

## CONSTRUCTION, DESIGN & MANAGEMENT (CDM) REGULATIONS 2015 POLICY STATEMENT

### Policy Statement:

**All Employees:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

**The Workplace:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

McSence is committed to the implementation of good health and safety practice in the implementation and delivery of all of its projects. The Construction (Design and Management) Regulations 2015 ("CDM") are intended to protect the health and safety of people working in construction and others who may be affected by their activities.

CDM place specific duties upon clients, principal designers and designers, principal contractors and contractors, and workers to develop their approach to health and safety so that it is taken into account and then coordinated and managed effectively throughout all stages of a construction project.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. McSence understands its important role in planning, managing and monitoring work to ensure any risks are controlled. It has the skills, knowledge, experience and organisational capability to carry out the work safely and without risk to health.

The Company acts as both Principal Contractor and Contractor and its CDM Policy lays out the duties of each role. Where relevant, McSence will ensure compliance with the CDM requirements by:

- ✚ Making sure the client is aware of the client duties under CDM 2015 before any work starts
- ✚ Planning, managing and monitoring all work carried out by the Company and its workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- ✚ Preparing a written construction phase plan before the construction phase begins, implementing, and then regularly reviewing and revising it to ensure it remains fit for purpose
- ✚ Checking that all workers employed or appointed have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- ✚ Making sure that all workers under its control have a suitable, site-specific induction
- ✚ Providing appropriate supervision, information and instructions to workers under its control
- ✚ Ensuring work does not commence on site unless reasonable steps have been taken to prevent unauthorised access
- ✚ Ensuring suitable welfare facilities are provided and maintained
- ✚ Coordinating with other contractors where required

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**Company Intranet – Staff Zone:** All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

**Compliance:** Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



*McSence Group Signatory:*

**David Maxwell | Chief Executive**

**McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd**

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*Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.*

POLICY