

JOB METHOD STATEMENT



PART ONE: ALL areas in RED require review & addressing. Where not applicable, state N/A. On completion, change text to BLACK

Method Statement Title:		Removal Of Floor Slabs & Foundations			
Method Statement No.:		MS-Project No C0042-04	Revision No.:		0
Site Address:		Former Working Men Club Wind Street Neath			
Anticipated Start Date:		October 2023	Anticipated Duration:		3 weeks
Site Working Hours:		Mon – Fri: 08:00–18:00hrs	Saturday:	08:00 13:00hrs	Sunday: None
Prepared by Name:		D Cobern	Signed:		Date:
Reviewed by Name:			Signed:		Date:
Revision No.:	Revision Detail & Issue Status:		Completed by:		Issue Date:

NOTE: All REVISIONS completed will be UNDERLINED to highlight and show changes made after first issue. Where DELETION required, double strike through [e.g., text no longer required].
 NOTE: Where updating a previously revised document, convert previous revisions UNDERLINED back to NORMAL TEXT and DELETE text that was previously double struck through;

Overview of Scope:

Removal of slab and foundation and some areas of Tarmac

Description of Works & Safe Working Arrangements:

Walls that are adjacent to footpaths, services, boundary walls or other structures will be demolished down to ground level, foundations will be left in place.

Pre-checks

Prior to commencing work the supervisor & operator will walk the area to identify any hazards and reduce them prior to work starting.

Checks to consist of the following: -

- Can anything or person be affected by the fly from the breaking action.
- Can it be screen protected.
- Are all drains to be removed.
- Any live services to be retained.
- Are they adequately marked up/ barriered off.
- Where are the arisings going to be stockpiled for processing.
- Where is the crushing area to be situated.
- Rebar is it to be loaded into forty yds bins.
- Or stockpiled to be removed by bulker.
- Are the relevant disconnection certificates in place.

Hold Point

Ensure all service isolations required to conduct the works have been identified, the services proved dead and the appropriate service Isolation, Disconnection or purging certificates have been raised; Termination of services to be completed prior to any work commencing.

- Fuse boards in bound cable must be cut as proof of disconnection.
- Armoured cables must be traced to the incoming point and a physical cut must have been made prior to any removal work. Otherwise treat as live.
- Electrical components / equipment. Ensure no cables are attached that pass-through walls as source cannot be traced. If so, seek advice before removal from your Supervisor
- Electrical wiring will have a disconnection notice. Any wires passing through a Party Wall or into an area not assessable and have not been cut off are to be treated as live until proven otherwise.
- All overhead cables to the building must cut at the building side, sleeved, or treated as live.
- Service termination Certificate to be attached to this method statement

Supervisor NameSignature..... Date.....

Do not continue past this point unless signed off by Supervisor/Manager

Equipment

- Two demolition excavators
- Attachments Hydraulic breaker, Hydraulic rotating pulveriser, Hydraulic rotating Grab, and a Rock bucket
- Dust fighter & or fire hose

Personnel

- 2 No. competent trained machine operators
- 1 No. banksman to apply dust suppression as requested and monitor access to the works area
- Supervisor to oversee.

PPE

- Detailed in Part two

Removal of Slab

- Once all arisings have been cleared from the superstructure
- The slab will be pre-soaked to help reduce dust omissions this will only reduce by a small amount.
- The demolition machine will use a hydraulic breaker to pepper the slab in a set pattern.
- Additional dust suppression may be required this depends on the strength of the concrete being broken and weather conditions dry /raining.
- The operator and supervisor will monitor and apply sufficient water as not waste a valuable resource but sufficient to suppress the dust.
- Then the Demolition rig (D-Rig) will change from breaker attachment to using his rock bucket
- The operator will then lift the slab moving to one side.
- The second machine will then process the arisings ready for crushing placing in a stockpile with the hydraulic rotating pulveriser.
- Dust suppression will be used throughout the process when required.
- The concrete will be separated from the rebar.
- The re-bar from the slab will be processed into bales and sent for recycling.
- The rebar will be loaded into either 40yd bins or in to articulated bulker lorries.

- This will be done within the work slab foundation removal area but segregated from the other ongoing works the banksman will control the access and egress of the lorries.
- The rebar will be loaded by the D-rig using the hydraulic rotating grab from the pre-baled pile of rebar.
- Pre-baled reduces the over spill from loose rebar but this is not always possible.
- Loose loading requires a larger area due to fly.
- The driver of the lorry is not allowed to leave his cab once loading has commenced.
- Most lorries have weigh-loaders to say when enough has been loaded normally by audible alarm.
- The operator will tidy the load, so no rebar is protruding above the side of the lorry.
- The driver will then close the nets or sheet the load.
- The banksman will collect the consignment note and release the lorry from the area.

