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Contents:

1. Introduction
2. Practice Policy
3. Implementation by the Practice
4. Work Stage Procedures
5. Appendices:
 - 5.1 Designers competence
 - 5.2 Purpose of H&S File
 - 5.3 Sample letter to Client
 - 5.4 Sample Stage 2/3 CDM Questionnaire
 - 5.5 Sample Risk Identification and Assessment Register Construction/Maintenance

1. Introduction

The Construction (Design and Management) Regulations 2015 (CDM15) come into force on 6th April 2015. They replace the Construction (Design and Management) Regulations 1994 (CDM94) and 2007 (CDM2007) and the Construction (Health, Safety and welfare) Regulations 1996 (CHSW).

The regulations place a legal requirement on designers and others to plan, co-ordinate and manage health and safety throughout all stages of a construction project.

This document records our management system to implement the CDM Regulations into our Design Activities and includes the proformas to be followed at each stage of the project.

This document is intended to act both as a working tool for use by architects in our practice and as a file which can be expanded, amended and updated as further knowledge, experience and information becomes available.

2. CDM Practice Policy

- In order to comply with the requirements on designers in the 'Health and Safety, the Construction (Design and Management) Regulations 2015' we have introduced a management system specifically for this purpose.
- Our system aims to be straightforward and clearly defined and in this form it is most likely to be both assimilated and applied by the designers within the practice.
- We will keep up-to-date with current developments in legislation and, in particular with the legal testing of the new regulations, sufficient resources of time and costs will be allocated to make this possible.
- There will be at least two people in the office who have developed more specialised knowledge of Health and Safety in construction.
- All designers within the office shall be made fully aware of their CDM duties, and all Projects shall be monitored by the Management Review Team to ensure duties have been fulfilled.

3. Implementation by the Practice

The CDM working file provides a source of relevant information, including a list of reference material, a structured method of working and proformas. The working methods we currently use are based on our experience of working with the CDM Regulations since its introduction in 1994.

Our management system for implementing the requirements on designers in the CDM regulations has the following components:

3.1 Stage Proformas

Office proformas covering the following work stages can be located electronically within the Practice Management files:

- Letter to Client informing them of their Duties
- Guidance to Work Stage Procedures
- Stage 2-3 CDM Questionnaire
- Stage 4 Risk Identification & Assessment Forms
- Checklist for Health & Safety File

The information contains a clear method of working with the regulations at all stages of a project. They have been set up around the RIBA work stages to provide a clear process that links with other aspects of a

projects progress and allow our Work Stage Technical Reviews to check that the CDM duties are being carried out. These files are kept electronically in the following location: Practice: \D – CDM\D03 H&S

3.2 Reference Material

Contains other useful publications and press articles i.e. general reference information. These publications are kept as hard copy in the reference library (top of Stairs) with certain publications available electronically in the following location: Practice: \D - CDM\D02 H&S Guidance documents

3.3 CDM Monitor

A member of the practice is appointed to monitor and update the practice on the implementation of the CDM Regulations. The CDM monitor's role includes an annual review meeting to assess the systems, to inform other members of the practice, and to provide a forum for discussion. The CDM monitor is also responsible for keeping the information in the working file up to date. The current monitor is Colin Rice.

3.4 Training

To date, two current members of the practice have received formal tuition in the CDM regulations (Colin Rice and Alex Abbey). They are thereby available for consultation by other members of the practice and can provide relevant information and training for other members of the practice through seminars or project reviews.

Members of the practice that regularly make construction site visits are also trained through the CITB Construction Skills test and hold the relevant card to allow them on site.

3.5 Office CPD

We aim to annually present a CDM refresher CPD session to all members of the office reminding them of our obligations under the CDM Regulations and our office procedures in meeting these requirements. This continues into a seminar which discusses project experience within the last year, concentrating on new techniques which were deployed to reduce construction/maintenance risk.

3.6 Office Reviews

Every Project within the office is subject to a Project Stage Review (currently carried out by the Practice Manager Colin Rice). At each the stage the project is assess to confirm that the CDM Duties have been completed for that stage.

4. Work Stage Procedures

Stage 1

Check that Clients are aware of their duties under the regulations

A useful list for a first assessment of the Health and Safety aspects of a design:

Consider hazards to contractors carrying out the work and to other persons who may be affected by such a person at work when:

- Building a structure
- Maintaining a structure
- Repairing a structure
- Demolishing a structure
- The method by which the structure will be built.
- Whether specified materials (or equipment) are hazardous.
- How maintenance and repair can be safely carried out, particularly with regard to means of access.
- Consider site conditions (access, services, etc)
- Consider design as a whole

Stage 2

Ensure that the client has appointed a Principal Designer; do not start Design Work other than initial Design Work under a Principal Designer has been appointed.

Cooperate with the Principal Designer and the Design team as necessary for each of them to comply with their duties.

