

Outline Method Statement

BibbEgan Limited
Tower House
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Anchor Business Park
Croydon, Surrey
CR0 4YX

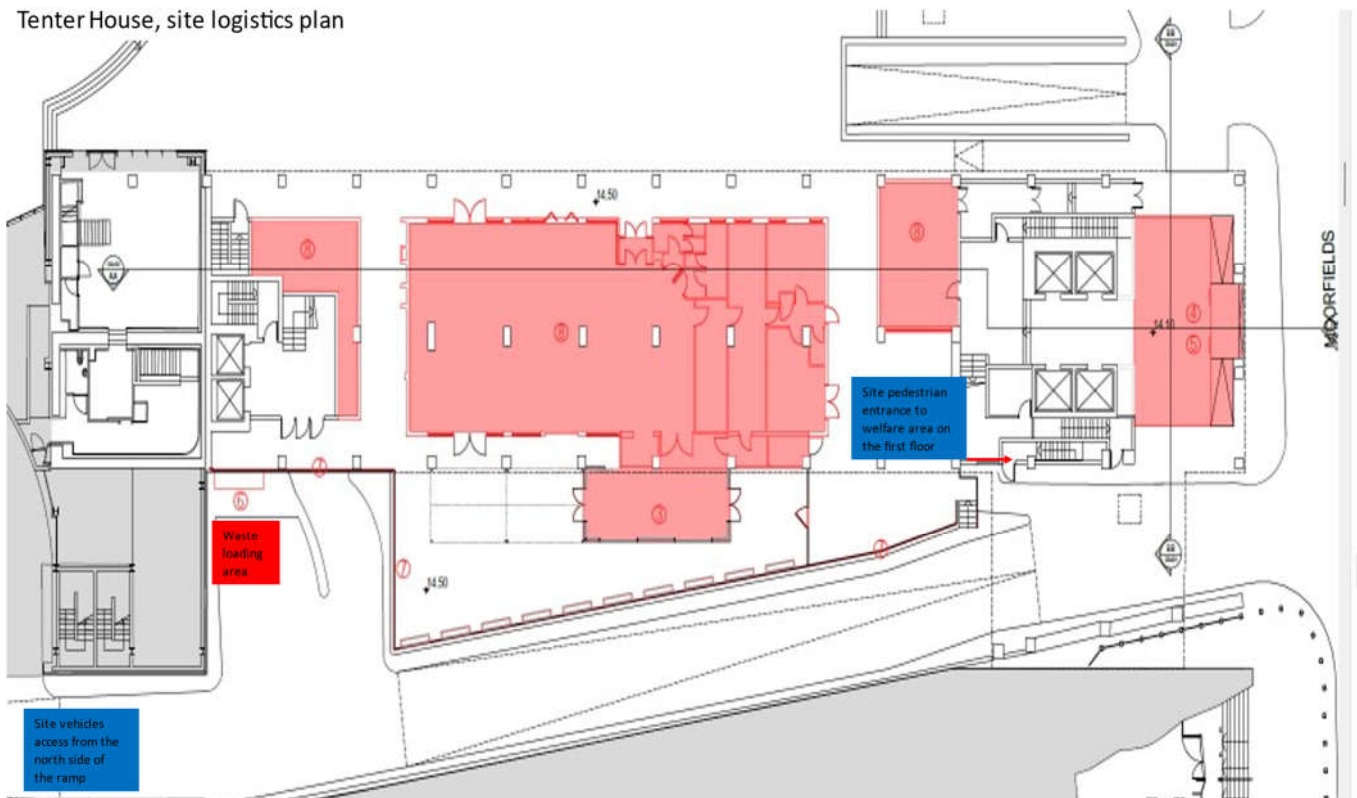
Project:	Tenter House, 45 Moorfields, London, EC2Y 9AE
Activity:	Welfare and site set up, soft strip, Roof plant removal and demolition works.
Date:	03/07/23
Prepared by:	Tom O'Connell
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Outline Method Statement

1) Introduction

The site is bounded by Moorfields to the east, Moor Lane to the west, New Union Street to the south and the City Point pedestrian plaza area to the north, all within the City of London (CoL) boundary. New Union Street is a private road which provides service access and is used as a pedestrian thoroughfare between Moor Lane and Moorfields. The building is adjacent to Moorgate Tube Station although it is envisaged that these preparatory works will have no impact on the station or staff. The site welfare facility will be installed on the first floor of the structure with the site entrance on the ground floor as indicated in the site logistics plan (Fig1)

