

1. Haringey Council Procedure

- 1.1 The Council acknowledges its responsibility to manage health and safety in accordance with current Health and Safety Statute Law and Regulation. The Health and Safety at Work etc Act 1974 gives a duty of care for employers to ensure the health safety and welfare of all employees and other persons affected by its undertakings.
- 1.2 It is recognised that a number of departments and schools will at times commission work which will fall under the definition of construction work, within the Construction (Design and Management) Regulations 2015. It is therefore council policy that suitable controls are maintained in relation to the instruction, design, construction, completion, and handover of such works, so that associated risk levels are both acceptable to avoid harm and to ensure legal compliance. It is incumbent on all staff of all departments and schools to adhere to this safety procedure.

2. Scope of Procedure

- 2.1 This document aims to provide instruction and guidance for all staff on the standards adopted by the council and to be followed by staff for the instruction, design, construction, completion, and handover of such works.

3. Key Terms as defined within CDM Regulations

Client	Any organisation or individual for whom a project is carried out.
Construction Phase Plan (CPP)	A document recording the health and safety arrangements, site rules and any special measures for construction work.
Construction site	Any place where construction work is being carried out or to which the workers have access but does not include a workplace within the site set aside for purposes other than construction work.
Construction work	<p>Means the carrying out of any building, civil engineering or engineering construction work and includes:</p> <p>(a) The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive or high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure; <i>This relates to activities involved with the building, alteration, upkeep etc decommissioning, demolition or dismantling of a structure.</i></p> <p>(b) The preparation of an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion. <i>This relates to the preparation of a site for an intended structure and the preparation of the site or structure for its occupation or use at its conclusion.</i></p> <p>(c) The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure. <i>This relates to the assembly or disassembly of prefabricated elements on site to form or take apart a structure.</i></p> <p>(d) The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.</p>

	<p><i>This relates to the removal of a structure or waste from demolition or dismantling of a structure</i></p> <p>(e) The installation, commissioning, maintenance, repair, or removal of mechanical, electrical, gas, compressed gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.</p> <p><i>This relates to the installation, commissioning, maintenance, repair, or removal of a system of services (i.e. heating system, plumbing system) normally fixed to or within a structure rather than an individual component of any such system.</i></p> <p>The HSE have stated that ‘Maintenance or repair of fixed plant which mainly involves mechanical adjustments, replacing parts or lubrication is unlikely to be construction work’. For example, a contractor undertaking a boiler repair involving a mechanic who is called out to perform servicing on a boiler, perhaps replacing some internal parts and making some adjustments. This is not likely to be covered by CDM because it only involves the adjustment of fixed plant.</p>
Pre-Construction Information (PCI)	<p>information in the client’s possession or which is reasonably obtainable by or on behalf of the client, which is relevant to the construction work and is of an appropriate level of detail and proportionate to the risks involved, including—</p> <p>(a) information about— (i) the project; (ii) planning and management of the project; (iii) health and safety hazards, including design and construction hazards and how they will be addressed; and</p> <p>(b) information in any existing health and safety file;</p>
Principal Contractor	The contractor appointed to perform specified duties defined in the CDM regulations
Principal Designer	The designer appointed to perform specified duties as defined in the CDM regulations.

4. Responsibilities for Implementation

4.1 Directors, Senior Directors and Head Teachers are responsible for implementing and monitoring compliance with this procedure in their area or school.

4.2 Managers

4.2.1 Managers are responsible for implementing this safety procedure in their areas of responsibility, and where appropriate providing the necessary resources to others for its implementation.

4.2.2 Ensure that all staff who report to them are made aware of the content of this procedure.

4.2.3 Ensure that all risk assessments for areas under their control have due regard to the content of this procedure.

4.3 Staff

4.3.1 Staff are required to work in a safe manner and adhere to the content of this safety procedure.

5. Specialist Advice

5.1 The council provide specialist advice by employing competent qualified health and safety practitioners, who are located within the Corporate Health and Safety Team. These individuals will also be available to support the role of the safety champions.

