

M&JT Davies

Risk Assessment and Method Statement

Method Statement & Risk Assessment Ref. MJT/Castle/KCC/001

1.0 Location & Client: The former Kingsley Circle Community Centre, Eden Drive, Wrexham, LL13 9BP			2.0 Issue Date: Initial 30.11.2021					3.0 Issued By: T Williams / Mike Davies		
Client: Castlemead Group Ltd								Signed:		
4.0 General Activities / Scope of Work			5.0 Hazards:					Probability	Severity	Risk
Demolition of the Former Kingsley Circle Community Centre. All work under supervision of Mike Davies or his appointed substitutes. 1. Set up of segregation and erection of additional heras fencing / demarcation for public protection and welfare facilities. 2. Set up of vehicle access route and project parking within the public accessible car park 3. Removal of all domestic dumped waste materials from within site boundary 4. Asbestos removal by Castlemead Group Ltd appointed contractor 5. Removal of Drug Paraphernalia 6. L8 Legionella controls 7. Compliance with Wrexham CBC Council Ecologists requirements 8. Soft Strip of all internal materials and clear from site and removal of waste materials. 9. Demolition of main structure 10. Recycling and removal of all generated waste from site 11. Grubbing up of ground surfaces			☐ Contact with Live Utilities					1	5	5
			☐ Contact with drug Paraphernalia					2	2	4
			☐ Contact with Non-Project persons (general public)					1	5	5
			☐ Contact with other trades					1	3	3
			☐ Falls of materials from height					1	5	5
			☐ Unintentional collapse of structures -Temp Works					1	5	5
			☐ Mechanical Demolition works					5	1	5
			☐ Recycling on site					5	1	5
			☐ Contact with Mobile Plant					5	1	5
			☐ Work at height					5	1	5
			☐ Contact with identified Hazardous Substances					1	3	3
			☐ Contact with Biological Agents (Zoonosis, Bird Droppings)					1	3	3
			☐ Noise above 1 st and 2 nd Action levels 80dBA and 85 dBA					1	3	3
			☐ Manual Handling					5	1	5
			☐ Slips, trips and falls					1	2	2
			☐ Site Security					1	3	3
			☐ Airborne Contaminants Dusts					1	3	3
			☐ Housekeeping Standards					1	2	2
			☐ Effects of Vibration					1	2	2
			☐ Uncontrolled Fire/Emergency					1	5	5
			☐ Inclement Weather Conditions					2	2	4
			☐ Contact with Vermin					1	3	3
			☐ Environmental Impact					1	2	2
			☐ Contact with Leigonella					1	2	2
			☐ First Aid Provision					1	4	4
			☐ Use of Powered hand Tools					1	2	2
			☐ Operation of Mobile Compressor					5	1	5
			☐ Public Health Condition					1	1	1
Persons at Risk		Probability	Severity		5	4	3	2	1	8-25 Further controls required
					L	Pr	Po	R	I	
P – Public		Likely (L) 5	5	F	25	20	15	10	5	
E – Employee		Probable (Pr) 4	4	Ma	20	16	12	8	4	
C – Contractor		Possible (Po) 3	3	>3	15	12	9	6	3	
V – Visitor		Remote (R) 2	2	Mi	10	8	6	4	2	
		Improbable (I) 1	1	No	5	4	3	2	1	

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Control Measures to Reduce Risks

6.0 Tools/Equipment/Labour Resources Required:

Manager/ Machine Operator – Mike Davies

Demolition Operatives - up to 4 (Number subject to change & dependent upon work requirements)

Machine- Komatsu 210 360 track with attachments

7.0 PPE Requirements: As per site rules (Mandatory)

1. Safety boots/ Wellingtons with steel mid-sole, to [BS EN ISO 20345:2004](#)
2. Safety helmet, to [BS EN 397:2012+A1:2012](#)
3. Gloves, to EN 374 (CE)
4. High visibility waistcoat, to [BS EN ISO 20471:2013](#)
5. Eye protection, to EN 166 349 B (CE), as appropriate;
6. Ear defenders, to EN 352-3:2002, as appropriate;
7. FFP3 Disposable Respirators (additional PPE requirements may be determined by risk assessment)

