

## The Construction (Design and Management) Regulations 2007

These Regulations place legal duties on virtually **everyone** involved in construction work. Those with legal duties are commonly known as 'dutyholders'.

Notifiable construction projects are those lasting more than 30 days or involving more than 500 person days of construction work.

The table below provides a summary of all duty-holder's roles and responsibilities

	All construction projects (Part 2 of the Regulations)	Additional duties for notifiable projects (Part 3 of the Regulations)
Clients (excluding domestic clients)	<ul style="list-style-type: none"> <li>• Check competence and resources of all appointees</li> <li>• Ensure there are suitable management arrangements for the project welfare facilities</li> <li>• Allow sufficient time and resources for all stages</li> <li>• Provide pre-construction information to designers and contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint CDM co-ordinator*</li> <li>• Appoint principal contractor*</li> </ul> <p>Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place.</p> <ul style="list-style-type: none"> <li>• Provide information relating to the health and safety file to the CDM co-ordinator</li> <li>• Retain and provide access to the health and safety file</li> </ul> <p>(* There must be a CDM co-ordinator and principal contractor until the end of the construction phase)</p>
CDM Co-ordinator		<ul style="list-style-type: none"> <li>• Advise and assist the client with his/her duties</li> <li>• Notify HSE</li> <li>• Co-ordinate health and safety aspects of design work and cooperate with others involved with the project</li> <li>• Facilitate good communication between client, designers and contractors</li> <li>• Liaise with principal contractor regarding ongoing design</li> <li>• Identify, collect and pass on pre-construction information</li> <li>• Prepare/update health and safety file</li> </ul>

	All construction projects (Part 2 of the Regulations)	Additional duties for notifiable projects (Part 3 of the Regulations)
Designers	<ul style="list-style-type: none"> <li>• Eliminate hazards and reduce risks during design</li> <li>• Provide information about remaining risks</li> </ul>	<ul style="list-style-type: none"> <li>• Check client is aware of duties and CDM co-ordinator has been appointed</li> <li>• Provide any information needed for the health and safety file</li> </ul>
Principal Contractors		<ul style="list-style-type: none"> <li>• Plan, manage and monitor construction phase in liaison with contractor</li> <li>• Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins)</li> <li>• Give contractors relevant parts of the plan</li> <li>• Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase</li> <li>• Check competence of all appointees</li> <li>• Ensure all workers have site inductions and any further information and training needed for the work</li> <li>• Consult with the workers</li> <li>• Liaise with CDM co-ordinator regarding ongoing design</li> <li>• Secure the site</li> </ul>

	All construction projects (Part 2 of the Regulations)	Additional duties for notifiable projects (Part 3 of the Regulations)
<b>Contractors</b>	<ul style="list-style-type: none"> <li>• Plan, manage and monitor own work and that of workers</li> <li>• Check competence of all their appointees and workers</li> <li>• Train own employees</li> <li>• Provide information to their workers</li> <li>• Comply with the specific requirements in Part 4 of the Regulations</li> <li>• Ensure there are adequate welfare facilities for their workers</li> </ul>	<ul style="list-style-type: none"> <li>• Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work</li> <li>• Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules</li> <li>• Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work</li> <li>• Provide any information needed for the health and safety file</li> <li>• Inform principal contractor of problems with the plan</li> <li>• Inform principal contractor of reportable accidents, diseases and dangerous occurrences</li> </ul>
Workers/everyone	<ul style="list-style-type: none"> <li>• Check own competence</li> <li>• Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work</li> <li>• Report obvious risks</li> </ul>	

## Suppliers/Sub-contractors Questionnaire

Our integrated Health, Safety and Environmental Management Systems, require that we only use suppliers and sub-contractors who comply with our systems. All suppliers are now required to complete the enclosed questionnaire and return it to our office for evaluation. Contractors supplying information will be notified in writing of the outcome, within 21 days of our receipt of the attached document.

The purpose of this questionnaire is to assist us in deciding which suppliers/sub-contractors to short-list or to invite for future contracts.

Section A must be signed by all sub-contractors, Section B for those with fewer than 5 employees and Section C for all those employing more than five employees.

