

## INSTRUCTION 29

### CONSTRUCTION DESIGN MANAGEMENT

References:

- A. Health and Safety at Work Act 1974
- B. Construction (Design and Management) Regulations (as amended)

#### Introduction

29.1 The Construction (Design and Management) Regulations (the "CDM Regulations") impose additional duties on the Council as regards good design and good safety management of construction projects, these apply to:

- New building construction including assembly on site of prefabricated element to form a structure and installation of new services;
- Alteration, maintenance and renovation of a building, including services;
- Site clearance or preparation of a site;
- Demolition and dismantling of structures;
- Temporary works.

29.2 The Regulations are divided into 5 parts:

Part 1 applies to all construction work, part 2 is the client duties, part 3 duties of principle designer/s, principle contractor/s, part 4 construction sites and part 5 general.

29.3 This Policy Statement covers a summary of the responsibilities and duties of the Council for compliance with the legislation.

#### Responsibilities

29.4 The Client (including domestic clients) will be the Assistant Director Operations unless designated differently and they are to:

- Provide information relating to the H&S file to the principle designer & contractor;
- Ensure that a construction phase plan is drawn up by the principle contractor;
- Ensure that the principle designer has prepared a health & safety file;
- Check that the contractor has the necessary skills, knowledge, experience & organisational capability to carry out the work safely;
- Ensure there are suitable management arrangements for the project welfare facilities;
- Allow sufficient time and resources for all stages;
- Provide pre-construction information to principle designers and contractor;

Additional duties under part 3 of the Regulations:—Public consultation in progress:

- Appoint in writing a principle designer;
- Appoint in writing a principal contractor\*;
- Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place;
- Notify HSE if the project is to last more than 30 working days having more than 20 contractors working simultaneously or exceeds 500 person days
- If no principle designer or contractor is appointed by the client then the client takes on those responsibilities.

(\* There must be a principle designer and principal contractor until the end of the construction phase).

29.5 Principle designer (part 3 of the Regulations) are to:

- Advise and assist the client with his/her duties;
- Co-ordinate health and safety aspects of design work and cooperate with others involved with the project;

- Facilitate good communication between client, designers and principle contractor;
- Liaise with principal contractor regarding ongoing design;
- Create a pre-construction File;
- Prepare and create the health and safety file.

#### 29.6 Designers are to:

- Check that the client is aware of their duties;
- Eliminate hazards and reduce risks during design;
- Provide information about remaining risks;
- Additional duties under part 3 of the regulations;
- Provide any information that is required enabling the creation of the health and safety file;
- When it is complete to liaise with the principle contractor.

#### 29.7 Principal contractors (part 3 of the regulations) are to:

- Plan, manage and monitor construction phase in liaison with the principle designer and all contractors;
- Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins);
- Give contractors relevant parts of the plan;
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase;
- Check competence of all appointees;
- Ensure all workers have site inductions and any further information and training needed for the work;
- Consult with the workers;
- Liaise with principle designer regarding ongoing design;
- Secure the site.

#### 29.8 Contractors are to:

- Plan, manage and monitor own work and that of workers under their control;
- Check competence of all their appointees and workers under their control;
- Not employ or appoint a person who has not obtained the necessary skills, training & experience;
- Provide information to their workers under their control;
- Comply with the specific requirements in Part 4 of the regulations;
- Ensure there are adequate welfare facilities for their workers.

#### Additional duties under part 3 of the regulations:

- Check client is aware of duties and a principle designer has been appointed and if required HSE notified before starting work;
- Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules;
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work;
- Provide any information needed for the health and safety file;
- Inform principal contractor of problems with the plan;
- Inform principal contractor of reportable accidents, diseases and dangerous occurrences.

#### 29.9 Workers / everyone are to:

- Check own competence;
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work;
- Report obvious risks.