

Guidance Note 4/16

# CDM 2015 Overview



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## CDM 2015 Overview

This information sheet provides an overview of the Construction (Design and Management) Regulations 2015 (CDM 2015) which came into force on 6th April 2015 and replaced the 2007 version of the Regulations<sup>1</sup>.

There can now be up to six duty holders; the client, the principal designer, the designer, the principal contractor, the contractor and the workers. The roles of principal designer and principal contractor only exist where it is reasonably foreseeable that there will be more than one contractor and/or designer working at the same time on a project who must be appointed by the client.

The main change in CDM from the 2007 version is that the role of CDM coordinator (CDM-C) no longer exists in its own right and is replaced by the principal designer, although the roles are not identical.

CDM2015 applies to all projects, though the arrangements for domestic work are different. Domestic clients are defined as:

people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.

The normal arrangement for a domestic client is for them to transfer their duties to either the contractor where there is only one or the principal contractor where more than one contractor is being used.

Figure 1 shows the relationships between all the duty-holders. The underpinning requirement of a safely delivered successful project is communication, co-ordination and duty-holders understanding their roles and responsibilities. It is likely that a project will start at the concept stage where the client would speak to a designer or architect to discuss their ideas and look at options. The client and designer could then involve a contractor to evaluate the 'buildability' of the options and assess the likely costs.

<sup>1</sup> The regulations and associated legal guidance document are published by the Health and Safety Executive (HSE)

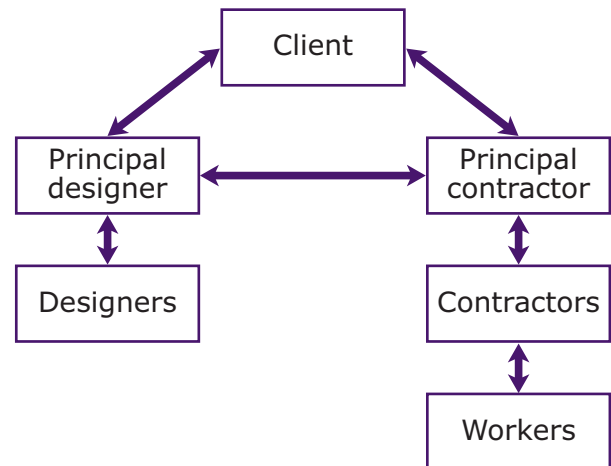


Figure 1: Duty-holder relationships

If the case for the project is made, then the pre-construction phase can commence where the client will appoint principal designer (if the project requires more than one designer) and the principal contractor (if there is going to be more than one on site).

It is the responsibility of the client to inform the Health and Safety Executive of notifiable projects and to ensure competent people have been engaged on their project. Equally, it is the duty of those appointed to ensure they have the skills, competence and time to deliver their duties.

The fundamental requirements of CDM2015 are:

- All duty holders – designers, principal designers, contractor, principal

CDM 2015 applies to all construction projects in Great Britain including construction work carried out in GB territorial seas and in connection with any renewable energy structure in the renewable energy zone. There is a requirement for clients to notify all projects, including domestic projects, which:

- are likely to last more than 30 working days **and** have more than 20 workers working simultaneously; or
- are likely exceed to 500 person working days

contractors and workers – must not accept an appointment to undertake a role unless they have the skills, knowledge, capacity, experience, and – if they are an organisation – the organisational capability necessary to fulfil the role in a manner that secures the health and safety of any person affected by the project.

- Any duty-holder appointing a designer, principal designer, contractor or principal contractor must take reasonable steps to satisfy themselves that the proposed appointee fulfils the above conditions. Should designs be carried out overseas where CDM is not applicable, the person commissioning the works in the UK will be considered the designer.
- Clients must make suitable arrangements for managing a project including the allocation of sufficient time and other resources. These arrangements must be maintained and reviewed throughout the project.
- All duty-holders must cooperate with any other person working on or in relation to a project or an adjoining construction site to the extent necessary to enable that person to fulfil their duty or function.

It is worth remembering that, for a notifiable project, where street lighting is being installed on a DNO network the

scheme will require a principal contractor to be appointed as there will be at least two contractors (lighting installer and connections); there could be more if the civil works are sub contracted.

On a large civil engineering project, it is unlikely that the lighting designer will be the principal designer. That role would usually be taken by the road designer. However, for refurbishment works where there is, for instance, considerable lighting input the lighting designer could be the principal designer so it is important they understand what their duties are.

Further information is available at the following:

<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

<http://www.legislation.gov.uk/ukxi/2015/51/contents/made>

The tables on the following pages demonstrate the roles and duties of the duty holders and what they need to do during the phases of a project.

