

GUIDANCE NOTE	CONSTRUCTION DESIGN AND MANAGEMENT (CDM 2007)	Code: C001	Issue: D
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INTRODUCTION

The Construction (Design and Management) Regulations 2007 (CDM 2007) replace the Construction (Design and Management) Regulations 1994 and the Construction (Health, Safety and Welfare) Regulations 1996. CDM 2007 aims to focus attention on planning and management throughout all construction projects, from design concept onwards.

CDM 2007 is divided into five parts:

Part 1 deals with matters of interpretation and application. The regulations apply to **all** construction work and to both employers and the self-employed.

Part 2 covers general management duties which apply to **all** construction projects, including those which are non-notifiable.

Part 3 sets out **additional** management duties which apply to projects above the notification threshold (projects lasting more than 30 days, or involving more than 500 person days of construction work). These additional duties require particular appointments or particular documents which will assist with the management of health and safety from concept to completion.

Part 4 applies to **all** construction work carried out on construction sites and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by contractors who actually carry out the work, irrespective of whether they are employers or are self-employed.

Part 5 covers issues of civil liability; transitional provisions which applied during the period when the regulations came into force, and amendments and revocations of other legislation.

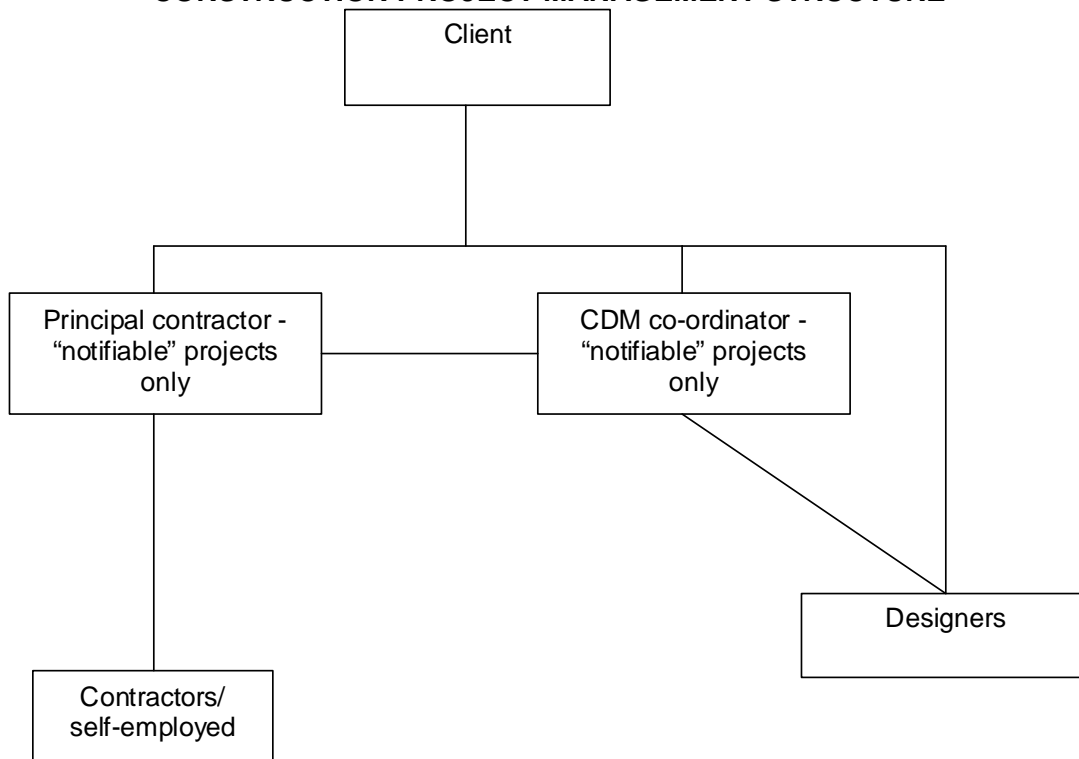
Construction work under CDM includes:

- The construction, alteration, conversion, fitting-out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed such a structure.
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

Construction work under CDM does not include:

- Putting up and taking down marquees and similar tents designed to be re-erected at various locations.
- General maintenance of fixed plant, except when this is done as part of other construction work, or it involves substantial dismantling or alteration of fixed plant which is large enough to be a structure in its own right, e.g. structural alteration of a large silo; complex chemical plant; power station generator or large boiler.
- Tree planting and general horticultural work.
- Positioning and removal of lightweight movable partitions, such as those used to divide open-plan offices or to create exhibition stands and displays.
- Surveying, this includes taking levels, making measurements and examining a structure for faults.
- Work to or on vessels such as ships and mobile offshore installations.
- Off-site manufacture of items for later use in construction work, e.g. roof trusses, precast concrete panels, bathroom pods and similar prefabricated elements and components.
- Fabrication of elements which will form parts of offshore installations.
- The construction of fixed offshore oil and gas installations at the place where they will be used.

