

Managing In-House Repairs/ Refurbishment

Some minor repair or refurbishment jobs are carried out by in house personnel such as a caretaker, handyman or by volunteers. These jobs still need to be approached with the same planning, resourcing and assessment as you would expect if engaging a contractor.



Does CDM apply?

Even a small, straightforward job can fall under the Construction (Design and Management) Regulations, 2015 (CDM). Just because you're not using a contractor doesn't mean CDM doesn't apply. Whilst you won't be appointing dutyholders, you will be responsible for the relevant duties that apply.

Make sure you can evidence that the project was adequately planned, resourced and carried out ensure a good standard of health and safety. Follow the good practice steps below.



STEP ONE: Competent People

The people involved need to have the right knowledge, skills and experience to do the job properly. Don't allow unskilled or inexperienced people to carry out work on utilities (water, gas electric), work at height, work with power tools or work which generates heat such as cutting, welding or any process involving

the application of a naked flame.

Check that you or the people involved will be insured in the event of property damage or a public liability claim for injury.



STEP TWO: Hazard Information

There will be things about your premise which could affect the health and safety of the people carrying out the work and other people such as your staff, pupils, visitors and passers-by. For example, information about asbestos, location of services, fragile surfaces, people accessing the building while work is going on.

Make sure the people involved have the right information to enable them to plan the work safely.

Use our Project Planner, available in this Resource Pack, as a guide to the types of hazards to consider.



STEP THREE: The Plan

BEFORE WORK STARTS, make sure there is a clear and documented plan for the work. If the job is a CDM job, this will be the Construction Phase Plan.

The plan should address the hazards associated with the job for example, use of a scaffold tower rather than reliance on ladders for ceiling repairs, barriers and signs to keep unauthorised people away from the work site etc.

Our Project Planner is designed to help you with this.



STEP FOUR: Welfare Arrangements

BEFORE WORK STARTS, check that the people doing the job have access to adequate welfare facilities. This will usually mean access to toilet and washing facilities, somewhere warm and dry to rest, somewhere they can get hot and cold drinks and snacks if necessary and first aid facilities.



STEP FIVE: Finishing Off

The job might affect the ongoing maintenance, future refurbishment, construction or demolition work. If you already have a Health and Safety File for the premises, this should be updated with the new information. If not, it's a good idea to create one to avoid the information getting lost.

For more detail on the requirements of CDM read our [Overview of the Construction \(Design and Management\) Regulations, 2015 guide](#) available in this Resource Pack.