

# CDM POLICY STATEMENT

## CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

Utility Support Solutions is committed to creating safe and healthy working environments and to the implementation of good Health & Safety practice in the design, implementation and delivery of all projects. USS will ensure compliance with the requirements of CDM Regulations and associated legal guidance in its duties in whatever role it assumes under its contracts. The Managing Director is responsible for compliance with the CDM Regulations and will allocate sufficient resources for staff training and performance monitoring. However, all staff have responsibility for the implementation of this policy and to ensure that Health & Safety is at the forefront of USS's philosophy at all stages of a project. Any issues relating to Health & Safety should be raised with the Transport & Compliance Director.

The aim of this policy is to ensure that USS:

- can sensibly plan its works 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 their 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

### **IDENTIFYING OUR ROLE AND ASSOCIATED DUTIES**

In its current works USS has duties under the Construction (Design & Management) Regulations as a Principal Contractor. This includes our primary contract with Northern Gas Networks, the Framework Agreement for the provision of Backfill & Reinstatement Activity Services. USS does not perform this role for domestic clients.

A principal contractor is appointed by the client to control the construction phase of any project involving more than one contractor. Principal contractors have an important role in managing health and safety risks during the construction phase so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work. As a principal contractor we must:

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan PDF before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

USS will ensure that all Employees involved with the design and implementation of projects are trained in all aspects of the CDM Regulations and, where necessary, specific training will also be provided relevant to a specific duty to ensure that Employees have the experience and understanding necessary to ensure that their duties are carried out in a competent manner.

USS will ensure that all Subcontractors and specialist consultants either directly employed or referred by a third party have been assessed to ensure that they have sufficient training, resources and experience to demonstrate competency under the CDM Regulations prior to appointment.

## **DUTYHOLDERS AND DUTIES**

USS understands the duties of all dutyholders under the CDM regulations and actively co-operates and coordinates to ensure that all contracts are fully compliant. The various dutyholders and their main duties are summarised below:

| CDM DUTYHOLDERS                                                                                                                                                                                                                                  | MAIN DUTIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>COMMERCIAL CLIENTS</u></p> <p>Organisations or individuals for whom a construction project is carried out that is done as part of a business.</p>                                                                                          | <p>Make suitable arrangements for managing a project, including making sure:</p> <ul style="list-style-type: none"> <li>• other dutyholders are appointed as appropriate</li> <li>• sufficient time and resources are allocated</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• relevant information is prepared and provided to other dutyholders</li> <li>• the principal designer and principal contractor carry out their duties</li> <li>• welfare facilities are provided</li> </ul>                                                                                                                                                         |
| <p><u>DOMESTIC CLIENTS</u></p> <p>People who have construction work carried out on their own home (or the home of a family member) that is not done as part of a business.</p>                                                                   | <p>Though in scope of CDM 2015, their client duties are normally transferred to:</p> <ul style="list-style-type: none"> <li>• the contractor for single contractor projects</li> <li>• the principal contractor for projects with more than one contractor</li> </ul> <p>However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties</p>                                                                                                                                                                                                                                                      |
| <p><u>DESIGNERS</u></p> <p>Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>                                                                | <p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>• construction</li> <li>• the maintenance and use of a building once it is built</li> </ul> <p>Provide information to other members of the project team to help them fulfil their duties</p>                                                                                                                                                                                                                                                                                                                    |
| <p><u>PRINCIPAL DESIGNERS</u></p> <p>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.</p> | <p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• identifying, eliminating or controlling foreseeable risks</li> <li>• ensuring designers carry out their duties</li> </ul> <p>Prepare and provide relevant information to other dutyholders.<br/>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase</p>                                                                                                                                                                    |
| <p><u>PRINCIPAL CONTRACTORS</u></p> <p>Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>                                                                     | <p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• liaising with the client and principal designer</li> <li>• preparing the construction phase plan</li> <li>• organising cooperation between contractors and coordinating their work</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• suitable site inductions are provided</li> <li>• reasonable steps are taken to prevent unauthorised access</li> <li>• workers are consulted and engaged in securing their health and safety</li> <li>• welfare facilities are provided</li> </ul> |
| <p><u>CONTRACTORS</u></p> <p>Those who carry out the actual construction work, contractors can be an individual or a company.</p>                                                                                                                | <p>Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.<br/>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.<br/>For single contractor projects, prepare a construction phase plan.</p>                                                                                                                                                                                                                                          |
| <p><u>WORKERS</u></p> <p>Those working for or under the control of contractors on a construction site.</p>                                                                                                                                       | <p>Workers must:</p> <ul style="list-style-type: none"> <li>• be consulted about matters which affect their health, safety and welfare</li> <li>• take care of their own health and safety, and of others who might be affected by their actions</li> <li>• report anything they see which is likely to endanger either their own or others' health and safety</li> <li>• cooperate with their employer, other workers, contractors &amp; other dutyholders</li> </ul>                                                                                                                                                                                                   |