

Health and Safety Procedure

HSP
7

The Construction (Design and Management) Regulations 2015



Procedure Index

Page No	Title
3	Introduction
3	Client Duties (In Thames Water we play a key role as the “client” so what does that mean)
4	Does CDM apply to my project/work
4	Available tools (To help you in implementing the requirements of CDM)
5	CDM High Level Process Summary
6	CDM High Level Process Flow
7	Appendix A- Roles and responsibilities
8	Appendix B- Client checklist
9	Procedure approval/owners/changes to this version.

Introduction

The Construction (Design and Management) Regulations 2015 (CDM 2015) detail the management of health, safety and welfare when carrying out construction projects. Whatever your role in managing projects, work (planned/emergency) within Thames Water, CDM will provide you with a consistent approach by helping you:

- Set out Thames Water's expectations of the project/work
- Plan the work safely in order that risks are managed from start to finish
- Ensure the right people/organisations are assigned duty holder roles and responsibilities
- Establish regular communication with all involved within the project/work
- Ensure the welfare of the workforce

Take a look at the short video, on the [CDM toolkit page](#) which provides a guide to the CDM Regulation

Under the requirements of CDM, there are a number of roles and responsibilities known as “duty holders” outlined in Appendix A. Each one plays a significant role in ensuring that activities such as construction/demolition are planned, resourced and managed safely.

In Thames Water we play a key role as the “client” so what does that mean?

At the start of the project/work (as early as initial design) we must start thinking about the content of the “Client/Project Brief”. As the client we **must** provide clear instruction in the form of a “Client/Project Brief” to other duty holders specifying our requirements. The brief details how the project/work will be managed and handed over, who will be involved, the arrangements for selecting and appointing the designers/contractors and sets out our health and safety expectations of the project/work in line with the scope of works. We also need to prepare adequate pre-construction information to be shared with the other duty holders in order for them to assist in the development of their documentation, such as the construction phase health and safety plan.

The next step for us as the client, is to select and formally appoint the contractor and designer that will deliver the project/work. If more than one contractor will be working on your project/work then, as the client, we must appoint a principal designer and a principal contractor in writing.

As the client, we must also determine whether or not the project/work is notifiable to the Health and Safety Executive. A project/work becomes notifiable if the project/work is expected to last longer than 30 working days **and** have more than 20 individuals working on the project/work at any one time or exceed 500 person days.

If it is deemed that the project/ work activity is notifiable, then a request for an F10 can be made by the responsible person acting as the Client (typically, they will be the project manager of the construction activity), following the guidance document [HSI 34 – F10 notification and revision requests](#).

Having determined the project/work team, we must ensure that suitable arrangements are in place for regular communication with all duty holders through structured meetings that are documented, monitor the health and safety performance through regular site inspections, especially during the construction phase and final handover. Ensuring that accurate records are maintained and readily retrievable throughout the lifecycle of the project/work.

In summary the main duties of ourselves as the client are:

- Making suitable arrangements for managing the project/work.
- Establishing the client/TW project/work team and formally appointing the duty holders
- Supplying information to help with the design and construction.

- Notifying the enforcement authority – [HSI 34](#) (where the project/work is determined as notifiable)
- Checking the arrangements are in place and being maintained.
- Ensuring final handover on completion through inspection
- Retaining the health and safety file

Does CDM apply to my project/work?

The important thing to remember is that every project/work activity is a CDM project. The CDM regulations apply to every construction project in some way or another. Regardless of whether or not it becomes notifiable or how long the project/work runs for. This is where the confusion can lie.

Just a reminder that just because a project/work activity is classified as non-notifiable, it does not mean that the CDM regulations do not apply, or that there are no specific duties required. If you are a client, designer, contractor or worker on any construction project/work, you have duties to comply with under the CDM regulations (along with the requirements of other health and safety regulations).

All construction project/work must have a “Construction Phase Health and Safety Plan”

To help you in implementing the requirements of CDM

A toolkit is available from the health and safety portal page and the health and safety hub. It consists of a number of templates which can be tailored to suit the complexity of the project/work activity.

[CDM toolkit page](#)

Appendix B of this document: Provides you with an aide memoire in ensuring all of the client duties have been implemented which you may find useful.

A high level process summary and process map is included within this HSP: it's purpose being to highlight the key steps in the process and reference the templates available from the toolkit.

It is important that if you manage projects/work you should familiarise yourself on the key requirements of managing contractors, available from within the health and safety management system.