8.0 Pre work information, utilities, asbestos, site set up & access

1. Castlemead Group to confirm the disconnection of all utilities.
2. Castlemead Group to confirm the removal of all Asbestos Containing Materials
3. Castlemead Group to confirm all Ground Conditions, Temporary Works requirements prior to commencing works
4. Castlemead to confirm WAC Analysis for any soils leaving site.
5. Castlemead Group to confirm compliance with all Planning Conditions and statutory provisions (Party Wall, Ecology, Tree Protection etc)
6. Street Light to be protected by hoarding erected by LA Highways
7. Working hours 0730-1630 Mon- Fri, Sat 0800hrs- 1400hrs No work Sunday or Bank Holidays
8. Any services unable to be isolated will be protected from damage by the construction of secure hoarding around the utility. No demolition work will be undertaken unless documented proof of isolation by the Utilities Providers has been produced by the client. This shall be made available on site at all times. All public Foul/Combined Drainage systems to be protected from damage, all routes to be identified
9. All water supplies will be drained down and disinfected to ensure compliance with the Acop L8 Legionnaires' disease. The control of legionella bacteria in water systems.
10. The site is located off Eden Drive – the structure is disused so using the existing palisade fencing and additional heras fencing we will create a complete segregation work zone to prevent unauthorised access. Additional measures will be undertaken to ensure a safe vehicle and parking access for project staff and the shared public car park. There are residential & Commercial properties surrounding the work areas and great care will be given to ensure we do not disrupt access / egress for residents' pedestrians and vehicles. All access points onto site will remain protected and the site will be segregated with use of heras fencing, barriers and gating, ensuring they are robust and that gates are lockable after hours to prevent unauthorized access, perimeter of the site will be protected where necessary with use of protective screening and debris netting to prevent debris exiting the site boundaries which will coincide with the proposed tree protection measures – all fencing and debris netting will be monitored throughout the demolition phase. Access and deliveries to site will be from Eaton Drive and all machinery / skip deliveries will be undertaken at quiet times avoiding typical busy times i.e. 08.00-09.30 and 15.00-17.00. Prior to the delivery of the heavy plant and ancillary equipment to site, the protection of the existing roadways will be considered and measures in place to prevent such damage.
11. Hazard warning notices will be posted around working areas to forewarn all persons of the works being undertaken. The site will be made secure during the working day preventing unauthorised access to the demolition zone. The fencing shall be subject to a Daily Inspection undertaken by the appointed site manager/supervisor.
12. All fencing will be highlighted with use of hazard taping (or similar) to provide visibility during dark hours.
13. All site traffic will comply with the local traffic restrictions. All vehicles and machinery will remain within the site boundaries as demarcated by heras fencing. No vehicles shall be parked on public highway as ample parking is available within the footprint of the designated site.
14. All company vehicles and deliveries will enter and leave site from the designated entrance. All vehicles will access the public highway in compliance with statutory legislation and current local road traffic management. All waste removal vehicles will be sheeted.
15. All company site operatives, visitors and representatives will sign in and out of site daily as per site security requirements and new operatives will be subject to inductions.
16. M&JT Davies will provide suitable compound welfare facilities on site which will include welfare facilities in compliance with the requirements of *CDM Regulations 2015* and its L153 guidance document. The facility will be located within

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the boundaries of the demarcated site, these will include lay down area(s) within the segregated site.

