CDM2015

The Construction
(Design and Management)
Regulations 2015

Industry guidance for

Principal contractors

HSE

CDM15/5

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1 Introduction

1.1 General introduction

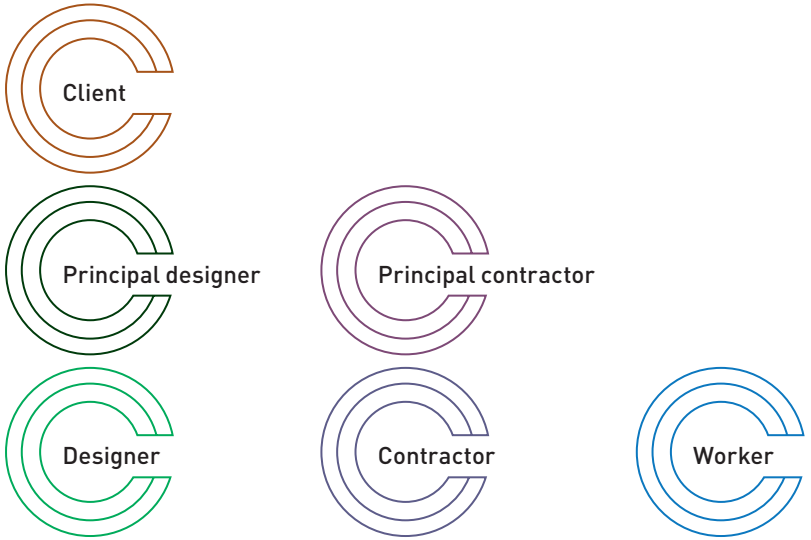
The Construction (Design and Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects.

CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

This guide is based on sound industry practice and will particularly help small businesses and organisations deliver building and construction projects in a way that prevents injury and ill health.

There are six guides: one for each of the five duty holders under CDM and an additional one for workers.

The six guides are:



These guides should help you better understand your role, and that of other duty holders.

The Health and Safety Executive (HSE) has produced the CDM L-series to offer further guidance. It is downloadable from the HSE website: www.hse.gov.uk/construction.

1 Introduction

1.2 Who is the principal contractor?

The principal contractor is the contractor in overall control of the construction phase on projects with more than one contractor. They are appointed by the client and there should only be one principal contractor for a project at any one time.

The term **project** in this guide is used to describe any construction, building, infrastructure repair or maintenance work, whether on a fixed or transient site.

The principal contractor must be capable of carrying out the role and have the right skills, knowledge and experience, dependent upon the nature of the work and the range and nature of health and safety risks involved.

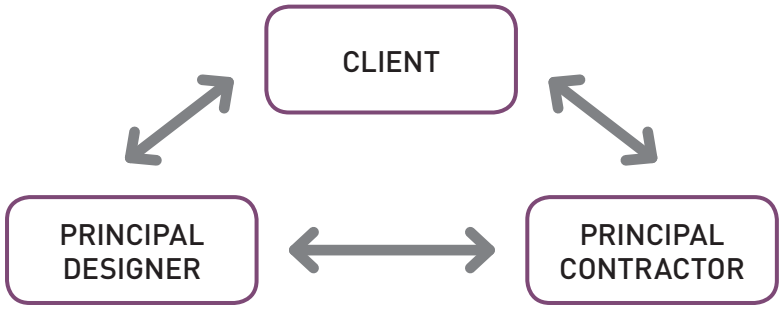
For example a roofing contractor would be the principal contractor on a project if they employed other contractors, such as a contractor to provide scaffolding. A contractor can be an individual as well as a business (for example, a self-employed electrician).

Refer to the *Industry guidance for contractors* (CDM 15/3) for further information about contractor duties.

1.3 What is the principal contractor's role?

The CDM Regulations place responsibility for managing the health and safety of a construction project on three main duty holders.

The client has overall responsibility for the successful management of the project and is supported by the principal designer and principal contractor in different phases of the project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start.



- **The client** ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
- **The principal designer** manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and ongoing design work.
- **The principal contractor** manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers, contractors and workers.

There are two important phases of a project: before and during construction or building work. This guide refers to them as:

- **the pre-construction phase:** the inception, design and planning stage of a project (before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase
- **the construction phase:** the start-to-finish stage of the construction or building work.

Even the simplest tasks, such as arranging routine maintenance or minor building work, require adequate time to plan and manage the work safely.

A summary of all duty holders and their roles can be found in Annex A.