Tenter House, site logistics plan



2) Scope of work

The preparatory works are to include items such as , site set and welfare; installation of hoardings; removal of roof top plant enclosures; roof top plantrooms; rear conservatory; signage; main reception area; stone cladding panels; rear extension to loading bay; and removal of the railings to the terrace)

3) Identified Risks

- | | |
|---------------------------------|---|
| Asbestos | Live services |
| Working near or over the public | Manual handling |
| Dust | Mechanical plant operations |
| Electrical power tools | Noise |
| Housekeeping | Psittacosis |
| Eye injuries | Residual chemicals (hazardous substances) |
| Fire | Trip hazards |
| Foot injuries | Unauthorised entry |
| Hand injuries | Uncontrolled collapse |
| Hot works | Vibration |
| | Work at height |

Outline Method Statement

4) Method of Work

In accordance with BS 6187:2011

General Methodology for the Works

Pre-start works.

Prior to works commencing the following tasks and provisions are required-

Submission of a fully developed Demolition Logistics Plan to the City Of London

Commence community liaison with surrounding stake holders and sensitive receptors prior to the commencement of the works.

Condition/de-lap survey of the surrounding infrastructure and any third-party assets that may be affected by the works.

Welfare

The site welfare will be installed on the 1st floor, utilising the existing toilets and space at the southern end of the structure. The welfare facility will consist of, Drying/changing area, canteen, toilets, site office, tool storage. Access to the welfare facility will be via the ground floor entrance to the southern core on the west side of the structure.

Hoarding installation

A designed 2.4m solid timber kentledge hoarding will be installed on the east side of the site in between the existing columns adjacent to the City Point Plaza. Liaison with the City Point Facility Management will be required prior to this section of the works being carried out. A full height designed hoarding will be installed at the southern end of the structure to replace the glazed façade once removed. Once installed a permit to load will be issued and the structure included in the temporary works register. Recorded inspections will be carried out at a minimum of every 7 days and or after an event that may have affected the structural stability.

Service terminations

The isolation of services will be carried out by BibbEgan Enabling Services. All isolations will be recorded on a on a site plan and will form part of the Health and Safety handover documentation.

Site temporary power and water supplies will be installed and maintained by BibbEgan Enabling Services.

Soft Stripping

The soft strip is limited to the ground floor area of the building, basement extension, rear conservatory and including some minor soft strip works within the roof top plant rooms and enclosures. Most of the works will be carried out using traditional hand stripping techniques, a brief description of these are detailed below

Doors to be unscrewed and frames to be eased out using mattocks and crow bars - all protruding nails to be made safe before transporting timber.

The removal of glazing will be in whole sheets where possible, otherwise tape will be placed randomly across the panels. First ensure no one is in the vicinity and then break glass remotely using a log steel tube/bar. Once all glass has been broken onto the floor, operatives to carefully collect debris using shovels and brooms, and deposit immediately into wheelie bins.

Built in cupboards/shelves/fixtures and fittings to be eased from fixed positions using electric screwdrivers, mattocks and/or crow bars - timber frames, shelving etc to be removed from walls, timber cut into manageable pieces, and any protruding nails hammered down.

Outline Method Statement

By regularly removing the accumulated debris, the potential fire risk, that loose combustible material imposes, is minimised/removed.

Segregation of materials will continue throughout the process, where possible this will be carried out by machine. Smaller pieces will be picked by operatives.

The soft strip materials will be relocated to the basement area using the existing lifts and then transported to the loading area with skid steer loaders. (See fig 1 logistics plan)

Roof top plant removal.

The roof top plant will be removed in the following sequence: the services will be identified and isolated prior to any works being carried out. The VRV (chiller units) will be degassed by our specialist contractor prior to the removal of the plant. Working within the confines of the plant enclosures/rooms operatives equipped with various hand, cordless or 110-volt power tools will break the plant into smaller manageable sections. These manageable sections will be relocated to the 10th floor via the access stairs. The materials will then be relocated to the basement loading area using either of the lift cores. Once the plant has been removed, the enclosures will be removed using a combination of hand, cordless and power tools with the resulting materials relocated to the basement loading area as previously described. Any resulting apertures or penetrations will be stopped up and weather proofed as the works progress.