5.2 Other council documents to reference which support this safety procedure:

- HSP26 – Health & Safety Procedure Risk Assessment
- HSP05 – Contractor Management

6. Forms (hyperlinks)

6.1. Project Inception Form

6.1.1 Pre-Construction Information Register

6.1.2 Haringey Council Client's CDM brief sample

6.1.3 Pre-Construction Phase Plan Checklist

7 Action to Take

7.1 Haringey Council employees and business partner organisations with responsibility for construction work, as defined in section 3 above, shall ensure compliance with the Construction (Design and Management) Regulations 2015 (CDM15) as they apply to construction work.

7.2 For all construction projects in or for corporate premises the Council will have Client duty holder responsibilities as laid down in CDM15

7.3 For all construction projects commissioned by a school, the school will have Client duty holder responsibilities as laid down in CDM15

7.4 The client should fulfil all their duties as defined under the regulations and within the procedure. A client brief should be prepared prior to the engagement of any parties, this should include:

- A description of the main functions and operational requirements of the finished building or structure.
- An outline of the motivation for initiating the project.
- clear expectations during the project, including how health and safety should be managed.
- An explanation of the design direction.
- details of a single point of contact for any client queries or discussions during the project.
- A realistic time frame and budget.

7.4.1 The client shall make suitable arrangements 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 and involved in the construction work. Reference shall be made to the detailed guidance in the documents listed in section 6.

- 7.4.2 Once the client brief has been prepared using the CDM forms appended to this document, the project team can be selected and duty holders formally appointed, **including 'Principal Designer' and 'Principal Contractor'**, where there is to be more than one contractor, or it is reasonably foreseeable that more than one contractor will be working on a project at any one time.
- 7.4.3 The Principal Designer can be an individual or a company. On occasions they will be a member of the Haringey Council workforce. They can be appointed independently of any other role on the project team, or they may combine this work with another role. In the case of the appointment of all duty holders they should: have the necessary capabilities and resources; have the right blend of skills, knowledge, training, and experience; understand their roles and responsibilities when carrying out the work.
- 7.4.4 The Public Available Specification PAS 91 provides a set of health and safety questions that should be asked by construction clients and those who appoint designers and contractors as part of the pre-qualification process. A Safety Scheme in Procurement (SSIP) member-assessed scheme shall be used to find designers or contractors who have been assessed and confirmed by a SSIP Forum member as meeting acceptable health and safety standards. Additional appropriate questions regarding specific requirements relevant to the project should also be asked prior to appointment.
- 7.4.5 The client must provide relevant pre-construction information at the earliest opportunity to those bidding for work, and specifically for the principal designer and principal contractor roles. The information will inform them of any risks that may have an impact on design or construction. For large projects, the principal designer once appointed should be able to provide support with putting this information together for the principal contractor.
- 7.5 If more than one contractor will be working on the project then the client must appoint a principal designer and a principal contractor in writing. If you do not do this then the client takes on these roles and associated duties.
- 7.6 This does not absolve the client of their statutory accountability and need to ensure management of that contractor. In addition, it is important to ensure that the contractor has a process in place that adheres to HSE and [Construction Industry Training Board](#) industry best practice for compliance with CDM regulations.
- 7.7 A pre-construction client checklist is available in Appendix 2.
- 7.8 The Health & Safety Executive must be notified by the client using Form F10 if 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.

Site supervisors and management must be included in the person day count as well as any contractor or specialist working on site, even if it is only for an hour, it still counts as a person day.

7.9 As part of the construction phase the client shall:

- Ensure the principal contractor has prepared a construction phase plan that is project-specific, relevant, proportionate and takes into account the pre-construction information provided.
- Undertake a site visit to ensure suitable and sufficient welfare facilities are in place.
- Monitor through regular progress meetings that arrangements in place to manage health and safety are working effectively.
- Ensure appropriate arrangements for completion and handover are established.
- Ensure all Haringey Council employees that visit the site during construction adhere to the principal contractor's requirements.
- Ensure F10 notice is displayed on site where applicable.

7.10 On completion the client shall ensure the main contractor provides a health and safety file that contains information needed to ensure the health and safety of anyone carrying out any future construction, demolition, maintenance, or cleaning, of the new or refurbished building.

8 Monitoring and Review

8.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure including departmental monitoring checks.

8.2 **This safety procedure must be reviewed by the Council's Health and Safety Manager (HSM) within a period not greater than 26 months.** In addition, it will be revised by the HSM as soon as practicable where changes in statute or industry best practice deem the content out of date.

9 Approval of the Procedure

9.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 10th November 2020. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Andrew Meek, Head of Organisational Resilience

Signature:



Date: 25/11/2020

Appendix 1

A Summary of Roles and Duties under CDM

CDM duty holders: Who are they?	Summary of role/main duties
Clients are organisations or individuals for whom a construction project is carried out.	<p>Make suitable arrangements for managing a project. This includes making sure: other duty holders are appointed; sufficient time and resources are allocated.</p> <p>Make sure: 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> <p>Responsible for HSE notification where applicable (can be delegated in writing to principal designer)</p>
Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during construction; and the maintenance and use of a building once it is built.</p> <p>Provide information to other members of the project team to help them fulfil their duties.</p>
Principal designers are 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>Plan, manage, monitor, and coordinate health and safety in the pre-construction phase of a project. This includes identifying, eliminating, or controlling foreseeable risks; ensuring designers carry out their duties.</p> <p>Prepare and provide relevant information to other duty holders.</p> <p>Provide relevant information to the principal contractor to help them plan, manage, monitor, and coordinate health and safety in the construction phase.</p>
Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.	<p>Plan, manage, monitor, and coordinate health and safety in the construction phase of a project. This includes liaising with the client and principal designer; preparing the construction phase plan; organising cooperation between contractors and coordinating their work.</p> <p>Ensure: suitable site inductions are provided; reasonable steps are taken to prevent unauthorised access; workers are consulted and</p>

	engaged in securing their health and safety; and welfare facilities are provided.
Contractors are those who do the actual construction work and can be either an individual or a company.	<p>Plan manage and monitor construction work under their control so that 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 contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p>
Workers are the people who work for or under the control of contractors on a construction site.	<p>They must: be consulted about matters which affect their health, safety and welfare; take care of their own health and safety and others who may 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.</p>

