



## CDM 2015 – A need to know

### 1) All projects must have:

- ✚ An allowance for adequate time
- ✚ Protection for members of the public who access the site
- ✚ Adequate welfare facilities before work starts
- ✚ Effective communication between designers and contractors
- ✚ A client brief, including as much information about the project as you have, with timescale, budget and management plans.

### 2) More than one contractor?

For projects where more than one Contractor is involved at any time, a Principle Designer and Principle Contractor must be appointed in writing by the Client.

- ✚ A health and safety file must be created, recording useful information to manage health and safety risks during future maintenance or other works.
- ✚ At the end of the project the Principle Designer or Principle Contractor should provide the Client with a copy of this file, it should be retained and made available for future use.

**Ensure you also complete section 1**

### 3) Notifiable projects

The Health and Safety Executive must be notified by the Client about a project if work is scheduled to:

- ✚ Last for longer than 30 working days and has more than 20 workers working at the same time at any point in the project, or;
- ✚ Exceeds 500 person working days.

**Ensure you also complete sections 1 & 2**

Duty Holder:	Duties:
<b>Commercial Client</b> Organisations or individuals instructing work as part of a business	<ul style="list-style-type: none"> <li>✚ Make suitable arrangements for managing a project, including ensuring other duty holders are appointed.</li> <li>✚ Ensure sufficient time and resources are allocated.</li> <li>✚ Relevant information is prepared and provide to other dutyholders.</li> <li>✚ Ensure the Principle Designer and Principle Contractor carry out their duties.</li> <li>✚ Ensure welfare facilities are provided.</li> </ul>
<b>Domestic Client</b> Individuals instructing work carried out on their own home, or that of a family member that is not done as part of a business.	<ul style="list-style-type: none"> <li>✚ Duties can be transferred to the Contractor for single Contractor projects, or the Principle Contractor for multi Contractor projects.</li> <li>✚ Or by written agreement the duties can be transferred to the Principle Designer.</li> </ul>
<b>Principle Designer</b> Appointed by the client for projects with more than one contractor.	<ul style="list-style-type: none"> <li>✚ Plan, manage, monitor and coordinate health and safety in the <b>pre-construction phase</b>.</li> <li>✚ Identify, eliminate or control foreseeable risks.</li> <li>✚ Ensure other designers carry out their duties.</li> <li>✚ Prepare and provide relevant information to other dutyholders</li> <li>✚ Liaise with Principle Contractor to help in the planning, management, monitoring and coordination of the construction phase.</li> </ul>
<b>Principle Contractor</b> Appointed by the client to coordinate the construction phase of a project involving more than one contractor.	<ul style="list-style-type: none"> <li>✚ Plan, manage, monitor and coordinate health and safety in the <b>construction phase</b>.</li> <li>✚ Liaise with the client and Principle Designer.</li> <li>✚ Prepare the construction phase plan.</li> <li>✚ Organise cooperation between contractors and coordinate their work.</li> <li>✚ Provide a site induction.</li> <li>✚ Prevent unauthorised access</li> </ul>