

University Health & Safety Arrangements: Chapter 29



Key word(s):	Construction work; CDM; scaffolding;
Target audience:	Occupiers responsible for, or planning construction work, either in University buildings or off campus
Note:	<p>“Senior Managers” are responsible for health and safety within their specified areas or as a consequence of their activities, and for any additional activities as agreed and delegated to them (eg where they accept responsibility for day-to-day safety arrangements for staff who have other line managers, for reasons of geographical or other convenience). They may be Heads of School, Directors of Institutes, Directors and Heads of Service in non-academic areas, the University Librarian, the Directors of the Manchester Museum and the Whitworth Art Gallery, and their equivalents.</p> <p>The term “School” should be interpreted as including schools, research institutes, PSS directorates, or equivalent units.</p>

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Definition of construction

1. The legal definition of construction work appears in the Construction (Design & Management) Regulations 2015 (CDM Regulations) and is very wide. It encompasses "*any building, civil engineering or engineering construction work*"¹. Much of the work carried out by Estates & Facilities falls within the definition, but the definition also extends to relatively minor work.

Arrangements within the University

2. All "construction" work on University premises, on University buildings and their fabric must be managed through Estates & Facilities, and in accordance with their Directorate procedures. These have been developed to comply not just with the CDM Regulations but with other detailed regulatory requirements relating to asbestos, electrical safety, work at height, structural safety and other aspects of building-related safety.
3. Schools, Directorates and other University occupiers can initiate construction work by Estates & Facilities in a number of ways depending on the nature of the work but including:
 - Helpdesk – to report items for repair, maintenance, etc
<http://www.estates.manchester.ac.uk/BusinessUnits/Helpdesk/NewRequest.asp>
 - Faculty Estates Managers - to discuss options for refurbishment
<http://www.estates.manchester.ac.uk/Facultyestateteams/index.html>
 - Estates & Facilities Design Services Team
<http://www.estates.manchester.ac.uk/BusinessUnits/DesignServicesUnit/Index.html>
4. In very exceptional circumstances, staff based in Schools may carry out work on research equipment or structures that fall within the legal definition of construction work. In these cases, School personnel will attract the CDM duties, in one or more of the roles of client, designer, principal designer and contractor(s). Anyone contemplating work that might be considered as exceptional circumstances must obtain approval from the Head of School, who should consult Safety Services and Estates and Facilities via the Faculty Estates Managers before agreeing that the work can proceed. Details must be reported to the School's Health and Safety Committee. Schools must ensure the competency of staff acting in these roles, whether they are formally appointed to them or simply carry out the work, and should monitor risk assessments and safety arrangements to completion.

¹ <http://www.legislation.gov.uk/ukSI/2007/320/regulation/2/made>

5. "Exceptional circumstances" might include, for example:
 - erection of a scaffolding tower as a mount for research air/environmental sampling equipment, on a remote site such as a upland moor;
 - regular access to maintain or change parameters on research equipment such as the Jodrell Bank telescopes;
 - academic research and teaching involving the building and testing of structures, including engineering rigs, walls, etc.
6. In general, however, School Managers should note that the CDM duties are far-reaching. Competence to carry out the task should include a combination of relevant skills, knowledge, training and experience.
7. If exceptional circumstances dictate that construction work is carried out by staff outside the Directorate of Estates & Facilities, further advice may be obtained from Safety Services in the first instance.

Responsibilities

8. Heads of School must ensure that processes are in place within their areas of responsibility and must engage with their local Faculty Estates Team representative when any works are being considered that will constitute 'construction' work to or within 'structures' on campus within the definition given in The Construction (Design and Management) Regulations 2015.

Bibliography

Health & Safety Executive's website on CDM contains plenty of information and resources to assist - <http://www.hse.gov.uk/construction/cdm.htm>

On-line training resource for CDM duty holders - <http://www.hse.gov.uk/construction/resources/cdm.htm>

Document control box	
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