

2.01 JDDK CONSTRUCTION DESIGN & MANAGEMENT (CDM) REGULATIONS POLICY



JDDK's Construction Design and Management (CDM) Regulations Policy is implemented through the arrangements set out in Section 2 of JDDK's Health and Safety Handbook. The handbook is in two sections:

- **Section 1: JDDK's Health and Safety at Work Arrangements**
 - JDDK Health and Safety at Work Policy Part 1: Statement of Intent
 - JDDK Health and Safety at Work Policy Part 2: Responsibilities for Health and Safety
 - JDDK Health and Safety at Work Policy Part 3: Arrangements for Health and Safety at Work

- **Section 2: JDDK's Construction Design and Management Regulations Arrangements**
 - JDDK CDM Regulations Policy Part 1: Statement of Intent
 - JDDK CDM Regulations Policy Part 2: Responsibilities for CDM Regulations at JDDK
 - JDDK CDM Regulations Policy Part 3: Arrangements for CDM Regulations at JDDK

The objective of the handbook is to provide all personnel with information about required procedures relating to office and site health and safety and on project health & safety as designers with CDM obligations.

The arrangements within the handbook are regularly (annually as a minimum) monitored, reviewed, and updated with input from JDDK's Health & Safety Advisors, with the objective of producing safe methods of work. Monitoring, reviewing, and updating is both proactive and reactive, in response to such matters as:

- Organisational change
- Legislative and regulatory changes
- Project reviews and results from monitoring

New staff are given training on the arrangements within the JDDK's Health and Safety Handbook on induction and is available to view by all staff on JDDK's internal file server system. All parts of the handbook are available for review by those outside JDDK on request.

Contents of JDDK's Health and Safety Handbook Section 2: JDDK's Construction Design and Management Regulations Arrangements:

- 1.0 JDDK CDM Regulations Policy Part 1: Statement of Intent – see below
- 2.0 JDDK CDM Regulations Policy Part 2: Responsibilities for CDM Regulations at JDDK– see below and Organogram (2.02)
- 3.0 JDDK CDM Regulations Policy Part 3: Arrangements for CDM Regulations at JDDK– see below and documents (2.03 – 2.09)

1.0 JDDK CDM Regulations Policy Part 1: Statement of Intent:

JDDK Architects (referred to as JDDK or "the company" below) have a firm commitment to address their duties on projects which comply with the Construction Design and Management (CDM) Regulations 2015. We are committed to playing our part in the elimination, reduction and management of risks associated with construction work, future maintenance, workplaces and eventual dismantling of a structure.

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It is JDDK's policy to comply with all health and safety Legislation: Acts; Regulations; Codes of Practice and other guidance and JDDK have arrangements in place that ensure the ethos and requirements of the CDM Regulations are adhered to and are an integral part of all of our work.

JDDK have an effective management structure and arrangements are in place for delivering the policy.

All architects and technologist's staff are trained to the appropriate standards and empowered to design with adequate regard to health and safety. There is a shared common understanding of the organisation's vision, values and beliefs. A positive health and safety culture is fostered by the visible and active leadership of senior managers.

The JDDK CDM Regulations Policy is kept up to date by periodical reviews (at least annually) and considers any new process or legislative changes which affect our duties under the regulations.

2.0 JDDK CDM Regulations Policy Part 2: Responsibilities for CDM Regulations at JDDK

JDDK Director **Nicola Watson** has overall responsibility for the Policy is responsible for its implementation, monitoring, and review. Nicola is whom reference should be made in the event of a difficulty in the implementation of, or non-compliance with the company's stated policy.

Tristan Cooper, Associate Director, has responsibility for the day-to-day management of the policy including arranging training according to JDDK's Health and Safety Training Policy.

Romanda Jobson, Administrator, has responsibility for informing clients of their duties under the CDM Regulations.

