

The Construction (Design and Management) Regulations 2015

CDM Process Document

Client: Forever 22

Project: Internal fitout, with an addition of a mezzanine floor

Location: Unit L4, Vita East, Circle Square, Manchester, M1 7EH

Date: 5th June 2023

**DO NOT USE THIS PLAN UNTIL YOU HAVE READ THE
INSTRUCTIONS ON THE FOLLOWING PAGE**

section	WHO	WHY	WHEN
1	To be completed by the Clients CDM Advisor / Principal Designer	To provide Designers and Contractors with the information they need in order to plan and carry out the work safely	As soon as the project is approved and before any Principal Designer / Designer / Principal Contractor / Contractor is appointed
2	To be completed by the Principal Designer appointed for the project. Where there is no Principal Designer, Section 2 must be completed by the Client Representative responsible for the project in liaison with any Designers. Where all design is to be undertaken by the Contractor / Principal Contractor, they must complete Section 2	To check that health and safety risks have been considered during the design process and removed or reduced. Any remaining significant health and safety risks must be identified together with the control measures that should be implemented by the contractor, building user, cleaning & maintenance teams.	During the design stage of the project
3	To be completed by the Contractor / Principal Contractor	To explain how health and safety will be managed & work co-ordinated throughout the project	Completed and returned at least 14 days before work is due to commence on site

CDM Process Document Instructions

Document **must** be used when any work that falls within the definition of 'construction work' is to be carried out.

The purpose of this Document is to provide a structure for establishing and maintaining appropriate arrangements to manage health and safety at all stages throughout a project, as required by the Construction (Design and Management) Regulations 2015, so that the risk of injury, ill health or damage to property being caused is effectively reduced and controlled.

Parts 1 to 3 of this document must be completed before any planned project works start on site and shared with all relevant parties.

This document must be kept available on site for the duration of the construction work and collectively forms the Pre-Construction Information and Construction Phase Plan.

You must ensure that all referenced documents and associated information is collated, made available to Designers and Contractors and copies kept on file.

If you have any queries while reviewing and completing this document, please contact LDM Group:

N: Liam Gooding E: lg@ldmg.co.uk M: 07506644020
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Section 1 – Pre-Construction Information

as required by Regulation 4, Construction (Design and Management) Regulations 2015

Completed by the CDM Advisor – LDM Group on behalf of the Client –Forever 22, and provided to the Designers and Principal Contractor.

Section 1 - Completed by the Principal Designer – LDM Group on behalf of the Client –Miss Yuan Li, and provided to the Designers / Principal Contractor

Name and contact details of Client Representative

Name:	Ms Sofia Xing, Ms Yuan Li
Company:	Forever 22
Telephone:	07539 748268, 07863 822202
E-mail:	sofiaxing122@gmail.com , yuan1746@gmail.com

Name and contact details of person providing this information on behalf of the client

Name:	San Tou
Company:	LDM Group
Telephone:	07412511035
E-mail:	san@ldmg.co.uk

Project Name and Address:

Unit L4,
Vita East,
Circle Square,
Manchester
M1 4EH

Provide a brief description of the works
This project involves the refurbishment of a retail unit and includes the following works: - Internal layout changes and general fitout works - Installing a new mezzanine level

Project Programme

Date for commencement of construction period: 01/07/2023

Date for completion of construction period: 15/08/2023

Existing Site

Existing site / structure:	The existing site is a commercial unit (planning class E) in shell condition.
Adjacent Land Uses:	The adjacent land use are commercial units of similar nature

Appointments

Will the work require more than one contractor to be working on the project at any time?	NO
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CDM ADVISOR TO THE PRINCIPAL DESIGNER, CLIENT AND PRINCIPAL CONTRACTOR

Company: LDM Group

Contact Name: San Tou

Contact Details: 07412511035

Does the CDM Advisor hold the necessary skills, Knowledge and experiences to undertake this role?	YES
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PRINCIPAL DESIGNER:

Company: LDM Group

Contact Name: Kiran Kiran

Contact Details: 07975 700264

Does the Principal Designer hold the necessary skills, knowledge and experiences to undertake this role?	YES
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PRINCIPAL CONTRACTOR

Company:

Contact Name:

Contact Details:

Does the Principal Contractor hold the necessary skills, knowledge and experience to undertake this role?	YES
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F10 Notification

Do the works require F10 notification to the HSE? (30 days and more than 20 people on site at any one time or 500 man days, e.g. 50 people for 10 days)	NO
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Existing Health and Safety File, Records and Plans

Is there an existing Health and Safety File available? <i>(please delete as applicable)</i>	NO
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If 'YES' above, the Health and Safety File is available at: No existing H&S File information has been made available.

