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Construction Design Management Regulations 2015 Procedure

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Purpose

This procedure details how ateb will manage CDM works as defined within the Construction Design Management Regulations 2015 (CDM 2015)

Scope

Construction work is defined as: “the carrying out of any building, civil engineering or engineering construction work. It includes the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, or other maintenance decommissioning demolition or dismantling of a structure. It includes

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cleaning involving the use of water or an abrasive at high pressure or the use of corrosive or toxic substances. It extends to the preparation of an intended structure including site clearance, exploration, investigation, excavation, and the laying and installing of the foundations of the structure. It also includes the assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements and the removal and dismantling of structures.”

In addition to the description above, projects that exceed 30 working days (with more than 20 operatives on site) or exceed 500-person days are classed as notifiable and must be reported to the HSE using the electronic F10 form found on the HSE website.

ateb recognises the application of CDM 2015 to its various business activities will differ e.g., repairs and maintenance will have some subtle differences to voids works. It is also recognised that a tailored process is required for each, detailing how roles and responsibilities will be allocated. This is done with the use of a CITB template.

This procedure may form part of the Construction Phase Plan.

Definitions

Construction Design Management Regulations 2015 (CDM 2015) pertains to the set of regulations issued in 2015 that cover the management of health, safety and welfare when carrying out construction projects.

The requirements of the CDM 2015 Regulations are clearly defined. These Regulations govern the management of health, safety and welfare when undertaking construction projects.

Notifiable Projects

HSE must be notified of projects where construction work is expected to:

- Last longer than 30 days and have more than 20 workers working simultaneously at any point on the project:

or

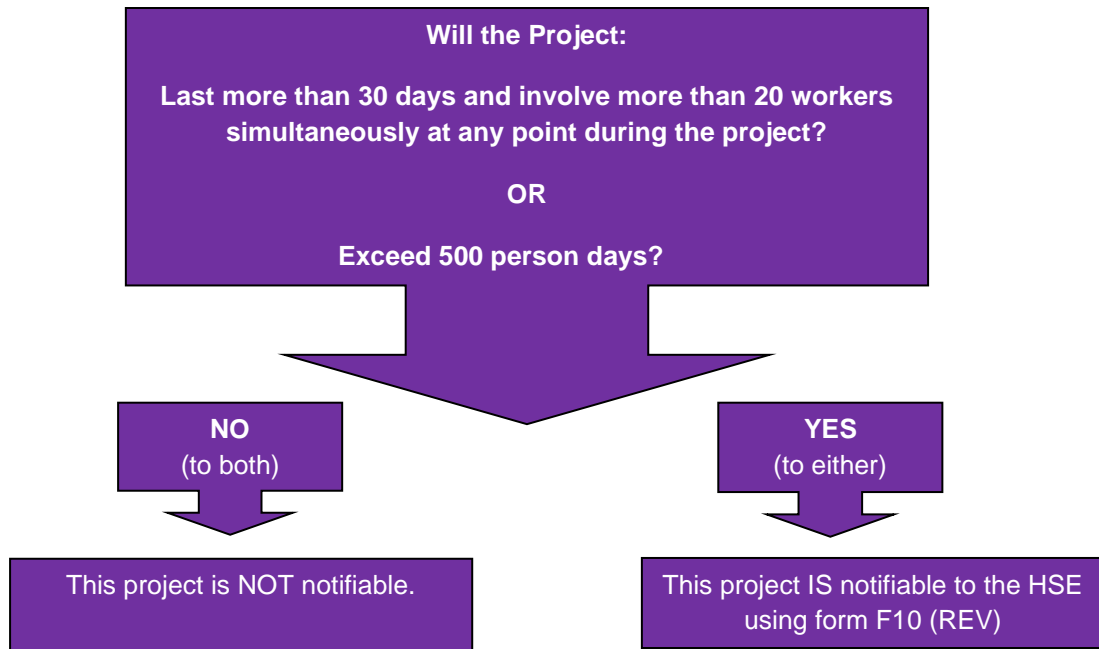
- Exceed more than 500 person days, for example 50 people working for over 10 days.

The requirements of CDM 2015 apply whether the project is notifiable or not.

- There are no additional duties for Notifiable works.
- Client has the duty to notify but may ask someone to on their behalf.
- Notify using online F10 form.

The Health and Safety Executive must be formally notified, in advance, when certain types of project (essentially larger more complex ones) are to be undertaken. The criterion used to determine whether a project is notifiable is illustrated below.

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Construction Work

The term “construction work” is defined in the Regulations and in summary means the carrying out of any building, civil engineering, or engineering construction work.

Construction Work includes:

- Building
- Alteration
- Repair
- Maintenance
- Installation
- Commissioning / decommissioning
- Removing plant

For full definitions of these and other terms used in this procedure please refer to the Regulations and Approved Code of Practice (referenced later in this document).

Contractor Management

ateb has a contractor Management Procedure in place, this documents thorough details of how ateb set out their Management of Contractors from the selection of contractors through to them carrying out the work. This applies for Framework Tendered Contractors and Approved Contractors.

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Within ateb there are various methods of selecting contractors, these are.

- HSF-037 Contractor Approval Questionnaire for companies with more than 5 employees.
- HSF-038 Contractor Approval Questionnaire for companies with less than 5 employees.
- Sell to Wales Government Scheme.

Responsibilities

Board

To have assurance that ateb have a commitment to provide adequate resource and facilities for the implementation of this CDM 2015 Procedure.

Chief Executive

Appropriate resources are allocated to health and safety in terms of CDM 2015.

As a minimum, the Group's construction activities comply with current health and safety legislation.

Ensuring that Managers are aware of the duty holders' responsibilities under CDM 2015.

Executive Director Development and Executive Director for Customer

Key responsibilities:

- Interface with Corporate Delivery Group on CDM.
- Reporting to Chief Executive and Board on CDM.
- Ensure the CDM procedure for the Group's is in place, monitored and reviewed.
- Responsible for the implementation of the procedure and to ensure sufficient resources are available.
- Ensure that Managers have the necessary Skills, Knowledge, Experience and Training for their role.

Health and Safety Adviser

To consult with the Procurement Manager and ensure that the Approved Contractors Register is up to date and the CDM procedure is subject to annual audit/Review.

Identify, monitor, and review health and safety information such as the construction phase plan and pre-construction information.

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Raise awareness of any health and safety issues from internal and external reviews.

Managers

Those undertaking work have undertaken the 'Passport to Work' Training and have the necessary Skills, Knowledge, Experience and Training for their role.

Duty Holders understand the specific health and safety responsibilities of their role and are aware of their general responsibility under CDM 2015.

That activities under ateb's control are in accordance with the legislation in CDM 2015.

CDM 2015 is managed on a day-to-day basis within their operational remit.

All duty holders for all construction projects must:

- Check their own competence.
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work.
- Report obvious risks.
- Comply with requirements of reports of inspections and Part 4 of the Regulations ("Duties relating to health and safety on construction sites" – summarised below) for any work under their control.
- Take account of and apply the general principles of prevention when carrying out duties.

The table of contents below help to find the CDM requirements that relates to different tasks.

Procedure

Under CDM 2015, ateb will undertake the following defined roles: Client, Designers, Principal Designers, Principal Contractors and Contractors.

The roles and duties are defined as follows:

Clients are organisations or individuals for whom a construction project is carried out. They ensure:

- Suitable arrangements for managing a project. This includes making sure other duty holders are appointed and sufficient time and resources are allocated.
- Relevant Pre-Construction Information is prepared and provided to other duty holders.
- The principal designer and principal contractor carry out their duties.

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- Welfare facilities are provided.

Designers are those, 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, they eliminate, reduce, or control foreseeable risks that may arise during construction and the maintenance and use of a building once it is built.
- They provide information to other members of the project team to help them fulfil their duties.

Principal designers are designers appointed by the client in projects involving more than one contractor. 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. This includes identifying, eliminating, or controlling foreseeable risks and ensuring designers carry out their duties.
- Prepare and provide relevant information to other duty holders.
- Provide relevant information to the principal contractor to help them plan, manage, monitor, and coordinate health and safety in the construction phase.

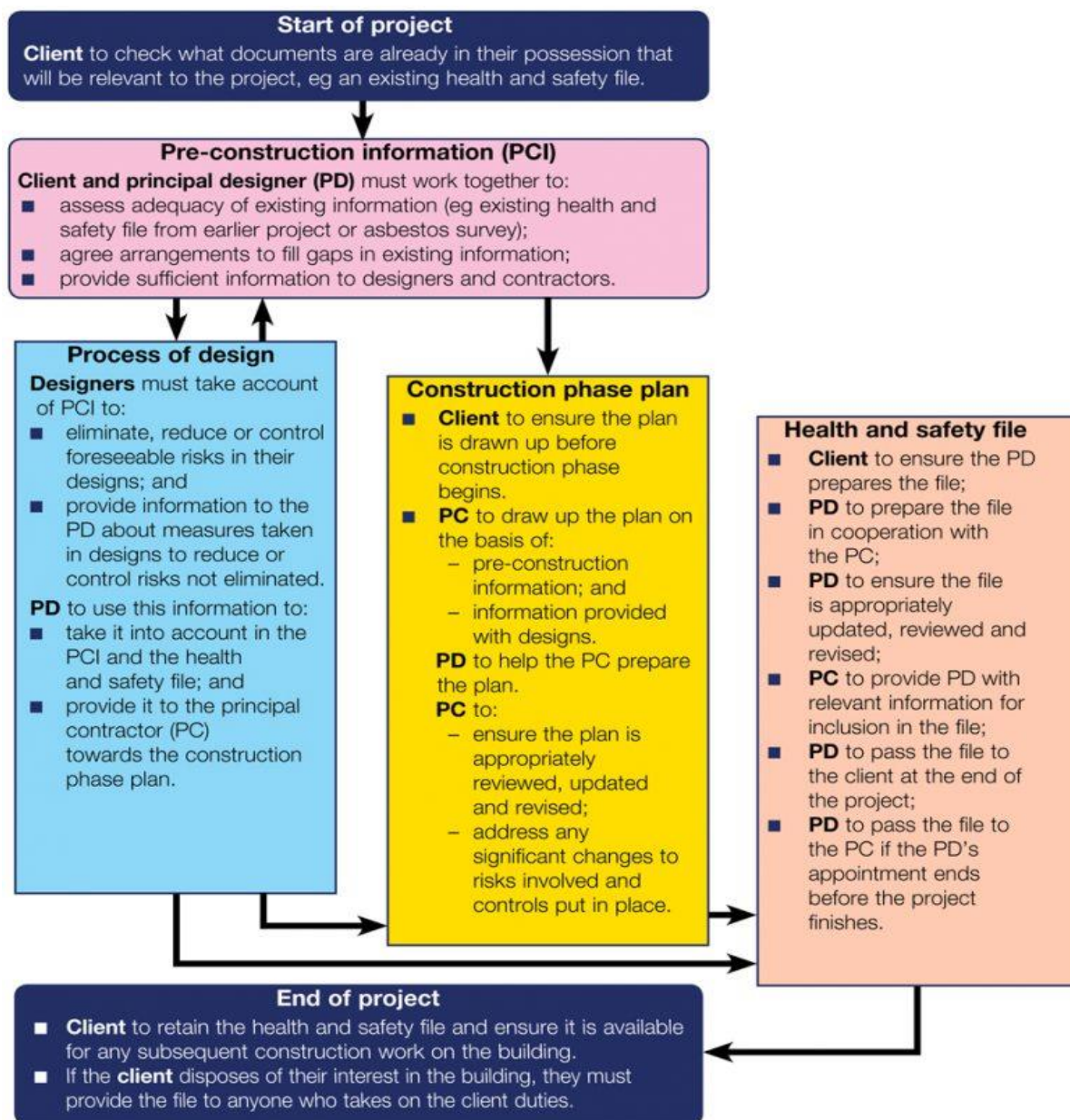
Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. They:

- Plan, manage, monitor, and coordinate health and safety in the construction phase of a project. This includes liaising with the client and principal designer, preparing the construction phase plan and organising cooperation between contractors and coordinating their work.
- Ensure suitable site inductions are provided.
- Ensure reasonable steps are taken to prevent unauthorised access.
- Ensure workers are consulted and engaged in securing their health and safety.
- Ensure welfare facilities are provided.

Contractors are those who do the actual construction work and can be either an individual or a company. They:

- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- For single-contractor projects, prepare a construction phase plan.

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Responsive Repair

Definition:

Small scale works including responsive external repairs

HSE Notification:

Not required

CDM File:

Due to the works this is not required.

Pre-Construction Information:

- To comply with this, ateb will issue by email an order to the external contractors, which includes the order number, along with any necessary pre-construction information.
- In certain circumstances, access to the ateb property database (Lifespan) will be granted to contractors and the in-house trades team so Pre-Construction Information checks can be made by them for items such as Asbestos Containing Materials prior to carrying out the works.
- For in-house trades, this appears within the electronic job card raised. This information includes any known asbestos, any warnings to the property including customers who could pose a risk or properties, and any visit in pairs advice.