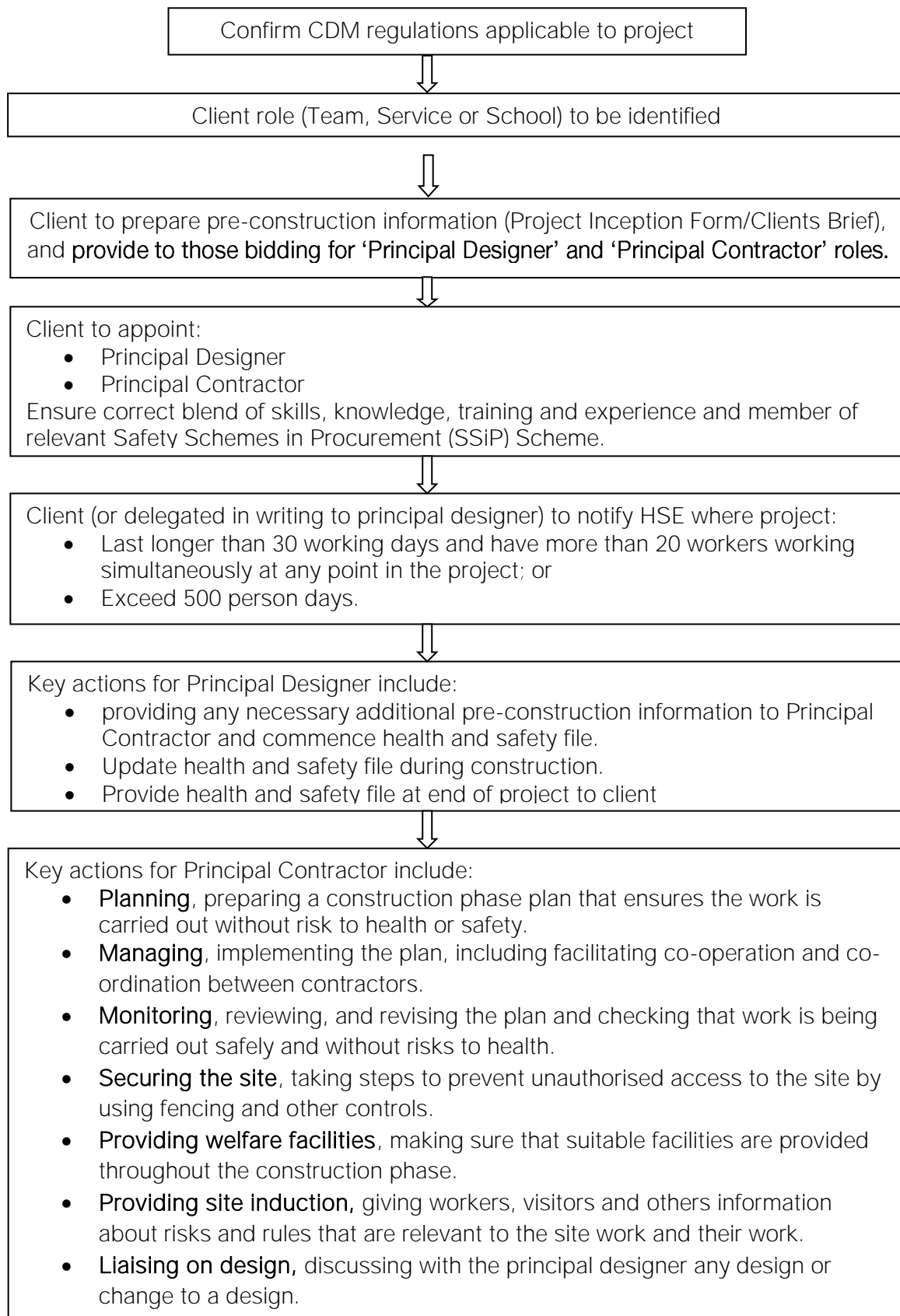
Appendix 2

Pre-Construction Client Checklist

1	Are you clear about your responsibilities?	
2	Have you made your formal appointments?	
3	Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training, and experience to fulfil their duties?	
4	Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training, and experience to fulfil their duties?	
5	Have you checked that the project team is adequately resourced?	
6	Has a project or client brief been issued to the project team?	
7	Has the project team been provided with information about the existing site or structure (pre-construction information)?	
8	Do you have access to project-specific health and safety advice?	
9	Are suitable arrangements in place to manage health and safety throughout the project?	
10	Has a schedule of the key activities for the project been produced?	
11	Has sufficient time been allowed to complete the key activities?	
12	Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work?	
13	Have you checked that a construction phase plan has been adequately developed before work starts on site?	
14	Are you satisfied that suitable welfare facilities have been provided before work starts on site?	
15	Have you agreed the format and content of the health and safety file?	

Appendix 3

Simple Flow Chart to demonstrate Health & Safety Management of CDM process



Haringey Council Project CDM Inception Form

(To be completed for projects to which CDM Regs 2015 apply)

Appendix 4

Project Title:			
Brief description of project:			
Key Dates (project interception, planned start on site and finish, or contract period for term contracts):			
Note: For the purposes of Construction (Design and Management) Regs 2015, the client will be Haringey Council			
Department sponsoring the project:			
Project Manager:			
Nominated Project CDM Manager for the project:			
Note: The Project Manager will be the default Project CDM Manager. If there is no appointed Project Manager, then the Director responsible shall appoint someone from within the project team to manage CDM aspects, who will be the Project CDM Manager.			
Principal Designer (PD): (Intended strategy for procurement of PD)	Haringey Council	<input type="checkbox"/>	Name of Principal Designer Organisation if already selected:
	Project – Lead Designer	<input type="checkbox"/>	
	Project – Other Designer	<input type="checkbox"/>	
	PD service provider	<input type="checkbox"/>	
	D&B contractor	<input type="checkbox"/>	
Client Pre-construction Phase Task Tracker			
Item	Task	Date complete	Comments
1	Develop project specific client brief		
2	Submit F10 to HSE if project is notifiable		
3	Initiate PCI register and compile PCI		
4	Undertake competent assessments of proposed PDs		
5	Undertake competent assessments of proposed PCs		
6	Appoint PD in writing		
7	Appoint PC in writing		
8	Distribute F10 to PC & PD		
9	Confirm DSR meeting dates		

10	Attend DSRs		
11	Assess draft Construction Phase Plan (CPP)		
12	Approve CPP		
13	Authorise commencement on site		
14	Initiate monitoring of PC and PD		

EXAMPLE

Haringey Council Pre-Construction Information Register (for all projects to which CDM Regs 2015 apply)



