

Demolition Phase Plan





DEMOLITION PHASE PLAN

Contract name: Guysfield House

Contract reference: -

Version number: 02

Contract Title & Address	GUYSFIELD HOUSE, WILLIAM ROAD, WILLIAN, LETCHWORTH, SG6 2AB

	Name and Contact Details	Address
Client	Caring Homes Group	886 The Crescent Severalls Lane Highwoods Colchester Essex CO4 9YQ
Principal Designer	Blockade Demolition Ltd 01342 893174	Copyhold Works Nutfield Road Redhill, Surrey, RH1 4BA.
Designer	Blockade Demolition Ltd 01342 893174	Copyhold Works Nutfield Road Redhill, Surrey, RH1 4BA.
Principal Contractor	Blockade Demolition Ltd 01342 893174	Copyhold Works Nutfield Road Redhill, Surrey, RH1 4BA.
Other Contractors	N/A	
Other Consultants	N/A	
Prepared By	Blockade Demolition Ltd	Copyhold Works Nutfield Road Redhill, Surrey, RH1
Accepted By	Neil Cook – Employer's Agent	Date: 10 April 2026

This Demolition Phase Plan will be added to, reviewed and updated as the project develops, further design work is completed, information from subcontractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise or where the operations management team deem it is necessary. Design changes will need to be notified to the design team.



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RECORD OF REVIEW

When the contents of the Health and Safety Plan are added or items are removed, the person making the changes should complete this sheet and add comments as appropriate e.g. section where filed or other place where the document will be located.

Date	Information	Ref. No.	Comments
10 April 2026	First issue of document for issue	01	
7 May 2026	Updated to cover points raised within the planning condition	02	



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Appendices

Appendix 1	Contents pages of Company's HS&E Standards and Systems
Appendix 2	Site Location Plan, Service Plans and Drawings
Appendix 3	Form F10 (to follow)
Appendix 4	Site Inductions
Appendix 5	Certificates of Training & Competency Records
Appendix 6	Risk Assessments and Safe Systems of Work (Method Statements)
Appendix 7	Traffic Management (to follow)
Appendix 8	Waste Management Plan

- a) This Demolition Phase Health and Safety Plan had been prepared specifically for this project in accordance with the CDM 2015 Approved Code of Practice and the Company's Health, Safety and Environmental Standards.
- b) The plan has been formulated by taking into consideration the pre-construction information provided by the client, Principal Designer and designers.
- c) The Company's Health, Safety and Environmental (HS&E) Policy contains the core arrangements for managing health and safety in all our operations. In addition, a management system has been compiled for assisting the project's operations management team in the planning, management of, recording and communicating of relevant health and safety information to provide a safe place of work, safe systems of work and to provide uniformity and consistency in the management of health and safety.
- d) Every project will have access to the Company's Health, Safety and Environmental Standards, Systems and Policies.
- e) The Company HS&E Policy details how the Company manages the CDM process and follows the guidance within the HSE publication, L153 – Managing Health and Safety in Construction (Construction (Design and Management) Regulations 2015).
- f) The aim of this Construction Health and Safety Plan is to provide clear, concise and specific information required to manage the works and the arrangements for controlling significant project specific site risks. Other information this file refers to, but is not project specific, will be clearly identified with the location where it is available, if there is a need to review these documents they will be provided on request.
- g) We are committed to providing a safe place of work and continually review our HS&E Standards and systems to provide clear and relevant information through all stages of the project's life.
- h) The project team members responsible for the compilation, review and maintenance of this Construction Phase Health and Safety Plan are:

Company	Position	Name	Responsibility
Blockade	MD	Steve Burrows	Overall
Blockade	Site Manager	TBC	On site
Prime Safety Ltd	Health and Safety consultant	Adam Tyneham	Health & Safety advisor



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SECTION 1 - DESCRIPTION OF PROJECT – including any special requirements

1.1 Location

The site is located at Guysfield House, Willian Road, Willian, Letchworth, SG6 2AB

- A site works location plan, site specific service plans and drawings will be provided and updated as the project proceeds and will be added to Appendix 2.
- Site access and egress will be controlled by the Blockade management team.
- Site set up and compound to be either withing Guys House or most likely within a cabin based site set up and welfare arrangement.
- Other pre-construction information regarding the location and the works required will be added to this document as an appendix.

UXO

Emergency instructions extracted from the guidance notes for commercial explosive ordinance disposal operations in Great Britain will be displayed on the notice board. All workers have received information about UXO during the site induction. See section 3.18 of this report.

1.2 Scope of the Works

This project consists of the management of the demolition of the existing care home, whilst retaining Guys House. Temporary propping and waterproofing will be required in this regard, and a schedule of condition prepared. Blockade will operate as the principal contractor and manage all works inclusive of our own works. Any sub contractors utilised on the project will be pre-approved. Contractors on site will be expected to ensure they always have their own competent supervision in place when working.

Initial works will consist of the demolition of all internal & external structures except Guys House followed by crushing of all masonry and concrete. Crushed material will be retained on site for re use. The works will include the removal of existing footings, but not concrete piles. If piles are encountered their location will be surveyed and recorded.

