



Health and Safety

Construction (Design and Management) Regulations

2007

Runnymede Borough Council Policy and Procedure

LAST UPDATED: 3 June 2009

**1 SCOPE AND PURPOSE**

- 1.1 It is Runnymede Borough Council policy that any officers involved in projects which fall within the scope of the Construction (Design and Management) Regulations 2007 (ALL construction projects – paragraph 2.1) should follow the procedures and guidance set out in this Policy and Procedure document. Officers should note that this document is intended to provide guidance on the Council's internal protocols relating to the Regulations and to highlight responsibilities and duties to be aware of and action but it is not intended to be comprehensive and to substitute a detailed knowledge of the Regulations.
- 1.2 The Construction (Design and Management) Regulations 2007 (CDM 2007) came into force on 6 April 2007 broadening the scope of health and safety responsibilities and duties. They replace the Construction (Design and Management) Regulations 1994 (CDM 94) and the Construction (Health, Safety and Welfare) Regulations 1996 (CHSWR).
- 1.3 The policy aims to ensure compliance with CDM 2007 by setting out the corporate framework for the management of construction, design and maintenance work undertaken and/or commissioned by RBC.
- 1.4 Officers involved in construction projects need to be aware of these health and safety regulations.
- 1.5 CDM 2007 aims to help integrate health and safety into the management of projects and encourage everyone involved to work together to:

- \* improve the planning and management of projects from the very start.
- \* identify hazards early on, so they can be eliminated or reduced at the design or planning stage and the remaining risks can be properly managed.
- \* target effort where it can do most good in terms of health and safety; and discourage unnecessary bureaucracy.

1.6 The CDM 2007 Regulations are identified as a reference tool in Appendix B as is the Health & Safety Executive (HSE) Approved Code of Practice (ACoP) entitled 'Managing Health and Safety in Construction' (L144), which provides useful guidance on complying with the Regulations.

1.7 For assistance and advice with any queries relating to CDM 2007 please contact one of the Council's Advice Team:-

Steve Fuggles	ext 5120	(Engineering Division)
John Godden	ext 5180	(Engineering Division)
Brian Mannian	ext 5170	(Engineering Division)
Richard Webb	ext 5177	(Engineering Division)
Ed Keith	ext 5724	(Health and Safety)
Peter Alexander	ext 5842	(Housing Maintenance)
Andrew Davidson	ext 5840	(Housing Maintenance)
Rachel Pugh	ext 5649	(Legal Division)
Hywel Jones	ext 5772	(Procurement Section)

1.8 It is intended that the policy is reviewed and updated by the Head of Law on an annual basis or as legally required.

## **2 RESPONSIBILITIES AND AUTHORITY**

2.1 CDM 2007 applies to all projects that involve construction work in the UK. The term project is taken to mean any activity which will, or may, cover construction work including renovation, alteration and maintenance works as well as demolition or dismantling of a structure. It also includes all planning, management and other activities that take place up until the end of the project, including snagging and commissioning. This means that the requirements of the regulations need to be applied from the point where the need for a project is identified.

2.2 Part 1 - covers interpretation and application.

2.3 Part 2 - details general management duties applying to all construction projects.

2.4 Part 3 - sets out additional duties where a project is 'notifiable'. A project will be notifiable if the construction phase (the time works will take place on site) is likely to be more than 30 working days or involves more than 500 person days of construction work (Appendix A). It includes the requirement to appoint a CDM Coordinator (CDM-C) and the notification to the HSE using an F10 Form, by the CDM-C in accordance with Reg. 21. Electronic notification is preferred via the following link: [www.hse.gov.uk/forms/notification/f10.pdf](http://www.hse.gov.uk/forms/notification/f10.pdf) If a project is not notifiable but involves demolition or dismantling, a written plan identifying the danger and planned sequence for the works must be produced by the contractor, prior to works starting on site.

2.5 Part 4 - sets out the method and physical safeguards needed to protect health and safety.

- 2.6 Part 5 - sets out the provisions relating to civil liability.
- 2.7 The requirements of Part 2 and Part 4 apply to all construction.
- 2.8 CDM 2007 prescribes duties on project 'Clients'; 'Designers' 'Contractors' and CDM Co-ordinators'. Council Officers could fulfil all of these roles on occasions.

## **2.9 Client**

2.9.1 Officers with responsibilities for placing contracts for maintenance or new construction projects will be assuming the role of the Clients representative and they need to be aware of their duties under the CDM 2007 and ACoP. It is possible to appoint an external third party representative where in-house competencies are not available. However it is not possible to transfer any duty to that party. That remains with Client.

