

CA Drillers Ltd

Unit 2, CA Business Park, Colewood Road
Whitstable, CT5 2RP

Telephone: 01227 458883

Website <https://www.cadrillers.com>



RAMS - Bauvill - Kimberly Clark

Reference: CAD/B/KC - 00286

Revision Number: 2

Author: Dan Earwaker

Job Role: Senior SHEQ Manager

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1.0 Method Statement

Project: RAMS - Bauvill - Kimberly Clark

Reference: CAD/B/KC - 00286

Site Address:

Kimberly Clark

Northfleet

Mill Crete Hall

Gravesend

DA11 9AD

Client: Bauvil

Start date: 18 Feb 26

End/Review date: 18 May 26

1.1 Scope of works

Introduction

C A Drillers are tasked with the following scope of works:

C A Drillers have prepared this Method Statement to describe the proposed sequence and methodology for the complete deconstruction and removal of two connected existing buildings at the Northfleet Mill site. The buildings are identified on the accompanying demolition plan and comprise the Northfleet Mill Technical Lab.

Demolition and dismantling of the existing structures on the site will be undertaken by CA Drillers in accordance with the methodology outlined within this document. This will ensure that all demolition and dismantling works are undertaken in accordance with BS6187:2011 Code of Practice for Full and Partial Demolition.

In addition, the following documents accompany this methodology and should be referred to in full:

- Bauvill Facilities Logistics and Traffic Management Plan.
- Proposed Demolition Plan

Phasing - Northfleet Mill Technical Lab

The demolition work will be phased and consist of three main stages: asbestos removal, soft strip and main demolition. The total duration of demolition works is estimated to take 2 weeks.

The works can generally be described as follows:

- Survey and asbestos removal.
- Soft strip of two buildings 210/m2 and 437m2
- Full demolition to roof, walls, columns, beams 344/m3
- Full Waste removal
- Demolition to slab building footprint 577/m2 x assumed 200mm deep -115/m3

Site Establishment, Welfare, Access, Safety and Security

All incoming supplies will be isolated and terminated prior to demolition works taking place. Prior to any works commencing all work locations will have been scanned for hidden live services. All live services will be fully isolated and capped off before demolition begins, and confirmation of isolation will be obtained from the Principal Contractor.

Prior to commencement, Bauvill will establish the site perimeter, hoarding, and exclusion zones to segregate the demolition area from other site activities, ensuring there is suitable room to allow the demolition works to be carried out safely. The condition and location of the perimeter fencing will be monitored throughout the works to ensure the site remains secure and that suitable exclusion zones are maintained.

All lorries and vehicles attending site (delivery of plant and machinery, removal of waste etc) will utilise the existing access from Crete Hall Road. All vehicles will be carefully managed and programmed to prevent disruption to the surrounding highway network.

A site office / welfare unit will be provided in accordance with the Construction (Design and Management) Regulations. All the necessary accommodation will be located in a safe zone a suitable distance away from the demolition area. A designated laydown area will be provided for CA Drillers to position skips.

All contractor parking will be within the existing car park to the east of the site. This car park is also within the ownership of the applicant.

A water supply will be established on site for the purpose of dust suppression during demolition activities and for cleaning the wheels of vehicles prior to leaving the site (when required).

Works will be undertaken during normal working hours, Monday to Friday between approximately 08:00 and 18:00, with no specific noise restrictions identified.

Once the site is established, CA Drillers will then mobilise the demolition crew, including a 13-tonne excavator fitted with a concrete cruncher attachment, a 3-tonne or 5-tonne excavator for clearance works, and a 3-tonne dumper for internal material movement. All plant will be delivered to site in a controlled manner and inspected prior to use.

Throughout the duration of the works, CA Drillers will supply and maintain power and fuel for all plant and equipment. Refuelling will be carried out in designated areas using appropriate spill protection measures, and spill kits will be available at all times.

Hand tools and mechanical breakers will be used during soft strip and demolition activities where required. Operatives undertaking these works will be trained and competent in their use. Where working at height is required during soft strip or demolition, suitable access methods will be used, and edge protection or exclusion zones will be in place. No operatives will work beneath active demolition areas.

All operatives will wear full personal protective equipment at all times, including safety helmets, eye protection, gloves, safety footwear, hearing protection, and respiratory protective equipment where required. Additional PPE will be worn as identified by task-specific risk assessments. Only authorised and competent operatives will operate plant and equipment.

In the event of an emergency, site emergency procedures will be followed at all times. First aid facilities and emergency arrangements will be identified during site induction. Works will cease immediately if unsafe conditions arise, and the Site Supervisor will be informed without delay.

Sequence and Methodology

Phase 1: Survey and Removal of Asbestos

Once the building is vacated, a full demolition asbestos survey will be undertaken for both buildings which will set out recommendations where necessary. A preliminary survey has been carried out, however the results are limited due to full access not being possible. The building was previously surveyed in 2006 and all required actions were taken at that stage.

All operatives employed on the site have undertaken Asbestos Awareness Training as a minimum in order that they are aware of the dangers of hidden asbestos within their working environment which may not have been identified during the survey. Should any potential asbestos containing material be discovered as demolition proceeds, the works must stop immediately, operatives in the vicinity shall be made aware and the Site Manager notified. No works shall continue in that area until it is safe to do so.

Phase 2 Soft Strip

At the Northfleet Mill Technical Lab, CA Drillers will carry out a soft strip of approximately 210 square metres and 437 square metres to the respective buildings. This will include the removal of all non-structural elements such as fixtures, fittings, internal finishes, ceilings, partitions, and services remnants. Soft strip works will be undertaken using hand tools and mechanical breakers as required. Operatives will work in a controlled and systematic manner to prevent uncontrolled collapse and to allow materials to be segregated for disposal. Waste arising from the soft strip will be segregated and stored in designated skips.

Phase 3: Demolition of buildings

Following completion of the soft strip, full demolition will be carried out to the roof, walls, columns, and beams, amounting to approximately 344 cubic metres. Demolition will be undertaken using the 13-tonne excavator with cruncher attachment, progressing in a top-down sequence to maintain stability at all times. The structure will be reduced in a controlled manner, with exclusion zones maintained around the demolition area. Waste materials will be segregated and removed from site by CA Drillers.

Once superstructure demolition is complete, demolition will continue down to slab level within the building footprint. The slab will be broken out over an area of approximately 577 square metres to an assumed depth of 200 millimetres using excavators and breakers. Arisings will be loaded into skips or dumpers and removed from site for disposal.

Any voids etc will be backfilled and compacted using clean site generated material and the site will be compacted by tracking a heavy machine over the ground, grading the area to the existing contours of the site. The site will then be completely cleared and any remaining loose materials will be removed from site and the site will be inspected to ensure that it is free of trip hazards and any holes / depressions.

Environmental Issues

Waste Handling

Demolition arisings are to be separated and segregated by type on site to maximise recyclability. A 360 excavator with grab attachment will be used for loading skips. Waste produced as a result of these works will be segregated into the required waste streams.

Wood brick, glass, steel and plasterboard are to be re-cycled at a licensed waste facility. Concrete and masonry will be stockpiled / crushed to 6F2 standard.

Insulation felt and carpet will be removed from site to a licensed waste facility.

Waste removal will be carefully managed to prevent a build-up of demolition arisings and to maintain a tidy and hazard free environment on site. Waste and scrap movements will average 6-7 movements per week.

Burning of materials will not be permitted on site

The work areas will be kept clean and tidy to prevent slips, trips, and falls.

Noise

Background and site noise levels will be monitored and recorded throughout the project. Acoustic screens can be erected if required.

Work will only be carried out between the hours of 08:00 - 18:00 on Monday to Friday. No works will be undertaken on weekends and Bank Holidays.

Excavations in hard materials will use silenced and sensitively located compressors in conjunction with shrouded breakers.

The drop height of materials into skips will be minimised – this will be communicated through the site induction and also relayed to drivers as they enter the site.

Plant and equipment not in use will be shut off and not left to idle.

Dust and Dirt

Dust will be reduced at source by spraying the demolition works with water so that dust does not become a nuisance to the surrounding public.

