



## CDM (Set Construction) Information Sheet and Template

### Introduction

The Construction (Design and Management) Regulations (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects. The 2007 CDM Regulations have been replaced to help workers, contractors, designers and clients work together to improve health and safety.

The key changes from the 2007 regulations are:

- The 2015 Regulations apply to any project with two or more contractors
- A new role is created – the Principal Designer – they become responsible for many of the duties previously those of the CDM Co-ordinator
- Some of the duties formally carried out by the CDM Co-ordinator will now become the direct responsibility of the client

With the introduction of the Regulations applying to any construction project with two or more contractors, this will mean that the scope of construction work carried out within the entertainment industry which falls within these regulations will increase. The aim is for health and safety consideration to be treated as a normal part of a project's development, not an afterthought or bolt-on-extra. The actions required should always be sensible and proportionate to the risks.

The aim of this guidance and corresponding tools is to ensure that productions understand what they need to do in order to comply with the regulations, what roles need to be placed and what duties each of these roles have. The overall aim being to reduce the risk of harm to those that have to build, use, maintain and take down structures.

In most cases involving construction builds on productions, the production company will take on the role of CDM Client. As the production company will be planning, managing, monitoring and co-ordinating the construction activity, they will also take on the CDM Principal Designer (PD) and Principal Contractor (PC) roles. The production company will discharge their CDM duties with the assistance of those working for them as part of their production team. The key roles most likely to be involved are shown below:

### Producer

*Has overall responsibility for the project. Will most likely delegate responsibilities for the day-to-day co-ordination of the project to Production Manager or Stage Manager.*

### Production Manager

*Will have the greatest technical knowledge of the structure/set being built. Together with the Producer, Director, Designer, they will decide the overall look of the set. It is important that the Production Designer is supported by and key knowledge is fed in by the Director, Designer, Lighting Designer, Sound Designer and other Heads of Department as necessary. A key duty of the Production Designer is applying the general principles of*

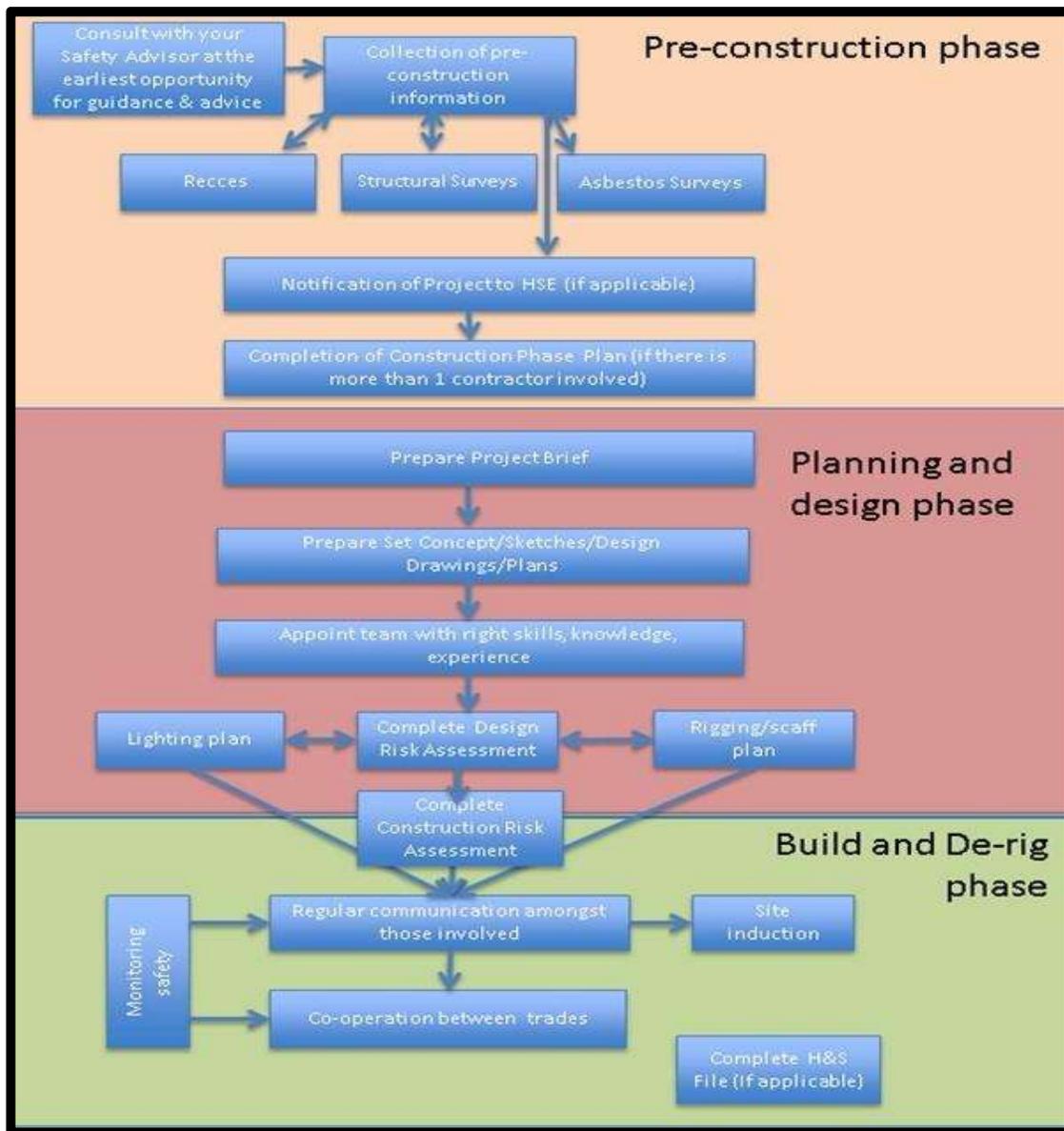


prevention to the design of a structure – i.e. eliminate or control risks as far as is reasonably practicable.

