

Report title: **Demolition Management Plan
6 Shed, Port of Newport**

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Demolition Method Statement - 6 Shed, Port of Newport

1. Project overview

The project site, shown on the plan below, comprises the demolition of 6 Shed, adjacent to South Dock within the Port of Newport, which is owned and operated by Associated British Ports (ABP).



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The works involve the demolition of a single large warehouse as shown below.



The works will include:

- Removal and off-site disposal of all asbestos from the site.
- Demolition of the warehouse and off-site disposal of materials.
- Removal and off-site disposal of miscellaneous items.
- Removal of any concrete, steel or similar items protruding above existing ground level.

Participants

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

Contact: David Evans Tel: 07814398900 Email: dmevans@abports.co.uk

Principal Contractor: TBC

2. Supervision and safety

At this stage, a Main Contractor has not been appointed. Any award will be subject to the successful contractor having a recognised and appropriate management system in place, with daily reporting to ABP. Health and safety culture and implementation are of paramount importance to ABP and to all associated operations and contractors.

Site induction

Before starting work on 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 them, 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, with particular attention paid to ABP-specific site rules, the Company Health and Safety Policy, the Health and Safety Plan, the Method Statement and the hazards identified in the risk assessments.

Safety information, registers, licences and reference documents

Statutory registers, licences, authorisations, forms and any other registers or forms deemed necessary for effective site management 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 will be undertaken on Sundays or Bank Holidays without prior permission from ABP.

3. Restrictions and access

Traffic and pedestrian management



- All deliveries to site will be pre-arranged and notified by phone call one hour prior to arrival.
- 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 shall be separated and demarcated by suitable pedestrian barriers or Heras fencing.
- All demolition operation related site traffic shall be subject to the site specific traffic management system.
- The Site Manager will act as the 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 be used to maintain safe working areas 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 addressed immediately where it is reasonable and practicable to do so. All complaints will be logged and the logs kept on site.
- All correspondence, technical or otherwise, will be responded to, where necessary and appropriate, by the contractor's designated Site Manager as soon as 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
- Segregation of traffic and pedestrians during the demolition phase, including vehicles from live transport network
- d) Site boundary control, security and unauthorised access.
- e) Services risk of striking buried services or encountering unknown services
- f) Ecology
- g) Safe method of demolition
- h) Control of generated dust, noise and other nuisances
- i) 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 for substances likely to present a risk to health. COSHH records, including manufacturers' safety data sheets for all substances used, will be filed in the plan.

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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 will 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.

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- 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.
- 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 2 km of the Severn Estuary SAC, SSSI and Ramsar sites. It is not anticipated that the proposed demolition methodology will have any direct or indirect impact on these designations. Appropriate management measures will be implemented to ensure there is no potential for any effect on these areas.

The potential for impacts on the SAC has been considered to be:

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

To mitigate these impacts, the following measures will be implemented, as well as those set out below in Section 4(i):

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

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- 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 and Activity Survey have been undertaken at 6 Shed on behalf of ABP. The conclusions indicate that the buildings accommodate bats. A European Protected Species Licence (EPSL) is therefore being prepared and will be submitted to NRW following the grant of prior approval for demolition by Newport City Council.

The contractor will ensure that the conditions of the EPSL and/or the recommendations of any relevant reports are factored into the methodology and approach to the project.

All substantive works will be undertaken outwith the bird nesting season.

Flood Risk

The site is partially within a flood risk map and Zone C2 of the Development Advice Maps (DAM). 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 minimise the potential risk of a pollution incident through appropriate staff training, practical mitigation measures, monitoring and recording. The contractor will develop a Demolition Environmental Management Plan (DEMP), in consultation with stakeholders, to assess the risk of vibration, noise and particularly dust impacts, and to recommend effective and proportionate mitigation. The scope will include potential pollution risks to air, groundwater, surface water and local infrastructure. 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 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. The contractor owns a fleet of water atomiser water spray units which emit a fine mist of water over the demolition area. The water spray attracts dust particles and drives them to the ground thereby eliminating emission from site. For more precise, targeted suppression, 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

BS 5228 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 proximity of adjacent properties and assets, vibration assessment and monitoring is advisable for this ABP 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

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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

A Plan of Work (PoW) will then 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 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

At this stage, the timeline for the demolition has not been determined. A Main Contractor has not been appointed, and the programme and detailed methodology may be influenced by the terms of the EPSL. The following sets out the key steps required to complete the demolition.

