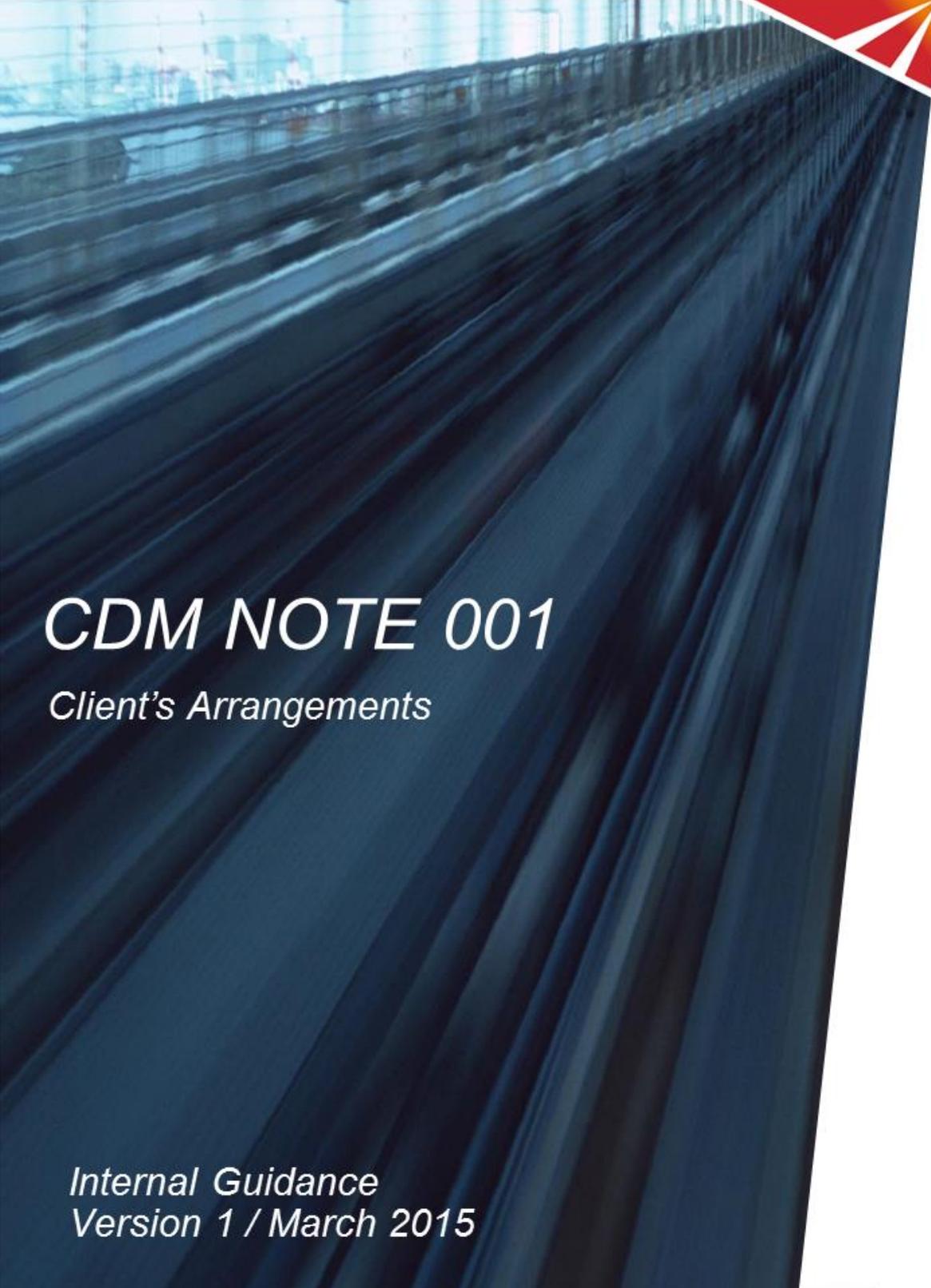




NetworkRail



CDM NOTE 001

Client's Arrangements

*Internal Guidance
Version 1 / March 2015*

CDM Note 001: Client's Arrangements



Introduction

The CDM Regulations 2015 come into force on the 6 April 2015, and bring new Client's duties. The aim of this note is to provide internal guidance and tools, so that the different parts of Network Rail, who will discharge these duties on behalf of the whole organisation, can prepare and implement local arrangements and controls as appropriate.

This note does not provide the detail of the CDM Regulation 2015, or the Client role and what the specific duties are. This is detailed in the following documents;

- [CDM Regulations 2015](#),
- [CITB Principal Designers Guidance](#)
- [HSE L153 Guidance on the Construction \(Design and Management\) Regulations 2015](#).

This note and other Network Rail internal guidance is available from:

- [Safety Central – CDM 2015](#)

Scope of CDM Regulations 2015

The scope of the CDM Regulations 2015 is greater than under the 2007 version. The regulations apply in full to all our activities where we plan to undertake construction works – which by definition are the majority of the changes we make to the infrastructure, even where “like for like”. The CDM Regulations 2015 also apply at the earliest stage of a change; for example pre-GRIP 1.

Guidance on the integration and interaction with the Common Safety Method for Risk Evaluation and Assessment is provided in CDM Note 003.

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1.0 Who is the Client?

