This document provides practical guidance on the main duty of each dutyholder and the guidance and templates that are provided as supporting documents within the Company Procedure on the Construction (Design and Management) Regulations 2015.

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| **Dutyholder** | **Main Duty** | **Guidance** | **Templates** |
| **Client** |  | CDM 2015 - Client Duties Guidance |  |
| Where there is more than one client all possible clients should agree that one or more of them is treated as CDM client (in writing) |  | CDM 2015 - Letter - Client Election / Acceptance |
| Make and maintain suitable arrangements for managing a project | CDM 2015 - Client Project Health and Safety Management Arrangements Guidance | CDM 2015 - Client Project Health and Safety Management Plan for Simple Projects  CDM 2015 - Client Project Health and Safety Management Plan for Major, or High Risk, Complex Projects |
| Appoint other dutyholders |  | CDM 2015 - Letter - Appointment of Principal Designer  CDM 2015 - Letter - Appointment of Principal Contractor |

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| **Dutyholder** | **Main Duty** | **Guidance** | **Templates** |
| **Designer** |  | CDM 2015 - Designer Duties Guidance |  |
| Check the client is aware of duties. Inform where necessary |  | CDM 2015 - Letter - Client Duties – Designer |
| When preparing or modifying designs eliminate, reduce or control foreseeable risks  Provide information about the remaining risks to other duty holders  Designs prepared for places of work need to comply with the Workplace (Health, Safety and Welfare) Regulations 1992 | CDM 2015 - Design Risk Management Guidance | CDM 2015 - Design Risk Register – |

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| **Dutyholder** | **Main Duty** | **Guidance** | **Templates** |
| **Principal designer** |  | CDM 2015 - Principal Designer Duties |  |
| Check the client is aware of duties. Inform where necessary |  | CDM 2015 Letter - Client Duties - Principal Designer |
| Ensure hazards are eliminated, where possible, and risks are reduced through design work | CDM 2015 - Project CDM Log Guidance | CDM 2015 - Project CDM Log |
| Assist the client by preparing and providing relevant information to other duty holders | CDM 2015 - Pre-construction Information Document Guidance | CDM 2015 - Project Pre-construction Information / Survey Schedule  CDM 2015 - Pre-construction Information Document for Small Project  CDM 2015 - Pre-construction Information Document for Medium to Large Projects |
| Review initial Construction Phase Plan (client duty) | CDM 2015 - Assessment of the Principal Contractor’s Construction Phase Plan Guidance | CDM 2015 - Assessment of the Principal Contractor’s Construction Phase Plan - |
| Prepare the Health and Safety File | CDM 2015 - Health and Safety File Guidance | CDM 2015 - Health and Safety File |
| Appointed principal designer and principal contractor for maintenance and repair of building fabric (typically reactive) under a fixed term facilities management contract | Principal designer duties above and principal contractor duties below | CDM 2015 - Principal Designer and Principal Contractor Management Plan Guidance | CDM 2015 - Principal Designer and Principal Contractor Management Plan |

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| **Dutyholder** | **Main Duty** | **Guidance** | **Templates** |
| **Principal contractor / contractor** |  | CDM 2015 - Principal Contractor Duties Guidance |  |
| Check the client is aware of duties. Inform where necessary  Where required, check the HSE has been notified  Principal contractor – check a principal designer has been appointed |  | Letter - Client Duties – Contractor / Principal Contractor |
| Prepare a Construction Phase Plan | CDM 2015 - Construction Phase Plan Guidance | CDM 2015 - Very Small Works Construction Phase Plan  CDM 2015 - Small Works Construction Phase Plan  CDM 2015 - Medium to Large Works Construction Phase Plan |