2 What do you have to do?

The principal contractor is a key duty holder who is responsible for managing health and safety on the construction site.

The term **manage** in this guide also includes **planning, monitoring and co-ordinating** the construction phase so that health and safety risks are controlled. Key actions include:

- **planning:** preparing a construction phase plan that ensures the work is carried out without risk to health or safety
- **managing:** implementing the plan, including facilitating co-operation and co-ordination between contractors
- **monitoring:** reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health
- **securing the site:** taking steps to prevent unauthorised access to the site by using fencing and other controls
- **providing welfare facilities:** making sure that suitable facilities are provided throughout the construction phase
- **providing site induction:** giving workers, visitors and others information about risks and rules that are relevant to the site work and their work
- **liaising on design:** discussing with the principal designer any design or change to a design.

The effort you devote to carrying out your responsibilities should be in proportion to the size and complexity of the site and the range and nature of the health and safety risks involved.

2.1 Liaise with the other duty holders

As the principal contractor, you must work with the client and principal designer throughout the work.

Talk to the client about their needs and expectations for the project to better understand the project requirements.

You should check that the client is aware of their CDM duties.

This will give you the opportunity to ask questions and offer suggestions to better plan and manage health and safety. Where the site is part of an occupied building or structure you will need to liaise with the client and their existing contractors, such as those responsible for facilities management.

2 What do you have to do?

If the client requires their contractors to work at or access your site then they have a duty to liaise and co-operate with you in order for you to manage health and safety risks.

You will need to liaise and co-operate with the principal designer, who is responsible for managing the pre-construction phase and design work during construction, and share any information which may be relevant to help them consider health and safety in their design.

You may be able to use your experience to discuss construction methods and opportunities to enhance worker health and safety during the design development.

2.2 Manage the construction phase

Planning is an essential part of managing a construction site and should start as early as possible to identify health and safety risks, control measures and resources needed to reduce or eliminate them. This approach should take place for all phases of the construction work.

You will also need to think about how you will monitor site health and safety standards and control measures so that they remain effective.

Planning can be as straightforward as asking the following questions.

- What does the work involve?
- What needs to be done and when?
- How can it be done?
- Who do I need to do it?
- What other resources do I need?

You will need to consider client requirements and any other information, such as that provided by the principal designer.

Annex B explains what this pre-construction information could be, and how it will help you when planning the construction phase.

You must consider the health and safety risks to all those affected, such as workers and members of the public. This means asking the following questions.

- What could go wrong?
- Who might be harmed and how?
- What do I need to do to make it safer or healthier?

Contractors who will be working on site need to be involved in planning how they will carry out their work safely and with regard to health as early as is practicable.

When identifying appropriate control measures, find out if the work could be avoided or done in a different but safer way. If not, see how you can reduce the risks through a variety of means. Use of personal protective equipment (PPE) must be a last resort. This approach is known as taking into account the general principles of prevention.

2 What do you have to do?

Example: planning work at height

The following questions illustrate how to apply the general principles of prevention.

- **Have you planned the work and identified precautions to make sure work can be carried out safely?**
- **Have you thought about whether you can avoid working at height by using different equipment or work methods?**
- **Can you use equipment that will prevent a fall, such as scaffolding or a mobile elevating work platform (MEWP)?**
- **Can you put in place measures to reduce the distance and consequences of a fall , such as nets, soft-landing systems or safety decks?**
- **What information, instruction and training do you need to provide?**
- **Have you thought about all the options and are you certain that you are gaining access to height using the safest means possible?**

Involving the workforce and liaising with others is an important part of deciding how you will manage and co-ordinate the project.

2.3 Prepare the construction phase plan

You must draw up a plan which describes how health and safety will be managed during the construction phase. Pre-construction information you have received and any client requirements you have established will help in drawing up the **construction phase plan**. The plan should be:

- proportionate to the size and nature of the work, and the risks involved
- workable and realistic
- sufficiently developed to allow work to start on site
- regularly reviewed and added to as new trades start.

Before work on site can start the client has to ensure that the construction phase plan has been drawn up.

The plan must be developed as soon as practical before setting up the construction site and starting the work, so that it can take into account early issues such as site set up, welfare, and other initial work such as demolition or stripping out the building.

The nature of construction work means that some contractors may not have been appointed before the work on site starts, so the construction phase plan must be updated with risk control information when it is known, and before the contractors start work.

The plan should not be cluttered with documents (such as generic risk assessments, records of how decisions were reached or detailed safety method statements) that get in the way of a clear understanding of what is needed to manage the construction phase.

