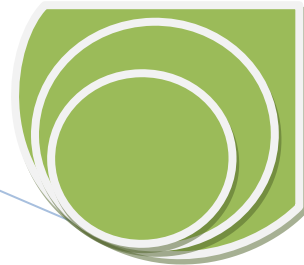


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NO 14 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM) 2015

INTRODUCTION

The Construction (Design and Management) Regulations 2015 (CDM) applies to construction projects in Great Britain and came into force 6 April 2015.

Construction sites are proven to be amongst the most dangerous workplaces in the UK causing high rates of fatalities and accidents each year particularly on smaller projects.

The main aim of CDM, is to minimise the likelihood of accidents in the construction industry, through improved planning and management of health and safety.

CDM covers a very broad range of construction activities such as building, civil engineering, construction work, demolition, site preparation and site clearance. It is important to note that construction under CDM also extends to other less obvious activities including, renovation, redecoration, installation, maintenance, and dismantling of structures. Structures mean, amongst others, buildings, harbours, roads, underground tanks, pylons, silos, access equipment etc. Thus many trades fall within these regulations.

The CDM Regulations essentially set out a health and safety project management system that covers all the stages of a construction project starting with the initial design concept through to completion of the works. CDM should be fully integrated with the whole project management process and should not be a secondary process. It also requires planning and management for ongoing maintenance during the life of the structure to its eventual demolition or dismantling.

Another key aspect of the CDM Regulations is that risks are required to be identified as early in the project as possible, particularly at the design and planning stage, in order that risks can be avoided or reduced before work commences. If there are remaining risks at the start of construction, then these will need to be properly managed.

Duty holders

Legal duties apply under the CDM Regulations to 'Duty holders', i.e. Clients, Designers, Contractors and workers for all construction projects even for simple, short duration work.

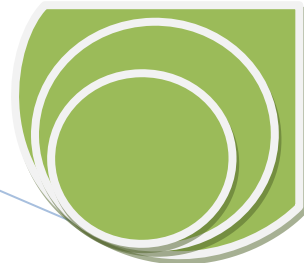
For those projects which involve more than one contractor working on the project at any time, additional statutory duty holders called, Principal Designer and Principal Contractor must be appointed by the Client.

Notifiable projects

If the actual construction work is scheduled to last more than 30 days and have more than 20 workers working simultaneously at any point in the project or involve more than 500 person days (only days likely to be worked are counted)*, then the Health and Safety Executive (HSE) must be formally notified of the project by the client or someone on their behalf, using the HSE's online F10 form via <https://extranet.hse.gov.uk/lfservlet/external/f10> as soon as practicable before the construction phase begins.

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Alternatively, the form available in shrec sheet No 12 entitled, 'CDM F10 Notification of a construction project' can be copied and once completed, posted to: Scanning Centre, Health and Safety Executive, c/o Central Despatch, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS.

* This criteria also applies to work which is likely to involve just one contractor on a project or where work is being undertaken on behalf of a domestic client.

If the scope and arrangements for the project changes during pre-construction, the client needs to arrange for the HSE to be informed of relevant changes to the Notice. Also, if the project is initially not deemed to be notifiable but subsequently meets the criteria above, the client must notify the HSE as soon as possible.

Information required to be notified to the HSE.

- Date of forwarding the notice.
- Address of the construction site or precise description of its location.
- The name of the local authority where the construction is located.
- A brief description of the project and construction work involved.
- Contact details of the Client, Principal Designer and Principal Contractor: their name and address, telephone number and email address (if available).
- Planned start date for construction work.
- Time allocated by the client for the construction work (this is to demonstrate that sufficient time is set aside in the budget for planning the Health and Safety part of the project).
- Planned duration of construction phase.
- Estimated maximum number of people at work on the site and planned number of contractors on site.
- Name and address of any contractor and designer already appointed.
- Declaration signed by or on behalf of the client that the client is aware of the client duties under the CDM Regulations (note: it is key that the client is aware of their duties).

