

A guide to
The Construction (Design and Management) Regulations 2015



**All together
different**

An introduction to CDM2015

Whatever your role in construction, CDM2015 aims to improve health and safety in the industry by helping you to:

- Sensibly plan the work so the risks involved are managed from start to finish.
- Have the right people, for the right job, at the right time.
- Cooperate and coordinate your work with others.
- Have the right information about the risks and how they are being managed.
- Communicate this information effectively to those who need to know.
- Consult and engage with workers about the risks and how they are being managed.

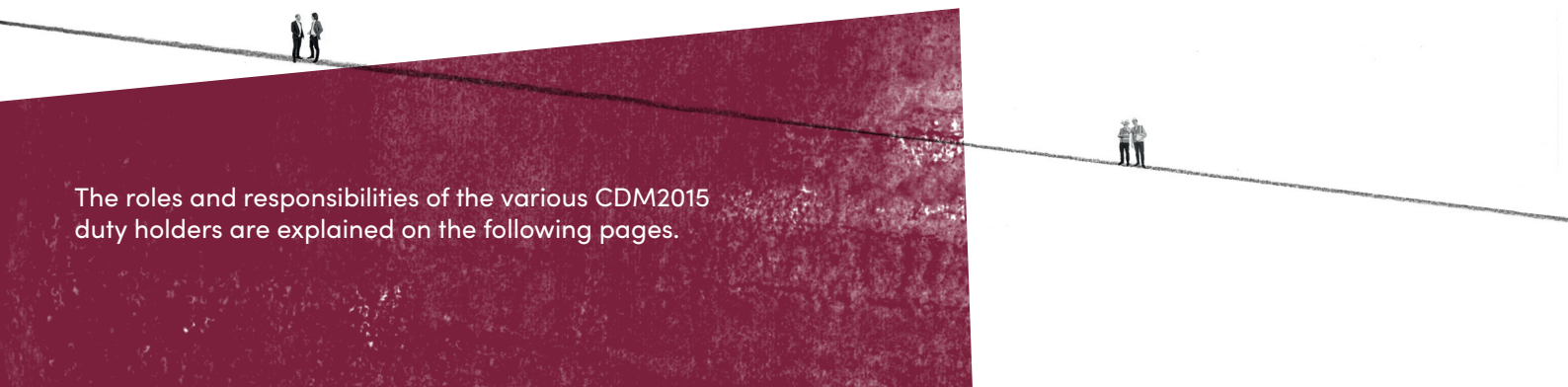
This document sets out the duties of the main roles under CDM2015 and provides examples of where we have acted as designer and or principal designer.



Key elements to securing construction health and safety

The following issues are key to ensuring health and safety on construction projects:

- Managing the risks by applying the general principles of prevention.
- Appointing the right people and organisations at the right time.
- Making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety.
- Duty holders cooperating and communicating with each other and coordinating their work.
- Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.



The roles and responsibilities of the various CDM2015 duty holders are explained on the following pages.

Client

Summary of role

The client has overall responsibility for the successful management of the project and is in the driving seat with regards to health and safety.

During the preconstruction phase:

- Formally appoint duty holders (in writing). The principal designer should be the first appointment.
- Should prepare a client brief.
- Must make suitable arrangements for managing the project.
- Must select the project team and formally appoint duty holders (in writing).
- Must provide information (preconstruction information) to help with the design and construction planning.
- Must notify the project to the enforcing authorities using the F10 notification; and
- Must check the principal designer is carrying out their duties.

During the construction phase:

- Should ensure the construction phase plan is in place.
- Must ensure welfare facilities are in place.
- Must ensure the management arrangements in place are suitable.
- Ensure a health and safety file is produced.
- Must check the principal contractor is carrying out their duties.

During the post-construction phase:

- Must check that the health and safety file has been prepared.
- Must maintain and make available the health and safety file.

The Event Complex, Aberdeen, UK

Client Henry Boot Developments/
Robertson Construction Group

Service Health and safety

Value £300m

Project included the construction of a new 10,000 seat exhibition and conference centre, 200 bedroom hotel, energy centre and subterranean car park. We were appointed as CDM advisor to assist the principal designer in fulfilling their duties under the CDM2015.



