

Ormiston Academies Trust

# Ormiston SWB Academy Construction Design and Management (CDM) Policy

## Policy version control

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# Contents

1. Introduction and Context	4
2. Scope	4
3. Definitions	4
4. Responsibilities	5
5. Procedure	6
5.1 Project Phases	6
5.2 Project Phases	6
6. Related Documents	7
7. Monitoring and Review	7

## **I. Introduction and Context**

The Construction (Design and Management) (CDM) Regulations 2015 are the primary guidelines for managing the health, safety and welfare of all types of construction projects, and replaced the CDM Regulations 2007.

Under the regulations, schools commissioning notifiable works fall under the category of 'commercial client' and should be aware of the extra duties and obligations placed upon them. It is vital for schools to understand the implications of these regulations as the duties are far more onerous and specific than they were previously.

This policy should be read in conjunction with OAT document:

## **2. Scope**

This policy applies to schools and academies within OAT who undertake, or plan to undertake, construction activities.

## **3. Definitions**

The Health and Safety Executive (HSE) has the following definitions.

Construction work means the carrying out of any building, civil engineering or engineering construction work and includes:

- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure

- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

The regulations mean that each school is the client, and also a contractor and designer. Schools should be aware that the HSE will be making checks on projects to ensure the regulations are being followed, and that fines will be given to any clients who are not managing projects according to them.

## 4. Responsibilities

### 4.1 The duty holder

The CDM Regulations 2015 place responsibility for managing the health and safety of a construction project on three main duty holders; the client, the principal designer and the principal contractor. Nevertheless, it is the client that has overall responsibility for the successful management of the project.

The following is a summary of what has changed in terms of the roles of the duty holders:

- **Client:** the regulations recognise the influence and importance of the client as the head of the supply chain and that they are best placed to set standards throughout a project
- **Principal designer:** the role of CDM coordinator (under CDM 2007) has been replaced by the role of principal designer. This means that the responsibility for coordination of the pre-construction phase, which is crucial to the management of any successful construction project, rests with an existing member of the design team
- **Principal contractor:** if any project has more than one contractor on site, one must be appointed by the client as the principal contractor, who then leads health, safety and welfare on the client's behalf throughout the practical delivery phase of the project. It should be noted, that the client retains overall responsibility at all times
- **Competence:** this is split into its component parts of skills, knowledge, training and experience, and, if it relates, organisational capability. This allows clients to both assess and demonstrate that project teams have the right attributes to deliver a healthy and safe project.

#### The client

The client is now responsible for everything from the pre-construction phase to the final completion/handover of the health and safety file. The client is specifically responsible for the following tasks:

- Ensuring that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected

- Ensuring that those appointed on the job are competent. If there is more than one contractor involved in a project, the client must appoint a principal designer and principal contractor in writing (otherwise the single contractor automatically takes on the role). The client must also ensure that they provide pre-construction information to every designer and contractor involved
- Facilitating good working relationships between the three main duty holders (client, principal designer, principal contractor) so that the project is successfully managed. A good, clear client brief created at the beginning of the project is one example of this
- The client must also provide welfare facilities, such as lit and ventilated toilets, lit and ventilated washing facilities next to the toilets, drinking water and cups, and facilities for rest, as well as be responsible for the issuing of the F10 notification form to the HSE.

## **5. Procedure**

### **5.1 Project Phases**

There are three important phases of a project: before, during and after construction or building work. This guide refers to them as:

- The pre-construction phase: the inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase
- The construction phase: the start to finish stage of the construction or building work
- The post-construction phase: the practical completion of the construction or building work, including handover

Designers and contractors should be appointed by clients at the earliest opportunity to help prepare and plan a project. When designers and contractors are involved early in the project, everyone is better able to plan ahead and solve problems together to deliver a more successful project.

It is important to remember that even the simplest tasks, such as arranging routine maintenance or minor building work, require adequate time to plan and manage the work safely.

### **5.2 Notifiable projects**

Clients must notify the HSE via form F10 for work that:

- Is over 30 working days (six normal working weeks) and utilises over 20 workers simultaneously (including site management)
- Involves 500 person days' worth of contractor time.

Notifiable work is not only restricted to construction. All types of contractor work are included, so long as either of the above criteria is also met by the project and it is carried out by contractors, not full-time employees.

## **6. Related Documents**

- OAT Health and Safety Policy
- Control of Contractors
- Risk assessments

## **7. Monitoring and review**

This policy is reviewed annually by the headteacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.