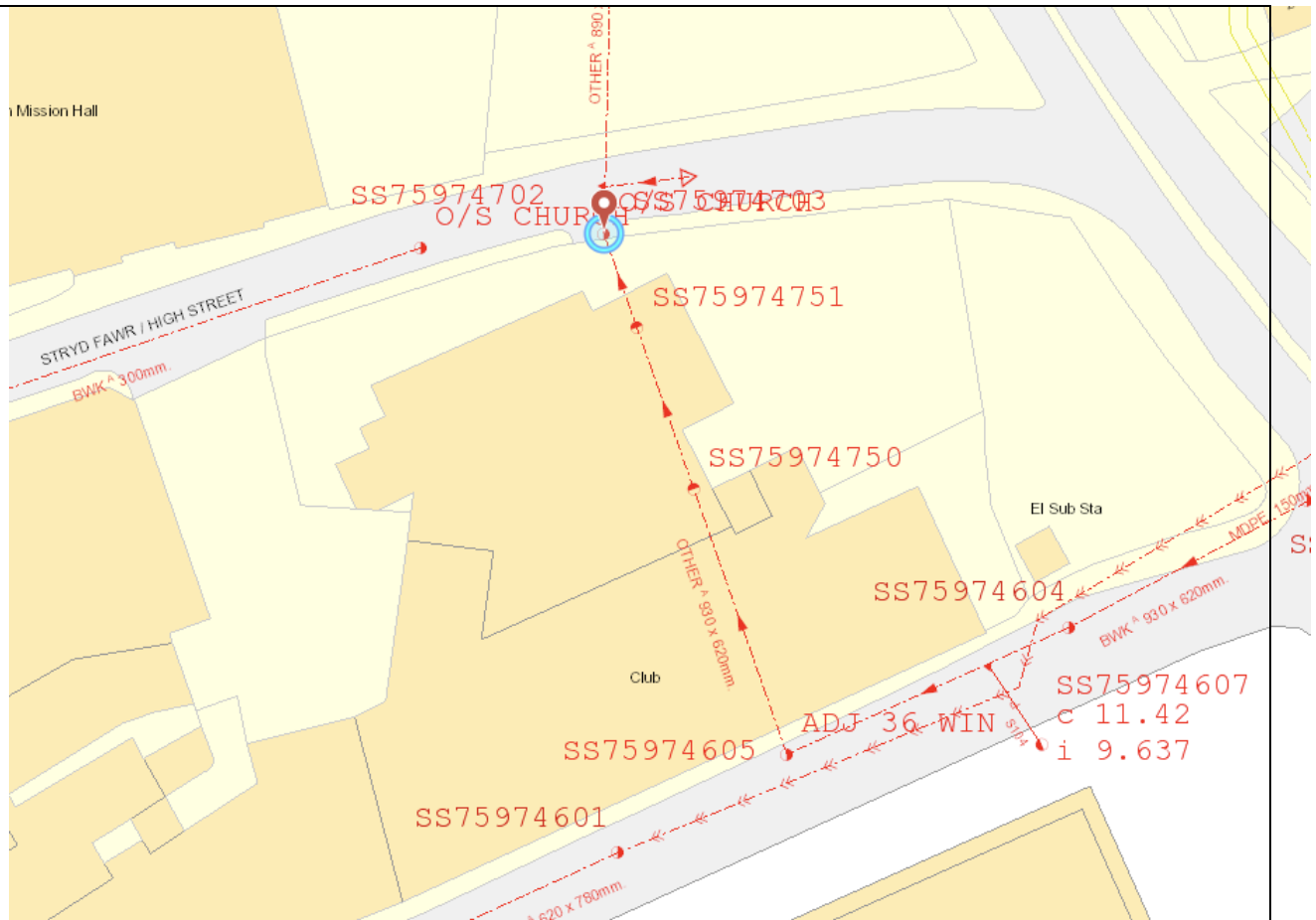
Hold Point

Prior to the removal of Foundations, the following must be completed.

Supervisor NameSignature..... Date.....

Do not continue past this point unless signed off by Supervisor/Manager

- Once the removal of the floor slabs has been completed the following must be undertaken.
- Carefully excavate down to the crown of the sewer where it terminates at manhole SS75974703 to the north of site: (see drawing below)



- Expose the sewer by careful excavation in a southerly direction.
- Erect temporary no further dig barriers 3m either side of the exposed pipe.
- Expose any laterals that may enter the pipe from off site, (potentially from Iceland).
- No re-entry into no dig zone until diversion has been completed by DCWW.
- Once diversion works complete, others (us) to grout to fill northern end of sewer before it terminates at manhole SS75974703.
- Once grouting in place, sewer under building to be grubbed up.

Hold point

If the above has NOT been completed the removal of the foundations cannot be undertaken.

Supervisor NameSignature..... Date.....

