

GROUP CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS 2015 POLICY & PROCEDURE

01 May 2021

Prepared by:	Health and Safety Team
Date effective from:	01/05/2021
Policy approved by:	OMT
Review Date:	01/05/2023

EIA Required?	<input type="checkbox"/>
EIA Completed?	<input type="checkbox"/>
Revision number:	2
Lead officer:	Neil Smith

1 INTRODUCTION

- 1.1 Stockport Homes Group (SHG) is committed to creating safe and healthy working environments and to the application of good health and safety practice in the design, co-ordination and project management of all construction and maintenance projects and activities. SHG aims to ensure, those duties under the Construction (Design and Management) Regulations 2015 generally known as 'CDM 2015'- are fulfilled in accordance with current legislation, best practice and relevant guidance. This document sets out SHG policy for the implementation of CDM 2015 regulations.
www.hse.gov.uk/pubns/books/l153.htm

2 AIMS

- 2.1 To ensure the SHG complies with the CDM 2015 regulations and to integrate health and safety into the management of all construction projects.
- 2.2 To liaise and communication between all parties, ensure thorough planning and management of projects from conception to completion, and managing the risks by applying the general principles of prevention.

3 SCOPE

- 3.1 All construction work undertaken for or behalf of SHG is subject to the requirements of the CDM 2015 regulations. Stockport Homes Group (SHG) also has duties and responsibilities under other health and safety legislation, including:
- The Health & Safety at Work Act
 - Workplace (Health, Safety and Welfare) Regulations
 - Management of Health and Safety at Work Regulations
 - Control of Asbestos Regulations
 - Stockport Homes Group (SHG) Health and Safety Policy

4 STATEMENT OF INTENT (SHG)

- 4.1 SHG will ensure the core requirements of the CDM regulations and other relevant legislation are met, by providing appropriate support to all the parties, to ensure the highest standards of health and safety are achieved. The same commitment is expected from all parties, consultants and contractors, and employees involved in every SHG construction project.
- 4.2 SHG will appoint competent people and other organisations at the right time. As a Client, SHG will appoint competent Principal Designers and Principal Contractors as soon as practicable and before the start of the construction phase, so enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

- 4.4 SHG will provide relevant information in order for duty holders to carry out their own responsibilities in a way that secures health and safety. Ensure that there are effective arrangements to receive, collate, and disseminate health and safety information.
- 4.5 SHG will cooperate and communicate with all other duty holders and relevant parties as directed by CDM 2015 regulations.
- 4.6 SHG will ensure that all directly appointed duty holders have suitable and sufficient training to enable them to carry out their duties under CDM 2015 regulations
- 4.7 SHG will ensure that employees are aware of their responsibilities in respect of health and safety and are properly trained to be able to fulfil these responsibilities.
- 4.8 Ensure that the CDM compliance toolkit and procedures detailed in 'CDM Procedures Guidance Manual Toolkit CS™' are communicated to all parties involved with construction work carried out for or on behalf of the SHG and are implemented, where applicable.
- 4.10 SHG will ensure that the enough time is allocated to ensure that safe working practices can be developed.
- 4.11 To collate and store all project specific Health and Safety files and other relevant information into the central 'CDM Toolkit CS' electronic archive for future reference on projects. This duty will be the responsibility of all appointed SHG Project Leaders.

5. ROLES AND RESPONSIBILITIES

- 5.1 On projects identified under CDM 2015 including but not limited to refurbishment and maintenance projects, Stockport Homes Group (SHG) will fulfil its role as 'Client'. The Client will appoint a Principle Designer
- 5.2 For most projects a named SHG employee will fulfil the role of Principle Designer (e.g. Project Leader, Development Manager/Officer etc)
- 5.2 The Client / Principle Designer will ensure the competence and resources of all appointees outlined in the CDM 2015 regulations. This will include but not limited to:
- Appoint a Principal Contractor
 - Provide relevant information to the Principle Contractor at all stages this includes, pre-construction information to Designers and Contractors and allow enough time and resources for all stages of the project.

