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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment must be followed in relation to assessing the validity of third-party management systems. |

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| Purpose |
| Regulations applicable to the construction industry place duties on all key parties involved in the construction process. They lay down a framework for the management of health and safety by identifying the various phases of a construction project and by allocating responsibilities to defined duty holders throughout each of those phases. The duties placed upon Clients, Designers and Contractors, are designed to ensure the effective planning, coordination and management of health and safety from project concept through to commissioning and future construction work including maintenance.  The Company recognises its obligations under these and other related health and safety regulations and has produced comprehensive Health and Safety procedures contained within the Business Management System, which defines the Company’s Health and Safety Management System and fully endorses the CDM Regulations. |

Procedural Requirements

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|  | GENERAL |
|  | * The Construction (Design and Management) Regulations 2015 (Great Britain), * The Construction (Design and Management) Regulations (Northern Ireland) 2016, and * The Safety, Health and Welfare at Work (Construction) Regulations 2013 (Republic of Ireland)   These regulations apply to “construction work” as defined (see definitions) irrespective of project size, duration or complexity and whether a project is notifiable or not. |
|  | Construction work becomes ‘[notifiable](https://www.hse.gov.uk/forms/notification/f10.htm)’ to the relevant enforcing authority (with additional requirements) if the construction phase of the project is scheduled to: |
|  | * last longer than 30 working days **AND** have more than 20 workers working simultaneously at any point in the project; **OR** |
|  | * exceed 500 person days |
|  | The Company must not undertake any duty holder appointments without being able to demonstrate it has the necessary skills, knowledge and experience and organisational capability to carry out the relevant duties. |

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|  | General Principles of Prevention |
|  | The Regulations require that Designers, Principal Designers, Principal Contractors and Contractors identify, eliminate and control foreseeable risks by applying the General Principles of Prevention when carrying out their duties as follows: |
|  | 1. avoid risks; 2. evaluate the risks that cannot be avoided; 3. combat the risks at source; 4. adapt the work to the individual; 5. adapt to technical progress; 6. replace the dangerous by the non- or less dangerous; 7. develop a coherent overall prevention policy covering technology, work organisation, working conditions, social relationships and the influence of factors relating to the working environment; 8. give collective protection measures priority over individual measures; 9. Give appropriate instructions to employees. |
|  | COMPANY ACTING AS CLIENT |
|  | As a CDM Client the Company is required to make suitable arrangements for managing a project. These arrangements include making sure that |
|  | * other duty holders are appointed |
|  | * there is sufficient time and resources allocated |
|  | * the relevant information is prepared and provided to other duty holders |
|  | * the Principal Designer and Principal Contractor carry out their duties |
|  | * suitable and sufficient welfare facilities are provided * Notification of the project is made to the relevant enforcing authority where a project is notifiable. |
|  | The Company must appoint the Principal Designer (PD) and Principal Contractor (PC) as soon as is practicable, and in any event, before the construction phase begins. |
|  | The Company must ensure that duty holders are appointed in sufficient time to carry out their duties. All duty holders must be given enough time to mobilise sufficient resources and to ensure they have the required skills, knowledge and experience. |
|  | The Company must give the PC enough time to establish the construction site, including establishing a secure site boundary, setting up suitable and sufficient welfare and establishing a suitable induction process etc. |
|  | The Company must give the PD enough time to prepare the pre-construction information ([HSF-TF-0018b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14906)), before construction commences and the PC enough time to prepare the Construction Phase Plan. |
|  | In making suitable arrangements for the Project to ensure health, safety and welfare is secured, the Company must prepare a clear ’Client’s Brief’ which: |
|  | 1. sets out the main function and operational requirements of the finished project |
|  | 1. outlines how the project is expected to be managed including its health and safety risks |
|  | 1. sets a realistic timeframe and budget |
|  | 1. Covers other relevant matters, such as establishing design direction and a single point of contact in the Company’s organisation. |
