



University of  
**Nottingham**  
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Health and Safety

# Policy

Construction, Design and Management (CDM)

SAF-POL-CDM



University of  
**Nottingham**  
UK | CHINA | MALAYSIA

Health and Safety Department

**Approved**  
Document

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# CDM Policy

## 1. Introduction

**University policies establish standards and expectations for health and safety across the organisation and set the minimum standards expected.**

Each working unit, which may be a Department, Faculty or School and will be referred to as a Business Unit in this policy. Any standard(s) imposed at a local level must meet all requirements set out in this policy. Where there is a discrepancy, the university policy takes precedence

## 2. Scope

This policy applies to all construction projects/works (including some maintenance activities) that are undertaken by the Estates Department, Faculty of Engineering Infrastructure Team, Information Services and/or construction contractors.

Contract work can fall within the definition of 'construction' and as a client we recognise our responsibilities under Construction (Design and Management) Regulations 2015 (hereinafter to be referred to as CDM), and other relevant legislation.

In terms of CDM, it is essential that there are robust procedures and arrangements that clearly allocate responsibility, facilitate the exchange of information and ensure co-operation, coordination amongst all parties.

This document and its associated management arrangements (SAF-MAN-CDM) will also detail the mechanism by which the Business Units, who engage contractors to carry out construction/maintenance works under CDM, will manage those projects/works on university premises.

With regard to non-CDM work carried out by contractors, the management arrangements set out in the document MAN 2.14 (Management of contractors) shall be followed.

## 3. Policy Statement

The university Health and Safety Policy (P2), alongside the Vice-Chancellors Vision Statement (P1) sets out the university's drive and ambition for health and safety, including defining our principal aims for health and safety. These aims are to ensure legal compliance established as a baseline and that everyone strives for best practice.

The university will ensure compliance with the CDM so that construction and maintenance projects undertaken at the university are completed with the least possible impact to the learning and research environment whilst safeguarding staff, students, visitors and site operatives against injury and occupational disease. The university also believes that statutory duties and requirements are the minimum standards to be met.

The University recognises that when we engage contractors to work on our premises, we have obligations to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities, and it is therefore our policy to work together with our competent contractors to ensure that our workplace remains safe and without risk to health and safety.

In compliance with this policy the university will:-

- provide adequate resources, in terms of allocating sufficient funds and time for all stages of the project
- seek early appointment of competent and informed contractors (including consultants)
- ensure clarity of roles, functions and responsibilities between members of the project teams and University representatives within our Business Units
- encourage and facilitate good communication, co-ordination and co-operation between all parties involved in the project
- provide relevant pre-construction information to contractors to allow them to plan and manage their work in a timely manner
- monitor the health and safety standards of the construction and maintenance activities
- positively encourage and support a change in behaviours and attitudes where poor standards are identified and take appropriate action
- ensure there are suitable management arrangements for the project, including the provision of welfare facilities for use by contractors
- ensure that these arrangements are maintained and reviewed throughout the project
- notify required projects to the HSE.

## 4. Regulatory Background

- Construction (Design and Management) Regulations 2015
- Control of Asbestos Regulations 2012
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- INDG368 Using Contractors – A brief guide
- L153 Managing health and safety in construction
- Building Regulations (current version)

## 5. Definitions

### Client

Means any university Authorised Person who controls the project/works. The university as a corporate body will be the Client dutyholder. However, due to the competencies required to fulfil this role, a 'Project Surveyor', 'Project Manager' or 'Line Manager' within relevant Business Units will fulfil this role. If a client agent (external project manager) is used, then the required client duties must be fulfilled by this role and monitored by the relevant person in charge of the project/works.

### Construction work

Covers the preparation for a structure, including site clearance and groundworks, the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, installation of services, and demolition and dismantling of a structure. More detailed definitions can be found in Regulation 2(1)(a)-(e) of CDM. Any work that meets this definition must meet the latest version of Building Regulations.

### Construction Phase

Means the period beginning when construction work in a project/work starts and ending when construction work in that project is completed.

### Construction Phase Plan (CPP)

A construction phase plan is a document that must record the health and safety arrangements for the construction phase of a project/works.

### Construction Site

Includes 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 which is set aside for purposes other than construction work.

### Designer

Means any person (including a client, contractor or other person) who prepares or modifies a design for a building, product or system relating to construction work.

