

CDM Duty Holders and their roles summarised

Duty Holder	Summary of roles / main duties	Date	Initials
<p>Clients</p> <p>Organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure that:-</p> <ul style="list-style-type: none"> • 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. <p><i>Information to be included within PCI (Where appropriate)</i></p> <p>Structural surveys</p> <p>Key structural principals</p> <p>Asbestos surveys</p> <p>Mechanical / Electrical circuit diagrams</p> <p>Service diagrams UOB</p> <p>Utilities Service diagrams</p> <p>Scaffold Design / Plan</p> <p>Previous held Health and Safety</p> <p>Folder information</p> <p>High Risk areas Confined Space / Roof Access / Excavation / Access Certificates for laboratories / Permit to Work</p> <p>Designers Risk Assessment</p> <p>Health and Safety folder structure</p> <p>O&M folder structure</p> <p>Hazardous Materials i.e. lead</p> <p>Tender Drawings</p> <p>Specification Drawings</p> <p>Identify any foreseeable risks</p> <ul style="list-style-type: none"> • 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 		

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	<ul style="list-style-type: none"> • 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 		
<p>Principal Designers</p> <p>Designers appointed by the Client in projects involving more than one Contractor. They can be Organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project.</p> <p>This includes:</p> <ul style="list-style-type: none"> • 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. 		
<p>Principal Contractors</p> <p>Contractors appointed by the Client to co-ordinate the construction phase of project where it involved more than one contractor.</p>	<p>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.</p> <p>This includes:-</p> <ul style="list-style-type: none"> • Liaising with the Client and Principal Designer • Preparing the construction phase plan <p>Ensure that:-</p> <ul style="list-style-type: none"> • Suitable site inductions are provided and any further information and training they need • Reasonable steps are taken to prevent unauthorised access 		

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	<ul style="list-style-type: none"> Workers are consulted and engaged in securing their health and safety 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 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 		
<p>Designer</p> <p>Make sure the client is aware of the client duties under CDM 2015 before starting any design work when preparing or modifying designs.</p>	<ul style="list-style-type: none"> Take account of any pre-construction information provided by the Client and Principal Designer eliminate foreseeable health and safety risks to anyone affected by the project (if possible) Take steps to reduce or control any risks that cannot be eliminated <p>Provide design information to:-</p> <ul style="list-style-type: none"> The Client, Principal Designer, Principal Contractor for inclusion in the pre-construction information , construction phase plan and the health and safety file <p>Communicate, co-operate and co-ordinate with:-</p> <ul style="list-style-type: none"> Any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond All contractors (including the principal contractor), to take account of their knowledge and experience of building designs 		
<p>Contractors</p> <p>Those who do the actual construction work. They can be either an individual or a Company.</p>	<ul style="list-style-type: none"> Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor. 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 		

*** Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an Organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety**