



**Construction, Designer and Management (CDM)
Procedural Guidance
For
Housing, Construction and Building Services**

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Index

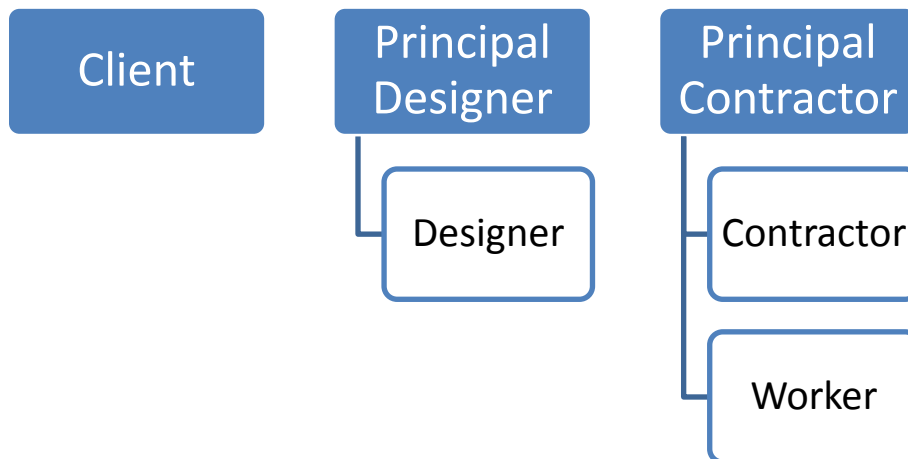
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CDM Purpose and Standards

- 1.1. Housing, Construction and Building Services is committed to providing employees with a safe working environment. This is detailed within the supplementary policy and within the 3 year health and safety plan.
- 1.2. The Service has identified CDM procedures are requiring development to ensure compliance with latest CDM regulations. This procedural document has been developed to dictate the standards for Housing, Construction and Building Services and the procedures to comply with the regulations.
- 1.3. CDM roles will be confirmed within the document however this will not feature direct information as stated within the guidance document provided by the HSE. This can be obtained from the HSE website.
- 1.4. This procedural document will highlight compliance procedures for all works undertaken by Housing, Construction and Building Services.
- 1.5. Comprehensive processes are identified and satisfactory measures are in place to effectively benefit the Services and the employees. By developing the procedure it will allow a strategic approach across the Services to be imbedded into the work practises.
- 1.6. Key Elements (as stated by the CDM regulations)
 - 1.6.1. Managing the risks by applying the general principles of prevention;
 - 1.6.2. Appointing the right people and organisations at the right time;
 - 1.6.3. Making sure everyone has the information, instruction, training and
 - 1.6.4. Supervision they need to carry out their jobs in a way that secures health and safety;
 - 1.6.5. Duty holders cooperating and communicating with each other and coordinating their work; and
 - 1.6.6. Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

Overview of CDM Regulations

- 1.7. The CDM regulations define the duties on employers and employees when conducting construction works. The definition of construction works can be found within regulations. This can be stated as all building or engineering works.
- 1.8. The level of any actions taken should always be proportionate to the risks in the construction project. For further advice please consult with the Service Health and Safety Adviser.
- 1.9. The regulations focuses on 3 key roles however there are specific duties relating to all roles within the management of CDM.
- 1.10. Effective implementation of CDM is based on the understanding and duties stated within the regulations. Roles are detailed in the diagram below. This will be used as the basis of the procedures.
- 1.11. The requirements of CDM 2015 apply whether or not the project is notifiable.



Project Principles

2. Statutory Compliance

- 2.1. Statutory compliance is required on all projects regardless of budget, timescales or scope of works on all construction works conducted. This affectively means that all works conducted by Building and Construction Services. Housing Services will also have duties required by the regulations; these will be in relation to their role as the Client and in some situations Designer; however these are in line with their current duties.

3. Scope of Works

- 3.1. The scope of works details the project and gives an overview of what the project contains. For maintenance works this may be defined by the type of repair required, whereas on major projects this will require an in-depth specific scope of works for project, identifying major stages or complex tasks.
- 3.2. When deciding on a scope of works, firstly it must be determine the level of risk involved based on the construction project. Once defined this will dictate the requirement for the scope of works and the format by which it will be required.
- 3.3. Examples of this can be detailed by: For small repairs this will mainly be detailed within the job line. For major modifications to properties this will require a full scope of works, covering all key stages within the project.

4. Roles

- 4.1. The structure of the CDM regulations is concentrated on the roles and responsibilities of each member of the project team. The main roles are:
 - 4.1.1. Client - must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources. The Client is responsible for notifications to the HSE however this may be passed to the Principal Designer.
 - 4.1.2. Designer or Principal Designer - The designer must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
 - 4.1.3. Contractor or Principal Contractor - must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.
 - 4.1.4. Co-operating and communicating with each other is one of the main requirements within the regulations as this allows all members of the team to understand the risks involved to manage the project and achieve a safe working environment.

- 4.2. The roles within Housing, Construction and Building Services will relate to the compliance to the regulations and these will be held on behalf of West Lothian Council:
 - 4.2.1. Client will be determined by the work source. This can be either of the following roles:
 - 4.2.1.1. **Construction & Design Manager**
 - 4.2.1.2. **Housing Strategy & Development Manager**
 - 4.2.1.3. **Customer Services Manager, Housing Construction and Building Services**
 - 4.2.1.4. **Estates Manager, Finance and Estates**
 - 4.2.2. Where there is an exception to this based on the source of the works, it will be detailed within the project scope and all documentation thereafter.
 - 4.2.3. Designer or Principal Designers will vary from project to project, this will be the person instructing the works unless an external principal designer has been sourced in writing (details of the role can be found within the regulations). Anyone stated or instructing works will be classed as the designer for the project. Roles which will have an impact, although not limited to are: Maintenance inspectors, Housing Investment Officers and all Construction Services roles (including the Clerk of Works).
 - 4.2.3.1. The Designer or where assigned, Principal Designer is responsible for ensuring the design risk assessment is undertaken for all elements of the project. Where this has not been achieved, this must be discussed with the Client prior to the construction phase.
 - 4.2.4. Contractor or Principal Contractor (where there are more than one contractor on site) may have some design impact when design works are undertaken on site by the trade's person. They will automatically become the designer if they amend or re-design work. This may require:
 - 4.2.4.1. Drawings to be amended to an as-built specification;
 - 4.2.4.2. Details to be updated within the health and safety project file.
 - 4.2.5. At all stages within the project it is imperative that communication links to the Principal Designer and the Principal Contractor are maintained and that works where conducted out-with the scope of the works are reported.
 - 4.2.6. Contractor or Principal Contractor will be stated within the construction phase health and safety plan where one has been created or required.
 - 4.2.6.1. Where no construction phase health and safety plan has been created then this will default to the individual roles and the specific procedural requirements of the Services.

- 4.2.7. For the main types of works achieved within Housing, Construction and Building Services; **Appendix 5** details the responsible roles.
- 4.3. Health and Safety Adviser
 - 4.3.1. The Health and Safety Adviser will provide guidance on compliance to the CDM regulations and monitor performance across all projects as required or requested.
 - 4.3.2. Statutory duties are further stated within the Health and Safety policies for West Lothian Council.
- 4.4. Project Officer
 - 4.4.1. The Project Officer is the person identified as the lead person for a specific project. The job title for the officer will vary dependant on the duties they undertake on behalf of West Lothian Council. They will be responsible to ensure the appropriate standards have been achieved in compliance with the CDM regulation. The table of responsibilities, **Appendix 5**, details the duties to be undertaken.
- 4.5. CDM Adviser
 - 4.5.1. Where a CDM adviser is appointed they cannot assume the legal duties, responsibilities and/or functions of the client. The law does not allow the client to delegate their responsibilities elsewhere.
 - 4.5.2. Where a CDM adviser is appointed to assist either the Principal designer in control the health and safety file or the Client they will do so as an adviser role only. The responsibility will not be transferred.
- 5. Responsibilities
 - 5.1. The responsibilities are detailed within the Occupational Health and Safety Policy and Housing, Construction and Building Services Supplementary Policy and do not change in relation to this procedure.
 - 5.2. All employees undertaking duties as duty holders, as identified under the CDM regulations, will do so by representation and will discharge the duty of legal compliance as identified within the role on behalf of West Lothian Council.
- 6. Appointment of Roles
 - 6.1. The appointment of roles will default to the standard job roles within Housing, Construction and Building Services unless the project requires completion of a construction phase plan. Where a construction phase plan has been created appointment of roles will be detailed and must be issued to all named parties.
 - 6.2. For construction project the appointment of roles has been detailed within **Appendix 5**.
 - 6.3. The sections details within **Appendix 5** are:
 - 6.3.1. **Scenario:** This is the route by which the works has been sourced (the single or multi-contractor does not reflect the notification requirements)
 - 6.3.2. **Client:** This details who is acting on behalf of WLC as the client for the project

- 6.3.3. **Client Duties:** This identifies the person who ensures the client duties are met. The client retains the responsibilities.
- 6.3.4. **PD & H&S:** The principal designer and responsibility for co-ordinating health and safety at pre-construction stage
- 6.3.5. **F10:** This details who is responsible for issuing and maintaining the F10 notification to the HSE, where required
- 6.3.6. **PCI:** Defines who is responsible for preparing the pre-construction information
- 6.3.7. **CPP:** Defines who is responsible for reviewing the construction phase plan
- 6.3.8. **Competency:** This details who is responsible for assessing the principal contractor
- 6.3.9. **H&S File:** This details who prepares and maintains the health and safety file for the project

7. Notification

- 7.1. A project is notifiable if the construction work on a construction site is scheduled to—
 - 7.1.1. last longer than **30 working days and have more than 20 workers working simultaneously** at any point in the project; or
 - 7.1.2. **exceed 500 person days.**
 - 7.1.3. The responsibility of notifications is the Clients within the regulations; this will be conducted by the Principal Designer on the behalf of the Client for all contracts within Housing, Construction and Building Services. See **Appendix 5** for scenarios.

