

Fairfield Association

Construction Phase Plan for Demolition of Brick Outbuildings on Aldcliffe Road Triangle

1.0 Project Description and Information

1.1 Project Description

The proposed project is to demolish an outbuilding in the corner of the Aldcliffe Road Triangle, bordering the canal towpath.

A plan of the site is listed at Annex A.

1.2 Building Construction

The building is a single storey Victorian brick structure, in 2 halves.

There are no electricity, gas or water services in the buildings.

Left-hand half: The left-hand half is 7.45 deep x 4.37m wide and 4.60m high. It is of double-thickness brick construction with a slate roof. There are double doors at the front. It is built using the bridge abutment wall as the rear wall.

It has a concrete floor in sound condition.

The walls are of sound construction.

The slate roof is complete and the joists and battens are generally sound, with the exception of a rotten and broken joist near the front.

Right-hand half: The right-hand half is 5.50m deep x 3.30m wide and 4.40m high. It is of double-thickness brick construction with a corrugated iron sheet roof. There are double doors at the front. It is built using the bridge abutment wall as the rear wall. It is built using the stone-built canal towpath wall as its right-hand wall.

It has a concrete floor in sound condition.

The front (brick) wall is of sound construction with a heavy steel lintel over the door.

The right (stone) wall is of sound construction.

The corrugated iron roof is heavily rusted with some holes and many of the fixings rusted away.

It is open on its lower left-hand side where it adjoins the left-hand half of the building. The upper left-hand side is made of rotten wooden board panelling.

There is a wooden mezzanine structure which forms an internal platform and also provides support to the roof. The wooden beams on the left, supporting the right-hand side of the slate roof appear to be sound. Much of the rest of the wooden structure is rotten and in risk of collapse.

1.3 Outline of Works

It is planned to break the works down into 5 phases:

1. **Project Initiation.** The project initiation phase will include:
 - a. Checking the surrounding site is safe.
 - b. Checking the fencing is adequate to secure the site.
 - c. Setting up the stores areas.
 - d. Briefing volunteer workers.
 - e. Removing the steel sheet which secures the double doors.
 - f. Removing the bricks stored in the left-hand building and stacking them in the designated stores area.

2. **Remove the Roofs.** This phase will include:
 - a. Securely prop up the rotten roof joist near the front of the roof.
 - b. Removing the double doors.
 - c. Constructing a 4m high scaffolding tower to the left of the building.
 - d. Remove the slates from the left-hand roof.
 - e. Sorting the slates and stacking them in the designated stores area.
 - f. Removing the fixings to the top and bottom of the corrugated iron roof.
 - g. Ripping off the corrugated iron sheeting from the right-hand structure.
 - h. Separating the steel sheets and placing them in the designated stores area.
 - i. Removing the battens and joists from the left-hand roof.
 - j. Secure the site.

3. **Demolish the left-hand wall.** This phase will include:
 - a. Checking the surrounding site is safe.
 - b. Briefing the volunteer workers.
 - c. Remove site security sheets or fencing where necessary.

- d. Demolishing the wall using hammers and chisels from the outside using the scaffolding tower as a work platform and dropping the bricks into the building.
- e. At intervals, stopping the demolition and removing the bricks from the inside and moving them to the brick-cleaning area.
- f. Cleaning the bricks of mortar and stacking them on pallets in the designated stores area.
- g. Securing the site.

4. Demolish the right-hand structure. This phase will include:

- a. Checking the surrounding site is safe.
- b. Briefing the volunteer workers.
- c. Remove site security sheets or fencing where necessary.
- d. Erecting a 3m high scaffolding tower to the left of the structure.
- e. Dismantle the wooden mezzanine structure.
- f. Remove the double doors to the front.
- g. Once all the wooden structure is dismantled and on the floor, removing the wood to the wood-working area.
- h. Sawing the wood into smaller pieces and then stacking the wood into the designated stores area.
- i. Demolishing the front wall using hammers and chisels from the outside, using the scaffolding tower as a work platform, and dropping the bricks into the building.
- j. At intervals, stopping the demolition and removing the bricks from the inside and moving them to the brick-cleaning area.
- k. Cleaning the bricks of mortar and stacking them on pallets in the designated stores area.
- l. At the appropriate time, removing the steel lintel and moving it to the designated stores area.
- m. Securing the site.

