



Veriflo
Water Asset Management

POLICY 003: Construction, Design & Management

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CONSTRUCTION, DESIGN AND MANAGEMENT POLICY

1 Purpose

Veriflo Ltd have identified that aspects of their undertakings fall within The Construction (Design and Management) Regulations 2015 (CDM:2015). As such, the Company shall identify any activities and work undertaken on projects which fall under CDM:2015 regulations, shall assume their designated role and all relevant duties and responsibilities.

2 Scope

Construction work is defined as any activity carried out on buildings, civil engineering and/or construction engineering; including but not limited to site preparation, excavations and the installation, commissioning, maintenance, repair or removal of fixed utilities.

The identification of mandatory Duty Holders has been specified under CDM:2015 as:

- **Client:** Make suitable arrangements for managing a project, including making sure: other Duty Holders are appointed as appropriate, sufficient time and resources are allocated.
- **Principal Designer:** Plan, manage, monitor, and coordinate health and safety in the pre-construction phase of a project.
- **Principal Contractor:** Plan, manage, monitor, and coordinate health and safety in the construction phase of a project. This includes liaising with the client and principal designer, preparing the Construction Phase Plan, organising cooperation between contractors, and coordinating their work.
- **Suppliers and designers** operate to support these primary positions and have their relevant duties and responsibilities.

3 Statement

When working under CDM regulations, Veriflo Ltd shall assume the **Contractor** role under the supervision of the Principal Contractor and plan their operations in accordance with CDM:2015 and ensuring responsibility to personnel through the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

When participating in projects covered by CDM:2015, Veriflo Ltd recognise their duty to:

- ensure the client is aware of their client duties
- plan, manage and monitor all work carried out by themselves and their workers, and to take into account the risks and controls for any who may be affected by it (including the public)
- ensure all employees have suitable skills, knowledge, training, and experience
- provide suitable induction for their workers, unless provided by the principal contractor
- provide appropriate supervision, information, and instruction to their workers
- ensure reasonable steps have been taken to prevent unauthorised access to the site
- ensure suitable welfare facilities are provided and maintained for workers under their control
- coordinate their work with others in the project team
- comply with directions given by the Principal Designer or Principal Contractor
- comply with all parts of the construction phase plan (PDF) relevant to their work

4 Arrangements

Veriflo works to provide excellence in communication and collaboration with stakeholders in all operations undertaken by the Company. We maintain a professional Business Quality management system accredited to ISO9001: 2015, which is embraced at all levels within the Company.

The process approach and Plan-Do-Check-Act cycle is embedded in our internal operations, with regular meetings and internal reviews held to address challenges and opportunities in a measured, documented, and methodical way.

The Company makes use of the My Compliance Management software platform to underpin our operations, using the suite of compliance tools provided to manage and document our actions and operations.

Projects which are covered by CDM will be subject to similar monitoring, review, improvement, and closeout review in line with standard Company operations as detailed below.

4.1 Origination

Where new projects and services are proposed, they are subject to a works design review, which assesses the needs and expectations of the client, stakeholders, and legislation, assesses the risks and requirements, and assesses the Company's ability to satisfy these and the investment needed to reach full capability. This service design review is assessed by the Senior Management Team.

The Company is aware of its responsibilities under the CDM legislation. Where new contracts are assessed, this will include consideration of the CDM status of the project and what will be needed to satisfy stakeholder requirements. Projects of this type will be placed under the control of a single Project manager who will ensure that all requirements are satisfied

4.2 Monitoring

As part of the Quality Management system, works processes and their inputs and outputs are routinely monitored. All projects are assigned to a Project manager who is in turn supported by all members of the management team. Project and planning meetings are held minimum weekly, in which works progress, hold points, feedback, and outputs can be reviewed.

Where noted Risks or Opportunities are identified during operations, these are recorded and managed on the Company Risks & Opportunities register where actions are assigned for their resolution, they may be escalated or closed depending on progress, and will review in a monthly R&O meeting and quarterly Senior Team meetings.

4.3 Checks and Audits

The Company performs a suite of formal and informal checks and audits as part of our Business management processes. These may focus on our internal quality, environmental or H&S management systems and our individual personnel throughout the year. All audits will be performed in the context of the project to which they relate (where appropriate) or to the scope of wider Company operations.

Where a CDM-relevant project is undertaken, weekly reviews will be held in which processes, operational inputs and outputs, feedback and compliance will be monitored throughout the Project.

4.4 Review & Response

Veriflo Quality management systems require processes, procedures, and systems to be reviewed annually and as needed. Where any Risk or Opportunity is recorded against a project, root cause analysis will be performed and a review of relevant and affected systems will be carried out. All such actions and outcomes will be recorded through the My Compliance Management system.

Senior Management participates in the review of Risks & Opportunities, periodic monthly, quarterly, and annual reviews of operational processes, meetings of the management team and focus group activities.

The Directors of the Company have full involvement; where any investment in time, resource or procedure is needed, their support pushes the Company to reach and maintain the highest standards.

4.5 Post-project review

At completion of projects phases and project completion, a meeting is held with the management team to discuss challenges, outcomes, learnings, and feedback. Many issues will have been addressed and managed through the Risk & Opportunities management system during the project, and these will be reviewed at this time. Each completed project will also be reviewed during quarterly Commercial meetings.