**CDM Policy**

CDM applies to all building and construction work on stage or off stage.

The Construction (Design and Management) Regulations (CDM2015) are the main set of regulations for managing the health, safety and welfare of construction projects.

The CDM Regulations place responsibility for managing the health, safety and welfare of a construction project on three main duty holders

CLIENT

PRINCIPAL CONTRACTOR

PRINCIPAL DESIGNER

There are two phases of CDM

* Pre-construction phase – inception, design and planning
* Construction phase – start to finish of the building work

*We propose to do training for all Producers and Production Mangers and any other relevant staff in the process and the responsibilities of CDM.*

**CLIENT (anyone for whom the build is carried out)**

The Client has overall responsibility for the successful management of the project and is supported by the principal designer and principal contractor in different phases of the project. For NTS the client will mostly be the show Producer and they will be assisted in these duties by the Technical Director

The Client must prepare a design brief for the principal designer (APPENDIX A). A pre-construction client checklist (appendix B) will be used to ensure that the Client (show Producer) is aware of their duties under CDM and has carried out all responsibilities consummate to their position.

*To ensure that the Client is fully qualified and instructed to carry out the position of Client for NTS they will be given relevant training.*

1. Pre-construction phase. During the pre-construction phase the client must -

* Make suitable arrangements to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work -to include
* Select project team and formally appoint duty holders (Principal Designer and Principal Contractor). This will take the form of a letter of appointment. In most cases at NTS the Production Manager will fulfil both roles
* Provide information to help with design and construction planning
* Notify project to the authorities if necessary – more than 30 working days….
* Ensure Management arrangements are working including production meetings

1. Construction phase. During the construction phase the Client must –

* Ensure the principal contractor has produced a construction phase plan before work starts. This will need to be relevant and meet the requirements of the job.
* Ensure welfare facilities are in place
* Ensure management arrangements are working
* Check that the health and safety file has been prepared

**PRINCIPAL DESIGNER**

The main duty of the PD is to plan, manage and monitor the pre-construction phase of the build. In most cases this will be the shows Production Manager. The Principal Designer will be given a design brief by the Client. The Principal Designer will receive a letter of appointment. Appendix D

The Principal Designer must

* Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of the project this includes –
* Identifying, eliminating or controlling foreseeable risks
* Ensuring designers carry out their duties
* provide pre-construction information to designers and contractors
* ensure the designers comply with their duties and co-operate with others
* liaise with the principal contractors/contractors for the duration of the appointment
* prepare the health and safety file

The Principal Designer must have

* a reasonable technical knowledge of set building and theatre construction
* the understanding and skills necessary to undertake the pre-construction phase and adapt designs to comply with Health and Safety legislation
* organisational skills necessary to carry out the role

**PRINCIPAL CONTRACTOR -** In most cases this will be the shows Production Manager

The principal contractor is in overall control of the construction phase.

The Principal Contractor must

* prepare a construction phase plan (appendix C) that ensures the work is carried out without risk to health and safety
* implement the plan, including facilitating co-operation and co-ordination between contractors
* review, revise and refine the pan and check work is being carried out safely without risk to health
* make sure suitable welfare facilities are provided throughout the construction phase
* provide site inductions to workers, visitors and others
* assist in preparing the Health and Safety file
* Suitable site inductions are provided
* Reasonable steps are taken to prevent unauthorised access
* Workers are consulted and engaged in securing their health and safety

The construction phase plan (appendix C) should include

* Key duties and responsibilities
* Contact details for above
* Description of work
* Key dates – start and finish
* Key risks on the project
* Key arrangements to manage H & S
* Site inductions
* Communication
* Fire and emergency proceedures
* Control of specific risks – ie falls from height etc

APPENDIX A –

**Client Brief –** *Template below*

Combined with a design brief, or informing the design brief, this will set down the requirements and expectations for the principal designer and contractor (project). This will assist those designing, constructing or using the structure. This brief would include details of

* Vision of the project – main function and operational requirements of the build
* venues to be used
* amount and description of staff
* transport
* schedule
* budget
* any H & S consideration and expectations
* any wellbeing/environmental expectations

**DESIGN BRIEF**

**SHOW -**

**Outline of production**

**Management Team**

Production Manager -

Producer -

Production Co-Ordinator –

**Creative Team**

Writer

Director

Set Design

Lighting Design

Sound Design

**Touring team numbers**

Performers –

Technical Team -

Stage Management –

**Tour Scale – Rural, Small, Mid, Large**

**Budget**

**Tech/dress/Preview venue**

**Venues**

**Notes on Design -**

**H & S considerations**

**Wellbeing expectations**

**Environmental expectations**

**Rehearsals - Venue**

**Notes on touring**

**Sound**

**Transport**

**APPENDIX B**

**PRE-CONSTRUCTION CLIENT CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Aspect** | **Tick** | **Comments** |
| **1** | Are you clear about your responsibilities under CDM? |  |  |
| **2** | Have you made your formal appointments? |  |  |
| **3** | Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties? |  |  |
| **4** | Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties? |  |  |
| **5** | Have you checked that the project team is adequately resourced? |  |  |
| **6** | Has a project or client brief been issued to the project team? |  |  |
| **7** | Has the project team been provided with information about the existing site or structure (pre-construction information)? |  |  |
| **8** | Has project-specific health and safety advice been sought? |  |  |
| **9** | Are suitable arrangements in place to manage health and safety throughout the project? |  |  |
| **10** | Has a schedule of the key activities for the project been produced? |  |  |
| **11** | Has sufficient time been allowed to complete the key activities? |  |  |
| **12** | Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work? |  |  |
| **13** | Have you checked that a construction phase plan has been adequately developed before work starts on site? |  |  |
| **14** | Are you satisfied that suitable welfare facilities have been provided before work starts on site? |  |  |
| **15** | Have you agreed the format and content of the health and safety file |  |  |

APPENDIX C -

|  |  |
| --- | --- |
|  | CDM 2015 - Construction Phase Plan  (Event/production template for simple projects) |
| **PLAN** | **Client details:** |
| **Principal Designer Details**: |
| **Principal Contractor Details:** |
| **Description of work/ project:** |
| **Key dates:** |
| **WORKING TOGETHER / ORGANISE** | **Key members of the project team during construction and their role/ responsibilities** *(Insert name, role and summary of responsibilities)* |
| **How the work will be managed safely** *(Include details of the site rules, arrangements to ensure cooperation between project team members and coordination of their work (eg regular site meetings), site inductions, welfare facilities and fire and emergency procedures. Also include arrangements for the control of any specific risks such as falls from height / collapse of structures/ handling heavy components)*  **Key Arrangements:**  **Key safety risks on this project are:** |

APPENDIX D



*Date*

*Name and address*

**LETTER OF APPOINTMENT - PRINCIPAL DESIGNER**

Dear \*\*\*\*\*,

In accordance with the requirements of Regulation 5(1) of The Construction, Design and Management Regulations 2015 (CDM 2015), in my role of Client representative, on behalf of National Theatre of Scotland, I hereby appoint youas Principal Designer for the production of *……………………*

National Theatre of Scotland acknowledges its obligations in accordance with CDM 2015*.*

Would you please confirm receipt of this Letter of Appointment, your acceptance, and your understanding of your obligations by filling in the attached form.

If you require any further assistance, please let me know.

Yours sincerely

**Gemma Swallow**

Technical Director

**DD** 0141 227 9478

**T** 0141 221 0970

STATEMENT OF ACCEPTANCE

I …………………. acknowledge the above appointment and understand my obligations as Principal Designer as detailed in CDM 2015.

Signed……………………………………….

Date…………………………………………