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**AUTHORISATION: Signature**

**Date**

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**Purpose and  
Scope**

To ensure that all projects are assessed for H&S controls and impacts. This procedure applies to all project planning, design and construction activities.




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| <b>The Design</b>     | The Design of each Project that the Company undertakes should have been reviewed by the Designer and the CDM Coordinator to ensure that it does not present unnecessary levels of risk for the Principal Contractor or any Sub-contractor. Further, the Designer has a duty to consider the likely hazards and risks that may be faced by any person involved with foreseeable renovation, maintenance, cleaning or demolition activities and to take all reasonably practicable steps to reduce these levels of risk.   |
| <b>The Review</b>     | <p>Irrespective of the obligations and duties of others, it is essential that the Company reviews each Project before a tender is submitted in order to determine:</p> <ul style="list-style-type: none"> <li>• What hazards and risks have been identified by the Client, the Designer and the CDM Coordinator</li> <li>• Whether there are other special hazards and risks associated with the Project eg lifting operations, substances hazardous to health, hand arm vibration, whole body vibration and noise etc.</li> <li>• Whether the means by which the risks have been reduced or eliminated are practical and workable on the particular project being considered</li> <li>• What the Company will have to do in order to implement the relevant precautionary and protective measures identified</li> <li>• What resources the Company will have to allocate for the management of Health and Safety issues throughout the Project</li> <li>• Site security requirements</li> </ul> |
| <b>Duty to Assess</b> | The duty to assess the health and safety implications of each potential project is delegated by the Managing Director to the Area Manager or the Contracts Manager, as may be appropriate to each particular tender.   |
| <b>Action</b>         | <p><b>The Delegated Manager shall ensure that:</b></p> <ul style="list-style-type: none"> <li>• all potential H&amp;S impacts on the Company, its employees, or others who might be affected, due to planning, design and/or construction activities, are identified before any work commences;</li> <li>• all hazards and risks associated with planning, design and construction activities are identified and either removed or minimised;</li> <li>• H&amp;S performance with regard to planning, design and construction activities is monitored and reviewed;</li> <li>• sub-contractors are continually encouraged to adopt best H&amp;S management practice and improve their H&amp;S performance;</li> <li>• planning, design and construction activities comply with all relevant H&amp;S legislation.</li> </ul>  |