

Company			
LJR Group Services Limited			
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1.0	12th January 2025	Shaun Radcliffe	Director
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12th January 2026		<i>S A RADCLIFFE</i>	Version 1.0

HEALTH & SAFETY POLICY: CONSTRUCTION SAFETY MANAGEMENT & CDM PROCEDURE

Introduction

LJR Group Services Ltd have a statutory duty to ensure that construction projects and works are managed effectively to ensure that risks to employees and others to whom a duty of care is owed, such as residents and contractors, are adequately controlled at all stages.

This duty includes effective liaison and communication with colleagues and external parties on the project team.

This procedure describes the key responsibilities and structures in place to plan, design, co-ordinate and execute 'construction projects and works' – it is important to note that this includes building and related works such as alterations and installation works.

This procedure aims to meet general legislative requirements contained within the Health and Safety at Work Act 1974 as well as specific requirements contained within the Construction (Design and Management) Regulations 2015.

The main objective is to integrate Health and Safety into the management of projects and to encourage close working amongst the project team. The outcomes should be that hazards are identified early, at the design/planning stage, so they can be eliminated or reduced with any remaining risks properly managed.

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Responsibilities

The Director responsible for H&S has strategic responsibility for this procedure

Individual project managers will hold operational responsibility of ensuring the procedure is adhered to during individual project delivery.

Accountabilities

The DRHS is accountable for the overall adherence to this procedure from a strategic level.

Information

All colleagues will have access to this procedure and should refer to it where relevant to their job role and work activities.

Definitions

'Construction (Design and Management) Regulations 2015' – usually referred to as the 'CDM Regulations', came into force on 6 April 2015. This update has seen significant changes principally the removal of the CDM Coordinator role and the introduction of the Principal Designer role. In addition, the definition of what works fall under CDM have been altered.

'Construction work' – defined within the CDM Regulations. Refers to the carrying out of any building, civil engineering or engineering construction work and includes:

- the construction, alteration, conversion, fitting out, commissioning, renovation, de-commissioning, demolition or dismantling of a structure and removal of such.
- the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- the assembly/disassembly on site of prefabricated elements forming 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 within or to a structure.

Examples of full CDM projects will now include:

- New shop fit out processes
- Smaller refurbishments of offices – knocking down walls, putting up walls etc...

However, it is unlikely, but not impossible, that most works completed by LJR Group Services Ltd, will not be classed as full CDM projects.

Construction work is a very broad definition. The HSE has clarified what falls under CDM 2015 and what does not.

The following does not fall under CDM 2015 in line with HSE advice:

Repairing fire doors
Replacing carpets
Painting and
decorating

'Construction project' - defined within the CDM Regulations. A project is not only the construction work, but also includes all the planning, design, and management or other work until the end of the construction phase.

'Notifiable' construction project – defined within the CDM Regulations. The Health and Safety Executive (HSE) must be notified as soon as is practicable of a planned construction project if the construction phase is likely to involve more than 30 working days and 20 or more operatives working simultaneously OR 500 person days (e.g. 50 people working for over 10 days) of construction work. All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes. Specific information is required within the notification and HSE provides an online 'F10 form', which can be used for this purpose.

The CDM Regulations contain some requirements, which only apply to notifiable projects – these include the appointment of designated additional persons and production of additional documentation. This broadly reflects the likely increased complexity of notifiable projects. However, it should be noted that some non-notifiable projects may also present significant

H&S risks, for example due to a specific resident group, building type or the nature of the work. On such projects, the Client shall fulfil an extended role with supporting procedures to assist in mitigating any specific risks present.

Background information

Within LJR Group Services Ltd's scope of delivery, a range of activities are undertaken which fall under the scope of this Policy and the CDM Regulations including, installation of gates and barriers, electrical works, groundwork preparation and construction of plinths and footings.

The key areas covered by the CDM Regulations are:

- a) general duties that apply to **all** construction projects.
- b) additional duties that **only** apply to 'notifiable' construction projects.
- c) practical requirements that apply to **all** construction sites.

The Regulations are about focusing attention on effective planning and management of construction projects, from design concept onwards. The aim is for health and safety considerations to be treated as a normal part of a project's development, not an afterthought or bolt on extra. The objectives of the Regulations are to reduce the risk of harm to those that must build, use and maintain structures and to focus attention on effective planning and management of risk.

HSE publishes guidance L153 which provides practical guidance on complying with the duties set out in the Regulations.

Roles and Duties

In addition to the general responsibilities set out in the overall Health and Safety Policy, the following specific responsibilities apply.

Senior/technical management lead

LJR Group Services Ltd has a **designated senior/technical management lead on construction management safety, which will be the DRHS.**

Their main responsibilities are to ensure that suitable procedures and structures are in place (and adequately resourced) and that periodic monitoring is undertaken to assess compliance; these are usually delegated to the Principal Designers of the project.

The Health and Safety Adviser will ensure that there is consistency of approach across LJR Group Services Ltd and will lead any reviews of the policy and procedures with the support of the designated senior/technical management leads.

Project Manager

All construction projects, both notifiable and non-notifiable, will have a **designated Project Manager** who is responsible for delivering the project. This is not a term or position which is defined within the CDM Regulations, rather it is a title designed to clarify within LJR Group Services Ltd who the main 'hands-on' internal contact is.

Subject to possessing the required competency/training, the Project Manager may also act in other roles too, such as a Designer or Principal Contractor.

For non-notifiable construction work involving repairs or alteration to existing systems, the relevant Technical Staff Member will be automatically designated as the Project Manager and Contractor.

Client

With reference to regulation 4 of the CDM Regulations 2015.

This is a role specifically defined within the CDM Regulations with associated duties for all construction projects. Additional duties apply in relation to notifiable projects.

