

Report title: **Demolition Management Plan
Former Engineers Office and Flat
Roofed Extension, Port of Newport**

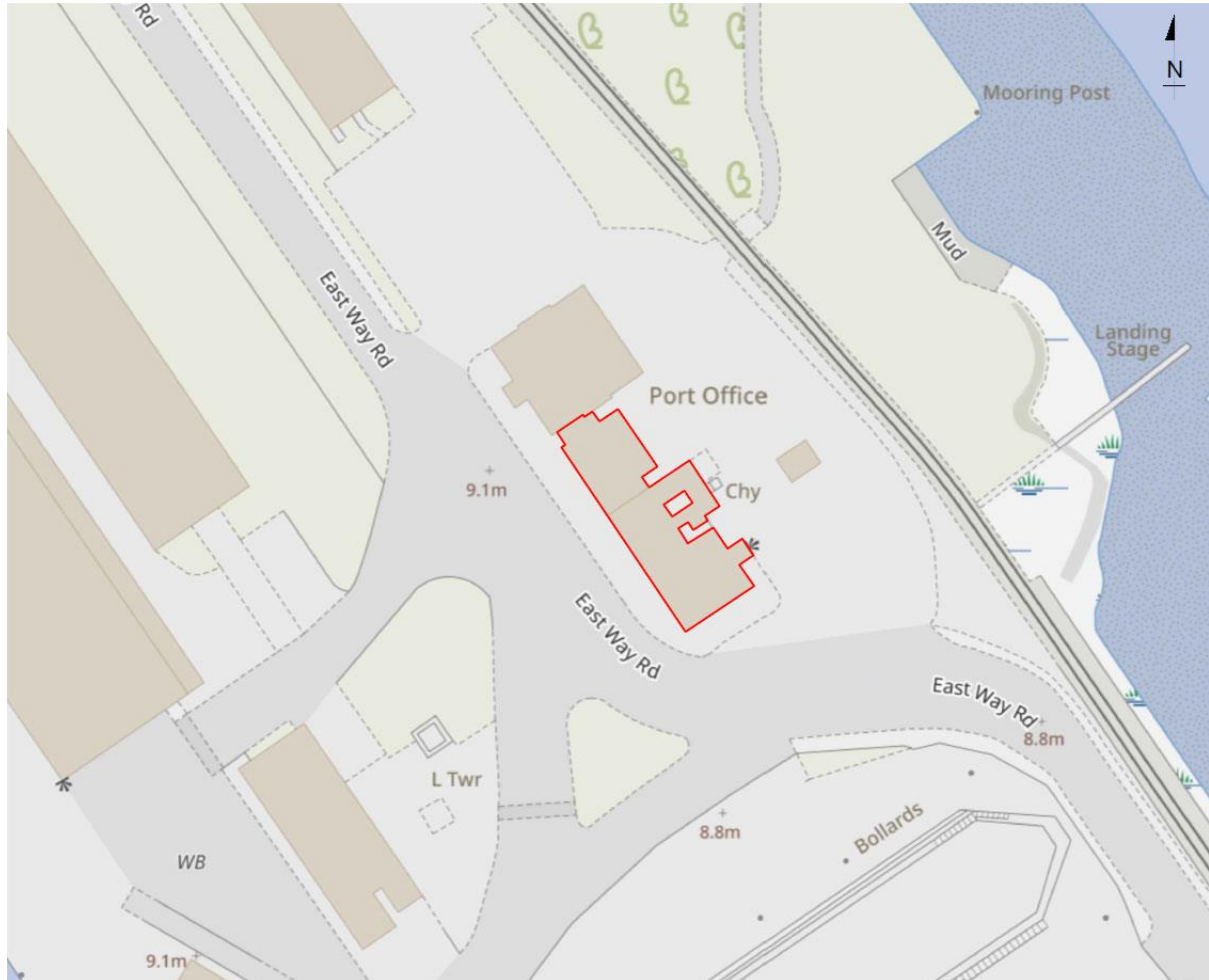
Report author: **Associated British Ports**

Document date: **October 2025**

Document version: **FINAL**

1. Project overview

The project, shown on the figure below, comprises the demolition of vacant offices on East Way Road, within the Port of Newport which is owned and operated by Associated British Ports (ABP).