Refer to Annex C for more information and suggested contents of the construction phase plan.

The HSE has created a construction phase plan template for those working on small projects. It can be found in the 'Busy builder' section of the HSE construction website: www.hse.gov.uk/construction.

CITB has created a free 'CDM Wizard' smartphone app to help businesses working on small-scale projects produce construction phase plans. Details can be found at www.citb.co.uk/cdmregs.

2 What do you have to do?

2.4 Ensure welfare facilities are provided

You are responsible for ensuring welfare facilities are provided and are suitable and sufficient for the size and nature of the site. They must be available as soon as the work starts and remain until the construction work is completed.

You may be able to use existing facilities. If not, a mixture of both existing and new will need to be provided.

Welfare facilities include:

- lit and ventilated toilets (suitable for men and women)
- lit and ventilated washing facilities next to the toilets, including hot, cold or warm running water, soap or hand cleaner, towels or means of drying hands
- supply of drinking water and cups
- facilities for rest (tables and chairs)
- where required, changing rooms and lockers.

The facilities must be regularly cleaned and cater for the expected number of workers on site.

Further information on welfare facilities for fixed and transient sites can be found at www.hse.gov.uk/construction/safetytopics/welfare.htm.

2.5 Provide a site induction

You must ensure a suitable site induction is provided to every site worker. The induction should be site specific and be relevant to the size and scope of the work, and level of risk involved.

The following induction topics should be considered.

- Senior management's commitment to health and safety.
- An outline of the project.
- Management of the site, for example who the site manager is.
- Site-specific health and safety risks, for example any requirement to work near overhead cables.
- Control measures on site, for example site rules, vehicle and pedestrian segregation, PPE, temporary electrics, and site restrictions such as delivery arrangements.
- Dealing with emergencies including first aid arrangements.
- Accident and incident reporting arrangements.
- Training details, for example provision of toolbox talks and task briefings.
- Arrangements for consulting the workforce on health and safety.
- Individual workers' responsibility for health and safety.

A site induction should also be provided to those not regularly working on site, such as the client or architect, and be tailored to suit the nature of their visit and knowledge of the project.

2.6 Secure the site

You must ensure that reasonable steps are taken to prevent unauthorised access to the site. Close co-operation between the client or others when working in occupied or shared premises will help achieve this objective.

The site boundaries should be clearly marked out using suitable means depending upon the risk, such as signage or fencing. You must consider the surrounding area and the site's proximity to others, such as local residents, schools, shops, public roads and footpaths. You must leave the site in a safe condition at the end of the day and ensure that any existing occupiers are not put at risk while your work is in progress. Any occupiers will need to know of, and co-operate, with your plans.

2.7 Appoint contractors and workers

You must also ensure all contractors and workers on your site have the necessary skills, knowledge, training and experience for the work they are carrying out.

Additional information, instruction, training and supervision will be needed to support those who are still developing their experience in order to become self-sufficient in safe and healthy construction practices.

2 What do you have to do?

Employing workers

When you employ or control people doing work for you, you must make sure that:

- they have the necessary skills, knowledge, training and experience to do the job safely and without putting their own or others' health and safety at risk
- they are supervised and given clear instructions
- they have the right tools, equipment, plant, materials and protective clothing
- you talk with them (or their representatives) about health and safety issues
- you make arrangements for employees' health surveillance where required.

If a person working under your control and direction is treated as self-employed for tax and national insurance purposes, they may nevertheless be your employee for health and safety purposes. Whether they are employed or self-employed, you need to take action to protect all people under your control.

Appointing contractors

When you are appointing contractors, sub-contractors or trades:

- check their health and safety capabilities
- give them the health and safety information they need for the work
- talk about the work with them before they start
- make sure that you have provided everything you agreed (for example safe scaffolds, plant and access to welfare facilities)
- monitor their performance and remedy any shortcomings.

You can make specific enquires about basic health and safety capabilities in a number of ways.

- For **smaller jobs**, you could look for straightforward evidence that potential contractors are capable of carrying out the work, for example by asking if they have done this type of work before, requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others.
- For more **complicated or higher risk jobs**, further enquiries will be needed. For example, the Public Available Specification PAS 91 provides a set of health and safety questions that can be asked as part of the pre-qualification process for construction projects. The PAS is freely available through this link (once a simple registration has been completed): http://shop.bsigroup.com/forms/PASs/PAS-91-2013.

Only make enquiries for information that will address the anticipated risks and capability of the supplier – excessive or duplicated pre-qualification and other paperwork should be avoided because it can distract attention from the practical management of risks.