CONSTRUCTION PROJECT MANAGEMENT STRUCTURE



NOTIFICATION

Except where the project is for a domestic client, the HSE must be notified of projects where construction work is expected to last more than 30 working days or involve more than 500 person days, e.g. 50 people working for over 10 days.

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

Where a small project that is not notifiable requires a short extension or short-term increase in the number of people there is no need to notify the HSE. However, if the work or the scope changes significantly, so that it becomes notifiable, the HSE should be informed.

THE CLIENT

A client is an organisation or individual for whom a construction project is carried out. Clients only have duties when the project is associated with a business or other undertaking, whether for profit or not. This can include, for example, local authorities, school governors, insurance companies and project originators on Private Finance Initiative (PFI) projects.

Domestic clients are people who have work done on their own home or the home of a family member that does not relate to a trade or business, whether for profit or not. It is the type of client that matters, not the type of property. Local authorities, housing associations, charities, landlords and other businesses may own domestic property but they are not domestic clients. If the work is in connection with the furtherance of a business attached to domestic premises, such as a shop, the client is not a domestic client.

Domestic clients have no client duties under CDM 2007, which means that there is no legal requirement for the appointment of a CDM co-ordinator or principal contractor when such projects reach the notification threshold.

Builder-developers are often both client and principal contractor, although they may appoint another contractor as principal contractor. They may also be a designer or CDM co-ordinator. They must comply with CDM 2007 in all their roles.

For all projects, clients must ensure:

- Co-operation and co-ordination between parties. - This is the key to successful management of construction health and safety. Co-operation and co-ordination can only be meaningful if the relevant members of the project team have been appointed early enough to allow them to contribute to risk reduction. This is particularly important during the design stage when both clients and contractors should contribute to discussions on buildability, usability and maintainability of the finished structure. Clients should seek to appoint those who can assist with design considerations at the earliest opportunity so that they can make a full contribution to risk reduction during the planning stages. Clients should assist with welfare arrangements where particular restraints make it difficult for contractors to provide suitable facilities.

- Realistic timescales and sufficient resources. - Unrealistic deadlines and a failure to allocate sufficient funds are two of the largest contributors to poor control of risk on site. When engaging designers and contractors, and for notifiable projects appointing CDM co-ordinators and principal contractors, clients have to consider the resources (e.g. staff, equipment and, particularly, time) needed to plan and do the work properly. Any contractors who are being considered for appointment should be informed of the minimum time period allowed to them for planning and preparation before construction work begins on site. Contractors should be given sufficient time after their appointment to allow them to plan the work and mobilise the necessary equipment (e.g. welfare facilities) and staff to allow the work to proceed safely and without risk to health. This is particularly important where the project involves demolition work - contractors must be given sufficient time for the planning and safe execution of any demolition activities.
- Adequate consultation. - Clients should consult with appointees (including the principal contractor) to find out how much time they will need for planning and preparation before work is expected to start in order that both parties can agree a suitable time period. Similarly, CDM co-ordinators will need sufficient time after their appointment to carry out their duties under the regulations. Clients must then inform their appointees how much time has been allowed for planning and preparation before the work starts.
- Suitable management arrangements exist. - Most clients, particularly those who only occasionally commission construction work, will not be experts in the construction process and for this reason they are not required to take an active role in managing the work. Clients are required to take reasonable steps to ensure that suitable management arrangements are in place throughout the life of the project so that the work can be carried out safely and without risk to health. The arrangements put in place should focus on the needs of the particular job and should be proportionate to the risks arising from the work.
- They provide preconstruction information. - Clients must provide designers and contractors who may be bidding for the work, or who they intend to engage, with the project-specific health and safety information needed to identify hazards and risks that might not be obvious to contractors or designers. It should include obvious hazards such as the likelihood that the project would involve work at height. (See preconstruction information below.)

