



CDM2015

The Construction
(Design and Management)
Regulations 2015

Industry guidance for **Contractors**



Published by CITB, Bircham Newton, King's Lynn, Norfolk PE31 6RH

© Construction Industry Training Board 2015

CITB is registered as a charity in England and Wales (Reg No 264289)
and in Scotland (Reg No SC044875)

First published 2015

ISBN 978-1-85751-391-2

CITB has made every effort to ensure that the information contained within this publication is accurate. Its content should be used as guidance only and not as a replacement for current regulations, existing standards or as a substitute for legal advice and is presented without any warranty, either express or implied, as to its accuracy. In no event will CITB be liable for any damages arising from reliance upon its content.

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission in writing from CITB save that it may be read and saved by the original recipient, for whose private use it was originally intended.

1. Introduction	4	6. Working for domestic clients	15
1.1 General introduction	4	6.1 Domestic projects involving only one contractor	15
1.2 Who is a contractor?	5	6.2 Domestic projects involving more than one contractor	15
1.3 What is the contractor's role?	5		
2. What do you have to do?	6	Annex A: CDM duty holders and their roles summarised	17
2.1 Manage your work	6		
2.2 Co-operate with other duty holders	7	Annex B: Pre-construction information	19
2.3 Consult with employees	7		
2.4 Prepare the construction phase plan	8	Annex C: Construction phase plan	20
2.5 Ensure welfare facilities are provided	8		
2.6 Ensure a site induction is provided	9	Annex D: The health and safety file	21
2.7 Ensure the site is secure	9		
2.8 Appoint contractors and workers	9	Annex E: How CDM 2015 applies to domestic clients	22
2.9 Provide the right supervision	10		
3. What information do you need?	11	Acknowledgements	23
4. What information must you provide?	12		
5. What could it look like in practice?	13		
5.1 Before you start on site	13		
5.2 While working on site	14		

1 Introduction

1.1 General introduction

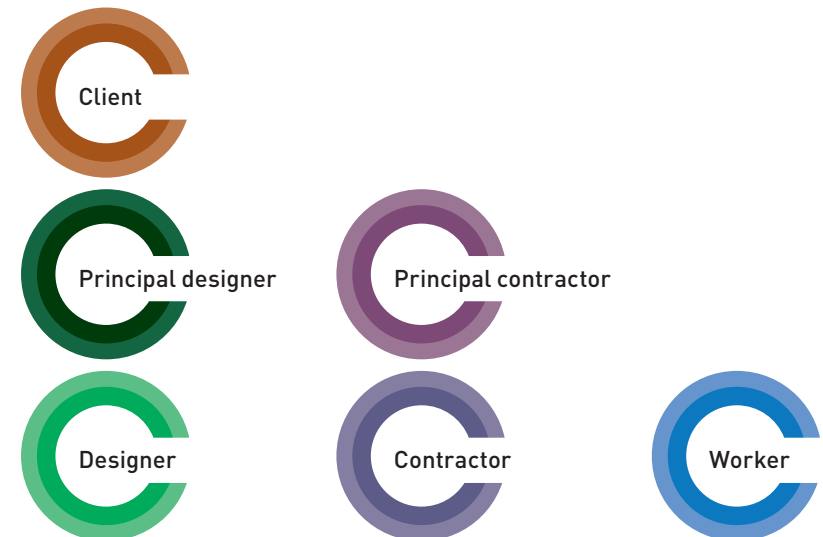
The Construction (Design and Management) Regulations (CDM 2015) are the main set of regulations for managing the health, safety and welfare of construction projects.

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.

1.2 Who is a contractor?

A contractor may be an individual, a sole trader, a self-employed worker or a business who carries out, manages or controls construction work in connection with a business.

Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do construction work on their own premises.

The duties on contractors apply whether their workers are employees, self-employed or agency workers.

1.3 What is the contractor's role?

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

They have a range of other duties that depend on whether more than one contractor is involved in the project. If so, their duties entail co-ordinating their activities with others involved in the project team – in particular, complying with directions given to them by the principal designer or principal contractor.

If there is only one contractor for the work, they have responsibilities to prepare a construction phase plan and prevent unauthorised access to the site.

Where contractors are involved in design work, including for temporary works, they will carry out duties as designers.

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



2 What do you have to do?

Workers are the most at risk of injury and ill health on a project. You have a key role to play in planning and managing your work and in co-operating with the principal contractor and other contractors.

