

D. Hughes Demolition &  
Excavation Ltd.

Construction Phase Plan

Enabling Demolition Works Cinema &  
A3 Units Development

at

New Mersey Shopping Park, Speke  
Road, Liverpool, L24 8QB.

for

Speke Unit Trust

Issue date:  
Revision 1:  
Prepared by:

August 2015  
September 2015  
Mr. S. Haigh  
(Contracts Manager)

## **1.00. Project Directory.**

- 1.01. The Employer.
- 1.02. The Project Manager.
- 1.03. The Clients Health and Safety Adviser.
- 1.04. The Quantity Surveyor.
- 1.05. The Principal Designer.
- 1.06. The Architect.
- 1.07. The Structural Consultant.
- 1.08. The Mechanical and Electrical Contractor.
- 1.09. The Retail Park Operations Manager.
- 1.10. The Principal Contractor.
- 1.11. Health and Safety.
- 1.12. Location.
- 1.13. Nature of the Project.
- 1.14. Description of the Works.
- 1.15. Programme.
- 1.16. Working Hours

## **2.00. Existing Environment.**

- 2.01. The Site.
- 2.02. Details of Surrounding Areas.
- 2.03. Existing Services.
- 2.04. Existing Traffic Systems and Restrictions.
- 2.05. Records of Existing Roads and Surrounding Areas.
- 2.06. Existing Structures.
- 2.07. Ground Conditions.
- 2.08. Existing Drawings.

## **3.00. Method Statement.**

- 3.01. Sequence of Demolition.
- 3.02. Description and Scope of Works.
- 3.03. General Staff.
- 3.04. Plant.
- 3.05. Preliminary Survey.
- 3.06. Preliminary Works.
- 3.07. COSHH.
- 3.08. 'Sharps'.
- 3.09. Asbestos.
- 3.10. Soft Strip.
- 3.11. Demolition.
- 3.12. Ground Floor Slabs and Foundations Removal.
- 3.13. Crushing and Stockpiling.
- 3.14. Accommodation Work.
- 3.15. Site Clearance.
- 3.16. Waste Removal / Approach to Recycling.
- 3.17. Completion.

**4.00. Site Wide Elements.**

- 4.01. Temporary Site Accommodation.
- 4.02. Loading / Unloading and Storage Areas.
- 4.03. Traffic and Pedestrian Routes.
- 4.04. Traffic Leaving Site and Surrounding Roads.
- 4.05. Security Fencing and Unauthorised Access.
- 4.06. Noise / Vibration.
- 4.07. Dust / Fumes.

**5.00. Overlap with Clients Undertaking.**

**6.00. Site Rules.**

**7.00. Management Arrangements.**

**8.00. Selection Procedures.**

**9.00. Health and Safety.**

**10.00. Information for Contractors.**

**11.00. Communication and Co-operation.**

**12.00. Risk Assessments.**

**13.00. Site Fire Safety Plan.**

**14.00. RIDDOR.**

**15.00. Training.**

**16.00. Site Induction.**

**17.00. Tool Box Talks.**

**18.00. Monitoring Arrangements.**

**19.00. Health and Safety File.**

**Declaration – New Mersey Shopping Park, Speke Road, Liverpool, L24 8QB.**

## **1.00. Project Directory.**

### **1.01. The Employer.**

Speke Unit Trust,  
C/o British Land Company Ltd.,  
York House,  
45, Seymour Street,  
London,  
W1H 7LX.

Contact: Mr. Matthew Secker  
Tel: 020 7467 2871  
E-mail: [matthew.secker@britishland.com](mailto:matthew.secker@britishland.com)

### **1.02. The Project Manager.**

EC Harris LLP,  
10<sup>th</sup> Floor,  
3, Piccadilly Place,  
Manchester,  
M1 3BN.

Contact: Mr. Scott McPhail  
Tel: 0161 245 8700  
E-mail: [scott.mcphail@echarris.com](mailto:scott.mcphail@echarris.com)

### **1.03. The Clients Health and Safety Adviser.**

EC Harris LLP,  
10th Floor,  
3, Piccadilly Place,  
Manchester,  
M1 3BN.

