

Part 1. Construction work (CDM 2015)



1.0 Introduction

This document has been written to detail part of the Organisational Arrangements within the Construction and Contractor Work Policy.

The requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), apply to **all** construction work as defined in the policy definition. (7.0)

The **key aim** of CDM 2015 is to integrate health and safety into the management of the construction projects and to encourage everyone involved to work together to:

- a) Improve the planning and management of projects from the start
- b) 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
- c) Target effort where it can be effective in terms of health and safety; and
- d) Discourage unnecessary bureaucracy

The regulations place legal duties on specific dutyholders;

- Client
- Designer
- Principal Designer (PD)
- Contractor
- Principal Contractor (PC)

(refer to the policy definitions (7.0) and Appendix 1 of this guidance)

This guidance outlines the main requirements and duties of CDM 2015, however where specific detail is required, on any area, reference must be made to the Health and Safety Executive best practice guidance document L153, Managing health and safety in construction <http://www.hse.gov.uk/pubns/books/l153.htm>

Arrangements, processes, procedures and details in documentation must comply with the regulations, as a minimum, but can be adapted to the specific needs of the WCC service undertaking the dutyholder roles.

Where construction work is undertaken on a WCC owned building/structure or a WCC leased building, this may require landlord approval or building regulations approval. This will depend on the type of work, structural or non-structural and if leasehold, the terms of the lease. Confirmation must be obtained from WCC Estates & Smallholdings, before the work begins.

2.0 Client Role

CDM 2015 defines a client as anyone for whom a “construction project” is carried out. This can be those who;

- decide what is to be constructed, where, when and by whom
- commission the design and construction work
- initiate the work
- fund and procure the project
- appoint contractors (including the designer, principal designer and principal contractor)

Clients, are required to ensure suitable arrangements are in place for managing the project and for health, safety and welfare. The extent and detail of the arrangements will depend on the project complexity and the level and nature of risks involved.

(refer to 4.0 client arrangements and client brief)

If there is doubt as to who the client is, CDM 2015 allows all possible clients to agree that one or more of them is treated as the client. However, it should be agreed by all, in writing, which client is responsible for carrying out any of the specific duties of CDM 2015. For example; where an organisation initiates and funds a project but requires a WCC service to undertake the client duties as the “agent”.

However, the Client must still–

- a) provide information that may be relevant
- b) cooperate with anyone involved in the project

The **key elements** that the client should consider and apply, for all construction work and projects include;

- appointing the right people and organisations with the right skills at the right time in the project
- avoiding risks where possible, or reducing and implementing proportionate control measures
- ensuring relevant people have appropriate levels of information, instruction, training and supervision to carry out their work safely
- dutyholders coordinate their work and cooperate and communicate with each other
- consulting and engaging with workers to promote and develop good health, safety and welfare and effective measures

3.0 Appointing duty holders

Where there is more than 1 contractor, or reason to foresee that more than 1 contractor will be working on the project at any time, the client **must** appoint a PD and a PC, in writing, before the construction phase begins.

If the client fails to appoint these dutyholders, their duties automatically default to the client to fulfil, however, the client must have the necessary skills, knowledge, experience and capacity to do so.

When appointing, **reasonable steps** must be taken to ensure that those carrying out the work have the appropriate skills, knowledge, experience and where this is an organisation, the capacity to ensure the work is carried out safely.

Reasonable steps should be sensible and proportionate and will depend on the complexity and risks involved in the project. Information obtained should be in reference to the capability of the duty holder to undertake the work, relevant to the risks involved. Excessive and duplicate information should be avoided.

3.1 Pre-qualification Checks

PAS 91:2013 (Publicly Available Specification)

The British Standards PAS 91 document is a useful reference and guide for standard health and safety questions as one way of assessing an organisations capability at pre-qualification stage. This document is referenced in the L153 HSE guidance. WCC PQQ document should be used as a minimum standard that can be added to for specific construction contracts if necessary.

Pre-qualification independent (third party) assessment services

The use of services of an independent (third party) assessor is one way of demonstrating that their capabilities have been assessed. There are organisations that provide these services, including those who are members of the Safety Schemes in Procurement (SSIP) Forum.

