

METHOD STATEMENT (SAFE SYSTEM OF WORK)

Highgate Disused Station – Outline of the Demolition and Clearance of Vacant Station Building



Contractor: **Cleshar Contract Services Ltd** Method Statement Ref. No: **MST/88801/DEM/01**

Contract Name: **Derelict Cottage demolition and removal** **Rev02**

Work Location: **Highgate Disused station**

Work Scope Task/s: **Outline of the Demolition and removal of a derelict vacant station building situated within the Highgate disused station located within the LU railway infrastructure boundary.**

Prepared by Name: **Daniel Maloney** Signature:  Date: **16/01/2024**

The responsibility for the Health, Safety & Environmental aspects of the contract works rests fully and unreservedly with the contractor. Acceptance of this Method Statement by Client DER and, where appropriate, HSQE Safety Adviser does not in any way absolve the contractor from the legal and moral obligations to ensure a Safe System of Work. Acceptance of this Method Statement and Attached Risk and/or COSHH Assessments is not confirmation that the contractor has fully met their statutory requirements. All personnel involved with the scope of work must be fully briefed on the Method Statement and associated Risk and COSHH Assessments and all work must be carried out strictly in accordance with the procedures in this Method Statement.

REVIEW

Compliance to Health & Safety Legislation and Safe System of Work reviewed by Contractor's H&S Manager.

Name: **Graham Smith**

Signature:



Date: **25/3/2024**

For Client Use Only

Reviewed and accepted by:
Client DER or Delegated Authority

Name: **Chris Carroll**

Signature:

Date:

Is approval of Client HSQ&E Safety Advisor required?
Yes ☐ / No ☒

HSQ&E Safety Advisor for:
Relevant Method Statements

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WORK REQUIREMENTS CHECKLIST (tick box as appropriate)

1 Will work be carried out during Engineering Hours? and/or Traffic Hours? or depot work?	Yes ☐ Yes ☒ Yes ☐	No ☒ No ☐ No ☒
2 Is Track Work included? And if yes is relevant protection in place?	Yes ☐ Yes ☐	No ☒ No ☐
3 Is there a risk that structures, or apparatus could foul the track, or encroach the kinematic envelope, whilst being removed, relocated, or installed? If yes, has passive support been considered and detailed in the Risk Assessment, Temporary Structures/Falsework section and within the scope?	Yes ☐ Yes ☐	No ☒ No ☐
4 Have Risks, Manual Handling and PPE Assessments been carried out. for all tasks?	Yes ☒	No ☐
5 Have COSHH Assessments been carried out for all Biological Hazards, Chemicals, and Materials?	Yes ☒	No ☐
6 Is there any process that may cause the release of asbestos fibres e.g., structural or insulation disturbance?	Yes ☒	No ☐
7 Is there a requirement for Live Electrical Work? If yes, has justification been given in Risk Assessment and Method Statement?	Yes ☐ Yes ☐	No ☒ No ☐
8 Will the work affect any other systems or activities, particularly Fire? Systems, or fire compartmentation, or is a waiver/exemption required for these activities?	Yes ☐	No ☒
9 Are Licences and/or permits to work required? Including but not limited Hot Working If yes give details in method statement:	Yes ☒ Yes ☒	No ☐ No ☐
10 Is Sub-Station Access required? If yes give details and confirm Method Statement review by Seeboard Powerlink:	Yes ☐	No ☒
11 Is Confined Space Entry required? If yes are specific Safe System of Work and Risk Assessment attached?	Yes ☐ Yes ☐	No ☒ No ☐
12 Are Crane or Lifting Operations required? If yes has a separate Lifting Operations Plan with Sketches and Risk Assessment been attached?	Yes ☐ Yes ☐	No ☒ No ☐
13 Are Emergency, contingency, and rescue plans in place?	Yes ☒	No ☐
14 Is 3 rd Party or Landlord's approval required for this Method Statement	Yes ☐	No ☒
15 Are any activities in Method Statement classed as HIGH RISK before and After control measures? (Refer to page 3 for list e.g. working at height, excavations, demolition, hot working, live electrical work, work with toxic or high health risk substance or materials)	Yes ☐	No ☒

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Are any activities in the Method Statement classed as HIGH RISK before control measures?

High Risk Activities Checklist (tick box as appropriate)

1	Roof Work	Yes	☒	No	☐
2	High Level Access Work	Yes	☒	No	☐
3	Confined Space Working	Yes	☐	No	☒
4	Crane and Lifting Operations	Yes	☐	No	☒
5	Live Electrical Work	Yes	☐	No	☒
6	Possible Disturbance of materials containing asbestos	Yes	☒	No	☐
7	Work with toxic or high health risk substances or materials	Yes	☐	No	☒
8	Excavations	Yes	☒	No	☐
9	Work in vent shafts	Yes	☐	No	☒
10	Demolition	Yes	☒	No	☐
11	Track Work	Yes	☐	No	☒
12	Work with pressure vessels	Yes	☐	No	☒
13	Work requiring electrical or mechanical isolations	Yes	☐	No	☒
14	Mining and work in a pressurised atmosphere	Yes	☐	No	☒
15	Other high-risk activity (Please state)	Yes	☐	No	☒

Note: Method Statements involving activities listed above should be approved by Client HSQ&E Safety Advisor,

CONTRACTORS DOCUMENT REVIEW RECORD (HISTORY)

01	06/01/2024	Daniel Maloney		Initial Review. This Method Statement and Risk Assessment form the methodology of the Demolition and Removal of a derelict vacant station building situated within the Highgate disused station located within the LU railway infrastructure boundary.
02	16/01/2024	Daniel Maloney		Management team updated. Increased detail on methodologies of access/egress, waste removal and traffic management. Methodology Briefing record added to appendix. Hot Works added to risk assessment.
03				
REV	DATE	BY	APPROVAL	DESCRIPTION OF MODIFICATION

