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CDM REGULATIONS 2007

PROMOTING SUCCESSFUL CDM 2007 IMPLEMENTATION - BEST PRACTICE

TARGET AUDIENCE & DESCRIPTION:

This information is aimed at everyone in the construction supply chain: clients, design engineers, architects, CDM-coordinators, health and safety advisors, manufacturers, consultants and contractors. It is intended to explain the key requirements of the Construction Design and Management Regulations 2007 and outline current good practice for duty-holders to help them integrate health and safety with project planning and design.

INTRODUCTION

The key aim of CDM 2007 is to integrate health and safety into the management of the project and to encourage everyone involved to work together for the benefit of the project. The effort devoted to planning and managing health and safety should be proportionate to the risk and complexity associated with the project and focussed on the health and safety of those involved in the construction, maintenance, repair, cleaning, refurbishment, removal or demolition of all or part of a structure as well as users of workplaces.

The following provide 'best practice' guidelines to help promote successful CDM 2007 implementation for duty holders. It is not the intention to provide a step-by-step 'fail-safe' process (please refer to the ACoP and other Industry Guidance for detailed application of the Regulations) but rather, present the key issues involved in the CDM process.

THE CDM PROCESS: IMPROVING THE PLANNING AND MANAGEMENT OF PROJECTS

Key issues: duty holders, competent individuals and organisations, adequate resources allowed, suitable management arrangements, co-operation and co-ordination

Duty holders: each duty holder as defined under the regulations should be familiar with their respective duty requirements before engaging in a project. The regulations should be seen as a means of empowering duty holders to ensuring that all parties to the project are aware of their obligations and of fulfilling them. It is a means of ensuring that roles are defined and everyone is aware of what is required of them.

Competent individuals and organisations: the emphasis is ensuring that all individuals or organisations engaged in the project are assessed to be competent to perform the job that they are appointed to do. Assessing the competency of the individual and/or the organisation should focus on the needs of the particular job and be proportionate to the risks arising from the work. The CDM regulations impose a duty on everyone to check their own competence.

Adequate resources allowed: the client is required to allow sufficient time and resources for all stages of the project. Time and thought invested at the start of the project will pay dividends, not only in improved health and safety, but also in other project objectives such as reduced costs and reduced delays.



Suitable management arrangements: the management arrangements should be appropriate to the size and complexity of the project as well as being project specific.

Co-operation and co-ordination: communication is key to the success of any project and the CDM co-ordinator is tasked with ensuring the co-ordination of health and safety aspects of design work and co-operation from others involved with the project.

IDENTIFYING RISKS

Key issues: early identification, applying the principles of prevention, project specific, pre-construction information; getting the right information to the right people at the right time, construction phase plan, health and safety file

Early identification: The emphasis here is to identify risks early by giving consideration to health and safety issues at the earliest stages of the project where the opportunity to eliminate hazards and reduce risk is at its highest.

Principles of prevention: by applying this principle, designers are directed to approach the project through ERI(C) i.e. eliminating hazards where possible, reducing residual risks where elimination has not been possible, informing those who need to know about the residual risks and for those who need to implement control measures.

Project specific: the key to reducing unnecessary paperwork is to ensure that all information is relevant and project specific. Always remember that the information you are providing is to a 'competent' person.

Written information: the below written information required under CDM ensures that the right information can be provided to the right people at the right time.

- **Pre-construction information:** clients should provide pre-construction information to designers and contractors or, where a CDM co-ordinator is appointed, he/she will identify, collect and pass on the pre-construction information. This project specific information should help designers and contractors who may be bidding for the work to identify hazards and risks associated with the design and construction. By providing this information at procurement or tendering stage means that early planning of resources (including time) and organisation will positively impact on how the works will be carried out.
- **Health and safety plan:** developed by the principal contractor before construction work starts, the construction phase plan is developed from the pre-construction information and sets out how health and safety is to be managed during the construction phase. The level of detail within the plan should be proportionate to the risks involved in the project.
- **Health and safety file:** required at the end of all notifiable projects and prepared by the CDM co-ordinator, the health and safety file should provide information that will be needed by anyone who is preparing for construction work or cleaning work on an existing structure, including maintenance, repair, renovation, modification or demolition.

All written information should be in a format which is easy to use and to refer to, easy to update and duplicate if required but most importantly it should be clear, concise, logical and understandable to those who need to use it.



TARGETING EFFORT WHERE IT CAN DO THE MOST GOOD IN TERMS OF HEALTH AND SAFETY

Key issues: project health and safety goal, unnecessary paperwork, proportionate effort

Project health and safety goal: on any project, the client or his representative will define the scope and objectives to be achieved for a successful outcome. Health and safety goals are no different to other desired project outcomes or deliverables such as the construction of a childcare facility to provide accommodation for babies from birth and accommodation for pre-school children. To help integrate health and safety into the management of the project, project specific health and safety goals should be set at the start and communicated to everyone, including arrangements for monitoring and review of health and safety performance. Efforts are therefore targeted and proportionate towards doing the most good and achieving project specific health and safety goals.

Unnecessary paperwork: only necessary and useful written information should be generated. Good understanding of the requirements under CDM will mean that duty holders only produce written information which is project specific where the intended recipient could not reasonably be expected to anticipate or identify as an obvious hazard.

Proportionate effort: CDM 2007 recognises the wide complexities and diverse nature of the construction industry. It therefore stresses the need for proportionate effort; that is to use our professional judgement and common sense when considering health and safety on each individual project. It is through communication, co-operating with others and co-ordinating our efforts that we can achieve the project specific health and safety goal.

GENERAL

No.	TITLE/DESCRIPTION	LINK/Reference
1	HSE Web Site internet and intranet	http://www.hse.gov.uk/construction/cdm.htm
2	HSE Approved Code of Practice	http://www.hse.gov.uk/pubns/priced/l144.pdf
3	Industry guidance (Construction Skills)	http://www.cskills.org/supportbusiness/healthsafety/cdmregs/
4	Client Guidance: HSE	http://www.hse.gov.uk/pubns/indg411.pdf
5	Client Guidance: CCG	http://www.constructingexcellence.org.uk/sectorforums/constructionclientsgroup/publications.jsp
6	Client Guidance: Construction Skills	http://www.cskills.org/uploads/CDM_Clients4web_tcm17-4640.pdf
7	Designer Guidance: Safety in design (SiD)	http://www.safetyindesign.org
8	Designer Guidance: Design Best Practice	http://www.dbp.org.uk
9	Designer Guidance: Construction Skills	http://www.cskills.org/uploads/CDM_Designers4web_07_tcm17-4643.pdf
10	Contractor Guidance: Construction Skills	http://www.cskills.org/uploads/CDM_PrincipalContractors_web_tcm17-4644.pdf