8. Timescales

- 8.1. Regardless of timescales for the project if there is any construction works then the project must comply with CDM regulations.
- 8.2. The level of compliance is based on the level of statutory compliance (risk, budget, timescales or scope of works)

9. Health and Safety File

- 9.1. The Health and Safety file is only required where there is more than one contractor.
- 9.2. The details of the Health and Safety file are contained within **Appendix 4** which is a direct extraction from the CDM regulation.
- 9.3. Where there is a Health and Safety file requirement and the project returns no additional residue risks this will be recorded within the appropriate system for the Service undertaken the project and confirmed between the Client, Principal Designer and Principal Contractor as appropriate.

- 9.4. If there are additional residue risks from the works this must be recorded and highlighted appropriately to the property/location. This may require a warning marker being applied or a detail held within the property manual. This must be agreed by the Client, Principal Designer and Principal Contractor.

10. Preconstruction Information

- 10.1. The Preconstruction information is defined clearly within the guidance provided by the HSE. **Appendix 2** has detail of the information requirements required to comply within the legislation.

11. Design Risk Assessment

- 11.1. The design risk assessment is fundamental to ensuring a project can achieve a high level of analysis prior to the construction phase and therefore must be completed and included within the pre-construction information. **Appendix 6** has a template to assist with completion the assessment.
- 11.2. For the majority of the projects conducted within Housing, Construction and Building Services, the scope of works should consider the design risk elements and where it is envisioned that the risk factor bears relevance then a formal design risk assessment must be conducted. Where there is no design risk assessment being created using Appendix 7, this must be stated in the scope of works.

12. Health and Safety Concerns

- 12.1. Health and safety concerns must be address from the initial concept of the project and this must continue throughout the design and build stage.
- 12.2. Consideration of maintenance requirements are part of the design and must be detailed within the handover documents on project completion.
- 12.3. Housing, Construction and Buildings Service identify health and safety concerns may be highlighted at any stage within the process and encourage all within the project team to stop work and raise concerns wherever maybe highlighted.
- 12.4. Where the scope of a project develops during a project it is the responsibility of the Principal Designer and Principal Contractor must ensure the scrutiny is conducted and applied. If this involves stopping works whilst the project can be reassessed for design risks and/or on-site risks then this must be conducted.

13. Construction Phase Health and Safety Plans (CPHSP or CPP)

- 13.1. CPHSP are required for certain project. Examples of how this will be implemented are identified on **Appendix 5**.
- 13.2. Determining the line of compliance will be in relation to notification, scope of works, budget and timescales. The standard of CPHSP has been agreed for all Building Services projects and this will be maintained and must be achieved for all appropriate projects.

- 13.3. Where external CPHSP are developed these must achieve a standard to ensure all health and safety aspects are achieved by the document in compliance with the CDM regulations.
- 13.4. Verification of CPHSP must be made by the Principal Contractor whilst liaising with the Principal Designer. This should be conducted using the pre-construction information relevant to the construction phase. Once compiled this must be shared with the Client and Principal Designer prior to project operation.

14. Risk Assessments

- 14.1. Risk assessments will be determined by the project specification. They must identify the risk involved within the works being conducted and eliminate or reduce as low as reasonably practicable.
- 14.2. Where a project is awarded to Building Services, the risk assessment package will be contained within the safe operational procedure manual unless the project requires a CPHSP. Site specific risk assessments will be held within the CPHSP files along with daily risk assessments for the tasks being undertaken each working day.
- 14.3. When a construction phase plan has been developed to manage the project, risk assessments must be held within the file plan and be available for review at any stage and highlighted as part of the induction process for all site staff.

15. Records

- 15.1. Records must be kept in line with the retention schedule for West Lothian Council as detailed by the Head of the Service. Further information on retention schedules can be found on the Scottish Council on Archives website (SCARRS).

Appendix 1: Construction Phase Plans (CPP or CPHSP)

1. Description of Project	Tick
(a) project description and programme details including any key dates;	
(b) details of client, CDM co-ordinator, designers, principal contractor and other consultants;	
(c) extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.	
2. Management of the Work	
(a) management structure and responsibilities;	
(b) health and safety goals for the project and arrangements for monitoring and review of health and safety performance;	
(c) arrangements for:	
(i) regular liaison between parties on site,	
(ii) consultation with the workforce,	
(iii) the exchange of design information between the client, designers, CDM co-ordinator and contractors on site,	
(iv) handling design changes during the project,	
(v) the selection and control of contractors,	
(vi) the exchange of health and safety information between contractors,	
(vii) site security,	
(viii) site induction,	
(ix) on site training,	
(x) welfare facilities and first aid,	
(xi) the reporting and investigation of accidents and incidents including near misses,	
(xii) the production and approval of risk assessments and written systems of work;	
(d) site rules (including drug and alcohol policy);	
(e) fire and emergency procedures.	
3. Arrangements for Controlling Significant Site Risks	
(a) Safety risks, including:	
(i) delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site,	
(ii) dealing with services - water, electricity and gas, including overhead powerlines and temporary electrical installations,	
(iii) accommodating adjacent land use,	
(iv) stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,	
(v) preventing falls,	
(vi) work with or near fragile materials,	
(vii) control of lifting operations,	
(viii) the maintenance of plant and equipment,	
(ix) work on excavations and work where there are poor ground conditions,	

