

Haysom Ward Miller Architects

CDM Policy and Procedures

Objectives

With reference to CDM Regulations 2007 we will endeavour to:

- meet the requirements of the Construction (Design and Management) Regulations 2007.
- reduce risks and hazards in site construction work, maintenance, repairs and demolition of buildings through care and action at the design stage of the process.
- ensure all staff (Designers) are aware of their responsibilities, are educated in identifying construction hazards and taking action to reduce, remove or manage them.

The CDM Representative Partner is **Patrick Ward**

Employer duties and responsibilities:

- Make staff aware of their duties as designers and ensure they are proactive in identifying risk and taking action
- Maintain induction process for new staff so that they are briefed in office procedures.
- Conduct annual CPD updates for all partners and staff.
- Keep staff informed of location of resources
- Ensure resources are kept up-to-date and easily available
- Ensure all staff are completing end-of-stage CDM project assessments through QM checklists
- Make sure feedback procedure is in place throughout project phases and especially at the end.

Employee duties and responsibilities:

- co-operate with supervisors and managers on CDM responsibilities
- follow all procedures to reduce hazards
- complete regular end-of-stage checklists through QM system and regular and final feedback
- Report all concerns that arise

Designer Duties

Stage AB

- Check whether project is notifiable

A project is notifiable to the HSE if the construction phase will be longer than 30 days or 500 person days of construction work. An F10 form for doing this is available on HSE web site

- Is the Client informed of their duties?

On all projects clients will need to:

Check competence and resources of all appointees

Ensure there are suitable management arrangements for the project welfare facilities
Allow sufficient time and resources for all stages
Provide pre-construction information to designers and contractors
Where projects are notifiable under CDM 2007, clients must also:
Appoint a CDM co-ordinator
Appoint a principal contractor
Make sure that construction work does not start unless a construction phase plan is in place and there are adequate welfare facilities on site
Provide information relating to the health and safety file to the CDM co-ordinator
Retain and provide access to the health and safety file
- record this in the CDM section of the QM file

Stage CD

- Identify construction, maintenance, repair and demolition hazards arising through the design process
- Attempt to eliminate, mitigate or manage them through changes to the design.
- notify Partner of all aspects.
- make records in the QM file, including relevant technical data
- if project passes to other companies - ensure this information is passed on to them

Stage EFG

- Identify construction, maintenance, repair and demolition hazards arising through the detailed design process
- Attempt to eliminate, mitigate or manage them through changes to the design.
- notify Partner of all aspects.
- make records in the QM file, including relevant technical data
- Complete hazard identification sheets and risk assessments as required by the CDM co-ordinator
- if project passes to other companies - ensure this information is passed on to them

Stage HIJK

- As design goes through changes while project on site, continue to assess design for hazards
- notify Partner of all aspects.
- make records in the QM file, including relevant technical data

Stage LM

- Assess project and identify any useful feedback
- notify Partner of all aspects.
- make records in the QM file, including relevant technical data

Resources

HSE - www.hse.gov.uk

The Construction (Design & Management) Regulations 2007 (CDM 2007)

The Approved Code of Practice (ACoP) The ACoP gives practical advice on how to comply with the law and has special legal status.

HSE leaflet INDG 411 - 'Want construction work done safely?' A quick guide for clients on the Construction (Design and Management) Regulations 2007

CIRIA www.ciria.org

CDM 2007 - Construction work sector guidance for designers(C662)

COSHH Regulations - Control of Substances hazardous to health in Construction

Date of Policy review

Reviewed by

Next review due