



## **Clients Duties Under CDM (April 2007)**

If you are having construction work done, then unless you are a domestic client you have duties under CDM.

Clients are accountable for their impact on Health & Safety Standards.

Clients must appoint a CDM Co-ordinator who is their key advisor.

Enough time and resources must be provided to allow the project to run safely.

### **All Projects (including non-notifiable)**

Clients must ensure:

- An information pack is provided to designers and tendering contractors.
- Designers, contractors and others are competent and adequately resourced.
- Allow sufficient time for each stage of the project.
- Give notice to the contractors of minimum time for planning and preparation.
- Contractors have suitable welfare arrangements in place from day one.
- Reasonable management arrangements in place for H&S throughout the project.
- Provide relevant pre-contract information for designers etc. to plan and manage work.
- Fixed workplaces will comply with requirements of Workplace (HSW) Regs 1992.

### **Notifiable Projects**

Clients must carry out following duties:

- Appoint a CDM Co-ordinator ASAP after initial design and at start of preliminary design.
- Appoint a Principal Contractor
- Make sure CDM Co-ordinator provides Information Pack on client's behalf.
- Make sure construction doesn't start until:
  - Suitable welfare facilities are in place.
  - Construction phase plan is in place.
- Retain and provide access to H&S file.

#### **Projects are notifiable if:**

They will run for more than 30 days or will take more than 500 man days to construct.



**Information Pack** - Replaces old pre-tender H&S plan.

Intended to be brief and concise.

Should be site specific and not generic.

## Contents of Information Pack

1. Description of Project.
  - Brief outline of works to be undertaken.
  - Key dates
  - Minimum time allowance between appointment of Principal Contractor and starting work on site.
2. Client's Consideration & Management Requirements
  - Welfare provision
  - Site hoarding / fencing requirements
  - Site traffic and parking arrangements
  - Fire precautions
  - Smoking regulations
3. Environmental Restrictions and Existing on Site Risks
  - Restrictions on deliveries or waste collections
  - Previous structural modifications
  - Structural damage Existing plant and equipment Previous H&S information
4. Significant Design & Construction Hazards
  - Overhead & underground services locations
  - Unsafe structures
  - Hazardous materials or processes
  - All site specific considerations that pose potential risk to persons or structures
5. The Health & Safety
  - File Relevant information from, and location of, building's existing H&S file
  - Asbestos survey suitable for the proposed work.