



Method Statement

1.0 Method Statement Details

1.1 Method Statement Number	159
1.2 Method Statement Date	20/07/2026
1.3 Method Statement Author	Kane Hicks
1.4 Project/Contract	Gomersall St Mary's Primary School
1.5 Start Date	03/08/2026
1.6 Expected job duration	1 WEEK
1.7 Client Contact	Robert Stephenson
1.8 Description	Demolition and Clearance of mobile former teaching rooms
1.9 Site Address	Gomersal St. Mary's CE(C) Primary School - Shirley Ave, Gomersal, Cleckheaton BD19 4NA

2.0 Signatures

	Name	Title	Date
Document Author	Kane Hicks	Partner	20/07/2026
Data protection statement The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from J H Hicks Demolition It is the duty of all employees to observe the following Risk Assessment and associated Method Statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.			

3.0 Emergency Contact Details

Name	Kane Hicks	Kane Hicks	John Hicks	
Telephone Number				

4.0 General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

4.1 Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site on a daily basis.

Where necessary notices will be posted advising of any hazards present during the works.

Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

Speed restrictions on site apply to site - **5mph and must be adhered to at all times.**

4.2 Manual Handling / Lay Down area / Plant Storage Area

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Equipment provided to reduce manual handling must be used where provided. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted

where this is not possible. It is the responsibility of the site foreman/employer to identify and control manual handling activities as they occur on site on a day to day basis.

4.3 Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

4.4 Preparation & Induction.

All new employees will report to B+K site offices for a site induction.

A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. All RAMS produced for work are to be signed off by the designated competent person and all operatives are to sign as having read them. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Clear routes will be maintained for access and egress at all times, including routes for emergency services and western power's access to the sub station.

4.5 Staff and Training

The task will be carried out by staff from J H HICKS DEMOLITION, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications for the tasks being carried out. CCDO/CSCS CARDS TO BE PRESENTED AT SITE INDUCTION. Any sub contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

4.6 Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

All plant equipment to be used on site will have in date certificates of examination and maintenance. Any plant used for lifting will have current LOLER certificates.

4.7 Welfare.

B+K is providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors - These welfare facilities are located in Service Yard

JHH will ensure that welfare facilities used considerably.

Smoking & vaping shelter is adjacent food hall & WC's near site office.

JHH will ensure that all staff take breaks only in welfare facilities and will not allow food sources into the work area to avoid any vermin potential.

4.8 360 Excavators and Attachments .

- Pre Start Checks must be completed and recorded.
- All defects must be reported to the Foreman before the end of the shift or working day.
- Only trained and authorized person must operate plant
- Attachments must be checked prior to work.
- Only tagged and tested lifting chains can be used.
- Hard hats and Hi Vis clothing must be worn by Banksman.
- The machine operator must stop work if approached by staff or members of the public.
- Plant must be switched off and keys removed when you leave the cab.
- Risk Assessments associated with tasks must be adhered to at all times.
- All accidents and near misses must be reported to the Foreman before the end of the shift or working day.

4.9 Digging Out & Breaking Out (Excavations)

The area of excavations will first be checked for live services using cat scanners and plans where possible.

1. Ensure that deep excavations are cordoned off with secure barriers
2. Any existing services will be protected or moved as required.
3. The holes will be either excavated by hand using insulated hand tools.
4. An operative will remove the spoil into a stock pile away from the edge of the excavated area
5. The excavations will be dug to the required width and depth according to the plan to obtain the depth of the foundations
6. To prevent the potential for subsidence or collapse trench support systems will be used to support the sides where the depth

- exceeds 1.5 metres,
7. Once the depth has been recored the ground will be back filled with sub base material and compacted using a vibrating plate.
8. The excavation will then be back filled using a certified fill material and then the area will be capped off to finished floor level with cold tarmac and an operative with a wacker plate will go over the area to level it and to leave no trip or fall hazards then proceed to the next area

4.10 Dust- Jet Mister

During the Mechanical Demolition works there will be dust created.

J H HICKS DEMOLITION will work to the below at all times to minimise dust.

1. Water dust suppressant or LEV dust suppressant systems **must be used**.
2. A jet sprayer will be used to dampen down potential dust created while demolition works take place. drains will have bunds around them to prevent any derbis entering the water course. as the jet sprayer will be spraying a mist we dont expect to have a lot of water run off.
3. JHH will require a water mains with sufficient pressure to enable us to carry out the dust suppression.

4.11 Emergency Information Gommersal

Nearest Accident and Emergency:

Dewsbury and District Hospital

Halifax Road, Dewsbury, WF13 4HS

4.12 Machine Tools

Machine tools will only be operated by competent persons. Apprentices will be allowed to operate machinery if under the direct supervision of a competent person. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by the competent person. Construction sites require that PAT tests are carried out every 3 months. Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

4.13 Refuelling Procedure on site for plant machinery and equipment

Fuel for all J H HICKS equipment is carried in explosive proof metal containers & secured in the van. Plant and machines will be refuelled away from the van, visitors, and members of the public. Fuel is transferred from the proprietary containers by certified fuel transfer unit or through a funnel into the machine tank. Caution will be exercised to prevent overfilling and spillages will be cleared up immediately. Return the fuel can to the van and ensure it is clamped in position and the van locked.

Any fuel storage tanks should be surrounded by a bund and standing vehicles and vessels should be provided with drip trays beneath them to prevent fuels from contaminating the ground and water courses. Spill kits will be provided for use in case of spillage of fuels.