17. Welfare will be kept clean at all times and any employee found abusing the facilities provided will be subject to site disciplinary rules and company rules.
18. The general working areas will be maintained and kept free from accumulated waste.
19. **All employees and contractors will undertake the Site Safety Induction prior to working on site.**

9.0 Access Equipment To Be Used

1. Heavy Duty Industrial Rated Step Ladders.
2. Portable Tower Scaffolds

10. Details Work Sequence

All demolition work will be undertaken in compliance with BS 6187:2011 Code of Practice for Full and Partial Demolition and Regulation 20 CDM Regulations 2015

Asbestos Containing Materials

1. Presence of asbestos has been surveyed by the client – A licenced contractor will be appointed to remove the identified asbestos and no work will commence until confirmation of removal and a reoccupation certificate has been issued. All confirmations shall subsequently be provided by the appointed removal contractor prior to demolition including the clearance certificate. In the event of any suspicious materials being encountered all work shall stop until and appointed surveyor will visit site and the suspicious material is analysed at an accredited laboratory.
2. At all times Mike Davies or his appointed substitute will be on site at all times when all demolition works are taking place.
All employees are trained and industry competent.
All employees and contractors site inducted.
All work will be in compliance with current demolition industry standards and best available techniques.
Photographic evidence of pre, during and post demolition works will be provided by M&JT Davies.
Mike Davies or his appointed substitute will undertake Daily Site Inspections and complete the relevant site inspection form.
All site security fencing will be subject to a daily inspection and its integrity shall be secured at all times.

External removal of domestic tipped waste

3. The client will provide proof that no hazardous materials have been dumped and that the materials have been surveyed for Drug Paraphernalia. Any drug paraphernalia will be disposed of in the Sharp Boxes for future disposal by the client.
4. All operatives removing the waste will wear their PPE and use stick grabs to remove light loose waste. Heavy awkward waste will be removed by the machine. All waste to be deposited in the respective waste stream skips.
5. External and internal areas to be surveyed for the risk of rodent infestation, if infestation is located a local authority appointed contractor will be employed to remove the vermin.

Soft Strip of all internal areas.

All operatives to wear their personal protective equipment. Any glass units and/or windows will be removed as complete units where possible, an exclusion zone will be employed as required and operatives will wear hard hats, safety boots, anti-cut gloves and goggles. The glass will be handled with care and placed into skips to be disposed of in a safe manner.

6. The 110v generator / C/Air compressor will be positioned to ensure that there exhaust emissions so far as reasonably practicably do not enter the working zone.
7. All operatives will wear their personal; protective equipment including FFP3 Disposable face masks to avoid dust inhalation.
8. Where required, areas of biological contamination, animal faeces and bird faeces will be subject to disinfectant, wetting and clean up prior to soft strip. All such waste will be hand shovelled into bags for appropriate disposal.
9. 110 volt temporary lighting will be provided within all internal areas where there is poor natural light.
10. All areas will be inspected for evidence SHARPS; all items will be removed by litter pickers and placed within the SHARPS Box for later disposal.
11. All soft strip works will be undertaken using powered and traditional hand tools. As much material will be removed from the structures as reasonably practicable. Materials that are to be removed by the internal soft strip include doors, door frames, fixed and non-fixed furniture, carpets and floor coverings.
12. The soft strip out will be carefully planned to work out of the building progressively – all non-structural items will be removed from the building starting with the soft furnishings, fittings and finishing with doors, architraves and finally floor coverings.
13. Any items too large will be broken down into manageable loads. Where dust is envisaged, suitable wetting down techniques will be adopted as well as ensuring natural ventilation. FFP3 masks to be worn for comfort purposes.
14. All areas will be cleared of loose debris and waste materials (soft furnishings etc.), hand tools and wheel barrows will be used to remove the items into the identified waste skips. Any unknown hazardous substances (chemicals etc.) will only be handled after a COSHH assessment has been undertaken.
15. All fixed redundant utility, lighting, heating items, doors, frames, skirting's etc. will be removed by hand tools after receiving confirmation of isolations and transported to the identified waste skip. In the event that portable power tools are used, all operatives will be trained and follow the manufacturer's operating instructions and company risk assessments When undertaking continual use of powered tools the employees and contractors will rotate the work to reduce the effects from occupational hazards (Noise, Vibration, Dusts etc.)
16. At no times shall operatives gain access to partially demolished or unsafe structures to recover soft stripped materials, these materials will be removed by mechanical means and when safe to do so by hand method.
17. All internal work at height will be undertaken from step ladders and only used for short duration and using the industrial rated step ladders – ladders will be used by trained persons following the manufacturer's operational instructions.
18. All soft stripped materials will be processed and segregated into individual waste/recycling streams. All materials deemed suitable for recycling will be loaded into suitable skips and transferred from the site to a suitable recycling venue.
19. All waste materials unsuitable for recycling will be transported from the site where it will be taken to landfill facilities. All waste removed from site will be issued with a waste transfer note.

