SAFETY ALWAYS FOR EVERYONE

DEMOLITION / CONSTRUCTION PHASE PLAN

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wrexham COUNTY BOROUGH COUNCIL CYNGOR BWRDEISTREF SIROL wrecsam	READConstruction innovative | Sustainable | Collaborative Optimised Construction Solutions	total SPECIALIST DEMOLITION & REMEDIATION CONTRACTOR

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1 KEY INFORMATION

1.1 Scope of Works

This document has been prepared to describe the safe methods, techniques and controls for the safe Demolition works. The works include but are not limited to the following.

- Site establishment & delivery of plant/equipment.
- Installation of party wall protection.
- Asbestos removal works.
- Removal of spandrel panels.
- Demolition of structure.
- Removal of slabs and foundations.
- Removal of demolition arisings.
- Demobilization.

1.2 Project Summary

This project involves the controlled demolition of the existing St Marks Multi-Storey Car Park, a structurally deteriorated and underused facility that has also become associated with anti-social behaviour.

Following demolition, the cleared site will be developed to provide a new coach park, resurfacing of St Marks Road, improved pedestrian links, and landscaping to support the nearby Wrexham Museum and Football Museum for Wales.

Works are programmed to commence September 2026 and complete February 2027, carried out in compliance with CDM 2015, all relevant health & safety legislation, and environmental controls.

The structure shares a boundary with adjacent buildings, so demolition will be carefully sequenced to avoid damage, with measures to control noise, dust, vibration, and public access throughout.

1.3 Project Address

Works are to be carried out at:
St Marks Road
Wrexham
LL11 1RR



1.4 Program

Commence on site: September 2026
Working Hours: Mon – Fri 8am – 5pm
Estimated Duration: 11 Weeks

1.5 Supervision & Site Staff Positions

NAME	POSITION
Lee Brash	Contracts & Operations
Harrison Quinn	Contracts Manager
Phil Smith	Commercial Manager
Bill Quinn	Demolition Engineer
Michael Quinn	Business Manager
Cat Nicolae	Demolition Site Manager

1.6 Plant & Equipment

ITEM	QUANTITY
Hand tools	Various
Power tools	Various
Roll on/off Skips	Various
MEWP	1
14t Excavator	1
25t Excavator	1
40-50t Excavator	3
Demolition curtain	1
Asbestos removal equipment – detailed in the Plan of Works	

Please note: this list is not an exhaustive list. Plant, tools, and equipment will be provided at a frequency to deliver the works in a safe manner and in accordance with the agreed program of works. All equipment provided by Total will meet the requirements of PUWER & LOLER, as well as other relevant industry legislation. All plant and equipment will be maintained, serviced and pre-inspected prior to delivery, and any relevant certificate will be provided. Daily inspection sheets will be completed by the trained plant operator and records be kept within the plant and the site office

2 SITE SPECIFICS

2.1 Service Locations & Isolations

Prior to the commencement of demolition works at St Marks Multi-Storey Car Park, all existing building services will be located, identified, isolated, and terminated by Read Construction before any physical demolition activity begins, ensuring a safe working environment and eliminating risks of accidental strikes or service-related incidents.

Service Identification

Review of existing utility records, GPR surveys, and site information will be carried out to confirm routes and locations of all original services serving the car park.

Services originally within the structure include electrical, water, drainage, gas, and communications supplies.

Surface Water / Rainwater Drainage

- Existing rainwater and surface water drainage systems will be identified, traced, and assessed to confirm their layout, condition, capacity, and discharge points.
- Active rainwater services serving the wider site and surrounding areas will be marked and protected throughout works to maintain their operational function.
- Consideration will be given to natural surface water flow and site-generated runoff, including water from dust suppression measures used during demolition.
- Temporary controls will be implemented to ensure this runoff does not overload active drainage systems, cause pollution, or enter public sewers, watercourses, or adjacent land — managed in compliance with all relevant environmental regulations.

The only other active services present on site are:

- Electrical supply: Located in the north-west corner of the site, dedicated solely to site welfare facilities.
- Water supply: Provided and connected by the Client for site welfare and operational use.

All active supplies and drainage systems will be clearly marked, physically protected, and positioned or managed outside the demolition zone to prevent disturbance or damage.

Service Isolation & Termination Procedures

- Read Construction will undertake all required isolation, disconnection, and termination of redundant building services in accordance with relevant regulations and utility requirements.
- Isolation will be carried out at source wherever possible; formal confirmation and certificates will be obtained from utility providers where required.
- Isolation points will be secured, locked-off, and clearly labelled to prevent unauthorised re-energisation or reconnection.
- The temporary welfare electrical and water supplies remain separate; these will be managed and isolated by Read Construction at their own distribution points as required.
- All operatives involved will receive a site-specific Toolbox Talk and sign to confirm understanding before starting any work on services.

Safe Systems of Work

- Demolition will only commence once all redundant services have been confirmed as isolated, terminated, and made safe.
- Works will be planned to maintain a safe distance from the active welfare services, with barriers and signage provided as required.
- All personnel must receive and sign a formal task briefing outlining the safe system of work before commencing any operations.