Is there a site layout plan available? <i>(to assist the Contractor in planning their access routes, location of equipment and materials storage areas and emergency arrangements - please delete as applicable)</i>	YES
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If 'YES' above, a site layout plan is available at: A copy of the site layout plan has been provided to the Principal Contractor.

Surveys

Asbestos Survey It is essential that the area of work can be demonstrated to be free of asbestos or a Refurbishment / Demolition type survey for asbestos has been undertaken that covers the area where the project will take place, prior to the commencement of any work.	
Can the area of work be demonstrated to be free of asbestos? Asbestos information will be provided by the facility manager of the building via The Principal Contractor must satisfy themselves that there are no Asbestos Containing Materials (ACMs) present in the works area, prior to commencement.	TBC
Structural Survey It is essential that a Structural survey has been undertaken that covers the part/s of the building where the project will take place prior to the commencement of any work that involves disturbing the fabric of the building, or applying any additional load to the structure.	
Is it necessary for a structural survey to be carried out that covers the part/s of the building where the project will take place?	YES
Details of Survey: the installation of the new mezzanine floor	TBC

Additional Surveys and Health and Safety Related Documents

The following additional surveys and reference documents are available for this project: *e.g. Existing Fire Strategy, Ground Condition Survey, UXO, etc.*

Report Title & Reference:	Carried out by:	Available at:
N/A		

Services Information

	Information available, e.g. location drawings, report, etc	Available at:
Gas	No existing information available	-
Electricity	No existing information available	-
water	No existing information available	-
Telecom	No existing information available	-

The permitted core working hours for construction work will be:

Monday – Friday: 8am – 6pm

Saturday: 8am - 6pm

Sunday: 8am - 6pm

Have Security arrangements for out of hours work been agreed : YES

Please outline agreed security arrangements below:

The Principal Contractor will take full responsibility for securing their work area for the full duration of their work. This will include putting appropriate measures in place such as erection of hoarding and a secure access point to isolate their work area from members of the public.

Welfare Arrangements (Provide details of what access will be provided to existing facilities or whether the Principal Contractor / Contractor must make their own temporary arrangements)

Welfare including toilets, rest area and canteen: To be provided by the Principal Contractor within the confines of the site

Materials Delivery, Storage Arrangements and Parking

Any restrictions on deliveries for materials? TBC by the facility manager of the building.

Any specific difficulties relating to transport of materials? N/A

Where must project materials be stored? Materials to be stored on site.

Is parking available for Contractors vehicles? Parking is available in the multi-storey car park nearby.

Fire Safety

Are there any potential impacts to the fire strategy that need to be considered? Are any additional fire safety management controls required?	YES
Where fire exits are removed, or fire systems need to be impaired for prolonged periods during operational hours a specific fire risk/Impact assessment must be completed by approval by a competent person. Please outline impacts and additional controls required below: The Principal Contractor must adhere to any specific requirements of the Block Management Company with regards to fire safety arrangements. The Principal Contractor must ensure that appropriate control measures and protection are put in place during specific activities, including hot works, to prevent the risk of fire on site.	

Specific Client input / instructions

Are there any significant issues or instructions highlighted by the Client that will need to be considered for the construction phase?	NO
Please outline significant issues or instructions below: There are no other specific Client requirements or instructions outside of that already detailed within this document.	

Requirement for the Health and Safety File

The Health and Safety File must be updated with the following information:	NO
Please outline significant issues or instructions below:	

a) Project Directory (principal parties only) b) A brief description of the work carried out c) Any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; buried services etc. d) Information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc.)	
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Upon completing Section 1 the CDM Advisor / Principal Designer must email this document to the;

- **Client Representative**
- **Designer/s**
- **Principal Contractor**

Section 2 – Design Risk Management

To be completed by the Principal Designer

The Client expects all Designers, including the Principal Designer, to be familiar with the HSE Principles of Prevention and Red, Amber, Green (RAG) lists, and demonstrate that they have been adopted in all design work undertaken on behalf of the client.

The level of detail included in Section 2 should be proportionate to the scale and complexity and risks associated with the design developed for the project.

Section 2 - Completed by Principal Designer and provided to the Client Representative responsible for the project and Principal Contractor

Significant Health and Safety Risks identified during Design Phase

1) Specification of fragile roof lights and roofing assemblies	
2) On site spraying of harmful substances	
3) Entrance, floors, ramps, stairs and escalators not designed to avoid slips and trips during use and maintenance, including during wet weather and in the event of spillage	
4) Design of roof mounted services that require access for maintenance, without provision for safe access (preferably physical barriers / edge protection)	
5) glazing that cannot be accessed safely for cleaning or maintenance / replacement.	
6) Processes giving rise to large quantities of dust, e.g. dry cutting of brick, stone, etc.	
7) Design of environments involving adverse lighting, noise, vibration, temperature, wetness, humidity & draughts during use and maintenance	
8) Fire containment breach during construction activities	

Name: Kiran Kiran	Date: 5th June 2023
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Upon Completing Section 2 the Principal Designer or Client Representative responsible for the project must email this document To: Contractor / Principal Contractor

Section 3 – Construction Phase Plan

as required by Regulation 12, Construction (Design and Management) Regulations 2015

To be completed by the Contractor / Principal Contractor

Good management of health and safety on site is crucial to the successful delivery of a construction project. The key duty of Contractors and Principal Contractors is to **properly plan, manage and coordinate work** during the construction phase in order to ensure that the level of risk is properly controlled.

