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Change History			
Date	Issue	Approved	Reason for Amendment
25/03/2014	1	Calum Hay	First issue
06/02/2015	2	Calum Hay	Addition to Site Blue Box return (Section 12.2)
17/09/2015	3	Calum Hay	Amended clauses to reflect findings in audits. Updated Flow Chart. Add correct references. CDM 2007 changed to 2015.
18/05/2018	4	CH	Amended the procedure to include the usage of MSF 346 (Site Supervisor Handover Sheet).
09/08/2018	5	CH	Addition of references to MSF 301 Evaluation Form (For RAMS) and addition to Section 9 for its use.
07/01/2019	6	CH	Amendment of clauses within the procedure relating to the actions raised during the audit carried out on 05/12/2018.

1. Purpose

The purpose of this procedure is to define the process Goody Demolition Ltd uses to deliver their services and products to their clients.

2. Scope

This procedure covers the operational activities of the company and ensures the provision of consistently high levels of quality, Health and Safety and Environmental management in the delivery of demolition services to our clients.

3. Responsibility

The Operations Manager is responsible for ensuring the implementation of this procedure and providing the resources necessary to meet the customer, job and legal requirements.

4. References

- Contract Check List MSF 305
- Daily/Weekly Inspection Sheet MSF 325
- General Permit to Work MSF 311
- Site Environmental Inspection Sheet MSF 324
- Tool Box Talks MSF 330
- Waste Material Check List MSF 322
- Daily Site Diary MSF 323
- Site Supervisor Handover Sheet MSF 346
- Completion of Demolition Works MSF 328

5. Definitions

Site blue box: A steel box used to protect and store all site documentation and records.

Principle contractor: A level of responsibility as described in the Construction Design and Management Regulations 2015 (CDM).

Welfare facilities: Facilities provided for the health, safety and welfare of site operatives in accordance with the requirements as set out in the Construction Design and Management Regulations 2015 (CDM).

NCR: Nonconformity report used to record any deviations from planned arrangements.

6. Measurement of Process

6.1. The effectiveness of this process will be measured by the number of nonconformities identified and attributed to operational processes.

6.2. Customer satisfaction levels will be determined and trends monitored.

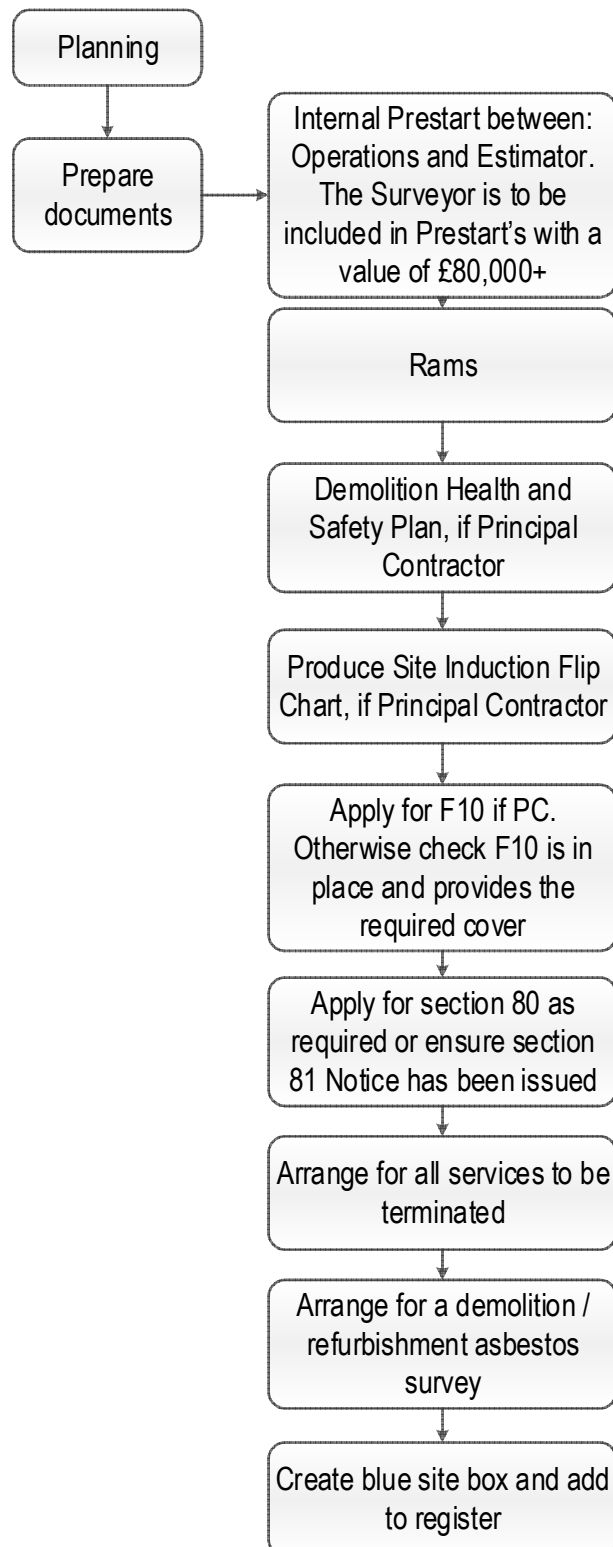
7. Job planning

7.1. Upon receipt of a new job the Operations Team will prepare all site documentation required to ensure the quality, health and safety and environmental aspects are managed and reported as required.

