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# PURPOSE

1. The purpose of this procedure is to ensure that the company complies with the duties placed on them by the CDM regulations.
2. In doing so, the company aims to protect persons from failing to comply with statutory duties under CDM and the resulting risk of prosecution.
3. Under the CDM Regs 2015, all projects, whether commercial or domestic, are applicable. Under previous legislation, domestic projects were exempt.

# APPLICATION – “NOTIFIABLE PROJECTS”

1. The HSE must be notified by submission of a F10, of any project to which CDM applies.
2. CDM will apply to all projects which last for longer than 30 days with 20 or more persons on site or involve more than 500-person days of work. A person day is one worker for a full shift.

# DEFINITIONS

* Client – The firm or individual for whom the project is being carried out.
* Contractor – A contractor carrying out construction work under the control of the Principal Contractor. Appointed by the Principal Contractor or nominated by the Client.
* Construction Phase – The period from the start or work on the site, including demolition or earth moving, to practical completion of the project.
* Designer – The architect/s or engineer/s who designs the structure, project or their parts. Appointed by the Client.
* Health and Safety File – The record of the project design, construction and maintenance delivered to the client on completion. The principal designer must ensure its completion.
* Health and Safety Plan – Plan developed by the Principal Contractor covering the whole of the construction phase.
* Principal Designer – The person or body carrying out this function. Appointed by the Client. They are responsible for managing the pre-construction phase of the project.
* Pre-Construction information Document – Health and Safety information prepared before the tender stage and from which the H+S Plan is developed. Prepared by the Principal Designer.
* Principal Contractor – The contractor taking the lead role and controlling the whole of the project construction phase.
* Project – Any project which includes construction work.
* Structure – The building, facility, earthworks or machine being built, altered or demolished.
* Sub-Contractor – A contractor with a contractual relationship to the contractor. Although still under the Principal Contractor’s control during the project, the two parties may not have a contractual relationship.

# CONTROL MEASURES

1. Where the Client proposes to carry out building or engineering work, the relevant manager will assess whether or not CDM will apply.
2. Where doubt exists, then the Safety Manager should be consulted.
3. Where CDM applies, the Client management will appoint a Principal Designer to prepare the pre-construction information document, prior to appointing a contractor for the work.
4. The Client will provide the Principal Designer with any H+S information known to them and relevant to the project, including information on asbestos and other contamination, surveys, existing drawings, services and site information.
5. The Client will provide the Principal Designer with any site rules which they wish enforced, for inclusion in the Pre-tender Plan.
6. The Client, or the Principal Designer on behalf of the Client, will submit an F10 as soon as the required information is available.
7. The Client will appoint a Designer for the project.
8. The Designer will prepare a design which minimises H+S hazards and risk, both during construction and in the future use of the structure.
9. The Designer will submit the design to the Principal Designer for approval.
10. The Principal Designer will prepare the Pre-Construction information document
11. The Client will appoint a contractor as Principal Contractor, subject to the advice of the Principal Designer as to the competence and resources of those tendering.
12. The Principal Contractor will develop a H+S Plan and submit this for the approval of the Principal Designer prior to commencing the construction phase. The H+S Plan will continue to be developed throughout the project.
13. The Principal Designer will ensure the preparation of the H+S File and submit this to the Client for retention.

# THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 ROLES

## Principal Contractor (PC) Role

1. The principal contractor must:

* plan, manage, monitor and coordinate the entire construction phase
* take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
* liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
* prepare a written construction phase plan (PDF) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
* have ongoing arrangements in place for managing health and safety throughout the construction phase
* consult and engage with workers about their health, safety and welfare
* ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
* check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
* ensure all workers have site-specific inductions, and any further information and training they need
* take steps to prevent unauthorised access to the site
* liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

## Contractors

1. A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.
2. Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

### Contractors duties:

1. Contractors must:

* make sure the client is aware of the client duties under CDM 2015 before any work starts
* plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
* check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
* make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
* provide appropriate supervision, information and instructions to workers under their control
* ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
* ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

1. In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

* coordinate their work with the work of others in the project team
* comply with directions given by the principal designer or principal contractor
* comply with parts of the construction phase plan (PDF) relevant to their work
* Where a contractor is the only contractor working on a project, they must ensure a construction phase plan (PDF) is drawn up before setting up the site.

1. When working as the only contractor for a domestic client, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

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| M2 Safety Consultants Ltd |
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