

Demolition Work Package Plan

(Method Statement)

Company	RBB Group
Project Name	Link House Farm South
Project Element	Demolition
Reference No	LHF010122
Revision No	0

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WORK PACKAGE DETAILS				
Project Address:	Link House Farm, Links Road, Blyth NE24 3PL			
Project Number:	LHF010122			
The Client:	Consult North			
Responsible Contractor:	RBB Group			
Contractor:	RBB Group			
Programme Dates:	Start:	TBC	Finish:	4 weeks

DOCUMENT APPROVAL		
Prepared By:	Name:	Lori Gardner
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REVISION STATUS DETAILS		
Revision No	Date	Description

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PROJECT LEAD ACCEPTANCE

The following members of RBB Group have been fully briefed in the content of this document, in order to execute their respective roles and responsibilities in delivery of this Work Package Plan in a safe manner. Minor amendments to the method of works will be conducted by RBB Project Manager following any adjustments required by the Client.

Any major changes to the method of works will facilitate the revision of the Method Statements (to be conducted by the company Operations Manager).

Job Title	Name (Print)	Signature	Date
Director	RB. Blackburn		
Operations Manager	L. Gardner		

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A DEMOLITION WORK PACKAGE DETAILS

A.1 Summary of Works

The works comprise of the demolition of 2 no. dwellings and numerous outbuildings located at Links House Farm (South), Links Road, Blyth NE24 3PL. The properties are 2 storey traditionally built masonry structure with a slate roof. Works will also include the grubbing up of foundations, remove paths, yards and redundant drainage within the footprint of the building. The outbuildings/agricultural buildings as single storey with slate roofs. *RBB are awaiting full details from the client.*

RBB will also be adhering to any necessary ecological and archaeological surveys. RBB will only commence works once the removal of all asbestos has been carried out.

With regards to historical material, where practicable these items will be salvaged and passed over to the care of Blagdon Estates for secure storage/re-use.

To ensure the protection of all persons, 3rd parties and Operatives, RBB will arrange for Heras fencing to be erected around the main RBB working site and the demolition zone, including essential signage including traffic management to raise awareness of the works taking place.

No soft strip will be conducted in advance of the demolition, due to the building not being of sound nature.

The building will be progressively demolished on a top to bottom basis, and at a 45° angle, to ground level using a demolition spec 360° Excavator machine and rotating grab. Tiles where necessary will be removed by means of a MEWP to ensure safety for operatives working. As works progress the arising's will be partitioned and processed by machine/hand by RBB Operatives, segregating into relevant stockpiles/skips located in the site lay-down area. Bricks, stone coping, coins to entrance way, lintels, stone footing to be retained as directed in the Main Contract Preliminaries and Conditions, if necessary. A record of resources from the site will be maintained and kept up to date throughout the project.

Due care and attention will be forwarded at times to all persons. An RBB Supervisor will be on the site at all times to ensure Operatives complete a site briefing and induction, this ensures a high level of control is put in place during the demolition works.

If any apparent obstructions are found these RAMS will be amended accordingly.

A.2 Pre-Amble

Working Hours

Work will be conducted strictly during normal site working hours and adhering to the Clients working restriction.

Demolition works:

0800 – 1800hrs Monday to Friday

0800 – 1400hrs Saturday

No work on Sunday or Bank Holidays

Services

Prior to commencement of works, RBB will seek confirmation of service disconnection/live services from the Client. Any services will be clearly marked, and a Site Supervisor notified.

RBB to ensure that existing RW gullies/drains are sealed to prevent surface water contamination from entering the existing drainage system during demolition works.

Existing Services

Existing information relating to services is not available, although it is believed that there are no live utility services within the boundary of the site. However, care should be taken as there may still be an unrecorded electric, gas, water routes running within the site boundaries. RBB will adhere to HSE HS(G)47 – Avoiding dangers from Underground Services.

There is no risk of overhead electrical cables or telephone wires.

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It has been reported that two significant existing sewers run within close proximity to the site. The approximate location and route of these 1200mm diameter sewers are indicated on the Topographical Survey included within 3E Consulting Engineers drawing No's G002A Rev 0 and G002B Rev 0 included within Appendix E of this document.

RBB to seek confirmation of the isolation of all services prior to commencing works.

Security/Protection

Prior to commencement of demolition works, the boundary of the demolition area will be secured using Heras fencing to ensure security and to protect the public and third parties.

