



The Demolition & Site Clearance of Existing SSE Building, Bartons Road, Havant, PO9 5EY

Outline Demolition Method Statement

July 2015

Contents

- 1.0 Introduction
- 2.0 The Site
- 3.0 Demolition Design Proposal
- 4.0 Site Establishment & General Requirements
- 5.0 Health & Safety

1.0 Introduction

1.1 Appointment

This document has been prepared by R Collard Ltd (RCL) on behalf of RPP Ltd and sets out the demolition strategy to support the site clearance of the Existing SSE Building, Bartons Road, Havant, PO9 5EY.

1.2 Site Clearance Proposals

The site clearance will consist of the demolition:

1. The existing C-shaped Office Block building (3 storey) to slab level
2. The existing Data Store and bike shed to the rear of the Office Block to slab level (single storey building).

For the purposes of this document, key features of the Project include:

- Removal and disposal of asbestos containing materials;
- Demolition of existing office building; and
- Possible grading of Site.

For the purpose of this assessment the programme period has been assessed as 10 weeks on site, this could however be considerably extended if the asbestos abatement works are more extensive than anticipated.

2.0 The Site

2.1 Site Details

Site Address	Old SSE Building, Bartons Road, Havant, PO9 5EY
Site Location	Havant
Site Area	11,500m ²
Site Description	The building is believed to have been constructed in the 1960's/ 1980s. The construction of the building is taken as reinforced concrete frame and floors with a flat concrete roof (containing a plant room). The structure has been deemed as not containing a basement.

3.0 Demolition Design Proposal

3.1 Pre-Commencement of On Site Works

Survey Requirements

Prior to any full time presence on site and the commencement of the works a number of survey works would require to be undertaken by RPP & Partners Limited and the necessary data made available to RCL. These surveys include, but are not limited to:

1. Pre-demolition asbestos survey
2. Main utility services disconnections survey (water, gas, electricity)

Pre-Demolition Asbestos Survey

This type of survey is needed before any demolition work is carried out. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those difficult to reach.

There is a specific requirement in CAR 2012 for all ACMs to be removed prior to demolition works being carried out.

Main Utility Services Disconnections Survey

The survey will determine the location, routes and depths of existing pipes, cables and other buried infrastructure. This is a principal requirement to enable accurate and cost certainty for the disconnection works. This will remove the uncertainty associated with the missing or unavailable record information, by locating buried services to a high degree of accuracy.

3.2 Enabling Works

Site Establishment

Site establishment has been deemed as being provided free of charge to RCL.

Boundary Establishment / Protection

Boundary establishment / protection will be erected by RCL.

Main Utility Services Disconnections

Following the receipt of the survey, and dependent upon the strategy for supply to the site establishment, all utility supplies will be disconnected.

3.3 Demolition Works

Structural Demolition

Upon completion of all surveys, the establishment of the site and boundary and any subsequently required asbestos abatement demolition will commence.

Prior to demolition of the buildings, by 360° tracked excavator, soft stripping of the internal building furnishings and fabrics will take place. These materials will be removed by hand, segregated and placed in the appropriate recycling or waste disposal stream. Once a building is soft-stripped structural demolition will commence.

Once free of fixtures and fittings the structures are to be demolished by the 360° excavators of suitable reach, fitted with suitable demolition attachments.

Assistance is to be offered by the attending 360° excavators fitted with suitable attachments. All demolition, processing and concrete/masonry cutting works are to be damped down to act as a dust suppressant during the works. Working from one end to the other in a systematic bay by bay and section by section manner. Noisy works will only be permitted within normal working hours to minimise disruption to neighbouring properties. All neighbouring properties will be notified of the demolition works prior to them taking place and kept informed throughout the works.

The resultant 'munched' concrete and masonry will be allowed to fall onto the lower floor cordoned off working area. As the works progress the resultant associated walls and columns are to be removed, once the relevant section of the roof has been removed, and they have had their structural support properties removed. The walls are to be pushed inwards onto the floor by the 360 degree excavator.

The process is to be repeated in this manner systematically working from one end to the other. The sequence is to be roof, internal walls, side walls and finally rear walls. These are to be simply pulled inwards onto the floor as the works progress. The roof/top floor is to be removed to a suitable point which offers safe access for the excavator.

Once this point has been reached the top floor removal will stop. The next floor will then be removed in the same manner to the same point followed by the remaining floors. This systematic bay by bay sectional demolition will ensure total structural integrity whilst the works are being carried out.

As the works progress and the structure is reduced there will be assistance at ground level offered by another 360° excavator fitted with a suitable attachment.

The reduction works will be carried out in the manner described above to a point where the standard 360° excavators can continue the works in the same manner. At ground level the resultant elements are to be

processed by the assisting 360° excavator into the separate waste categories for removal (general waste/timber) and processing.