- Ensure Pre-construction information provided is appropriate for supporting the construction phase. It should be specific to the project, highlighting any significant health and safety issues.
- Ensure that the Principal Contractor or Contractor have prepared a construction phase plan before the construction phase begins, and check that the plan adequately addresses the arrangements for managing the risks throughout the duration project of the project (the contractor must review this regularly)
- Notify the HSE of planned projects where required to do so (F10)
- Ensure there are suitable management arrangements for the project, including welfare facilities
- Ensure co-ordination and good communication is maintained with all relevant parties
- Ensure regular 'client' health and safety inspections and audits are conducted and recorded
- Ensure that the Principal Designer produces a health and safety file. Once received, the file should be retained and made available as pre-construction information when planning future construction projects.
- Ensure all relevant information is uploaded to SHG - CDM portal ('CDM Toolkit CS') within given timescales

5.3 Principle Contractor - The Principle Contractor must work with the client and principle designer throughout the project and will be responsible but not limited to the following as directed by the CDM2015 Regulations;

- Managing the construction phase
- Preparing a construction phase plan
- Ensuring adequate welfare facilities are provided
- Ensure site inductions are completed
- Ensuring good site security is in place
- Appoint contractors and workers
- Provide the right level of management and supervision
- Monitor risks on site this will include health and safety inspections and audits
- Contribute to the Health and Safety File

In depth guidance on individual roles within CDM 2015 can be found on the Assure Portal or please contact the Health and Safety Team

6. ASSEMBLING THE PROJECT TEAM

6.1 SHG, when appointing Designers or Contractors, will ensure that these duty holders have the necessary skills, knowledge and experience and, if an organisation, the organisational capability to manage health and safety risks. The extent of the checks SHG will make into the capabilities of duty holders they appoint will depend on the complexity of the project and the range and nature of the health and safety involved. This applies to both:

Single Contractor projects where SHG appoints a Designer or Contractor directly,

Or

6.2 Projects involving more than one Contractor where SHG must appoint a Principal Designer and Principal Contractor. These appointments must be made in writing as soon as is practicable and, in any event, before the construction phase begins. Where SHG fails to appoint in either of these key roles, they become responsible to fulfil the duties required in each case.

7. PRE-CONSTRUCTION INFORMATION

7.1 Pre-Construction Information (PCI) provides the health and safety information needed by Designers and Contractors who are bidding for or who have already been appointed to work on the project. It is used when planning, managing, monitoring and co-ordinating the work. PCI provides a basis for the preparation of the construction phase plan and some material may also be relevant to the preparation of the Health and Safety File.

PCI is information about the project that is already in the Client's possession or which is reasonably obtainable by or on behalf of the Client. The information must:

- be relevant to the particular project;
- have an appropriate level of detail; and
- be proportionate given the health or safety risks involved.

7.2 Examples of PCI include: the existing health and safety hazards present on the Clients site, asbestos surveys, utility information or relevant information in an existing Health and Safety File.

8. CONSTRUCTION PHASE PLAN

8.1 The Construction Phase Plan (CPP) is produced by the Principal Contractor or Contractor and must set out the arrangements for securing health and safety for the construction phase. For projects involving more than one Contractor, the Principal Contractor must ensure the CPP is drawn up and for single contractor projects; it is the responsibility of the Contractor to ensure the CPP is drawn up. In either case this must be done during the pre-construction phase before the construction site is set up. The CPP must take into account the information the Principal Designer holds such as the PCI

and any information obtained from Designers. During the construction phase, the Principal Contractor must ensure that the plan is appropriately reviewed, updated and revised so that it remains effective.

9. HEALTH AND SAFETY FILE

9.1 The Health and Safety File must contain relevant information about the project that should be taken into account when any construction work is carried out on the building after the current project has finished. The Principal Designer has primary responsibility for preparing the file, and reviewing, updating and revising it as the project progresses. If their appointment continues to the end of the project they must also pass the completed file to Stockport Homes Group (SHG) to keep. If the Principal Designer's appointment finishes before the end of the project, the file must be passed to the Principal Contractor for the remainder of the project. The Principal Contractor must then take on the responsibility for reviewing, updating and revising it and passing it to the client when the project finishes.

10. TRAINING

10.1 Employees that are expected to manage the delivery of works in line with this policy will be adequately trained and demonstrate a level of competence required for their role under the CDM Regulations. This will be monitored via regular 1x1 and through SHG Values process.

10.2 SHG provides an on-line management portal to help manage its duties under the CDM regulations, (CDM Toolkit CS) relevant employees, contractors and any other identified duty holders will receive full training and access to this resource.

11. COMPLIANCE PERFORMANCE

11.1 Monthly and quarterly progress reports will be produced highlighting non – compliance and distributed to all relevant parties.

12. EQUALITY IMPACT ASSESSMENT (EIA)

12.1 An Equality Impact Relevance Screening has determined that an EIA is not required.

13. OWNERSHIP, MONITORING & REVIEW

13.1 The policy will be monitored and reviewed in line with the Policy Review Group schedule to ensure that the policy reflects current legislation and practice. Ownership of the policy lies with the Director of Operations