



Band Systems Ltd

Construction Phase Plan

CDM POLICY STATEMENT

Last Review Date January 2018

This Document forms part of the company's quality assurance BS ED ISO 9001:2015
It is required to be reviewed at least annually

This Document is classed as a Non-Controlled Document

INTRODUCTION

This document sets out the CDM policy and procedure requirements for design managers and Project Managers employed by Band Systems and extends to approved sub-contractors acting on behalf of Band Systems, herein after known as 'the company'. The directors of the company have appointed the Managing Director as the company CDM Manager to implement the policy and to liaise with staff over health & safety issues relating to design and site management. In addition, David Robeson (Quality Representative) acts as the MD's deputy in such matters. Any queries staff may have regarding CDM should be directed to the CDM Manager or his deputy without delay.

PRACTICE AIMS

This document has been prepared to satisfy the duties of the practice as 'designers' under the Construction (Design and Management) Regulations 2015. Our aim is to contribute to the reduction of risk(s) transferred to site construction works and subsequently to the maintenance, repair and demolition of our buildings. In order to achieve this, we recognise that it is essential that all members of staff as 'designers', from the partners through to junior technicians, must be aware of their duties under the regulations and be proactive throughout the design process in identifying and responding to potential construction hazards. We also aim to utilise 'feedback' gained from completed projects to generate an evolving CDM resource database as a reference point for future 'best practice' designs protocols.

In order to ensure that the policy is implemented the following CDM practice procedures have been set up:

1. All existing and new design and project staff will receive an induction briefing from the CDM co-ordinator. This will cover our basic implementation requirements such as awareness of designer duties under the regulations, availability and location of CDM/ Health & Safety reference material, hazard identification recording and feedback procedures, basic awareness of common site risks, and staff training programmes. Such briefings are updated and given at a minimum annually or when important changes to legislation are introduced.
2. The company will carry out internal audits to ensure that CDM policy and procedures are actively implemented by designers and project staff. Results of audits will be presented to directors at respective director's meetings for review and analysis.
3. The company will actively encourage all design and project staff to advance their knowledge and awareness of CDM and health and safety issues through continued professional development. The training register in the company CDM file and competency matrix will record all such training, and with regular review of the training register to ensure a balanced and consistent level of competence across the company.
4. All design and project staff will be required to read and acknowledge their duties as 'designers' and 'project managers' under the CDM regulations, made available through the company intranet.
5. Availability of Information – the company CDM file will be kept up to date with relevant guidance notes and other information. In addition, such information will be made available to all staff through the company intranet.
6. The designer and Project manager will discuss at all stages and throughout the contract period directly with the client to provide a joint approach to the efficient working and provision of a safe and suitable working environment.

THE AUDIT PROCESS

The Audit process has been split down into 5 distinct stages, represented on a single proforma and based on the company BS EN ISO 9001: 2015 Quality Assurance Audit Plan. At the completion of each stage the appointed designer and/or project manager (or Director in charge if applicable) will be required to complete a stage audit sheet and present this to the CDM manager or his deputy for verification. The duties required under each stage can be summarised as follows:

At the Inception Stage of all new projects, the Project designer will complete an initial hazard identification sheet. The initial hazard sheet will identify whether the project is notifiable under the CDM regulations and verify that the 'Client' for the project has been informed of their relevant duties under the regulations (regs 9,10). It will also highlight any hazards that arise from the site assessment or the initial sketch designs. Residual hazards at the completion of work stages are to be noted on the initial hazard identification sheet and reviewed by the project designer and Project Manager in charge prior to the commencement of the design development stage. This process is to include any information or guidance on the proposed method of control or mitigation of the residual hazards identified.

In addition, the Project Designer will be required to complete a Survey Risk Assessment for the site. This will identify any significant or unusual potential hazards for Staff visiting the site to carry out surveys or inspections. All members of staff working on the project will be required to read and implement the precautions as listed in the Survey Risk Assessment documentation when visiting the site.

Design Development. This stage of the design can require the input of staff from all levels of experience. If potential hazards become apparent to design staff at any level they should be brought to the attention of the Project manager who will review with the designer the options for eliminating, mitigating or managing the hazard.