### Dutyholder

Means any person or companies appointed to a role under CDM.

### Health and Safety File

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project/works. The file is only required for projects involving more than one contractor.

## **Notifiable Works**

If it is likely that the project will exceed 30 working days and have more than 20 workers working simultaneously at any point, or more than 500 person days of construction work, then it is notifiable to the Health and Safety Executive (HSE).

## **Pre-Construction Information (PCI)**

Means 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. It will include information about the project, planning and management of the project, health and safety hazards (including design and construction hazards) and how they will be addressed, and information in any existing Health and Safety File.

## **Pre-Construction Phase**

Means any period of time during which design or preparatory work is carried out for a project and may continue during the construction phase.

## **Principal Contractor (PC)**

Means the contractor appointed under CDM. The Principal Contractor should be appointed early enough in the pre-construction phase to help the Client meet their duty to ensure a construction phase plan is drawn up before construction starts. This also gives the Principal Contractor time to carry out their duties, such as preparing the construction phase plan and liaising with the Principal Designer in sharing any relevant information for health and safety.

## **Principal Designer (PD)**

Means the Designer appointed under regulation 5(1) (a) of CDM to perform specified duties in regulations 11 and 12. The Principal Designer is a primary duty holder under CDM.

## **CDM Project/Work**

Means a project which includes or is intended to include construction work and includes all planning, design, management or other work involved in a project until the end of the construction phase. Projects can range from large capital projects to maintenance projects, small-scale building work or other minor works, if that work falls within the definition of 'construction work'.

## **Phases of a Project**

In terms of phases of a project, the pre-construction phase can often continue into the construction phase (or even until the end of the construction phase).

## **Principles of Prevention**

Means the general principles of prevention specified in Schedule 1 to the Management of Health and Safety Regulations. The design team must ensure these are applied.

## Significant Incident

An incident that either has, or has the potential to, affect university operations or negatively impact its reputation.

## Site Rules

Means rules which are drawn up for a particular construction site and are necessary for health or safety purposes.

## Workplace

Means a workplace within the meaning of Regulation 2(1) of the Workplace (Health, Safety and Welfare) Regulations 1992 other than a construction site.

# 6. Roles and Responsibilities

General roles and responsibilities for health and safety are defined in the University Health and Safety Management System (HSMS) (MAN1.2 - Roles and Responsibilities). Specific responsibilities are detailed below and are considered to be in addition. It is an expectation of the university to understand ownership and accountability. Roles identified below should be reflected in performance reviews to ensure safety alongside scientific endeavours.

## University Council will

- Seek assurance from the Director of Health and Safety that appropriate systems are in place to ensure compliance with this policy and the regulatory requirements
- Receive copy of this policy from the University Health and Safety Committee once approved.

## The University Safety Committee will

- Be the formal oversight and compliance committee for the university and will provide assurance to University Council and UEB
- Provide University Council and UEB with copy of this policy once approved
- Promote good practice among university staff in relation to the management of CDM works/projects
- Consider and advise on university CDM management policy and arrangements
- Be notified of any significant incident or enforcement action and ensure appropriate action is taken
- Receive reports of assurance monitoring and audits.



## University Executive Board (UEB) will

- Receive copy of this policy from the University Health and Safety Committee once approved
- Ensure that they are provided with information on non-conformity with this policy
- Be responsible for overseeing the effective implementation of the University's Management of CDM works/projects and monitoring compliance via the Estates Office and other relevant Business Units
- Seek assurance that risk control measures are in place in relation to the management of CDM works/projects at the university, and that these are acted upon
- Ensure that they are provided with information on the significant risks from CDM projects/works related hazards facing the institution
- Consider the risk implications of strategic decisions such as large projects
- Seek assurances that all mandatory requirements for CDM projects/works are met
- Seek assurances that all health and safety arrangements for the management of CDM projects/works are adequately resourced
- Seek assurance that those with responsibilities for managing CDM projects/works are adequately trained and competent
- Seek assurance that there is a process for auditing health and safety performance for the management of CDM projects/works within the university
- Seek assurance that competent health and safety advice is available to assist in managing and assessing risks from CDM projects/works
- Be notified of any significant incident or enforcement action and ensure appropriate action is taken
- Seek assurances that emergency plans are in place for CDM projects/works
- Receive annual report of audits and/or assurance monitoring from the Health and Safety Department.