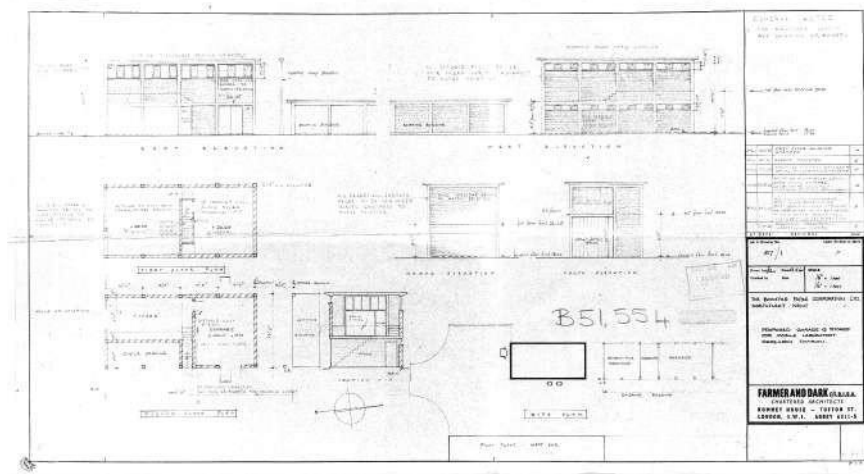
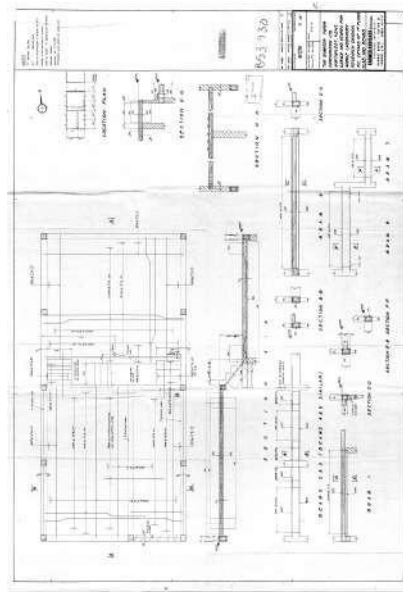
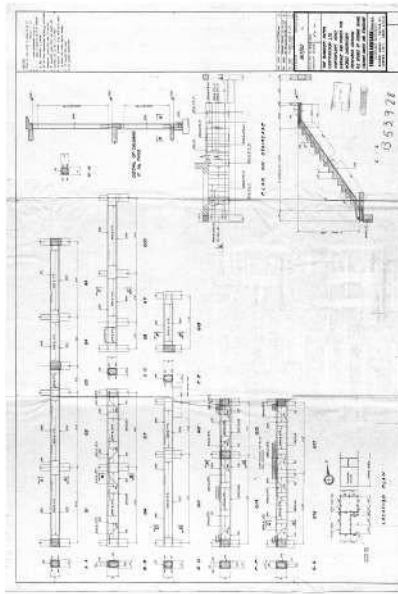
Wheel washing facilities will be utilised if necessary to minimise the amount of dirt trafficked onto the public highway. In the unlikely event that dirt is still being brought onto the public highway then road sweepers will be used on a regular basis.

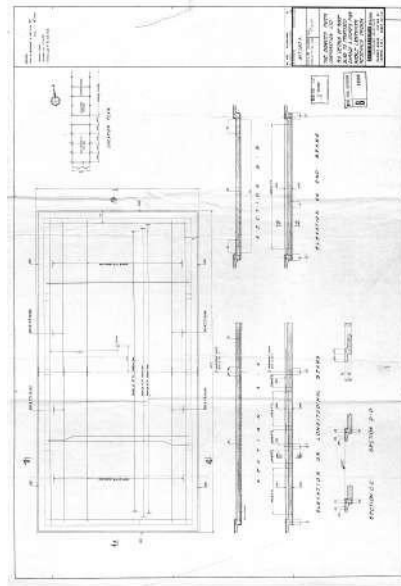
Runoff water from dust damping and wheel washing will be managed so that it does not cause any nuisance beyond the site boundary.

Protected Species

The buildings were constructed in the 1960s and are in reasonable condition. The buildings have a flat roof with no gaps / voids. An internal and external assessment of the structure was carried out by RSK and this categorised it as having negligible suitability for roosting bats. No further survey or mitigation is required of the building in respect of Bats prior to demolition commencing.

Should the presence of bats or nesting birds be found during the demolition, work will cease immediately and advice sought from a suitably qualified ecologist prior to work re-commencing.





1.2 Training & Competence

CA Drillers has competent and sufficiently trained operatives to carry out the tasks required as part of a project, the following professional qualifications and certifications are typically expected depending on the nature and scope of works.

- Diamond Drilling and Sawing NVQ 2 & 3 Skilled Worker
- SMSTS
- SSSTS
- CSCS
- PASMA
- IPAF
- CPCS
- Manual Handling
- Abrasive Wheels
- Asbestos Awareness

1.3 Access arrangements

All company operatives and sub-contractors will be inducted in before commencing with work on site.

Access and egress from the site shall be via the designated entrance and exit routes provided by the Principal Contractor. The Site Manager or Delegate will be informed of any problems with access & egress routes should they arise.

Upon arrival, all company operatives and sub-contractors will sign in at the Site office (Or other designated area) before accessing the working area on site. Before leaving the site, all company operatives and Sub-contractors will sign out.

1.4 Tools and equipment

All tools and equipment utilised throughout the project shall be in good working order and inspected according to any relevant statutory provisions explicitly placed upon the tool or equipment. The Accompanying risk assessment shall identify the control measures that all employees and contractors shall adhere to safely operate company (Including hired) tools and equipment while on site.

The use of specialised manual handling aids shall only be undertaken by trained and competent personnel who have received suitable information, instruction and training in the use of the equipment.

If any tool or item of equipment is found to be impaired or not suitable for the task for any reason, it shall be removed from service and a suitable alternative sourced.

1.5 PPE requirements



Protective
Gloves



Hi Visibility
Clothing (Bs en
471)



Head protection
(En 397)



Ear Protection
(Bs en 352)



Eye Protection -
Safety Glasses
(Bs en 166)



Protective
Footwear with
Mid Sole
Protection (BS
EN ISO 20345)

1.6 Specific PPE requirements

All standard PPE required for site work shall be provided and used at all times by the Company's Staff and Contractors.

Standard PPE

While on site, all staff shall be required to wear the above PPE at all times.

Task-Specific PPE

Details of all specific PPE requirements required out-with the standard identified above is within any accompanying COSHH assessment or specific risk assessments contained within this document.

- Ear Defenders
- FFP 3 Respiratory Equipment -

All operatives required to wear FFP3 Respiratory Protective Equipment (RPE) must hold a valid Face Fit Testing Certificate. Face fit testing ensures that the FFP3 mask forms an effective seal around the wearer's face, providing the required level of protection against airborne contaminants such as silica dust, concrete dust, fumes, and other hazardous particulates that may be present during CA Drillers' activities.

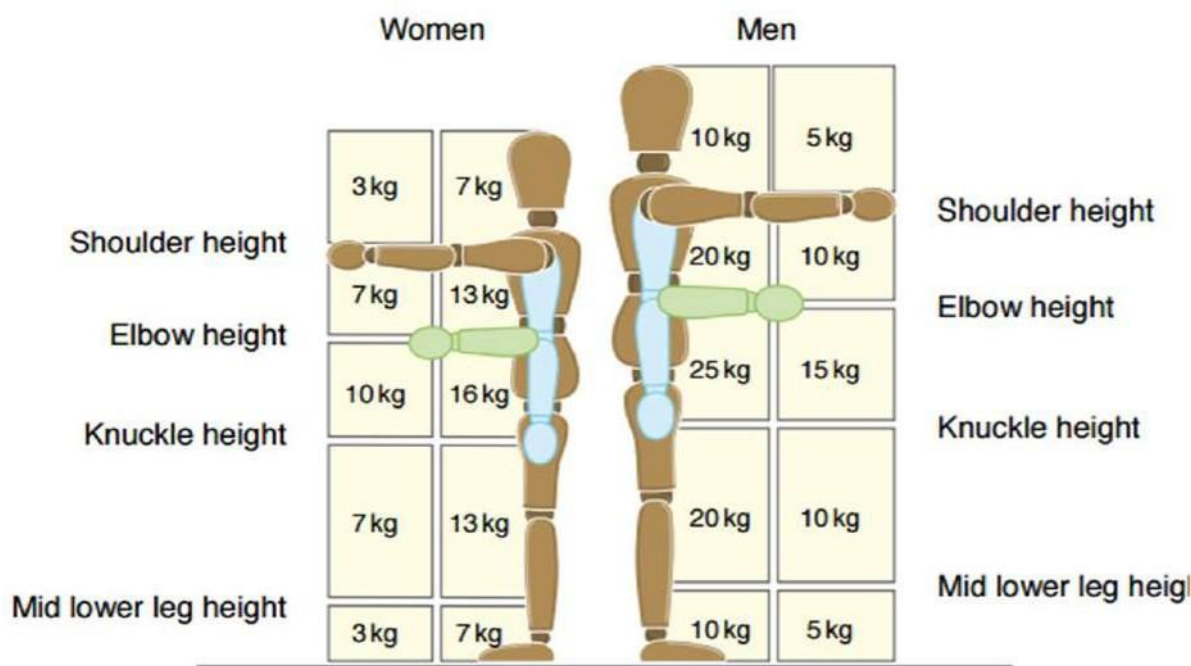
In accordance with HSE guidance (HSG53), an FFP3 mask cannot provide adequate protection if the wearer:

- Fails a face fit test
- Has facial hair that prevents an effective seal (including stubble, moustaches, beards, or any unshaven areas that interfere with mask fit)
- Is unable to achieve a reliable seal due to face shape, scarring, or other medical/physical factors