### Construction Manager

Will have the greatest technical knowledge and skills required for constructing the set/structure. The Construction Manager manages and monitors the construction phase of a project and co-ordinates matters relating to health and safety during the build and break down to ensure that so far as is reasonably practicable, the work is carried out without risks to health and safety.

The flow chart below shows the key phases that will most likely be involved in a construction project in the entertainment industry. Each phase is then explained in more detail in the narrative in the table which follows the flow chart.





Action Required	Responsible Person
<p>Consult with your safety Advisor at the earliest opportunity for guidance and advice (e.g. Start-up meeting) – once you know you have any construction involved in your production, contact your safety advisor for help and guidance on the actions required. The actions will be dependent on the type of production, the size, complexity and location of your set builds.</p>	<p>Production Manager</p>
<p>Collection of pre-construction Information - It is important that all relevant information on the location or studio where the set will beforehand to inform all those working on it of any risks that may have an impact on the design of the set/structure. For example, structural surveys, asbestos surveys, floor loadings/ceiling heights of studios which may limit the size and weight of scenic elements, load capacity of studio grid, electrical power specification of the location</p>	<p>Production Manager/Producer</p>
<p>Notification of Project to HSE- If the construction work is scheduled to last longer than 30 working days and has more than 20 workers working simultaneously at any point in the project, or exceeds 500 person days, then the project is notifiable to the HSE under the CDM regulations. HSE must be notified as soon as practicable before the construction phase begins.</p> <p>If the construction project is not notifiable at first, but there are subsequent changes to its scope so that it fits the criteria for notification, the HSE must be notified as soon as possible. An up-to-date copy of the notice must be displayed in the construction site office so that it is accessible to anyone working on the site.</p>	<p>Production Manager/Producer</p>
<p>Completion of Construction Phase Plan – For projects with more than one contractor involved, there is a CDM duty to complete a construction phase plan before that phase begins</p>	<p>Production Manager/Producer</p>
Action Required	Responsible Person
<p>Prepare Project Brief - A project brief should be put together at the outset. The brief should identify the key requirements and expectations of the project, including any limitations or restrictions such as budget and timescales.</p>	<p>Production Manager/Producer (with information provided by Director, Designer, Construction Manager, other HODs as required)</p>
<p>Prepare Set Concept sketches/design drawings - Set concept sketches/design drawings should be prepared. They should contain details of set construction materials being used, specifications, any load bearing structures etc</p>	<p>Designer</p>



Complete a Design Risk Assessment – Design Risk Assessment must be completed for the set/structure	Production Manager/Designer
Action Required	Responsible Person
Complete a Risk Assessment for the construction of the set/structure – The general principles of prevention to the build and breakdown of the structure – ie eliminate or control risks as far as is reasonably practicable.	Construction Manager
Ensure everyone working onsite receives appropriate H&S information to help keep them safe - draw up site rules & provide a suitable site induction	Construction Manager
Take any necessary steps to prevent unauthorised access to areas where construction work is being carried out - Site boundaries should be clearly marked out depending on the risk, using signage, fencing etc. Consider the surrounding area and the sites proximity to others such as local residents, schools, public roads etc. Site Security should be in place as required.	Construction Manager (in consultation with Production Manager/Producer)
Ensure general requirements for construction sites are fulfilled – eg stability of structures, good housekeeping, safe traffic routes, fire prevention, emergency procedures etc - monitor site health and safety standards and control measures to ensure they remain effective. This can be achieved by carrying out regular safety inspections and dealing with any issues that arise	Construction Manager (in consultation with Production Manager/Producer)
Ensure adequate welfare facilities are provided – This will include toilets, washing facilities, drinking water, rest areas	Construction Manager (in consultation with Production Manager/Producer)
For standard entertainment set builds, which are going to be dismantled and not used for long term sets, there will be no need for a H&S File. In most cases, it may simply be enough to say there are no unusual or significant features in terms of its design or construction methods.	Construction Manager (in consultation with Production Manager/Producer)



## Construction Phase Plan

PLAN		<u>Theatre Details</u> –
		<u>Production Designer Details</u> –
		<u>Production Manager Details</u> –
		<u>Description of Set/Project</u> –
		<u>Key Dates</u> –

TEAM	Key members of the team during construction and their role's/responsibility's –	
	How the work will be managed safely ( <i>include details of site rules, site inductions, emergency facilities and procedures</i> ).	
WORKING TOGETHER/ ORGANISE	Key arrangements –	
	Key safety risks on the project –	