SSIP is an umbrella body to ensure member schemes recognise each other's pre-qualification assessments. The website has a free search to find those that have been assessed and gives more details on the scheme. The SSIP Forum is referred to in the L153 HSE guidance.

www.ssip.org.uk

3.2 Pre-qualification appointments

As a WCC client there are a number of ways that the duty holders can be appointed at the pre-qualification stage.

- Undertake a pre-qualification and procurement exercise to produce an approved framework of principal contractors for the service or for a specific contract/s
- Appoint and commission a WCC service, in writing, to act as the “agent” and/or PD and request that they undertake the appointing of the PC as part of a project/specific work/contract
- Appoint a PD and PC directly through a specific pre-qualification and procurement exercise
- Use a third party, approved, pre-qualification assessment service e.g. SSIP for the pre-qualification stage only

3.3 Procuring and tendering for specific work/projects

In addition to the pre-qualification checks, general checks should be made to ensure that the contractor or designer has the following;

- sufficient skills and knowledge to carry out the specific work involved
- experience and previous evidence in managing the types of risks involved in the same or similar work or projects
- membership of an established professional institution or body, if relevant
- evidence of how skills and capabilities are kept up to date
- in addition to design and an understanding of risks in design skills, the PD should have a good understanding of general health and safety and technical knowledge of the construction industry, relevant to the project appointed to

These checks should be made at the final stage after the pre-qualification checks.

Relevant pre-construction information should be provided to designers and contractors who are bidding for any work to ensure that they have enough information to form a clear understanding of the nature of the work and risks involved. **(refer to 7.0 pre-construction information)**

4.0 Client arrangements & brief

The client needs to make sure that there are suitable arrangements in place for managing the project and to ensure health, safety and welfare. The arrangements should be proportionate to the size of the project and level of risks and should include;

- assembling the project team and clarifying roles and functions
- ensuring the project team have the necessary competency **(refer to 3.0 appointing duty holders)**
- plans for effective communication, cooperation and coordination of the activities of the project team
- allowing sufficient resource and time for each stage of the project
- design expectations to be able to reasonably manage risks at construction and in the maintenance of the build/structure
- checking that suitable welfare facilities are in place before construction begins
- a system to check that the principal designer and principal contractor comply with their duties
- a system to monitor the health and safety performance of designers and contractors
- commissioning and handover to new owner of the build/structure (if applicable)
- ensuring all of the arrangements are communicated effectively to all dutyholders, this could be in the form of a clearly written “**client brief**” to set out the general requirements, proportionate to the project, to include as follows;
 - describing the main function and operation of the finished build/structure
 - explaining and establishing design directions
 - stating expectations and standards of health and safety and safe working practice
 - setting a realistic timeframe and budget

➤ establishing a specific contact/s in the client's organisation
Specific arrangements and brief will need to comply with the regulations but can be adapted to the WCC client. **(refer to Appendix 2)**

5.0 Notification

The client has the duty to formally notify the Health and Safety Executive, in writing, as soon as is practical and before the construction stage, where construction work is scheduled to:-

- a) last longer than 30 working days **and** have more than 20 workers working simultaneously at any point in the project; or
- b) exceed 500 person days

Every day on which construction work is likely to be carried out should be counted as the period of construction work, even if the work on that day is of short duration (including weekends and bank holidays) If a project is not notifiable at first but there are then changes so that it falls within the criteria, the client must notify the work as soon as possible.

The client can request that someone else does this on their behalf but must ensure that:-

- a) the notice is clearly displayed in the construction site office and be able to be read by any worker engaged on the site and if necessary updated
- b) the notice contains all of the details show in **Appendix 4**
- c) any updates to the notification should be sent, to the HSE with reference to the original notification

The HSE expectation is that notification is submitted electronically on the F10 form on their website www.hse.gov.uk/construction

NOTE: The requirements of CDM 2015 apply whether or not a project is notifiable

6.0 Pre-construction phase

Where the PD is appointed it is their responsibility to plan, manage and monitor the pre-construction phase and ensure that, as far as is reasonably practicable, the project/work is carried out without risks to health and safety.