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Section	QUENSH Model Method Headings				Required in specific Mst - Yes/No
1.0	Purpose				YES
2.0	Application				YES
3.0	Introduction				YES
4.0	Responsibilities				YES
5.0	Procedure				YES
5.1	General				YES
5.2	Scope of Works and Methods of Operation				YES
5.2.1	Access to Site				YES
5.2.2	Site Supervision				YES
5.2.3	Briefing				YES
5.2.4	General Safety Aspects				YES
5.2.5	Site Rules and D&A				YES
5.2.6	Working Hours				YES
5.2.10	Isolation				YES
5.3	Labour Force	YES	5.23	Housekeeping	YES
5.4	Training	YES	5.24	Access and Egress	YES
5.5	Lifting equipment	NO	5.25	Emergency Procedures	YES
5.6	Portable tools	YES	5.26	Transportation	YES
5.7	Mechanical plant	YES	5.27	Signs and Notices	YES
5.8	Track mounted vehicles and plant	NO	5.28	Welfare	YES
5.9	Protection of Clients Assets	YES	5.29	Statutory records	YES
5.10	Site Security	YES	5.30	Noise and vibration	YES
5.11	Materials	YES	5.31	Air quality and dust	YES
5.12	Storage and handling of substances and materials	YES	5.32	Waste management	YES
5.13	Temporary Structures/Falsework	NO	5.33	Protection of water quality	YES
5.14	Working at heights	YES	5.34	Archaeology	NO
5.15	Working permits and licences	YES	5.35	Nature protection	NO
5.16	Temporary lighting and power	YES	5.36	Management of pests and weeds	YES
5.17	Control of works with hazardous substances and processes	YES	5.37	Traffic Management	YES
5.18	First Aid	YES	5.38	Contaminated Land	NO
5.19	Fire Prevention	YES	5.39	Inspection and environmental auditing	YES
5.20	Excavation	YES	5.40	Records and documentation	YES
5.21	Personal Protective Equipment (PPE)	YES	5.41	Live Working	NO
5.22	Accidents, Incidents & Dangerous Occurrences (RIDDOR) 2013	YES			
6	Appendices				
	Risk Assessments				YES
	Manual handling Assessments				YES
	Rule Book 10				YES

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1.0 Purpose

The purpose of this method statement is to establish a safe system of work for the scope of works to be undertaken.

It will identify the following:

- Potential hazards and risks
- Difficulties that may be encountered
- Special plant or procedures
- How work is to be carried out to remove or minimize hazards, risks and difficulties
- Liaising with other external bodies
- Necessary permits/licenses
- How the site supervision will ensure works are carried out as intended

2.0 Application

The general scope of works comprises the provision of supervision, labor, and equipment to undertake the demolition of existing buildings down to foundation level and removal of all waste off site.

The works to facilitate this are as follows:

- Site Access. Briefing and taking out of permit to enter.
- Isolating the work area from the public/station staff/other contractors.
- Surveys, including CCTV prior to and upon completion of the works.
- Soft strip out of existing building structure
- Demolition of existing building structure in safely managed sections
- Clearing the work area and handing back.

3.0 Introduction

The vacant station building, which is in the grounds of Highgate disused high-level station, was severely damaged in a fire in May 2023. The adjoining timber structure has been burnt to the ground leaving just the solid masonry walls supporting the tiled pitched roof. A survey has been conducted on the condition of the remaining structure and indications are that the brick building is dangerous and should be demolished. Therefore, this is an instruction requesting the demolition of the brick-built building and clearance of the entire site back to structural slab/ground level.

4.0 Responsibilities

Position	Responsible Person	Company	Contact no.
Construction Manager	Chris Carroll	TfL	07715 428327
Project Manager	Riyan Adiputra	TfL	07732 402848
H&S Manager	Graham Smith	CCS	07876 896172
Head of Capital Works and Infrastructure Projects	David Tiernan	CCS	07969 202272

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5.0 Procedure

5.1 General

This specific Method Statement has been produced to detail the extent and methods of construction to be adopted for this scope of work. The general scope of the works for the contract comprises the provision of labour, supervision, equipment to undertake the works.

All personnel shall be briefed on the Method Statement contents and signed the Method Statement briefing record to state that they have understood prior to commencing works.

5.2 Scope of the Works and Methods of Operation

5.2.1 Access to Site

The works will be carried out in line with the latest program. The area will be closed, and access will be via the external S1 access gate at the bottom of the pedestrian pathway linking Priory Gardens to Wood Lane. All access keys are to be collected at the beginning of each shift from the ticket office when booking on through the PiCER, all keys collected will be returned to the ticket office station LU representative at the end of each shift when booking off on the PiCER. The SID no. of the key for the disused station access gate is key [REDACTED]

All operatives must report to the site office prior to commencement of work to:

- sign in.
- receive and sign onto site induction.
- receive and sign onto prestart briefing,
- receive and sign onto briefing of the Method statement & Risk assessment.
- receive and sign onto toolbox talks.

5.2.2 Site Supervision

Site will be supervised by a competent and experienced SPC (SSSTS) / Site Manager (SMSTS)

Hold point; Before starting work the Site Manager will ensure that they have the site file, correct permits and certificates in place and have received the appropriate training within the date of expiry.

5.2.3 Briefing

Access and egress around the site will be agreed with the client prior to work commencing and briefed by DABs (daily activity briefings) to all the work group. This will be carried out at the start of the shift, before any work commences. Hazards recorded and the corresponding control measures will be briefed to all the operatives.

Any toolbox talks will be delivered and kept in the Site File.

5.2.4 General Safety Aspects

Surveys

Non-Intrusive survey & Delap Survey to be carried at recording all known LUL Assets. Surveys shall be carried out in both Traffic and Engineering hours where necessary, using only tape measures, Disco Meters and recorded onto note pads, photos shall be taken using mobile phones or Cameras, at no point must protection guards/barriers to be removed.

Asbestos

All operatives will receive Asbestos awareness training. If previously unidentified suspected asbestos materials are located at any point, works will immediately stop and be reported to the site manager/Site Person in Charge.

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Site set up.

Welfare van to be arranged for Cleshar's demolition team positioned within the station car park, or within an unrestricted parking bay in proximity to the worksite.



Site set up for deliveries and access routes on Priory Gardens road

Deliveries

There will be no on site parking, Delivery of Materials and plant must be scheduled in advance to avoid congestion and avoid busy foot-traffic hours. Items will be dropped off at Priory Gardens road and delivery vehicles are to leave site once completed.

All deliveries will be co-ordinated by a qualified banksman and in an area which has been set up with barriers and signage in accordance with the project logistics and traffic management plan.

All deliveries are to be planned to avoid the need for anyone to access the rear of a vehicle and eliminate the risk of fall hazard. Where access is necessary, the vehicle must be fitted with a collective edge protection system and have safe means of access.

When delivering/collecting materials and clearing waste. Site access gate will be pedestrian traffic managed by a competent designated traffic management operative, who will possess the responsibility of notifying workers when it is clear to access/egress the site with deliveries. Access and egress of any deliveries will only be carried out when the pathway is visibly clear or when there is a physical barrier between the public and the work group. Should any special measures be required, such as arrangements for temporary pedestrian pathway closure, these will be the subject of a separate instruction from the Client and a separate method statement.