Smoking is not permitted in any of J H HICKS vehicles at any time, including during operation of plant equipment and machines on or off clients premises.

Spill kits will be located at refuelling points. Any fuel stored on site will be locked away when not in use.

4.14 Site Access and Egress

1. SITE REQUIRES 24 HOURS NOTICE BEFORE ANY PLANT/ MATERIAL DELIVERYS
2. The site will be accessed via the Service road all vehicles coming to site will need to be escorted by a banksman and ahear to the 5mph speed restriction that will be in place.
3. All Vehicles entering or leaving the site MUST enter in a forward gear and not reverse out of the site at any point.
4. The principle contractor (JHH) is responsible for providing safe access and egress to the site.
5. J H HICKS DEMOLITION staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in.
6. Good standards of housekeeping will be maintained.
7. Access routes will be sign posted and barriers will be put in place where necessary.
8. GATES TO THE MAIN WORK AREA ARE TO BE KEPT LOCKED AT ALL TIMES.

4.15 The ST MARYS School,Site Specifics

1. *** PLEASE NOTE***
2. Working hours on this site are restrcited to 7.30am - 5.30pm
3. Delivery times for skips and plant are restricted to 9-3am Mon-Fri for Plant & Skips
4. GATES TO DEMOLITION AREA TO BE LOCKED AT ALL TIMES

5.1 Demolition Using Excavator ST Marys, Gommersal

1. Fence off demolition area from other trades
2. Provide roll on roll off containers to allow segregation of waste types
3. Spray water via diesel jet wash providing a water mist cloud to prevent dust becoming airborne as far as practicable
4. Begin demolition with rotating grab attached to 14 ton excavator making an entry via the roof section removing the roof and segregating the waste as the building height is being reduced.
5. The machine will then progress to reducing the level/ width of the timber structure, from left to right using a pick and place method (where the operator picks sections of the timber structure wall using the selector grab and lowers to the ground rather than just collapsing the walls into the footprint) by using this method we are also able to keep the strength in the structure and prevent any premature collapse.
6. As works progress through the site the primary excavator will do a rough segregation of waste materials into piles of masonry, metal, timber and general waste ready for loading into skips and removal off site
7. The excavator will change attachments to a bucket/ ripper tooth to remove the floor slab and foundations to the required depth.
8. The excavator using its bucket will load the hardcore waste into tipper trucks for removal off site
9. Skip lorries will remove waste recycled arising from site in 40yd roll on roll off containers with coordinated collections and banksman meeting vehicle at site boundary
10. Existing grounds graded and leveled with all demolition waste removed from site

5.2 Demolition - Strip Works St Marys Gommersal,

1. Access is via the main entrance for all materials and personnel.
2. Put on your provided personal protective equipment
3. Ensure the area to be stripped and exit points are clear of obstruction and that safe access and egress is maintained.
4. Ensure adequate lighting is available, use temporary low voltage or battery power task lighting
5. Locate and make safe by isolation all electrical, water, and gas supply points.
6. Check all electrical and hand tools for damage or faults, faulty or damaged tools must be removed from service immediately
7. Strip out old wiring for lighting and power circuits operatives to carry electrical testing pen to ensure the power cables aren't live and powered from a unknown source .
8. Carefully dismantle all specified fixtures and fittings using hand tools such as a pribar and sledge hammer, strip out cupboards and shelving, strip wall coverings & signage , skirting, doors and door frames all by hand, and remove to designated waste area / segregated skips.
9. Strip out bathroom sanitary wear, taps, Mirrors and associated fixtures and fittings, doors, Cupboard doors, interior Floor finishes where instructed.
10. Large and/or heavy items will be tandem lifted; do not lift beyond your capabilities
11. Do not leave tools and equipment unattended at any time
12. Ensure area is left safe at end of each shift

5.3 Waste skip exchange and collection ST Marys Gommersal

1. Deliver empty skip to site and find suitable temporary location to offload.
2. Check for any overhead cables or power lines.
3. Off-load skip and Retract lift rig.
4. Check the skip to be collected. Ensure load is secure within the skip.
5. Net or cover the skip as necessary.
6. Maneuver wagon to align with skip to be collected. Apply parking brake and engage lift hydraulics.
7. Extend lifting rig and hook up the skip.
8. Position stabilizers.
9. Carefully lift skip up and on to wagon deck.
10. Activate skip clamp.
11. Transport to yard for processing.

DYNAMIC METHOD STATEMENT - Change Of Control Form

Before any changes in safety arrangements are made, the principal contractor and or site team leader must be consulted.

Title & No Of current Risk assessment:

Title & No Of current Method Statement:

Section A

Project/Contract	Description.

Problem Reference Section and Numbers		List all problem reference sections and numbers resolved by this Release.	
Changes in Document		Describe changes to this document.	
Items Being Changed		List ALL items being changed or added.	
For the above give as much detail as possible or cross reference relevant documents.			
Section B			
[]	[]	[]	Data
Document Reference		Give Reference number and/or date for document to customer.	
I agree to amendments to the Method Statement			
Manager Signature		To indicate release has been fully reviewed.	
Project Manager Signature (Where appropriate)		To indicate release has been fully reviewed.	
Site manager Signature (Where appropriate)		To indicate release has been fully reviewed.	

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date[illegible]