

**CONSTRUCTION WORK CDM COMPLIANCE CHECKLIST ✓**

Project Title		Project Number	
Location		Principal Contractor	
TBC		Principal Designer	
Start Date		Project Manager	
End date			

		Yes	No	N/A	Responsible Person	Comments
	<b>Feasibility Stage</b>					
1	Has project been registered with Estates Records Officer?				Project Manager	<i>Discuss with Estates Records Officer Level 5 Sheffield</i>
2	Project name and number received?				Estates Records Officer	<i>Estates Records Officer will set up Project File</i>
3	If more than one contractor required for works, has Client appointed a Principal Designer?				Project Manager	<i>Discuss with Estates Operations (EO) Safety Team at Stage 1</i>
4	Asbestos survey (R&D) undertaken and report received from Adams Environmental?				Project Manager	<i>Send request for report to Adams Environmental through the EO Customer Services.</i>
	<b>Pre-tender Stage</b>					
5	CDM Notification completed, signed and copy sent to EO Safety Team?				Project Manager	<i>Pro-forma on website</i>
6	Pre-Construction Information (PCI), including welfare facilities and record documentation been produced?				Project Manager	<i>Pro-forma on Website</i>
7	Have record documentation- O&Ms, Building Fabric Manual (BFM) and Project specific Employers Information Requirements (EIR) been agreed and included in the PCI?				Project Manager. Estates Records Officer. Building Info. Manager.	<i>See O&amp;Ms and BFM requirements on Projects Website and agree any additional requirements with user group.</i>
8	PCI agreed with Estates Operations (EO) Safety Team?				Project Manager	<i>Discuss with EO Safety Team.</i>
	<b>Pre-Construction Stage (After Contract is awarded)</b>					
9	If Project is notifiable, has F10 Template been sent to EO Safety Team?				Project Manager	<i>Pro-forma on website. EO Safety Team will complete the F10 and issue to HSE.</i>
11	Has Construction Phase Plan (CPP) including Fire Management Plan, been received from Principal Contractor (PC) and agreed?				Project Manager	<i>CPP must be agreed with EO Safety Team and Fire Officer.</i>
12	Site Waste Management Plan received from PC?				Project Manager	<i>SWMP to be agreed with Client and</i>

						<i>monthly reports provided by the PC</i>
13	Welfare facilities agreed and in place and available for start date?				Project Manager	<i>Must meet the requirements of CDM Schedule 2</i>
14	Safety Induction meeting arranged, and Certificate issued to PC?				Project Manager	<i>See Pro-forma and Agenda on ICL Website</i>
15	Pre-start hand-over held with PC and Building Management Team, to view works spaces and agree services information?				Project Manager	<i>Hand-over Pro-forma on website.</i>
16	Decontamination Certificates issued to PC?				Project/Building Manager	<i>All College spaces require Decontamination Certificates.</i>
17	Has O&M strategy meeting been held?				Project Manager	<i>Other participants: Building Manager Estates records officer Building Info manager Principal Contractor</i>
	<b>Construction Phase Stage</b>					
18	Site secured and PC and College notices displayed?				Project Manager	<i>College notices available via Communication Dept.</i>
19	Have RAMS been received for high risk activities e.g. demolition, excavation, Scaffold, confined spaces?				Project Manager	<i>Send to EO Safety Team for comment.</i>
20	External scaffolding requires telephone linked security alarm, minimum 2400mm hoarding around base and totally enclosed with netting?				Project Manager.	<i>Discuss with Building Manager and Security</i>
21	On site visits with PC. H&S concerns to be discussed on site and reported to EO Safety Team				Project Manager	<i>Verbal reports</i>
<b>NB</b>	<b>EO Safety Team will undertake safety monitoring and provide reports for larger projects</b>					
	<b>Handover Stage (Project is completed)</b>					
22	Project is completed and handed over to Building Manager?				Project Manager	<i>Agreed with PC, Fire Officer, Security etc</i>
23	H&S File and O&M received from Principal, or Main Contractor?				Project Manager	<i>Draft drawings agreed with Building Information Team. Draft text agreed with Building Management Team.</i>

**\*\* CDM'15- Regulation 2: Construction work means the carrying out of any building, civil engineering or engineering construction work and this includes the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, de-commissioning, demolition or dismantling of structure....etc**

See link below for full definition of construction work (Page 10)

<http://www.hse.gov.uk/pubns/priced/l153.pdf>