(x) work on wells, underground earthworks and tunnels,	
(xi) work on or near water where there is a risk of drowning,	
(xii) work involving diving,	
(xiii) work in a caisson or compressed air working,	
(xiv) work involving explosives,	
(xv) traffic routes and segregation of vehicles and pedestrians,	
(xvi) storage of materials (particularly hazardous materials) and work equipment,	
(xvii) any other significant safety risks;	
(b) health risks, including:	
(i) the removal of asbestos,	
(ii) dealing with contaminated land,	
(iii) manual handling,	
(iv) use of hazardous substances, particularly where there is a need for health monitoring,	
(v) reducing noise and vibration,	
(vi) work with ionising radiation,	
(vii) exposure to UV radiation (from the sun),	
(viii) any other significant health risks.	
4. The health and Safety File	
(a) layout and format;	
(b) arrangements for the collection and gathering of information;	
(c) storage of information.	
Sign and date	

Appendix 2: Pre Construction Information

When drawing up the pre-construction information, each of the following topics should be considered. Information should be included where the topic is relevant to the work proposed. The pre-construction information provides information for those bidding for or planning work, and for the development of the construction phase plan.

The level of detail in the information should be proportionate to the risks involved in the project.

Pre-construction information

1 Description of project	Tick
(a) project description and programme details including:	
(i) key dates (including planned start and finish of the construction phase), and	
(ii) the minimum time to be allowed between appointment of the principal contractor and instruction to commence work on site;	
(b) details of client, designers, CDM adviser and other consultants;	
(c) whether or not the structure will be used as a workplace (in which case, the finished design will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992);	
(d) extent and location of existing records and plans.	

Client's considerations and management requirements	Tick
(a) arrangements for:	
(i) planning for and managing the construction work, including any health and safety goals for the project,	
(ii) communication and liaison between client and others,	
(iii) security of the site,	
(iv) welfare provision;	
(b) requirements relating to the health and safety of the client's employees or customers or those involved in the project such as:	
(i) site hoarding requirements,	
(ii) site transport arrangements or vehicle movement restrictions,	
(iii) client permit-to-work systems,	
(iv) fire precautions,	
(v) emergency procedures and means of escape,	
(vi) 'no-go' areas or other authorisation requirements for those involved in the project,	
(vii) any areas the client has designated as confined spaces,	
(viii) smoking and parking restrictions.	

3 Environmental restrictions and existing on-site risks	Tick
(a) Safety hazards, including:	
(i) boundaries and access, including temporary access – for example narrow streets, lack of parking, turning or storage space,	
(ii) any restrictions on deliveries or waste collection or storage,	

(iii) adjacent land uses – for example schools, railway lines or busy roads,	
(iv) existing storage of hazardous materials,	
(v) location of existing services particularly those that are concealed – water, electricity, gas, etc,	
(vi) ground conditions, underground structures or water courses where this might affect the safe use of plant, for example cranes, or the safety of groundworks,	
(vii) information about existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved),	
(viii) previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved),	
(ix) fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure,	
(x) any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access,	
(xi) health and safety information contained in earlier design, construction or ‘as-built’ drawings, such as details of pre-stressed or post-tensioned structures;	
(b) health hazards, including:	
(i) asbestos, including results of surveys (particularly where demolition is involved),	
(ii) existing storage of hazardous materials,	
(iii) contaminated land, including results of surveys,	
(iv) existing structures containing hazardous materials,	
(v) health risks arising from client’s activities.	

4 Significant design and construction hazards	
(a) significant design assumptions and suggested work methods, sequences or other control measures;	
(b) arrangements for co-ordination of ongoing design work and handling design changes;	
(c) information on significant risks identified during design;	
(d) materials requiring particular precautions.	

5 The health and safety file	
Description of its format and any conditions relating to its content.	

Appendix 3: CPHSP Non-F10



West Lothian Council

Construction Phase Health and Safety Plan for General Tasks

For all works not requiring an F10

Issued Date	Author	Revision Number	Approved	Comment
06/08/2015	S Jones	1		

For manoeuvring through the construction phase plan; use the navigation panel by selecting view on the toolbar then tick the box in the show section called Navigation Panel

Introduction

West Lothian Council has developed this construction phase health and safety plan to assure all construction projects are conducted in a regulate manner and activities reached incompliance with relevant statutory provisions, mainly Construction, Design and Management Regulations.

The plan will be further developed throughout the process of the project if required and will be available for any visitors or parties to inspect.

It is the intention of West Lothian Council that the document is comprehensively utilized and therefore the sections have been designed specifically to assist the site management team.

Description of Project - Maintained Section –From the pre-construction information, all documents will be registered to detail existing plans, services and drawings. The site designations will be stated within this part of the construction phase health and safety plan. This section requires updated in line with any project changes or personnel involved with the project.

Management of the Work - Standards – This defines the scheduling of responsibilities, site practises and appropriate timescales for specific tasks. Once created at project initiation then this will define all the requirements to meet with statutory regulations.

Arrangement for Controlling Significant Site Risks - This section will be detailed within the risk assessment and safe operating procedure. Where a project requires additional information then the full version on the CPHSP will be required.

