

CDM REGULATIONS 2015

Dutyholder: **The Client**

What do you have to do in the pre-construction phase?

1. Make suitable arrangements for managing the project

As the client, you must make suitable arrangements to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work.

2. Select the project team and formally appoint duty holders

If more than one contractor will be working on your project then, as the client, you must appoint a principal designer and a principal contractor in writing. If you do not do this then you take on these roles and associated legal duties yourself.

3. Provide information to help with design and construction planning

As the client, you must provide relevant information which you may already have, or that can be obtained by sensible enquiries, for example any surveys or the results of other investigations.

4. Notify the project to the enforcing authorities, where required

If your project is expected to last longer than 30 working days, or exceed 500 person days and have more than 20 workers working on the project at any one time, you will need to make sure that your project is notified to the relevant enforcing authority.

5. Check that the principal designer is carrying out their duties

As the client, you are required to ensure that the arrangements made for managing health and safety during the pre-construction phase are working successfully. You should also satisfy yourself that the principal designer is complying with their duties. Progress meetings provide a good way of ensuring the project runs in line with your expectations and meets legal requirements.

What do you have to do in the construction phase?

6. Ensure the construction phase plan is in place

The principal contractor is required to produce a plan of how they will manage health and safety on site during the construction phase. Before the work starts on site you will need to satisfy yourself that the plan is adequate for the work.

7. Ensure welfare facilities are in place

You must ensure suitable welfare facilities are provided on site.

8. Ensure the management arrangements are working

As the client, you are required to ensure that the arrangements made for managing health and safety during construction are working successfully. You should also satisfy yourself that the principal contractor is complying with their duties.

9. Check completion and handover arrangements

As the project nears its end, you should check any arrangements made for its completion and handover.

What do you have to do in the post-construction phase?

10. Check that the health and safety file has been prepared

At the end of the project, you must ensure that the principal designer provides you with the health and safety file. On projects where the principal designer's role has finished before the end of the project, the principal contractor will have taken on responsibility for the file and for handing it over to you.

11. Maintain and make available the health and safety file

Once the project is completed, the client or the owner of the building must keep the health and safety file, this can be in an electronic format, on paper, on film or in any other durable form.