2.9.2 The main Client duties for all projects:

- Set up project on DMS (Document Management System) and GIS (Geographical Information System) in the form prescribed in the RBC Protocol (see Appendix N).
- Check competency of designers and contractors
- Provide information about the site and/or premises in advance of the works
- Take steps to ensure arrangements for managing duties on a project, as well as those of others, are suitable.
- Allow sufficient time and resources
- Co-operate with the contractor to allow them to discharge their duties
- Co-ordinate their own work so it does not affect the safety of those doing the job
- Ensure the contractor has appropriate welfare in place before works starts
- Make sure what is built complies with the Workplace, Health, Safety and Welfare Regulations
- Provide the contractor with adequate time for planning and preparation between their appointment and the start of the work
- Ensure information about what has been built is available so that health and safety can be managed over its life and ultimate demolition

2.9.3 Additional Client duties for notifiable projects:

- Appoint a competent CDM-C
- Appoint a competent Principal Contractor (PC)
- Do not permit work to start on site until the PC has provided an acceptable plan to manage health & safety and install welfare facilities
- Ensure a health & safety file is provided in the format in the form prescribed in the RBC Protocol (see Appendix N) for handing over at the end of the project

## **2.10 Designer**

2.10.1 Officers with responsibilities for carrying out design work for maintenance or new construction projects will be assuming the role of Designer and need to be aware of their duties under the Regulations and ACoP.

2.10.2 'Designer' work can mean specifying drawings, plans and schedules of works.

2.10.3 The main Designer duties for all projects:

- Update project on DMS and GIS if necessary
- Ensure the client is aware of their respective duties before any design work starts
- In preparing or modifying a design, avoid foreseeable risks to the health and safety of any person who will be constructing, cleaning, maintaining or using the structure, or be affected by the construction work

- Eliminate hazards which may give rise to risks and reduce risks for any remaining hazards
- Take account of the provisions of the Workplace(Health, Safety and Welfare) Regs which relate to the design of, and materials used in, the structure
- Take steps to provide information on the design of a structure or its construction or maintenance as will assist clients, contractors or other designers to comply with their duties
- Perform duties so far as reasonably practicable taking due account of other relevant design considerations

#### 2.10.4 Additional Designer duties for notifiable projects:

- Not commence work, other than initial design, unless a CDM-C has been appointed
- Take all steps to provide sufficient information on the design of a structure or its construction or maintenance to assist the CDM-C to comply with his duties, including those relating to the health & safety file.

## **2.11 Contractors**

2.11.1 Officers with responsibilities for carrying out maintenance or new construction work may find themselves assuming the role of Contractor but it is more likely that they will be supervising contractors and need to be aware of their duties under the CDM 2007 and ACoP, and ensure that the Contractors are aware and competent.

#### 2.11.2 The main Contractor duties for all projects:

- Update project on DMS and GIS if necessary in the form prescribed in the RBC Protocol (see Appendix N).
- Ensure the client is aware of their respective duties before they carry out any construction work
- Plan, manage and monitor construction work carried out by them or under their control in a way that ensures so far as reasonably possible it is without risk to health & safety
- Inform all contractors they may engage the minimum time allowed for planning and preparation before construction starts
- Provide every construction worker under their control, any information or training they need for particular work to be carried out safely and without risk to health. Regs Pt 2 para 13(4).
- Provide their employees with training which is required by virtue of regulation 13(2)(b) of the Management of Health & Safety at Work Regulations 1999.
- Not to start work on a site until steps have been taken to prevent unauthorised access to that site.
- Provide welfare facilities in accordance with Schedule 2 of the regulations

#### 2.11.3 Additional duties for notifiable projects:

- Not to undertake any construction work unless they have the details of the CDM-C, the PC, that part of the construction plan which relates to their work and the F10 has been submitted
- Provide the PC with any information which may affect the health & safety of those involved with construction work or justify a review of the plan
- Notify the PC of all those engaged by them and ensure they comply with any directions or site rules
- Notify the PC of all necessary details relating to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995(a) RIDDOR
- Ensure all construction work is carried out in accordance with the plan but if this not possible, take action to ensure health & safety and notify the PC of any findings which requires an amendment or addition to the plan.

## **2.12 CDM Co-ordinator (CDM-C) (notifiable projects only)**

- 2.12.1 Where a project is notifiable, those assuming the role of CDM-C must ensure they are aware of their additional duties under these Regulations. Officers must be aware that they should not act as a CDM-C unless they have undertaken specific CDM-C training and are confident that they are competent to act in the role on the project in question.
- 2.12.2 RBC Managers must ensure that those assuming the role of CDM-C are familiar, and comply with, the regulations and guidance for CDM-C, given in the ACoP.
- 2.12.3 The main duties of the CDM-C:
- Update project on DMS and GIS if necessary in the form prescribed in the RBC Protocol (see Appendix N).
  - Give advice and assistance to the client on complying with the regulations during a project
  - Notify the HSE of the project with the F10 submission and update as necessary
  - Ensure arrangements are made and implemented for the co-operation and co-ordination between all persons and duty holders in preparation and planning so health & safety measures are fully considered for the construction phase
  - Liaise with the PC on the contents of the H&S file, the information required to prepare the construction phase plan and any design development which may affect planning and management of the construction work
  - Promptly provide in an agreed format pre-construction information required by designers, contractors and principal contractors as is relevant to each
  - Take reasonable steps to ensure designers comply with their duties and that there is co-operation between them and the PC during construction in relation to design or amendments to the design.
  - Prepare the H&S file in agreed format (see Appendix N) and pass to the Client at the end of the construction phase.

