



SD269: CDM Roles and Responsibilities

Notifiable Project - Definition under CDM

- Exceeding 30 days (maybe dis-continuous)
- Exceeding 500 person shifts

Client Duties - Non notifiable projects

Clients must ensure that:

- Anyone (individual, company or other) they appoint/employ is/are competent, adequately resourced & appointed early enough
- They allow adequate time for each stage of the project including sufficient time before construction for planning & preparation by contractor(s)
- They co-operate & co-ordinate their own works with others
- There are reasonable management arrangements in place throughout the project, including arrangements for suitable welfare
- Fixed workplaces will comply in respect of their design with the Workplace (Health, Safety & Welfare) Regulations
- Relevant information in their possession, or that which they can reasonably obtain is passed to their designers and contractors

Additional Client Duties - Notifiable projects

Clients must:

- Appoint a CDM-Co-ordinator (CDM-C) as soon as is practicable after initial design or other preparation for construction work has begun
- Appoint a Principal Contractor (PC) as soon as practicable after knowing enough about the project to be able to select one
- Ensure the construction phase does not start unless there is a suitable 'Construction Phase Plan' including arrangements for welfare in place
- Provide information to the CDM-C
- Make sure that the 'H&S File' is prepared, reviewed or updated for the end of the construction phase
- Keep available and update the 'H&S File' and pass to a new owner

Designer - Definition under CDM

- Anyone who dictates or even influences the way something is constructed, maintained, cleaned, dismantled, demolished or used as a workplace
- Anyone who dictates or even influences the choice of materials or other products or services
- Producers/suppliers of manufactured items ??
- Planning & building control ??

Designer Duties - Non notifiable projects

Designers must:

- Satisfy themselves that anyone (individual, company or other) they appoint/employ is/are competent, adequately resourced & appointed early enough
- Ensure that the Client is aware of his (also read 'her or its') duties before any work is carried out
- When designing, avoid foreseeable risks to those involved in or affected by constructing, maintaining, cleaning, dismantling, demolishing or using a structure as a workplace
- Eliminate hazards & reduce risks, so far as is reasonably practicable (taking account of other relevant design measures), while giving collective measures priority over individual measures and complying with the Workplace (Health, Safety & Welfare) Regulations
- Take reasonable steps to provide information about any significant risks associated with their design
- Co-ordinate their work with others

Additional Designer Duties - Notifiable projects

Designers must:

- Ensure that the Client has appointed a CDM-C
- Not start design work (other than defined 'Initial Design') unless a CDM-C has been appointed
- Co-operate with the PC and any other designers and/or contractors to allow them to fulfil their duties
- Co-operate with the CDM-C and take necessary steps to provide information to the CDM-C as will adequately assist him (also read 'her or it') to comply with his duties, including information for the 'Pre-construction Information' and the 'H&S File'



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Contractor(s) Duties - Non notifiable projects

- Ensure that the Client is aware of his (also read 'her or its') duties before any work is carried out
- Ensure that anyone (individual, company or other) they appoint/employ is/are competent, adequately resourced & appointed early enough
- Plan, manage & monitor their own work
- Ensure that contractors they engage are informed of the minimum time for them to plan and prepare before starting work
- Provide information to workers
- Prevent unauthorized access
- Ensure any design work is in accordance with CDM regulation 11 - see section on designers above
- Co-operate, co-ordinate and comply with Schedule 2 and Part 4 of the CDM regulations
- Consult with workforce on H&S matters & obtain specialist advice where necessary

Additional Contractor(s) Duties - Notifiable projects

- Do not start work unless a CDM-C has been appointed and HSE notified (usually by means of F10)
- Co-operate with all parties
- Inform the CDM-C about their risks and risks from any contractors that they employ
- Comply with directions from the CDM-C and notify him of any notifiable RIDDOR accidents
- Comply with all rules and inform the CDM-C of any problems with the 'Construction Phase Plan'
- Provide information for the 'H&S File'

Principal Contractor Duties - Role only exists on notifiable projects

- Ensure that the Client is aware of his (also read 'her or its') duties before any work is carried out
- Satisfy themselves that they and anyone (individual, company or other) they appoint/employ is/are competent, adequately resourced & appointed early enough
- Plan, manage & monitor their own work
- Provide information to all contractors to ensure safe working, co-operation & co-ordination
- Ensure that contractors they engage are informed of the minimum time for them to plan and prepare before starting work
- Prepare, develop and implement the 'Construction Phase Plan'
- Prevent unauthorized access, ensure suitable welfare and apply site rules
- Provide all contractors with (or allow access to) a copy of the current updated 'Construction Phase Plan' and liaise with the CDM-C
- Provide information to the CDM-C for the 'H&S File'
- Ensure H&S induction, information, training & consultation
- Display the project notification details (usually the F10)