Complete the CDM Stage 2 Questionnaire and include within the Stage Report Document. The questionnaire and forms should be completed prior to the completion of each work stage and therefore act as a guide to the work required in the following work stage.

Stage 3

Complete the CDM Stage 3 Questionnaire (readdressing the risks identified in the CDM Stage 2 Questionnaire) and include within the Stage Report Document. The questionnaire and forms should be completed prior to the completion of each work stage and therefore act as a guide to the work required in the following work stage.

Stage 4

Record on FORM 1 M & C

- Form 1 (C) – Construction stage risks
- Form 1 (M) – Maintenance, alteration and demolition risks of the finished building

Identify and assess risks that are specific to the project in question. Use guidance in CIRIA C662 Construction work sector guidance for designers. Ideas on how these risks can be mitigated should also be recorded. The CDM Stage 3 Questionnaire should assist as a guide to the areas already known. Re-assess risks previously identified to see if they are still relevant. Any new risks should be recorded and actions agreed. Action that has been taken to reduce or remove a risk should also be recorded to ensure a clear record of the decisions taken is retained.

The significant residual risks identified for the contractor should be added to relevant drawings so that the person carrying out the work with the inherent risk is directly informed. Cullinan Studio has a standard box to be added to Production Information Drawings, which should also refer the contractor to the Health & Safety Risk Register and other relevant documents. Where a construction sequence or method is important to eliminating or reducing the risk, this information must be added to the form against the risk.

The pre-construction Health and Safety plan should make use of the FORM 1 document to record any remaining risks/ hazards at the end of the design period. These are then passed to the contractor for the construction period.

Stage 5

The remaining risks identified in relation to the future maintenance of the building (Form 1 (M)) will be incorporated into the Health and Safety File.

APPENDICES

5.1: Designer's Competence

We offer the following as part of our regular architectural services:

- All individual architects in the practice have sufficient knowledge, and expertise to ensure that adequate consideration is given to health and safety issues in design.
- We have a structured method of risk assessment to allow pre-contract and contract analysis of designs as necessary.
- Two members of the practice have attended CDM training courses.
- We continue to conduct our own continuing professional development seminars within the office. These allow regular retraining of the whole practice as our specialists gain more expertise and discover recent developments.
- We hold a file of relevant documents accessible to all members of the practice which is regularly updated.
- We will provide information to the Principal Designer for preparing the Health and Safety and File.

5.2: Purpose of H&S File

- An extension of a maintenance manual.
- Flagging up health and safety issues
- Intended to be available to building users and subsequent contractors carrying out maintenance, alteration or demolition work (the whole process would begin again)
- To provide information on the as-built construction.

Maintenance manuals would normally involve record drawings/specification, details of equipment and maintenance, location of services and their control systems. In addition matters having a foreseeable H&S implication must be flagged up, e.g. structures that might be unstable when dismantling, toxic materials, etc.

The following should be included:

1. Introduction:

Building use
Client's duty
Amendments

2. Nature of Project:

Summary of project (description; floor areas; occupancy details; surrounding area etc)

3. Project Directory:

Directory of whole project team
Directory of contractors and suppliers (indicate nature and extent of design responsibility where appropriate)
Directory of Local and Statutory Authorities
Emergency services

4. Last Construction Issue Drawings:

(Note it is hard to provide As Built Drawings therefore they should be referred to as last Construction Issue Drawings)
Key drawings, GA's sections and special details
Schedules of plant etc
Reports (e.g. soil, asbestos etc)
Details of where the full set of last construction information is held. (Issued to client on completion of the project)

5. Design (Principles and Criteria):

Fire Strategy
Structural concept
Services Installation strategy
Building fabric strategy
These should all include relevant selected drawings.

6. Construction Methods and Materials:

Last construction issue specification and schedules
Specific method statements from the construction phase that might assist future alteration or demolition of the building.

7. Emergency Procedures and fire fighting facilities:

Cross refer to other sections where necessary – include summary and copies of relevant drawings e.g. emergency escape routes, shut off points for mains services – gas, water, electricity etc.

8. Maintenance Procedures and Equipment:

Cleaning of windows and other glazing
Access to roofs and areas at high level
Plant and equipment
Any special architectural or services equipment
Ensure this section is cross referenced with others if appropriate.

9. Demolition/ Replacement/ Alteration:

Provide guidance on important issues which may not be obvious

10. Records:

Statutory Approvals – Planning, Building Control
Guarantees/ certificates/ disposal notes
Schedules of conditions
Party Wall Awards

11. Safety Data Sheets:

Copies of information on any remaining risks and hazards present within the building.
This would be **Form 1(M)**

12. Operating and Maintenance Manual

Mechanical
Electrical
Lifts

5.3 Sample letter to Client

5.4 Sample Stage 2-3 CDM Questionnaire

5.5 Sample Risk Identification and Assessment Register Construction/Maintenance

5.3 - 5.5 above can be found on the following pages.