



Cloch Housing Association

# Construction Design and Management (CDM 2015) Policy

<b>Policy Name</b>	Construction Design and Management (CDM 2015) Policy
<b>Policy Category</b>	PS
<b>Policy Number</b>	117
<b>Date Adopted</b>	May 2022
<b>Last Review</b>	None (new policy)
<b>This Review</b>	May 2022
<b>Next Review</b>	May 2025
<b>Equalities Impact Assessment Required</b>	No
<b>Link to other policies</b>	Reactive Repairs, Adaptations, health and Safety
<b>Consultation</b>	Internal
<b>Need for Procedure</b>	No



**CONTENTS:**

1. Purpose	Page 3
2. Definitions	Page 3
3. References	Page 3
4. Duties	Page 3-4
5. Client Brief	Page 4
6. Selecting the Project Team	Page 4-5
7. Health and Safety File	Page 5
8. Notification	Page 5

## 1. Purpose

- 1.1 The aim of this policy is to ensure Cloch effectively manages the health, safety and welfare of construction projects and promotes the 'designing-in' of Health & Safety considerations for future operation of premises as a Landlord.
- 1.2 The procedures detailed within this section have been written to ensure all reasonable steps are taken to comply with the Construction (Design and Management) Regulations 2015 and the Health and Safety at Work etc. Act 1974.

## 2. Definitions

Construction phase – “any period of time starting when construction work in any project starts and ending when construction work in that project is completed.”

Contractors - “those who do the actual construction work and can be either an individual or a company.”

Designers – “those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.”

Principal contractors - “contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.”

Principal designers – “designers appointed by the client in projects involving more than one contractor. They can be an Cloch or an individual with sufficient knowledge, experience and ability to carry out the role.”

## 3. References

- Construction (Design and Management) Regulations 2015
- Health and Safety at Work etc. Act 1974

## 4. Duties

- 4.1 Cloch will have several duties throughout a project, these include:
  - Assembling the project team;
  - Making respective roles clear;
  - Ensuring sufficient time and resources for each stage of the project;
  - Putting in place effective mechanisms for communication between team members;

- Providing pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project;
- Taking steps to ensure that the principal designer and principal contractor comply with their duties;
- Ensuring a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor;
- Ensuring the principal designer prepares a health and safety file;
- Setting out steps to be followed to ensure health and safety performance is maintained;
- Providing suitable welfare facilities for workers.

## **5. The Client Brief**

5.1 Cloch will set out a clear brief for every project. Cloch will clearly highlight the arrangements for how health and safety will be managed, the key requirements and the vision of the project.

5.2 Where the range and nature of risks involved in the work warrants it, arrangements will also include:

- The expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout;
- What is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable risks during the construction phase and when maintaining and using the building once it is built (i.e. the 'designing-in' of future H&S considerations);
- The arrangements for commissioning the new building and a well-planned handover procedure to the new user.

## **6. Selecting the Project Team**

6.1 Cloch will ensure that all appointed individuals and Cloch have the necessary skills, knowledge and experience to carry out the required task.

6.2 Before appointing a contractor, Cloch will obtain the following information:

- Provision of EL/PL/PI insurance details;
- Provision of suitable references from previous clients or similar work;
- Provision of Safety Policy;
- Provision of licence to operate, where appropriate;
- Provision of risk assessments and method statements;
- Details of a membership of a Trade or a Safety Group (if relevant).

- 6.3 If there is more than one contractor involved in a project, Cloch will formally appoint a principal designer and principal contractor in writing at the earliest possible stage.

## **7. Health and Safety File**

- 7.1 Cloch will ensure that in projects with more than one contractor, the principal designer prepares, updates, reviews and revises the health and safety file to take account of the work and any changes that have occurred.
- 7.2 If the principal designer's appointment concludes before the end of the project, Cloch will ensure that the health and safety file is passed from the principal designer to the principal contractor.
- 7.3 When the project is complete, Cloch will retain the file and ensure it is available to anyone who may need it to enable them to comply with health and safety requirements during any subsequent project.
- 7.4 If the property is sold to a tenant or client, the file will be passed on to the new owner.

## **8. Notification**

- 8.1 Cloch will notify the HSE in writing / online when the construction work on a construction site is scheduled to:
- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
  - Exceed 500 person days.
- 8.2 A copy of the notification will be displayed in the construction site office where a site office is required or will be kept in the CDM file with the contractor.