

Clydesdale Housing Association	
Policy name & number	10 – Technical Services CDM Regulations
Date approved	31 August 2022
Date for review	October 2025
Policy by	
Responsible Officer	Technical Services Manager

Clydesdale Housing Association will provide this policy on request at no cost, in large print, in Braille, in audio or other non-written format, and in a variety of languages

1. POLICY

- 1.1 It is the Association's policy as "Client" to ensure that in undertaking housing developments, it discharges the legal and statutory duties imposed by the Construction (Design and Management) Regulations 2007.
- 1.2 The Association will fulfill all requirements placed on it as the client in relation to the Construction (Design and Management) Regulations 2007 (CDM Regulations) and will comply with the corresponding Approved Code of Practice as issued by the Health and Safety Commission.

2. REFERENCES

- 2.1 Statutory Instrument 2007 Nr 340, The Construction (Design and Management) Regulations 2007, which came into force on 6th April 2007;
- 2.2 Approved Code of Practice, in relation to the new regulations, produced by the Health and Safety Commission
- 2.3 The Health and Safety at Work etc Act 1974.

3. DEFINITIONS

- 3.1 The terms "Client" and "CDM Coordinator" have the meanings assigned to them under Regulation 2, Interpretation of the Construction (Design and Management) Regulations 2007 as follows:

"client" means any person for whom a project is carried out, whether it is carried out by another person or is carried out in-house.

"CDM Coordinator" means any person for the time being appointed under regulation 14(1) which states that "Where a project is notifiable, the client shall appoint a person ("the CDM Coordinator") to perform the duties specified in regulations 20 and 21 as soon as is practicable after initial design work or other preparation for construction work has begun.

- 3.2 The terms used in this policy such as construction work, building structure, designer, etc., are widely defined in the regulations and Code of Practice.

4. OVERVIEW OF THE REGULATIONS

4.1 Application

The Health and Safety Executive (HSE) must be notified of projects where construction work is expected to:

Last for more than 30 days or will involve more than 500 person days of work.

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

HSE form F10 will be used to notify HSE.

CDM Coordinators will ensure the notification is sent as soon as possible after their appointment.

An updated notification must be made when the principle contractor is appointed or when any significant change occurs.

4.2 **Interpretation**

This policy must be read and applied in conjunction with the CDM Regulations and HSE Approved Code of Practice and take account of the definitions therein.

4.3 The procedures below are carried out in the context of a traditional contract, variations will apply as appropriate for the particular procurement route such as design and build. In some forms of procurement, the role of the client may shift to different parties, for example in PFI/PPP forms of contract.

5. **DUTIES OF ASSOCIATION AS CLIENT**

5.1 **All construction projects:**

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project including welfare facilities
- Allow sufficient time and resources for all stages
- Provide pre-construction information to designers and contractors

5.2 **Additional duties for Notifiable Projects:**

- Appoint a competent CDM Coordinator*
- Appoint a competent principal contractor*
- Make sure that the construction phase does not start unless there are suitable welfare facilities and construction phase plan in place
- Provide information relating to the health and safety file to the CDM Coordinator
- Retain and provide access to the health and safety file

*There must be a CDM Coordinator and principal contractor until the end of the construction phase.

5.3 **Everyone involved in construction projects should also:**

- Check their own competence
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work
- Report obvious risks
- Comply with the requirements in schedule 3 and part 4 of the regulations for any work under their control
- Take account of and apply the general principles of prevention when carrying out duties.

The specific duties of the other parties involved in the construction project are defined in the regulations and code of practice.

6. COMPLIANCE WITH DUTIES UNDER CDM

It will be the responsibility of the Technical Services Manager/Depute Chief Executive Officer/Chief Executive Officer to ensure compliance with the CDM regulations in respect of the Associations duties as client.

6.1 Appointments

The CDM Co-coordinator will be appointed in accordance with the Association's procurement policy and procedures, as soon as is practicable and at a sufficiently early stage to allow the Association to fulfill its duties under the regulations.

The Principal Contractor will be appointed in accordance with the Association's procurement policy and procedures and the timing of the appointment will allow sufficient time for the Principal Contractor to develop the health and safety plan before the construction phase commences, all in compliance with the regulations.

All other appointments made to the design team in accordance with the Association's procurement policy and procedures, will comply with CDM and the Association will ensure that all appointed are competent and will allocate adequate resources for health and safety for the project.

Appointments will be reviewed on a regular basis and they will remain filled at all times.

6.2 Information Provision

The Association, via the Technical Services Manager/Depute Chief Executive Officer/Chief Executive Officer, will provide, to the CDM Coordinator, all information available, relevant to health and safety on the project.

All Association staff and committee members will be required to provide information, where they have such information, on any aspects relating to health and safety on the project.

The Technical Services Manager/Depute Chief Executive Officer/Chief Executive Officer will be responsible for requesting, collating and submitting information to the CDM Coordinator, and will do so at as early a stage as possible.

6.3 Construction Phase

The Association will ensure that the construction phase of any project does not begin until the Principal Contractor has prepared a satisfactory health and safety plan and there are suitable welfare facilities in place.

The CDM Coordinator will provide advice on the health and safety plan to ensure it is sufficiently developed and satisfactory.

6.4 Completion

The health and safety file is a source of information which will help to reduce the risks and costs involved in future construction work, including cleaning, maintenance, alterations, refurbishment and demolition.

The Association requires to ensure that the file is prepared and kept available.

At the end of the construction phase the file must be finalised and passed to the Association by the CDM Coordinator.

The Association will ensure the health and safety file is available for inspection after the project is completed.

The health and safety file will be held by the Technical Services Manager.

7. FUTURE MAINTENANCE

7.1 Relevant information on health and safety from the health and safety file will be made available to all involved as required.

Approved by the Committee of Management on: 23 June 2010	
Signed: Secretary/Chairperson	Signed: Chief Executive Officer