# Reviews and Revisions

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1. Introduction

The Construction (Design and Management) Regulations 2007 (the CDM Regulations) focus attention on the planning and management of construction projects and are intended to reduce risks to those who build, use and maintain buildings. They replaced all previous construction legislation and they impose duties on virtually everyone involved in any construction work. This Code of Practice summarizes those duties and defines how the University will comply with the legislation.

2. Application

The Regulations apply to all:

- New building construction
- New services installations
- Alterations, maintenance, or renovations of a building or any of its services (but not including the maintenance of fixed plant, except where this is part of other construction work)
- Site clearance
- Demolition.

The regulations apply to all of these activities, so they do not just affect the work of the University Campus Services Department but apply to all construction projects, large or small.

All projects are subject to the regulations, therefore, the Director of Campus Services or his nominated Deputy in the Campus Services Department must be made aware of all projects to ensure no work is completed outside of the regulations.

3. Competence

One of the key aims of the revised regulations is to simplify and provide guidance on assessment of individual and corporate competence for people engaged or appointed as CDM duty holders.

The HSE Approved Code of Practice, Managing Health & Safety in Construction, provides detailed guidance on demonstrating and assessing competence against specified core criteria – an extract of this can be referred to in appendix 3 of this Code of Practice. In order to satisfy this requirement the Campus Services Department are committed to ensuring staff involved in construction works attend regular training and refresher courses.

All departments should be aware of the University’s requirement to inform Campus Services before commencing all projects as detailed in paragraph 2. All contractors are required to be registered with the Contractors Health & Safety Scheme (CHAS) who carries out the pre-qualification safety checks on behalf of the University.

In the case of notifiable projects, where construction work lasts 30 days or more or more than 500 person days of work are needed, then there is an additional requirement to notify the Health and Safety Executive (F10). The Lead Project Officer for the Campus Services Department will decide at
the outset of the project whether notification is needed and ensure that it is made by submitting the F10 to the Health & Safety Executive.

4. Duty holders under the Regulations

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects. See Appendix 1 for a summary of those duties.

a. Clients (all projects): anyone having construction work carried out on their behalf.

b. CDM coordinators (notifiable projects only): must be appointed to advise the client during the design and construction phases of notifiable projects.

c. Designers (all projects): those who, as part of their work, prepare design drawings, specifications and bills of quantities, and those who specify articles and substances. Note that this relates to the function performed and not to a job title.

d. Principal contractors (notifiable projects only): must be appointed for notifiable projects. Principal contractors are usually the main or managing contractor and their role is to plan, manage, and coordinate health and safety while construction work takes place.

e. Contractors (all projects): businesses involved in construction, alteration, maintenance, or demolition work (e.g. building, civil engineering, mechanical, electrical, demolition and maintenance companies, as well as partnerships and the self employed).

f. Workers (all projects): all those who carry out work during construction, alteration, maintenance, or demolition (e.g. bricklayers, scaffolders, plumbers, electricians, and painters).

5. The Client’s duties

Clients have great influence over the way construction projects are run. Their decisions will affect a number of issues – the Campus Services Department will ensure these issues are addressed in the following manner.

The Director of Campus Services will ensure that there are suitable management arrangements in place, in terms of time and financial resources, to enable the project to be carried out successfully.

The Head of Facilities Management and/or the Planning Manager will decide the Lead Project Officer based on competency and experience.

The Campus Services Department Lead Project Officer will then discharge the University’s duties as the client listed in Appendix 1 and ensure:

a. The arrangements for managing and coordinating the project
b. The quality of information available to all involved
c. The effectiveness of cooperation and communication between all involved.
d. The additional duties for notifiable jobs are implemented (see appendix 1)

Departments and Schools are reminded that they must seek the approval of the Director of Campus Services or his nominated Deputy for all new building works and all building works that alter the fabric of a building or its services and any intrusive works to the fabric of the building. This will ensure that the Department is satisfied that the works will be designed and carried out by competent persons to the standards set by the appropriate regulations and codes of practice.

6. The CDM Coordinator’s duties

All notifiable projects require the appointment of a CDM Coordinator. The Lead Project Officer, using the appropriate framework, will ensure that competent external consultants are appointed to this role.

The CDM Coordinator will:

a. Advise and assist the University with their duties
b. Help identify what information will be needed by designers and contractors
c. Coordinate the arrangements for health and safety during the planning phase
d. Ensure that the project is notified to the HSE
e. Advise the University whether the initial construction phase plan is suitable
f. Prepare/update a health and safety file.