Contact: Mr. Ken Godfrey  
Tel: 0161 245 8700  
E-mail: [ken.godfrey@echarris.com](mailto:ken.godfrey@echarris.com)

### **1.04. The Quantity Surveyor.**

Henry Riley LLP,  
Churchgate House,  
Churchgate,  
Bolton,  
BL1 1HL.

Contact: Mr. Steve Dodgin  
Tel: 01204 668 392  
E-mail: [steve.dodgin@henryriley.co.uk](mailto:steve.dodgin@henryriley.co.uk)

1.05. The Principal Designer.

RPS Planning and Development,  
Highfield House,  
5, Ridgeway,  
Quinton Business Park,  
Birmingham,  
M32 1AF.

Contact: Mr. Simon Mackriel  
Tel: 0121 213 5500  
E-mail: [simon.mackriel@rpsgroup.com](mailto:simon.mackriel@rpsgroup.com)

1.06. The Architect.

RPS Planning and Development,  
Highfield House,  
5, Ridgeway,  
Quinton Business Park,  
Birmingham,  
M32 1AF.

Contact: Mr. Simon Mackriel  
Tel: 0121 213 5500  
E-mail: [simon.mackriel@rpsgroup.com](mailto:simon.mackriel@rpsgroup.com)

1.07. The Structural Consultant.

SWF Consulting,  
Unit 4,  
Riverside Park,  
Wilmslow,  
Cheshire,  
SK9 1BJ.

Contact: Mr. Dan Rogers  
Tel: 01625 419866  
E-mail: [daniel.rogers@swf.uk.com](mailto:daniel.rogers@swf.uk.com)

1.08. The Mechanical and Electrical Contractor.

Futureserv Ltd.,  
South Central,  
211, Deansgate,  
Manchester,  
M3 3NW.

Contact: Mr. Dane Cleary  
Tel: 0161 827 1760  
E-mail: [dcleary@futureserv.co.uk](mailto:dcleary@futureserv.co.uk)

1.09. The Retail Park Operations Manager.

Centre Management,  
New Mersey Shopping Centre,  
Rear of B&Q Warehouse,  
Speke Road,  
Liverpool,  
L24 8QB.

Contact: Mr. Colin Gilligan  
Tel: 07880 744 323  
E-mail: cgilligan@broughton-park.com

1.10. The Principal Contractor.

D. Hughes Demolition & Excavation Ltd.,  
Coteman Heights Farm,  
Ship Lane,  
Delph,  
Oldham,  
OL3 5RW.

Contact: Mr. Steven Haigh  
Tel: 0161 624 3460  
E-mail: dhughesdemo@btconnect.com

1.11. Health and Safety.

Health and Safety Executive,  
Redgrave Court,  
Merton Road,  
Bootle,  
Merseyside,  
PR1 2HS

Tel: 0151 951 4000

1.12. Location.

New Mersey Shopping Park,  
Speke Road,  
Liverpool,  
L24 8QB.

1.13. Nature of the Project.

Demolition including site clearance and associated enabling works.

1.14. Description of the Works.

The work required is as follows: - the demolition of the former retail unit including the grubbing up of the ground floor slabs and foundations.

All materials arising from the works will be removed off site.

1.15. Programme.

The works are programmed to commence on the 21<sup>st</sup> September 2015 and will be completed within 6 weeks.

1.16. Working Hours.

Monday – Friday 7.30am – 6.30pm

Saturday – 7.30am – 4.30pm

Sunday – No working

**2.00. Existing Environment.**

2.01. The Site.

The demolition and site clearance works consist of a former retail unit.

2.02. Details of Surrounding Areas.

The site is located at New Mersey Shopping Centre, Speke Road, Liverpool, L24 8QB.