2.8 Provide the right management and supervision

You must ensure that those managing and supervising the work have the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors.

Whilst the supervision provided will need to reflect the level of risk associated with the work, the supervisor on the ground will need to be familiar with the type of work planned. This does not mean you have to undertake detailed supervision of contractors' work.

You should assess the degree of supervision you will need to provide, along with that provided by your contractors, taking account of the skills, knowledge, training, experience and likely behaviour of the workers.

2.9 Engage contractors and workers

Key information on health and safety risks, including relevant parts of the construction phase plan, need to be shared with contractors and communicated with workers through induction and worker engagement.

Consultation with workers is key to the successful management of health and safety on site. It should be a clear two-way process, giving an opportunity for both parties, or their safety representatives, to contribute to decision making.

2 What do you have to do?

Engaging contractors

You have a responsibility to ensure safe working, co-ordination and co-operation between contractors. This is essential to ensure that all contractors and workers on the project are aware of:

- what has to be done and what is expected of them
- when it will be done
- how it will be done safely and without risks to health.

At a practical level co-ordination will enable different trades to access shared facilities (for example, the use of scaffold) so that they do not create risks for each other or compromise the safe and healthy working conditions on site.

Co-ordinating the work of the contractors and ensuring co-operation between them can be addressed at site progress meetings, and when any key activity, such as a new phase, commences.

Engaging workers

Workplaces where workers are involved in helping to take decisions about health and safety are safer and healthier. Collaboration with your workers helps you to manage health and safety in a practical way by:

- helping you to spot workplace risks
- making sure health and safety controls are practical
- increasing the level of commitment to working in a safe and healthy way.

You must consult workers, in good time, on health and safety matters. In workplaces where a trade union is recognised, this will be through trade union health and safety representatives. In non-unionised workplaces, you can consult either directly or through other elected representatives.

Consultation involves employers not only giving information to workers but also listening to them and taking account of what they say before making decisions that affect health and safety.

Issues you should consult workers on include:

- risks arising from their work
- risks from others or the environment they are working in
- proposals to manage and/or control these risks
- the best ways of providing information and training.

For further information and practical advice for contractors about worker involvement refer to the HSE's leadership and worker involvement toolkit (LWIT) at www.hse.gov.uk/construction/lwit.

2.10 Monitor the risks on site

You will need to monitor site health and safety standards and control measures to ensure that they remain effective.

This can be as simple as asking people what they are doing or carrying out visual checks or inspections and dealing with any issues.

2.11 Contribute to the health and safety file

The health and safety file contains information relating to the project which is needed to ensure the health and safety of anyone carrying out future construction or maintenance work on the building or structure.

The principal designer is responsible for preparing the health and safety file and you should pass on to them any relevant health and safety information required.

At the end of the project the principal designer provides the client with the health and safety file. On projects where the principal designer appointment finishes before the end of the construction phase, because all design work has finished, you, as principal contractor, will take on the responsibility for the file and for handing it over to the client.

Requirements for the health and safety file, including its structure, content and format, should be identified before the construction phase and communicated to you by the principal designer.

For further information about the health and safety file refer to Annex D.

3 What information do you need?

As the principal contractor, you should receive relevant information from others during the different phases of the project to help you plan and manage the site.

You should expect to receive from **the client**:

- information about the project, such as the client brief.

You should expect to receive from **the principal designer**:

- pre-construction information in order to prepare the construction phase plan (this may also be provided by the client)
- information about the requirements for the health and safety file
- any changes in design that will affect the construction phase
- co-operation in passing on any health and safety-related questions or queries regarding the design.

For further information on pre-construction information refer to Annex B.

You should expect to receive from **contractors**:

- information about how they will work and what they will need
- feedback on construction methods and potential opportunities to enhance safety and health through design review and development
- information about contractor-designed portions of work to enable you to liaise with the principal designer
- evidence of their skills, knowledge, training and experience relevant to the risks associated with the project
- details about how they will ensure their health and safety during their own work, including leaving it in a safe condition once completed
- requests to sub-contract out elements of the work
- evidence that appropriate supervision will be provided and that supervisors' skills, knowledge, training and experience will reflect the nature of the contractors' work.

3 What information do you need?

Examples of pre-construction information could include:

- key dates such as planned start and finish of the construction phase
- location of:
  - any asbestos present
  - known underground or overhead services
  - fuse boards or stop cocks
- site restrictions such as:
  - site and ground conditions
  - parking or delivery requirements
  - details of a particular method or sequence that must be followed, such as temporary propping.