- If any unknown or uncharted services are uncovered unexpectedly, all activity will stop immediately, the Site Supervisor will be informed, and the area secured until the service is identified and made safe.
- No services will be cut or disturbed unless a valid isolation confirmation and any required Permit to Work have been authorized.

Records and Documentation

- All isolation certificates, termination records, service plans, and survey reports will be held in the site file and available for inspection at all times.
- Records will detail service type, location, date of isolation/termination, responsible personnel, and verification status.
- Toolbox talk records relating to service identification, isolation, and safe working procedures will be signed by all operatives and filed accordingly.

2.2 Site Inductions & Briefings

Total Demolition places great emphasis on ensuring that all personnel working on site are fully aware of the site rules, specific hazards, and safe working procedures prior to commencing any activities.

All personnel will be required to complete a Total Site Induction, followed by RAMS toolbox talks and task-specific briefings before undertaking any work.

Site Induction Process

- All personnel required to work on site will undergo a full site induction, delivered by Total's Site Representative.
- The induction will cover, as a minimum:
  - Site layout, access/egress points, and muster points
  - Site rules and permit systems
  - Specific hazards associated with the project (asbestos, live services, demolition risks, adjacent occupiers/properties, etc.)
  - Environmental considerations (dust, noise, vibration, waste)
  - Welfare and first aid arrangements
  - Emergency procedures and contact details
- Upon completion of the induction, all site staff will sign the relevant documentation to confirm that they:
  - Have received the induction
  - Understand the content and site-specific hazards
  - Agree to comply with site rules, method statements, and risk assessments.

RAMS Briefings & Toolbox Talks

- Following induction, a RAMS Toolbox Talk, and task-specific briefing will be provided by the Total Site Supervisor.
- These briefings will outline the method of work, key risks, control measures, and any specific PPE or permits required.
- Operatives must sign the RAMS briefing sheet to acknowledge understanding and agreement to follow the control measures.
- Additional toolbox talks will be held:
  - At the start of new work phases
  - When significant risks change
  - Following incidents or near misses
  - When new plant, equipment, or methods are introduced.

Daily Shift Briefings

- At the start of each shift, a Total shift briefing will be held in the site compound, delivered by the Total Supervisor.
- All operatives will sign the task briefing sheet to confirm their understanding of:
- Current site conditions and risks
  - Planned activities for the day
  - Changes to emergency procedures or access arrangements
  - Any restrictions or controls in place (e.g., exclusion zones, shared access routes).

Out-of-Hours Activities

- If at the event works are required to take place out of normal working hours, Total will ensure a qualified and responsible CCDO-accredited manager is present on site to manage and oversee all activities.
- Emergency contact and escalation procedures will remain in place and accessible during these times.

Site Conduct & PPE Rules

- Operatives must not enter or exit the building or the adjacent mall while wearing PPE. All PPE is to remain on site at all times.
- Any operative found leaving site in PPE will be immediately removed from site (Red Card) with no exceptions.
- All personnel are expected to conduct themselves professionally at all times, treating site staff, the public, and neighboring occupiers with respect.
- Failure to adhere to site rules, unsafe behavior, or unprofessional conduct will result in disciplinary action, up to and including removal from site.

2.3 Welfare, First Aid & Security Arrangements

Total Demolition will provide and maintain suitable welfare and first aid facilities for the full duration of its work on site. These facilities will comply with the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015) and the Health and Safety (First-Aid) Regulations 1981, ensuring the health, safety, and welfare of all operatives, subcontractors, and visitors.

Welfare Facilities

- Welfare provisions will be in place prior to the commencement of works and maintained throughout the duration of Total's activities on site.
- The site welfare setup will include as a minimum:
  - Toilet block (cleaned and maintained regularly)
  - Canteen area with facilities for heating food and boiling water
  - Drying/changing room with heating and secure storage for clothing and PPE
  - Hand washing facilities with hot and cold (or warm) running water, soap, and drying materials



- Welfare areas will be cleaned and restocked daily to maintain a safe and hygienic environment.
- Adequate lighting, ventilation, and waste disposal will be provided in all welfare areas.
- Safe access and egress to the welfare area will be maintained at all times.

First Aid Arrangements

- The appointed first aider for the project will be the Total Site Supervisor.
- Any additional Total operatives holding valid first aid certification (e.g., Emergency First Aid at Work) will be identified during site induction and recorded in the site file.
- First aid boxes and emergency response equipment will be:
  - Located within the welfare facilities
  - Stocked in Total site vans
  - Checked weekly and restocked as required
- First aid signage will be displayed in prominent positions, identifying the nearest first aid kit, emergency contact numbers, and the location of the appointed first aider.
- All accidents and near misses will be reported to the Site Supervisor immediately and recorded in the site accident book in line with RIDDOR where applicable.

Emergency Response

- All operatives will be informed of the location of first aid kits, first aiders, fire extinguishers, and emergency assembly points during their site induction and daily briefings.
- Emergency services access routes will remain clear and unobstructed at all times.
- A site-specific emergency plan will be in place and communicated to all personnel.
- Where injuries require further treatment, arrangements will be made to escort the injured person to the nearest NHS facility or to call emergency services as appropriate.