The works will include:

- Safe demolition of the former Engineers Office and adjoining flat roofed extension, using techniques appropriate to their construction type and surroundings, carried out in accordance with all relevant health, safety, and environmental legislation.
- Removing all superstructure elements, including roofs, walls and floors.
- Delivery of a cleared, level, and safe site following demolition.
- Segregation, removal, and licensed disposal of all demolition arisings, including any miscellaneous items such as office furniture, shop floor plant, off-site, with provision of waste transfer documents to demonstrate compliance.
- The footprint of the building is likely to be used as additional car parking and general hardstanding following demolition.

Demolition Method Statement – Former Offices, Port of Newport

Participants

Client and Principal Designer: Associated British Ports (ABP) Cargo Road, Cardiff, South Wales CF10 4LY

Contact: Matthew Moore Tel: 07783 927 748 Email: matthew.moore@abports.co.uk

Principal Contractor: to be appointed

This method statement has been prepared with reference to ABP's scope of works when tendering for a demolition contractor.

2. Supervision and safety

The management structure will be confirmed when the contractor is appointed. It will include a full-time Site Manager who will appoint members of the Site Team to act as ‘persons responsible’ for various aspects of Site Health, Safety and Environmental Management as he thinks appropriate. These persons will be appointed in writing and their duties listed and explained.

Records of appointments of ‘persons responsible, competence persons and appointed persons’ will be kept by the appointed contractor.

Site induction

Before starting work at site, all persons shall attend the Site Induction at the site office located in the welfare compound.

If necessary, the Site Supervisor or a responsible person appointed by him, shall hold a demolition specific induction attended by all operatives involved.

Persons working on site will be made aware of the Site Layout, Emergency Procedures and Site Safety Plan (including specific hazards) and Traffic Management Plan, and will be required to sign a copy of the induction document. The original will be filed on site.

All aspects of Health and Safety will be discussed paying particular attention to ABP specific site rules and to the Company Health and Safety Policy, Health and Safety Plan, Method Statement and hazards identified in the Risk Assessments

Safety information, registers, licences and reference documents

Statutory registers, licences, authorisations and forms and other registers and forms deemed necessary for the effective management of the site will be kept in the site file.

Statutory and other posters deemed necessary for the purpose of imparting information to the workforce will be posted on the Site Notice board and other easily accessible locations e.g. the canteen.

- Statutory licenses relevant to the project are as follows:
- Section 80 Demolition Notification.
- Section 81 Counter Notice.
- Prior notification for demolition approval
- Refurbishment & Demolition Asbestos Survey
- Temporary Works Register.
- F10 Form

Site working hours

No work on the Site will be undertaken outside the hours of 7.30 am to 5.00 pm Monday to Friday, or 8.00 am to 1.00 pm Saturday. No work on the Site will be undertaken on Sundays or Bank Holidays without prior permission from ABP.

3. Restrictions and access

The contractor will restrict their personnel, operatives, visitors, suppliers and sub-contractors to the area identified below and the access routes prescribed by the ABP Project Manager.



The contractor will only use the existing roads and access routes for their operations that are designated by the ABP Project Manager. Such routes will be kept in a clean and safe condition and any damage shall be reinstated on completion of the works as directed by the ABP Project Manager.

Traffic and pedestrian management

- All deliveries to site will be pre-arranged and notified by phone call one hour prior to arrival. Upon arrival at the Port, the delivery driver will enter at the East Way Road gate and report to the security office. The delivery driver will need to present a valid delivery note with the following information prior to access being granted: date of arrival, location for which the delivery is intended, what the delivery contains, name of recipient. The driver will then be escorted to the delivery location by a member of the contractor's project team.
- An appropriate number of banksmen shall be available to meet and accept all deliveries on arrival.
- All plant and pedestrian routes within the demolition boundary will be separated/demarked by the erection of suitable pedestrian or Heras fence barriers.