Specifically;

- planning the various stages of work which are taking place either simultaneously or in succession to consider design, technical and organisational aspects **(refer to Appendix 5)**
- estimating the period of time to complete the work or work stages
- take into account the principles of prevention, identifying and eliminating, reducing or controlling foreseeable risks to anyone constructing, maintaining or cleaning the completed build/structure; using the structure; using the structure as a workplace

- assist the client in providing the pre-construction information, in a suitable format to every designer and contractor being considered for appointment, or appointed
- where relevant consider the content of the construction phase plan
- all people involved at the pre-construction stage cooperate with the client, PD and each other
- liaise with the PC and share all information on the planning, management and monitoring of the construction phase and coordination of health and safety information during the construction phase

7.0 Pre-construction information

This is information already in the clients possession or that they, or someone on their behalf, can reasonably obtain and should be;

- relevant to the project
- have the right level of detail proportionate to the risks
- provided to designers and contractors bidding for work or already appointed
- Provided as early as practicable, when it becomes available
- Provide as much relevant information as possible

For designers, when preparing or modifying designs they must have sufficient information to consider;

- where foreseeable risks can be eliminated, if not;
- how to reduce or control remaining risks

Where this reasonably practicable

For principal designers and principal contractors this information is needed to;

- effectively plan and manage the work
- effectively monitor and coordinate the work
- provide a basis for the construction phase plan
- consider any information relevant for the health and safety file

The information should be provided in a clear and easy to understand format to ensure other dutyholders can carry out their duties and include the relevant and proportionate information on:

- a) the project e.g. the client brief & key dates of the construction phase
- b) planning and management arrangements e.g. resources; timescales; project stages; coordination of work; cooperation of dutyholders
- c) how residual and remaining design and construction site hazards and risks will be managed e.g. underground services, overhead power lines, asbestos, contaminated land, unusual ground conditions
- d) any relevant information in an existing health and safety file

Where a PD is appointed they must work with the client to;

- assess the adequacy of any existing information
- identify and agree where there are information gaps and any action to take to obtain it e.g. utility plans, asbestos surveys, structural and as built drawings
- provide the sufficient and appropriate information to designers and contractors

For single contractor projects (where no PD is required) the client alone is responsible but should liaise with the contractor (and designer where relevant) to provide the relevant information needed.

The information should be gathered and added to during the design process where there is new information on risks and how they will then be managed. The initial information available at the start of the project is unlikely to be sufficient. **(refer to Appendix 5)**

8.0 Construction phase plan

A construction phase plan is required for **all** construction projects. The detail and content of the plan will depend on the complexity and risks involved in the project or work; however, this does not need to be complicated and should be relevant, proportionate and easy to follow and understand.

The plan should;

- **include** information to explain how the construction phase will be managed
- **not** include documents other than relevant information
- **not** include generic risk assessments, decisions made etc.

The client must ensure that;

- the plan sufficiently covers all arrangements for considering and managing health and safety risks
- the contractor reviews and updates the plan when necessary
- the plan is still suitable, where there are any changes, as construction progresses.

Where a PC is appointed the client is responsible for ensuring that the plan is produced **before** the construction phase begins. The PC will;

- produce the plan or make arrangements for the production of the plan
- liaise with other contractors for the views on the plan and arrangements
- monitor the effectiveness of the plan and implementation
- ensure it's a working document and reviewed and updated, where required
- cooperate and liaise with the contractors and the PD on design changes

For single contractor projects, the contractor is responsible for ensuring that the plan is produced as soon as is practicable before the construction site is set up.

Where a PD is appointed they must;

- assist the PC with the plan
- provide the relevant pre-construction information
- continue to check that the PC has all the relevant information for the plan
- continue to liaise with them as the construction phase progresses
- coordinate any design changes during construction

Generally the plan must include the following, focusing on information that is relevant to the project with sufficient detail in a clear way but still proportionate to the complexity and risks;

- health and safety arrangements for construction, including welfare facilities
- site rules
- specific control measures for any of the categories of construction work involving particular risks in Schedule 3 of the L153 guidance
(refer to Appendix 6)
- arrangements for managing the significant health and safety risks and communicating this to all involved in the construction phase
- emergency procedures

Part 4 of the L153 guidance gives the full general requirements for all construction sites e.g. site security, traffic routes, vehicles, emergency procedures, excavation, demolition etc.

Schedule 2 of the HSE L153 guidance gives the full minimum welfare facilities required for construction sites. The HSE have also produced a quick reference information sheet on the “Provision of welfare facilities during construction work”.
<http://www.hse.gov.uk/pubns/cis59.htm>

9.0 Construction phase

The client must ensure that the PC effectively plans, manages and monitors the construction phase and coordinates health and safety to manage any remaining risks, as far as is reasonably practicable; the effort and detail dependant on the complexity of the work and risks but should include the following;

The PC must liaise with the PD throughout the construction phase and where designs change and this has health and safety risk implications.