Monitoring and Review

- First aid and welfare provisions will be inspected regularly by the Total Site Supervisor to ensure compliance.
- Any deficiencies in welfare or first aid arrangements will be addressed immediately.
- Arrangements will be reviewed throughout the project to ensure they remain suitable for the number of personnel and the activities being undertaken.

Security Arrangements

- Total will Security to provide a manned SIA trained guard to monitor the site, equipment and general arrangements during non-working hours throughout the course of the works onsite until completion and sign off.

2.4 Emergency Procedures

All operatives, subcontractors, and visitors attending site must comply fully with the Site Emergency Plan. This plan clearly identifies:

- Fire points and fire extinguishers
- Designated muster point / assembly area
- Hospital route and emergency service access
- First aid locations and appointed first aiders
- Contact details for local emergency services and utility providers

A copy of the Site Emergency Plan will be provided to all operatives prior to the commencement of works and explained in detail during the site induction and pre-start briefings. Emergency procedures will also be displayed on prominent site noticeboards.

General Emergency Actions

In the event of an incident or emergency on site (fire, medical emergency, gas leak, service strike, plant incident, etc.), the following steps must be followed:

1. **STOP – Immediately stop work, call for assistance, and if safe to do so, move yourself and others to a place of safety.**
2. **Raise the alarm – Notify your Total Site Supervisor or the nearest trained operative. If the alarm system is in place, activate it.**
3. **Notify Emergency Services – The Site Supervisor will call 999 and provide the site address, access point, and details of the incident.**
4. **Guide the Emergency Services – If required, a designated marshal will meet and escort emergency services to the incident location.**
5. **Follow instructions – Comply fully with instructions from the Site Supervisor, emergency coordinator, or emergency services.**
6. **Evacuate if instructed – Do not collect personal belongings or re-enter the affected area.**
7. **Go to the muster point – Report to the Assembly Point identified in the emergency plan. The Site Supervisor will conduct a roll call to ensure all personnel are accounted for.**
8. **Do not re-enter – Nobody is permitted to return to the emergency area until declared safe by the Emergency Services or Site Management.**

Roles and Responsibilities

Total Site Supervisor

1. Act as the Emergency Coordinator on site.
2. Call 999 and provide key information to emergency services.
3. Control the evacuation and coordinate the roll call.
4. Liaise with Principal Contractor, Client, and Emergency Services.

Appointed Fire Marshal / Traffic Marshal

1. Direct personnel safely out of the work area.
2. Guide emergency services to the incident location.
3. Ensure access routes remain clear at all times.

All Operatives

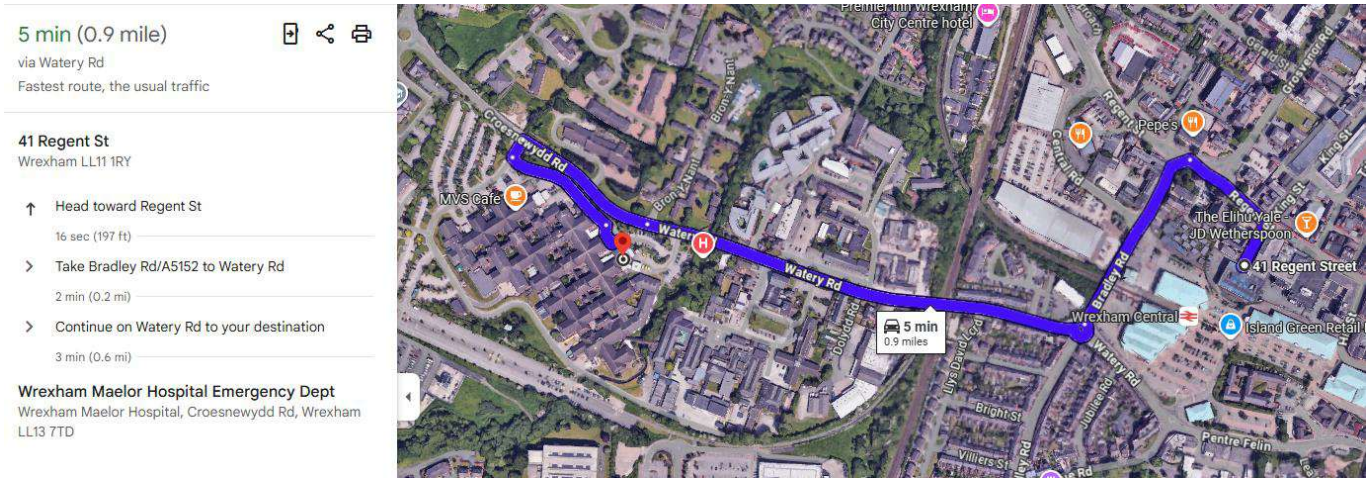
1. Familiarise themselves with the emergency plan and muster point locations.
2. Follow instructions promptly during any emergency.
3. Report any hazards, incidents, or near misses immediately.

