

**CONSTRUCTION DESIGN AND MANAGEMENT (CDM) REGULATIONS 2007:  
October 2008**



**Frequently asked questions**

**1. What are the Construction Design and Management (CDM) Regulations?**

The current CDM Regulations came into force in Great Britain on 6<sup>th</sup> April 2007. They aim to;

- Encourage everyone on the construction project team to work together to make health and safety an integral part of the design, construction and management of the project.
- Improve planning and management to identify hazards so that they can be eliminated or properly managed.
- Encourage co-operation and co-ordination of health and safety issues on the project.

The CDM Regulations apply to all construction work but there are additional duties for projects where construction work has to be notified.

**2. When does construction work have to be notified to the Health and Safety Executive (HSE) under the CDM Regulations?**

Notification is required if the construction project is not for a domestic client and is likely to;

- Last longer than 30 days or
- Involve more than 500 person days of construction work

Any day on which construction work is carried out (including holidays and weekends) should be counted, even if work on that day is of short duration. A person day is one individual carrying out construction work for one normal working shift.

**A domestic client** is someone who lives, or will live, in the premises where the work is carried out, the premises must not relate to any trade or business undertaking.

**3. How do you notify a construction project to the HSE?**

The CDM co-ordinator should send in the notification as soon as possible after they have been appointed by the client. Use form F10 which can be downloaded from the HSE website at [www.hse.gov.uk/construction/cdm/f10form.htm](http://www.hse.gov.uk/construction/cdm/f10form.htm) or telephone the HSE Infoline on Tel: 0845 348 0055

F10 forms completed online will automatically be sent to the HSE and you will be provided with an acknowledgement that it has been received. Manual notification should be sent to;  
F10 Scanning Centre, Health and Safety Executive, c/o Central Despatch, Redgrave Court, Merton Road, Bootle, Merseyside L20 7HS.

#### 4. Who are the 'duty holders' who must apply the CDM Regulations?

The CDM Regulations place legal duties on nearly everyone involved in construction work. Those with legal duties are commonly known as duty holders, they are;

- **Clients**, anyone having construction or building work carried out as part of their business. This could be an individual or a company, including property developers or management companies for domestic properties. This does not apply to domestic clients who are under no obligation to manage health and safety on their projects.
- **CDM co-ordinators**, must be appointed to advise the client on health and safety issues during the design and planning phases of construction work on notifiable projects.
- **Designers**, those who prepare design drawings, specifications and bills of quantities. Includes architects, engineers and quantity surveyors.
- **Principal Contractors**, have to be appointed on notifiable projects. They are the main or managing contractors for the work and must plan, manage and co-ordinate health and safety while construction works is being undertaken.
- **Contractors**, any business involved in construction or building work. Includes, builders, electrical contractors, demolition and maintenance companies. They may be companies, partnerships or self-employed persons.
- **Workers**, anyone who carries out work during the construction, alteration, maintenance or demolition of a building or structure. Includes, plumbers, electricians, scaffolders, and painters etc, as well as those supervising the work, such as foremen and chargehands.

Duty holders;

- Cannot accept an appointment unless they are competent to carry it out and cannot arrange for anyone else to carry out or manage design or construction work unless that person is competent, or is being supervised by someone who is competent.
- Must co-operate and co-ordinate on health and safety issues with everyone involved in the project and implement any preventive and protective measures on the basis of the principles specified in the Management of Health and Safety at Work Regulations 1999.

#### 5. What are the main responsibilities of the client on all non domestic projects?

On all non-domestic projects clients need to;

- Check the competence and resources of all the appointees that they propose to engage for the work.
- Ensure that managerial arrangements made by duty holders (including time and other resources) enable construction work to be undertaken without risk to health or safety for all stages of the work.
- Ensure that these arrangements are maintained and reviewed throughout all stages of the project.
- Provide pre-construction information to designers and contractors and tell them how much time they have for planning and preparing construction work before starting on site.
- Ensure there are suitable management arrangements for welfare facilities.