[Managing Contractors](#)

[Health & Safety: Engaging with Contractors and Suppliers](#)

[HSI 34 – F10 notification and revision requests.](#)

If you require any further assistance regarding CDM please contact the health, safety and wellbeing delivery office team @ safetyhealthandwellbeing@thameswater.co.uk

Useful links

[Interactive toolkit Health and Safety Hub](#)

[Additional Guidance L153](#)

[Water UK Technical guidance](#)

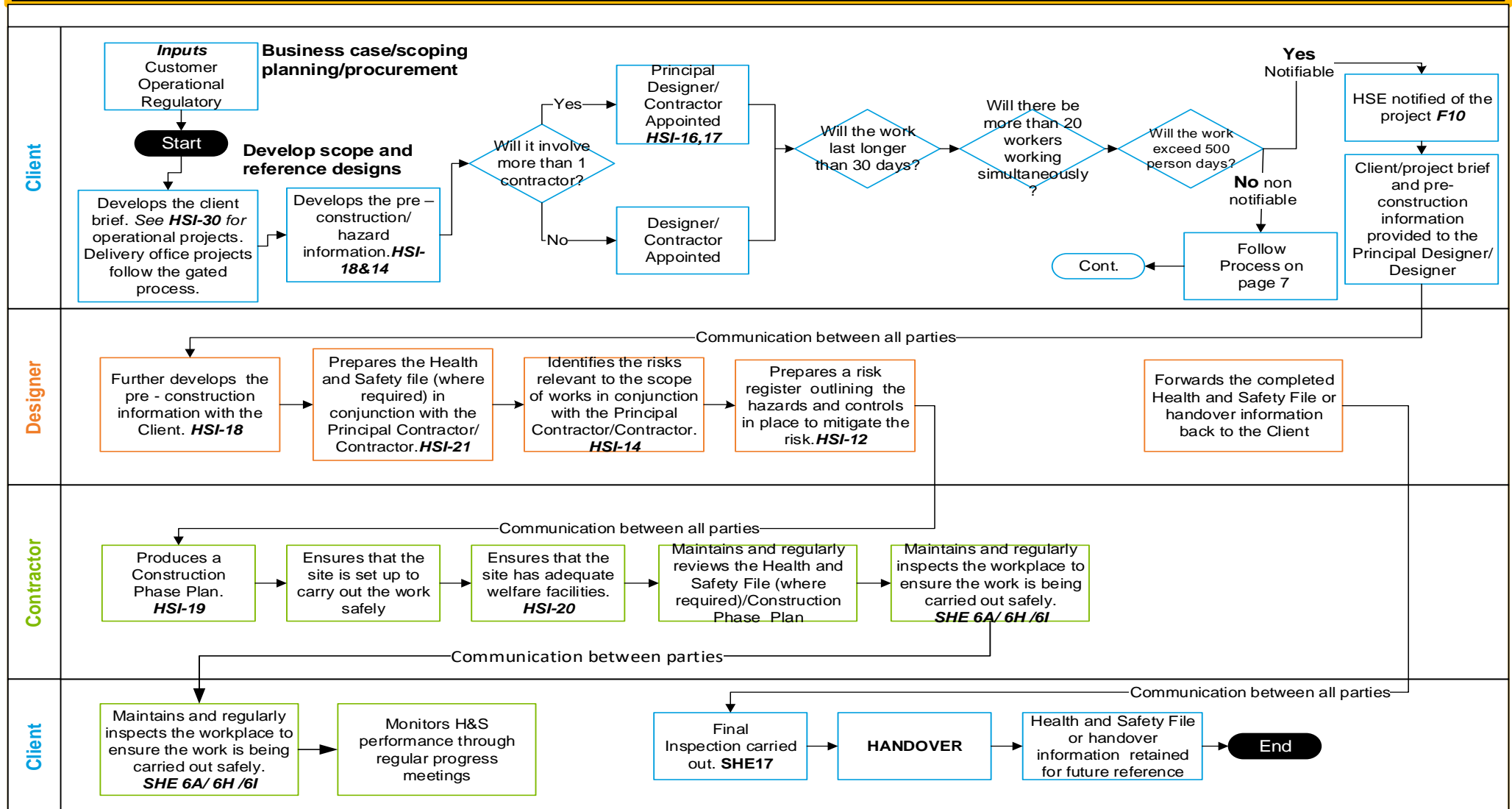
[CITB about CDM](#)

Thames Water CDM High Level Process Summary (applicable to all projects/work)

