

# Construction (Design & Management) Regulations 2015 (CDM) Guidance

## MANAGING HEALTH AND SAFETY WHENEVER YOU CARRY OUT BUILDING WORK

This simplified guidance sets out the requirements for work to Church buildings, further advice should be sought where required.

The Construction (Design & Management) Regulations 2015 (CDM) are the main set of regulations for managing health, safety and welfare when planning and carrying out building projects.

- Under the CDM regulations Churches are defined as ‘Commercial’ clients, please note that the approach is different for domestic clients.
- The regulations refer to ‘duty holders’ and these include the Church acting as client and any consultants or advisers that have an influence upon the work are referred to as designers. (This becomes relevant if the HSE F10 notification form needs to be completed for larger projects)
- As the Local Church normally appoints consultants and contractors it is considered that they are taking on the role of client under the regulations.
- CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.
- It applies to all works to all Church buildings, manses and other accommodation.

## 1. HOW CDM APPLIES TO ALL BUILDING, MAINTENANCE AND REPAIR WORKS.

### PLANNING AND PREPARATION

- Adequate time needs to be set aside to plan the work and understand what is involved.
- The Church is required to check the competency of any advisors, consultants and contractors prior to appointment. Unless agreed otherwise, Synod expects all consultants to hold suitable professional Indemnity Insurance and to be suitably qualified.
- The Church must supply relevant safety information to consultants and contractors, this should include:
  - Location and nature of any asbestos containing materials in the working area, for alteration and partial demolition project this will require a Demolition and Refurbishment Asbestos Survey.
  - Any particular safety risks related to the work.
  - Take account of any potential risks to building users and those who may be affected and put in place suitable precautions. Inform all involved.
  - Agree contractors’ welfare facilities.

## **ASSESSING RISKS**

The risks to Health and safety in carrying out the work must be communicated and discussed with those carrying out the work. All work will have its own particular risks, the Health and Safety Executive in their guidance Document sets out the following, included to illustrate the type of risks which may be involved and the way they may be assessed, and suitable measures taken.

These are the biggest causes of accidents and ill health in construction work, and your designer and contractor can manage the risks by doing the following.

Falls from height:

- Make sure ladders are in good condition, at a 1:4 angle and tied or footed.
- Prevent people and materials falling from roofs, gable ends, working platforms and open edges using guardrails, midrails and toeboards.
- Make sure fragile roof surfaces are covered, or secure working platforms with guard rails are used on or below the roof.

Collapse of excavations:

- Shore excavations; cover or barrier excavations to prevent people or vehicles from falling in.

Collapse of structures:

- Support structures (such as walls, beams, chimney breasts and roofs) with props
- ensure props are installed by a competent person.

Exposure to building dusts:

- Prevent dust by using wet cutting and vacuum extraction on tools
- use a vacuum cleaner rather than sweeping
- use a suitable, well-fitting mask.

Exposure to asbestos:

- Do not start work if it is suspected that asbestos may be present until a demolition / refurbishment survey has been carried out.

Electricity:

- Turn the electricity supply and other services off before drilling into walls.
- Do not use excavators or power tools near suspected buried services.

Protect members of the public, the client, and others:

- Secure the site; net scaffolds and use rubbish chutes.

## **2. FOR BUILDING WORK WHERE ONLY ONE BUILDING CONTRACTOR IS EMPLOYED AT ANY SEPARATE STAGE.**

A contractor is defined as a single person or an organisation employing more than one person, normally a building contractor or specialist repair or maintenance company.

- The appointment must follow the procedures as set out in section 1.

### **3. FOR BUILDING WORK WHERE MORE THAN ONE BUILDING CONTRACTOR IS EMPLOYED DURING ANY STAGE OF THE WORK.**

If more than one Contractor is working on a project or independent stage, then a Principal Designer must be appointed by the Church.

#### **THE PRINCIPAL DESIGNER**

The Principal Designer role requires a suitably qualified person who understands the role and the nature of the work. They should be appointed as early in the project as possible.

The Principal Designer is normally the lead consultant and is appointed in writing to carry out the role. Speak to Synod if an alternative approach is required.

They will:

- Plan, manage and coordinate the planning and design work.
- They can help you gather information about the project and ensure that other consultants have done all they can to check that it can be built safely.
- Identify, gather information from other designers, put in place risk control measures and inform Contractors of all likely risks.
- Liaise with the Principal Contractor to help in the planning and managing the work, in relation to Health and Safety issues.
- Organise the information to be issued at the completion of the works to include Health and Safety in use information.

#### **PRINCIPAL CONTRACTOR**

If more than one Contractor is working on a project or independent stage, then a Principal Contractor must be appointed by the Church.

The Principal Contractor will normally be the primary contractor, and the appointed Contractor must understand their particular role as set out in the legislation.

They will:

- Prepare a Construction Phase Health and Safety Plan to be issued to all parties.
- All workers and other contractors are consulted and engaged in securing their Health and safety.

### **4. HSE NOTIFICATION FOR LARGER WORKS**

For some construction work (work lasting longer than 30 days with more than 20 workers working at the same time, or involving 500 person days of work), you need to notify HSE of the project as soon as possible before construction work starts. In practice, the Principal Designer will do this on your behalf.