- 7.2. The Operations Team will arrange for the identification of health and safety and environmental risks and prepare Risk Assessments and Method Statements (RAMS) to ensure suitable controls are identified and put in place.
- 7.3. If Goody Demolition Ltd is the principle contractor for the job then the Operations Team will prepare a demolition health and safety plan. If Goody Demolition are not the principle contractor then the Operations Manager will ensure a demolition health and safety plan is in place and obtain a copy.
- 7.4. The Operations Team will produce a flip chart site induction presentation to be used on site for induction operatives.
- 7.5. If Goody Demolition Ltd are the principle contractor the Operations Team will prepare and submit an F10 application to the HSE. If Goody Demolition are not the principle contractor the Operations Manager will check that an F10 notice is in place and that it provides the required cover for the work and duration.
- 7.6. If the demolition work is greater than 50m³ in volume the Operations Team will notify the council before start of work under section 80 of the Building Act 1984. The application form should be completed and submitted to the council at least six weeks before work is due to start. Demolition works should not commence until either the six weeks have elapsed or a Notice is served by the council under Section 81 of the Act.
- 7.7. The Operations Team will arrange for all services to be terminated prior to the start of any demolition work.
- 7.8. The Estimator will arrange for a refurbishment/demolition asbestos survey to be carried out and make arrangements for its removal as necessary.
- 7.9. The Operations Team will create a blue site box containing all the above information and site documents. The blue box will be added to the register.
- 7.10. See flow chart in section 13.
- 8. Site set up**
- 8.1. Prior to any activity on site all asbestos as identified in the refurbishment/demolition survey should be removed.
- 8.2. The Site Manager will ensure all services have been terminated in accordance with the method statement.
- 8.3. The Site Manager will arrange for the site to be secured using fencing and hoarding as required.
- 8.4. If Goody Demolition Ltd are the principle contractor the Site Manager will arrange for welfare facilities to be set up and services supplied such as power, water, waste etc. If Goody Demolition are not the principle contractor the Site Manager will ensure that adequate welfare facilities are in place and functional prior to the start of work.
- 8.5. The Plant Manager, Director or Contracts Manager will make necessary arrangements for the delivery of all plant and equipment as necessary for the job
- 8.6. The Site Supervisor will carry out site inductions with all operatives using the flip chart presentation provided in the site blue box.
- 9. Operations**
- 9.1. All works should be carried out in accordance with method statements for the job.
- 9.2. Method Statements and Risk Assessments are to be reviewed and approved of prior to their use by utilising MSF 301 Evaluation Form to determine whether the documentation is suitable for its purpose. This includes any subcontractors working under Goody Demolition Ltd.
- 9.3. The Site Supervisor will monitor the progress of works in accordance with the agreed schedules and complete the daily/weekly reports as required. Reporting template are provided in the site blue box.

- 9.4. During a changeover of the supervisor, the previous and new supervisors shall complete the Site Supervisor Handover Sheet (MSF 346).
- 9.5. All documentation and records should be held within the site blue box.
- 10. Recycling**
- 10.1. Goody Demolition Ltd aim to maximise the potential for recycling all raw materials from demolition projects.
- 10.2. Materials for recycling should be prepared in accordance with the waste hierarchy:
- Prevention
 - Reuse & Preparation for Reuse
 - Recycling
 - Recovery
 - Disposal
- 10.3. Where necessary materials should be prepared for reuse i.e. cleaning cement from bricks, de-nailing timber, stacking roof tiles, crushing mortar and rubble to suitable grades, etc.
- 11. Handover**
- 11.1. Upon completion of the work, if it is part of the contract / has been requested, a site waste management plan will be created and handed to the customer.
- 11.2. The customer representative should be asked to complete the Completion of Demolition Works form (MSF 328).
- 11.3. The site Manager should ensure all documentation and records are placed in the site blue box and return it to the Operations Manager.
- 12. Job completion**
- 12.1. The Assistant Operations Manager shall input supervisor scores onto the spreadsheet and input all required information into Easybuild.
- 12.2. Once a project has been completed on site the Director or Contracts Manager will inform the Operations Team that it is complete. The Operations Team then change the site status on Easybuild which sends an automatic notification to the surveyor via email.
- 12.3. The contents of the blue box shall be passed to the administration office who will scan all hand completed records into the project file.
- 12.4. The Surveyor will raise an Application For Payment (AFP) on a monthly basis (for projects which last longer than a month). At the end of a project, the Surveyor will agree a Final Account with the client as soon as possible.

13. Flow chart – Planning process



14. Flow chart – Operations Process