All JDDK architects and technologists should:

- co-operate on health and safety matters with JDDK Directors and those with health and safety responsibilities
- comply with all JDDK's arrangements for the CDM Regulations at JDDK

CK21 Ltd are appointed as JDDK's (external) Health and Safety Advisors.

3.0 JDDK CDM Regulations Policy Part 3: Arrangements for CDM Regulations at JDDK

It is understood at JDDK that CDM Regulations are to be an integrated element of our design service. Key to this is competence, co-operation, co-ordination, communication and an appreciation of the principles of hazard prevention.

3.01 Competence and Training:

Only suitably competent designers will be employed to work on projects, who must attend compulsory annual training on CDM Regulations and Asbestos Awareness and be able to demonstrate the following:

- A clear understanding and application of the designer's CDM duties.
- A clear understanding and application of the principal designer's CDM duties
- A working knowledge of JDDK's CDM 2015 Procedures Packs (see below)
- An appreciation of the 'Problem / Solution' model for design risk management

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- A practical knowledge of the main H&S hazards associated with construction, maintenance and demolition / dismantling.
- An understanding of what information should be provided with the designs and the extent of that information.
- Able to communicate and cooperate with other members of team (Consultants, contractor etc) and Client body.
- An understanding of the principles of prevention to promote a suitable design response to-
 - Avoid hazards altogether.
 - Reduce the impact of hazards.
 - Define control measures to facilitate the management of hazards.
 - Transfer the unusual and difficult to manage hazards to other designers and contractors.

All staff acting as designers under the CDM Regulations are signposted to the following further guidance:

- *CDM Guidance - Ref L153 Guidance on The Construction (Design & Management) Regulations 2015 available on the HSE website.*
- *CITB Construction Skills - Industry Guidance for Designers and Principal Designers available on the CITB website.*

3.02 Co-operation and standards for external consultants (appointed by JDDK directly)

Where JDDK directly appoints any consultant with CDM duties on a project level, competence must be established in terms of their ability to comply with their statutory CDM responsibilities. As the lead designer we will;

- Ensure they complete the Skills Knowledge & Experience Questionnaire
- Ensure all designer on a project are identified and their cooperation is requested via the Principal Designer and at relevant design team meetings.
- Ensure they work to our minimum CDM standards and are issued with access to JDDK's CDM 2015 Procedures Packs (see below)

3.03 Ensuring the Client is aware of their CDM Duties

JDDK will ensure each client is fully aware of their legal responsibilities and appreciates the added value that CDM can bring to a project. To this end before design work begins (RIBA Work Stage 0-1 or at the earliest opportunity) JDDK will issue the client:

- JDDK's CDM Client Duties letter informing the client of their duties under CDM 2015
- JDDK's CDM Client Project Checklist with guidance to assist them manage the process.

Where clients of a non-technical nature are involved the lead architect will meet the client and go through the duties on the checklist and provide them with confidence that they are not required to plan or manage projects themselves, nor do they have to develop substantial expertise in construction H&S, unless it is central to their business. However, clients must ensure that various CDM actions are taken which are covered on the client's CDM guidance checklist provided.

3.04 Designing to Eliminate Hazards and Reduce Risk

All JDDK designers will prepare designs with adequate regard to health & safety. As an integrated element of the design process our designers critically assess their designs by identifying significant hazards and eliminating them by design or where this is not practicable reducing the risk through a design action. The action taken to manage the design process must be based on the general principals of prevention i.e., Elimination, Reduction, Inform and Control.

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Internally this will be achieved by a hazard identification and responsibility allocation exercise, which will be a recognised part of the initial design process. To assist the lead designer CDM Procedure Packs (CDM Pack 01 for CAD & CDM Pack 02 for BIM) are part of every one of JDDK's project files.

