



CDM 2015

CONSTRUCTION  
(DESIGN AND  
MANAGEMENT)  
REGS 2015



## What is **CDM 2015** and why does it apply to me?

**CDM2015 is the Construction (Design & Management) Regulations 2015; this is an updated regulation that came into force on the 6th April 2015, replacing the 2007 Regulations.**

It is a legal requirement for everyone working in the building or associated trades to comply with these regulations to ensure that Health & Safety is paramount to both workers and customers. It also provides a good foundation for working practises to any business.

The CDM2015 is the HSE regulation for all contractors including decorators and is applicable to every construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure, property, building or premises.

But I am the client, surely I don't need to do anything?

**YES you do**

The CDM2015 Regulations gives each party involved in a project, duties that specifically apply to them in relation to Health & Safety, no matter how big or small the company is.

But I am only having some redecoration done to my building?

**The work still has to comply**

If there is only one contractor undertaking the works, some areas of the CDM2015 apply including the information you, as the client, provide the contractor. There is no requirement to produce a Health & Safety Folder if there is only one contractor.

## The job will only last a couple of days, does it still apply?

**YES it does**

The CDM2015 Regulations apply whether or not the work lasts from ½ day to a year and beyond.

However, there are two ways CDM2015 is enforced:

- Notifiable Projects
- Non-notifiable Projects

## How do I know which one applies to me?

A project is notifiable to the HSE when:

Construction work lasts longer than 30 working days **AND** has more than 20 workers working simultaneously at any point in the project **OR** exceeds 500 person days.

Find out how to do this on page 7.

## So, what am I supposed to do?

If your project **DOES NOT** match the criteria to the left, then you still have to comply with the CDM2015 Regulations but in proportion to the size of the project and you **DO NOT** have to inform the HSE.

If your project **DOES** match the criteria to the left, it is your responsibility to inform the HSE by means of an F10 form.

## What is everyone's role in my project?

### Client (you)

#### Your duties are:

- To ensure HSE are informed if the project meets the criteria
- To ensure that there are arrangements to manage the project
- To confirm that all other duty holders are appointed
- To establish that sufficient time and resources are available for the entire project
- To ensure all the relevant information regarding the premises are given to both Principal Designer and Principal Contractor
- To ensure welfare facilities are provided

### Principal Designer

Undertake the same role as the Designer but are instructed by Clients when more than one contractor is involved in a project. They must have relevant skills, knowledge and experience to carry out the role.

#### Their duties are:

- To plan, manage, monitor and co-ordinate health and safety during the Pre Construction Phase
- To prepare and provide the relevant information to the Principal Contractor relating to the project to assist in their Health & Safety planning of the construction activity
- To prepare the Pre Construction Information Pack

### Principal Contractor

The main contractor on the project where there is more than one contractor appointed.

#### Their duties are:

- To plan, manage, monitor and co-ordinate health and safety during the Construction Phase
- To prepare a schedule of works that all contractors involved work to
- To provide the Health & Safety File with information relating to the Construction Phase Plan
- To provide the Health & Safety instructions, information, training and supervision for the project

## Designers

Are businesses that prepare or modify designs for the construction project.

### Their duties are:

To ensure that the design that they are creating reduces, eliminates or controls any foreseeable risk during:

- The construction phase
- The maintenance and use of the building

Designers must provide relevant information to other duty holders, relating to their design.

## Contractor

The business actually undertaking the works on the project where there is one or more than one contractor appointed.

### Their duties are:

- To plan, manage, monitor the construction work that they are involved with in conjunction with the prepared schedule of works
- Where there is only one contractor appointed, they must prepare the information for the Construction Phase
- To provide the Health & Safety instructions, information, training and supervision for the project