An up to-date Notification must be clearly displayed in the construction site office where it can be read by anyone on the site.

RESPONSIBILITIES OF DUTY HOLDERS

The CDM Regulations encourage duty holders, i.e. Clients, Designers, Principal Designers, Contractors and Principal Contractors to focus on planning and management rather than creating unnecessary paperwork. Any documentation developed should be relevant and useful.

In order to help projects run smoothly, efficiently and to minimise risks, it is expected that duty holders promote and implement project team integration through effective co-operation, co-ordination and communication (including with other sites and neighbouring parties). This extends to providing relevant information, instruction, training and supervision.

All information and instructions should be simple and understandable, in clear English (and/or other languages where appropriate) and in a logical sequence. The HSE recommend the use of, e.g. illustrations, photographs or diagrams to support written communication where appropriate. The amount of detail should be proportionate to the size and complexity of the project/work.

Another key aspect of construction work is for duty holders to consult with workers in line with the Health and Safety (Consultation with Employees) Regulations or Safety Representatives and Safety Committees Regulations.

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Quality of appointees

The CDM Regulations require suitable organisations and individuals to be appointed as soon as practicable (and before the commencement of any construction work). Those doing the appointment should ensure that the appointees have suitable skills, knowledge and experience to undertake the work.

If the duty holder is an organisation they should also have good organisational capabilities, i.e. have the policies, structure, management systems, etc. in place to meet acceptable health and safety standards.

In order to assess organisational capabilities, there are a number of options that can be taken by those doing the appointing, e.g.: -

- Use their own method for gathering and assessing information about the organisation.
- Use a standardised pre-qualification questionnaire based on PAS 91 (Publically Available Specification), entitled, 'Construction related procurement'.
- Ask if the organisation is accredited to a scheme such as CHAS, SMAS, SafeContractor or other members of the Safety Scheme in Procurement forum, SSIP (see fact sheets on SSIP, CHAS, SMAS, etc on owncloud).
- Use SHREC Ltd's Sub-contractor health and safety questionnaire available on owncloud.

Not only should duty holders check the qualities of appointees, anyone accepting work must be sure they have the skills, knowledge, training, experience and organisational capabilities to carry out the work to ensure good health and safety.

Where contractors employs / appoints an individual to carry out tasks on a construction site they must ensure they have the necessary skills, knowledge, training and experience. The HSE recommend that workers should demonstrate their qualities by possessing a nationally recognised qualification, e.g. NVQ/SVQ. The HSE suggest that reliance on industry certification cards or similar be avoided. Contractors should consider further training, refresher training, suitable levels of on-site supervision, on-site assessments, etc. for those workers who may not fully demonstrate the required qualities.

The level of enquiries that a duty holder should take depends on the type of work, level of risk and the complexity of the activity.

General principles of prevention

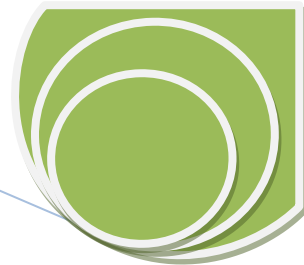
For all projects, Designers, Principal Designers, Contractors and Principal Contractors, as part of their duties, are required to identify and implement procedures to control risks by applying the HSE's 'General principles of prevention' criteria as summarised below: -

- Avoiding (eliminating) risks.
- Evaluating the risks which cannot be avoided.
- Addressing the risks at source first, e.g. fix noisy equipment before issuing ear protection.
- Adapting the work to the individual, e.g. consider their capability.
- Monitoring and implementing new technical solutions.
- Replacing the dangerous by the non or less dangerous.
- Developing a policy on prevention.
- Giving collective protective measures priority over individual protective measures, e.g. using a scaffold instead of individuals using ladders.
- Instructing employees.