5. **Site Clean-up.** This will phase will include:

- a. Checking the surrounding site is safe.
- b. Briefing the volunteer workers.
- c. Remove site security sheets and fencing.
- d. Checking the rear and right hand walls have all fixings removed and are in a sound and stable condition.
- e. Breaking up the concrete floors.
- f. Barrowing the broken concrete and placing it into a skip.
- g. Removing the waste and stores from site.
- h. Site cleaning.
- i. Site inspection.

1.4 **Records and Plans**

The following records and plans are submitted as Annexes:

- Annex A: Plan of the site and site layout.
- Annex B: Photographs of the building.
- Annex C: Planning permission for demolishing the building.
- Annex D: Site Induction and Site Rules.

2.0 Management of the Work

2.1 Project Responsibilities

Overall in-charge on site: Matt Dower

Scaffolding Tower: Duncan Bell - TSA Builders

Waste collections / disposal: TBC

Volunteer Organisation: Dave Brookes

Emergencies and First-aid: Matt Dower (qualified as Emergency First Aid at Work 2014)

2.2 Health and Safety Goals

Matt Dower and the Fairfield Association will ensure that the project is carried out in accordance with the Health and Safety at Work Act 1974, and all other current applicable UK health and safety legislation.

Matt Dower and the Fairfield Association consider health, safety and the environment to be at the top of its priorities in all activities. We place the highest possible consideration and value on safe working practices at all times. The complimentary and comparable priorities will be demanded of all volunteer workers and site visitors alike.

The Fairfield Association prides itself on being ethical and environmentally aware. Environmental aspects of demolition and disposal of waste will be overseen by Dave Brookes (Trustee of the Fairfield Association).

2.3 Display of Project and Health and Safety Information

Details of the work will be posted on the site notice board. It will give contact information so that members of the public and raise any concerns they have with site safety and works practice.

An approved Health and Safety Poster will be displayed on the notice board.

2.4 Dissemination of Health and Safety Information

At the start of each work session, every volunteer worker who works on site is to receive a briefing before they work on site. This will be by Matt Dower, the Site Supervisor. The briefing is to include the Site Rules and Health and Safety Rules. The checklist for this briefing is set out in Annex D.

A person will be nominated as Site Liaison when works are in progress. They are to greet any visitors to site, answer questions and explain which areas are out of bounds to visitors.

2.5 Monitoring of Health and Safety Performance

2.5.1 On-going Site Supervision

Matt Dower, as Site Supervisor, will be responsible for ensuring that works are carried out in a safe manner: This will include:

- Where hazardous work is being carried out (such as working at height), work will be confined to a limited area of the site, where the work can be supervised adequately by one safety supervisor.
- When Matt Dower, the Site Supervisor, is off site or away for a significant time from the area of the site where hazardous work is being conducted that either:
 - o The work shall be stopped while he is away from the work area, or
 - o A suitably experienced and responsible worker be nominated to take over safety supervision in his absence.

If an accident, or an event that compromises health and safety, occurs, the Site Supervisor must give that matter his full attention:

- If an accident occurs he must ensure that the person receives first-aid if necessary and emergency services are called if appropriate.
- If the accident, or incident, involved possible faulty equipment, fixtures or fittings, this equipment should be made-safe and isolated until it can be inspected, repaired or replaced as necessary.
- All people with knowledge about the accident, or incident, should be debriefed and their observations, comments and opinions recorded.
- Where appropriate, notification procedures initiated in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- While the Site Supervisor manages this process, work on the site should stop; unless the site supervisor has nominated a suitable deputy and is convinced that there is no ongoing hazard.