**Section A** – To be completed by ALL Sub-contractors

### **Declaration As A Sub-contractor**

Sub-contractors are expected to establish and maintain safe and healthy systems of work. To this end the conditions of contract shall impose contractual obligations on all sub-contractors, requiring them to carry out their work at the same high standard as \_\_\_\_\_ imposes on its own operations.

The responsibilities of sub-contractors' personnel will include, but not be limited to the following:-

- Make themselves aware of their own company safety procedures and safety policy statement.
- Develop safe methods of work and a concern for the safety of themselves and for others
- Ensure that work is carried out in accordance with \_\_\_\_\_ procedures and ensure safe access, egress and safe systems of working are in place before starting any work-related activity.
- Report conditions, substances, noise etc that could adversely affect health or safety of themselves or others to the \_\_\_\_\_ site management.
- Utilize the correct personal protective equipment to undertake work activities
- Set a personal example to others

The responsibilities outlined in Section A are accepted as a condition of contract.

Signature:

Position within organization:

Company Name & Address:

Date:



**Section B** – Statement of Intent (Sub-contractors with fewer than 5 employees)

Our commitment to Health and Safety:

- To adequately control health, safety and welfare risks arising from our work activities which may affect employees or others;
- To consult with our employees on matters affecting employees or others;
- To maintain safe plant and equipment;
- To ensure safe handling and use of hazardous substances;
- To provide information, instruction, supervision and training for employees;
- To take measures in order to eliminate the occurrence of accidents and cases of work related ill health;
- To maintain safe and healthy working conditions;
- To ensure sufficient funds are available to implement these health and safety measures; and

**To review and revise this statement as necessary at regular intervals not exceeding 12 months.**

Signature:

Position within organization:

Company Name & Address:

Date:

**Section C** - To be completed by sub-contractors with more than five employees

Company Name				Date	
Registered Office					
Telephone		Fax		email	
Name of Person completing this form				Position	
Registration no. & place of incorporation				Year of registration	
Number of employees		Managerial		Operational	
Number of sub-contract operatives employed regularly					
Please enclose a copy of your latest signed Health & Safety Policy		Copy Enclosed? Yes/No		Are your employees aware of the detail of the H&S Policy?	Yes/No
Please give the name and title of the person in your Organization, responsible for co-ordinating Health and Safety matters and reporting these to your Senior Executive					
Name:			Position:		
Please give the Name, Position and Qualifications of any specialist safety advisor/consultant or support that you have available to you, either internal or external					
Do your staff hold CSCS Cards?		Yes/No	Please state %		
Please list details of other relevant competencies cards that site personnel/operatives hold					
Please attach details of the company accident statistics for the past three years		Year	Number of Reportable Accidents		
			Over 3 days	Major	Fatal
Has any enforcement action been taken against your company in the last 3 years (including actions pending)					Yes/No
Do you undertake Health & Safety Training to both staff and operatives? If YES provide details and attach to this form for the last 12 months					Yes/No Details Enclosed?

Do you sublet any of your works?	Yes/No	If YES do you have a sub-contractor approval system?	Yes/No
Do you undertake any health surveillance?	Yes/No	If YES please state details	
Does your company have an environmental policy? If YES Please supply a copy.	Yes/No	Have you ever been prosecuted for an Environmental offence? If YES, please supply details and any corrective actions:	
Please give the Name, Position and Qualifications of any specialist environmental advisor/consultant or support that you have available to you, either internal or external			
Please indicate what environmental training your staff and operatives receive including details of any specific Environmental training given to you site operatives			
<p><b><u>Declaration:</u></b> I declare that the information provided is a true and accurate record. I understand that the information provided will be used as an assessment tool in order to determine our suitability for future works as a sub-contractor and for no other purpose.</p> <p>Signature:</p> <p>Position within organization:</p> <p>Company Name &amp; Address:</p> <p>Date:</p>			
<b>For Office Use Only:</b>	Date Application Received:	Reviewed By:	Approved
		Date	Not Approved
Approval Number		Letter Reference of Acceptance/Rejection	
Signature		Date	
		Review Date	