Each of the following duty holders has specific duties to follow by law. It is permissible for organisations to

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undertake more than one duty at a time. For example, a Client could, in practice, fulfill all the roles of Designer, Principal Designer, Contractor, Principal Contractor and worker. It is important however, that they have the skills, knowledge, training, experience, organisational capability (if an organisation), and sufficient time and resources allocated to each role, in order to adequately fulfill the legal duties.

Designers and contractors must not accept to undertake work unless they can satisfy the requirements raised above.

Anyone working under the control of others must report to them anything that they are aware of which is likely to be a danger to people.

CLIENTS

Clients under CDM are companies, organisations or individuals for whom a construction project is carried out including local authorities, partnerships, schools, charities, vets, dentists, care homes, landlords, insurance companies, etc. It is also important to note that work undertaken on behalf of Domestic clients comes under CDM 2015.

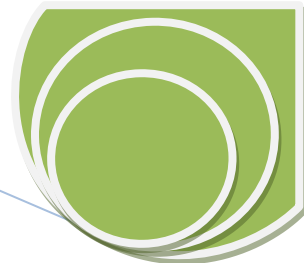
Clients have a key influence on how a project is run as they ultimately decide on the project team, budget, and arrangements for managing the project. Clients also decide what is constructed and where and when the project is undertaken and the level of co-operation and communication between members of the project team. Thus, Clients are the head of the procurement chain and can be held accountable for the impact of health and safety issues. If Clients do not have sufficient knowledge, skills and experience of managing the construction projects or an understanding of their duties then they should seek help from suitable competent people / specialist advisers to assist them.

For all projects Clients must: -

- Appoint Designers and Contractors with appropriate skills, knowledge, training, experience and who are adequately resourced. If they are an organisation, they should have suitable organisational capabilities. Clients need to be aware of other duty holder's CDM responsibilities and also take reasonable steps to ensure duty holders fulfil these responsibilities before and during the construction phase.
- Ensure the HSE are notified of the project for 'notifiable' projects.
- Make suitable arrangements for managing, maintaining and reviewing the project for its duration with regular liaison with all duty holders. This should include allocating sufficient time to assess risks, creating the project team, ensuring roles and responsibilities are clear, stipulating that regular meetings are held or regular progress reports are issued, and requiring co-operation, communication and coordination between parties. The amount of involvement of the client will depend on the size of the project and the level of risks.
- Ensure so far as reasonably practicable that the construction work is carried out without risks to health and safety.
- Clients must also ensure that adequate welfare facilities are in place before the commencement of a project and are available throughout the construction phase.
- Provide information ('Pre-Construction Information') about, e.g. the site's hazards, site rules, client's brief, as soon as possible, to designers and contractors who are designing, bidding and planning for the work. Information is likely to include, where relevant, expected standards, project management arrangements, timescales, contacts, details from a previous H&S File, drawings, plans, manuals, location of utilities, asbestos and contaminated land survey reports. If information is not available, the Client must take reasonable steps to acquire such information (see section on Pre-Construction Information).

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- If only one contractor is likely to be involved with the project, ensure a Construction Phase Plan (see section on key documentation required under CDM) is drawn up by the contractor before construction work begins.

Additional Client duties for projects which involves more than one contractor working on the project at any one time: -

- Appoint, as soon as possible in the design process, a Principal Designer to control the pre-construction phase and appoint a Principal Contractor, as soon as practicable before the construction phase begins, to control the construction phase. Clients need to regularly liaise with these duty holders throughout the duration of the project and take reasonable steps to ensure they comply with their duties.
- Provide information ('Pre-Construction Information') relevant to health and safety of the project as early as possible to the Principal Designer and Principal Contractor.
- Ensure that work does not start before the Construction Phase Plan has been prepared by the Principal Contractor.
- Ensure the Principal Designer prepares, regularly reviews and revises a Health and Safety File (see section on key documentation required under CDM) whilst they are employed. This duty passes to the Principal Contractor if the Principal Designer's contract has ended.
- Retain and revise the Health and Safety File as new information becomes available, including after project completion, and provide access to others e.g. new owners and to those who undertake further works on the site.