2.5.2 Daily Inspections

Matt Dower, as Site Supervisor, will inspect the site at the beginning and end of each working day and document any safety issues identified during those inspections.

2.5.3 Regular Reviews

Health and Safety shall be a fixed agenda item on Triangle review and planning meetings. At these meetings the following shall be raised and discussed:

- Any notifiable accidents, near-misses or safety events.
- Any health and safety concerns raised by the authorities, volunteers, or members of the public.
- Any health and safety issues identified during Daily Inspections.

Where necessary, Site Rules or this document shall be updated.

2.6 Site Security

It is acknowledged that the work site is easily accessed by members of the public and an attractive location for children playing. Particular attention is therefore paid to site security during all phases of the project.

2.6.1 Site Access

The conduct and safety of all people on site during the demolition work, will be the responsibility and the Site Supervisor. All volunteer workers and visitors to site must agree to abide by the Site Rules.

A person will be nominated as Site Liaison when works are in progress. They are to greet any visitors to site, answer questions and explain which areas are out of bounds to visitors.

2.6.2 Site Entrance

The gate at the end of the triangle will be the main site entrance. A sign will be attached to the gate when work is in progress, to indicate this.

During the night, and in between work phases, an additional steel security fence shall be erected around the works.

Additionally, the entrance to the building will be secured by having steel sheet screwed over entrances using tamper-proof bolts.

2.6.3 Scaffolding

Where practical the scaffolding will be dismantled and secured over-night. If this is impractical, where it is being used in the same position on successive days, the scaffolding shall be within the site fencing and access ladders removed and secured.

2.6.4 Stores Area

Tools, slates or anything of value will be secured within the triangle workshop.

There will be a separate stores area, inside the secure fencing for cleaned bricks.

There will be separate stores areas outside the site fencing for:

- Waste wood
- Hardcore waste

2.7 Recording and Reporting of Work

The progress and planning of the project and of planning or Works and other key issues will be discussed at regular Fairfield Association and Triangle meetings.

Minutes of these meetings are written and shared.

2.8 The Planning of Works

A detailed Works Plan for each day's activities shall be prepared by the Site Supervisor. This will breakdown the Works into appropriate Tasks and Sub-tasks and indicate who will be doing the work and when.

The Works Plan for any given phase will be completed and agreed with the Triangle Committee before the start of each phase.

2.9 Selection of Volunteers

Dave Brookes will be responsible for recruiting volunteers for the various work sessions.

Volunteers will be asked to self-assess themselves into various categories:

- Those with specific skills or experience such as erecting scaffolding or roofing.
- Able-bodied people with some labouring experience who can help with heavy manual work.
- Able bodied people who can work on light tasks such as:
 - o Carrying slates, wood and bricks to the work areas.
 - o Sawing wood and cleaning bricks.
 - o Stacking of cleaned bricks onto pallets for collection.
 - o Moving site fencing.
- Willing assistants who can help with site welfare, organisation and liaison.

These volunteers shall be organised into groups to do various tasks and a volunteer in charge nominated to lead each task. These “Task leaders” will be responsible, in coordination with the Site Supervisor, for:

- Briefing volunteers about the task.
- Briefing volunteers about Health and Safety aspects of their tasks.
- Ensuring the work is conducted in a safe and controlled manner
- Ensuring that all volunteers wear the appropriate protective or safety equipment for the task.

2.10 Scaffolding Useage

A purpose-built scaffolding tower, no higher than 4m shall be used for the demolition works.

The scaffolding tower will be checked before and after erection to ensure that all the required parts are present and correctly assembled.

The site for the scaffolding shall be cleared, levelled and suitable foundation timbers or feet used to ensure that the scaffolding is stable in use.

The scaffolding tower will be assembled in accordance with the manufacturer's instructions and checked to ensure:

- It is "plumb" vertical.
- It has a complete working platform.
- That it has guard rails in place.
- It has an access ladder tied to the scaffolding for access to the working platform. This ladder shall be positioned on the opposite side to the wall being worked on.

