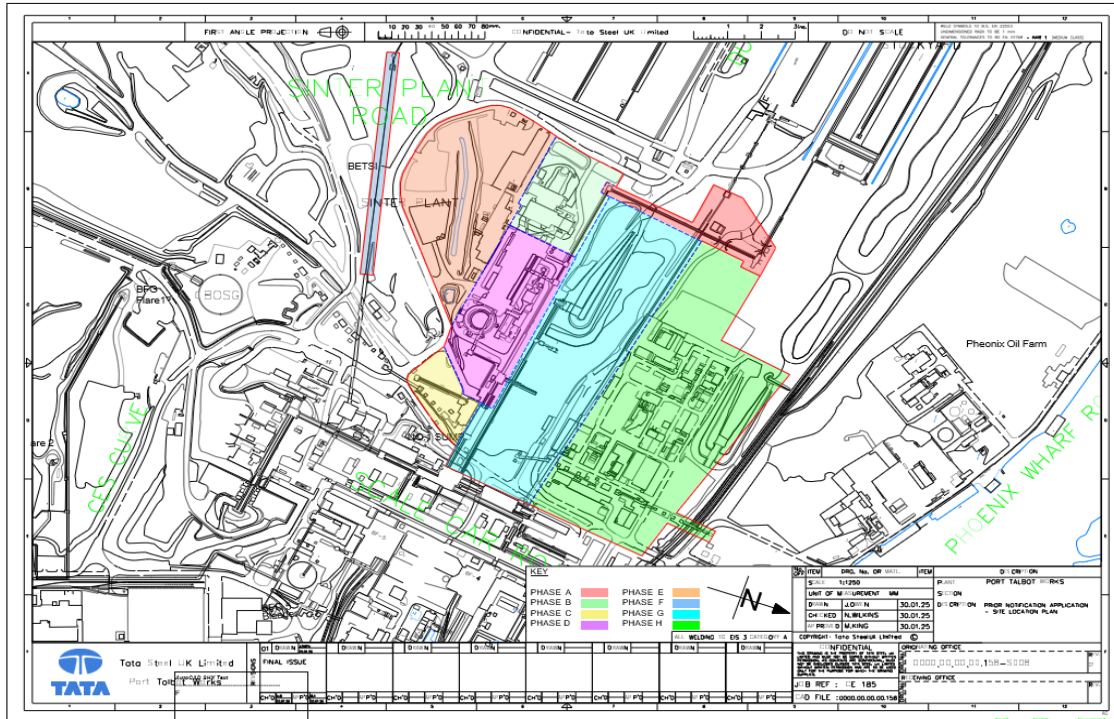


DEMOLITION METHOD STATEMENT

1. Method Statement Title:

Demolition, Dismantling of Sinter Plant & Associated Works:



2. MS Sign off and Review:

MS Number:	T0706-MS-001- Demolition, Dismantling of Sinter Plant & Associated Works:			Revision No: 0	
	Signed	Print Name	Job Title	Date	Notes
Prepared by	<i>D Cobern</i>	<i>Dave Cobern</i>	<i>Operations Director</i>		To be completed by Person Preparing Method Statement or Sub-Contractor)
Reviewed by					To be completed by a Competent Person or Sub-Contractor)

Revision Detail:

Revision No.:	Revision Detail & Issue Status:	Completed by:	Issue Date:
1	Information added	D Cobern	27 th January 2026
2	Information Added	D Cobern	29th January 2026

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;

DEMOLITION METHOD STATEMENT



a. Project Name & No.:	Sinter Plant T0706	b. Project Manager:	Gerald Simpson
c. Project Address:	TATA Steel UK Ltd Port Talbot		
d. Location of Works:	Sinter Plant and associated phases A to H		
e. Anticipated Start Date:	April 2026	f. Anticipated Duration:	15 Months
g. Site Working Hours:	07:00 – 19:00 Mon - Fri	h. Saturday:	07:00-18:00
		i. Sunday:	08:00-16:00
Note:			

Task Description	Core Hours*	Evenings and weekends*	Public Holidays**
Demolition with Excavator with shears attachment	X	X	
Demolition with Excavator with hammer attachment	X		
Demolition with Excavator without hammer attachment	X	X	

Notes:

*07:00 – 19:00 Monday – Friday 07:00 – 18:00 Saturday 08:00 – 16:00 Sunday

** No work on Public Holidays

Work to be undertaken in a live 24/7 working steel plant.

The working pattern for contractors will be:

Week one: Monday to Friday team 1 & 2

Week one Sat- Sun Team 1

Week two Monday to Friday Team1 & 2

Week two Sat – Sun team 2

Teams 1 & 2 have every other weekend off staggered.

No works outside the permitted hours will be undertaken without the permission of the local planning authority.

DEMOLITION METHOD STATEMENT

3. Supervision & Works Management:

a. Name of HCD Ltd. Site Management:	CCDO Manager	CCDO Supervisor/ Chargehand	SMSTS	SSSTS
Gerald Simpson	✓			
Alex Hardy		✓		
b. Sub-contractor Management:				
c. Are Sub-contractors being Used:	Y	d. Sub-contractors MS & RA's	N	
i. Licenced asbestos removal		ii. Not yet required		

4. Summary of Works:

Haywood Crushing Demolition Ltd have been contracted to take the role of Principal Contractor to undertake the controlled demolition of redundant structures, plant and equipment located within the Sinter Plant area phases A to H at the Tata Steel UK Ltd Port Talbot site in Wales.

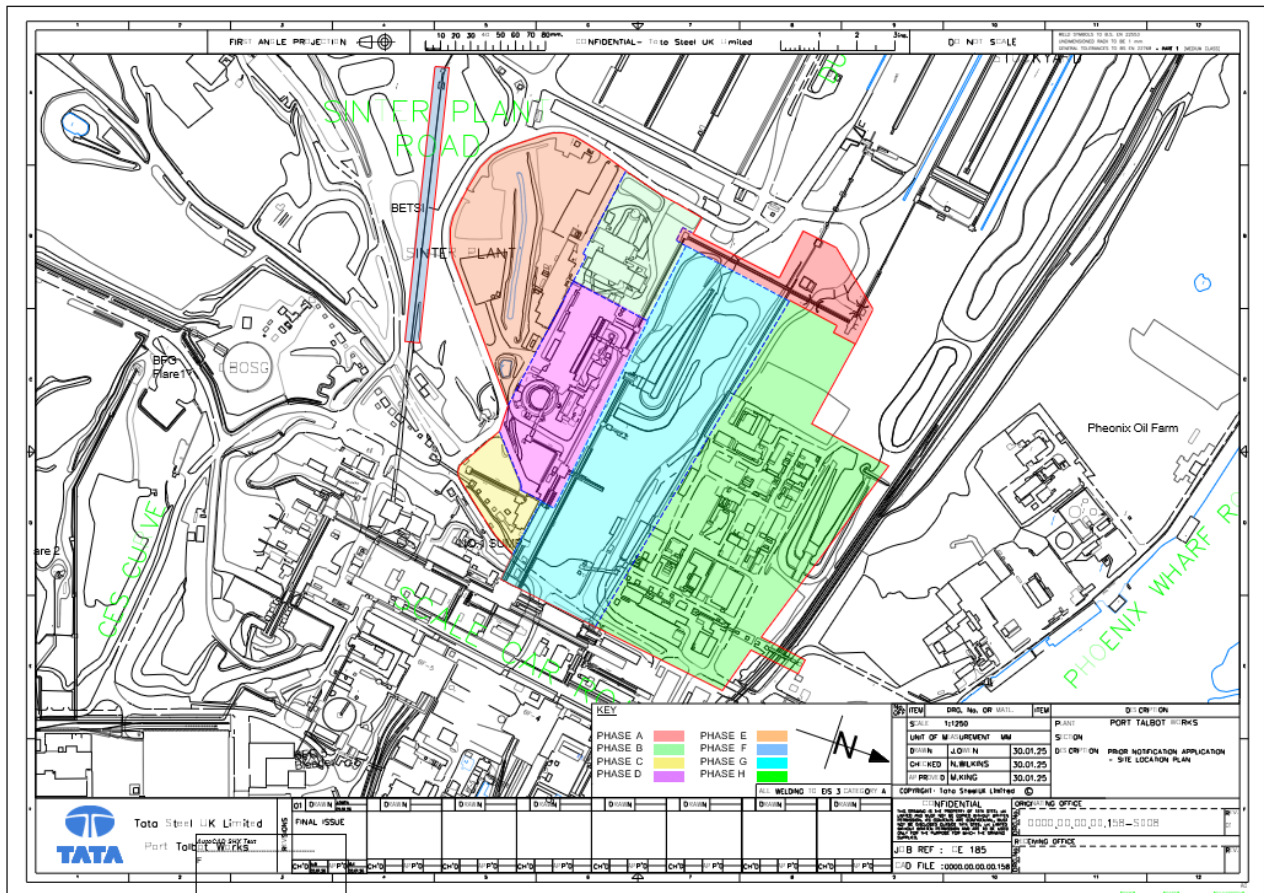


Figure 1 The project has been divided/fenced off into each of the several phases.