The buildings are situated within a secure site boundary made up of existing brick walls and additional heras fencing will be installed to enclose the working areas / exclusion zones within the site.

Warning signs (as described below) will be displayed at the appropriate points around the perimeter of the site:

- Danger Demolition in Progress
- Danger Demolition Keep Out
- Personal Protective Equipment requirements
- Warning to Children

Any skips being used on the site lay-down area will be fully enclosed within Heras fencing where necessary.

Operatives, visitors and third parties etc. will all be required to sign in upon arrival on site and, if necessary, to complete a site induction. Visitors and third parties will always be escorted when on site.

An RBB Operative with appropriate experience will manage the traffic flow during the periods of removal. It is not envisaged that any demolition activity will require the closure of access routes.

Traffic Management Plan

RBB will carefully pre-plan all vehicular movements to/from and on-site.

Prior to commencement of works, and if necessary, RBB will work with the TMP provided by the Client, both entrance and egress to ensure the safe movement of vehicles to/from and around the site, and to allow for the safe interface of vehicles and Operatives on site.

Prior of commencement of works RBB drivers will be briefed of the requirements of the TMP during site induction. RBB drivers are experienced and trained to high standard (NVQ and CPC).

Access

Access to the site is via the B1329 leading to Links Road and the Mermaid Car Park. No other route will be used.

The main route can experience high traffic during weekends as people access the beach. RBB to follow the existing local authority traffic systems comprising of a one-way system. With site access gained to the south of the existing Garage.

There will be no restrictions on delivery/collection times other than the restrictions contained in the NCC report stipulating:

Site activities restricted to working hours:

- Monday to Friday 0800hrs – 1800hrs
- Saturday 0800hrs – 1300hrs

Loading and unloading of plant will be done within the site compound as not to create an impact on the surrounding highway wherever possible.

All plant and materials will be stored within the designated compound areas as outlined on the Site Layout Plan.

Timing restrictions will be in place on movements of large vehicles, to avoid peak periods within Mermaid Car Park. Wagon movements will be minimised throughout, with the decision to stockpile roof slates, brick, stone, etc on site, within a secure defined laydown area, to await later re-use. The plant and equipment for the works will be delivered to site early morning before the car park is busy. Any additional wagon movements will be conducted early in the morning. Afternoons will be avoided. There will be no requirement for wagon movement during the weekend.

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Dust and dirt levels will be monitored and will be controlled through:

Road cleaning vehicle

- The Site Supervisor shall monitor the highway for dirt and debris at fixed intervals throughout the working day. These intervals are to be more frequent if conditions dictate.
- When necessary, the Site Supervisor will commission a road cleaning vehicle to sweep the highway clear of any mud and debris.

Wheel washing facility:

- The Site Supervisor shall continuously monitor the ground conditions on site.
- An RBB Operative will be provided to jet wash the wheels of all vehicles leaving the site when necessary.
- Signage to be erected to site exit/egress to alert drivers of vehicles as to the necessity to wait until their vehicles have been washed down prior to leaving the site.

Water Bowser

The Site Supervisor shall continuously monitor the ground conditions and operations on site if dust is caused by:

- Ground conditions during dry weather or
- Demolition activities, an RBB Operative will be provided to dampen down the area under the guidance of the Site Supervisor.

Vibration (if necessary)

RBB will strictly control vibration via implementing HAV guidelines and the selection of our demolition technique. See Appendix 3 HAVS/WBV Guidelines for full details.

If possible, avoid using hand-held equipment. If there is no option to change the process, ensure equipment generates the lowest possible amount of vibration:

1. Operatives to be aware of hand-held vibration emission data (see Appendix 3 for guide).
2. All equipment to be maintained to allow lowest possible vibration levels.
3. Use correct bit, disk or attachment for the work and keep them maintained.
4. Operate the equipment at a speed that gives the lowest vibration.
5. If necessary, limitation on individual daily use using the hourly vibration exposure point for the tool.

Noise (If necessary)

At all times during the works RBB will comply with the recommendations of BS 5228-1 to reduce noise emissions. RBB's proposed method of demolition is to use a combination of rotating grab and bucket attachments to strictly control noise. This process is very low impact and quiet. RBB believe that this approach is the safest method of demolition of structures. RBB method of works employ all necessary adjustments to minimise the noise levels on the site.