1.7 Manual handling

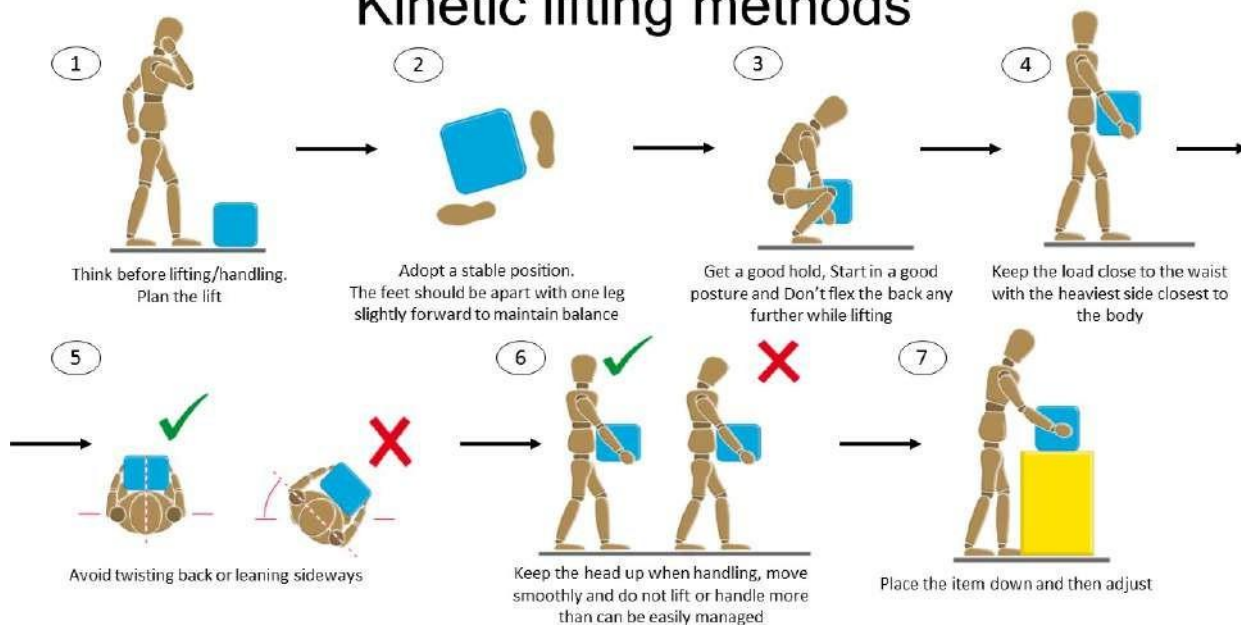
Where possible, all equipment and materials shall be transported using mechanical means.

Where equipment and materials are to be lifted and carried, all company operatives shall adopt Kinetic lifting methods as depicted below:



Manual handling

Kinetic lifting methods



Kinetic Lifting techniques

1.8 Legislation

Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Provision and Use of Work Equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work (Amendment) Regulations 2022.
- Health and Safety (Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- Electricity at Work regulations 1989
- The Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992
- The Control of Vibration at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- Electricity at Work regulations 1989
- Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002
- The Control of Vibration at Work Regulations 2005

1.9 Waste Management

In the event of any environmental incidents, including spillages, the Site Manager or Delegate must be informed immediately – Details of the actions to take in the event of an environmental incident shall form part of the initial site induction.

Before commencing with the work activity, a suitable route for transportation must be determined and understood by all members of the work party.

When transporting waste through internal thoroughfares, care shall be taken to ensure that interior surfaces are not contaminated or damaged by waste materials.

When handling waste, PPE is required according to site rules, or the specific COSHH assessment (If applicable).

All waste materials are to be deposited into the correct type of skip &/or waste bin according to the site waste management plan.

1.10 Welfare provision

Provision of welfare arrangements on site is the responsibility of the Principal Contractor.

All welfare facilities shall be compliant with Schedule 2 of the Construction (Design & Management) regulations - this includes the provision, as a minimum, of the following:

- Toilets (Including female facilities where required),
- Washing facilities,
- Clean, wholesome drinking water,
- A suitable supply of cups, drinking vessels or a water fountain,
- Arrangements for the provision of boiled water,
- Changing rooms and lockers,
- Heating,
- Rest facilities,
- Drying facilities.

All welfare facilities on site are required to be safe and hygienic.

1.11 First aid provision

All Operatives shall refer to the onsite safety notice board for all first aid information; All operatives will be shown the location of the safety notice board during the site induction.

The quantity of site first aid boxes shall be proportionate to the number of Operatives and site and stocked with contents according to BS 8599 unless a site first aid assessment dictates otherwise

The Principal Contractor shall be responsible for the site first aid provisions.

The quantity of Site first aiders shall be according to the First aid at work Approved Code of Practice document L74; details are in the table below:

Type of industry	How many persons employed	Number of trained and competent first aiders required
Low hazard – Offices, shops, libraries etc.	Less than 25	At least 1 appointed first aider
	Between 25 and 50	At least 1 Emergency first aid at work trained first aiders
	More than 50	At least 1 First aid at work trained first aider for every 100 persons employed
Higher hazard – Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc.	Less than 5	At least 1 appointed first aider
	Between 5 and 50	At least 1 Emergency first aid at work trained first aiders depending on the type of injury which may occur
	More than 50	At least 1 First aid at work trained first aider for every 50 persons employed

First aiders on site guidance (Quantity)

1.12 Emergency procedures

Development and implementation of site emergency procedures is the responsibility of the Principal Contractor. Details of site emergency procedures are within the Construction phase plan.

Instruction and information related to site emergency procedures will take place during the site induction which all personnel are required to attend. In the event of uncertainty, all site operatives should discuss with the Site Manager or Health and safety support.

If any of the site emergency procedures change, all Operatives shall be informed to ensure that they are aware of all emergency requirements at all times.

1.13 Near Miss Reporting

Please scan this QR code to report any events or dangerous occurrences that did not cause harm but had the potential to cause injury or ill health



By reporting a near miss they can be acted on and safety measures put into place to prevent harm in the workplace in the future

Please scan this QR code to report any events or dangerous occurrences that did not cause harm but had the potential to cause injury or ill health

1.14 Location of Nearest A&E

Darent Valley Hospital

Darenth Wood Road, Dartford, Kent, DA2 8DA

1.15 Amendments and Authorisation

In the event of changes from the proposed work scope, that job will be stopped and re-assessed.

The Works Supervisor will notify the Company Director (or delegate) and Site Manager and inform them of the change to the workscope.

If required, the RAMs document will be edited as necessary to reflect a significant change and re-submitted to the Site Manager or Delegate for approval.

1.16 Risk Assessment and Method Statement Sign Off

Risk Assessment and Method Statement Sign Off

To be signed off by a competent person:

Name of Competent Person: Martin Cheesman

Position: SHEQ Manager

Date: 18/02/2026

Signature:

A handwritten signature in black ink, appearing to read 'Martin Cheesman', is written over a light grey rectangular background.

2.0 Sequence of Works

2.1 Brick/Block Work

2.1.1 Sign in and induction

- Upon first visit to Site, All Operatives will attend site induction and complete all necessary paperwork.
- Provide proof of competence (CSCS, CPCS cards etc.).
- Operatives to ensure that they sign in at the Site office or designated sign-in area upon all future visits.

2.1.2 Breaking wall using demolition hammer

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the demolition hammer.
- Erect barriers with appropriate warning signage around the perimeter of the work area.
- Transport the equipment to the work area.
- Confirm that the surface being broken is free from hidden services &/or all appropriate isolations are in place.
- Fit the breaker with a point, chisel, bolster or comb bit as appropriate ensuring that the steel is clean and free from impairments before fitting.
- Open the chuck by pulling back its outer sleeve. Insert the steel and lock the chuck by releasing the sleeve.
- Select the impact strength by selecting the relevant setting on the impact selector switch.
- Plug the machine into its power supply and switch the supply ON.
- Start the breaker by gently squeezing the ON/OFF trigger.
- Grasp the demolition hammer with both hands and adopt a comfortable posture ensuring that the ground surface is free from obstacles, slippery substances and debris etc.
- Drape the tool's flex over your shoulder to keep it clear of the steel, ensuring enough slack to ensure movement is not prohibited.

- Allow the steel to mark the surface to prevent the steel from wandering off.
- Continue with the chipping work until the surface has been suitably cleared in accordance with client requirements.
- If the tool strikes a hidden object, stop the machine immediately, report it to the works supervisor and check to make sure it is safe to continue.
- Once complete, lift the demolition hammer clear before turning OFF.
- Remove the steel from the breaker and clean up the breaker.
- Dispose of waste/rubble in accordance with the site waste management plan.
- Once complete, barriers can be removed and equipment transported to another location pending removal from site.

