



# Cassiltoun

Housing Association

**POLICY STATEMENT ON CONSTRUCTION  
(DESIGN & MANAGEMENT REGULATIONS) 2015**

Date Approved	Proposed Review Date
<b>Chair Person/Office Bearers Signature:</b>	

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**Recognised Scottish Charity SC 035544**

**CASSILTOUN HOUSING ASSOCIATION LIMITED**

**POLICY STATEMENT ON CONSTRUCTION  
(DESIGN AND MANAGEMENT) REGULATIONS (2015)**

**1. POLICY OBJECTIVES**

Cassiltoun HA is committed to creating safe and healthy working environments and to the application of good health and safety practice in the design, co-ordination and project management of all construction and maintenance projects and activities.

Cassiltoun Housing Association aims to ensure, as client, those duties under the Construction (Design and Management) Regulations 2015 – generally known as ‘CDM 2015’- are fulfilled in accordance with current legislation, best practice and relevant Government Guidance.

This statement sets out Cassiltoun HA’s policy for the implementation of the Construction (Design and Management) Regulations 2015.

**2. LEGAL AND REGULATORY FRAMEWORK**

As a registered social landlord, Cassiltoun HA must comply with the Regulatory Standards of Governance and Financial Management set out by Scottish Housing Regulator.

Construction (Design and Management) Regulations 2015 are applicable to Cassiltoun HA.

**3. EQUAL OPPORTUNITIES STATEMENT**

We recognise our pro-active role in valuing and promoting diversity, fairness, social justice and equality of opportunity by adopting and promoting fair policies and procedures. We will check this policy and associated procedures regularly for their equal opportunity implications, taking appropriate action to address inequalities likely to result or resulting from the implementation of the policy and procedures. We are committed to providing fair and equal treatment to all applicants including tenants and will not discriminate against any on the grounds of race, colour, ethnic or national origin, religion, age, gender, sex, sexual orientation, marital status, family circumstances, employment status or physical ability.

**4. RESPONSIBILITY**

The relevant staff, determined by the type of work being commissioned, will ensure that the policy is adhered to and adopted procedures followed.

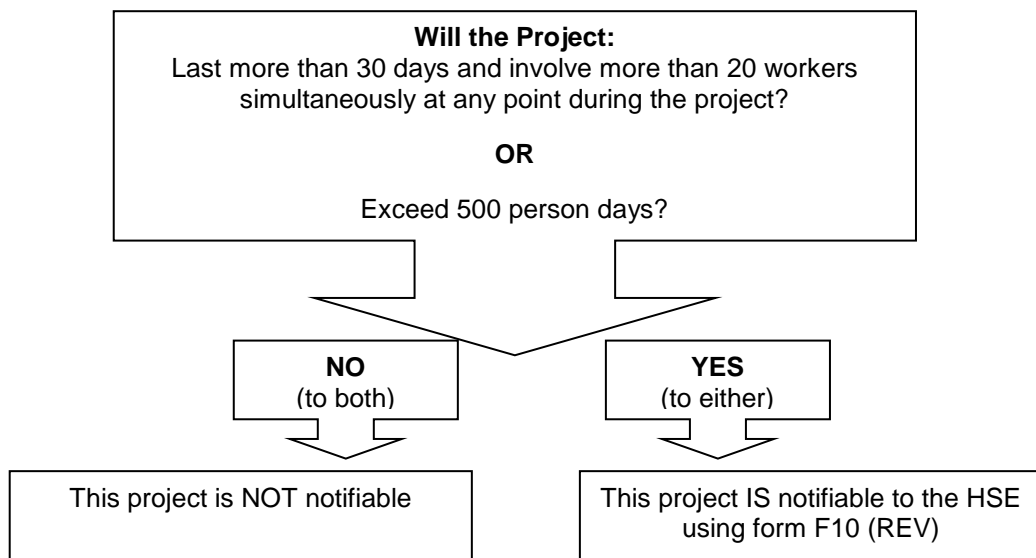
## 5. NOTIFIABLE PROJECTS

The CDM Regulations apply to ALL construction work. This includes a wide scope of activities and examples range from minor repairs and maintenance activities to major construction and renovation projects.