Main reception removal

Subject to agreement with City of London, a temporary solid panel 2m high fence will be installed along the south, east and west elevations of the structure. The entrance plinth and ramps will be removed using a mini excavator equipped with a hydraulic breaker attachment. The resulting materials will be relocated to the basement loading area via the west basement access ramp using a small dumper. Whilst the entrance plinth and ramps are being removed, the internal sot strip of the reception area will be carried out. When the entrance plinth has been removed the temporary solid panel fence will be relocated back to the building line. heavy duty tarpaulin sheets will be fixed to the soffit above the temporary fence with the excess allowed to hang on the inside of the fence. Heavy duty window film (bomb film) will be applied to both the inner and outer sides of the glass. A 3-ton excavator equipped with various attachments working from the west elevation will remove the glazing panels relocating the removed glass to a designated storage area within the main reception. This will be periodically cleared to a waiting skip in the basement loading area as the works progress and the glazing removal works have been completed. When the glazing has been removed the exterior stone cladding around the raised ground floor slab will be removed using a mini excavator and hand breakers. When all the minor demolition works have been completed, a full height designed hoarding will be installed to the location where the glazing has been removed.

Basement extension demolition

An assessment will be made to the connection points where the extension walls joining the main structure to ascertain if any hand segregation is required prior to the extension removal. These will be installed at this point, if required. An exclusion zone will be established using temporary Heras fencing and warning signage around the working area. A mini excavator equipped with a hydraulic breaker will remove the blockwork walls, relocating the resulting materials to a waiting skip. The resulting aperture will be closed off with a full height timber hoarding.

Ground and first floor façade removal

The east side 2,4m high hoarding will be installed in between the main ground floor building columns. The soft strip of this area will be carried out whilst the hoarding is being installed with the resulting materials being

Outline Method Statement

deposited to the basement loading area via an installed chute into a waiting 40-yard skip. When the soft strip has been completed. MEWPS and mini excavators will be lifted onto the west side ground floor slab using a Hiab lorry located on the west side access ramp. The resulting removed materials will be relocated to the basement loading area via the previously installed chute into waiting waste skips. When the works have been completed, the MEWP's and mini excavators will be removed from the area using a Hiab lorry located on the west access ramp.

West elevation works

An exclusion zone will be established around the working area using solid panel Heras fencing and warning signage adjacent to the existing handrail. Scaffold towers will be installed by PASMA trained operatives on the ground floor slab adjacent to the façade. Operatives working within the structure and on the installed scaffold towers will proceed to carry out the works, from both the ground and first floors. A mini excavator equipped with various attachments will be utilized at ground floor to remove the relevant items. When working from first floor scaffolding, operatives will use hand breakers in a piece small method. The removed materials will be relocated to a waiting skip in the basement loading area.

Disposal of waste materials

A logistics plan will be developed in line with TFL and the City of London guidelines for construction vehicles using the capitals road infrastructure.

Prior to commencement on site, the site-specific logistics plan will be circulated to our supply chain.

All waste vehicles travelling to site will be instructed on the routes to and from site. supply chain vehicles will be required to contact the Demolition Supervisor 20 minutes before their expected arrival so that the nominated traffic marshals will be on ready to manage their safe entry and subsequent positioning for loading.

5) **Risk Assessments Reference Numbers**

To be completed prior to the works

6) **Site Working Hours**

Site hours: Monday – Friday 0800 – 1800hrs. No Saturday working.

7) **Labour Force**

Project Manager x 1
Demolition Manager x 1
Demolition Supervisor x 3
Labour only operatives x20
Plant operatives x 2
MEWP operatives x 2
Hoarding operatives x 4
Multi service operatives x 2

8) **Training**

All operatives working on this project are trained to CCDO, CSCS, CPCS, S/NVQ standards and hold the relevant certification for the task in hand. Copies of all training certificates are available on request and will be retained in the project offices.

Outline Method Statement

9) Lifting Equipment

HIAB lorries

10) Portable Tools

Breakers

Hand held tools - electrical

Hand held tools - small

Mattocks

Sledge hammers

11) Mechanical Plant

Bobcat / skidsteer

MEWP's

12) Track Mounted Equipment

360° mini excavators

13) Storage and Handling of Hazardous Substances

Arrangements will be made for the safe handling, storage and transport of any hazardous substance and of waste containing such substances at the work place: -

by reducing to a minimum required for the work concerned:

- the number of employees subject to the exposure
- the level and duration of exposure
- the quantity of substances hazardous to health present at the workplace

by control of the working environment, including appropriate general ventilation.

by provision of appropriate hygiene measures including adequate washing facilities.

