



Gravesham Borough Council

DSO Building Management

Construction & Maintenance Safety Policy & Management Plan

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Abbreviations

<i>ACOP</i>	Approved Codes of Practice
<i>CDM</i>	Construction (Design & Management) Regulations 2015
<i>CPP</i>	Construction Phase Plan
<i>DSO</i>	Direct Services Organisation
<i>HSWA</i>	Health & Safety At Work Act 1974
<i>HSE</i>	Health & Safety Executive
<i>INDG</i>	Health & Safety Executive Industry Guidance
<i>PCI</i>	Pre-Contract Information
<i>PPE</i>	Personal Protection Equipment
<i>PUWER</i>	Provision and Use of Work Equipment Regulations 1998

Construction & Maintenance Safety Policy

1.0 Introduction

- 1.1 Gravesham Borough Council (GBC) recognises its duty of care and is committed to creating a safe and healthy environment for all construction and maintenance activities within its housing stock. This will include thorough planning, co-ordination and project management from conception to completion.
- 1.2 This policy outlines how DSO Building Management will meet compliance with the general requirements of the Health and Safety at Work Act 1974 (HASAWA) and the more specific requirements of the Construction (Design & Management) Regulations 2015 (CDM).
- 1.3 The policy also defines specific roles with designated responsibilities and sets clear frameworks with rules and guidelines for effective consistent decision-making and protect the workforce from acting in a manner that might endanger the safety of themselves and others.

2. Aims and Objectives

- 2.1 The aims of this policy are to ensure that works to all Gravesham Borough Council housing stock is performed in a safe manner to prevent damage to property, or injury to any person.

In meeting this aim DSO Building Management will:

- Ensure GBC complies with the Construction (Design and Management) Regulations 2015 and to integrate health and safety into management of construction projects and maintenance programmes.
- Encourage liaison and communication between all stakeholders.
- Appoint competent people with designated roles and responsibilities to fulfil the requirements of the regulations.
- Ensure pre-construction information is made available to the relevant persons before commencement of all work activities.
- Ensure the general principles of prevention are applied during the design, planning and construction through to completion.
- Allow sufficient time and resources for construction and maintenance projects to enable them to be completed in a safe manner.
- Ensure a Construction Phase Plan and a Health and Safety File is prepared and provided for relevant work activities.
- Reduce hazards and associated risks on site during construction work through continued supervision, training and monitoring.
- Ensure suitable welfare facilities are provided throughout the duration of construction work.

- Consult with all those engaged in works to promote and develop effective measures to ensure health, safety and welfare.

3. Legal and Regulatory Framework

3.1 This policy is subject to, but not restricted to the following specific regulations, Approved Codes of Practice (ACOPS) and industry guidelines:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- L153 – Managing Health and Safety In Construction
- The Work at Height (Amendment) Regulations 2007
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Noise at Work Regulations 2005
- The Confined Spaces Regulations 1997
- The Corporate Manslaughter and Corporate Homicide Act 2007

This is not an exhaustive list and all legislation relevant to the specific project will be followed. Further details of the above legislation and guidance requirements can be found in *Appendix 1*.

4. Key Roles and Responsibilities

4.1 The Chief Executive with assistance from Directors, Assistant Directors and Service Managers are collectively responsible for ensuring the implementation of this Policy and Management Plan for all construction and maintenance works across Gravesham Borough Council's housing stock

4.2 The Chief Executive

The Chief Executive has the ultimate responsibility and accountability at board level and will ensure all construction and maintenance works are compliant with the relevant statutory requirements. The Chief Executive will appoint management personnel who are familiar with the contents of Construction (Design and Management) Regulations 2015, insofar as it is relevant to their roles and responsibilities.

4.3 The Assistant Director (Operations)

The Assistant Director is responsible for service strategy and quality of services provided by DSO Building Management. The Assistant Director also has overall budget responsibility for all construction and maintenance works and to ensure adequate resources are made available to manage the health and safety requirements of CDM Regulations.

4.4 The Asset Manager & Technical Manager

The Asset Manager and Technical Manager are responsible for procurement, and selection of contractors that undertake works within Gravesham Borough Council's Housing stock. They are also responsible for service delivery, staff training and ensuring that this Policy and Management Plan continue to be robust and effective.