Soft strip

Prior to the demolition of the 6 Shed, 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.

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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.

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 maintain a clear and safe working area at all times. If waste piles are necessary due to skip availability or agreed delivery schedules, they 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. Where possible, a skip will be placed in the drop zone so that waste can be placed directly into it. Where this is not possible, waste will be dropped into the designated drop zone and then loaded into the correct skips. Although this may cause some noise, the use of waste chutes is not practicable due to the size and irregular shape of the materials being removed. Materials could jam in the waste chute, creating a greater hazard during clearance than a regulated drop zone. The drop zone will be positioned at suitable vantage points as dictated by the soft strip sequence, fully secured using double-clipped Heras fencing and signs stating "No Entry – Drop Zone".

Main demolition

Before any work commences 6 Shed 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

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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.

All demolition will comply with the terms of the EPSL.

Demolition will proceed as follows:

Demolition of the building will follow a logical sequence alongside any asbestos removal works. 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 any 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 S.W.L. 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.

- 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 Co Ordinator 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 intends to use the following plant to carry out the works:

- A 40t and a 50t excavator with grab and shears to undertake controlled demolition
- A 20t excavator with hydraulic breaker and a 25t articulated dump truck to clear debris and foundations
- A 20t excavator, jaw crusher and loading shovel to undertake crushing operations

All of the above plant will be owned and maintained by the contractor.

Health and safety

All plant and equipment must 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 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, men 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.

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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.

8. Health and safety

Site rules

Rules will consist of:

- General Rules which are standard rules which will be applied on all sites, including rules in the Safety, Health and Environment Handbook (SHE Handbook).
- Site Specific Rules which are additional rules relating to requirements specific to project as stipulated by the Client.

The workforce shall be consulted on a regular basis in regard to site operations, with an open dialogue with the site management being maintained during daily Pre Start Briefings and Tool Box talks, where employees can air any concerns they may have.

Site Rules shall be posted on the notice board and brought to the attention of the workforce.

Health and Safety File

Information for the Health and Safety file will be provided as and when required ,to the Principal Designer on the guidelines set out in the HSE Information Sheet (Construction Sheet) No. 44.

The Health and Safety file will be revised as often as may be appropriate to incorporate any relevant new information including information on the location and condition of any asbestos as specified in the Control of Asbestos Regulations 2012, as built drawings etc .

The Principal Designer (CSP) has provided an information tracking list of information required from all participants, the relevant information shall be forwarded to CSP in electronic format as soon as it becomes available.

Inspections and audits

Site Safety and Environmental Inspections will be carried out on a weekly basis by the Site Manager or his nominated representative. Monthly site Safety Audits shall be carried out with any recommended actions being implemented.

Health and safety goals

ABP and the contractor wish that there will be no accidents or RIDDOR incidents on the site and that the buildings are taken down inclusive of all foundations with removal of all associated services so that the site is left in a clean, safe and level condition. ABP has set the following goals for the project:

- Establish and maintain health and safety management control
- Ensuring the safety of all persons at all times.
- Promote adequate communication and co-operation across the project team
- Use only organisations that have the necessary skills knowledge, experience and organisational capability
- Provide adequate resources including time
- Be aware of any external factors which could affect health and safety

The contractor will carry out daily/weekly inspections to check on site wide operations and issues. They will provide toolbox talks regularly and appropriately through the construction works. They will endeavour to deliver the project without any incidents or accidents whilst maintaining the wellbeing of employees and visitors on site.

Training

Briefings and Toolbox Talks

Daily briefings will be undertaken by the Site Supervisor prior to the start of work. Briefings will cover details of tasks to be undertaken that day including details of safe systems of work to be adopted.

Tool Box talks will be carried out on a regular basis on topics relevant to the work on the project. The Tool Box Talks will be delivered by the Site Manager or his appointee or by the Health and Safety Manager / Advisor.

Training and competence

Induction Training is compulsory for all people working on site.

Operatives will hold the relevant CCDO/CSCS and/or CPCS / D90 card (or acceptable alternative such as MPQC) appropriate to their trade.

Generally all operatives directly involved in Non Licensed or NNLW asbestos removal shall be Cat B Trained / Certified as minimum. All operatives involved in soft stripping activities shall hold Asbestos Awareness Certification as a minimum.

