

The Institute of Demolition Engineers



MANAGEMENT OF DEMOLITION PROJECTS

GUIDANCE FOR CLIENTS & ADMINISTRATORS

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

This document has been produced to guide and assist those persons or organisations tasked with planning, managing or administering a demolition activity in conformance with the statutory requirements of the Construction (Design & Management) Regulations 2015 (CDM).

The intention being to highlight the specific stages of the operational process as the project unfolds. It is expected that site-specific needs not addressed within this guide will be administered at suitably identified stages within the overall process.

**•Initial Stages •Project Planning •Project Stages
•Implementation •Monitoring & Review •Finalisation/hand over**

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Special Note:

This is a guidance document only; you must take your own independent advice in respect of any contract into which you propose to enter.

INTRODUCTION

Experience has shown that many organisations when faced with a demolition project or work often have difficulty in coordinating the various logistical needs and or appreciating the wider aspects and impacts associated with this type of operation.

The Institute of Demolition Engineers is a professionally qualified body of individuals with a diverse range of disciplines associated with the science of demolition engineering. The contents of this guide represent the collective views of the membership who having addressed these issues recognise the importance of planning prior to execution.

DETERMINING RESPONSIBILITIES, DUTIES AND ROLES

INITIAL STAGES

1. PLANNING OF PROJECT - CLIENT

- Carry out feasibility study
- Implement surveys, i.e.
 - Asbestos
 - Ecological
 - Structural/dilapidations etc
 - Ground conditions
 - Services
 - Local environment – aspect/impact
 - Access & egress constraints
- Provision of adequate resources
- Notification/planning consents, for example 'F10' and 'section 80'

Note: These stages will invariably be repeated by the appointed Principal Contractor

The decisions that the Client makes about providing information and selection and appointment of competent advisers, designers and contractors are key to meeting their legal duties and criminal liabilities and achieving a safe and successful project.

2. APPOINTMENT OF KEY STAKEHOLDERS

Principal Designer

- Knowledge, training and industry experience.
- Production of adequate and suitable information specific to the project etc.
- Identification of significant hazards
- Liaison with consulting/informative contacts.
- Early appointment
- Initial notifications
- Production of Health & Safety File

Principal Contractor

- Provision of adequate resources
- Knowledge, training and industry experience
- Production of Health & Safety Plan
- Site specific safety inductions

- Safety/Environmental audits and inspections
- COSHH assessments
- Liaison with authorities
- Compilation of relevant information & documents
- Control of sub-contractors
- Notifications/applications
- Creation of project teams

Designer

- Product knowledge
- Knowledge training and industry experience
- Liaison with all stakeholders
- Management of design implications

PROJECT STAGES

1. Management of the Project

- Decide on scope of works
- Surveys – asbestos, services, contamination and structural
- Appointment of Principal Designer, Principal Contractor, Designer and Specialist Contractor/s
- Notifications etc.
- Develop plan
- Implementation of plan
- Site set up
- Temporary works
- Progress meetings
- Project safety meetings
- Audits & inspections
- Corrective actions
- Waste management
- Recycling, reclamation
- Liaison with authorities
- Liaison with other relevant stakeholders
- Meet client expectations
- Meet contract conditions
- Hand over

2. Management of Subcontractors

- Service diversions etc.
- Temporary works
- Health & Safety & Environmental implications
- Personnel management
- Methodology
- Audit & inspection
- Scaffolding & plant

3. Liaison with others

- Local authority
- Health & Safety Executive
- Environment Agency
- Police
- The public (particularly local residents and traders)
- Emergency services
- British Waterways
- Rail network
- Service providers
- Waste management
- Consultative bodies

PROJECT PLANNING & IMPLEMENTATION STAGES

Throughout all stages of the demolition process there are actions, which must be implemented and clearly defined.

The timing of such actions is often dictated by the pace of the works or the safety, environment and contract conditions that exist. Formulating a checklist of possible needs or requirements will help to plan such actions and eliminate or reduce reactive “fire fighting” processes that make the management of projects stressful and difficult.

Legally there is a requirement for competent persons to plan all demolition works and to produce a written method statement and risk assessment

Listed below are examples of such actions, and although they are not to be regarded as exhaustive they show interdependence on each other and good practice.

Access & Egress – Security – Emergency Procedures

The following points are to be considered:

- Clearly defined site boundaries, preferably by utilization of existing walls and fencing and or by secondary use of solid or anti-climb ‘heras’ fencing or hoarding etc.
- Out of normal working hour’s security.
- Lockable gateways of sufficient width to allow ease of access and egress by large vehicles or plant
- Alternative traffic and pedestrian routes to retained areas of the site other than access from shared routes, wherever practical and possible.
- Re-routing of emergency access or escape routes where traditional routes have crossed the demolition areas. (In extreme cases this can mean the erection of covered walkways, fixing of temporary stairwells, arrangements with adjacent property holders etc)
- Traffic management as appropriate to ensure safe access and egress to the public highway

