## 1. Introduction

Regulations 4 and 5 of the Construction (Design and Management) Regulations 2015 (CDM 2015) require that clients ensure that there are suitable project specific arrangements for the management of health and safety throughout the project.

The client plays an important part in ensuring that construction work is properly planned, resourced and managed to protect the health, safety and welfare of those carrying out work on, or who may be affected by, the project. Therefore, where the Company are CDM client project, specific arrangements for the management of health and safety should be prepared.

This note gives guidance on a framework for these management arrangements.

The key headings for the management arrangements are illustrated in this document but others may be required depending upon the nature and size of the project. The scope of the management arrangements should reflect the size, complexity and level of risk of the project.

## 2. Objective of the Management Arrangements

The aim of developing, implementing and maintaining management arrangements is to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected. These considerations include not only the construction phase but also the ongoing operation, maintenance, cleaning and further refurbishment or demolition of the structure.

Key objectives to achieve this goal are:

* Maintaining management control over health and safety
* Ensuring communication, co-ordination and co-operation
* Engaging persons who have the appropriate skills, knowledge, experience and organisational capability
* Providing adequate resources including time
* Being aware of external factors
* Managing change
* Monitoring performance

These objectives form the basis of the management arrangements.

## 3. Management Arrangements Framework

The management arrangements should be developed under the headings discussed below. Guidance on the detail required under each heading is given but the content will vary depending on the type, location and size of the project. The completed management arrangements should adequately cover the following issues:

* Identify the main function and operational requirements of the finished project
* Requirements about how the project is to be run taking account of any risks to the public
* The resources, roles, functions and responsibilities of members of the project team, how they inter-relate and where relevant, the timing of their appointments
* The interface with any third parties including other projects on the same or adjoining sites
* How communication, co-ordination and co-operation will be facilitated.
* How health and safety hazards and associated risks will be recorded and information circulated
* How and when the design and design changes are to be reviewed
* The format for the Health and Safety File, or Building Manual (incorporating the Health and Safety File)
* How the project will be monitored and reviewed
* Arrangements for providing suitable welfare facilities

The most important issue is that all key tasks are clearly allocated and everyone understands what they have to do and when.

## 4. Management Arrangements Format and Content

## Project Specifics

* The main function and operational requirements of the finished project
* High-level requirements including:
* Organisational structure
* Applicable written procedures
* Procurement procedures
* Roles and responsibilities

## Resources

A top level project programme should be prepared which will identify the principal elements of the project including:

* Phasing
* Design periods
* Approval periods
* Minimum time for contractor to prepare
* Construction periods
* External influences
* CDM requirements

This programme will be used to assess the timescales of any works that may impact on the local environment and it will make provision for works by others (e.g. service diversions) and approval periods (e.g. planning approval).

## Roles and Responsibilities

The management arrangements should also include:

* Management structure for the project
* Required competence levels of the team members
* Roles and responsibilities
* Resource requirements of the selected team – e.g. competences, numbers, times allocated etc.

## Interfaces

All interfaces between the project and the local environment should be identified in the management arrangements under a number of headings including:

* Scope of works likely to result in interface risks
* Potential impact on existing operational environment
* Incompatibilities and inconsistencies with existing works which may require modifications to the existing works
* Resources required to manage interfaces
* Liaison requirements with local managers, tenants, the Local Authority, service providers, the Health and Safety Executive and emergency services
* Approval procedures and requirements
* Boundaries with other contractors.

## Communication, Co-ordination and Co-operation

The management arrangements should include details of how communication, co-ordination and co-operation between the client representative, project manager, principal designer, designers, principal contractor, contractors and third parties will be facilitated and responsibility thereof.

Items to be covered include:

* Use of communication tools e.g. email, web-based systems
* Design co-ordination e.g. meetings, drawings
* Procurement of information e.g. surveys, existing data, maintenance personnel
* Distribution of information

## Information on Existing Hazards

The designers should identify hazards that may have a significant impact on the project. These hazards are likely to result from many sources including:

* Works within or adjacent to occupied premises
* Works within or adjacent to public areas
* Works that affect emergency escape routes
* Works that are undertaken concurrently in close proximity to each other
* Works that involve significant risk to operatives
* Maintenance, cleaning or demolition activities that will require specific control measures

## Change Management

The management arrangements should include procedures to review the design as it develops and how to manage residual health and safety risks. The management arrangements should also include procedures for managing future design changes where there are potential implications to health and safety, e.g. there could be a section on health and safety on architect’s instructions and the project quantity surveyor’s change control forms.

## Health and Safety File

The management arrangements should include the following:

* The format of the Health and Safety File or of the Building Manual (incorporating the Health and Safety File)
* Responsibility for preparing
* When and by whom information is to be provided
* Any review procedures
* The number of copies required and their medium
* To whom the file is to be delivered

## Monitoring and Review

The management arrangements should lay down the requirements for monitoring, auditing and review by:

* Contractors on their own operations
* The client on other duty holders including principal designer and principal contractor
* The client on its own project team

## Welfare Facilities

The management arrangements should highlight who is responsible for providing suitable and sufficient welfare throughout the construction period;

* To include the period when enabling works are to be carried out
* Who is responsible for assisting the client to assure a facility is available and who is responsible for representing the client to assure this duty is carried out.

## 5. Templates

The management arrangements that a client puts in place must be appropriate to the project. Therefore there will be a wide range of arrangements depending on client needs and project risk. Two templates for the Client Project Health and Safety Management Plan are provided within the Health and Safety Business Management System under Construction (Design and Management) Regulations 2015 / Forms / Client:

* CDM 2015 - Client Project Health and Safety Management Plan for Major, Complex or High Risk Projects
* CDM 2015 - Client Project Health and Safety Management Plan for Simple Projects