Methodology of Demolition

Phase 1- Demolition of Former Community Centre

PPE: Safety gloves, goggles, hi-vis, steel-toe capped boots, hard hat to be worn when entering the demolition and welfare zones

1. All operatives will receive a briefing of safety zones and restricted areas during demolition. Only authorised persons within the demolition zone. No persons within the machine slewing zone, clear channels of communication between machine operator and demolition operatives at all times.
2. Any unknown services will be identified and isolated
3. Weather conditions will be reviewed prior to undertaking the works, no demolition work during windy conditions that are likely to cause dust nuisance to local residents.
4. Water Sprays will be used at all times to reduce airborne dusts
5. The structures will be inspected to ensure all persons are vacated and well clear.
6. Security fencing to be checked for means of protection from unauthorised persons, machine to be located at areas where structures can be pulled downwards and work in a progressive manner. Marshalls will be appointed at the perimeter of the demolition zone.
7. Shared Combined Drainage to be protected.
8. Demolition works will be conducted by mechanical means where ever reasonably practicable, ensuring no persons encroach the demolition zone. The machine will commence demolition working from the north gable. All roof materials will be removed firstly and then the walls will be pushed inwards to the building's footprint.
9. Where persons are instructed to hand pick debris – machine shall be switched off and partially demolished structures shall not be encroached unless made safe with no risk of collapse or falling materials.
10. The structures will be demolished using the 360 track excavator with Demolition Guard and attachments. The structure will be removed in reverse of construction from top to bottom and then the building being pulled into its footprint.
11. All waste will be placed into the designated skips and removed from site
12. All concrete ground surfaces will be grubbed upon completion and removed from site.
13. The site will then be inspected by the client and the handover completed.

General removal of waste materials and Completion

14. Water sprays will be on at all times whilst the recycling operation is undertaken.
15. All waste will be recycled to ensure compliance with the aggregates protocol, the recycled materials will be recycled at a Licensed facility for future use.
16. All loads will be covered before leaving site all vehicle wheels will be washed by the driver
17. Duty of Care and Waste Consignment Notes will be kept. The site as of yet has not been registered as a waste producer with the Environment Agency and the site reference number will have to be included on all waste transfer documents.
18. Marshalls will be appointed to Marshall Vehicles to and from the site onto the public highway.
19. Upon completion when all waste materials has been removed – the buildings footprint will be backfilled with crush material prior to top soil and seeding to Castlemead Group specification.

General Rules.

20. Only those persons required (marshals/pointers) will be within the demolition zone. An inspection of the structure will take place to ensure no persons are within the zone before commencing work. Large parts of the demolition of the structure will be by Mechanical Demolition Technique, using a 210 Komatsu 360° excavators with extension beams, grapple attachment and muncher. Demolition works will be carried out in compliance with current industry legislation, approved code of practices and best operating standards.
21. Mains Water and mobile Bowser will be available to keep nuisance dusts to a minimum. Sprays will be used at all times. Local dust suppression will be by the use of hose pipe. There will be reasonable provisions in place at all times to prevent dusts. Public roads and pathways will remain clear.
22. In the event of inclement weather/ high winds all demolition work will be suspended, until conditions improve.
23. At the end of the working day the structure will be left in a stable condition, if so required additional removal works will be undertaken to prevent an unintentional collapse.
24. Communication between the machine man and marshals' will be by two radios.
25. All operatives to ensure high standards of personal hygiene at all times, they should wash before and after welfare breaks.
26. At all times the operatives will wear full PPE and RPE (FFP3 Disposable Face Masks), job rotation will be used to reduce the effects of vibration and noise.
27. All pedestrian and public route areas will be protected from the risk of falling materials and contact with the public.
28. All M&JT Davies operatives, contractors and visitors will wear safety footwear, hard hats, reflective clothing, hearing protection, respiratory protection and eye protection as a minimum.
29. At the end of the working day Mike Davies or his appointed substitute will undertake an inspection of the working areas and record the findings within the relevant inspection form held within the site health and safety file.
30. The site will be secured at all times.
31. Mike Davies will ensure that the site, all plant and equipment are secured at the end of the working day.
32. The site will be left clean, tidy and safe as per the client's requirements.
33. On the completion of the project the site will be handed back to the client as per the clients conditions of contract.

