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Method Statement

Method Statement Details

Method statement number	397
Method Statement Date	Wednesday 20th July 2016
Method statement Author	Graham Thorpe
Project/Contract	Goldthorpe School
Start Date	01-08-16
Expected job duration	10 week
Client Contact	Andrew Osborn
Description	Soft Stripping of Buildings
Site Address	Goldthorpe School High Street Goldthorpe

Signatures

	Name	Title	Signature	Date
Document Author	Graham Thorpe	QEHS	<i>G Thorpe</i>	20/07/16

Data protection statement

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

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

Emergency Contact Details

Name	Graham Thorpe	Peter Westley	Robert Couldwell	Graham Thorpe
Telephone Number	01142 213795	07984867818	07787 295992	07823773029

General Precautions

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

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area to the work area. All staff will take care when handling materials. Where necessary material shall be split into manageable sections. No operative is to lift any weight that they are uncomfortable with.

Staff and Training

The task will be carried out by staff from MHH Contracting Ltd, all staff are qualified, experienced and receive ongoing training, and hold suitable qualifications for the tasks / operations they are carrying out

Working at height

All employees and sub contractors have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub contractors will follow all safe working procedures

Working from Step Ladders

The majority of tasks carried out at height involve working below 2 metres from step ladders; all staff have been made aware of the dangers of working from step ladders and have been instructed on the safe use of ladders. All Staff are required to read and understand HSE leaflet INDG402 the Safe use of Ladders & Stepladders. Only competent members of staff will be allowed to work from step ladders and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

Accident & Emergency Information - barnsley

1. In the event of a serious accident or emergency it may be necessary to attend the local Hospital, this is located at :

BARNSELY HOSPITAL- ACCIDENT & EMERGENCY

GARBER ROAD
BARNSELY
S75 2EP

The route to follow is: As detailed on the plan attached

1. The Telephone number of the Hospital is: 01226730000

Aluminium tower scaffold

The site foreman will ensure that Aluminium Tower Scaffolds are erected correctly by a competent person. Aluminium tower scaffolds must be used on flat level ground and the stabiliser riggers must be fully deployed and secured prior to working from the tower

Daily visual checks will be carried out by the site foreman on all the above items and defects reported immediately

Manual Handling- Carlisle Street

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

Personal Protective Equipment (PPE)

All site workers will wear Safety boots with steel toe cap and mid sole, Hi Visibility Vests, Hard Hats and protective equipment at all times, other items of PPE such as eye protection, ear defenders and gloves are available to be worn as and when necessary and to suit the specific task. All stocks of PPE can be replenished from the site office.

Preparation & Induction

A Method Statement & Risk Assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the manager who will ensure they are dealt with. Staff and sub contractors will be inducted onto site and will follow all site rules and safety procedures. Prior to any works commencing anyone working on site will also be inducted by the site manager.

Service Identification

To identify the services on site we will require service drawings from the site manager to determine the location or presence of services in our area of works.

If they are crossing or within our area of works we shall use a CAT scanner to locate the position and then excavate to be able to identify the depth of the service by hand to expose the services. No mechanical excavation shall be allowed within 400mm of the live service.

The services can then be clearly marked on site so they are not damaged whilst the works are being carried out.

Where necessary the main contractor shall either isolate or disconnect any services that may cross the area of work

Welfare - MHH Contracting Ltd Responsibility

For the duration of our works we will be responsible for providing adequate washing, toilet, drying and refreshment facilities for our staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner.

Soft Strip-Goldthorpe School

Scope of Work

Soft strip of 4 buildings of various sizes with varying amounts and items to remove

Method of Work

The soft strip of the buildings will be carried out in a phased manner once all of the asbestos removal has been completed by the contractor (with the relevant air monitoring readings)

During the soft stripping if any material is identified as being suspected of containing asbestos the process will cease the area sealed and the site supervisor contacted with relevant tests carried out

The sequence of soft stripping will depend on the release from the asbestos contractor but is expected to be building 1 3 4 and finally 2

Soft Strip of Internal Areas and Removal of Fittings and Fixtures:-

A) The stripping works shall involve the removal of all general wastes, soft structure components including plaster, insulation, timber, glass etc.

B) All these wastes shall be segregated as they are stripped before being disposed of into relevant skips, the site skips shall have a placard highlighting their waste purpose.

C) Demolition operatives shall carry out the stripping works one area at a time, using various demolition tools to free fixings from their locations, whilst doing this operatives must ensure they maintain their working area at all times.

D) Large items shall be stripped down into a size where they can be easily handled, when carrying out this operatives should take time to remove any hazards posed by fixings such as screws, nails etc. by bending them flush.

E) All soft stripping works should be carried out in a controlled manner, whenever possible removing items in a manner where they can be re-used.

F) All high level work within the building to remove ceilings, insulation pipes, heating ducts and cables will be done with the aid of a podium. The relevant materials will be carefully drawn down so that they can be safely disposed of. No materials will be allowed to accumulate and will be removed as they are stripped out keeping the area clean and tidy and the waste transit areas clear at all times.

G) Exclusion zones will be established on the relevant work areas using barriers where necessary.

H) Upon completion, the area will be left safe and tidy to the clients satisfaction.

Fixtures and Fittings:

Any fixtures and fittings remaining will where of a suitable size be removed from the building whole, taken to the loading area before being loaded directly into the waiting waste skips, larger elements will be dismantled/downsized using small tools, reduced into manageable sized sections and again transported to the disposal point.

Suspended Ceilings:

Any suspended ceilings will be removed via mobile scaffold tower or podium steps, tiles will be lifted and twisted from the suspension system and lowered to the ground, from here tiles will be bundled and then be periodically loaded into the waste skip. Suspension system will be dismantled as tiles are removed with supports cut with croppers, the system then loaded directly into waste skip

Doors, Door Frames & Skirting:

Door frames and skirting will to be removed by operatives using pinch bars and hammers. The items are to be gradually prised from their place of fixing, any obtrusions and nails are to be removed or hammered over with all resultant materials then being transported for disposal. Doors will be removed by operatives stripping off the door furniture, prising the door from its hinges again utilising pinch bars and mattocks, doors will then be either downsized for ease of disposal or carried whole to the disposal point.

Partition Walls:

Any stud partitioning is to be removed by the operatives using suitable hand held tools, namely pinch bars, picks and hammers. The wall structure is to be dismantled by removing the coverings using the hammers and pinch bars. Once exposed, the remaining stud work is to be prised free and de-nailed or have nails hammered over. Resultant arising's are to be transported to the loading area.

Floor Coverings:

All floor coverings (tiles, wooden floor and carpets) are to be removed. Tiles will be taken up using hand tools from floors and other areas. Wooden floor coverings are to be removed by the operatives using hand tools. Carpet tiles and vinyl floor tiles are simply to be prised up using hand tools, then bundled and taped with resultant materials transported to the disposal point

Glass units\\Windows\\Mirrors:

Any glass units , windows and mirrors will be removed as complete units where possible, an exclusion zone/crash decks will be employed as required and operatives will wear hard hats, safety boots, gloves and goggles. The glass will be handled with care and placed into skips to be disposed of in a safe manner.

Demobilisation

Once each building is stripped to the clients satisfaction all equipment will be removed and the area cleared of debris and made tidy and safe ready for demolition

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

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

Print Name

Signed

Date

[illegible]