4.5 The Compliance & Projects Manager

The Compliance & Projects Manager is responsible for putting in place and monitoring arrangements to ensure that the systems and procedures outlined in this Policy and Management Plan are carried out. The Manager will ensure compliancy is achieved to satisfy the requirements of CDM Regulations.

4.6 Compliance & CDM Officer

The Compliance & CDM Officer will carry out the functions of the Designer or Principal Designer for DSO Building Management. The Officer will liaise with all duty holders and stakeholders to ensure DSO Building Management construction and maintenance activities fulfil the requirements of the CDM Regulations.

4.7 Project Managers

Project Managers will maintain regular dialogue between all appointed CDM duty holders, in particular the client, the principal designer, and principal contractor, to ensure they are adhering to the agreed pre-construction and construction phase plan. Project Managers will oversee the day-to-day activities of contractors undertaking construction and maintenance works and liaise with other relevant stakeholders to ensure health and safety requirements remain compliant.

4.8 Contractors

Gravesham Borough Council will employ suitably qualified contractors with the necessary skills, knowledge, training and experience relevant to the tasks allocated. They will plan, manage and monitor construction and maintenance works under their control so that it is carried out without risks to health and safety of individuals within their undertaking and co-operate with all appointed CDM duty holders.

5. **Policy Review**

- 5.1 This policy will be reviewed on an annual basis to ensure its continuing suitability, adequacy and effectiveness or as required by the introduction of new legislation or regulation that impacts on Gravesham Borough Council's obligations.

Management Plan

6. Introduction

- 6.1 Construction Design Management Regulations 2015 have been established to improve health and safety across the construction industry and require work to be planned and managed so the risks involved are eliminated, or reduced so far as reasonably practicable.
- 6.2 This Management Plan describes how DSO Building Management effectively manages the requirements of CDM Regulations to protect the health of our tenants, employees, contractors and members of the public from the potential risks associated with construction and maintenance activities.
- 6.3 When deciding what is necessary to comply with the Regulations, the focus will always be on action necessary to reduce and manage risks. The planning and managing of health and safety must be proportionate to the risks and complexity associated with the project.

7. Construction Design & Management Requirements

- 7.1 In order to comply with the regulations DSO Building Management will:
 - Sensibly plan the work so the risks involved are managed from concept to completion.
 - Have the right people for the right task at the right time
 - Cooperate and coordinate work with all stakeholders.
 - Have the right information available to ensure risks can be managed effectively.
 - Communicate relevant information effectively to all involved.
 - Consulting and engaging with workers about the risks and how they will be managed.
- 7.2 The requirements of CDM apply to all “construction work” as defined within the Regulations.
“Construction work” means the carrying out of any building, civil engineering or construction work.

This definition includes a very wide scope of activities. Examples range from minor repairs and maintenance activities to major construction and renovation projects including:

- The preparation for an intended structure, including site clearance.
- All decommissioning and demolition of structures including the removal of any product or waste resulting from such projects.
- The installation, maintenance, repair or removal of any services such as electrical, gas, compressed air, hydraulic, telecommunications, computer or similar installations.

In all cases, Clients should assume activities are in scope unless the project in question is not covered by the comprehensive list of activities contained within the regulations.

7.3 Larger projects may be notifiable to the Health and Safety Executive (HSE) and have more extensive requirements under the regulations (see section 13). Projects that fall into this category may include:

- Major refurbishments
- Roof replacements
- Upgrade of electrical installations
- Window and door replacements
- Cyclical maintenance and decorations