## **2.13 Principal Contractor (PC) (notifiable projects only)**

- 2.13.1 Where a project is notifiable, Managers with responsibilities for carrying out maintenance or new construction work may find themselves assuming the role of the PC and need to be aware of their duties under these Regulations.
- 2.13.2 Managers assuming the role of the PC shall ensure that they are familiar, and comply with, the regulations and guidance for PCs, given in the ACoP.
- 2.12.3 Officers should note that nominated sub-contractors appointed by the Client must be managed by the PC on all health and safety issues.
- 2.12.4 The main duties of the PC:
- Plan, manage and monitor the construction phase in a way which ensures that as far as reasonably possible, it is carried out without risks to health or safety
  - Liaise and co-operate with duty holders during the construction phase in relation to the design or amendments to the design
  - Ensure welfare facilities are in place throughout the construction phase
  - Ensure all those carrying out construction work have a site induction, and that training and information is provided for particular work to be carried out without undue risk to health or safety
  - Provide rules where necessary for health & safety appropriate to the site and activities on it
  - Give reasonable directions to any contractor to enable the PC to comply with their duties, ensure they are informed of the minimum time to plan and prepare, and where necessary consult them on finalising the construction phase plan where relevant to the work being performed by them

- Identify with each contractor what information is likely to be required by the CDM-C for inclusion into the H&S file
- Ensure particulars required to be given notice under Reg 21 are displayed so that they can be read by those involved with the construction work
- Prepare and implement a construction phase plan which enables construction work to start without risk to health or safety. The plan to be amended when or if necessary sufficient to ensure construction can continue without risk to health or safety.
- Make and maintain arrangements which will enable the PC and the workers to co-operate in promoting and developing measures to ensure the health, safety and welfare of workers

### **3 COMPETENCY AND TRAINING**

- 3.1 The ACoP states that “Assessments should focus on the needs of the particular project and be proportionate to the risks, size and complexity of the work.”
- 3.2 Processes used to assess the competency of individuals or organisations shall comply with the guidance given in the ACoP and should form part of any tender process where CDM 2007 may apply.
- 3.3 All those with responsibilities under CDM 2007 are to ensure that those they appoint are competent to carry out their duties.
- 3.4 All those appointed under CDM 2007 must ensure that they are competent to carry out their duties. This may include appropriate training.

### **4 RELEVANT DOCUMENTS/REFERENCES**

- 4.1 The Health and Safety at Work Act 1974  
([http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1974/cukpga\\_19740037\\_en\\_1](http://www.opsi.gov.uk/RevisedStatutes/Acts/ukpga/1974/cukpga_19740037_en_1))
- 4.2 The Management of Health and Safety at Work Regulations 1999.  
(<http://www.opsi.gov.uk/si/si1999/19993242.htm>)
- 4.3 The Construction (Design and Management) Regulations 2007.  
([http://www.opsi.gov.uk/si/si2007/uksi\\_20070320\\_en\\_1](http://www.opsi.gov.uk/si/si2007/uksi_20070320_en_1))
- 4.4 Approved Code of Practice: Managing health and safety in construction. (L144)  
[Managing health and safety in construction L.pdf](#)

### **5 GUIDANCE INFORMATION**

#### 5.1 Definition of Terms:

- ACoP: An Approved Code of Practice provides guidance on how to comply with specific regulations. It has been approved by the H&S Commission and is seen as the accepted standard. It is not mandatory to follow the ACoP but it can be used as evidence in a court of law and failure to adopt the advice in the ACoP will be regarded as having failed to comply with the law.
- Business: A trade, business or other undertaking.
- CDM Coordinator (CDM-C): The person appointed to advise and assist the client on how to comply with the CDM Regulations during the project, and to ensure that

suitable arrangements are made and implemented for the co-ordination of health and safety measures during planning and preparation for the construction phase. Only appointed on notifiable projects.

- Client: A person who in the course or furtherance of a business seeks or accepts the services of another which may be used in the carrying out of a project for him; or carries out a project themselves.
- Construction site: Any place where construction is being carried out or to which the workers have access.
- Construction phase: The period of time starting when construction work in any project starts and ending when construction work in that project is completed.
- Construction phase plan: A document recording the health & safety arrangements, site rules and any special measures for the construction work.
- Construction work: The carrying out of any building, civil engineering or engineering construction work.
- Contractor: Any person (including a client, principal contractor or other person referred to in the Regulations) who, in the course or furtherance of a business, carries out or manages construction work.
- Demolition or Dismantling: The deliberate pulling down, destruction or taking apart of a structure, or a substantial part of a structure. It includes dismantling for re-erection or re-use. Demolition work normally needs meticulous planning and management to ensure that lives are not put at risk. Demolition does not include operations such as making openings for doors, windows, services or removing non-structural elements such as cladding, roof tiles or scaffolding. Such operations may, however, form part of demolition or dismantling work when carried out alongside other activities.
- Designer: Any person (including a client, contractor or other person referred to in CDM 2007) who in the course or furtherance of a business either prepares or modifies a design; or arranges for or instructs someone under their control to do so. The design relates to a structure; or a product, a mechanical or electrical system intended for a particular structure. A person is deemed to prepare a design where a design is prepared by a person under their control.
- Domestic clients: People who have work done on their own home, or the home of a family member that does not relate to their trade, or business. They have no duties under CDM 2007.
- Duty holder: Someone who has duties under CDM 2007 including; client, co-ordinator, designer, principal contractor, contractor, worker.
- Health & Safety file: Information which people, including clients, designers, co-ordinator, contractors and others involved in carrying out construction or cleaning work on a structure in the future are likely to need, but could not be expected to know.
- Health & Safety Executive (HSE): The Executive is a government agency and its job is to protect people against risks to health or safety arising out of work activities. They do this through research, information and advice, promoting training, new or