CDM Coordinators must ensure that any arrangements for health and safety comply with relevant University health and safety policies, where appropriate. This will include, for example, such issues as Fire Policy, Management of Asbestos, Legionella Management and Electrical Safety.

7. The Designer’s duties

Designers must:

- Ensure they are competent for the job they are undertaking;
- Design out hazards that may give rise to risks (so far as reasonably practicable) and reduce risks from any remaining hazards
- Ensure their design avoids risks to those carrying out construction work, or those liable to be affected by it – for example cleaning regimes for windows, ceilings and roofs, the maintenance of permanent fixtures and fittings, who will work in the building
- Take into account the Workplace (Health Safety & Welfare) Regulations 1992
- Provide any relevant information that will assist clients, other designers and contractors to comply with their duties under the regulations.

If necessary Designers must ensure they consult with the Head of Health and Safety in good time (usually via the Campus Services Departments Lead Project Officer).

Those undertaking departmental projects should note that the term “designer” relates to the function performed, rather than the profession or job title. As well as those traditionally regarded as
designers (e.g. architects, structural engineers, and civil engineers), those who prepare drawings and specifications are also designers (e.g. building services engineers, quantity surveyors, and some departmental personnel).

8. The Principal Contractor’s duties

The University will appoint Principal Contractors for all notifiable projects. They have a number of important duties, including:

a. Planning, managing and monitoring the construction phase
b. Ensuring there are adequate welfare facilities for the site
c. Drawing up and implementing site rules
d. Drawing up and implementing the construction phase plan
e. Providing suitable site induction and ensuring that workers are suitably trained
f. Ensuring the site is suitably fenced and secured against unauthorised entry
g. Ensuring co-operation and coordination between those working on the site so as to prevent danger
h. Ensuring there are suitable arrangements for effective consultation with the workforce
i. Ensuring the right health and safety information is provided to the right people at the right time.

9. Contractors’ duties

Contractors may be appointed by the Principal Contractor (in the case of notifiable projects), or by the client (where projects are not notifiable) and may be an external appointment or an internal appointment carried out by the Maintenance and Minor Works Team. They must:

a. Be competent to carry out the work they are doing plan
b. Manage and monitor their own work to ensure health and safety
c. Provide suitable information and training for their workers
d. Cooperate with other contractors and the principal contractor so as to coordinate their work activities.

Where work is not notifiable (so there is no principal contractor), then contractors must:

a. Inform the client of their duties under CDM
b. Plan, manage, and monitor the construction work to ensure that it is carried out without risks to health and safety
c. Provide information, training, and a suitable site induction for their workforce
d. Ensure the site is suitably fenced and secured against unauthorised entry
e. Ensure there are adequate welfare facilities for those who work on the site.

10. Workers’ duties
For the purposes of CDM, workers are those carrying out work on a construction site and those carrying out work on behalf of a contractor or principal contractor. All workers must:

a. Check their own competence
b. Cooperate with others and coordinate their work to ensure the health and safety of all those who may be affected by the work
c. Report obvious health and safety risks to their supervisors/managers, or by some other agreed process
d. Ensure that work under their control is carried out in compliance with CDM.

11. Worker involvement and CDM

CDM Regulations recognise the contribution that can be made by the workforce to improving health and safety in construction and actively promotes worker engagement. Those in control of construction work must:

a. Provide workers with any information that allows them to carry out their work in safety
b. Provide workers with a site-specific induction
c. Make workers aware of their right to stop work in the case of serious or imminent danger
d. Consult workers over matters affecting their health and safety
e. Make special arrangements to communicate health and safety information to workers who have little or no understanding of written or spoken English.

While these provisions apply to workers involved in the construction process, departments are reminded of the existing requirement in University Health & Safety Policy to consult trade union safety representatives (where appointed) in the department on any matters that might affect their members health and safety.

12. Provision of information

Pre-construction information should be provided to those bidding for or planning work which will help inform the construction phase plan that is required for notifiable projects – Appendix 2 indicates the information to be compiled.

It is good practice to consider providing this information for non-notifiable projects too, and this is strongly recommended. Note that this is not intended to encourage unnecessary paperwork: the level of detail in the plan should be proportionate to the risks involved in the project.

13. Health and safety file

In the case of notifiable projects, the CDM Coordinator must prepare a health and safety file, which is intended to ensure that any future construction work (including cleaning, maintenance, alterations, refurbishments and demolition) can be carried out safely. The Head of Facilities Management will hold copies of health and safety files and is responsible for updating them after any relevant work or surveys and providing operating manuals for departmental use.
14. Project Safety Review

The Director of Campus Services or his nominated Deputy, in conjunction with the Head of Health and Safety, will ensure that a random selection of notifiable projects are reviewed each year.