|  | 2.10 Where a project is notifiable, the Company must submit:   * “[F10 Notification of construction project](https://extranet.hse.gov.uk/lfserver/external/f10)” to the Great Britain Health and Safety Executive, * “[NI10 Notification of new construction project](https://www.hseni.gov.uk/publications/notification-new-construction-project-ni10)” to the Northern Ireland Health and Safety Executive, or * [“AF1 Approved form”](http://www.hsa.ie/eng/Publications_and_Forms/Forms/AF_1_form.pdf) to the ROI Health and Safety Authority   as soon as is practicable before the construction phase begins. |
|  | COMPANY APPOINTED AS PRINCIPAL DESIGNER |
|  | As PD the Company is responsible for eliminating, reducing or controlling foreseeable health and safety risks through the design process such as those that may arise during construction work or in maintaining and using the building/structure once it is built. The Company must: |
|  | * Comply with the Company Design procedures |
|  | * Plan, manage, monitor and coordinate health and safety in the pre-construction phase of the project |
|  | * Identify, eliminate and/or control foreseeable risks using the General Principles of Prevention and hierarchy of controls |
|  | * Ensure designers carry out their duties and co-operate with each other |
|  | * Prepare and provide relevant information to other duty holders |
|  | * Liaise with the principal contractor to help in the planning, management, monitoring and co-ordination of the construction phase |
|  | * Assist the client in identifying and, obtaining and collating the pre-construction information |
|  | * Prepare the Health and Safety File. |
|  | As an appointed PD, the Company has a duty to cooperate with all other duty holders with any relevant guidance and advice so that they can also satisfy their duties. The Company must assist the Client in satisfying their duties by: |
|  | * As a Designer, advising the Client of their duties under the CDM Regulations by providing the information in ‘Summary of client duties under CDM’ reference material ([HSF-RM-0018c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14905)) * Providing evidence of the Company’s design skills, knowledge, experience and organisational capability to fulfil the requirements of a PD by providing a Principal Designer Plan ([HSF-TF-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14907)) and referenced documentation * Compiling and reviewing the pre-construction information to check that the information provided is appropriate for supporting the construction phase. It should be specific to the project, highlight any significant health and safety issues. PCI prompt list ([HSF-TF-0018b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14906)) must be completed * Supporting them to ensure that the project is notified to the HSE and that all appointments are made |
|  | * Scheduling regular meetings at periods, exceeding no longer than three months, to present to the client how the Company is satisfying its duties in whatever capacity it is employed |
|  | * Providing the client with a monthly report detailing all accidents, activities, best practice and learning on the project in the period. If the Company is appointed as both the PC and PD then an individual report per duty holder must be produced |
|  | * Maintaining a resource schedule throughout the duration of the project that details the level of relevant skills, knowledge and experience of the project management team or design management team and how they constitute a competent PC or PD duty holder respectively |
|  | * Inviting the client to conduct regular site inspections of the welfare, security arrangements and induction arrangements as well as overall site standards. |
|  | The Company cannot delegate the PD duties and must be able to demonstrate that it has suitable skills, knowledge and experience and organisational capability to carry out all of the PD functions and responsibilities and have control over the pre-construction phase. In the case of insufficient direct resource not being available, the Company must buy in additional expertise in specific areas to meet the requirements for appointment |
|  | When the Company is requested to accept the role of Principal Designer, the relevant Director and HSES Function must be notified and consulted to ensure the Company is not exposed to unnecessary risk and that the relevant resources are available to undertake the role. |
|  | The Company Insurance Function must be notified of the following information when appointed as PD: |
|  | 1. The Client, Project Name, Value, Period and Starting Date in respect of such an appointment. |
|  | 1. The names of individuals nominated by the Company to fulfil the appointment, together with a summary of their skills, knowledge and experience including copies of any certification. |
|  | The commercial function must be consulted to ensure that any individual or organisation that is contracted to provide a professional support role to the Company in its role as PD has an effective contract in place that reflects the relevant services and scope. |
|  | Whenever the Company is pursuing or tendering for a Design & Build Contract (D&B) it must be aware and advise the client that this will lead to a default appointment of the Company as PD. The client must be advised that they should scrutinise the tender information as being a suitable and sufficient demonstration by the Company of its capability to provide both roles. |