Client Governance	Thames Water “The Client “						Client Assurance
Definition Scope of works	Our Role as the Client	Developing the “Client Project Brief”	Developing the Pre-Construction / Hazard Information	Appointing the Principal Designer /Designer	Appointing the Principal Contractor /Contractor	Producing the F10 if above the threshold	Inspection Task observation checklist SHE6A
Asset Standards Early Design	TW -HSP7	TW CDM Toolkit HSI-30	TW CDM Toolkit HSI-18&14	TW CDM Toolkit HSI-16	TW CDM Toolkit HSI-17	HSE Notification	Construction site management checklist SHE 6H
Essential Standards H&S Safety, Health and Wellbeing Manual Section 7 “Managing contractors”	“Principal Designer / Designer”						Construction site practice checklist SHE 6I H&S monthly scored inspection
Health and Safety Procedure HSP7 CDM Health&Safety: Engaging with contractors and suppliers	Further development of the Pre-Construction Information	Prepares the Health and Safety File	Identifies and prepares a risk register relevant to the works	Communicates with the Client and the Principal Contractor	Handovers the completed Health and Safety File to the Client		Handover New / refurbished asset inspection form SHE 17 Health and Safety file completed CDM Toolkit HSI-21
	TW CDM Toolkit HSI-18	TW CDM Toolkit HSI-21	TW CDM Toolkit HSI-14&12		TW CDM Toolkit HSI-21		
	“Principal Contractor / Contractor”						
	Communicates with the Client and the Principal Designer	Produces a Construction phase Health and Safety Plan	Ensures that the site is set up correctly to carry out the works	Ensures that the site has adequate welfare facilities	Maintains and regularly reviews the H&S File and the Construction Phase H&S Plan.		
		TW CDM Toolkit HSI-19		TW CDM Toolkit HSI-20	Note: The PC has input into the H&S File before it gets handed back to the Client		

The [CDM toolkit](#) is available from the health and safety portal page and as an [Interactive toolkit Health and Safety Hub](#). It consists of a number of templates which can be tailored to suit the complexity of the project.