Foundation removal subject to above can be completed. signed off by Supervisor/Manager

Removal of Foundation & Drains

- The foundation will be dug out either side.
- The D-Rig will use the hydraulic breaker to break the foundation into manageable pieces for larger foundations, smaller ones will be grub up and processed.

- The D-Rig will then lift the broken foundation out of the hole.
- Once cleared of the foundation the hole will be backfilled with site won arisings and tracked into a level finish
- The operator will set aside the pieces for the second machine to move and process.
- A second D-Rig will then process the foundation using a breaker and pulveriser and set aside for crushing.
- Crusher see separate rams for crushing to a 6F2 or similar product.
- All drains manholes will be grubbed out and crushed.
- All outlets from the site at the boundary will be capped.
- All holes will be back filled with site won arisings and tracked into a walkable level finish
- Dust suppression will be used as when required as described above.

Tarmac Hardstanding car park area

- Using the D-Rig a hole will be broken into the tarmac with the hydraulic breaker.
- The D-Rig with a toothed bucket will be used, to peel the tarmac up from the sub-base.
- The tarmac will be set aside for crushing.
- Dust suppression is unlikely to be required for these works due to the nature and makeup of the material however the operator will request water if required supervisor to monitor works

All foundations and drains to existing structure will be removed.

- The ground will then be dug down to 1.5 m on the known foundation and basement line
- Remove all drains 1.5m
- Any deeper than 2m the client is to be informed and an instruction to be obtained as what to do.
- Area will then be tracked into a walkable level finish.

If in Doubt Question your Supervisor about the MS or do not do it

PART TWO: All text to be review and answered

Personal Protective Equipment Requirements: [delete as applicable]

PPE Type					Required					Details & Specification Required				
														
Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No					

Various PPE Requirements throughout Task:

Hi-Vis Clothing [high speed roads, railways, DLR]	Class 2 Orange Hi-Vis Vest & Class 2	
Hard Hat / Safety Helmet [impact levels]	Hard Hat	
Protective Footwear [toecap, midsole, slip, chemical]	Boots, including ankle support, toecap & midsole	
Gloves [abrasion–cut–tear–puncture / chemical]	Mechanical hazard rating [4-1-3-1	
Eye Protection [glasses / goggles – impact, dust, liquids, welding]	EN166 Glasses Class F Goggles class B	
Respiratory Protective Equipment [dust / fume]	FFP3 Dust & Mist disposable half masks	
Hearing Protection [Ear Plugs / Ear Muffs]	A-weighted noise level (dB) of	Select a protector with an SNR of
	85-90	20 or less
	90-95	20-30
	95-100	25-35
	100-105	30 or more
Protective Overalls [Contaminated Land / COSHH]	Boiler suits to EN ISO 20471	
Other:		

Statutory Inspections, Site Monitoring & Certification Requirements:

Excavations	Yes	Noise Assessments	Yes
COSHH Assessments	Yes	Lifting Plant 6 or 12 monthly certification	Yes
PUWER & Weekly Plant Checks	Yes	CAT & Genny Certification	Yes

Permits, Hold & / or Control Points:

Permit to Breakground	Yes		
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Plant, Deliveries & Work Equipment

Operated Plant: [delete as applicable]

Excavator [all sizes]	Yes		
Cable Locating Devices / CAT & Genny	Yes	General Site Lighting [e.g. Tower Lights]	Yes

Materials & COSHH			
Materials to be Used:			
- Grease - Hydraulic Oil - Diesel - Engine Oil			
COSHH Materials to be Used: [see Appendix for COSHH Assessments]			
- Grease - Hydraulic Oil - Diesel - Engine Oil			
COSHH & Materials Storage Arrangements: [delete as applicable]			
Emergency Spill Kit Available [Chemical]	Yes	Lockable	Yes
Other [state]		Bunded	Yes

Refuelling Arrangements: [delete as applicable]			
Emergency Spill Kit Available	Yes	Double Bunded & Lockable Unit	Yes
Plant Nappies & / or Drip Trays	Yes	Emergency Spill Kit Available [Oil]	Yes

Emergency Arrangements:	
Accidents & Incidents reported immediately to: Name of responsible person	Brent Payne
Refer to induction information posters:	Canteen & Site Office

Project Specific Requirements or Any Other Business Applicable to Works:

Risk Assessments Review			
Risk Assessment Title:	Risk Assessment Number:	Completed By:	Issue Date:
Slab & Foundation	SFR-C00	Dave Cobern	14/06/2023
Potential Severity of Work Activity: [strikethrough as applicable]			
First Aid Incident	Lost Time Incident / RIDDOR	Major / Fatality	
Likelihood of Harm from Work Activity: [strikethrough as applicable]			
Unlikely	Possible	Probable	
Numbers of Workers Exposed to Hazards: [strikethrough as applicable]			
1 to 5	6 to 15	15-plus	
Overall Risk AFTER Controls: [strikethrough as applicable]			
LOW	MEDIUM	HIGH	