Should the walkway access to Wood Lane be temporarily closed off, Chapter 8 Barriers will be used to segregate the delivery route from the public. This route will be manned at all times. Once Deliveries/collections and waste clearance is complete chapter 8 barriers will be removed and the walking route reopened. Any deliveries will be coordinated during off peak foot-traffic times to ensure minimal public disruption.

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Public walking route to wood lane to be closed off temporarily during deliveries and waste removal

Waste Removal

Waste materials arising from demolition works will be separated into categories on site. Waste will be loaded into wheel barrows and carted to skips situated within the highlighted bays at the end of Priory gardens. Car parking bays will need to be reserved with permission and agreement from Haringey Council for the duration of the works. Should permission not be granted for any reason, flatbed trucks may be used instead to strategically load demolition material and taken away to Cleshar's designated skip yard.

Waste material is only to be removed from site during off peak foot-traffic hours i.e. after 10am. Any waste removal routes will be segregated with chapter 8 barriers forming a physical barrier between the public and also constantly monitored by a designated traffic management operative to ensure minimal public disruption.



Skips/flatbed trucks to be placed/parked in highlighted area

Existing Services and CCTV Surveys

A Desk study and CAT scanning will be carried out to identify existing services. All live services will be sprayed up using marking paint and marked up in any available site drawings for reference.

CCTV to be carried out on existing drainage. Any issues with blockages or dilapidated drainage to be reported to the client project manager.

Where services are close to the works and cannot be removed or isolated. Protection will be installed; this will be done on a case-by-case basis and agreed with all parties.

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Demolition of Structure



Hand-over of works areas:

- A dilapidation survey of the area must be carried out prior to being handed over and issued to the client.
- A handrail/barrier system will be in place. This will form an exclusion zone to prevent any unauthorized persons should they be in this area.

Soft Strip out

- Soft strip out to start from furthest point and progressively move toward access point. Hand tools are to be used initially to strip out existing plaster board and furnishings. Care to be always taken to avoid damaging existing structural elements or load bearing walls. Operatives to wear FFP3 respiratory protection as standard, or as indicated by the COSHH assessment. Water dust suppression will be used when working in dusty conditions, for example breaking out plaster board or pockets of concrete.
- Waste will be segregated and stored at street level for removal on flatbed truck.
- Waste build-ups must be avoided & access routes must remain clear. Waste will be segregated in designated areas and periodically carted away to skip areas during off-peak foot traffic times to avoid build up. Waste arising from strip out will be removed prior to commencement of the next demolition phase.

Roof Removal

- PASMA Tower to be erected and traversed where required to enable access for roof structure removal.
- Operatives will strip roof tiles and felt in an agreed sequence.
- Tiles and felt will be segregated at ground level in a designated area within the site.
- Once all tiles and felt are removed the timber structure will be removed and stacked to one side.

Demolition of main structure

- Once the Roof is removed and the scaffold has been dismantled works to progress on demolishing the main structure.
- Excavator equipped with hydraulic breaking will be employed to demolish existing walls and chimney stacks. During this phase, only the banksman and the excavator operator will have access to the demolition area.
- Once the walls and the chimney stacks have been knocked down to ground level, the excavator will further break up large sections into manageable pieces.
- Operatives will load waste into wheelbarrows and cart it away to designated skips. Clear

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walkways will be maintained throughout the demolition process to prevent operatives climbing over built-up rubble.

- Regular clearing of waste will be conducted to keep the work area organized and safe.
- Waste generated from the wall demolition will be cleared entirely before starting the foundation demolition.
- The excavator will break up the foundation into manageable sections.
- Operatives to load broken foundation material into wheelbarrows and cart it away to designated skips.
- Once foundations are broken out and removed, the excavator will level the area and fill all holes to eliminate any trip hazards.
- All plant will be cleared off site and area left tidy.
- All plant and machinery used during the demolition process will be cleared off-site and the entire area will be left tidy and in compliance with safety and environmental regulations.

5.2.5 Site Rules and Drugs & Alcohol

In accordance with the CCS Group and London Underground D&A Policies:

- No smoking/Vaping is allowed on London Underground premises or in the machine rooms.
- No operatives will be under the influence of drugs or alcohol. Refer to 7 CCS D&A Procedure; and
- All operatives are to individually sign into the station on the Visitor's Log or PICER form.

5.2.6 Working Hours

Unless approved by the client representative, when working on or adjacent to the railway, personnel shall:

- Work not more than 6 shifts within any 7 consecutive days.
- Work not more than 72 hours within 7 consecutive days.
- In any one shift, work not more than 12 hours or other lesser period, considered by the TFL DER as appropriate to the health and safety requirements for the task to be undertaken:
- Have a minimum of 11 hours break between shifts.

5.3 Labour Force

5.3.1 Workforce Schedule

Trade/ Element of work	Number (approx.)	Names (if known)	Contact No. (if known)
Engineer	1	TBA	TBA
SPC (Site Person in Charge)	1	TBA	TBA
Scaffolders	4	TBA	TBA
General laborer	2	TBA	TBA
Demolition Operatives	4	TBA	TBA
Operatives	TBA Refer to separate labour schedules/allocation sheets. Competent Isolation Person and Top Person may be designated by the SPC from the operatives available		

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5.4 Training

5.4.1 Training required: (all training will be coordinated by the ITS Training Department and carried out by a London Underground approved training provider). Copies of all relevant certification are maintained within a site file and at the head office. In addition, all personnel will carry details of their individual training.

Position/Trade	Training/Qualification (minimum)
All operatives	Sentinel ICI-LU / Site Induction and risk assessment brief / Toolbox Talks / manual handling / Face Fit tested / Asbestos Awareness / Hand Arm Vibration Awareness, Ladder & Safety Harness trained.
Person in charge of works	London Underground SPC course. (With relevant experience and knowledge) SSSTS
Site Manager	London Underground SPC course. (With relevant experience and knowledge) plus SMSTS
First aider	Appointed person 1-day EFAW course trained as a minimum.
Vehicle drivers	Fully licenced with FORS training.
Fire Watchperson	Fire watchperson trained & to monitor site for 1-hour after final hot works have been carried out during shift.
CAT Scan	Radio detection course or similar RD8000.
Fall Arrest	Harness use training for working at height.

As the contract proceeds, "Toolbox" talks will be given to operatives on aspects of the work or working practices at intervals deemed appropriate by CCS.

5.5 Lifting Equipment – not applicable.

5.6 Portable Tools

All portable equipment shall be inspected by the operator prior to use.

