



SUMMARY NOTE ON CLIENT, CDM COORDINATOR, DESIGNER, PRINCIPLE CONTRACTORS, AND CONTRACTOR DUTIES – CONSTRUCTION (DESIGN & MANAGEMENT) REGULATION 2007

As Client you must make sure:

1. Designers, contractors, and other team members are competent; adequately resourced; and appointed early enough to undertake their duties;
2. There is sufficient time for each stage;
3. They cooperate with others so all duty holders to comply with their duties;
4. They co-ordinate their own works to ensure safety of those involved;
5. Reasonable management arrangements are in place;
6. Contractors have suitable welfare;
7. Where appropriate the works comply with the Workplace (HS&W) Regs 1992; and,
8. Produce H&S File so future designers, contractors, and others understand significant risks inherent in the property.

The duties of the CDM Coordinator are:

1. Advise clients to ensure they comply with their duties principally
 - a. Appointment of competent designers & contractors
 - b. Adequate arrangements in place for the management of the works
2. Notify HSE
3. Co-ordinate design work & planning etc where relevant to H&S
4. Identify preconstruction info
5. Ensure information is fully issued
6. Manage flow of H&S info
7. Advise on suitability of Construction Phase Plan
8. Ensure production of the H&S File

The Designers should:

1. Make sure they are competent and adequately resourced to address H&S issues
2. Check Clients are aware of their duties
3. Avoid foreseeable risks; eliminate hazards so far as reasonable; and reduce risk on those remaining
4. Provide information on significant risks associated with the design
5. Coordinate with others to improve the way risks are managed and controlled

The Principle Contractor must:

1. Satisfy themselves: Clients are aware of their duties; CDM-C appointed; HSE notified
2. Make sure they are competent to address H&S issues
3. Ensure construction phase properly planned, managed, adequately resourced, and appropriate.

4. Ensure every contractor informed of the minimum amount of time to plan and prepare the works
5. Ensure all contractors have information to carry out works safely and without risk to health.
6. Requests for information should be met promptly
7. Ensure safe working and co-ordination and co-ordination between contractors
8. Prepare a suitable Construction Phase Plan (CPP):
 - a. Before construction works begin
 - b. Develop in discussion with, and communicate to, contractors
 - c. Implement
 - d. Update as project progresses
9. Satisfy themselves designers and contractors are competent and adequately resourced
10. Ensure suitable welfare facilities provided from the start of the works
11. Take reasonable steps to prevent unauthorized access
12. Prepare and enforce site rules
13. Provide CPP and other information to contractors, including self employed
14. Liaise with CDM-C on design
15. Provide information for H&S File
16. Ensure all workers have been provided with suitable H&S induction, information, and training
17. Ensure that the workforce is consulted on H&S
18. Display F10

The Contractor must:

1. Check Clients are aware of their duties
2. Satisfy themselves that they, any one they employ, are competent and adequately resourced
3. Plan, manage, and monitor workers under their control are safe from the start of works
4. Ensure contractors they employ are informed of the time they have to plan and prepare the works
5. Provide workers under their control information and inductions to complete the works safely
6. Report problems or respond to emergencies appropriately
7. Comply with Principle Contractors welfare principles and duties relating to H&S on sites
8. Co-operate and co-ordinate with others on the project
9. Ensure workforce properly consulted on H&S matters
10. Obtain specialist advice when planning high risk works
11. On Notifiable projects:
 - a. Check CDM-C appointed & HSE notified
 - b. Tell Principle Contractor about risks created by their works
 - c. Provide details of contractors engaged on the project
 - d. Comply with reasonable direction or rules of the Principle Contractor
 - e. Inform Principle Contractors about accidents and dangerous occurrences
 - f. Provide information for the H&S File.

Further guidance can be found on the HSE web site at
<http://www.hse.gov.uk/pubns/indg411.pdf>