Additional Emergency Considerations

- Emergency access routes will remain unobstructed at all times.
- Fire extinguishers will be placed at strategic points around the site and checked regularly.
- Spill response kits will be located near refuelling points and plant storage areas.
- First aiders will be clearly identified, and their names and contact numbers displayed on the site notice board.
- Regular emergency drills may be carried out to ensure all operatives are familiar with procedures.
- A fire and emergency log will be maintained to record drills, incidents, and any corrective actions taken

2.4.1Hospital Route

Wrexham Maelor Hospital Emergency Dept
Wrexham Maelor Hospital
Croesnewydd Rd
Wrexham
LL13 7TD
Distance: 2.1 Miles
Time: 5 Min
Open Times: 24 Hrs
Phone 01978 291100



2.5 PPE

								
☒	☒	☒	☒	☒	☒	☒	☒	☒

Standard mandatory PPE on site will be.

Yellow/orange hi-vis coat or vest and pants/or Yellow/orange hi-vis coveralls.
Safety helmet.
Safety boots with steel toe cap and mid sole protection as a minimum.
Task specific gloves.
LEP – light eye protection

Specialist activities.

Goggles/face shield.
Ear defenders.
Flame retardant coveralls
Half Face Respirator
Fall Arrest

EN – Codes for PPE.

Hard Hats – EN 397
Safety boots – ISO 20345
Gloves – EN 388
Safety glasses – EN 166 / A
Hi visible clothing – EN ISO 20471 – CLASS 2
Ear defenders – EN 352 – 1 / 2
Coveralls – EN ISO – 13688
RPE - Half face fitted mask – EN 140:1998
Fall Arrest EN - 361

3 GENERAL CONDITIONS

3.1 COSHH Substances

Control of Substances Hazardous to Health (COSHH)
All hazardous substances brought to or generated on site will be managed in strict accordance with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
The aim of these controls is to prevent or adequately control exposure to hazardous substances that could affect the health of operatives, subcontractors, visitors, or members of the public, and to ensure compliance with relevant legal requirements.

COSHH Assessments and Documentation

- COSHH assessments will be completed for all substances used or generated on site.
- A Material Safety Data Sheet (MSDS) will be held in the site file for each substance and made readily available to all operatives.
- If any new materials are introduced during the project, a new COSHH assessment will be completed before use.
- COSHH assessments will identify the hazards, routes of exposure, required control measures, PPE, first aid measures, and emergency procedures.

Typical COSHH Substances on Site
The following hazardous substances are expected to be present on this project:

- Engine oil – used for plant maintenance.
- Hydraulic oil – used within plant and lifting equipment.
- Diesel – used to power mobile plant and generators.
- LPG – used for hot cutting works.
- Oxygen – used for hot cutting works.
- Silica dust – generated during demolition activities (e.g. breaking out concrete, cutting masonry).
- Wood dust – generated during the removal and cutting of timber structures, fixtures and fittings; may cause respiratory irritation and skin sensitisation.
- Pigeon guano – may be present in roof voids, ceiling spaces and high-level areas; poses risks of respiratory infection and skin/eye irritation if disturbed.
- Discarded sharps/needles – potential risk found within enclosed spaces, under floors or within service voids; presents risk of injury and infection.
- Cleaning products – used for cleaning welfare cabins and facilities; may contain irritants, corrosives or solvents.

Control Measures

- All COSHH substances will be stored in designated, secure, and clearly labelled areas.
- Oils and fuels will be stored in bunded containers away from drains, watercourses, and sensitive boundaries.
- Spill kits will be provided near all oil storage and refuelling areas to ensure immediate response to spillages.
- Decanting of liquids will only take place in controlled areas, using appropriate containers and funnels to minimise risk of spillage.
- Refuelling operations will be supervised and carried out using drip trays and spill control measures.
- Suitable PPE (e.g. gloves, eye protection, overalls, RPE where required) will be worn in accordance with the COSHH assessment.
- Good housekeeping practices will be maintained to prevent contamination of the site and environment.

Specific controls for added substances:

- Wood dust: Controlled by dust suppression, ventilation, and use of FFP3 RPE; waste timber and dust collected and disposed of safely.

- Pigeon guano: Only removed by trained operatives using appropriate PPE (including full respiratory and skin protection); areas dampened before disturbance to prevent airborne spread; waste bagged and disposed of as hazardous waste.
- Needles/sharps: All areas visually inspected prior to works; any sharps found placed immediately into designated rigid sharps bins; no manual handling by hand without tools.
- Cleaning products: Used only in accordance with manufacturer instructions and MSDS; kept in original containers, locked away when not in use; mixed only if safe to do so.

Silica Dust Control

- Works generating silica dust will be controlled using atomized water suppression.
- Operatives will wear RPE with the correct protection factor (e.g. FFP3).
- Dust exposure will be kept as low as reasonably practicable and monitored throughout the works.
- Breaking will be carried out in well-ventilated areas or with local containment.