As the work progresses, the scaffolding tower will be reduced in height to the appropriate working height, and / or moved to the next section to be worked on. Each time the scaffolding is moved or adjusted the checks (above) shall be carried out.

The scaffolding will not be used in high winds.

2.11 Protecting the Listed Bridge Structure

The abutment wall of the listed canal bridge forms the rear wall of the triangle outbuildings. A number of timber joists and lead flashings are fastened to that wall. Great care of the wall will be taken during the demolition. Following the demolition, we shall seek the advice of the Conservation Officer on any repairs that may be necessary.

2.12 Site Welfare and First-aid

There are no toilet facilities on-site. The volunteers for the Triangle project are mostly local residents. They will be able to use their own toilet facilities or those of a neighbour. The Site Liaison person will have a list of local residents who have volunteered the use of their toilet for non-locals.

There will be no proper kitchen on site. However, most volunteer workers will bring refreshments to site. Additionally, some willing assistants will set up facilities for providing tea, coffee and soft drinks for workers on site. Depending on the weather forecast, a kitchen tent may be erected on site.

The Triangle workshop will be open during the works. It can be used for temporary shelter during passing showers. If the weather too bad, then the work will be postponed until the weather is better.

During the works, a first-aid kit will be positioned in the Triangle workshop.

Matt Dower, the Site Supervisor is a qualified first-aider. In addition, a list of all qualified first-aiders on site will be compiled at the start of each work session.

2.13 Site Rules

The Site Supervisor is responsible for updating the Site Rules where necessary.

The Site Supervisor shall be responsible for ensuring that all volunteer workers working on site have the Site Rules fully explained before they start work.

The Site Rules are listed at Annex D.

2.14 Site Safety File

No Site-Safety File will be written.

When the site is cleared at the end of the works no hazard will be left in place and nothing will be left in place which requires maintenance beyond normal gardening.

2.15 Fire and Emergency Procedures

All volunteers will be briefed on emergency procedures and arrangements within their induction briefing.

2.15.1 Fire Plan:

The fire procedures will be overseen by Site Supervisor and will be an integral part of the site induction training.

The following action is to be taken in the event of a fire or occurring on site:-

Upon discovery of a fire:

- Sound the alarm.
- Quickly alert Site Supervisor
- Call the fire brigade by calling “999” .
- Leave the site in a quick and orderly fashion or assemble at the fire assembly point.

Upon hearing the fire alarm:

- Vacate your works area.
- Report to the assembly point.
- Do not return to the works area until given the all clear by Site Supervisor.

Once the emergency is over, the Site Supervisor is to debrief anybody who might shed light on the cause of the fire so that the incident can be properly recorded and reported.

The assembly point is located: at gate end of the Triangle or on the canal towpath if there is too much smoke.

The nearest Fire Station is:

Lancaster Fire Station,
Cable St,
Lancaster
LA1 1HH
Telephone: 01524 60193

2.15.2 Medical Emergency Procedures

In the event of an injury or sudden illness on site the following action is to be taken:-

- First-aid assistance is to be obtained.
- The on-site first-aider is Matt Dower.
- A First-aid Kit will be placed in the Triangle workshop.
- The injured or ill person is to be conveyed to hospital, by the quickest possible means.
- If an ambulance is required - call “999”, ensuring that the following address is given accurately: The Aldcliffe Road Triangle at the end of Regent Street.

The Nearest Hospital Location:-

Royal Lancaster Infirmary,
Ashton Road,
Lancaster,
Lancashire
LA1 4RP

Telephone: 01524 65944

3.0 Arrangements for Controlling Significant Site Risks

3.1 Introduction

Throughout the planning process, potential hazards have been avoided wherever reasonably practicable. Information on the remaining foreseeable hazards is identified below; this list is not necessarily exhaustive.