A Refurbishment and Demolition level asbestos survey will be carried out prior to commencement and any identified asbestos removed by a specialist sub contractor. Air clearance certificates will be provided along with disposal / tip tickets.

1.3 Programme

A detailed programme will be prepared and issued closer to commencement. This will be updated/reviewed throughout the works and copies provided. In summary the dates are as follows:

Contract Award Date	10 April 2026
Contract Commencement Date	TBC – summer 2026
Contract Period	12 weeks
Site Start Date	TBC – summer 2026
Planned Contract Completion	TBC
Form F10 (Rev) Date Submitted (copy of F10 filed in Appendix)	TBC – at least six weeks prior to commencement
Enabling works	No
Temporary works	Yes – propping and weather proofing of Guys House
Demolition	Yes

The normal hours of work are as follows:

Monday to Friday: 8.00 – 17.00

Saturday: 8.00 – 13.00 to be arranged when required

Sunday: No work



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1.4 Reference Documents

List any documentation that has been provided by the Client as part of the Pre-Construction information e.g. drawings of buried services, asbestos surveys, structural surveys, fire, cat scans, topographical survey, roof plan survey, elevations survey, building element survey, geotechnical survey, archaeological survey, air quality survey, environmental survey, mechanical and electrical survey, site dimension and level survey etc.

Document type	Ref No	Issue date
R&D asbestos survey	TBC	Prior to commencement
Existing services plan	TBC	Prior to commencement
Drainage survey	TBC	Prior to commencement

1.5 Planning Restrictions

Dust prevention methods to be always employed – the site foreman will be responsible for monitoring on a daily basis.

No burning on materials on site permitted

Planning Conditions to be adhered to at all times.

SECTION 2 - MANAGEMENT OF THE WORK

2.1 Management Structure and Responsibilities

a) The general health and safety responsibilities are as laid out in the Company's Health and Safety Policy, and the competency of the operations management team are as identified on the Company's competency matrix which can be found in the Company's Health, Safety and Environmental Standards located in the site office.

b) Project roles are as follows:

NB: Insert pictorial Organisation Chart if applicable

Position	Name	Company	Email	Phone
Director	Steve Burrows	Blockade	steve@blockadedemolition.co.uk	01342 893174
Health and Safety Manager/Advice	Adam Tyneham	Prime Safety	info@primesafety.com	01622768400
Site Foreman	TBC	Blockade	demosite@blockadedemolition.co.uk	

Subcontractors	Name	Company	Email	Phone

2.2 Health and Safety Goals for the Project

In addition to achieving the Company's health and safety objectives, zero harm to all workers and recording all near miss potentials the company will

- Carry out regular health and safety inspections internally
- Health, Safety and Environmental Reviews carried out at least once every 4 weeks
- Attend regular reviews of the project's health, safety and environmental performance with the Health, Safety and Environmental Advisor
- Ensure all contractors comply with current safety legislation
- Report any near miss occurrences to the main office within 24hrs
- Ensure minimal disruption to existing residents in the vicinity of the area
- Ensure all contractors conduct their works in line with legal requirements



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2.3 Health and Safety Monitoring

- a) Monitoring will be carried out on this project; the project manager or site manager should complete and record a weekly inspection
- b) Subcontractors should arrange and complete their own audits
- c) Copies of all Health and Safety Monitoring carried out on this site by the operations management team, the Company's own management team, the Health, Safety and Environmental Advisor, HS&E Auditor or by a contractor's health and safety team/representative will be held in Appendix 4.
- d) In addition to self monitoring that will be carried out by members of the operations management team in accordance with the responsibilities allocated to them to meet legal statutory requirements and Company HS&E Standards, the site will be monitored by a professional and qualified Health, Safety and Environment (HS&E) Advisor who will produce a Site Safety and Environmental Review Form provided at each visit.
- e) The HS&E Advisor that has been appointed for this project is:
Name: Adam Tyneham. Prime Safety Ltd
Telephone No: 01622768400
- f) Frequency of Visits: Monthly visits at the outset of the project with arranged visits to be agreed subject to the works on site and or number of contractors,
- g) Blockade, have a retained agreement with Prime Safety Ltd to attend site when requested or for Prime Safety to conduct unplanned audits
- h) In addition to visiting site on a regular basis the HS&E Advisor will provide health and safety support as requested or deemed necessary.
- i) The HS&E Advisor will review the project's health and safety performance with the operations management team at each visit and produce a plan in conjunction with the team
- j) The project will be provided with up-to-date HS&E Standards and notified of any legal or system changes via communication from the Health, Safety and Environment Department to ensure current legislative and organisation requirements are continually updated.