The project review will involve a representative(s) of the Campus Services Department, the Head of Health and Safety, the Lead Project Officer and others as considered appropriate and will consider:

a. Whether adequate pre-construction information was provided  
b. Compliance with relevant standards  
c. Incident, accident, ill health and data for the project  
d. Any action taken, or required to be taken, to address shortcomings

The representative of the Campus Services Senior Management Team will chair the review and make a record of the proceedings.

15. Further information

### Appendix 1

**Summary of duties under CDM 2007**

<table>
<thead>
<tr>
<th></th>
<th>All Construction Projects</th>
<th>Additional Duties for notifiable projects</th>
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<tbody>
<tr>
<td><strong>Clients</strong></td>
<td>Check competence and resources of all appointees</td>
<td>Appoint CDM Coordinator</td>
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<td>Ensure there are suitable arrangements for project welfare facilities</td>
<td>Appoint Principal Contractor</td>
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<td>Allow sufficient time and resources for all project stages</td>
<td>Ensure the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place</td>
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<td>Provide pre-construction information to designers and contractors</td>
<td>Provide information relating to the health &amp; safety file to the CDM Coordinator</td>
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<td>Retain the health &amp; safety file and provide access to it.</td>
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<tr>
<td><strong>CDM Coordinators</strong></td>
<td>Not appointed for non notifiable projects</td>
<td>Advise and assist the client with his/her duties</td>
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<td>Notify the HSE</td>
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<td>Coordinate health and safety aspects of design work and cooperate with others involved in the project.</td>
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<td>Facilitate good communication between the client, designers and contractors</td>
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<td>Liaise with principal contractor regarding ongoing design</td>
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<td>Identify, collect and pass on pre-construction information</td>
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<td>Prepare/update the health &amp; safety file.</td>
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<td><strong>Designers</strong></td>
<td>Check client is aware of their duties.</td>
<td>Check CDM coordinator has been appointed.</td>
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<td>Eliminate hazards and reduce risks during design</td>
<td>Provide any information needed for</td>
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<td><strong>Provide information about remaining risks</strong></td>
<td><strong>the health and safety file.</strong></td>
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**Principal Contractor**
- Not appointed for non notifiable projects
- Plan, manage and monitor construction phase in liaison with contractor
- Prepare, develop and implement a written plan and site rules (initial plan must be 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 CDM Coordinator regarding ongoing design
- Secure the site.

**Contractors**
- Check that client is aware of their duties.
- Plan, manage and monitor their own work and that of their workers
- Check competence of all their appointees and workers
- Train their own employees
- Provide information to their own workers
- Comply with the specific
- Check a CDM Coordinator has been appointed and HSE notified before starting work
- Cooperate 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
| requirements in Part 4 of the Regulations | the health and safety file |
| Ensure there are adequate welfare facilities for their own workers | Inform principal contractor of problems with the plan |
| | Inform principal contractor of reportable accidents, diseases and dangerous occurrences |

| Workers/ Everyone | Check own competence |
| | Cooperate with others and coordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work |
| | Report obvious risks |
| | Comply with the requirements in Schedule 3 and Part 4 of the regulations for any work under their control |
| | Take account of and apply the general principles of prevention when carrying out duties. |
Appendix 2

Pre-construction information

Pre-construction information provides information for those bidding for or planning work, and for the development of the construction phase plan. Each of the following topics should be considered at a level of detail proportionate to the risks involved and where it is relevant to the work proposed.

1. Description of project and programme details, including:
   a. Key dates (include the planned start and finish dates of the construction phase)
   b. The minimum time to be allowed between appointment of the principal contractor and instruction to commence work on site
   c. Details of client, designers, CDM Coordinator, and other consultants
   d. Extent and location of existing records and plans.

2. The University’s requirements
   a. Arrangements for
      • Planning for and managing the construction work, including any health and safety goals for the project
      • Communication and liaison between the client and other parties
      • Security of the site
      • Welfare provision.
   b. Requirements relating to the health and safety of University staff, students, or visitors or those involved in the project, e.g.
      • Site rules/arrangements for contractors on site
      • Site fencing or hoarding requirements
      • Site transport arrangements/vehicle movement restrictions
      • Permit-to-work systems, or other arrangements relating to the control of contractors
      • Fire precautions
      • Emergency procedures and means of escape
      • Areas designated as out of bounds, or for authorised access only
      • Areas designated as confined spaces
      • Smoking and parking restrictions.