Client duties explained

The client brief:

The client should create a brief to explain what you want from the project. The client brief should include and provide guidance on the following issues:

- Describe the main function and operational requirements of the finished building or structure.
- Outline your motivation for initiating the project.
- Give your expectations during the project, including how health and safety risks should be managed.
- Explain the design direction you have in mind.
- Establish a single point of contact for any client queries or discussions during the project.
- Set a realistic timeframe and budget.

Check that the principal designer is carrying out their duties:

- The principal designer should assist the client with providing relevant information and should be managing the design process to ensure that hazards are eliminated, risks are controlled and designers are co-operating with each other.

Make suitable arrangements for managing the project:

The management arrangements should:

- Include requirements for how the project is to be run, taking into account any risks to the public.
- Explain how you will select and appoint designers and contractors to ensure they have the necessary capabilities for the work they are required to do.
- Allocate sufficient time and resources to each stage of the project, from concept through to completion.

Ensure the construction phase plan is in place:

- The construction phase plan should detail how H&S matters will be managed during the works. The plan must be prepared by the contractor (for single contractor work) or the principal contractor (for multiple contractor work) before the work starts.

Provide information to help with design and construction planning:

- Typical information that would help with design and construction planning are the asbestos survey and record drawings showing existing services and construction details. This information must be passed on to designers and contractors at the earliest opportunity, to inform them of any risks that may have an impact on the work in the form of 'preconstruction information'.

Ensure welfare facilities are in place:

- At the start of the work, the Client must check that either the existing welfare facilities are available, or the contractor/principal contractor has provided suitable welfare facilities.

Notify the project to the enforcing authority where required:

- If the project is expected to either last longer than 30 working days and have more than 20 workers working on the project at any time, or exceed 500-person days, the project will need to be notified to the enforcing authority by submitting an F10.

Check completion and handover arrangements:

- As the work nears its end, should check that any agreed arrangements made for its completion and handover are in hand and completed before handover. The client must receive a health and safety file from the principal designer (Note: A health and safety file is only required for projects involving more than one contractor). The client must pass on a copy of the health and safety file to anyone carrying out future work.

Principal designer

Summary of role

The principal designer has responsibility to plan, manage and monitor the co-ordination of the preconstruction phase.

During the preconstruction phase:

- Identify and eliminate or control foreseeable risks to the health or safety of any person; carrying out or liable to be affected by construction work; maintaining or cleaning a structure; or using a structure designed as a workplace.
- Ensure all designers comply with their duties.
- Assist with compiling the preconstruction information.

During the construction phase:

- Liaise during the construction phase with the principal contractor.
- Prepare the health and safety file.

Project Henley; Rosyth, Devonport and Bristol, UK

Client Abstract Securities/
Keppie Design

Service Health and safety

Value £75m

Acting as CDM advisor to the principal designer on Project Henley which consists of three projects, constructing office buildings on secure naval bases.



Principal designer duties explained

Main duties of the role:

The role of principal designer is to plan, manage and monitor the co-ordination of the preconstruction phase of the project, including any preparatory work carried out for the project. The principal designer must:

- Assist the client in identifying, obtaining and collating all preconstruction information.
- Provide preconstruction information to other designers, principal contractors and contractors.
- Ensure that designers comply with their duties and co-operate with each other.
- Liaise with the principal contractor for the duration of the appointment.
- Prepare the health and safety file.

Specific duties at the various stages during the preconstruction phase:

Assist with project set-up

- Assist a client who is unfamiliar with construction projects in the application and implications of the CDM2015 and how they apply to their project. Assist the client in developing their initial brief, e.g. outline health and safety expectations in design via the use of risk registers.

Co-ordinate designers

- Co-ordinate health and safety with all the designers. Provide relevant information to designers when available. Tell designers what is expected of them, including how they will work with each other. Be sure that designs are co-ordinated between the different designers to identify any potential impacts on health and safety during the full project lifecycle. Ensure that designers comply with their duties during the design stage.

Oversee design decisions

- A principal designer is not expected to review everything during design development but, to focus on areas of high risk to health and safety. Review the designers' preconstruction information provided. Look at residual risks – it is important that any unusual risks are clearly identified and communicated, for example, on drawings.

Which projects require appointment of a principal designer?

- A principal designer must be appointed in writing by the client where a project involves, or is likely to involve, more than one contractor.



Designer

Summary of role

A designer is an organisation or individual that prepares or modifies a design of any part of a construction project, including the design of temporary works, or who arranges or instructs someone else to do it.

Designers must understand and be aware of significant risks that construction (and maintenance) workers can be exposed to, and how these can arise from design decisions.