Emergency Procedures

- Any spillage or release of hazardous substances must be reported immediately to the Site Supervisor.
- Spillages will be dealt with using spill kits and disposed of in accordance with environmental regulations.
- Contaminated materials and PPE will be bagged and disposed of as hazardous waste.
- First aid procedures outlined in the MSDS will be followed in the event of exposure.
- For sharps injuries: First aid applied immediately, incident recorded, and medical advice sought promptly.
- If there is a risk of environmental pollution, the Client and Environment Agency will be notified as required.

Training and Monitoring

- All operatives will receive COSHH awareness training as part of their induction and toolbox talks, including specific awareness of wood dust, pigeon guano, sharps, and cleaning products.
- COSHH assessments will be reviewed periodically or when substances or processes change.
- Site Supervisors will carry out regular inspections of storage areas, work zones, and welfare facilities to ensure ongoing compliance.

3.2 Traffic Management

Effective traffic management is essential on a demolition site to protect the public, site personnel, and third parties, and to ensure plant and vehicle movements are carried out in a controlled, efficient, and legally compliant manner.

Total Demolition will implement a site-specific Traffic Management Plan (TMP) in coordination with the client and Principal Contractor (where applicable), ensuring minimal disruption to the surrounding area.

Access and Delivery Routes

- Total site access will be planned to identify the most efficient and practical route, minimising impact on third parties, local businesses, pedestrian routes, and public highway users.
- Where possible, deliveries and removals of plant and equipment will be scheduled to take place outside of peak hours to avoid traffic congestion.
- Delivery routes will be communicated to all drivers in advance and included in their delivery instructions.
- Site access and egress points will be clearly signed and kept unobstructed at all times.

Vehicle and Plant Movement Control

- All plant and vehicle movements will be controlled and coordinated by Total's trained vehicle marshals positioned at prominent locations around the site entrance and work area.

- No reversing of vehicles or plant will be permitted unless guided by a trained and competent banksman.
- Pedestrian and vehicle routes will be segregated, and clearly marked with appropriate barriers, signage, and walkways.
- A one-way traffic flow will be used where practical to reduce the need for reversing manoeuvres.
- All drivers will be inducted on site traffic rules, including speed limits, designated routes, and emergency procedures.

Driver and Vehicle Management

- All vehicle movements will be pre-booked and coordinated with the Total Site Supervisor.
- All drivers must complete a site induction prior to entering the work area.
- Total's vehicles are equipped with GPS trackers, allowing site management to monitor real-time locations, scheduled arrival times, and progress.
- Drivers must wear full PPE when exiting their vehicles and follow all instructions from traffic marshals.
- Idling will be minimised, and engines must be switched off when stationary to reduce emissions and noise impact on the surrounding community.

Skip and Waste Management

- All skips will be stored in a designated area agreed prior to delivery.
- The skip area will be fenced off, and debris netting will be applied to contain materials and prevent windblown waste.
- As soft strip and demolition works progress, the skip location may be revised to ensure continued safe and efficient operation.
- Skips will only be exchanged or removed during controlled traffic management conditions under the direction of a traffic marshal.
- Waste movements will comply with environmental legislation, and waste transfer notes will be retained in the site file.

Third-Party and Public Interface

- The Traffic Management Plan will be designed to minimise disruption to surrounding roads, footpaths, shops, residents and other sensitive locations.
- Advance warning signage will be placed where required to alert the public and third parties to vehicle movements.
- Temporary traffic control measures may be used (e.g. barriers) to protect the public during plant or skip exchanges and demolition activities where required.
- Emergency access routes will be maintained and kept clear at all times.

Monitoring and Review

- Traffic management arrangements will be monitored daily by the Site Supervisor and Traffic Marshals.
- Any changes to access points, routes, or vehicle types will be reviewed and updated in the Traffic Management Plan.
- Near misses, incidents, or breaches of traffic rules will be reported, recorded, and investigated.
- Regular toolbox talks will be held to reinforce safe traffic management procedures with drivers and operatives.

3.3 Waste Management

It is envisaged that the demolition works will produce mixed waste, wood, hard core; Total's main objective is to segregate and sort the demolition arising to maximize recycling opportunities and minimize waste going to landfill. All waste which leaves the site will be removed by Total.
All waste which leaves the site will receive a duty of care waste transfer note by the Total site supervisor.

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name	Environment Agency
Address	National Customer Contact Centre 99 Parkway Avenue Sheffield S9 4WF
Telephone number	03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier	TOTAL CONTROLLED DEMOLITION SERVICES LIMITED
Registered as	An upper tier waste carrier and dealer
Registration number	CBDU238572
Address of place of business	RIVERSIDE HOUSE PARK ROAD STALYBRIDGE SK15 1TA
Date of registration	1 May 2024
Expiry date of registration (unless revoked)	17 May 2027

This certificate was created on 1 May 2024. These details are correct at the time of certificate generation.

This copy has been issued under Regulation 6 of Waste (England and Wales) Amendment Act 2014 by the Environment Agency. This is copy number 1 of the certificate.