|  | If appointing designers, the Company must ensure that they have the required skills, knowledge and experience, and organisational capability, for the project by completing a Designer Assessment Questionnaire ([DES-TF-0016b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5539)). |
|  | The Company must provide relevant information to all the designers when it becomes available and ascertain whether there are any issues with the health and safety aspects of the client brief or in other client information that has been provided. The Company must respond, either directly or by obtaining further information from the client ([DES-TF-0020b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5570)). |
|  | The Company must co-ordinate health and safety with all the designers, including temporary works designers and inform the designers how the pre-construction phase will be managed, including application of the General Principles of Prevention and risk review methods (e.g. Hazard Management Review Prompt List ([DES-RM-0022g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5525)), methods of communication, circulation of information and attendance at meetings. |
|  | The Company must liaise with the PC throughout the appointment, communicating with them regularly to ensure that the design, including temporary works design, is co-ordinated. The PD must agree with the PC methods of communication, including how the PD will communicate with contractors when they are responsible for aspects of the design or have questions about the design. |
|  | The Company must provide the pre-construction information to the PC when it becomes available to prepare the construction phase plan, as well as to develop the health and safety file. |
|  | The Company must obtain from the PC information about any potential issues or proposed changes to the design to understand the impact that this could have on health and safety during the structure’s construction, maintenance, cleaning and, where relevant, its use as a workplace. Where necessary, the Company must also discuss this with the Designers and the Client. |
|  | The Company must prepare and develop the health and safety file, including the information required for cleaning, maintenance, alteration or demolition of the building, liaising closely with the Client to agree the structure and content of the file as soon as practicable after appointment. In preparing the file, the Company must request the client to provide any health and safety file that may exist from an earlier project. |
|  | The Company must provide the PC with details of the agreed format, structure and required content in compliance with Appendix 4 of the HSE L [Series](http://www.hse.gov.uk/pubns/priced/l153.pdf) 153 publication The following information must be considered for inclusion: |
|  | * a brief description of the work carried out |
|  | * any hazards that have not 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 and as-built drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors. |
|  | The Company must pass the health & safety file to the Client at the end of the project and ensure that the Client understands the structure and content of the file and its significance for any subsequent project. |
|  | If the Company’s PD appointment finishes before the end of the project, the Company must pass the file to the PC and ensure that the PC is aware of any outstanding issues that may need to be taken into account when reviewing, updating and revising the file. |
|  | COMPANY APPOINTED AS PRINCIPAL CONTRACTOR (PC) |
|  | When appointed as Principal Contractor the Company is required to: |
|  | * Plan, manage, monitor and coordinate the construction phase of a project, including liaising with the client and PD and preparing the construction phase plan |
|  | * Organise cooperation between contractors and coordinate their work |
|  | * Ensure suitable site inductions are provided |
|  | * Ensure reasonable steps are taken to prevent unauthorised access |
|  | * Ensure all employees are consulted and engaged in securing their health and safety |
|  | * Ensure suitable and sufficient welfare facilities are provided |
|  | * Provide information for the Health and Safety File |
|  | There must only be one PC at any one time on a project. |
|  | If the Company is the only Contractor on the project, then it must perform the duties of the Principal Contractor. |
|  | As PC the Company must exercise overall control of the construction phase of the project and make the Client aware that all contractors on the project, irrespective of the contractual arrangements with any other party, are also under the Company’s control. The Company must make all contractors on the project aware of this requirement within the conditions of their contract including compliance with all Balfour Beatty procedures, instructions and site rules with regard to health and safety. |
|  | The Company must demonstrate to the Client that it has the required skills, knowledge and experience and organisational capability for the project before appointment, and always provide suitable and sufficient management and supervision whenever works are being undertaken on a project. A minimum of one Site Safety Plus Site Management Safety Training Scheme (SMSTS), or Company accepted equivalent member of staff must be present on site or working across a number of projects in the same location. |
|  | Planning |