4 What information must you provide?

You should provide relevant information during the different phases of the project, both pre-construction and construction.

You should provide to **the client** and **principal designer**:

- feedback on construction methods and opportunities to enhance worker health and safety through design review and development, prior to work starting on site and any ongoing design
- details of any changes which may affect the design
- information relevant to the health and safety file (see Annex D).

You should provide to **designers**:

- details of any changes which may affect the design.

You should agree how best to co-ordinate feedback to designers with the principal designer.

You should provide to **contractors**:

- details of your specific requirements and lead-in time
- details of unusual or significant risks and sequence constraints
- details on who is in charge of the site
- any relevant pre-construction information
- any relevant parts of the construction phase plan
- appropriate site rules and a suitable site induction
- details of the welfare facilities
- the procedures to be followed if there is serious and imminent danger
- arrangements for reporting unsafe behaviours or conditions.

You should provide to the **workers**:

- information about the risks to their health and safety and how these should be controlled
- clear instructions about what to do in the event of serious and imminent danger.

5 What could it look like in practice?

5.1 Before pricing the work

- A client may seek early advice from a builder, architect or other CDM duty holder to discuss the feasibility of a project they have in mind and explore ideas and possibilities. If you are involved at this stage, the client will brief you on their needs and requirements and you will be able to ask questions or offer advice. These could be related to information about the site, a requirement for the clients' business to remain operational, through to future maintenance access needs.
- A site visit will help you to identify hazards and risks and consider how to eliminate or control them.
- Discuss how you would approach the project and the construction techniques such as any temporary works which may be required. Liaise with the principal designer or designer to ensure that such works can be incorporated into the project with due regard to health and safety.

5.2 Tender or pricing

- Ensure your tender or price reflects the client brief (their requirements for the project).
- Ensure that your tender or price includes plans for providing welfare facilities from the start of construction work.
- Consider any pre-construction health and safety information when compiling your tender or price (see Annex B).
- Identify contractors and ensure that they provide health and safety input at an early stage, and have received any pre-construction information relevant to their works.

5 What could it look like in practice?

5.3 On site

- You should not commence construction work until you know that:
  - the client is aware of their duties
  - a principal designer has been appointed
  - the client has completed and submitted an F10 for notifiable projects
  - suitable and adequate welfare facilities are available
  - the client is satisfied your construction phase plan has been suitably developed.
- Provide a suitable site induction.
- Ensure that the workforce, and that of contractors, is capable and they have the appropriate skills, knowledge, training and experience.
- Ensure that contractors are informed of the time available for planning and preparation.
- Ensure that your workforce, and the workforce of contractors, is provided with relevant information, instruction and appropriate supervision.
- Take reasonable steps to prevent access by unauthorised persons to the site.
- Continue to manage construction work in a way which ensures it is carried out without risks to health and safety.
- Pass on all relevant information promptly to the principal designer to compile the health and safety file.

6 Working for domestic clients

The role of principal designers, designers, principal contractors and contractors when working on a project for a domestic client is normally no different to their role when working for a commercial client. They have the same duties and should carry them out in the same way as they would for a commercial client. However, the effect of regulations is to transfer the client duties to other duty holders when working for domestic clients.

Guidance for domestic clients in relation to CDM 2015 can be found in the *Industry guidance for clients* (CDM15/1). The following paragraphs set out what other duty holders need to do as a result.

Annex E shows the transfer of client duties from a domestic client to other duty holders involved.

6.1 Domestic projects involving only one contractor

On these projects, the client duties are transferred to the contractor, who must carry out the client's duties as well as their own. In practice, this should involve contractors doing no more than they have done in the past to comply with health and safety legislation. **Compliance with their own duties as a contractor will be taken as compliance with the relevant client duties** to the extent necessary given the risks involved in the project.

As a result of the contractor taking on the client duties, any designers involved in the project will work with the contractor in their role as the 'client'.

6.2 Domestic projects involving more than one contractor

Transfer of the client duties to the principal contractor
On these projects, the principal contractor will normally take on the client duties and they will need to comply with these duties as well as their own.
If the domestic client does not appoint a principal contractor, the role of principal contractor falls to the contractor in control of the construction phase of the project.

As a result of a principal contractor taking on the client duties, the principal designer involved in the project will work with the principal contractor in their role as the 'client'. If the domestic client does not appoint a principal designer, the role of the principal designer falls to the designer in control of the pre-construction phase of the project.