New Mersey Shopping Centre is situated on the A561 Speke Road, just 7 miles south of Liverpool city centre between Garston and Speke. New Mersey is within easy reach of the M57, M56 and M62 motorways, and in close proximity to John Lennon International Airport.

2.03. Existing Services.

The Client will arrange for the disconnections, diversions, isolations, etc., of all the services to the site where possible at the site boundary.

Confirmation of the works will be sought from the relevant undertakers prior to any works taking place.

#### 2.04. Existing Traffic Systems and Restrictions.

Access / egress to and from site will be via the A561 Speke Road.

The surrounding roadways, walkways and car parking areas will be kept clear of D. Hughes Demolition & Excavation Ltd.'s plant, equipment and any other obstructions.

#### 2.05. Records of Existing Roads and Surrounding Areas.

D. Hughes Demolition & Excavation Ltd. will carry out a joint inspection with the Client's representative prior to any works taking place and record the conditions of all the existing roads, pavements, etc., adjoining the site and the conditions of any properties within close proximity of the site.

On completion of the work this record shall form the bases on which D. Hughes Demolition & Excavation Ltd. will be required to make good any damage which has occurred during the course of the works.

#### 2.06. Existing Structures.

The building to be demolished comprises of a modern single storey portal framed building constructed from a portal steel frame with dwarf blockwork walls and clad in corrugated steel sheets.

#### 2.07. Ground Conditions.

No adverse ground conditions are thought to exist.

#### 2.08. Existing Drawings.

No existing as built drawings have been received.

### 3.00. Method Statement.

New Mersey Shopping Park, Speke Road, Liverpool, L24 8QB.



### 3.01. Sequence of Demolition.

The works will be undertaken within one site visit and carried out in the following order:-

1. Site immobilisation.
2. Soft strip
3. Demolition.
4. Removal of ground floor slabs and foundations
5. Accommodation work.
6. Site clearance.
7. Site de-mobilisation.

### 3.02. Description and Scope of Works.

The demolition and site clearance of the buildings / structures as identified and associated accommodation work.

### 3.03. General Staff.

In order to execute the contract we would propose the following supervisory staff and labour.

Director of Safety	-----	Mr. D. Hughes
Contracts Manager	-----	Mr. S. Haigh
Site Foreman	-----	Mr. R. Hughes
Labour Force	-----	4 Men
Machine Operators	-----	4 Men

### 3.04. Plant.

We have identified the following plant for this project:-

- 1 x 50 ton mobile crushing plant.
- 1 x 60 ton ultra-high hydraulic excavator fitted with various attachments.
- 1 x 30 ton hydraulic excavator fitted with various attachments.
- 1 x 20 ton hydraulic excavator fitted with various attachments.
- 1 x mobile hydraulic platform.
- 8 wheel tipper trucks.
- Waste skips / Skip truck.

3.05. Preliminary Survey.

Prior to commencing the demolition works D. Hughes Demolition & Excavation Ltd. will undertake a survey of the structure. Any irregularities in the structure will be dealt with accordingly.

Any amendments will be made to the Construction Phase Plan.

3.06. Preliminary Works.

Protection.

Prior to any demolition works taking place temporary protection will be provided to any other areas as necessary.

3.07. COSHH.

Prior to any works taking place the building will be inspected for any substances either within the structure or left within the building.

Any substances found which appears to be a hazard to health will be reported to the Client and procedures will be arranged for dealing with such matters.

Any amendments will be made to the Construction Phase Plan.

3.08. 'Sharps'.

Hypodermic syringes / needles may be present on site and therefore all operatives / personnel will remain vigilant at all times.

Should any 'SHARPS' be found the Client will be informed and arrangements will be made for dealing with such matters.

Any amendments will be made to the Construction Phase Plan.

### 3.09. Asbestos.

A Refurbishment / Demolition Asbestos Survey has been undertaken by Armco Asbestos Consultants Report Ref. 13421 Report Dated 19<sup>th</sup> August 2015.

The asbestos survey confirms that there is no asbestos containing materials present.