Should it be necessary to use substances classified as carcinogens, the following measures in addition to those above will be applied.

- Totally enclosing the process and handling system unless this is not reasonably practicable.
- The prohibition of eating, drinking and smoking in areas that may be contaminated by carcinogens.
- Cleaning floors, walls and other surfaces at regular intervals and whenever necessary.
- Designating those areas, which may be contaminated by carcinogens, and using suitable and sufficient warning signs.
- Storing, handling and disposing of carcinogens safely, including using close and clearly labelled containers.

COSHH Assessments will be retained within the project offices for all hazardous substances that may be used during the undertaking of our operations.

14) Temporary Structures / False Works

Site hoarding

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Outline Method Statement

handrails

15) Working at Height

Work at height will be avoided where possible.

Where work at height cannot be avoided, existing access routes will be utilised or safe working platforms i.e. scaffolding, scaffold towers, MEWPS etc. will be used.

All working platforms will be fitted with edge protection with the top guardrail being a minimum of 950mm with no gap exceeding 470mm. Toe-boards of adequate dimensions for the work being undertaken will also be fitted.

Where it is not possible to prevent falls, fall arrest systems will be utilised i.e. harnesses with restraint lanyards, fall arrest harnesses, inertia reels, airbags, nets, etc.

All operatives will receive training in the use of fall arrest equipment.

16) Work Permits and Licences

Permit - Hot works (HS-F-052)

(checklist-
HS-F-052a)

Permit to Demolish (HS-F-052)

(checklist
HS-F-052b)

17) Temporary Lighting and Power

Temporary power will be in the form of 110-volt boxes fed from the mains distribution unit. Splitter boxes will be utilised to distribute power to the whole site.

Either temporary festoon, fluorescent tubes mounted on tripods or flood lighting will be provided. **On no account will halogen lighting be used.**

18) First Aid

A 50 man first aid box will be provided for this project. The first aid box will be located in the project offices.

As a minimum, one first aider and one appointed person will be provided for this project.

An accident book BI510 will also be retained on site. The accident book will be data protection compliant.

All personnel / sensitive information will be securely locked within a filing cabinet.

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

The nearest hospital with an A&E department is.

Royal London Hospital
Whitechapel Rd
London,
E1 1FR
TEL: 02073777000

Outline Method Statement

19) Fire prevention

As the flammability of materials can change during use i.e. when working with solid materials (even normally fire-resisting ones), dust, crumbs and other fine materials may be generated. This by-product may be more easily ignited than the bulk. Where operations of this nature may occur, adequate ventilation will be provided.

Paint, varnishes and thinners will be stored in a flameproof lockable container. This container will be stored away from emergency escape routes and the fire exit.

Facilities will be provided for the storage of waste i.e. bins, skips, etc.

Flammable waste will be stored in closed topped fire-resisting containers.

20) Personal protective equipment

Safety Head Protection (conforming to EN397)	Must be worn whilst within the site perimeter
Safety Boots (conforming to EN345)	Must be worn at all times within the site perimeter
Gloves (conforming to EN388)	Must be worn whilst within the site perimeter including whilst handling waste materials unless the use of gloves presents a hazard i.e. due to entanglement or if a high level of dexterity is required
Eye Protection (conforming to EN166)	Must be worn at all times including when there is a risk of eye injury
Disposable Dust Masks (conforming to EN149)	Must be worn when there are high levels of dust, silica and fumes
Ear protection (conforming to EN352-1)	Required during all cutting, grinding and breaking out and any other time when 80dB (A) is exceeded
Harness (conforming to EN795)	Required when working at high level where collective protective measures cannot be utilised
Hi Visibility Clothing (conforming to EN471)	Must be worn whilst within the site perimeter.

21) Incidents and Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)

All injuries, diseases and dangerous occurrences which come under the criteria of Regulation 4-6 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, will be reported to the HSE, by completing the form F2508 on line within ten days or 15 days for Over 7 day injuries. A telephone service is also provided for reporting fatal and specified injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Outline Method Statement

All major incidents revert to HSF-000 emergency action plan

Site Management will follow the procedure below:

- a) Contact the emergency services
- b) Contact Tower's Senior Management
- c) Post an operative at the entry to the work area to direct the emergency services to the scene of the incident
- d) Ensure that the area is clear of non-essential personnel
- e) Notify the HSE (tel: 0845 300 9923 if it is a fatal or specified injury only)
- f) Take the names, addresses and statements of any witnesses
- g) Keep a record of events and take photographs of the scene of the incident
- h) Copy all documents RAMS, inductions and site Diary
- i) Contact M.E.L. (Health and Safety) Consultants Limited (01708 55 55 44)

22) Housekeeping

All employees and contractors are required to clear the waste on a daily basis, or more regularly as necessary. Bins will be provided and, when required, skips. Skips will be covered during non-working hours so as to prevent waste being blown around or the pilfering by third parties.