Method Statement Communication		
Communication Methods:		
Method Statement Briefing – to be completed prior to the commencement of the works	DABS or Pre-start Briefing – prior to the start of works daily, the Site Supervisor responsible for the works will brief the operatives on the planned and scheduled works – re-iterating the safe systems of work to be employed;	
Person[s] Responsible for Method Statement Monitoring & Compliance Communication:		
Name: Brent Payne	Name: Dave Cobern	Name: Dave Cobern
Position: Project Manager	Position: Contracts Manager	Position: Demolition Director
Company: HCD Ltd	Company: HCD Ltd	Company: HCD Ltd

ACCESS & EGRESS						
HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Hourly		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
ACCESS TO & EGRESS FROM AREAS OF WORK.	<u>Trailing cables</u> extension cables, portable lighting cables.	M	Ensure that all trailing leads are kept tidy and routed away from walkways.			L
	<u>Damaged floor surfaces</u>	M	All access / egress routes will be of a suitable hard-wearing material for their intended purpose & properly maintained.			L
	<u>Spillages</u> Liquid on floor surface	M	Clear up any spillages immediately as these will become slippery and dangerous. Always use the correct signage whenever there is any floor cleaning being undertaken.			L
	<u>Unprotected edges / openings</u>	M	All open edges to be adequately protected with correctly designed and installed handrails.			L
	<u>Sloping surface</u> <u>Uneven steps</u> <u>Changes in floor levels</u> <u>Poor lighting</u>	M	- All access / egress routes need to be adequately lit, of suitable size and construction for the purpose intended to ensure safe, easy access and egress. - Emergency routes in particular should be highlighted and maintained in a safe condition.			L

	Traffic Plant movement	H	Traffic / plant movements and pedestrians should be segregated wherever possible or otherwise tightly controlled.	L
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EMERGENCY PROCEDURES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Frequent		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
EMERGENCY PROCEDURES	<u>Serious incident / injury due to poor emergency procedures.</u>	H	- A suitable and sufficient emergency plan will be in place and employees informed of requirements and responsibilities. - Regular fire drills to be carried out so personnel are familiar with escape routes, fire actions and use of extinguishers.			L
	<u>Slips, trips & falls.</u>	M	Good housekeeping standards and cable management will be encouraged. Walkways will be kept clear of debris.			L
	<u>Failed firefighting equipment.</u>	M	All firefighting equipment will be subjected to periodic checks and visually inspected regularly. This will be done by a trained and competent person.			L

CEMENT CONTAINING PRODUCTS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Minutes		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Wind St Neath

TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK	REVISED RISK RATING
WORKING WITH CEMENT CONTAINING PRODUCTS	Cement products can cause the following health effects i.e.; skin infections, burns etc.	H	- All hazardous products will be handled and stored in line with the requirements of the appropriate COSHH assessments for the product being used. - Operatives will ensure that thorough hygiene procedures are followed before eating, smoking and using the toilet. - Cement products are very harmful to the skin, keep the skin covered and ensure contamination is removed as soon as possible.	L
	Injury due to incorrect use of Equipment.	H	- All operatives to be trained in the correct use Equipment. - Prior to the commencement of the task, all equipment will be inspected to ensure that it is in a serviceable condition, checks to be carried out by a competent person.	L
	Respiratory hazard Silica	H	- See dust risk assessment as cement / concrete contains silica. - Good dust suppression - RPE as last resort	L
	Injuries to eyes. See also - Risk Assessment for portable abrasive grinding wheels.	H	- Where there is a risk to the eyes, high impact resistant safety goggles or full-face visor will be worn. - Persons will be fully trained in the correct working procedures and safety requirements when working with cement.	L

PLANT & 360° DEMOLITION MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd, Operatives		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Hours		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 2	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
360° MACHINES, TRACKED. USE OF MACHINES WITH SPECIFIC ATTACHMENTS, E.G. BUCKETS, SHEARS, PULVERISOR, GRABS AND IMPACT BREAKERS	Over turning of the machine	H	Only experienced, trained and competent operatives holding current and relevant (CITB) certification / card to operate excavator machines.			L
	Over loading of the machine	H	- Only experienced, trained and competent operatives holding current and relevant (CITB) certification / card to operate excavator machines. - Machines will be fit for purpose, in good condition and suitably maintained. - Machines will meet with the prescribed mandatory test and inspection requirements, with all certification / records readily available. - To prevent overloading, the manufacturers bucket size will never be exceeded. - When other attachments are used, weight/load assessments will be carried out to establish suitability and safe limits of operation.			L
	Contact with live underground services and overhead cables.	H	- All live services to be suitably identified before any excavation work commences. - Where necessary, goal posts will be erected to identify overhead services. - Underground services to be exposed by hand digging.			L
	Machine falling into holes, excavations or cellars.	H	- An adequate assessment of existing ground conditions will be carried out to ensure suitability for excavator operation. - Physical barriers, edge protection or vehicle stops to be erected or installed. - Machines will not be allowed near to unsupported trenches. These areas will be clearly identified, and barriers erected.			L