11.0 Plant and Equipment to be Used Mechanical and Electrical.

360 Demolition Excavator with attachments
Hand Tools
Waste Skips
110v /Comp Air/110v Powered Hand Tools

12.0 Materials Handling and Storage

Reference is to be made to the COSHH and MSDS sheets for spillage recovery procedures.

Use of Heavy Plant on Site

1. Before the commencement of work on site, the site ground conditions will be subject to a survey carried out by the company appointed supervisor.
2. All plant will be subject to compliance with the Provision and Use of *Work Equipment Regulations 1998* as amended, maintenance records will be recorded and available for inspection at all times.
3. Before commencing work, all operators will undertake an inspection of the plant to be operated and record their findings in the Daily Plant Record Book.
4. All operators will have passed a recognised industry competence test; they should at all times have their licenses of operation upon their person.
5. No person under the age of 18 is allowed to operate any mobile plant on site.
6. Passengers must not be carried at any times.
7. All plant must be operated in accordance with the manufacturers operating guidelines.
8. All plant must be operated in compliance with local site rules (Speed, Routes, etc.)
9. Excavators and other heavy items of plant will be fitted with windscreen cage for the protection of the driver of any

fall of materials. 10. A marshal is to be used where driver's vision is impaired or the plant is operating in congested areas. 11. Plant must not be driven at excessive speeds (5 mph max) and only in accordance with workplace conditions. At blind corners, signs and audio-visual warnings will be used. Extra care must be taken when working on slopes, especially when crossing the gradient. 12. All items of plant and vehicles are not to be left unattended, with the engine running, keys in the ignition or with booms raised. 13. Key holders must be assigned and keys removed and locked away at the end of each working shift. 14. All items of lifting equipment will be subject to compliance with <i>the Lifting Equipment Lifting Operation Regulations 1998</i>. All items will be inspected, and the findings recorded 15.
13.0 Power Sources and Isolations required include details of any Permit to Works (Hot work, Electric Isolations etc.) All isolations are to be carried out by the client prior to commencing demolition work. Certificates of isolation must be provided by the client before any work commences and remain on site for inspection and reference purposes. The client will ensure that location plans of all Overhead/Underground Utilities are issued prior to the works commencing.
14.0 Training Requirements ☐ Plant and Excavators operators cards (360 track excavator) ☐ Asbestos Awareness ☐ Working at Height and ladder use ☐ Emergency First Aid ☐ Face Fits for FFP3 Respiratory Protection
15.0 Hazardous Substances 1. Presence of asbestos to be identified. 2. Reference should be made to the COSHH Assessment manual based on site.
16.0 Supervision and Coordination of Activities 1. Mike Davies or his appointed substitute will manage the site activities on a daily basis and his responsibility is to control the working area and interface the company's activities with other trades and contractors. 2. Each morning prior to commencement of work he will give all operatives a daily briefing of the programme of works and any safety implications. These will be recorded and issued to the site management for their records. 3. Site emergency procedures must be strictly adhered to and all site rules will apply. 4. He will coordinate the weekly safety coordination meetings and will liaise with the Client and all other contractors to ensure all work can be carried out in a safe manner. 5. He will highlight any unsafe conditions or actions and will inform the Clients management team. 6. All operatives will ensure high standards of personal hygiene at all times, they shall use the available welfare facilities and wash regularly before and after welfare breaks. 7. All Accidents/ Incidents will be reported to Mike Davies and recorded within the project accident record book. All such accidents and incidents will be investigated by the company H&S Advisor in cooperation with the clients' H&S Advisor and management team. Offsite point of contact is Mr Tony Williams (Safety Advisor) who will be in direct contact with the Mike Davies at regular intervals during the project
17.0 Environmental Considerations 8. Mike Davies will undertake dynamic risk assessments when the weather conditions increase the risk of debris being blown. If the weather conditions pose a risk to persons or the structures, all work will be suspended 9. At all times all work will be in compliance with current statutory duties and best available techniques. Good standards of housekeeping and workmanship at all times. M&JT Davies will execute the works sympathetically to the surrounding environment & neighbouring properties. During the works a watching brief will be in place to ensure the controls in place to control dust migration are suitable. 10. Mains Water and mobile Bowser will be available to keep nuisance dusts to a minimum. Sprays will be used at all times. Local dust suppression will be by the use of hose pipe. 11. As a precautionary measure works within sensitive areas will be carried out with additional care with Marshalls communicating to the machine operator using 2way radios when it is safe to start and stop. 12. At all times Spill Kits will be available and all spillages will be dealt with immediately and follow the current PPG standards. 13. Site environmental considerations issued by the Local Authority must be adhered to at all times.