This document should not be used where any of the following are required for the project:

Notification of the Project under CDM regulation

Description of the Project - Maintained Selection

Description of Project

2.1	Project Title	Works involving HRA, Adaptions, Voids and Estates
2.2	Summary of Works to be Carried Out	The project summary will be established as part of the job line.
2.3	Location/Address of Site	The address will be stated as part of the job line. This will be either sent direct through the PDA system or paper copies.
2.4	Programme Start on Site	The planner will determine an appropriate appointment for the works to begin. Once established by the attending operative they will inform the customer on timescales and if required reply tis to the planner.
2.5	Phasing Planned Duration Key Dates	The budget terms runs from April to March and this will be the key dates for planning.
2.6	Allocated Planning Time	As this is a maintenance and/or repair service the planning will be established on a project by project basis. Where works evolve this will be assessed and determined based on the findings and if

		required suitable planning time will be implemented.
2.7	Prestart Meeting Date, Time, Location and Attendees	Works will be discussed during the Area Housing Managers meeting, if a project requires specific preconstruction alignment then this will be raised during this meeting.

Details of Client, Principal Designers, Principal Contractor and other Consultants

Project Directory	
Client	West Lothian Council Appendix 5 – General Responsibility for Tasks
Principal Designer	
Principal Contractor	

Suppliers and Other Contractors

All Suppliers should be listed below including any sub-suppliers

Trade / Discipline Organisation Name Address Tel. Fax. Email Contact	All suppliers and contractors will be identified by West Lothian Council and work to the task specific risk assessments and safe operating procedures.
Details of welfare facilities: Site welfare will be used for all projects. Where the site has no facilities public facilities will be used or the closest site facilities.	

Extent and location of existing records and plans that is relevant to health and safety on site

Extent and location of Existing Records and Plans		
Pre- Construction Information		
Document Checklist	Yes/No	Location of Information
Project Description, team and timescale	As a) & b) above	
Existing Premises H& S File Operational and Maintenance Manuals Drawings		<i>Facilities management will confirm any H&S files</i>
Asbestos Log for premises Asbestos Register		<i>Site asbestos register will be checked prior to any works</i>
Existing Services Location Drawings Utilities Information – List (Gas, Electricity, Water, BT / fibre optic, Oil and Others)		<i>Service drawings will be obtained when excavations are being undertaken</i>
<i>All utilities information must be current (received from appropriate organisation and dated as having been issued no more than 30 days before possession of the site). Do not rely on historical information contained within tender files; further work may have been carried out.</i>		
Maintenance strategy		<i>Any maintenance requirements will be detailed prior to the project completion</i>

Management of the Work - Standards

The management of works, site management and standards will be detailed within the Supplementary Policy for Housing, Construction and Building Services. All works will be undertaken in compliance with West Lothian Council policy and procedures.

Site operatives and sub-contractors will be controlled centrally and detailed with in West Lothian Council evaluation standards. West Lothian Council operatives will be monitored within the Learning and Development Team.

Daily Risk Assessments will be conducted for the site to ensure all aspects of the risk on site are controlled. This will be recorded as appropriate and held on site to ensure all details are recorded and controlled.

Routine Inspections are carried out daily as a minimum. Any failings will be recorded and held on site with the risk assessment and/or health and safety report.

CVI's/Dayworks

CVI's or dayworks must be agreed and authorised by site management team prior to undertaken any works. Authorisation process must be agreed at pre-start meeting and record to ensure all involved are aware of their responsibilities.

Workplace Manager to ensure all operatives on site are briefed on the works and any residue hazards. This will be signed off as part of the safe operating procedure.

First Aid Arrangements

First Aid arrangements in compliance with the Health and Safety (First Aid) Regulations will be provided. This is stated on the works briefing.

Site Rules/Standards

Under the CDM Regulations Site rules have to be in place, as Principal Contractor we endeavour to make them understandable to those who have to follow them:

- brought to the attention of everyone who has to follow them;
- And are enforced.

Site rules will be highlighted as part of the induction. Further consideration will be given to the site action as defined below:

Site Specific Actions

- All personnel to be on site must be on the authorised.
- Risk assessments must be carried out and reviewed by Workplace Management on an on-going basis. As appropriate site specific hazards on sites will require a detailed individual risk assessment, it is the responsibility of the Workplace Manager to ensure this is done.
- All personnel who are carrying out hazardous activities must comply with the safe working procedures identified by the Workplace Management.
- ◆ All personnel to be employed on site must confirm that his employer has informed them of the information contained within the relevant risk assessments/ COSHH assessments and safe operating procedures and they must have a copy of the relevant safe operating procedure.
- ◆ All site personnel and operatives shall book / register in and out of the site on a daily basis.
- ◆ On no account should Construction vehicles reverse onto main road / car park.
- ◆ Where necessary to reverse all reversing vehicles will be accompanied by a banksmen.
- ◆ Strict segregation of deliveries site traffic.
- ◆ Emergency Vehicle access routes must be kept clear at all times.
- ◆ Clear passageways to fire escape routes to be maintained at all times.
- ◆ Waste and debris must be cleared as work proceeds.
- ◆ Access to adjacent premises to be maintained at all times.
- ◆ At the end of the working day all means of access such as ladders, steps etc. which would allow

unauthorised access onto site or areas of danger to be removed/secured.