The routine hazards encountered within a work site that are obvious to a competent adult are not listed unless there are particular circumstances that warrant their further attention.

General hazard information given is listed below. In addition, Risk Assessments and Method Statements are listed for each hazardous work task and are detailed in Section 4.

The following procedures and rules will be put in place to control and limit significant site risks:

3.2 Delivery of Material

There is no parking on-site.

The limited material and stores delivered to site will either be carried from local residents' houses or dropped off by car next to the Triangle gate. Once off-loading is complete the delivery vehicle will be moved away from the site.

When a delivery vehicle is being reversed in, or out of the Triangle gate, a pedestrian banks-man must be used to ensure it is done safely.

3.3 Removal of Waste

Waste should be removed from site rapidly, safely and in a way that maximises the amount that can be recycled.

We plan to separate the waste as follows:

Slates. Slates will be carefully removed and sold for salvage to Lancaster Reclaimed Slate. Unit 5, Willow Lane Industrial Estate. Lancaster Reclaimed Slate will remove the slates from the site.

Bricks. The bricks will be cleaned of mortar and stacked on pallets next to the wall bordering Aldcliffe Road. They will be sold as Salvage to Martin Edwards (RMB) Limited, Unit 7 Cuerden Ind Est, Holme Road, Bamber Bridge, Preston, PR5 6BP

Martin Edwards (RMB) Limited will remove the pallets from the site by using a truck with built in crane from Aldcliffe Road.

Wood. The old wooden beams, battens, doors and door frames will be stored in a designated area in the triangle. It will be free for residents to remove from site for re-use or for fire wood.

Steel: We will store the steel beam and corrugated iron in a designated area in the Triangle. We are currently arranging for a metal salvage company to remove the metal from the site.

Hardcore: A skip will be ordered for the removal of hardcore from the site. This will mostly consist of broken concrete from the floors, broken bricks and mortar. No waste of any other type will be placed in the skip so that it can be easily recycled.

The skip will be placed on the Triangle, just inside the gate. It will be filled and removed the same day.

General Waste: We anticipate very little general waste will be produced. What little there is shall be put into bags and disposed of responsibly by local residents.

3.4 Dealing with Services

There are no electricity, gas or water services to the building being demolished.

3.5 Parking: The site has no dedicated parking. Most volunteers will be local residents, who can walk to site. Other volunteers are likely to walk or cycle to the site. A few may come in their cars as visitors to local residents.

3.6 Liaison with Neighbours and Local Residents

Dave Brookes, the local councillor and Fairfield Association trustee will be responsible for keeping local residents informed with plans and progress and recruiting volunteers.

3.7 Working Around Unstable Structures

Currently the wooden mezzanine structure is unstable. Additionally, other areas may become unstable during the course of the demolition.

Risk Assessments and Method Statements will be written for all tasks, including those involving unstable structures and are listed in Section 4.

In principle no work will be conducted below unstable structures. All unstable structures will be dismantled from the top down, with materials being dropped into the fenced-off interior of the structure. Nobody will access the interior of the structure until structures have been removed or made stable.

3.8 Preventing Falls

The main risk of falls will be people working on roof or on the scaffolding tower.

We will ensure that the scaffolding will erected and used safely as detailed in section 2.10. All people working on the scaffolding will be fully briefed and supervised by the Site Supervisor.

The corrugated iron roof will be removed remotely and there will be no need to go onto that roof.

The timber joists and battens of the slate roof are more than strong enough to support the weight of people working on the roof. The gaps between the battens are small enough to make it almost impossible to fall through. "Cat ladders" or long scaffolding planks will be used for extra support by people working on the roof.

All access to the roof will be by the scaffolding tower, which will in turn be accessed by a ladder which has been securely tied on.

A controlled process of removing the battens and joist has been planned to minimise the risk of falling.

All people working at height on the scaffolding or roof will be required to wear an appropriate safety helmet.