revised regulations and codes of practice, inspection, investigation and enforcement.

- Notifiable: For the purposes of the CDM 2007 Regulations, a project is notifiable if the construction phase is likely to involve more than 30 working days; or 500 person days, of construction work for a client.
- Notification: The most up-to-date information notified to HSE. A legible copy must be displayed where it can be read by people working on the site.
- Project: A project includes all the preparation, design, planning, construction work and the clearance or preparation of the site or structure for use or occupation at its conclusion required to achieve the end result desired by the client. Many projects involve several structures. Where there are substantial breaks between phases it may be each phase can be treated as a separate project, but projects should not be artificially split to avoid notification and the duties that go with it.
- Principal Contractor: The duty holder who is required to ensure effective management of health and safety throughout the construction phase of the project. The main duty is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that hazards are identified and risks are properly controlled.
- Regulations: A statutory device made under a general provision that is contained in an act of parliament. Regulations are approved by parliament and are generally absolute legal standards.

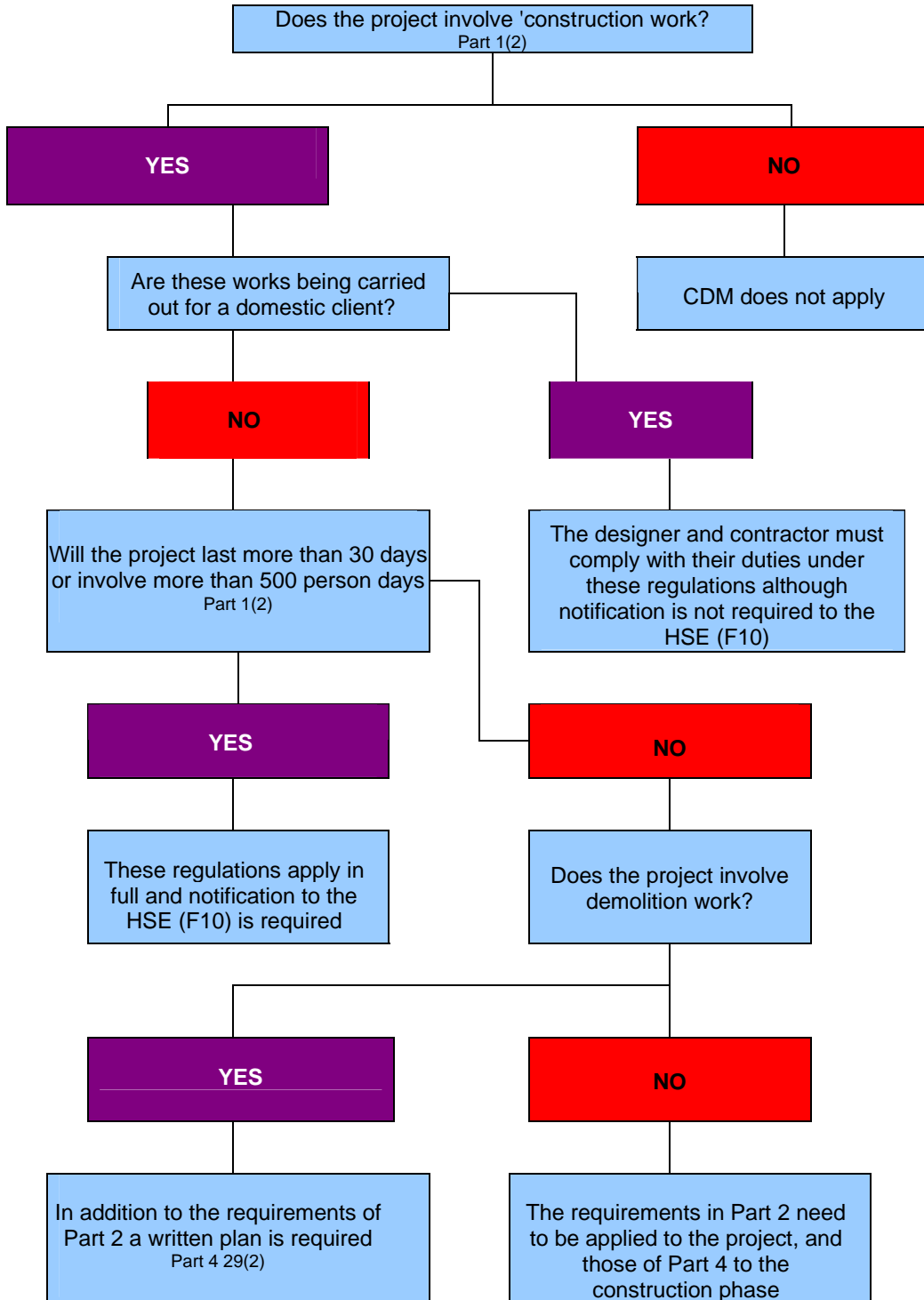
## **6 HEALTH AND SAFETY FILES**

- 6.1 The Client (or CDM Co-ordinator if one is appointed) is responsible for the collation of a Health and Safety File on completion of a construction phase. These Health and Safety Files are to be uploaded and stored electronically onto the Council's DMS system with a link to the GIS system. A protocol on the transfer of information and plans to the systems will be produced and attached to this document as Appendix N.
- 6.2 Officers should note that the Health and Safety file is not a project file. It should only contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely. Information in the file should alert those carrying out such work to risks, and should help them to decide how to work safely. It should form a key part of the information that the client, or the client's successor, is required to provide for future construction projects under Regulation 10. The file must be updated by the client (or if applicable CDM Co-ordinator) after any relevant work or surveys are carried out.
- 6.3 Records stored on the Council's DMS system will be properly indexed and, where appropriate, state how long they are kept for. For a building or construction project, this will be for their life and until they have been demolished or destroyed. If confidential, there should be an indication as to how the records must be eventually destroyed and reference should be made to the RBC policy on storage and destruction of documents.

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**When Are Projects Notifiable**



**The Construction Design and Management Regulations 2007**

The regulations are composed of 5 parts comprising of 48 regulations in total and 5 schedules. The five parts are defined as:

Part 1 – Introduction. Regulations 1 – 3. ([http://www.opsi.gov.uk/si/si2007/uksi\\_20070320\\_en\\_2#pt1](http://www.opsi.gov.uk/si/si2007/uksi_20070320_en_2#pt1))

Part 2 – General Management Duties Applying to Construction Projects. Regulations 4 – 13. ([http://www.opsi.gov.uk/si/si2007/uksi\\_20070320\\_en\\_3#pt2](http://www.opsi.gov.uk/si/si2007/uksi_20070320_en_3#pt2))

Part 3 – Additional Duties where a Project is Notifiable. Regulations 14 – 24. ([http://www.opsi.gov.uk/si/si2007/uksi\\_20070320\\_en\\_4#pt3](http://www.opsi.gov.uk/si/si2007/uksi_20070320_en_4#pt3))

Part 4 – Duties Relating to Health and Safety on Construction Sites. Regulations 25 – 44. ([http://www.opsi.gov.uk/si/si2007/uksi\\_20070320\\_en\\_5#pt4](http://www.opsi.gov.uk/si/si2007/uksi_20070320_en_5#pt4))

Part 5 – General. Regulations 45 – 48. Schedules 1 – 5. ([http://www.opsi.gov.uk/si/si2007/uksi\\_20070320\\_en\\_6#pt5](http://www.opsi.gov.uk/si/si2007/uksi_20070320_en_6#pt5))

**The Approved Code of Practice: Managing Health and Safety in Construction**

The ACoP provides practical guidance on complying with the duties set out in the Regulations.

Introduction.

Clients.

The CDM Co-ordinator (notifiable projects only).

Designers.

The Principal Contractor (notifiable projects only).

Contractors and the self employed.

Competence and training.

Worker engagement and communication.

The Health and Safety file (notifiable projects only)

Appendix 1 – The Construction (Design and Management) Regulations 2007.

Appendix 2 – Pre-construction information.

Appendix 3 – Construction phase plan.

Appendix 4 – Competence.

Appendix 5 – Guidance for assessing the competence of a CDM Co-ordinator.

Appendix 6 – Development of competence: Timeline for an unskilled construction worker.

Appendix 7 – The principals of prevention

References

**Internal Appointment of CDM-C**

To: (CDM-C/Team Leader)

From: ..... Client Officer

Project: (enter project number and title)

Subject: Appointment of the CDM-C

In accordance with the requirements of Regulation 14 of the Construction (Design and Management) Regulations 2007, I confirm that (.....) is appointed as the CDM Co-ordinator for the work at:

(Site Address)

You will lead a team which will discharge its duties in accordance with the requirements of Regulations 20 and 21 of the CDM Regulations and all additional duties contained in the attached scope of work calling upon other expertise as necessary.

This appointment will continue until you are advised in writing or until the end of the Contract.

Regards,

(Name)  
(Job Title)

On behalf of (Client Organisation)

**External Appointment of CDM-C**

To: (CDM-C's Address)

Dear

Project: (Enter project number and name)

Subject: Appointment of the CDM-C

In accordance with the requirements of Regulation 14 of the Construction (Design and Management) Regulations 2007, I confirm that (.....) is appointed as the CDM Co-ordinator for the construction work at:

(Site Address)

You will discharge your duties in accordance with the requirements of Regulations 20 and 21 of the CDM Regulations and all additional duties contained in the attached scope of work calling upon other expertise as necessary.