3. Existing on-site risks, including
   a. Safety hazards
      • Access/temporary access restrictions, e.g. narrow roadways, lack of parking, turning or storage space
• Restrictions on deliveries, or waste collection or storage
• Adjacent land uses that may affect (or be affected by) the work
• Storage of hazardous materials
• Location of existing services, particularly concealed ones (water, electricity, gas, etc)
• Ground conditions, underground structures, or water courses that might affect the safe use of plant (e.g. cranes) or the safety of groundwork
• Information about existing structures – stability, presence of fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved)
• Previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved)
• Any fire damage, ground shrinkage, movement, or poor maintenance that might have adversely affected the structure
• Any difficulties relating to the use plant and equipment in or on the premises, such as floor loading or height restrictions
• Any relevant health and safety information contained in earlier design, construction, or ‘as-built’ drawings,

b. Health hazards, including:
   • Asbestos, including results of surveys (particularly where demolition is involved)
   • Existing storage of hazardous materials
   • Contaminated land, including results of surveys
   • Health risks arising from the client’s activities.

4. Significant design and construction hazards:
   a. Significant design assumptions and suggested work methods, work sequences, or other control measures
   b. Arrangements for coordination of ongoing design work and handling design changes
   c. Information on significant risks identified during design
   d. Materials requiring particular precautions.

5. The health and safety file

Description of its format and any conditions relating to its content.
### Core Criteria for demonstration of competence

*Extract from Appendix 4- Managing Health & Safety in Construction – Approved Code of Practice*

<table>
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<tr>
<th>Criteria</th>
<th>Standard to be achieved</th>
<th>Examples of the evidence that you could use to demonstrate you meet the required standard</th>
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<td><strong>Stage 1 assessment</strong></td>
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<td>1 Health &amp; safety policy and organisation for health &amp; safety</td>
<td>You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent. The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels with the organisation.</td>
<td>A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published) Guidance on writing company policies for health and safety can be found in HSE free leaflet INDG259.</td>
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<td>2 Arrangements</td>
<td>These should set out the arrangements for health and safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under CDM2007. There should be a clear indication of how these arrangements are communicated to the workforce.</td>
<td>A clear explanation of the arrangements which the company has made for putting its policy into effect and for discharging its duties under CDM2007. Guidance on making arrangements for the management of health and safety can be found in HSE free leaflet INDG259.</td>
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<td>3 Competent advice—corporate and construction-related</td>
<td>Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your organisation. The advisor must be able to provide general health and safety advice, and also (from the same source or</td>
<td>Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides health and safety information and advice. An example from the last 12 months of advice given and action taken.</td>
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<td>elsewhere) advice relating to construction health and safety issues.</td>
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<td><strong>4</strong></td>
<td><strong>Training and information</strong></td>
<td>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or CDM co-ordinators. You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation – from Board or equivalent, to trainees.</td>
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<td>Headline training records. Evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce. Evidence of an active CPD programme. Sample ‘toolbox talks’.</td>
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<td><strong>5</strong></td>
<td><strong>Individual qualifications and experience</strong></td>
<td>Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision</td>
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|   |   | Details of qualifications and/or experience of specific corporate post holders for example Board members, health and safety advisor etc. Other key roles should be named or identified and details of relevant qualifications and experience provided. **For contractors:** details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, for example the CITB Construction skills touch screen test or similar schemes, such as the CCNSG equivalent.  
For site managers, details of any specific training such as the Construction Skills CITB ‘Site Management Safety Training Scheme’ certificate or equivalent. For professionals, details of |
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<th>Specific Role</th>
<th>Details Required</th>
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<tr>
<td>Site workers</td>
<td>Details of any relevant qualifications or training such as S/NVQ certificates.</td>
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<td>Evidence of a company-based training programme suitable for the work to be carried out.</td>
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<td><strong>For design organisations</strong></td>
<td>Details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent.</td>
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<td>Details of any relevant qualifications and/or professional institution membership and any specific qualifications such as ICE construction health and safety register, NEBOSH Construction Certificate, APS Design Register.</td>
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<tr>
<td><strong>For CDM co-ordinators</strong></td>
<td>Details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent.</td>
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<td>Evidence of health and safety knowledge such as NEBOSH Construction Certificate.</td>
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<td>Details of professional institution membership and any other specific qualifications such as member of the CDM co-ordinators’ register administered by the APS or ICS (formerly the IPS), or the ICE construction health and safety register etc.</td>
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<td>Evidence of a clear commitment to training and the Continuing Professional Development of staff.</td>
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