3.9 Control of Lifting Operations

Where heavy objects (defined as objects more than 20kg) need to be lifted, such as working with the steel beam or timber joists, the Site Supervisor will ensure that there are an adequate number of people to lift it safely. The Manual Handling Operations Regulations 1992, as amended in 2002, will be used to guide what is safe.

3.10 Working in Confined Spaces

There are no really confined spaces on the site.

Nobody shall enter the confines of the structure while work is being carried out on the roof or on the outside.

Before all roofing and overhead or suspended structures have been removed from a structure, all people entering that structure shall be required to wear safety helmets and footwear with steel toecaps. The left-hand and right-hand parts of the building are considered separate structures for this purpose.

3.11 Plant and Machinery

The demolition will be carried out manually. The only plant or machinery we expect to use on site will be the use of chainsaws to cut up the larger joists to manageable lengths. This work will be only carried out at separate times when other volunteers and members of the public are off-site.

3.12 Working with Asbestos

No asbestos has been identified on site.

However, all volunteers are to remain vigilant and report any suspected asbestos to the Site Supervisor.

If asbestos is identified, work on the suspect area will cease and it will be sealed off until a plan for its safe removal has been established.

3.13 COSSH

We do not anticipate the use of any hazardous substances. If any prove to be necessary as plans evolve, they will be stored and used in line with all current regulations. A hazardous material storage area will be identified within the Triangle workshop should it become necessary.

3.14 Adjacent Land Use

No works will be carried out from the canal towpath. At the time the corrugated iron sheeting is removed from the right-hand structure (task 1.3.2.g.), volunteers will stand on the towpath to stop any pedestrians walking past.

3.15 Personal Protective Equipment

PPE will be provided in accordance with the relevant regulations as below:

Personal Protective Equipment at Work Regulations 1992

Control of Substances Hazardous to Health (COSHH) Regulations

Control of Asbestos at Work Regulations 2012

Control of Lead at Work Regulations 2002

Noise at Work Regulations 2005

Different tasks will require different PPE to be worn. This is detailed within the method statements in section 4.

Local volunteers will be asked to provide their own PPE if they can, and suitable guidance will be given to help them do this.

Some PPE for common use will be provided by the Fairfileld Association.

If we run out of necessary PPE, more will be bought on-demand from B&Q which is a 2 minute walk away.

All people volunteering as “Able-bodied people with some labouring experience” shall be requested to come to site with their own steel toe-capped footwear and durable clothing.

3.16 other Significant Safety Risks

As other safety risks are uncovered, a plan for dealing with them will be put in place as an update to this plan.

4.0 Risk Assessments and Method Statements

Certain activities have some risk associated with them. We:

- List the task using the reference number from the task list.
- Describe the risk.
- Explain our method for carrying out the task.
- List any associated equipment or precautions for minimising the risk.

4.1.f Removing the bricks stored in the left-hand building and stacking them in the designated stores area.

Risk: Minor risk of bashes and bruising to hands.

Method: If bricks are already cleaned. People should carry no more than 1 brick to each hand to minimise the risk of dropping bricks and wear heavy duty work gloves to protect the hands.

If bricks still have mortar on them they are to have the mortar chipped off them using heavy hammers and chisels before they are stacked on pallets.

Equipment / PPE: Heavy duty work gloves to be worn. Safety goggles will be worn when chipping off mortar.

4.2.a. Securely prop up the rotten roof joist near the front of the roof.

Risk: There is little risk of the roof collapsing before people start working on the roof. However, precautions still need to be taken.

Method: We plan to erect a low scaffold tower (2.5m), or Acro-prop, under the beam and wedge the beam up using bulk timber.

Equipment / PPE: Low scaffold tower sections, decking planks and bulk timber
Hard hats, heavy work gloves and steel toe-cap boots will be worn by people propping up the beam.

4.2.b. Remove the Double Doors.

Risk: The doors are fairly heavy (estimate 20 kg) and awkward. They are in a poor state of repair. Slight risk of splinters or dropping the door.

