

Millbank Holdings Group Ltd (Incorporating Priory Design Services Ltd, MDA Rail Ltd, Forbes HR Ltd)		
	<h2>CDM Requirements</h2>	MRSOP009/01/0419
		Last Reviewed: 04/2023
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		Owner: David Hopley

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Purpose:	<p>This procedure is designed to ensure MDA Rail has full understanding of the CDM Regulations for projects it is to undertake of behalf on Network Rail or Clients.</p> <p>The purpose of this procedure is to provide guidance to anyone within the MDA Rail business who may work within the regulations of CDM.</p>
Scope:	This Procedure is applicable to all MDA Rail employees, visitors, sponsored individuals and those affected by MDA Rail operations outside of the business.

1. Requirements and Responsibilities

It is the responsibility of the HR Manager to ensure:

- All personnel both understand and comply with this Procedure
- That this procedure is updated to reflect identified changes resulting from the Company's review process.

2. Procedure Definition

2.1 Aims of the Regulations

- Simplify regulations and improve clarity
- Maximise their flexibility
- Focus on planning and management
- Strengthen requirements for cooperation and co-ordination
- Simplify and improve competence and competence assessment

2.2 Duties On All Projects

- Check clients are aware of their duties
- Cooperate and co-ordinate
- Plan, manage and monitor own work and workers
- Obtain specialist advise when planning high risk work
- Check on competence of all appointees and workers
- Train own employees
- Provide information to and consult with workforce
- Inform sub-contractors of minimum time they have to prepare for construction work
- Ensure adequate welfare from start

2.3 Additional Duties on Notifiable Projects

- Check that Principal Designer has been appointed and HSE notified
- Cooperate with Principal Contractor (PC)
- Provide information for H & S file
- Inform PC of any problems with H & S plan
- Inform PC of reportable accidents, incidents and dangerous occurrences.

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2.4 Planning & Managing Construction Work

MDA Rail will always plan, manage their own work and that of their workers to ensure that it is carried out safely and that health risks are also addressed. The effort invested in this should reflect the risk involved and the experience and track record of the workers involved. Where MDA Rail identifies unsafe practices, they will take appropriate action to ensure health and safety.

2.5 Site Induction

Inductions are a way of providing workers with specific information about the particular risks associated with the site and the arrangements which have been put in place for their control. On non-notifiable sites, induction will be provided by MDA Rail, or by arrangement with the main contractor on site.

MDA Rail employees / contractors must not start work on a construction site until they have been provided with basic information. This should include information from the client

- about any particular risks associated with the project (including information about
- existing structures where these are to be demolished or structurally altered), and from designers about any significant risks associated with the design.

MDA Rail will ensure, so far as is reasonably practicable, that every worker has:

- a suitable induction; and
- any further information and training needed for the particular work.

2.6 Competence

Employers are required by law to ensure the competence of their employees and to provide training and instruction as necessary. CDM 2015 places duties on contractors and principal contractors to ensure that workers are competent and to provide training where necessary.

MDA Rail will satisfy themselves that businesses that they engage or appoint are competent.

This means making reasonable enquiries to check that the organisation or individual is competent to do the relevant work and can allocate adequate resources to it. Those taken on to do the work must also be sure that they are competent to carry out the required tasks before agreeing to take on the work.

3. APPENDIX A Summary of Duties under the CDM Regulations

The regulation defines a number of duty holder roles which entail responsibility for certain aspects of health and safety management throughout the lifespan of the project.

Each role will be taken on by an individual or an organisation, and there can be multiple designers and contractors associated or involved in a given project. Currently MDA Rail only undertakes the role of the Contractor.



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ROLE	ALL CONSTRUCTION PROJECTS	ADDITIONAL DUTIES FOR NOTIFIABLE PROJECTS
Clients	<ul style="list-style-type: none"> • Check competence and resources of all appointees • Ensure there are suitable management arrangements for the project welfare facilities • Allow sufficient time and resources for all stages • Provide pre-construction information to designers and contractors <p>[1] Excluding domestic clients</p>	<ul style="list-style-type: none"> • Appoint Principal Designer^[2] • Appoint principal contractor^[2] • Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place. • Provide information relating to the health and safety file to the Principal Designer • Retain and provide access to the health and safety file <p>[2] <i>Principal Designer and Principal Contractor required for all notifiable works and they must be in place until the end of the construction phase</i></p>
Principal Designers	<p>Role not required for non-notifiable works.</p>	<ul style="list-style-type: none"> • Advise and assist the client with their duties • Ensure the client has notified the HSE using F10 • Co-ordinate health and safety aspects of design work and cooperate with others involved with the project • Facilitate good communication between client, designers and contractors • Liaise with principal contractor regarding ongoing design • Identify, collect and pass on pre-construction information • Prepare/update health and safety file
Designers	<ul style="list-style-type: none"> • Eliminate hazards and reduce risks during design • Provide information about remaining risks 	<ul style="list-style-type: none"> • Check client is aware of duties and Principal Designer has been appointed • Provide any information needed for the health and safety file