Should any asbestos containing materials be found the Client will be informed and arrangements will be made for dealing with such matters.

### 3.10. Soft Strip.

Operatives will proceed in clearing out the buildings of all the general rubbish, fixtures, fittings, etc.

Any partitions, doors and frames, lights, pipework, etc., will be removed from the structures.

The items will be removed by operatives using hand tools i.e. mattocks, sledge hammers, crowbars, etc.

The materials arising from the works will be processed on site and placed into suitable waste skips.

As and when required the waste skips will be removed off site and the contents disposed of at recycling stations or suitable tips.

A trained site supervisor will oversee the works at all times.

All operatives will wear suitable R.P.E. and P.P.E. at all times in accordance with Health and Safety Regulations and Guidelines.

### 3.11. Demolition.

The building will be demolished using a ultra-high hydraulic excavator fitted with a shear / grab attachment.

The building and surrounding areas will be cleared of all unauthorised personnel.

Banksman will be placed at suitable points around the building to be demolished.

Should any unauthorised person be seen to be approaching the demolition areas the works will cease until such time that it is safe to continue.

### 3.11. Demolition Continued.

A trained ultra-high hydraulic excavator operator will undertake the demolition works.

Wherever necessary the demolition works will be undertaken in the quieter periods of the day / week.

Where possible the demolition of the building will be undertaken starting at a gable elevation to help to maintain the structural stability of the building whilst being demolished.

The structure of the building will be demolished in an even manner working from one portal frame to the next

The ultra-high hydraulic excavator operator will remove the roofing and wall sheets.

The ultra-high hydraulic excavator operator will grab the roofing and wall sheets, remove them off the steel frame and lift and lower them directly into an a suitable waste skip.

The ultra-high hydraulic excavator operator will remove the roofing and wall sheets exposing the steel frame of the building.

The demolition of the structure will continue with the ultra-high hydraulic excavator operator cutting the steel frame into sections.

As each steel section is removed the ultra-high hydraulic excavator operator will lift and lower it directly into a suitable waste skip.

As the demolition of the building nears the opposite gable wall of the building the demolition of the structure will consist of the last two sections of the portal frame, this will help keep the structure of the building stable whilst the opposite gable wall is demolished.

When the ultra-high hydraulic excavator operator can reach the opposite gable wall of the building the ultra-high hydraulic excavator operator will pull the last two sections of the portal frame backwards into the footprint of the building.

A safe distance between the building being demolished and the ultra-high hydraulic excavator will be maintained at all times.

As the building is reduced in height an additional standard hydraulic excavator fitted with a bucket attachment will assist in the demolition work.

As the demolition nears any building / structure to remain, the demolition by mechanical means will cease and hand demolition will take place.

### 3.11. Demolition Continued.

Careful trimming back of buildings / structures will be undertaken using hand tools.

Access to any higher areas will be gained using a mobile hydraulic platform.

Operatives using the mobile hydraulic platform will be trained and will wear full body harnesses at all times, the lanyard of which attached to a suitable point in the operating platform.

Wet suppression techniques will be employed as and when to keep any dust arising to an absolute minimum.

The materials arising from the works will be processed on site and placed into suitable waste skips or tipper trucks.

All materials arising suitable for crushing will be left stockpiled on site.

All unsuitable materials arising will be loaded into suitable waste skips or tipper trucks.

The waste skips or tipper trucks will be removed off site and the contents disposed of at recycling stations or suitable tips.

At the end of each working day any remaining structures of the buildings will be left in a stable and safe condition.

A trained site supervisor will oversee the works at all times.

All operatives will wear suitable R.P.E. and P.P.E. at all times in accordance with Health and Safety Regulations and Guidelines.

### 3.12. Ground Floor Slabs and Foundations Removal.

All the ground floor slabs and foundations will be completely removed.

Two hydraulic excavators will be used to remove the ground floor slabs and foundations

Trained hydraulic excavator operators will undertake the work.