In addition to the duties outlined above, when the project is notifiable, clients must:

- Appoint a CDM co-ordinator (CDM-C). - As soon as practicable after initial design work or other preparations for construction work have begun, a competent, adequately resourced CDM-C must be appointed, whose main purpose is to help the client carry out their duties, co-ordinate health and safety aspects of design work and to prepare the health and safety file.
- Appoint a principal contractor (PC). - Clients must appoint one competent, adequately resourced principal contractor to plan, manage and monitor the construction work, so as to ensure the health and safety of everybody carrying out such work or those affected by it.
- Ensure the health and safety file is prepared, reviewed or updated. - The client must then keep the file available for any future construction work or to pass on to a new owner.

THE CDM CO-ORDINATOR (CDM-C) - NOTIFIABLE PROJECTS ONLY

The role of the CDM-C is to provide the client with a key project advisor in respect of construction health and safety risk management matters. The regulations require the appointment to take place as soon as is practicable after initial design work or other preparation for construction work has begun.

The CDM-C must:

- Advise the client. - A competent CDM-C will have the knowledge and expertise to assist clients with appointing competent and adequately resourced designers and contractors, including principal contractors. They should also assist with the development of management arrangements and advise clients on whether or not the arrangements are adequate.
- Manage information flow. - The CDM-C needs to make sure that there are appropriate systems in place to encourage communication and the sharing of relevant information. They should manage the flow of information between the team members and may need to convene special meetings if they are not satisfied there is sufficient co-operation between designers or with other team members, or if adequate regard is not being given to health and safety. It is, however, better for these issues to be addressed in routine project meetings.
- Provide preconstruction information. - Designers or contractors who may be bidding for or preparing to carry out construction work on site should be provided with such parts of the preconstruction information that are relevant to each.
- Co-ordinate design work. - As part of design reviews, CDM-Cs need to ensure that the designers have identified a safe method for construction for unusual or complex designs and that the designs include the information needed by other designers and contractors to allow them to work safely and without risk to health. Where design changes and decisions during the construction phase have significant health and safety implications the CDM-C should liaise with the principal contractor about any implications for the construction phase plan.
- Prepare a health and safety file (see below) or update it if one already exists. - It is important that they discuss this with the client before work starts on site so that the format can be agreed, along with who should provide what information and when. This requires the co-operation of several duty holders, so CDM-Cs need to make sure that designers and contractors know, early on, what they will have to provide.

The CDM-C does not have to:

- Approve the appointment of designers, principal contractors or contractors, although they normally advise clients about competence and resources.
- Approve or check designs, although they have to be satisfied that the design process addresses the need to eliminate hazards and control risks.
- Approve the principal contractor's construction phase plan, although they have to be able to advise clients on its adequacy at the start of construction.
- Supervise the principal contractor's implementation of the construction phase plan (this is the responsibility of the principal contractor) or supervise or monitor construction work (this is the responsibility of the principal contractor).

THE HEALTH AND SAFETY FILE

The health and safety file should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely (see below). Information in the file should alert those carrying out such work to risks and should help them to decide how to work safely.

The scope, structure and format for the file should be agreed between the client and the CDM-C at the start of a project. There can be a separate file for each structure, one for an entire project or site or one for a group of related structures. The file may be combined with the building regulations log book or maintenance manual, providing that this does not result in the health and safety information being lost or buried.

The health and safety file should contain:

- A brief description of the work carried out.
- Any residual hazards which remain and how they have been dealt with, e.g. surveys or other information concerning asbestos, contaminated land, water-bearing strata, buried services, etc.
- Key structural principles, e.g. bracing or sources of substantial stored energy (including pre- or post-tensioned members), and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- Hazardous materials used, e.g. lead paint, pesticides or special coatings which should not be burnt off.
- Information regarding the removal or dismantling of installed plant and equipment, e.g. any special arrangements for lifting, the sequence or other special instructions for dismantling, etc.
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services, including underground cables, gas supply equipment or firefighting services, etc.
- Information and as-built drawings of the structure, its plant and equipment, e.g. the means of safe access to and from service voids, fire doors, etc.

(For further guidance relating to responsibilities for, and the contents of, the health and safety file refer to CDM 2007 ACoP.)