Figure 2 Phase A



Figure 3 Phase B



Figure 4 Phase C



Figure 5 Phase D



Figure 6 Phase E

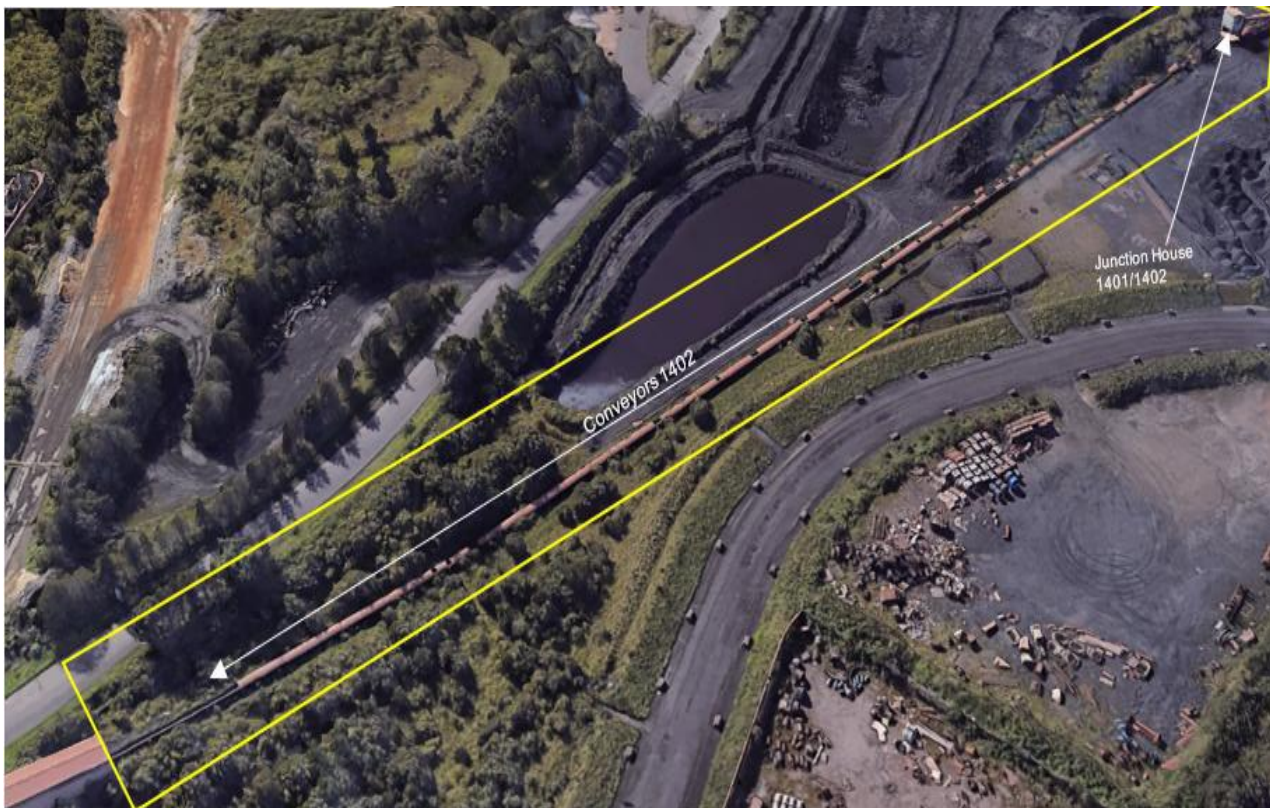


Figure 7 Phase F

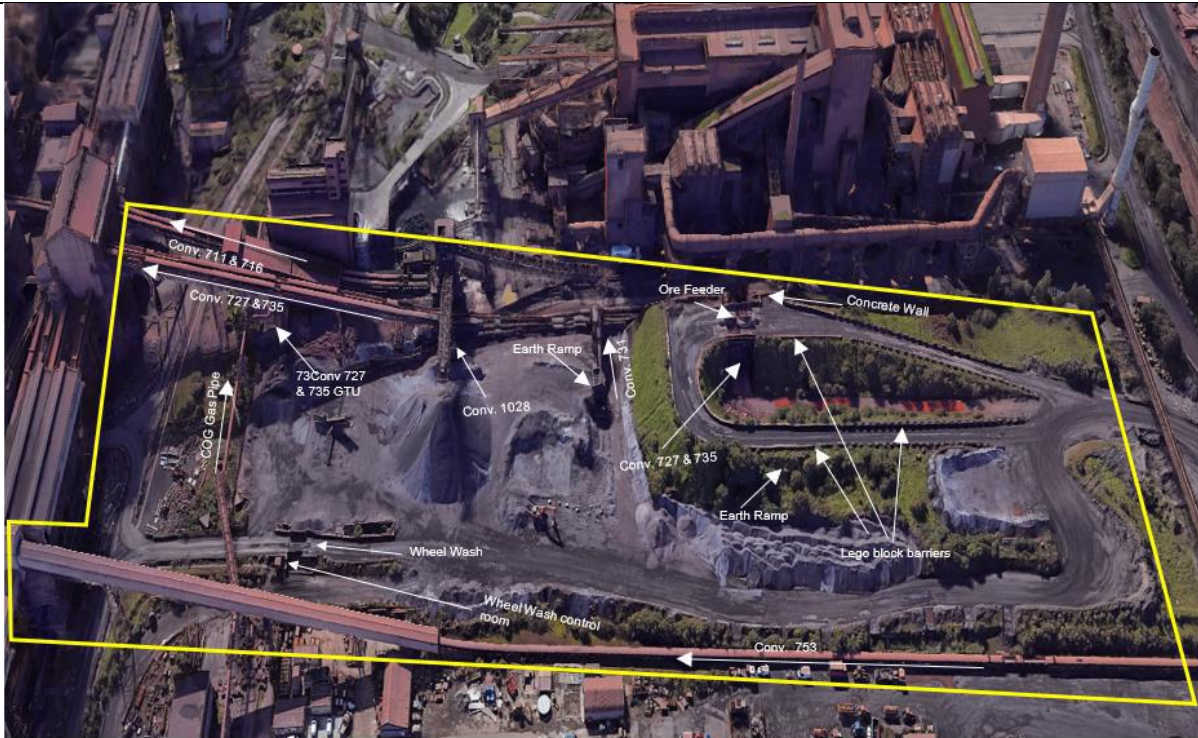


Figure 8 Phase G

LAYOUT MAPPING OF CONTRACTOR COMPOUND AREA INCLUDING COOLING TOWER, PUMP HOUSE, BOS GAS LINE, WORKSHOP, CIVIL BLDG., CABIN, SCRAP, FENCING & ETC.



Figure 9 Phase H

Summary of Work

This Demolition Method Statement details the techniques, sequence and safe working controls required to deliver the required work scope.

All works will be pre-planned and undertaken with due care and control, to ensure the safety of site personnel, Tata Steel UK Ltd and contractor staff, retained plant and equipment, stakeholders and to minimise disruption. Strict traffic management controls will be in place, as well as strict plant to person interface controls. The work site will be secured and controlled as a CDM site throughout the works. All works will be undertaken within the confines of the CDM work site and will adhere to pre-planned sequencing. Mitigation will be in place to strictly control and to reduce dust, noise, and vibration to a minimum.

HCD Ltd shall adhere to all existing Tata Steel UK Ltd traffic management requirements and restrictions.

Prior to commencement of works we will develop a specific traffic management plan for the Sinter Plant Area, which will be briefed to all site personnel, delivery drivers and other persons via Induction. The traffic management plan will be used to pre-plan all vehicular movements on/off site and will strictly manage the interface between vehicles and pedestrians on site.

Operative and visitor vehicles will be parked within an approved car parking area. Personnel will then follow the existing and approved pedestrian routes to transit to the site access gate.

The main site roadways external to the work area will be kept free from arisings and obstruction throughout the course of the works. All working provisions and arisings etc will be stored within the confines of the work site boundary. HCD Ltd will ensure that access routes are not restricted. Liaison will be maintained with Tata Steel UK Ltd (and where required with other parties) throughout works.

HCD Ltd are aware that the site includes two key access roads, and that there is a requirement that at least one of these roads must always remain live and operational. HCD Ltd will maintain liaison with the Client and the site landlord regarding the traffic management and the maintenance of these routes.

This project is concerning the demolition of the Sinter Plant and all associated plant equipment and buildings, down to top of ground floor slab with 6f2 infilling of below ground basements back up to ground floor level. The project will involve the meticulous dismantling and removal of extensive industrial facilities, storage tanks, and associated infrastructure. The site's layout and historical usage pose specific challenges that must be carefully considered in the planning stages to ensure a methodical approach to the demolition. The scope of the Works encompasses a series of critical activities that form part of the hazardous insulating asbestos material removal, cleaning, removal of oils demolition, dismantling, and site clearance of the Sinter Plant. This comprehensive project also entails various process plant structures, pipework, cables, pipe bridges, and plant and equipment. The work includes, but is not limited to, the following key elements:

1. Safely decommissioning and removing all services, process equipment, including machinery, unused oil storage tanks, and associated systems.
2. The methodical dismantling of structural elements, such as structures, conveyors, transfer
3. Houses, pipework, cables, pipe bridges, and supporting frameworks, while maintaining structural safety throughout the process.
4. The controlled demolition of the Sinter Plant and associated structures, ensuring minimal impact on the surrounding area and compliance with all regulatory requirements.
5. The identification, removal, and safe disposal of hazardous materials, including asbestos, oils, and other potentially dangerous substances, in accordance with legal standards.
6. Implementing stringent safety measures, including controlled use of hot work, continuous monitoring of potential hazards, and thorough site cleaning to ensure the area is left in a safe, clear, and environmentally compliant condition.
7. Emergency Response will be developed for the CDM area which will be fully detailed within the Construction Phase Plan.

Services

- Services will be isolated, disconnected, or diverted; they will be controlled by TATA energy department. Prior to commencement of works and throughout the project, a programme of isolation of services associated with the plant, equipment and structures marked for demolition / dismantling will be undertaken by Tata Steel UK Ltd and their specialist in house personnel. This will include physical isolation from live plant, with a physical air-gap isolation of services. HCD Ltd will receive a Handover Certificate and Isolation Certificate. Prior to start of works, HCD Ltd project management team will undertake a walk-around with the Client to confirm isolations and cleanliness prior to hand-over.
- HCD Ltd shall also note that live services continue to exist above and below ground in the surrounding area. It is important we ensure that by working within a TATA controlled robust system, allowing HCD Ltd to consult directly with the appropriate TATA personnel and departments when planning our method and sequence of work.
- It is possible that live services remain within proximity to structures not marked for demolition that may have to be terminated. It will be the responsibility of TATA to terminate and confirm in writing that these services are terminated before work in that area. HCD's Ltd method of work, sequence / direction of work along with the location of demolition plant / equipment will all be pre-planned to avoid damage.

HCD Ltd will use the following.

Job Method Statement/Risk Assessments

Project and task specific Risk Assessments and Method Statements are developed for each project / specific work task.

All risks will be assessed and documented, with controls put in place to minimise/eliminate the risk as low as reasonably practicable.

The specific method statements identify the sequence, techniques and safe working controls to complete the work scope efficiently and safely.

Daily Safety Briefings

Documented Daily Safety Briefings are used to discuss the previous day's work, both positive and negative and to document learning outcomes, allowing continuous improvement. The team then discuss the activities scheduled to be conducted that day along with the associated hazards and control measures.

This is an opportunity for the Manager or work area Supervisor to have two-way dialogue with their team and to ensure that the requirements of the RAMS are broken-down into daily briefing sessions.

Point of Work Risk Assessment (POWRA)

HCD Ltd will conduct a series of POWRA's at the workplace when required prior to the works being carried out. The POWRA's ensure that all persons are aware of the scope of works and the associated hazards and control measures for each task. Any changes to the Project circumstances are noted and recorded.

Plant & Equipment (to be used)

- Heras fencing
- Warning & information signage
- Hand tools (socket-set, spanner, shovel, cable cutters, pry-bar etc)
- Reciprocating saw
- Boom type MEWP.
- Tower scaffold
- Tele-handler forklift truck
- Lifting attachment for tele-handler
- High reach demolition spec 360o excavator machine (equipped with shear attachment detailed below)
- Demolition spec 360o excavator machines (equipped with choice of shear, rotating grab,

- pulveriser, and bucket attachments detailed below)
- Skips (categorised)
- Spill kits with gloves, disposable bags, pads, socks and absorption granules etc.
- Oxy-propane hot cutting equipment
- Fire points (fire extinguishers and fire call points)

Demolition Excavators



Demolition Excavators (D rig) (sizes from 40te – 250te) with hydraulic shear attachment (up to 25te).

Used to mechanically demolish and dismantle all specified structures, processing of scrap, plant, and equipment at medium to low height.

Figure 10



High Reach Demolition Excavator (D rig) with shear attachment. Used to demolish / dismantle high-level and processing of scrap.

. Figure 11



Figure 12

Demolition Excavators (20te+) (D rig) with rotating grab for processing, pulverisers and bucket attachments.

Supports the larger excavator machines, with the progressive sorting and segregating and load-away of arisings.



Figure 13

Cherry Picker for working at height

Work at height will be required if hot cutting is required to pre-weaken structures. Access to heights will be gained via boom type MEWP.

- All of the equipment that will be used on site will be operated by a CPCS Construction Plant Competence Scheme or IPAF International Powered Access Federation trained and experienced operators. The MEWP Mobile Elevated Work Platform when working will be in an exclusion zone. The SWL of the MEWP is 227kg and must not be overloaded. Overload will be notified via audible alarm. Prior to use of the MEWP the operators will use the manual supplied by the manufacturer / supplier to undertake familiarisation training. All persons within the MEWP basket will be required to wear a full body safety harness with 1m fall restraint lanyard attached to the relevant anchor point.
- Exclusion zones will be in force when using MEWP's and any demolition Rigs. The extent of any exclusion zones will be varied according to the demolition activity and rate of progress.

Rescue Plan for MEWP use:

- If the MEWP operative(s) have been injured prior to retrieving the casualty operatives must first assess the situation fully before commencing a rescue operation. Hazards within the working area, which may affect rescue, should be noted.
- If the MEWP operative(s) have been injured request medical assistance as quickly as possible in accordance with the site emergency plan.
- With the above in place the casualty will be recovered via the most suitable means. Two trained operatives will always work within the MEWP and if one operative is injured second operator. If both operatives are injured or if the basket controls fail to respond, then the MEWPs emergency override controls will be operated from ground level to bring the operatives safely to the ground.
- Once at ground level the casualty's condition will be assessed by the site first aider and (if applicable to the condition of the injured person) monitored until the emergency services arrive then the basket will ideally be brought to ground level in a controlled manner, by the trained operatives.

Security and Fencing Protection

- HCD Ltd personnel will adhere to all Tata Steel UK Ltd site security requirements and site rules throughout the course of the project.
- The Sinter Plant demolition project sits within the wider steel works, which already has 24/7 security measures in place. The Sinter Plant demolition will sit within a 'ring-fenced' site with additional security as necessary. (see figure 1)
- HCD Ltd personnel will attend to all required Inductions and pre-works briefings. All works will be conducted to minimise disruption to other site operations and stakeholders.
- Phases A to H each area boundary is enclosed by a fence which will be under the control of HCD Ltd working together with TATA UK personnel.
- HCD Ltd will further enclose within boundary of each work package as required using a Heras fence line to designate the internal boundary of the phased areas.
- Each work area will be provided with an access gate, which will be secured when not in use. Warning and information signage (including emergency contact details) will be displayed on the site access gate and in prominent positions around the boundary fence. Visitors to the CDM site will have to sign in on arrival to site and be inducted prior to being allowed on site, and are always escorted.
- During the demolition works there will be an average of 20 (external) vehicles a day either processing or collecting materials from within the CDM controlled areas. These works will be managed by using controlled access gates and providing external contractors with inductions prior to starting work.
- During mechanical demolition works, a demolition exclusion zone will be put into place within the confines of the CDM site, in accordance with BS6187:2011. Access to this exclusion zone

during active demolitions will be permitted to essential persons only. Demolition plant to person interface will be strictly controlled and will be addressed in detailed method statements and risk assessments.