The hydraulic excavator operators will break up the ground floor slabs and foundations.

One hydraulic excavator will be fitted with a bucket attachment the other will be fitted with a hydraulic breaker attachment.

### 3.12. Ground Floor Slabs and Foundations Removal Continued.

The debris arising from the work will be processed on site.

All materials arising suitable for crushing will be left stockpiled on site.

All unsuitable materials arising will be loaded into suitable waste skips or tipper trucks.

As and when required the waste skips or tipper trucks will be removed off site and the contents disposed of at recycling stations or suitable tips.

A fully experienced banksman will assist the excavator operators at all times.

A trained site supervisor will oversee the works at all times.

All operatives are to wear suitable R.P.E. and P.P.E. at all times in accordance with Health and Safety Regulations and Guidelines.

### 3.13. Crushing and Stockpiling.

The suitable materials stockpiled will be crushed on site.

Two hydraulic excavators will be fitted with bucket attachments.

One hydraulic excavator operator will load the suitable materials into the crushing plant.

Fully trained hydraulic excavator and crushing plant operators will undertake the work.

As the suitable materials passes through the crushing plant all deleterious materials will be removed.

All unsuitable materials arising will be loaded into suitable waste skips or tipper trucks.

The waste skips or tipper trucks will be removed off site and the contents disposed of at recycling stations or suitable tips.

The second hydraulic excavator operator will stockpile the crushed material into suitable tipper trucks for removal off site.

A trained site supervisor will oversee the works at all times.

All operatives are to wear suitable R.P.E. and P.P.E. at all times in accordance with Health and Safety Regulations and Guidelines.

3.14. Accommodation Work.

Accommodation work will be undertaken as per the Contract documents.

3.15. Site Clearance.

The site will be left clean, tidy and level and ready for work to start on the redevelopment.

A trained site supervisor will oversee the works at all times.

All operatives are to wear suitable R.P.E. and P.P.E. at all times in accordance with Health and Safety Regulations and Guidelines.

3.16. Waste Removal / Approach to Recycling.

D. Hughes Demolition & Excavation Ltd. will process all waste arising from the work on site into the relevant recycling / waste streams.

D. Hughes Demolition & Excavation Ltd. strives for a recycling content of 98% by weight with only 2% of waste actually being deposited into landfill.

3.17. Completion.

On completion of the works a joint inspection between representatives of D. Hughes Demolition & Excavation Ltd. and the Client will be carried out.

Any outstanding works will be undertaken.

**4.00. Site Wide Elements.**

4.01. Temporary Site Accommodation.

To accommodate personnel on site the following welfare facilities will be provided.

All welfare facilities on site will comply with the Construction (Design & Management) Regulations 2007.

#### 4.01. Temporary Site Accommodation Continued.

Canteen / Site Office / Toilet.

The canteen / site office and toilet will be the type contained in a steel container split into the relevant rooms.

Lighting, heating and hot water in the unit will be provided by electricity which will be gained using the on board generator. A basin, soap and towels will be provided. Clean water will be provided from the on board storage tank.

Adequate supplies of toilet paper will be provided.

The frequency of servicing the unit will be dependent on the amount of use.

#### 4.02. Loading / Unloading and Storage Areas.

Any necessary loading, unloading and storage will be undertaken in the site compound.

Any storage of materials will be undertaken in a safe area within the site compound

#### 4.03. Traffic and Pedestrian Routes.

Assessments will be made of both pedestrian and vehicles movements within the proposed access and egress roads.

Wherever possible D. Hughes Demolition & Excavation Ltd.'s vehicles entering or leaving the site will be undertaken in the quieter periods.

#### 4.04. Traffic Leaving Site and Surrounding Roads.

The main tarmac access road to the site entrance will be swept with a mechanical road sweeper should materials be deposited.

A mechanical road sweeper will also be used on the public highway in the immediate vicinity of the site, if necessary, to ensure the road surfaces remain clean. The frequency of use will be determined by the site supervisor.

