

Orbital Civil Engineering Ltd Galleyhill Road Waltham Abbey EN9 2AG Tel: 01992 712733		Site Specific Method Statement	
The Project			
Project Title:	<i>ERAC Demolition of single-story structure</i>		
Address:	Network Rail Arches, Page Green Road		
Postcode:	N15 4PG		
Project ID:			
Client: - Enterprise Rent-A-Car			
Description of Works: - Provide Labour & Plant to safely demolish existing single-story structure and remove segregated waste to a licenced waste station.			
Working Hours: - Monday - Friday 08:00 – 18:00, Saturday 08:00 – 14:00, no Sunday working.			
Duration: - Approximately 7 – 10 working days.			
Key Contacts			
Name	Role/Organisation	Contact number	% Time on site
Brian Smith	Operations Manager	07778 665187	10%
Kevin Travers	Contracts Manager	07812 113019	50%
Victor Munteau	Supervisor	07730 451772	100%
Scott Dowell	Manager	07507 057847	Ad hoc
Mark Chapman	SHEQ Manager	07720 290695	Weekly
Emergency services	Emergencies	112 /999	-
Written by;	Mark Chapman	Date:	17.04.2023
Reviewed:	Scott Dowell	Date:	17.04.2023
Accepted by (Client):		Date:	

Revision Status			
Rev Ref	Date	Owner/Revision	Comments
00	17.04.2023	MC	Draft for Client Approval

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1.1 - Responsibilities

Line Managers

- Will ensure that work carried out under their Supervision is undertaken in accordance with documented control measures; processes, procedures and other controls such as Risk Assessments and Safe Working Procedures in place to minimise the risk of harm to Operatives and the environment.
- Lead by example at all times with regard to Health, Safety & Environmental issues.
- Plan the work effectively and risk-assess the tasks involved. Liaise with the SHEQ team where required.
- Provide training, instruction and Supervision to enable works to be completed with minimum Health & Safety risk or unnecessary environmental impact.

Supervisors

- Provide clear, simple, safe and practical work instructions.
- Undertake site briefings, Tool Box Talks and communicate Safety Alerts.
- Plan the work effectively and risk-assess the tasks involved.

Safety, Health, Environment & Quality (SHEQ) Team

- A representative from the Orbital SHEQ Team will visit site regularly and a detailed SHEQ Audit shall be undertaken. The Audit will cover matters relating to, but not limited to - legal compliance, internal conformance, welfare arrangements, safe working & general look and feel of the site.

1.2 - Site set up requirements

Orbital CE Contracts Manager will induct Orbital's Supervisor and Operatives; this will include all site-specific rules & emergency procedures etc.

- a. The site compound to be secured with Heras fencing to secure the site and linked Chapter 8 Pedestrian Barriers will be used around work areas within the main site. The Heras panels will be double clipped and weighted with sandbags.
- b. Plant will be stored as far away from the railway infrastructure as possible.
- c. A parking area for site vehicles and visitors will be formed alongside the storage area but not so close as to risk damage to vehicles and plant. A safe route for access/egress to the welfare area will be established, including the necessary signage.

1.3 - Welfare provisions

Welfare facilities will be provided in the secure compound by means of a Groundhog unit. The facility will provide;

- A regularly serviced toilet

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- Washing facilities with a sink, hot and cold running water, soap and means of drying oneself.
- Provision of general use and drinking water.
- A table and seating to rest and eat food.
- A microwave for heating food and a kettle.
- Facilities for drying wet work clothes.
- First Aid Kit, Eye wash and Fire extinguisher.

1.4 - Plant and Equipment

All plant operations shall be controlled by Orbital CE's Permit to Operate System. This document shall be compiled for all Plant Operators and signed off by a Supervisor prior to work commencement.

Plant Certificates are available from Orbital CE's Head Office on request. In addition, PUWER inspection forms shall be completed weekly by the Supervisor for all equipment. Defects shall be communicated to the Supervisor for rectification.

- Heras Fencing.
- Chapter 8 Barriers.
- Ladder.
- Temporary handrail.
- Cable avoidance tool (eCAT4+) and Genny
- Wheelbarrows
- Assorted hand tools (insulated for ground penetration)
- 8 or 13T Track Machine Excavator
- 12" Stihl disc cutter.
- Reciprocating Saw.
- Water bottles (dust suppression)
- Hydraulic Breaker
- Jet Washer & Bowser

All operatives using this equipment shall be qualified and competent.