|  | A Risk Workshop must be held in accordance with the Opportunity and Risk Management procedure ([RSK-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1648)) including a thorough hazard and risk analysis of the project taking account of the risks to employees, contractors and others who may be affected by our activities. |
|  | The risk assessment and setting of risk control standards must be clearly controlled and systematically documented. The Project team must identify any high-risk activities and document these in the Project Management Plan/Construction Phase Plan. |
|  | All contractors including designers must be provided with relevant Health and Safety Information including any pre-construction information and also extracts from the Construction Phase Health and Safety Plan at both tender and construction phases of the project. |
|  | Contractors must be given sufficient information and time to plan their works effectively allowing them to take into account the required procedures, instructions and site rules for the project that they must comply with. |
|  | When appointing Designers or Contractors to work on a project the Company must ensure that those appointed have the skills, knowledge and experience to carry out the work in a way that secures health and safety. |
|  | Only Designers or Contractors who have completed the Supplier Pre-Qualification Construction Line (Gold) process can be appointed by the Company. If the Supplier/Subcontractor is not listed within the Balfour Beatty managed list, a request must be completed in accordance with ‘Supply Chain Prequalification’ procedure ([PRC-PR-0002](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10296)). |
|  | The “Supplier Health, Safety, Environmental, Sustainability and Quality Conditions” ([HSES-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10880)) are mandatory on all Company projects. Subcontractors must comply with these conditions when undertaking work on behalf of Balfour Beatty. The sub contractor must confirm that they will conform to these requirements as part of the Demonstration of Competence form ( [HSF-SF-0018a)](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6882). |
|  | The Subcontractors (with or without design) Demonstration of Competence form ([HSF-SF-0018a)](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6882) must be carried out for each prospective subcontractor on every project to demonstrate their project specific competence, and for those with Design Responsibilities a Designer Assessment Questionnaire must be completed in accordance with Temporary Works procedures ([ENG-PR-0101).](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) The subcontractor must provide supporting evidence including examples from previous projects which is detailed, relevant and specific so that it can be measured against the assessment criteria. |
|  | The outcome of the review must be used in the adjudication of the successful subcontractor in accordance with Subcontractor and Consultant Procurement procedure ([CML-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1453)). |
|  | Once a subcontractor has been appointed, they must attend a Pre-Start Subcontractors Meeting to discuss the specific health and safety aspects of the subcontract, including lines of communication, levels of competence and training, risk management arrangements, specific site rules and procedures, programme, scheduling and identification of RAMS (Setting People to Work Safely [HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)). This must be recorded using [HSES-TF-0010c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7997). |
|  | The Site Lead must prepare, review, update and revise the Construction phase Plan ([PRM-TF-0001b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9012)) and ensure that it is reviewed by the HS&E Advisor and in place before construction works commence. The Site Lead must also liaise with the contractors to ensure that the plan takes into account their views on the arrangements for managing the construction phase. The plan must include: |
|  | * A description of the project such as key dates and members of the construction team; * The health and safety aims of the project; * The site rules; * Arrangements to ensure cooperation between the project team members and coordination of their work; * Arrangements for involving workers; * Site induction; * Welfare facilities; * Fire and emergency procedures; * The control of any specific site risks (as listed in [PRM-TF-0001b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9012)) |
|  | If a contractor or designer intends to sub-let any element of their scope they must first seek the approval of the Company. Approval will only be granted once the entity being appointed is confirmed as being suitably skilled, knowledgeable and experienced (as per 5.6) and that they agree to comply with the Supplier Health, Safety, Environment, Sustainability and Quality Conditions of the Company ([HSES-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10880)). |
|  | The Site Lead must ensure everyone on site is given a suitable site induction ([HSF-PR-0007](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8156)). The induction must be site specific and highlight any particular risks and control measures that those working on the project need to know about. |