Environmental Precautions

- At all times site operations will be undertaken with the protection of local stakeholders and the environment in mind. Works will be undertaken in a controlled manner to ensure the protection of and to minimise disruption to local stakeholders and all third parties. HCD Ltd will conduct our works to strictly minimise noise, vibration and airborne dust as much as reasonably practicable.
- All operatives will be advised (via Induction, RAMS Briefing, Daily Safety Briefing and POWRA) of the aspects of the site that require attention or protection.
- Spillage of fuels and oils etc will be cleaned up immediately if they occur. Spill kits will be present on site to deal with any incident. This will be done in line with HCD Ltd pollution prevention and emergency procedures. Spills will be notified to the Client immediately and investigated.
- HCD Ltd will identify any hazardous materials and deal with the disposal of such materials in accordance with our statutory requirements. All substances brought to site will be used in accordance with COSHH Assessments and MSDS.
- HCD Ltd will ensure that our works do not pollute the environment including nuisance noise, windblown dust, spillages etc and will prevent polluting materials from leaving the site in accordance with the contract specification.
- HCD Ltd will establish a designated re-fuelling point on site. Spill kits will be present on site to deal with any incident. Operatives are Environmental Awareness trained and this includes emergency drills for clean-up / control of spillage. In the event of leakage / spillage operatives will follow the emergency clean-up / control procedure detailed below.

Emergency Response

- In potentially dangerous / environmentally damaging situations HCD Ltd will take all necessary precautions to minimise the consequences without putting any person at risk.

At all times, the approach adopted will be to:

- Stop – prevent further spillage by stopping the flow, righting the drum, turning off the tap etc.
- Contain – by using sand or earth, absorbent pads, booms or skimmers or digging trenches etc.
- Report – all pollution incidents to the Foreman who will take the appropriate administrative action.

Steps will be taken with oil spill clean-up specialists to facilitate a rapid response in the event of a major incident, where additional pollution control equipment may be required.

The probability of small spillage on land is greatest during refuelling operations. Staff must be familiar with all the refuelling equipment. Refuelling will be carried out using the correct equipment i.e. nozzles of the appropriate size, funnels etc.

- Each refuelling bowser will carry an appropriate spill kit and the driver will be fully trained in its use.

Action in the event of spillage on land:

- Stop the leak.
- Use a spill kit to mop up spill.
- In the event of a more significant spillage, obtain assistance from the Foreman and other members of the workforce. If necessary, construct an earth barrier or trench to contain the spilled material.
- All contaminated materials must be removed to waste – ensure sufficient clean material is removed along with the contaminated material to ensure spillage is cleared fully.
- Dispose of contaminated soil in heavy plastic sacks.
- Dispose of sacks at an approved licensed facility in accordance with Project Site Waste Management Plan and record.

To prevent or reduce the risk of fuel spillage into water, storage tanks will not be located near any watercourse or peaty soil. Refuelling within 20 metres of a watercourse will not be permitted where possible.

Prior to starting works, an emergency response location should be established. This should provide clear access, suitable water currents and surface, allowing effective use of a boom.

Action in the event of a spillage to a watercourse:

- Every effort should be made to prevent a spillage reaching a watercourse.
- In the event of any spill reaching a watercourse, a boom will immediately be deployed downstream of the spillage.
- It will be secured on each bank and span the entire watercourse.
- To enable the recovery of the pollutant, the boom should be deployed at an angle to direct the pollutant to one bank.
- The pollutant will be removed using floating absorbents and if necessary, skimmers.

All the contaminated material and absorbents will be disposed of in accordance with the Site Waste Management Plan.

All significant and major spillages into a watercourse will be reported to the Environment Agency.

In the event of a discharge of suspended solids into a watercourse, immediate action will be taken to prevent further contamination.

- Every effort should be made to prevent the suspended solids reaching the watercourse.
- Any activity causing pollution will stop immediately.
- Straw bales will be used extensively and deposited to slow down the rate of discharge.
- Where possible, civil engineering controls will be installed to manage the incident.

Ecology

- Throughout works the HCD Ltd team will adhere to all project ecological requirements, including adhering to ecological survey requirements and the instructions of the project ecologist(s). HCD Ltd working team will be supported by our Environmental Director and EHS Team.

Habitat manipulation to avoid harm to reptiles.

- Whilst there is minimal activity to be carried out on site regarding vegetation removal and all work will be carried out via the normal access roadway system, when vegetation is to be impacted, then the following criteria must be applied:
- Where these habitats are anticipated to be removed the phased removal of vegetation will be carried out under a watching brief from an Ecological Clerk of Works (ECoW). These works will take place during the active season for reptiles (i.e. between mid-March and end of October, weather dependant) and during suitable weather conditions.
- Impacted reptile habitat will be hand searched by an ecologist immediately before vegetation is removed. For removal, the vegetation will first be cut down to a height of 150 mm above ground to allow reptiles to vacate the site of their own accord. The hand searching will then be repeated before vegetation is finally removed down to ground level.
- Any reptiles found during searches will be allowed to vacate the site of their own accord or - only if necessary - captured and translocated to retained habitat in the west of the site.

Hot Works

- The use of hot work (including welding, cutting, and grinding) will be strictly controlled and minimized.
- HCD Ltd will seek approval from the Client for any hot work activities.
- All hot work activities will be documented and controlled in accordance with HCD Ltd Safe Working Procedure Hot Work Permit.
- A fire point will be established in the working area, comprising fire extinguishers, charged fire hose and fire call point.
- All hot work will be carried out under Hot Work Permit.
- Gas monitoring will be undertaken where required to monitor flammable atmospheres.
- Operatives will ensure that the area below and around the hot works area is clean and clear of all combustible materials before commencing work.
- Where required, specific sheeting etc. will be used to contain the sparks from burning activities whenever possible.
- The work area will be dampened to help prevent sparks from causing any ignition.
- Fire watches will be in place around all hot works areas and will remain in place for a minimum of one hour on completion of works.

- Emergency fire provisions will be in place, including means to fight fire and means to alert the team and Client etc. in the event of an emergency.

Control of dust emission:

- There is dust in the sinter plant building, it will be washed down utilising water jets collected at ground level via bunds to remove as much dust as possible prior to demolition, during demolition dust will be controlled and suppressed via a combination of dust busters and atomisers, the relevant structures shall be soft stripped, as far as reasonably practicable, back to brick and block prior to structural demolition to minimize the propensity for fugitive airborne dust and debris generation during the demolition operation. During mechanical demolition, targeted dust suppression will be applied to ensure that dust is suppressed at source e.g.
- Dust Boss water cannons emit a fine mist spray across the site to drive airborne dust particles to ground. Regular visual inspections / observations of visible dust will be undertaken to ensure that mitigation measures are working successfully. Should dust levels breach acceptable limits at any stage, works will stop and control measures will be reassessed and adjusted.
- Care will be taken not to flood working areas and water use, and water surface run-off will be strictly managed and controlled. Only water mist will be used, to ensure that it is both effective to control dust release and to ensure that the quantities used do not pose a surface water run-off issue. Required drains within the site boundary will be sealed / bunded using a Drain Protector drain sock (or similar) placed to surround drains and used to trap silt, sand, debris, preventing it entering drains but ensuring that water from dust suppression systems and rainfall can enter the drains preventing flooding of the site.
- Mechanical demolition will take place within an exclusion zone, with only the plant operator present. The plant operator will keep cab doors and windows closed.
- Wagon / skip loads will be sheeted prior to transport.
- The roads approaching the Sinter Plant work area will be kept clean of mud, dust and debris always. The roads will be subject to ongoing inspection.
- The Site Manager and visiting H&S and senior management team will undertake regular inspections around the site to see if there are unreasonable and excessive build ups of dust from specific tasks and implementing control measures as necessary.
- HCD Ltd will adhere to the site speed limits to minimise vehicles kicking-up dust.
- Dust on site will be controlled in accordance with HCD Ltd ISO certified business management systems and associated policies and safe working procedures. HCD Ltd will adhere to the applicable recommendations and requirements of IAQM Standard and BS5229- 1:2009+A1:2014 Code of practice for noise and vibration on construction an open-sites. Adherence to HCD Ltd procedures and the required guidance will be monitored by the Site Manager and Project Manager. Visiting audit / inspection will be undertaken by HCD Ltd EHS Department and our Compliance Officer (in addition to Client and Principal Designer audit/inspection).

- An integrated noise, dust and vibration monitoring system will be installed to allow real-time continuous monitoring. Background levels will be documented prior to start of works and compared to the real-time monitoring as works progress. Reports will be generated and provided as part of the contractor's report and the H&S File, as required. A monitoring station will be set-up at the immediate edge of the work site boundary adjacent to sensitive receptors. The provisions will be moved as works progress, in line with the working sequence.

BS5229-1:2009+A1:2014 does not provide guidance or set limits for dust levels, as it is not within its scope. Thompsons will therefore draw from industry guidance (specifically the IAQM guidance) to define the dust limits for this project, working closely with our client and the project Principal Designer. A customary limit is 200mg/m²/day deposition will be applied. Although this limit is usually referenced when looking at a frisbee gauge (as per IAQM guidance), when using the monitoring system, we will receive a live / real-time reflection of levels of dust generation allowing us to monitor more closely and to apply additional mitigation methods far quicker.

If agreed levels are exceeded an alert will be issued by the monitoring system to the team without delay. Works will immediately halt for re-assessment. Review of the levels will be undertaken alongside the existing control measures. Works will then be re-planned with additional control measures etc and will commence again under continuous monitoring to ensure that improvement has been successful.

Noise emissions:

- We will undertake a noise assessment during the pre-commencement 'Mobilization' stage to predict noise and vibration levels and to develop mitigation measures and best practices to limit the impact on neighbouring receptors.
- Noise on site will be controlled in accordance with HCD Ltd ISO certified business management systems and associated policies and safe working procedures. HCD Ltd will adhere to the applicable recommendations and requirements of IQAMA Standard and BS5229-1:2009+A1:2014 Code of practice for noise and vibration on construction an open-sites. Adherence to HCD Ltd procedures and the required guidance will be monitored by the Site Manager and Project Manager. Visiting audit / inspection will be undertaken by HCD Ltd EHS Department and our Compliance Officer (in addition to Client and Principal Designer audit/inspection).
- An integrated noise, dust and vibration monitoring system will be installed to allow real-time continuous monitoring. Background levels will be documented prior to start of works and compared to the real-time monitoring as works progress. Reports will be generated and provided as part of the contractor's report and the H&S File, as required. A monitoring station will be set-up at the immediate edge of the work site boundary adjacent to sensitive receptors. The provisions will be moved as works progress, in line with the working sequence.
- HCD Ltd will adhere to noise limits as detailed in BS5229-1:2009+A1:2014, as noted below:

Table E.1 Example threshold of ΔL_{A1} potential significant ΔL_{A1} effect at dwellings

Assessment category and threshold value period	Threshold value, in decibels (dB) ΔL_{A1} ($L_{Aeq,T}$) ΔL_{A1}		
	Category A ^{A)}	Category B ^{B)}	Category C ^{C)}
Night-time (23.00–07.00)	45	50	55
Evenings and weekends ^{D)}	55	60	65
Daytime (07.00–19.00) and Saturdays (07.00–13.00)	65	70	75

NOTE 1 A potential significant effect is indicated if the $L_{Aeq,T}$ noise level arising from the site exceeds the threshold level for the category appropriate to the ambient noise level.



HAND-ARM VIBRATION EXPOSURE CALCULATOR

Version 6.3 September 2023

Company name/work area:

Employee ID and/or task name:

Tool Use drop-down list for HSE recommended initial tool magnitude value (range for tool shown in brackets) or manually add tool type and/or magnitude in this column and the Vibration magnitude in "User" column.	Vibration magnitude m/s ²		Task Points per hour	Time to reach EAV hh:mm	Time to reach ELV hh:mm	Exposure duration		Partial exposure m/s ² A(8)	Partial exposure Points
	HSE	User				hours	mins.		
Reciprocating Saws [7-27]	18		648	0:09	0:37				
Hiti WSR 22a Recip Saw		16	512	0:11	0:46				
Hilti SR30 Recip Saw		21.2	899	0:06	0:26				
								Daily exposure m/s ² A(8)	Daily exposure points

INSTRUCTIONS: Enter vibration magnitudes and exposure durations (for an individual worker or a task carried out by several workers) in the white areas. Results are displayed in the yellow areas.

Additional information such as company name, worker name may be added if printing or saving the calculation.