These include the following:

1. Operatives to be advised:
 - Proper use and maintenance of tools and equipment
 - Position of machinery on site to reduce the emission of noise and to site personnel
 - Avoidance of unnecessary noise when carrying out manual operations and when operating plant and equipment
 - Protection of persons against noise
 - Operation of sound measuring equipment (if necessary)
2. Plant to be equipped with the appropriate type of breaker to help to reduce noise emitted.
3. Working time strictly adhered to and good relationships to be maintained. This involves making persons in the vicinity aware of the works and provide details of working hours.
4. All site works to be aware of noise reverberation and impact on local community.
5. All Operatives to be provide with ear defenders.
6. No audio equipment to be used.
7. RBB to allocate a quiet zone and periods of no works during breaks to allow Operatives.

RBB general practise includes the following measures to reduce noise levels at source:

1. Avoid unnecessary revving of engines and switch off equipment when not required.
2. Keep internal access routes well maintained and avoid steep gradients.
3. Minimise drop height of materials.
4. Start-up plant and vehicles sequentially rather than all together.
5. All movement onto and around site within normal operating hours.
6. Mindful of impact reversing alarms can have on persons.

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Dust Control (If necessary)

Dust emissions will be strictly controlled at all times during the works. If required, prior to commencing work, a water supply will be established to allow regular dampening of the building to maintain a high standard of dust control. Operatives will use water hoses to create a mist, ensuring that they maintain a safe standoff from the Excavator machine. RBB will ensure that all vehicles leaving the site are first sheeted and that containers are enclosed/covered to prevent the arising of dust during transportation.

RBB Operatives to adhere to the below specification:

1. RBB will also be provided adequate information, instruction, and training so Operatives can carry out any work task safely and without risks to their health. All Operatives to complete a full site induction to raise awareness of the associated risks on site.
2. Correct method of use for any required PPE, in particular RPE, should it be used.
3. Explain duties in respect of the correct use of equipment and of SSOW.
4. If there are any know defects of inadequate equipment, this should be reported to the Site Supervisor.
5. Look at changing the choice of work methods.
6. Water suppression to effectively damp down dust, this is applicable with larger demolition projects but also when using a Stihl saw.
7. FFP3 mask to be worn when works involve an increased level of dust, e.g. main demolition works.

COVID – 19 (see Appendix 6)

RBB Operatives must follow all RBB guidance and procedures set out. Our client has requested all RBB staff complete their company specific pre site COVID assessment.

RBB supporting documentation includes:

- COVID – 19 RBB Pre Site Assessment
- COVID – 19 RBB General
- COVID – 19 RBB Ops_C011
- COVID – 19 RBB Take 5

Where there is a specific task that requires extensive working within 2m and face to face, then RBB Operatives will wear a FFP3 mask.

The below elements have been extracted from the Construction Leadership Council SOP, RBB will work in line with the guidance and the Hierarchy of Controls when producing any task specific COVID – 19 RAMS.

- Keep this work to 15 minutes or less where possible
- Consider introducing an enhanced authorisation process for these activities
- Provide additional supervision to monitor and manage compliance
- Where it is not possible to maintain a 2m distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, **mindful that masks (RPE) are the last resort in the hierarchy**
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so it cannot be reused

Quality and Environmental Precautions

At all times, site operations will be undertaken with the protection of local stakeholders and the environment in mind. All Operatives will be advised of the aspects of the site and that require attention/protection. Operatives will be provided with copies of approved method statements prepared for the site workings.

All work on site will be managed to ensure environmental compliance and that quality is maintained throughout the works. RBB will work in line with the Client policy to ensure we adhere to any conditions or requirements.

Environment

- Reduce machine idling time
- Use of waste tracking forms to determine the amount of waste and recycled materials for the project
- Provision of separate bins for general waste and recyclables. Ensure materials such as steel, aluminium and copper are recycled, where possible
- Provision of environmental containment to prevent escape of waste, water and debris

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Local Impact Precautions

RBB Supervisor to:

- Minimise dust using water sprays to dampen buildings being demolished and the demolitions arisings.
- Pay attention to wind direction as to anticipate the impact of any work downwind to work area (morning daily check – weather, wind direction, fence check etc).
- Adjust working method to reduce impact on occupiers of neighbouring properties/premise.
- Ensure all plant is fit for purpose and adequately maintained so that noise generation is within the manufacturer's stated maximum noise level.
- Consideration to activities on site at start of day to minimise disturbance of the neighbours. Reversing manoeuvres will be avoided in the early morning to prevent reversing sirens sounding. Mobile plant, which require approximately 20 minutes idling to warm up before a shift, will be parked away from houses.