Planning

- plan the design, technical and organisational aspects of the work, including all stages and work taking place simultaneously or in succession; considering the pre-construction information and any key design information and method statements showing how specific work is to be undertaken
- estimate the period of time needed to complete the work or work stages
- organise cooperation between contractors, including successive contractors
- coordinate implementation of health and safety measures by the contractors, ensuring that the principles of prevention are used and the construction phase plan followed, where required
- ensuring an effective process in place for the supervision of workers
- ensuring an effective process in place for monitoring the work and workers

Managing

- setting standards for safe working practices with site managers and workers
- ensure those carrying out the work are competent
- the control measures in place are effective and being used
- the right plant, equipment and tools are provided and used appropriately
- ensuring a process is in place for workers to understand the risks and control measures
- workers are aware of health and safety standards on site and where to locate clear and relevant health and safety information

- workers are aware that incidents must be reported, will be investigated and appropriate action taken
- unsafe conditions and practice is challenged and appropriate action taken

Monitoring

- standards are checked regularly
- performance is measured both actively, e.g. routine checks of the site, plant and equipment and re-actively e.g. following incidents and injuries

Co-ordinating

The PC has a specific duty to ensure that contractors cooperate with each other to ensure risks are managed effectively by ensuring;

- there is a common understanding of the health and safety standards required
- cooperation of contractors working at different stages by providing relevant information and instruction; e.g. by regular planning meetings, tool box talks etc.
- the general principles of prevention are applied by all contractors
- all contractors are following the construction phase plan, where required
- consideration of coordination with other contractors on neighbouring sites, who may be affected

Consulting and engaging with workers

- consulting workers or their representatives in good time on relevant matters that may affect their health, safety and welfare
- ensuring that workers or their representatives can see copies of any information available which relate to their health, safety or welfare
- where relevant, involving workers in decisions on and matters of health and safety
- commit to leading by example, setting the standards and providing appropriate resources

In addition and specifically, the PC must ensure:

- suitable site inductions are carried out for workers and visitors
- unauthorised access to the site is prevented
- suitable welfare facilities are provided, within the minimum requirements stated in Schedule 2 of the L153 document

Where there is more than one project on the same site, run independently, clarity should be obtained on who is in overall control during the construction phase, at any time, particularly where there are shared interfaces between activities, e.g. traffic routes. Where this is not possible, PC's must cooperate and coordinate their work to ensure safety.

10.0 Health and safety file

The health and safety file is only required for projects involving more than one contractor and the client must ensure that the PD prepares the file. The information within the health and safety file will be appropriate to the project. The file must hold information about the current project needed to ensure health and safety during any subsequent work to consider; maintenance, cleaning, refurbishment or demolition.

The file should contain information that is clear and concise with enough detail for the risks to be identified but at a level proportionate to the risks. The file should **not** include irrelevant information such as; the construction phase plan; method statements etc. (**refer to Appendix 7.**)

11.0 Contact Information

All health, safety and wellbeing information is available on the intranet at [HR > Health, Safety and Wellbeing](#)

For Schools, refer to the health and safety document library on www.warwickshire.gov.uk/SchoolHSdocs

Alternatively you can contact the Health, Safety and Wellbeing Service on healthandsafety@warwickshire.gov.uk or telephone 01926 476803.

12.0 Additional Guidance

Appendix 1	Roles and Main Duties under CDM 2015
Appendix 2	Client checklist (adapt as required)
Appendix 3	Designer checklist (adapt as required)
Appendix 4	Notification details
Appendix 5	Pre-construction information checklist (adapt as required)
Appendix 6	Construction Phase Plan checklist (adapt as required)
Appendix 7	Health and Safety File (adapt as required)

Further Information

1. HSE - Managing Health and Safety in Construction L153
<http://www.hse.gov.uk/pubns/books/l153.htm>
2. CONIAC Industry Guides
<http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-contractors-printer-friendly.pdf>
HSE – A short guide for clients (CDM 2015); aimed at small scale building work/maintenance/minor work
<http://www.hse.gov.uk/pubns/indg411.pdf>
3. HSE Provision of welfare facilities during construction work
<http://www.hse.gov.uk/pubns/cis59.htm>
4. PAS 91:2013 Construction prequalification questionnaires
(BSI – free download)