### **Acknowledgements.**

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**Table 1:**

Duty holder	Role summary and main duties
<p><i>Clients</i> are organisations or individuals for whom a construction project is carried out.</p>	<ul style="list-style-type: none"> <li>• Must make suitable arrangements for managing a project. This includes making sure:               <ul style="list-style-type: none"> <li>• where there is more than one contractor, a principal designer and principal contractor are appointed (in writing);</li> <li>• other duty-holders are appointed;</li> <li>• sufficient time and resources are allocated;</li> <li>• relevant information is prepared and provided to other duty-holders;</li> </ul> </li> <li>• the principal designer and principal contractor carry out their duties;</li> <li>• before the construction phase begins, a construction phase plan is drawn up by the principal contractor or contractor (if only one);</li> <li>• welfare facilities are provided;</li> <li>• the principal designer prepares a health and safety file for the project;</li> <li>• the arrangements are maintained and reviewed throughout the project.</li> <li>• Must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.</li> <li>• Must give notice in writing, as soon as is practicable before construction work begins, to the HSE, Office of Rail Regulation or Office of Nuclear Regulation as appropriate if the construction work will last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or will exceed 500 person days.</li> </ul>
<p><i>Designers</i> are those who, as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<ul style="list-style-type: none"> <li>• Must not commence work in relation to a project unless satisfied that the client is aware of the client's duties under CDM.</li> <li>• When preparing or modifying designs, so far as is reasonably practicable, eliminate, reduce or control foreseeable risks that may arise during construction, maintenance and use of a building once it is built.</li> <li>• Take all reasonable steps to provide sufficient information to other members of the project team to help them fulfil their duties.</li> </ul>
<p><i>Principal designers</i> are designers appointed by the client in projects involving more than one designer. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<ul style="list-style-type: none"> <li>• Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:               <ul style="list-style-type: none"> <li>• identifying, eliminating or controlling foreseeable risks;</li> <li>• ensuring designers carry out their duties;</li> <li>• ensuring co-operation.</li> </ul> </li> <li>• Assist the client in identifying and providing pre-construction information.</li> <li>• Prepare and provide relevant information to other duty-holders.</li> <li>• Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</li> <li>• Prepare, review and update a health and safety file containing information relating to the project which is likely to be needed</li> </ul>

**Table 1 (cont)****Duty holder****Role summary and main duties**

during any subsequent project to ensure the health and safety of any person.

- Pass on the health and safety file to the client at the end of the project or to the principal contractor if their appointment concludes before the end of the project.

*Principal contractors* are contractors appointed by the client to coordinate the construction phase of a project which involves more than one contractor.

- Plan, manage, monitor and coordinate the construction phase of a project. This includes:
  - liaising with the client and principal designer;
  - preparing the construction phase plan;
  - organising cooperation between contractors and coordinating their work.
- Ensure:
  - 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.
- Provide any information in their possession relevant to the health and safety file, for inclusion in the health and safety file.
- Update and pass on the health and safety file to client where the principal designer's appointment concludes before the end of the project.

*Contractors* are those who do the actual construction work and 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, coordinate 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* are 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 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;
- cooperate with their employer, fellow workers, contractors and other duty-holders;

<b>Table 2:</b>				
<b>Client</b>	<b>Principal designer</b>	<b>Principal contractor</b>	<b>Designer</b>	<b>Contractor</b>
<b>Preparation</b>				
Write the client brief	Make clients aware of their duties	Make clients aware of their duties		
Seek advice from a builder architect or other CDM duty holder about feasibility	Receive the client brief Options appraisal	Liaise with duty holders as necessary to assist the development of the project		
Site visit to assess the hazards	Assist project set-up Assist compiling pre-construction information Provide a scope for the role to the client			
<b>Pre construction</b>				
Project management arrangements	Co-ordinate pre-construction phase	Liaise with other duty holders	Undertake an early site visit	Undertake an early site visit
Select project team	Co-ordinate the designers	Prepare a construction phase plan	Prepare and modify designs for safety and health	Co-operate and co-ordinate with others
Appoint duty holders	Oversee design decisions	Employ contractors	Eliminate, reduce & control risks through design	Receive necessary information from the Client and Principal Contractor
Provide information to help the design and construction planning	Communicate with the Client	Provide the right management and supervision	Co-operate and co-ordinate with others	Know what parts of the project other Contractors are working on
Notify the project (if necessary)	Prepare the pre-construction information	Provide details of the preparation and lead in time to contractors	Receive necessary information from the Client and Principal Designer	Receive and take account of information from others
Check the principal designer and principal contractor are doing their duties	Prepare the health and safety file Provide the principal contractor			

Table 2 (Cont)

Client	Principal designer	Principal contractor	Designer	Contractor
	Evaluate the process and forward to the client any lessons learned		<p>Know what parts of the project other designers are working on</p> <p>Receive and take account of information from contractors, especially in relation to specialist works</p>	

### Construction

Ensure the construction plan is in place	Receive feedback from the Principal Contractor	Ensure welfare facilities are provided	Receive feedback from the Principal Contractor	Ensure there is site induction
Ensure the welfare facilities are in place	Attend progress meetings Deal with design queries	Provide site induction Secure the site	Attend progress meetings Deal with design queries	Ensure there are adequate welfare facilities
Ensure the management arrangements are working		Engage with contractors and workers Monitor the risks on site	Provide information to workers and health and safety risks and how these should be controlled. Provide workers with clear information about what to do in case of serious or imminent danger.	Ensure the site is secure Provide the right supervision
Check the completion and handover arrangements		Contribute to the health and safety file Feedback to the client and Principal Designer construction methods and opportunities to enhance worker health and safety Provide information to workers and health and safety risks and how these should be	Evaluate the process and forward any lessons learned	Feedback to the Principal Contractor regarding construction methods and opportunities to enhance worker health and safety Provide information to workers and health and safety risks and how these should be controlled. Provide workers with clear

Table 2 (Cont)				
Client	Principal designer	Principal contractor	Designer	Contractor
		controlled. Provide workers with clear information about what to do in case of serious or imminent danger.		information about what to do in case of serious or imminent danger.  Evaluate the process and forward any lessons learned
<b>Post construction</b>				
Check the health and safety file has been prepared  Maintain and make available to others the health and safety file	Hand over safety file to client on completion. If commission ends before project then hand over file to the Principal Contractor  Evaluate the process and forward to the client any lessons learned	Hand over safety file to client on completion.  Evaluate the process and forward to the client any lessons learned	Evaluate the process and forward any lessons learned	Evaluate the process and forward any lessons learned