Exposure calculation by:

Job role:

Calculation date: 13/06/2024

Controlling Noise:

- Noise generation shall be confined to levels that are as low as is reasonably practicable, for example by choosing to employ hydraulic munchers (if within capacity) to breakdown reinforced concrete in close proximity to residential and commercial properties instead of using hydraulic concrete breakers.
- All vehicles operating on site shall be fitted with "White Sound" (Broadband) reversing alarms as standard which shall provide improved sound/alarm directionality, lower decibel levels and reduced overall noise pollution in comparison to traditional tonal alarms.
- The works shall be planned to eliminate reversing operations whenever possible to enhance safety and minimize the activation of reversing alarms.
- Due to the nature of the works, a certain level of noise generation shall be unavoidable, but every effort shall be made to maintain noise levels at the site boundary to below 70Db(A) Leq(10hours).

Vibration:

- Where practicable, low vibration working methods will be employed and consideration will be given to the use of the most suitable plant, reasonable hours of working for operations which might give rise to perceptible vibrations.
- Site specific Vibration and noise limits/ trigger points shall be established by the specialist environmental monitoring subcontractor via an assessment in accordance with" BS 5228
- Temporary services will be powered by screened, silent run generators to reduce nuisance vibration. Wagon and plant engines will be turned off when not in use. All plant and equipment will be subject to daily inspection and robust maintenance to reduce nuisance vibration.
- Whole body vibration will be strictly controlled through the provision of air seats and dampening mechanisms in the demolition plant. Plant and equipment will be maintained to a high standard throughout works in accordance with our integrated management system procedures, accredited to ISO 9001:2015.
- An integrated noise, dust and vibration monitoring system will be installed to allow real-time continuous monitoring. Reports will be generated and provided as part of the contractor's report and the H&S File, as required.
- The Code of Practice for Noise & Vibration Control on Construction and Open Sites".

Where vibratory hand tools are used then a system of monitoring and worker rotation will be put into place. Operatives will wear gloves to keep their hands warm.

Actions for HCD Ltd Operatives

- Report any signs of HAV – pins and needles, pain, numbness of the fingertips, pain in the wrists, reduced sensitivity in the touch
- Use the correct tools for the job
- Rotate the vibratory tools with fellow workers when notified by the Site Supervisor
- Wear warm gloves

Actions for HCD Ltd Site Supervisor

- Complete trigger time record sheet and rotate employees tasks

- Provide information to operatives on HAV
- Advise employees of the required safe working practices
- Eliminate or reduce vibration risks in line with the method statement and safe working procedures

Training & Competency

- The project will be managed by an experienced project management team, comprising Project Manager, Site Manager and EHS Officer. Site Supervisors will assist the Site Manager with the control of Operatives within each work package area.
- Demolition works will be undertaken by experienced and trained demolition operatives, who hold relevant CSCS and CCDO cards, at the appropriate level for their role (Demolition Operative to Experienced Worker Topman). Personnel are trained through CITB, National Demolition Training Group and other approved training providers on all specialist techniques and equipment in use on our sites.
- Plant operators each hold CSCS / CPCS competency cards, NVQ and other specialist training for the plant and equipment which they operate.

Liquids Control Measures

- All active drainage points within and adjacent to the site will be clearly identified and where necessary a means of water filtration installed around them.
- All diesel fuel for the site plant will be stored on site within bunded double skinned fuel bowsters located at predetermined designated refuelling areas on site for easy access by plant but away from any drainage access point. The refuelling lines will be fitted with automatic shut off devices and unattended refuelling will not be allowed at any time. Lorries and other vehicles normally used on public roads will not be refuelled on site.
- The plant refuelling areas will be on a hard stand area and have a quantity of absorbent materials (spill kits) available in case of any diesel spillage, which will be cleaned up immediately.
- Other items requiring storage on site such as hydraulic oils etc. will be in the appropriate storage drums stored in a provided secure container or bunded area located at the appropriate position within the lower basement areas.
- All site welfare facilities effluent and sewage discharge will be via effluent/septic tank below the toilets/showers and removed by a competent licensed using specialised vacuum tankers to suction out accumulated sludge, solids, and liquid waste.
- At no time will any effluent be allowed to discharge directly onto the ground or into the water system.
- All wastewater from the on-site asbestos personnel de-contamination units will pass through installed proprietary wastewater filters before entering the existing drainage system.
- At no time will any dust control water sprays be allowed to generate a flow of run-off water. All such water spray operations will be controlled and managed by always appointed site personnel in attendance. Filters will be installed over drain outlets.

- HCD Ltd will comply with the TATA environmental permit for the water runoff from the site and will ensure that they are maintained in an efficient state of repair and remain from contamination.
- A specialist waste contractor will be employed to dispose of any hazardous liquid wastes found on site and disposed of in accordance with the respective regulations.
- Licenced Asbestos removal will be undertaken by HSE licenced Contractors and controlled by HCD Ltd.

Complaints

The objective of the TATA Steel Complaints Standard (see appendix 1) is to establish a clear, consistent, and accountable process for the receipt, management, investigation, and resolution of complaints across all channels. Throughout the duration of the project HCD Ltd and our site personnel will adhere to the requirements of the TATA Steel Complaints Standard

The applicable information from the TATA Steel Complaints Standard will be included within the project Construction Phase Plan and will be briefed to all applicable persons at site induction. If any HCD Ltd staff member receives a complaint specific to this project, then details will be recorded and will be passed to TATA Steel management without delay. HCD Ltd will then assist in any required investigation to determine root cause and improvement opportunities.

5. Step by Step Sequence of work:

The structures to be demolished ranges from single to three storey outer office buildings to single storey steel framed structures, conveyors transfer house RC road ramps pipe bridges pipeline and associated structures to the sinter plant

The project is to be completed over 15 months or earlier, the work will be down to top of floorslab with infilling up to ground level of any basements/ponds.

- Prior to commencement of works exclusion zones will be established within the boundary fence line as work progress as per the programme, in accordance with BS6187:2011 Code of Practice for Demolition Operations. Access to the exclusion zones will be permitted to the permissible personnel only. The exclusion zone will be managed by the Site Manager or specific work area Supervisor and banksmen, positioned external to the exclusion zone (but

within the CDM site) and with a clear view of the works. Two-way radio will be used to communicate between the working teams.

The Sinter Plant and chimney will be demolished utilising explosives, the sinter plant will be split down the middle (and fall east and west) once the building has been demolished, excavators with shear and pulveriser attachments. Will reduce the demolished building further into separate scrap streams.

Prior to demolition all identified drums of chemicals, waste grease, oil etc. will be removed to be stored separately in an agreed ventilated quarantined area inside the building sealed containers will be stored on a concrete floor, open ones on a spill pallet they will then be to be categorised ready for removal. All other non-identified items will be taken outside (if sealed) stockpiled on impermeable area for categorisation by a qualified person. All unused oil tanks within the Sinter Plant area will be emptied into tankers. Once identified all items will then be removed off site by a registered waste carrier to a registered facility for recycled or disposed.

Licenced and non-licenced Asbestos removal

- Asbestos has been identified on the Site in various forms from previous asbestos surveys, and all information will be updated and detailed within the completed Asbestos Refurbishment and Demolition Surveys (R & D Surveys) to be carried out by the Client.
- Prior to demolition, a Demolition Asbestos Survey will be undertaken by an independent and UKAS registered asbestos surveyor. Works will commence with the controlled removal of any asbestos containing materials identified on the survey. Certification will be provided by an independent and UKAS registered asbestos analyst to confirm that asbestos has been safely removed.
- HCD Ltd will employ a licenced Asbestos Removal company to remove all traces of licenced asbestos before any decontamination; dismantling or demolition work takes place in and around these areas / buildings. As per R & D Surveys
- There are large amounts of Asbestos AIB to be removed, from the main office area it will be notified to the HSE under a ASB 5 by the preferred licenced asbestos removal company.

Asbestos Removal Methods

- **AIB removal.**
Scaffolding will be erected by an asbestos licenced scaffolding contractor (if required) The licenced asbestos contractor will then form an sealed enclosure within the scaffold; asbestos operatives wearing the appropriate PPE will remove the AIB, wrap and remove out of the enclosure to a nearby enclosed skip. Once all the AIB has been removed from the enclosure a 4-stage clearance will be issued to allow the enclosure to be removed. All other AIB will be removed in a similar way some need scaffold, other buildings (old offices) on the peripheral and in the CDM area will still be within enclosures but on a smaller scale.
- **Pipework**

Pipework will also be notified to the HSE under a ASB 5 notification. Some pipes will be enclosed, stripped of asbestos all by licenced contractors, stage 4 clearance and enclosure removed. Others due the difficult nature of where the pipework is, will be wrapped in 1000-gauge plastic sheeting and sealed then removed whole, to be placed into nearby skips.

- **Asbestos Clearance Certification**

Will be provided by an independent and UKAS registered asbestos analyst to confirm that licenced asbestos has been safely removed.

- **Notifications to the HSE**

The preferred Licenced asbestos removal company will be responsible to the HSE via a ASB5 notification,

- Any non-notifiable asbestos removal will be carried out by HCD In house trained operatives.
- HCD Ltd will assume that there may be residual asbestos containing materials concealed within the various buildings, structures, plant and equipment and a requirement to be vigilant for such and include for the appropriate procedures for their identification and removal.
- HCD Ltd, based on our experience of similar Works, will make reasonable assumptions relating to all Areas and Plant as to the possible presence of additional asbestos containing materials, and to have included within their removal accordingly.
- HCD Ltd will carry out asbestos background monitoring prior to the demolition phase of the works. Then when non licenced asbestos is being undertaken background and personnel monitoring during operations, all readings will be forwarded to the client. If results exceed allowance, then the analyst has the authority to stop work until any issues are resolved.
- The safe removal and disposal of any asbestos identified in the Demolition / refurbishment asbestos survey and any additional asbestos found during the demolition works, shall be in accordance with the Control of Asbestos Regulations 2012. Prior to demolition, Demolition Asbestos Survey have been undertaken by an independent and UKAS registered asbestos surveyor. With the controlled removal of any asbestos containing materials identified on the survey.

Demolition Phase

The Sinter Plant (Main Building) Phase D will be demolished with the use of explosives. Prior to the building be demolished by explosives the structure will be safely stripped back to the main structure where possible.

Phase B, all de-dusting structures, fume extraction, precipitators, pipe bridges and the like will be demolished by Hi reach mechanical means, clearing the area ready for the chimney, this will be demolished using explosives at a later date.

- Prior to demolition, works will commence with the controlled removal of any asbestos containing materials identified on the survey. Certification will be provided by an

independent and UKAS registered asbestos analyst to confirm that asbestos has been safely removed.

- All chemicals' oils greases and the like will be removed from the structure prior to any demolition and either recycled or disposed of at a registered facility.
- The buildings will be soft stripped where required, to remove internal fittings, fixtures.
- This will ensure maximum recycling and will allow for unrestricted demolition.
- An assessment of the sinter plant building and chimney (height, location and condition) has determined that the most suitable method of demolition is explosives and then mechanical demolition, using a demolition spec 360o excavator (D rig) (equipped with a rotating shear/grab attachment).
- Prior to commencement of works an exclusion zone will be established around the structure, in accordance with BS6187:2011 Code of Practice for Demolition Operations. Access to the exclusion zone will be permitted to the plant operator only. The exclusion zone will be managed by the Site Manager or specific work area Supervisor and banksmen, positioned external to the exclusion zone (but within the CDM site) and with a clear view of the works. Two-way radio will be used to communicate between the working team.
- The arisings will be mechanically sorted and segregated. Brick and concrete will be removed to the defined crushing area ensuring maximum recycling.

Main structures Conveyors, rod mill, transfer houses, steel sheds etc

- Prior to commencement of works an exclusion zone will be established around the structure, in accordance with BS6187:2011 Code of Practice for Demolition Operations. Access to the exclusion zone will be permitted to the plant operator only. The exclusion zone will be managed by the Site Manager or specific work area Supervisor and banksmen, positioned external to the exclusion zone (but within the CDM site) and with a clear view of the works. Two-way radio will be used to communicate between the working team.
- Phase C the rod mill building has been condemned structurally by the client therefore a more thorough assessment will be required, however the initial assessment of the structure (height, location, and condition) has determined that the most suitable method of demolition is Hi reach Demolition Rig (D rig) mechanical demolition.
- Phases A, C, F, G, a D rig equipped with shear attachment will be used to remove the Pipe lines bridges, conveyors from the transfer/junction houses, then the transfer house, working progressively top-down, then the trestles, conveyors attached to trestles, supports, stock houses or other structures to remain, will be cut free with a Hi reach then tidied up utilising either a MEWP or crane basket back to the supporting structure.
- Phase H Steel frame structures will be demolished by standard D rig fitted with appropriate attachments it will remove the gable end sheeting of the structure, exposing the roof section and gable end steels.
- The D rig will remove all the gable end steels and place to one side for processing.