Method: A minimum of 3 people will be used to remove each door: two to hold it and carry it and one to “unfasten” it. The person unfastening it may be able to unscrew the screws from the hinges. If these are too rusted up a chisel and wrecking bar will be used to separate it from the frame.

Equipment / PPE: Screwdriver Wrecking bar, hammer and chisel
Heavy work gloves to be worn doing this task.

4.2.c. Constructing a 4m high scaffolding tower to the right of the building.

Risk: Risk of falling from height when erecting the tower

Method: The scaffold tower will be constructed as per the manufacturer’s instruction and checked to ensure:

- It is “plumb” vertical.
- It has a complete working platform.
- That it has guard rails in place.
- It has an access ladder tied to the scaffolding for access to the working platform. This ladder shall be positioned on the opposite side to the wall being worked on.

Equipment / PPE: Complete scaffold tower kit.
Heavy work gloves and hard hats to be worn when erecting scaffold tower.

4.2.d. Remove the slates from the Left-hand Roof

Risk: There is a risk of falling due to working at height. This is minimal, since the roof has a shallow pitch and the battens are strong and close together.

Method: Cat-ladders or long scaffold boards will be laid on the roof to spread the weight of people removing the slates. Nails will be driven into the supporting battens, below the planks, to stop them slipping if necessary. No more than 2 people at a time will work removing slates with pincers and nail levers. The slates will then be passed to someone standing on top of the scaffolding working platform, and then down to volunteers on the ground.

Where necessary, the scaffolding tower will be moved to allow easy access for the workers on the roof.

Equipment / PPE: Screwdriver Wrecking bar, hammer and chisel .
Helmet and heavy work gloves to be worn doing this task

4.2.f. Removing the fixings to the top and bottom of the corrugated iron roof.

Risk: There is a risk of falling due to working at height. This is minimal since the roof has a shallow pitch and the battens are strong and close together.

Method: Cat-ladders or long scaffold boards will be laid on the roof battens to spread the weight of people removing the fixings. The fixings will be removed by screwdriver or wrecking bar by people standing on the long scaffold boards at roof level.

Equipment / PPE: Screwdriver Wrecking bar, hammer and screwdriver .
Helmet and heavy work gloves to be worn doing this task

4.2.g. Ripping off the corrugated iron sheeting from the right-hand structure.

Risk: There is a risk of the wooden mezzanine structure or corrugated iron sheets falling into the building structure.

Method: To avoid the risk associated with possible collapse; the roof will be ripped off remotely using ropes and hooks. The hooks can be fastened onto the sheeting from above and to the side by people standing on the roof battens of the (formerly) slate roof. The ropes will then extend into the triangle where teams of volunteers can pull the sheeting off and then let it fall to ground level.

Once at ground level the sheets can be safely removed to the designated storage area.

Equipment / PPE: 2 Ropes with hooks on one end.
Helmet and heavy work gloves to be worn by volunteers fixing the hooks. Heavy work gloves to be worn by volunteers handling the rusty steel sheets.

4.2.i. Removing the battens and joists from the left-hand roof.

Risk: There is a risk of falling from height while working on the roof.

Method: The battens will be removed from the joists one at a time, from the far side backwards. The first ones will be removed by working on the long scaffold boards. The near ones will be removed from the top if the scaffold tower. The scaffold tower will be moved to work on each section in turn. Nobody will be allowed inside the structure while this work is in progress.

Once the battens are removed the joists will levered out of the brick wall and dropped into the inside of the structure.

Once all timber is at floor level, it will be carried out to the designated timber work area. The beams will be heavier than 15kg so will be moved by 2 or 4 people depending on the weight.

Equipment / PPE: Screwdriver wrecking bar, hammer and chisel .
Helmet and heavy work gloves to be worn doing this task.

4.3.d. Demolishing the wall using hammers and chisels from the outside using the scaffolding tower as a work platform and dropping the bricks into the building.

Risk: There is a risk of falling bricks hurting people if they were under the wall.