They must have the right skills, knowledge and experience and be adequately resourced to address the H&S issues likely to be involved in their design.

Designers must:

- Make clients aware of their duties.
- Prepare and modify designs for health and safety.
- Eliminate, reduce and control risks through design.
- Co-operate and co-ordinate with others.
- Provide information about the design, construction or maintenance of the structure to enable others to fulfil their duties.

Ashford Designer Outlet, Ashford, Kent, UK

Client Architen Landrel
Manufacturing Limited

Service Health and safety

Provided various services, including advisor to principal designer / principal contractor on a design and build project to identify numerous safety improvements across this busy retail environment.



Principal contractor

Summary of role

The principal contractor manages the construction phase of a project.

This involves liaising with the client and principal designer throughout the project.

The principal contractor must:

- Liaise with other duty holders.
- Manage the construction phase.
- Prepare the Construction Phase Plan.
- Ensure welfare facilities are provided.
- Provide site inductions.
- Secure the site.
- Appoint contractors and workers.
- Provide the right management and supervision.
- Engage contractors and workers.
- Monitor the risks on site.
- Contribute to the health and safety file.

Birchwood Building, Leatherhead, UK

Client Nuveen Real Estate

Service Health and safety, principal designer, project management

Principal designer for a £3.4m full CAT A refurbishment scheme. We also project managed the refurbishment from inception to completion, including coordinating and managing a wide range of specialist consultants and managing a large solar panel installation system.



Construction safety inspections

CDM2015 makes the client accountable for the impact their decisions and approach have on health, safety and welfare on the project. The client is required to make suitable arrangements for managing the project so that health, safety and welfare is secured and the principal contractor complies with their duties.

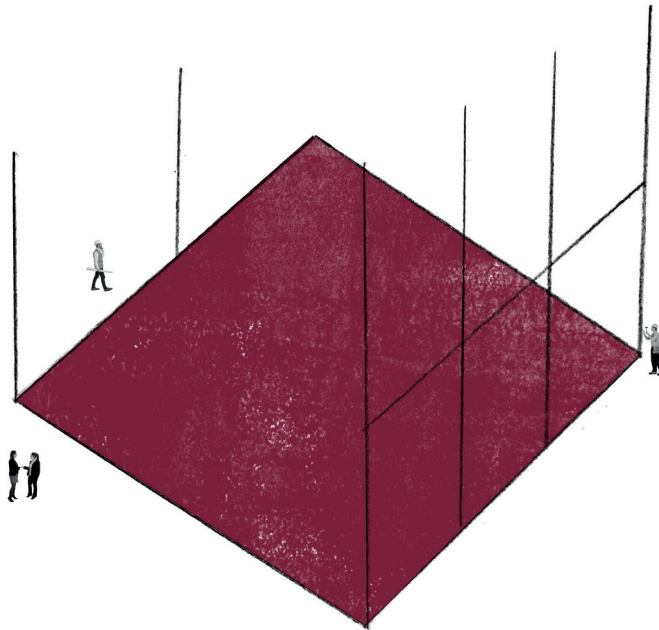
Therefore, the client is required to assess the principal contractor's construction phase health and safety performance and to ensure that the principal contractor also fulfils their duties under CDM2015.

Get in touch to discuss an inspection programme for your project.

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Who we work with

We're the trusted partner for ambitious companies and leading names in real estate.

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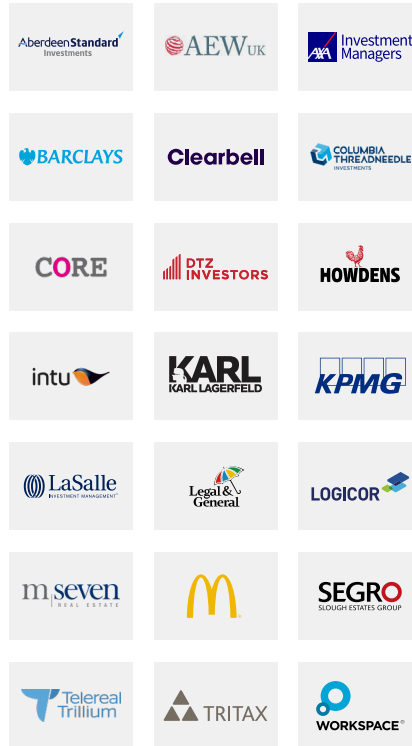
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