- ◆ Strict hygienic work practices to be maintained by all those involved on site
- ◆ Excavations pits and trenches to be securely protected and guarded at all times.
- ◆ All personnel who are carrying out excavation works, particularly with a mechanical excavator must only progress these works by following safe working procedures. Services must firstly be visually identified by hand digging. Under no circumstances is mechanical equipment or power tools to be used within 0.5m of any services.
- ◆ Permit to work procedures to be operated as designated e.g. Hot Work / confined space / excavation procedure to be operated on all sites.
- ◆ Confined Spaces must be the subject of a Permit to Enter System. Confined spaces identification and safe working procedures must be kept under constant review. Whilst this is the responsibility of the Workplace Manager, who must be alert to any changes in circumstances, all those involved in activities which could affect confined spaces have a duty to advise the Workplace Manager of any changes however trivial they may consider them to be.
- ◆ No Smoking on site
- ◆ Private mobile phones brought to site by operatives and machine operators must not be used during working hours.
- ◆ Noise constraint requirements to be strictly observed
- ◆ Site Parking rules to be strictly observed. Site personnel should refrain from parking their cars within the boundary of the site unless a safe area is designated by the Workplace Manager.
- ◆ Every site is a hard hat area; they must be worn on site by all personnel at all times.
- ◆ Personnel Protection Equipment, as required, when carrying out hazardous activities must be worn as directed by the Workplace Management.
- ◆ All visitors must report to the Site Office control immediately upon accessing the site.
- ◆ On entry to the Site Office all visitors must take due cognisance of the site awareness training information as directed by the Workplace Management.
- ◆ Site safety is the responsibility of all site personnel. Any person who witnesses an unsafe working practise must report their findings to the Workplace Management, as soon as possible.
- ◆ All personnel must be aware of the site emergency and fire precaution procedures.
- ◆ Prior to starting work on site all personnel must be inducted by a person designated by the Workplace Manager. It is the responsibility of the Sub-Contractors line manager to ensure that all operatives brought to site, receive this training.
- ◆ Any site operative using an item of plant must have authorisation to do so. When in doubt obtain approval from the Workplace Manager.
- ◆ Unattended vehicles to be left immobilised at all times.
- ◆ All operatives using MEWP's will be competent, qualified and wear a safety harness at all times.
- ◆ The Sub-Contractor will provide a representative at site safety meetings as required by West Lothian Council site management

Health and Safety responsibilities apply to all but often those who exercise significant control over working methods and have an awareness of site safeguards and site conditions can best influence health and safety.

Fire and Emergency Procedures

The fire and emergency procedures will be covered as part of the works brief.

Work Equipment

This will be detailed as part of the risk assessment and safe operating procedure. Any additional equipment will be discussed with the works manager prior to use.

Appendix 4: Health and Safety File

1 The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor.

2 The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- (a) a brief description of the work carried out;
- (b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (eg surveys or other information concerning asbestos or contaminated land);
- (c) key structural principles (eg bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs;
- (d) hazardous materials used (eg lead paints and special coatings);
- (e) information regarding the removal or dismantling of installed plant and equipment (eg any special arrangements for lifting such equipment);
- (f) health and safety information about equipment provided for cleaning or maintaining the structure;
- (g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;
- (h) information and as-built drawings of the building, its plant and equipment (eg the means of safe access to and from service voids and fire doors).

3 There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

Appendix 5: CDM 2015 – Table of Responsibilities

Scenario Index:

1. [Construction Services project where a member of staff is the Project Officer.](#)
2. [Construction Services project where a consultant has been appointed as Lead Consultant.](#)
3. [Non-housing property repair organised by Construction Services using Building Services. SINGLE CONTRACTOR](#)
4. [Non-housing property repair organised by Construction Services using Building Services. MULTIPLE CONTRACTORS](#)
5. [Non-housing projects organised by Construction Services and managed by Building Services.](#)
6. [Non-housing repair organised by Construction Services using term maintenance contractor. SINGLE CONTRACTOR](#)
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8. [Non Housing Asbestos surveys and removals \(multiple contractor\) where part of project](#)
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15. [Housing property repairs organised and managed by Building Services.](#)
16. [Housing high cost repair, PRO2 organised by Housing Strategy and Development and managed by Building Services](#)
17. [Housing property voids, temp tenancy & policy void repairs organised by Housing Operations and managed by Building Services.](#)
18. [Housing property insurance repairs organised by Housing Strategy and Development and managed by Building Services](#)
19. [Non-housing property repair organised by Property Management & Development and managed by Building Services.](#)

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
1. Construction Services project where a member of staff is the Project Officer.	Construction & Design Manager (acting on behalf of the service instructing the work)	Team Principal/Team Leader	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties.	Project Officer but CDM Advisor can do it on their behalf.	Project Officer but CDM Advisor can prepare this in consultation with Project Officer.	Project Officer but CDM Advisor can review it on their behalf and advise as to whether it is competent.	CPU and Tender Evaluation team when appointing main contractors	Project Officer but CDM Advisor can prepare it on their behalf.
2. Construction Services project where a consultant has been appointed as Lead Consultant.	Construction & Design Manager(acting on behalf of the service instructing the work)	Team Principal / Team Leader	Framework consultant appointed as Principal Designer.	Framework consultant appointed as Principal Designer.	Framework consultant appointed as Principal Designer.	Framework consultant appointed as Principal Designer.	CPU and Tender Evaluation team when appointing main contractors	Framework consultant appointed as Principal Designer.
3. Non-housing property repair organised by Construction Services using Building Services.	Construction & Design Manager (acting on behalf of the service instructing the work)	Team Principal/Team Leader	No PD required.	Not required unless work becomes notifiable then responsibility of PD	Maintenance Officer ordering repair	Maintenance Officer but the plan should be simple, short and proportionate to the task	Team Principal	Not required