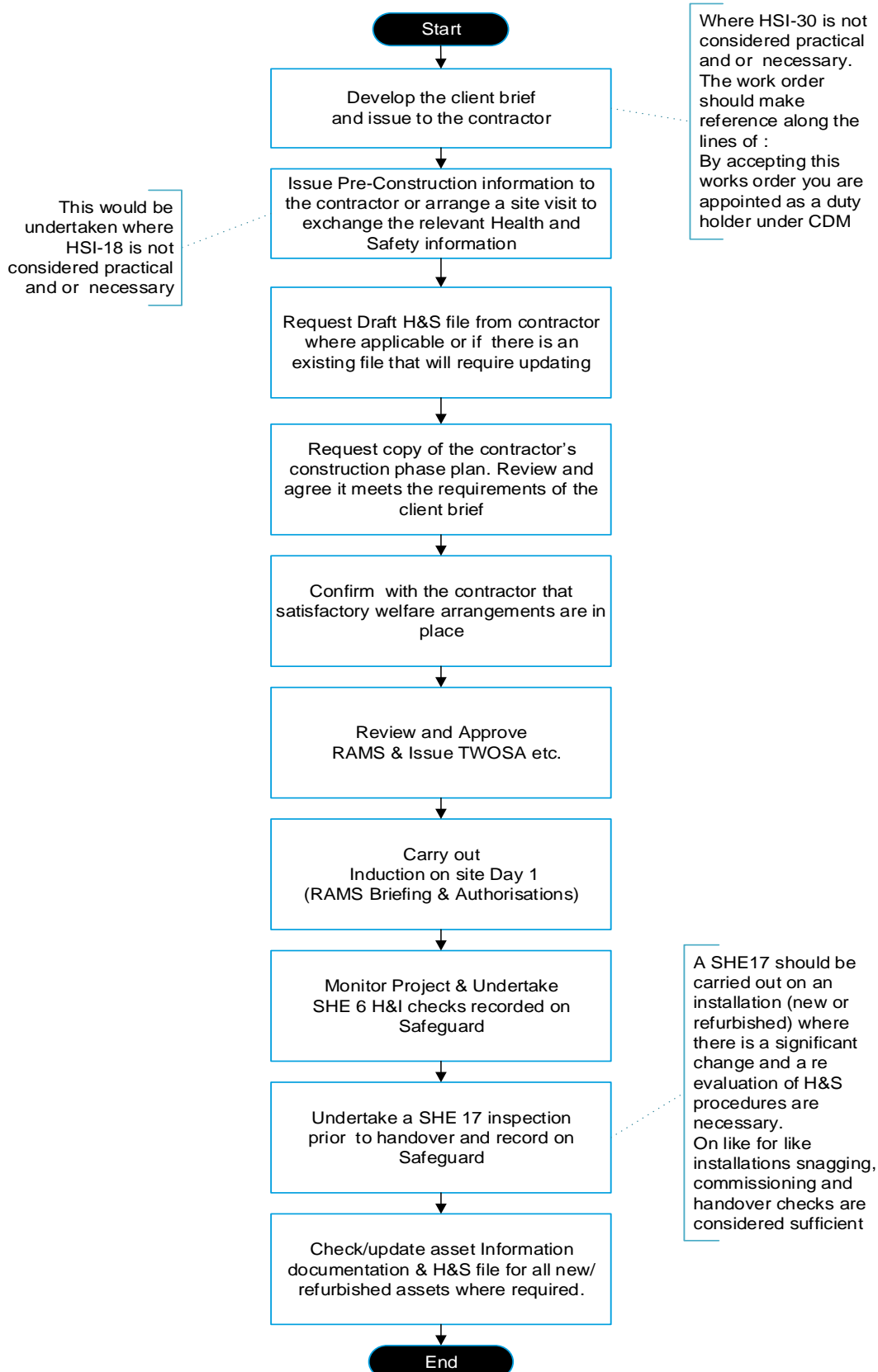
CDM High Level Process Flow









The [CDM toolkit](#) is available from the health and safety portal page. It consists of a number of templates which can be tailored to suit the complexity of the project.

Process for non-notifiable operational project/work

Construction/work duration less than 5 days / single contractor / like for like replacement / no design / no significant H&S risks. For all delivery office projects follow the gated process.



Appendix A- Roles and responsibilities

	Client	<p>Commercial clients have a crucial influence over how projects/works are run, including the management of health and safety risks. Whatever the project size, the commercial client has contractual control, appoints designers and contractors, and determines the money, time and other resources for the project.</p>
	Designer	<p>An organisation or individual whose work involves preparing or modifying designs, drawings, specifications, bills of quantity or design calculations. Designers can be architects, consulting engineers and quantity surveyors, or anyone who specifies and alters designs as part of their work. Note individuals within Thames Water can as required undertake Designer roles competency of which must be assessed using HSI 31 available from the CDM Toolkit</p>
	Principal Designer	<p>A designer appointed by the client to control the pre-construction phase on projects/work with more than one contractor. The principal designer's main duty is to plan, manage, monitor and coordinate health and safety during this phase, when most design work is carried out.</p>
	Contractor	<p>An individual or business in charge of carrying out construction work. Their main duty is to plan, manage and monitor the work under their control in a way that ensures the health and safety of anyone it might affect. Contractors work under the control of the principal contractor on projects/work with more than one contractor.</p>
	Principal Contractor	<p>A contractor appointed by the client to manage the construction phase on projects/work with more than one contractor. The principal contractor's main duty is to plan, manage, monitor and coordinate health and safety during this phase, when all construction work takes place.</p>
	Worker	<p>An individual who actually carries out the work involved in building, altering, maintaining or demolishing buildings or structures. Workers include: plumbers, electricians, scaffolders, painters, decorators, steel erectors and labourers, as well as supervisors like foremen and charge hands. Their duties include cooperating with their employer and other duty holders, reporting anything they see that might endanger the health and safety of themselves or others.</p>

Further information is available from

<http://www.hse.gov.uk/construction/cdm/2015/summary.htm>

<https://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/>

Appendix B- Client checklist

This useful checklist extracted from the industry guidance for clients provides an aide memoire in ensuring all of the client duties have been implemented.

Client checklist	Check
Are you clear about your responsibilities?	
Have you made your formal appointments?	
Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?	
Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?	
Have you checked that the project/work team is adequately resourced?	
Has a project or client brief been issued to the project/work team?	
Has the project/work team been provided with information about the existing site or structure (pre-construction information)?	
Do you have access to project-specific health and safety advice?	
Are suitable arrangements in place to manage health and safety throughout the project/work	
Has a schedule of the key activities for the project/work been produced?	
Has sufficient time been allowed to complete the key activities?	
Where required, has an online F10 notification form been Submitted to HSE to notify them of commencement of work?	
Have you checked that a construction phase plan has been adequately developed before work starts on site?	
Are you satisfied that suitable welfare facilities have been provided before work starts on site?	
Have you agreed the format and content of the health and safety file?	
Have you agreed the arrangement's for final handover?	

Procedure approval/owners/changes to this version.

Procedure owners/ latest changes to this version
Procedure owners: Viv Harvey
Procedure development/review/approval: Update by Viv Harvey approval Gareth Mullen
Changes to this version: CR 587 – References to F10 Notification request process added (HSI 34). Detail added on page 2 describing Thames Water role as Client.
Document review date: June 2020
Change Note Reference: 587
Any identified changes required to this document should be mailed to safetyhealthandwellbeing@thameswater.co.uk