Training and Competency

The project will be managed by an experienced Site Supervisor. All works will be undertaken by experienced and trained construction Operatives who hold CSCS cards at the appropriate level. Plant Operatives are trained and certified to CSCS, CPCS and NPORS standard. In addition, Operatives have acquired vocational training at NVQ level to provide them with work-based skills and certification.

A.3 Resources

The following resources will be used during the works:

A.3.1 Personnel

RBB	Title	Specific Requirements
C Rutherford	RBB Senior Supervisor/Project Manager	Overall project management
S Rutherford	RBB Supervisor/Plant & Telehandler Operative/IPAF Op	Supervise on going site works
A Robson	RBB IPAF Operative	Assist with soft strip and MEWP

A.3.2 Plant and Equipment

Item	Specific Requirements
360 Demolition Spec Excavator	Demolition works and movement of material
Dumper	Transport material
MEWP	15m cherry picker
Water bowser/ Motofog dust suppression	Damped down building, if necessary
8-wheeler tipper bodied wagons	Removal of arisings off site
Mixed waste skips	If required
Timber skip	

A.3.3 Materials and Tools

The specialist tools and plant required over and above standard hand tools are as follows:

Item	Specific Requirements
Demolition hand tools	Pry bar, hammer, screwdriver
Stihl saw/circular saw	To assist with the removal of items

A.3.4 PPE

A minimum standard of PPE (as below) is to be worn at all times. Signs are displayed to indicate when additional PPE should be worn, e.g. areas with high levels of noise.

In addition, the following specific PPE shall also be worn when carrying out activities relevant to this Work Package Plan, as follows:

Item	Activity
Hard hat (BS EN397) – RBB issue only	All times – All Operatives
Safety Boot (incl. reinforced toe cap and mid sole)	All times – All Operatives
Hi Vis Clothing (Class 2 minimum)	All times – All Operatives

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Gloves – general use (mini. BS EN388:1994/EN420:2003)	All times – All Operatives
Light eye protection (Safety Specs – BS EN166)	Using any power tools – All Operatives
FFP3 Dust masks	Using any power tools During main demolition works (if required) COVID – 19 when operating within 2 meters
Ear Defenders	Using any power tools and when exposure levels are above the recommended daily exposure level. During main demolition works
Protective glove wear	Re-fuelling machines COVID – 19 when carrying out first aid measures

A.4 Demolition Methodology

The specific tasks required to deliver this Work Package are as follows, these are to be used to brief staff on site:

Site Preparation: 001

1. Work will begin with the site preparation; this will involve the erection of a site boundary and site safety signage to protect all persons within the area.
2. The working area will be controlled as a demolition exclusion zone during works, all works to be managed by a full-time Site Supervisor.
3. Access permitted to essential RBB personnel or approved subcontractors only.
4. Site safety and warning signs will be displayed on the site fencing and in sufficient numbers to ensure all persons approaching the site are aware of the operations being carried out.
5. Operatives, visitors and 3rd parties etc. will all be required to sign in upon arrival on site at the main entrance.
6. If necessary, to complete a site induction as per the Clients site requirements.
7. Visitors and 3rd parties will be escorted at all times when on site.
8. All RBB staff to complete a site induction and be briefed on site safety/welfare.
9. All barriers and signage will be checked on a daily basis.
10. The Client will be responsible for supplying all service drawings and any relevant plans to RBB.
11. Client to issue permit to work and complete any relevant permits for working.
12. Service disconnection (electric, gas, water, and telecom) will be confirmed by the Client prior to work commencing along with the letter of indemnity.

Roof Covering: 002

1. RBB will utilise a MEWP to undertake localised hand strip of the roof covering.
2. RBB Operatives certified to operate the MEWP will carry out their necessary safety checks and rescue plan review.
3. The MEWP will be put into the position and the basket will be raised of the first section identified within the report.
4. Slates identified will be placed in the MEWP basket with the Operator and when complete the basket will be lowered to the ground.
5. The basket will be emptied of slates, which will be placed in the laydown area ready for sorting and processing for removal from site at a later date.
6. The MEWP will be systematically lowered and repositioned to each identified section until all relevant areas have been cleared of slates.