- All electrical power tools will be 110v or battery operated.
- All small plant and hand tools will be delivered to site by Transit Pickup Truck.
- All large items of plant will be delivered to site by a ridge 13ton Beavertail lorry.
- All refuelling will be via bunded bowser with hand pump or refuelled off site.
- All site teams will have a spill kit on site when using hydraulic equipment or generators in case of failures.
- All test/maintenance/calibration certification will be available for inspection on site

1.5 - Labour and Competencies.

- TBN Supervisor holding CSCS/SSSTS/Street-works/CAT&Genny/First Aid.
- TBN Operatives all with minimum of CSCS, and each gang will include a Street-Works card holder

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1.6 - Materials and COSHH

MSDS's and CoSHH Assessments are available within the site file.

1.7 - PPE

- ✓ **Head Protection** MUST be worn when working around plant. This applies to all persons in the vicinity of the machine. Head protection must also be worn when identified in your Risk Assessment and Safe Working Procedure or sites under the control of others. **BS EN 397:2012**
- ✓ **Eye protection** MUST be worn within the barriers/Herras fencing at all times. You must check the safety glasses/goggles you have are correct for the task you are to undertake e.g. goggles will suit environments where air borne particles are present. **BS EN 166:2002**
- ✓ **Ear defenders** must be worn. Ear plugs are not ear defenders. These will not be accepted if they are being used on site. You MUST wear hearing protection at levels above 85Db. **BS EN 352-1:2002**
- ✓ **Respiratory Protection** If you are working in a dusty or potentially dusty environment – **FFP3 face** masks must be worn. **Operatives will be face fit tested to ensure the mask creates a seal and is working efficiently. EN 149:2001**
- ✓ **High Visibility Jacket and Trousers** You MUST have as a minimum yellow high visibility class 2 trousers, a yellow class 3 long sleeved vest or jacket, this must be worn with the front FASTENED. For persons involved in excavations and where directed Fire Retardant clothing must be worn. **BS EN ISO 20471: 2013**
- ✓ **Hand Protection** Gloves are available and stocked in a variety of sizes, styles and materials. Remember gloves are not a one size fits all solution some are waterproof, and others offer high friction palms and protection against chemical compounds. Please make sure you select the correct style for the task you are to undertake. **BS EN 407-1:2002**
- ✓ **Foot Protection** Laced up safety boots must be worn with toe, mid sole and metatarsal protection all boots must provide ankle support. Slip on and Rigger Boots are unacceptable. **BS EN ISO 20345:2011**



1.8 - Methodology

Prior to commencement of works

- Groundhog unit is set up in the compound and Heras fencing, double clipped and braced where required.
- The Contracts Manager will induct Orbital's Supervisor and Operatives.
- The Supervisor will provide clear working instructions to all Operatives, complete the Safety Induction Register and complete the RAMS briefing sheet prior to any works commencing.
- The Supervisor will also undertake a daily briefing and Operatives will sign in to confirm attendance. The briefing shall be site specific and relevant to the works planned for that shift (i.e. weather conditions, variations or findings from a permit etc).
- Orbital Operatives will take delivery of plant & equipment, inspect prior to use and record findings regularly.
- An Asbestos survey will have been carried out by the Client to ensure no Asbestos is present.

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- All mechanical and electrical services will have been isolated by a certified and competent person.
- The works areas will have been subject to a full underground utility trace undertaken by Cable Detection Services Ltd. Identified sub-surface apparatus and marked on the ground using industry standard colour coding.
- 20 yard skips will be positioned as far away as possible from the railway infrastructure.