PLANT & 360° DEMOLITION MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd, Operative		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Hours		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 2 of 2	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
360° MACHINES, TRACKED. USE OF MACHINES WITH SPECIFIC ATTACHMENTS, E.G. BUCKETS, SHEARS, PULVERISOR, GRABS AND IMPACT BREAKERS	Carrying persons as passengers, who may fall from the machine whilst in motion?	H	Carrying of passengers is strictly prohibited.			L
	Flying or falling debris affecting others.	H	- To safeguard against flying or falling debris, the site will be contained and exclusion zones where practical. - Personnel will be kept away from machine operations by the competent person .			L
	Noisy plant/machine operations/ Dusty conditions	M	- Machines kept in good condition, suitably maintained and regularly inspected. - In accordance with the Control of Noise at Work Regulations 2005, hearing protection will be made available for noise levels ≥80 and ≤85dB (A). Where noise levels are ≥85 dB (A), the wearing of hearing protection is mandatory. - Machine Operatives to close the door and windows at all times when operating the machine to isolate from noise/dust.			L
	Hazards to other site personnel in the vicinity of the machine operations.	M	- A competent person will be deployed to ensure all unauthorised or non-essential personnel are kept clear of machine operations. - Authorised personnel in the area of the machine movements will wear high visibility clothing. - Machines to be fitted with protection grilles above and around the Operative's cab to protect the windscreen, cabin and roof lights. - Machines to be fitted with roof lights and rear CCTV camera with in-cab monitor.			L
	Falls from height	M	- Machine Operatives to wear seat belt & close the door at all times when operating machinery, to prevent falls. - Activities involving climbing onto machines, i.e. access/egress to & from cabin, re-fuelling etc., will be carried out using proper means of safe access.			L

FALLING MATERIALS & FLY

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd ,Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Frequently Controlled		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Minutes		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
MATERIALS FALLING FROM ABOVE & FLY	Falls of materials.	H	- An exclusion zone will be established beneath the work area with appropriate warning signs, - Communication to all personnel concerned regarding the rules and regulations of exclusion zones. - A fully trained Supervisor will oversee the work at all times. - Operatives will wear all relevant personal protective equipment for the work to be carried out. - Good Housekeeping. Work tidily at all times. All created debris will be removed from height as soon as is practicable to reduce the risk of materials falling. - Where necessary debris netting will be erected to protect others on site or the general public from flying debris or falls of materials. - Regular inspections particularly scaffold and rigging.			L
	Flying particles and debris.	H	- Operatives will wear all relevant personal protective equipment for the work to be carried out. - Work should be organised to eliminate the need for operatives to be working below other demolition activities or inline with flying debris.			L

DUST - GENERAL

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Minutes		Review Date	14/12/2023
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TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
DUST ARISING FROM WORK ACTIVITIES.	Principal hazards are adverse health effects to operatives and persons within the vicinity by dust inhalation, skin and eye irritation or as a general nuisance.	H	- A task specific risk assessment including COSHH assessment shall carried out prior to work commencing. - Due note should be taken of the overall Workplace Exposure Limits (WELs) for total dust which can be inhaled (10mg/m³); for respirable dust which includes cement (4mg/m³); and a more stringent maximum exposure level for respirable crystalline silica (0.1mg/m³) should this be involved.			L
	Note! The degree of risk varies from low to high dependent on the specific site situation and also the type of dust which may be generated e.g. silica, cement, plaster, wood, metals, etc. Weather conditions also affect dust levels, particularly dry / windy and wet conditions should be taken into account. Poor ventilation will increase the likelihood of dust content in the air.	H	- Every effort should be made to contain the dust within the immediate work area. - When practical, dust arising should be dampened down with water to suppress the airborne dust to an acceptable level. - Operatives should be provided with adequate RPE, usually of the disposable type. Minimum specification FFP3 type. Where RPE is selected for regular use, operatives will undergo a face fit test. - Eye protection should be worn when conditions dictate. - Operatives will be instructed to maintain good standards of hygiene. - Dust should be cleaned up regularly either by dampening sweepings or by an industrial vacuum cleaner. - Good ventilation should be provided in the work area with extraction systems installed where necessary to ensure clean air.			L
	Explosion/Fire from dust particles in the air igniting.	H	Good ventilation should be provided in the work area with extraction systems installed where necessary to ensure clean air and prevent dust build up.			L