Note: If the client does not appoint a Principal Contractor or Principal Designer, the Client (not Domestic clients) will have to assume these duty holder roles and liabilities.

Domestic Clients

Domestic clients are those people who have construction work undertaken on their own home or the home of a family member which is not carried out as part of a business whether for profit or not. Domestic clients can take the role of the 'Client' as described by CDM but they will then potentially attract liabilities under the Health and Safety at Work Act.

For work on domestic premises the CDM 2015 requirements are applicable to the HSE notification rules, appointment of duty holders including Principal Designers, Principal Contractors, the development of Construction Phase Plans and Health and Safety Files.

For Domestic client commissioned work, the Contractor will assume the role of Client for the CDM project, as well as carry out their contractor duties, if they are the only contractor involved with the work. However, for projects which involve more than one contractor, the Principal Contractor will take on the role of the Client under CDM.

Alternatively, Principal Designers may take the CDM role of the 'Client' by written agreement with the domestic client, as well as carry out their Principal Contractor duties where the project is likely to involve more than one contractor.

By written contract the Domestic client could agree that the Designer coordinates and manages the project.

If the Domestic client does not appoint a Principal Designer or a Principal Contractor then the Designer in control of the pre-construction phase will take the role of the Principal Designer and the Principal Contractor role will be undertaken by the contractor in charge of the construction phase.

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More than one client

Where there is more than one client for a project then it is recommended that one of the parties accepts, by contract, to fulfil the roles as described by the CDM regulations.

DESIGNERS

The definition of design and Designer is very wide within CDM. Designers can be an organisation or an individual who prepares or alters drawings, selects materials or substances, prepares bills of quantities, makes calculations.

Therefore, designs and Designers will arise at many stages during the construction process, from the initial design through to actual construction (including temporary works). Designers could be architects, quantity surveyors, surveyors, civil or structural engineers, consultants, Principal Contractors or even Contractors.

Some individuals may inadvertently become Designers and attract associated liabilities, for example, if a Client specified certain materials to be used or stipulated a way of working, they would become a Designer duty holder.

Designer duties for all projects: -

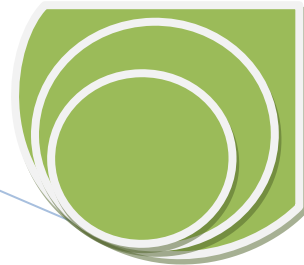
- Not start designs unless they are satisfied the Client is aware of their 'Client' CDM responsibilities.
- Ensure Designers they appoint have the necessary skills, knowledge and experience and organisational capabilities (if an organisation).
- It is likely that initial feasibility discussions about a construction project are held between a Client and a Designer. Therefore, the Designer should ensure that the Client is fully aware of the Client's own CDM responsibilities before construction commences. Thus, Designers have to be fully aware of the requirements of CDM.
- Designers are also in a unique position to fulfil one of the key fundamental requirements of CDM in that they are able to highlight to other duty holders health and safety hazards early and design out or minimise/control foreseeable risks that could occur during or even after construction, e.g. during maintenance, cleaning, refurbishment, demolition.
- Provide information to the Client for the Pre-Construction Information and use existing Pre-Construction Information when preparing or modifying designs.
- Provide relevant design instructions and information, to other designers and contractors via notes on design drawings, such as risks that cannot be designed out, for the construction or for maintenance of the structure
- Co-ordinate their own design work and co-operate with other designers and project members and exchanging drawings, information, etc. where necessary.
- Take account of the provisions of the Workplace (Health, Safety and Welfare) Regulations which relate to the design of, or materials used in the building / structure.

ADDITIONAL Designer duties for projects which are likely to have more than one contractor: -

- Make the Client aware of the requirements to appoint a Principal Designer and Principal Contractor before work commences.
- Provide information for the Health and Safety File, e.g. design drawings.
- Co-operate with the Principal Designer during the design process and inform the Principal Designer of risks that cannot be designed out or cannot be reduced or controlled.
- If a Domestic client fails to appoint a Principal Designer then the designer in control of the preconstruction phase of the project will assume Principal Designer duties.