Commencement of Works

Demolition of the single-story structure

- Having accessed the roof from a tied-in ladder, 2no Operatives wearing harnesses with lanyards secured to a static point will commence erecting a handrail around the perimeter of the roof.
- When the handrail is in place and secure, all items of plant on the roof will be released with a reciprocating saw and lowered directly into segregated skips.
- Once everything possible has been removed from the roof the handrail can be dismantled, in the reverse method of it being installed.
- All loose fittings inside the structure, desks, chairs, cabinets etc will be removed and loaded into the correctly segregated skips.
- Any false ceilings, internal plasterboard partitions and doors/frames will be taken down and the plasterboard separated from the metal or timber studs. All Plasterboard must be disposed of separately.
- Once the inside of the structure is clear, using an 8 or 13T Excavator and all Operatives at least 10 metres away, the smaller elevation (right side on drawing) will slowly and carefully be pushed over, and the debris pulled to one side and placed a safe distance from the structure but still inside the barriers.
- At all times while the Excavator is working, an Operative will spray water on the area, fed from a metered standpipe to keep dust levels down as much as possible.
- A safety barrier will be placed between the debris and the Excavator and Operatives will commence loading the debris into segregated skips while the Excavator slowly continues to bring the rest of the structure down behind the safety barrier.
- When the structure is completely down and the debris has been loaded into the segregated skips, any holes in the floor area will be covered with fixed down plywood and any trip hazards removed.
- Double clipped Heras fencing will then be erected around the area until the next phase of works commences.

1.9 - Environmental Management

To minimise the environmental impact Orbital CE shall:

- Ensure drip trays are used under all static Plant. Spill kits and absorbent granules shall be available on all works sites. Protection of water courses at all times and any spillage must be reported to Site Management.
- Hazardous Waste i.e. Roof Panels and Plasterboard, will be appropriately contained and transported to a licenced waste transfer station for disposal.
- Ensure dust is suppressed by means of water during all Excavator activities.
- Ensure the machinery is used correctly as per manufacturers guidelines and that engines are not left idling when not in use.

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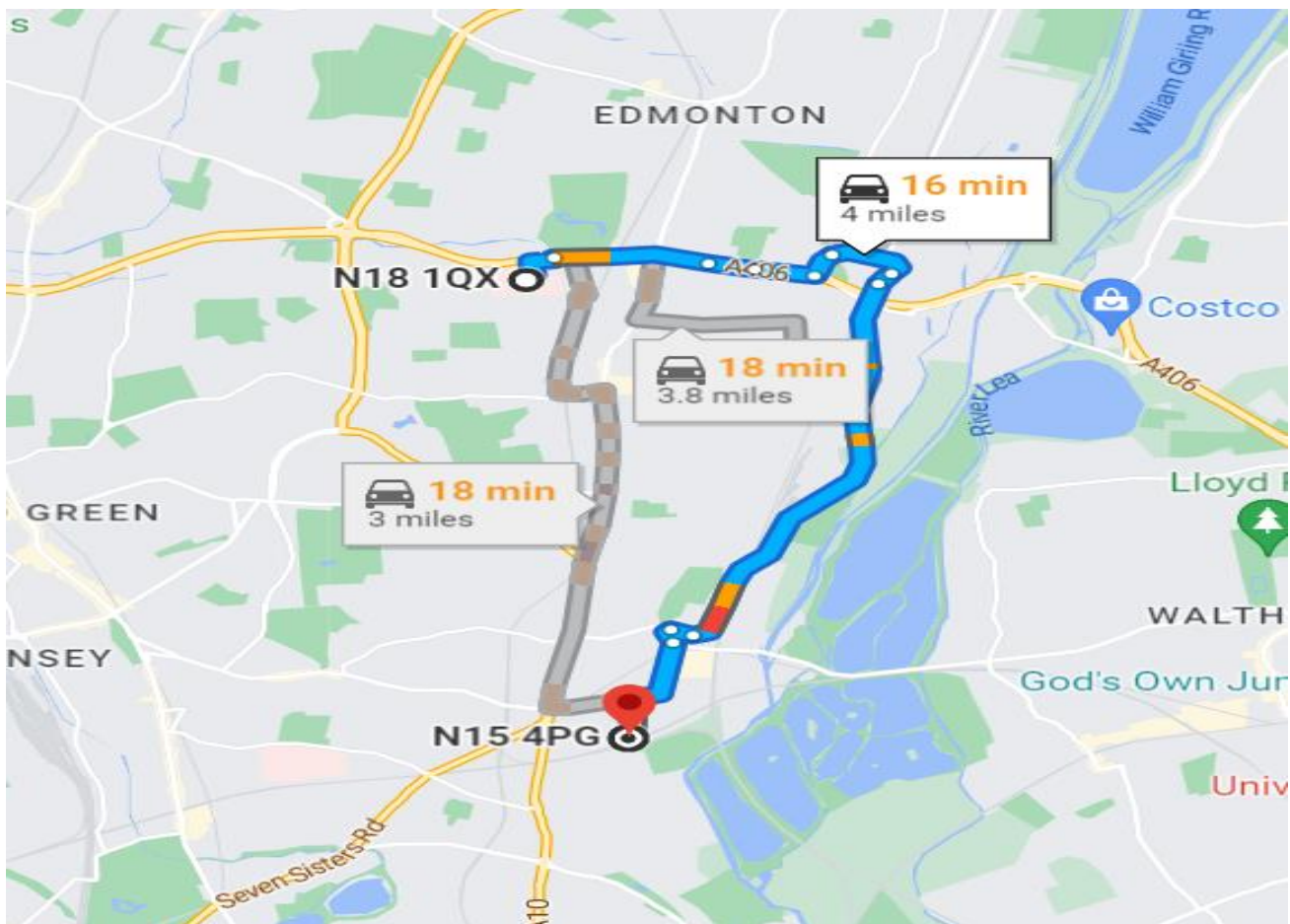
- Keep works area clean and tidy and make sure any surrounding area is cleaned down thoroughly.
- Waste will be segregated as much as possible on site. The licenced waste station receiving the waste will provide details of recycling.
- Water for dampening down will be from a metered Standpipe.