- The D rig will then cut the roof truss as near as possible to a column then repeat the process on the opposite side, the roof will drop down held by the purlins.
- The above will be repeated allowing each cut section to be attached by the purlins.
- Then the D rig will remove roof sheets and place to one side exposing the purlins, then starting on one side, cut the purlins working across the roof allowing the cut sections to drop to ground level.
- Once at ground level another D rig will reduce the roof sections to smaller sizes and remove from demolition the area to be further processed, leaving the Hi reach D rig to continue the demolition.
- At ground level the scrap generated by the works will be taken out of the demolition area to be further mechanically processed to size utilising D rig excavators fitted with processing equipment, in accordance with the contract specification and removed to a pre-determined registered recycling centre.
- Break-out / demolition of concrete bases, ramps, pedestals, footings and conveyor bases
- Concrete structures will be first pre-weakened to enable their removal, using a 360o excavator machine equipped with a breaker attachment. The noise, vibration and dust controls within the pre-amble will be adhered to throughout. The excavator will be used to progressively reduce the basis into oversized sections. The oversized sections will then be further reduced using a pulveriser attachment. The re-bar will be extracted, rolled / compacted and then loaded onto Thompsons transport for removal off site. The concrete will be crushed to the defined grade. Stockpiled crushed concrete will be used to back fill any basements/voids to leave the site free from drops.

Processing of concrete

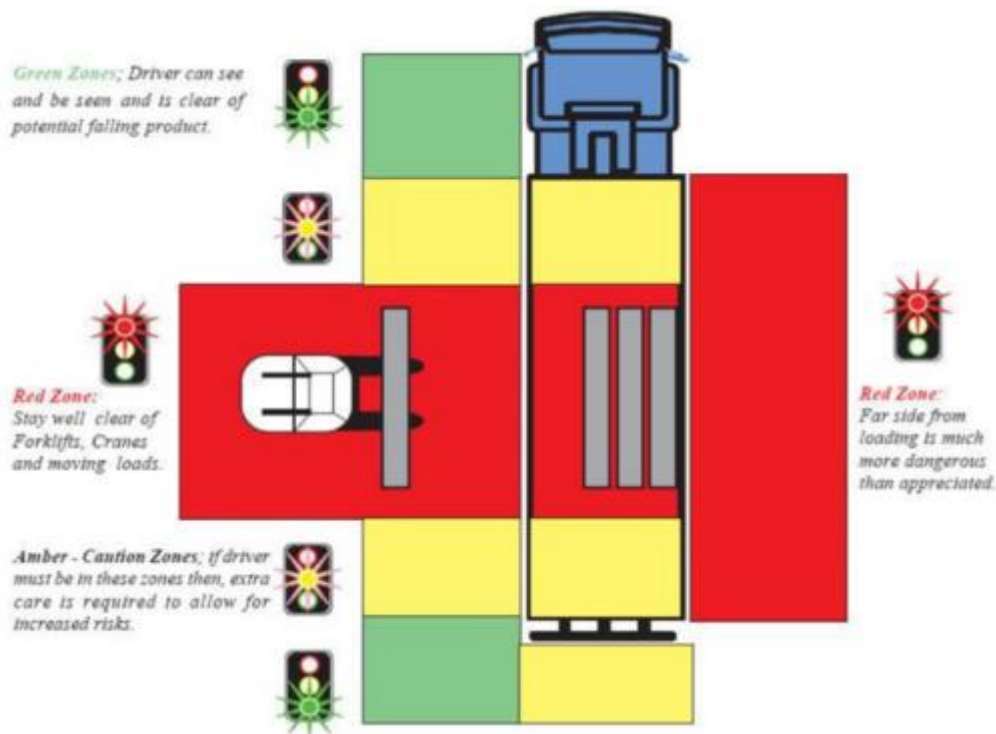
- All concrete generated by the work scope will be crushed within an agreed area of the site and to a defined grade suitable for re-use.
- Any rubble excavated during the works will require a full suite of chemical testing to ensure that it is suitable for crushing and re-use.
- The concrete will be first primary processed using an excavator machine with pulveriser attachment. The re-bar will be extracted, rolled / compacted and then loaded onto Thompsons transport for removal to a defined area of the site for Client credit.
- The concrete will be crushed to the defined grade. Stockpiled crushed concrete will be loaded onto Thompsons transport for removal to a defined stockpile area of the site.

Concrete Lego bricks

- Lego brick walls will be dismantled using a 360o excavator machine equipped with rotating grab attachment
- Lego bricks from wall dismantling and those reclaimed from the wider work area are specified to be removed to a designated stockpile area. Lego blocks will be collated using a 360o excavator machine with rotating grab attachment and mechanically loaded onto a rear

tipping articulated dump truck. The Lego blocks will be removed to a pre-determined location and then tipped with due care into a stockpile.

- TSUK LTD and HCD Ltd will operate a “Load Safe” Policy that is mandatory on all works areas throughout the Port Talbot works. HCD Ltd will make themselves aware of the procedure and ensure all necessary measures are in place to comply with the policy safely and adequately. A summary diagram is shown below:



All vehicle movement will be undertaken with due care. Strict vehicle to person interface controls will be in place. Vehicles will be carefully banked into a loading / off-loading position. All persons will stay clear of the path of travel and will maintain communication. Drivers will adhere to the following as a minimum:

Any oversize mechanical plant remaining will be reduced in size using a gas axe allowing removal from site.

Civil structures/Concrete bases will be broken down utilising a number of attachments, mainly work will pulverisers to reduce noise levels, Hydraulic hammers will be a last resort process.

The hardcore will be processed, removing all the reinforcing bars and crushed to a reusable product for recycling on and off site.

Laydown areas for the processing of the building will be adjacent to the demolition zone.

ROLES & RESPONSIBILITIES

Organisations and arrangements

Leadership and Commitment

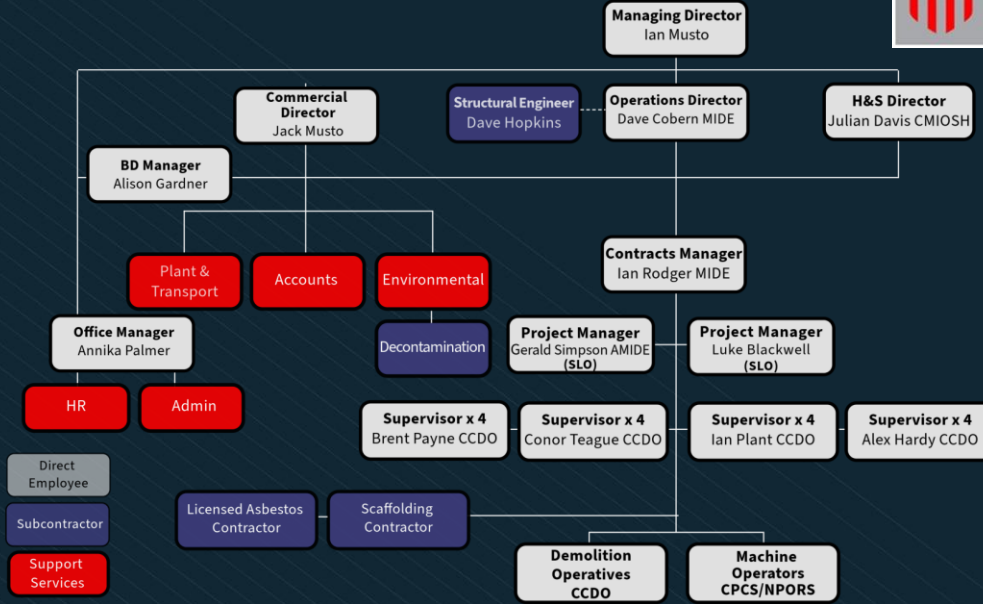
The Directors and “Top Management Team” of HCD Ltd are committed to the development and implementation of a Quality, Environmental and O H & S Policy and a Management System which are both compatible with the works carried out and the services supplied by the company. This system is frequently reviewed to ensure that it conforms to the relevant standards, legislative requirements, and regulatory requirements of the company and also to ensure that it reflects on the companies work activities. Responsibility has been assigned to ensure that the Quality Environmental and OH&S Management System conforms to the requirements of ISO9001:2015 and ISO14001:2015 and ISO45001:2018 and the provision to report on performance to the “Top Management Team” has been defined.

The Directors and Managers of HCD Ltd are responsible for implementing the Quality, Environmental and OH&S Management System and for ensuring that the system is understood and complied with throughout all levels of the company.

Organisational Structure

Top management have defined the organisation and roles, responsibilities and authorities of its employees. All employees have been informed of the responsibilities relating to their role.

THE TEAM



Organization Structure

The Company recognises that the structure of the organization needs to constantly evolve in order to meet the changing needs of clients, the market and compliance obligations.

The Management Team is responsible for ensuring the structure of the organization is appropriate to the current business needs and will ensure that the organization chart is regularly reviewed and maintained

Health and Safety Policy Statement

This statement sets out the policy of HCD Limited (The Company) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our work activities. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations and to continually improve its performance with regards to health and safety.

In addition to the groups of persons mentioned the first paragraph above, the Policy is also intended to assist in ensuring that clients and other persons who may come into contact with this Company, its premises or its activities (whether work-related) are not adversely affected with regard to their health and safety.

Provided that persons referred to in the first paragraph above adhere to the provisions and precautions contained within this policy, they will be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract in so far as they refer to health and safety at work.

Persons referred to in the first paragraph above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. A copy of the Policy will be

available at each place of work. Personal copies will be issued at induction with further copies of the Policy available upon request from Head Office.

DEFINITIONS

In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.).

The term 'legal obligations' refers to the statutory duties laid down principally in The Health and Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

POLICY

The Company will take reasonable measures to ensure that those persons referred to in 5.6.1.1 are made aware of the contents of this Policy, the possible effects upon their personal health and safety and the possible consequences in the event of any breach of this policy.

The Company recognises its obligations under Section 2(1) of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation. It will also take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy.

Employees of the Company will exercise diligence in ensuring that this policy is adhered to.

Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.

The Company will undertake, as far as is reasonably practicable, the following:

The provision and maintenance of plant, transport, equipment and systems of work that are safe and without risks to health.

Arrangements for ensuring safety and managing the risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.

The maintenance of premises and places of work which are safe and without risks to health, and safe access to and from such places.

The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.

The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.

Adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.

Systems and procedures which will ensure that all operations and activities are executed at all times in such manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety

POLICY REVIEW

This Policy will be reviewed after changes in legislation, changes in the structures of the Company, in the light of additional knowledge or information becoming available, and in any event annually.

RESPONSIBILITY FOR POLICY IMPLEMENTATION

Responsibility for the implementation of this policy is vested in the Board of Directors of HCD Ltd. They will be assisted as necessary by HCD Ltd.'s Safety Department who will provide support and advice on strategy and day to day health and safety related matters.

Signed:



Name: Ian Musto

Date: 10/01/2025

These Policies represent the framework for planning and improving the IMS and setting general and specific quality objectives. The Integrated Management System is appropriate to HCD Ltd.'s processes, products, and services, and is derived from the overall policies, context, and strategy, and provides a framework for establishing and reviewing objectives. The Integrated Management System is approved by the Managing Director. Whenever required, Managing Director reviews the policy for its continuing suitability. The IMS also includes a commitment to satisfy applicable requirements and continual improvement of the IMS. Our quality, environmental, and Health & Safety policies are:

HCD LTD. is committed to:

The satisfaction of our customers in all respects by supplying high-quality services, complying to the relevant standards, always on time

Fulfil our commitment through total involvement of all at HCD LTD. and with continual improvement in our integrated management system.

Identify, prevent, control and minimise adverse environmental impacts associated with our operational activities. Comply with all quality, environmental, Health & Safety requirements.

Develop and maintain a highly motivated and trained workforce for effective management of the quality, environment, and Health & Safety issues.

Communicate our environmental commitment to clients, employees and other interested parties.

Strive to continually improve our quality, environmental and Health & Safety performance keeping in view the regulatory requirements, Health & Safety requirements, environmental requirements,

community concerns, and technological advancements. Establish & maintain a healthy work environment.

Comply with applicable legal requirements.

Adopt the best practice of operations to prevent ill health & injuries

Ensuring only licensed Asbestos Contractors will undertake NLW work for HCD and only trained and competent HCD operatives will undertake NNLW.

Protect the health and safety of non-English speaking personnel employed by the company and others who may be affected, including staff, visitors and members of the public.

