



Committee Approver	Operations Committee
Stakeholder Consultation	
Date Approved	
Classification	Policy (sitting as an appendix to H&S Policy)
Title	CDM Policy
Revision Date	May 2023
Revised by	Director of Assets Head of Assets Assets Team Leader (Procurement and Compliance) Health & Safety Advisor
Next Revision Date	May 2026
Related Documents	H&S Policy
Location of Electronic Copy	F:/LIVE POLICIES

1. Policy Statement

Viewpoint will comply with the Construction (Design and Management) Regulations 2015 to ensure we meet safety requirements within construction. In particular to ensure Viewpoint:

- plan the work so the risks involved are managed from start to finish
- have the right people for the right job at the right time
- cooperate and coordinate our work with others
- have the right information about the risks and how they are being managed
- communicate this information effectively to those who need to know
- consult and engage with workers about the risks and how they are being managed

2. Purpose

- The aim of this policy is to ensure Viewpoint effectively manages the health, safety and welfare of construction projects and promotes the 'designing-in' of Health & Safety considerations for future operation of premises as a Landlord.
- The procedures detailed within this section have been written to ensure all reasonable steps are taken to comply with the Construction (Design and Management) Regulations 2015 and the Health and Safety at Work etc. Act 1974.

2.1. Definitions

Construction phase - *"any period of time starting when construction work in any project starts and ending when construction work in that project is completed."*

Contractors - *"those who do the actual construction work and can be either an individual or a company."*

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."*

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.”

2.2. Duties

Viewpoint will have several duties throughout a project, these include:

- Assembling the project team;
- Making respective roles clear;
- Ensuring sufficient time and resources for each stage of the project;
- Putting in place effective mechanisms for communication between team members;
- Providing pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project;
- Taking steps to ensure that the principal designer and principal contractor comply with their duties;
- Ensuring a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor;
- Ensuring the principal designer prepares a health and safety file;
- Setting out steps to be followed to ensure health and safety performance is maintained;
- Providing suitable welfare facilities for workers.

2.3. The Client Brief

2.3.1. Viewpoint will set out a clear brief for every project where CDM Regulations are applicable. Viewpoint will clearly highlight the arrangements for how health and safety will be managed, the key requirements and the vision of the project.

2.3.2. Where the range and nature of risks involved in the work warrants it, arrangements will also include:

- The expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout;
- What is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable risks during the construction phase and when maintaining and using the building once it is built (i.e. the ‘designing-in’ of future H&S considerations);

- The arrangements for commissioning the new building and a well-planned handover procedure to the new user.

2.4. Selecting the Project Team

- 2.4.1. Viewpoint will ensure that all appointed individuals and organisations have the necessary skills, knowledge and experience to carry out the required task.
- 2.4.2. Before appointing a contractor, Viewpoint will obtain the following information:
- Provision of EL/PL/PI insurance details;
 - Provision of suitable references from previous clients or similar work;
 - Provision of Safety Policy;
 - Provision of licence to operate, where appropriate;
 - Provision of risk assessments and method statements;
 - Details of a membership of a Trade Organisation or a Safety Group.
- 2.4.3. Refer to Viewpoint Policy Selection and Control of Contractors for information on how this information is gathered.
- 2.4.4. If there is more than one contractor involved in a project, Viewpoint will formally appoint a principal designer and principal contractor in writing at the earliest possible stage.

2.5. Health and Safety File

- 2.5.1. Viewpoint will ensure that in projects with more than one contractor, the principal designer prepares, updates, reviews and revises the health and safety file to take account of the work and any changes that have occurred.
- 2.5.2. If the principal designer's appointment concludes before the end of the project, Viewpoint will ensure that the health and safety file is passed from the principal designer to the principal contractor.
- 2.5.3. When the project is complete, Viewpoint will retain the file and ensure it is available to anyone who may need it to enable them to comply with health and safety requirements during any subsequent project.

- 2.5.4. If the property is sold to a tenant or any other Organisation, the file will be passed on to the new owner.

2.6. Notification

- 2.6.1. Viewpoint will notify the HSE in writing when the construction work on a construction site 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.

- 2.6.2. A copy of the notification will be displayed in the construction site office.

3. Legislation/related policies

Construction (Design and Management) Regulations 2015

Health and Safety at Work etc. Act 1974

4. Scope

The Construction (Design and Management) Regulations 2015 (better known as the CDM Regulations) lay out the health and safety rules for the management of construction projects. This includes both the construction work itself and any design work relating to it.

The scope of the CDM Regulations are broad, covering designing and building, repair, renovation, maintenance, redecoration, and even some types of cleaning work and can therefore will apply to several aspects of Viewpoint operations.

5. Roles and Responsibilities

Board

The role of Viewpoint's Board is to ensure that this policy, as well as any associated policies, are regularly reviewed, as required, or in accordance with the usual cycle of policy review.

The Board will, in fulfilling its function, ensure that it complies as necessary with this policy, and the associated policies, procedures and documentation which support it.

Executive and Leadership Teams

The role of the Executive and Leadership Teams is responsibility for ensuring that this policy, and the associated policies, procedures and documentation which support it, are implemented within Viewpoint.

The Executive and Leadership Teams shall ensure that procedures are in place and operating. The Executive and Leadership Teams shall also ensure that relevant managers and team members familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, and ensure it is fully implemented. Any associated training must be undertaken.

Staff

All staff are responsible for ensuring that they familiarise themselves with this policy, and the associated policies, procedures and documentation which support it, as well as undertaking any associated training.

6. Monitoring & Evaluation

To ensure this policy remains current and effective it will be reviewed every 3 years or where a need is identified by monitoring methods, for example through audits, inspections or incident.