All vehicles leaving the site will pass through a wash system to remove any materials from the vehicles tyres, which would otherwise be deposited on the public highway.



#### 4.05. Security Fencing and Unauthorised Access.

A timber hoarding will be erected around the site as per the Contract documents.

#### 4.06. Noise / Vibration.

Due to the nature of the work it is known that activities on site will have a noisy nature and may cause vibration.

The works will be addressed on a daily basis and various methods of work will be undertaken to reduce the inconvenience and nuisance to any nearby premises.

Where possible compressors, percussion tools and vehicles used on site will be fitted with effective silencers of a type recommended by the manufacturers of the compressors, tools or vehicles.

Pneumatic drills and other noisy appliances will not be used at times which may cause a nuisance.

#### 4.07. Dust / Fumes.

Any operations undertaken on site which may cause dust will have prior assessment and any possible dust suppression techniques will be undertaken.

Any plant on site will be used in well ventilated areas. Plant which is used in confined or non-ventilated areas will have the exhaust fumes directed outside the building.

#### **5.00. Overlap with Clients Undertaking.**

Any surrounding buildings which are to remain may be occupied during the works and as such consideration will be given at all times.

D. Hughes Demolition & Excavation Ltd. will ensure that any works associated with the Contract will not create risk of injury or danger to the surrounding building owners / occupiers, the Clients' employees or visitors.

Liaisons will take place between D. Hughes Demolition & Excavation Ltd. and the surrounding building owners / occupiers and the Client, to inform them of any high risk activities and areas prior to any work taking place.

Any works undertaken by D. Hughes Demolition & Excavation Ltd. will be carried out without undue inconvenience and nuisance and without danger to all personal.

## **6.00. Site Rules.**

All operatives will wear protective footwear, hard hats, high visibility vests and safety equipment suitable for the activity being performed at all times (P.P.E.).

No alcohol is to be consumed on site. Operatives that appear to have consumed alcohol will not be allowed on site.

No Drugs to be used on site. Operatives that appear to have used drugs will not be allowed on site.

Radios are not permitted on site.

Smoking will not be allowed on site.

Fires will not be allowed on site.

No fuel, oil or other combustible materials will be stored on site. Daily refuelling will take place on site.

D. Hughes Demolition & Excavation Ltd. will comply with the local existing parking restrictions

Strict working hours agreed at the commencement of the contract will be adhered to.

All work to comply with requirements of the Control of Pollution Act 1974 relating to noise.

A suitably trained site supervisor is to regularly and frequently check on the conditions and maintenance of all equipment.

Vehicles and personnel to move around site in safe areas designated by the site supervisor.

New personnel on site to be accompanied by an experienced employee of D. Hughes Demolition & Excavation Ltd.

Vehicles to enter and exit site at non-peak periods.

Experienced banksmen to assist both vehicles and pedestrian movements.

No works to be undertaken on land which is suspected to be contaminated.

Undertake testing procedures and follow all necessary Health and Safety Guidelines and Regulations.

## **6.00. Site Rules Continued.**

Any open excavations to be clearly identified with high visibility netting, barriered off and or covered over with steel plates.

Any works suspect to causing dust to be suppressed with water as and where possible.

Vehicles leaving site to check wheels for cleanliness and if necessary to wash off debris.

No works in confined spaces to be undertaken without prior approval with the site supervisor. All necessary safety requirements to be adhered to.

No personnel to operate any powered hand tools without prior training and if necessary hold relevant certificates.

All staff to attend regular training sessions and site management to hold weekly tool box talks.

All site visitors to undertake site induction and abide by the site rules and to wear appropriate P.P.E. at all times.

Any necessary permits to work must be obtained before works commence.

Hot works permits must be obtained before works commence. All necessary fire precautions must be strictly adhered to.

All accidents must be reported to the site supervisor and recorded in the site accident book. The company's reporting of accident system to be strictly adhered to.

All vehicles to be parked on site in a designated area appointed by the site supervisor.

Vehicles parked off site must be in accordance with the local authorities.

