

## CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

### What do I need to know?

Where McGee undertake construction work as defined by CDM, the regulations apply. The Health & Safety Director should be consulted if there is doubt if the activity falls under construction work. This procedure sets out how McGee identify and carry out the duties associated with the role they are undertaking on the construction project. The health and safety at McGee work locations where CDM does not apply, such as the head office and depots, are not within the scope of this procedure.

The Construction (Design & Management Regulations (CDM) has 5 parts containing regulations. This procedure does not cover parts 4 and 5 which relate to general requirements for managing specific hazards on all construction sites. The regulations in parts 4 & 5 are dealt with in the relevant procedure, guidance or standards within the McGee health and safety management system.

<b>CDM</b>	The Construction (Design & Management Regulations 2015 and the associated guidance HSE L153 – Managing Health and Safety in Construction
<b>Principal Designer</b>	Client appointed, they can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role. They plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project and provide relevant information to other duty holders to help them fulfil their duties. The principal designer's role involves coordinating the work of others in the project team to ensure that significant and foreseeable risks are managed throughout the design process
<b>Principal Contractor</b>	The contractor appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. They must plan, manage, monitor and coordinate health and safety in the construction phase of a project.
<b>Pre-construction information</b>	Pre-construction information provides the health and safety information needed by designers and contractors who are bidding for work on the project, or who have already been appointed for example as Principal Designer or Principal Contractor, to enable them to carry out their duties.
<b>F10</b>	The notification to the Health and Safety Executive made by the Client and must be displayed on site providing basic project details and identifying the duty holders.
<b>Construction Phase Plan</b>	The construction phase plan sets out the arrangements for securing health and safety during the period construction work is carried out. These arrangements include site rules and any specific measures required to manage key risks.
<b>Health and Safety File</b>	It must contain relevant information about the project which should be taken into account when any construction work is carried out on the building after the current project has finished. Information included should only be that which is needed to plan and carry out future work safely and without risks to health.

## What is my responsibility?

Job Role	Responsibility
<b>H&amp;S Director</b>	Responsible for regularly monitoring & reviewing this procedure to ensure it is relevant and effective, monitoring overall McGee compliance with the regulations and guidance, and reporting to the board. Also responsible for providing technical support in relation to CDM matters.
<b>Directors</b>	Accountable in ensuring that at all phases of the project from pre-construction to handover that this procedure is followed and implemented using competent resources.
<b>Bid Manager</b>	Responsible for ensuring that the resources required to comply with the regulations and guidance are allocated within the bid.
<b>Contracts Manager</b>	Responsible ensuring that once the contract is awarded the steps required by this procedure are carried out to enable the construction work to start. Monitor and support the project in the ongoing implementation of the regulations and guidance.
<b>Project Manager</b>	Responsible the continual compliance with the requirements for the regulations and guidance during the construction work.
<b>Health &amp; Safety Manager</b>	Provides support and advice to those with responsibility under this procedure to assist them carrying out their duties.

## What is the process?

Activity	Actions	Document Reference
<b>Information Management</b>	<ul style="list-style-type: none"> <li>All information regarding CDM must be managed as per McGee's Information Management Procedure.</li> </ul>	<u>QUA-PCD-001-Information Management</u>
<b>Pre- construction Phase</b>	<ul style="list-style-type: none"> <li>The Bid Manager will follow the pre-construction procedure and engage with the appropriate person to assist drafting bid responses. The Bid Manager is to ensure that the current templates for the Construction Phase Plan and associated plans are used. These draft documents will form the basis of the handover and therefore construction versions when the project is secured.</li> </ul>	<u>PRE-PCD-001-Pre-Construction Management</u>  <u>HS-SF-003-Construction Phase Plan</u>
<b>Pre- construction Information</b>	<ul style="list-style-type: none"> <li>The Bid Manager must ensure the pre-construction information is assessed and deficiencies highlighted to the Client as appropriate.</li> <li>The Bid Manager will ensure the bid considers the pre-construction information and that on award, this knowledge is handed to the construction team.</li> </ul>	<u>PRE-PCD-001-Pre-construction Management</u>
<b>Pre-construction services agreement</b>	<ul style="list-style-type: none"> <li>If a Pre-construction Service Agreement is awarded, CDM and this procedure will apply to all design and construction activities.</li> </ul>	<u>PRE-PCD-001-Pre-construction Management</u>

