



## UNDERSTANDING PROJECT ARRANGEMENTS

Part of CCG's suite of information sheets for businesses that procure construction work



# CLIENT HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS FOR PROJECTS (For all projects)

This Information Sheet is for all companies and organisations that procure or are likely to procure construction work as part of their business. It is particularly aimed at SME companies and organisations that are about to undertake construction, providing them with a client focussed understanding as to what is meant and required by Regulation 9 of the Construction (Design and Management) Regulations 2007 (CDM07).

## New Regulations

New Health and Safety Regulations<sup>1</sup> have been implemented that seek to address the poor record of construction and unnecessary suffering associated with accidents and ill health.

## What you have to do

**As a construction client you have legal duties under these regulations in making sure you play your part with designers, contractors and product suppliers in securing the safety and health of workers on your project.**

Failure to meet your duties may make you liable for prosecution, incur fines and other penalties. Getting it right will bring benefits in a well run and safe project which delivers a building that is safe to operate. Guidance on what you do and do not have to do under these regulations is set out in Information Sheet 1 of this series.

## Regulation 9 States:

### Client's duty in relation to arrangements for managing projects

9.—(1) Every client shall take reasonable steps to ensure that the arrangements made for managing the project (including the allocation of sufficient time and other resources) by persons with a duty under these Regulations (including the client himself) are suitable to ensure that—

- (a) the construction work can be carried out so far as is reasonably practicable without risk to the health and safety of any person;
- (b) the requirements of Schedule 2 are complied with in respect of any person carrying out the construction work; and
- (c) any structure designed for use as a workplace has been designed taking account of the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, and materials used in, the structure.

(2) The client shall take reasonable steps to ensure that the arrangements referred to in paragraph (1) are maintained and reviewed throughout the project.

<sup>1</sup> The Construction (Design and Management) Regulations 2007 (CDM 2007)

## CCG ADVICE – IF IN DOUBT OBTAIN HELP

If the project manager / client representative, possesses insufficient relevant knowledge and experience, they should use the CDM co-ordinator, where appointed, to aid in the preparation of these arrangements. This essentially means if you are not aware of your legal responsibilities and have not done this type of activity before then you should seek advice. For projects that are less than 30 days or involve less than 500 person days (non-notifiable projects), the project manager/ client representative may wish to appoint a competent party to aid in this process.

## WHAT IS THE AIM OF THE 'ARRANGEMENTS' REGULATION

The aim of developing, implementing and maintaining management arrangements is 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. These considerations include not only the construction phase but also the ongoing operation, maintenance, cleaning and further refurbishment or demolition of the structure.

Key objectives to achieve this goal are:

- Maintaining management control over health and safety
- Ensuring communication, co-ordination and co-operation
- Engaging competent persons
- Providing adequate resources including time
- Being aware of external factors
- Managing change
- Monitoring performance

## WHAT A CLIENT SHOULD INCLUDE IN THEIR PROJECT ARRANGEMENTS

The management arrangements should be developed under the headings discussed below. Guidance on the detail required under each heading is given but the content will vary depending on the type, location and size of the project. The completed management arrangements should adequately cover the following issues:

1. Requirements about how the project is to be run taking account of any risks to the public.
2. The resources, roles, functions and responsibilities of members of the project team, how they inter-relate and where relevant, the timing of their appointments.
3. The interface with any third parties including other projects on the same or adjoining sites.
4. How communication, co-ordination and co-operation will be facilitated.
5. How health and safety hazards and associated risks will be recorded and information circulated.
6. How and when the design and design changes are to be reviewed to check they comply with design obligations in CDM07
7. The format for the health and safety file, or building manual incorporating the health and safety file.
8. How the project will be monitored and reviewed.



**The most important issue is that all key tasks are clearly allocated and everyone understands what they have to do and when.**

The management arrangements should include details of how communication, co-ordination and co-operation between the client representative, project manager, CDM Co-ordinator, designers, contractors and third parties will be facilitated and who will be responsible for organising it.

## A SUGGESTED TEMPLATE FROM THE CCG TO ASSIST CLIENTS IN DEMONSTRATING THEIR ARRANGEMENTS

CLIENT PROJECT ARRANGEMENTS CHECKLIST		PROJECT NAME:
ARRANGEMENT CONTENT: (Relevant = R, Irrelevant = I) Client to select/add and complete with competent advice		CLIENT REP: ACTION NOTES:
1. Third party accreditation scheme for suppliers		
2. Third party site monitoring schemes for project when on site		
3. Design reviews that address H&S pre, during construction and for operational matters	R <sup>2</sup>	
4. 1 Page summary table as to who does what on the project circulated to project team	R	
5. Statement on how communication and co-ordination of H&S will be carried out on the project with project team		
6. Health and Safety residual risk information format (file for notifiable work ) for when the building is live – eg: cleaning, maintenance and plant repair	R	
7. Client specific requirements and communication of these to the project team (espec if non notifiable) eg: delivery times, access routes, other works, on site risk issues, use of client premises for welfare etc		
8. Liaison arrangements with neighbours – especially schools, shops, other areas where there is high interface with third parties		
9. Other:		
10. Other:		
WHAT YOU SHOULD ALREADY HAVE THAT CONSTITUTE PART OF YOUR PROJECT ARRANGEMENTS		
1. A project risk register	R	
2. A budget for health and safety	R	
3. Project meetings that include H&S	R	
4. H&S addressed during design changes and value engineering exercises	R	
5. H&S included in project progress reports	R	
6. Co-ordination meetings with building control, planning, environmental health, fire and the HSE	R	
7. Hand over arrangements – eg: phased, organisation of snagging etc	R	
8. Other:		
9. Other:		
10. Other:		

<sup>2</sup> CCG has identified what it believes to be relevant areas of client arrangements that should apply to all projects – these are flagged as R's

## Where do I find out more?

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Information Sheet 3 in this series provides further information, answers to common questions and a detailed directory of information, guidance and resources.

Download this free from the CCG website:

[www.constructingexcellence.org.uk/sectorforums/constructionclientsgroup](http://www.constructingexcellence.org.uk/sectorforums/constructionclientsgroup)

You can also download Guidance on CDM 2007 for small, one-off and inexperienced clients written by CCG which provides more details on what clients have to do.

## Who are the Construction Clients' Group?

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We are a representative body of UK construction clients in both the public and private sectors, large and small, repeat and inexperienced. As part of Constructing Excellence, we work with other members of the supply team to deliver better value, better managed and safer construction across the UK.

## Acknowledgements

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This information sheet was written and reviewed by the members of the CCG Health and Safety Working Group.

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