



Construction Management Policy

Document Control

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Document Reference:	Construction Management Policy	
Version	01	
Status	Final	
Publication Date	June 2020	
Related Policies	ATLP Health and Safety Policy ATLP Risk Assessment Policy ATLP Contractors Policy	
Review Date	Annually June 2021	
Approved/Ratified By	Trust Board	Date: 1/6/20

1. Construction Management

1.1. Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
 - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - The installation, commission, maintenance, repair or removal or mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

1.2. The **ATLP Operations & Estates Team** will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor.

1.3. The **ATLP Operations & Estates Team** will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

1.4. The **ATLP Operations & Estates Team** will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Hazards such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of nearest A&E department

- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed. Emergency planning is to be incorporated into risk management processes, to facilitate prompt action in the event emergency circumstances arise. Permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the **ATLP Operations & Estates Team**, and is made available to anyone who needs to alter or maintain the building.

1.5. The **ATLP Operations & Estates Team** will hold **regular** progress meetings with the project team to ensure that all members are carrying out their roles as required.

1.6. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

2. Construction Phase Plan

Under the Construction (Design and Management) Regulations 2015 (CDM 2015), the school, as client, has a duty to ensure that a Construction Phase Plan is completed by the principal contractor before any construction or maintenance project is commenced.

Appointed contractors should complete a Construction Phase Plan (Appendix 1) or submit their own before starting work. Submission of a completed Construction Phase Plan will indicate that appointed contractors are aware of their duties and obligations under CDM 2015 and will discharge them accordingly.

N.B. Construction phase plans should be proportionate to the scale and complexity of the project, and to the risks involved – if the job will last longer than 500-person days or 30 working days (with more than 20 people working at the same time) it is likely that the below plan format will be too simple.

Appendix 1: Construction Phase Plan

Your name/company:		<u>Name of principal contractor</u>			
Name and address of client					
<u>Name of school</u>					
<u>Address line 1</u>					
<u>Address line 2</u>					
<u>Town/city</u>					
<u>Postcode</u>					
Principal designer					
Name of principal designer					
Address					
Phone number					
Email address					
What is the job?					
Is there anything the client has made you aware of?					
Key dates					
Start:		Finish:		Other:	
Where are your toilet, washing and rest facilities?					

What are your fire and emergency procedures?

Other employees of the contractor working on site

Name	Contact details

What are your site induction arrangements?

How will you keep everyone on site updated during the job?

What Risk assessments have been prepared? (please provide copies)