Tools	Power source	Test Record
Various Insulated hand tools (i.e., Shovels, sledgehammers, fiberglass stepladders)	N/A	Visual Inspection
Cat Scanner	Battery	12-monthly calibration
Power tools (cordless drill, grinder, etc.)	Battery	3-monthly (tagged)
Handheld Breakers	Battery	3-monthly (tagged)
Wheelbarrows	N/A	Visual inspection
Pasma Tower	N/A	Constant Visual inspection before during and after erection
Petrol cut-off saw	Petrol	12-monthly service certificate
<i>This list is not exhaustive</i>		

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5.7 Mechanical Plant

Plant required for the works.

Tools	Power source	Test Record
Excavator	Petrol/Diesel	Visual Inspection daily /pre use checks & Valid Servicing (MOT/LOLER)
Hydraulic breaker	N/A	
Flat Bed	N/A	
Portable generator	Diesel/petrol	Tagged or site file

5.8 Track Mounted Plant– N/A

5.9 Protection of LUL Assets

At all times when working within London Underground property all due care and protection will be given to the client's property and equipment. This includes:

- Escalators including treads and approach areas; and
- Electrical cables & Fire protection cabling/equipment

Should any damage be caused, the relevant Line Service Centre should be contacted immediately, especially if any cable is damaged or dislodged. No attempt must be made to repair and make good such damage.

Small, easily handled items can be carried on escalators at any time, provided that the items:

- Are held in the hands and can be safely managed by one person. The person must be able to move freely, see where he is going and can, in the case of an escalator, steady himself with one hand on the handrail if necessary.
- Do not exceed 1.8 meters in length or 25kg in weight and are shorter or lighter if the capability of the person undertaking the task requires.
- Are securely packaged, with liquids in sealed robust containers and loose items and granular materials double bagged.
- Do not present a risk to passengers or staff.
- Are clean and there is no risk of soiling or snagging passengers' clothing.
- Are handled so as not to damage the escalator or lift or to cause risk or inconvenience to passengers; and
- They do not slide down the decking panels or rest on the handrails or steps of an escalator.

Asset	Protection Measures
All station Surfaces, assets, and services. Existing cables	Care will be taken when maneuvering equipment around and through the station to ensure that no damage is caused to assets. However, if damage of any kind is caused the defect will be reported immediately to the client representative, fault reporting center and the Customer Care Supervisor. Where the defect may affect the operation of the railway, urgent assistance to rectify the problem will be arranged directly through the Customer Service Supervisor.

5.10 Site Security

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The nature of any security measures on a particular site will vary according to the scope of work and nature of the site. The items noted below are for guidance purposes for SPCs to consider on their sites (see table below):

- Use warning notices & site boards.
- Where gates/doors are lockable – keep locked when the site is unoccupied
- Daily perimeter fencing inspections to identify any breaches
- Surveillance of open gates/doors
- PiCER sign in/out process within station managers office for all visitors and operatives accessing/egressing the site

5.11 Materials

Materials and substances for tasks and scope of work.

Material to be used	Hazardous	COSHH Assessment
Petrol/Diesel	Yes	Yes, in the site file

5.12 Storage and handling of substances and materials - Not applicable

5.13 Temporary Structures/Falsework - Not applicable

PASMA Tower to be erected where required for roof structure removal. The mobile tower is to be erected by a competent operative and pre-use inspections are to be carried out prior to every use. The tower components are to be inspected weekly and a record is to be kept of all inspections. Constant visual inspections before, during and after erection or traverse movement by the competent operative.

5.14 Working at Heights - Not applicable.

5.15 Work Permits and Licences

Permits and Licences required for tasks.

Permit or Licence required	Required	Item	Displayed
Sentinel Cards	✓	All personnel	With individual
Rail Sys Number	✓	At all times	With SPC
Operational Assurance Notification (OAN)	✓	Prior to starting works	Site File
Hot Works Permit	✓	When abrading/burning/welding	With SPC

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Permit to Dig/Drill/Breakout	✓	When breaking masonry out or disturbing infrastructure/ground	With SPC
Storage License	✓	For any storage area permission from the landlord is required.	Visibly displayed at specific storage area

5.16 Temporary Lighting and Power

Works are generally undertaken during daylight hours so it is envisaged that additional task lighting or power will not be required. However, if additional power is required the client will supply and maintain.

5.17 Control of Work with Hazardous Substances and Processes

During work there is a potential disturbance of structures the project manager will request asbestos report F3333 from the Client Hazardous Material Unit (HMU).

No work will be undertaken by Cleschar that may lead to disturbing asbestos or other unknown materials. In the event of discovering asbestos, ACM, or suspected asbestos:

- Do not disturb.
- Stop work immediately.
- Clear the area of personnel, tools and equipment.
- Inform other parties in the vicinity.
- Evacuate the area.
- Call the HMU reporting Line 0207 088 5615

5.18 First Aid

There will be a fully stocked first aid kit and qualified First Aider or Appointed person assigned. The First Aider will be introduced to the work group during every briefing before each shift. Nearest hospitals will be named during the briefing.

In the event of an incident / accident the First Aider must administer first aid and report to the nearest station (Highgate Underground station) for assistance if required. All accidents resulting in injuries will be reported immediately to the contracts manager as per project reporting procedures.

5.19 Fire Prevention

A fire point shall be set up adjacent to the work area. This will be in the form of a portable unit. This shall always be at least 20 meters away from the worksite. The first aid kit will be kept with the fire point, the capacity of the firefighting equipment may change if the risk assessment stipulates.

The standard fire point will consist of:

- 2x AFFF (9ltr)
- 1x CO2 (5kg)
- 1x Fire Blanket

Fire Point Location:

Fire Point to be kept within 20m of the worksite.

No smoking or vaping is allowed on London Underground Limited premises. Smoking materials will not be allowed on site. Leave all cigarettes, lighters, tobacco, papers and the like in vehicles or off site.

Hot works will be controlled by LU issued Hot Work Permit and Fire Watchperson. The London

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Underground trained fire watchperson will be present on site during the hot works and for a minimum of 1 hour after completion of works. Fire watchperson will not be engaged with activities that would prevent them carrying out their fire watch duties.