The term **manage** includes planning, managing, monitoring and co-ordinating work under your control to ensure health and safety.

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

Annex B: Pre-construction information and Annex C: Construction phase plan explain what type of information will help you when planning the construction phase.

Note

- **Pre-construction phase:** the term used to describe the design and planning stage of a project (before construction or building work starts), although it is acknowledged design and planning can continue through and into the construction phase.
- **Construction phase:** the term used to describe the project once construction or building work has started.

2.1 Manage your work

To manage and control health and safety risks you will need to:

- address the client's requirements, any pre-construction information provided by the principal designer and relevant parts of the construction phase plan and any other requirements provided by the principal contractor when planning your work, for example information about underground services.
- ensure those carrying out your work have the right skills, knowledge, training, experience and supervision
- ensure those carrying out your work have the right plant, tools, equipment, materials and personal protective equipment
- pass on relevant information and instructions to workers. This could be done by briefing workers and, for higher risk tasks, using a safety method statement which outlines the planned method, sequence and control measures
- ensure that your workers comply with the site rules
- if required, co-ordinate your work with those of other contractors and the principal contractor
- agree with the principal contractor how information will be exchanged to allow both of you, and other contractors, to manage health and safety
- ensure your workers receive a site induction
- allow workers sufficient time to prepare and carry out the work
- inform the principal contractor of any intention to sub-contract elements of your work.

2.2 Co-operate with the other duty holders

You have a key role to play in co-operating with the principal contractor and other contractors. Your work, or that of another contractor, could affect the health and safety of your workers and others so, to ensure that the risks are properly managed and controlled, you will need to co-operate with others.

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 place to work. The key to this is proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.



2.3 Consult with employees

Workplaces where workers are involved in helping to make 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 all your employees, in good time, on health and safety matters. In workplaces where a trade union is recognised, this will be through 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 affecting health and safety.

Issues you should consult workers on include:

- risks arising from their work
- risks arising from others, work 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 on your legal duties refer to the HSE leaflet *Consulting employees on health and safety: A brief guide to the law* (INDG232), which can be downloaded from www.hse.gov.uk/pubns/indg232.htm.

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



What do you have to do?



2.4 Prepare the construction phase plan

On a project with more than one contractor, developing the construction phase plan will be the responsibility of the principal contractor, and they should provide you with information within it that is relevant to your work.

However, if you are the only contractor on the project then you are responsible for drawing up a plan which describes how health and safety will be managed during the construction work.

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.

It must be developed as soon as practical before setting up the construction site and starting the work. It should address early issues such as mobilisation, welfare, demolition and ground works. The client also has to ensure a construction phase plan is sufficiently drawn up before work starts.

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.

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' smart phone app to help businesses working on small scale projects to produce construction phase plans. Details can be found at www.citb.co.uk/cdmregs.

2.5 Ensure welfare facilities are provided

If you are working on a project where you will be the only contractor you are responsible for ensuring welfare facilities are provided and that they are suitable and sufficient for the size and nature of the project. They must be available as soon as the work starts on site and remain until the end of the project.

On projects with more than one contractor welfare facilities will be the responsibility of the principal contractor.

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

You should expect support from the client, who has a duty to ensure the arrangements are made for providing suitable welfare facilities.

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



What do you have to do?



2.6 Ensure a site induction is provided

If you are working on a project where you will be the only contractor then you will need to ensure a suitable site induction is provided to every site worker.

The induction should be site specific and cover the health and safety risks associated with the site and the controls required. The detail provided in the induction should be relevant to the size and scope of the project, and the 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.

2.7 Ensure the site is secure

If you are working on a project where you will be the only contractor then you must take reasonable and proportionate steps to prevent unauthorised access to the site or work area and that your work will not put the public or others at risk.

For example, you must leave the site in a safe condition at the end of the day and ensure that any occupiers are not put at risk while your work is in progress. The occupier will need to know of, and co-operate with, your plans.

The site boundaries should be clearly marked out using suitable means, such as signage or fencing, depending on the risk.

On a project with more than one contractor, securing the site will be the responsibility of the principal contractor. Close co-operation between the client, principal contractor and other contractors when working in occupied or shared premises will help achieve this objective.

2.8 Appoint contractors and workers

You must also ensure all 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.

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 properly supervised and are 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 the health and safety capabilities of the people you plan to use
- 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 as part of the pre-qualification process for construction projects. The PAS is freely available (once a simple registration has been completed) from <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.