Construction Phase Plan:

- ateb has a procedure of using standard Risk Assessments for the operations of work for which an electronic copy is issued to all trade staff via their tablets.
- On attending site operatives have been trained and instructed to undertake a Point of Work Risk Assessment (POWRA) prior to undertaking the works. For any works not covered by the risk assessments the operatives are to discuss with their line manager for one to be developed prior to undertaking the works.
- Key dates and details of property and works to be undertaken are identified on the works orders raised.
- The site rules are detailed within the code of conduct that the ateb's operatives are required to work to, and contractors employed by ateb have signed up to.
- Co-operation between team members is undertaken through team meetings at varying seniority. There are monthly team meetings with the operatives led by the Team Leaders and leadership meetings within the team, Directorate and Group.

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- Within the team meetings the operatives are given opportunity to raise any concerns and raise issues that would involve them in the risk identified during works.
- Site induction – with the works being of a responsive repair basis, the operatives have been inducted as to the Group's health and safety processes and procedures, Risk Assessments, Method Statements and Dynamic Risk Assessments.

More than one contractor on site:

There needs to be a Principal Designer and a Principal Contractor.

- If ateb is issuing the works, it is acting as the Principal Designer.
- Customer Service Advisor will raise the order.
- If ateb is taking the lead on the works on site, it will be acting as the Principal Contractor.
- If ateb is enabling for another contractor, the other contractor must be formally appointed as the Principal Contractor otherwise this responsibility will stay with ateb.

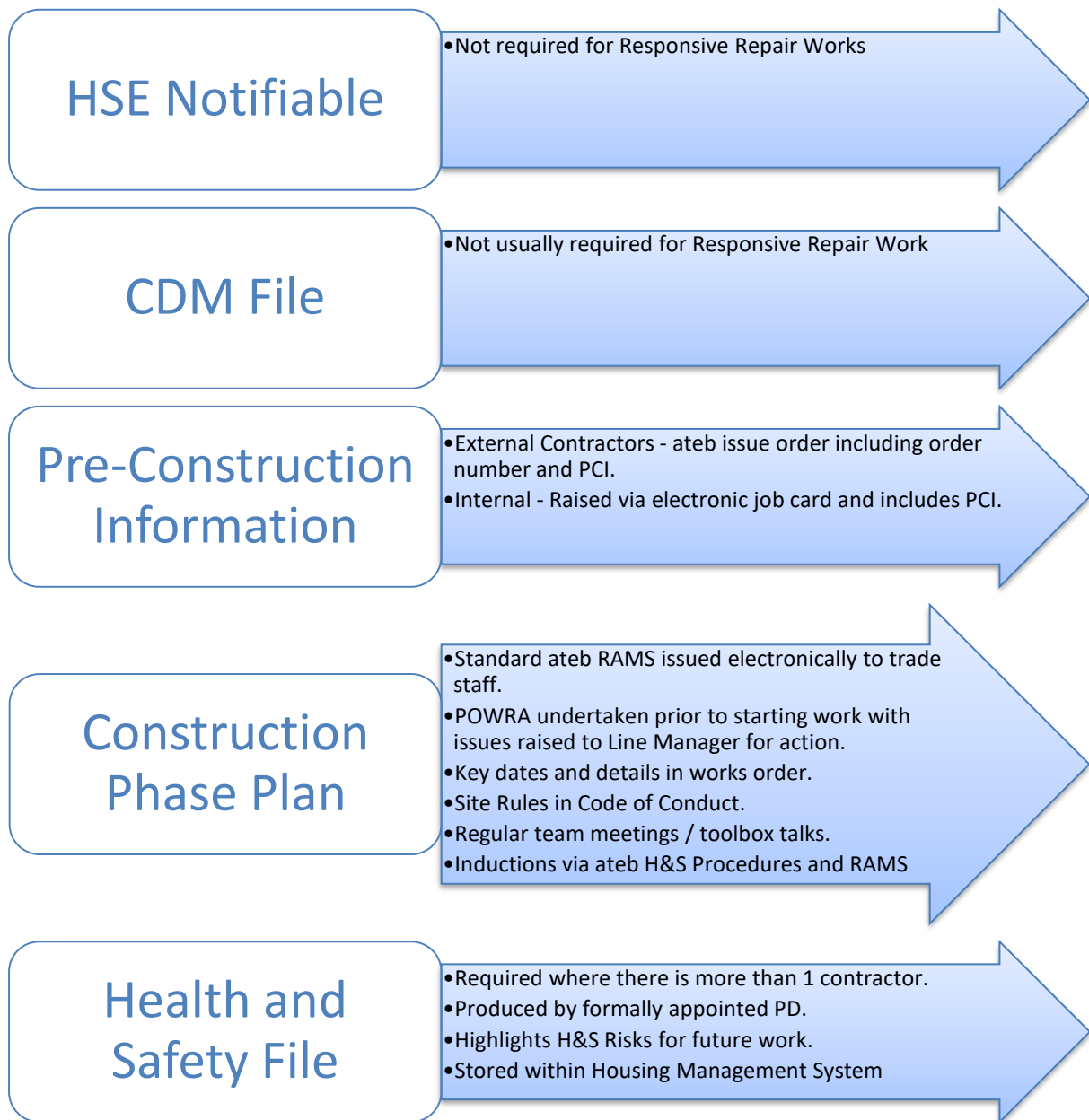
Health & Safety File:

- If there is more than one contractor on site to carry out the works, a Health & Safety File is required by the CDM regulations. This is to be produced by the Principal Designer for the project. The Health and Safety File is intended to highlight significant health and safety risks for future construction work. Due to the nature of responsive repairs, the health & safety file will be a combination of the housing management system, Key Information such as Asbestos, Vulnerability, Property Information and Job Orders.
- For responsive repair works, where more than one contractor is used for carrying out a repair, ateb acts as the Principal Contractor.

Where it is identified that repair works may extend beyond the definition of small-scale responsive repairs, the work will be managed in accordance with the Group's approach to Planned Improvement Works.

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Responsive Repair Work Summary



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Void Works

Definition:

Small scale empty property reservicing works including external repairs.

HSE Notification:

Due to the Voids not being a planned activity, each void is dealt with as a single project and as such does not require HSE notification unless the works escalate and meet the definition of Notifiable works discussed earlier in the procedure.

Pre-Construction Information:

ateb issues the Void Property Inspection Sheet. This identifies any health and safety issues that may be present within the property including potential asbestos containing materials (ACMs). Any surveys which have been completed should also be saved.

In certain circumstances, access to the ateb property database (Lifespan) will be granted to contractors and the in-house trades team so Pre-Construction Information checks can be made by them for items such as Asbestos Containing Materials prior to carrying out the works.