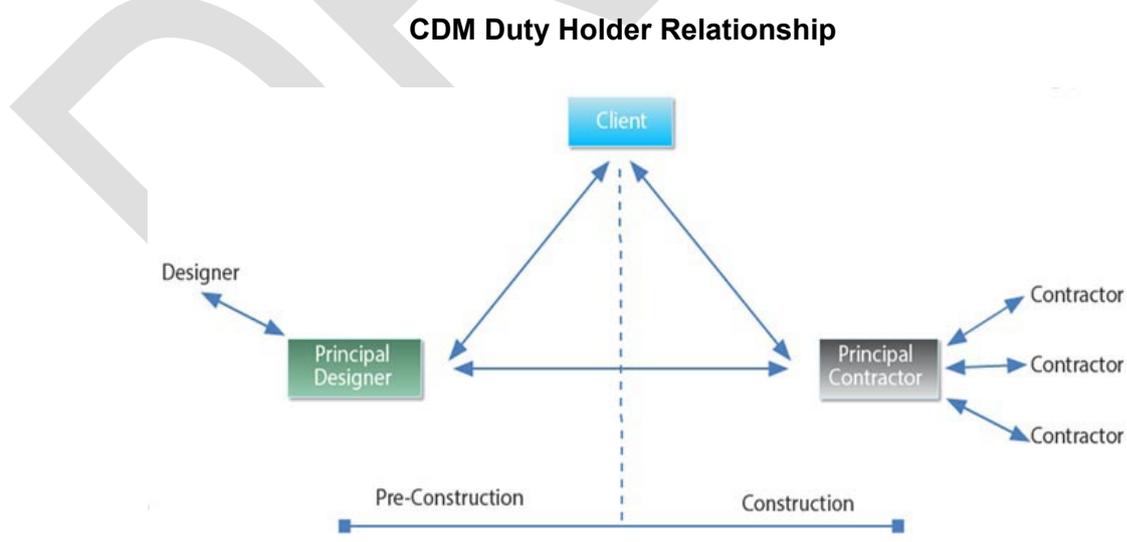
7.4 Smaller construction and maintenance activities such as Void Maintenance, Responsive Repairs and Servicing Programmes still have requirements under the CDM Regulations. All construction work requires planning, but the plan for smaller tasks should be simple, short and proportionate to the risks.

7.5 The CDM Regulations place legal obligations on specific “Duty Holders” when undertaking construction projects and conducting maintenance activities. The HSE Guidance document (L153) for CDM 2015 provides further information for those who have legal duties in respect of construction projects.

8. CDM Duty Holders

8.1 Each duty holder has specific duties and responsibilities for the project and will have the necessary skills, knowledge and experience to carry out the work in a way that ensures health and safety is maintained.

8.2 DSO Building Management will appoint competent individuals as duty holders relevant to each project. CDM identifies and outlines responsibilities for five specific duty holders: the Client, Principal Designer, Designer, Principal Contractor and Contractor. Where the project involves more than one contractor, the Principal Designer and Principal Contractor will be appointed.



8.3 Duty holders will follow the ‘general principles of prevention’ in their approach to identify measures to take, to control the risks to health and safety in a particular project. These principles are a requirement of the Management Regulations and apply to all industries, including construction. They provide a framework to identify and implement measures to control risks on a construction project.

The general principles of prevention are to:

- Avoid risks
- Evaluate the risks which cannot be avoided
- Combat the risks at source
- Adapt the work to the individual, especially regarding the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work, work at a predetermined work rate and to reducing their effect on health
- Adapt to technical progress
- Replace the dangerous by the non-dangerous or the less dangerous;
- Develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment
- Give collective protective measures priority over individual protective measures; and
- Give appropriate instructions to employees.

8.4 Client

The Client is an organisation or individual for whom a construction project is undertaken. For construction and maintenance activities DSO Building Management's Project Managers will complete the duties of the Client for Gravesham Borough Council.

The Client will:

- Assemble a project team and appoint duty holders at the right time.
- Ensure sufficient time and resources are allocated to the project.
- Prepare and provide relevant pre-construction information to other duty holders appointed or those being considered for appointment to the project.
- Prepare a 'Clients brief' which sets out the main function and operational requirements of the finished project, safety risks, timeframe and budget.
- Ensure the HSE are notified of the works (F10) where the construction project is deemed notifiable as per the regulations (for DSO Building Management projects this function will be completed by the Compliance and CDM Officer).
- Ensure the roles, functions and responsibilities of the project team are clear.
- Ensure that workers are provided with suitable welfare facilities for the duration of the construction work.

8.5 Principal Designer

The role of the Principal Designer can be carried out by an organisation or an individual with sufficient knowledge, experience and ability to carry out the role. They will be appointed by DSO Building Management (Client) when more than one contractor is involved.

Principal Designer functions for DSO Building Management will be carried out by the Compliance & CDM Officer.

