

NORTH VIEW Housing Association

1

North View is a registered Scottish charity – charity registration number SC032963

POLICY

CONSTRUCTION DESIGN MANAGEMENT

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| Passed:- | 27/03/2024 | Review Date:- | Feb-26 |
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All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us on enquiries@nvha.org.uk

1.0 Introduction

- 1.1 The aim of this document is to define a policy for the effective management of Construction Design Management (CDM) to manage work activities in the Association's properties.

2.0 Background to CDM 2015 Regulations

- 2.1 The CDM 2015 Regulations are intended to streamline and integrate health and safety requirements into the construction and maintenance of buildings and structures.
- 2.2 CDM 2015 places much greater responsibility onto the client, who is now responsible for ensuring that the requirements of CDM 2015 are fulfilled (even if actions are undertaken by others). The new regulations remove the role of CDM Co-ordinator and introduce the new role of Principal Designer which integrates health and safety considerations into the design process. In some circumstances, the role of Principal Designer is assumed by the client.
- 2.3 Regulations also apply in full to all construction and maintenance projects, regardless of whether the project is notifiable to the HSE, whereas previously there were additional duties if a project was notifiable.

3.0 Management Responsibilities

- 3.1 It is the overall responsibility of the Management Committee to ensure that the Association complies with all statutory duties placed on it by health and safety legislation.



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2

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POLICY

CONSTRUCTION DESIGN MANAGEMENT

4.0 Duty Holders

4.1 CDM 2015 places legal duties on virtually everyone involved in construction work. Those with legal duties are commonly known as 'duty holders'.

4.2 Duty holders under CDM 2015 are:

- **Clients** - A 'client' is anyone having construction or maintenance work carried out as part of their business. **North View Housing Association** falls into this category for development and maintenance projects which it commissions.
- **Principal Designers**- A 'principal designer' are designers appointed by the client to take on additional responsibilities to plan, manage, monitor and co-ordinate health & Safety at the Pre-Construction phase of a project. The principal designer is usually the lead designer for the contract but can be assumed by any designer providing they have sufficient knowledge, experience and ability.
- **Designers** - The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors.
- **Contractors** - A 'contractor' is an individual or company who carry out the work involved in construction, alteration, maintenance or demolition. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.
- **Principal Contractors** - A principal contractor is a contractor working on a project with more than one contractor who is appointed to coordinate the construction phase of the project. The principal contractor's role is to plan, manage and co-ordinate Health and Safety while construction work is being undertaken. The principal contractor is usually the main or managing contractor for the work.
- **Workers** - A worker is anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. A worker is a person who works for, or under the control, of the contractor/client and could be, for example, a plumber, electrician,



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scaffolder, painter, decorator, steel erector, as well as those supervising the work, such as foreman and chargehands.

5.0 Clients Roles and Responsibilities

5.1 On all development and maintenance projects, North View Housing Association will:

- Make suitable arrangements for managing the project including the allocation of sufficient time and resources.
- Appoint a team based on skills, knowledge, experience and organisational capability relevant to the role they will undertake.
- Ensure there are suitable management arrangements for the project welfare facilities and monitor provision throughout the contract.
- Provide pre-construction information to designers and contractors as soon as practicable.
- Ensure a satisfactory Construction Phase Plan is in place for all projects prior to commencement.
- Monitor and Review that all Health & Safety arrangements are working successfully throughout the contract period.
- Ensure Health & Safety Plan is reviewed and updated by the principal designer / contractor on completion, received by North View and maintained for future use.

5.2 Where projects are notifiable under CDM 2015, North View Housing Association will:

- Submit an F10 form to HSE on-line (form can be submitted by principal designer on behalf of client).
- Ensure that the Principal Designer complies with duty to plan, manage, monitor and co-ordinate pre-construction health & safety, continues to liaise with the relevant duty holders.
- Ensure that the Principal Designer liaises with the Principal Contractor regarding the construction phase of the project.