Construction Phase Plan:

- ateb has a procedure of using standard Risk Assessments and Method Statements for the operations of work for which is issued electronically to all trade staff via their tablets.
- On attending site operatives have been trained and instructed to undertake a Point of Work Risk Assessment (POWRA) prior to undertaking the works.
- For any works not covered by the risk assessments the operatives are to discuss with their line manager for one to be developed prior to undertaking the works.

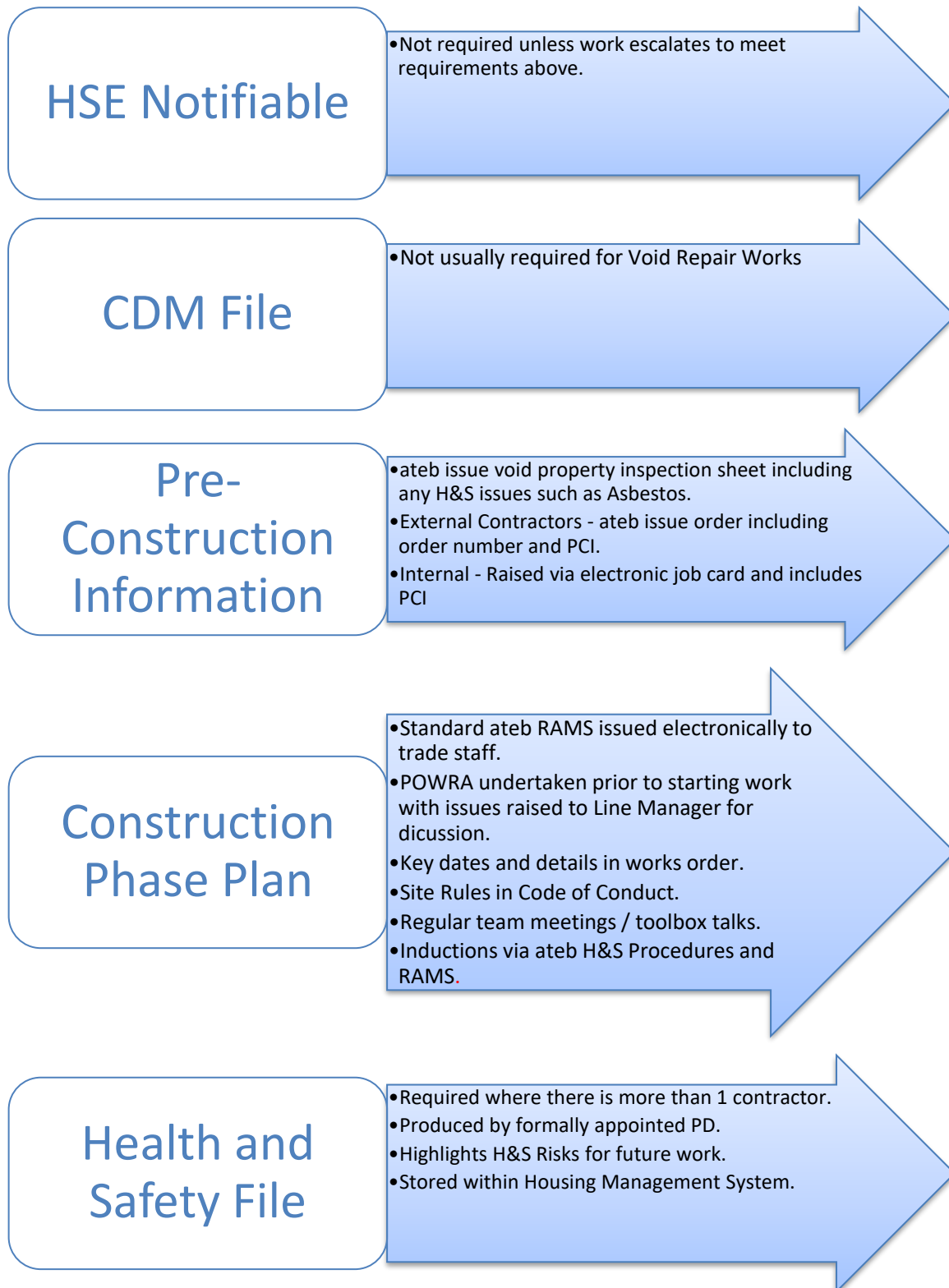
Health & Safety File:

- If there is more than one contractor on site to carry out the works, a Health & Safety File is required by the CDM regulations. This is to be produced by the Principal Designer for the project. The Health and Safety File is intended to highlight significant health and safety risks for future construction work. Due to the nature of void work repairs, the health & safety file will be a combination of the housing management system, Key Information such as Asbestos, Vulnerability, Property Information and Job Orders.
- For void repair works, where more than one contractor is used for carrying out the work, ateb acts as the Principal Contractor.

Where it is identified that void repair works may extend beyond the definition of small-scale empty property reservicing works, the work will be managed in accordance with the Group's approach to Planned Improvement Works.

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Void Works Summary



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Cyclical Works

HSE Notification:

Cyclical programmes may be notifiable to the HSE. For example, the Pre-Paint Cyclical and Painting programme is notifiable to the HSE and the Client (ateb) must notify the HSE via the electronic F10 notification form.

CDM File:

The Cyclical Works CDM files will be saved within a designated area located in the Property Services Planned Maintenance directory file

Pre-Construction Information:

The Principal Designer will ensure that the relevant pre-construction information is available for the operatives on site. This will be in line with the survey information available.

Construction Phase Plan:

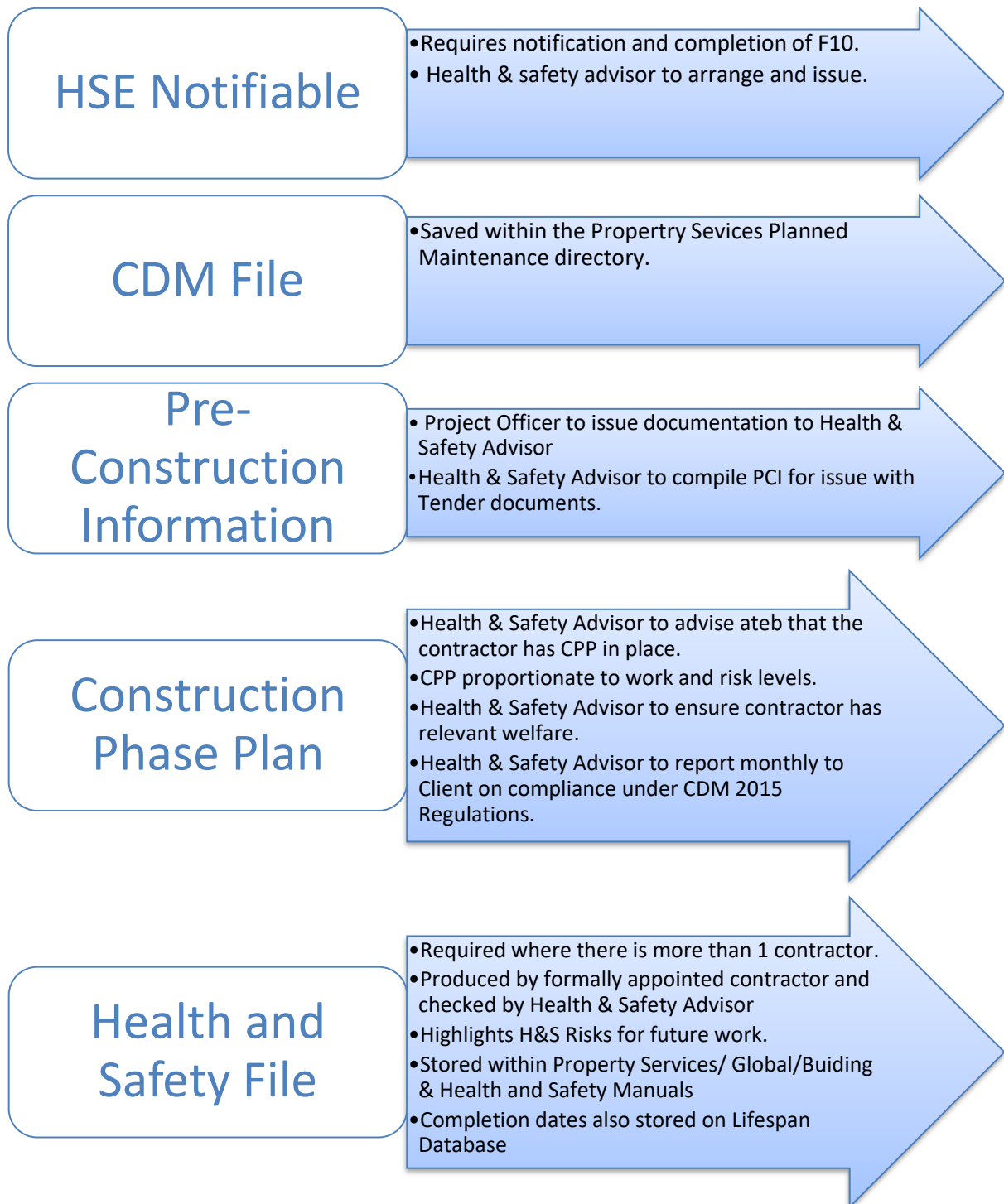
ateb acting as the Principal Contractor is responsible for the production of the Construction Phase Plan.

Health & Safety File:

- Where there is more than one contractor on site a Health and Safety file must be produced.
- The officer acting as the Principal Designer for these works shall ensure the health and safety file is prepared and developed, including the information required for cleaning, maintenance, alteration, or demolition of the building.
- Within the Pre-construction information sent to the principal contractor there will be details of the agreed format, structure and required content.
- The Principal Contractor will provide the construction information, which should include any changes to the original design along with the as-built drawings.
- When the project is complete, the Health & Safety File must be stored within the area designated for health and safety files.

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Cyclical Works Summary



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Adaptation Works – West Wales Care and Repair (WWCR)

HSE Notification:

Not required

CDM File:

Due to the works this is not required.

Pre-Construction Information:

- To comply with this, WWC&R will issue by email an order to the external contractors, which includes the order number (customer reference number), along with any necessary pre-construction information (schedule of works and drawings).
- In certain circumstances, access to the ateb property database (Lifespan) will be granted to contractors and the in-house trades team so Pre-Construction Information checks can be made by them for items such as Asbestos Containing Materials prior to carrying out the works.

Construction Phase Plan:

- ateb Group has a procedure of using standard Risk Assessments for the operations of work for which an electronic copy is issued to all trade staff via their tablets.
- On attending site operatives have been trained and instructed to undertake a Point of Work Risk Assessment (POWRA) prior to undertaking the works. For any works not covered by the risk assessments the operatives are to discuss with their line manager for one to be developed prior to undertaking the works.
- Key dates and details of property and works to be undertaken are identified on the works orders raised.
- The site rules are detailed within the code of conduct that the WWC&R operatives are required to work to, and contractors employed by WWC&R have signed up to.
- Co-operation between team members is undertaken through team meetings at varying seniority. There are monthly team meetings with the operatives led by the Team Leaders and leadership meetings within the team.
- Within the team meetings the operatives are given opportunity to raise any concerns and raise issues that would involve them in the risk identified during works.
- Site induction – with the works being of a minor works basis, the operatives have been inducted as to the Group's health and safety processes and

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procedures, Risk Assessments, Method Statements and Dynamic Risk Assessments.

More than one contractor on site:

There needs to be a Principal Designer and a Principal Contractor.

- If WWC&R is issuing the works, it is acting as the Principal Designer.
- Customer Service Advisor will raise the order.
- If WWC&R is taking the lead on the works on site, it will be acting as the Principal Contractor.
- If WWC&R is enabling for another contractor, the other contractor must be formally appointed as the Principal Contractor otherwise this responsibility will stay with WWC&R.