For construction works commissioned by Network Rail Infrastructure Limited, then the company shall typically be the named Client, under the CDM Regulations 2015. There will be exceptions that will need judgement and decision making; for instance our interfaces with High Speed 2 and Crossrail.

In practice different Routes and Functions discharge our obligations under the CDM Regulations, and therefore contribute to successful Health and Safety outcomes for our change to the infrastructure. For the majority of “enhancement projects”, Group Strategy will be the accountable for discharging the Client’s duties, until handing over to a Route organisation – more details of Client structures are to be found in:

- Clienting Guidelines
- CDM Note 002 – Principal Designer Appointment

Appendix B shows a high-level chart of the roles accountable for creating and ensuring implementation of CDM management arrangements in their part of the business. In the Business Critical Rules terminology these are the “controls” that the part of the business implements to ensure Network Rail as whole complies with the CDM Regulations 2015. One of their accountabilities will be to define which circumstances they are accountable for discharging the Clients duties and how and when this is transferred to another part of Network Rail.

2.0 CDM management arrangements

Network Rail operates a layered approach to our arrangements for health and safety, and for CDM compliance.

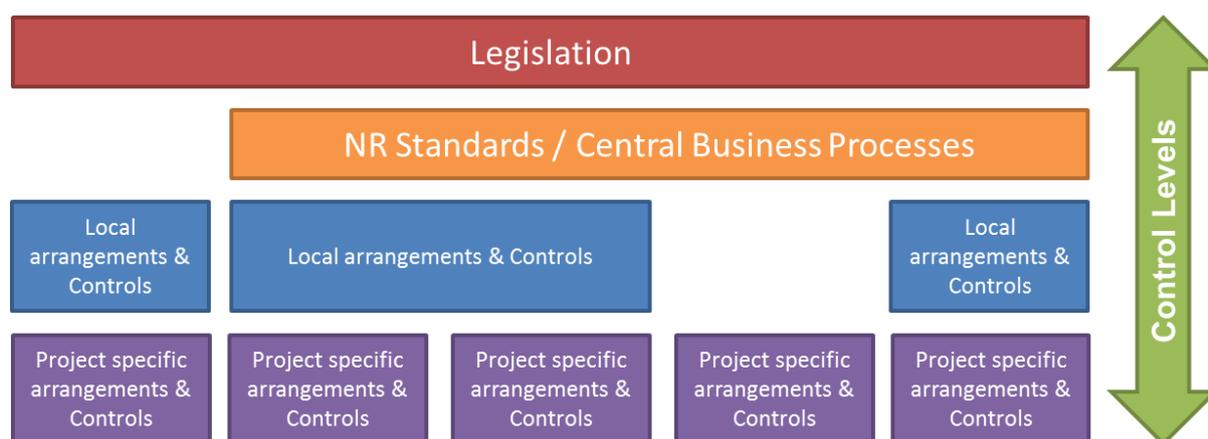


Figure 1

Our CDM standard (NR/L2/OHS/00470) defines the high-level requirements to be implemented for a project and as business. The standard requires a CDM Plan to be produced to cover the project specific arrangements and controls - these are the orange and purple levels shown in Figure 1. Currently we are not consistent across the business in how

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we document the local or business unit specific arrangements and controls; the blue level in Figure 1.

The blue level exists, but is often not documented. It would typically include; controls or arrangements that are:

- unique to a business unit or area of Network Rail,
- consistent between multiple projects (copy & paste between CDM Plans)
- not consistent enough to form a Network Rail wide control.

The strategic aim will be for controls to move between the different levels, as part of our ambition for continual safety improvement. Where we can standardise tools, arrangements and controls we should do so – to improve consistency in safety performance and outcome.

To support those identified in Appendix B as accountable, to document their (blue level) local arrangements and controls, Appendix A provides an example RACI template, including example processes and tasks. The RACI template will need to be reviewed and made specific for the area of Network Rail that is using it. The aim is to examine how our current processes align with the CDM Regulations and fill any gaps that exist.

These local arrangements allow each function, major programme or region to provide detailed instructions to staff on how to apply CDM in that function, major programme or region. Local CDM procedures should be specific to a function, major programme or region. They shall be written and approved by the function, major programme or region and they must align with provisions within the NR/L2/OHS/0047 and the CDM Regulations 2015.

2.1 Competence management

The benefit of using a RACI is that it aligns to job descriptions and roles. The RACI can then be used as the basis for line management to identify the skills, knowledge and experience required from these roles. They can then provide the support required for staff in these roles.

There is a CDM awareness course that is available internally. Ideally we require a couple of people to volunteer to be trainers in each area of the business to help deliver this to their colleagues – ideally these would be defined in the RACI. The course is only an awareness course and on completion people should not conclude they are “CDM experts” or “CDM competent”, as there is no course that can cover the wide range of roles and tasks that exist within our organisation.

2.2 Duty holder appointments

The CDM Regulations 2015 require that the Client appoints the other duties holders. Our standard (NR/L2/OHS/0047) requires that we appoint “CDM Representatives” for each duty holder. The major change with the introduction CDM Regulations 2015 is the introduction of the Principal Designer, and therefore the Principal Design Representative. Guidance on the appointment and assessment of the Principal Designer and Representative is provided in CDM Note 002.

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Appendix A - Client Duties RACI Template and Example

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Appendix B – Accountable Directors for CDM Implementation