2.1.3 Demolition of brickwork and blockwork

- PPE shall be worn in accordance with risk assessment requirements.
- Check of area to ensure that all services are sufficiently isolated.
- Barriers with appropriate signage to be erected around the perimeter of the work area including areas where projectiles may land.
- Demolition plan to be reviewed by all Operatives involved with the activity
- Inspect all tools and equipment prior to use.
- Route water hose and connect with cutting equipment in preparation of cutting activities.
- All dust generated during mechanical cutting to be controlled in accordance with HSE published guidance document, CIS 36.
- Install supports as determined within the demolition.
- Periodically clear debris from all walkways and emergency exits.
- Store all debris and materials within the pre-determined storage area.
- Commence with the demolition of structural supports under the supervision of the appointed Structural engineer.

2.2 Diamond Drilling and Sawing

2.2.1 Hydraulic Hand Sawing

- The hydraulic sawing equipment will be delivered to site via the correct designated site entrance and then on to the work area.
- Exclusion zones will be set up around our work areas using chapter 8 barriers with correct warning signage. All core and slurry control measures will be implemented above and beneath and around all work areas.
- Water hoses to be run out from mains water supply provided by site and hydraulic leads from sawing pack supply. Both hoses and leads will be fixed off the floor where possible so they are not a trip hazard.

- Operatives will only cut marked out lines by client.
- Set up hydraulic partner saw pack and spill kit following the equipment instruction manual. Attach 400mm diameter blade to Husqvarna ring saw. Apply any extra PPE when cutting if required. i.e. Impact Goggles and Face fit dust mask.
- The trigger time use for sawing will not exceed levels that may cause hand arm vibration issues and will be recorded.
- Once all equipment is fixed and secured and all areas are safe cutting shall commence.
- Depending on the depth of cut larger blade and guard changes may be required to increase the depth of cutting.
- All areas to be vacuumed during cutting if required and all areas left clean and tidy.

2.2.2 110v Hand Sawing

- The 110v sawing equipment will be delivered to site via the correct designated site entrance and then on to the work area.
- Exclusion zones will be set up around our work areas using chapter 8 barriers with correct warning signage. All core and slurry control measures will be implemented above and beneath and around all work areas.
- Water hoses to be run out from mains water supply provided by site and 110. Hose will be fixed off the floor where possible so they are not a trip hazard.
- Operatives will only cut marked out lines by client.
- Set up 110v partner saw and following the equipment instruction manual. Attach 14–16-inch diameter blade to Husqvarna partner saw. Apply any extra PPE when cutting if required. ie Impact Goggles and Face fit dust mask.
- The trigger time use for sawing will not exceed levels that may cause hand arm vibration issues and will be recorded.
- Once all equipment is fixed and secured and all areas are safe cutting shall commence.
- Depending on the depth of cut larger blade and guard changes may be required to increase the depth of cutting.
- All areas to be vacuumed during cutting if required and all areas left clean and tidy.

2.3 Softstrip/light demolition activities

2.3.1 Removal of existing vinyl flooring

- PPE shall be worn in accordance with risk assessment requirements
- Pre use check on all tools and equipment required to install the fixtures and fittings
- Erect barriers and display appropriate signage around the working area.
- Retract the knife blade as far as possible and secure in that position.
- Cut sections of vinyl flooring using retractable bladed knife.
- Remove cut sections of vinyl flooring using a floor scraper and place within waste bags.

- Remove all remaining adhesive and floor contaminants as required using a universal flooring machine.
- Vacuum all loose debris from the floor surface.
- Heat up remaining vinyl with a 110v heat gun.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.3.2 Removal of existing carpet

- PPE shall be worn in accordance with risk assessment requirements
- Pre use check on all tools and equipment required to remove the carpet
- Erect barriers and display appropriate signage around the working area.
- Pull the carpet from the corner to release from the carpet grippers.
- Cut the carpet into suitable lengths.
- Roll up the carpet and dispose of accordingly.
- Lift the underlay.
- Cut the underlay into suitable lengths.
- Roll up the underlay and dispose of the underlay accordingly.
- Use a claw hammer to release the carpet grips.
- Store the materials in a safe location away from access egress routes
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.3.3 Removal of existing joinery

- PPE shall be worn in accordance with risk assessment requirements
- Survey the area and identify the existing woodwork to be removed.
- Ensure that sufficient firefighting equipment is available for Class A fires.
- Erect barriers and appropriate signage around the work area.
- Mark up the woodwork that is to be removed.
- Commence with removing the woodwork no longer required.
- Remove any nails and screws from the old woodwork.
- Tidy materials and store in a designated area.
- Dispose of woodwork in accordance with the site waste management plan.

2.3.4 Removal of existing plumbing services

- PPE shall be worn in accordance with risk assessment requirements

- Locate the water shut off point within the premises.
- Isolate the water supply.
- Lock out the shut off point.
- Place tag identifying the reason behind the isolation point.
- Drain any excess water from the system.
- Remove internal fixtures and fittings.
- Remove external fixtures and fittings.
- Tidy surplus materials and store in a designated area.
- Dispose of surplus materials in accordance with the site waste management plan.

2.3.5 Removal of stud wall/partition

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use check on all tools and equipment required to remove the stud wall/partition.
- Erect barriers with appropriate signage around the working area.
- Inform all occupant within the vicinity of work being undertaken.
- Inspect all isolations and ensure all power or water within the area is isolated if required.
- Determine any platforms required to access areas at height.
- Confirm equipment that is required to access areas at height.
- Visually inspect work at height access equipment before use.
- Remove doors and windows from the partition.
- Transport removed materials to the designated storage area pending disposal.
- Remove all fixings from doors and windows.
- Remove all skirting boards, dado rails and architrave from the partition.
- Remove ceiling panels from the ceiling.
- Remove the ceiling frame.
- Remove plaster boards and associated materials from the partition wall and bag in suitable waste bags.
- Unscrew noggins from the frame of the partition/Stud wall.
- Unscrew and remove vertical studs from the partition/Stud wall.
- Unscrew base stud from the partition/Stud wall.
- Apply filler within any holes in the walls, ceiling of floor area.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.3.6 Removal of suspended ceiling

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use check on all tools and equipment required to remove the suspended ceiling.
- Erect barriers with appropriate signage around the working area.
- Transport materials to the designated storage area.
- Confirm the status of any second fix ceiling fittings.
- If isolations are not in place, the job is to be stopped until they are complete.
- Plan the removal of all barriers/plugs within gaps and openings.
- Determine any additional access requirements for locations at height.
- Confirm equipment that is required to access areas at height.
- Remove any material from openings and gaps above ceiling height.
- Remove all hangers and place at deck level away from any access/egress routes.
- Remove plasterboard from the existing ceiling in single panels where possible.
- Remove the perimeter trim.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.3.7 Removal of glazing or glazing systems

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use inspection of all equipment required to undertake the task.
- Erect barriers and appropriate signage around the working area.
- Survey area and identify the materials to be removed.
- Commence removing the glazing from the frame.
- Remove glazing and transfer to the designated storage area.
- Store glazing within a pre-determined location and cover to prevent damage and injury.
- Remove existing frame.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.3.8 Removal of timber framed windows and doors

- PPE shall be worn in accordance with risk assessment requirements
- Pre-use inspection of all equipment required to undertake the task.
- Erect barriers and appropriate signage around the working area.
- Lever the screws using hand tools and remove the opening casements.

- Remove glazing and transfer to the designated storage area.
- Cut through mullions and transoms and remove from the outer frame of the window.
- Remove all non-load bearing brick coarse and associated materials which may be attached to the window frame.
- Tidy surplus materials and store in a designated area.
- Dispose of materials in accordance with the site waste management plan.

2.3.9 Demolition of brickwork and blockwork

- PPE shall be worn in accordance with risk assessment requirements
- Check of area to ensure that all services are sufficiently isolated.
- Barriers with appropriate signage to be erected around the perimeter of the work area including areas where projectiles may land.
- Demolition plan to be reviewed by all Operatives involved with the activity
- Inspect all tools and equipment prior to use.
- Route water hose and connect with cutting equipment in preparation of cutting activities.
- Install supports as determined within the demolition.
- Periodically clear debris from all walkways and emergency exits.
- Store all debris and materials within the pre-determined storage area.
- Commence with the demolition of structural supports under the supervision of the appointed Structural engineer.

2.4 Use of plant, tools and equipment

2.4.1 Sign in and induction

- Provide proof of competence (CSCS, CPCS cards etc.)
- Upon first visit to Site, All Operatives will attend site induction and complete all necessary paperwork.

2.4.2 Use of dumper/dump truck

- PPE shall be worn in accordance with the risk assessment requirements.
- Proof of competency check to be undertaken by the Site Manager (Validation of CPCS cards or equivalent).
- Operator to physically check that no maintenance is outstanding on the dump truck and that all safety systems including handbrake, limit sensors, brake lights and horn etc. are fully functional and work without any issues.
- Pre-use inspection checklist to be complete and provided to the Site Manager for recording.