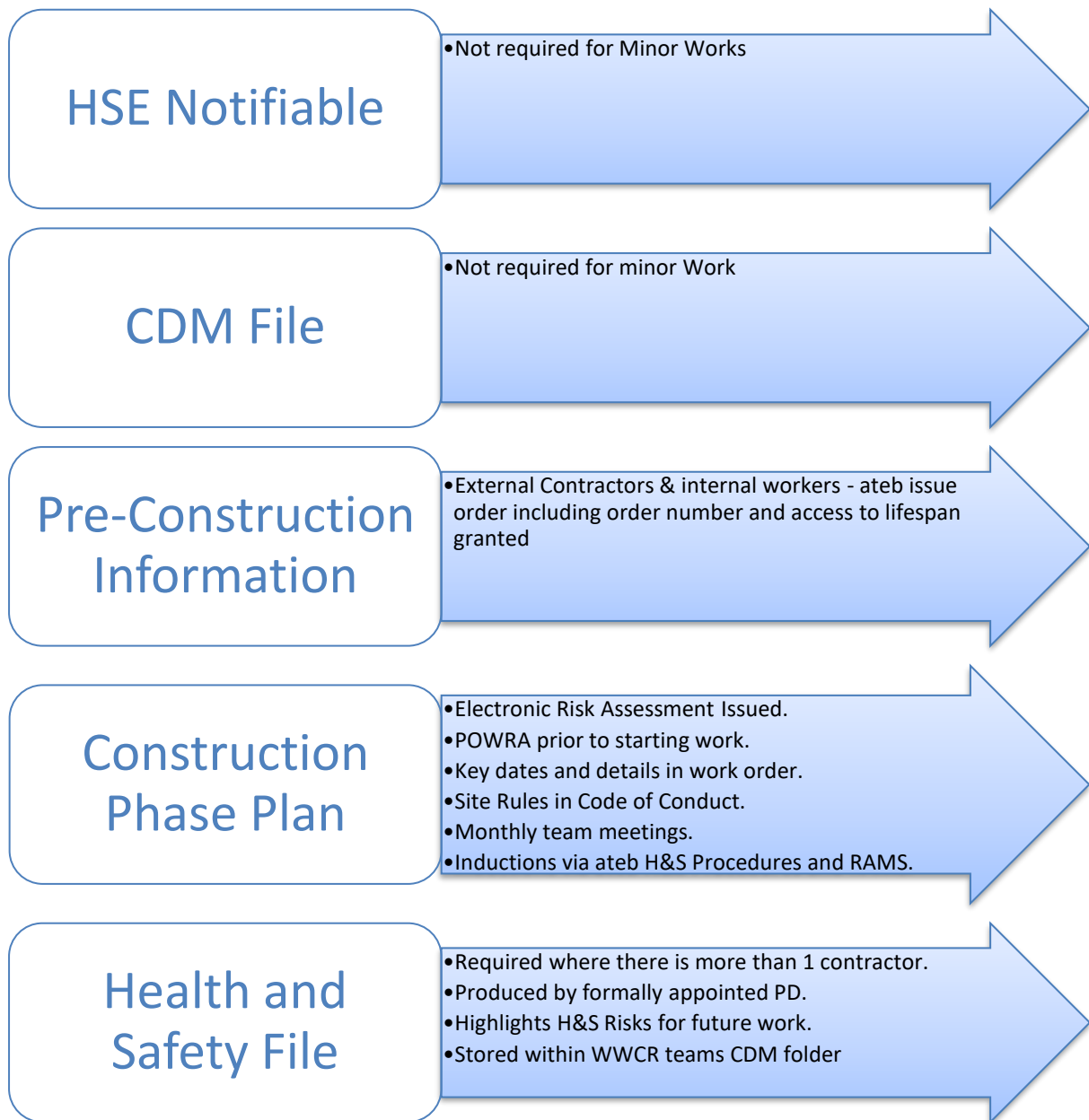
Health & Safety File:

- If there is more than one contractor on site to carry out the works, a Health & Safety File is required by the CDM regulations. This is to be produced by the Principal Designer for the project. The Health and Safety File is intended to highlight significant health and safety risks for future construction work. Due to the nature of works, the health & safety file will be a combination of key Information such as Asbestos, Vulnerability, Property Information and Job Orders.
- For works, where more than one contractor is used for carrying out works and ateb act as the Principal Contractor.

Where it is identified that repair works may extend beyond the definition of small-scale works, the work will be managed in accordance with the Group's approach to Planned Improvement Works.

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Adaptations - West Wales Care & Repair Work Summary



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Open Spaces & Environmental Services

HSE Notification:

The very nature of the works are short duration, however if they are notifiable then the Project Officer(s) should complete the F10 notice.

CDM File:

The Open Spaces & Environmental Services CDM file is saved within the Facilities TEAMs area

Pre-Construction Information:

ateb operatives attend site and review the works and plan prior to commencing including determining the materials to be used and assessing the work content.

Construction Phase Plan:

- ateb has a procedure of using standard Risk Assessments and Method Statements for the operations of work for which an electronic copy is issued to all trade staff.
- On attending site operatives have been trained and instructed to undertake a POWRA prior to undertaking the works. For any works not covered by the risk assessments the operatives are to discuss with their line manager for one to be developed prior to undertaking the works.
- Key dates and details of property and works to be undertaken are identified on the housing management and/or compliance works scheduling systems.
- The site rules are detailed within the code of conduct that ateb's operatives are required to work to, and contractors employed by ateb have signed up to.
- Co-operation between team members is undertaken through team meetings at varying seniority. There are monthly team meetings with the operatives led by the Operations Manager and leadership meetings within the team, Directorate.
- Within the team meetings the operatives are given opportunity to raise any concerns and raise issues that would involve them in the risk identified during works.
- Site induction – with the works being of a transient nature, the operatives have been inducted as to the Group's health and safety processes and procedures, Risk Assessments, Method Statements and Dynamic Risk Assessments.

Health & Safety File:

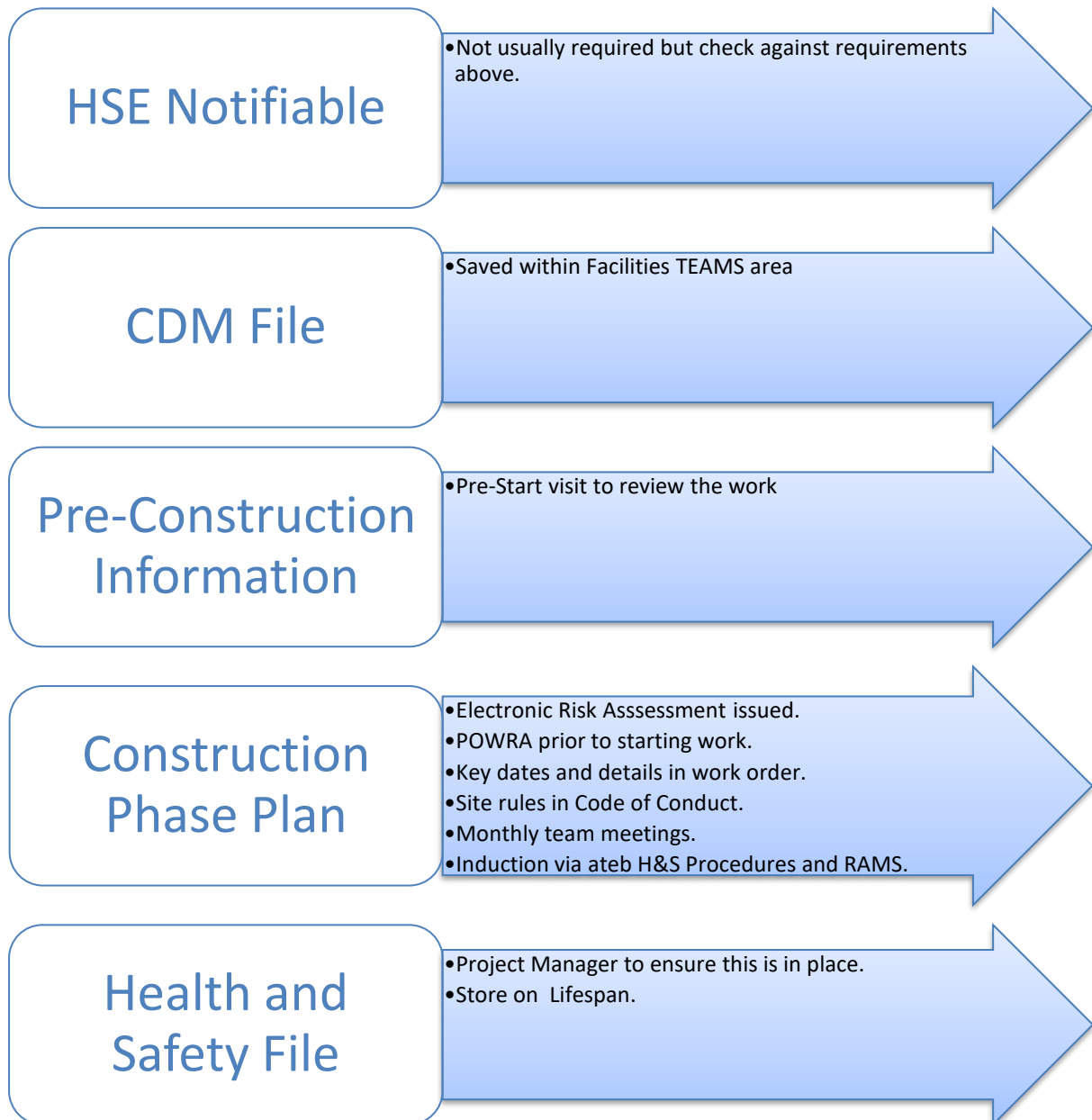
- The project manager for these works shall ensure the health and safety file is prepared and developed, including the information required for cleaning, maintenance, alteration, or demolition of the building.
- Within the Pre-construction Information sent to the principal contractor there will be details of the agreed format, structure and required content.
- The Principal Contractor will provide the construction information, which should include any changes to the original design along with the as-built drawings.

