

### Quality, Health, Safety, Environmental & Energy Manual:

Document No:SM-62

Construction Design Management (CDM) Regulations

The **Construction Design and Management Regulations (CDM) 2015**, are regulations governing the way construction projects of all sizes and types are planned. They govern all health, safety and welfare aspects of a construction project.

These regulations cover, but are not limited to the following:

- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

These are of particular relevance for Toyota business centres and certain Logistics Solutions projects.

It is important that SM-65 Management of Change is followed and full liaison with all parties at the Pre-Construction Phase of all planned works takes place.

#### **Notifiable Construction Projects**

CDM Regulations stipulate that if a building project reaches a certain criterion then the Health and Safety Executive (HSE) needs to be notified:

- If a project is likely to last more than 30 days and have more than 20 workers working simultaneously at any given point.
- If a project is likely to exceed 500 person days.

This notification should be submitted by **The Client** and a copy of the notification must be displayed in the construction area.

#### **CDM Duty holders**

Under CDM regulations duty holders must be appointed and have specific duties which need to be undertaken

The main duty holders concerned with the management of a construction project can be split into 6:

- The Client
- The Designer
- The Principal Designer
- The Principal Contractor
- Contractors
- Workers

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## The Client

A client is any individual or organisation that carries out a construction project as part of a business. TMHUK is defined as the client when building work etc is being carried out at a depot.

Clients have a crucial influence over how projects 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.

For all projects, clients must:

- Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements must include:
  - Appointing the **Contractors** and **Designers** to the project (including the **Principal Designer** and **Principal Contractor** on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability.
  - Allowing sufficient time and resources for each stage of the project
  - Making sure that any Principal Designer and Principal Contractor appointed carry out their duties in managing the project.
  - Making sure suitable welfare facilities are provided for the duration of the construction work.
- Maintain and review the management arrangements for the duration of the project.
- Provide pre-construction information to every designer and contractor either bidding for the work or already appointed to the project.
- Ensure that the **Principal Contractor** or **Contractor** (for single contractor projects) prepares a construction phase plan before that phase begins.
- Ensure that the **Principal Designer** prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

## Designer

The designers can be an organisation or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work. When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- Construction
- The maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

## Principle Designer

The Principal Designer is an individual or organisation designated to oversee the project from a Health and Safety perspective. Their duties include:

- Identifying, eliminating, reducing or controlling foreseeable risks in the construction phase and once the project is complete.

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- Ensuring designers carry out their duties.
- Preparing all data and making sure all information is available to all stakeholders throughout the project.
- Working with the **Principal Contractor** to ensure that they have enough information to manage all Health & Safety aspects of the project during the construction phase, including handing over the project to the client at its completion.
- If more than one contractor is being used throughout the duration, then a Safety File must be compiled to co-ordinate all safety aspects of the project. The safety file is required regardless of if the project is notifiable or not.
- The Safety File is compiled at the Pre-Construction Phase where all relevant safety information is gathered through Pre-Qualification Questionnaires etc. and retained within the file.

## **Contractors**

The Contractor is an individual or organisation who manages or controls the construction phase of the project. They must ensure that all work carried out under their control is done as per the directives set out by the **Principal Designer**, especially where Health & Safety is concerned. The Contractor is also responsible for completing the Construction Phase Plan. On a project where more than one Contractor is used the client will need to appoint a **Principal Contractor**

## **Principal Contractor**

The Principal Contractor is responsible for the Construction Phase Plan where there is more than one contractor being used. Their responsibilities include:

- Liaising with the **Client** and **Principal Designer** to ensure that everyone has the relevant Health & Safety information and it is up to date.
- Preparation of the Construction Phase Plan
- Ensure that all welfare facilities are in place and inductions carried out
- Undertake toolbox talks and ensure that all **Workers** are consulted on Health & Safety matters
- Upkeep of records such as the Safety File

## **Workers**

The Workers are those undertaking the tasks required to fulfil the project. It is important that they have an open dialogue with the Principal Contractor, especially concerning Health & Safety. Expectations are that they follow all site rules, work in a safe manner and follow the guidance laid down in the Safety File

**If TMHUK undergoes any projects that are notifiable and / or undertake the responsibility as the Principal Designer or Principal Contractor, the QHSE team must be informed.**

## **Records**

The Safety File must be retained and presented to the client at the completion of the project. It will then be retained for further reference.