NOISE – GENERATED BY MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
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TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
EXPOSURE TO NOISE WHILST WORKING IN THE VICINITY OR ACCESSING AREAS WHERE MACHINES ARE RUNNING FOR OPERATIONAL PURPOSES.	Noise induced hearing loss Staff may be exposed to noise levels above the recognised Action Levels, causing hearing damage - both short and long term - whilst working in the proximity of large, vibrating machines or plant at the depot.	M	- Carry out a Noise Assessment of the premises and all tasks. - Ensure those at risk are informed – and fully aware - of the findings of the assessment and trained in the control measures to be adopted, in order to eliminate or reduce the risks to an acceptable level. - In areas of the depot where the noise level is ≥85dB (A), as detailed in the Noise Assessment, it is mandatory for hearing protection to be worn. ‘Hearing Protection Zones’ will be established by erecting standard mandatory warning signs and enforcing the use of ear protection. Include the following wording on signs - ‘When machine light is on’. - Reduce noise at source whenever possible – equipment/machine noise levels will be considered as part of the design and procurement process. - Where possible - substitute noisy activities with quieter alternatives. - Ensure hearing protection is provided and worn correctly when levels dictate. Hearing protection will conform to BS EN 352. - Staff will receive training and instruction in the correct use and wearing of hearing protection. - Where staff are likely to be exposed to noise levels ≥80dB (A), as detailed in the Noise Assessment, suitable ear protection shall be provided - if requested. - Noise levels may be minimised by: - Adequate lubrication of moving parts. - Throttling down engines whilst idling. - Fitting insulated engine covers. - Use of mufflers, shields, enclosures and barriers. - Distancing the noisy activity from other work areas and occupied premises.			L

PERSONAL PROTECTIVE EQUIPMENT (PPE)

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
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TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS / PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
WEARING CORRECT PERSONAL PROTECTIVE EQUIPMENT FOR THE TASK.	Selection of incorrect or unsuitable PPE, e.g. Too low attenuation hearing protection for the noise level exposed to not providing optimum protection e.g. for a Stihl Saw (110dB) the hearing protection required to be effective, must have an SNR rating of at least 30.	H	- All personal protective equipment will conform to the CE standards as laid down within the Personal Protective Equipment at Work Regulations 1992. - PPE shall be provided free of charge. - The selection of PPE shall be risk based. - PPE to be selected by competent person. - All operatives will be given appropriate instruction, information and training in the personal protective equipment they are to wear or use. Remember: Personal protective equipment is the last resort; all other measures will be used to control risks at source if possible.			L
	Wearing incompatible personal protective equipment.	H	The personal protective equipment will be compatible with other forms of personal protective equipment worn by the employee e.g. hearing protection should not interfere with safety helmets.			L
	Wearing personal protective equipment incorrectly, thereby exposing the wearer to a hazard	H	Personal protective equipment will be worn correctly at all times, in accordance with manufacturer's instructions or as required by the site rules or as identified through the risk assessment process. Example of non-compliance - not inserting ear plugs correctly.			L
	The wearing of damaged or incorrectly fitting personal protective equipment	M	Employers will ensure that the appropriate personal protective equipment as required by task specific risk assessments is made available for the workforce. Employees will wear and look after PPE issued to them.			L

PLANT - MOBILE PLANT MACHINERY

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Frequent		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Daily		Review Date	14/12/2023
H – High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
USE OF PLANT EQUIPMENT.	Noise Prolonged use of equipment	H	Exhaust silencer, Ear protection, Limited use & Rest periods, Regular maintenance & inspection of equipment			L
	Vibration Prolonged use of equipment	H	Limited use & Rest periods, Regular maintenance & inspection of equipment			L
	Fumes Continuous use of equipment with poor maintenance or in unventilated area.	H	- Use in unventilated areas minimised and controlled. - Regular maintenance & inspection of equipment			L
	Impact Impact with other traffic, obstacles or pedestrian	M	Trained & competent personnel. Designated traffic routes, Speed limits, segregation of pedestrians. Banksmen.			L
	Entanglement Snagging of materials with plant during use. Use of starting handle.	M	Trained and competent personnel. Competent person.			L
	COSHH Contact with diesel and oils associated with plant	M	Trained & competent personnel, protective clothing.			L
	Overturning Adverse ground or loading conditions causing instability of plant.	M	Trained & competent personnel. Suitable road surfaces. Roll over protection, Driver restraint system. Stop blocks. Trained personnel			L