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
SINGLE CONTRACTOR								
4. Non-housing property repair organised by Construction Services using Building Services. MULTIPLE CONTRACTORS	Construction & Design Manager (acting on behalf of the service instructing the work)	Team Principal/Team Leader	Maintenance Officer.	Not required unless work becomes notifiable then responsibility of PD	Maintenance Officer ordering repair	Maintenance Officer but the plan should be simple, short and proportionate to the task	Team Principal	Maintenance Officer but CDM Advisor can prepare it on their behalf.
5. Non-housing projects organised by Construction Services and managed by Building Services.	Construction & Design Manager (acting on behalf of the service instructing the work)	Team Principal/Team Leader	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties.	Not required unless work becomes notifiable then responsibility of PD	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties.	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties.	CPU and Tender Evaluation team when appointing TMC's	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties.
6. Non-housing repair organised by Construction Services using term	Construction & Design Manager (acting on behalf of the service instructing the	Team Principal/Team Leader	No PD required.	Not required unless work becomes notifiable then responsibility	Maintenance Officer ordering repair	Maintenance Officer but the plan should be simple, short and proportionate	CPU and Tender Evaluation team when appointing TMC's	Not required

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
maintenance contractor. SINGLE CONTRACTOR	work)			of PD		to the task		
7. Non-housing repair organised by Construction Services using term maintenance contractor. MULTIPLE CONTRACTORS	Construction & Design Manager (acting on behalf of the service instructing the work)	Team Principal/Team Leader	Maintenance Officer.	Not required unless work becomes notifiable then responsibility of PD	Maintenance Officer ordering repair	Maintenance Officer but the plan should be simple, short and proportionate to the task	CPU and Tender Evaluation team when appointing TMC's	Maintenance Officer but CDM Advisor can prepare it on their behalf.
8. Non Housing Asbestos surveys and removals (multiple contractor) where part of project	Construction & Design Manager (acting on behalf of the service instructing the work)	Team Principal/Team Leader	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties. AND Asbestos compliance officer will fulfil a	1-Project Officer but CDM Advisor can do it on their behalf OR 2-Framework consultant appointed as Principal Designer.	1-Project Officer but CDM Advisor can prepare this in consultation with Project Officer OR 2- Framework consultant appointed as Principal Designer.	1-Asbestos compliance officer reviews the risk assessment / method statement / survey plan for asbestos element of works. AND 2- CDM Advisor can review it on	Scotland Excel asbestos framework contractors checked for competency through framework appointment – ongoing review by Asbestos Compliance Team.	1-Asbestos compliance officer / team update asbestos register and make survey documentation available if required. AND 2- CDM Advisor can prepare it on behalf of Project Officer.

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
			<i>Designer</i> role.			project officer's behalf and advise as to whether it is competent. OR 3- Framework consultant appointed as Principal Designer.		OR 3- Framework consultant appointed as Principal Designer.
9. Housing Asbestos surveys and removals (multiple contractor) where part of Housing led project using Building Services	Housing Strategy and Development Manager	Development Manager, Housing Construction and Building Services	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties. AND Asbestos compliance officer will fulfil a <i>Designer</i> role.	1-Project Officer but CDM Advisor can do it on their behalf OR 2-Framework consultant appointed as Principal Designer.	1-Project Officer but CDM Advisor can prepare this in consultation with Project Officer OR 2- Framework consultant appointed as Principal Designer.	1-Asbestos compliance officer reviews the risk assessment / method statement / survey plan for asbestos element of works. AND 2- CDM Advisor can review it on the Project officers behalf and advise as to whether it	Scotland Excel asbestos framework contractors checked for competency through framework appointment – ongoing review by asbestos compliance team.	1-Asbestos compliance officer / team update asbestos register and make survey documentation available if required. AND 2- CDM Advisor can prepare it on behalf of Project officer.

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
						is competent.		
10. Asbestos Survey and / or removals (single contractor)	Construction & Design Manager / Housing Manager/ IT Services Manager/ PMD Manager Dependent on source of instruction.	Asbestos co-ordinator	N/A	N/A	Asbestos compliance officer – previous asbestos data, known hazards etc	Risk assessment / Survey plan / Method statement - Asbestos Compliance officer	N/A	N/A
11. Non Housing Asbestos surveys and removals (multiple contractor) Stand alone – Compliance	Construction & Design Manager	Asbestos co-ordinator	Asbestos Compliance Officer. A CDM Advisor may also be appointed to assist the Asbestos Compliance Officer in fulfilling CDM 2015 duties.	Asbestos compliance officer but CDM Advisor can do it on their behalf.	Asbestos compliance but CDM Advisor can prepare this in consultation with the asbestos compliance officer - previous asbestos data, known hazards etc	1- Asbestos compliance officer reviews the risk assessment / method statement / survey plan for asbestos element of works.	Scotland Excel asbestos framework contractors checked for competency through framework appointment – ongoing review by asbestos compliance team.	Asbestos Compliance Officer but CDM Advisor can prepare it on their behalf. – update asbestos register, residual risks.
12. Housing Asbestos	Customer Service	Area Housing Managers/	Asbestos Compliance	Asbestos compliance	Asbestos compliance	1- Asbestos compliance	Scotland Excel	Asbestos Compliance