Materials are to be loaded directly into awaiting container skips and are to be removed at periodic intervals to promote a clean, tidy and safe working environment

Separation of all crushable materials will be an ongoing process with stockpiles created at suitable points awaiting the commencement of the crushing works.

The ground floor areas are to be broken out using excavators fitted with hydraulic breakers, ripping hooks or buckets. Once the slabs have been pulled up and stockpiled by the excavator the materials are then to be reduced in size, if necessary, using excavator(s) fitted with concrete pulverising attachments. The use of hydraulic breakers will be kept to a minimum to avoid disturbance of adjoining occupiers.

Foundations or pile caps will be removed to the underside of pilecaps to a maximum depth of two meters, by breaking out with 360° excavators equipped with hydraulic breakers or concrete processors.

During removal of substructures or any excavations works RCL will liaise with the client's representatives with regards to archaeological interest in these areas. As required, works will be monitored during the excavation and remediation of the substructures.

Site Clearance & Demobilisation

Upon completion of the structural demolition the site will be picked, by hand, free of all loose materials and appropriately removed from site.

All plant, welfare, skips and the like will be demobilised from site during the final week of operations.

4.0 Site Establishment & General Requirements

4.1 Site Establishment

The site compound will be established, preferably with mains connected water and drainage. However, if this is not possible we can design the establishment to be self-sufficient, through generators, water and effluent storage tanks.

Our outline welfare establishment will be detailed at a later date.

Welfare facilities will be calculated in collaboration and accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and will include toilets, washing (with hot and cold water), rest and changing facilities and somewhere to clean to eat and drink and take breaks.

4.2 Boundary Establishment / Protection

People walking or driving past any demolition work must be protected from falling objects, projections, dust, noise, welding and cutting, and mechanical plant, including trucks and vehicles entering and leaving the site, at all times while work is in progress.

A hoarding or fence is required to be erected on the boundaries of the site. Such a fence or hoarding may also prevent unauthorised public access onto the site, both during and following demolition works.

In accordance with the Approved Code of Practice for Demolition fences and hoardings should be difficult to climb. In general, they should be at least 2.0 metres in height from the ground level on the side accessible to the public. Fences could be constructed using galvanised chain link netting (50 by 50mm) with posts at 2.5 metre centres and hoardings could be constructed using continuous sturdy cladding.

4.3 Controlling Noise and Dust

Mechanical site plant and equipment will be fitted with vibration and noise suppression equipment, which will be regularly maintained and checked. Portable vibration monitoring equipment will be used if required.

Dust will be suppressed via water hose attachments to the demolition excavators and will be supported with water cannon as required from a safe distance behind the exclusion barriers – any site run off will be closely monitored.

5.0 Health & Safety

5.1 Construction (Design and Management) Regulations 2015

R Collard Ltd is fully conversant with the CDM Regulations 2015 and they are incorporated within our overall Company strategy. The legal implementation of the Regulations requires a structured approach to the health and safety management of demolition and associated processes. Through a continuous process of management training workshops, the positive attitude of our management team and commitment of the Group Health and Safety Manager to the Health and Safety process, we provide our clients with the highest level of technical expertise and practical application in our interpretation of the CDM Regulations.

Roles of:

Client

The Client is defined by CDM as “any person for whom a project is to be carried out”. The duties of the client are for the provision of clear and precise information on the project at the feasibility stage and to ensure that such information and ongoing changes and variations are passed on through the various stages of the project. This will usually be done via the Project Team and CDM Principal Designer and Client Advisor.

R Collard Ltd will liaise with the client in the provision of:

- information to assist in the preparation of specifications
- Professional information on demolition techniques
- Verify accuracy of information

CDM Principal Designer

The CDM Coordinator provides the client with key project advice in respect of demolition health, safety and risk management matters and safety aspects of the design and planning of the projects. We will assist pre-construction management by:

- Providing project Surveys [Asbestos, structural, services, ground contamination etc]
- Link in with existing site safety requirements
- Pre-start meetings
- Health and Safety Manager assistance in designing the plan in conjunction with the R Collard Ltd Quality procedures

Principal Contractor

R Collard Ltd can act as Principal Contractor on sites and has allowed to act as such within this proposal.

The Principal Contractor has the duty to co-ordinate the activities of all employees, contractors and sub-contractors engaged in a project. R Collard Ltd will ensure that they comply with all relevant health and safety legislation and comply with the requirements identified in the Project Health and Safety Plan. R Collard Ltd generally undertake the majority of contracted work in-house using our directly employed labour and owned plant. Where sub-contractors are used these are for specialist trades such as scaffolding, and permanent fencing. R Collard Ltd will provide:

All required information to all personnel, sub-contractors and other connected parties, and ensure that that information is understood and accepted by all parties

All site operatives are adequately trained in safe practices and are fully inducted into the site requirements and rules

- Discipline procedures for the site
- Consultation with all employees and contractors, the client , CDM Principal Designer and their agents
- Assurance that information communications are maintained and fully recorded

Pre-Construction Information (PCI) Pack

The PCI is supplied by the CDM Principal Designer. We are required to produce, from the pre-tender PCI Pack a working document referred to as the Construction Phase Health and Safety Plan. This becomes the operational plan for the site for the contract duration, together with any amendments during the contract run which are identified and agreed with the CDM Principal Designer/project team. The Construction Phase Health and Safety Plan is created by our Health and Safety Manager.

Selection and appointment of subcontractors

R Collard Ltd use a very limited number of sub-contractors as most work is carried out utilising in-house resources.

We have a selective suppliers list and any subcontractor will be approved through our selection procedure which requires a detailed questionnaire to be completed, this is then audited by our health and safety team prior to award of contract.

In general this will only apply to such as Scaffolding Contractors and Fencing providers. In most cases as with material and equipment suppliers we have national contracts in place and these Companies have been fully approved through our system.

Method Statements

Subcontractors are required to provide detailed method statements for any works which must be compatible with our requirements. These are vetted and accepted or returned for amendment by our safety team. The majority of Method Statements will be produced by R Collard Ltd, for the use of R Collard Ltd. Please see an example of the R Collard Ltd Method Statement

Risk Assessments

We produce the project Risk Assessment for the site and it is read and accepted in writing by employees, visitors and sub-contractors. Sub-Contractors are required to provide any job specific assessment when specifically requested. Risk is assessed by:

Overview carried out in the initial planning stage

Health and Safety Manager and site / project Manager produce project risk assessment

Task assessments carried out during the project

Standard task and core risk assessments

Training

The R Collard Ltd Training system for all employees is paramount to our Health and Safety systems. Our internal training matrix records all employees training accreditations and automatically signals alarms with renewal dates and course requirements.

Communication

All project sites are the responsibilities of our contracts managers. The appropriate Contracts Manager is the central communication point surrounding the operation and management of the Project. The Contracts Manager will be responsible for the provision of principal information such as on method statements and working procedures. He will ensure that all matters are communicated through the Site Manager who is directly responsible to the Contracts Manager and controls the site, all employees and sub-contractors on a day to day basis. The Site Manager is responsible for ensuring that all the Company and Clients instructions are carried out in full and further ensures that general daily information is communicated to the work force, the Company and the Client. He is further responsible for ensuring that the Health and Safety Plan is understood by all personnel and visitors who enter site and he is in control of any subcontractors. On this basis he will maintain day by day contact with the Client and his project team and representatives to ensure that all requirements are communicated as specified, e.g. labour returns, daily reports, accident reports, progress reports etc. We operate a comprehensive reporting system to ensure co-operation, co-ordination and communication between our company, its employees, subcontractors and the client team.

Procedures

Demolition sites are extremely complex and potentially dangerous places so that normally accepted rules of access and conduct may be totally inadequate. It is therefore essential that we have control of our areas in full, although we would expect our work force and visitors to comply fully with client site requirements when not in the demolition areas, and these rules will become part of the site procedure.

Controlling Site Access

We require complete control over access to our site areas. We will fence or hoard off all working areas and access will be through a single gated area controlled by a banksman. When acting as Principal Contractor all employees subcontractors and visitors will be required to sign in and out and there will be a pass system for visitors which includes the client and his representatives. Access to site by vehicles will be controlled and limited to only essential movement of plant and for the transit and movement of waste and scrap. Certain projects and sites will require the employment of gate controllers and security as necessary to ensure that the general public cannot enter the site.

Monitoring Health and Safety Performance

Procedures are incorporated for monitoring and reviewing Health and Safety at site. These are as follows:

- Site Establishment Procedure. This is carried out to a predetermined format. This process includes an audit of welfare facilities and available site facilities. The results are then analysed to ensure the site establishment requirements are fulfilled.
- The results of toolbox talks and site meetings are recorded and questions from operatives recorded and fed back to the management to ensure of clarification.
- There are daily inspection reports to be completed by the site manager based on the KPI and Welfare requirements. These are copied back to the Health and Safety Manager.
- Site Audits is carried out during the Project by our Consultant Health and Safety advisor The Health & Safety People Limited and general visits by our Contracts Manager. This is further complemented with random site visits by our Health and Safety Manager. We would also expect audits from the Client Health and Safety Team.
- All recommendations and requirements are acted upon immediately

Communication of Results

As an element of the pre-start meeting we would agree procedures, to ensure that all Health and Safety information is collated and passed on to the Client and CDM Principal Designer for incorporation into the health and safety file.