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4

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POLICY

CONSTRUCTION DESIGN MANAGEMENT

- Monitor and Review that all Health & Safety arrangements are working successfully throughout the contract period.

6.0 Principle Designer's Roles and Responsibilities

- 6.1 A principal designer must be appointed when there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time.
- 6.2 The principal designer must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.

7.0 Designer's Roles and Responsibilities

- 7.1 On all projects, designers will need to:
- Eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person carrying out or liable to be affected by construction work maintaining or cleaning a structure and using a structure as a workplace.
 - Where it is not possible to eliminate these risks, so far as is reasonably practicable, take steps to reduce or control the risks through the subsequent design process; provide information about those risks to the principal designer and ensure appropriate information is included in the health and safety file.
 - Provide sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.

8.0 Principal Contractor's Roles and Responsibilities

- 8.1 The principal contractor must be appointed when there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time.
- 8.2 The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction



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POLICY

CONSTRUCTION DESIGN MANAGEMENT

phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.

8.3 On all projects, the principal contractor needs to:

- Take into account the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession and estimating the period of time required to complete such work or work stages.
- Organise cooperation between contractors (including successive contractors on the same construction site.
- Coordinate implementation by the contractors of applicable legal requirements for health and safety and ensure that employers and, if necessary for the protection of workers, self-employed persons apply the general principles of prevention in a consistent manner, and when complying with the provisions of Part 4 *where* required, follow the construction phase plan.
- Ensure a suitable site induction is provided, necessary steps are taken to prevent access by unauthorised persons to the construction site, and that facilities comply with the requirements of schedule 2 are provided throughout the construction phase.
- Liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

9.0 Contractors' Roles and Responsibilities

9.1 Contractors must not carry out any construction work unless they are satisfied the client is aware of the duties clients have under CDM 2015.

9.2 On all projects, the principal contractor needs to:

- Plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and



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safety.

- Employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- Provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- Ensure work on a construction site does not start unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- Ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with so far as they affect the contractor or any worker under that contractor's control.

9.3 If there is only one contractor working on the project, the contractor must:

- Take account of the general principles of prevention when design, technical and organisational aspects are being decided to plan the various items or stages of work which are to take place simultaneously or in succession and estimating the period of time required to complete the work or work stages.
- Draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.

9.4 Where there is more than one contractor working on a project, a contractor must comply with:

- Any directions given by the principal designer or the principal contractor; and the parts of the construction phase plan that are relevant to that contractor's work on the project.



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10.0 Workers' Roles and Responsibilities

10.1 All employees or self-employed persons on construction sites should have the opportunity to be involved in health and safety. Workers are expected to:

- be consulted about matters which affect their health, safety and welfare.
- take care of their own health and safety and others who may be affected by their actions.
- report anything, they see which is likely to endanger either their own or others' health and safety.
- cooperate with their employer, fellow workers, contractors and other dutyholders.

11.0 Notifiable Projects

11.1 CDM 2015 requires some construction projects to be notified to the Health and Safety Executive (HSE). Notification will be required if the project is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project.
- Exceed 500 person days.

11.2 Where a project is notifiable, the client must give notice in writing to the Health and Safety Executive as soon as is practicable before the construction phase begins.

11.3 Details of what is required to be notified are included in Schedule 1 of the CDM Regulations. The notice must be clearly displayed in the construction site office in a comprehensible form and updated periodically, if required.

12.0 Key Elements to Securing Construction Health and Safety

12.1 The key elements, include:

- managing the risks by applying the general principles of prevention.
- appointing the right people and organisations at the right time.



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- making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety.
- dutyholders co-operating and communicating with each other and coordinating their work.
- consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

13.0 Review

- 13.1 The policy will be reviewed at least every three years; it will be reviewed earlier in response to legislative and/or regulatory changes.

End

reviews and amendments

27/3/24 - Policy established



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