- Seat belt to be engaged and worn by the Plant Operator.
- All loads to be planned and reviewed prior to commencing with the transportation of equipment and materials.
- Undertake inspection of ground conditions and determine whether gradients are suitable.
- Review all gradients in accordance with manufacturer's instructions.
- Dumper shall only be driven on permitted access routes.
- Position the dumper within the vicinity of the plant equipment bucket and apply the handbrake.
- Isolate the Engine to the dumper.
- Load the dumper with earth/soil as required.
- Restart the engine to the dumper and proceed to the authorised dumping area.
- Dump the earth/soil in the designated area.
- Continue with the activity as required.
- Determine whether the load obstructs the view of the dumper operator at any time throughout the lift, if so, a competent Banksman is to be used.
- When reversing, a Banksman wearing hi-visibility clothing to be utilised to guide the dumper Operator.
- Banksman to use signals in accordance with the health and Safety (Signs and signals) regulations if hand signals are used to inform the operator of any changes in direction required to safely land the load.
- When not in use, the Dumper will be parked within the designated parking area with the handbrake applied and key removed from ignition.
- The Site Dumper Operator will be the Custodian of the Telehandler key at all times throughout the working shift.
- Key to be returned to the Site Manager upon the completion of the working shift.
- If the operator is unsure of any aspect of the operation they must immediately stop and consult the Site Supervisor

2.4.3 Use of 360° excavator for digging

- PPE shall be worn in accordance with the risk assessment requirements.
- Proof of competency check to be undertaken by the Site Manager (Validation of CPCS cards or equivalent).
- Operator to physically check that no maintenance is outstanding on the plant and that all safety systems including handbrake, limit sensors, brake lights and horn etc. are fully functional and work without any issues.
- Pre-use inspection checklist to be complete and provided to the Site Manager for recording.
- Seat belt to be engaged and worn by the Plant Operator.

- All digs to be planned and reviewed prior to commencing with the Operation.
- Review all gradients in accordance with manufacturer's instructions.
- Inspect all securing arrangements including any retaining straps, chains and fasteners etc.
- When reversing, a Banksman wearing hi-visibility clothing to be utilised to guide the Plant Operator.
- When not in use, the excavator will be parked within the designated parking area with the handbrake applied and key removed from ignition.
- The site excavator operator will be the custodian of the key at all times throughout the working shift.
- Key to be returned to the Site Manager upon the completion of the working shift
- If the operator is unsure of any excavation operation they must immediately stop and consult the Site Supervisor

2.4.4 Use of demolition hammer

- PPE shall be worn in accordance with risk assessment requirements.
- Pre-use check on all tools and equipment required to use the demolition hammer.
- Erect barriers with appropriate warning signage around the perimeter of the work area.
- Transport the equipment to the work area.
- Confirm that the surface being broken is free from hidden services &/or all appropriate isolations are in place.
- Fit the breaker with a point, chisel, bolster or comb bit as appropriate ensuring that the steel is clean and free from impairments before fitting.
- Open the chuck by pulling back its outer sleeve. Insert the steel and lock the chuck by releasing the sleeve.
- Select the impact strength by selecting the relevant setting on the impact selector switch.
- Plug the machine into its power supply and switch the supply ON.
- Start the breaker by gently squeezing the ON/OFF trigger.
- Grasp the demolition hammer with both hands and adopt a comfortable posture ensuring that the ground surface is free from obstacles, slippery substances and debris etc.
- Drape the tool's flex over your shoulder to keep it clear of the steel, ensuring enough slack to ensure movement is not prohibited.
- Allow the steel to mark the surface to prevent the steel from wandering off.
- Continue with the chipping work until the surface has been suitably cleared in accordance with client requirements.
- If the tool strikes a hidden object, stop the machine immediately, report it to the works supervisor and check to make sure it is safe to continue.

- Once complete, lift the demolition hammer clear before turning OFF.
- Remove the steel from the breaker and clean up the breaker.
- Dispose of waste/rubble in accordance with the site waste management plan.
- Once complete, barriers can be removed and equipment transported to another location pending removal from site.

3.0 Risk Assessment

Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4	Low risk	This level of risk is acceptable to the company. Proceed with caution and stop the job if anything changes.
	x		
Severity of injury	5	Medium risk	This level of risk is acceptable to the company if it cannot be reduced further following a review by an Authorised Person within the company.
	=		
Risk/Residual risk	20	High risk	This level of risk is unacceptable and additional controls are needed to reduce the overall level of risk to an acceptable level.

Severity of injury	Likelihood of injury					
		1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
	Negligible injury such as bruises and abrasions	1	2	3	4	5
	Minor Injury requiring first aid treatment	2	4	6	8	10
	1-7 day absence from work injury	3	6	9	12	15
	Regulatory reportable injury, disease or event	4	8	12	16	20
	Disability, fatality or injury to the public	5	10	15	20	25

3.1 Dust and other airborne contaminants

Hazard Description: 3.1.1 Dust and other airborne contaminants

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	A health surveillance programme is in place to identify cumulative exposure to contaminants and	1
• Respiratory irritation	x	early deterioration in personal health.	x
• Lung damage	5	Ensure Local exhaust ventilation (LEV) and other	5
• Eye damage	=	forms of general mechanical extraction are in	=
	15	operation before commencing with work.	5
		Eye protection manufactured to the relevant British standard to be worn by Operatives within the area.	
		Fit testing provided to all Operatives that are required to wear tight-fitting respiratory protective equipment.	
		Stop the job if sufficient air quality cannot be maintained.	
		Stop the job if visibility is impaired.	
		Wear respiratory protective equipment (RPE) identified within the associated COSHH assessment when air quality cannot be maintained below WEL's.	

3.2 Vermin and rodents

Hazard Description: 3.2.1 Removal of vermin and rodent following infestation

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	Adhere to COSHH Assessment for the handling, storage and actions to take in the event of exposure to rodenticides.	1
• Leptospirosis / Weil's disease	x		x
	5	All rodent bait boxes are clearly identified to alert others of their purpose and contents.	5
	=		=
	15	Dirty water is pumped from the site at regular intervals. Good hygiene procedures will be followed to prevent transmission from hands to mouth etc. Immediately report any potential contamination direct to the Site Manager. Impervious worn where physical contact with suspect surfaces is possible. Regular inspection and emptying of rodent boxes. Second generation anticoagulant rodenticides (SGAR's) are used for the baiting of rodents and vermin. Site induction provided to all Operatives that highlights the associated risk of leptospirosis. Site management to periodically check and report on compliance with environmental risk assessment. Suitable cleaning provisions available on site to deal with potential contamination. Welfare facilities provided that comply with the workplace (health, safety and welfare) regulations &/or CDM regulations (where applicable).	5

3.3 Live electrical services

Hazard Description: 3.3.1 Hidden or Live electrical services near to work area

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5		1
• Electrocution	x	A competent person is nominated to supervise the task.	x
• Serious Injury	5		5
• Burns		So far as is reasonably practicable PHYSICAL PROOF OF DISCONNECTION SHALL BE OBTAINED.	
• Loss of power and services	=		=
	25		5
		All services shall be treated as being live until all services have been proven to be isolated by responsible contractor/ principal contractor.	
		In the event that the above is not possible a survey shall be carried out by a competent person using appropriate survey tools and equipment, i.e. Cat and Genny - any services identified will be marked. The C A Drillers and the client will be notified if any services are in the path of the proposed works and works will be suspended until alternative arrangements have been made with the client and no services are in the path of proposed works.	
		In the event that this is found not to be reasonably practicable, works will stop in accordance to identified risk, a on point risk assessment will be conducted with information being fed back to all relevant managers (C A Drillers and Client). A safe system of work shall be developed, identifying the hazards that are likely to be encountered during the work by making a suitable and sufficient task specific assessment of the risks posed by those hazards. Clear information on the type, location and status of services, the tools, equipment and working practices that will be required to avoid damaging the services shall be provided.	
		The location of any uncharted services discovered shall be recorded and marked on site using the most appropriate method.	
		Any exposed services that have the potential to come in contact with works (falling materials, water ingress, striking...) shall be isolated and protected	

accordingly (ie: services trays shall be protected using plywood covers) by the client unless requested to do so by the client.

All activities which involve working in close proximity to live services shall be controlled under a permit to work system or under a SSOW which has been agreed upon by both C A Drillers and the client.

In the event that it is essential to continue working in an area where live services have been discovered, so far as is reasonably practicable, arrangements shall be made for the services to be made dead.

In the event that this is found not to be reasonably practicable, a safe system of work shall be developed, identifying the hazards that are likely to be encountered during the work by making a suitable and sufficient task specific assessment of the risks posed by those hazards. Clear information on the type, location and status of services, the tools, equipment and working practices that will be required to avoid damaging the services shall be provided.

In case of a service strike, the Client and CA Driller Supervisor/manager will be notified immediately and if safe, the area is to be segregated against unauthorised access. Works will stop until written confirmation that the area is made safe is obtained from all parties involved.

In the event of a service strike the immediate area shall be evacuated of all personnel, all managers from the relevant parties will be informed.

All electrical systems to be completely isolated wherever practicable, by a competent Electrician.

Competent Electrician and Site Supervisor will identify any live circuits and fit warning notices accordingly to the live circuits that cannot be Isolated during the work activity.