A register will be kept of all personnel inducted together with a record of all PPE issued to them on the commencement of work.

Relevant training records of all operatives inducted into site will be kept in the site folder.

Welfare, fire, first aid, fatigue and refusal to work arrangements

Welfare Facilities will be provided to comply with HSE Information Sheets CIS 18 for fixed sites and CIS 46 for transient sites.

The site Welfare Compound will be established on the existing concrete floor slabs of previously demolished structures, a safe distance from the demolition area.

Typically, the welfare facilities shall consist of toilet/washroom, canteen/ drying room and office areas.

Fire risk assessments will be undertaken for offices and workshops, using the fire risk assessment form included in this section.

Workforce consultation

Workforce consultation will take place with reference to the HSE guidelines on the Health and Safety (Consultation with Employees) Regulations (HSCER) 1996.

Personal Protective Equipment

All equipment issued will be recorded in the register signed by the recipient.

Plant Operators are required to wear a hard hat, gloves, glasses, visibility jacket (long sleeves) & trousers outside the confines of the machine cab.

The Health and Safety Manager / Advisor will advise on the particular choice of equipment e.g. dust masks, breathing apparatus- choice of filters etc. and undertake face fit testing of dust masks as necessary.

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The Health and Safety Manager / Advisor will advise on the arrangements for controlling the health risks associated with the removal of asbestos, dealing with contaminated land, use of hazardous substances and any other significant health risks.

Tool Box Talks will be provided as necessary on the correct use and maintenance of PPE.

As a minimum high visibility jackets (Long Sleeves), high visibility trousers, safety boots, safety helmet, safety glasses and gloves must be worn on all sites.

Additional PPE will be issued as appropriate on an as need basis, once the necessary risk, noise and COSHH assessments have been carried out.

During soft stripping and in particular where there is a risk of contaminated surfaces, operatives will be required to wear the appropriate personal protective equipment.

During particularly dusty works respiratory protection will be worn. Correct eye protection to be worn during all cutting activities and when working in dusty environments.

Emergency procedures and contacts

Site emergency procedures and first aid arrangements will be fully explained during the site induction. An emergency assembly point will be established on site by the site manager.

An emergency incident plan will be in place for this job and displayed on the site canteen notice board. Qualified first aiders within the project site will be identified and displayed.

As stated in this emergency plan, horns will be positioned within the site compound and working areas to be used in the event of an emergency, as stated in the emergency plan. All workers on site, including those hard of hearing will be instructed to head to the emergency assembly point.

A first aid kit will be kept within the site welfare set up in the compound area and also within foreman's site vehicle.

The nearest A & E hospital to the Newport site is: Royal Gwent Hospital, Cardiff Rd, Newport NP20 2UB

The route to this hospital will be displayed on the site notice board.

- All accidents and near misses will be reported immediately to the Site Supervisor, the Site Manager and the Group Safety Advisor, and to the ABP's representative.
- All accidents however minor they appear will be recorded in the accident book held on site.
- Access for emergency vehicles will be maintained and provided at all times.

Emergency contacts

Contact	Details
Fire, Police, Ambulance	999- Emergency 111- Non Emergency
Local Hospital	Royal Gwent Hospital Cardiff Rd, Newport NP20 2UB Tel: 01633234234
Local Doctor	St Davids Clinic

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Contact	Details
	Belle Vue Terrace, Newport NP20 2LB Tel: 01633251133
Nearest Police Station	Pillgwenlly Police Station, Newport NP20 2BL
Site Manager	TBC
Site Supervisor	TBC
Contracts director	TBC
Health and Safety Executive	0300 003 1747 Monday- Friday 8.30am- 5.00pm 0151 922 9235 Out of hours number
Group Safety Officer and Advisor	TBC
Group Systems and Safety Manager	TBC
Natural Resources Wales local office	0300 065 3000 - General Enquiries
First Aid	TBC

Accident reporting

- The Site Manager will be responsible for completing the accident report form and accident book and sending them to the Health and Safety Advisor.
- All accidents and near misses must be reported to the Health and Safety Manager / Advisor.
- A register of Near Misses and near miss reports will be kept by the Site Manager.
- All accidents or dangerous occurrences, which may be reportable under RIDDOR should be notified to the Health and Safety Manager / Advisor or the Group Systems Safety Manager who will arrange the appropriate response and report to the HSE as required.