

2 THE CONDENSED GUIDE TO CDM REGULATIONS FOR SCHOOLS

✓ EASY TO READ ✓ CLEAR AND ACCURATE ADVICE ✓ IMPARTIAL



Health & Safety Regulations are critical in any school project, especially those using external contractors. This guide talks you through your H&S responsibilities.

Construction (Design and Management) Regulations 2015 (CDM 2015)

The Construction (Design and Management) Regulations 2015 (CDM 2015) makes a distinction between commercial clients and domestic clients. A commercial client is any individual or organisation that carries out a construction project as part of a business. For the purpose of this regulation, schools are treated as commercial clients and client duties apply in full.

We understand that many clients, particularly those who only occasionally have construction work done, are not experts in construction and although you are not expected to actively manage or supervise the work yourself, under these regulations you do have some important duties. The Health and Safety Executive helpfully break these down into ten easy-to-follow headings (see overleaf).



Your CDM Responsibilities

PROGRESS
STEPS



1 Appoint the right people at the right time

If more than one contractor will be involved, you will need

to appoint (in writing) a principal designer and a principal contractor. Essentially this means that one contractor needs to take the lead. Please make sure we know if there are any other contractors involved in this scheme.

2 Ensure there are arrangements in place for managing and organising the project

The work is more likely to be done safely and on time if it is properly planned and managed. It is your duty to make sure we provide you with our H&S plan before we start.

3 Allow adequate time

Work that is rushed is likely to be unsafe and of poor quality. Allow enough time for the design, planning, and construction work to be undertaken properly. Nobody likes delays but not all problems can be foreseen, understand that rushing to catch up after a delay may lead to further problems. Have a plan for this eventuality.

4 Provide information to your designer and contractor

This information is called 'pre-construction information' and provides the health and safety information we need in planning, managing, monitoring, and coordinating the work of the project. Pre-construction information is defined as information about the project that is already in the client's possession or which is reasonably obtainable by or on behalf of the client. In short, anything that may be relevant to the area of the works and access to them such as:-

- Asbestos and other hazardous materials
- Underground cables and pipes
- Position of fire doors
- Abnormal ground conditions

The information should be in a convenient form and be clear, concise, and easily understandable to allow other duty holders involved in the project to carry out their duties.

5 Communicate with your designer and building contractor

Your project will only run efficiently if everyone involved in the work communicates, cooperates, and coordinates with each other. It is very important that we have all of the relevant contact details and know who can and can't make decisions on your behalf.

6 Ensure adequate welfare facilities on site

Make sure that adequate welfare facilities for workers have been agreed upon before the work starts.

7 Ensure a construction phase plan is in place

The principal contractor (or contractor if there is only one contractor) has to draw up a plan explaining how health and safety risks will be managed. We will provide ours before work starts.

8 Keep the Health & Safety file

At the end of the build, the principle designer should give you the Health & Safety file. Ours is called an 'Operations and Maintenance manual'. It is a record of useful information that will help you manage health and safety risks during any future maintenance, repair, construction work, or demolition. You should keep the file and make it available to anyone who needs it.

Your CDM Responsibilities (9 & 10)

PROGRESS
STEPS



9 Protecting members of the public, including your employees

If you are an employer, or you have members of the public visiting your premises, you need to be sure that they are protected from the risks of construction work. Discuss with your designer and contractor how the construction work may affect you, e.g. you may have to make areas out-of-bounds,

re-route pedestrian access; make sure signs to your entrance are clear; or change the way your deliveries operate.

10 Ensure workplaces are designed correctly

This point is largely to do with alterations to existing workplaces (e.g. a factory or office), structures must meet the standards set out in the Workplace (Health, Safety and Welfare) Regulations 1992.

CHECKLIST



Complete this CHECKLIST as you go along, ticking off each item once it is complete

- Principle Contractor appointed
- Pre-construction information supplied to the Contractor
- Allowed adequate time and contingency
- Supplied full contact details to the Designer and Contractor
- Made sure adequate welfare facilities are provided
- Made sure students and members of the public are adequately protected
- Received the H&S Plan from Contractor
- Ensured a construction phase plan will be in place
- Made sure a Health & Safety file will be provided
- Made sure the Workplace (Health, Safety and Welfare) Regulations 1992 will be fully met

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