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

3.4 Environment Considerations

The works are taking place in a town centre location with sensitive receptors including adjacent roads, shops, residents, and pedestrian routes. Environmental controls are essential to prevent pollution, reduce nuisance, and ensure compliance with legal and local authority requirements.

Sensitive Receptors and Timing

- Church Services: A place of worship is located in close proximity to the site. Works will be planned and timed to avoid or minimise disruption during regular services, weddings, funerals, and other religious events. The Site Supervisor will maintain contact with church representatives to confirm service times and key dates; no noisy, dusty, or high-vibration activities will be undertaken during these periods unless previously agreed.
- Other sensitive receptors include residential dwellings and commercial premises nearby, requiring strict control of noise, dust, and working hours.

Key control measures include:

- **Dust suppression:** Continuous use of atomized water mist sprays and damping down during demolition and soft strip activities. Additional suppression measures will be deployed during dry weather or when working adjacent to sensitive areas.



- **Screening and barriers:** Hoarding and mesh sheeting will be installed where required to contain debris and reduce airborne dust migration.
- **Road protection:** Measures will be taken to prevent any water or debris runoff entering the highway. Drainage points will be protected using silt socks or filtration methods.
- **Air quality and noise management:** Noise and dust levels will be monitored and controlled through work sequencing and the use of low-impact equipment where possible.
- **Waste management:** All waste will be segregated and stored in designated skips in accordance with the Site Waste Management Plan. No waste will be allowed to migrate off-site.
- **Community protection:** Clear signage, fencing, and traffic management will be maintained.

Refuelling of Plant and Equipment

- Refuelling will be carried out in a designated, bunded area away from drains and sensitive boundaries.
- All mobile plant will be switched off, and operators will remain with the equipment during refuelling.
- Spill kits will be available at the refuelling point and in all plant vehicles.
- Drip trays will be used under plant during refuelling to catch any accidental spills.
- Any spillages will be reported immediately and cleaned up following the site spill response procedure.
- Fuel will be stored in bunded and locked containers, with secure access controlled by authorised personnel only.

Monitoring and Review

- Daily environmental checks will be carried out by the Site Supervisor.
- Dust, noise, and waste management will be recorded in the site environmental log.
- Environmental controls will be reviewed regularly to ensure continued effectiveness and compliance with regulations.

Permit to Work (PTW) System

A Permit to Work (PTW) system shall be implemented to control high-risk activities undertaken during the work. The PTW system forms part of the overall site safety management arrangements and shall be used in conjunction with the approved Risk Assessments, Method Statements (RAMS), Construction Phase Plan and Temporary Works Procedures.
No work requiring a permit shall commence until the permit has been issued, authorized and communicated to those undertaking the activity.

Activities Requiring a Permit to Work

The following activities shall be subject to a Permit to Work where applicable:

- Hot works (burning, welding, grinding and oxy-cutting operations)
- Excavations and breaking ground
- Work on or near live services
- Electrical and mechanical isolations
- Confined space entry
- Work at height and roof access
- Structural demolition and temporary works activities
- Lifting operations and crane activities
- Intrusive works where asbestos-containing materials may be present
- Any other activity identified by the Site Manager as high risk

Permit Issue Procedure

Prior to issuing a permit, the authorized person shall:

- Review the relevant RAMS and supporting documentation.
- Confirm the work area has been inspected.
- Verify that all required control measures are in place.
- Ensure operatives are competent and have been briefed.
- Confirm emergency arrangements are suitable.

Permits shall clearly identify:

- The work activity.
- Location of works.
- Duration of permit.
- Required control measures.
- Authorised issuer and permit holder.

Permit Control
Permits are valid only for the activity, location and duration stated. If site conditions change, the work scope changes, or the permit expires, work shall cease immediately and the permit shall be reviewed and re-issued where necessary.

The Site Manager reserves the right to suspend or cancel any permit should unsafe conditions arise.
Permit Close-Out
Upon completion of the work, the permit holder shall ensure the work area is left in a safe condition and notify the permit issuer. The permit shall then be formally closed and recorded within the site permit register.

3.5 Asbestos

An asbestos survey has been completed for the building, and asbestos-containing materials (ACMs) have been identified. Works will be carried out in accordance with the Control of Asbestos Regulations 2012, the site-specific asbestos register, and the Principal Contractor's asbestos management plan.

Non-Licensed Asbestos Materials
- All identified non-licensed ACMs (e.g. floor tiles, textiles) will be removed by Total Demolition-trained operatives who hold the appropriate UKATA non-licensed asbestos training and are fully competent in safe removal procedures.
- Removal will be carried out under controlled conditions using:
- Task-specific RAMS and asbestos risk assessments
- Suitable RPE and PPE
- Controlled wetting or suppression techniques to prevent fibre release
- Sealed, labelled bags and containers for asbestos waste
- All non-licensed asbestos work will be notified where required and recorded in the site asbestos log.
- Areas will be air cleared and inspected following removal, with waste disposed of via a licensed hazardous waste carrier to an approved disposal facility.