Waste will be removed from site to a recycling facility or licensed landfill.

23) Access and egress to authorised personnel

Site security will be maintained by Tower.

Vehicular traffic on site will be supervised by traffic marshalls at all times.

All employees, contractors and visitors will be given Site Induction by the Demolition Manager before being allowed to commence work.

All persons entering the project are required to sign the Site Attendance Register (Form HS-F-017).

All visitors must be escorted by the Demolition Manager or the Site Supervisor whilst on site.

All employees are instructed to direct any unaccompanied third party they observe to the Site Manager.

24) Emergency procedures

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

In the event of an emergency the alarm will be raised, the Site Supervisor will be advised and the site evacuated to the assembly point.

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

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

25) Transportation

Operatives are encouraged to use public transport, where possible, for their journey to and from work.

Outline Method Statement

Company vehicles will also be utilised for the delivery of plant and equipment to the project.

26) Signs and notices

Mandatory and advisory signage will be displayed as per the following schedule.

a) Welfare Location

- Tower Health and Safety Policy Statement
- Site Plan showing welfare/first aid facilities/arrangements
- Emergency/fire instructions for cabins and for site
- Poster campaign material
- Safety Meeting minutes
- Statutory notices
- Project Objectives/targets

b) Office Notice Board

- As above, plus
- Employees Liability (compulsory insurance) Certificate
- Safety/Technical/Environmental Alerts
- Site Rules
- Pictorial Plan of fire escape route and exit

c) Site Notice Board

- F10 Notification of Project
- Mandatory Safety Signs
- Directional Information
- Advisory Notice containing the following information
 - Principal Contractor
 - Principal Designer
 - CDM Advisor (where appointed)
 - Client Project Manager
 - Site Managers
 - Key Contractors

d) Mandatory signs on sites

- Emergency/Fire
- Directional escape signs
- Vehicular Pedestrian
- Statutory and special warning

All signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996

27) Systems / codes of practice

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations (Amended) 2006
- The Construction (Design and Management) 2015
- The Environmental Protection Act 1990
- The Personal Protective Equipment Regulations 1992
- The Manual Handling Operations Regulations 1992

Outline Method Statement

- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2004
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Work at Height Regulations (Amended) 2007
- The Control of Asbestos Regulations 2012

BS 6399 - Imposed Loads for Floors in Offices

BS 6031:2009 - Code of Practice for Earthworks

BS 6187:2011 - Demolition Code of Practice

28) Statutory records

a) Scaffolding

All scaffolding will be inspected before first use and at periods not exceeding 7 days, after adverse weather conditions or any event likely to affect its stability and after alteration. The findings of the inspections will be recorded in the Scaffold Register (Form HS-F-023).

b) Excavation

All supported excavations will be inspected where they remain open for 7 days or more. The findings of the inspections will be recorded in the Excavation Register (HS-F-024).

c) Pressure Systems

All pressure systems will be inspected in line with the written scheme of examination.

d) Lifting Equipment

All lifting equipment will be inspected before first use at periods not exceeding 7 days, after adverse weather conditions or any event likely to affect its stability - Lifting Equipment Inspection Register (HS-F-025).

e) Plant

All plant will be inspected before first use and at periods not exceeding 7 days, after adverse weather conditions or any event likely to affect its stability - Lifting Equipment Inspection Register (HS-F-018).

f) Portable Appliances

All 110 volt electrical portable appliances will be inspected and tested before first use and at periods not exceeding 3 months - PAT Testing Register (HS-F-031).

29) Noise and vibration

a) Noise

Should noise levels reach 80dB (A) operatives will to be informed of the risks to their hearing and supplied (if requested) with either appropriately attenuated ear defenders or earplugs.