No mechanical handling of large or heavy items of material to be undertaken without prior approval from the site supervisor.

Manual handling of large or heavy materials not to be undertaken without prior risk assessments made and a method of work agreed with the site supervisor.

## **7.00. Management Arrangements.**

The overall control and responsibility for the project rest with the Managing Director.

Specific responsibility for overall co-ordination, Client liaison, interfacing with the design team members and responding to all correspondence, dealing with legal and financial matters of the contract rest with the Contracts Manager.

The site supervisor based on site will have the responsibility to supervise and co-ordinate all personnel, arrange for all necessary materials and deliveries, etc.

He is also responsible for implementing D. Hughes Demolition & Excavation Ltd.'s Health & Safety Policy on site and ensuring that all sub-contractors and visitors to site are aware of their responsibilities.

The site supervisor will have a site telephone and will be contactable at all times.

## **8.00. Selection Procedures.**

All sub-contractors and suppliers will be selected from our approved list of suppliers.

Qualifications for inclusion upon the list of sub-contractors and suppliers currently assessed upon historic performance and by ensuring skills and knowledge are updated with relevant training courses and legislation.

New sub-contractors and suppliers are selected on their ability to show and prove their ability as well as being able to supply evidence of training and qualifications for the activities which they are employed to carry out.

## **9.00. Health and Safety.**

The Health and Safety principles are set out in D. Hughes Demolition & Excavation Ltd.'s Health and Safety Policy.

Independent Health and Safety Consultants are employed by D. Hughes Demolition & Excavation Ltd. to advise, instruct and update on procedures and new legislation. It is in their jurisdiction to advise D. Hughes Demolition & Excavation Ltd. who in turn advises there site based employees by weekly in house meeting and briefings.

It is the Contracts Manager and site supervisors' responsibility to ensure that all Health and Safety matters are adhered to on site.

## **9.00. Health and Safety Continued.**

It is the Contracts Manager and the site supervisor's responsibility for monitoring compliance with safety of scaffolding and maintenance of plant, details are recorded.

D. Hughes Demolition & Excavation Ltd.'s safety goal is that there should be no RIDDOR incidents on this project or any incidents involving the public.

D. Hughes Demolition & Excavation Ltd. will collect and record information on all site accidents and near misses and investigate them so that measures can be put in place to prevent a reoccurrence. Where applicable, these incidents will be reported to the H.S.E.

An operative trained in First Aid will be on site throughout the contract.

First Aid will be given on site.

## **10.00. Information for Contractors.**

All contractors will be asked to visit site to acquaint themselves with the conditions and character of the works which they are to carry out at the same time being appraised of our Health and Safety Policy and the specific areas of risk relating to the project.

All contractors will be requested to acquaint themselves with the Construction Phase Plan and to comment there on in relation to their own area of work and responsibility.

## **11.00. Communications and Co-operation.**

All information relating to the project will be recorded in writing wherever possible.

When instructions are received verbally they will be confirmed in writing.

Variations to the contracted works should be issued on Contract Designer Instructions to eliminate misunderstandings and to remove ambiguity.

Regular site meetings chaired by the Contract Administrator will be held and minutes distributed.

Access will be prevented to unauthorised persons in the first instance by barriers backed by DANGER DEMOLITION KEEP OUT and other appropriate warning signs.

Notices will be placed on site displaying specific project details.

#### **11.00. Communications and Co-operation Continued.**

Information will be provided to the CDM Co-ordinator as and when required.

This information will be made available to all site personnel.

These documents are kept in the site office. The site supervisor may take these documents with him at the end of each day for safe keeping at his discretion.

#### **12.00. Risk Assessment.**

All demolition work will be carried out by experienced operatives in accordance with the Construction Phase Plan, with structures being taken down as near as possible in the reverse order to which they were originally erected.

All drivers making deliveries will be informed of the nature of the site and the specific risks to personnel, children and traffic in the area specifically at the site entrance.