This appointment will continue until you are advised in writing or until the end of the Contract.

Yours sincerely,

(Name)

(Job Title)

On behalf of (Client Organisation)

**Internal and External CDM Co-ordinator – Main functions to be Undertaken**

Project Title:

The CDM co-ordinator for the project shall perform the following functions and any other functions that are duties required of the role in accordance with CDM 2007 and ACoP.

1.	Assess and advise on the competence and resources of Designers and report back to the Client.	
2.	Obtain relevant information from the Client for inclusion into the pre-construction information.	
3.	Ensure, so far as is reasonably practicable, that the Designers make adequate consideration with regard to construction, maintenance, cleaning, demolition and dismantling risks and provide adequate information on significant risks remaining. Take reasonable steps to ensure that the Designers co-operate in order to comply with the requirements of CDM Regulation 11.	
4.	Notify the Enforcing Authority of the project using link to F10	
5.	Prepare the pre-construction (health and safety) information for the project.	
6.	Advise on the competence and resources of principal contractor organisation and report on same to the client.	
7.	Assess and advise on the adequacies of a principal contractor's outline health and safety plan.	
8.	Review the developed construction phase plan for its sufficiency to commence construction and report on same to the client.	
9.	Assess and advise on the competence and resources of any contractors or Designers directly employed by the principal contractor and report on same to the client.	
10.	Take steps to ensure that a Health and Safety File is prepared and amended as necessary during the construction phase (on DMS and GIS) in the form prescribed in the RBC Protocol (see Appendix N).	
11.	On completion of construction work deliver Health and Safety File to the client.	

On behalf of ..... (Client)

Name ..... Signature ..... Date .....

On behalf of ..... (CDM Co-ordinator)

Name ..... Signature ..... Date .....

**Client (Non – Notifiable) – Main functions to be Undertaken**

Project Title:

The Client role may be transferred to another Client Department for a project to perform the following functions and any other functions that are duties required of the role in accordance with CDM 2007 and ACoP.

1.	Set up and update as necessary the project details on the Council's DMS and GIS in the form prescribed in the RBC Protocol (see Appendix N)	
2.	Check the competency of designers and contractors to undertake their respective roles	
3.	Provide information about the site and/or premises to those who require it in advance of any construction works	
4.	Ensure arrangements for managing duties on a project, as well as those of others, are suitable and in place.	
5.	Ensure the programme allows sufficient time for all persons to fulfil their roles and adequate resources are allocated to the project	
6.	Fully co-operate with the contractors so that they is allowed to discharge their duties	
7.	Co-ordinate the work of those involved in the project so it does not affect the safety of those doing the job	
8.	Ensure the contractor has the appropriate welfare facilities in place before allowing the construction works to start	
9.	Make sure what is being built complies with the Workplace, Health, Safety and Welfare Regulations	
10.	Ensure the programme provides the contractor with adequate time for planning and preparation between their appointment and construction work starting	
11.	Ensure information about what has been built is available and the any H&S file is updated so that health and safety can be managed over its life and ultimate demolition	

On behalf of ..... (Client)

Name ..... Signature ..... Date .....

On behalf of ..... (Dept undertaking Client Role)

Name ..... Signature ..... Date .....

## Appendix G

### **Client (Notifiable Projects) – Main additional functions to be undertaken**

Project Title:

The Client role may be transferred to another Client Department for a project to perform the following functions and any other functions that are duties required of the role in accordance with CDM 2007 and ACoP

1.	Make reasonable enquiries of the proposed CDM co-ordinator to assess their competence to perform the CDM co-ordinator duties and be reasonably satisfied that the resources to be allocated will be adequate.	
2.	Appoint a competent CDM-C.	
3.	Make reasonable enquiries of the proposed designer(s) to assess their competence to perform the design aspects contracted to them and be reasonably satisfied that the resources allocation are adequate to enable the Designers to comply with CDM Regulation 11.	
4.	Appoint a competent designer(s).	
5.	Provide information about the state and condition of the land and structures that are involved in the project, surrounding land and premises uses and access routes that is reasonable for a client to have or obtain and is necessary for the other duty holders to comply with the CDM Regulations.	
6.	Pass the information described above to the CDM-C.	
7.	Act as co-ordinator for any other information requested by the CDM co-ordinator and/or Designers during the course of the design and planning phase(s) of the project.	
8.	Ensure all contractors appointments have been made in accordance with Runnymede Borough Council's Contract Standing Orders and Selection Procedures managed by Contracts and Procurement.	
9.	Make reasonable enquiries of the proposed principal contractors to assess their competence to perform the principal contractor's duties and be reasonably satisfied that the resources to be allocated will be adequate.	
10.	Appoint a competent principal contractor.	
11.	Control the commencement of construction so that construction does not start until an adequate construction health and safety plan has been prepared by the principal contractor.	
12.	Make reasonable enquiries of any proposed contractors and/or specialists who will be contracted by the client to assess their competence to perform their work in compliance with the Management of Health and Safety at Work Regulations and other health and safety legislation and be reasonably satisfied that the resources to be allocated will be adequate. Advise the client of the result of this assessment.	
13.	Receive the Health and Safety File(s) from the CDM Co-ordinator upon completion of construction.	
14.	Maintain the Health and Safety File(s) (on the DMS and GIS) as any modifications are made to the structure(s) and keep it available for inspection by any person who may need the information contained for the purposes of complying with the	

	CDM Regulations or other health and safety legislation.	
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On behalf of ..... (Client)

Name ..... Signature ..... Date .....