The duties of the Principal Designer include:

- Liaising with the Client and Principal Contractor, influencing how the risks to health and safety should be managed and incorporated into the wider management of the project.
- Planning, managing, monitor and coordinate the pre-construction phase.
- Take account of the general principles of prevention.
- Ensuring that everyone involved on the pre-construction phase cooperates, establishes effective communication and information is shared within the project team. This will involve meeting with others in the design team, attending progress meetings with the Client and the Principal Contractor.
- Ensuring Designers comply with their duties. Appropriate checks should be made to ensure designers are dealing with risks appropriately. This can be done as part of the design process and through regular progress meetings.
- Liaising with the Principal Contractor for the duration of their appointment. During the pre-construction phase this must cover sharing information that may affect the planning, management, monitoring and coordination of the construction phase – in particular, the information needed by the Principal Contractor to prepare the construction phase plan.
- Ensure the Principal Contractor has all the relevant information if the Principal Designer's appointment finishes before the end of the project. This will include highlighting risks which have not been eliminated in the design stage and understands the implications of failing to reduce or control them.
- Preparing the project file, reviewing and updating as the work progresses. At the end of the project the completed file will be passed to the Client. If the Principal Designer's appointment finishes before the end of the project, the file will be passed to the Principal Contractor who will take responsibility for its management, passing it to the Client at the end of the project.

8.6 Designer

The Designer is appointed by DSO Building Management (Client) where the project has only one contractor for construction or maintenance work. Designer functions for DSO Building Management will be carried out by the Compliance & CDM Officer.

Designer duties include:

- Ensuring work does not start until they are satisfied the Client is aware of their duties under CDM Regulations.
- Having sufficient knowledge of Client duties to give advice about the project. The level of advice will depend on the knowledge and experience of the Client and the complexities of the project.

- When preparing or modifying designs, take account of the general principles of prevention, and pre-construction information provided, with the aim of eliminating foreseeable risks as far as reasonably practicable.
- Liaising with other designers, including the Principal Designer, so that work can be coordinated to establish how different aspects of designs interact and influence health and safety.
- Cooperating with Contractors and Principal Contractors so that their knowledge and experience of building design is taken into account.

8.7 Principal Contractor

Where more than one contractor will be involved, the Client will appoint a Principal Contractor and Principal Designer. The Principal Contractor must possess the skills, knowledge and experience to carry out their role effectively, given the scale and complexity of the project and the nature of the health and safety risks involved.

Principal Contractor duties include:

- Planning, managing, monitoring and coordinating the construction phase. The Principal Contractor must take account of the general principles of prevention.
- Working closely with the Client for the life of the project, and the Principal Designer for the remainder of the appointment.
- Ensuring anyone they appoint has the skills, knowledge, and experience to carry out the work in a way that secures health and safety.
- Where projects involve more than one contractor, the Principal Contractor is responsible for drawing up the Construction Health and Safety Plan or for making arrangements for it to be drawn up.
- Ensuring that contractors under their control cooperate with each other so that risks are managed effectively. This includes ensuring contractors who start work at different stages of the construction phase cooperate with each and exchange information. Regular planning meetings between the Principal Contractor and Contractors are an effective way of ensuring this.
- Ensuring every site worker is given a suitable site induction. The induction should be site specific and highlight any particular risks.
- Ensuring reasonable steps are taken to prevent unauthorised access onto the construction site. They should liaise with the contractors on site to physically define the site boundaries by using suitable barriers which take account of the nature of the site and its surrounding environment.
- Ensuring that suitable and sufficient welfare facilities are provided and maintained throughout the construction phase. This will depend on the size and nature of the workforce involved in the project. Facilities must be made available before any construction work starts and should be maintained until the end of the project.

- Liaising with the Principal Designer throughout the construction phase on matters such as changes to design and implications these may have for managing the health and safety risks.
- The Principal Contractor must consult and engage with workers.

8.8 Contractor

The Contractor is appointed by DSO Building Management (Client) and will liaise with the Designer in order to ensure that all reasonably foreseeable risks have been reduced to their lowest practicable level.

The Contractor will take responsibility for the site and create a Construction Phase Health and Safety Plan. For smaller construction and maintenance activities this may be as simple as a generic set of Risk Assessments and Method Statements (RAMS). For larger activities they may be required to produce a Health and Safety File, which will be passed to the Client at the end of the project.

Contractor duties include:

- Planning, managing and monitor construction work carried out either by the contractor or by workers under their control, to ensure that so far as is reasonably practicable, it is carried out without risks to health and safety.
- Not appointing a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- Providing each worker under their control with appropriate supervision, instruction and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- Not commencing work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- Compliance with any directions given by the Principal Designer or the Principal Contractor.
- Developing a Construction Phase Plan, or make arrangements for the construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- Monitoring work to ensure that the health and safety precautions are appropriate, remain in place and are followed in practice.
- Projects involving more than one contractor will cooperate with other duty holders and provide the Principal Contractor with any relevant information that stems from their own monitoring. The Principal Contractor can then monitor the management of health and safety for the whole project.

