

CDM Regulations Table - who does what and when

THE CLIENT	CONCEPT PHASE	DESIGN PHASE	TENDER PHASE	CONSTRUCTION PHASE	POST-CONSTRUCTION
	<ul style="list-style-type: none"> ▪ Structure all contracts to allow other duty holders to carry out their duties. ▪ Ensure that design specifications require any structure to be designed so as to comply with the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992. ▪ Ensuring that every person designing the structure and every contractor who has been or is likely to be appointed by the client is promptly provided with relevant information in the client's possession:- <ul style="list-style-type: none"> - e.g. information about the site such as any as-built drawings, asbestos surveys etc; - information required by the designer; - the amount of time which will be allowed to contractors directly; appointed by the client for planning and preparation for construction work. ▪ Appoint a designer after assessing their competences and resource as being suitable for the project. ▪ Appoint a CDM co-ordinator where the project is notifiable after assessing their competences and resource as being suitable for the project. Where the project is notifiable, the client should consider how he will obtain suitable and sufficient advice to manage his health and safety obligations. ▪ Consider the format for Health and Safety File. 	<ul style="list-style-type: none"> ▪ Continue to provide health and safety information for pre-construction phase plan. ▪ Consider any specific requirements he may have to be included in pre-construction phase plan and tender documents. ▪ Consider how he can ensure that the contractor will be able to meet his obligations to provide welfare facilities and how early provisions of welfare facilities may be achieved. ▪ Where the form of contract allows, to involve the principal contractors and any specialist contractors in order to ensure that designs are buildable and can be constructed with due consideration of health and safety. ▪ Ensure that designers have robust procedures to ensure that health and safety is properly considered at all stages of design development. 	<ul style="list-style-type: none"> ▪ Ensure that pre-tender health and safety plan forms part of the tender documentation. ▪ Ensuring the tender documents inform the contractor of any arrangements for providing welfare facilities for the workforce, including existence and use of any statutory authority provisions (e.g. electricity, water, gas, sewage etc.). ▪ Ensure that contractors on the tender list have sufficient and suitable competences and resources appropriate for the project. ▪ Allocate a proper and reasonable time for contractors to plan and to price the project with proper regard to health and safety. 	<ul style="list-style-type: none"> ▪ Ensure principal contractor has adequate time to develop a construction phase health and safety plan prior to work commencing. ▪ Ensure principal contractor has suitable and adequate arrangements for welfare facilities. ▪ Ensure that should there be additional work or changed scope of work, sufficient time is allowed to enable all other duty holders to carry out their duties. 	<ul style="list-style-type: none"> ▪ Receive Health and Safety File from CDM co-ordinator. ▪ Provide Health and Safety File to such maintenance and construction workers who may require the information. ▪ Update Health and Safety File with any changes.

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THE CDM CO-ORDINATOR	CONCEPT PHASE	DESIGN PHASE	TENDER PHASE	CONSTRUCTION PHASE	POST-CONSTRUCTION
	<ul style="list-style-type: none"> Inform the client of his duties. Notify the project to HSE via form F10. Discuss health and safety information required from the client. Propose timetable for pre-construction phase health and safety plan. Discuss content and format of Health and Safety File. If requested, advise the client on competences and resources which designer, principle contractor and contractors will require. 	<ul style="list-style-type: none"> Collect the information received from the client and ensure that it is distributed in a convenient form to everyone who requires it. The information must be given to all involved in the design and must be incorporated in the pre-construction phase health and safety plan to be issued to all tenderers. Liase with design team as the design develops to ensure suitable arrangements are in place and are implemented for the co-ordination of health and safety measures during planning and preparation for the construction phase. To facilitate co-operation and co-ordination between all persons concerned in the project. 	<ul style="list-style-type: none"> Provide the pre-construction phase health and safety plan to accompany the tender documents. Ensure that the pre-construction phase health and safety plan information goes to every party involved in the project, including any contractor appointed, or likely to be appointed, by the client. If required advise the client in selecting the principal contractor. Plan and structure the content the Health and Safety File and include information on it in the tender document so the principal contractor is aware of the level of information he needs to provide and which he needs to obtain from contractors. Continue to facilitate co-operation and co-ordination. 	<ul style="list-style-type: none"> Liase with the principal contractor on the contents of the Health and Safety File and compile the contents into the format required by the client. Liase with client, design team, principal contractor and any relevant specialist contractors to ensure that design development during the construction phase takes place with proper regard to health and safety. Consider the form of contract (e.g. design-build) when planning lines of communication. Update the F10 notification to HSE as principal contractor is identified. When required, advice the client of the adequacy of the principal contractor's construction phase Health and safety plan which is required before construction work can commence. Continue to facilitate co-operation and co-ordination between all persons concerned with the project. Ensure that principal contractor and contractors have systems to manage health and safety in their temporary works procedures. The CDM co-ordinator does not have any responsibilities to monitor the activities of the principal contractor and his contractors. 	<ul style="list-style-type: none"> Hand Health and Safety File to the client.