Demolition Method Statement – Former Offices, Port of Newport

- All demolition operation related site traffic shall be subject to the site specific traffic management system.
- The Site Manager will act as the contractor's appointed Traffic Safety and Control Officer as well as the Public Liaison Officer and will oversee the safe design, installation and maintenance of all traffic management activities.
- All contractor parking will be within the site boundary and off highway, vehicle, pedestrian or emergency escape routes.
- Adequate signage and Heras panels will ensure safe working areas are maintained throughout the works

4. Hazard identification and response

The name and contact details of the contractor's site management team will be displayed on the site boundary fence. Any complaints received will be immediately addressed where reasonable and practical to do so. All complaints will be logged within the CPP documentation and all logs kept on site.

All correspondence, technical or otherwise, will be responded to (where necessary and appropriate) by the contractor's designated Site Manager immediately it is received.

Any complaints will be dealt with promptly, fully investigated and the appropriate action will be taken and communicated to the complainant.

Complaints and actions will be recorded in the Complaints Register.

The contractor will consider the following to be the principal potential hazards during the demolition operation:

- a) HAVS
- b) Danger of vehicular collision with site vehicles/ pedestrians/ public vehicles.
- c) Vermin
- d) Segregation of traffic and pedestrians during the demolition phase, including vehicles from live transport network
- e) Site boundary control/ security/ unauthorised access
- f) Services risk of striking buried services or encountering unknown services
- g) Ecology
- h) Safe method of demolition
- i) Control of generated dust, noise and other nuisances
- j) Residual hazardous materials (including asbestos)

a) HAVS

If hand arm vibration exposure times are likely to be exceeded, then the Health and Safety Advisor shall be contacted for advice.

The weekly vibration record will be completed for all sources of vibration in conjunction with the HAV assessment for allowable daily exposure.

b) Danger of vehicular collision with site vehicles/ pedestrians/ public vehicles

Refer to Section 3.

c) Vermin (including Weils Disease)

COSHH risk assessments will be carried out by a competent person on substances likely to cause a risk to health. COSHH records including the Manufacturers' Safety Data sheets for all substances used will be filed in the plan

Weil's disease protection cards will be issued to all operatives likely to come into contact with sewage or likely to be working in areas of suspected rat infestation and details recorded in the register.

d) Segregation of traffic and pedestrians during the demolition phase, including vehicles from live transport network

Refer to Section 3.

e) Site boundary control/ security/ unauthorised access

The contractor will ensure arrangements are put in place to provide protection to the public, including environmental controls for noise, dust, vibration, water, ground, visual and lighting pollution.

On taking possession of the site, the contractor will employ a Security company to provide a guard , who shall be present on site during all out of work hours periods, for the duration of the contract.

The primary timber hoarding and v mesh site security/ boundary fence shall likely be adequate to prevent unauthorised access to the work area. In addition Heras type fencing shall be erected around specific hazardous areas within the site such as material drop zones, waste sorting areas etc.

f) Services risk of striking buried services or encountering unknown services

ABP will arrange that all services are suitably isolated prior to commencing work on the structures; however, the contractor will ensure that all services have been suitably disconnected, isolated or diverted prior to the commencement of any demolition works, but if necessary:

- All statutory authorities (Asset Protection Teams i.e. National Grid , British Gas, DWR Cymru, BT etc.) are to be contacted regarding the exact location of their services. Marked up drawings are to be obtained and on site marking of services arranged. All records regarding this are to be retained.
- Relevant hazard identification, service identification certificate and risk assessments will be carried out as detailed in Section 11, 12 and 26 of this document and Method Statements prepared as appropriate to ensure the safe and adequate protection/identification of services.
- Arrangements have be made to have services cut off before demolition work proceeds and certificates obtained from relevant Utility companies or the ABP. If services cannot be completely cut off their position should be positively identified, marked and suitably protected before proceeding with demolition.
- A record of services as dealt with by the Utility Company is to be kept on the register in this section.
- Methods of protection to be based on HSE guidance including GS6 for Overhead Cables, HSG 47 for Underground Cables and handbooks issued by the local statutory authorities. Relevant statutory authorities and contact names and telephone numbers will be listed in the register included in this section.

Demolition Method Statement – Former Offices, Port of Newport

- References to communication with statutory authorities will be kept in this section of the plan with documentation kept in the main site files.
- A permit to work system will be introduced for areas of the site where it is considered appropriate as identified in Section 26 of this plan.
- When locating services utility plans must be consulted (DO NOT Assume they are correct), the area must still be CAT Scanned by a trained and competent operator with a calibrated, in date and good working order CAT & Genny, set to the correct frequency mode for each scan and recorded. Metal/Steel pins for marking should be avoided where possible.
- Where services are encapsulated in concrete, a request must be made to the utility owner to isolate/divert the services (Isolation certificate must be obtained).
- In the case of the Welsh Water / DWR Cymru assets identified in the PCI to be present at site, DWR Cymru asset protection department have been contacted, and a site meeting arranged to discuss our proposed asset protection measures.
- In the case of the National Grid electrical substation that is to be maintained throughout the contract, our protection measures have been submitted to National Grid and we are awaiting their review of our proposals.
- Where services have been identified a minimum of 1,000mm safe working distance MUST be achieved, excavations must not commence within 1,000mm of services unless authorised by a Manager with confirmation from a Director and the insurance company to proceed.
- In the event of an underground service being struck then the incident must be reported immediately to the Health and Safety Advisor and the Underground Services Questionnaire completed and returned to the Health and Safety Advisor as soon as possible.

g) Ecology

Protected Sites

The site is in proximity to the River Usk Special Area of Conservation (SAC) and the River Usk (Lower Usk) Site of Special Scientific Interest (SSSI). It is within 2km of the Severn Estuary SAC, SSSI, and RAMSAR sites.

The method of work is included to assess the potential impacts on these protected sites, particularly for a Habitats Regulations Assessment. Assessment of potential impacts on the SACs include:

- Noise from demolition activities
- Dust generation
- Vibrations from machinery
- Potential contamination from demolition debris

To mitigate these impacts, the following measures will be implemented:

- Dust suppression: Use of water sprays to control dust.
- Noise barriers: Use equipment specifically designed to operate at lower noise levels.

Demolition Method Statement – Former Offices, Port of Newport

- Vibration monitoring: regular monitoring of vibrations to ensure they remain within acceptable limits.
- Contamination prevention: proper handling and disposal of demolition debris to prevent contamination.

Protected Species

A Preliminary Bat Roost Assessment has been undertaken on behalf of ABP and the contractor will ensure that the recommendations of the report are factored in the approach to the project.

Flood Risk

The site is within the Rivers and Sea Flood Zone 3, as set out on NRW's Flood Map for Planning. However, as part of an operational port, there are no concerns regarding flood risk during demolition.

Preparation

The contractor will secure any other necessary permits, consents, and licenses relevant to the development.

Monitoring and reporting

Monitoring will be conducted as follows:

- Dust Levels: Daily monitoring using dust meters.
- Noise Levels: Weekly monitoring using noise meters.
- Vibration Levels: Continuous monitoring using vibration sensors.
- Results will be made available to the Local Authority and NRW as requested.

h) Safe method of demolition

Refer to Section 5.

i) Control of generated dust, noise and other nuisances

The contractor's approach will be to ensure that the potential risk of a pollution incident is minimised by the appropriate application of staff training, practical mitigation measures, monitoring and recording. The contractor will develop a Demolition Environmental Management Plan (DEMP) to assess the risk of vibration, noise and particularly dust impact and to recommend effective, proportionate mitigation. The scope will include potential pollution risks to air, groundwater, surface water and local infrastructure and the contractor will develop rigorous control measures to minimise or eliminate the impact of these issues on neighbours and the local environment.

Dust monitoring

The DEMP will include a 'dust risk assessment' and recommended measures to mitigate dust and emissions to air. The emphasis of the methodology will be on classifying the site according to the risk of impacts (in terms of dust nuisance), and to identify mitigation measures appropriate to the level of risk identified. Prior to commencing work at the site, the contractor will undertake ambient dust monitoring around the perimeter to provide baseline readings. The contractor will then develop dust suppression measures and methods to monitor emissions of dust arising from the site. Dust will be controlled and suppressed via a combination of means: firstly, a full height protective scaffold will be erected around the

entire perimeter of the building to fully encapsulate it. The designed temporary works system will include reinforced plastic sheeting (Monarflex) to limit and contain airborne dust and debris and also for public protection.