Organizational roles, responsibilities, and authorities

Clause no.5.3 of ISO 9001:2015

Clause no. 5.3 of ISO 14001:2015

Clause no. 5.3 of ISO 45001:2018

Responsibilities and authorities for relevant roles are assigned by top management and communicated within **HCD LTD**. Top management assigns roles and responsibilities for ensuring that the IMS conforms to ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 and reporting on the performance of the IMS, including the IMS performance, to top management, the following responsibility and authority to:

Arrangements

The responsibilities for different management grades and individuals are detailed below:

Responsibilities of the Board for HCD

The Board is ultimately responsible for the development and implementation of policies and procedures, which will assist in securing the health and safety of employees and others who may be affected by the operations and conduct of HCD.

Each member of the board will accept their individual responsibility as well as their collective responsibility as the board and provide health and safety leadership to that effect.

The Board will ensure that a positive attitude to health and safety management is presented at all times to staff, clients, other organisations and members of the public and that priority is given to the promotion of a positive health and safety culture within the organisation. This will be achieved by the following:

Placing health and safety on the agenda at meetings of the Board and minuting the content of those discussions.

Ensuring that policies and associated documentation relating to health and safety at work is reviewed on a regular basis and that changes are made as appropriate.

Liaising regularly with the Health and Safety Director and various other management grades on matters relating to health and safety at work.

Keeping informed of new developments in health and safety management techniques. Keeping informed of relevant changes in health and safety legislation.

Ensuring that adequate resources are allocated to health and safety.

Ensuring only licensed Asbestos Contractors will undertake NLW work for HCD and only trained and competent HCD operatives will undertake NNLW.

Formulating plans and strategies designed to promote awareness of health and safety matters.

Providing support and assistance to employees in matters relating to health and safety at work.

Ensuring that accidents, dangerous occurrences and other events which may adversely affect the health and safety of those who work under the control of HCD are properly reported, recorded and investigated. Engage the active participation of the workers in improving health and safety.

In order to assist in fulfilling its duties and responsibilities, the Board will be assisted by all management grades within the Organisation and in particular the Health and Safety Director.

Each member of the Board will also have individual responsibilities detailed below in *Responsibilities of Individuals*.

Responsibilities of the Health and Safety Department

The Health and Safety Director

The Health and Safety Director is responsible to and reports to The Board on all significant health and safety failures, and the outcome of the investigations into their causes and all other matters relating to health and safety at work.

The Health and Safety Director will provide support to the Board so as to assist them in meeting their responsibilities as defined above.

The Health and Safety Director will ensure the Board periodically review health and safety performance and make representations and recommendations to the Board so as to assist in the formulation of plans and strategies designed to promote awareness of health and safety matters.

The Health and Safety Director will ensure the health and safety policy statement reflects current board priorities.

The Health and Safety Director will ensure that HCD management systems provide for effective monitoring and reporting of the organisation's health and safety performance.

The Health and Safety Director will act as the initial and primary point of contact between the Board and other management grades.

In addition to the above mentioned responsibilities relating to the interface between the Board and other management grades, the Health and Safety Director is also responsible for ensuring:

The preparation, review, distribution and implementation of the organisations health and safety policies and procedures.

General compliance with all health and safety legislation, approved codes of practice, safe systems of work and official guidance.

That support is provided to the Health and Safety Management and that sufficient time and other resources are afforded so as to enable effective discharge HCD's duties.

That all employees receive such information, instruction, training and supervision as is necessary to enable them to work safely.

That regular opportunities are provided for all employees to discuss health and safety issues, to voice concerns over working practices or conditions and to make suggestions for improvements. These opportunities may include those for personal representations or those provided through recognised groups or committees.

The Health and Safety Director will carry out health and safety duties and is responsible to and reports to the Managing Director on all matters relating to health and safety at work.

The Health and Safety Director will carry out his/her duties with the aim of safeguarding the health and safety of persons employed by the Company and Inspecting and auditing workplaces and procedures and, where appropriate, making recommendations for health and safety improvements.

Carrying out generic assessments for activities and work processes, which are undertaken throughout the Organisation, where appropriate, assisting Managers and supervisors and others in the preparation of activity specific assessments required by health and safety legislation.

The arrangement and/or provision of training for members of staff in health and safety matters.

The investigation of accidents, incidents and dangerous occurrences and the making of recommendations intended to prevent a recurrence of the event.

The provision of advice and information regarding compliance with health and safety legislation.

The control of contractors working on our premises.

The day-to-day maintenance of the Organisation's health and safety policies, procedures and records.

Regular contact and liaison with outside bodies concerned with health and safety matters.

The promotion of a positive health and safety culture throughout the Organisation.

Keeping informed of new developments in health and safety management techniques.

Keeping informed of relevant changes in health and safety legislation others who may be affected by HCD's undertakings. This will be achieved by the following:

The Health and Safety Director will also have the individual responsibilities detailed below in *Responsibilities of Individuals*.

Responsibilities of Managers & Supervisory Personnel

Managers and supervisors are responsible to and report to the Health and Safety Director on all matters relating to health and safety at work and will be assisted in their health and safety duties by HCD's Health and Safety Department.

Managers and supervisors are further responsible for ensuring:

That all persons under their control conduct their undertakings in accordance with relevant health and safety law, approved codes of practice, established safe systems of work and the organisation's health and safety policies and procedures.

That statutory notices are displayed at all places of work.

Only competent people operate HCD plant and equipment.

Only licensed Asbestos Contractors will undertake NLW work for HCD and only trained and competent HCD operatives will undertake>NNLW.

That HM Inspectors and representatives of other official enforcement, inspection and regulatory services are, during their visits, accompanied by a member of staff with sufficient knowledge and responsibility to assist them with their enquiries.

That all necessary procedures, such as risk, manual handling and COSHH assessments etc. are carried out for work activities, communicated to the workers and, where appropriate, records are kept.

That adequate first aid provision is made at each place of work and that all accidents are recorded on an Injury Report Form.

That sufficient information, instruction and supervision is provided to persons under their control.

That adequate and appropriate personal protective equipment is made available and used as necessary.

That work is planned and carried out only after health and safety matters have been taken into consideration.

Managers and supervisors will also have the individual responsibilities detailed below in *Responsibilities of Individuals*

Plant and Transport Manager

The Plant and Transport Manager will carry out health and safety duties pertinent to the role and is responsible to and reports to the Health and Safety Director on all matters relating to health and safety at work.

The Plant and Transport Manager will at all times carry out his duties with the aim of safeguarding the health and safety of all persons employed by the Company and others who may be affected by their undertakings. This will be achieved by the following:

Plant

Ensuring all relevant plant has current valid 12-month thorough Inspection certificates, copies of which are to go to site with the machine.

Ensuring all Plant arrives on site in a satisfactory condition.

Managing the Plant Defect Reporting System and ensuring necessary repairs are prioritised and completed in a competent and timely fashion.

Ensuring Plant is properly maintained and maintenance logs are kept up to date.

Ensuring appropriate PPE is made available for operatives working within Plant, Transport or Yard Departments.

Ensuring Daily check sheets are available

Transport

Ensuring the HCD Daily Defect Reporting system is followed by all relevant personnel and any defects identified are prioritised and completed in a competent and timely fashion.

All monthly inspections are carried out and kept up to date.

All drivers are competent and licensed and remain so.

The Plant and Transport Manager is also responsible for the yard, including workshops and stores, and any safety issues that arise therein.

The Plant and Transport Manager will also have the individual responsibilities detailed below in *Responsibilities of Individuals*.

Responsibilities of Individuals

All grades of employee have an overall responsibility, defined in section 7 of The Health and Safety at Work etc. Act 1974, to ensure that they take reasonable care of their own health and safety whilst at work and that they do not adversely affect others by anything they do (or fail to do) whilst at work.

Section 8 of the same Act places a duty on all employees not to interfere with or misuse anything that is provided for reasons of health and safety.

All individuals are required to co-operate with the Company and his or her fellow employees on all matters relating to health and safety at work.

All persons are required to report, in the first instance, to their supervisor, manager or director, any condition, which is or may be detrimental to the health and safety of any person. This may include the physical condition of premises or equipment, a dangerous or unsafe work practice or the regard paid to health and safety matters by others. If this mechanism fails to address the shortfall then report it to the Safety Department.

All persons associated with the project will comply with HCD's environmental policy and relevant environmental legislation.

No person may undertake any form of work for which they have not been specifically trained and/or authorised. The decision regarding the competence of any person with regard to health and safety matters will be taken by the appropriate Manager, after discussion where necessary with the Health and Safety Director.

Estimators and quantity surveyors

Persons engaged in estimating activities, must ensure that tenders and estimates take account of safe methods of construction, systems of work, etc. and that proper provision is made for welfare facilities.

Persons engaged in the procurement of sub-contractors must ensure that all sub-contractors employed by HCD Ltd. are 'approved' following satisfactory completion of HCD Ltd.'s Contractor Assessment Questionnaire. The estimators and quantity surveyors will also have the individual responsibilities detailed below in Responsibilities of Individuals.

Health and safety consultation with employees

HCD Ltd. will endeavour to consult as many of the workforce as possible on a monthly basis through the Team Briefings and Safety Stand downs and toolbox talks.

Employees should raise all issues regarding health and safety, in the first instance, with their immediate line management. If they are not satisfied with the response then they can either go further up the line management structure or alternatively inform the Safety Department.

HCD Ltd. operate a suggestion scheme and encourage all employees to make use of it. If the suggestion is regarding Health and Safety & the Environment it should be raised with the immediate line management at the earliest opportunity as well as submitting the suggestion to the Suggestion Scheme, as the issue may pose an immediate risk to people's safety and the Suggestion scheme has an extended turnaround time.

6. Significant Risk & Hazard Identification:

a. Who Might be Harmed? [delete as applicable]

DEMOLITION METHOD STATEMENT



Site Operatives					✓	3 rd Parties & Public	✓
Other Contractors					✓	Environment	✓
b. Hazards:	<i>H</i>	<i>M</i>	<i>L</i>	<i>N/A</i>	c. Controls:		
Slips, Trips & Falls	✓				All areas to be kept clean throughout the works		
Manual Handling		✓			D rig and telehandler to do the work		
Plant & Machinery	✓				Modern well-maintained plant and equipment		
Excavations		✓			Break out of cellars all drops to be fenced		
Confined Space		✓			Only under a permit system with safeguards in place		
Traffic Management	✓				TMP in place		
Lifting Operations	✓				Crane operators and signaller to follow the JMS		
Fire & Hot Works	✓				All hot works to always follow permit to hot cut		
Work at Height	✓				MEWPs will have a rescue plan and operatives to follow JMS. Podiums built correctly and fit for purpose		
Access & Egress	✓				TMP in place access/egress to be identified		
Lighting – general & task		✓			All works to be undertaken in the daytime or under overhead lighting		
Hand Tools		✓			Various hand tools used to be daily checked		
Vibration		✓			Daily use of HAVs forms		
Noise		✓			Ear protection to be used (where required)		
COSHH		✓			COSHH stores to be used to store plant oils		
Dusts & Fumes		✓			Moto-fog units not required		
Asbestos	✓				Removed from site under strict control.		
Fall of Materials	✓				Exclusion zones in place		
Other: Complaints system	✓				Follow TATA complaints procedure.		

7. Required Operative Competencies:

a. Operative Competencies:	b. Total Number <i>Put '0' where none</i>	a. Operative Competencies:	b. Total Number <i>Put '0' where none</i>
CCDO [Manager]	1	CSCS [General]	2
CCDO [Supervisor]	3	PASMA [Mobile Towers]	6
CCDO [Chargehand]	3	IPAF [MEWPS & SPB's]	6
CCDO [Demo & Refurb Op]	10	First Aider	6
CCDO [Labourer]	2	Fire Marshalls	6
CPCS [Plant]	10	Banksman	6
Other:			

8. Personal Protective Equipment Requirements:

PPE Specification:

DEMOLITION METHOD STATEMENT

8. Personal Protective Equipment Requirements:			
a. PPE Type	Y	N	b. To protect against & Spec of Equipment
 Head Protection	Y		Hard Hat -strike to head BS EN397, EN50365 Class 0 Double Triangle (1)
 Hi-Vis Clothing	Y		Class 2 Orange Hi-Vis Vest/jacket/trousers – being struck by, BS EN 471 Class 2 EN ISO 20471:2013 +A12016
 Protective Footwear	Y		Boots, incl. ankle support, toecap & midsole -step on sharp object BS EN ISO 20345: 2011 Class S3
 Gloves	Y		General Purpose Glove Cat 2 EN388 2016 + A1 2018, ISO13997, EN 420:2003 + A1:2009 2, X,4,3
 Eye Protection	Y		Medium Impact Goggles with dust protection – Flying particles entering the eye. EN166 Glasses Class F EN166 Goggles class B, BS EN 14458: 2004
 RPE	Y		Dust & Mist disposable half masks – inhaling toxins Class FFP3 BS EN149:2001 + A1 :2009 CE0082
	Y		JSP Force 8 half masks for asbestos and general use- Class FFP3 BS EN149:2001 + A1 :2009 CE0082 (EN 143)
 Hearing Protection	Y		Earmuffs / Class 5 BS EN352 -3: 2002
	Y		Plugs – hearing loss SNR 32 (SLC 80 32db) class 4 BS EN 352-2; 2002
 Protective Overalls	Y		Protective clothing to protect against heat and flame, A1, B1, C2, D0, E3, F1 Class 3 BS 1149
	Y		Disposable Coverall type 5/6 Class 3 marked, BS1149, EN ISO 20471
 Safety Harness	Y		Fall Prevention or Fall Arrest – against falling P-10 REF. AB110.01 Complies to EN361 2002 EN354:2010 EN358:2018, BS EN361:2002 Class A (Fall Arrest)
Other:			

DEMOLITION METHOD STATEMENT



9. Permits required for **THIS JOB** only

Permit Required	HOLD POINT Number?	Issued by:	Issued to:	Location/Task Permit covers:	Date valid from:	Date Permit expires:
a.. Permit to Work:				Hold points will be used in detailed JMS		
b.. Hot Work						
c.. Electrical						
d. . Dig/Break Ground						
e. W@H/Roof Permit						
f.. Confined Spaces						
g. Other:						

10. Plant, Deliveries & Work Equipment:

Indicate whether the items below are required on **THIS JOB** or not.