5.20 Excavation – Not Applicable

5.21 Personal Protective Equipment

The following PPE will be required:

PPE	Req.	Grade	When	Additional information
Safety Boots	✓	BS EN 20345 S3	at all times	Trainers or trainer safety boots and rigger boots are not allowed
Safety Glasses	✓	BS EN 166	at all times	Refer to COSHH assessments
Goggles and face shields)	✓	BS EN 166 B Grade F Grade B for face shield	When required if at risk of ejected particles (i.e. breaking out), task specific?	Refer to RA
High Visibility orange Jackets and trousers	✓	BS EN 471: 2003 class 1	Must be worn at all times including when working outside of site boundaries	
safety helmet	✓	BS EN 397: 1995	At all times operational with chin strap	
Gloves cut five	✓	BS EN 388 BS EN 374	At all times	Refer to COSHH assessments. Anti-crush gloves used when manual handling
Ear defenders/ plugs	✓	BS EN 352	To be worn when undertaking noisy tasks Noisy operations such as breaking out. In accordance with the manufacturer's user guidance	
Half Face, Dust Masks FFP3 Filters	✓	BS EN140 FFP3 dust filters All to be face fitted.	When required, task specific, work generate dust?	Refer to RA
Note: Product data sheet may contain additional details regarding PPE and precautions to be taken, over and above the PPE as itemised. Ensure the data is studied and the necessary action and precautions are taken. Refer to method statement appendices for details.				

5.22 Reporting of accidents, Incidents and Dangerous Occurrences (RIDDOR) 2013

Note: Product Data Sheets and COSHH assessments may contain additional details regarding PPE and precautions to be taken, over and above the PPE as itemised. Ensure the data is studied and the necessary action and precautions are taken.

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All personal accidents will be recorded in the accident book which will be held on site. Where required the procedures within the emergency plan will be followed.

All incidents or accidents will be reported to:

- **TFL incident Line 0800 092 0995**

The Client representative and Cleshar management/supervision and a member of the HSQE team will also be informed ASAP.

Major incidents on site must be reported by the SPC to the LUL Customer service Supervisor.

It is the SPC's duty to report any accident to all the above.

5.23 Housekeeping

- The site must always be kept clean and tidy.
- Equipment and waste must be cleared at the end of each shift and either safely stored or removed from the site.
- A clear means of escape must always be ensured.
- Waste, material, tools and equipment will be located to minimize trip hazards.
- Care must be taken to prevent any rubbish, debris and the like entering a drainage system.
- Manholes must always be kept free – no items are to be placed or stored on a manhole cover.
- Waste, rubbish, and debris must be put in double builder's bags and returned to Cleshar's yard for further disposal at a licensed tip/waste management service.

5.24 Access and Egress

- a. S1 access gate key to be collected at the start of every shift when booking on through the PiCER within Highgate station ticket office. The disused station key [REDACTED] is the only set required for access into the demolition site. The site access key will be returned to the station supervisor at the end of the shift within the Highgate station ticket office when booking off on the PiCER.
- b. Movement in and out of the site to be coordinated with pedestrian traffic flow along the pedestrian pathway. Demolition works are to be coordinated so that no movement of materials in or out of the site between the expected peak pedestrian morning traffic hours of 8am -10am to ensure minimal disruption to the public.
- c. Cleshar Personnel will follow the London Underground /clients procedures for visiting sites and booking in via stations in line as per Rule Book 10.
- d. Safe means of access and egress are to be always kept clear.
- e. Access to the works will be restricted to people required to carry out the works and to comply with London Underground requirements. This will be done using barriers, where identified and required by the Customer Care Supervisor.
- f. Sign in and out whenever entering or leaving the station via the Customer Care Supervisor on a daily/nightly basis before starting work.

5.25 Emergency Procedures

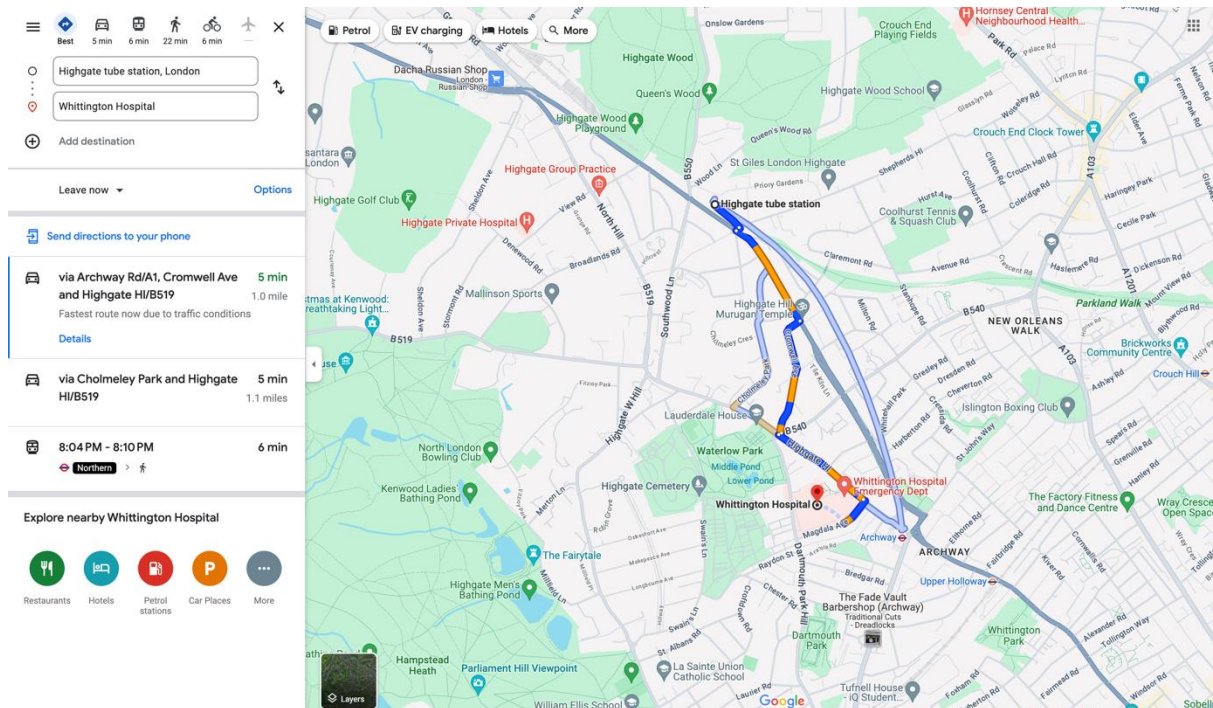
- a. In the event of an emergency follow the Station Emergency arrangements, detailed with the Station briefing by the Customer services supervisor including contact details, this will be on site within the site file. See also the reporting number in 5.22.

