



Document Change Record

Revision	Date	Paragraphs Amended	Reason for Change	Auth. By
1	10/08/09	First Issue	Old system	N/A
2	01/10/12	All	Further detail, now a procedure, doc. no. change	S Hesketh
3	18/06/15	All	CDM 2015 update	S Hesketh
4	05/09/19	All	BS5975-2019 update	L Geng
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1 Purpose

- 1.1 The purpose of this document is to demonstrate MGF's compliance with the CDM Regulations 2015 within the design, specification and supply process.
- 1.2 MGF design, specify and supply temporary works solutions utilising a variety of support systems. MGF's Quality Procedures ensure that the company meet their obligations to CDM 2015 (as far as is reasonably practicable) in accordance with the references listed below.

2 Related Documents

- 2.1 Construction (Design & Management) Regulations 2015 (CDM 2015)
- 2.2 BS 5975:2019 - Code of practice for Temporary Works Procedure and the permissible stress design of falsework.
- 2.3 CPA Good Practice Guide for the Management of Shoring in Excavations – Part 1 Management and Part 2 Hazard Identification for Risk Assessment
- 2.4 MGF-P08 (ED) - Engineering Design Procedure
- 2.5 ED-D006 – Letter to Client Regarding CDM 2015

3 Responsibility

- 3.1 It is the responsibility of the Engineering Director or Designated Individual (DI) to ensure that this procedure is communicated to and understood by all employees engaged in design, specification or supply of equipment.
- 3.2 The responsibilities of all employees are:

MGF Employee Responsibility	Measures to Ensure Responsibility is Met
Ensure competence of all employees involved and resource tasks adequately	The Engineering Director / DI maintains a suitable designer permissions matrix of employees based on an assessment of their technical skill, knowledge and ability. MGF provide regular training to those employees on the matrix which is recorded on the individuals training record. The matrix and resources required are reviewed by the Engineering Director / DI on an annual basis. Quality systems ensure that designs cannot be issued by employees without the correct permissions.
Making new, inexperienced customers aware of their responsibilities	MGF employees at first point of contact with a new customer to enquire whether they are aware of their obligations. The Customer (including their DI) needs to ensure that only suitably



Procedure for Complying with the
Construction (Design & Management) Regulations 2015

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	<p>experienced and qualified personnel is engaged in using MGF's equipment. If the customer is not sure, then a standard letter (ED-D006 - available on the Intranet and web site) must be issued to the customer highlighting their CDM 2015 responsibilities.</p>
Providing customers with sufficient information	<p>MGF provide downloadable copies of all their Technical Files and Guidance for Safe Systems of Work etc. on their website. Controlled physical copies of these documents are to be issued to customer offices and updated as required by Marketing / Sales functions.</p> <p>Each new customer site will receive a site safety pack on commencement of the works issued by the Hire Desk. Bespoke designs, drawings etc. will be issued by Design / Sales via e-mail to the Customer.</p> <p>Additional tool box talks / demos will be available via Sales upon request from inexperienced customers. Sales to ensure customers are aware of this service.</p>
Managing hazards and reducing risks	<p>All MGF employees engaged in designing/specifying MGF systems receive regular training in the principles of hazard elimination and risk reduction and control in relation to the proposed works and MGF systems and equipment. In particular MGF Designers will take account of all pre-construction information supplied to them and take steps to eliminate foreseeable safety risks.</p> <p>Significant risks identified in the design / specification process must be highlighted to the customer by employees. If it is not possible to eliminate these risks, the Engineering Director / DI is to ensure that, so far as is reasonably practicable, the foreseeable risks are reduced, and residue risks information are provided to the relevant parties.</p>
Communication and co-operation with other parties	<p>All MGF employees are mandated to fully co-operate and communicate with all parties to the proposed works with a view to ensuring that everyone can fulfil their responsibilities under CDM 2015 and comply with procedures specified in BS5975:2019. In particular they are to actively engage with the Principal Designer, Temporary Works Co-ordinators and Temporary Works Supervisors on safety matters. All MGF staff are instructed to report dangerous occurrences.</p>