6 Working for domestic clients

Transfer of client duties to principal designer

Domestic clients can choose to have a written agreement with the principal designer in order to transfer the client duties to the principal designer. In this case, the principal designer must fulfil the duties of the client as well as their own and the principal contractor will work with the principal designer as the 'client'.

The co-ordination and effort required should be proportionate to the scale of the project. For example, the health and safety file could include information on any equipment installed, such as manufacturer instructions. Where drawings or sketches exist, these should also be included.

For example, a client wishes to have a bathroom refurbished and asks a builder to do the work and plan the layout. The builder carries out the work but appoints a plumber and an electrician. As the builder is in overall control, they are the principal contractor as well as the principal designer. In this case, planning and co-ordination for the design could be through having conversations to understand the work required, such as the potential for using existing electrical and water supplies.

The health and safety file for this work may include the manufacturer's instructions for a new shower and a sketch of the new bathroom layout.

Annex A CDM duty holders and their roles summarised

CDM duty holders* – who are they?	Summary of role/main duties
Clients Organisations or individuals for whom a construction project is carried out.	Make suitable arrangements for managing a project. This includes making sure that: • other duty holders are appointed • sufficient time and resources are allocated. Clients must also make sure that: • relevant information is prepared and provided to other duty holders • the principal designer and principal contractor carry out their duties • welfare facilities are provided.
Domestic clients People who have construction work carried out on their own home, or the home of a family member, that is **not** done in furtherance of a business, whether for profit or not.	Domestic clients are in scope of CDM 2015 but their duties as a client are normally transferred to: • the contractor, on a single contractor project or • the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement for the principal designer to carry out the client duties.

CDM duty holders* – who are they?	Summary of role/main duties
Principal designers Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.	Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project. This includes: • identifying, eliminating or controlling foreseeable risks • ensuring designers carry out their duties. Prepare and provide relevant information to other duty holders. Provide relevant information to the principal contractor to help them plan, manage, monitor and co-ordinate health and safety in the construction phase.
Designers Those who, as part of a business, prepare or modify designs for a building or product, or prepare or modify designs to systems relating to construction work.	When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during: • construction and • the maintenance and use of a building once it is built. Provide information to other members of the project team to help them fulfil their duties.

Annex A CDM duty holders and their roles summarised

CDM duty holders* – who are they?	Summary of role/main duties
Principal contractors Contractors appointed by the client to co-ordinate the construction phase of a project where it involves more than one contractor.	Plan, manage, monitor and co-ordinate health and safety in the construction phase of a project. This includes: • liaising with the client and principal designer • preparing the construction phase plan • organising co-operation between contractors and co-ordinating their work. Ensure that: • suitable site inductions are provided • reasonable steps are taken to prevent unauthorised access • workers are consulted and engaged in securing their health and safety • welfare facilities are provided.
Contractors Those who do the actual construction work. They can be either an individual or a company.	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. For single-contractor projects, prepare a construction phase plan.
Workers The people who work for or under the control of contractors on a construction site.	They must: • be consulted about matters which affect their health, safety and welfare • take care of their own health and safety and that of others who may be affected by their actions • report anything they see which is likely to endanger either their own or others' health and safety • co-operate with their employer, fellow workers, contractors and other duty holders.

* 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.

Annex B Pre-construction information

What is pre-construction information?

1. Pre-construction information provides the health and safety information needed by:
   a. designers and contractors who are bidding for work on the project, or who have already been appointed, to enable them to carry out their duties
   b. principal designers and principal contractors in planning, managing, monitoring and co-ordinating the work of the project.

It also provides a basis for the preparation of the construction phase plan. Some material may also be relevant to the preparation of the health and safety file (see Annex C).

2. Pre-construction information is defined as information about the project that is already in the **client's possession or which is reasonably obtainable by or on behalf of the client.** The information must:
   a. be relevant to the particular project
   b. have an appropriate level of detail
   and
   c. be proportionate, given the nature of the health and safety risks involved.
3. Pre-construction information should be gathered and added to as the design process progresses to reflect new information about the risks to health or safety and how they should be managed. Preliminary information gathered at the start of the project may not be sufficient where further design and investigation has been carried out.
4. When pre-construction information is complete it must include proportionate information about:
   a. the project, such as the client brief and key dates of the construction phase
   b. the planning and management of the project, such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is co-operation between duty holders and that the work is co-ordinated
   c. the health or safety hazards of the site, including design and construction hazards and how they will be addressed
   d. any relevant information in an existing health and safety file.
5. The information should be in a convenient form and be clear, concise and easily understandable to allow other duty holders involved in the project to carry out their duties.