- Projects involving more than one contractor, they will comply with any directions to secure health and safety given to them by the Principal designer or Principal Contractor. They are also required to comply with the parts of the construction phase plan that are relevant to their work, including site rules.
- Managing workers under their control to ensure that appropriate supervision, information and instruction is provided to carry out their work without risk to health and safety
- Suitable site inductions where this has not been provided by the Principal Contractor.
- A procedure in the event of serious and imminent danger to health and safety. These should clearly state that any worker exposed to such danger should stop work immediately, report it to the contractor and go to a place of safety.

The procedures should:

- Include details of the person to whom such instances should be reported and who has the authority to take whatever prompt action is needed.
- Take account of the relevant requirements which set out provisions relating to emergency procedures, emergency routes, exits, fire detection and fire-fighting.
- Providing information regarding hazards relevant to their work, the risks associated with those hazards and the control measures put in place.
- Projects involving more than one contractor, it must be agreed with the Principal Contractor who is to provide welfare facilities.

9. Pre-Construction Information

- 9.1 The Project Manager (Client) has the main duty for providing pre-construction information. This must be provided as soon as practicable to the Compliance & CDM Officer (Designer/Principal Designer) and Contractor/Principal Contractor who is bidding for work on the project or has already been appointed.
- 9.2 The Pre-Construction Information (PCI) is used when planning, managing, monitoring and co-ordinating the work for the project. PCI provides the basis for preparation of the Construction Phase Plan (CPP) and some information may also be relevant for the preparation of the Health and Safety File.
- 9.3 Pre-Construction Information about the project may already be in the Client's possession or reasonably obtainable on behalf of the Client. When Pre-Construction Information is complete, it must include relevant and proportionate information with appropriate level of detail regarding:
- The project, such as the client brief and key dates of the construction phase
 - The planning and management of the project such as the resources and time being allocated to each stage of the project and arrangements to ensure there is cooperation between duty holders and work is coordinated.

- The health and safety hazards of the site, including design and construction hazards and how they will be addressed.
- Any relevant information in an existing Health and Safety File.

Examples of PCI include: site plans, asbestos surveys, structural drawings and utility information.

10. Construction Phase Plan

- 10.1 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 or single contractor projects this is the responsibility of the Contractor. In either case this must be completed during the Pre-Construction Phase prior to site set up.
- 10.2 The CPP must take into account the information held by the Principal Designer including the PCI and information obtained from Designers. During the construction phase the Principal Contractor will ensure that the plan is appropriately reviewed, updated, revised and remains effective.

The CPP should include the following information relevant to the project:

- A description of the project such as key dates and details of members of the project team.
 - The health and safety aims of the project
 - Site rules
 - Arrangements to ensure cooperation between project team members and coordination of their work, e.g. regular site meetings.
 - Arrangements for involving workers
 - Site induction
 - Welfare facilities
 - Fire and emergency procedures.
 - Relevant risk assessments and method statements (RAMS)
- 10.3 The Project Manager (Client) will ensure that a Construction Phase Plan for the project is prepared and in place before the construction phase begins.
- 10.4 Some projects will be notifiable to the HSE and in all cases the regulations will be apply.

11. Risk Assessments & Method Statements

- 11.1 For all major projects, risk assessments and method statements (RAMS) will need to be provided prior to commencement of project for approval. The Compliance & CDM Officer will evaluate the content of these documents to ensure that they are relevant to the operation/site/location and adequate controls are in place for all known hazards associated with the work. A copy of relevant documentation will be held on site for referral to ensure that the safe systems of work laid down by the contractors are being followed.
- 11.2 The Principal Contractor will undertake the risk assessment to determine hazards, which are generic to the site, including those required under the Management of Health and Safety at Work Regulations 1999, and any other specific assessments required under

statutory regulations. All contractors are required to carry out site-specific risk assessments for significant hazards that fall within their sphere of activity and control. These risk assessments will be approved by the Principal Contractor's Safety Advisor for vetting prior to work starting on site.

