



**Drumchapel
Housing**

Co-operative Limited

Construction design and management policy

Approved by Board

Due for review

January 2021

October 2025

1. Purpose

- 1.1 The aim of this policy is to ensure the Organisation effectively manages the health, safety and welfare of construction projects and promotes the 'designing-in' of Health & Safety considerations for future operation of premises as a Landlord.
- 1.2 The details within this section have been written to ensure all reasonable steps are taken to comply with the Construction (Design and Management) Regulations 2015 and the Health and Safety at Work etc. Act 1974.

2. Definitions

Construction phase – “any period of time starting when construction work in any project starts and ending when construction work in that project is completed.”

Contractors - “those who do the actual construction work and can be either an individual or a company.”

Designers – “those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.”

Principal contractors - “contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.”

Principal designers – “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.”

3. References

- Construction (Design and Management) Regulations 2015
- Health and Safety at Work etc. Act 1974

4. Duties

- 4.1 The Organisation will have several duties throughout a project, these include:
 - Assembling the project team;
 - Making respective roles clear;
 - Ensuring sufficient time and resources for each stage of the project;
 - Putting in place effective mechanisms for communication between team members;

- Providing pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project;
- Taking steps to ensure that the principal designer and principal contractor comply with their duties;
- Ensuring a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor;
- Ensuring the principal designer prepares a health and safety file;
- Setting out steps to be followed to ensure health and safety performance is maintained;
- Providing suitable welfare facilities for workers.

5. The Client Brief

5.1 The Organisation will set out a clear brief for every project. The Organisation will clearly highlight the arrangements for how health and safety will be managed, the key requirements and the vision of the project.

5.2 Where the range and nature of risks involved in the work warrants it, arrangements will also include:

- The expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout;
- What is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable risks during the construction phase and when maintaining and using the building once it is built (i.e. the 'designing-in' of future H&S considerations);
- The arrangements for commissioning the new building and a well-planned handover procedure to the new user.

6. Selecting the Project Team

6.1 The Organisation will ensure that all appointed individuals and Organisations have the necessary skills, knowledge and experience to carry out the required task.

6.2 Before appointing a contractor, the Organisation will obtain the following information:

- Provision of employers liability, public liability and professional indemnity insurance details, as required;

- Provision of suitable references from previous clients or similar work;
- Provision of Safety Policy;
- Provision of licence to operate, where appropriate;
- Provision of risk assessments and method statements;
- Details of a membership of a Trade Organisation or a Safety Group.

6.3 If there is more than one contractor involved in a project, the Organisation will formally appoint a principal designer and principal contractor in writing at the earliest possible stage.

7. Health and Safety File

7.1 The Organisation will ensure that in projects with more than one contractor, the principal designer prepares, updates, reviews and revises the health and safety file to take account of the work and any changes that have occurred.

7.2 If the principal designer's appointment concludes before the end of the project, the Organisation will ensure that the health and safety file is passed from the principal designer to the principal contractor.

7.3 When the project is complete, the Organisation will retain the file and ensure it is available to anyone who may need it to enable them to comply with health and safety requirements during any subsequent project.

7.4 If the property is sold to a tenant or any other Organisation, the file will be passed on to the new owner.

8. Notification

8.1 The Organisation will notify the HSE in writing when the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- Exceed 500 person days.

8.2 A copy of the notification will be displayed in the construction site office.

9. Equality and diversity

9.1 Equality and diversity reflect the core values of the Co-operative. We strive to ensure these values are embedded throughout all of the services we provide in addition to our policies, procedures and decision-making. We are committed to

promoting an inclusive and diverse culture that treats every individual with dignity, respect and fairness. We will actively challenge discrimination and empower people to succeed.

- 9.2 We will ensure that the policy is applied in a manner that is consistent with our Equality and Diversity Policy. We will not discriminate against anyone because of their age, sex, marital status, sexuality, disability, race, nationality, language or social origin, or other personal features including beliefs or opinions such as religious beliefs or political opinions.
- 9.3 Reference can be made to our Equality and Diversity Policy for further details.

10. Dealing with complaints

- 10.1 All complaints will be dealt with in accordance with the Co-operative's complaints handling procedure and as a learning organisation we will utilise information from both complaints and comments to improve our services.

11. Policy review

- 11.1 This policy shall be reviewed every four years or sooner as deemed necessary by the Board or due to changes in legislation.