14. No Fires on site at any time. 15. All waste vehicles leaving site will be covered and clean. 16. Any excess mud or waste that is left on the public highway will be removed immediately. 17. No water will be permitted to run off into public drains.					
18.0 Protection of General Public Robust barriers to be in place to segregate the public car park from the site entrance and parking areas. All site traffic must be kept to a minimum and local traffic within the perimeter of the site must be treated with care and road safety is paramount. Fencing must not be removed unless specific authority has been given by the Manager and must be replaced immediately after completion of the task required.					
19.0 Waste Disposal Arrangements All waste will be removed to a Licensed Waste Transfer Station. Waste Consignment notes will be held within company records and passed to the client.					
20.0 Fire, Emergency, Emergency Rescue, Welfare and First Aid Procedures A Public Fire Hydrant is located outside of the site on Eaton Drive. The fire and emergency plan and procedures given at the site induction will be strictly adhered to, during the project and all site operatives will adhere to the information given. Klaxon Air Horn will be available at relevant points within the site to allow for the raising of the emergency alarm and suitable number and type of firefighting extinguishers for the provision for the fighting of small fires will be made available on site at specific locations all times. 1. Under no circumstances must any appliance or alarm for the use in the event of an emergency be tampered with and any abuse of such equipment will result in the offender being removed from site permanently. 2. When any alarm is sounded the operatives must observe the evacuation criteria and will down tools and make their way to the nearest assembly point for the site head count and will not return to the work area until the all clear has been given by the site management emergency coordinator. 3. No Smoking Policy on Site to be complied with at all times 4. Company Trained First Aiders and First Aid Kit will be available on site at all times. 5. Welfare facilities will be provided and will maintained and cleaned.					
21.0 Review of Method Statement Mike Davies is responsible for the works and will ensure that the work area has been inspected and is free from risk of injury or that suitable and sufficient measures have been taken to comply with current health and safety legislation prior to any work being undertaken. This method statement will only be amended by Mike Davies and authorised in agreement with the client, any such amendments will be recorded and further instruction given to each operative of the amendments. Method Statements and all the above-mentioned assessments will be closely monitored for compliance and where a safer alternative to the system of work can be improved, the method statement will be amended accordingly and the agreed system adopted. The company will encourage any new initiatives to a safer system of work by consultation with the work force, and sub-contractors for continuous improvement.					
22.0 Communication of Risk Assessment and Method Statement 1. All operatives will be instructed in the understanding of the risk assessment and method statement for their scope of works as part of the Tool box Talk procedures prior to commencing work. 2. They must ensure they fully understand the work involved, the hazards and the level of risk they may be exposed 3. Following instruction they each must sign the register attached 4. Each operative must work to the method statement, any deviation must be authorised by Mike Davies. 5. Any operative not working to the specific method statement will be subject to disciplinary action.					
Overall Residual Risk	Low	Medium	High	Name: Mike Davies	Date: 30.11.2021
				Signature:	Review Date:

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