

Construction (Design and Management) Regulations 2015 Policy

Effective from 23 September 2015

Version Number: 3.1

**Author: Head of Operations
Estates and Property Services**

Document Control Information

Status and reason for development

Revised, to reflect changes in legislation

Revision History

Date	Author	Summary of changes	Version	Authorised
25 th June 2018	Darren Kibble	Revised to detail method of collating and storing all project specific Health and Safety files and O&M manuals	V3.1	Director of Estates & Property Services
2015	Darren Kibble	Document re-written to reflect changes in legislation and transferred onto new template	V3.0	Director of Estates & Property Services
2007	Steve Howard	Document revised to reflect changes in legislation	V2.0	Director of Estates
1994	Joe Sate	Document developed	V1.0	Health and Safety Committee

Policy Management and Responsibilities

Owner: The Director of Estates and Property Services is the document owner and has delegated responsibility for writing and amending this policy to the Head of Operations

Others with responsibilities (please specify): All Students, Staff, Contractors and Visitors are responsible for engaging with and adhering to this policy.

Assessment	<i>Cross relevant assessments</i>	<i>Cross if not applicable</i>
Equality Analysis	X	
Legal	<input type="checkbox"/>	<input type="checkbox"/>
Information Governance	X	<input type="checkbox"/>
Academic Governance	<input type="checkbox"/>	X

Consultation

Cross relevant consultations

Staff Trades Unions via HR	X via the Health and Safety Committee
Students via USSU	<input type="checkbox"/>
Any relevant external bodies (please specify)	<input type="checkbox"/>

Authorised by: Director of Estates and Property Services.

Date authorised: 23 September 2015

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Review due: Every 2 years from date authorised

Document location: University Policy & Procedure Pages

<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures>

<http://www.salford.ac.uk/hr/health-and-safety>

Document dissemination and communications plan:

Document will be communicated and circulated by Estates and Property Services Managers and H&S

Coordinator

1.0 Purpose

The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007. The law applies to the whole construction process on all construction projects, from concept to completion. HSE Guidance publication L153 provides guidance on the legal requirements for CDM 2015.

The University of Salford is committed to the aims of the Construction (Design and Management) Regulations 2015 and ensuring better integration and coordination of health and safety during the pre-construction phase.

Estates and Property Services are committed to providing safe and healthy environments for all users of the buildings and places we manage, and to the wellbeing of our students and employees. Clients, Principal Designers, Designers, Contractors and health and safety professionals all have a vital role to play in ensuring health and safety risks are managed effectively in the preparation of and during construction.

Our aims are:

- To ensure the University complies with the Construction (Design and Management) Regulations 2015 and to integrate health and safety into the management of construction projects.
- To encourage liaison and communication between parties, ensure thorough planning and management of projects from conception to completion, and managing the risks by applying the general principles of prevention.
- This policy sets out the actions required of Estates & Property Services and any other service or school of the University, which construction work is being carried out for, as well as parties involved or duty holders appointed under the regulations.

Definitions

Construction work - the carrying out of any building, civil engineering or engineering construction work and includes:

(a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;

(b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;

(c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;

(d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;

(e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

Notifiable Project - a project is notifiable if the construction work on a construction site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceed 500 person days.

2.0 Scope

All construction work undertaken for or behalf of University of Salford is subject to these Regulations. This document should be read and understood by members of Estates & Property Services (E&PS) and all parties who undertake construction work for or on behalf of the University.

3.0 Policy Statements

3.1 Executive Director of Estates will:

- Ensure adequate resources are provided to enable compliance with CDM Regulations 2015.
- Appoint competent persons to undertake specific roles and responsibilities.

3.2 Associate Director of Estates and Property Services will:

- Ensure all Consultants and Contractors appointed by Estates & Property Services comply with requirements set out in the CDM Regulations 2015.
- Maintain a list of Authorised Contractors who have been assessed as competent to carry out "construction works". This will be controlled and reviewed annually.
- Ensure Principal Designer, Designers and Principal Contractor, Contractors are appointed at the right time.

3.2 The Client

When fulfilling the role of Client, the University also has duties and responsibilities under other health and safety legislation, including:

- The Health & Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Control of Asbestos Regulations 2012

3.4 Estates and Property Services staff involved in construction work will:

- Ensure the core requirements of the CDM regulations and other relevant legislation are met, by providing appropriate support to all the parties, to ensure the highest standards of health and safety are achieved. The same commitment is expected from all parties, consultants and contractors, involved in every University of Salford construction project.
- Appoint the right people and organisations at the right time. As a Client, we will appoint Principal Designers and Principal Contractors as soon as practicable and before the start of the

construction phase, so they have enough time to carry out their duties to plan and manage the pre-construction and construction phases respectively.

- Ensure that where we act as a Client under the Construction (Design and Management) Regulations 2015 we discharge our duties in accordance with legislation.
- Ensure that all risks are managed by applying the general principles of prevention.
- Provide relevant information in order for duty holders to carry out their jobs in a way that secures health and safety. Ensure that there are effective arrangements to receive, collate, and disseminate health and safety information.
- Cooperate and communicate with duty holders and all relevant parties.
- Ensure that all directly appointed duty holders have suitable and sufficient training to enable them to carry out their duties under the Regulations.
- Ensure that all staff are aware of their responsibilities in respect of health and safety and properly trained to be able to fulfil these responsibilities.
- Ensure that the procedures detailed in 'HS07 CDM Procedure' are communicated to all parties involved with construction work carried out for or on behalf of the University and are implemented, where applicable.
- Where a project is notifiable, notify the HSE as soon as is practicable before the construction phase begins (unless this duty is transferred to the appointed Principal Designer).
- Ensure that the sufficient time is allocated to ensure that safe working practices can be developed.
- Ensure the health, safety and welfare of all staff, students and other persons who may be affected by the works.
- During large construction projects, where areas are released on a phased basis and, therefore, academic activity will be carried out in a parallel with construction activity in adjacent areas or floors; ensure that hazards are identified and risks eliminated or reduced and controlled to an acceptable level. Areas will be suitably and securely protected for the duration of the works.
- Where planned construction works will impede emergency procedure and routes, communicate and implement temporary emergency procedures and plans to reflect the changes.
- To collate and store all project specific Health and Safety files and O&M manuals into the central 'CADCapture' electronic archive for future reference on projects. This duty will be the responsibility of all appointed / project officers. Estates and Property Services will make the electronic archive accessible to the appointed duty holders as and when required.
- A timeframe for the resolution of defects is to be agreed at progress meetings so that snagging can be managed effectively.

4.0 Policy Enforcement / What happens when the policy is not followed

The effectiveness of the policy will be monitored by periodic reviews of risk assessments, sample audits and inspections and feedback from progress meetings. Active monitoring will be carried out as a formal check that all aspects of safety performance are at an acceptable level. The policy will be reviewed as part of the annual health and safety management review process by management, to ensure that it remains appropriate and aligned with the activities, objectives and strategy of the University, and ensure its effectiveness

This Policy and associated Procedure will be implemented and adhered to in accordance with other related University of Salford of policies and procedures.

5.0 Related Documentation

- HS07 CDM Procedure
- University Health & Safety Policy

6.0 Appendices

N/A