Annex C Construction phase plan

The construction phase plan is a document that records how health and safety will be managed for the construction phase of a project.

It is the basis for communicating to all those involved in the construction phase of the project, so it should be easy to understand and as simple as possible.

In considering what information is included, the emphasis is that it:

a. is relevant to the project

b. has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase, but

c. is still proportionate to the scale and complexity of the project and the risks involved.

The plan should not be cluttered with documents (such as generic risk assessments, records of how decisions were reached or detailed method statements) that get in the way of a clear understanding of what is needed to manage the construction phase.

The following list of topics should be considered when drawing up the plan.

a. A description of the project, such as key dates and details of key members of the project team.

b. The management of the work, including:

- the health and safety aims for the project
- the site rules
- arrangements to ensure co-operation between project team members and co-ordination of their work, such as regular site meetings
- arrangements for involving workers
- site induction
- welfare facilities
- emergency procedures, such as fire and first aid.

c. The control of any of the specific site risks relevant to the work involved.

Annex D The health and safety file

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. **The file is only required for projects involving more than one contractor**.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion.

a. A brief description of the work carried out.

b. Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (for example, surveys or other information concerning asbestos, contaminated land or buried services).

c. Key structural principles (for example, bracing or sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs.

d. Hazardous materials used (for example, lead paints and special coatings).

e. Information regarding the removal or dismantling of installed plant and equipment (for example, any special arrangements for lifting such equipment).

f. Health and safety information about equipment provided for cleaning or maintaining the structure.

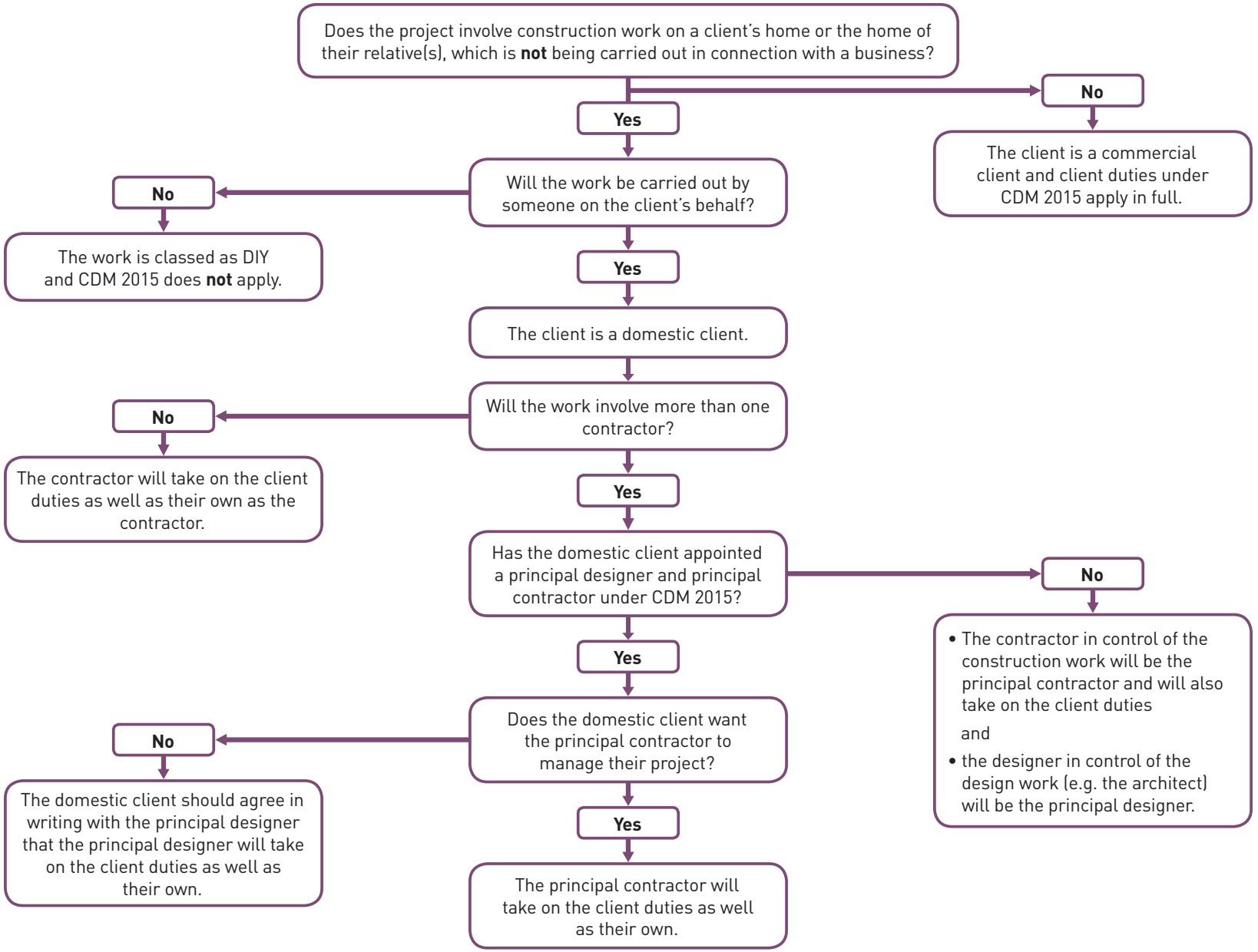
g. The nature, location and markings of significant services, including underground cables, gas supply equipment and fire-fighting services.

