

## Construction (Design and Management) Regulations Policy

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Prepared by: Ralph Elliott-King

Approved on behalf of Marisco South Ltd and Marisco Electricals Ltd by:



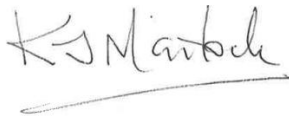
Samuel R Clover



Samuel Woodhams

Both On: 4th March 2025

Reviewed and accepted on behalf of the Company by:



On: 4th March 2025

Ken Mantock - Operations Manager

The Group acknowledge our obligation to comply with the requirements of the Construction (Design and Management) Regulations 2015 (CDM Regs), and the additional duties imposed on us by the Building Safety Act 2022.

### Complying with the CDM Regs will require us to:

- To recognise whether we are deemed to be the *client*, the *principal designer*, or the *principal contractor* at any time during the project and fulfil the duties the CDM Regs impose on each duty holder.
- Plan the work we will undertake over the entire life of each project so that all health and safety risks are recognised and managed to either eliminate or reduce them to an acceptable level.
- Only to engage qualified and competent people to carry out the work involved.



- Identify relevant information about all the risks involved over the life of the project and manage them accordingly.
- Communicate this information effectively to those who need to know.
- Consult and engage with all workers about the identified risks and how we manage them.
- Assume the responsibility for filing Form 10 to inform the HSE we are engaging in a notifiable construction project if so required to do so.
- Consider the additional duties imposed on us by the Building Safety Act 2022 in so far as they interact with the CDM Regs.

### Informing the HSE of a notifiable construction project using Form F10.

If the project is a commercial contract, the *client* is normally responsible for informing the HSE of a notifiable project. They can request another person to file a Form 10 with the HSE.

If we are the only contractor carrying out construction work for a domestic client, we are responsible for filing Form F10 on behalf of the client unless they have appointed another *principal designer* or a *principal contractor*.

### A project becomes notifiable if the construction work is expected to:

- last longer than 30 working days and have more than 20 workers working at the same time at any point on the project; or
- exceed 500 person-days.

### Our Duties under the CDM Regulations

The HSE publish a summary of all the duty-holders' duties.

If the project is a commercial contract, the *client* is normally responsible for informing the HSE of a notifiable project. They can request another person to file a Form 10 with the HSE.

If we are the *principal contractor*, we have an important role in managing health and safety risks during the construction phase of the projects. We must demonstrate our competency to safely complete the project measured in terms of our skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

### The HSE guidance states the *principal contractor* must:

- plan, manage, monitor and coordinate the entire construction phase.

- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed.
- prepare a written construction phase plan (PDF) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose.
- have ongoing arrangements in place for managing health and safety throughout the construction phase.
- consult and engage with workers about their health, safety and welfare.
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health.
- ensure all workers have site-specific inductions and any further information and training they need.
- take steps to prevent unauthorised access to the site.
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

**When working for a domestic client, we will normally assume the *client's* duties in addition to our own as the *principal contractor*. These additional obligations would include:**

For all projects, on behalf of the client, we 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 include:

- appointing the contractors and designers to the project 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 if a principal designer has been appointed, they 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 we prepare a *construction phase plan* before that phase begins.
- ensure that either we or the *principal designer* if one has been appointed, 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.
- For notifiable projects (where planned construction work will last longer than 30 working days and involves more than 20 workers at any one time; or where the work exceeds 500 individual worker days), commercial clients must:
  - notify HSE in writing with details of the project.
  - ensure a copy of the notification is displayed in the construction site office.

**When working for domestic clients, unless they have appointed a *principal designer*, we will also assume the *principal designer's* duties as well, which include:**

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing *health and safety file*) that might affect design work carried out both before and after the construction phase has started.
- help and advise the *client* in bringing together pre-construction information and provide the information to other designers and contractors who need to carry out their duties.
- work with any other *designers* on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with other contractors, keeping them informed of any risks that need to be controlled during the construction phase.

## Construction Phase Plan

Unless we are working under an appointed *principal contractor*, we will be responsible for preparing a *construction phase plan* (PDF) before the construction phase begins.

The plan must outline the health and safety arrangements, site rules and specific measures concerning any work involving the risks listed in Schedule 3 of the CDM 2015 Regulations.

Most of our smaller social housing refurbishment projects are of short duration and share a similar logistical and operational health and safety risk profile. In line with the HSE's guidance that construction phase plans should be kept proportionate to the size and scale of the project, we have produced a generic *construction phase plan* that is amended to match the profile of each site.

For larger projects, we recognise the need to produce a more detailed and bespoke *construction phase plan* in consultation with the other duty-holders as necessary.

### The legal obligation to prepare a Health and Safety File

Section 12.5 of the CDM Regs state that during the pre-construction phase, the *principal designer* must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

Section 12.6 states the *principal designer* must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

Section 12.7 states during the project, the principal contractor must provide the *principal designer* with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.

Section 12.8 states that if the *principal designer's* appointment concludes before the end of the project, the *principal designer* must pass the health and safety file to the *principal contractor*.

Section 12.9 states where the health and safety file is passed to the *principal contractor* under paragraph (8), the *principal contractor* must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

Section 12.10 states that at the end of the project, the *principal designer*, or where there is no *principal designer* the *principal contractor*, must pass the *health and safety file* to the *client*.

### The contents of the Health and Safety File

We acknowledge the importance of either taking on the full responsibility or contributing to the preparation undertaken by other duty-holders, for producing an adequate and sufficient *health and safety file* to be given to the client at the conclusion of the project.

Its purpose is to ensure that future workers (such as those involved in cleaning, repairs, maintenance, construction, or demolition) have a single reference source that will inform them of significant health and safety risks associated with a structure or site throughout the property's life cycle from design to demolition.

For our purposes, the content of the health and safety file we will include the following:

- Project introduction, construction statement and project directory. This section provides an overview of the project, including key details and contacts.
- A statement of any residual hazards that have not been eliminated.
- The identification of any remaining hazardous materials, and their location.
- A description of key structural design and safe load levels for roofs and floors.
- Information on the services design, cleaning, maintenance, and access strategies, for all plant and equipment, including their replacement and removal strategies. Where we have installed plant and equipment as part of our work, we will provide all the manufacturers' design, maintenance, and warranty documentation that accompanies the components we install.
- Details about the building's architectural design, cleaning and maintenance access strategies for the structure, and a schedule of access equipment. This would include the additional information required by the Building Safety Act 2022.
- Information on known underground utilities and other services and emergency/firefighting systems.
- Information about any passive fire safety work carried out over the course of the project.
- As-Built Information: A register of as-built drawings and a schedule of operation and maintenance manuals.
- Surveys and Reports: Relevant surveys and reports related to the structure.