Licensed Asbestos Materials
- All licensed asbestos materials (e.g. insulation boards) will be removed by a specialist HSE-licensed asbestos removal contractor appointed by Total Controlled Demolition Services.
- The specialist subcontractor will provide their own ASB5 notification, detailed Plan of Wors, and air monitoring certificates for sign-off.
- All works will be coordinated to avoid programme clashes, ensure segregation of work areas, and maintain full site safety.

General Asbestos Controls
- The asbestos register will be reviewed during daily briefings and available on site at all times.
- Any unidentified or suspected ACMs discovered during works will result in an immediate stop of work in that area. The Site Supervisor will isolate the zone, notify the Principal Contractor, and arrange for testing before works recommence.
- All operatives will receive an asbestos awareness briefing prior to starting work on site.
- Strict exclusion zones will be established during any removal activity, and signage displayed to prevent unauthorised access.

4 METHOD OF WORKS

4.1 Site Establishment & Equipment Delivery

The establishment of the site and the safe delivery of equipment are key elements in ensuring a well-managed and controlled demolition project. All deliveries, off-loading, and plant movements will be planned in advance and coordinated between Total Demolition, the client, and the Principal Contractor (if applicable).

Delivery Planning and Coordination

- All equipment and plant deliveries will be planned and organised in advance with the Total Site Supervisor, ensuring the site is prepared and adequate space and resources are available.
- All delivery times will be scheduled to avoid peak pedestrian and vehicle movement periods in surrounding areas.
- Deliveries will follow the agreed delivery route, ensuring minimal disruption to adjacent businesses, public highways, and sensitive receptors.
- The site traffic management plan will be communicated to all delivery companies prior to attendance.

Driver and Vehicle Requirements

- All delivery drivers must wear full PPE (safety boots, hi-vis vest/jacket, hard hat, gloves, and eye protection) when exiting the vehicle.
- All delivery drivers must abide by the site rules and follow instructions given by site security and Total's Traffic Marshals upon arrival.
- Drivers must comply with all site signage, speed limits, and information set out in the Project Traffic Management Plan.
- No vehicle will be allowed to proceed past the gate unless approved and escorted by a traffic marshal.

Vehicle Movement and Marshalling

- Total's Traffic Marshal will greet all new delivery vehicles at the site entrance and escort or direct them to the designated unloading/loading area within the site boundary.
- All vehicle movements on site will be under the control of a trained traffic marshal at all times.
- Reversing of vehicles or plant will only be permitted when a trained banksman is present and in clear view of the driver.
- Pedestrian and vehicle segregation will be maintained at all times through designated walkways, barriers, and signage.
- Vehicles must switch off engines while waiting to reduce emissions and noise.

Unloading Procedures

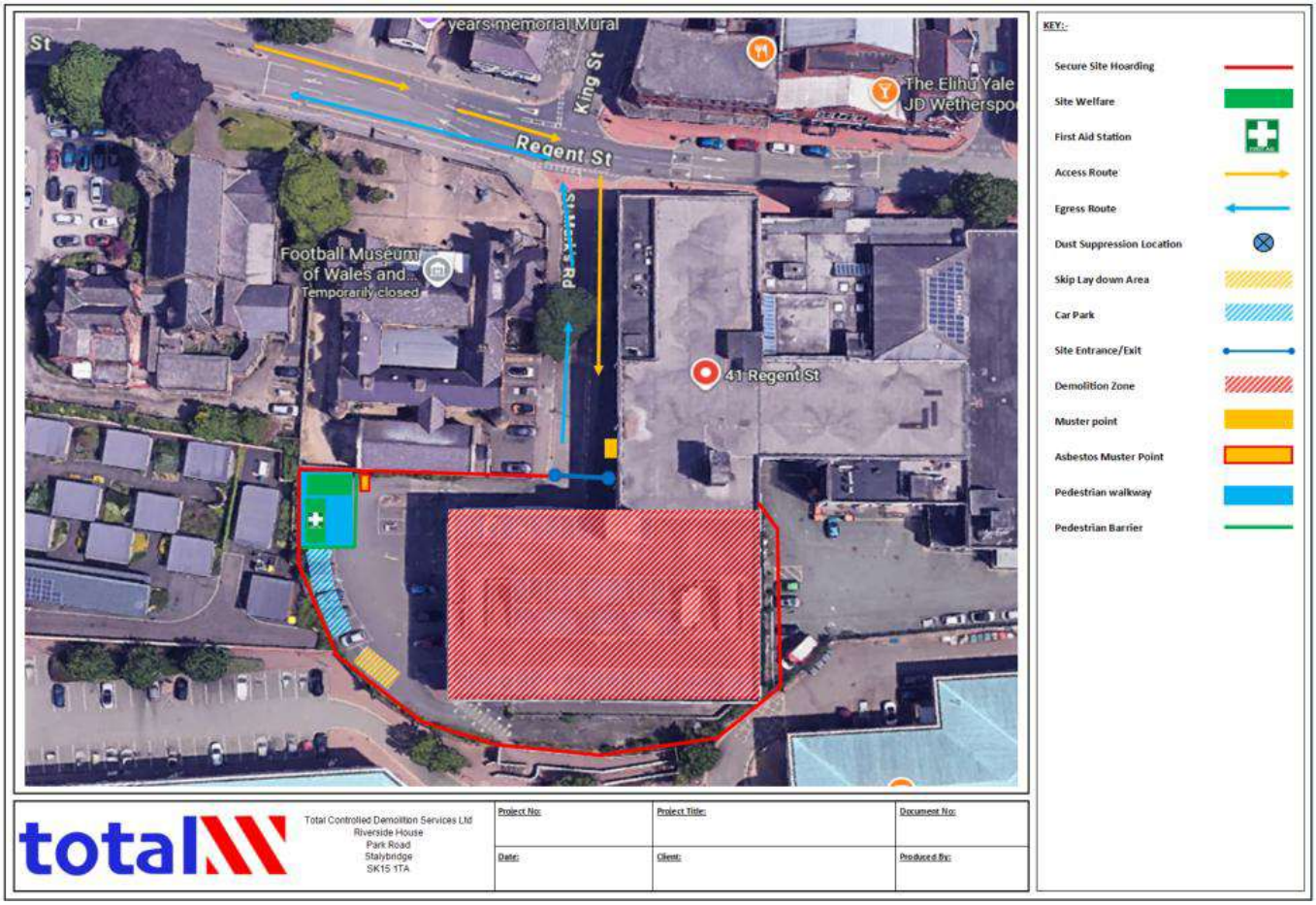
- All equipment must remain chained and secured until the vehicle reaches the designated unloading area.
- Once in position, the equipment will be unloaded safely using suitable plant, lifting equipment, or manual handling methods (as per the lift plan or RAMS).
- The unloading area will be clear of unnecessary personnel and hazards and controlled by the traffic marshal or appointed person.
- All lifting operations must be carried out by trained and competent personnel, using certified and inspected equipment.