The CDM Procedure Packs include:

- RIBA Work Stages CDM Procedure Documents (2.04a CAD & 2.04b BIM)
- Hazard Identification Checklist
- Live Design Risk Register
- CDM Project Health and Safety File Record

The main arrangements imposed on the lead architects and project designers for compliance with this duty are summarised below:

Step 1 - At an early stage, and with the co-operation of the client on challenging* projects, review the concept design using the Hazard Identification Checklist or on low risk profile projects go straight to the live risk register to identify the significant hazards associated with the anticipated construction, maintenance and workplace activities outlined in the CDM Procedure Packs (CDM Pack 01 CAD & CDM Pack 02 BIM)

Step 2 - Action any initial design changes or H&S concerns to avoid foreseeable significant risks** and reduce risk associated with those hazards which remain through specification, spatial design, design coordination and programming where practicable.

Then record the action on the live risk register and associated drawings, referencing any supporting information on residual hazards, methodology and relevant surveys, reports etc, Provide the Principal Designer (PD) with copies of the of the Register or complete the PD's register at the key design stages with any H&S information which may require coordination between designers as soon as is practicable as it becomes available.

Step 3 - As the design develops continue the process and review at the various design stages remembering to cooperate with other designers and the PD in respect of sharing design information so they can comply with their duties.

**Challenging - A high risk project which involves complex lifting operations, demolition of structural components, access and interface issues with highways, restrictions, existing clients or others activities and or rules etc.*

***Foreseeable Significant Risks- These are associated with hazards that one would expect a competent designer to be aware of and their relationship with the hazards and associated construction and maintenance activities.*

3.05 Including Adequate Information with Designs

JDDK will provide suitable and sufficient health & safety associated information with all designs on construction hazards, the project, structure and materials. To promote an appropriate response the nature of the information provided will be based on the following criteria and to provide a non-bureaucratic focus no information will be provided that one would expect a competent contractor or designer to be aware of or to be capable of managing effectively:

- Higher risk temporary works
- Erection methodology for superstructures where the sequence and method is critical to safety

- Limitations to access provision
- Information on specific & unusual construction hazards
- Features critical to safe working
- Heavy, awkward and logistically difficult materials to install and/or maintain
- Access for maintenance strategy

The information will be provided on the grounds that the risks are unusual, generally based on the designer's or client's knowledge and difficult to manage effectively for the designer or relevant contractor. The main method of communicating health & safety information will be via the live risk register and associated drawings outlined in Procedure Packs (CDM Pack 01 CAD & CDM Pack 02 BIM)

3.06 Cooperation with the Principal Designer & other Designers:

JDDK will cooperate with the project PD and other designers by the following means and following any CDM advice given to the client in respect of project specific CDM arrangements for cooperation and coordination:

- Initially consulting with the PD and where necessary on the strategy for providing H&S information associated with the design and the H&S file.
- Communicating relevant H&S information on residual risks at all mutually agreed stages of the design process to the PD and other designers.
- By arranging and attending design review meetings that have hazard management as a defined agenda item.
- On projects where there is a need, due to the number of designers, anticipated design variations etc a common risk register will be used to facilitate the real time project management of design H&S actions.

3.07 In-house monitoring & auditing of CDM Designer arrangements

The primary auditing arrangements and feedback we require on projects, and as part of our policy review, are from our appointed H&S advisors. Internal design risk management reviews are undertaken as an integrated part of our project review standards.

Principal Designers are also required to assess our health & safety contributions on a project and their reports provide us with an opportunity to assess our design risk management performance.

3.08 Arrangements for JDDK Principal Designers (PD) on Projects

JDDK understand the importance of providing a comprehensive, unbiased Principal Designer service to ensure that health and safety is considered throughout the design and construction stages through to completion of the project.

JDDK policy is that Principal Designer services are subcontracted out to independent consultants, either by direct appointment, acting as advisor to the principal designer or by direct appointment by the client.

All staff acting as Principal Designers under the CDM Regulations are signposted to the following further guidance:

- CDM Guidance - Ref L153 Guidance on The Construction (Design & Management) Regulations 2015 available on the HSE website.