Appendix 5

Project:			
Project Manager			Principle Designer (Contract lead)
	Information	Date transferred	Describe format of document, to whom passed, and any other comments (including n/a where appropriate)
1	Description of project		
a	Project description & programme details, including key dates		
b	Details of designers and other consultants, including CDM advisors		
d	Existing plans and records relevant to the project		
2	Client's requirements		
a	Client's Brief (including any project-specific requirements)		
3	Existing risks & restrictions		
a	Access restrictions, such as narrow roads, lack of turning space		
b	Restrictions on deliveries or waste collection & storage		
c	Relevant adjacent land uses (e.g. schools, railway lines or busy roads)		
d	Existing storage of hazardous materials that could affect the site		
e	Location of existing services		
f	Ground conditions, including underground structures, water courses, where this may affect the safe use of plant or the safety of ground works		

g	Information about existing structures – stability, basis of construction, fragile or hazardous materials, anchorage for fall arrest etc		
h	Previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved)		
i	Fire damage, ground shrinkage, movement, impact with structure or lack of maintenance that may have adversely affected the structure		
j	Any height restrictions on site, such as overhead power lines or other structures		
k	Health & safety information contained in earlier design, construction or 'as-built' drawings, such as details of pre-stressed or post-tensioned structures		
l	Haringey Asbestos policy (preliminary asbestos information for contractors), locations of asbestos in structures or ground, including details of how information can be accessed if via a portal		
m	Contaminated land (survey to be supplied)		
n	Health risks arising from client's activities, e.g. risk of sharps & biological hazards		
o	Information regarding means of access to height, such as access ways, fall arrest attachment points, equipment required to gain access to height, etc.		
p	Fire risk assessments for blocks undergoing work		

q	Details of any residents held on the Councils Cautionary Contacts Database and any recommended means of interaction		
4	The health & safety file		
a	The CDM health and safety file is prepared by the principal designer (with input from the principal contractor and the rest of the project team). It contains all relevant health and safety information needed to allow future construction work, and future use of the building (including cleaning and maintenance) to be carried out safely.		
5	Other information		
a	Insert any other information that may be of value to Designers of contractors in relation to the safety of the design or construction		

Haringey Council Client's CDM brief

(For all projects to which CDM Regs 2015 apply)



Appendix 6

Project Title:		
Project description and key date/timescales:		
Prepared by:		
Date of brief:		
Haringey Client Contact (for CDM issues):	Mob:	e-mail:
Haringey Project Manager:	Mob:	e-mail:
Other Project Team members with responsibilities for CDM compliance	Name	CDM responsibilities
		PD Liaison
		Initial PCI assembly
		Appointments
Haringey Council Client requirements:		
1. Standard Requirements:		
<p>1.1 Haringey Council ('the Client') aims to achieve the highest standards of safety management in their projects. To this end, a safety management process will be applied, to which we expect all contractors, designers and others who work with us, to cooperate.</p>		
<p>1.2 Haringey Council as Client under CDM will nominate a Project CDM Manager who will liaise with other duty holders to ensure that the Client's duties are being met. Contractors, designers, and other parties engaged by Haringey Council on this project will liaise with this person in the first instance on all matters relating to CDM.</p>		
<p>1.3 The Client will require the Principal Designer (PD) and Principal Contractor (PC) to demonstrate that they have the skills, knowledge, experience, and organisational capability to undertake the work safely and in accordance with the relevant regulations. The client will undertake relevant enquiries prior to appointing the PD & PC, and will also conduct on-going enquiries throughout the project, and expects the PD & PC to provide information and co-operate with this process.</p>		
<p>1.4 The PD will organise an appropriate number of Design Safety Review meetings at appropriate points throughout the design process. This may continue into the construction phase where the design is on-going or there have been significant design changes. In particular, there will be a Design Safety Review after any value engineering exercise. The PD will provide the Client with the intended program of Design Safety Reviews at the start of the project, and details of any Design Safety Review Meetings as they are finalised. The Client will be invited to these review meetings and may bring their advisors.</p>		

1.5	Production of Design Risk Assessments is not deemed by Haringey Council to be an acceptable method of demonstrating that adequate consideration has been given to design safety issues.
1.6	It is a Client requirement that Principal Designers produce a Maintenance Access Strategy Document for all structures where there are maintenance requirements requiring work at height, post-completion, as per BS 8560:2012