Site Establishment Activities

- Establishment of site boundaries using secure fencing, hoarding, or barriers in accordance with the site security plan.
- Installation of site welfare facilities, signage, fire points, spill kits, and emergency equipment.
- Setting up designated storage areas, including plant and equipment laydown zones, fuel storage (bunded), waste segregation areas, and pedestrian routes.

- Traffic routes, unloading zones, and pedestrian walkways will be clearly marked and maintained.
- Emergency exits and access routes for emergency services will remain unobstructed at all times.
- Environmental controls such as dust suppression, silt protection, and noise mitigation measures will be put in place prior to commencement of works.
- Regular site inspections will be carried out to ensure the establishment remains safe and compliant.

4.2 Site Plan



4.3 Demolition sequence

Sequence of works will be as follows.

- Site establishment.
- Removal of all ACM's.
- Protection measures.
- Demolition of structures.
- Removal of slabs and foundations.
- Load away demolition arisings.

4.4 Pre-Start Procedures

Prior to the commencement of any demolition activities, a structured pre-start process will be undertaken to ensure all operatives, subcontractors, and supervisors are fully briefed, competent, and aware of all site-specific hazards, controls, and emergency arrangements. This stage is critical in ensuring that works are carried out safely, efficiently, and in compliance with legislation and RAMS.

Inductions and Briefings

- All new site staff will undergo a full site induction delivered jointly by the Total Site Supervisor prior to entering the work area.
- All operatives will also partake in a method statement and risk assessment briefing specific to their task. This briefing will be delivered by the Total Site Supervisor before work begins.
- All operatives must demonstrate that they have fully understood the content of the RAMS by signing the acknowledgement sheet prior to leaving the briefing.
- If language barriers are identified, suitable interpretation or translated documentation will be provided to ensure full understanding.

Emergency Procedures and Site Familiarisation

- Any changes to muster points, fire alarm systems, emergency call points, or evacuation routes shall be identified and communicated clearly to all operatives during the pre-start briefing.
- The Total Site Supervisor will undertake a site walkaround to familiarise themselves with working areas, access and egress points, emergency exits, welfare facilities, and exclusion zones.
- First aid locations, spill kits, fire points, and assembly points will be highlighted and made clear to all personnel.
- Access routes for emergency services will be checked to ensure they remain unobstructed.

Welfare, Services, and Utilities

- Total will provide all power required for 110v tools and will provide water points for connecting hoses for dust suppression and site cleaning activities.
- Total will ensure all required tools and equipment have been inspected, are in good working order, and are stored safely at the start of the shift.
- Any live services (gas, electric, water, telecoms, etc.) identified in the pre-demolition survey will be clearly marked, and isolation/permit procedures will be confirmed before work begins.
- Waste skips, plant laydown areas, and storage locations will be checked to ensure they are positioned correctly and safely.

Daily Pre-Start Checks

- All operatives will confirm they are fit for work, wearing the required PPE, and have the correct tools, plant, and equipment for their task.
- Toolbox talks will be delivered where required to address any specific site hazards, such as asbestos, working at height, plant movement, or confined spaces.
- Weather conditions will be reviewed and controls adjusted as necessary (e.g. enhanced dust suppression in hot/dry conditions).
- The site supervisor will sign off the pre-start checklist before authorising the commencement of work.