QUICK HITCH OF ATTACHMENTS TO 360° MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Frequent		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Daily		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 2	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
CONNECTING ATTACHMENTS TO THE DIPPER ARM ON 360° MACHINES USING THE QUICK HITCH METHOD	Unsecured Attachments Attachments not secured falling from the dipper arm resulting in injuries to site personnel, damage to buildings, excavation supports, and other plant machines.	M	- Excavator operatives should be adequately trained on the use of quick hitches in general. - Operatives should be competent to use the specific hitch on the machine they use. - Operatives should be instructed not to use the machine unless they are satisfied that the quick hitch is secured in place. - If the operator cannot see from the cab of the vehicle due to poor weather, then he must visually check from the ground. - Those in control of sites should undertake random checks to ensure the precautions are being implemented. - Before attempting to secure attachments, the machine operative will place an exclusion zone around the machine. - He will ensure the machine is away from buildings, excavations other plant machines and any site personnel. - Depending on the type of quick hitch the operative will fit the pin in one of three ways, either manually, semi-automatic or fully automatic system. - Once the attachment is secure to the dipper arm the operative will ensure the safety pin is in place by manually or visually checking. - When the machine operative is confident that the attachment is secured, and the pin is in place he will check by lifting the dipper arm and shaking the attachment. This will only be done away from any site personnel.			L

QUICK HITCH OF ATTACHMENTS TO 360° MACHINES

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Operative,		Assessed By	Dave Cobern	
L – Low	Care/ Vigilance Required	Frequency	Frequent		Assessment Date	14/06/2023	
M – Medium	Action Required	Duration	Daily		Review Date	14/12/2023	
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 2 of 2	Location	Wind St Neath	
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK				REVISED RISK RATING
CONNECTING ATTACHMENTS TO THE DIPPER ARM ON 360° MACHINES USING THE QUICK HITCH METHOD	Entrapment Machine operatives trapping hand or fingers when placing safety pins in by hand.	M	- The machine operative will ensure the dipper arm is connected and the machine stopped before placing the pin manually. - He will check that the attachment is stable by a simple push or shake. - Once sure that the attachment is secure the operative will place the pin using appropriate gloves and good manual handling.				L
	Poor Maintenance Attachments released from the dipper arm due to poor maintenance	M	- All machines will have had a thorough twelve-month inspection by a competent person. - Evidence will be available with the machine. - Before and after use the operator will visually inspect the machine for any obvious signs of damage or wear and tear. - Basically, anything which may affect the safe use of the machines? - This will include all attachments. - Any defects which compromise the safe use of the machine will be reported immediately and the machine taken out of service.				L
	Manual handling injuries Manual handling injuries resulting from moving or positioning buckets to the dipper arm.	H	- Carry out an assessment of the load; do not try to manoeuvre large buckets by hand. - When buckets are released from the dipper arm place on level and firm ground which will make reattachment safe. - Use a mechanical aid to position buckets if, bucket are small use a second person and adopt good manual handling techniques.				L
	Hydraulic oil pressure Operatives coming into contact with hydraulic fluid from poorly maintained equipment.	M	- Visual checks of the machine before use. - Machine maintained regularly.				L

VEHICLES - 360° EXCAVATORS						
HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Demolition Ltd ,Operative		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Frequent		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 2	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
360° EXCAVATORS, EITHER WHEEL MOUNTED OR TRACKED. USE OF MACHINES WITH SPECIFIC ATTACHMENTS, E.G. DIFFERENT SIZE BUCKETS	Overturning of the machine	H	Only experienced, trained and competent Operatives holding current and relevant (CITB) certification / card to operate excavator machines.			L
	Over loading of the machine	H	- Only experienced, trained and competent Operatives holding current and relevant (CITB) certification / card to operate excavator machines. - Machines will be fit for purpose, in good condition and suitably maintained. - Machines will meet with the prescribed mandatory test and inspection requirements, with all certification / records readily available. - To prevent overloading, the manufacturers bucket size will never be exceeded. - When other attachments are used, weight/load assessments will be carried out to establish suitability and safe limits of operation.			L
	Contact with live underground services and overhead cables.	H	- All live services to be suitably identified before any excavation work commences. - Where necessary, goal posts will be erected to identify overhead services. - Underground services to be exposed by hand digging.			L
	Machine falling into holes, excavations or cellars.	H	- An adequate assessment of existing ground conditions will be carried out to ensure suitability for excavator operation. - Physical barriers, edge protection or vehicle stops to be erected or installed. - Machines will not be allowed near to unsupported trenches. These areas will be clearly identified, and barriers erected.			L