2.4 Methods of Communication

- a) Company methods of communication that the project must comply with, as applicable, are clearly laid out in the Health and Safety Policy (located at HO).
- b) The project shall have a health and safety notice board displayed within the site office and welfare areas. This will include:
 - Health and Safety Law Poster
 - Company Health and Policy Statement
 - CPP Contacts Page
 - Site traffic management plan
 - Site rules
 - Any specific hazards contained within the site
 - Insurances
 - Emergency arrangements
 - Emergency contact details
 - F10

The specific methods of communication for this project are as follows:

Project level:

- Safety committee
- 10-minute briefings
- Induction

Work Gang Level:



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- *Toolbox talks*
- *Risk assessment briefings*
- *Method statement briefings*
- *Hazard notice boards*

Individual Level:

- *Directly with each employee*
- *Whistle blowing procedure*
- *Open door policy*
- *Near miss reporting*

- c) Additional communication will consist of pre-arranged and ad hoc meetings
- d) A project specific schedule for contract review and meetings including those with client, designers, Principal Designer and contractors and frequency during the lifetime of this project. This will be agreed at the outset of the project
- e) The attendance of meetings which includes health and safety performance for the project is obligatory by contractors; other persons will be invited to attend as appropriate.
- f) Additional meetings will be held as deemed necessary i.e. changes in design etc to be communicated to contractors, contractors will be invited to the meetings to discuss the changes and provided with copies of revised documents as available.
- g) Toolbox talks, and method statement briefings will be used as methods of consultation with the workforce as a minimum; the Company also operates an "open door" Policy on all projects. Toolbox talks, and method statement briefings will be recorded and can be in Appendix.
 - Handling Design Changes
 - Exchanging Design Information between the client, designers, Principal Designer and contractors on site
 - The exchange of health and safety information between contractors
- h) A letter drop will occur prior to commencement to all local premises. This will set out duration, start times and provide contact details for any issues to be reported to. This will include a client contact.

2.5 Selection and Control of Contractors

The Company HS&E Standards require that all contractors are evaluated prior to selection, where high risk activities are being undertaken the HS&E Advisor will be notified by the operations management team to aid in the evaluation process.

Special consideration should be considered for all high-risk operations. Examples included (list not exhaustive)

- Temporary works (example, deep excavation)
- Electrical

The following processes are used by the company to approve any contractors used on the project.

Records of contractor evaluations can be located at head office where a spreadsheet of approved contractors is utilised and updated by the office support team.

All subcontractors must provide their own site-specific risk assessments, methods statements, COSHH assessments and all other relevant health and safety information and documentation which must be approved by the site management team prior to works starting. These are working documents and will be subject to regular review and communicated to the relevant work force.

The following processes can be utilised to check the works.



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2.6 Site Security

The site will be protected by 2.4m high wooden site hoarding / gates and Heras fencing to all boundaries.

All persons entering site must sign in on arrival.

2.7 Site Inductions and on-Site Training

Project specific site inductions shall be carried out for all persons required to work on site, they shall be recorded using the Site Induction Record.

Site specific training requirements i.e. toolbox talks will be recorded on Record of HS&E Briefing. A copy of the site-specific induction for this project and the records of induction and site-specific training carried out can be in the site file.

The competency levels of persons will be identified prior to the commencement of the Project and persons provided with the appropriate training to the tasks to be undertaken. Where additional training is identified during health and safety planning or individual's performance development reviews this will be arranged in conjunction with the Company's Human Resources Department.

Operatives will be provided with onsite training for specific activities and safety aspects of all operations will be discussed prior to commencing the activity via method statement briefings or toolbox talks. As a minimum the following talks will be conducted on all site throughout the works

The competency levels for personnel operating equipment, plant etc whilst working on the site will be checked by the operations management team, identified on the site induction form and copies of any formal training certificates will be kept on site until the work is completed.

We are committed to achieving a fully qualified workforce (CSCS) in addition the competency levels for persons on this project are in line with industry standards

Sub-Contractors wishing to conduct on site task / job specific training, or other should agree arrangements with the Construction Manager. Site Management will assess ongoing training against site activities and resource competency and provide training as necessary.

The minimum standards of competency required are identified below. Where the work activity requires additional / specialist skills then the RAMS should identify how competence is demonstrated.

Sub-Contractors are to ensure that for any activity on site they have the appropriate level of supervision / management.



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The minimum level of competence required to work on site is as follows:

Construction Skills Certification Scheme (CSCS) card or a card from schemes affiliated to CSCS, see below for the Affiliated Skills cards acceptable on site:

Occupation Covered	Scheme
Demolition workers	CCDO
Scaffolders	CISRS
Cards issued in Northern Ireland	CSR
Engineering construction workers	ACE
Electricians	ECS
Electricians in Scotland	ECS
Utility industries operated by Energy & Utility Skills.	EUSR
Plumbers in England & Wales	JIB-PMES
HVAC	Skill Card
Plumbers in Scotland & Northern Ireland	SNIJIB
Plant operators – recognised but not affiliated	CPCS



To check a CSCS card is valid use the following web link:

<https://www.citb.co.uk/cardcheck>

Must enter 3 pieces of info e.g. Surname, Date of Birth and Reg No (printed on card)

In addition to the CSCS card the following will be required, where applicable:

- Plant operator CPCS or equivalent.
- The level of CSCS card should be appropriate to the position held by the individual: Supervisors / Management / Visitors etc.
- All site personnel must always carry with them their CSCS card or a card from an affiliated scheme
- Supervisors will be required to have successfully attended CITB SSSTS or equivalent.
- Project Specific Competency - In addition to the above, individuals must be Site Inducted and have an 'Approved' RAMS for the works

The above are the minimum standards of competency required, where the work activity requires additional / specialist skills then the Method Statement should identify how competence is demonstrated.

