

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 04 - CDM Compliance



Policy Link (Level 1 Document)

This arrangement has been written in line with the relevant UoL CDM (if applicable) Policy and Guidance notes which can be found at:

[Health and Safety Department \(sharepoint.com\)](#)

Purpose

This document is aimed at Estates Department staff who are procuring and/or managing construction work, as defined under the Construction (Design and Management) Regulations (CDM 2015)

This arrangement defines how and when the CDM 2015 regulations apply to work carried out on the UoL campuses.

General

CDM 2015 applies to **all** construction work including domestic projects. As a domestic client your duties under CDM 2015 are passed on to others who are carrying out the construction work on your behalf (such as designers and contractors). Those carrying out the work will also have duties of their own.

Notifiable works

A project is notifiable if the construction work is expected to:

- last longer than 30 working days and have more than 20 workers working at the same time at any point in the project or
- exceed 500 person days.

Where a construction project must be notified, this must be made in writing using the electronic form F10 which is on the HSE website. This can be accessed using the link embedded below:

[Home page \(hse.gov.uk\)](#)

CDM 2015 is **applicable** where any project which includes construction work is carried out at any of the campuses or locations where work is taking place on behalf of the University of Lincoln.

The definition of 'construction work' includes:

- Building work.
- Alteration or conversion.
- Fitting out.
- Renovation or repair.
- Installation of fixed services.
- Dismantling or demolition of a structure.

For a full description of activities under the definition of 'construction work' within the CDM Regulations please use the link below:

[The Construction \(Design and Management\) Regulations 2015 \(legislation.gov.uk\)](#)

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Roles and responsibilities

Full details for legal requirements under CDM 2015 can be found on the HSE website using the link embedded below:

[Construction - Construction \(Design and Management\) Regulations 2015 - Legal requirements: A summary \(hse.gov.uk\)](https://www.hse.gov.uk/construction/legislation/2015/summary.htm)

A summary of duties under CDM 2015 can be found on the HSE website using the link embedded below:

[Summary of duties under Construction \(Design and Management\) Regulations 2015](https://www.hse.gov.uk/construction/legislation/2015/summary.htm)

Procedure

When procuring construction works on behalf of the Estates Department please also refer to ECA 02 (Management of Estates Contractors) for the contractor management process.

Capital projects management

Please contact the Estates Project Team for all relevant CDM Level 3 Arrangement documents. The project team manages all the large construction projects and have comprehensive procedures in place and will be able to assist you further.

Small/minor works management

For works which are classified as small/minor works and meet the requirements of CDM please contact the Estates Department Maintenance Team for documentation and CDM 2015 adherence.

In addition to this please see HSE Leaflet: A Short Guide for Clients on the CDM Regulations 2015 (INDG411(rev 1))

[Need building work done? - A short guide for clients on the CDM Regulations 2015 \(hse.gov.uk\)](https://www.hse.gov.uk/shortguide/)

Control

The Estates Compliance Team must be involved in **all** CDM projects at every stage of the project. This is to ensure compliance is maintained across every phase and ultimately the project delivery is fit for purpose.

Estates Department points of contact

Please contact the Estates Compliance Team for clarification or further guidance on these arrangements.

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Associated documents

Internal

Level 2 associated documents

Reference	Title
ECA 02	Management of Estates Contractors
ECA 05	Permit to Work Compliance

Level 3 Documentation

Reference	Title
N/A	Projects Team Level 3 Documentation
N/A	Maintenance/Facilities Team Level 3 Documentation

External

Source	Title
Legislation	The Construction (Design and Management) Regulations 2015
ACOP	Workplace, Health Safety and Welfare Regulations 1992
Guidance	CDM 2015 - Managing Health and Safety in Construction
Guidance	Need Building work done? A short guide for clients on the CDM Regulations 2015 (INDG411(rev 1))

Change History

Version	Date	Summary of changes made
1	08/02/21	Estate Compliance Arrangement for CDM Management created.
2	07/06/21	Internal Review Board Check
3	22/12/21	Final review for issue
4	02/03/22	RW and SJ updates
4.1	22/07/22	For issue

Appendixes

Reference	Title
N/A	N/A