Ensure all workers are aware of any live circuits before commencing with the activity.

Inform all operatives of any live electrical services and how to avoid injury before starting work.

Warning signs compliant with the Health and Safety (Signs and signals) regulations displayed on all live equipment.

Further Guidance

HSG47 - Avoiding Danger From Underground Services.

3.4 Hand Tools (Use of)

Hazard Description: 3.4.1 Hand tools

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	Do not use modified tools.	1
• Personal injury including	x	Inspect all hand tools prior to use to ensure that they are in good condition.	x
• Bruising	3		3
• Cuts	=	Keep all hand tools in tool bags/boxes when not in use.	=
• Eye damage	12	Operatives must be deemed competent to use relevant hand tools.	3
		Return all defective tools and equipment to the Line Supervisor and quarantine.	
		Use all tools and equipment in the manner in which they were designed to be used.	
		Wear Level 5 cut resistant gloves when using sharp/bladed tools.	

3.5 Noise

Hazard Description: 3.5.1 Operation and use of tools, equipment and machinery which emit loud noise over a short period of time

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A selection of hearing protection is available for the user including ear plugs and ear defenders as required.	1
• Hearing damage	x		x
• Headaches	4		4
• Stress	=	All audible warning sounds have sufficient volume and frequency to alert all Operatives working within the area of any potential danger.	=
	16	All operatives have been provided with information, instruction and training around working in noisy environments or operating noisy plant and equipment.	4
		All Operatives within the area must wear protection provided when operating or using noisy tools, equipment or machinery.	
		Always use hearing protection when using power tools.	
		Exposure to noise will not exceed 87 dB (a) for weekly personal noise exposure or 140 dB (a) for peak sound pressure.	
		Hearing protection provided shall not reduce the ambient noise levels to below 70 dB (a).	
		Noise risk assessment to be undertaken by a competent person to identify durations that Operatives can work within designated high noise areas.	
		Persons within areas where power tools are being used to wear hearing protection.	

3.6 Working on external sites

Hazard Description: 3.6.1 Access to and from site including parking of vehicles

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	A Banksman will control all Reversing vehicles at all times if reversing is unavoidable	1
• Collision with vehicle	x		x
• Fatality	5	All Operatives to abide by site traffic management plan.	5
• Serious injury	=		=
	15	All Operatives will sign in before entry on site.	5
		All Operatives will sign out before leaving the Site.	
		Alternative access provided for pedestrians which segregates them from the ongoing work.	
		Pedestrians only to use specified pedestrian passageways/zones as thoroughfares.	

Hazard Description: 3.6.2 Company Operative working on external site

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Increased risk of injury due to:	4	A full induction provided to all Operatives by the site Duty holder before starting work on site.	1
	x		x
• The employee being unfamiliar with the orientation of the site	3	Erect barriers with appropriate signage around the Work area.	3
• Lack of knowledge of actions to take in an emergency	=		=
• Health and hygiene-related issues	12	Hand tools and power tools will not be left unattended.	3
		Operative to become familiar with the site fire safety and emergency response arrangements on site before commencing with work activity.	
		Operative to inform all personnel who may be affected by the works of the hazards and associated risks.	
		The site will be made safe at the end of each shift.	
		Welfare facilities available for all site Operatives, per the workplace (health, safety and welfare)	

regulations &/or Construction (Design and Management) regulations (where applicable).

3.7 Dusty environment, including silica dust

Hazard Description: 3.7.1 Construction Dust

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	So far as is reasonably practicable work methods which limit the production of dust shall be implemented.	1
• Lung cancer	x		x
• Silicosis	5	All cutting of materials shall be undertaken in a specific location as instructed by the Site Manager and following CIS36 and INDG463.	5
• Chronic Obstructive Pulmonary Disorder	=		=
• Occupational asthma	20	So far as is reasonably practicable dust shall be kept below the Workplace Exposure Limit (WEL) of 0.1 mg/m ³ over a Time Weighted Average (TWA) of 8 hours. All Operatives face-fit tested by a competent person before wearing respiratory protective equipment. Where possible natural or forced ventilation should be used, however in the event that neither of these measures is practicable a Local Exhaust Ventilation (LEV) system should be considered. All vacuums used to remove dust shall be H rated and fitted with HEPA filters for debris. Local exhaust ventilation (LEV) with a minimum Class H rating used to extract dust. Water sourced to the drill will be used as a wet cutting method to mitigate exposure to airborne dust. Water suppression used when alternative methods of suppression are not suitable. Wear any additional Personal Protective Equipment (PPE) identified within the COSHH assessment as required. Wear any additional Respiratory Protective Equipment (RPE) identified within the COSHH assessment as required. Where possible, Operatives will use a less powerful tool that creates less dust.	5

Waste materials shall be removed on a regular basis to prevent dust-spread.

High dust producing activities i.e. demolition, shall be limited during periods of high wind.

3.8 Manual Handling

Hazard Description: 3.8.1 Manual transport of equipment or materials

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All staff have trained in kinetic manual handling techniques.	1
• Musculoskeletal disorders	x		x
• Work-related upper limb disorders	3	Assess the best way to lift before moving the load, with the heaviest part of the load close to the trunk of the body.	3
• Sprains and strains	=		=
• Dropped objects	12	Before transporting manually transporting any equipment or materials, ensure that the route to be taken is clear of any obstructions. Remove any potential hazards before carrying the material where possible.	3
• Slips, trips and falls		Manual handling risk assessment to be developed for the activity and understood by all members of the work party.	
		Manually handle all materials on a firm and level ground where possible.	
		Operatives shall wear gloves to increase adhesion when manually transferring loads.	
		Operatives will not lift beyond their capabilities and will seek help for any load they consider too heavy or hazardous to lift.	
		Team lift any loads that exceed the maximum guidance weight of 25kg.	
		When bending and crouching, bend from your knees, not your back.	
		When handling hot, cold or sharp items ensure correct gloves are worn.	
		Where possible, mechanical lifting aids will be used to deliver and position heavy equipment and materials.	
		Where possible, the load will be separated into smaller parts and increasing the frequency of the route rather than the overall weight being carried at any one time.	

3.9 Power tools (Including hand held power tools)

Hazard Description: 3.9.1 Use of power tools, including hand held power tools

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	A visual inspection must be carried out before use, any defects must be reported and the equipment withdrawn from service for repair or replacement as required.	1
• Cutting	x		x
• Stabbing	5		5
• Penetrating Wounds	=	All personnel wearing respiratory protective equipment shall be Face fit tested by a competent person.	=
• Entanglement with tool bits	20		5
• Lacerations		All power tools and machinery must be regularly inspected and maintained in good condition.	
• Eye damage		Allow time for equipment to stop before placing into storage.	
• Hearing damage		Always use hearing protection when using power tools.	
		Area to be segregated using barriers with appropriate warning signage to prevent unauthorised access into the work area.	
		Battery operated tools considered before the use of low voltage tools and equipment.	
		Goggles manufactured to the relevant British standard (BS EN 166) worn while operating power tools.	
		Only trained and experienced operatives are allowed to use Power tools, inexperienced or young workers are kept under strict supervision while using power tools.	
		Operatives prohibited from wearing loose clothing or gloves or use rags or other materials which could become entangled with moving parts.	
		Operatives to wear suitable protective gloves to prevent friction burns and good grip when adjusting the position.	

3.10 Rotating cutting equipment

Hazard Description: 3.10.1 Using Drilling and Sawing tools

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
- Lacerations - Entrapment - Drawing in - Trapped Fingers	3 x 5 =	<i>All operatives to hold NVQ Level 2 or 3 in Diamond Drilling and Sawing</i> <u>Diamond 110v/ Hydraulic Hand Saw</u> Correct PPE Eye & hearing protection and a HAVS assessment will be in place prior to carrying out works, Sufficient water is provided to the saw preventing it from overheating PUWER inspections, exclusion zone which is appropriate to the passage. The operator should have good supervision over the machine from each control position Clear the working area and make sure no unauthorized persons are within the risk area Guard for the hand saw to be inspected/ maintained prior to use and ensure its fit for purpose. Never stand in line with the cut line Hand saw blade to be checked for any defects prior to use. Operatives use a wet vacuum Hoover to suction water and slurry created by the hand saw cuts. Slurry to be disposed of correctly in correspondence with the sites COSHH waste management.	1 x 5 =
	15		5

3.11 Vibrating tools and equipment

Hazard Description: 3.11.1 Use of vibrating tools and equipment

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	The task shall be planned accordingly, with the SSOW briefed out to all operatives involved in the task.	1
• Industrial disease	x		x
• Disability	4	All Operatives exposed to hand-arm vibration (HAV) trained in HAVS awareness.	4
• Reduction in dexterity	=		=
	16	All vibrating tools and equipment used are of a low vibration specification where reasonably practicable. Each operative's exposure to vibration shall not exceed the exposure limit value (ELV) of 5m/s^2 A(8) per day. Hand-arm vibration exposure calculator to be used to determine any restrictions that each specific vibrating tool can be used throughout the working day. Should not be carried out during extreme cold or inclement weather. Operatives shall keep hands warm to allow blood flow. Operatives to be rotated to ensure over-exposure to vibration does not occur. Regular job rotation system should be managed. Pre-use check of all tools and equipment undertaken by the user. Vibrating tools and equipment are to be maintained according to the manufacturer's instructions and tested to ensure accurate knowledge of vibration emitted by each piece of equipment. Do NOT grip the tool too hard. Report any ill health to management immediately. This type of activity should be restricted and avoided where possible.	4