Demolition of building: 003

1. The demolition working area will be controlled as an exclusion zone during works and access will be permitted to only essential persons.
2. The building will be demolished using a 16T demolition specification 360° EXC machine (EXC) equipped with a choice of rotating grab and bucket attachment.
3. The EXC will be operated by a time served CPCS/NPORS trained operator, working under the direction of the Site Supervisor.
4. RBB will ensure that dust release is minimised; if deemed necessary, Operatives will use a water hose (RBBs mobile water supply) to suppress the demolition debris at ground level and the working face where appropriate. Due to this being a mist and the quantity of water being carefully controlled, run off will be minimal.
5. RBB will also utilise a Motofog dust suppression system during the main demolition works to reduce the risk of dust inhalation.

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6. A 2:1 safe standoff distance will be maintained from demolition debris, whilst ensuring sufficient reach for the demolition attachment.
7. The building will be progressively demolished on a top to bottom basis working at a 45° angle.
8. Hand demolition will be utilised to separate any structures which adjoin the structure to be demolished and that of the buildings that are to be retained.
9. The EXC with grab type attachment will remove the entire building perimeters, by taking hold of the walls and placing it on the floor below. All such arisings will then be re loaded mechanically into suitable sized skips or wagons and transported from the site for disposal.
10. Each roof truss will be cut free of the head of one of the supporting columns and lowered towards the ground; the other end of the roof truss will be free of the head of the supporting column and lowered to the ground, still using the shears attachment on the 16t EXC.
11. All steel will be removed from the site in suitable skips that will be transported from the site for disposal.
12. At regular intervals, the demolition arisings will be sorted and processed to allow for removal from the site via RBBs tipper bodied wagons. Vehicles will wait while they are loaded via the EXC under the supervision of a Banksman. All vehicles will comply with the Traffic Management Plan.
13. As RBB systematically works through the building, if necessary, appropriate additional demolition attachments will be used to safely deconstruct the building.
14. Any partly demolished structures will be left in a stable and safe condition to prevent the risk of uncontrolled collapse. This is made possible by maintaining the buildings structural integrity, RBB will ensure that works are stopped each day prior to breaching this and by using a 45° angle of demolition.
15. Once the buildings are at ground level and clear, RBB will work to remove the floor slab and grub up any foundations within the footprint of the building.
16. Following the completion of demolition works and area clearance, the site will be inspected to ensure a clean and safe finish. The EXC will then track out of the building to the lay down area, and it will clear any remaining arisings into the 8-wheel tipper for removal from site.
17. A joint inspection will be undertaken by the Client and RBB Project Manager/Site Supervisor of finished works prior to departure from the site on completion of the project.
18. Once all work has been completed all plant and equipment will be removed from the site.

A.5 Control of Risks

Hazardous Activity	Associated Risks																	
		001	002	003														
Abrasive wheel	Cuts, injury		✓	✓														
Asbestos (ACM)	Respiratory diseases		✓	✓														
Build-up of arisings	Slips, trips and falls		✓	✓														
COVID – 19 Ops/Site	Death, illness and contagious	✓	✓	✓														
Dumper	Crush/Collision			✓														
Dust	Respiratory diseases	✓	✓	✓														
Fencing and hoarding	Muscular skeletal damage, cuts	✓																
Excavation	Collapse, electrocution, falling			✓														
Fire	Burns, smoke inhalation	✓	✓	✓														
Loading materials	Crush/collision		✓	✓														
Manual handling	Injury	✓	✓	✓														
Noise	Noise-induced hearing loss	✓	✓	✓														
Occupied premises	Injury, crushing	✓	✓	✓														
Operation of MEWP	Entrapment, overturn, collision		✓	✓														
Refuelling plant	Fire, inhalation of fumes		✓	✓														
Site Tidiness	Slips, trips, and falls	✓	✓	✓														
Skip	Fire, contamination,		✓	✓														
Storage of materials	Injury from slip, trip or fall	✓	✓	✓														
Transport on site	Pedestrian struck by moving plant	✓	✓	✓														
Underground services	Electrocution			✓														
Use of 180 & 360 exc.	Crush injury, overturning		✓	✓														

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Use of hand tools	Injury	✓	✓	✓										
Vehicle movement	Collision with persons/building	✓	✓	✓										
Vibration	HAV/WBV	✓	✓	✓										
Working at heights – MEWP	Entrapment, overturn, fall, collision		✓	✓										

A.5.1 Design Documentation

The latest revisions of the following design documentation are relevant to this Work Package Plan:

Document Reference	Title

A.6 Safety Documents and Permits

The following permits are required before work can start.