The building will be soft stripped entirely back to brick and block prior to structural demolition to minimise the propensity for airborne dust and debris during the demolition. During mechanical demolition, targeted dust suppression will be applied as necessary to ensure that dust is suppressed at source e.g. boom mounted water spray jets. Dust Boss water cannons will also be used to emit a fine mist spray across the site to drive dust particles to ground. Regular visual inspections / observations of visible dust will be undertaken to ensure that mitigation measures are working successfully.

Liberal dust suppression will be applied throughout the course of the mechanical demolition work to ensure that dust emissions from the site are controlled as far as is reasonably practicable. Where appropriate, water spray units which emit a fine mist of water over the demolition area will be deployed. The water spray attracts dust particles and drives them to the ground thereby eliminating emission from site.

In the event that more precise, targeted suppression is necessary, pressure washer lances are used in short bursts to eliminate dust. Dust monitoring will be undertaken at regular intervals to ensure that the control measures are working and / or to flag up any potential shortfalls which will then be immediately addressed.

Noise monitoring

Wherever possible, noisy works will be undertaken during normal weekday working hours. Noisy work will be limited and avoided, if possible, outside of these times.

Vibration monitoring

BS5228 states: "All reasonably practicable means should be employed to ensure the protection of local communities and of people on construction sites, from detrimental effects of the vibration generated by construction operations. Where practicable, low vibration working methods should be employed and consideration should be given to the use of most suitable plant, reasonable hours of working for operations which might give rise to perceptible vibrations, and economy and speed of operations. Due to the location and the proximity of adjacent properties and assets, vibration assessment and monitoring is advisable on ABP sites demolition project.

Infrastructure contamination

Every effort will be made to ensure that the surrounding road network is kept clean and free from dirt and debris at all times. A road brush with suction to a collection compartment and watering device will be employed as necessary to ensure that all roads around the site remain free from contamination at all times. A high pressure water hose unit will be permanently resident on site to wash down vehicles prior to exiting the site onto the road network. Hard standings and floor slabs shall be retained throughout the demolition operation and as long as possible, to act as clean access roadways for lorries and plant to travel over.

j) Residual hazardous material

Asbestos

ABP has commissioned a Refurbishment & Demolition Asbestos Survey (R&D Survey) to identify any residual Asbestos Containing Materials present in the structures.

An HSE licensed asbestos removal contractor (LARC) will be appointed to remove all identified asbestos containing materials

Demolition Method Statement – Former Offices, Port of Newport

A Plan of Work (PoW) will be developed for the compliant removal of all asbestos containing materials (ACM's). Once a suitable and sufficient PoW has been developed, a 14-day ASB5 notification will be submitted to the HSE informing them of the intention to remove licensed asbestos containing materials for the relevant structure. Non-licensed ACM's can be notified under an NNLW1 notification and removed immediately.

If necessary, dependent on the type of asbestos, removal of asbestos containing materials shall be accompanied by daily background and personal monitoring with same day analysis.

Removed ACM's will be recovered from site and disposed of at a licensed asbestos disposal facility. Hazardous Waste Consignment Notes will be obtained for each load leaving site and copies will be provided to the Client as part of the Health and Safety File information at the end of the project. All asbestos removal works will be undertaken strictly in accordance with The Control of Asbestos Regulations 2012 and all hazardous waste will be disposed of strictly in accordance with the Hazardous Waste Regulations 2005.

Lead

Due to the age of the structures, it will be assumed that lead is present within the paint on the steelwork and appropriate precautions will be taken prior to burning or hot works including lead fume filter RPE's.

Other substances

Any unidentified substances identified during the demolition phase will be left undisturbed, secured and the client informed before proceeding.

5. Sequencing and demolition method

Mobilisation period

During this phase, all works will be meticulously planned in accordance with the requirements of BS 6187 (2011) – the Code of Practice for Full and Partial Demolition. All temporary works and demolition sequences will be fully designed, checked and certified.