DESIGNERS

Designers' responsibilities extend beyond the construction phase of a project. They also need to consider the health and safety of those who will repair, maintain, clean, refurbish and eventually remove or demolish all or part of a structure, as well as the health and safety of the users of workplaces.

Where significant risks remain, when they have done what they can, designers should provide information with the design to ensure that the CDM co-ordinator, other designers and contractors are aware of these risks and can take account of them.

Designers include:

- Architects, civil and structural engineers, building surveyors, landscape architects, other consultants, manufacturers and design practices (of whatever discipline) contributing to, or having overall responsibility for, any part of the design, e.g. drainage engineers designing the drainage for a new development.
- Anyone who specifies or alters a design or who specifies the use of a particular method of work or material, such as a design manager or quantity surveyor who insists on a specific material or a client who stipulates a particular layout for a new building.
- Building service designers, engineering practices or others designing plant which forms part of the permanent structure (including lifts, heating, ventilation and electrical systems), e.g. a specialist provider of permanent fire-extinguishing installations.
- Those purchasing materials where the choice has been left open, e.g. those purchasing building blocks and so deciding the weights that bricklayers must handle.
- Contractors carrying out design work as part of their contribution to a project, such as an engineering contractor providing design, procurement and construction management services.
- Temporary works engineers, including those designing auxiliary structures, such as formwork, falsework, façade retention schemes, scaffolding and sheet piling.
- Interior designers, including shopfitters, who also develop the design.
- Heritage organisations who specify how work is to be done in detail, e.g. providing detailed requirements to stabilise existing structures, and those determining how buildings and structures are altered, e.g. during refurbishment, where this has the potential for partial or complete collapse.

For all projects, designers should:

- Make clients aware of their responsibilities. - Designers are often the first point of contact for a client and CDM 2007 requires them to check that clients are aware of their duties under the regulations. The duty to inform is aimed at the designer who has the initial or main contact with the client.
- Avoid foreseeable risks. - Examples would be to design out things like fragile roofing materials or products, eliminating rooflights from areas where roof access is needed, positioning plant which needs regular maintenance at ground level so there is no need for work at height or providing permanent safe access for work at height. (See the design residual risk register form below.)
- Provide adequate information. - Designers must provide information that other project team members are likely to need in order to identify and manage the remaining or residual risks. This should be project-specific and concentrate on significant risks which may not be obvious to those who use the design. (See the design residual risk register form below.)

- Co-operate with others. - This is to ensure that incompatibilities between designs are identified and resolved as early as possible and that the right information is provided in the preconstruction information. For smaller projects where most of the work is done by a single designer this can be achieved through discussion with those who use or are affected by the design. For larger projects, or those involving significant risks, a more managed approach will be necessary such as the appointment of a lead designer, regular meetings of all the design team (including the CDM co-ordinator) with contractors and others, regular reviews of developing designs, etc.

In addition to the duties outlined above, when the project is notifiable, designers should:

- Ensure that the client has appointed a CDM co-ordinator.
- Ensure that they do not start design work other than initial design work unless a CDM co-ordinator has been appointed.
- Co-operate with the CDM co-ordinator, principal contractor and with any other designers or contractors as necessary for each of them to comply with their duties. This includes providing any information needed for the preconstruction information or health and safety file.

Designers do not have to:

- Take into account or provide information about unforeseeable hazards and risks.
- Design for possible future uses of structures that cannot reasonably be anticipated from their design brief.
- Specify construction methods, except where the design assumes or requires a particular construction or erection sequence, or where a competent contractor might need such information.
- Exercise any health and safety management function over contractors or others.
- Worry about trivial risks.

DESIGN RESIDUAL RISK REGISTER

Project: _____ **Job number:** _____

Structure or element: _____ **Date:** _____

Made by: _____ **Checked by:** _____

Preconstruction information/health and safety file (delete as applicable)

The following identifies hazards which are:

(a) Not likely to be obvious to a competent contractor or other designer

(b) Unusual

(c) Likely to be difficult to manage effectively

which the designers have identified as not reasonably practicable to eliminate. When managing/pricing/resourcing or formulating the most appropriate method(s) of carrying out the works the tenderer/principal contractor/contractor must take these significant hazards into account. The designer has not mentioned every hazard or assumption as it is understood that those planning or managing the work will be competent.