Safe System of Work/Procedure	Safety Document/Permit	Issued by	Additional Information
Demolition	Permit to work	Client/RBB	
COVID – 19 RBB General	Refer to Appendix 6	RBB	
Site Operating Procedures	Refer to Appendix 6	CLB	

A.7 Inspection and Test

Operation	Inspection/Test	Responsibility	Document Reference
Demolition	LOLER	RBB	Appendix 5 - 16T EXC
Transport material	PUWER	RBB	Appendix 5 - 6T Dumper
MEWP	LOLER	RBB/Hire in	Appendix 5 – TBC

B SITE DETAILS

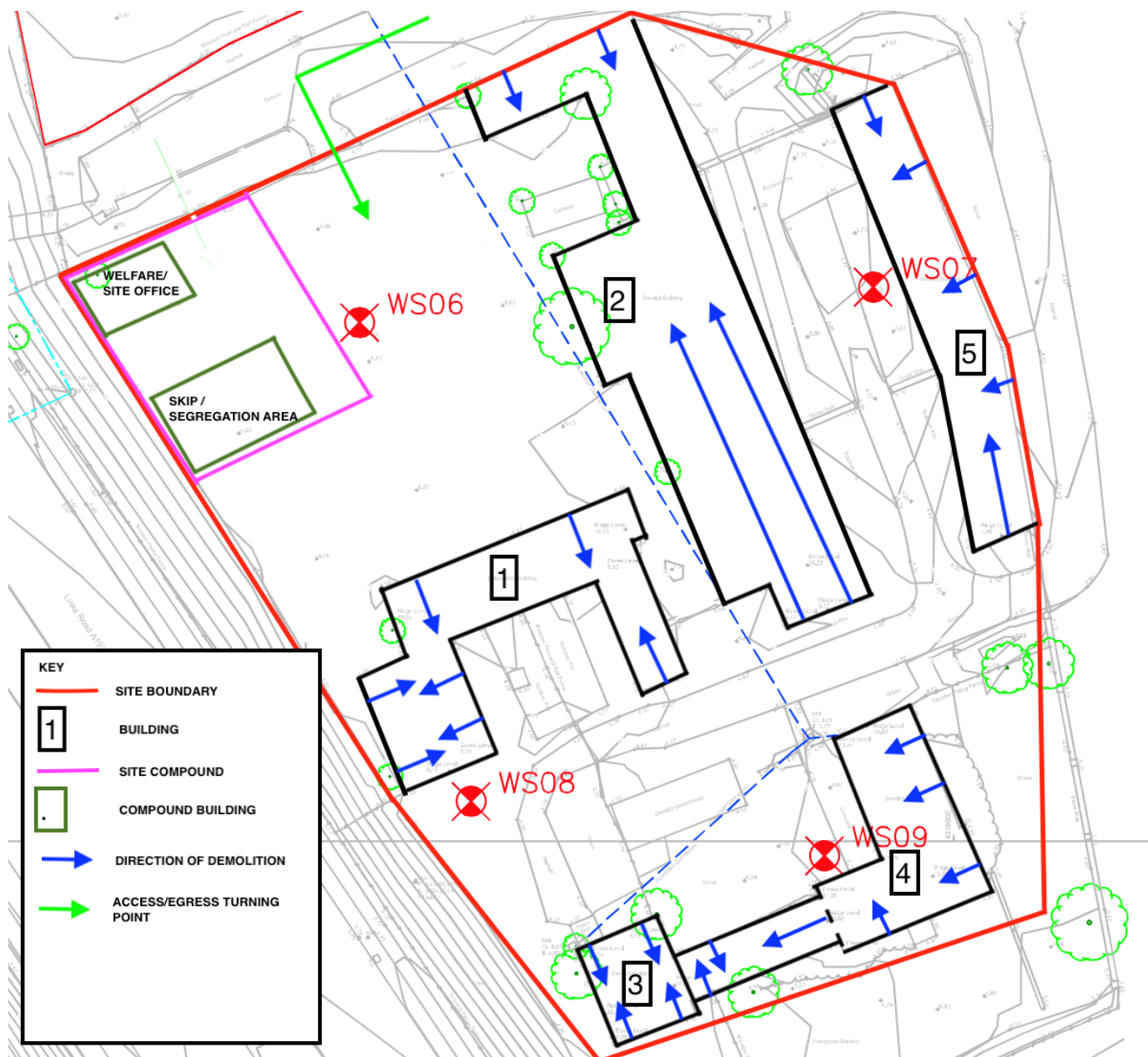
B.1 Access, Protection and Isolation

Area	Protection/Isolation Measures	Responsibility	Specific Requirements
Site access	Gates to be closed and locked at all times when not in use	RBB	No unauthorised access to site
Demolition exclusion zones	Exclusion zones to be in place whilst the Excavator is working	RBB	Physical barriers to be used where necessary
Storage area	Units to be secured at all times	Client	Site to be kept tidy/organised

All vehicles will be directed onto site via the access route shown on the site layout. This includes all delivery of plant and equipment required for the demolition works. RBB staff will also park work vehicles within the compound area, this is applicable to visitor attending the site. All vehicles leaving the site with materials will be sheeted and go through a wheel wash facility where necessary.

Plant and equipment will remain on site during the demolition works and will be secured within the site compound.

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B.2 Use of Site Transport including Mobile Plant and Equipment

A Banksman must supervise all plant and machinery movements. All plant and machinery movements must be isolated from workers by means of physical barriers.