## The Health and Safety Department will

- Provide and keep updated, policy, arrangements and guidance to ensure any statutory requirements for CDM management are met
- Provide competent advice and support on CDM management to the university
- Provide awareness training to internal staff to ensure an understanding of the CDM Regulations
- Ensure appropriate oversight for compliance with the CDM Regulations and provide reports to University Safety Committee and UEB
- Have oversight of situations where there are non-conformities with CDM Regulations requirements
- Have oversight on CDM project/works related training and ensure adequacy through routine review
- Lead on and coordinate visits by external agencies, including the Health and Safety Executive
- Issue Corrective Action Notices where significant non-conformities are identified, and a copy is sent to the Procurement Department
- Receive assurance reports from Head of Business Units on CDM safety

- Conduct health and safety monitoring/audits on CDM projects/works ensuring that any findings are reported to the relevant Head of Business Unit and Health and Safety Committee.

### **Procurement Department (on single contracts greater than £25,000) will**

- Create and maintain a robust Appointed Contractors List for the university
- Ensure contractor(s) has appropriate insurances (Professional Indemnity, Employers' Liability Compulsory Insurance, Public Liability Insurance) please see 'Insurance requirements for Contractors' available from the University Insurance Manager
- Ensure previous health and safety performance is included in the process for appointing contractors
- Ensure contractors have a written health and safety policy
- Ensure that contractors have agreed the University Safety Rules for Contractors
- Ensure contractors have sufficient resources to deliver the contract
- Review any feedback or non-conformities as part of a contract review.

### **Head of Business Unit (Estates / Faculty of Engineering / Digital and Technology Services) will**

- Have responsibility for the implementation of this policy within their Business Unit
- Ensure that a suitable person(s) within the Business Unit is appointed to manage the CDM projects/works and acts as the primary University Contact (Person in charge of works)
- Ensure that the person in charge of works, have sufficient training, experience, knowledge, time and resources to enable them to meet their responsibilities
- Ensure that adequate resources are allocated to the management of CDM projects/works
- Ensure robust arrangements are in place for the written appointment of suitable contractors for CDM projects/works
- Ensure robust arrangements are in place for managing contractors, including any sub-contractors engaged at the university
- Ensure that health and safety monitoring and inspection is in place in accordance with this policy (see section 11)
- Ensure that assurance reports are sent to the Health and Safety Department on CDM safety
- Lead by example in order to develop and improve safety culture e.g. undertake leadership walk rounds and actively discuss health and safety matters with relevant staff or students
- Ensure that following any significant incident or enforcement action that an appropriate investigation is undertaken, and any findings implemented
- Ensure that completed CDM project/works meet statutory requirements
- Ensure person in charge of works undertake their duties
- Receive reports of assurance monitoring and audits from the Health and Safety Department  
Ensure that anyone in a management or leadership role can communicate effectively at all levels on health and safety matters
- Provide opportunities to hear and discuss any concerns raised within their Business Unit
- Ensure arrangements for effective cooperation and co-ordination between all relevant parties to ensure safety.

## Person in charge of works (Project Surveyors/Project Managers/Line Managers) will

- Take responsibility for contractors/in-house staff engaged in all construction projects/work that fall under the CDM Regulations
- Ensure that all client duties are fulfilled (see table 1)
- If a Client Agent (e.g. external project manager) is appointed, then the person in charge of works must ensure all client duties are met
- Ensure a clear client brief is produced
- Ensure that any notifiable construction project/works are notified to the Health and Safety Executive via the correct forms, and that adequate records are maintained
- Ensure that suitably competent CDM dutyholders are appointed in writing for university related CDM projects/works
- Ensure the duties of the procurement department are met on single contracts less than £25,000
- Liaise with CDM dutyholders over site works, including planning, pre-start meetings, site visits and reviews on completion of works
- Ensure that all statutory requirements are in place before any CDM project/work start
- Ensure that the University Asbestos Manager is consulted of any project/work that is likely to disturb asbestos-containing materials (ACMs) to ensure any abatement works required are completed prior to the commencement of the project/works
- Ensure that suitable Pre-construction information is provided to the Principal Designer and Principal Contractor in a timely manner
- Ensure that appropriate information is communicated to university staff, students and contractors regarding CDM project/works
- Ensure that the project/work does not begin until there is an adequate Construction Phase Plan in place and suitable welfare facilities for workers
- Ensure that the University Asbestos Manager is informed if ACMs are discovered within the construction phase of CDM project/works
- Ensure suitable site inductions are provided
- Manage health and safety performance of the CDM dutyholders and provide feedback at contract meetings and to the Head of the relevant Business Unit
- Ensure monitoring of CDM projects/works as per university policy and arrangements
- Ensure that the Health and Safety File is suitable and sufficient
- Ensure that all commissioning of systems is witnessed
- Ensure that all commissioning documents, Building Manual and Operational and Maintenance Manuals received are suitable and sufficient and robustly recorded
- Ensure fire risk assessment is completed prior to practical completion/occupation
- Ensure that all statutory requirements are met at handover/practical completion stage.