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- b. The SPC will establish the emergency arrangements for evacuation and first aid on site. The staff assembly point and evacuation routes will be indicated to all members of the work group during the SPC pre-work briefing. The Site Assembly Point (SAP) is located at the entrance to Highgate station car park Shepards Hi , the work group will be briefed to walk to the entrance of the car park via the pedestrian pathway towards Wood Lane and then along Archway Road until they reach the SAP at the entrance to the car park and not to travel through the station.
- c. In case of fire, alert the work group and the Customer Service Supervisor and evacuate to the fire assembly point. The fire assembly point is located within the station car park on the opposite side of the station. The route to be taken to the assembly point to be taken by all operatives will be up the pedestrian pathway towards Wood Lane and then left onto archway road and walk around and down the stairs into the station car park. Operatives must not walk through the station to the fire assembly point.
- d. In case of injury contact the Customer, Service Supervisor or call 999 and request an ambulance. For minor injuries, where medical attention is not urgent, refer to the emergency plan.
- e. The nearest Hospital to Highgate Station is the Whittington Hospital, Magdala Avenue, London, N19 5NF, Tel No. 020 7272 3070. A map with directions from Highgate station to the Whittington hospital has been displayed below.



5.26 Transportation

Transportation will be by small vans. The CCS SPC will ensure that all deliveries are coordinated, and all vehicles are parked in a position where they present no risk to both road users and passersby. Where vehicles are off loaded, a supervised area will be marked out by cones or barriers to safeguard the work force and pedestrians.

5.27 Signs and Notices

The following signs and notices will be required:

Sign	Type	Location
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Site board	CCS Standard site board with SPC/First aider contact details, nearest hospital, required PPE, hazard warnings prohibition. Signage boards are to be kept clean and undamaged, clearly readable.	Site entrance & anywhere works are taking place.
Pathway closure notices	Pathway closure notices to be cable tied visibly to S1 access gates at the top and bottom of the pedestrian pathway linking Priory Gardens to Wood Lane.	On the pathway access gates at the top and bottom of the pedestrian pathway linking Wood Lane to Priory Gardens respectively.

5.28 Welfare

The SPC will agree the use of station welfare and messing facilities with customer Service Supervisor. Where welfare facilities are not available in the station portable welfare will be provided in the form of a welfare van. A welfare van is to be provided for the demolition team and positioned within the Highgate station car park.

5.29 Statutory Records

Specific records required for task.

Record	Kept by	Location
Accident sheets IRF Form 2508 or 2508A (RIDDOR)	CCS SPC HSQE Dept.	Site file

5.30 Noise and Vibration

Hearing protection will be used where it is indicated by the risk assessment or assessed by the SPC, as required due to noise within the machine room.

It is not envisaged that exposure to vibration will exceed the Vibration Action Levels.

5.31 Air Quality & Dust

The following schedule identifies the operations that could be dusty with the practical means of minimising the potential dust pollution:

Item	Means of reducing dust
Pre-planning	Inspect area before works commence and look for: - Identify potential areas where dust may be a problem. - SPC to assess areas before setting operatives to work. - Brief all operatives before starting the works.

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Air Quality	Due to the location of the work areas being above ground level, i.e., in an open-air plot of land, it is not expected that air quality will become low. However, when conducting the soft strip out face inside the cottage, it may be prudent to improve conditions where possible. To improve this, the following will take place: • Where possible, take measures to improve the air flow – additional ventilation. • Operatives to take short breaks out of the building whilst carrying out soft strip out. During this time operatives are to be able to take a drink of water; and • Operatives to be reminded about personal hygiene (Leptospirosis)
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5.32 Waste management – Not Applicable

5.33 Protection of Water Quality- Not Applicable

The protection measures are detailed below. For complex or large operations, a separate method statement may be raised.

The SPC and operatives will ensure that debris and substances do not enter drainage outlets or channels.

Accidental discharge will be notified to the HSQE department and the TFL Incident Line as soon as possible. The incident will be investigated.

5.34 Archaeology – Not Applicable

5.35 Nature Protection – Not Applicable

Below is an outline of recommendations from the Bat Survey report, and is to be incorporated within safety system of work:

As the vacant station building has been assessed as having negligible suitability for roosting bats, no further bat surveys are required before the demolition of this building.

If demolition is not carried out within 18 months, an update PRA will be required to assess if the suitability of the building has changed and if further surveys are required.

As there are tunnels with confirmed bat hibernation roosts near the disused vacant station building. The surrounding habitat has been assessed as having high suitability for foraging and commuting bats. Mitigations measures have been recommended to accommodate the urgent nature of the demolition whilst minimising any impacts to roosts and foraging habitat within the Site. Measures are recommended to minimise any potential disturbance to bats roosting within the tunnels as well as to minimise the impact on foraging and commuting bats. These include:

- Measures should be implemented to suppress excess noise from equipment and plant during demolition. Equipment and plant should be maintained to reduce the risk of excess noise being generated. Noise barriers should also be implemented if works are likely to generate significant levels of noise;
- Using dust suppression equipment, such as dust screens or dust suppression bowsers, to prevent dust from contaminating any potential roosts;
- A 10m exclusion zone around the entrance of the tunnels should be implemented to prevent the entrance of the tunnels from being blocked and to minimise the risk of vibration impacting roosting bats. This zone can be demarcated with fencing during works. No plant, equipment or materials should be stored within this zone. The location of the tunnels can be found on the PRA map (Appendix 1, Figure 1.)

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- Demolition should take place during day light to minimise the risk of disturbance to foraging or commuting bats;
- If this is not possible and works have to be undertaken at night, measures should be implemented to minimise the impact of artificial lighting on foraging and commuting bats. This should include:
- The use of narrow spectrum light sources to lower the range of species affected by lighting;
- Use light sources that emit minimal ultra-violet light;
- Avoidance of white and blue wavelengths of the light spectrum to reduce insect attraction and where white light sources are required in order to manage the blue shortwave length content they should be of a warm/neutral colour temperature (<4,200 kelvin);
- Avoidance of bare bulbs and any light pointing upwards. The spread of light should be kept in line with or below the horizon. Lighting should not be pointed directly towards the tunnels or any suitable habitat (such as trees or dense scrub) for foraging and commuting bats.

*Temple Vacant Station Building within Highgate Underground Station, London / Bat Surveys / Report for Transport for London (27 October 2023)

5.36 Management of Pests and Weeds

All operatives will be made aware of the presence of rats and the resulting risk of Leptospirosis. Appropriate control measures will be put in place (refer to Risk Assessment).

Since the cottage is surrounded by large amounts of vegetation, Operatives will be made aware of the possible presence of Giant Hogweed. Again, appropriate control measures will be put in place (Refer to Risk Assessment).

5.37 Traffic Management

Site access gate will be pedestrian traffic managed by a competent designated traffic management operative, who will possess the responsibility of notifying workers when it is clear to access/egress the site with equipment / waste. Access and egress of any deliveries/waste will only be carried out when the pathway is visibly clear or when there is a physical barrier between the public and the work group. Should any special measures be required, such as arrangements for temporary pedestrian pathway closure, these will be the subject of a separate instruction from the Client and a separate method statement.