VEHICLES - 360° EXCAVATORS

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Demolition Ltd ,Operative		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Frequent		Review Date	14/12/2023
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TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
360° EXCAVATORS, EITHER WHEEL MOUNTED OR TRACKED. USE OF MACHINES WITH SPECIFIC ATTACHMENTS, E.G. DIFFERENT SIZE BUCKETS	Carrying persons as passengers, who may fall from the machine whilst in motion?	H	Carrying of passengers is strictly prohibited.			L
	Flying or falling debris affecting others.	H	- To safeguard against flying or falling debris, the site will be contained and exclusion zones where practical. - Personnel will be kept away from machine operations by the competent person.			L
	Noisy plant/machine operations & Dusty conditions	M	- Machines kept in good condition, suitably maintained and regularly inspected. - In accordance with the Control of Noise at Work Regulations 2005, hearing protection will be made available for noise levels ≥80 and ≤85dB (A). Where noise levels are ≥85 dB (A), the wearing of hearing protection is mandatory. - Machine Operatives to close the door and windows at all times when operating the machine to isolate from noise/dust.			L
	Hazards to other site personnel in the vicinity of the machine operations.	M	- A competent person will be deployed to ensure all unauthorised or non-essential personnel are kept clear of machine operations. - Authorised personnel in the area of the machine movements will wear high visibility clothing. - Machines to be fitted with roof lights and rear CCTV camera with in-cab monitor.			L
	Falls from height	M	- Machine Operatives to wear seat belt & close the door at all times when operating machinery, to prevent falls. - Activities involving climbing onto machines, i.e. access/egress to & from cabin, re-fuelling etc., will be carried out using proper means of safe access.			L

SLIPS TRIPS FALLS WORK AREA

HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD LTD Operative workforce		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Minutes		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference	HCD 3423	Page 1 of 1	Location	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
Trailing leads Debris equipment	Trailing cables extension cables, portable lighting cables.	H	Ensure that all trailing leads are kept tidy free from damage and routed away from walkways.			L
	Sloping surface Uneven steps Changes in floor levels Poor lighting	H	- Work areas need to be adequately lit, of suitable size and construction for the purpose intended to ensure safe, easy work movements. - Emergency routes in particular should be highlighted and maintained in a safe condition.			L
	Damaged floor surfaces	H	- All work areas will be of a suitable hard-wearing material for their intended purpose & properly maintained. - Any damaged areas will be coned off and highlighted at the Daily briefings			L
	Spillages Liquid on floor surface	H	Clear up any spillages immediately as these will become slippery and dangerous. Always use the correct signage whenever there is any floor cleaning being undertaken.			L
	Slips/Trips & Falls Due to glass materials on floor	H	- Debris sheets to be placed on the floors to catch any fallen glass. - Glass debris to be cleared up as soon as possible. - Operatives to wear suitable protection including safety helmets, goggles, Kevlar gloves and long-sleeved overalls or clothes.			L
	Poor lighting	H	- Task lighting to be in area of work - Access & egress lighting of walk ways - Remove boarding from windows where possible			L
	Bad House Keeping	H	- Keep access routes clear - Ensure tools are placed in a safe location clearly visible away from transit routes - Stock piles are tidy and segregated - Debris on the floor cleared - Segregated areas of work			L

Loading Lorries						
HAZARD CLASSIFICATION (Risk Rating):		Persons at risk	HCD Ltd Banksman, Public, Workforce		Assessed By	Dave Cobern
L – Low	Care/ Vigilance Required	Frequency	Daily		Assessment Date	14/06/2023
M – Medium	Action Required	Duration	Minutes		Review Date	14/12/2023
H - High	Immediate Action & Stringent Controls Required	File Reference No	HCD 3423	Page 1 of 1	Location:	Wind St Neath
TASK/ JOB COMPONENT	HAZARD	RISK RATING	CONTROLS/ PRECAUTIONS TO ELIMINATE OR CONTROL THE RISK			REVISED RISK RATING
Loading Lorries	<u>Manoeuvring round site</u> Workforce public	H	- Banksman to control lorries no pedestrian personnel within lorries turning circle. - Avoid reversing were reasonably practicable			L
	<u>Lorry driver being struck</u> by machine or debris	H	- Lorry driver to remain in his cab unless directed by the banksman. - Tickets to be collected form the driver on completion of loading not during			L
	<u>Fumes noise</u> Work force Public Neighbour's	M	- Avoid lorries running over speed humps uneven ground too fast when empty prevents rattling - Once lorry is in position engine to be turned off - Avoid reversing stops the audible beeper or commentary. - Radios (entertainment) to be turned off			L
	<u>Loading Material</u> Operator 360, Driver of lorry, Workforce, Public	H	- Operator only to start loading when banksman gives the approval for the process to start. - Operator to be guided by weigh loader on tipper if none the load must not rise above the sides fill below. - Arising raised in the middle of the lorry above the sides, if weight permits However there must sufficient space left and right of the raised material to allow for slippage to still be retained within the truck body. - Banksman to check with lorry driver he is satisfied load is safe			L
	<u>Dust light Debris</u> Control of dust whilst loading, control of dust and light debris when being driven	H	- Material will be pre dampened down prior to loading if required. - Material will be damped down if required during loading. - Lorry driver to check load prior to sheeting load. - All lorries to be sheeted prior to leaving site.			L

This Method Statement must be adhered to. Any deviations **MUST NOT** be carried out without a written and recorded revision.

I have read or been read too or told and understand the contents of the methodology and risk assessments.

Delivered By: _____ Signature: _____ Time: _____
 Date: _____

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