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

Outline Method Statement

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

It is the purchasing policy of Tower to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Tower will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

b) Vibration

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

The table below is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40 m/s² and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s² A(8). You may find the exposure points easier to work with than the A(8) values:

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day;
- the exposure action value (2.5 m/s² A(8)) is equal to 100 points;
- the exposure limit value (5 m/s² A(8)) is equal to 400 points;

Outline Method Statement

4. Compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.
5. If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

30) Air quality and dust

Damping down will be used a method of dust suppression in accordance with BS: 6187:2011

31) Waste management

Tower will take all such measures as are reasonable in the circumstances to apply The Waste Hierarchy approach to prevent waste, and to apply the hierarchy as a priority when transferring waste to another person i.e. consider the prevention of waste, reduce, reuse, recycle in the first instance.

Tower recognises its Duty of Care under The Waste (England and Wales) Regulations 2014 and other associated statutory provisions. The regulations set two tiers of registration and as a construction company transporting construction waste Tower have registered as an upper tier carrier and have paid the required fee to appear on the Environmental Agency Public Register. We recognise that registering as a waste carrier also helps the Environmental Agency to clamp down on fly-tipping by illegal operators who harm human health and the environment whilst also undercutting legitimate businesses.

The duty of care with regards to waste aims to protect the environment and human health by making sure that waste is handled safely and only passed to people authorised to receive it. When Tower passes on its waste to another carrier we will ensure good practice is followed i.e.

- We will check that the company or person we are transferring the waste to is properly authorised to accept it. E.g. we will check they are a registered waste carrier.
- We will ensure the waste is safely contained and is not able to escape control.
- We will ensure the correct documentation is completed for each transfer of waste and that it correctly describes the waste;
- We will minimise the environmental impact of waste by prioritising waste prevention, re-use, recycling and recovery over disposal. This is known as applying the 'waste hierarchy'.

Tower aims to minimise any adverse impact on the environment from its policies and working practices. To that end we will plan to reduce the amount of waste we create and pursue methods of disposal in line with this objective. These will include recycling, in contrast for example to collection and incineration.

Hazardous waste

Hazardous waste is defined by the List of Wastes/European Waste Catalogue where wastes considered to be hazardous are marked with an asterisk. It includes things that you would naturally expect to be hazardous – such as certain sludge's or chemical waste from refining processes but it also includes waste that arises in everyday business activity including construction and demolition. These include

Outline Method Statement

- Fluorescent tubes (see EA Guidance Note)
- Cathode ray tube televisions and monitors
- LCD screens and laptops
- CFC containing fridges and freezers
- Certain types of batteries
- Mineral oil or oil soaked rags and cleaners

Business producing this type of waste cannot put it in the general waste bin and must have it separately collected under Hazardous Waste consignment procedures. Tower note that if they have a site that generates >500kgs of hazardous waste per year, they will register as a hazardous waste producer to get a premises code for use on consignment notes.

There is to be no burning of waste of any type on site.

32) Protection of water

No watercourses will be affected by the undertakings of this project.

33) Archaeology

There is no archaeological interest in this project.

34) Nature protection

35) Management of pest and weeds

Due to the location of the property, there is a possibility of the presence of rats. This may give rise to the risk of Leptospirosis (Weils disease) transmitted by rat urine, generally absorbed into the body by cuts from infected sharp objects.

If vermin infestation is present Tower will employ a specialist contractor to undertake extermination as far as is reasonably practicable.

Information as to the prime importance of personal hygiene and the use of personal protective equipment will be issued to all operatives during site induction.

Hot water will be provided for washing purposes within the welfare facilities.

36) Traffic management

Access to the site and egress will be via the western access ramp

All deliveries to site will be agreed in advance to ensure minimal disruption to the surrounding areas.

All vehicles will immediately enter the site to ensure that no queuing of vehicles occurs on the public highways.

Traffic marshals will oversee all vehicle movement both on and off the project.

37) Health and Safety Inspection and environmental auditing

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Outline Method Statement

Health and Safety inspection and environmental audits will be undertaken by our retained consultants M.E.L. Contact details for M.E.L.:

M.E.L. (Health & Safety) Consultants Ltd
 Rainham House
 Manor Way
 Rainham
 Essex RM13 8RH

Tel: 01708 55 55 44

38) Records and documentation

All records of inspections and examinations along with all Health, Safety and Environmental documentation will be retained on site. Access to this information is freely available to all parties who may have some interest in this project.

39) Live working

All services are to be isolated by competent trade contractors prior to operations commencing. The Demolition Manager must have received isolation certificates before allowing any activity to commence.

40) Manual handling

Manual handling operations will be avoided where reasonably practicable by the use of mechanical or automatic equipment.

However, where manual handling operations cannot be avoided, operatives will be instructed in load reduction and suitable lifting and team lifting techniques.

Project	As per cover		
Job Location	As per cover		
Personnel Involved	Operatives signed on Declaration		
Date of Assessment	20.09.21	Date for Re-assessment	
Description and Frequency of Manual Handling Task: As per Methodology	List who may be affected by the task: Operatives signed on Declaration.		

The Tasks - Do They Involve:

Holding loads away from the body?	<input type="checkbox"/>
Twisting?	<input type="checkbox"/>
Stooping?	<input type="checkbox"/>
Reaching upwards e.g. High shelves?	<input type="checkbox"/>
Large vertical movement?	<input type="checkbox"/>
Long carrying distance (More than 10 m)?	<input type="checkbox"/>

Individual Capability - Does the Job:

Require unusual capability?	<input type="checkbox"/>
Hazard to those with a health problem?	<input checked="" type="checkbox"/>
Hazard to those who are pregnant?	<input type="checkbox"/>
Call for special information or training?	<input type="checkbox"/>
Is movement or posture effected?	<input type="checkbox"/>

The Working Environment - Are There:

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Outline Method Statement

Strenuous pushing or pulling?	
Unpredictable movement of load?	
Repetitive handling?	x
Insufficient rest or recovery eg. work breaks?	
A work rate imposed by a process?	

Constraints on posture i.e. low work surface?	
Poor lighting conditions?	
Poor floor surfaces e.g. uneven, slippery?	
Variations in levels e.g. steps or gradients	
Hot/cold/humid conditions?	
Strong air movements' e.g. adverse weather?	

The Loads - Are They:

Heavy? (State Weight in Task Description)	
Bulky or unwieldy?	
Difficult to grasp?	
Unstable or unpredictable?	
Intrinsically harmful (e.g. sharp or hot)?	

Other factors:

None

RISK RATING BEFORE CONTROL MEASURES

Low		Medium	x	High	
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Control measures required to reduce risk: Demolition Foreman and Manager will ensure that operatives are rotated to ensure that they are not subjected to excessive periods of manual handling. During the Site Induction operatives are required to advise if they have any health issues

RISK RATING AFTER CONTROL MEASURES IMPLEMENTED

Low	x	Medium		High	
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Outline Method Statement

THE TASK Does it involve:	Yes	No	Describe
Holding the load away from the trunk		✓	Materials held close to the trunk
Twisting the trunk		✓	Lifting can be achieved without the need for twisting
Stooping		✓	There is ample room above head height such that stooping is not necessary. Loads can be lifted using correct techniques with the back straight.
Lifting above shoulder height or off the floor		✓	Mobile access towers/podium steps to be used for high level soft strip works and excavator/bobcat to be used to collect objects from floor level
Carrying long distances		✓	Debris to be placed into wheelie bins and trolleys for suitable transportation
Repetitive handling	✓		The activity is repetitive but is not governed by any mechanical process. The frequency of repetition is variable with workers having control over work rate and rest periods.
Team handling		✓	It is unlikely that team lifting will be required, however in the event of load being identified as being awkward, unwieldy or difficult to grip then two-person lifting will be used. Workers are experienced in team handling if the need arises.
Excessive pulling or pushing		✓	Pushing and pulling is required for the movement of the loaded wheelie bins and trolleys. This activity is not considered to be excessive
Handling whilst seated		✓	No materials are handled whilst seated.
Insufficient rest and recovery time		✓	All operatives have sufficient autonomy and control over their work activities and are permitted to take breaks and rotate work activities so as to enable adequate recovery periods.
Work rate imposed by a process		✓	The work rate is not imposed by the work process.
Holding a static awkward posture for long periods		✓	No materials are held in static awkward posture.
THE LOAD Is it:	Yes	No	Describe
Heavy		✓	Rubble sacks containing up to approximately 20kg in weight. Sacks are to be filled up to a maximum of 75% of their capacity to allow sufficient sack