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PRINCIPAL DESIGNERS

This position, appointed by the Client, is only applicable for construction projects where there is likely to involve more than one contractor on a construction project. The Principal Designer can be an organisation or an individual (for smaller projects) and is the selected designer on the project who manages, coordinates and controls the preconstruction phase, from concept design to the start of construction work, but may continue during the construction phase if design issues arise.

This role requires good technical knowledge of the construction industry and a level of understanding, experience, knowledge and skills to manage and coordinate the pre-construction phase and any design work during construction. If this role is undertaken by an organisation then appropriate organisational capability will also have to be demonstrated.

There should only be one Principal Designer on a project but the organisation/individual who takes this role may change during the course of the project.

Principal Designer's duties: -

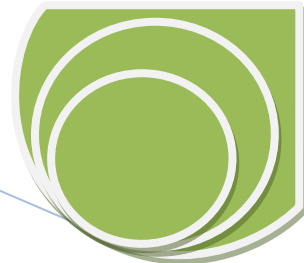
- Advise the Client on their Client CDM health and safety duties and help identify and collect suitable Pre- Construction Information and distribute relevant information to other interested parties.
- Where the Principal Designer appoints Designers, check that they have sufficient skills, knowledge, experience and organisational capabilities (if an organisation).
- Plan, manage, monitor and coordinate health and safety during the pre-construction phase of the project and estimate the time, early in the project, required to complete the work.
- Ensure foreseeable risks that could occur during or even after construction, e.g. during maintenance, are identified, designed out or controlled by design.
- Provide relevant information (including information from Pre-Construction Information and from relevant previous Health and Safety Files) to other duty holders.
- Co-ordinate the health and safety aspects of the design work whilst ensuring continued communication and co-operation between Designers. Provide information to assist Designers with their work and ensure they exchange relevant information and drawings.
- Be satisfied that the designs and process address the hazards and risks associated with the work and structure and that other designers comply with their CDM duties (as above).
- Check that Designers have taken account of the provisions of the Workplace (Health, Safety and Welfare) Regulations which relate to the design of, or materials used in the structure.
- Facilitate good communications and co-operation between Designers, Client, Principal Contractor and Contractors.
- Liaise (whilst they are employed) with the Principal Contractor on any design issues during the planning, management, monitoring and coordination of the construction phase. Provide relevant information to the Principal Contractor which will assist them with developing the Construction Phase Plan.
- Prepare and regularly update the Health and Safety File as the construction phase continues and
- handover the File to the Client or Principal Contractor (if relevant).
- Take on the role of a Client as defined by CDM, if required, and by written agreement, when working for a domestic client.

CONTRACTORS

Contractors are those organisations or individuals who do the actual work and can be either an individual or an organisation. Alternatively, Contractors can be defined as organisations or individuals who directly employ or engage construction workers or manage construction work.

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Contractor's duties for all construction projects: -

- Check that the Client is aware of their 'Client' related CDM duties.
- Plan, manage and monitor the health and safety under their control.
- Where there is only one contractor involved with the project, the contractor must ensure a construction phase plan is developed before the work begins and that it is updated during the project.
- Provide relevant risk assessments and method statements.
- Seek specialist support, where necessary.
- Ensure sufficient resources, suitable plant and equipment.
- Check that sub-contractors, workers and other persons appointed by them have suitable skills, knowledge, training and experience and organisational capabilities (if an organisation). Ensure that they are adequately resourced, supervised and inducted.
- Provide relevant information, including from Pre-Construction Information and from relevant previous health and safety files, site rules, client brief, etc. to subcontractors and workers under their control, particularly hazards and control measures, through inductions (see section on inductions), training or meetings.
- Ensure that the Workers are properly consulted regarding health and safety.
- Co-operate with duty holders and others. Co-ordinate work between all parties.
- Take reasonable steps to prevent unauthorised access to the works.
- Report any accidents and manage the emergency arrangements.
- Provide adequate welfare facilities to their own employees and anyone under their control.
- For notifiable projects, display the HSE notification details in the construction site office where it can be read by workers. The notice must be updated where necessary.
- If there is only one contractor involved with the project for a domestic client, take on the role of the Client as defined by CDM.