- 11.3 Hazards that are identified from the above assessments that cannot be eliminated at source will be presented in the form of site-specific method statements defining the appropriate control measures. These method statements will also be approved by the Principal Contractor's Safety Advisor prior to work starting on site. The Principal Contractor will ensure that the work is carried out in compliance with the method statements provide. All documentation will be held in the site office and updated as required.
- 11.4 For smaller maintenance and servicing activities, risk assessments and method statements for any work carried out by DSO operatives will be produced by the DSO Building Management team in full consultation with the operatives involved. Where appropriate to the tasks a full briefing will take place prior to commencement of the task to confirm that operatives understand their responsibilities for carrying out the works as detailed within each document.

12. Health & Safety File

- 12.1 The regulations require the Health and Safety File is appropriate to the characteristics of the project and contain relevant health and safety information. Although the file is only required for projects involving more than one contractor DSO Building Management considers them to be of value for all projects and seeks to hold a sufficient Health and Safety File for each project under its control.
- 12.2 The Health and Safety File will contain information about control measures necessary to provide safe working conditions necessary to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition.
- 12.3 DSO Building Management will ensure an electronic record of the Health and Safety File is created and maintained throughout the project and:
- When planning the pre-construction phase of a project, relevant information may be obtained from previous Health and Safety Files.
 - The Compliance & CDM Officer in the role of Principal Designer will prepare a new electronic file (or revises an existing one) and provides a hard copy to the DSO Project Manager on behalf of the Client.
 - The Compliance & CDM Officer will review and revise the file on a regular basis and will retain the electronic version at the end of the project. In order to comply with data protection all hard copies of the Health and Safety File will be destroyed.
 - The file is handed to the Principal Contractor if the Principal Designer's appointment finishes before the end of the project.
 - The file will be available for anyone who needs to comply with relevant legal requirements and where necessary passes the file to whoever takes over the building and Client duties.

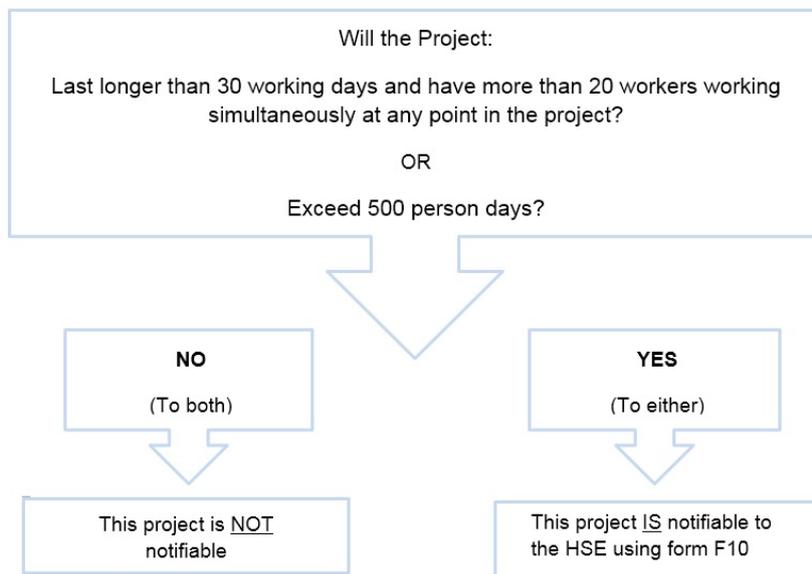
12.4 When preparing the health and safety file, information on the following will be considered for inclusion:

- A brief description of the work carried out.
- Any hazards that have been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land).
- Key structural principles (e.g. bracing, sources of substantial stored energy – including pre-or post-tensioned members) and safe working loads for floors and roofs.
- Hazardous materials used (e.g. lead paints and special coatings).
- Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.
- Information including drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

These should provide enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail will be kept proportionate to the risks.

13. HSE Notification of a Project

- 13.1 The Health and Safety Executive will be formally notified, in advance, when certain types of project (essentially larger more complex ones) are to be undertaken. This is completed via an electronic interactive form known as an F10. Notifications on behalf of DSO Building Management are will be completed by the Compliance and CDM Officer.
- 13.2 If at first the construction project is not notifiable, but subsequent changes to its scope make it notifiable, the Compliance and CDM Officer will inform the HSE as soon as possible.
- 13.3 The Project Manager must ensure that an updated copy of the notification is displayed and made available in the site office to anyone visiting or working on site.
- 13.4 The criteria used to determine whether a project is notifiable are illustrated below.