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
surveys and removals (multiple contractor) Stand alone - Compliance	Manager / Housing Strategy & Development Manager dependent on source of instruction.	Housing Needs Manager / Development Manager, Housing Construction and Building Services	Officer. A CDM Advisor may also be appointed to assist the Asbestos Compliance Officer in fulfilling CDM 2015 duties.	officer but CDM Advisor can do it on their behalf.	officer but CDM Advisor can prepare this in consultation with the asbestos compliance officer - previous asbestos data, known hazards etc	officer reviews the risk assessment / method statement / survey plan for asbestos element of works.	asbestos framework contractors checked for competency through framework appointment – ongoing review by asbestos compliance team.	Officer but CDM Advisor can prepare it on their behalf. – update asbestos register, residual risks.
13. Housing Capital Projects organised by Construction Services and managed by Building Services.	Construction & Design Manager (acting on behalf of the service instructing the work)	Team Principal/Team Leader	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties.	Project Officer but CDM Advisor can do it on their behalf.	Project Officer but CDM Advisor can prepare this in consultation with Project Officer.	Project Officer but CDM Advisor can review it on their behalf and advise as to whether it is competent.	CPU and Tender Evaluation team when appointing main contractors	Project Officer but CDM Advisor can prepare it on their behalf.
14. Housing Capital Projects where Housing led project managed by	Housing Strategy and Development Manager	Development Manager, Housing Construction and Building	Project Officer. A CDM Advisor will also be	Project Officer but CDM Advisor can do it on their behalf.	Project Officer but CDM Advisor can prepare this in	Project Officer but CDM Advisor can review it on their behalf	CPU and Tender Evaluation team when appointing	Project Officer but CDM Advisor can prepare it on their behalf.

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
Building Services		Services	appointed to assist the Project Officer in fulfilling CDM 2015 duties.		consultation with Project Officer.	and advise as to whether it is competent.	main contractors	
15. Housing property repairs organised and managed by Building Services.	Customer Services Manager – Housing Operations	Repairs Manager /Team Leaders	N/A	N/A	Job line (Scope of works)	Risk assessment and safe operating procedure manuals	CPU and Tender Evaluation team when appointing TMC's	Building Services officer via opening housing
16. Housing high cost repair, PRO2 organised by Housing Strategy and Development and managed by Building Services	Housing Strategy and Development Manager	Development Manager, Housing Construction and Building Services	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties AND Asbestos compliance officer will fulfil a Designer role.	Project Officer but CDM Advisor can do it on their behalf.	Project Officer but CDM Advisor can prepare this in consultation with Project Officer.	Project Officer but CDM Advisor can review it on their behalf and advise as to whether it is competent.	CPU and Tender Evaluation team when appointing main contractors	Project Officer but CDM Advisor can prepare it on their behalf.
17. Housing	Customer	Area Housing	Area Housing	N/A	Area Housing	Risk	CPU and	Building

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
property voids, temp tenancy & policy void repairs organised by Housing Operations and managed by Building Services.	Services Manager – Housing Operations	Managers/ Housing Needs Manager	Managers/ Housing Needs Manager		Managers/ Housing Needs Manager (VHR Report)	assessment and safe operating procedure manuals	Tender Evaluation team when appointing TMC's	Services officer via opening housing
18. Housing property insurance repairs organised by Housing Strategy and Development and managed by Building Services	Housing Strategy and Development Manager	Housing Strategy and Development Operations Manager	Project Officer. A CDM Advisor will also be appointed to assist the Project Officer in fulfilling CDM 2015 duties AND Asbestos compliance officer will fulfil a Designer role.	Project Officer but CDM Advisor can do it on their behalf.	Project Officer but CDM Advisor can prepare this in consultation with Project Officer.	Project Officer but CDM Advisor can review it on their behalf and advise as to whether it is competent.	CPU and Tender Evaluation team when appointing main contractors	Project Officer but CDM Advisor can prepare it on their behalf.
19. Non-housing property repair	Property Management & Development	Property Management & Development	Asset Manager - A CDM Advisor	N/A	Asset Manager - A CDM Advisor	Asset Manager but CDM Advisor can	CPU and Tender Evaluation	Asset Manager

Scenario	Client	Client Duties	PD & H & S	F10	PCI	CPP	Competency	H & S File
organised by Property Management & Development and managed by Building Services.	Manager	Building Surveyors	may be appointed to assist in fulfilling CDM 2015 duties.		may be appointed to assist in fulfilling CDM 2015 duties.	review it on their behalf and advise as to whether it is competent.	team when appointing main contractors	

Appendix 6: Design Risk Assessment

Site Location:			Assessment Prepared by:		Reviewed by:		Signed:
Design Element:			Signed:		Distribution list:		Date:
Design Option	Construction		Other design considerations	Design Assumptions and info for contractors	Post Construction		Preferred Option
	Hazard	Who			Maintenance cleaning and Use	Hazards	
Supporting Statement:							