1. Daily pre-use checks are carried out and defects notified to the Site Supervisor.
2. Documentary evidence of training and experience is required before anyone is allowed to operate any vehicle or item of plant.
3. Operators are supplied with appropriate PPE and protective clothing.
4. Operators are trained and competent.
5. Passengers are prohibited from travelling on plant and equipment, unless so designed.
6. Plant and equipment register – details of all plant and equipment are checked to ensure they are ready to use and properly certificated before being allowed on site.

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7. Relevant protective devices are in place before work commences, e.g. guards, roll-over protection devices, falling object protection etc.
8. Servicing and maintenance records are available for inspection.
9. Site speed limits are set and enforced.
10. The operating area is free of obstructions likely to result in an accident.
11. Vehicle routes are physically segregated from pedestrian routes.
12. Vehicles and equipment are suitable for the environment in which they will be used.
13. Vehicles and mobile plant are fitted with adequate 'vision aids' to allow for safe reversing and manoeuvring.
14. Vehicles, plant, and equipment are loaded in a safe manner, with the Operator/Driver vacating the operating position/cab where necessary.

B.3 Communication and Contact Details

The following people will be supervising the works and be directly involved:

Name	Company	Title	Contact Details
Ross Blackburn	RB Blackburn	Director	079600 87289
Chris Rutherford	RB Blackburn	Project Manager	07759 125 698

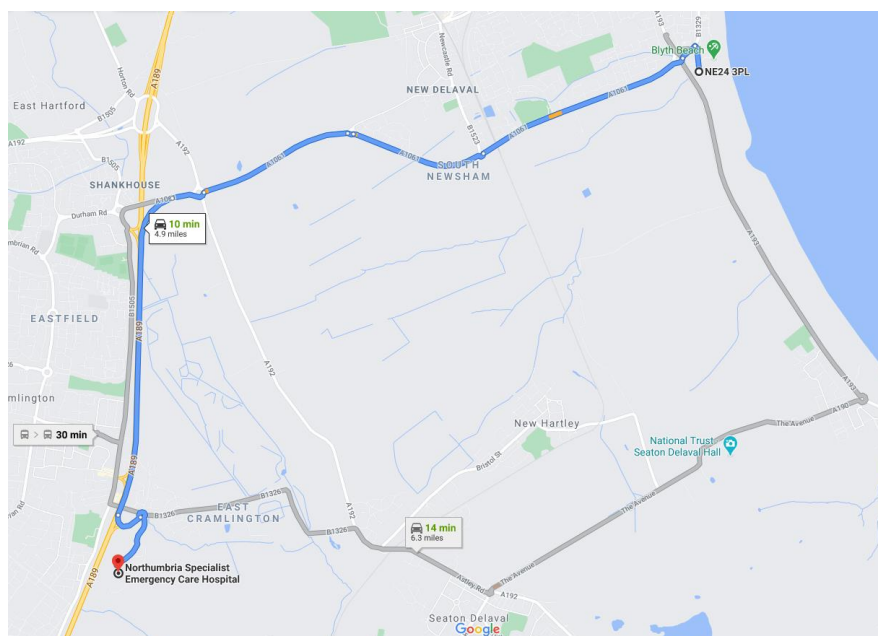
B.4 Emergency Arrangements

In case of emergency please contact the RBB site management – contact details above.