14. Site Safety Inspections & Reports

14.1 Each safety inspection will consist of a formal assessment of site safety and the identification of hazardous conditions or practices. It is designed to review the Principal Contractor's management of Health and Safety on each project and ensure they are discharging their duties in accordance with CDM Regulations.

14.2 Planned Works (Major Projects)

The Compliance & CDM Officer will carry out Site Inspections and provide comprehensive reports on a monthly basis to the Project Manager and the Principal Contractor. The Inspection report will focus on elements of the project that are specific to CDM Regulations. Where applicable these include:

- Site security, signage, registration and housekeeping.
- A Construction Phase Health and Safety Plan
- The Health and Safety File
- Statutory notices including HSE law poster and F10
- Emergency arrangements (Inc. fire safety plan & first aid provisions)
- Record of inductions, inspections, audits, incidents and accidents
- Evidence of training and competence
- RAMS (including permits to work)
- Hazardous substances (including asbestos)
- Traffic management (Inc. access and egress)
- Welfare facilities
- Maintenance records
- Personal Protection Equipment (PPE)
- Scaffolding & electrical safety
- Waste management

The inspection report will recommend remedial actions, further control measures and deadlines to track progress and will be reviewed at contract meetings.

14.3 Voids, Responsive Repairs & Servicing

All construction work under CDM Regulations requires planning, but the plan for smaller jobs should be simple, short and proportionate to the risks. The pre-construction information is just as important, for example; is asbestos present, any hidden live services, or are there any fragile materials?

- 14.4 The voids, responsive repairs and servicing programmes will be subject to periodic site inspections by the Compliance and CDM Officer with a subsequent follow up report.

Unlike major projects not all of the elements of the CDM Regulations will apply, however to ensure best practice DSO Building Management Project Managers will adopt a similar approach when establishing safe systems of work. The report will recommend remedial action, further control measures and deadlines to track progress.

15. **Competencies & Training**

- 15.1 The skills, knowledge, training and experience of the individual and organisation will be assessed prior to their appointment. Safety training for all staff will be in accordance with legislative requirements and site specific training needs.
Toolbox talks will be given as necessary to ensure the flow of information is maintained and all training must be recorded and made available on request.

16. **Performance & Monitoring**

- 16.1 Health and Safety monitoring will be conducted by site management to ensure that safe systems of work are implemented at all times. Completed Health and Safety Reports will verify that systems and procedures are put in place and the Construction Management Plan is working effectively. Monitoring will also ensure that all relevant personnel are aware of their responsibilities and legal obligations as they undertake their specific site duties.
- 16.2 The implementation of this management plan will be monitored by periodic reviews of risk assessments, sample audits and safety inspections and feedback from project progress meetings. Active monitoring will be carried out by the Project Manager and the Compliance & CDM Officer to ensure all aspects of safety performance are maintained at an acceptable level and in compliance with the Construction (Design & Management) Regulations 2015.

Appendix 1 – Legislation/Guidance

Health and Safety at Work Act 1974 (HASAWA)

There are two sections of the Health and Safety at Work, etc. Act 1974 particularly relevant to this policy:

- *Section 2 (1)*
“It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.”
This is supported by specific reference to maintaining the workplace in a condition such that it is safe, and does not put employees at risk.
- *Section 3 (1)*
“It shall be the duty of every employer to conduct his undertaking in such a way so as to ensure, so far as reasonably practicable, that persons not in his employment, who may be affected thereby, are not thereby exposed to risks to their health or safety”

Gravesham Borough Council, in the context of this policy therefore, shall (so far as is reasonably practicable) ensure its housing stock and third parties or premises (its business activity) does not cause harm to its tenants.

Management of Health and Safety at Work Regulations 1999

In general terms, Gravesham Borough Council must:

- Assess the risk to Health and Safety of all employees and to anyone who may be affected as a result of work undertaken.
- Endeavour to provide comprehensive information, instruction, training and supervision with the aim of ensuring, so far as is reasonably practicable, the health and safety at work of every employee or person so affected.
- Assess the risk of all work activities.
- Record risk assessments on their database
- For any new work activity, risk assessments should be carried out by the appropriate party but in all cases the assessments are to be held jointly and reviewed annually for any changes in legislation.
- Have a competent person to advise in respect of these regulations such as a Health and Safety Advisor.

