



**KINGDOM**  
Group

## Construction (Design & Management Policy)

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HAPPY TO TRANSLATE

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# CONSTRUCTION (DESIGN & MANAGEMENT) POLICY

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## CONSTRUCTION (DESIGN & MANAGEMENT) POLICY

### 1. Statement of Intent

The aim of this Policy is to ensure that the Kingdom Group, comprising Kingdom Housing Association (KHA) Ltd and its subsidiaries Kingdom Initiatives Ltd and Kingdom Support and Care take all reasonable steps to comply with the Construction (Design and Management) Regulations 2015 (CDM 2015) following their introduction in April 2015.

CDM affects everyone who takes part in the construction process: Kingdom Group colleagues, the Designers and Contractors. The purpose of this policy is to outline the industry guidance for Kingdom Housing Association as a Client, whilst outlining the key duties, documents and responsibilities applicable to CDM 2015.

In line with our commitment to diversity and inclusion, this policy can be made available in a variety of formats, including large print, translated into another language or media. Reasonable adjustments will also be made to assist individuals who have a disability.

### 2. Application of CDM 2015

The regulations apply to construction projects including new build, demolition, refurbishment, extensions, conversions, repair and maintenance. They aim to improve health, safety and welfare by clearly defining roles and responsibilities throughout the project lifecycle.

A project is notifiable to the Health and Safety Executive (HSE) if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; and
- Exceed 500 person days.

Notification is through the contractor or the principal designer (PD) where there is written agreement that the PD will carry out the client's duties.

### 3. Definitions

**"Client"** - any person for whom a construction is carried out. This includes commercial and domestic clients.

**"Construction phase"** means the period of time beginning when construction work in a project starts and ending when construction work in that project is completed.



**“Contractor”** - those who do the actual construction work and can be either an individual or a company.”

**“Designers”** – those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.

**“Principal Contractors”** - contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.”

**“Principal Designers”** – designers appointed by the client in projects involving more than one contractor.

**“Health and Safety file”** is a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project.

#### **4. Roles and Responsibilities**

The Regulations detail the roles and responsibilities of everyone involved in a construction project:

clients, designers, principal designers, contractors, principal contractors and workers.

##### **The Client**

Kingdom Housing Association has obligations under CDM 2015 in the role of the Client. Under this role KHA is responsible for the appointment of the designers and the contractors. The client will determine the budget, time frame and other resources available to carry out the project. The Client has overall responsibility for the successful management of the project and must ensure that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.

The client can appoint a Principal Designer to the project, however the Client must satisfy themselves that the person/consultancy that is appointed to that role is competent and has sufficient resources to carry out their roles and responsibilities. Kingdom has a framework in place of suitably qualified Principal Designers to allow this function to be performed.

KHA will ensure that a Health and Safety file is prepared and updated throughout the delivery of the project. On completion of a project the file will be retained as part of our Asset Management procedures.

A summary of the other key roles are set out below:

##### **Designer(s)**

Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work are considered Designers. When preparing or



modifying designs, they should eliminate, reduce or control foreseeable risks that may arise during the construction period and afterwards when the building is in use and maintenance is being carried out. Designers should also provide information to other members of the project team to help them fulfil their duties.

### **Principal Designer**

A Principal Designer is appointed by the client in projects that involve more than one Contractor. They manage the health and safety in the pre-construction phase of a project including identifying, eliminating or controlling foreseeable risks and ensuring that other designers carry out their duties. Principal Designers should also prepare and provide relevant information to other duty holders at the pre construction phase.

The role extends to the construction phases through the Principal Designer's duties to liaise with the Principal Contractor to help with the planning, management, monitoring and coordination of the works

### **Contractors**

Contractors have to plan, manage and monitor construction work under their control so it is carried out without risks to health and safety. They are also required to coordinate their activities with others in the project team for projects involving more than one contractor. They must comply with directions given to them by the Principal Designer or Principal Contractor. If they are the only Contractor they must prepare a construction phase health and safety plan. A Principal Contractor will be appointed where more than one contractor is involved in the construction phase.

### **Workers**

Workers are the people who work for or under the control of Contractors on a construction site.

## **5. Other Kingdom Policies and Procedures**

This Policy should be implemented in line with Kingdom's Policies and Procedures including but not limited to:

- [Procurement Policy](#)
- [Health & Safety Policy](#)
- Asset Management Strategy

## **6. Monitoring and Review**

This policy will be reviewed 5 years from the date of implementation, latest review date, or any change in legislation, which will be the date the policy is approved by the Board of Management/Senior Management Team, or earlier if deemed appropriate. In the event that this



policy is not reviewed within the above timescale, the latest approved policy will continue to apply.

We will report any breaches of this policy or the current CDM Regulations to the Board of Management and/or Board of Directors as appropriate.

### **References**

- Construction (Design and Management) Regulations 2015
- Health and Safety at Work etc. Act 1974