1. Standard Requirements continued:	
1.7	<p>Clients are bound by CDM 2015 to monitor the roles of the PD & PC throughout the project. The PD & PC for a project are required to cooperate with the Client in the undertaking of this monitoring. The monitoring will include, but is not limited to:</p> <ul style="list-style-type: none"> o visit to the site by a Haringey Council representative within two weeks of site establishment to assess the degree to which safety arrangements are in place; o regular (at least 3 monthly) PC audits to determine the on-going application of safety arrangements; o audits of the PD role to determine the extent to which the PD's arrangements are ensuring that the general principles of prevention are being applied to the project, and the PD is fulfilling their duties under CDMR 2015.
1.8	Construction Phase Plans (CPPs) are to be submitted by the PC to the Project CDM Manager at least 2 weeks before the intended start date. No work shall be undertaken on site until the Client has approved the plan and authorised commencement in writing.
1.9	<p>Construction Phase Plans (CPPs) will not be considered adequate unless they include (in addition to any requirements of CDM, its guidance or best practice):</p> <ul style="list-style-type: none"> o details of welfare arrangements for the project; o named personnel who will be responsible for management of the project (on-site and off-site); o a named person responsible for site safety; o details of the safety advisors who will provide safety support and site monitoring; o details of site safety auditing and monitoring intentions for the project, including the frequency of site safety inspections/audits. Copies of any inspection/audit reports are to be made available to the client; o details of how members of the public will be protected during the works; o details of the PC's arrangements for the approval of method statements, which includes the PC keeping a register of method statements, and ensuring that each is approved and signed-off on the register; o details of PC's arrangements (including Site Rules), which include provisions relating to the control of nuisance, such as noise and dust, but also in respect of the wider environment; o for term contracts, details of how adequate safety management arrangements, such as risk assessment, will be applied to reactive small works.

2. Project Specific Requirements:	
<i>In this section, insert any project-specific requirements concerning health & safety or the application of the CDM Regs 2015</i>	
Requirement	Details
2.1 Site security requirements:	
2.2 Welfare provisions that the client is willing to provide:	
2.3 Site hoarding/protection requirements:	
2.4 Site transport requirements or restrictions, including parking of contractor's vehicles :	
2.5 Client permit to work systems that are to be applied to the project:	
2.6 Fire precautions & emergency procedures to be applied to the works, including means of escape:	
2.7 'No-go' areas or other authorisation requirements for those involved in the project:	
2.8 Client's discipline over contractors (e.g. right to remove from site) including specific rules (e.g. smoking, behaviour & conduct) that are to be inserted in the contractor's site rules.	
2.9 Requirements for waste storage & management.	
2.10 Client's requirement for approval of contractor's work methods (e.g. by approval of method statements) where the contractor's activities could directly impact upon tenants, for example.	
2.11 Other Requirements:	

Haringey Council Construction Phase Plan Review Checklist (for all projects to which CDM Regs 2015 apply)



Appendix 7

1. Project Details				
Project:				
Principal Contractor:				
Date CPP received:		Review undertaken by:	Name	
			Position	
2. Description of project				
Adequate?	Y	N	Comments	
Is there an adequate description of the Project, including programme details and key dates?	<input type="checkbox"/>	<input type="checkbox"/>		
Are there details of client, PD, designers, PC and other consultants?	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a site layout drawing, showing the access, welfare, loading & unloading positions etc?	<input type="checkbox"/>	<input type="checkbox"/>	n/a <input type="checkbox"/>	
3. Management of the work				
Adequate?	Y	N	Comments	
Is a management structure included showing responsibilities of the members of the project team and whether site or office based?	<input type="checkbox"/>	<input type="checkbox"/>		
Are there arrangements for monitoring and review of health & safety performance, including planned frequency of inspections and audits?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the Plan adequately reflect the information provided in the PCI (including information provided by the Client or the Designer)?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the Plan reflect the requirements of the Client's Brief?	<input type="checkbox"/>	<input type="checkbox"/>	n/a <input type="checkbox"/>	
Does the H & S Plan adequately describe arrangements for:				
Liaison the Client during the construction phase	<input type="checkbox"/>	<input type="checkbox"/>		
Access to competent safety advice, including the details of the individuals, their competence and the service/input they will provide to the project	<input type="checkbox"/>	<input type="checkbox"/>		