The contractor will also:

- Finalise this Demolition Phase Health, Safety and Environmental Plan, especially incorporating any hazards identified in new survey information onto our approach.
- Produce a detailed Traffic and Pedestrian Management Plan (TPMP) for agreement with the ABP. The TPMP will be regularly updated and will ensure the safe use of surrounding roads and footpaths for the public and other site users during the works.
- Undertake a Pre-Demolition Audit on site to verify the contractor's tender stage assessment of materials and confirm volumes of waste streams, enabling them to plan their 're-use, recycling and recovery' strategy. This will help to reduce the environmental impact of waste disposal.
- Develop the Site Waste Management Plan.
- Work with the contractor's HSE licensed asbestos removal contractor (LARC) to develop a Plan of Work and Risk Assessment in accordance with the Control of Asbestos Regulations for the controlled removal and disposal of all identified asbestos containing materials (ACMs).
- Undertake pre-commencement boundary condition surveys of all properties, structures and surfaces within 10m of the site boundary and generally around the site perimeter. The contractor will submit findings to the ABP as a record of pre-commencement conditions.
- Undertake detailed service investigation, obtain service layout information for the vicinity of the site and complete a thorough desk study. The contractor will undertake additional surveys or reviews wherever they identify gaps in the available information. The contractor will trace all services in line with PAS 128 and clearly mark and protect services which need to be retained, to protect services crossing the site and other areas. This will prevent interruption/ damage to any of the utility companies/ other parties' infrastructure.

Sequencing

Soft strip

Prior to the demolition of the structures on site, a soft strip will be undertaken to remove all fixtures and fittings, doors and frames, plasterboard partitions, ceiling tiles, lightweight fixtures, flooring, and other materials left inside and outside buildings. A needle sweep is to be carried out by trained persons prior to work commencing.

During the soft strip all operatives will be advised to be vigilant for hazardous substances or materials. Any hazardous substances or materials found shall be brought to the attention of the site supervisor who will assess these and arrange for the appropriate action to be undertaken.

Demolition Method Statement – Former Offices, Port of Newport

Glazing will be removed if possible, during the soft strip phase of the demolition, windows removed to facilitate the out loading of material. To reduce risks some glazing will be removed during the demolition of the structure. This will be carried out by the Demolition 360 excavator rotating grab attachment.

Operatives will use sledgehammers, mattocks, nail bars to remove fixtures and fittings, where cutting of pipes and brackets are required, the Sthil saw will be used along with the breaker.

Materials removed as part of the soft strip will be placed in a roll-on-off skip. Materials will be kept separate where possible to aid recycling of materials such as timber and metal.

No materials will be allowed to accumulate in any one area to keep a clear and safe work area always. If due to the availability of skips due to the arrangements for delivery schedules that have been agreed, any waste piles will be fenced off.

The soft strip items are as follows (but not limited to):

- Internal doors, door frames
- Architraves, skirting boards, window board, shelving, window blinds
- Toilet cubicles, sinks, toilets, wash hand basins
- Ironmongery
- Floor coverings including screed and adhesive, raised access floors
- All ceiling finishes
- Stud partitions, wall tiling and glazed screens
- Internal block work build up
- Windows, window frames, window boards

Operatives will use two methods for the removal of waste:

- transport via hand or waste trollies operatives shall transfer the waste into the designated skips.
- erection of drop/exclusion zones.

Waste shall be dropped into an appropriate area, if possible, a skip will be placed in the drop zone so the waste can go straight into the skip, on occasions this is not possible so the waste will be dropped into the drop zone and then loaded away into the correct skips. While this may cause some noise issues, the use of waste chutes is not practicable due to the size and irregular shape of the materials being removed. Materials could jam up the waste chute creating a greater hazard to clear that a regulated drop zone. The drop zone will be positioned at good vantage points as dictated by soft strip sequence, fully secured using double clipped Heras fencing and signs, saying No Entry Drop Zone

Main demolition

Before any work commences each building will be checked to ensure that it is clear of any persons including intruders. There will also be zone isolation Heras fence erected to prevent unauthorised personnel walking in to the demolition zone, also all doorways will be locked to prevent all entry during mechanical demolition, only when the site supervisor has given the all clear can work commence.

