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| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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###### Contents

[1.0 PURPOSE 1](#_Toc34227905)

[2.0 APPLICATION – “NOTIFIABLE PROJECTS” 1](#_Toc34227906)

[3.0 DEFINITIONS 1](#_Toc34227907)

[4.0 CONTROL MEASURES 2](#_Toc34227908)

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# PURPOSE

1. The purpose of this procedure is to ensure that the company complies with the duties placed on them by the CDM regulations.
2. In doing so, the company aims to protect persons from failing to comply with statutory duties under CDM and the resulting risk of prosecution.
3. Under the CDM Regs 2015, all projects, whether commercial or domestic, are applicable. Under previous legislation, domestic projects were exempt.

# APPLICATION – “NOTIFIABLE PROJECTS”

1. The HSE must be notified by submission of a F10, of any project to which CDM applies.
2. CDM will apply to all projects which last for longer than 30 days with 20 or more persons on site or involve more than 500-person days of work. A person day is one worker for a full shift.

# DEFINITIONS

* Client – The firm or individual for whom the project is being carried out.
* Contractor – A contractor carrying out construction work under the control of the Principal Contractor. Appointed by the Principal Contractor or nominated by the Client.
* Construction Phase – The period from the start or work on the site, including demolition or earth moving, to practical completion of the project.
* Designer – The architect/s or engineer/s who designs the structure, project or their parts. Appointed by the Client.
* Health and Safety File – The record of the project design, construction and maintenance delivered to the client on completion. The principal designer must ensure its completion.
* Health and Safety Plan – Plan developed by the Principal Contractor covering the whole of the construction phase.
* Principal Designer – The person or body carrying out this function. Appointed by the Client. They are responsible for managing the pre-construction phase of the project.
* Pre-Construction information Document – Health and Safety information prepared before the tender stage and from which the H+S Plan is developed. Prepared by the Principal Designer.
* Principal Contractor – The contractor taking the lead role and controlling the whole of the project construction phase.
* Project – Any project which includes construction work.
* Structure – The building, facility, earthworks or machine being built, altered or demolished.
* Sub-Contractor – A contractor with a contractual relationship to the contractor. Although still under the Principal Contractor’s control during the project, the two parties may not have a contractual relationship.

# CONTROL MEASURES

1. Where the Client proposes to carry out building or engineering work, the relevant manager will assess whether or not CDM will apply.
2. Where doubt exists, then the Safety Manager should be consulted.
3. Where CDM applies, the Client management will appoint a Principal Designer to prepare the pre-construction information document, prior to appointing a contractor for the work.
4. The Client will provide the Principal Designer with any H+S information known to them and relevant to the project, including information on asbestos and other contamination, surveys, existing drawings, services and site information.
5. The Client will provide the Principal Designer with any site rules which they wish enforced, for inclusion in the Pre-tender Plan.
6. The Client, or the Principal Designer on behalf of the Client, will submit an F10 as soon as the required information is available.
7. The Client will appoint a Designer for the project.
8. The Designer will prepare a design which minimises H+S hazards and risk, both during construction and in the future use of the structure.
9. The Designer will submit the design to the Principal Designer for approval.
10. The Principal Designer will prepare the Pre-Construction information document
11. The Client will appoint a contractor as Principal Contractor, subject to the advice of the Principal Designer as to the competence and resources of those tendering.
12. The Principal Contractor will develop a H+S Plan and submit this for the approval of the Principal Designer prior to commencing the construction phase. The H+S Plan will continue to be developed throughout the project.
13. The Principal Designer will ensure the preparation of the H+S File and submit this to the Client for retention.

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