


OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONSTRUCTION DESIGN AND MANAGEMENT	E&CS07	Rev. 4	
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	Owner: C Harrison		

1.0 PURPOSE

The procedure defines how and when the Construction (Design and Management) Regulations apply to projects carried out for the University of Lincoln Campus's.

The above regulations apply to **all construction work** regardless of the duration or the number of people on site.

Additional duties apply where a project is 'notifiable'.

This document is aimed at Project Surveyors and Engineers procuring contracts for construction work. H&S competency is a critical component of this work that will be monitored during the course of the contract in accordance with E&CS06 – Contractor Management.

2.0 DEFINITIONS

2.1 Construction


“Construction work” means any building, civil engineering or engineering construction work, which includes the:

- Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, de-commissioning, demolition or dismantling of a structure;
- Preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation;
- Assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;
- Removal of a structure or part 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 a structure;
- Installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

2.2. Notifiable Project

A project is notifiable if the construction phase is likely to involve more than:-

- a) 30 working days and have more than 20 workers working simultaneously at any point in the project.
- b) 500 person days of construction work.

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2.3. Structure

“Structure” means any;

- Building, timber, masonry, metal or reinforced concrete structure, railway line or siding, tramway line, dock, harbour, inland navigation, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipe-line, cable, aqueduct, sewer, sewage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, lagoon, dam, wall, caisson, mast, tower, pylon, underground tank, earth retaining structure or structure designed to preserve or alter any natural feature, fixed plant or any similar structure.
- Formwork, falsework, scaffold or other structure designed or used to provide support or means of access during construction work.

2.4. Project

“Project” 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.

2.5. Health and Safety File

“Health and Safety File” means a file prepared under regulation 12(5) of the Construction, design and Management regulations 2015.

2.6. Designer means any person including a client, contractor or other person referred to in the Construction, Design and Management regulations 2015 who in the course or furtherance of a business -

2.6.1 Prepares or modifies a design; or

2.6.2 Arranges for, or instructs, any person under their control to do so


Relating to a structure, or to a product or mechanical or electrical system intended for a particular structure, and a person is deemed to prepare a design where a design is prepared by a person under their control

2.7. Principle Designer

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.

2.8. Design

“Design” includes drawings, design details, specification and bill of quantities (including specification of articles or substances) relating to a structure, and calculations prepared for the purpose of a design.

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2.9. Client

“Client” means anyone for whom a project is carried out.

Further definitions can be found in regulation 2 of the Construction, design and Management regulations 2015

3.0 **PROCEDURE**

3.1 Initial Assessment at Pre-Qualification Questionnaire stage

3.1.1 The questions initialled and retained on file. Evidence is required from the Contractor for new H&S assertions.

3.2 Confirmation of H&S evidence prior to placing the contract

3.2.1 All evidence will be received and electronically filed before the contract is place.

3.3 Monitoring H&S Compliance


3.3.1 Any dates for review will be fixed at the start of the contract, e.g. membership of professional bodies, insurances and independent assessments also the person bringing the contractor onto site will carry out at least 1 visit to check H&S Compliance, if the contractor is on site for longer than 1 week the Compliance Officer will take over this role on behalf of the Estates Department.

3.3.2 The scoring will form a crucial part of the selection criteria, with a requirement for all questions to be answered.

3.3.3 The question answers to all of the questions asked during the PQQ stage will be weighted according to the technical nature and the perceived hazards associated with each individual project, the exact balance of the weighting will be discussed and agreed in advance between E&CS Compliance Officer (CO) and the Project Manager (PM).

3.4 Assessment by interview

3.4.1 Successful contractors will be interviewed and notes taken on the response to the H&S questions and will be scored according to the response, the notes will be referred to before final award.

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3.5 Appointment of Principle designer

3.5.1 A Principle designer will be appointed at the pre-design stage of each project.

3.6 Selection and Appointment of a Designer

3.6.1 Using the designated E&CS02 form and procedure select a competent Principle contractor, retain the E&CS02 as written proof of the selection process.