## 7. Appointment of Dutyholders

Dutyholders will be selected based on demonstrable skills, knowledge, training, experience and suitability for the work to be undertaken.

The appointment of a Principal Designer or Principal Contractor MUST be made in writing and these appointments accepted by the relevant dutyholder. If appointments are not made, the Business Unit will automatically assume the dutyholder responsibilities and that the person in charge of the project/works MUST ensure that these are met. See Table 1 for details.

Initial appointment of the Principal Designer must be made by the University at the earliest opportunity, at pre-construction phase stage 1. See Diagram 1 for details.

Table 1 – Summary of dutyholder’s roles and duties

CDM Dutyholders	Summary of role / legal requirements
<p><b>Client</b> (University of Nottingham, or its representative)</p>	<p>Make suitable arrangements for managing project/works. This includes making sure:</p> <ul style="list-style-type: none"> <li>▪ other dutyholders are appointed in writing e.g. designers and contractors</li> <li>▪ sufficient time and resources are allocated</li> <li>▪ information is provided to assist with design and construction planning e.g. refurbishment and demolition asbestos survey, existing services information</li> <li>▪ information is provided to other dutyholders e.g. client brief, significant or unusual risks</li> <li>▪ a Principal Designer and Principal Contractor (on projects with more than one contractor) are appointed in writing</li> <li>▪ they take reasonable steps to ensure the above duty holders comply with their duties</li> <li>▪ suitable welfare facilities are provided</li> <li>▪ they submit an F10, where appropriate, to the HSE.</li> </ul>
<p><b>Designers</b> are those, who are part of a business, prepare or modify designs for a building, product or system relating to construction work</p>	<p>Prepare or modify designs to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>▪ construction; and</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>

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**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

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project.

This includes:

- identifying, eliminating, controlling foreseeable risks
- ensuring Designers carry out their duties
- preparing and providing relevant information to other duty holders
- providing relevant information to the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.

Note: On projects which are low risk and less complex, the university may appoint an employee as the Principal Designer.