Where projects are notifiable clients must also;

- Appoint a CDM co-ordinator and a principal contractor who will be in place until the end of the construction phase.
- Make sure that the construction phase does not start unless a construction phase plan is in place and there are suitable welfare facilities available.
- Provide information relating to the health and safety file to the CDM co-ordinator.
- Retain and provide access to the health and safety file.

**6. What are the main responsibilities of the CDM co-ordinator on notifiable projects?**

A CDM Co-ordinator is only required where the project is notifiable. They should;

- Advise and assist the client with their duties.
- Notify the HSE of the project using an F10 form.
- Co-ordinate health and safety aspects of design work and co-operate with others involved with the project.
- Facilitate good communication between client, designers and contractors.
- Liaise with the principal contractor regarding ongoing design.
- Identify, collect and pass on pre-construction information.
- Produce and update a health and safety file.

**7. What are the main responsibilities of the designer on all projects?**

On all projects designers need to;

- Avoid risks to health or safety, eliminate hazards as far as is reasonably practicable and reduce risks from any remaining hazards during design.
- Provide information about remaining risks.

Where projects are notifiable designers must also;

- Check client is aware of their duties and that a CDM co-ordinator has been appointed, (designers are prohibited from doing anything more than initial design work before the CDM co-ordinator is in place).
- Provide any information needed for the health and safety file.

**8. What are the main responsibilities of the principal contractor on notifiable projects?**

A principal contractor is only required where the project is notifiable. They should;

- Plan, manage and monitor the construction phase so that it is carried out without risks to health or safety, as far as is reasonably practicable.
- Prepare, develop and implement a written health and safety plan and site rules and give contractors relevant parts of the plan. (The initial plan should be completed before the construction phase begins).
- Check the competence of all the appointees on the project.
- Ensure all workers have site inductions and any further information and training needed to carry out the work safely and without risks to health.
- Liaise with the CDM co-ordinator regarding ongoing design and consult with the workers.
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- Secure the site.

## **9. What are the main responsibilities of the contractor on all projects?**

On all projects contractors need to;

- Plan, manage and monitor their work and that of their workers to ensure that it is carried out without risks to health and safety.
- Check the competence of all their appointees and workers.
- Train their own employees and provide information to their workers.
- Comply with any requirements listed in Part 4 of the CDM Regulations, relating to health and safety on construction sites.
- Ensure that there are adequate welfare facilities for their workers.

Where projects are notifiable contractors must also;

- Check that the client is aware of their duties, that a CDM co-ordinator has been appointed and that the HSE has been notified before starting work.
- Co-operate with the principal contractor in planning and managing work, including reasonable directions and site rules.
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out work.
- Provide any information needed for the health and safety file.
- Inform the principal contractor of any problem with the health and safety plan.
- Inform the principal contractor of reportable accidents, diseases and dangerous occurrences.

## **10. What are the main responsibilities of the workers on all projects?**

All employees or self-employed persons on construction sites should;

- Ensure that they only carry out construction work that they are competent to do.
- Co-operate with others and co-ordinate work so as to ensure their own health and safety and that of others who may be affected by their work.
- Report obvious risks.
- Follow site health and safety rules and procedures

## **11. Where can I find further help and guidance?**

The HSE has a section on the CDM Regulations on their website at <http://www.hse.gov.uk/construction/cdm.htm>

Detailed guidance aimed specifically at each of the duty holders can be downloaded from the ConstructionSkills website at <http://www.cskills.org/supportbusiness/healthsafety/cdmregs/guidance/index.aspx>

Further help is also available from the FMB Health and Safety Helpline. Contact the FMB Information Department on 0870 162 0947 or your Regional Office for advice on how to access the Helpline.

This Information Sheet has been produced for general guidance. It does not constitute specific legal advice, which should be sought if any of the above issues arise. Except as required by law, we accept no liability for your reliance on the information provided here.