Activity:		
Significant hazard (or risk):	What does this affect?	
	Construction stage	<input type="radio"/>
	Maintenance (incl. cleaning)	<input type="radio"/>
	Demolition or decommissioning	<input type="radio"/>
	User and/or operation	<input type="radio"/>
Potential worst-case consequences (including parties or persons at risk):		
Assumptions made (by designer) about working methods, precautions or control measures - including safe sequence of work (where applicable/appropriate):		

*Design Residual Risk Register
(Source: APS)*

THE PRINCIPAL CONTRACTOR (PC) - NOTIFIABLE PROJECTS ONLY

The key duty of the PC is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that the risks are properly controlled. Principal contractors must also comply with the duties placed on all contractors under the regulations.

PCs are usually the main or managing contractor. This allows the management of health and safety to be incorporated into the wider management of project delivery. This is good business practice as well as being helpful for health and safety purposes.

Although written plans are only legally required for notifiable projects, all projects must be properly planned and managed and the principles set out in this section may be relevant to those who plan for non-notifiable projects.

The principal contractor must:

- Encourage co-operation and co-ordination. - Effective and timely communication is essential to the co-operation and co-ordination of activities. Information about risks and precautions needs to be shared sensibly (i.e. relevant information, not everything) when it is needed to plan and manage work. Drawings can be used to highlight hazards or unusual work sequences identified by designers, with advice on where to find more information, if required. Induction training and toolbox talks help to ensure workers understand the risks and precautions, and are a good opportunity to inform workers of site rules or any special risks relating to the project.
- Plan and manage health and safety during the construction phase. - The PC must take account of the information contained in the preconstruction information provided by the client, and any other information provided by contractors, e.g. alterations that could result in structural collapse, or work on contaminated land. Specialist advice is likely to be needed at the planning stage. Managing includes supervising and monitoring work to ensure that it is done safely and that it is safe for new activities to begin.
- Prepare, implement and review the construction phase plan. - This plan should set out the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site. It should not be a repository for detailed generic risk assessments, records of how decisions were reached or detailed method statements, but it may, for example, set out when such documents will need to be prepared. It should be well-focused, clear and easy for contractors and others to understand - emphasising key points and avoiding irrelevant material. The plan needs to be routinely reviewed, revised and refined by the principal contractor as the project develops, e.g. where the plan is not being followed, and health and safety is put at risk, those involved must take appropriate action to deal with the risk. (See suggested content of the construction phase plan below.)
- Establish and enforce site rules. - These must be written and may cover issues such as restricted areas, permit-to-work systems, hot-work and emergency plans. In order to avoid cluttering the plan with detailed arrangements for implementing site rules the plan should refer to other documents or put detailed arrangements in appendices.
- Display project notification information. - A legible copy of the most up-to-date information notified to the HSE must be displayed on site.
- Control access onto sites. - The PC must take reasonable steps to prevent access by unauthorised persons to the construction site. How access is controlled depends on the nature of the project, the risks and location. The boundaries of all sites should be physically defined, where necessary, by suitable fencing.

- Provide site induction, training and information. - Ensure, so far as is reasonably practicable, that every worker has a suitable induction and any further information and training needed for the particular work. This does not mean that the PC has to train everyone on the site - this will be the responsibility of individual contractors.

Principal contractors do not have to undertake detailed supervision of contractors' work.

THE CONSTRUCTION PHASE PLAN

The PC will develop the construction phase plan taking in account preconstruction information provided by the client. Information should be included in the plan where the topic is relevant to the work proposed. The plan sets out how health and safety is to be managed during the construction phase. The level of detail should be proportionate to the risks involved in the project.

The checklist below provides a summary of what should be included in the plan. For further guidance refer to CDM 2007 ACoP (L144) - Appendix 3.

A description of the project and programme details, dates, etc.	
Details of the client, CDM co-ordinator (CDM-C), designers, principal contractor and other consultants (where appropriate).	
Information about the site, existing plans and structures, etc.	
The management structure and responsibilities for the project.	
System of liaison/communication/co-ordination with other parties.	
Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.	
Arrangements for controlling significant safety risks, e.g. preventing falls, traffic routes and segregation of vehicles and pedestrians.	
Arrangements for controlling significant health risks, e.g. the removal of asbestos or dealing with contaminated land.	
Fire and emergency procedures.	
Arrangements for reporting of injury, disease and dangerous occurrences (RIDDOR).	
Arrangements for welfare and first aid.	
Arrangements for training and informing people on site.	
Arrangements for consulting with the workforce on matters of health and safety.	
Arrangements for site rules, site security, site induction.	
Arrangements for selection and control of contractors.	
Health and safety file. - Arrangements for collecting information by arrangement with the CDM-C.	