Contractor's duties for where there is more than one contractor on site: -

There are additional duties for Contractors where construction projects are likely to involve more than one contractor:

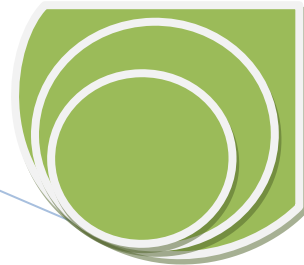
- Co-operate with the Principal Contractor, Principal Designer and others working on the project.
- Follow reasonable directions from the Principal Contractor and the Principal Designer and from the applicable requirements detailed in the Construction Phase Plan.
- Liaise with the Principal Contractor on the provision of welfare facilities during the works.
- Plan their own work but in coordination and cooperation with other duty holders.
- Communicate to the Principal Contractor, any accidents or incidents, risks to others from their work and any queries arising from the effectiveness of the Construction Phase Plan which maybe causing problems.
- If a Domestic client fails to appoint a Principal Contractor then the contractor in control of the construction phase of the project takes on the Principal Contractor's duties.

PRINCIPAL CONTRACTORS

Clients appoint Principal Contractors only for construction projects that are scheduled to involve more than one contractor. Principal Contractors are normally the main contractor and have the overall responsibility, with the support of Contractors, for planning, coordinating, managing and monitoring health and safety during the construction phase. The Principal Contractor can be an organisation or person and must have the necessary skills, knowledge and organisational capabilities (if an organisation), leadership skills and experience to fulfil the role based on the nature and complexity of the project. There should only be one Principal Contractor per project at any one time.

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Principal Contractor's duties: -

- Plan, manage, monitor and coordinate health and safety of the construction phase whilst liaising with the Client and Principal Designer and estimate the time required to plan the work or work stages.
- Develop, implement and keep up to date the Construction Phase Plan and provide Contractors with access to relevant parts of the plan.
- Utilise information contained in the Pre-Construction Information, site rules, client brief, etc. for planning and managing the project.
- Liaise with other duty holders in identifying significant risks of the work and determining the suitable control measures that need to be implemented.
- Check that anyone they appoint has the necessary skills, knowledge, experience and organisational capabilities (if an organisation) to undertake the work safely. Also ensure that workers have received an adequate level of training for the planned tasks.
- Ensure suitable welfare facilities are available at the start of the project and ensure their continued availability and maintenance during the project.
- Ensure sufficient resources, suitable plant and equipment.
- Engage with workers and ensure that they have site inductions (see section on site inductions) and any further information required to undertake the work safely.
- Consult with workers on health and safety issues during the project, by e.g. holding meetings, when required.
- For Notifiable projects, display the F10 form in the site office and preferably display the Health and Safety law poster, current insurance certificates and other key information, e.g. site plans.
- Ensure co-operation between duty holders. This includes co-operation of contractors whilst coordinating their work and encouraging a teamwork approach.
- Ensure there is effective and suitable site supervision and that the construction work is adequately monitored.
- Take reasonable steps to prevent unauthorised access.
- Provide the Principal Designer with information for the Health and Safety File.
- Take over the preparation and maintenance of the Health and Safety File if the services of the Principal Designer have finished.
- Take on the duties of a Client as defined by CDM, for domestic clients.