		HSE guidance – L153 Managing Health and Safety in Construction
<b>McGee Principal Designer</b>	<ul style="list-style-type: none"> <li>If McGee are appointed Principal Designer, in consultation with the H&amp;S Director the Contracts Manager must ensure that a competent person or organisation is appointed</li> <li>The appointed Principal Designer will provide a monthly report to demonstrate they are undertaking their CDM duties to the Project Manager and Contracts Manager.</li> </ul>	<u>PRO-PCD-001-Procurement Procedure</u>
<b>McGee as Principal Contractor</b>	<ul style="list-style-type: none"> <li>The Project Manager is to ensure that the Construction Phase Plan issued at the start of construction is kept under review and formally reauthorized every three months. The latest version must reflect in the Integrated Execution Plan every time change occurs.</li> <li>The Project Manager is responsible for ensuring that during the delivery of construction, the duties of a Principal Contractor are complied with.</li> </ul>	<u>HS-SF-003-Construction Phase Plan</u>  <u>OPE-SF-001-Integrated Execution Plan</u>  HSE guidance – L153 Managing Health and Safety in Construction
<b>McGee as Contractor or Designer</b>	<ul style="list-style-type: none"> <li>McGee may have the role of contractor or designer. The Project Manager is responsible for ensuring that during the delivery of construction McGee cooperates with the Principal Contractor or Principal Designer to assist them meeting their duties as well as complying with the McGee duties.</li> <li>Where McGee has the role of Contractor, a H&amp;S Management Plan must be completed before delivery operations commence.</li> </ul>	HSE guidance – L153 Managing Health and Safety in Construction  <u>HS-SF-002-H&amp;S Management Plan</u>
<b>Health &amp; Safety File</b>	<ul style="list-style-type: none"> <li>The Health and Safety File format is to be agreed with the Client at the earliest opportunity by the Contracts Manager.</li> <li>The Project Manager is to ensure that the information required for the Health and Safety File is prepared and handed to the Client as required by the project contract.</li> </ul>	<u>HS-SF-004-H&amp;S File</u>
<b>Appointment of sub-contractors</b>	<ul style="list-style-type: none"> <li>The Project Manager must ensure that sub-contractors are competent using the McGee subcontractor assessment process</li> </ul>	<u>PRO-PCD-001-Procurement Procedure</u>
<b>Mobilisation</b>	<ul style="list-style-type: none"> <li>The Contracts Manager must ensure that a written confirmation of the appointment, if applicable, for either role of Principal Designer or Principal</li> </ul>	<u>QUA-PCD-001-Information Management</u>

	<p>Contractor is received from the Client. This confirmation must be recorded and filed as per the Information Management Procedure</p> <ul style="list-style-type: none"> <li>• The Contracts Manager must ensure that a copy of the F10 notification to the Health &amp; Safety Executive is obtained from the Client and is accurate.</li> <li>• Prior to the commencement of construction activities, the Contracts Manager must ensure a Construction Phase Plan is prepared and submitted to the Client. It must include consideration of the pre-construction information and the format of the Health and Safety File.</li> <li>• Before construction commences the Contracts Manager and Project Manager must complete the Site Mobilisation Checklist and ensure there are suitable welfare facilities in place.</li> </ul>	<p>HSE guidance – L153 Managing Health and Safety in Construction</p> <p><u>HS-SF-003-Construction Phase Plan</u></p> <p><u>HS-SF-004-H&amp;S File</u></p> <p><u>OPE-SF-006-Site Mobilisation Checklist</u></p>
<b>Internal Audit</b>	<ul style="list-style-type: none"> <li>• Compliance with this procedure will be on the internal audit schedule</li> </ul>	<p><u>QUA-PCD-003-Audit &amp; Inspection</u></p>