h. Information and as-built drawings of the building, its plant and equipment (for example, the means of safe access to and from service voids, and the position of fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. Information must be in a convenient form that is clear, concise and easily understandable.

The file *should not* include things that will *not* help when planning future construction work, such as pre-construction information, the construction phase plan, construction phase risk assessments or contractual documents.

Annex E How CDM 2015 applies to domestic clients



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Industry guidance group	Organisations	Company/individual
Steering group (SG)	Clients Principal designers Designers Principal contractors Contractors Workers Health and Safety Executive (HSE) Construction Industry Training Board (CITB)	Clive Johnson – Land Securities Richard Hulland – Atkins David Lambert – Kier Group plc John Scott – Morgan Sindall Group plc Paul Haxell – Bovis Homes Limited Daniel Shears – GMB Peter Wilson – UCATT Susan Murray – Unite the Union Philip White – HSE Chief Construction Inspector Russell Adfield – HSE CDM Unit Simon Longbottom – HSE CDM Unit Gordon Crick – HSE CDM Unit The Revd Kevin Fear (SG Chair) – CITB Lee Fisk – CITB
Client working group (WG)	Construction Client Group (CCG)	Clive Johnson (WG chair & SG) – CCG James McClune – AWE plc Patrick Brown – British Property Federation Gren Tipper – Construction Client Group James Preston-Hood – Grosvenor Ltd David Pyle – Heathrow Airport Limited Ian Simms – Royal Mail plc Dylan Roberts – Skanska UK plc
Principal designer working group (WG)	Consultants' Health and Safety Forum (CHSF)	Richard Hulland (WG chair & SG) Louise Page – Atkins Steve Jones – Hyder Consulting Ltd Laura Hague – Mott MacDonald Richard Habgood – APS Paul Bramley and Brian Street – AstraZeneca Andrew Norton – Formm Ltd Thouria Istephan – Foster + Partners Billy Hare – Glasgow Caledonian University

Acknowledgements

Industry guidance group	Organisations	Company/individual
Designer working group (WG)	Institution of Civil Engineers (ICE) Institution of Structural Engineers (ISE) Royal Institute of British Architects (RIBA) Designers' Initiative on Health and Safety (DIOHAS) UK Contractors Group (UKCG)	David Lambert (WG chair & SG) – ICE, UKCG Russ Charnock – Amec Foster Wheeler plc Janet T Beckett – Carbon Saver Consultancy Ltd Simon Collins – IStructE, collinshallgreen David Allsop – GSS Architecture Geoffrey Austen – Pebbles Consultancy Ltd Paul Bussey – Scott Brownrigg Ltd, RIBA, DIOHAS
Principal Contractor & Contractor working group (WG)	Civil Engineering Contractors Association (CECA) Federation of Master Builders (FMB) Home Builders Federation (HBF) National Federation of Builders (NFB) National Specialist Contractors Council (NSCC) Specialist Engineering Contractors Group (SEC Group) UK Contractors Group (UKCG)	Paul Haxell (Joint WG chair & SG) – HBF, IOSH John Scott (Joint WG chair & SG) – NSCC, UKCG Edward Fendt – SEC Group, B&ES and ECA Alan Muddiman – CECA Rob Gutteridge – FMB David Parsons – NFB Paul Reeve – SEC Group
Worker working group (WG)	Unions	Daniel Shears (Joint WG chair & SG) – GMB Peter Wilson (Joint WG chair & SG) – UCATT Susan Murray (Joint WG chair & SG) – Unite the Union