Sub-Contractors are to ensure that for any activity on site they have the appropriate level of management. Where the work is minimal this may be a working Supervisor, otherwise it will be a supervisor managing the works and acting as the single point of contact with Blockade. If work is left unsupervised at any time Blockade Site Management will suspend the work or may appoint appropriate Supervision at the Sub-Contractors cost. During the asbestos removal general works in the area will stop and plant will operate on other areas of site.

All Contractors are expected at the Pre-Commencement Meeting to have completed a competency matrix and supply evidence or competency including CSCS cards etc.



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2.8 Welfare Facilities and First Aid

Welfare

Welfare facilities will be a ground hog unit and will be following CDM Regulations 2015 and will cover the following (on the assumption that Guys House is not used).

The minimum standards to be complied with are included in the Company Health, Safety and Environment Standards Welfare and First Aid.

The welfare facilities provided on this site will be shared by the subcontractors.

The project specific welfare facilities provided for this project

Maximum number of persons on site	5
Number and type of toilets	1
Number of mess rooms	1
Number of drying rooms	1
Type of water supply	hot and cold water
Equipment for heating food	Microwave oven
Equipment for drinks	Kettle
Method of heating	Electric
Type of lighting	Electric
Housekeeping arrangements	Tidy as you go
Provision of catering facilities	Local shops

First Aider

The number of appointed first aiders/appointed persons for this project is decided on a number of factors including:

Name	Location	Contact
tbc	On site	07713 827317

First aiders will be identified on the notice board

First Aid Provisions

The first aid requirements for this project have been specifically risk assessed for the type of work and numbers of persons. Factors taken into consideration are similar to the considerations when appointing first aiders.

Provision	Location
<i>1-10 first aid kit</i>	<i>Site Office</i>
<i>Eye wash station & bottles</i>	<i>Site Office</i>

The first aid boxes and equipment will be re-filled after each use, visibly checked each week during the weekly inspections and monthly checks carried out and recorded by the person identified on the site responsibility checklist. First aid kits are supplied in accordance with BS8599.



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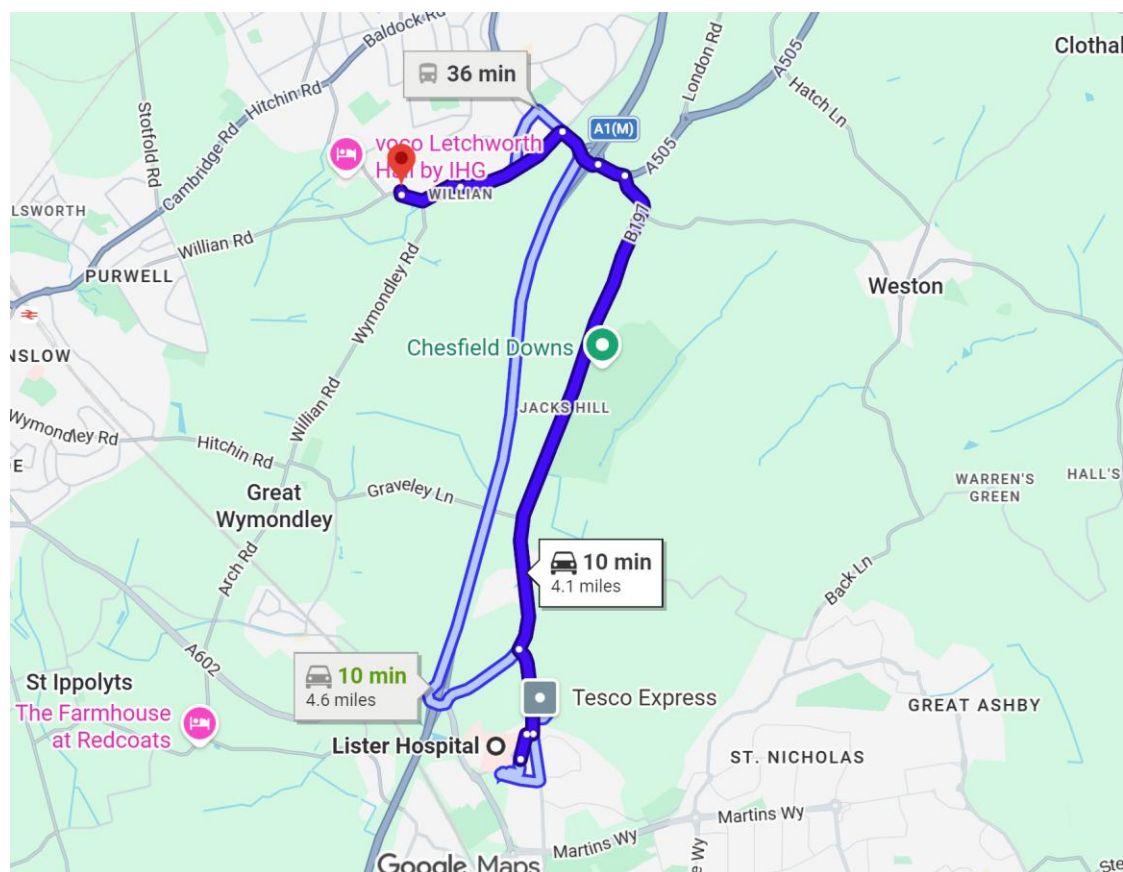
Version number: 02