WORKERS

Workers are those who work for contractors and their responsibilities for all projects include: -

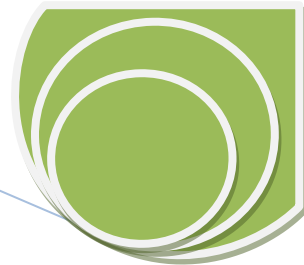
- Take care of their own health, safety and welfare and others who may be affected by their actions.
- Read and understand health and safety information provided.
- Follow site rules.
- Attend any relevant induction (see section on site inductions) or training courses.
- Report any accidents, incidents or risks that might be a danger to them and others.
- Liaise with the site safety representative on health and safety matters.
- Co-operate with others and follow reasonable directions from duty holders.

CDM 2015 requires workers to have suitable skills, experience, training and knowledge of the work that they will be undertaking. Qualifications such as NVQs or SVQs are recognised as providing assurance the worker has the necessary skills, knowledge, training and experience. Industry certification cards or similar, are not seen by the HSE as suitable for demonstrating all these qualities.

For those who are newly qualified, they should be adequately supervised. It is acceptable to use non qualified people but contractors should check their experience and assess them in the working environment. Contractors should assess if further training is required.

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OTHER REQUIREMENTS OF CDM 2015

Duties relating to complying with the specific technical requirements of Part 4 and Schedule 2 of the CDM Regulations:

CDM 2015 requires certain provisions to be in place by contractors relating to working on a construction site, e.g.:-

- Safe places of construction work: relates to, e.g. safe access and egress, site kept safe, sufficient workspace, etc.
- Good order and site security: site kept in good order, reasonable state of cleanliness, no sharp objects, e.g. nails protruding from materials and where necessary and subject to the level of risks, be fenced off or have suitable signage on the perimeter.
- Stability of structures: preventing collapse of new / existing structures including buttresses, temporary support/structure.
- Demolition and dismantling: must be planned and to prevent danger or reduce to as low a level as is reasonably practicable. Written arrangements must be in place before work commences.
- Explosives: covers storage, transporting and safe use.
- Excavations: covers requirement for supporting or battering, to prevent excavation / structure collapse, falling objects into excavation, sides being overloaded, etc. It also covers the requirements of inspecting excavations.
- Cofferdams and caissons: includes design, construction, use and inspections.
- Reports of inspections: relates to inspection of excavations and cofferdams and caissons.
- Energy distribution installations: relates to preventing danger by, e.g. indicating installation locations, checking installations, etc.
- Prevention of drowning: cover the need to prevent the risk of people falling into water and liquids and drowning and also covers emergency plans and equipment.
- Traffic routes: requires arrangements to protect pedestrians from traffic.
- Vehicles: covers, e.g. steps to prevent unintended movement, warnings of vehicular movement, restricting people riding on vehicles, etc.
- Prevention of risk from fire, explosion, flooding or any substance liable to cause asphyxiation: requires suitable and sufficient steps to prevent these risks.
- Emergency procedures, emergency routes and exits: requires suitable procedures to be in place.
- Fire detection and fire fighting: Requires suitable systems and equipment to be in place and adequate training to have been given in their use.
- Fresh air: Requires there to be sufficient fresh or purified air on each site or the approach to the site. Any plant used, where necessary, have visible or audible warning of plant failure.
- Temperature and weather protection: requires the temperature at a construction site, indoors to be reasonable and that people are protected from adverse weather outdoors.
- Lighting: requires each site, approach and traffic to be provided with suitable and sufficient lighting.
- Covers natural light and artificial light and dealing with failure of lighting.

WELFARE FACILITIES – please see the CDM Welfare SHREC sheet.

SITE INDUCTIONS

The following should be considered for inducting workers to site by the Contractor / Principal Contractor: -

- Senior management commitment to health and safety.
- Project brief.
- How the project will be managed.
- First aid, fire and emergency procedures.
- Accident / incident reporting procedures.
- Welfare facilities.
- Key site hazards.
- Vehicular and plant control on-site.

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- How workers will be briefed, e.g. via tool box talks and consulted on health and safety matters.
- Individual worker responsibilities.

The level of detail provided will depend on the level of risks, nature and complexity of the work and the level of understanding of individuals.