Demolition will proceed as follows:

Demolition Method Statement – Former Offices, Port of Newport

Demolition of the buildings will follow a logical sequence alongside the asbestos removal works. As the roofs have been removed, the waste materials will be cleared and permission will be given to the excavator to pull the external walls of the building inwards and away from the surrounding buildings, once on the floor, the walling materials will be separated into their constituent parts and either loaded into waste skips for removal from site (in the case of general waste and scrap materials) or, stockpiled for crushing and re-use on site.

Works will progress across the site in a logical and methodical manner, ensuring that no section being crunched or pulled is excessive in size or weight and, that the scaffolding is reduced in height as demolition works progress.

Processing and crushing operations will run in parallel with demolition, with a dedicated area to the south east of the site.

Lifting operations

Under LOLER (Lifting Operations & Lifting Equipment Regulations 1998), excavators may be used as cranes providing :

- Loading at all radii must not exceed the SWL in the least stable configuration.
- The user (operator) must have sight of information indicating the SWL. OR If an excavator is fitted with a Safe Load Indicator (usually buzzer or warning light) then that machine may lift the rated capacity at stated radius as shown on the displayed Load / Radius chart.

Control of excavations, coffer dams, caissons, settlement lagoons and stockpiles.

The Site Manager will appoint a competent person to inspect all excavations, settlement lagoons and stockpiles, daily prior to works commencing and issuing a permit to dig.

Working at height and scaffolding

Work at height will be assessed in accordance with The Work at Height Regulations 2005. A suitably qualified scaffolder will be appointed by the contractor to erect all necessary screening and protection scaffolding at the ABP sites site.

- All scaffolding shall be erected in accordance with the National Access and Scaffolding Confederation (NASC) Guidance SG4.
- All scaffolding operatives shall hold the appropriate CSCS / CISRS certification relevant to their role.
- All scaffold erected outside the scope of TG20 shall be suitably designed in accordance with Temporary Works BS 5975.
- Following erection all scaffolding shall be inspected and tagged prior to first use and shall be subject to statutory checks every 7 days until removal and following any event that was likely to cause deterioration.
- All scaffold erections shall be recorded in the site Temporary Works File and shall be subject to additional weekly visual checks that shall be carried out by the Temporary Works Coordinator or Temporary Works Supervisor.

Temporary works

Temporary works may be required for a variety of situations and the need will be continually assessed by the Site Manager. All Temporary Works applications shall be subject to a Design Brief, an appropriate Design Check, Risk Assessment etc in accordance with BS 5975. The Temporary Works applications shall be recorded in the Temporary Works

Register and will be subject to weekly visual checks, to be carried out by a qualified Temporary Works Co-Ordinator or Supervisor dependent on complexity.

These weekly checks will be in addition to Statutory Weekly Scaffold checks. The weekly checks will be maintained until the relevant Temporary Works application is dismantled or in the case of the site boundary timber hoarding, for the duration of the contract until hand back to ABP.

Electricity

The Site Manager will prepare detailed Risk Assessments and Method Statements for such works and the Site Supervisor will control such works to ensure that all works are being carried out in accordance with the method statement.

- Electrical tools will be powered by 110V system or protected by RCD units. Battery powered tools shall be used as a primary option when suitable for their application.
- All Site Offices and other buildings will be installed with an electrical wiring certificate.
- All electrical equipment for the Site Offices and Stores will be installed by a licensed Electrical Sub Contractor who will issue a certificate for the installation.
- Electrical Tools will be entered in the Site Register and checked by a competent person monthly.
- Site Electrical Systems will be checked before use and a weekly recorded check made by the Site Supervisor.

Waste management

If necessary, a Site Waste Management Plan will be prepared in accordance with the Quality Management System, which will be included within the Health and Safety File.

All waste removed off site will be transferred subject to the Environmental Protection ACT 1990, all duty of care waste transfer notes, consignment notes and other related paperwork will be filed in this section of the plan.

All asbestos waste shall be removed off site in accordance with the Hazardous Waste Regulations 2005 (& Amendment 2019).

All waste shall be removed by Registered Waste Carriers to be disposed of at facilities that hold the appropriate Environmental Permit relevant to the waste type they receive.