1.10 - Emergency procedures

The nearest 24hr A&E Hospital is:-

North Middlesex University Hospital
Sterling Way
London N18 1QX

Tel: 020 8887 2000



Brian Smith 07778 665187, Kevin Travers 07812 113019 and Mark Chapman 07720290695 must be contacted in emergencies.

If an emergency arises from the work covered by the method statement, they will be as the following for:

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- Fire – If a fire can be put out by use of a fire extinguisher it will, however, if the operative doesn't feel they can undertake this without placing themselves in danger the emergency services will be called and the team will assemble at the agreed assembly point (usually compound).
- Spill kits will be held on all sites a case any spillages occur, if a spill occurs that cannot be dealt with using a spill kit the local environment office will be call for assistance.
- Emergency evacuation plan – assembly point, fire extinguisher will be in compound/ site and air horn will be used for raising alarm. A Plan showing nearest A&E with address and contact details will be posted in the welfare.

General Emergency Procedures

- ↓ Raise the alarm.
- ↓ Secure and isolate the scene to prevent further risk and injury.
- ↓ Inform Management for them to call 999 or call them yourself if Management is not readily available.
- ↓ Clear the scene to the safety muster point

Safety and Environmental Observations

Near misses are a pro-active way of reducing the potential for an incident to occur, they can be reported by;

- Complete an Observation Card
- Speak to your line manager

Everyone has a duty to report safety and environmental observations, these can be either:

- ✓ **unsafe acts**
- ✓ **unsafe conditions**
- ✓ **near misses**

1.11 - Significant risks and risk assessment register

Reference should be made to the [Designer's Hazard Identification and Risk Reduction Schedule](#)

1. Underground plant: Refer to the STATS plans. There are Electricity cables, telecom cables and gas mains located in the area.
2. Manual Handling - Mechanical lifting devices to be used to lift heavy items such as Toilet Cabin (in excess of 20kg)
3. Dust - Reduce and control dust where required; utilising noise / dust suppression cladding, equipment fitted with noise / dust suppression and protect by use of PPE.
4. Noisy operations such as use of grinder to cut precast concrete slabs and kerbs.
5. Vibration - Reduce vibration where possible and limit the vibration exposure within Exposure Limit Value (ELV).
6. Demolition – Ensure all Operatives not involved in the works are clear of the areas and fencing and signage has been erected to keep unauthorised people out.
7. Asbestos – A survey to establish the possible presence of Asbestos will have been carried out by the Client and the appropriate actions taken before works commence.

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1.12 - Others working within the location

Other Contractors may be on site while works are carried out and Orbital CE's Supervisors must ensure that we work together collaboratively and raise any concerns at Daily Briefings.

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