|  | The Site Lead must ensure that a task review, risk assessment, method statement or work package plan, work instructions and briefings are prepared in accordance with ‘Setting People to Work Safely’ procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)) before people are set to work. |
|  | The Site Lead must ensure that arrangements are made for a daily activity briefing by Site Supervisors at the beginning of each shift for all operatives before work starts ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)). |
|  | The Site Lead must ensure reasonable steps are taken to prevent unauthorised access onto the construction site by liaising with all contractors on site to physically define the site boundaries using suitable barriers which take account of the nature of the site and its surrounding environment. The Site Lead must also take steps to ensure that only those authorised to access the site do so in accordance with the Access to Site procedure ([HSF-PR-0013](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5177)). |
|  | The Site Lead must ensure that suitable and sufficient welfare facilities are provided and maintained throughout the construction phase ([HSES-PR-0006](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6442)). What is suitable and sufficient 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. |
|  | Managing and monitoring |
|  | The Site Lead must ensure that all subcontractors provide employees under that subcontractor’s control with appropriate supervision, instructions and information so that construction work can be carried out without risks to health and safety. The level of supervision required will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of those concerned. |
|  | The Site Lead must ensure that the construction phase plan is reviewed, updated and revised at intervals not exceeding three months and regularly enough to address significant changes to the risks involved in the work or in the effectiveness of the controls that have been put in place. The Site Lead must monitor how effective the plan is in addressing identified risks and whether it is being implemented properly. |
|  | The Site Lead must ensure that contractors under their control cooperate with each other so the risks to themselves and others affected by the work are managed effectively. This includes ensuring Contractors who start work at different stages of the construction phase cooperate with each other so any information and instruction relevant for a new contractor to carry out their work safely is provided to them. Regular planning meetings between the Project team and subcontractors must be held in accordance with the Communication and Consultation procedure ([HSES-PR-0010](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8084)). |
|  | The Site Lead must ensure suitable monitoring and reporting of Company and subcontractor performance at suitable frequencies (see [HSES-PR-0009](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12395)) including:   * Project Team Safety Tours; * HSES Advisor inspections; * Senior Manager Safety Tours; * Executive Site Visits; * Project Team attendance at DABS; * Cross checks of signed DABs attendance sheets with site attendance records |
|  | The Site Lead must consult and engage with its workforce to ensure that measures for their health, safety and welfare are developed, promoted and checked for effectiveness ([HSES-PR-0010](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8084)). Consultation must be carried out regularly and in a timely manner. |
|  | COMPANY APPOINTED AS DESIGNER |
|  | Designers must prepare or modify designs, to eliminate, reduce or control foreseeable risks that may arise during construction, maintenance and use of a building, structure or asset once it is built and provide information to other members of the project team to help them fulfil their duties. |
|  | Designers must ensure coordination across all designers / design teams working towards a single Client H&S Brief / strategy with clear and effective communication of residual design risks. |
|  | Designers must not start any design work unless they are satisfied the client is aware of the duty’s clients have under the CDM Regulations. This duty can be fulfilled as part of routine business, e.g. in early meetings or liaison with the client to discuss the project and providing the information in [HSF-TF-0018b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14906). The level of advice will depend on the knowledge and experience of the client and the complexities of the project. |
|  | The Company must not start any design work unless it is satisfied it has the necessary skills knowledge, experience and organisational capability to fulfil the requirements of the project. The information required by Designer Assessment Questionnaire ([DES-TF-0016b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5539)) can be used to support demonstration of this and must be provided to the Client. |