Operated Plant:	Y	N	Operated Plant:	Y	N
Excavator	Y		Telehandler	Y	
Hi reach	Y		MEWPs	Y	
Forward Tipping Dumper	Y		Other:		
Articulated Dump Truck	Y				
Ride on Roller					

11. Small Plant & Work Equipment:	Y	N	11. Small Plant & Work Equipment:	Y	N
Compressors/Generators	Y		Heavy Duty Hammers/Drills	Y	
Compaction & rollers	Y		'Stihl' Saws	Y	
Grinders/Abrasive Wheels	Y		General Site Lighting	Y	
Mobile Scaffold/Podiums/Ladders	Y		Task Specific Lighting	Y	
CAT & Genny	Y		Other:		
Lifting Equipment - Chains etc.	Y				
Breakers/Demolition Picks	Y				

12. Control Of Substances Hazardous to Health

a. Substance Name	b. Risk to health	c. Controls	d. How to be Stored
Engine oil	Skin cancers	Gloves and glasses	Within the COSHH stores
Diesel	Irritant, skin cancers	Gloves and glasses	Double bunded bowser
Hydraulic oil	Unless injected, not harmful	Gloves and glasses	Within the COSHH stores
Antifreeze	Dryness of the skin	Gloves and glasses	Within the COSHH stores

13. Environmental, Ecological & Archaeological:

a. Hazards	Y	N	a. Hazards	Y	N
Contaminated Land		N	Hazardous & Controlled Wastes	Y	
Invasive Weeds [e.g. Japanese Knotweed]		N	Watercourses, Rivers & Streams		Y
Protected Trees & / or Monuments		N	Protected Species & / or Habitats	Y	
Archaeology		N	Other [state below]		
Watching Briefs Required (Bats/Birds)		N			

PART 14 – Emergency Arrangements

Describe the emergency arrangements for any special risks:

(include any special arrangement with emergency services, work at height rescue, confined spaces rescue etc.)

Accidents & Incidents reported immediately to:	Gerald Simpson / TATA representative		
Medical Emergency Arrangements:	Telephone: 07447574971		
Site Accident & Emergency Arrangements:	Address: Heol Maes Eglwys, Morriston, Swansea, SA6 6NL 01792 702222		
First Aiders:	1Gerald Simpson	2.	3.
Site Fire Emergency Arrangements:	Telephone: 07970282576 01639 872222 These numbers are TATA emergency help line		
Fire Wardens	1. Alex Hardy	2. 07442279972	3.
Site Environmental Emergency Arrangements:	Telephone: As per TATA UK procedures		

Emergency procedures for the recovery of people undertaking work involving particular risks as listed in Schedule 3 of the CDM regs. 2015, i.e.

15 - Work Involving Particular Risks	Y	N
1. Work which puts workers at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;	Y	
2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring;	Y	
3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999;		N
4. Work near high voltage power lines;		N
5. Work exposing workers to the risk of drowning;		N
6. Work on wells, underground earthworks and tunnels;		N
7. Work carried out by divers having a system of air supply;		N
8. Work carried out by workers in caissons with a compressed air atmosphere;		N
9. Work involving the use of explosives;	Y	
10. Work involving the assembly or dismantling of heavy prefabricated components.		

Each Y ticked in **Box 15 – Work Involving Particular Risks** **MUST** have the emergency procedure for each risk listed here.

PART 16 – Access and egress: (To and from the normal place of work. This MUST be specific as all other areas become prohibited and must be revised as necessary throughout the project) Access to the work area will be via turn stiles once at welfare area and the other adjacent to phased area gates, then along designated walkways to designated work areas and exclusions zones.
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DEMOLITION METHOD STATEMENT



17. Lifting operations:

a.	Is there a lifting operation involved?	Y	N	If no go straight to Part 18				
b.	Lifting device to be used:	Crane	Y		If a crane is being used for the lift, a specific lift plan is required.			
		HIAB						
		Tele-handler						
		Excavator						
c.	What item(s) is being lifted?							
d.	Is the lift greater than 1 tonne?	Y	Y	N		If no, go straight to f.		
e.	If any of the required items are not present, lift cannot proceed	Radius load indicator		Check valves		Rating table		
		Required	Fitted	Required	Fitted	Required	Fitted	
		Telehandler						
		Excavator						
		HIAB						
f.	What is the estimated weight of the lift?	Up to 90 tonnes						
g.	Tick what lifting accessories are to be used:							
	D shackle(s)		3 leg chain slings		Polyester sling			
	Bow shackle(s)		4 leg chain slings		Round polyester sling			
	Lifting head(s)		Single rope sling		Guide ropes			
	Container lifting lugs		2 leg rope sling(s)		Pipe grab			
	Single leg chain		3 leg rope sling(s)		Spreader beams			
	2 leg chain slings		4 leg rope slings					
h.	Operatives required for lift operations:			Slinger/signaller	Y		N	
				Banksman(men)	Y		N	
				Guide(s)	Y		N	
i.	Are copies of lifting accessories test certificates (in g.) on site?			Y		N		
j.	Are copies of operative's competency certificates (in h.) on site?			Y		N		
k.	Are all ground conditions suitable for the machine to carry out the lifting operation?			Y		N		
If either i., j. or k., is answered 'NO', the lift cannot go ahead until shortfall has been rectified.								
l.	Has the area around the lift operation been secured?			Fenced	Y		N	
				Banksman(men)	Y		N	
m.	Has the communication method been agreed?			Verbal	Y		N	
				Hand signals	Y		N	
				Two-way radio	Y		N	
n.	Who will control the lift(s)?	Name:						
Names of operatives:			Location of the lift:					
		Site supervisor:						
		Signed:						
		Date:						

18. Temporary Works: Consequence of Failure Risk (CFR).

The Consequence of Failure Risk requires consideration of what could happen if things go wrong, bearing in mind that we should never think that the worst cannot happen.

i. Are their Temporary Works?	No (Go to Part 19)	✓ Yes
-------------------------------	--------------------	-------

ii. List the temporary works on site below

A: Herras Fencing	Identify CFR in table below in column A
B: scaffold platform	Identify CFR in table below in column B
C: Working from MEWP Temporary Works	Identify CFR in table below in column C

iii. Category	A	B	C	Characterisation of consequence of risk failure
CFR0	✓			Benign, no impact if it fails
CFR1				Low impact and entirely within site; inconvenient but personal injury unlikely
CFR2		✓		Potentially major effect, but failure, while potentially of major impact (for instance involving fatalities and injuries +/- or significant economic loss) would not initiate any secondary or chain reaction of major incidents
CFR3			✓	Failure, should it occur, would be catastrophic in its own right or, even if. Minor might initiate a secondary or chain reaction of major or catastrophic incidents

iii. Detail monitoring arrangements on the Temporary Works detailed above to REDUCE the risk of failure:

A Herras fence panels to be carried between two operatives, feet to be carried one at a time, panels to be double clipped. twice daily fence check to be undertaken, the results logged and recorded in the fence check sheets, with any damaged panels changed out and the reasons why the change was required, weather conditions to be taken into account when placing the plywood sheets. Hop-ups to be built by fully trained and competent operatives.

B Scaffold to be installed by fully trained and competent operatives.

C1 Personnel to be fully trained in operating MEWP harness to be worn at all times, rescue plan in place prior to using MEWP.

C2 Temporary works to the structure to follow the structural engineers' instructions and drawings to the detail, all personnel are responsible for the correct construction of the temporary works. If in doubt or you don't understand ask questions, why are we placing all these props?

DEMOLITION METHOD STATEMENT

19a - Working at Height

State the Working at height Task here:

If more than one task involves working at height follow this risk assessment for each W@H task

		Y
i. Does Work at height apply to this job?	(Go to 20)	(Go to a Next.)
a) To complete the task is there a risk of personnel falling to a lower level causing injury?	Go to 20	Go to b (Next)
b) Is it reasonably practicable to eliminate the risk of falling by doing the task a different way?	Go to ii	Use other method. Go to 20
ii. What is the level of risk? Use the chart below to establish the Risk Number		Risk Number
Consider the task <u>without</u> any work at height controls in place. Using the risk matrix (below) enter risk rating for the task →		10
Risk Number	✓	Then the actions below will apply
0-2		Work at height controls are NOT required although they can be adopted to further reduce the level of risk
3-8		Work at height controls MUST be implemented and monitored to reduce the level of risk
9-10	✓	Work at height controls MUST be implemented to reduce the level of risk.
NOW GO TO Question 19b		



Height	Time	No injuries	Minor Injury	Serious injury	Major injury	Single fatality	Multiple fatalities
Greater than 2m	> 60 mins	0	4	6	9	10	10
	5 to 60 mins	0	3	5	8	9	10
	< 5 mins	0	3	5	7	8	10
Between 1m & 2m	> 60 mins	0	3	5	6	7	9
	5 to 60 mins	0	2	4	5	7	9
	< 5 mins	0	2	4	5	6	8
Less than 1m	> 60 mins	0	2	3	4	5	8
	5 to 60 mins	0	1	3	4	5	7
	< 5 mins	0	1	2	4	5	7
Fall on same level		0	1	1	2	N/A	N/A

Consider the task without controls and use this matrix to establish the RISK NUMBER

No risk	Minor Risk	Medium Risk	High risk	Extreme risk
No risk or risk controlled to an acceptable level		Risks MUST be reduced to acceptable level		

19b. Select Controls for Working at Height				
i. Select control(s) to be adopted from the following hierarchy: - (tick to show control selected). Always adopt highest level of control possible			✓	Then consider in conjunction with Part 19d below
	Prevention	Install permanent handrails and/or working platforms		Install solution
		Use temporary access equipment designed for task (e.g. MEWP, mobile platform latter)	✓	(MEWP must have A or I, & B,D,H,J,K)
		Install temporary 'collective' solution that prevents all persons in working party falling (e.g. scaffolding, hard barriers)	✓	Must have H & I
		Use PPE that prevents falls (e.g. Harness & appropriate length lanyard in fall restraint configuration)	✓	Must have A or I, & B,C,D,H
	Mitigation (distance)	Install temporary 'collective' solution that minimises the falling distance of the working party (e.g. Netting BS EN 1263)		Netting must have H, I & K
		Use PPE that reduces distance that person falls (e.g. Harness & lanyard in fall arrest configuration) Note: When placing personnel in fall arrest a 'Minimum free space' calculation must be completed by a competent person. See BS 8437:2005	✓	Must have A & J, B, C, D, E, F, G, I.
	Mitigation (consequences)	Install temporary 'collective' solution that minimises the consequences of a failure by anyone in the working party (e.g. Airbags)		Must have J, K
	Mitigation (people controls)	E.g. watchmen to prevent unauthorised access	✓	Must have K
ii. Detail the controls to be implemented and/or additional controls.				

