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CHILDREN’S SERVICES

NON-NOTIFIABLE CONSTRUCTION WORK

ACTION SHEET

GUIDANCE FOR SCHOOLS

INTRODUCTION

Governors who commission work that falls within the remit of the Construction (Design and Management) Regulations 2015 will be deemed to be the client.

The purpose of this action sheet is to enable establishments to manage small construction projects that do not require notification to the Health and Safety Executive.

Where establishments do not believe they have the necessary skills or knowledge to manage the work internally, they should seek professional advice and guidance from external providers.

Where a project has to be notified to the Health and Safety Executive, establishments *must* appoint a competent CDM Co-ordinator who will be able to assist the client in meeting their duties.

SECTION 1: PROJECT AND/OR WORK DETAILS

Premises and location where construction project/work is to be undertaken

|  |
| --- |
|  |

Brief description of project and proposed construction work to be undertaken

|  |
| --- |
|  |

SECTION 2: CLIENT REPRESENTATIVE

Have you appointed a suitable person to manage this project? Yes\_\_No\_\_

As the clients representative, is this person familiar with and

capable of meeting the clients legal duties under the Construction

(Design and Management) Regulations 2015? Yes\_\_No\_\_

**Note:** The appointment of an external agent to carry out the clients duties is acceptable but the client retains the responsibility to ensure their duties under CDM are met.

Name of person who will be managing the project on behalf of the client

|  |
| --- |
| Name:  Address:  Telephone: |

SECTION 3: CONTRACTOR DETAILS

Suitable contractors can be found through various means including recommendations, approved bodies etc

Has a designer been appointed for this project? Yes\_\_No\_\_

Has a contractor been appointed for this project? Yes\_\_No\_\_

Name, address and contact details of appointee/s

|  |
| --- |
| Name:  Address:  Telephone: |

Name, address and contact details of any sub-contractor appointed

|  |
| --- |
| Name:  Address:  Telephone: |

SECTION 4: COMPETENCY CHECKS

**Clients have legal obligations to ensure the competency of contractors**

Complete the summary checklist below to ensure that that contractor competency has been assessed. Further information on assessing competency can be found in the accompanying guidance.

|  |  |  |
| --- | --- | --- |
| Factor | Comments | Adequate |
| Health & Safety | Suitable checks should be made that the contractor has a comprehensive Health & Safety Policy.  Any contractor should have an awareness and understanding of CDM 2015 including the functions relevant to their respective roles. |  |
| Experience | The experience of the contractor to undertake the specific type of construction work should be assessed, for example by asking for details of previous (similar) projects. |  |
| Training | Contractors should be able to provide information as to the training provided to employees, both specific H&S training as well as work specific training |  |
| Trade Body | Ascertain if the prospective contractor is a member of a respected trade association |  |
| References | Ask for at least one reference from a previous client for work of a similar nature |  |
| Insurance | When considering engaging a contractor to carry out work, it is very important that the correct types and levels of insurance are held by the contractor. |  |

**SECTION 5: PROVISION OF INFORMATION**

Please ensure that you consider the following subjects and provide any contractors appointed with the relevant information.

|  |  |
| --- | --- |
| Information | Yes/No |
| Existing plans or records relating to the building (such as Health & Safety Files) |  |
| Location of services (gas, water, electric, telecommunications) |  |
| Location of hazardous materials inside premises or that contaminate land (e.g. asbestos) |  |
| Information in relation to the existing structure via a structural survey (e.g. fragile surfaces) |  |
| Underground structures, ground conditions or neighbouring buildings that could create risks |  |

SECTION 6: ON-SITE MANAGEMENT

Has a risk assessment/s been undertaken for the work? Yes\_\_No\_\_

Has a Method Statement/s been prepared for this project? Yes\_\_No\_\_

Clients are required to take reasonable steps to ensure that suitable management arrangements are in place throughout the project. This should include:

|  |  |
| --- | --- |
| Arrangements | Yes/No |
| Site security and access |  |
| Storage of plant, equipment and materials |  |
| Waste material storage and removal |  |
| Vehicle parking and movement |  |
| Permit-to-work system requirements |  |
| Emergency procedures (e.g. fire and first aid) |  |
| CRB requirements |  |
| School specific rules to be followed |  |
| School liaison arrangements |  |
| Monitoring arrangements |  |

SECTION 7: SIGNATURES

Please ensure that the person/s detailed below sign and date this form to confirm that the above actions have been undertaken.

a) Headteacher……………………………………..Date……………………………

Please print name……………………………………………………………………..

b) Client Representative……………………………Date……………………………

Please print name……………………………………………………………………..

c) Contractor…………………………………………Date……………………………

Please print name………………………………………………………………………

**Completed copies of this form must be held at the school for review and insurance purposes.**

**The SCDM WORKS FORM HS1 must be completed and submitted to Corporate H&S.**