|  | When preparing or modifying designs, designers must take account of the pre-construction information provided to, as far as reasonably practicable, of eliminate foreseeable risks by applying the General Principles of Prevention (see paragraph 1.4 and Hazard Management Review Prompt List ([DES-RM-0022g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5525)). Where eliminating risk is not possible designers must take reasonably practicable steps to reduce the risks or control them through the design risk assessment process (Risk and opportunity ([DES-PR-0022](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5575)) and Design review ([DES-PR-0019](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5574)) procedures). Temporary Works procedures ([ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508)) and provide information about the remaining risks to all other duty holders. |
|  | When conducting the design risk assessment process Designers must track and record the mitigation and any controls needed for residual risks which cannot be reasonably eliminated. |
|  | If risks cannot be eliminated altogether, a designer should apply the principles below in deciding how to reduce or control the remaining risks – if possible, in the following order: |
|  | 1. Provide a less risky option |
|  | 1. Make provisions so the work can be organised to reduce exposure to hazards |
|  | 1. Ensure that those responsible for planning and managing the work are given the information they will need to manage remaining risks. |
|  | Designers must inform the PD of any hazards or work sequences which are identified as a health and safety risk to those working on site and which cannot be avoided. |
|  | Designers must liaise with any other designers, including the PD, so that work can be coordinated to establish how different aspects of designs interact and influence health and safety. This includes temporary and permanent works designers. Designers must also cooperate with contractors and PC so that their knowledge and experience about, e.g. the practicalities of building the design, is taken into account |
|  | Designers must provide information for the Health and Safety File as requested by the PD. |
|  | COMPANY APPOINTED AS CONTRACTOR |
|  | On projects where the company is appointed as a Contractor (subcontractor) the Company will satisfy its duties by implementing company procedures as detailed within the Business Management System and by complying with the PC’s directions. |
|  | The Site Lead must plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety. |
|  | The Site Lead must provide each employee under their control with appropriate supervision. The level of supervision provided will depend on the health and safety risks and the skills, knowledge, training and experience of those involved. |
|  | The Site Lead must effectively monitor their employee’s work to ensure that the health and safety risk control measures are appropriate, remain in place and are followed in practice. |
|  | The Site Lead must ensure that all their employees have the skills, knowledge, training and experience to carry out the work they will be employed to do in a way that secures health and safety for anyone working on the site. |
|  | The Site Lead must ensure all employees are fully aware of their duties to: |
|  | 1. Take care of their own health and safety and others who may be affected by their actions |
|  | 1. Report anything they see that is likely to endanger either their own or others health and safety |
|  | 1. Report all accidents, incidents and near misses. |
|  | The Site Lead must ensure that all employees under their control are provided with the information and instructions they need to carry out their work without risk to health and safety including: |
|  | 1. Suitable site induction where this has not been provided by the principal contractor |
|  | 1. The procedures to be followed in the event of serious and imminent danger to health and safety |
|  | 1. Information on the hazards on site relevant to their work, the risks associated with those hazards and the control measures put in place. |
|  | The Site Lead must coordinate their activities with all other contractors on site and comply with any directions to secure health and safety given to them by the Principal Designer or Principal Contractor. |
|  | The Site Lead must comply with the parts of the Project Management Plan / Construction Phase Plan that are relevant to their work, including all site rules. |
|  | The Site Lead must provide information for the Health and Safety File as requested by the PC and PD. |
|  | FURTHER INFORMATION |
|  | Further information can be obtained via the UK CDM Regulations page on [360](https://home360.balfourbeatty.com/bbcsuk/home/OurEnablingFunctions/HSE/Pages/CDM-2015.aspx). |

| Abbreviations / Definitions | |
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| **CLIENTS** | Organisations or individuals for whom a construction project is carried out. |
| **PRINCIPAL DESIGNERS** | Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role. There must only ever be one Principal Designer appointed on a project. |
| **DESIGNERS** | Those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work. |
| **PRINCIPAL CONTRACTORS** | Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. There must only ever be one Principal Contractor appointed on a project. |
| **CONTRACTORS** | Those who do the actual construction work and can be either an individual or a company. |
| **EMPLOYEES / WORKERS** | The people who work for or under the control of Contractors (incl. the Principal Contractor) on a construction site. Employees and Workers are not duty holders under CDM (although they may be Duty Holders under separate safety legislation. However they play a very important role in satisfying the requirements of the CDM Regulations. |