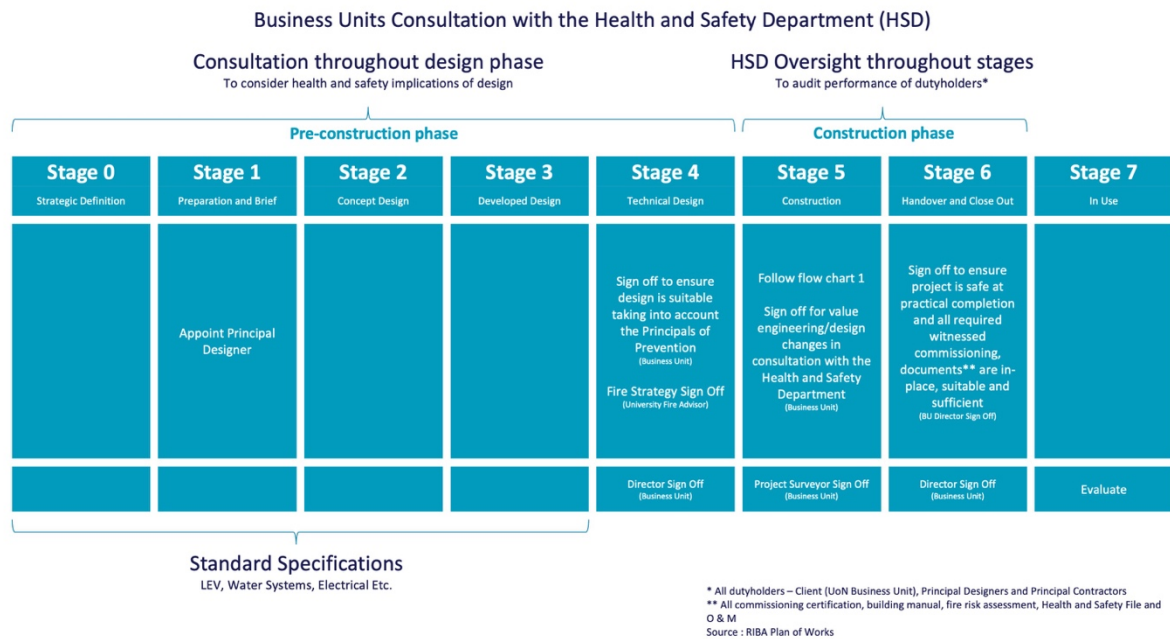
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CDM Dutyholders	Summary of role / legal requirements
<p><b>Principal Contractors</b> are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor</p>	<p>Plan, manage, monitor, and coordinate health and safety in the construction phase of a project.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>▪ liaising with the Client and Principal Designer</li> <li>▪ preparing the Construction Phase Plan (CPP)</li> <li>▪ ensuring cooperation between contractors and coordinating their work</li> </ul> <p>Ensure:</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; and</li> <li>▪ welfare facilities are provided.</li> </ul>
<p><b>Contractors</b> are those who do the actual construction work and can be either an individual or a company</p>	<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>
<p><b>Workers</b> are the people who work for, or are under the control of contractors on a construction site</p>	<p>They 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 others who may 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, fellow workers, contractors and other duty holders.</li> </ul>

## 8. Management of Construction Projects/Works

The university will manage all construction projects/works through recognised project management standards and must have defined stages (see diagram 1). These stages take into account the phases of a construction project/works.

Diagram 1



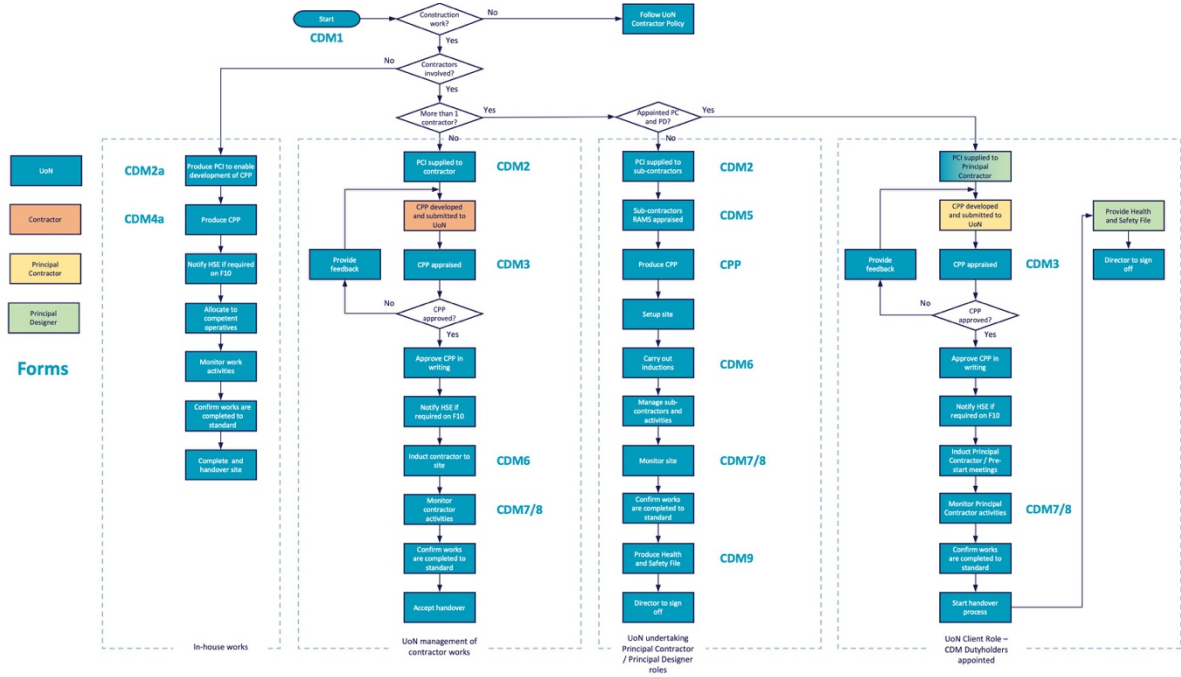
Each stage will have a relevant sign off before progressing. To enable the construction phase to begin the pre-construction phase must be reviewed to ensure the design is suitable and sufficient and that the Construction Phase Plan is adequately developed.