Appendix 1 Roles and Main Duties under CDM 2015

CDM Dutyholders	Role/Main Duties
<p>Client</p>	<p>Clients must make suitable arrangements for managing a project, ensuring all of the following; (refer to 4.0 client arrangements and brief)</p> <ul style="list-style-type: none"> • full understanding of the client responsibilities and duties • sufficient time and resources are allocated to the project; even the simplest construction work such as routine maintenance or minor building work require adequate time to plan and manage safely • set out general requirements and realistic expectations for the project; design and use of the building/structure/location, timescale, budget, health and safety • where this is more than one client – agree in writing who will undertake the “agent” role and client duties for the purposes of the regulations, however, all clients will still be subject to the duty of:- cooperation with others; provision of pre-construction information as soon as possible • the project team is assembled and other duty holders are appointed, in writing, before the construction phase - principal designer (PD) & principal contractor (PC)(for projects involving more than one contractor) – failure to appoint either will mean that the client must fulfil all of the duties specified in the regulations • being satisfied that those appointed have the necessary skills, knowledge, experience and/or organisational capacity to carry out the work safely • pre-construction information is provided to every designer and contractor appointed, or being considered for appointment, as soon as is practicable (refer to 6.0 pre-construction information) • notifying the Health and Safety Executive, in writing, before the construction phase begins if the project falls into the notifiable criteria (refer to 5.0 notification) • taking reasonable steps to ensure that the PD complies with any other PD duties in terms of health and safety at the pre-construction phase and the construction

	<p>phase plan and health and safety file (refer to 8.0 construction phase plan)</p> <ul style="list-style-type: none"> • taking reasonable steps to ensure that the PC complies with any other PC duties in terms of the construction phase plan and health and safety file; health and safety at the construction phase; duties to consult and engage with workers • PC carries out their full duties • effective communication, cooperation and coordination of all the project team and their activities • the construction work can be carried out, so far as is reasonably practicable, without risks to the health and safety of any person affected by the project • that the minimal welfare facilities required for construction projects are provided, where appropriate, under Schedule 2 of the regulations • arrangements and health and safety performance are maintained and reviewed for the duration of the project • the health and safety file is prepared for the project by the Principal Designer (refer to 10.0 health and safety file) • where the client disposes of their interest in the building/structure/location providing the health and safety file to the person who acquires the interest in the structure and that this person/organisation is aware of the nature and purpose of the file
<p>Designer</p>	<p>A designers decisions can affect the health and safety of those who will construct, maintain, repair, clean, refurbish and demolish, use a building/structure/location therefore must ensure the following;</p> <ul style="list-style-type: none"> • prepare or modify designs • designers duties apply as soon as designs are prepared for construction work, including concept design, competitions, bids for grants, modification of existing designs and relevant work for feasibility studies • use the general <i>principles of prevention (Appendix 3)</i> to eliminate, reduce or control foreseeable risks that may arise during construction and in consideration of the maintenance and use and de-commission of a building/structure once it's built

	<ul style="list-style-type: none"> • take account of the pre-construction information provided by the client and assisted by the principal designer, where appropriate to; <ul style="list-style-type: none"> a) decide whether it is reasonably practicable to eliminate foreseeable risks in the designs b) where the above isn't possible, identify steps to take to reduce and control the remaining risks and inform the principal designer of the risks c) consider the information as early in the design process as is possible • comply with relevant regulations e.g. Building Regulations and Workplace (Health, Safety and Welfare) Regulations where the build is a workplace • provide relevant information to other members of the project team to help them fulfil their duties • check that clients are aware of their duties • co-operate with other duty holders, in particular the principal designer • provide information on any risks arising from their design • carry out design reviews, where relevant, proportionate to the scale and complexity of the design • ensure appropriate information is included in the health and safety file
<p>Principal Designer</p>	<p>The principal designer influences how the risks to health and safety should be managed and incorporated into the wider management of the project, ensuring the following:</p> <ul style="list-style-type: none"> • plan, manage, monitor and coordinate health and safety in the pre-construction phase, including preparatory work for the project • identifying, eliminating or controlling foreseeable risks • provide information on any elements of the design risks that cannot be eliminated • assist the client in identifying, obtaining and collating the pre-construction information • provide pre-construction information to designers, principal contractors and contractors (refer to 6.0 pre-construction information) • ensure all those working on the pre-construction phase cooperate with each other

