

EMAP-03
COMPLIANCE WITH THE CONSTRUCTION, DESIGN AND MANAGEMENT
REGULATIONS - 2015 (CDM-2015)



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1.0 Introduction

This policy describes how Queen Mary University of London, Estates and Facilities Department will apply the Construction (Design & Management) Regulations 2015 (CDM 2015) to construction works.

CDM 2015 applies to all works that include the carrying out of any building work, civil engineering or engineering construction works and includes:

Alteration, commissioning, re-decoration, conversion, renovation, fitting out, on site assembly of prefabricated elements, preparatory works including clearance, exploration investigation and excavation, repair, upkeep, maintenance, and end of life demolition, dismantling or removal of a structure. The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed to or within a structure.

To assess how these regulations are to be applied to any project, there are three criteria to be answered;

- Does the work fall under any of the descriptions above?
If so then CDM 2015 applies
- Will the work involve the engagement of more than one contractor?
If so then a Principal Designer and Principal Contractor must be appointed and Construction Phase H&S Plan, H&S file etc. must be in place
- Does the duration of the construction work exceed 30 days (with 20 staff on site) or 500 person days?
If so then the project must be notified to the Health & Safety Executive (HSE).

2.0 Core Principles

After consideration of the definitions and requirements stated above, the person initiating the work, or person within the Estates and Facilities Department will be nominated to project manage the works, must ensure that the required roles are appointed, and that these persons or organisations appointed are competent to carry out the duties identified for the role. Additionally that the required planning for safety considers all stages of the project life cycle, from pre-construction, design, construction, maintenance and final disposal of the structure.

Evidence of compliance with these stages must be maintained through Estates and Facilities Project Records.

All duty holders, must understand what is required of their role, and how to execute their responsibilities in accordance with the requirements of CDM 2015. This will require that Estates and Facilities staff who are involved in any element of construction works undertake suitable training and continually develop these skills in line with changes in regulations or best practice.

When appointing external organisations, their competency to perform the roles must be assessed prior to appointment. This is equally important for design and management functions as it is for individual trades and specialisms. The appointments must be made formally and in writing (email is acceptable) with records maintained for reference.

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Competence is a range of characteristics including skills, knowledge, attitude, training and experience.

3.0 Purpose and scope

The purpose and scope of this policy is to outline the Estates and Facilities Departments core principles regarding interpretation and adherence to CDM 2015.

4.0 Major and Minor Projects

The Estates and Facilities Department will undertake the duties of the Client, and must therefore appoint a Principal Designer (PD) and Principal Contractor (PC), whose selection must take into account their ability and experience to perform these roles.

The Capital Projects Health and Safety Manager will be responsible for the selection and approval of Principal Designers for inclusion in the Approved Principal Designer List

The formal appointment of PD's and PC's for each individual project will be made in writing (PD see appendix 1) and (PC see appendix 2) by the Project Manager.

On a Design & Build scheme where the PD duties may be novated over to the PC, the Capital Projects Health and Safety Manager will carry out monitoring to ensure that the PC is suitably carrying out these additional duties.

5.0 Maintenance of structures and services (including telecommunications)

On very small scale works that may be described as maintenance tasks and are carried out by external contractors, the contractors are required to produce suitable construction phase plans to reference their safe systems of work (RAMS). The level of detail within this document must be proportionate to the complexity of the project.

These projects are to be managed with the same level of due diligence (ensuring competent contractors, inductions, monitoring etc.).

Should the works require more than one contractor then the Estates and Facilities Department will appoint a PD and consider who is best placed to act as PC, which will preferably be one of the contractors or, occasionally a suitably qualified member of the Estates and Facilities Department. The nominated PC must then prepare the construction phase plan prior to the works commencing and the health & safety file upon completion.

6.0 Routine maintenance of plant

It is envisaged that these works will either be conducted by Estates and Facilities Department directly employed staff, or single contractors, in this case there is no requirement to nominate a PD or PC, the usual level of due diligence (ensuring competent contractors, inductions, monitoring etc.) will suffice. As maintenance does not involve any fundamental variations to the plant or equipment, then no H&S file will be required. However a suitable and sufficient risk assessment of the task and a documented safe system of work, supplemented with supervision, information, instruction and training are required.

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7.0 Responsibilities

The Director of Estates and Facilities is responsible for overall implementation and compliance to this EMAP by Estates and Facilities staff and contractors who they engage. With responsibility delegated to the Assistant Directors who are ultimately responsible for ensuring that necessary resources are available and are competent to perform the required roles and duties.

The Procurement Department shall ensure that only approved contractors are appointed. For approval, contractors must satisfy suitable competence and H&S criteria. Those organisations that are appointed to specific appointments (PD, PC etc.) must also be assessed for their capability to satisfy these appointments.

Estates and Facilities Project Managers are responsible for undertaking the client duties (as specified in CDM 2015 regulation 4), this includes the appointment of other roles. By default if other persons or organisations are not appointed to carry out the other roles, then these duties revert to the client.

The Capital Projects Health and Safety Manager is responsible for advising on the requirements of the regulations and for monitoring that the requirements of this policy and CDM 2015 Regulations are adhered to.

All staff who are involved in Construction activities are responsible for managing their specific aspects of the project in accordance and with guidance from HSE document [L153](#), Managing Health & Safety in Construction published in 2015.

Review

This EMAP is dated 10th July 2017. The policy will be reviewed at least annually.

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Appendix 1

LETTER OF APPOINTMENT - PRINCIPAL DESIGNER

Contract Number: (Enter)

Contract Name: (Enter)

Planned Start Date: (Enter)

Planned Completion Date: (Enter)

Project Manager: (Enter)

We, Queen Mary University of London (the "Client"), do hereby appoint (*Enter Individuals Name*) of (*Company Name*), to the position of Principal Designer as required by the Construction (Design and Management) Regulations 2015.

The Principal Designer will supply the services listed in the Specification of Duties attached to this Letter of Appointment.

The position of Principal Designer is assumed until the final handover of the Project from the Principal Contractor to the Client.

In accepting this appointment, (*Company Name*) confirms that they are fully aware of the duties imposed on them by the Construction (Design and Management) Regulations 2015 and understand the role that the Principal Designer must perform.

Signed: _____

Signed: _____

xxxxxxx for QMUL

Date: _____

Date: _____

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Appendix 2

LETTER OF APPOINTMENT - PRINCIPAL CONTRACTOR

Contract Number: (Enter)

Contract Name: (Enter)

Planned Start Date: (Enter)

Planned Completion Date: (Enter)

Project Manager: (Enter)

We, Queen Mary University of London (the "Client"), do hereby appoint *(Enter Company Name)*, to the position of Principal Contractor as required by the Construction (Design and Management) Regulations 2015.

The Principal Contractor will supply the services as agreed in the contract.

The position of Principal Contractor is assumed until the final handover of the Project to the Client.

In accepting this appointment, *(Name of PC)* confirms that they are fully aware of the duties imposed on them by the Construction (Design and Management) Regulations 2015 and understand the role that the Principal Contractor must perform.

Signed: _____

Signed: _____

xxxxxxx for QMUL

Date: _____

Date: _____