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- When the project is complete, the Health & Safety File must be stored within the area designated for health and safety files.

Where it is identified that Open Spaces & Environmental Services works may extend beyond this definition, the work will be managed in accordance with the Group's approach to Planned Improvement Works.

Open Spaces and Environmental Services Summary



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Planned Improvement

HSE Notification:

The nature of the works results in a requirement for notification to the HSE for several projects. The Project Officer (Responsible Person) will ensure that, where required, the electronic F10 notification form will be issued to the HSE and signed by the Project Officer

Pre-Construction Information:

- The Project Officer (Responsible Person) is to ensure that the required information regarding the works is issued to the Contractors.
- Where a Principal Designer is required, this duty will be undertaken by ateb, with the Project Officer (Responsible Person) undertaking a lead role in this.

Construction Phase Plan:

- ateb acting as the client is responsible for ensuring the contractor has a Construction Phase Plan in place.
- This should be proportionate to the scale of work and associated risks and no works should be allowed on site until there is one.
- ateb is also responsible for ensuring that the contractor has sufficient welfare facilities available to them on site.
- The Project Officer (Responsible Person) are to complete the necessary health and safety compliance forms to ensure these facilities are in place.

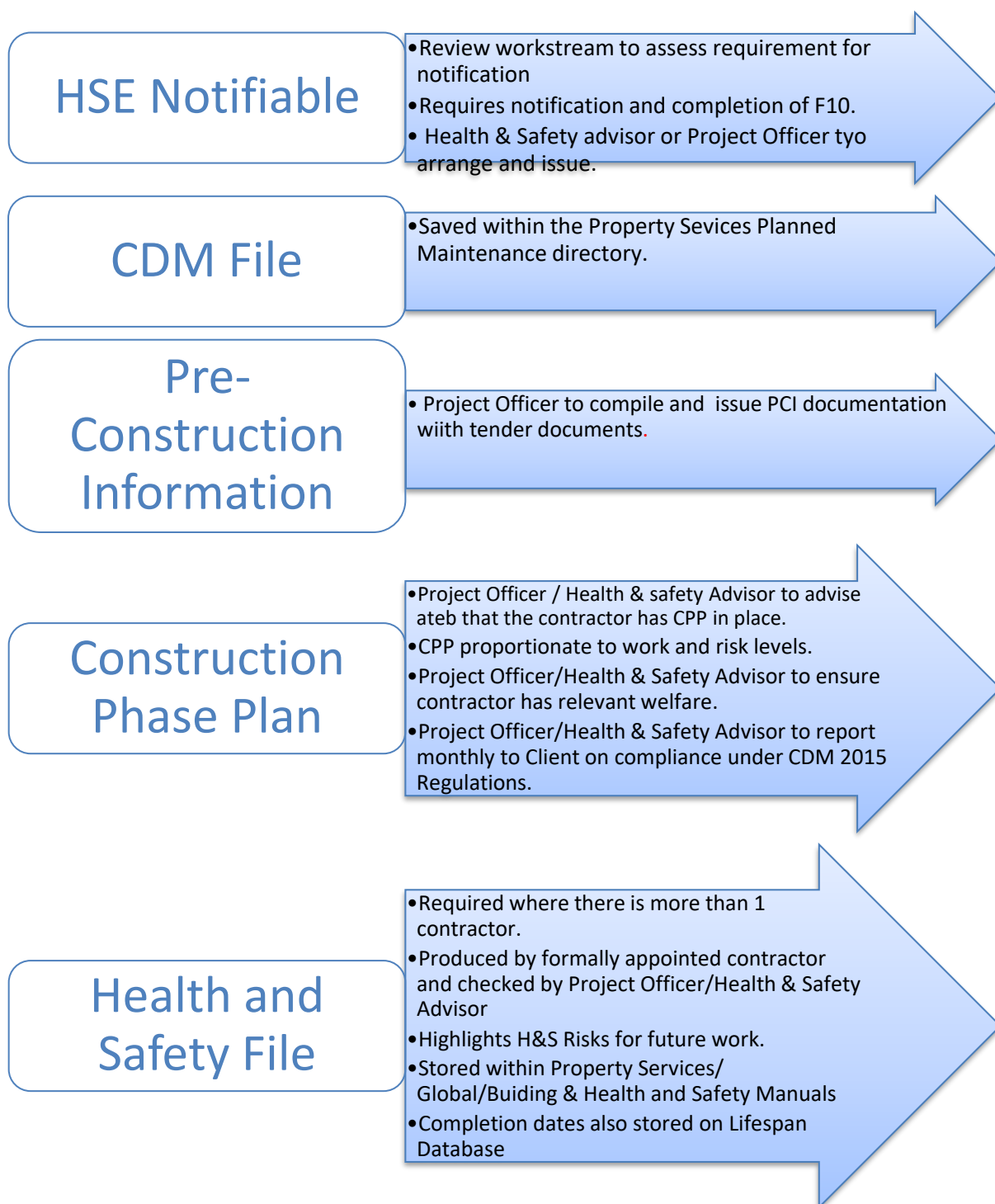
Health & Safety File:

Where there is more than one contractor on site a Health & Safety File must be produced by the Principal Designer.