19c - Table of controls		Y	N	N/A
A	Harness certificate is required	Y		
B	Lanyard length to be specified	Y		
C	Anchor points to be identified	Y		
D	Plan for rescue/evacuation is required	Y		
E	Fall-arrest rescue plan is required	Y		
F	Rescue party to be quickly available	Y		
G	Rescue equipment to be available	Y		
H	WAH training required	Y		
I	Use Licensed operator / installer			N
J	No Lone working			N
K	Watchman in place for duration of task	Y		
If No rather than N/A is selected for any of the controls identified here in 19d, detail the reason(s) here: No Use Licensed operator / installer being used. No lone working				

DEMOLITION METHOD STATEMENT



19d - Additional Controls	YES	NO
Task risk assessment & method statement are required. (NB – if a helmet is to be worn for the task, it must be fitted with a chin strap)	Y	
Safety Equipment pre-use checks are required	Y	
Measures are required to prevent injury to other working parties from falling objects	Y	
<i>If NO is answered to any of the 19d questions, then the reasons why and alternative control measure to be implemented are to be detailed here:</i> No alternative		

DEMOLITION METHOD STATEMENT



20. Method Statements Minor Amendments Form

To be used for recording **MINOR** changes: **For MAJOR changes, a new/revised method statement will be required)**

Method Statement Record of MINOR change				a. MS Number:			
b. Work Activity:							
<u>DESCRIPTION / EFFECT</u>							
c. Proposed Change:							
d. New Risks Considered:				e. Proposed Control Measures:			
f. Requested By:				g. Agreed By:			
Date:		Time:		Date:		Time:	
b. Work Activity:							
<u>DESCRIPTION / EFFECT</u>							
c. Proposed Change:							
d. New Risks Considered:				e. Proposed Control Measures:			
f. Requested By:				g. Agreed By:			
Date:		Time:		Date:		Time:	
b. Work Activity:							
<u>DESCRIPTION / EFFECT</u>							
c. Proposed Change:							
d. New Risks Considered:				e. Proposed Control Measures:			
f. Requested By:				g. Agreed By:			
Date:		Time:		Date:		Time:	

DEMOLITION METHOD STATEMENT



21. Post job review:		YES	NO	Details
Look at how the task was done...can we improve the method? What issues occurred?	Are there any lessons for next time?			
	Has the work created any new hazards?			
	What could we change to make the task safer?			

DEMOLITION METHOD STATEMENT



22. Briefing Record:

I have been briefed and fully understand the risks, controls, and requirements of this method statement.

Name (Please Print)	Signature	Date
1.		
2.		
3.		
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Appendix 1

TATA STEEL



Environment Standard - Complaints

Standard

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Names of Initial Circulation:

Refer to scope to determine employees to who this standard is required to be communicated. The key contact list for each site can be found here - [Link](#).

1 Scope

To ensure compliance with this standard, the following sites are required to adhere:

Applicable Sites/Works Areas
Port Talbot

2 Objectives

The objective of this Complaints Standard is to establish a clear, consistent, and accountable process for the receipt, management, investigation, and resolution of complaints across all channels. It aims to:

- Define the roles and responsibilities of all persons involved in the complaints process.
- Ensure that all complaints, whether received through approved or unapproved channels, are recorded, assessed, and addressed appropriately.
- Promote fair handling of internal and external complaints, including those raised by community members or litigation stakeholders.
- Support root cause analysis and continuous improvement through structured investigation and route cause reporting.
- Provide transparent escalation, feedback, and reporting mechanisms to improve stakeholder confidence and service delivery.

3 Responsible Persons

Responsibility	Responsible Person
To ensure that the correct resources are allocated for complaints handling, investigations, & communications.	Head of Environment, Operations
To ensure that the correct resources are allocated for complaints investigations.	Works Manager(s)
To manage and improve the complaints system.	Central Environment Lead Governance
To monitor and input necessary details into the Environment Complaints system.	Central Environment Claims Handling Team Site Security Team
To complete all allocated complaint investigations and determine root causes where able.	Site Environment Responsible Personnel
Responsible for making final decisions regarding complaints/claims that have been escalated.	Head of Environment, Operations UK Legal Team

4 Process Flows

All complaint process flows can be found in the following guidelines [Complaint Guidelines](#)

5 Methodology of Complaints

There are 2 ways to make an environmental complaint:

5.1 Regulator

For Welsh sites - Members of the community can report a complaint anonymously through Natural Resources Wales via their online incident form [Report an incident \(smartsurvey.co.uk\)](#) or by calling their 24/7 incident reporting line on 0300 065 3000. This incident report is sent directly to The Environment Operations Team inbox (community.support@tatasteelurope.com). NRW/EA are responsible for informing the complainant of the next steps of the process.

5.2 Via Online Form

Members of the community can report a complaint electronically via TSUK's online complaint form- [Complaint form | Tata Steel UK](#)

6 Receipt of complaints through approved channels

All complaints need to be inputted on the Environment Complaint System [Environmental Team | Cases | Salesforce](#) where they can be tracked.

6.1 Complaints received via The Regulator

For Sites based in Wales:

All complaints received through NRW are sent to The Environment Operations Team inbox (community.support@tatasteeleurope.com). These complaints are added to Salesforce by a member of the Environment Governance team each morning for the previous 24 hours. The PDF sent by NRW is to be uploaded to Salesforce by creating a new report.

7.1 Complaints Received via Online Form

All complaints received via online form are automatically pulled over to the Salesforce website. Notification of new complaints added to the system are sent to specific email addresses every morning.

A member of Central Environment should validate all complaints to check for accuracy and added to the relevant central governance forum.

7 Receipt of complaints and/or claims from Group Litigation participants

When the complainant's details are inputted into the Environment Complaints System the system will flag automatically if the complainant (or address) was a part of the group litigation.

Complaints from participants in the Group Litigation will be handled as per the standard process.

Participants in the Group Litigation who proceed to make a claim should be sent a referring them back to their solicitors in the Group Litigation. No further action should be taken and Head of Environment, TSUK should be informed (who will notify TSUK Legal).

In the case that there is a change to the Litigation register i.e. group litigation participants home address. the Environment Governance Team should be notified straight away to make changes to the system.

8 Receipt of complaints through unapproved channels

8.1 Complaints received via unapproved channels

In the case that a community member has contacted TSUK personnel via a channel that is an unapproved method of making a complaint, the TSUK personnel must redirect the complainant to the correct channels by responding to the complainant using [Registering a complaint - formal response](#) as soon as possible.

9 Recording & Reporting of complaints receipt

Once all internal complaints have been added to the Salesforce system all complaints from all complaint channels need to be reported into the relevant central environment governance forum.

These figures are reported in the TSUK Operations weekly meeting each Tuesday.

10 Complaint Allocation and Assignment

10.1 Complaints are assigned by works areas/sites. Following the key contact list will allow for the correct person to be assigned the complaint for investigation.

[Environment Key Contact List.docx](#)

11 Complaint Investigation

11.1 Complaints are investigated by the relevant personnel following [Complaint Investigation Guidelines](#). All complaint investigation process flows and procedures can also be found within the complaint investigation guidelines.

Once the Complaint Investigation is completed it needs to be sent to the Site Environment Manager and the Head of Environment for review the quality of investigation and actions to understand issues, prevent reoccurrence, and escalate if needed.

12 Complaint Route Cause Reporting

12.1 NRW Complaints Report

Once all complaints are completed the route cause needs to be submitted to NRW on request. This is done by creating a report using [NRW Report Template.xlsx](#). This is converted into a PDF and sent to industryregulation.swwales@cyfoethnaturiolcymru.gov.uk.

12.2 All Complaints

All complaint route cause information should be reported back in the relevant central and site governance forum.

13 Claims management – external (community)

13.1 Initial Claim

Each member of the community who has submitted a complaint relating to fallout (excluding NRW complaints) has the right to submit a claim to TSUK's claims department within 10 days of making an original complaint. Claims should be submitted to community.claims@tatasteeleurope.com.

A claim can be submitted for fallout on vehicles, exterior property/items, and interior property/items. What is being claimed for should be stated in the initial claim email along with photographic evidence of these items. This will be managed by TSUK's claims department and supported by central environment. The claims procedure process flow can be found here: [Refer to slide 5](#)

13.2 Vehicle cleaning

For claims relating to vehicles, once an investigation has been completed the claims department will make a final decision on whether the claim should be accepted or rejected. If the complaint is accepted a cleaner will be offered to the complainant. A 'claim accepted' letter is sent to the complainant, and they have 14 days to sign and return the letter so cleaning can commence. If the cleaning is accepted by the complainant, the claims department will pass the details onto the approved contractor who will make the relevant contact with the complainant.

The contractor representing TSUK will carry out the cleaning following an agreed contract [Vehicle Cleaning](#). Once work is complete job satisfaction documents and an invoice will be sent to the claims department as per the agreed contract. Performance is reviewed in a contract review meeting attended by both Contract Valeting representatives and TSUK representatives. The vehicle claims procedure process flow can be found here: [Refer to slides 6&7](#)

13.3 Internal cleaning & exterior property cleaning

For claims relating to the interior of the property and exterior of the property, once an investigation has been completed and it is deemed that TSUK is responsible for the fallout an initial assessment of the property needs to be done by the approved contractor. The claims department will notify the approved contractor that an assessment needs to be taken out on the items listed in the initial claim. Arrangements will need to be made with the complainant to visit the property. Once an assessment has been carried out the approved contractor will need to create a quotation and send it directly to TSUK's claims department.

If agreed cleaning will commence following the correct standards outlined in the contracts for external and internal property cleans: [Property Cleaning](#). The internal & external property claims procedure process flow can be found here: [Refer to slides 8&9](#). If a complainant has claimed for vehicle cleaning as well as property cleaning this will follow both the vehicle cleaning process and internal/exterior property cleaning process separately.

13.4 Complainant request for compensation

If a complainant requests compensation as part of their claim – The Claims Team must respond using [Letter 4e - Claim Non-Cash Payment](#) as we do not accept requests for compensation. We only provide remediation using approved contractors.

14 Complaint/Claim escalation

If a complainant is unhappy with the outcome of their complaint and/or has requests that are outside of TSUK's procedures – the complaint will need to be escalated to the Head of Environment with the contact details included in the letter response.

15 Claim status notification.

The complainant will be notified regarding each part of the process by letter via email or post (if no email) [Complaints and Claims Letter Procedure.docx](#). Each letter has a notification banner that clearly shows the stages of the complaint process.

16 Complaint closure & feedback

Once a complaint has been completed a closure letter is sent to the complainant by letter via email or post (if no email). [Complaints and Claims Letter Procedure.docx](#) The closure letter will outline the root cause of the complaint if required along with a glossary of terms. All closure letters, claim-related and complaint-related, will have a link and QR code to a feedback survey.

17 Feedback response review

Each closure letter will contain a QR code for complaints to provide feedback to TSUK. This feedback is sent directly to. The feedback is collated and are be raised in the relevant central and site governance forums where actions can be taken.

18 Internal Complaints

Internal complaints are made by employees and contractors on-site to their local site representative.

However, at Port Talbot, if an employee or contractor would like to report an incident will visit their site environment representative to inform them of the incident. DCP or the site environment representative will take the details of the incident and take photographic evidence which is sent to the claims team for review. The employee/contractor will also be advised to send their details to the Claims Team via email.

18.1 Receipt of complaints

Once the report has been reviewed by the claims team it is then forwarded to the site environment manager.

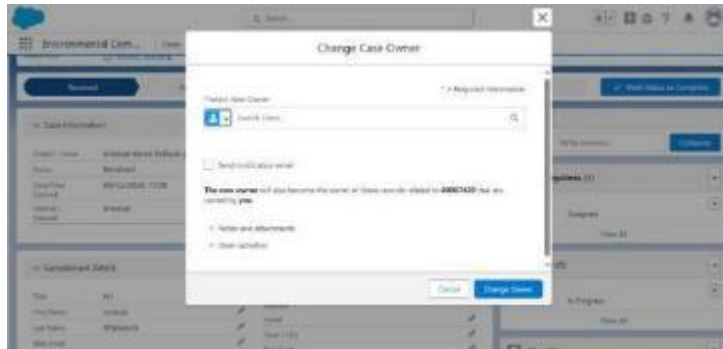
18.2 Recording and reporting of complaint receipt

All internal complaints are managed at site-level.

18.3 Complaint allocation and assignment

To assign complaints to site specific people we need to change the case owner.

Case Number	00007439	
Case Owner	 Aimee Tossell	
Case Origin	Email	
Site	Port Talbot	
Specific Site Location		



18.4 Internal Claims Management

Once the Claims Team have reviewed the conclusion of the investigation they will make a decision on remediation for the vehicle.

If the investigation concludes that TSUK is the source of the event, remediation will be initiated by passing on the complaint details to the contractor. The contractor will contact the complainant to arrange cleaning.

If the investigation concludes that TSUK is not the source of the event, the Claims Team will liaise with the employee to close the claim.

If the employee is not happy with the outcome of the claim, then this will be reported to the Site Manager.

18.5 Claim status, closure, and reporting.

The Claims Team will liaise with the complainant to let them know the status of the claim via email.

Once remediation has taken place the contractor will advise the Claims Team by sending over the relevant information. The Claims Team will close out the complaint via email to the employee/contractor.