

WHAT IS CDM 2015 AND WHY SHOULD YOU CARE?

Guidance for Restoration Groups



Safety helmets and
protective footwear
must be worn in this area



INLAND
WATERWAYS
ASSOCIATION

AN INTRODUCTION TO CDM 2015 REGULATIONS

The Construction (Design & Management) Regulations 2015 are the main set of regulations for managing the health, safety and welfare of construction projects. CDM applies to all building, construction and maintenance work and places legal duties on virtually everyone involved in construction work no matter who you are - from trustees, site leaders to individual volunteers - so everyone needs to be aware of these regulations.

CDM will apply to most waterway restoration projects but, as no two sites are the same, CDM recognises that each one will have its own way of managing health and safety on site and involving everyone in the process of keeping a site safe.

CDM doesn't have to be an onerous regulation to follow, it's just about working safely and...

- Managing risk
- Getting the right people (be they volunteers or contractors) in place at the right time
- Ensuring everyone has the right information, training and supervision
- Ensuring there is clear communication and coordination between everybody on site.
- Engaging and consulting with your volunteers/ Contractors.
- Documenting all of the above to show that foreseeable risks have been considered and revisiting this as required.

WHAT TYPE OF PROJECT MIGHT CDM APPLY TO?

A few examples include bridge building, lock restoration and towpath creation.



AS A RESTORATION GROUP WHAT DO YOU NEED TO DO?

Many restoration groups will act as the Client and the Contractor under CDM which means you have overall responsibility for the successful management, including health and safety, of the restoration project. This will include:

- Having a clear project brief.
- Formally appointing relevant Duty Holders.
- Providing pre-construction information to designers and contractors to enable them to plan the work safely.
- Ensuring a Construction Phase Plan is written before work starts (sometimes known as the Project Plan).
- Making sure construction work is planned, managed and monitored so that the level of risk is adequately controlled at an acceptable level.
- Making sure your volunteers have relevant information, training and supervision to carry out their roles safely.
- Making sure adequate welfare facilities are provided for contractors/volunteers.

The following table explains the roles and basic duties and how they might apply to your restoration project.

APPOINTING DUTY HOLDERS

If you don't nominate a duty holder to a role it automatically defaults to the client. For Restoration Groups, with skills within the organisation, this might be appropriate – but you will have to demonstrate that as an organisation/person you have the relevant skills, knowledge, experience and training to undertake the role.

| Duty Holder | Most Likely Candidate | Main Roles | Useful Links |
|---|--|--|---|
| The Client | Restoration Groups Local council Private landowner | <ul style="list-style-type: none"> • Make suitable arrangements for managing a project – which include appointing duty holders, and ensuring sufficient time and resources are allocated to the restoration project. • Make sure that relevant information is provided and prepared during the pre-construction phase and that the Construction Phase Plan is suitable and sufficient prior to the commencement of works on site. • Ensure adequate welfare facilities are provided for volunteers/workers. | Client Roles Construction Phase Plan |
| Workers | Volunteers | <ul style="list-style-type: none"> • Take care of their own health and safety and that of others who may be affected by their actions. • Report any dangerous activities that could endanger their own or others health and safety. • Cooperate with all other duty holders. | Workers Role |
| Contractor | Restoration Group Other Volunteer Groups | <ul style="list-style-type: none"> • Contractors must plan, manage and monitor construction work under their control so it is carried out without risks to health and safety. • For projects with only one contractor you will also take on the responsibilities of the Principal Contractor including the preparation of the Construction Phase Plan. | Contractor roles Construction Phase Plan |
| Designer | Organisation or volunteer who has a background/skills/ experience relevant to the project such as engineering, surveying, architecture etc. | <ul style="list-style-type: none"> • Design out risk (as far as reasonably practicable), for the construction phase, future use, and maintenance of the project. • Provide relevant information to other members of the project team. | Designer Role including Principles of Prevention (Annex D). |
| Additional responsibilities and appointments for sites with more than one volunteer group and/or contractors: | | | |
| The Client | Restoration Groups Local council Private landowner | <ul style="list-style-type: none"> • Appoint a Principal Designer and Principal Contractor. • Ensure Health and Safety Plan is prepared and submitted by Principal Designer. | |
| Principal Designer | Organisation or volunteer who has a background/skills/ experience relevant to the project such as engineering, surveying, architecture who has control over the overall design of the project. | <ul style="list-style-type: none"> • Plan, manage and monitor the pre-construction phase which includes identifying, eliminating or controlling foreseeable risks. • Prepare the Health and Safety File which is required on projects where more than one contractor is involved. | Principal Designer Health and Safety File |
| Principal Contractor | In most cases this would be the Restoration Group or lead volunteer group. | <ul style="list-style-type: none"> • Plan, manage, monitor and co-ordinate health and safety in the construction phase of the project. This includes preparing a Construction Phase Plan detailing how the health and safety and welfare will be managed throughout the project. | Principal Contractor Construction Phase Plan |

KEEPING YOUR VOLUNTEERS SAFE ON SITE

Restoration Groups are responsible for making sure volunteers working on their project are kept safe. Restoration Groups must:

- Carry out site inductions for all volunteers.
- Assess a volunteer's skill level before allowing them to work on site - not all volunteers come with NVQ's and certificates demonstrating their skills and training. Consider softer skills, such as the ability to foresee risk and communicate clearly as well as the more technical skills. Many volunteers will have never worked on a construction site before so may need additional support initially.
- Ensure appropriate supervision for all volunteers.
- Offer training for any shortfall in experience (on site or formal qualification)
- Consult with volunteers about matters that affect their health, safety and welfare.

NOTIFIABLE PROJECTS

If a canal restoration project is expected to last longer than 30 working days and have more than 20 workers working on the project at any one time, or exceed 500 person days, the Restoration Group will need to make sure that they notify the relevant enforcing authority of their project and that they have appointed the relevant duty holders. This means submitting a [F10 online or by post](#) (it should only take 15 minutes to complete online).



INSURANCE

If employees or volunteers within your organisation are undertaking design works (including taking on the role of Principal Designer), they may be considered to be giving professional advice. You are strongly advised to ensure that you have the necessary insurances in place to cover the potential liabilities that could be incurred (both by your organisation and the individuals concerned) if something were to go wrong. Relevant insurances are Professional Risk and Trustee Indemnity (Management Protection) policies. Advice on this can be obtained from Neil Edwards at IWA Head Office 01494 783 453 ext 609 or neil@waterways.org.uk

OTHER RESOURCES

- *Still confused about CDM?* – Give the Restoration Hub a call to discuss your queries – 01494 783 453 ext 604/610 or email restorationhub@waterways.org.uk
- *Video & Website:* Watch this short video about the regulations or read the guidance notes on the roles of each duty holder www.citb.co.uk/cdmregs
- *Website:* The Health & Safety Executive website has guidance on CDM regulations at www.hse.gov.uk/construction/cdm.htm
- *CDM Wizard:* This app is mainly for the building trade but it will help get you started on writing the Construction Phase Plan and identify some of the risks associated with canal restoration work. It also gives you tips on how to keep everyone safe. Download the app from the CITB website www.citb.co.uk/cdmregs