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- CITB Construction Skills - Industry Guidance for Designers and Principal Designers available on the CITB website.

Where JDDK have offered Principal Designer services these are generally on 'non-complex' design and construction projects. Arrangements for architects and technical staff delivering this service are set out below:

3.08.1 Competence and Training: All Principal Designers will be trained to an accredited standard to ensure they have the skills, knowledge and experience to:

- Manage project specific hazards as part of their planning, managing and monitoring duty during the pre-construction phase of a project.
- Have a sound knowledge of construction, maintenance and workplace hazards and acceptable design actions to manage the associated risks.
- Can audit designers to ensure they are complying with their duties.
- Can promote coordination and the application of the principles of prevention on a project.
- Can advise the client effectively on the provision of pre-construction information having due regard to the appropriate standards and disseminate the information effectively for effective risk management action.
- Can liaise with the principal contractor regarding the Health and Safety file development and the provision of information for the development of the construction phase plan.
- Can resolve typical problems encountered during the delivery of the PD service.

3.08.2 General arrangements for the PD to plan manage and monitor the pre-construction phase and coordinate matters relating to Health and Safety.

- PD identified by lead architect and can be themselves and must be appointed in writing by the client
- JDDK have a service level agreement and fee proposal form of appointment for the PD service
- Where the risk profile of a project is deemed by the Architect to be relatively high risk an external CDM consultant with specific design and construction experience may be engaged by JDDK to support the PD service.
- Most services delivered through live risk register shared with project team including principal contractor.
- The PD can change on the project and the design and build contractor can become the PD if they are in a position with control over the pre-construction phase. This arrangement will be discussed with the client and contractor as part of any novation process. If the PD changes, JDDK will conduct a formal handover process that takes account of the current risk profile and supporting information available so the incumbent PD is in a position to address live project issues previously identified.
- PD to report to client using risk register highlighting the status of CDM actions with outstanding issues highlighted.

3.08.3 Application of the 'Principles of Prevention': Delivered through:

- The use of the risk register.
- Issued for contributions at key project stages,
- During design technical reviews,
- At design team meetings

3.08.4 Application to Construction, Maintenance and Workplace environments and activities. Delivered through:

- The use of the risk register with specific headings and design review checklists.

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- Ensuring designers comply with their duties. Delivered through the use of the risk register with specific checklists to support process.
- 3.08.5 Assisting the Client in the provision and dissemination of pre-construction information. Delivered through:
- PCI management proforma
- 3.08.6 Liaising with the principal contractor and sharing information relevant to the planning, managing and monitoring of the construction phase and coordination of Health and Safety matters. Delivered through:
- Regular meetings with the principal contractor to review the construction phase plan and construction programme to identify specific information.
- 3.08.7 The use of a construction phase plan review proforma preparing the Health and Safety file. Delivered through:
- JDDK Health and Safety File Record
 - Health and Safety file information tracker for the PC
- 3.09 Further details of JDDK CDM Regulations Policy Part 3: Arrangements for CDM Regulations at JDDK

Further details of arrangements for CDM Regulations at JDDK are set out in documents as follows:

- 2.03 JDDK Certification (CHAS & RIBA)
- 2.04 JDDK RIBA Work Stages CDM Procedure Documents (2.04a CAD & 2.04b BIM)
- 2.05 JDDK CDM Hazard Identification Checklist
- 2.06 JDDK CDM Live Design Risk Register
- 2.07 JDDK CDM Project Health and Safety File Record
- 2.08 JDDK's CDM/BRegs/PD Client Duties letter informing the Client of their duties under CDM 2015
- 2.09 JDDK's CDM Client Project Checklist with guidance to assist them manage the process.

A handwritten signature in black ink, appearing to read 'Nicola Watson'.

Nicola Watson, JDDK Director
January 2026