Outline Method Statement

			material remaining to enable a good grip of the sack to be achieved.
Large bulky or unwieldy		✓	Items are not large, bulky or unwieldy
Unstable with contents likely to shift		✓	Rubble sacks have a limited instability
Difficult to grasp		✓	Rubble sacks can be difficult to grip if they become wet. Ensure sacks remain dry and that the corners of the sacks are twisted to form 'handles' for a better grip. Non slip gloves are to be used
Sharp, rough, hot or otherwise potentially damaging		✓	The edges of cut steel beams can be extremely sharp. Cut edges are chamfered to remove burrs, appropriate cut level 4 or 5 gloves to be worn. Workers refrain from handling any items that have not been deburred.
THE ENVIRONMENT Are there:	Yes	No	Describe
Space constraint preventing good posture		✓	The space of the working areas is of sufficient space.
Uneven, slippery or unstable walking surfaces		✓	The internal floors of the building are not hazardous due to being uneven, slippery or unstable.
Steps, slopes or changes in level of walking surfaces		✓	There are no steps, significant changes in level or slopes along the walking route
Extremes of temperature, humidity or air movements		✓	No extremes of temperature are expected.
Poor lighting		✓	Lighting is provided by natural light and temporary access lighting where necessary. The availability of adequate light to complete the tasks is checked by the team supervisor before starting work.
Work heights that could present risk		✓	Work is at ground level
THE INDIVIDUAL Does the operation:	Yes	No	Describe
Require unusual physical attributes (e.g. strength)		✓	There is no requirement for operatives to have any unusual strength capacity or physical attributes.
Require protective clothing		✓	Suitable non slip cut resistant gloves to be worn to assist the grip on rubble sacks and to protect against sharp edges on steelwork
Require special training or knowledge		✓	Workers have significant experience in the handling of materials and no specific training needs are required. Workers are provided with ongoing information and instruction by

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Outline Method Statement

			means of regular toolbox talks regarding manual handling techniques and the limitation of mechanical assistance.
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Other Factors	Yes	No	Describe
Use of mechanical aids: Trolley	✓		<p>A four wheeled flat trolley is in use to transport materials across each floor level.</p> <p>The trolley has a capacity of 200KG and would be categorised at a medium sized lifting aid when measured against the HSE RAPP tool</p> <p>The trolley must be loaded with a maximum of 5 x Rubble sacks so as to avoid congestion or any instability of the trolley when it is motion.</p>

Outline Method Statement

THE OVERALL ASSESSMENT OF RISK	
Are there any risks to health and safety?	Yes
If `Yes` are the risks (Low / Medium / High)	Low
<i>Control measures to be put in place:</i>	
<ul style="list-style-type: none"> 4 wheeled trolleys and wheelie bins to be used for all materials distributio Supervisors will ensure that manual handling lifting techniques are used in accordance with best practice methods and that no hazardous manual handling operations are performed by workers. Supervisors are to ensure that work areas and walking routes remain in good condition without slip hazards or obstruction and that there are adequate levels of lighting. Rubble sacks are to be filled to approximately 75% capacity to enable 'handles' to be formed by twisting to uppermost corners and to ensure that load weights remain manageable at approximately 20kg per bag. Rubble sacks to be loaded up to a maximum of 5 bags per trolley to prevent over loading, overcrowding, instability and to ensure that trolleys remain easily manoeuvrable. Gloves that provide adequate grip for handling sacks together with suitable cut resistance are to be worn. Cut level 4 or 5 that provide adequate dexterity and grip. 	

Assessment Carried out by Tom Oconnell

Date of Assessment 3 January 2023

Date of Review Review on site

41) Non-English speaking operatives

Should there be a requirement to employ non-English speaking operatives, health and safety information and training will be given in their own language.

Outline Method Statement

42) Declaration

Briefing register			
<p>A copy of this briefing register must be attached to the method statement, together with other relevant information <i>(such as the associated risk assessments, permits or COSHH assessments).</i></p>			
Supervisor in charge of the work			
<p>I confirm that I have read and understand the requirements of this method statement and associated risk assessments and have communicated them to operatives under my control and to those who may be affected by its requirements.</p> <p><i>Note: it is important that you test the operatives' understanding and assume they have read and understood the method statement and risk assessments.</i></p>			
Name		Position	
Translator		Signature	Date
<p>I confirm that I have read, understood and translated the requirements of this method statement and associated risk assessments and have communicated them to operatives and to those who may be affected by its requirements.</p> <p><i>Note: it is important that you test the operatives' understanding and assume they have read and understood the method statement and risk assessments.</i></p>			
Name		Position	
Operatives/workforce carrying out the work			
<p>I understand and will agree to adhere to the contents of this method statement and the associated risk assessments. I have attended a site induction/briefing that explained the general site rules and necessary site-specific arrangements.</p>			
Name	Position	Signature	Date

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