

Construction (Design and Management) Regulations 2015

Project Duties Checklist

<u>Project Name and Brief details</u>	
---------------------------------------	--

<u>Key Dates</u>	
Project Initiated	
Design Completion	
Appointment of Principal Contractor	
Start on Site	
Estimated Completion	

<u>Duty Holder</u>	<u>Name and Location</u>	<u>Contact details</u>
Client Officer		
Principal Designer		
Designer		
Designer		
Principal Contractor		

Regulations require the Client to '*make suitable arrangements for managing a project including the allocation of sufficient time and other resources*' to ensure ALL construction works projects can be carried out without risks to Health and Safety and that all facilities should be provided to ensure this.

This document is provided to assist the Client Officers identify their duties and guide them through the process of procuring to completing construction works and ensuring all legislative duties and responsibilities are met

Client Duties for Managing Construction Projects

Duty / Responsibility	Date Complete	Comments
Provide a detailed 'Brief' on the actual work required.		<i>In writing, breakdown in detail the actual work you plan to do and what you want to achieve from it.</i>
Appoint a competent Principal Designer, in writing, to manage safety, or act as PD yourself		<i>For larger projects where there will be more than one contractor you need to appoint a competent Safety Co-ordinator. For small projects, where you can clearly see the safety implications, you may do this yourself.</i>
Assistance and advice available from the CDM Unit	(At this point)	01274 431721 andy.grant@bradford.gov.uk
Notify the HSE of the project, if applicable.		<i>For larger projects that will last more than 6 weeks and will involve 20 people on site at any time.</i>
Investigate, survey, and provide Pre-Construction information hazards for the design team and tendering contractors		<i>Let those people you are appointing know of any specific hazards you are aware of, eg, asbestos in the works area, services (gas, electric, water) in the area, any works at heights, any difficult access, restricted areas etc. Organise and pay for specialist surveys that are needed and collect reports eg soil surveys for contaminated ground, drainage etc.</i>
Handover all design, safety and pre-contract information and design specifications to on-going identified Client with information on their on-going duties		<i>Provide all the information collected to the officer identified as the Client and ensure they are aware of their CDM duties. It could be the Principal Designer will take over these duties for you.</i>
Select and appoint, in writing a suitable competent Principal Contractor (PC)		<i>Where there is to be more than one contractor working then one of them needs to be appointed as PC. They have to be competent enough to be able to undertake the role check with anSSIP (Safety Schemes in Procurement) provider or check their credentials yourself.</i>
Provide Principal Contractor with Pre-Construction Information and Health and Safety File		<i>Collate and publish all the collected hazard info and include site restrictions you wish and any specific requirements of the workers, in a readable format. Also provide a list of the information for the O&M (Operations Manual) and H&S (Health & Safety) File you will need.</i>
Accept, check and approve the Principal Contractors Construction Phase Plan and allow works to commence.		<i>Check that all the management arrangements are in place for the contractor to safely manage the works and all agreed has been included, eg welfare provision, fire emergency plan.</i>
Check and ensure suitable and sufficient Welfare arrangements are on site before work starts.		<i>Ensure that the welfare provision, toilets and mess cabin etc are on site and working before allowing works to actually start.</i>
Plan for on-going monitoring of arrangements		<i>Make checks from time to time that the workers are actually managing safety in the works as they have said, or have a safety professional to check this and report back to you.</i>

Grey	A statutory duty, i.e. must be done
Green	Only if applicable
Amber	Advice is initially no costs, a tiered level of charges are available if further input is agreed and required (eg estimated cost for £10k project is circa £200)