KEY DOCUMENTATION REQUIRED UNDER CDM

Pre-Construction Information (further information is also covered in SHREC Sheet CDM Pre-Construction Information)

Clients are likely to already hold key information / documents regarding the site and the proposed work prior to the commencement of work. It is important for Clients to share relevant information in order for projects to be costed properly and also for duty holders to assess the hazards and risks adequately. As the design progresses, Designers can also have an input into these documents. For projects scheduled to have more than one contractor, the Principal Designer will help the Client compile the information. The level of detail will reflect the size and complexity of the project. If Clients do not have the information required then they should take reasonable steps to obtain such information.

The CDM Regulations refer to this information as 'Pre-Construction Information' and typically includes: -

- Description of the project and programme.
- Site rules and Client's brief.
- Project planning and management requirements, e.g. time allowed to prepare the work and co-operation,
- co-ordination and communication arrangements.
- Existing site, design and construction hazards and how they will be addressed.
- Significant design and construction hazards and how they will be addressed.
- Any relevant information in an existing Health and Safety File.

Note: The information also provides the basis for the Construction Phase Plan and might also be relevant to the preparation of the Health and Safety File. Pre-Construction Information is required to be gathered also for work being carried out on behalf of domestic clients.

Construction Phase Plan (see also SHREC Sheet CDM Construction Phase Plans)

This document is required for all construction work projects, even for short, non complex work (and for work being carried out on behalf of domestic clients).

It is the responsibility of a contractor (where there are likely to involve only one contractor) and the Principal Contractor (for projects where there is likely to be more than two contractors on the project) to develop the plan, based on the Pre-Construction Information, design information, site rules, etc. and then implement and revise it during the construction phase. The Client must ensure that this plan is prepared before the construction starts.

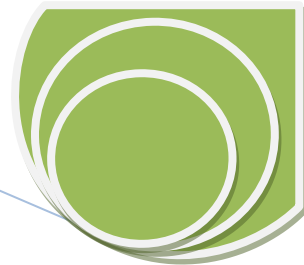
This is a typical project management tool for documenting how health and safety is planned and controlled for a project, i.e. it states who does what, when, where and how. The level of detail in the plan depends on the nature of the project, its complexity, duration and the level of risks.

The Plan should include, but not limited to: -

- Description of the project, Health and Safety aims, programme and details of project members.
- Available information, e.g. Pre-Construction Information, site rules.

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- Arrangements to ensure communication, co-operation and co-ordination, e.g. regular site meetings with duty holders and workers.
- Arrangements for worker consultation and site induction.
- Arrangements for controlling significant risks.
- Welfare, fire and emergency procedures.

Health and Safety File

The Health and Safety File is only required for projects involving more than one contractor (including work for Domestic clients). It documents key information that will be useful to those who may be refurbishing, maintaining, demolishing the structure / building and also to those who may purchase the structure/building.

Typical information contained in the Health and Safety File includes:-

- A brief description of the work carried out.
- Residual hazards and how they have been dealt with, e.g. asbestos, contaminated land, buried services etc.
- Key structural principles incorporated in the design of the structure, safe working loads for floors and roofs, etc.
- Any hazards associated with the materials used.
- Information regarding the removal or dismantling of installed plant and equipment, e.g. lifting arrangements, etc.
- Health and safety information about equipment provided for cleaning and maintaining the structure.
- The nature, location and marking of significant services, including fire-fighting services, gas and electrical isolation points.
- Information and as-built drawings of the structure, its plant and equipment, e.g. means of access to and from service voids etc.
- Thus, people who may benefit from such information include: -
 - o Clients who have a duty to provide information about their premises for work being carried out.
 - o Designers during development of further designs.
 - o Principal Designers preparing for the pre-construction phase.
 - o Principal Contractors and Contractors preparing and managing work.
 - o New owners or leaseholders.

The file needs to be kept up to date for the lifetime of the structure.

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