2.9 Provide the right 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.

You should assess the degree of supervision you will need, taking account of the skills, knowledge, training, experience and likely behaviour of the workers.



3 What information do you need?

As the contractor, you should receive relevant information during your time on the project.

You should expect from the **principal contractor**:

- details of unusual or significant risks and sequence constraints
- specific risk controls and arrangements relating to relevant parts of the construction phase plan
- details of preparation and lead-in time
- appropriate site rules and a suitable site induction
- arrangements for reporting unsafe behaviours or conditions
- the procedures to be followed in the event of serious and imminent danger
- details of the use of shared welfare facilities
- adequate safety management and planning for the project.

You should expect from **workers**:

- compliance with risk controls and site rules
- constructive feedback on site practice
- evidence of training and experience relevant to the risks of the project
- the ability to stop work and report anything which might endanger themselves or others.



4 What information must you provide?

You should provide relevant information during your time on the project.

On projects with more than one contractor you must provide to the **principal contractor**:

- evidence of skills, training and experience relevant to the risks that the project exposes your workers to
- details of arrangements to ensure safe completion of own works
- requests to sub-contract elements of the work
- relevant information for the health and safety file
- evidence that you will provide appropriate supervision which takes into account the level of skills, knowledge, training and experience as well as the likely behaviour of the workers
- details of any changes to your planned working method in case it has an impact on other plans.

You must provide to your **workers**:

- information, instruction and training as necessary
- opportunities for them to have an input into how the work should be carried out
- a suitable site induction that includes details of welfare facilities and site rules (see section 2.6, page 9)
- 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
- arrangements for reporting unsafe behaviours or conditions.

Throughout the project, you should keep your workers informed of any changes or risks that may affect their health and safety, for example by giving them daily task briefings.

5 What could it look like in practice?

The contractor must carry out defined duties to fulfil their role. Here are some suggestions of ways to adequately do this.

5.1 Before you start on site

Manage the risks to the safety or health of your workers and others nearby who could be affected by your work. You could do this in several ways.

- If you will be the only contractor on the project, check that the client is aware of their duties and whether they have any particular site rules or standards.
- Visit the site, check the access arrangements and consider the safest methods for your workers to carry out the work.
- Find out whether other work will take place at the same time as your work and agree how any interfaces with other contractors will be managed.
- Find out whether there is any asbestos or other hazardous material on the part of the site you will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, take steps to prevent unexpected exposure by arranging for your workforce to have asbestos awareness training prior to starting any intrusive work.
- Think about how long it will take you to organise your workers, and any plant and materials they will need, so you can estimate when you will be ready to start.
- Check your proposed workers' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.
- Assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of your workers.
- Make arrangements to provide adequate supervision by those with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
- Check what welfare facilities are available, in case you need to organise anything else.
- Check whether any first aid provision is available to you and whether it will be sufficient for the work you are undertaking, the workers you are using and the location in which you are working. If not, you must make additional arrangements.
- Consider the implications if any of your workers have known health issues.



What could it look like in practice?



- Communicate the method of work that the workers need to follow, particularly if the control measures are unusual or not obvious. Focus on the work activities where there is most risk of injury or ill health.
- You may need to share your method of work with other contractors so they can take it into account when planning and organising their work. One way of doing this is to record it in a method statement, risk assessment or task sheet.
- Arrange for your workers, plant and materials to arrive on site at the allocated time.

5.2 While working on site

Manage the risks to the safety and health of your workers and others who could be affected by your work. You can do this in several ways.

- Set a personal example by always wearing the necessary PPE and by challenging any unsafe behaviour or practice and not ignoring it.
- Ensure you and your workers receive site induction. If there is no principal contractor then it is your responsibility to carry out the site induction.
- Provide instructions to your workers on what needs to be done and, importantly, how you intend the work to be done, in which order and with what equipment, especially when it involves working at height.
- Provide supervisors with the necessary skills, technical knowledge, training, experience and leadership qualities for the work.
- Brief your workers on what is expected of them, and consider any suggestions from them on better ways of working.
- Ensure your workers know what to do in the event of any likely emergency.
- Ensure your workers are complying with the site rules and working in accordance with how you intend the work to be done.
- Liaise with the principal contractor and keeping them informed of any changes to your planned working method in case it has an impact on other plans.
- Liaise with other contractors and the principal contractor and co-operate over reasonable suggestions for reducing risks to health and safety on the site. These suggestions could arise as a result of engaging with the workers.