5.38 Contaminated land – Not Applicable

5.39 Inspection and Environmental Auditing

Internal inspections are undertaken at intervals determined by the CCS HSQE Manager, having regard for the duration of the works and potential for environmental impact. The purpose of the internal inspection is to ensure that the management system is operating in accordance with the Project documents and LUL / Client's requirements. The works under this Method Statement have not identified any environmental impacts.

5.40 Records and Documentation

- CCS works sheet.
- CCS toolbox talk/induction sheets.

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5.41 Live Working – N/A

5.42 Manual Handling

An assessment will be made of all generic lifts (below 25kg) and any specific heavier lifts. These are recorded on a Manual Handling Assessment form which is appended to the method statement. The Task, Load, Environment and Persons involved will be considered during the assessment.

Wherever practical, manual handling will be replaced with mechanical handling. Where possible heavier lifts will be carried out in a team, where trained operatives will work in co-operation to safely move the load. Wherever possible individual loads will be restricted to 25kg per person.

6 Appendices

- Risk Assessment.
- Method Statement briefing record.
- Asbestos survey report.
- Structural engineers survey report.

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Risk Assessment

Project: Highgate Disused Station

Method Statement: MST/ (Insert Job No.)/DEM/01 Rev01

Issue	Prepared by:	Signature:	Date:	Checked by:	Signature:	Date:
02	DM	<i>[Signature]</i>	16/01/24			

Risk Classification

Likelihood	Health	Safety	Environment	Operational	Legal	Severity
1 = Unlikely Less than once in 10 years	No ill health	No personal injury	No damage to environment	Loss but no disruption to railway	No legal implications	1 = Negligible
2 = Remote Less than once in 5 years	Minor health issues (no list time)	Minor injuries	Minor environmental damage	Loss but no disruption to railway	Minor breach of guidance	2 = Minor
3 = Probable Less than once in 2 years	Health issues resulting in lost time	Lost time injuries	Major damage confined to site	Loss and/or disruption to railway	Breach of legislation	3 = Moderate
4 = Likely Less than once a year	Health issues RIDDOR reportable	RIDDOR reportable injuries	Substantial damage reported to Environment Agency	Substantial loss and/or disruption to railway	Breach that could result in work stopped	4 = Major
5 = Certain Every year	Major health issues Unable to work	Fatality	Large scale environmental loss	Severe loss and major disruption to railway	Breach that could result in prosecution	5 = Catastrophic

Rating		SEVERITY				
		1	2	3	4	5
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

HIGH (15+)	MEDIUM (6-12)	LOW (Below 5)
The activity must not be undertaken until appropriate control measures have been implemented to reduce the risk to Medium or Low	Control measures must be implemented to further reduce the risks to Low, so far as is reasonably practicable.	The activity risk is ALARP and can be carried out as is, although additional control measures may still be implemented.

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Additional location/environment specific risks and controls will be recorded on the Site-Specific Risk Assessment Form

Ref	Activity	Hazard	Potential Consequences	Persons Affected	Standard Control Measures	Risk Rating			Additional Control Measures/Comments	Residual Risk		
						L	S	R		L	S	R
General Site Risks												
	General LU activity	Contaminated water, rats' urine	Leptospirosis, Weils disease	Operatives	- Good hygiene practices to be followed. - No eating, drinking or smoking within the works location. - Cuts and abrasions to be covered up before starting work. - Issue of Leptospirosis cards - LU-ICI covers precautions.	2	4	8	- Toolbox talks to be briefed out on the subject as per the CCS Toolbox talk programme. - Inclusion of leptospirosis as part of the pre works briefing.	1	4	4
		Interface with the public	Violence, being attacked etc.	Operatives, public	- Operatives to travel to site in groups, where possible. - Operatives to report to SPC ASAP. - Put on high visibility clothing only upon arrival at the station. - Operatives to wait in well-lit/ busy areas if possible.	1	5	5	No further control measures are practical.	1	5	5
		Noise; Complaints from Station staff and residents.	Excessive noise being made by work party upon arrival at / departure from the site.	Operatives, Public	Brief Operatives to kept noise to a minimum during induction	3	5	15	SPC to ensure that noise is always kept to a minimum level.	1	5	5
		Dust arising from Demolition and strip out	Complaint from client/member of public,	Operatives Public	Dust suppression to be used for all dusty activities	1	5	5	No further control measures are practical.	1	5	5
		Fatigue	Personal Injury, poor decision making	Operatives	- No more than 6 consecutive shifts - Other jobs to be notified to CCS. - SPC to monitor and stand down anyone showing signs of being unsafely fatigued.	2	4	8	- SPC to brief fatigue as part of the pre works briefing. - Toolbox talks to be briefed out on the subject as per the Cleshar Toolbox talk programme	1	4	4
		D&A	Personal Injury, poor decision making	Operatives	- D&A test and briefing at CCS Induction - Random D&A Screening - CCS policy and TfL training all cover requirements	1	4	4	No further control measures are practical.	1	4	4
	Access Egress	Slips, trips, and falls	Cuts, bruises, lacerations.	Operatives Public	- Brief Operatives on route to and from site - Brief Operatives on Assembly points	5	5	25	Clear walkways Set up throughout site.	1	5	5

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Ref	Activity	Hazard	Potential Consequences	Persons Affected	Standard Control Measures	Risk Rating			Additional Control Measures/Comments	Residual Risk		
						L	S	R		L	S	R
			Broken bones. Muscular – skeletal damage. Fatality.						- Unloading/Skip area barriered off and signage in place - Good housekeeping throughout site - Waste to be clear as it arises. - Segregation between the public and any work activities			
		Unknown hazards	Personal Injury	Operatives	- SPC to check the worksite on arrival and complete Site Risk Assessment) with any identified additional hazards. - Adapt work plan and brief team on identified hazards. - SPC to ensure suitable and sufficient lighting is available in the machine room before works commence. - SPC to raise Near Misses on oil spills and other hazards in the machine room. - All operatives to be in possession of head torch with sufficient battery to last for the shift.	2	4	8	Additional hazards may include others working in the escalator environment. Permits to be countersigned by both SPCs once agreed on appropriate safe system.	1	4	4
Site Works												
	Generally,	Unauthorised access to site	Injury	Public, Visitors, other contractors	- Ensure site suitably demarcated. - Coordinate with other contractors. - No other operative, or third party is permitted to be in the machine room when the steps are out.	2	4	8	No further control measures are practical	2	4	8
	Working at height	Falls from height.	Personal injury Damage	Operatives Contractors Visitors Public	- Use podiums /delta deck small mobile towers when possible. - Step ladders to be used only as a last resort. - All towers to be erected and inspected by PASMA-certified operative in accordance with regulations. - Outriggers to be used when necessary. - All work platforms are to be fitted with two boards and double guardrails.	2	4	8	Scaffold system to be used around the building for stripping the roof	1	4	4
		Fall of materials	Serious Injury, Head Injury, Crushing	Operatives, Other staff	- Suitable signs & barriers to chapter 8 exclude others from area below works. - All equipment to be maintained to legal requirements & standards	3	5	15	Exclusion Zone around entire building throughout works	1	5	5