Nearest A&E Department

Lister Hospital

Coreys Mill Lane

Stevenage SG1 4AB



2.9 Accident Procedure, Reporting, Recording and Investigation

The following document highlights the accident procedure and details of the location of the nearest accident and emergency hospital.

The accident reporting, recording and investigation will be in line with the requirements outlined in the Company's Health and Safety Policy. All incidents, including environmental incidents, will be recorded on appropriate incident reporting form as appropriate and held confidentially in the site manager's office.

All incidents will be investigated, the person undertaking the investigation, and the type of investigation will depend upon the severity or potential severity. The operations management team will report any potential RIDDOR injuries immediately to the project's HS&E Advisor who will provide the level of support and assistance as appropriate to the incident.

The requirement to report all incidents, method of recording and location of blank incident reporting sheets will be communicated to persons working on the project during the site induction.



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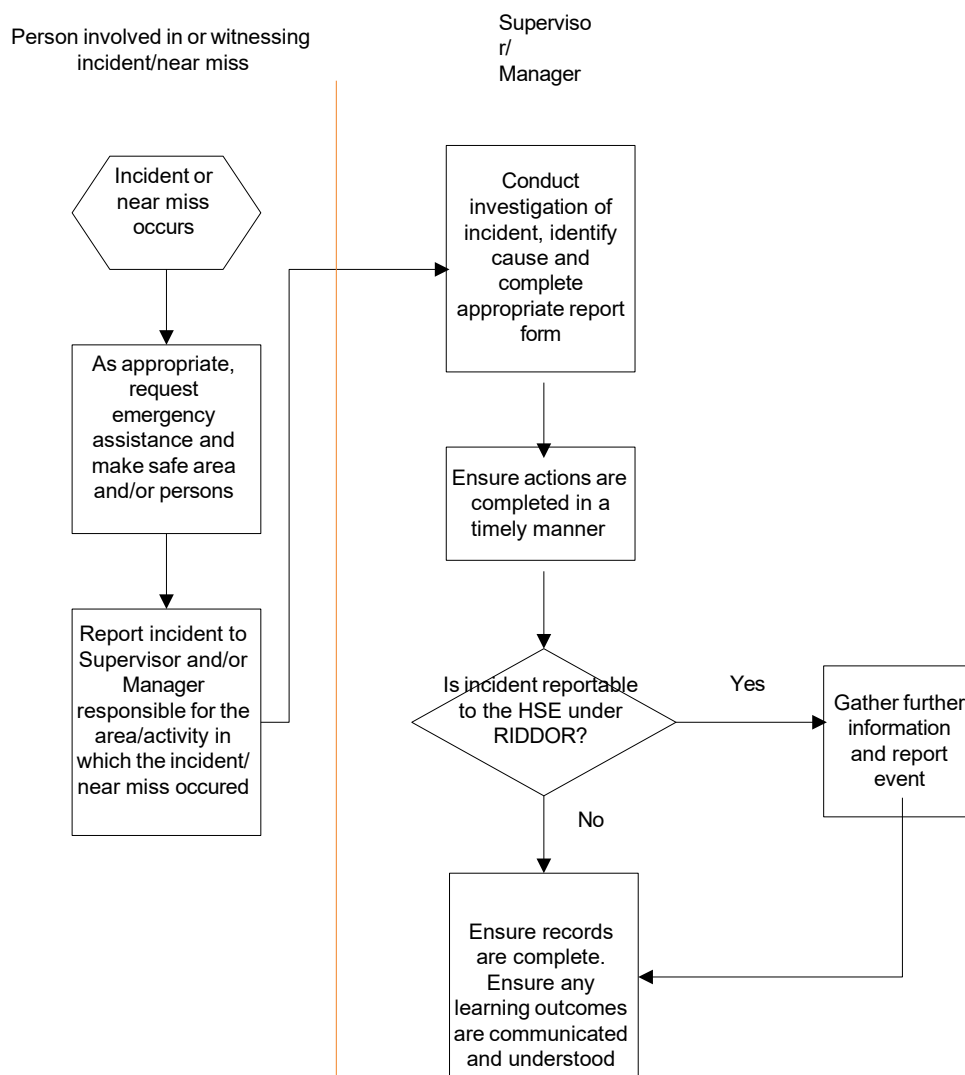
Where any accident is reportable to the Health and Safety Executive the employer of the injured person will be responsible for ensuring it is reported, a copy of the F2508 will be filed (confidentially) on the site. Where a contractor does not provide evidence of reporting to the Health and Safety Executive the project's operations management team will report it directly to the Health and Safety Executive on behalf of the contractor.