| **ENFORCING AUTHORITY** | The authority responsible for the enforcement of Health and Safety legislation i.e.  GB – Health and Safety Executive (HSE)  NI – Northern Ireland Health and Safety Executive (NIHSE)  ROI – Health and Safety Authority (HSA) |
| **PRE-CONSTRUCTION PHASE** | Any period of time during which design or preparatory work is carried out for a project and may continue during the entirety of the construction phase. |
| **PRE-CONSTRUCTION INFORMATION** | Information in the client’s possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including  (a) information about  (i) the project  (ii) planning and management of the project  (iii) health and safety hazards, including design and construction hazards and how they will be addressed  (b) Information in any existing health and safety file. |
| **CONSTRUCTION** | Defined as the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure. |
| **CONSTRUCTION PHASE PLAN** | A construction phase plan records arrangements for managing significant health and safety risks associated with the construction of the project and is the basis for communicating those arrangements to those involved in the construction phase. It outlines the health and safety arrangements and site rules taking into account any industrial activities taking place on site, and, where applicable, must include specific measures concerning any work involving the particular risks listed in Schedule 3 of the CDM Regulations, within the Company Business Management System this document is incorporated within the Project Management Plan. |
| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **REASONABLY PRACTICABLE** | Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk. |

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| INPUTS | | |
| **Reference** | **Type** | **Title** |
| [SI 2015 No. 51](http://www.legislation.gov.uk/uksi/2015/51/contents/made) | Legislation (GB) | The Construction (Design and Management) Regulations 2015 |
| [S.R. 2016 No. 146](http://www.legislation.gov.uk/nisr/2016/146/contents/made) | Legislation (NI) | The Construction (Design and Management) Regulations 2016 (Northern Ireland) |
| [S.I. No. 291 of 2013](http://www.hsa.ie/eng/Legislation/New_Legislation/SI_291_2013.pdf) | Legislation (ROI) | Safety, Health and Welfare at Work (Construction) Regulations 2013 (Republic of Ireland) |
| [CML-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1453) | Procedure | Subcontractor and Consultant Procurement |
| [HSES-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10880) | Reference Material | Supplier Health, Safety, Environment, Sustainability and Quality Conditions |
| [RSK-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1648) | Procedure | Opportunity and Risk Management |
| [DES-PR-0022](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5575) | Procedure | Risk and opportunity |
| [DES-PR-0019](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5574) | Procedure | Design review procedures |
| [PRC-PR-0002](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10296) | Procedure |  |
| [HSF-PR-0007](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8156) | Procedure | Induction |
| [HSES-PR-0010](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8084) | Procedure | Communication and Consultation |
| [HSF-PR-0013](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5177) | Procedure | Access to Sites |
| [HSES-PR-0006](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6442) | Procedure | Welfare |
| [PRM-PR-0001](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9010) | Procedure | Project Management Plan (incorporating Health, Safety, Quality and Sustainability Management Plans) |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/BMS%20Documents/Health%20Safety%20Environment%20and%20Sustainability/Health%20and%20Safety/Procedures/HSES-PR-0004%20Control%20of%20HSES%20Derogation.docx) | Procedure | Control of HSES Derogation |
| [ENG-PR-0101](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-12508) | Procedure | Management of Temporary Works |
| [HSES-RM-0018b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14517) | Reference Material | Project Schedule of Key HSES Actions |
| [HSES-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-10880) | Reference Material | Supplier health, safety, environment, sustainability and quality conditions |

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| OuTPUTS | | | |
| **Reference No.** | **Document Title** | **Retention Period** | **Responsibility** |
| [HSF-SF-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6882) | Subcontractors Demonstration of Competence | 6 or 12 years | Site Lead |
| [HSF-SF-0018b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6882) | Prequalification Questionnaire | 6 or 12 years | Site Lead |
| [HSES-TF-0010c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7997) | Pre-Start Subcontractors Meeting | 6 or 12 years | Site Lead |
| [HSF-TF-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14907) | Principal Designer Plan | 6 or 12 years | Site Lead |
| [HSF-TF-0018b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14906) | Pre-Construction Information prompt list | 6 or 12 years | Site Lead |
| [PRM-TF-0001b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-9012) | Construction Phase Plan | 6 or 12 years | Site Lead |