Clients are defined as any 'person' for whom a project is carried out, whether it is carried out by another person or in-house. Clients may be individuals, partners, or organisations.

The senior/technical management lead within the designated Client organisation has the responsibility of ensuring Client duties within the CDM Regulations are met. However, it is recognised that some tasks will be delegated down to operational colleagues within the managing organisation, particularly for major projects where there will be a need to provide specific scheme information to the Project Manager, i.e. management arrangements, scheme layout etc. Colleagues who are delegated such tasks shall be referred to as **Client Representatives** – this is not a term or position which is defined within the CDM Regulations, rather it is a title designed to clarify within LJR Group Services Ltd who the main Client operational contact is.

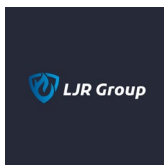
See Annex 1 for a summary of Client duties.

Designer

With reference to regulation 9 of the CDM Regulations 2015

This is a role specifically defined within the CDM Regulations with associated duties for all construction projects. Additional duties apply in relation to notifiable projects.

Designers are those who prepare designs, which can include drawings, design detail, specifications and bills of quantities (including specification of articles or substances) in relation to a structure. **The designer may be externally appointed or an internal member of staff.** Prior to any appointment the proposed Designer must demonstrate that they are competent and have the relevant experience to carry out the required duties. The appointed designer will be responsible for all designer obligations.



See Annex 1 for a summary of Designer

duties. Contractor

With reference to regulation 153 of the CDM Regulations 2015

“Contractor” means any person (including non-domestic client) who in the course or furtherance of business, carries out, manages or controls construction work.

This is a role specifically defined within the CDM Regulations with associated duties for all construction projects. Additional duties apply in relation to notifiable projects.

See Annex 1 for a summary of Contractor duties.

Principal Contractor

With reference to regulation 13 of the CDM Regulations 2015

A Principal Contractor may be appointed for any construction project. The role is specifically defined within the CDM Regulations with associated duties for notifiable construction projects only.

See Annex 1 for a summary of Principal Contractor duties.

Principal Designer

With reference to regulation 11 of the CDM Regulations

2015 This is a new role under CDM

The purpose of this role is to design out risk during planning stages of a project for the construction phase (construction phase plan required), use of building/area of building/facilities throughout its life and demolition of building.

Prior to an appointment the proposed PD must demonstrate that they are competent and have the relevant experience to carry out the required duties.

See Annex 1 for a summary of PD duties.

Principles

As well as securing legal compliance, this procedure is intended to promote a proactive approach to reducing the risk of harm to those that must build, use and maintain structures and to focus attention on effective planning and management of risk.

“The effort devoted to planning and managing health and safety should be in proportion to the risks and complexity associated with the project. When deciding what you need to do to comply with these Regulations, your focus should always be on action necessary to reduce and manage risks. Any paperwork produced should help with communication and risk management. Paperwork which adds little to the management of risk is a waste of effort and can be a dangerous distraction from the real business of risk reduction and management.”

LJR Group Services Ltd will therefore ensure so far as reasonably practicable that effort is proportionate and is targeted towards action and that paperwork is kept to sensible levels.

Application

Operational Procedures

These will provide the detailed arrangements for implementation of this procedure.

Provision of Information to Colleagues

All colleagues involved in construction projects and works shall be made aware of and given access to this procedure and current Operational Procedures. These and supporting documentation such as standard forms shall be made freely available for colleague use.

Training/competence

Training will be provided to all colleagues who are designated to carry out specific tasks under this Policy. The details of such shall be documented in operational procedures but generally falls into two categories:

- Policy/CDM general awareness training for Project Managers.
- Role-specific training.

Monitoring/review


This Policy will be reviewed annually by the Health and Safety Adviser and the DRHS, to assess its validity and effectiveness, and updated as appropriate.

In conjunction with the above review, operational performance / compliance indicators shall also be included within the Operational Procedures.

Annex 1 - Summary of the duties under the CDM Regulations

CDM Duty Holders* – Who are they?	Main duties – What they need to do
<p><u>Commercial clients</u> – 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"> • other duty holders are appointed as appropriate • sufficient time and resources are allocated <p>Make sure:</p> <ul style="list-style-type: none"> • relevant information is prepared and provided to other duty holders • the principal designer and principal contractor carry out their duties • welfare facilities are provided
<p><u>Domestic clients</u> – 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"> • the contractor for single contractor projects • the principal contractor for projects with more than one contractor <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> - 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"> • construction • the maintenance and use of a building once it is built <p>Provide information to other members of the project team to help them fulfil their duties.</p>

<p><u>Principal designers</u> - 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"> • identifying, eliminating or controlling foreseeable risks • ensuring designers carry out their duties <p>Prepare and provide relevant information to other duty holders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
<p><u>Principal contractors</u> – 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"> • liaising with the client and principal designer • preparing the <u>construction phase plan</u> • organising cooperation between contractors and coordinating their work <p>Make sure:</p> <ul style="list-style-type: none"> • suitable site inductions are provided • reasonable steps are taken to prevent unauthorised access • workers are consulted and engaged in securing their health and safety • welfare facilities are provided

<p><u>Contractors</u> – 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.</p> <p>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</p>
	<p>contractor.</p> <p>For single contractor projects, prepare a <u>construction phase plan</u>. </p>
<p><u>Workers</u> – Those working for or under the control of contractors on a construction site.</p>	<p>Workers must:</p> <ul style="list-style-type: none"> • be consulted about matters which affect their health, safety and welfare • take care of their own health and safety, and of others who might be affected by their actions • report anything, they see which is likely to endanger either their own or others' health and safety • cooperate with their employer, fellow workers, contractors and other duty holders