When planning work construction projects/works the university will ensure a single person has overall responsibility for planning and coordinating the work.

This individual undertakes a thorough evaluation of the project/work required to evaluate the scale of the project. They will follow the management of construction projects/works procedure below. See Flowchart 1 for details.

# Management of Construction Projects/Works Procedure

Flowchart 1



## 9. Training

Relevant training will be provided to university staff managing CDM projects/works to support them in their roles (see Table 2 below), so that they understand their health and safety responsibilities.

CDM Dutyholders must receive training on the requirements of the Regulations to allow them to effectively discharge their responsibilities and contribute to the development of management arrangements.

Table 2

Role	Training Required
Relevant Head of Business Unit and line managers of Person in Charge of Works	CDM awareness
Person in Charge of Works	CDM awareness, NEBOSH Construction Certificate, Relevant CSCS Card (minimum of visitor level)
Person in Charge of Works (acting as Principal Contractor)	CDM awareness, NEBOSH Construction Certificate, Relevant CSCS Card (minimum of visitor level), CITB SMSTS



## 10. Incident Reporting

Everyone involved in a project/works should report anything they see which they believe is putting anyone at risk. An investigation into all incidents including near misses must be completed by the Person in charge of project/work and/or the Principal Contractor and this issued to the University Health and Safety Department.

All enforcement visits to any of the Principal Contractor's sites (could be other sites outside University of Nottingham) must be reported to the Client as soon as possible and the Health and Safety Department informed.

## 11. Monitoring and Inspection

The Principal Contractor is responsible for managing and monitoring the arrangements for health and safety on their site, including the provision of adequate welfare facilities.

The arrangements for managing health and safety must be clearly documented in the Construction Phase Plan prepared by the Principal Contractor. If a Principal Contractor is using an external Health and Safety Consultant to support monitoring activities, this Consultant must be a member of the Occupational Safety and Health Consultants Register. The university as the Client will carry out monitoring to ensure the Principal Contractor and Principal Designer meet their responsibilities. This will be achieved through progress meetings and/or site inspections or audits. The amount of contact with the contractor must be relevant to the levels of hazards and risks associated with the project/works.

Reports will be taken to the University Health and Safety Committee and relevant Business Unit Health and Safety Committees for governance and oversight purposes.

### Zero Tolerance / Corrective Action Notices

Where monitoring detects poor standards, this must be addressed with the contracting company concerned immediately and, if necessary, monitoring frequency should be increased. Where appropriate, work is stopped whilst a solution is found.

University of Nottingham operates a zero tolerance policy and requires adherence to the requirements set within the University Contractor Site Rules and relevant regulations by positive discussions, encouragement, assistance and direction. Where necessary more formal means may be used.

Discussions with Contractors will take place prior to the issuing of a **Corrective Action Notice** (SAF-MAN2.14-CAN). These will be typically issued by the Health and Safety Department, Health and Safety Co-ordinators or the Person in Control of projects/works and are aimed at more formally seeking a remedy for a deficiency identified whilst undertaking monitoring activities.

A Corrective Action Notice can be issued for cases of significant non-conformance with legal or Client requirements, a risk of injury, damage to property or an infringement of regulations. They will also be issued where there is an immediate risk of a significant injury, significant loss or damage of plant/equipment or infringement of regulations.

**Note:** The Principal Contractor will be held responsible for the failures of their subcontractors.

Where repetition of serious deficiencies are identified the university operates a 'two strikes' policy. Strikes are measured in terms of two Corrective Action Notices issued within a twelve-month period, which will initiate an independent management review by the Health and Safety Department.

Corrective Action Notices are issued sparingly and reserved to focus the attention of the university senior management to a serious concern in relation to health and safety standards. Following receipt of two strikes, the Health and Safety Department would seek the removal of a Contractor from the appointed contractors list for a minimum period of 6 months.

