



Simple Breakdown of the CDM Procedure Simple Breakdown of the CDM Procedure

This document explains how the company must follow the Construction (Design and Management) Regulations 2015 (CDM 2015). These rules apply to all construction work, regardless of size. The purpose is to ensure projects are planned safely, risks are controlled, and everyone involved understands their responsibilities.

1. What the Document Is For

- How the company complies with CDM 2015
- What each role must do (client, designer, contractor, etc.)
- What processes must be followed on every project

2. Key Roles Under CDM

Client: Chooses the project team, ensures responsibilities are understood, provides time/resources, gives pre-construction information, appoints Principal Designer and Principal Contractor.

Principal Designer: Manages health and safety during design, reduces design risks, coordinates designers, passes information to Principal Contractor, prepares Health & Safety File.

Designer: Ensures client understands duties, removes/reduces risks through design, provides information on remaining risks, gives enough detail for safe construction and maintenance.

Principal Contractor: Plans and manages construction phase, prepares Construction Phase Plan, coordinates contractors, provides welfare facilities, ensures site safety.

Contractor: Plans and manages work, produces Construction Phase Plan, provides welfare facilities, ensures worker competence.

Workers: Look after their own safety, report hazards, follow site rules.

3. General Requirements for All Projects

Pre-Construction Information: Client must provide site and risk information.

Project Risk Profile: Every project must be risk-rated. High-risk projects must be reported to EHS.

Design Hazard Assessment: Identify hazards, reduce risks, record remaining risks, share with client.

Hazard Identification/Site Survey: Identify hazards before bidding or starting work.

Safety Management Systems: Some projects require their own safety system.

Safe Working Files: Must contain RAMS, inductions, communications, audits, and EHS documents.

RAMS: Must be produced for every project and briefed to workers.

When Acting as Contractor: Check client/PC competence, provide EHS control package, get



approval before starting.

When Acting as Principal Contractor: Ensure client understands duties, allocate resources, produce Construction Phase Plan.

Construction Phase Plan: Required on all projects where the company is the only contractor or the Principal Contractor. Must be proportionate and approved by the client.

Notifiable Projects: Must be reported to HSE if lasting more than 30 days with 20+ workers or exceeding 500 person-days.

Site/Location Risk Assessments: Must be completed before starting work.