

## CDM Regulations

### Guidance on the use of Pro Forma

This guidance is for information and is likely to be updated as the HSE approach to the new CDM Regulations is more clearly understood. Feedback on the use of the guidance should be to [Isobel.hughes@admin.ox.ac.uk](mailto:Isobel.hughes@admin.ox.ac.uk)

The following documentation is designed to allow the user to fulfil their obligations as Principal Designer under the Construction Design and Management (CDM) Regulations 2015. Any member of staff undertaking duties as the Principal Designer must either be advised by a CDM co-ordinator or attend a Principal Designers CDM course. As the main role of the Principal Designer is to identify risk, the following courses should also be considered: asbestos awareness, working at height.

**The documentation is only appropriate for use on minor projects under £100k in value.** The documents may be used by Estates Services R&M teams and Capital Projects. Estates Services facilities management staff and departments may also use the documentation but **must** first refer to the Estates Standing Orders which outline the procedures and permissions under which the departments may procure construction work.

The main functions of the Principal Designer are to prepare and issue the Pre Construction information and to start the Health and Safety file, they will also receive the Construction Phase Health and Safety file from the Principal Contractor, receive the O& M (operation and maintenance) files at the end of the job and finally they will compile and issue the completed Health and Safety file.

For most jobs, the information required will only amount to a sheet of paper for each document. The most important initial work will be to identify to the contractor, any risks they may encounter before they arrive on site. This could include information about such risks as: lead paint, occupied areas close to the working area, maintenance of any fire escape routes etc. This will enable the contractor to provide a safe working environment for their staff and any sub-contractors.

During the initial stages of procuring a project, consideration should be given to the use of Risk Assessments and Method statements. Based on a discussion about the site conditions, the contractor should be asked to produce RAMs for their work – as part of the Construction Phase Health and Safety Plan. This will allow the department to understand how the work may impact on their operational activities and to issue guidance and cordon off work areas as necessary. This will enable the department to provide a safe working environment for department staff. (See University Safety Policy S6-08)