The Contractor or Principal Contractor's Construction Phase Plan must include and address all of the following topics which are relevant to the proposed work.

The Construction Phase Plan **may be submitted using the format set out in this document or using the Contractor or Principal Contractor's own format** that contains at least the same level of information.

The level of detail should be proportionate to the scale and complexity and risks involved in the project.

Section 3 - To be completed by the contractor / Principal Contractor

The Contractor or Principal Contractor must read Section 1 and 2 of this document prior to preparing their Construction Phase Plan. The Contractor or Principal Contractor must then submit:

- the completed CDM Process Document (Section 3) OR a Construction Phase Plan containing at least the same level of information; AND
- associated site and project specific arrangements for managing health and safety, Risk Assessments and Method Statements to the Principal Designer / Client CDM Advisor for the Construction Phase Plan to be reviewed prior to commencement of the project on site.

1.0 Description of the Project

Project description and programme details inc. key dates
e.g. start on site, dates for phased handover, dates when high risk events are planned, dates when usual location operations will be interrupted, dates for planned power outages, completion date

The unit refurbishment project consists of the following:

- Internal layout alterations and general fitout works
- Install a new mezzanine floor

Log of existing records and plans available and location where they can be accessed
e.g. Asbestos survey, other survey reports, services information, Health and Safety File
Pre-Construction Information – CDM Process Document – Section 1
Design Risk Register – CDM Process Document – Section 2
Awaiting asbestos information from the Block Management Company.

2.0 Management of the Work

Site Team & Health and Safety Responsibilities

Role	Name	H&S Qualifications
Site Manager	Contractor	TBC
Site Supervisor	Contractor	TBC
Person Responsible for Health and Safety	LDM Group	SMSTS
First Aider / Nominated Person	Contractor	TBC
Fire Warden	Contractor	TBC

Arrangements for Management of Health and Safety Describe the arrangements in place to manage the following areas:

Management area	Arrangements
System for the proactive management of health and safety throughout the Principal Contractor / Contractor organisation:	The Principal Contractor operates a H&S Policy which ensures proactive management of health and safety throughout the organisation. Principal Contractors RAMS to be prepared with the support of LDM Group to ensure appropriate health and safety control measures are put in place. Sub-contractor RAMS will be provided to the Principal Contractor prior to works commencing on site.
Regular liaison between Principal Contractor and Client representatives:	Client representatives will be in communication with the Principal Contractor on a daily basis.
Exchange of design and other health and safety information between designers, contractors and Client Representatives:	Any health and safety related information including risk assessments and method statements will be communicated between contractors to ensure coordination of works on site.
The selection and control of sub-contractors	The Client / Principal Contractor will ensure to validate sub-contractors prior to appointment to ensure they are satisfied with the health and safety information provided by each sub-contractor.
Site security arrangements:	The site is currently secured via lock to the front door. Access and egress to and from the site will be controlled and monitored by the site manager. Warning signage will be in place at the entrance to the site warning of the dangers associated with construction sites and prohibiting access. Signs will be in place to ensure the public will not access the site.
Site Health and Safety Induction:	Each Contractor to be inducted into site via their RAMS, Pre-Construction Information and Construction Phase Plan. All site operatives will undergo a site induction highlighting the need to be aware of other contractors and site specific risk assessments will highlight the relevant risks and control measures.

Welfare facilities:	Existing welfare facilities on site will remain in place for the duration of the project. These consist of a food preparation area, hot and cold running water, a rest area and a toilet. These facilities will undergo regular maintenance to ensure that they remain clean and fit for use for the duration of the project.
Working near asbestos containing materials:	TBC by the facility building manager.
Reporting and Investigation of Accidents and Near Misses:	All accidents and near misses must be reported to the site manager however small. The site Manager will fill in the accident book and organize any statutory notification as necessary. A first aid kit is available on site. Any accidents, incidents or near misses are to be reported to the Client and LDM Group. Any RIDDOR reportable accidents will be reported to the HSE.
Production and review of Principal Contractor risk assessments and method statements:	Principal Contractor Risk Assessments and Method Statements (RAMS) to be produced with support from LDM Group. RAMS will be held on site in the site file available for viewing.
Review and acceptance of sub-contractors risk assessments and method statements:	Principal Contractor and LDM Group to review and approve contractor's Risk Assessments and Method Statements to ensure that work activities are appropriately coordinated on site.
Monitoring of health and safety performance on site: e.g. Health and Safety Inspections, external audits, etc.	The Principal Contractor is responsible for monitoring health and safety performance on site. All activities will follow the appropriate health and safety control measures as per the RAMS.