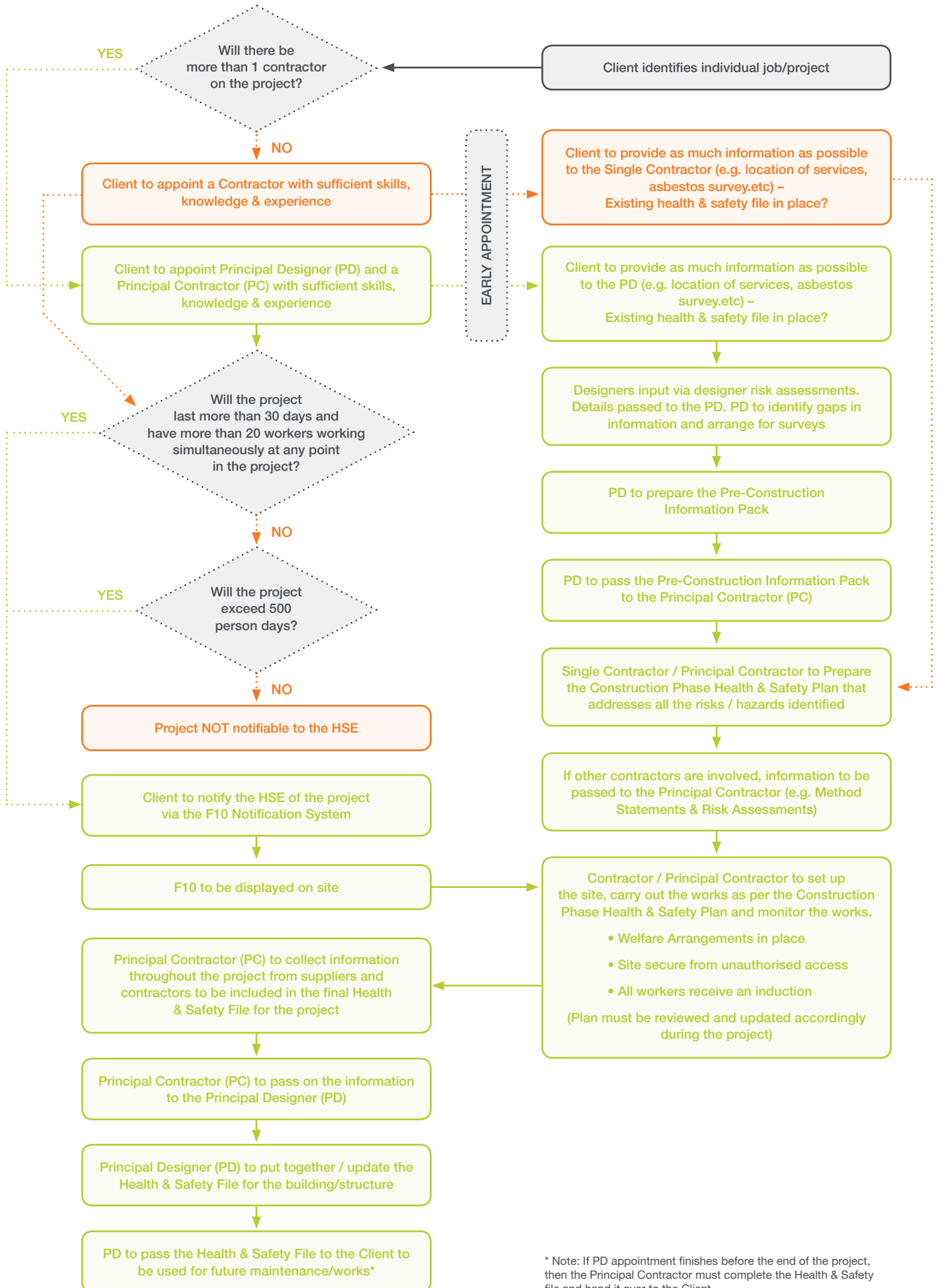
## Workers

The tradespersons physically working on the project.

### Their duties are:

- To ensure that they work in a safe manner
- To look after their own Health & Safety
- To ensure that they do not put any one else at risk by their work
- To co-operate with all other duty holders

# How CDM 2015 applies to commercial/industrial clients



\* Note: If PD appointment finishes before the end of the project, then the Principal Contractor must complete the Health & Safety file and hand it over to the Client

## How do I inform the HSE that my project meets the notifiable criteria?

This can all be done online by completing an F10 form, just go to [www.hse.gov.uk/forms/f10.htm](http://www.hse.gov.uk/forms/f10.htm)

The F10 form is a series of questions relating to the project information, including:

- 1 The date of forwarding the notice.
- 2 The address of the construction site or precise description of its location.
- 3 The name of the local authority where the construction site is located.
- 4 A brief description of the project and the construction work that it entails.
- 5 Contact details of the client: name, address, telephone number and (if available) an email address.
- 6 Contact details of the principal designer: name, address, telephone number and (if available) an email address.
- 7 Contact details of the principal contractor: name, address, telephone number and (if available) an email address.
- 8 The date planned for the start of the construction phase.
- 9 The time allocated by the client under regulation 4(1) for the construction work.
- 10 The planned duration of the construction phase.
- 11 The estimated maximum number of people at work on the construction site.
- 12 The planned number of contractors on the construction site.
- 13 The name and address of any contractor already appointed.
- 14 The name and address of any designer already appointed.
- 15 A declaration signed by or on behalf of the client that the client is aware of the client duties under these Regulations.

Once you have answered the questions you click 'submit' and the HSE will then produce and email you, your completed F10 form.

This F10 form must be displayed on the Projects Health & Safety notice board for the duration of the project. If at any time the project description or timescales alter this can easily be changed online.

## What information do I have to give?

### Client Brief to the Principal Designer:

- What you want to achieve from the design
- Who the other duty holders are
- How and when the works can be carried out
- How the project will be managed and by whom
- Existing information relating to the building ie Asbestos Register, previous Health & Safety Files and location of services
- Expectations for Health & Safety from the Clients perspective and operations as well as the contractors
- Provide welfare facilities
- Provide available resources and realistic timescales to the project
- Attend regular site meetings with the Principal Designer and Principal Contractor

This information forms part of the Pre Construction Information Pack

## What is the Pre Construction Information Pack and the Construction Phase Plan?

### The Phase Plans are for two separate parts of any project:

Pre Construction Information Pack is all the information the contractor will need to know from the Client and the Principal Designer before they start work.

#### Completed Pre Construction Information Pack should include:

- A description of the project
- Key Dates for the construction
- Planning and the management of the project (who the other duty holders are)
- Any existing Health & Safety hazards on the site
- Any relevant information and details of any previous Health & Safety files
- Designs and Plans

The Construction Phase Plan is where the contractor provides details of their Health & Safety arrangements during the construction work and any site specific rules and provisions.

#### What to include on a Construction Phase Plan:

- Health & Safety information relevant to the project
- Schedule of works program
- Site Inductions
- Site Rules
- First Aid Provisions
- Emergency Evacuation Procedures
- Management of the works

The information provided in the Construction Phase Plan only has to be proportionate to the size, complexity and risk involved in the project.



## So what happens with all the information the Principal Designer and the Principal Contractor provides me?

The collated information from the Pre Construction Information Pack and Construction Phase Plans are put together in one folder, called the Health & Safety File. This file is kept on the project as a reference manual for all duty holders until the completion of the project.

Once the project has been completed the Health & Safety File is handed over to you to become a reference manual for the projects design and construction.

It is the Principal Designers responsibility to hand the folder over to the Client at the end of the project.

If the Principal Designer has only been appointed to design the project and from there has no further dealings with the project, the responsibility falls to the Principal Contractor to hand over the file to signify completion.

When the Health & Safety File is handed over to the client, the contractor should inform the client of the information in the file and that it should be kept and handed over to other contractors if further works are undertaken in the future and if they move or change premises this file should form part of the documents handed to solicitors or estate agents if they ask for it.

**This CDM2015 Client Guidance has been written to provide a basic understanding of the Construction (Design and Management) Regulations 2015, it is not to be considered as a full interpretation of the Regulations.**

## References

### Books and Reference Guides

- HSE CDM2015 Industry guidance for Principal Contractors
- HSE Managing health and safety in construction Construction (Design and Management) Regulations 2015
- CITB Industry Guidance for Clients

### Websites

- [www.hse.gov.uk](http://www.hse.gov.uk)
- <http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/>

### Glossary

- **CDM2015**  
Construction (Design & Management) Regulations 2015
- **HSE**  
Health & Safety Executive
- **Notifiable**  
When the HSE need to be informed about a project
- **Non-Notifiable**  
When you don't have to tell the HSE about a project
- **F10 Form**  
The online form for Notifiable projects
- **Pre Construction Information Pack**  
Required information before work starts
- **Construction Phase Plan**  
Required information of the works
- **Duty Holders**  
Each party involved in a project has duties under CDM2015
- **Health & Safety File**  
Collation of all information gained for the project