Liaison with the PD re: design changes and design issues, and the H&S File	<input type="checkbox"/>	<input type="checkbox"/>	
The selection & control of contractors, including evidence that contractors have been assessed by the PC	<input type="checkbox"/>	<input type="checkbox"/>	
Site security, hoarding, protection of the public or non-site workers, arrangements for protecting visitors, preventing unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	
Induction training, including records	<input type="checkbox"/>	<input type="checkbox"/>	
Welfare facilities and first aid	<input type="checkbox"/>	<input type="checkbox"/>	
The reporting and investigation of accidents & incidents, including near misses	<input type="checkbox"/>	<input type="checkbox"/>	
The production and approval of risk assessments and method statements (including register of Method statements)	<input type="checkbox"/>	<input type="checkbox"/>	
Site rules	<input type="checkbox"/>	<input type="checkbox"/>	
Fire & emergency procedures, including arrangements for updating the FRA and Fire strategy (existing buildings) throughout project	<input type="checkbox"/>	<input type="checkbox"/>	
Forms and registers to be used on the project to manage health & safety	<input type="checkbox"/>	<input type="checkbox"/>	
4. Arrangements for 'work involving particular risks' (CDMR Schedule 3, Regulation 12)			
Adequate?	Y	N	Comments
Does the plan include reference to Schedule 3 of CDMR 2015 – <i>Work involving particular risks</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	
If 'yes', indicate below which ones, and comment on the adequacy of the arrangements.			
Work putting workers at risk of burial under earthfalls, engulfment in swampland or falling from height, where the risk is aggravated by the nature of work or the environment	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Work on or near water where there is a risk of drowning	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Work involving diving	<input type="checkbox"/>	<input type="checkbox"/>	n/a

Work putting workers at risk from chemical or biological substances, particularly where there is a requirement for health monitoring or a particular danger	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Work with ionising radiation	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Work involving explosives	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Work in a caisson or compressed air working	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Work near high-voltage power lines	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Work involving the assembly or dismantling of heavy prefabricated components	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
Work on wells, underground earthworks, and tunnels	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
5. Arrangements for other site risks				
Does the plan adequately cover arrangements for controlling safety risks, including:				
Adequate?	Y	N	n/a	Comments
Delivery & removal of materials (including waste) and work equipment, taking account of any risks to the public, for example during access to & egress from the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working at height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work with or near fragile materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work on excavations and work where there are poor ground conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic routes and segregation of vehicles & pedestrians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage of materials (particularly hazardous materials) and work equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any other significant safety risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the plan adequately cover arrangements for controlling health risks, including:				

The presence of asbestos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dealing with contaminated land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manual handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reducing noise & vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exposure to UV radiation, including from the sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any other significant health risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Conclusion				
Statement			Tick	Signed
It is considered that the Health and Safety Plan is acceptable at this stage, and it is recommended that the Client grants permission for construction work to begin. Or:			<input type="checkbox"/>	<i>(only forward to Client with a copy of the CPP once this box is ticked)</i>
It is considered that this Health and Safety Plan requires further development as indicated above.			<input type="checkbox"/>	
Signed:		Name & position:		Date:
General comments & observations				
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-45deg); opacity: 0.3; font-size: 100px; pointer-events: none;"> EXAMPLE </div>				
7. Client acceptance & permission for works to commence				
<i>Haringey Borough Council (HBC) representative for the project is to review this assessment and the CPP, and if they agree with the conclusion that the CPP is suitable for work to commence, they should sign the declaration below</i>				
HBC, as Client under CDM for this project, are satisfied that this CPP represents suitable health & safety		Name:		
		Position:		

arrangements for the project, and give permission for work in site to commence

Date:

Signed:

EXAMPLE

Appendix 8

Recipient name and address here

Address of sender

Name of sender

(Date:

Project Scope Number

Dear

Re: APPOINTMENT OF PRINCIPAL DESIGNER UNDER THE CDM REGULATIONS 2015

1. In accordance with Regulation 5 of the Construction (Design and Management) Regulations 2015, I hereby appoint COMPANY NAME to perform the role of Principal Designer and Principal Contractor on behalf of CLIENT NAME in relation to the above project with immediate effect. Under this appointment you will be required to fulfil the requirements of Regulations 11 – 16 inclusive of the Construction (Design and Management) Regulations 2015. Your appointment will remain for the duration of the project.

We would be obliged if you would confirm acceptance of this appointment via letter and return it to us at your earliest convenience,

Yours sincerely