- Check your plant and equipment and, when necessary, maintaining, repairing or replacing it.
- Provide information to the principal contractor about how to safely maintain, isolate, replace or dismantle what you've installed at the end of your time on site.



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 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.



Working for domestic clients



Transfer of client duties to the 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.

CDM duty holders* – who are they?	Summary of role/main duties
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.

C 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.



C 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).

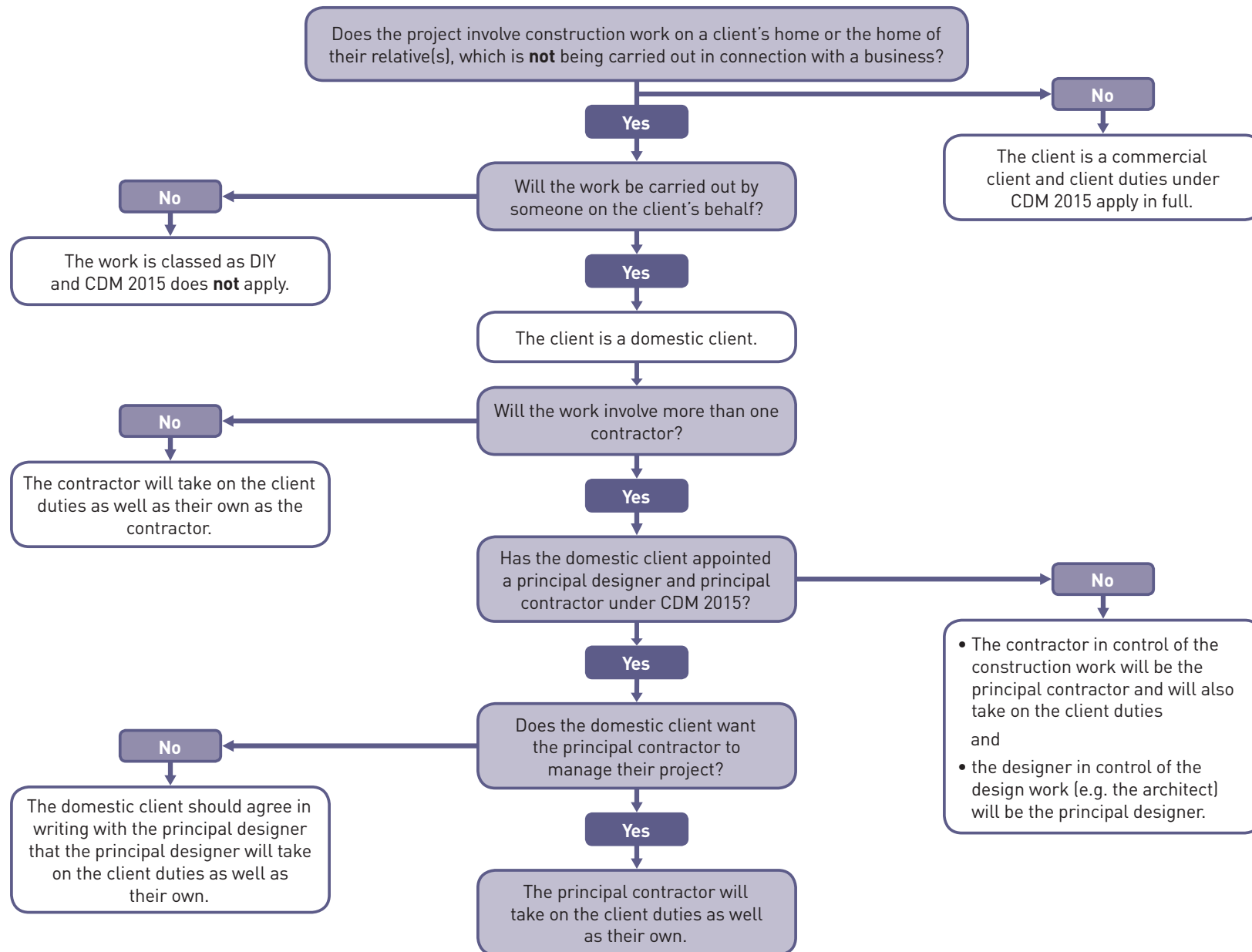
There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. Information must be in a convenient form that is clear, concise and easily understandable.

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



The Construction Industry Advisory Committee (CONIAC) wishes to acknowledge the assistance offered by the following organisations and people in the preparation of the CDM industry guidance.

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

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