Asbestos-Other Survey Information - Contaminated Materials-Waste

The following points are to be considered

- A fully intrusive demolition asbestos survey is to be undertaken in all demolition areas. HSE strongly suggest the use of a UKAS accredited survey organisation. If access is not possible or restricted to then this needs to be drawn to the attention of all parties. Pre Demolition Asbestos Surveys are a statutory requirement under CDM where demolition and major refurbishment projects are to be carried out (Refer to HSG264)
- Note: no waiver against the 14-day notice will be granted where further asbestos is discovered, during the demolition removal phase, in the absence of the correct survey.
- Asbestos registers and details of previous asbestos removal etc should be made available prior to present occupier decamping
- Contact details of works engineers familiar with all aspects and locations of asbestos, contaminated materials, oils, fuels, waste areas etc.
- Structural surveys and if necessary intrusive investigation to be carried out by the Client where there are any doubts as to the method of existing construction.
- Registers, drawings and or details of all contaminated areas, vessels, pipes and containers etc.
- Details of types and hazards arising from such contaminated areas, products or materials.
- Details of any previous or intended decommissioning, purging, cleaning, testing and certification of safety etc or part thereof.
- Details of heavy, light or partial contamination of site areas below and above ground.
- Details of statutory or commercial implications concerning the removal, handling and disposal of any such contaminated products and or materials either stored for use or as a by-product of the works.
- A Site Waste Management Plan which details waste segregation methods and how much waste is produced, recycled and or sent to landfill is a useful document to prove Environmental management and the reduction of environmental impacts.

Services-Utilities-Waterways

- Details to include locations of all services, data cables etc, entering, leaving or crossing the site. Services to mean, Electricity, Gas, Water, Sewerage, Telecommunications (it will be of assistance to provide details of all works engineers etc having concern or responsibility for services, maintenance and repair to the above elements and to implement internal or external re-directions or cut offs to the site particularly where there appears to be a sharing of supplies to adjacent areas. Cost and time being of paramount concern).
- Details of all services sub-stations within the site boundary and whether they are to be retained and protected or decommissioned and demolished.
- Details of services directly feeding retained area from within or crossing the demolition site boundary (where such conditions exist it is strongly recommended that re-direction of such supplies is sought prior to demolition).
- Details of or intention of notice to Gas. Electricity, Water, vendor/shipper/meter owner etc of termination/disconnection of services at the boundary of the site. Note: electricity and gas can take 8 weeks or more from initial notification to cut off.
- Details of any way leaves or other arrangements to maintain and retain service supplies to adjacent or opposite areas.
- Locations of utility service runs below and above ground; depth of services and whether they are to be removed as part of the demolition site clearance works, re-directed and or re-laid elsewhere. Utility services to mean Mains Water, Foul Water, Storm Water, Electricity, Gas Data Services, Heating Systems, Fuel Lines, Internal Communications Etc.
- Details of requirements or arrangements with the Environment Agency, British Waterways or other interested bodies for works near to or abutting rivers or canals, i.e. discharge points and water take off points concerning the removal of any pipes, pumps or other structural impediments. Also public access arrangements or constraints.

Statutory and Public Notices – Local Environment

The following points are to be considered.

- Details and timing of statutory notices, e.g. asbestos removal ASB5 to be submitted a minimum of 14 days notice to the Health and Safety Executive prior to the commencement of removal works. Section 80/81 notice of demolition of a structure, to local authority building control department, (many councils invoke a 6 week rule). Registering of site with the environment agency for removal of hazardous materials, (it should be noted that many hazardous waste landfill sites require at least 72 hours notice; prior to delivery of waste from site) Utility services notice (beware of possible 8 week + delay in implementing request).
- Party wall agreements, if any, with retained sections of the structure adjacent to occupied areas. Note: (the finalization and agreement with party wall surveyors etc can be a prolonged and frustrating exercise. It is strongly recommended that where such agreements are required, matters are initiated at the earliest opportunity).
- Details of any current or expected objections to the proposed development where delay to the commencement of the demolition works may affect the programme.
- The requirements for the demolition contractor to address public concerns over the proposed demolition works. Note: most demolition contractors will be able to allay public fears regarding demolition activities, by attending public meetings to explain how issues such as noise, dust and damage etc can be addressed and reduced to the lowest possible expectations through careful and deliberate planning prior to execution. In the past this has proved to be an invaluable tool for the developer.
- Many Brownfield sites, particularly those that may have lain idle for some time, have been adopted for habitat by wildlife. Where such wildlife are protected, i.e. in the case of bats, badgers, newts and birds etc, proposed start dates may need to be revised and all parties advised of any constraints.

GUIDANCE

The subject matter contained within this guidance is varied. Many of the topics are seemingly intertwined or running concurrently with others. It is important to consider the relevant statutory regulations and guidance available for these subjects when planning and managing the demolition process. The following lists have been compiled to assist the researcher but should not be taken as exhaustive.

Health, Safety and Welfare

Health and Safety at Work etc Act
Construction (Design & Management) Regulations -
Management of Health & Safety at Work Regulations
Work at Height Regulations
Provision and Use of Work Equipment Regulations
Lifting Operations, Lifting Equipment Regulations
Control of Substances Hazardous to Health Regulations

Control of Asbestos Regulations
Control of Noise at Work Regulations
Control of Vibration at Work Regulations

The Environment

Environmental Protection Act
 Part 1 Pollution Prevention
 Part 2 Waste Management
 Part 3 Statutory Nuisance
Control of Pollution Act
Waste Management Licensing (Scotland) Regulations
The Waste (England & Wales) Regulations
Hazardous Waste Regulations
Environmental Permitting (England and Wales) Regulations

Miscellaneous

BS 6187 Code of Practice for Demolition
HSG264 Asbestos The Survey Guide
HSG 247 The Licensed Contractors Guide
L143 Work with materials containing asbestos
HSG151 Protecting the public
Section 80/81, Building Act 1984 – Notice of Intended Demolition