CONTRACTORS

All contractors, including utilities, specialist contractors, contractors nominated by the client and the self-employed, have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.

Anyone who directly engages construction workers or manages construction work is a contractor under CDM Regulations. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers are employees or self-employed and to agency workers.

For all projects contractors must:

- Plan, manage, monitor and supervise their own work and that of their workers to ensure that it is carried out safely and that health risks are also addressed. - The effort invested in this should reflect the risk involved and the experience and track record of the workers involved. Where contractors identify unsafe practices they must take appropriate action to ensure health and safety.
- Provide site induction, information and training. - Contractors must ensure, so far as is reasonably practicable, that every worker has a suitable induction and any further information and training needed for the particular work.
- Ensure adequate welfare provision. - So far as is reasonably practicable, suitable and sufficient facilities must be provided or available for use by their workers. These should include sanitary conveniences, washing facilities, drinking water, changing rooms and facilities for rest.
- Report incidents. - Under the RIDDOR Regulations the “responsible person” must notify any death, reportable injury, disease or dangerous occurrence to the relevant enforcing authority. The responsible person is the employer or, for the self-employed, the contractor or principal contractor.

In addition to the duties outlined above, when the project is notifiable, contractors must:

- Co-operate with the principal contractor and assist them in the development of the construction phase plan and its implementation.
- Promptly inform the principal contractor about risks to other site workers or members of the public resulting from their work.
- Provide details to the principal contractor of any other contractors who they engage to assist in the carrying out of the work.
- Provide information about RIDDOR incidents to principal contractors so that they can monitor compliance with health and safety law and, if necessary, review the arrangements for the management of health and safety.
- Provide any information needed for the health and safety file.
- Comply with their duties as designers (where appropriate).

SUMMARY OF DUTIES UNDER THE CDM 2007 REGULATIONS		
Duty holder	All construction projects (Part 2 of the Regulations)	Additional duties for “notifiable” projects (Part 3 of the Regulations)
Clients (excluding domestic clients)	<ul style="list-style-type: none"> • Check competence and resources of all appointees. • Ensure there are suitable management arrangements for the project. • Allow sufficient time and resources for all stages. • Provide preconstruction information to designers and contractors. 	<ul style="list-style-type: none"> • Appoint CDM co-ordinator. • Appoint principal contractor. • Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan in place. • Retain and provide access to the health and safety file.
CDM co-ordinators		<ul style="list-style-type: none"> • Advise and assist the client with his/her duties. • Notify the HSE. • Co-ordinate health and safety aspects of design work and co-operate with others involved with the project. • Facilitate good communications between client, designers and contractors. • Liaise with the principal contractor regarding ongoing design. • Identify, collect and pass on preconstruction information. • Prepare/update health and safety file.
Designers	<ul style="list-style-type: none"> • Eliminate hazards and reduce risks during design. • Provide information about remaining risks. 	<ul style="list-style-type: none"> • Check client is aware of duties and CDM co-ordinator has been appointed. • Check the HSE has been notified. • Provide any information needed for the health and safety file.

Summary of Duties under CDM 2007 Regulations (1 of 2)

SUMMARY OF DUTIES UNDER THE CDM 2007 REGULATIONS - continued		
Duty holder	All construction projects (Part 2 of the Regulations)	Additional duties for “notifiable” projects (Part 3 of the Regulations)
Principal contractors		<ul style="list-style-type: none"> • Plan, manage and monitor construction phase in liaison with contractors. • Prepare, develop and implement a written plan and site rules. (Initial plan completed before the construction phase begins.) • Give contractors relevant parts of the plan. • Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase. • Check competence of all their appointees. • Ensure all workers have site inductions and any further information and training needed for the work. • Consult with the workers. • Liaise with CDM co-ordinator regarding ongoing design. • Secure the site.
Contractors	<ul style="list-style-type: none"> • Plan, manage and monitor own work and that of workers. • Check competence of all their appointees and workers. • Train own employees. • Provide information to their workers. • Comply with the specific requirements in Part 4 of the Regulations. • Ensure there are adequate welfare facilities for their workers. 	<ul style="list-style-type: none"> • Check client is aware of duties and a CDM co-ordinator has been appointed and the HSE 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 or any contractor whom they engage in connection with carrying out the work. • Provide any information needed for the health and safety file. • Inform the principal contractor of problems with the plan. • Inform the principal contractor of reportable accidents, diseases and dangerous occurrences.
Everyone	<ul style="list-style-type: none"> • Check own competence. • Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work. • Report obvious risks. • Comply with requirements in Schedule 3 and Part 4 of the Regulations for any work under their control. • Take account of and apply the general principles of prevention when carrying out duties. 	