	<ul style="list-style-type: none"> • if appointing other designers, ensure that they have the relevant skills, knowledge, training and experience • ensure that designers comply with their duties and cooperate with each other • liaise with the principal contractor in the planning, management, monitoring and coordination of the construction phase • prepare the health and safety file (refer to 10.0 health and safety file)
<p>Principal Contractor</p>	<p>Principal contractors have an important role in managing the health and safety risks of the construction work, ensuring all of the following:</p> <ul style="list-style-type: none"> • ensure that the client is aware of their duties • discuss the client brief (expectations and requirements) • liaise and discuss with the principal designer on design and any design change • liaise and cooperate with the client and the principal designer throughout the project • obtain relevant pre-construction information • prepare a construction phase plan; implement the plan ensuring cooperation and coordination between contractors (refer to 8.0 construction phase plan) • monitor, review, revise and refine the plan ensuring the work is being carried out safely • plan, manage, monitor and coordinate the construction phase and health and safety risks (refer to 9.0 construction phase) • appoint competent contractors and workers (refer to 3.0 appointing duty holders) engage with and consult workers • maintain responsibility for managing health and safety on the construction site • provide site induction ensuring information on risks and site rules relevant to the site and work • secure the site and ensure unauthorised access is prevented • providing suitable welfare facilities throughout the construction phase • provide appropriate management and supervision of workers • time is given to monitor risks and performance standards regularly and routinely

	<ul style="list-style-type: none"> • cooperate with the principal designer and contribute to the health and safety file (refer to 10.0 health and safety file)
<p>Contractor</p>	<p>Contractors have an important role in planning, managing and monitoring the work to ensure their own and others health and safety and for risks to be properly controlled, ensuring all of the following;</p> <ul style="list-style-type: none"> • ensure the client is aware of their responsibilities • plan, manage and monitor the construction work so that it is carried out, so far as is reasonably practicable, without risks to health and safety • follow directions given by the principal designer or principal contractor • comply with the directions in the construction phase plan that relate to their work • cooperate with other dutyholders • appoint competent contractors and workers • comply with all site arrangements and rules • provide appropriate supervision, instruction and information to workers, including site induction, emergency procedures, information on risks • not begin work on site unless the site is secure and unauthorised access is prevented <p>in addition where there is only one contractor;</p> <ul style="list-style-type: none"> • obtain pre-construction information (refer to 7.0 pre-construction information) • prepare the construction phase plan (refer to 8.0 construction phase plan) • liaise directly with the client to ensure they're aware of client responsibilities • apply the principles of prevention to eliminate, reduce or control foreseeable risks when deciding on design, technical and organisational aspects and estimating time periods for completion of work or work stages

Appendix 2

Client Checklist

This checklist is to help ensure that all client requirements and arrangements have been considered, planned and undertaken	✓
Have full understanding of the client responsibilities and duties	
Clarified responsibilities if undertaking client duties on behalf of another client	
Allocate sufficient time and resource to the project	
Produce a client brief	
Form a project team	
Effective process in place for the communication, cooperation and coordination of the project team and their activities	
Obtain pre-construction information	
Formally appoint competent dutyholders (if applicable)	
Provide pre-construction information to dutyholders	
Submit online notification, F10	
Suitable arrangements in place to manage health and safety risks throughout the project	
Process in place to ensure the Principal Designer and Principal Contractor are fulfilling their duties	
Suitable construction phase plan produced and accepted	
Suitable welfare facilities provided	
Process in place to ensure that the arrangements and health and safety performance are maintained	
Agreed format and content for the health and safety file	

Appendix 3

Designer Risk Checklist

This checklist is to help ensure that designers have considered all aspects with the aim to eliminate, reduce or reasonably control foreseeable risks, through design	✓
Applied the principles of prevention to the design	
Considered the pre-construction information	
Undertake site visit/s	
Consider those who may be affected in construction	
Consider those who may maintain or clean the building/structure once constructed	
Consider those who will use the structure	
Consider those who will use the building as a workplace & the Workplace (Health, Safety and Welfare) Regulations	
Review process in place for modifying design if necessary	
Consider the red, amber green lists http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-designers-interactive.pdf (Annexe E)	
Use of building information model (BIM)	

General principles of prevention

1. avoid risks
2. evaluate the risks that can't be avoided
3. address the risks at source
4. adapt the work to the individual, especially workplace design, choice of work equipment and choice of working and production methods, alleviate monotonous work, work at a predetermined work rate and reducing the effect on health
5. adapt to technical progress
6. replace the dangerous/hazardous with non- dangerous/hazardous or less dangerous/hazardous
7. develop a clear prevention policy which covers technology, organisation of work, working conditions, working environment factors
8. prioritise collective proactive measures over individual protective measures
9. appropriate instruction to others involved

Appendix 4

Details for Notification (F10)

You will need to have this information available to be able to complete the online F10 form on the HSE website.

