

S6 – Construction (Design & Management) - (CDM)

The person responsible for implementing this procedure is:

Construction (Design & Management) – (CDM)

The CDM regulations place duties on the persons listed below (key duty holders) to plan, co-ordinate and manage health and safety throughout all stages of a construction project.

- Client
 - Designer
 - CDM Co-ordinator
 - Principal contractor
 - Contractors
 - Everyone.
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Notification

Under the regulations there is a duty to notify the local health and safety executive when:

- The construction work will take more than 30 days to complete
- The work will require an input of more than 500 person working days.

This is undertaken by the CDM co-ordinator completing and submitting an F10 document (see www.hse.gov.uk for more information).

Client

The client should be satisfied that only competent persons are appointed as CDM co-ordinator and principal contractor. The client should ensure that sufficient resources are provided to enable the project to be carried out safely.

In brief:

All construction projects

- Check the competence and resources of all appointees;
- Ensure there are suitable management arrangements for the project including welfare facilities;
- Allow sufficient time and resources for all stages; and
- Provide designers and contractors with pre-construction information.



Additional duties for notifiable projects

- Appoint a CDM co-ordinator*;
- Appoint a principal contractor*;
- Make sure that the construction phase does not start unless there are suitable:
 - welfare facilities
 - construction phase plans in place
- Provide information relating to the health and safety file to the CDM co-ordinator; and
- Retain and provide access to the health and safety file.

(* There must be a CDM co-ordinator and principal contractor until the end of the construction phase.)

Designer

The designer should ensure that structures are designed to avoid risks to health and safety whilst they are being built and maintained. This design work includes the preparation of specifications and drawings.

In brief:

- Eliminate hazards and reduce risks during the design stage;
 - Provide information about any remaining risks;
 - Check that the client is aware of his/her duties and the CDM co-ordinator has been appointed;
 - Provide any information needed for the health and safety file;
 - Alert the client to his/her duties;
 - Consider hazards and risks which may arise for those constructing and maintaining the structure;
 - Design to avoid risks to health and safety;
 - Reduce risks at source if avoidance is not possible;
 - Ensure that the design includes adequate information on health and safety; and
 - Co-operate with the CDM co-ordinator and other designers involved in the project.
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CDM Co-ordinator

The CDM co-ordinator has overall responsibility for co-ordinating the health and safety aspects of the design and planning phase, including developing and maintaining the health and safety plan and file.



In brief, he/she must ensure that:

- A health and safety plan is prepared before arrangements are made for a principal contractor to be appointed.
- The HSE is notified of the project.
- Advise and assist the client with his/her duties.
- Co-ordinate the health and safety aspects of design work and co-operate with others involved with the project.
- Facilitate good communication between client, designers and contractors.
- Liaise with the principal contractor regarding on-going design.
- Ensure suitable welfare facilities are available.
- Identify, collect and pass on pre-construction information.
- Prepare/update the health and safety file.
- He/she is able to give advice to the client on the competence of all contractors, and the pre-construction health and safety information before the start of the construction phases.

Principal Contractor

The principal contractor has to take over and develop the health and safety plan, and co-ordinate the activities of all contractors so that they comply with their legislative requirements, therefore he/she must:

- Plan, manage and monitor the construction phase in liaison with any contractors.
- Prepare, develop and implement a written plan and site rules. (Initial plan completed before the construction phase begins.)
- Give contractors relevant parts of the plan.
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- Check the competence of all appointees.
- Ensure all workers have site inductions and any further information and the training for the work.
- Consult with the workers.
- Display all relevant documentation (i.e. F10).
- Ensure the co-ordination and co-operation of contractors.
- Obtain the main findings of contractors' risk assessments and method statements.
- Ensure that contractors adhere to the site rules.
- Monitor health and safety performance.



- Liaise with the CDM co-ordinator regarding on-going design.
- Secure the site.

Note: Sub-contractors must adhere to rules given to them by the principal contractor.

Contractors

Contractors must:

- Plan, manage and monitor their own work and that of their workers.
- Prepare, develop and implement a written plan and site rules. (Initial plan completed before the construction phase begins.)
- Check the competence of all their appointees and workers.
- Train their own employees.
- Provide their workers with information.
- Comply with the specific requirements in Part 4 of the regulations.
- Ensure there are adequate welfare facilities for their workers.
- Check that the client is aware of his/her duties, a CDM co-ordinator has been appointed, and the HSE has been notified before work commences.
- Co-operate with the principal contractor in planning and managing work, including reasonable directions and site rules.
- Provide the principal contractor with details of any contractor whom he/she engages in connection with carrying out the work.
- Provide any information needed for the health and safety file.
- Inform the principal contractor of any problems with the plan.
- Inform the principal contractor of reportable accidents, diseases and dangerous occurrences.

Note: Sub-contractors must adhere to rules given to them by the principal contractor.

Everyone

Everyone must:

- Check his/her own competence.
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work.
- Report obvious risks.
- Comply with the requirements of Schedule 3 and Part 4 of the regulations for any work under his/her control.
- Take account of and apply the general principles of prevention when carrying out duties.



Pre-construction health and safety information

The pre-construction health and safety information should include:

Description of the project

- A general description of the work;
- Details of timings within the project;
- Details of the client, designers, CDM co-ordinator and other consultants;
- Whether or not the structure will be used as a workplace; **and**
- The extent and location of existing records and plans.

Client's considerations and management requirements

- Arrangements for planning for and managing the construction work;
- Communication and liaison between the client and others;
- Security of the site;
- Welfare provisions;
- Site hoarding requirements;
- Site transport arrangements;
- Permit to work systems;
- Fire precautions;
- Emergency procedures and means of escape;
- 'No go' areas;
- Confined spaces; **and**
- Parking and smoking restrictions.

Environmental restrictions and existing on-site risks

- Safety hazards including boundaries and access;
- Deliveries or waste collection/storage;
- Adjacent land use;
- Existing hazardous materials;
- Location of services;
- Ground conditions;
- Information on existing structures and previous modifications;
- Previous fire or water damage;
- Overhead obstructions and weight restrictions;
- Pre-stressed or pre-tensioned structures; **and**
- The presence of asbestos, hazardous substances, health risks or contaminated land.



Significant design and construction hazards

- Significant design assumptions and suggested work methods;
- Arrangements for co-ordination of design work and handling design changes;
- Information on significant risks identified during design;
- Materials requiring particular precautions; and
- Any other relevant documents.

The health and safety file

- Description of its format and any conditions relating to its content.

Note: The health and safety information will transfer from a pre-construction to a construction phase plan and should be treated as a live file throughout the duration of the project. Additional documents should be added to the file as the works progress, i.e. near miss reports, accident reports, inspection reports.

Construction phase plan

The construction phase plan should include:

Description of the project

- A general description of the work;
- Details of timings within the project;
- Details of the client, designers, CDM co-ordinator and other consultants; and
- The extent and location of existing records and plans.

Management of the work

- Management structure and responsibilities; and
- Health and safety goals;

Arrangements for:

- Liaison and consultation;
- The exchange of design information and handling design changes;
- The selection and control of contractors;
- The exchange of health and safety information between contractors;
- Site security, induction, on-site training, welfare and first aid facilities;
- Accident reporting;
- Risk assessments and safe systems of work; and
- Rules and fire and emergency procedures.



Arrangements for controlling significant health and safety risks

- As appropriate, depending on the project.

The health and safety file

- Layout and format;
 - Arrangements for the collection and gathering of information; and
 - Storage of information.
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Health and Safety File

The Health and Safety File is a record of information for the client/end user, which informs him/her of the significant health and safety issues associated with the structure. It is passed on to anyone who will be responsible for the structure in future. The CDM co-ordinator has to ensure that it is prepared as the project progresses and that it is given to the client on completion of the project.

Information contained within the file should include:

- A brief description of the work carried out.
 - Any residual hazards and how they have been dealt with.
 - Key structural principles and safe working loads including project phase drawings.
 - Hazardous materials used.
 - Information regarding the removal or dismantling of installed plant and equipment.
 - Maintenance and cleaning procedures.
 - Operations and maintenance manuals.
 - Details of utilities and services.
 - Any other information requested by the client.
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Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety Regulations 1999
- Working at Height Regulations 2005
- Control of Asbestos Regulations 2002
- Electricity at Work Regulations 1989
- Confined Space Regulations 1997
- Workplace (Health and Safety Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Equipment and Lifting Operations Equipment 1998
- The Construction (Design and Management) Regulations 2007

Note: This list is by no means exhaustive but it identifies some of the key pieces of legislation associated with contractors.

