

Duties

Clients Duties:

A commercial client is any individual or organisation that carries out a construction project as part of a business. Commercial clients have a crucial influence over how projects are run, including the management of health and safety risks. Whatever the project size, the commercial client has contractual control, appoints designers and contractors, and determines the money, time and other resources for the project.

For all projects, commercial clients must:

- Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way.
- Ensure suitable management arrangements are made for the project
- Select & appoint a competent and resourced Principal Contractor
- Select & appoint a competent and resourced Principal Designer
- Notify the relevant enforcing authority of Notifiable projects
- Ensure sufficient time and resources are allowed for all stages of the project
- Provide the Pre-Construction Information (PCI) to the Principal Designer, designer and contractors.

Information to be included within PCI (Where appropriate)

Structural surveys

Key structural principals

Asbestos surveys

Mechanical / Electrical circuit diagrams

Service diagrams UOB

Utilities Service diagrams

Scaffold Design / Plan

Previous held Health and Safety Folder information

High Risk areas i.e. Confined Space / Roof Access / Excavation / Access Certificates for laboratories / Permit to Work

Designers Risk Assessment

Health and Safety file / O&M File structure

Identify any foreseeable risks / Hazardous Materials i.e. lead

Tender / Specification Drawings

- Verify the suitability of the construction phase plan (CPP) prior to the construction commence
- Verify that suitable welfare facilities are in place prior to then construction commencing.
- Ensure the necessary information, instruction and training is received and appropriate supervision is provided to comply with CDM 2015
- Subsequent to receipt of the Health and Safety from the Principal Designer, maintain the information up to date and provide access to any person who needs to see it for Health and safety purposes
- Relevant information is prepared and provided to other duty holders

Principal Designer Duties:

A Principal Designer is a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor. Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project.

- Assess the adequacy of the existing information PCI to identify any gaps in the information which it is necessary to fill.
- Provide advice to the client on how the gaps within the PCI can be filled and help them in gathering the necessary additional information.
- Provide, as far as they are able to, the necessary information promptly and in a convenient form to help designers and contractors to carry out their duties.
- Appropriate checks to ensure that designers are dealing with design risks appropriately.
- Identifying, eliminating or controlling foreseeable risks
- Ensure that designers are providing information about elements of the design which are significant risks that cannot be eliminated. Including information about unusual or complex risks that are more likely to be missed or miss understood by contractors.

Designers Duties:

- Provide design information to Principal Designer for inclusion in the PCI and Health and Safety Folder
- Work with any other designers on the project to **eliminate** foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to **reduce or control** those risks
- Liaise with the Principal Contractor, keeping them informed of any risks that need to be controlled during the construction phase
- Take account of any pre-construction information provided by the client & Principal Designer
- Eliminate as far as reasonably foreseeable health and safety risks to anyone affected by the project
- Take steps to reduce or control any risks that cannot be eliminated

Principal Contractor Duties:

A Principal Contractor is appointed by the client to control the construction phase of any project involving more than one contractor.

Principal Contractors have an important role in managing health and safety risks during the construction phase so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

- Liaising with the Client and Principal Designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase
- Prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- Suitable site inductions are provided and any further information and training they need
- Reasonable steps are taken to prevent unauthorised access
- Welfare facilities are provided
- Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- Plan, manage, monitor and coordinate the entire construction phase

- Take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- Have ongoing arrangements in place for managing health and safety throughout the construction phase
- Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Take steps to prevent unauthorised access to the site

Contractor Duties:

A Contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

Contractors on **all projects** must:

- Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the Principal Contractor
- Provide appropriate supervision, information and instructions to workers under their control
- Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- Ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work
- Comply with directions given by the Principal Designer or Principal Contractor
- Comply with parts of the construction phase plan relevant to their work

Where a contractor is **the only contractor working on a project**, they must ensure a construction phase plan is drawn up before setting up the site.