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THE DESIGNER	CONCEPT PHASE	DESIGN PHASE	TENDER PHASE	CONSTRUCTION PHASE	POST-CONSTRUCTION
	<ul style="list-style-type: none"> Ensure that the client is aware of his duties under these Regulations before commencing design work on any project. When preparing or modifying a design to take steps to avoid risks to the Health and Safety of any person involved in all phases of the project from construction to maintenance and use the eventual demolition. Consideration must be given to members of the public as well as the client's contractors, employees, maintenance staff, tenants etc. Designers must identify hazards and, so far as is reasonably practicable eliminate hazards which may give rise to risks and then to reduce risks from any remaining hazards. Designers shall ensure that any structure designed for use as a workplace has been designed so as to comply with the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992. The designer shall liaise with the client and ensure that the information given by the client (e.g. knowledge of contamination) is taken into account during all phases of design. In the case of additional work or changes to the scope of work, designers will co-operate and co-ordinate to allow other duty holders to carry out their duties. Lines of communication may vary depending upon the form of contractor used to procure the project. Lines of communication must be clearly established as soon as is possible. 	<ul style="list-style-type: none"> Continue to develop design in accordance with principles of criteria set out in concept phase. Co-operate and co-ordinate with client, co-ordinator and contractors to ensure that information is shared. Designers must also co-operate and co-ordinate with other designers, specifiers and manufacturers who can contribute to the design process. Help prepare tender documentation and input to pre-construction phase health and safety plan so as to identify hazards and risks which the principal contractor will need to address in his tender. For notifiable projects, ensure that a CDM co-ordinator has been appointed before commencing design. For notifiable projects, every designer shall ensure that all the information relating to the design which is likely to be included in the pre-construction phase health and safety plan is promptly provided to the CDM co-ordinator. 	<ul style="list-style-type: none"> Continue to develop design. Continue to co-operate with all other parties:- including any clarifications required and considering suggestions from principal contractors and contractors as they are identified. 	<ul style="list-style-type: none"> Continue to develop design - in the case of additional work or changed scope of works ensure that CDM co-ordinator and the principal contractor and contractors are fully involved at an early stage so that Health and safety plans, Risk Assessment and Method Statements can be updated. Continue to co-operate and co-ordinate. Provide information to co-ordinator for the Health and Safety File. 	

CDM Regulations Table - who does what and when



THE PRINCIPAL CONTRACTOR	CONCEPT PHASE	DESIGN PHASE	TENDER PHASE	CONSTRUCTION PHASE	POST-CONSTRUCTION
	<ul style="list-style-type: none"> If involved at this stage consider if you possess the competences and resources to carry out the project safely and with due regard to health. If additional competences or resources are identified as being required, source them as soon as is possible. Consider the health and safety issues of the project and co-operate and co-ordinate with all duty holders to input into the development of the project. In particular to identify hazards and risk and how to eliminate or investigate the effects. Consider any temporary works which may be required and liaise with CDM co-ordinator and designer to ensure that such works can be incorporated into the project with due regard to health and safety. 	<ul style="list-style-type: none"> Continue duties identified for the concept phase. 	<ul style="list-style-type: none"> Consider the pre-construction phase health and Safety plan when compiling their tender. Ensure that the tender includes plans for providing welfare facilities from the start of construction work for all persons at work who are under his control. Continue to co-operate and co-ordinate as with the design phase. Identify contractors and ensure that they provide input into health and safety at an early stage. 	<ul style="list-style-type: none"> Principal contractors shall not commence construction work until they know:- <ul style="list-style-type: none"> The client is aware of his duties; A CDM co-ordinator has been appointed and an F10 issued for notifiable projects; Suitable and adequate welfare facilities are available; A suitable construction phase Health and Safety Plan has been approved by the client. Principal contractor must continue to plan, manage and monitor construction work carried out by him or under his control in a way which ensures, so far as is reasonably practicable, is carried out without risks to health and safety. Principal contractor must ensure that contractors engaged for the project have adequate and appropriate competences and resources to carry out their work. Principal contractor must ensure that contractors whom he appoints is informed of the amount of time he will be allowed for planning and preparation before he begins construction work. Principal contractor will ensure his workforce and that of contractors are provided with information and training which he needs for the particular work to be carried out safely and without risk to health including:- <ul style="list-style-type: none"> Induction; Risk assessments and method statements; Site rules; Procedures to be followed in the case of serious or imminent danger; The identity of persons nominated to implement those procedures ; Methods of consultation between management and the workforce The principal contractor shall take reasonable steps to prevent access by unauthorised persons to the site. If additional work or changed scope of work is required, the principal contractor shall liaise with designer and CDM co-ordinator to ensure that they can carry out their duties. Lines of communications may vary dependent upon the form of contractor used to procure the project. Principal contractors shall pass on all relevant information promptly to the CDM co-ordinator to compile the Health and Safety File. The principal contractor shall ensure that suitable procedures are in place to ensure that the workforce are consulted on health and safety issues which may arise from their work. 	