Investigations will be carried out and risk assessment reviews undertaken following the investigation. Where lessons can be learnt, Safety Alerts, Toolbox Talks, Information Sheets or other appropriate media will be used to communicate the information across the Company.

Significant near misses will be treated in the same manner as an accident with appropriate investigations undertaken.

The specific method of near miss reporting for this project is to report to site management who will collate this information and when required involve management and safety advisors.

Incident information and records of investigations shall be taken and filed securely for data protection of any individual's who may be named with reference in Appendix. Incident report forms and incident investigations shall not be released to any third party without formal permission from the Company's senior management team.





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2.10 Risk Assessments and Safe Systems of Work

Risk Assessments will be provided for the workplace and for individual operations involved in the project. Method statements and permit to work systems will be introduced as applicable, these will be mandatory for high-risk activities. The Company Health, Safety and Environmental Policy include the systems to be used for identifying hazards and for recording risks assessments. These shall be completed for risks identified on the project undertaken by our employees.

A log of all contractors and risk assessments/method statements required can be found in Appendix, this will be updated as contractors are appointed through the lifetime of the project. The project's operations management team will ensure that all risk assessments and method statements have been briefed to all relevant personnel and keep records of briefings held on site in Appendix.

Where contractors are used to undertake the works, the operations management team will review the risk assessments and method statements they produce, where the work is identified as high-risk additional support will be provided by the HS&E Advisor. Contractors will not be allowed to work on this project until they have provided a relevant risk assessment/method statement as appropriate and received a positive review back from the operations management team. Method statements and risk assessment reviews will be attached to the document reviewed.

The requirements for other risk assessments required by specific legislation are also identified in the Company HS&E Standards and where risks are identified they shall be used.

A member/member of the operations management team have been appointed for the issue of permits, these persons area identified on the site responsibility form located and displayed on the project's health and safety notice board.

A "permit to work" shall be issued by the appointed person, the persons issuing and receiving the permit will sign it off and a copy of the permit will be held by both parties, when the work is complete the appointed person will check the work area before closing out the permit.

2.11 Site Rules

A copy of site rules will be issued to all contractors at the pre-start meeting and will be brought to the attention of every person working on site during the site induction.

A copy of the site rules will be displayed on the project's health and safety notice board; these will be reviewed throughout the project's duration.

The Contractor shall ensure that all workmen directly and/or indirectly employed, suppliers and **all other persons** upon the site are advised in writing of the following rules:

The following are **not** permitted:

1. Smoking
2. Alcohol (whether being consumed or not);
3. Drugs (whether being consumed or not) apart from general medication.
4. Blasphemous language (swearing).
5. Profane acts of behaviour and acts contravening health and safety.
6. Behaviour inappropriate to others on the site.
7. Pornography.
8. Radios or audio equipment.
9. Open fires.
10. Animals (pets etc.).



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11. Persons not employed on the works such as family members (partners, wives, girlfriends/boyfriends, children etc.) and friends.

Note: Any person contravening the above rules will be instructed to remove themselves from the site immediately by the Principal Contractor and/or Employers Agent.

Employees who breach health and safety site rules will be subjected to the disciplinary procedures as laid down in the Company's staff handbook. Where contractors breach site rules, they will be issued an oral warning and if they fail to comply, they will be issued a written warning and removed from site.

2.12 Drugs and Alcohol

The company has a Drugs and Alcohol Policy displayed on the HS&E Notice Board and contractors/visitors are advised prior to appointment or at induction that the Policy applies to all persons working or visiting this project.

2.13 Mobile Phone Use

The use of mobile phones is restricted to safe areas only – persons should not answer or take calls when involved in any work operations.

2.14 Fire & Emergency Procedures

The requirements detailed in the Company Standards Fire Prevention and Health and Safety Emergency Preparation and Response will be complied with and made specific to the project.

The Construction Site Fire Safety Plan (specific for this project will be completed and then located in the Appendix) will identify access for emergency vehicles to site, fire assembly point, persons appointed as fire wardens, firefighting equipment requirements, means of raising the alarm, the position of highly flammable material stores areas etc and detail the specific risks and controls appropriate to this project. The Fire Safety Plan shall be reviewed at regular intervals throughout the project's duration or following any incident. Regular workplace fire inspections will be carried out using the workplace fire inspection log. This will be completed prior to starting on site once the details of works are fully specified.

The Emergency Notice for this Project will be displayed on the site notice board, and the details shall be communicated to all personnel during their site induction.