On behalf of ..... (Dept. undertaking Client Role)

Name ..... Signature ..... Date .....

**Pre-Construction (Health and Safety) Information Checklist**

Project Title:

<b>Description of Project</b>		
	Programme description and Programme details	
	Minimum amount of time between PC appointment and start of construction on site	
	Details of Client, Designers, CDM Co-ordinator and other consultants	
	Extent and location of existing records and plans	
	Whether the structure/facility will be used as a workplace	
<b>Client's considerations and management requirements</b>		
	Structure and organisation	
	Safety goals for the project and arrangements for monitoring and review	
	Permits and authorisations requirements	
	Emergency procedures	
	Site rules and other restrictions on contractors, suppliers and others e.g. access arrangements to those parts of the site which continue to be used by the Client	
	Activities on or adjacent to the site during the works	
	Arrangements for liaisons between parties	
	Security arrangements	
<b>Environmental restrictions and existing on-site risks safety hazards, including:</b>		
	Boundaries and access, including temporary access	
	Adjacent land uses	
	*Working time restrictions/ Noise/ Dust/ Vibration/ Mud	
	Environment Agency requirements	
	Existing storage of hazardous materials	
	Location of existing services – water, electricity, gas, etc.	
	Ground conditions	
	Existing structures – stability, or fragile materials	
<b>Health hazards, including:</b>		
	Asbestos, including results of surveys	
	Existing storage of hazardous materials	
	Contaminated land, including results of surveys	
	Existing structures hazardous materials	
	Health risks arising from Client's activities	
<b>Significant design and construction hazards</b>		
	Design assumptions and control measures	
	Arrangements for co-ordination of on-going design work and handling design changes	
	Information on significant risks identified during design (health and safety risks)	
	Materials requiring particular precautions.	
<b>The Health and Safety File</b>		
	Format, content and arrangements for keeping information up-to-date.	

\*To be stipulated by the Borough Council Planning &amp; Environmental Protection Teams

**CDM Co-ordinator - Check List**

Project Title:

1.	Received a formal appointment to act as CDM Co-ordinator on Project from Client.	
2.	Formally request information from the Client in order to pass on to/co-ordinate with Designer's risk assessment information.	
3.	Arrange for a site meeting with all Designers and possibly including the Local Authority, Police, Statutory Companies, etc., as necessary.	
4.	Review Design. If necessary write to Designer(s) with regard to details of additional safety requirements to be considered, e.g. risk assessments, method statements, etc.	
5.	Prepare site specific Pre-Construction (Health & Safety) Information and agreeing relevant aspects with the Client.	
6.	Agree environmental considerations with Runnymede Borough Council Planning & Environmental Protection Teams.	
7.	Obtain Principal Contractor's work programme, with start and finish dates together with number of persons on site.	
8.	Request Principal Contractor prepare draft Construction Phase Plan, including specific method statements where necessary.	
9.	If unhappy with capabilities of the Designers and the Contractors nominated to work on the project advise the Client.	
10.	Set project on DMS with link to GIS in the form prescribed in the RBC Protocol (see Appendix N). Update as necessary.	
11.	Prepare F10 and issue to HSE.	
12.	Agree the adequacy of the Construction Phase Plan.	
13.	Ensure Principal Contractor has a copy of the F10 for display on site.	
14.	<p>Compile the Health and Safety File with the content and format agreed with the Client in the form prescribed in the RBC Protocol (see Appendix N). Updated as project progresses. Liaise with other RBC Data Managers for registering and updating of necessary site records as follows :-</p> <ul style="list-style-type: none"> <li>• Project Directory on RBC database</li> <li>• As Built Drawings including information for Site Layout Drawings - AutoCad and or PDF</li> <li>• Design Data, i.e. information for Runnymede Borough Council Records, e.g. cable records, fault management system, project progress sheets, systems integration records</li> <li>• Utilities and Services information</li> <li>• Operation and maintenance information</li> <li>• PC documents and information</li> <li>• Details of any residual hazards</li> <li>• Other records</li> </ul>	
15.	Other project specific considerations.	