3.12 Podium steps

Hazard Description: 3.12.1 Use and movement of Podium steps

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	3	All hop-ups manufactured according to BS 8620.	1
• Fall from height	x	Visually inspect all podium steps before use.	x
• Damage to equipment and materials	5	Operative to ensure they are competent to erect and use correctly, if not operative must contact a	5
• Dropped objects	=	line manager for additional assistance before using	=
• Structural instability or collapse	15	the equipment.	5
		All safety gates to remain closed while the podium step is in use.	
		Competent person to periodically inspect podium steps and record the findings.	
		Engage the side supports to prevent the equipment from toppling over.	
		Ensure ground conditions are suitable – flat, level and firm ground (use spreader plates if necessary).	
		Ensure that the podium steps are safe and secure if left unattended.	
		Leaning equipment against the podium step is strictly prohibited.	
		Never move podium steps with equipment or materials stored on the platform or attached to the structure.	
		Never remove the podium step's decking or steps with person/s situated on the equipment.	
		Observe the manufacturer's instructions for transporting and using podium steps.	
		Operatives prohibited from excessively reaching or stretching over the guardrail.	
		Podium steps provided with sufficient guardrail system designed to provide collective means of prevention from falls from height.	
		Reposition the equipment as often as necessary to maintain a comfortable work position.	

The Safe Working Load of the podium steps (150kg) shall not be exceeded under any circumstance.

3.13 Work from MEWPS, cherry pickers, scissor lift or other mechanical height access equipment

Hazard Description: 3.13.1 Work from MEWPS, cherry pickers, scissor lift or other mechanical height access equipment Person at risk: Operative performing the work			
Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All operatives involved with rescue are trained and competent in the use of specialist rescue equipment.	1
• Falls from height	x		x
• Fatality	5		5
• Dropped objects	=	All operatives required to work at height are trained and competent.	=
• Subsidence/collapse	25	All operators hold valid certification for the MEWP and are deemed competent in operation. Operative to ensure they are competent to erect and use correctly, if not operative must contact a line manager for additional assistance before using the equipment. All operators to remain in the platform basket at all times. All personnel working from MEWP must wear full body harness and short fixed length lanyard attached to the designated anchor point within the basket. Any localised ground features, e.g. trenches, manholes and un-compacted backfill identified and covered where necessary to prevent collapse. Barriers with appropriate signage to be erected around any delivery area to prevent unauthorised access to throughout the activity. Designated parking area for MEWP's to be determined as part of site traffic management plan. Ensure the MEWP cannot be caught, or impact any overhead obstructions. Following the initial inspection, the operator will inspect the access platform every day before use, according to the manufacturer's instructions. Operation of MEWP will be undertaken by a	5

trained and competent person with relevant IPAF Certification for the type of MEWP.

Pedestrian footpaths to be routed around the designated loading/unloading area.

Pedestrians shall wear hi-visibility clothing as standard PPE on site.

MEWP must only be operated on a firm and level surface with sufficient strength to support the MEWP and gradient per the manufacturer's recommendations.

MEWP to be tested for safety every six months per PUWER &/or LOLER regulations, with copies of documentation readily available.

Operative to use MEWP per training and manufacturer instructions.

Operatives shall secure tools at height with retention strap to prevent dropped object.

Rescue plan developed and discussed with all operatives before commencing with the activity.

Safety helmets will be worn at all times when working at height from MEWPs.

The MEWP shall be regularly repositioned to ensure it remains in the optimum position as the task progresses.

Weather conditions continually assessed before commencing with work at height and during the completion of the activity.

The work area should be suitable pre-determined location and separated from pedestrians and operatives with safe access and walkways provided.

Working platform of MEWP fully enclosed with no risk of fall from height during use.

3.14 Mobile scaffold (Use of)

Hazard Description: 3.14.1 Performing work from a mobile scaffold

Person at risk: Operative performing the work

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All mobile scaffolds erected to manufacturer's instructions.	1
• Fall from height	x		x
• Fatality	5	Mobile scaffolding only erected by competent persons with PASMA certification &/or specific manufacturer training.	5
• Collapse of scaffold	=		=
	20	Operative to ensure they are competent to erect and use correctly, if not operative must contact a line manager for additional assistance before using the equipment. Mobile scaffolds to be tied or secured to a permanent structure with brakes applied at all times when not being transported. Mobile scaffolds to be accessed using an internal ladder or fixed staircase. The movement of mobile scaffolding with equipment, materials or persons remaining on the structure is strictly prohibited. Weather conditions to be continually monitored when using mobile scaffolds should not be used outside during adverse/inclement weather.	5

3.15 Cables

Hazard Description: 3.15.1 Cables

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All Operatives will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Slips, Trips and Falls related injuries	x		x
• Bruising	4	Cables to be routed above head height wherever possible.	4
• Cuts	=		=
• Dropped objects	16	Manage all cables and equipment, so they do not cause trip hazards in the working area. Unavoidable trailing cables to be identified and made visible to other persons within the area.	4

3.16 Slippery substances

Hazard Description: 3.16.1 Spilled substance

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All fluids to be stored in a designated area away from walkways and thoroughfares.	1
• Slips and Falls	x		x
• Personal Injury	4	All spillages are immediately cleared up, using spill kit where required, post warning signs and leave in place until the area is safe.	4
• Dropped objects	=		=
	16	Barriers with warning signage displayed around the working area to prevent unauthorised access. Manage and remove potential slipping hazards as they arise and notify site management if additional assistance is required. Spillages cleaned as soon as practicable and in accordance with COSHH assessment requirements.	4

3.17 Stairs

Hazard Description: 3.17.1 Presence of stairs

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Trips and Falls	x		x
• Personal injury	4	Operatives are required to hold handrails/bannisters when ascending or descending stairs.	4
• Dropped objects	=		=
	16	Manual handling risk assessment to be undertaken in the event of materials being manually transported up/down stairs.	4
		Stair nosings are highlighted to identify changes in levels.	

3.18 Materials stored at ground level

Hazard Description: 3.18.1 Equipment and materials stored at ground level

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	1
• Slips, Trips and Falls	x		x
• Personal injury	4	Store all equipment and materials in a designated area away from walkways and thoroughfares to prevent trips and falls.	4
• Dropped objects	=		=
• Potential obstruction during an emergency escape	16	Manage and remove potential slip & trip hazards as they arise and notify site management if additional assistance is required.	4

3.19 Ground level obstacles

Hazard Description: 3.19.1 General access and egress around the work area or premisses
Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All spillages are immediately cleared up, using spill kit where required, post warning signs and leave in place until the area is safe.	1
• Slips Trips and Falls	x		x
• Bruising	4		4
• Cuts	=	All staff will wear protective footwear with non-slip soles and suitable ankle protection at all times.	=
• Broken Limbs – Caused by items left on the floor	16	Cables to be routed above head height wherever possible.	4
		Equipment is regularly maintained to prevent leaks onto the floor.	
		Identify any unavoidable trailing cables and make visible to other persons within the area.	
		Manage all cables and equipment, so they do not cause trip hazards in the working area.	
		Manage and remove any potential slip & trip hazards as they arise and notify site management if additional assistance is required.	
		Stair nosings are highlighted to identify changes in levels.	
		Store all equipment and materials in a designated area away from walkways and thoroughfares.	

Hazard Description: 3.19.2 Ground level obstacles

Person at risk: Operative performing the work, Other Site Operatives

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All ground level obstacles shall be removed where practicable or identified using hazard warning tape.	1
• Trips and Falls	x		x
• Personal Injury	4	All staff will wear protective footwear with non-slip soles and proper ankle protection at all times.	4
• Dropped objects	=	Thoroughfares and general access shall be planned to reduce exposure to ground level obstacles.	=
	16		4

3.20 Ground conditions (Terrain)

Hazard Description: 3.20.1 Ground conditions (Terrain)

Person at risk: Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All pedestrian routes to be free from ground level obstacles where possible.	1
• Slips, trips and Falls	x		x
• Sprained ankle	3	The ground shall be constructed of suitable materials and compacted where required.	3
• Joint injury	=	Lighting to be placed to ensure sufficient levels of luminance outwith daylight hours.	=
• Dropped objects	12	Operatives shall wear protective footwear with proper ankle support on site. Pedestrian routes to be periodically inspected to ensure they remain suitable. Where the gradient of the pedestrian route becomes excessive, temporary steps/staircases installed where required.	3

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4.0 COSHH Assessment

4.1 Substance details

Substance name: Silica Dust

Manufacturer: Various

Date Created: 09 Jul 21

Date Reviewed: 16 Feb 26

Reviewed By: Dan Earwaker

Next Review Date: 07 Feb 27

Date of SDS: 06/2013

SDS Reference: CIS36 (Rev 2)

Composition: Natural substance found in most rocks, sand and clay and in products such as bricks and concrete.