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2.15 Inspection and Test Frequencies (Statutory, Client, Safety, Others)

Statutory Requirements

Type of Plant/ Equipment for Task	Examinations			Inspections		
	Thorough Examination	Carried out by	Recorded on	Inspections	Carried out by	Recorded on
Scaffolding	*	*	*	Weekly or after severe weather conditions	Competent person (e.g. Scaffolder)	Company's own Register
Excavations Earthworks Trenches Shafts Tunnels	Weekly or more often if part has been affected e.g. collapse or explosives	Competent person (e.g. Supervisor)	Company's own Register	Daily - before shift starts	Competent person (e.g. Supervisor)	Company's own Register
Cofferdams and Caissons	Before men are employed therein and at least weekly	Competent person (e.g. Supervisor)	Company's own Register	Daily and before men are employed therein	Competent person	Company's own Register
Lifting equipment used to lift people e.g. mobile elevating work platforms, scissor lifts, man riding baskets and passenger lifts.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register
Lifting equipment used to lift goods e.g. cranes, vehicle hoists, goods lifts, gin wheels, ropes used for access, forklift trucks, lorry loaders (HIABs) and goods lifts.	Before first use unless accompanied by certificate of conformity. Every 12 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register
Lifting accessories e.g. chains, ropes, slings, components for attaching loads for lifting e.g. hooks, eyebolts, lifting beams or frames etc	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person	Company's own register
"Installed" lifting equipment e.g. hoists, tower cranes or gantry cranes	After each installation After exposure to weather conditions likely to affect stability and every 12 months, and after substantial repair/alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (e.g. Crane Driver)	Company's own register

Note: any lifting equipment which normally undergoes 12 monthly inspections, e.g. a mobile crane, needs a six-monthly inspection if the use is changed to lift people, e.g. with a man riding basket



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Other - Electrical Equipment

Equipment / Application	Voltage	User Check	Formal / Visual Inspection	Combined Inspection & Test
Battery-operated power tools and torches	Less than 25v	No	No	No
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No
50v portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Before first use on site and then 3 monthlies
240v portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/Every shift	Weekly	Before first use on site and then monthly
230v equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCR's	Weekly	Monthly	Before first use on site and then 3 monthlies
RCD's (Fixed)		Daily/every shift	Weekly	Before first use then 3 monthlies
RCD's (Portable)		Daily/Every shift	Weekly	Before first use then monthly
Equipment in site offices	230v office equipment	Monthly	Monthly	Before first use on site and then yearly
Fixed Electrical Plant	415v	N/A	Formal - Weekly	Annually



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SECTION 3 – ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SITE RISKS

All works carried out will be in accordance with the relevant health and safety legislation, primarily the requirements set out in the Health and Safety at Work Act, giving particular regard to providing safe places of work, safe plant and equipment, the provision of competent persons, provision of information, instruction and training and The Management of Health and Safety at Work Regulations which requires risk assessments to be carried out in order that significant risks are identified and suitable and sufficient control measures are utilised.

The general controls to be employed for controlling significant risks are those identified in the Company's Health, Safety and Environmental Standards i.e. planning and implementing management systems. The specific significant site risks for this Project will be developed into risk assessments prior to commencement.

3.1 Pre-Construction Information

Pre-construction information has been issued by the client, and this includes records of the demolition already completed by others and the removal of hazardous materials

3.2 Delivery and Removal of Materials (including Waste)

There are planning restrictions for hours of work as noted under Section 1.3.

No storage is available on site except that provided by the Contractor which must be within secure metal stores to be positioned within the site compound, or the storage attached to the site office.

The Principal Contractor shall: -

- i) take adequate precautions to safeguard the works products, materials, plant and any other areas affected by the works from damage and theft
- ii) take reasonable precautions to unauthorized access to their site, their works and adjoining areas.

Upon induction all staff and visitors will be clearly told and show where the parking and drop-down areas are

- iii) The timing of plant arrival and disposal vehicles off site will be timed to avoid rush hours and school runs.
- iv) All vehicle access will be via William and Baldock Lane back onto the A1. No vehicles will be permitted to turn right out of the site.
- v) Wheel washing facilities will be positioned local to the site gates. All vehicles leaving site will be done so via the supervision of a banksman who will check wheels and vehicle undercarriage for cleanliness.

3.3 Services and Overhead and Underground Services

All service records to be supplied by the Client. Underground services to be checked using suitable cable location devices prior to mechanical excavation. Service isolation records to be retained in the site file.

3.4 Accommodating Adjacent Land Use

The site has residential properties to the north and west, and working hours must comply with the planning restrictions. The south of the site is bounded by William Road. There is a field / park land to the east.

Fencing is erected to limit access accordingly with signage to highlight this.

Designated parking will be provided to contractors. Plant and equipment will be parked on the existing hard standings on site. Vehicle movements can occur on site to ensure all vehicles arrive and leave site in a forward gear.

3.5 Temporary Structures / Unstable Structures identified

The following construction is noted to the existing building's structure:

n/a

3.6 Preventing Falls / Working with or near Fragile Materials

All works at height will be conducted using the hierarchy of controls. suitably trained.

All those who work at height will be



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3.7 Control of Lifting Operations

All lifts are to be properly planned, managed and executed.

RAMS to be put into place to cover the removal of the steel framed structure.

3.8 Maintenance of Plant and Equipment

All plant and equipment shall be fit for purpose and inspected and maintained in accordance with the manufacturer's instructions. All plant and equipment shall meet statutory requirements and have the required registration, license or certification where required.

