



Institute of Demolition Engineers

MANAGEMENT OF DEMOLITION PROJECTS

GUIDANCE FOR CLIENTS & ADMINISTRATORS CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007

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 2007 (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

Edition 01

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 pre-planning prior to execution.

DETERMINING RESPONSIBILITIES, DUTIES AND ROLES

INITIAL STAGES

1. Planning of Project – Client

- Carry out feasibility study
- Implement survey's, ie
 - asbestos
 - 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

2. Appointment of Key Stakeholders

CDM Coordinator

- 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
- 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

PROJECT STAGES

1. Management of the Project

- implementation of plan
- site set up
- progress meetings
- project safety meetings
- audits & inspections
- corrective actions
- waste management
- recycling, reclamation
- liaison with authorities
- meet client expectations
- meet contract conditions
- hand over

2. Management of Subcontractors

- service diversions etc
- 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
- 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 are often dictated by the pace of the works or the safety, environment and contract conditions that exist. Formulating a check list 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.

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 etc
- **Out of normal working hours 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, where ever 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)

Asbestos-Contaminated Materials-Waste

The following points are to be considered;

- A full type 3 asbestos survey to be undertaken in all demolition areas (this is a statutory requirement where demolition and major refurbishment projects are to be carried out). (Refer to MDHS100)

Note: no waiver against the 14 day notice will be granted where further asbestos is discovered during the demolition phase in the absence of a type 3 survey

- Asbestos registers and details of previous asbestos removal etc to be made available prior to present occupier decamping
- Contact detail of works engineers familiar with all aspects and locations of asbestos, contaminated materials, oils, fuels, waste areas etc
- 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

Services-Utilities-Waterways

The following points are to be considered;

- **Details to include locations of all services, data cables etc.** entering, leaving or crossing the site. Services to mean; Electricity, Gas, Water, Sewerage, Telecommunication (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 areas** 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 from initial notification to cut off
- **Details of any wayleaves** 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, ie discharge points and water take off points concerning the removal of any pipes, pumps or other structural impediments. Also public access

Statutory and Public Notices - Local Environment

The following points are to be considered;

- **Details and timing of statutory notices,**

eg asbestos removal ASB5 to be submitted a minimum of 14 days notice to the Health & Safety Executive prior to the commencement of removal works. Section 80 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 6-8 weeks delay)

- **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 that 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 requirement for the demolition contractor to address public concerns**

over the proposed demolition works. Note: many demolition contractors have the ability to allay public fears regarding demolition activities, by such as a powerpoint presentation and evidence of previous works to show that 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, ie in the case of bats, newts and birds etc, projected start dates may need to be revised and all parties advised of any constraints

GUIDANCE

The subject matter contained within this guidance is varied with many of the topics 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 & Welfare

Health and Safety at Work etc Act 1974
Construction (Design & Management) Regulations 2007
Management of Health & Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 2002
Lifting Operations, Lifting Equipment Regulations 1998
Control of Substances Hazardous to Health Regulations 2002
Control of Asbestos Regulations 2006

The Environment

Environmental Protection Act 1990
Part 1 Pollution Prevention
Part 2 Waste Management
Part 3 Statutory Nuisance
Waste Management Regulations 1996
Waste Management (Licensing) Regulations 1994
Waste Management (England & Wales) Regulations 2006
Hazardous Waste Regulations 2005

Miscellaneous

BS 6187:2000 Code of Practice for Demolition
MDHS100 Surveying, sampling & assessment of asbestos
HSG198/1 Controlled asbestos stripping techniques
HSG189/2 Working with asbestos cement
L143 Work with materials containing asbestos
HSG151 Protecting the public
Section 80, Building Act 1984 – Notice of Intended Demolition

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