All non-construction personnel will be directed away from the site and its access routes by the use of barriers.

The use of hydraulic excavators and demolition work will only be carried out when banksmen are in attendance.

Waste material will be removed in stages keeping a tidy safe site at all times.

Once internal strip outs have been completed and all glass and timber removed the main structural walls will be demolished by mechanical means thus minimising the risk to site operatives.

Site fencing will be erected to inhibit access by the public and to create a protected zone around the site so that general pedestrian traffic can keep away from high risk areas.

Temporary lighting and traffic signs will be erected for the duration of the contract as necessary.

Risk assessments will be made in connection with any works which may arise which are not already covered within the Construction Phase Plan.

### **13.00. Site Fire Safety Plan.**

The assembly point for emergency fire procedures is outside the site office.

Throughout the demolition works a temporary fire escape route will be employed.

Where possible fire escape signs will be affixed to direct all personal out of the buildings.

All doors and exits to the escape routes will be kept unlocked and clear of debris whilst works take place on site.

Fire extinguishers will be present throughout the works.

In the event of an uncontrollable fire an audible warning system will be used. The buildings will be evacuated in a safe manner and the personal will assemble at the assembly point.

The emergency services will be contacted and the assembled personnel will be checked against the site visitor's book.

On no account will any person re-enter the buildings.

### **14.00. RIDDOR.**

All incidents which have to be reported to the H.S.E. will be co-coordinated through D. Hughes Demolition & Excavation Ltd.'s head office.

The site supervisor is responsible for notifying head office of all such matters and to collect witness statements as quickly as possible after the event.

An accident book is kept on site by the site supervisor to report any incidents that may occur.

### **15.00. Training.**

D. Hughes Demolition & Excavation Ltd. has an ongoing policy of updating and training personnel in all Health and Safety matters and the operation of tools, plant and equipment.

#### **16.00. Site Induction.**

Prior to any personnel being allowed on site they will be given a site induction.

The site induction will include the full explanation of the site rules including the Site Fire Safety Plan.

Once the site induction has been carried out, the person / persons will sign the site induction book and they will be given an induction sticker to be placed on their hard hat.

#### **17.00. Tool Box Talks.**

Tool box talks will be held weekly in the site office to discuss normal issues and any other developments which may need addressing.

#### **18.00. Monitoring Arrangements.**

Monitoring of the site including safety issues will be undertaken by the Contracts Manager.

The Contracts Manager has the duty to visit site weekly to assess all works being undertaken. He will be assisted by the site supervisor who will provide the Contracts Manager with information with reference to the on-going works.

Safety issues will be discussed on site and also recorded on-site inspection sheets.

Site safety will be assessed by a scoring system. Constant low site safety scores will result in disciplinary action being taken with the site supervisor.

Copies of the site inspection sheets will be made available to all necessary personal along with any comments and recommendations.

The records of all inspections will be filed at the main office.

#### **19.00. Health and Safety File.**

The Health and Safety File will be compiled at the Principal Contractors main office.

Information will be sought from all sources including the Client and the Principal Designer.

The Health and Safety File will be used to record all previous and planned works on site.



#### **19.00. Health and Safety File Continued.**

The Health and Safety File will be amended as necessary during the contracted works.

Upon completion of the works the completed Health and Safety File will be passed to the Principal Designer (if applicable).

**Prepared by D. Hughes Demolition & Excavation Ltd.**

**Dated: August 2015**

**Revision 1: September 2015**

**Signed:**           *S. Haigh*          

**Mr. S. Haigh (Contracts Manager)**

## Declaration

**Applicable to all employees of  
D. Hughes Demolition & Excavation Ltd.**

**Site Address: New Mersey Shopping Park, Speke Road, Liverpool, L24 8QB.**

**I have read and fully understand this Construction Phase Plan inc. Risk Assessments COSHH Data for the asbestos removal and disposal (non – licensed) and the demolition and site clearance of the above buildings.**

**Name**

**Signature**

**Date**

[illegible]