Equipment must be selected so that it provides the minimal impact to the user from hand, arm vibration and noise levels. The safe working period must be established considering the exposure limits.

Plant check sheets will be completed for all plant, and all certifications will be following LOLER and PUWER will be kept within site files and records.

3.9 Excavations/Poor Ground Condition Management/Wells/Underground Earthwork/Tunnels

None are identified at present, Reference pre-works information as provided by the Client. If excavation works are identified, then the works must be assessed by a competent person. All excavation works will have a specific method statement and risk assessment identifying the appropriate control measures and permits required.

3.10 Work on or Near Water /– other risks of drowning

N/A

3.11 Traffic Routes / Segregation

The site manager will produce and maintain a traffic management plan specific for the project, drawings etc and detailed signage etc that will be required, speed limits, and information to contractors.

3.12 Storage of Materials and Management

Site manager will develop as the site is set up a working drawing - include in site drawing areas where materials will be stored, the specific flammable materials / hazardous materials management and identification. Most materials will be brought into the location or use of existing. All plant and material can be stored on site, and this will occur on existing parking spaces to the south of the site (away from the boundaries). The site is sufficient in space for stored arisings to be stockpiled ready for recycling or removal away from the highway and site boundaries.

3.13 Scaffold design and checking

Any scaffold required by sub-contractors will be inspected and a hand over certificate must be produced and kept in the H&S file. All scaffolds will be subject to inspection by a competent person.

3.14 Asbestos /Lead or hazardous material

The asbestos survey is yet to be carried out.

If ACMs are present then emergency procedures to be followed and briefed at site induction.

If any materials found during the works which are suspected to be ACMs further asbestos testing will be required before any work commences.

3.15 Mechanical Plant

Excavators and attachments & any other plant onsite. The daily inspection for the equipment is held in the cab, and the carbon copies are sent back to the office on a weekly basis. All plant is maintained per the manufacturer's specification by Blockages mechanics; all works carried out are recorded.

3.16 Specialist tools /Plant

As required by specific tasks. Sub-contractor must ensure that all plant brought to site must be inspected and maintained to the manufacturer's specifications.

3.17 Pumping and discharge

N/A



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3.18 Unexploded ordnance

Emergency instructions extracted from the guidance notes for commercial explosive ordnance disposal operations in Great Britain will be displayed on the notice board. All workers have received information about UXO during the site induction. Explosive Ordinance Disposal "EOD"

QUICK-LOOK GUIDE FOR 1st RESPONDER

- **Discover item.**
- **Stop work.**
- **Sketch or photograph in-situ.**
- **Mark location with obvious marker, e.g.: stick, stones, road marking paint.**
- **If on a site with EOD company presence: call site manager to request EOD company support.**
- **If on a location without pre-planned EOD cover, call the Police.**
- **Evacuate area as per the advice of EOD or Police.**

1st RESPONDER

- **Confirm the location of the item and its description.**
- **Clear the area in accordance with company or Police Force policy.**
- **Cordon the area in accordance with company or Police advice.**
- **Control the cordoned area to prevent ingress of people not involved in the disposal operation, until relieved by company or Police personnel.**

3.19 Slopes and batters

All excavations will be subject to daily inspection. Any changes to the ground condition will be assessed and works will stop until the area is made safe.

3.20 Noise and vibration

This will be kept to a minimum. Any planning noise constraints will be adhering to and risk assessment will detail further site level controls

3.21 Environmental issues

Waste notes will be retained in the site file.

Prior to attendance in the works areas all staff and visitors will receive the advanced TBT on controls around BATS and nesting birds

Should there be any discovery of a live nest works will be suspended till the senior manager has consent to re start works this will also apply if BATS are discovered

An ecologist will attend when the roof and other high level areas are being dismantled.

3.22 Health Risks Including:

Manual handling; will be addressed by manual handling assessments being completed

COSHH / handling of hazardous materials generic assessments already in place

Noise and vibration – will be recorded as the site develops all staff will wear relevant PPE

All cutting with a disc cutter will be wet cutting where possible and FFP3 Face Fit Masks will be worn



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SECTION 4 – ARRANGEMENT FOR COMPILING HEALTH AND SAFETY FILES

The information provided will include any material which will be of relevance to the health and safety of anyone working on, amending, maintaining, cleaning, or demolishing the structure in the future,

Additional information will be added to this working document as the site develops, this is a live document and should be used as such.

Please see appendices which form part of this document. Information includes:

- Record or drawings and plans used
- Details of asbestos materials that have been removed from site
- Details and location of asbestos materials discovered that have been left in place on site.
- Post asbestos clearance air test certification
- General details of the construction methods and materials used to include Material Safety Data sheets for all articles and substances incorporated into the project
- Details of equipment and maintenance facilities remaining on site
- Maintenance procedures and requirements for the structure
- Details on the location and nature of utilities and services systems remaining on site
- Any other information that may have a bearing upon the health and safety of anyone maintaining, cleaning, amending or demolishing the structures in the future.