Site Accident/Injury Procedure:

1. Anyone who is injured whilst working on-site must report their injury immediately to their Site Supervisor. A trained First Aider will assess the injury. Where required the Operative will be treated on site.
2. First-Aider is: **S RUTHERFORD**
3. The nearest local hospital is:

Northumbria Specialist Emergency Care Hospital
 Northumbria Way
 Cramlington
 NE23 6NZ
 Emergencies – 999
 Non-Emergencies – 0344 811 8111



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First-Aid treatment must only be administered by trained persons:

1. For serious injuries, the Operative will be transferred to the Hospitals A&E department (see above).
2. If the injured party is transferred to the A&E, then an RBB representative will accompany where practicable.
3. The Client will be alerted of the injury as quickly as practicable. An accident report will be compiled within 24 hours (as per RBB Accident Procedure). The report will be passed to our client and all required persons. Following their return to work the injured person will be interviewed.

Site Emergency Procedures:

1. If Operatives observe fire or an emergency situation, then they will alert other Operatives by means of shouting or using a warning klaxon located within the RBB vehicle.
2. On hearing the site emergency klaxon RBB Operatives will cease works and will make the area safe.
3. Operatives will then transit to the designated assembly point.
4. A head count will then be conducted at the assembly point by RBB Site Supervisor.

Procedure in event of contact with live services:

1. Operatives are to maintain a safe standoff distance from live services at all times.
2. If a live service is struck, then works will immediately cease. RBB Site Supervisor will be alerted immediately.
3. RBB Site Supervisor will then contact the service provider via emergency response telephone number.
4. An exclusion zone will be established at a safe distance around the damaged service. All persons will be prevented from entering this area until the service emergency response arrives and advises RBB that works are safe to re-commence.

COVID – 19 Procedure:

1. During an emergency where the site needs to be evacuated then all Ops/Staff should attend the site muster point, but social distancing protocols shall be maintained.
2. For first aid needs, the first aider should ensure that good hygiene measures are followed, disposable gloves and face mask to be worn during treatment.
3. Be aware that emergency response may be affected during the pandemic, this may lead to an increase in response times.

B.5 Environmental Emergency

If spillage of fuel occurs (or any other substance which poses a hazard to persons or the environment occurs) then it must be cleaned up immediately. Operatives will adhere to CoSHH assessments throughout. Suitable gloves must be worn to protect the hands and lower arms when handling fuels, oils, or similar substances.

The area surrounding the spillage will be cordoned off to enclose the spillage as it is cleaned. No naked flames must be adjacent to spillages or storage areas of flammable substances.

Spill kits will be available on site. The spill kits will be used in accordance with the manufacturer’s instructions. All waste oils, fuels and contaminated rags etc. must be disposed of within the appropriate containers.

B.6 Interfaces

Maintain barriers at all times and all plant movements MUST have a Banksman.

B.7 Welfare

Operatives will be briefed at the RBB induction about welfare facilities on site.

Welfare facilities will be provided in line with schedule 2 CDM 2015 and will consist of:

- Suitable and sufficient Sanitary Conveniences which will be well ventilated and lit with separate facilities for men and women.
- Suitable and sufficient wash and cleaning facilities with changing areas ventilated and lit with separate facilities for men and women. Hot and cold running water with means for drying.
- Drinking water with sufficient supply of cups.
- Changing area with lockers
- Rest facilities equipped with tables, chairs and cooking facilities

The actual location of the welfare facilities together with staff / visitor parking will be identified on the Traffic Management plan contained within the Construction Phase Health and Safety Plan. The Provision of site accommodation will be compliant with respect to the Construction (Design & Management) Regulations 2015

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C BRIEFING

C.1 Briefing Arrangements

RBB to brief Operatives and any relevant person of the specific task detailed in schedule of works as identified in Section 1 of this Work Package Plan. The risks associated with each task are detailed in the Risk Assessment Documents.

C.2 Work Instructions

WI Reference	Title

D MONITORING

D.1 Monitoring of Work Package Plan

The work activity shall be monitored during operation for any deviation to this Work Package Plan and records of these checks noted in the table below.		
Checked By	Date Checked	Deviation from Work Package Plan (Yes/No)
Operation No	Description of Deviation	

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