Reference Number: 00033

4.1.1 Hazardous properties of the substance



Serious Health
Hazard

Exposure Limits

Short Term Exposure Limit: • Short Term Exposure Limit Not Applicable for this substance

Long Term Exposure Limit: • Respirable silica 0.1mg/m³

4.1.2 Activity Details

4.1.2.1

Activity:	N/A
Form of Substance:	Dust
Exposure route:	Inhalation, Skin Contact
Location:	Outside in fresh Air
Duration of Exposure:	Over 4 hours but less than 8 hours
Amount of substance being used:	N/A
Frequency of use:	Daily
Number of Persons exposed:	Between 2 and 5
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	Yes , If not appropriately controlled has the potential to become airborne
Health surveillance provided:	None

4.1.2.2

Activity:	N/A
Form of Substance:	Dust
Exposure route:	Inhalation, Skin Contact
Location:	Inside - Well ventilated
Duration of Exposure:	Over 2 hours but less than 4 hours
Amount of substance being used:	Less than action requirement
Frequency of use:	Daily
Number of Persons exposed:	Between 2 and 5
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	No
Health surveillance provided:	Lung function testing

4.1.2.3

Activity:	N/A
Form of Substance:	Dust
Exposure route:	Inhalation
Location:	Outside in fresh Air
Duration of Exposure:	Over 4 hours but less than 8 hours
Amount of substance being used:	Less than action requirement
Frequency of use:	Daily
Number of Persons exposed:	Between 2 and 5
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	No
Health surveillance provided:	N/A

4.1.2.4

Activity:	N/A
Form of Substance:	Dust
Exposure route:	Ingestion
Location:	Inside - Well ventilated
Duration of Exposure:	Over 4 hours but less than 8 hours
Amount of substance being used:	Less than action requirement
Frequency of use:	Daily
Number of Persons exposed:	Between 2 and 5
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	No
Health surveillance provided:	N/A

4.1.2.5

Activity:	N/A
Form of Substance:	Dust
Exposure route:	Inhalation
Location:	Inside - Well ventilated
Duration of Exposure:	Over 4 hours but less than 8 hours
Amount of substance being used:	.
Frequency of use:	Daily
Number of Persons exposed:	Between 2 and 5
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	No
Health surveillance provided:	N/A

4.1.2.6

Activity:	N/A
Form of Substance:	Dust
Exposure route:	Ingestion, Inhalation
Location:	Inside - Well ventilated
Duration of Exposure:	Less than 5 minutes
Amount of substance being used:	N/A
Frequency of use:	Daily
Number of Persons exposed:	One
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	Yes , anyone who has come in contact with the silica
Health surveillance provided:	Lung function testing

4.1.3 Control Measures

Control measure details:	Engineering controls:
Water suppression to keep dust becoming airborne. FFP3 Masks to be worn.	Forced ventilation Extraction Unit H Class on tool extraction and/or water suppression to be used

PPE Requirements



Ear Protection



Protective Footwear



Eye Protection - Safety Goggles



Protective Gloves



Protective Clothing/ Coveralls



FFP3 disposable mask or half mask with P3 filter

Handling and storage details

Handling

- Wear appropriate PPE.
- Use H grade vacuum to clean.
- Dampen collected dust to prevent spread.

Transportation information

- Not classified as dangerous for transport.

4.1.4 Emergency Response

First Aid measures:

Inhalation



- Remove to fresh air.
- Get immediate medical attention after significant exposure or if feeling unwell.

Ingestion



- Do not induce vomiting.
- Wash out mouth with water.

Skin Contact



- Wash with soap/ cleanser and rinse with water.
- If irritation persists then consult a doctor.

Eye Contact



- Irrigate with water until irritation subsides.
- If irritation persists then consult a doctor.

Firefighting measures:

Suitable extinguishing Media:

- Carbon dioxide
- Powder
- Foam

Accidental release measures:

- Ventilate the area.
- Wear heavy duty impervious gloves
- Wear eye protection if contact likely
- Suitable respiratory protection must be worn
- Wear protective overalls and footwear for large spillages
- Scoop or scrape up and place in suitable container
-

4.1.5 Disposal**Disposal considerations:**

- Dispose or recycle of spillages in a controlled manner

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4.0 COSHH Assessment

4.2 Substance details

Substance name: Diesel

Manufacturer:

Date Created: 22 Jul 22

Date Reviewed: 07 Jun 25

Reviewed By: Dan Earwaker

Next Review Date: 07 Jun 26

Date of SDS: 07/2022

SDS Reference:

Composition: Fatty Acid Methyl Esters (FAME). May also contain small quantities of proprietary performance additives. Contains small quantities of polycyclic aromatic hydrocarbons (PAHs).

Reference Number: CAD/D

4.2.1 Hazardous properties of the substance



Flammable



Health Hazard and
Hazardous to the
Ozone Layer



Serious Health
Hazard



Hazardous to the
Environment

Exposure Limits

Short Term Exposure Limit: STEL 15 mins

Long Term Exposure Limit: TWA: 100 mg/m³, (measured as total hydrocarbons) 8 hours

4.2.2 Activity Details

4.2.2.1

Activity:	Filling
Form of Substance:	Liquid
Exposure route:	Absorption, Ingestion, Skin Contact
Location:	Outside in fresh Air
Duration of Exposure:	Between 5 minutes and 30 minutes
Amount of substance being used:	Less than action requirement
Frequency of use:	Daily
Number of Persons exposed:	Between 2 and 5
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	No
Health surveillance provided:	N/A

4.2.2.2

Activity:	Filling
Form of Substance:	Liquid
Exposure route:	Skin Contact
Location:	Outside in fresh Air
Duration of Exposure:	Less than 5 minutes
Amount of substance being used:	15l
Frequency of use:	Daily
Number of Persons exposed:	One
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	No
Health surveillance provided:	N/A

4.2.2.3

Activity:	N/A
Form of Substance:	Liquid
Exposure route:	Absorption, Ingestion, Inhalation, Skin Contact
Location:	Outside in fresh Air
Duration of Exposure:	Between 5 minutes and 30 minutes
Amount of substance being used:	2 liters
Frequency of use:	Daily
Number of Persons exposed:	Between 2 and 5
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	No
Health surveillance provided:	N/A

4.2.2.4

Activity:	N/A
Form of Substance:	Liquid
Exposure route:	Absorption, Ingestion, Skin Contact
Location:	Outside in fresh Air
Duration of Exposure:	Less than 5 minutes
Amount of substance being used:	2 liters
Frequency of use:	Daily
Number of Persons exposed:	Between 2 and 5
Is the material being used outside of its recommended temperature limits?	No
Susceptible persons:	None
Are any other Persons at risk from indirect exposure:	No
Health surveillance provided:	N/A

4.2.3 Control Measures

Control measure details:

All activities involving chemicals should be assessed for their risks to health, to ensure exposures are adequately controlled. Personal protective equipment should only be considered after other forms of control measures (e.g. engineering controls) have been suitably evaluated.

Personal protective equipment should conform to appropriate standards, be suitable for use, be kept in good condition and properly maintained.

Refuelling to be carried out with a metal Jerry can with spout/funnel

PPE Requirements



Protective Footwear



Eye Protection - Safety Glasses



Protective Gloves

Handling and storage details

Store and use away from heat, sparks, open flame or any other ignition source. Empty containers retain product residue and can be hazardous. Avoid contact of spilt material and runoff with soil and surface waterways.

Transportation information

N/A

4.2.4 Emergency Response

First Aid measures:

Inhalation



If there is a requirement for the use of a respiratory protective device, but the use of breathing apparatus (independent of ambient atmosphere) is not required, then a suitable filtering device must be worn.

Ingestion



N/A

Skin Contact



Use of protective clothing is good industrial practice. Personal protective equipment for the body should be selected based on the task being performed and the risks involved.

Protective gloves must give suitable protection against mechanical risks (i.e. abrasion, blade cut and puncture). Protective gloves will deteriorate over time due to physical and chemical damage. Inspect and replace gloves on a regular basis. The frequency of replacement will depend upon the circumstances of use.

Eye Contact



N/A

Firefighting measures:

No action shall be taken involving any personal risk or without suitable training. Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. Move containers from fire area if this can be done without risk.

Accidental release measures:

Immediately contact emergency personnel. No action shall be taken involving any personal risk or without suitable training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilt material. No flares, smoking or flames in hazard area.

Avoid breathing vapour or mist. Provide adequate ventilation. Put on appropriate personal protective equipment. Floors may be slippery; use care to avoid falling. Eliminate all ignition sources.

4.2.5 Disposal**Disposal considerations:**

Eliminate all ignition sources. Stop leak if without risk. Move containers from spill area. Absorb with an inert material and place in an appropriate waste disposal container.