Method: The wall will be demolished manually using hammers and chisels. To avoid the hazard, the demolition will be carried out from outside the building, pushing the detached bricks into the building structure. Nobody will be allowed into the building structure while the wall is being demolished. While the wall is above head-height, the demolition will be carried out from the low scaffolding tower.

Equipment / PPE: Heavy hammers, chisels and wrecking bars.
Helmet, steel toe-cap boots and heavy work gloves to be worn doing this task.

4.3.e. At intervals, stopping the demolition and removing the bricks from the inside and moving them to the brick-cleaning area.

Risk: There is a lifting hazard if the bricks are in large sections. Minor risk of bashes and bruising to hands.

Method: Large sections of bricks are to be broken up so they are no more than 6 bricks in size. The smaller sections will be light enough for one person to carry.

Equipment / PPE: Heavy work gloves to be worn for this task.

4.3.f. Cleaning the bricks of mortar and stacking them on pallets in the designated stores area. (see section 4.1.f. above)

4.4.d. Erecting a 3m high scaffolding tower to the left of the structure. (See section 4.2.c. above).

4.4.e. Dismantle the wooden mezzanine structure.

Risk: There is a risk of the wooden mezzanine structure collapsing, causing injury to anybody underneath.

Method: The timber structure is to be dismantled beam at a time, from the top down. To facilitate this, workers will work from the top of a low scaffold tower to one side of the structure. The timber beams will be dropped into the inside of the building. Nobody will be allowed within the structure while this task is in progress.

Equipment / PPE: Screwdriver Wrecking bar, hammer and screwdriver. Helmet, steel toe-cap boots and heavy work gloves to be worn doing this task.

4.4.f. Remove the double doors to the front. (See section 4.2.d. above)

4.4.g. Once all the wooden structure is dismantled and on the floor, removing the wood to the wood-working area.

Risk: There is a lifting hazard carrying the larger beams.

Method: Once all timber is at floor level, it will be carried out to the designated timber work area. The beams will be heavier than 15kg so will be moved by 2 or 4 people depending on the weight.

Equipment / PPE: Helmet and heavy work gloves to be worn doing this task.

4.4.h. Sawing the wood into smaller pieces and then stacking the wood into the designated stores area..

Risk: When a chainsaw is used to saw up the larger beams, there is a risk to operator and people nearby.

Method: This task will be completed by a qualified chainsaw operator at a separate time when the rest of the volunteers are not on site.

Equipment / PPE: Full safety gear including helmet, face-guard, steel-reinforced boots, Kevlar trousers, ear-defenders and heavy work gloves.

4.4.i. Demolishing the front wall using hammers and chisels from the outside using the scaffolding tower as a work platform and dropping the bricks into the building. (See section 4.3.d. above).

4.4.j. At intervals, stopping the demolition and removing the bricks from the inside and moving them to the brick-cleaning area. (See section 4.3.e. above).

4.4.j. Cleaning the bricks of mortar and stacking them on pallets in the designated stores area. (See section 4.1.f. above).

4.4.k. At the appropriate time removing the steel lintel and moving it to the designated stores area..

Risk: There is a risk to injury if anybody was underneath the lintel when it falls. There is a lifting hazard when moving the lintel.

Method: As with the joists, the lintel will be levered off the wall by people working from a low scaffold tower and dropped into the building structure.

Once at ground level, 4 people will carry the lintel to the designated stores area.

Equipment / PPE: Screwdriver Wrecking bar, hammer and screwdriver. Helmet, steel toe-cap boots and heavy work gloves to be worn doing this task.

4.5.j. Breaking up the concrete floors.

Risk: There is a risk to other workers when wielding picks and heavy breaking bars.

Method: The concrete floors will be broken up manually using picks and heavy breaking bars. All other people must be at least 3m away from the person breaking up the floor.

Equipment / PPE: Helmet, steel toe-capped boots and heavy work gloves will be worn during this task.