4.0 **NOTIFICATION**

4.1 The HSE must be notified of all construction projects expected to:

- a) Last longer than 30 days
- b) Involve more than 500 person days (not including weekends unless they would generally work those days regardless).


The correct form to use is the electronic version of the F10 which is available via the intranet on the Health and Safety executive homepage; follow the written instructions for its completion and filing.

5.0 **C0-OPERATION AND CORDINATION**

5.1 Under the Construction, design and Management regulations 2015 everyone with duties must cooperate with others involved in the project or any project on an adjoining site.

5.2 For smaller less technical projects this can be via verbal agreement as to who is running each phase, the easier option is to have only one contractor on site at a time where time permits.


5.3 There must be somebody in control of each site either contractors or university appointed staff to ensure cooperation.

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6.0 TABLE OF DUTIES

6.1

Whose duty	All construction projects	Notifiable construction projects
Clients	<ul style="list-style-type: none"> ✓ Check competence and resources of all appointees ✓ Ensure there are suitable management arrangements for the project including welfare facilities ✓ Provide pre-construction information to designers and contractors 	<ul style="list-style-type: none"> ✓ Appoint Principle designer ✓ Appoint Principle contractor ✓ Notify the HSE ✓ Ensure sufficient time and resources have been allocated according to risk. ✓ Make sure that the construction phase does not start unless there are suitable: <ul style="list-style-type: none"> ✓ welfare facilities and ✓ Construction phase plan in place. <ul style="list-style-type: none"> ○ Provide information relating to the health and safety file to the Principle designer ○ Retain and provide access to the health and safety file <p>(There must be both a Principle designer and Principle Contractor until the end of the construction phase) although it doesn't need to be the same one all the way through a project.</p>

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Principle Designers	<ul style="list-style-type: none"> ✓ Advise and assist the client with their duties ✓ Plan, Manage, Monitor and coordinate health and safety in the pre-construction phase of a project. ✓ Ensure that usability and maintainability take proper precedence during the design stage ✓ Facilitate good communication between the client, designers and contractors ✓ Liaise with the principle contractor regarding ongoing design issues. ✓ Identify and collect and pass on pre construction information ✓ Prepare /update the health and safety file
Principle Contractor	<ul style="list-style-type: none"> ✓ Plan, Manage, monitor and coordinate health and safety in the construction phase of the project, this includes <ul style="list-style-type: none"> - Liaising with the client and Principle designer - Preparing the construction phase plan - Organising cooperation between contractors and coordinating their work. Ensure <ul style="list-style-type: none"> - Suitable site inductions are provided. - Reasonable steps are taken to prevent unauthorised access. - Workers are consulted and engaged in securing their health and safety. - Suitable welfare facilities are provided.
Designers	<ul style="list-style-type: none"> ✓ Check Principle Designer has been appointed ✓ Provide any information needed for the health and safety file ✓ Consider the health and safety of those who maintain, repair, clean or refurbish and eventually demolish all or part of a structure

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Everyone	<ul style="list-style-type: none"> ✓ Check your own competence ✓ Cooperate with others and coordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work ✓ Report obvious risks ✓ Comply with the requirements of Schedules 3 and 4 of the L144 ACoP for any work under their control. ✓ Take account of and apply the general principles of prevention when carrying out duties
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Relevant Documents

E&CS02 - Contractor Selection
 E&CS04 - Contractors KPI data collection
 E&CS05 - Contractor Induction Pack
 E&CS06 - Control of Contractors
 E&CS08 - Asbestos management
 E&CS10 - Site audit procedure
 E&CS21 - Permit to work system
 E&CS26 - Working at Height
 L24 - Workplace, health safety and Welfare Regulations
 L153 - Managing health and safety in construction

Related Legislation

The Construction (Design and Management) Regulations 2015
 The work at height Regulations 2005
 The control of Asbestos Regulations 2012