1. The date of forwarding the notice
2. The address of the construction site or precise description of its location
3. The name of the local authority where the construction site is located
4. A brief description of the project and the construction work it entails
5. The client; name, address, telephone number, and e-mail address (if available)
6. The principal designer; name, address, telephone number and e-mail address (if available)
7. The principal contractor; name, address, telephone number and e-mail address (if available)
8. The date planned for construction phase start
9. The time allocated by the client for the construction work
10. The planned duration of the construction phase
11. The estimated maximum number of people at work on the construction site
12. The planned number of contractors on the construction site
13. The name and address of any contractor already appointed
14. The name and address of any designer already appointed
15. A signed declaration by or on behalf of the client that the client is aware of the client duties under the CDM 2015 regulations

Appendix 5

Pre-construction information Checklist

This checklist is to give guidance on the information to be obtained/provided for the pre-construction information	✓
Client brief	
Key dates of the construction phase	
Resources and time allocated (each stage of the project)	
Arrangements for cooperation and coordination by dutyholders	
Site health and safety hazards and risks, design and construction and how they will be managed	
Any new information about the hazards and risks, as the design process progresses and how they will be managed	
Any relevant information in an existing health and safety file	
Adequacy of pre-construction information assessed	
Arrangements to fill gaps in information, if required	
Information provided to designers and contractors	

The information and detail should be relevant to the specific project, clear and easy to understand and proportionate to the risks involved.

Appendix 6

Construction Phase Plan (CPP) Checklist

This checklist is to give guidance on the areas that should be considered for inclusion in the CPP, produced and accepted by the Client before the construction phase begins	✓
Description of the project	
Start and finish date	
Details on key members of the project	
Health and safety aims	
Health and safety arrangements for the construction phase	
Arrangements for managing the significant health and safety risks	
Specific measures where work falls within one or more of the listed categories in Schedule 3*.	
Site rules	
Site induction	
Welfare facilities	
Fire and emergency procedures	
Arrangements for cooperation and coordination between project team members	
Arrangements for involving workers	

The plan should **not** include documents that are not required such as generic risk assessments, detailed method statements etc. The detail on any of the areas in the checklist should be relevant to the project, clear to understand but proportionate to the scale and complexity of the project and risks.

*Schedule 3 Work involving particular risks

1. Working in proximity to railway lines
2. Safety at Street Works and Road Works
3. Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.
4. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring
5. Work with ionising radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Regulations 1999.
6. Work near high voltage power lines.
7. Work exposing workers to the risk of drowning.
8. Work on wells, underground earthworks and tunnels
9. Work carried out by divers having a system of air supply.
10. Work carried out by workers in caissons with a compressed air atmosphere
11. Work involving the use of explosives.
12. Work involving the assembly or dismantling of heavy prefabricated components.

Appendix 7

Health and Safety File Checklist

The file is only required for projects involving more than 1 contractor.

This checklist is to give guidance on the requirements for preparation, provision and retention of the health and safety file	✓
Brief description of the work	
Remaining hazards and risks not eliminated through design and construction	
How remaining risks have been addressed e.g. surveys; contaminated land	
Key structural principles e.g. bracing; safe working loads	
Hazardous materials used e.g. special coatings	
Information on the removal or dismantling of installed plant and equipment e.g. arrangements for lifting the plant or equipment	
Health and safety information about any equipment provided for cleaning or maintaining	
The nature, location and markings of significant services; e.g. underground cables; gas supply equipment; fire-fighting services	
Information and as-built drawings of the building and its plant and equipment e.g. safe access to and from service voids	

There should be enough detail for risks to be identified and considered. The detail should be proportionate to the risks, clear to understand and **not** include information not required such as, contractual documents, method statements.