Construction (Design and Management) Regulations 2015

The Construction (Design and Management) Regulations 2015, also known as CDM Regulations or CDM 2015, are regulations governing the way construction projects of all sizes and types are planned. The regulations aim to improve the overall health, safety and welfare of those working in construction. It describes:

- the law that applies to the whole construction process on all construction projects, from concept to completion
- what each dutyholder must or should do to comply with the law to ensure projects are carried out in a way that secures health and safety

L153 – Managing Health and Safety in Construction

L153 is a HSE publication provides guidance for duty holders on the CDM Regulations. It states that if you follow the advice given you will be doing enough to comply with the law as far as the regulations are concerned.

If you are prosecuted for breach of health and safety law, and it is proved that you did not follow the relevant provisions of the guidance, you will need to show that you have complied with the law in some other way or a Court will find you at fault.

The Work at Height (Amendment) Regulations 2007

The purpose of The Work at Height Regulations is to prevent death and injury caused by a fall from height. If you are an employer or you control work at height (for example facilities managers or building owners who may contract others to work at height) the Regulations apply to you.

Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

Control of Asbestos Regulations 2012

Regulation 4 of the Control of Asbestos Regulations 2012, puts a duty on owners of premises who have repair responsibilities to effectively manage asbestos. It requires the duty holder to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up-to-date, a record of the location and condition of the asbestos-containing materials - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

There is also a requirement on others to co-operate as far as is necessary to allow the dutyholder to comply with the above requirements.

Electricity at Work Regulations 1989

This Electricity at Work Regulations places legal implications on employers (referred to in the guidance as 'duty holders' in respect of systems, electrical equipment and conductors to ensure the safety of all electrical devices in the workplace. The regulations also dictates that all portable equipment must be inspected regularly and tested to ensure that it is safe for use.

Provisions and Use of Work Equipment Regulations 1998

The Provision and Use of Work Equipment (PUWER) places duties on people and companies, who own, operate or have control over work equipment. It also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not. The regulations deal with the work equipment and machinery used every day in workplaces and aims to keep people safe wherever equipment and machinery is used.

Manual Handling Operations Regulations 1992

The Manual Handling Operations Regulations apply to manual handling activities involving the transporting or supporting of loads, including lifting, lowering, pushing, pulling, carrying or moving loads. A load may be either inanimate, for example a box or a trolley, or animate, for example a person or an animal.

Personal Protective Equipment at Work Regulations 1992

The Personal Protective Equipment Regulations outlines the employer's duties concerning the provision and use of personal protective equipment (PPE) at work.

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

Making the workplace safe includes providing instructions, procedures, training and supervision to encourage people to work safely and responsibly.

Even where engineering controls and safe systems of work have been applied, some hazards might remain. These include injuries to:

- the lungs, e.g. from breathing in contaminated air
- the head and feet, e.g. from falling materials
- the eyes, e.g. from flying particles or splashes of corrosive liquids
- the skin, e.g. from contact with corrosive materials
- the body, e.g. from extremes of heat or cold

PPE is needed in these cases to reduce the risk.

Control of Substances Hazardous to Health Regulations 2002

The Control of Substances Hazardous to Health Regulations stipulate requirements for employers to protect employees and other persons from the hazards of substances used at work by risk assessment, control of exposure, health surveillance and incident planning.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

Lifting Operations and Lifting Equipment Regulations 1998

The Lifting Operations and Lifting Equipment Regulations (LOLER) place duties on people and companies that own operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not. In most cases, lifting equipment is also work equipment so (PUWER) will also apply (including inspection and maintenance). All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

The Control of Noise at Work Regulations 2005

The Control of Noise at Work Regulations 2005 aims to ensure that workers' hearing is protected from excessive noise at their place of work, which could cause them to lose their hearing and/or to suffer from tinnitus (permanent ringing in the ears).

The level at which employers must provide hearing protection and hearing protection zones is 85 decibels (daily or weekly average exposure) and the level at which employers must assess the risk to workers' health and provide them with information and training is 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which workers must not be exposed.

The Confined Spaces Regulations 1997

These Confined Space Regulations are concerned with any work that is conducted in a place which is substantially (but not always entirely) enclosed, where there is a reasonably foreseeable risk of serious injury from conditions and/or hazardous substances in the space or nearby.

The Corporate Manslaughter and Corporate Homicide Act 2007

Under The Corporate Manslaughter and Corporate Homicide Act 2007 companies and organisations can be found guilty of corporate manslaughter as a result of serious management failures resulting in a gross breach of a duty of care.