to be used must be free from overhead obstructions such as cables, power lines, girders, trees etc
4. The trained operator will drive plant , a banksman will oversee the operation where applicable.

5.4 Waste skip exchange and collection

1. Deliver empty skip to site and find suitable temporary location to offload.
2. Check for any overhead cables or power lines.
3. Off-load skip and release lifting chains. Secure on travel hooks. Retract lift rig.
4. Check the skip to be collected. Ensure load is secure within the skip.
5. Net or cover the skip as necessary.
6. Manoeuvre wagon to align with skip to be collected. Apply parking brake and engage lift hydraulics.
7. Extend lifting rig and attach chains to all 4 lifting lugs.
8. Position stabilisers.
9. Carefully lift skip up and on to wagon deck. Lower rig to enable chains removal.
10. Activate skip clamp.
11. Manoeuvre wagon to position to enable pick up of empty skip.
12. Climb safe access to wagon deck and release chains to each side of skip.
13. Return to controls and extend rig to position chains for attachment to empty skip.
14. Attach lifting chains to skip. Lift the skip to rest against rear of loaded skip.
15. Manoeuvre wagon to position for off-loading empty skip into final location.
16. Extend rig and lower skip to ground level and position.
17. Release chains and secure on travel hooks.
18. Retract rig to travel position.
19. Re-attach all chains to loaded skip and make final check that load is secure.
20. Transport to yard for processing.

DYNAMIC METHOD STATEMENT - Change Of Control Form

Before any changes in safety arrangements are made, the principal contractor and or site team leader must be consulted.

Title & No Of current Risk assessment:

Title & No Of current Method Statement:

Section A

Project/Contract	Description.

Problem Reference Section and Numbers	List all problem reference sections and numbers resolved by this Release.
Changes in Document	Describe changes to this document.
Items Being Changed	List ALL items being changed or added.

For the above give as much detail as possible or cross reference relevant documents.

Section B

[]	[]	[]	Data
Document Reference		Give Reference number and/or date for document to customer.	
I agree to amendments to the Method Statement			
Manager Signature		To indicate release has been fully reviewed.	
Project Manager Signature (Where appropriate)		To indicate release has been fully reviewed.	
Site manager Signature (Where appropriate)		To indicate release has been fully reviewed.	

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date[illegible]