Site Rules Include Principal Contractor or Contractor's Site Health and Safety Rules or location where they can be accessed

- 1. Appropriate Personal Protective Equipment (PPE) must be worn on site at all times.**
- 2. No alcoholic beverages are to be consumed during working hours.**
- 3. Only qualified scaffolders to erect, dismantle or adjust scaffolding, including mobile scaffold towers.**
- 4. Only certified operators are to operate relevant plants.**
- 5. All materials are to be lifted with a mechanical aid if possible.**
- 6. Ladders are to be tied or footed when in use and made safe or stored when the site is closed.**
- 7. Eye, ear and respiratory protection will be issued when the task requires and must be worn.**
- 8. Do not leave any unprotected holes uncovered.**
- 9. If chemicals are to be used ensure that you are acquainted with the COSHH Assessment.**
- 10. All injuries, however trivial, must be reported and recorded in the Site Accident Book.**
- 11. Ensure you know the Site First Aider and Emergency Procedures.**
- 12. Keep welfare facilities clean and tidy and put all rubbish in bins provided.**
- 13. Keep your work area tidy and do not leave rubbish or equipment where people can trip over it.**
- 14. Do not attempt to lift any load which is too heavy for you, get help**
- 15. Do not enter barriered off areas unless authorised to do so.**

16. Reversing plant on site is forbidden, except with the aid of a banksman.

Fire and Emergency Arrangements The following site controls will be implemented, to be managed, reviewed and updated as necessary by the Principal Contractor or Contractor, and address the management of fire exit routes and any possible works near members of the public.

In Case of an Accident

- Do not attempt to move anyone
- Ensure the safety of other personnel
- Inform the site manager and all others on site
- Summon emergency services
- The first aid box is located in the site office

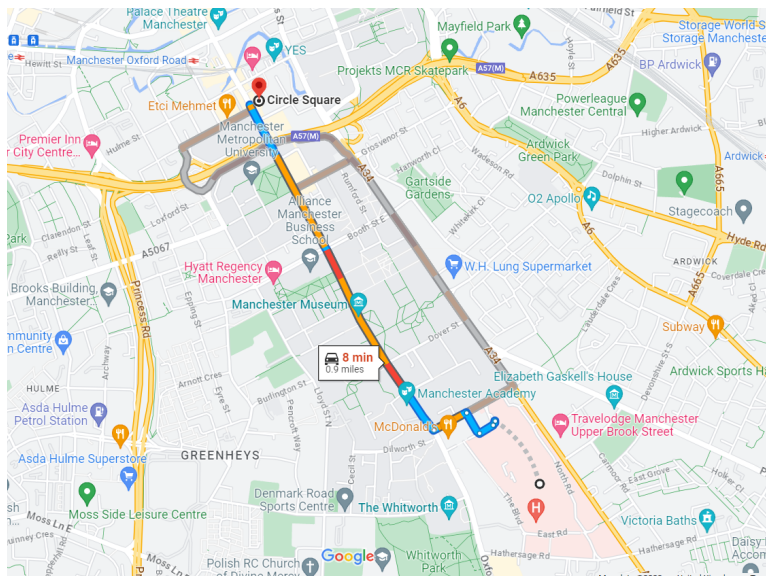
In Case of Fire

- If safe to do so - extinguish fire with site appliances
 - Raise the alarm by shouting 'fire'
 - Notify the site manager and all others on site
 - Call emergency service
 - Go to the assembly point that has been established
- Every effort must be made to prevent the outbreak of fire.

There will be no smoking on site other than in designated smoking zones.

Fire extinguishers to be made available throughout the site.

Fire extinguishers to be placed in immediate proximity to any hot works being undertaken.



The above map shows the route to the nearest emergency hospital.

This map must be on display on site at all times.

The following Principal Contractor and Contractor Risk Assessment and Method Statement have been prepared to address the significant / unusual health and safety risks associated with this project:

Title:	Date:
Risk Assessment - Unit L4, Vita East, Circle Square, Manchester, M1 7EH	8th June 2023
Method Statement - Unit L4, Vita East, Circle Square, Manchester, M1 7EH	8th June 2023

A plan showing access routes for deliveries and waste removal and emergency arrangements must be prepared and kept available on site.

Name:

Upon Completing Section 3 the Contractor must email document:

To: LDM Group / Principal Designer / Client Representative