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Ref	Activity	Hazard	Potential Consequences	Persons Affected	Standard Control Measures	Risk Rating			Additional Control Measures/Comments	Residual Risk		
						L	S	R		L	S	R
	Parking	Other vehicles, limited parking	Road Traffic Accident, Parking fine	Operatives, other road users, public	- Park legally and considerably near the station - Travel together or by public transport, if possible.	1	1	1	No further control measures are practical	1	1	1
	Loading Unloading Vehicles	Interface with public, unsafe deliveries	Serious Injury, Head Injury, Crushing	Operatives Public	- Exclusion zones to be set up around vehicle whilst unloading, exclusion zone to be maintained. - All vehicles must always have a banksman in attendance. - All deliveries to be coordinated. - All loads to be calculated. - Fingers must be kept away from moving parts and impact zones	1	5	5	No further control measures are practical	1	5	5
	Noise works	Noise created during breaking out	Damage to hearing	Operatives	- Ear defenders to be used when carrying out any noisy works. - Brief operatives to use ear protection throughout noisy operations	3	5	15	Exclusion zone set up around area of noisy works. Earplugs to be readily available out site. Signage in place highlighting requirement for ear protection to be worn.	1	5	5
	Demo	Dust created during strip out and demo	Respiratory diseases	Operatives	- Face mask to be worn when working near dusty areas. - Dust suppression to be used to dampen down dust	3	5	15	Mandatory Face fit training to be given to all operative on site. FFP3 mask to be mandatory	1	5	5
	Asbestos	Asbestos	Asbestosis, lung cancer	Operatives	- All operatives to have asbestos awareness training. - If suspected asbestos is discovered works to stop immediately and raise concerns to SPC	1	5	5	No further control measures are practical	1	5	5
	Using power tools	Faulty tools Vibration	Electrocution, Injury, white knuckle,	Operatives	- PAT test all electric equipment - Weekly checks/inspections on all equipment - Quarantine any damaged equipment. - HAV's Check sheets to be filled out and monitored, no operatives to exceed daily allowance	1	5	5	No further control measures are practical	1	5	5
	Angle Grinding / Quick cut saw.	Electrocution, hot works, ejection of materials, noise and dust.	Chronic Lung damage. Personal injuries, eye injuries, loss of hearing, fire.		- Only certified and trained operatives to change the discs. - Only certified and competent operatives to operate tools. - Guards and other safety devices on tools must be in place. - The guard is not to be tampered with, and manufacturers guidance must be adhered to.	3	4	12	Exclusion zone to be set up around any hot works, with fire points no further than 20m away and safety glasses readily available out on site. Competent and trained fire watch person to be present on site when any hot works are	2	2	4

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Ref	Activity	Hazard	Potential Consequences	Persons Affected	Standard Control Measures	Risk Rating			Additional Control Measures/Comments	Residual Risk		
						L	S	R		L	S	R
					- Safe system of work to be in place before works can commence, as per the method statement. - Hot works permit and procedures to be in place when grinding or cutting works are taking place. - Fire point to be located where hot works are taking place. - All electrical plant to be battery powered, or 110v. - Pre use checks to be carried out before use. - Grinder with vacuum attachment or wet method to be used to minimise dust emissions.				being carried and must remain on site for at least 1 hour after any hot works have been completed to ensure no fires are caused.			
	Working near buried services	Services Strike	Electrocution, Damage to station/Public infrastructure	Operative Public Client	- Desk Study carried out prior to starting on site. - CAT scan survey to be carried out prior to starting all services marked up. - CCTV survey of existing drainage - Isolate services where possible - All services to be treated as live	3	5	15	Permit to dig in place prior to starting an excavation. Continually CAT the area to be excavated every 300mm (HSG47) Protection placed over and around existing services.	1	5	5
	Interface with other contractors.	Other Works	Various depending on activities.	Operatives, other contractors	- Safe Systems of Work to be discussed and established to protect all parties. - Briefing to all operatives working within the area. - When steps out works are being carried out, no other operative is permitted to be in the area	2	4	8	For further guidance refer to Rule book 10 section 4.1 (Attached)	1	4	4
	Generally	Hazardous chemicals	Inhalation, ingestion& absorption of chemicals,	Operatives	- No manual work taking place however third parties may be working. - All operatives must be familiar with the use of each substance and the applicable control measures to prevent exposure. - Ensure substances are sealed and stored correctly when not in use. - Always refer to COSHH Assessments. - Protective gloves to be worn to avoid skin irritation. - RPE to be worn (refer to COSHH assessments where applicable). - Do not use chemicals that have expired or if the instructions are illegible.	1	3	3	If third party works taking place on the day/night work to be rescheduled or compromise with third party to access when work has stopped or halted	1	3	3
		Spilled chemicals	Slips	Operatives, public	- If any spills report to the CSS ASAP - Wipe up spills immediately and wash hands thoroughly.	1	1	1	No further control measures are practical	1	1	1

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Ref	Activity	Hazard	Potential Consequences	Persons Affected	Standard Control Measures	Risk Rating			Additional Control Measures/Comments	Residual Risk		
						L	S	R		L	S	R
					Where required, a spill kit must be available on site?							
		Slips, trips and falls	Personal injuries	Operatives	- Good housekeeping to be maintained. - All spillages to be cleared away straight away. - Carry load allowing good sight of where going. - Safety composite boots with ankle support must be worn.	1	3	3	No further control measures are practical	1	3	3
Handing back												
	Preparing to hand back	Items left on site	Damage/ Stolen plant.	Operations Operative	- Operatives to be responsible for their own equipment. - SPC to check site before handing back the escalator. - Stock check of tools before completing job.	1	3	3	No further control measures are practical	1	3	3

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Highgate Disused Station – Outline of the Demolition and Clearance of Vacant Station Building



Method Statement Briefing Record

Method Statement:

Date:

Client:	Site:	Contract No:
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Additional Information:

Name (PLEASE PRINT)	Signature	Name (PLEASE PRINT)	Signature