Depending on the scale and nature of the project there may be a requirement to notify the Health and Safety Executive (HSE) of the planned work.

Notification is required where more than one contractor has been appointed.

Notification is also required if the project is likely to involve more than 500 persons days of construction work or if it lasts more than 30 days and has more than 20 persons on site simultaneously.



## 6. DUTY HOLDERS

CDM 2015 places legal duties on virtually everyone involved in construction work. Those with legal duties are commonly known as 'duty holders'.

Duty holders under CDM 2015 are:

Clients- A 'client' is anyone having construction or building work carried out as part of his or her business. Cassiltoun Housing Association falls into this category for development and maintenance projects that it commissions. The 2015 put enhanced duties on the client. For example, the client must set a clear brief for the project setting out arrangements for how health and safety will be managed, such as including a provision for audit arrangements. Clients are also under an on-going duty to ensure that the Principal Designer and Principal Contractor carry out their roles fully and effectively.

Principal Designer- The 'Principal Designer' assumes overall responsibility for the pre-construction phase of the project.

Designers- The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances. This could include architects, engineers and quantity surveyors.

Principal Contractors- A 'principal contractor' has to be appointed by the Client to coordinate the construction phase of a project where it involves more than one contractor.

Contractors- A 'contractor' is a business that is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.

Workers- A 'worker' is anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. A worker could be, for example, a plumber, electrician, scaffolder, painter, decorator, steel erector, as well as those supervising the work, such as foreman and chargehands.

## **7. CLIENTS: ROLES AND RESPONSIBILITIES**

On all relevant development and maintenance projects, Cassiltoun HA will fulfil its role as 'Client':

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project, including welfare facilities
- Provide pre-construction information to Designers and Contractors and allow sufficient time and resources for all stages of the project
- Ensure that the Principal Contractor or Contractor has prepared a construction phase plan before the construction phase begins, and
- Check that the plan adequately addresses the arrangements for managing the risks throughout the duration project of the project (the contractor must review this regularly)
- Notify the HSE of planned projects where required to do so

If more than one contractor will be working on the Project:

- Appoint a Principal Designer and a Principal Contractor
- Ensure that the Principal Designer produces a health and safety file. Once received, the file should be retained and made available as pre-construction information when planning future construction projects.

## **8. ASSEMBLING THE PROJECT TEAM**

Cassiltoun HA, when appointing Designers or Contractors, will ensure that these duty holders have the necessary skills, knowledge and experience and, if an organisation, the organisational capability to manage health and safety risks. The extent of the checks CHA will make into the capabilities of duty holders they appoint will depend on the complexity of the project and the range and nature of the health and safety involved. This applies to both:

Single Contractor projects where the CHA appoints a Designer or Contractor directly,  
or

Projects involving more than one Contractor where the CHA must appoint a Principal Designer and Principal Contractor. These appointments must be made in writing as soon as is practicable and, in any event, before the construction phase begins. Where a CHA fails to appoint in either of these key roles, they become responsible to fulfil the duties required in each case.

## **9. PRE-CONSTRUCTION INFORMATION**

Pre-Construction Information (PCI) provides the health and safety information needed by Designers and Contractors who are bidding for or who have already been appointed to work on the project. It is used when planning, managing, monitoring and co-ordinating the work. PCI provides a basis for the preparation of the construction phase plan and some material may also be relevant to the preparation of the Health and Safety File.

PCI is information about the project that is already in the Client's possession or which is reasonably obtainable by or on behalf of the Client. The information must:

- be relevant to the particular project;
- have an appropriate level of detail; and
- be proportionate given the health or safety risks involved.

Examples of PCI include: the existing health and safety hazards present on the Clients site, asbestos surveys, utility information or relevant information in an existing Health and Safety File.