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ROLE	ALL CONSTRUCTION PROJECTS	ADDITIONAL DUTIES FOR NOTIFIABLE PROJECTS
Principal Contractors		<ul style="list-style-type: none"> • Plan, manage and monitor construction phase in liaison with contractor • Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins) • Give contractors relevant parts of the plan • Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase • Check competence of all appointees • Ensure all workers have site inductions and any further information and training needed for the work • Consult with the workers • Liaise with Principal Designer regarding ongoing design • Secure the site
Contractors	<ul style="list-style-type: none"> • Plan, manage and monitor own work and that of workers • Check competence of all their appointees and workers • Train own employees & implement site rules • Provide information to their workers • Comply with the specific requirements in Part 4 of the Regulations - i.e. the capability to meet the Principal contractors requirements • Ensure there are adequate welfare facilities for their workers • Communicate & co-operate with others and third parties to ensure safety of staff. • Manage flow of information between parties 	<ul style="list-style-type: none"> • Check client is aware of duties and a Principal Designer has been appointed and HSE notified before starting work • Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules • Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work • Provide any information needed for the health and safety file • Inform principal contractor of problems with the plan • Inform principal contractor of reportable accidents, diseases and dangerous occurrences

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ROLE	ALL CONSTRUCTION PROJECTS	ADDITIONAL DUTIES FOR NOTIFIABLE PROJECTS
Workers/ Everyone	<ul style="list-style-type: none"> Check own competence before commencing work give feedback to their employer via the agreed consultation method Provide input on risk assessments and developing a method statement from it work to the agreed method statement or approach their employer to discuss implementing any change or improvement use welfare facilities with respect keep tools and PPE in good condition be vigilant for hazards and risks and keep management and supervisors informed be aware of arrangements and actions to take if a dangerous situation arises co-operate with all other parties. 	

4. Welfare

For the purpose of this procedure a transient construction site is where works of short duration are carried out by people working at one or many locations (typically short duration work covers work of up to a week's duration). For example, emergency work, small scale maintenance work at fixed premises, maintenance carried out on behalf of utilities, railways, etc. works carried out while moving over a continuous geographical location.

4.1 Duties

Whoever has control of the site is responsible for ensuring that the legal requirements with regard to the provision of welfare facilities are met.

In practice the principal contractor or main contractor/client may decide to arrange common facilities for all.

If the site is to be managed by another Client/Principal Contractor the facilities for Welfare Provision, Site Briefing and First Aid is their responsibility.

4.2 Provision

Where the Construction (Design and Management) Regulations 2015 apply, welfare provision needs to be considered in both the pre-tender and construction phase health & safety plan.

The Client/Principal Contractor/Hirer will be required to ensure the availability of welfare facilities, their location and maintenance needs are considered at the preparation, pre-start meeting stage of every construction project.

The adequacy of Welfare facilities & First Aid provision provided by the client or Principal Contractor for use of MDA Rail sponsored individuals will be confirmed prior to being deployed to their site.

Matters for consideration when arranging for welfare provision are:

- The work to be carried out and the health risks associated with it.
- The number and duration of different locations.

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- The number of people working at different locations.
- The distance from the welfare facilities

4.3 General Requirements

Welfare facilities include toilets, washing facilities, changing and storage area for clothing, rest areas, eating area and a suitable supply of drinking water must be provided by the client unless stipulated at contract commencement.

Provisions will also include arrangements for the cleaning and maintenance of the facilities to an acceptable standard of sanitary cleanliness and hygiene.

Suitable standards of hygiene and cleanliness of welfare facilities must be maintained, and a suitable supply of cleansing products and PPE readily available to personnel appointed to carry out cleaning duties.

Consideration should be given to providing additional/supplementary items such as;

- Chemical toilets.
- A suitably marked container of drinking water.
- Non-alcoholic wet wipes
- First aid kits
- Provisions for hot drinks - Should operatives be working away from a fixed or satellite site.

4.4 Use of Private and Public Facilities

Use of facilities in private premises such as cafes, hotels etc. is not considered suitable as permanent alternatives arrangements.

The use of private facilities maybe acceptable in limited circumstances, e.g., where there is no other alternative and work is of such a short duration as to make the provision of facilities impracticable. Permission, preferably in writing should be obtained from the proprietor in advance of the work starting.

Use of public toilets is acceptable only in circumstances where it is impractical to either return to facilities at the main or satellite bases or to use a portable installation at the worksite.

4.5 Inspection of Facilities

Welfare facilities must be inspected by the client for adequacy prior to work commencing on site.

Welfare facilities must also be inspected for adequacy as a minimum weekly and the outcome reported and recorded with the client.

5. Retention

Records are kept in line with our Data Protection Policy, Corporate Data Retention Policy (Appendix A Record and Retention) and Privacy Notice.

6. Change Management

Version	Date	Reason for Change