6. Plant and equipment

The contractor will specify appropriate plant to carry out the works.

Health and safety

All plant and equipment will be regularly inspected (at least weekly or daily in the case of mobile plant) by a competent person/mobile plant operator to check its suitability, its safe working for the task to which it is employed and that pressure, lifting tests etc have been undertaken and are in date. In the event that defects compromise the safe operation of a machine or an item of equipment, the machine or equipment must be parked up/set aside in a designated quarantined area with a 'Quarantined - Do Not Use' sign placed in the cab or on the item of equipment.

The use of Oxy-Propane hot cutting equipment shall be restricted to certified operatives. Storage of gas bottles on site is to be avoided but if this is not possible the storage should be in a lockable container with very good ventilation.

Environment

Plant will be operated and maintained to minimise the emission of dust, noise, vibration and fumes. All plant and equipment will be regularly checked for oil/fuel leaks (at least weekly) by a competent person.

Electrical equipment

Electrical tools will be powered by 110V system or protected by RCD units. Electrical tools will be entered in the Site Register and checked by a competent person monthly.

Demobilisation of plant

On completion of the project the Project Manager will confirm all work is completed satisfactory and all plant and equipment can be inspected, off hired, and returned to the storage yard or to another site.

All plant will be collected at a pre-determined time and removed accordingly on low loaders.

7. Permits to work

Confined Space Permits To Enter

Confined space permits to enter will be issued for all proposed entries into confined spaces as designated by the Confined Space Regulations 1997.

Hot Work Permits

In work areas where there is a combustive or explosive hazard or other persons are in the vicinity or the work is adjacent to a public right of way, hot work permits will be required.

If such conditions are present, prior to starting, operatives should consult the Site Management team and jointly assess the requirements and detail a hot work permit for the hot work tasks to be undertaken.

Permits To Dig

Permits to dig shall be required in all excavation/ground breaking activities, these shall include:

- Excavating for hoarding post foundations.
- Excavating, breaking out floor slabs & foundations
- Any other activity involving work below ground or floor slab level.

General Permits To Work

The requirements for general permits to work, such as work at height, electrical isolation etc will be determined by risk assessment.

Permit To Proceed With Demolition

For all demolition work a 'Permit to Proceed with Demolition' is to be completed before the demolition works commences.

Permit To Enter Prohibitive Safety Zone

Underground Cables – Detection And Procedure

- All areas of intended work requiring excavation or loading shall be scanned for services prior to starting work.
- All underground cables/services must be accurately located and marked on the ground; this applies to all cables regardless of whether they are indicated on a drawing or have been found by scanning.
- When a cable/service is marked on the ground the marking shall include a prohibitive safety zone (PSZ).
- The prohibitive safety zone shall be a 1,000mm wide zone with its centre aligned over the centre line of the cable/service.
- If there is a group of cables the prohibitive safety zone shall extend 1m beyond the centre line of the outer most cable/service on either side of the cable/service group.
- No excavation, driving of pins and equipment either mechanically or by hand shall take place within the prohibitive safety zone.
- No plant, people or equipment shall work, stand or use the prohibitive safety zone.
- Work can be carried out by normal means up to the edge of the prohibitive safety zone but not within.

Demolition Method Statement – Former Offices, Port of Newport

Where work is to be carried out within the prohibitive safety zone it shall only take place under a WG permit – Permit to Enter Prohibitive Safety Zone (PEPSZ). The following conditions must be met in order to issue the permit:

- The scope of the intended work shall be fully understood and described on the permit. • All hazards but particularly those arising from the cables/services themselves should be listed and understood prior to undertaking a risk assessment.
- A detailed risk assessment shall be undertaken for all work that is to be undertaken in the PSZ.
- Excavation in the PSV shall only be undertaken by hand.
- Hand excavation in the PSV shall only be undertaken using appropriately rated insulated tools, mats and suitably trained personnel.
- The permit shall expire if the conditions under which the permit was issued are changed in anyway.

If an unknown service is found within the dig or by scanning the work must stop. The permit expires and a new permit issued which takes account of the change in conditions.

The requirement for Permits to Work will be identified by the Site Manager and listed on a register.