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THE CONTRACTOR	CONCEPT PHASE	DESIGN PHASE	TENDER PHASE	CONSTRUCTION PHASE	POST-CONSTRUCTON
	<ul style="list-style-type: none"> ▪ If involved at this stage consider if you possess the competences and resources to carry out the project safely and with due regard to health.If additional competences or resources are identified as being required, source them as soon as is possible. ▪ Consider the health and safety issues of the project and co-operate and co-ordinate with all duty holders to input into the development of the project. In particular to identify hazards and risk and how to eliminate or investigate the effects. ▪ Consider any temporary works which may be required and liase with CDM co-ordinator and designer to ensure that such works can be incorporated into the project with due regard to health and safety. 	<ul style="list-style-type: none"> ▪ Continue duties identified for the concept phase. 	<ul style="list-style-type: none"> ▪ Consider the pre-construction phase health and safety plan when compiling their tender. ▪ Ensure that the principal contractor has sufficient information (numbers of workers etc.) in order to be able to properly plan for suitable welfare facilities. ▪ Continue to co-operate and co-ordinate as with the design phase. ▪ Identify any sub-contractors and ensure that they provide input into health and safety at an early stage. ▪ Ensure that any sub-contractors are informed of the amount of time which will be allowed for him for planning and preparation before he starts construction work. 	<ul style="list-style-type: none"> ▪ Contractors shall not commence work until:- <ul style="list-style-type: none"> - They are aware of other duty holders with whom they must co-ordinate and co-operate; - Suitable and adequate welfare facilities are available; - A Method Statement, incorporating all aspects of health and safety relating to their work has been agreed with the principal contractor ; - Suitable inductions, updated as the project proceeds, have been produced and a robust system ensuring all of the workforce receive such suitable induction prior to starting work (see inductions in principal contractor construction phase); - A meaningful system is in place to ensure that the workforce is consulted on health and safety matters concerning their work and that of adjacent workers. ▪ Contractors must ensure that their workforce and any sub-contractors he wishes to employ have sufficient resources and competences. ▪ Contractors must ensure that their workforce and any sub-contractors he wishes to employ are aware of the agreed Method Statement and have the correct plant, equipment, PPE. etc. to enable them to follow the agreed Method Statement and site rules. Workers must be aware of procedures to be followed in the case of serious and imminent danger. ▪ Contractors must plan, manage and monitor construction work carried out by him or under his control in a way which ensures, so far as is reasonably practicable, is carried out without risks to health and safety. ▪ Contractors shall provide employees and sub-contractors with any health and safety training which he is required to provide to them in respect of the construction work by virtue of Reg 13(2)(b) of the Management of Health and Safety at Work Act 1999. ▪ If additional work or changed scope of work is required, contractors shall liase via the principal contractor with designers and the co-ordinator to ensure that they can carry out their duties. Lines of communication may vary dependent upon the form of contractor used to procure the project. ▪ Contractors shall pass on all relevant information promptly to the principal contractor in order to be passed via the principal contractor to the co-ordinator to compile the Health and Safety File. 	

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THE WORKERS	<p>CONCEPT PHASE</p> <ul style="list-style-type: none"> If employer is involved, discuss concepts and method statements with employer. 	<p>DESIGN PHASE</p> <ul style="list-style-type: none"> If employer is involved liaise through them if they are involved in design. 	<p>TENDER PHASE</p> <ul style="list-style-type: none"> Ensure that workers input into the method statement to be used as a basis for tendering. 	<p>CONSTRUCTION PHASE</p> <ul style="list-style-type: none"> Give feedback to employer via the agreed consultation methods. Work to agreed method statement or approach employer for any suggestions on changes/ improvements. Use welfare facilities with respect. Co-operate. Give feedback - e.g. two way inductions. Be vigilant for hazards and risk and be aware. 	<p>POST-CONSTRUCTION</p>