## **10. CONSTRUCTION PHASE PLAN**

The Construction Phase Plan (CPP) is produced by the Principal Contractor or Contractor and must set out the arrangements for securing health and safety for the construction phase. For projects involving more than one Contractor, the Principal Contractor must ensure the CPP is drawn up and for single contractor projects; it is the responsibility of the Contractor to ensure the CPP is drawn up. In either case this must be done during the pre-construction phase **before** the construction site is set up. The CPP must take into account the information the Principal Designer holds such as the PCI and any information obtained from Designers. During the construction phase, the Principal Contractor must ensure that the plan is appropriately reviewed, updated and revised so that it remains effective.

## **11. HEALTH AND SAFETY FILE**

The Health and Safety File must contain relevant information about the project that should be taken into account when any construction work is carried out on the building after the current project has finished. The file is only required for projects involving more than one Contractor. The Principal Designer has primary responsibility for preparing the file, and reviewing, updating and revising it as the project progresses. If their appointment continues to the end of the project they must also pass the completed file to CHA to keep. If the Principal Designer's appointment finishes before the end of the project, the file must be passed to the Principal Contractor for the remainder of the project. The Principal Contractor must then take on the responsibility for reviewing, updating and revising it and passing it to the client when the project finishes.

## **12. CASSILTOUN HOUSING ASSOCIATION'S APPROACH TO CDM 2015**

The Association shall comply with CDM 2015 and specifically consider each maintenance and development project and assess how CDM 2015 impacts on it and act accordingly.

## **13. REVIEW PERIOD**

This policy statement will be reviewed every 3 years.

**Appendix 1**  
**A Summary of Roles and Duties under CDM 2015**

<p><b>Clients</b> – are organisations or individuals for whom a construction project is carried out</p>	<ul style="list-style-type: none"> <li>• Check competence and resources of all appointees</li> <li>• Ensure there are suitable management arrangements for the project, including welfare facilities</li> <li>• Provide pre-construction information to Designers and Contractors and allow sufficient time and resources for all stages of the project</li> <li>• Ensure that the Principal Contractor or Contractor has prepared a construction phase plan before the construction phase begins, and</li> <li>• Check that the plan adequately addresses the arrangements for managing the risks throughout the duration project of the project (the contractor must review this regularly)</li> </ul> <p>If more than one contractor will be working on the Project:</p> <ul style="list-style-type: none"> <li>• Appoint a Principal Designer and a Principal Contractor</li> <li>• Ensure that the Principal Designer produces a health and safety file. Once received, the file should be retained and made available as pre-construction information when planning future construction projects.</li> </ul>
<p><b>Designers</b> - are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>• construction; and</li> <li>• the maintenance and use of a building once it is built.</li> </ul> <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p><b>Principal Designers</b> - are Designers appointed by the Client in projects involving more than one Contractor. They can be an organisation or individual with sufficient knowledge, experience and ability out carry out this role</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• identifying, eliminating or controlling foreseeable risks;</li> <li>• ensuring Designers carry out their duties;</li> <li>• Prepare and provide relevant information to other dutyholders;</li> <li>• Liaise with the Principal Contractor to help in the planning, management, monitoring and coordination of the construction phase.</li> </ul>
<p><b>Principal contractors</b> – are Contractors appointed by the Client to coordinate the construction phase of a project where it involves more than one Contractor</p>	<p>Plan, manage, monitor and coordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• liaising with the Client and Principal Designer;</li> <li>• preparing the construction phase plan;</li> <li>• organising cooperation between Contractors and coordinating their work.</li> </ul> <p>Principal Contractors must also ensure:</p> <ul style="list-style-type: none"> <li>• suitable site inductions are provided;</li> <li>• reasonable steps are taken to prevent unauthorised access;</li> <li>• workers are consulted and engaged in securing their health and safety; and</li> <li>• welfare facilities are provided.</li> </ul>

<p><b>Contractors</b> – are those who do the actual construction work and can be either an individual or a company</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</p> <p>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;</p> <p>For single-contractor projects, prepare a construction phase plan.</p>
<p><b>Workers</b> – are the people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> <li>• be consulted about matters which affect their health, safety and welfare;</li> <li>• take care of their own health and safety and others who may be affected by their actions;</li> <li>• report anything they see which is likely to endanger either their own or others' health and safety;</li> <li>• cooperate with their employer, fellow workers, contractors and other duty holders;</li> </ul>