Summary of Duties under CDM 2007 Regulations (2 of 2)

DUTIES RELATING TO HEALTH AND SAFETY ON CONSTRUCTION SITES

Contractors and those who control the way in which construction work is carried out must comply with the requirements of CDM Regulations 26-44 in respect of the following:

Safe Places of Work

Steps should be taken to ensure that all places of work and other places provided at work are safe and free from risk, that the means of access and egress are safe and free from risk, and that steps are taken to prevent access to places that are not safe and free from risk.

Good Order and Site Security

Construction sites must be kept in a reasonable state of cleanliness. No material with projecting nails or similar sharp object shall be used or be allowed to remain on site if it may be a source of danger to any person. Site perimeters should be identified by suitable signs or be fenced off, preferably both.

Stability of Structures

All practicable steps shall be taken to ensure that any structure undergoing construction work does not collapse. No part of a structure is to be loaded so as to make it unsafe. Any buttress or temporary support used to support a permanent structure shall only be erected or dismantled under the supervision of a competent person.

Demolition or Dismantling

Any dismantling or demolition of any structure must be planned and carried out in a safe way and under the supervision of a competent person.

Explosives

Suitable and sufficient steps must be taken to ensure that no one is exposed to risk or injury from explosions or from flying materials caused by explosions.

Excavations

All practicable steps shall be taken to prevent danger to any person by an excavation collapsing or by being buried or trapped by the displacement of any material.

Any excavation must be supported as early in the work process as practicable to prevent the displacement of any material. Suitable and sufficient material is to be available to form the supports and a competent person must supervise the installation, dismantling or alteration of any support work.

Suitable and sufficient steps must be taken to stop any person, vehicle, plant and equipment or any accumulation of earth or any other material from falling into excavations. No material, vehicle, plant or equipment shall be placed or moved near to an excavation if it could cause a collapse. No excavation work shall be carried out until underground cables and other services have been identified.

Excavations must be inspected by a competent person:

- At the start of the shift in which the work is to be carried out.
- After any event likely to have affected the strength or stability of the excavation.
- After any material unintentionally falls or is dislodged.

Cofferdams and Caissons

Must be correctly designed, constructed, maintained and inspected. A competent person must supervise the construction, dismantling or alteration of any cofferdam or caisson.

Cofferdams and caissons must be inspected by a competent person:

- At the start of the shift in which the work is to be carried out.
- After any event likely to have affected the strength or stability of the cofferdam or caisson.

Reports of Inspections

Where the person carrying out the inspection of an excavation, cofferdam or caisson is not satisfied that construction work can be safely carried out at that place, they must inform the contractor, e.g. the site supervisor, of any matters about which they are not satisfied. The place of work shall not be used until the problems have been remedied.

The person who carries out an inspection of an excavation, cofferdam or caisson shall prepare a report before the end of the working period during which the inspection took place.

The report must incorporate the following particulars:

- Name and address of the person on whose behalf the inspection was carried out.
- Location of the place of work inspected.
- Description of the place of work inspected.
- Date and time of the inspection.
- Details of any matter identified that could give rise to a risk to the health and safety of any person and details of any action taken as a result.
- Details of any further action considered necessary.
- Name and position of the person making the report.

A copy of this report must be provided to the person for whom the inspection was carried out, e.g. the site or contracts manager, within 24 hours.

A copy of the report must also be held on site and, after the work on that site is complete, at the company head office for at least 3 months after the report was completed.

The report must be made available, at reasonable times, for inspection by Her Majesty's Inspector of Health and Safety.

Where the report is on the condition of excavations and cofferdams only one report needs to be carried out in any 7-day period.