Residual hazards at the completion of work stages are to be reviewed by the Project manager and recorded on Hazard Identification Sheet(s). This must clearly record the nature/location of the residual hazard and proposed method of mitigation or management. Supporting technical documents or information sheets should also be compiled where applicable and appended to the Hazard Identification document to assist the management of transferred residual hazards.

Our involvement on a project will normally run through the initial planning stage and continue through to the completion of the installation or maintenance. This will signal the Final Review of the project at which stage the completed Hazard Identification sheets and supporting documentation must be issued to the Project CDM-Coordinator for inclusion in the construction information, including the O&M (operating and Maintenance) manual.

Project Procurement. Once again staff from all experience levels will have input and the same procedures apply as described under Design Development. Completed Hazard Identification sheets must be brought together at completion of detailed design by the Project manager and delivered to the CDM-Coordinator together with all support documentation for inclusion in the Pre-tender health and safety plan. As with the design development stage our services normally extend to the completion of the installation or maintenance unless the tender is rejected or lost through cost issues. The CDM co-ordinator should be informed and a date established for an internal Final Contract Review.

Construction Phase. Designers and project managers must be alert to the potential of introducing new hazards or impacting on existing mitigated hazards during the on-site period of the works. We will frequently be asked to alter designs whilst on site through variations and the Project manager must give careful consideration to any health & safety issues generated. The Hazard Identification process must therefore continue and where necessary be updated and be reissued to the CDM Co-ordinator to ensure that the Principal Contractor is able to successfully manage any altered or new risks.

Project Final Review. After practical completion of the project, the Final Contract Review should be carried out. The aim of this process will be to identify any areas of useful feedback that can be relayed to all design staff and to set up a list of in-house best practice design protocols. Conclusions from the review will be circulated to all design staff and filed with the central CDM file and on the office intranet.

Design staff are to be encouraged to refer to this database as reference material for future projects.

Internal Audit Control

As a part of the company's quality management procedures (BS EN ISO 9001:2015) internal audit checks will be carried out by the company's Quality Assurance Representative on behalf of the CDM manager and his deputy on a representative selection of projects to ensure that the Project manager is complying with his/her duties under this procedure.

The results of such audits will be reported to the directors with overseeing responsibility for the projects in the sample and where necessary corrective action taken to remedy any deficiencies highlighted. Issues of non-compliance arising from such inspections may be taken into consideration in the annual personal development reviews of staff.

FURTHER REFERENCE MATERIAL AND UPDATES

In addition to specific CDM guidance documents there are a number other related health and safety codes of practice and legislation documents that can be referred to for guidance in design.

Some are listed below and are available for reference through the company intranet. These documents are not intended to be a definitive list and we encourage members of staff to add to this list with relevant reference material to be shared with all design staff. Staff should refer to the CDM Manager for any requests for new publication or additions to the Practice CDM file.

Staff should note that there are 2 notice boards with designated areas for health & safety information which will on a regular basis be updated with relevant facts sheets, bulletins, events and courses.

We also subscribe to on-line CIRIA bulletins and cdmUK.com. Regular updates from these sites will be circulated to design staff as part of the 'in house' continued professional development programme in addition to the circulars of Project Final Reviews.

Key Areas of Reference:

ACOP Managing Health and Safety in Construction, CDM regulations 2007

CIRIA C662, CDM2015 Construction work sector guidance for designers

COSHH (Control of Substances Hazardous to Health) in construction.

HSE Guide for Clients on the Construction (Design and Management) Regulations 2015

HSE website: www.hse.gov.uk

APS website: www.associationforprojectsafety.co.uk

CONCLUSION

It is important to view CDM as an integral part of the design and project process comparable to issues of cost, buildability, aesthetics and impact on the environment. Designs which incorporate considered safety principles will deliver buildings which are safer to build and with inherently low maintenance risk liabilities. This policy has been generated in response to our legislative duties, but we recognise that its successful implementation will represent an area of 'value added design' to the quality of services offered by this company.