

St Bartholomew & All Saints
Parochial Church Council

Health & Safety Guidance

Section C.05/A – Construction (Design & Management) Regulations

Issue No: 03
Issue Date: August 2017
Review Date: August 2020

Document Change Record

<u>Change No.</u>	<u>Date</u>	<u>Change</u>	<u>Reason for Change</u>
1	09/2014	Page 1, 'Issue No:' – delete 01, insert 02	Periodic Review
		Page 1, 'Issue Date:' – delete July 2010, insert Sept. 2014	
		Page1, 'Review Date:' – delete July 2012, insert Sept. 2017	
2	08/2017	Page 1, 'Issue No:' – delete 02, insert 03	Periodic Review
		Page 1, 'Issue Date:' – delete Sept 2014, insert Aug. 2017	
		Page1, 'Review Date:' – delete Sept. 2017, insert Aug. 2020	
		Whole document, delete 'CDM 2007', insert 'CDM 2015'	Introduction of CDM Regulations 2015
Pages 3-6, changes to text to reflect requirements of Construction (Design and Management) Regulations 2015			

Section C.05/A – Construction (Design and Management) Regulations 2015

*The following guidance is intended as a high-level overview of the new legislation and should not be regarded as a comprehensive guide. It is **strongly** recommended that advice be taken from the church architect or surveyor when embarking on a construction project of any size.*

The Construction (Design and Management) Regulations 2015 supersedes the CDM Regulations 2007

The key aim of the Construction (Design and Management) Regulations 2015 is to integrate health and safety into the management of construction projects at every stage. Incumbents, churchwardens and PCCs collectively have important new legal responsibilities under the Regulations when commissioning any construction or repair work to their churches. Also, the church architect/surveyor needs to be involved at the same time.

They also aim to help ensure construction projects are safe to build, safe to use, safe to maintain and delivers good value by:

- helping to reduce bureaucracy and paperwork – making the focus planning and management, rather than the plan and other paperwork;
- simplifying the Regulations to improve clarity – so making it easier for duty holders to know what is expected of them;
- encouraging more integration – strengthening the requirements regarding co-ordination and co-operation, particularly between designers and contractors;
- simplifying the assessment of competence (both for organisations and individuals) to help raise standards and reduce bureaucracy; and
- maximising their flexibility – to fit with the vast range of contractual arrangements.

The CDM Regulations cover all forms of construction and places legal duties on virtually **everyone** involved in construction work. Those with legal duties are commonly known as ‘dutyholders’.

The Regulations encourage everyone involved to work together as an integrated team to:

- improve planning and management of projects from the start;
- identify hazards early so that they can be eliminated or reduced at design and planning stage and the remaining risks can be properly managed;
- reduce bureaucracy and target effort where it can do the most good in terms of health and safety; and
- encourage co-operation and co-ordination of the project.

A key theme that runs throughout the Guidance is to ensure that competent appointments are made as early as possible in the life of the project.

Dutyholders

Dutyholders under CDM 2015 are:

- **Clients** – A ‘client’ is anyone having construction or building work carried out as part of their business. This could be an individual, partnership or company and includes property developers or management companies for domestic properties.
- **Principle Designers** – Appointed by the client on projects involving more than one contractor. They plan, manage, monitor and coordinate health and safety in the pre-construction phase of the project. They also prepare and provide relevant information to other duty holders and liaise with the Principle Contractor to help in the planning, management, monitoring and coordination of the construction phase.
- **Designers** – The term ‘designer’ has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings,
- **Principal Contractors** – A ‘principal contractor’ has to be appointed for projects which last more than 30 days and involves more than 20 men at any one time or involve 500 person days of construction work. The principal contractor’s role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. The principal contractor is usually the main or managing contractor for the work.
- **Contractors** – A ‘contractor’ is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.
- **Workers** – A ‘worker’ is anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. A worker could be, for example, a plumber, electrician, scaffolder, painter, decorator, steel erector, as well as those supervising the work, such as foremen and chargehands.

When is Notification required?

Notification will be required if the project, commonly referred to as a ‘construction project, is likely to:

- Last longer than 30 days and involves more than 20 men at any one time or
- Involve more than 500 person days of construction work.

Any day on which construction work is carried out (including holidays and weekends) should be counted, even if the work on that day is of short duration. A ‘person day’ is one individual, including supervisors or specialist trades, carrying out construction work for one normal working shift.

There are a number of definitions such as construction work, construction phase, structure, project, construction site etc which have specific meanings in the Regulations.

Particulars to be notified to HSE (*using HSE Form 10rev*). Ensure a copy of the notification is displayed in the site office.

1. Date of forwarding.
2. Exact address of the construction site.
3. The name of the local authority where the site is located.
4. A brief description of the project and the construction work which it includes.
5. Contact details of the client (name, address, telephone number and e-mail address, if available).
6. Contact details of the CDM co-ordinator (name, address, telephone number and e-mail address, if available).
7. Contact details of the principal contractor (name, address, telephone number and e-mail address, if available).
8. Date planned for the start of the construction phase.
9. The time allowed by the client to the principal contractor referred to in regulation 15(b) for planning and preparation for construction work.
10. Planned duration of the construction phase.
11. Estimated maximum number of people at work on the construction site.
12. Planned number of contractors on the construction site.
13. Name and address of any contractor already appointed.
14. Name and address of any designer already engaged.
15. A declaration signed by or on behalf of the client that he is aware of his duties under these Regulations.

Summary of duties under the CDM Regulations 2015

All construction projects

<p align="center">Clients (excluding domestic clients)</p>	<p>Make suitable arrangements for managing a project, including making sure that:</p> <ul style="list-style-type: none"> • Other dutyholders are appointed as appropriate • Sufficient time and resources are allocated <p>Make sure that:</p> <ul style="list-style-type: none"> • Relevant information is prepared and provided to other dutyholders • The Principle Designer and Principle Contractor carry out their duties • Welfare facilities are provided
<p align="center">Principle Designers appointed by client if project involves more than one contractor</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Identifying, eliminating or controlling foreseeable risks • Ensuring designers carry out their duties <p>Prepare and provide relevant information to other dutyholders. Liaise with the Principle Contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
<p align="center">Designers</p>	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • Construction • The maintenance and use of a building once it is built <p>Provide information to other members of the project team to help them fulfil their duties</p>

<p>Principal Contractors</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Liaising with the client and Principle Designer • Preparing the Construction Phase Plan (CPP) • Organising cooperation between contractors and coordinating their work. <p>Making sure:</p> <ul style="list-style-type: none"> • Suitable site inductions are provided • Reasonable steps are taken to prevent unauthorised access • Workers are consulted and engaged in securing their health and safety • Welfare facilities are provided.
<p>Contractors</p>	<p>Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with that of others in the project team – in particular, comply with directions given to them by the Principle Designer or Principle contractor.</p> <p>For single contractor projects, prepare a Construction Phase Plan (CPP).</p>