**Designer - Check List (Internal Use Only)**

Project Title:

	Apply the principals of CDM to the design process	
	Advise the client that a CDM Co-ordinator should be appointed and take reasonable steps to make sure that the Client is aware of his duties under the Regulations.	
	Do you know the identity of the CDM-C?	
	Have you co-operated with the other Designers?	
	Have you ensured that the design includes adequate information about any aspects that might affect the health or safety of persons carrying out construction or subsequent cleaning/maintenance work?	
	Set up project CDM risk assessment register. Record and/or link to where all relevant information affecting health and safety is located.	
	Obtain and make available all the other utility records before completing initial design.	
	Are ground conditions suspect? Arrange survey/testing as necessary.	
	Provide details of any generic or project/site specific risks.	
	Have risks to health and safety, so far as is reasonably practicable, been avoided during construction of the job and for any future work?	
	Have you reduced risk at source if avoidance is not possible?	
	Have you considered measures to protect people if neither avoidance nor reduction to a safe level is possible?	
	Have you considered provision for future maintenance of the equipment?	
	Have the scheme documents, including plans, diagrams, technical reports, specifications, other utility records, etc., been communicated to the Principal Contractor/Service Providers?	
	Have you passed relevant information to the CDM Co-ordinator and provided reports, specifications and utility records, etc., necessary for compiling the Health and Safety File?	
	Have you updated the CDM Co-ordinator with any redesign work or information?	
	Other project specific considerations.	

**Principal Contractor (Internal) - Checklist**

Project Title:

<p><b>1. Description of Project</b></p> <ul style="list-style-type: none"> <li>• Project Description and programme details</li> <li>• Mobilisation period for commencement of construction work</li> <li>• Details of Client, Designers, CDM Co-ordinator and other consultants.</li> <li>• Extent and location of existing records and plans</li> </ul>	
<p><b>2. Communication and management of the work</b></p> <ul style="list-style-type: none"> <li>• Management structure and responsibilities</li> <li>• Health and safety goals for the project and arrangements for monitoring and review of health and safety performance</li> </ul> <p><b>Arrangements for</b></p> <ul style="list-style-type: none"> <li>• Regular liaison between parties, on-site consultation with the workforce, the exchange of design information between the client, Designers, CDM co-ordinator and contractors on site</li> <li>• Handling design changes during the project</li> <li>• The selection and control of contractors</li> <li>• The exchange of health and safety information between contractors</li> <li>• Security, site induction and on-site training</li> <li>• Welfare facilities and first aid</li> <li>• The reporting and investigation of accidents and incidents including near misses</li> <li>• The production and approval of risk assessments and method statements</li> <li>• Site rules</li> <li>• Fire and emergency procedures</li> </ul>	
<p><b>3. Arrangements for controlling significant site risks</b></p> <p><b>Safety risks</b></p> <ul style="list-style-type: none"> <li>• Services, including temporary electrical installations;</li> <li>• Preventing falls;</li> <li>• Work with or near fragile materials</li> <li>• Control of lifting operations</li> <li>• Dealing with services (water, electricity and gas)</li> <li>• The maintenance of plant and equipment;</li> <li>• Poor ground conditions</li> <li>• Traffic routes and segregation of vehicles and pedestrians;</li> <li>• Storage of hazardous materials</li> <li>• Dealing with existing unstable structures</li> <li>• Accommodating adjacent land use</li> </ul>	

<ul style="list-style-type: none"> <li>• Other significant safety risks</li> </ul>	
<p><b>4. Health Risks</b></p> <ul style="list-style-type: none"> <li>• Removal of asbestos;</li> <li>• Dealing with contaminated land;</li> <li>• Manual handling;</li> <li>• Use of hazardous substances;</li> <li>• Reducing noise and vibration; and</li> <li>• Other significant health risks.</li> </ul>	
<p><b>5. Health and Safety File Arrangements –</b></p> <ul style="list-style-type: none"> <li>• Layout and format to be prepared in accordance with RBC's instructions</li> <li>• Arrangements for collecting, updating and passing information to the CDM-C</li> </ul> <p>And if internal:-</p> <ul style="list-style-type: none"> <li>• Update project on DMS and GIS if necessary in the form prescribed in the RBC Protocol (see Appendix N).</li> </ul>	

**Memorandum/Letter of Appointment of Principal Contractor**

To: *Principal Contractor Project Manager / (Principal Contractor's Address)*

From: ..... *Client*

Project: *(enter project number and title)*

Subject: Appointment of Principal Contractor

In accordance with the requirements of Regulation 14 of the Construction (Design and Management) Regulations 2007, I confirm that (.....) has been appointed as principal contractor performing the necessary duties for the construction work at:

*(Site Address)*

You will discharge your duties in accordance with the requirements of Regulations 22 and 16 of the Regulations and any additional duties contained in the Runnymede Borough Council Procedure on the management of CDM, and instructions.

The CDM co-ordinator is:

*(CDM Co-ordinator)*

This appointment will continue until you are advised in writing or until the end of the contract.

Yours sincerely,

*(Name)*

*(Job Title)*

On behalf of *(Organisation)*

**Example: Designer's CDM Risk Register**

Project Title:

A document where hazards are recorded, primarily risk assessed and where mitigation measures or controlling actions are recorded is called a CDM Risk Register.

Designers need to concentrate on hazard elimination and risk control. The work carried out by designers shall form the core of the development work towards a robust and fully inclusive CDM Risk Register.

<b>REF No:</b>	<b>Hazard/Issue:</b>	<b>CDM-C's Comments (Progress/Status):</b>

**DMS/GIS Protocol for the storage of Health & Safety files**

**Under development**