## 12. Health and Safety File

Health and Safety Files must meet the minimum university specification, please see Appendix B.

## 13. Contract Review

A contract review will take place on completion of the projects/works. In the case of contracts for regular work, the review will take place at least every three years.

The review will be proportional to the type, size and complexity of the works and covers in particular:

- compliance with health and safety rules, risk assessments and methods of work
- quality of work
- effectiveness of communications
- decision whether to add / retain / remove the contractor from the university's Appointed Contractor List
- any improvements to the procedures for the control of contractors.

On completion of the works, the Person in control of the projects/works will ensure that any documentation associated with the work such as certification, operating instructions and product guarantees are obtained, and safely stored robustly.

## Appendix A

### Forms and templates supporting the Management of Construction Projects/Works Procedure.

Forms to be completed		
Forms Ref	Description	Completed by
CDM1	Management of Construction Contractors To record arrangements for construction projects/works	Person in charge of the project/works
CDM2	Pre-Construction Information To be completed for all projects/works where contractors are involved	Person in charge of the project/works
CDM2a	Pre-Construction Information (for in-house works) To be completed for all projects/works undertaken solely by University of Nottingham staff	Person in charge of the project/works
CDM3	Construction Phase Plan Appraisal To appraise contractors' Construction Phase Plan	Person in charge of the project/works
CDM4	Construction Phase Plan -Template To be completed for all projects/works where more than one contractor is involved and University of Nottingham are acting as Principal Contractor	Person in charge of the project/works
CDM4a	Construction Phase Plan - Template To be completed for all project/works undertaken solely by University of Nottingham staff	Person in charge of the project/works
CDM5	Risk Assessment and Method Statement (RAMS) Appraisal To be completed to support the appraisal of contractors' RAMS where University of Nottingham are acting as Principal Contractor	Person in charge of the project/works
CDM6	Site Specific Induction To provide a record of induction for all contractors working on projects/works unless an external Principal Contractor is appointed	Person in charge of the project/works
CDM7	Site Summary Audit To be completed for inspections of construction projects/work arrangements	Person in charge of the project/works
CDM8	Site Audit To be completed for inspections of construction projects/work site conditions and safety practices	Person in charge of the project/works
CDM9	Health and Safety File - Template To be completed for all projects/works where University of Nottingham acts as Principal Contractor	Person in charge of the project/works

## Appendix B

### Health and Safety File Specification

#### Section 1 – Introduction

- Table of contents
- How to use guide – *The Health and Safety File is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account for any subsequent projects. The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition.*
- A brief description of work carried out
- Emergency information
- Contractual and legal information – *Principal Designer / Principal Contractor details*

#### Section 2 – General Building Information

- General building information

#### Section 3 – Residual Risks

- Features and materials requiring special consideration

#### Section 4 – Key Structural Principals

- Information on structural design – *(E.g. bracing, sources of substantial stored energy, including pre- or post-tensioned members)*
- Brief structural description
- Load restrictions – *Safe working loads for floors and roofs, particularly where these may require the placing scaffolding or heavy machinery there*

#### Section 5 – Hazardous Materials

- Residual hazards – *Hazards which remain and how they have been dealt with (E.g. surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc.)*
- Hazardous materials used – *(E.g. lead paint; pesticides; special coatings which should not be burnt off etc.) to include COSHH assessments*

#### Section 6 – Removal Dismantling

- Equipment likely to need replacement – *Information regarding the removal and dismantling of installed plant and equipment - (E.g. any special arrangements for lifting, order or other special instructions for dismantling)*
- A plan of work

## Section 7 – Cleaning Maintenance Facilities

- Access arrangements and equipment for maintenance
- Cleaning strategies - *To include risk assessments, methods of work and equipment required*
- Maintenance strategies - *To include risk assessments, methods of work and equipment required*

## Section 8 – Significant Utilities Services

- Details significant utilities services – *The nature, location and markings of significant services, including underground cables, gas supply equipment, fire-fighting services etc.*

## Section 9 – Reference Information

- Reference information
- Record drawings – *As built drawings of the structure, information technology plant and equipment (E.g. the means of safe access to and from service voids, fire doors and compartmentation etc.)*
- Asset list - *Assets that require statutory inspections/servicing etc.*

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out subsequently projects/works.