Energy Distribution Installations

Where necessary to prevent danger, energy distribution installations, i.e. electric power cables, shall be suitably located, checked and clearly indicated.

No construction work which is liable to create a risk to health or safety from an underground service, or from damage to or disturbance of it, shall be carried out unless suitable and sufficient steps have been taken to prevent such risk, so far as is reasonably practicable.

Prevention of Drowning

So far as is reasonably practicable, steps are to be taken to prevent people from falling into water or other liquid where there is a risk of drowning. In the event of a fall, personal protective equipment and rescue equipment must be available and adequately maintained.

The safe transport by water must be under the supervision of a competent person. Any vessel used to transport by water must be of suitable construction, properly maintained, under the control of a competent person and not overloaded or overcrowded.

Traffic Routes

Construction sites must be organised so that pedestrians and vehicles can move safely. Routes must be suitable and sufficient for both people and vehicles using them. Suitable and sufficient steps must be taken to ensure that persons near a traffic route will not be harmed.

Any door or gate for pedestrians leading onto a traffic route must allow the pedestrians to be able to see approaching vehicles from a place of safety. There must be either sufficient separation between vehicles and pedestrians to ensure safety or there must be another means of ensuring the safety of pedestrians and a system to warn them of the approach of the vehicles.

No vehicle may be driven on a traffic route unless there is sufficient clearance. Every traffic route is to be indicated by suitable signs.

Vehicles

Suitable and sufficient steps must be taken to prevent or control unintended movement of any vehicles. It must be possible for the person in control of the vehicle to be able to warn any other person at risk from that vehicle.

Any vehicle must be driven, operated or towed in a safe way and be loaded such that it can be driven, operated or towed in a safe way.

No one may ride, or be required or permitted to ride on any vehicle except in a safe place. No one may ride, or be required or permitted to ride on any vehicle during loading of loose materials unless they have been provided with a safe place of work.

Suitable and sufficient steps must be taken to ensure that any vehicle involved in excavating or handling materials will not fall into any excavations.

Suitable plant and equipment shall be provided to replace on its track a derailed vehicle.

Prevention of Risk from Fire, etc.

The regulations require the prevention of risk from fire, explosion, flooding and asphyxiation, as far as is reasonably practicable.

Emergency Procedures

Where necessary, a plan shall be prepared which will deal with any foreseeable emergency and if necessary that plan shall be implemented. Suitable and sufficient steps shall be taken to ensure that all are aware of the plan and that the arrangements are tested by being put into effect at suitable intervals.

Emergency Routes and Exits

A sufficient number of suitable emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger. Emergency routes shall lead as directly as possible to an identified safe area. Emergency routes and exits shall be kept clear of obstruction and shall be provided with emergency lighting if that is necessary in order that the emergency routes and exits shall be usable at all times.

Any emergency routes and exits shall have regard to:

- The type of work on site.
- The size of the site and the number and location of work places.
- The plant and equipment in use.
- The number of people on the site.
- The nature of any substances and materials on or likely to be on site.

Suitable signs shall indicate all emergency routes and exits.

Fire Detection and Firefighting

Each site shall be equipped with suitable and sufficient firefighting equipment and fire detection and alarm systems, which shall be suitably located. Any firefighting equipment, fire detector or alarm system shall be properly maintained, examined and tested to ensure that it remains effective.

Any firefighting equipment, fire detector or alarm system that is not automatic shall be indicated by suitable signs and be accessible. Every person at work on site shall be, so far as is reasonably practicable, trained to use the firefighting equipment.

Where a particular task gives risk to a particular risk of fire the operative shall not carry out that task unless they are suitably instructed in how to prevent that risk.

Fresh Air

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that fresh or purified air is available at every workplace and a system is in place to detect any failure of this air.

Temperature and Weather Protection

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that the temperature at any indoor place of work is reasonable.

Any outdoor place of work shall be arranged such that, so far as is reasonably practicable, it provides protection from adverse weather.

Lighting

Suitable and sufficient lighting shall be provided at every place of work and traffic route. The colour of artificial lighting must not affect the perception of colour on any safety sign or signal.

There is to be a secondary lighting system in any place where there would be a risk to health and safety if the primary lighting system failed.

REFERENCES

- SI 2007/320 The Construction (Design and Management) Regulations 2007
L144 Managing Health and Safety in Construction Approved Code of Practice 2007