- The Project Officer (Responsible Person) will ensure the health and safety file is prepared and developed, including the information required for cleaning, maintenance, alteration, or demolition of the building.
- Within the Pre-construction Information sent to the Principal Contractor there will be details of the agreed format, structure and required content.
- The Principal Contractor must provide the construction information, which should include any changes to the original design along with the as-built drawings.
- When the project is complete, the Health & Safety File must be stored within the area designated for health and safety files.

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Planned Improvement & Physical Adaptation Grant Works Summary



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Development Works

For most development works, ateb acts as the client appointing consultants to undertake the roles of Principal Designer, and a Contractor to act as the Principal Contractor.

In accordance with the regulations the Principal Designer and Principal Contractor will be appointed by ateb in writing.

ateb will provide the information required to the Principal Designer to enable the Pre-Construction Information to be sent through to the Designers and the Contractors. This will enable the Construction Phase Plan to put in place.

HSE Notification:

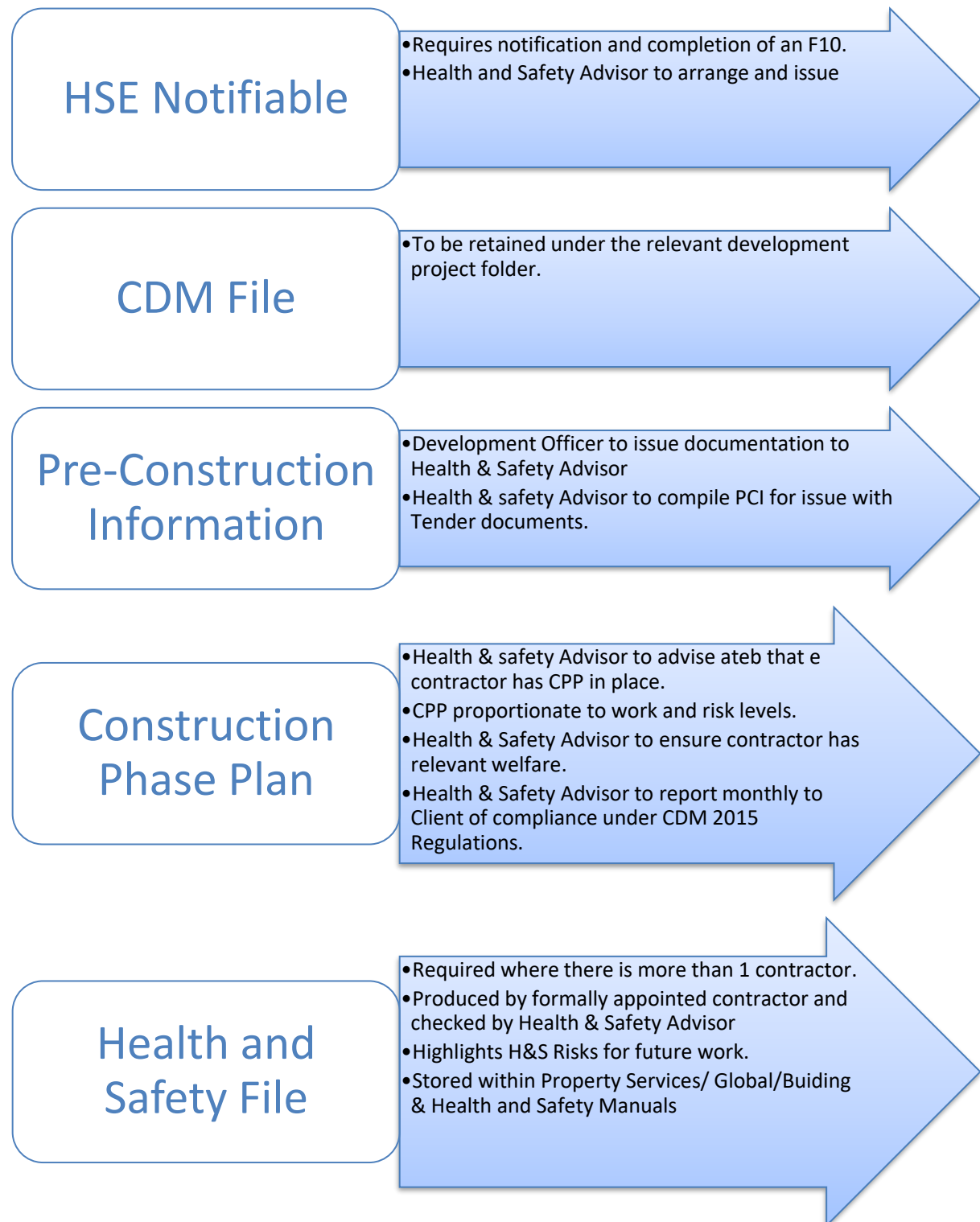
The nature of the works results in a requirement for notification to the HSE for a number of projects. The Principal Designer will ensure that where required the notification will be issued.

Health & Safety File:

- Where there is more than one contractor on site a Health and Safety file must be produced.
- The officer acting as the Principal Designer for these works shall ensure the health and safety file is prepared and developed, including the information required for cleaning, maintenance, alteration, or demolition of the building.
- Within the Pre-construction Information sent to the principal contractor there will be details of the agreed format, structure and required content.
- The Principal Contractor will provide the construction information, which should include any changes to the original design along with the as-built drawings.
- When the project is complete, the Health & Safety File must be stored within the area designated for health and safety files.

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Development Work Summary



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Welfare Provisions for Transient Sites

The Group is to operate in accordance with the HSE Construction Information Sheet No 59 “Provision of Welfare Facilities at transient construction sites”. A transient site is where work is carried out at one or many locations for a short duration, typically up to a week.

Where it is not practicable to provide a portable sanitary facility with washing and tables with seating, ateb can use public toilets which are available in:

- Council Facilities
- ateb office facilities
- Sheltered and Extra Care Schemes
- Tenants facilities (with permission)

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Review

Annual Review or in line with legislation changes

References

HSE Construction Information Sheet No 59 “Provision of Welfare Facilities at transient construction sites”.

The Construction (Design and Management) Regulations 2015

HSE Guide - Managing health and safety in construction L153

Documents

Main Contractor Induction check list

HSE F10 Notification

Contractor Code of Conduct

Contractor Management Procedure

Post Inspection Procedure

Ateb Group Risk Assessments / Method Statements

Point of Work Risk Assessments