

# Construction, Design and Management (CDM) Standard

## Contents

1	Introduction.....	3
2	Scope.....	3
2.1	External References .....	3
3	Unitas Requirements .....	4
3.1	CDM Appointments.....	4
3.2	Where Unitas are the Client.....	4
3.3	Where Unitas are Principal Designer (PD) .....	4
3.4	When Unitas are Designers.....	5
3.5	Where Unitas are Principal Contractor.....	6
3.6	Where Unitas are engaged as Contractors .....	6
3.7	Where Unitas are part of a Joint Venture, Partnership or other similar contractual arrangement	6
3.8	Domestic Work .....	6
4	Documentation.....	7
4.1	Preconstruction Information .....	7
4.2	Health and Safety File.....	7
4.3	Construction Phase SHE Plan .....	7
4.4	SHE Project Register.....	8
5	Communication .....	9
5.1	Notification to Enforcing Authorities .....	9
5.2	Workforce - Engaging individuals .....	9
5.3	Information, Training and Competence .....	10
5.4	Supply Chain Partners.....	10
	Appendix 1 Summary of Roles and Duties under CDM Regulations .....	11

## 1 Introduction

The purpose of this standard is to document the process for incorporation of the Construction, Design and Management Regulations 2015 into Unitas Operations at all levels.

The SHE Director of the Unitas Business is accountable for ensuring that this standard is implemented throughout the relevant business streams and that all appointees are competent and have adequate resources to carry out their duties.

The Director/ Operations Manager in charge of a project must ensure that adequate resources are provided. This duty includes providing sufficient time for those appointed to fulfil key roles, described in sections 3.1 to 3.8 of this document, to plan and prepare throughout any construction project.

Where Unitas fulfil multiple roles for a single project they are to undertake assessments to ensure that those appointed are competent and adequately resourced to undertake the defined roles and discharge Unitas's duties described in section 3.

All supply chain (sub-contractors), consultants and other appointments must be given adequate planning and preparation time. This allocation of time should be defined and agreed between parties and recorded.

## 2 Scope

The scope of the SHEMS covers all persons, workplaces and operations in our business.

This standard shall apply to all projects that are considered to have a 'Construction Work' element as defined by the HSE. If the task in hand looks like construction work, requires construction skills and uses construction materials, it is construction work. General maintenance of fixed plant which mainly involves mechanical adjustments, replacing parts or lubrication is unlikely to be construction work.

Exceptions will be documented through a SHEMS Appendix B process (SHEMS-FOR-GR-999), authorised by the SHE Director responsible for coordinating SHE.

Unitas SHEMS manual (SHEMS-STD-GR-003) provides guidance and signposting for the compliance, implementation, monitoring, audit and review of our systems, demonstrating continual improvement.

The use of the word "**Person**" in the CDM regulations includes organisations and would normally apply to organisations rather than individuals when making appointments. Individuals may be given specific duties or responsibilities within the organisation.

### 2.1 External References

HSE L153	Construction (Design and Management) Regulations 2015. Guidance on Regulations
HSE INDG 411	A short guide for clients on Construction (Design & Management) Regulations 2015.
CONIAC (HSE/CITB)	CDM15/1 Industry Guidance for Clients
CONIAC (HSE/CITB)	CDM15/2 Industry Guidance for Principal Designers
CONIAC (HSE/CITB)	CDM15/3 Industry Guidance for Contractors
CONIAC (HSE/CITB)	CDM15/4 Industry Guidance for Designers
CONIAC (HSE/CITB)	CDM15/5 Industry Guidance for Principal Contractors
CONIAC (HSE/CITB)	CDM15/6 Industry Guidance for Workers
C755 (CIRIA)	CDM 2015 – construction sector guidance for designers, fourth edition
C756 (CIRIA)	CDM 2015 – workplace 'in-use' guidance for designers

### 3 Unitas Requirements

#### 3.1 CDM Appointments

Appointments must be made in writing by the client, and be appropriate to the scope of work and contractual arrangements.

Within a term contract or framework there may be several appointments to accommodate a range of projects.

It is the responsibility of the client to make the appointments of Principal Designer (PD) and Principal Contractor (PC), except for work for a domestic client, where the main contractor takes on the client responsibilities.

Principal Designers must be designers, and as well as having the necessary knowledge, skills and experience, they must be in a position to plan, manage, monitor and coordinate safety, health and environment (SHE) in the pre-construction phase of a project.

Principal Contractors (PC), must manage, monitor and co-ordinate matters relating to safety, health and environment in the construction phase of the project

On a design and build project it is appropriate for the PC to be appointed as the PD as they are responsible for design and designers.

#### 3.2 Where Unitas are the Client

- Make suitable arrangements for managing the project, including allocation of sufficient time and resources.
- Ensure that the arrangements are maintained and reviewed throughout the project
- Appoint a Principal Designer (PD) and a Principal Contractor (PC)
- Give any required notice in writing to the Enforcing Authority (normally the Health and Safety Executive) as soon as is practicable before the construction phase begins.
- Provide designers and contractors who may be bidding for the work (or who they intend to engage), with the project-specific safety, health and environmental information needed to identify hazards and risks associated with the design and construction work as early as possible.
- Similarly, information from designers must be sought and taken into account. Designers must supply relevant information arising from their designs to those who require that information in due time.
- Where design is being carried out after the construction phase has commenced, for example temporary works, detailed design, contractor design and variations or changes, those designs will be in the “pre-construction” phase, so additional information arising from the construction phase, including construction hazards and risks, should be provided to those designers.
- Take reasonable steps to ensure that the PD complies with their duties
- Ensure that the construction phase does not start unless there are suitable welfare facilities, site security and that the CDM Construction Phase SHE Plan is in place
- Take reasonable steps to ensure that the PC complies with their duties
- Ensure that the PD prepares a health and safety file
- Retain and provide access to the health and safety file and pass it on to the person acquiring a subsequent interest in the structure.

Refer to Appendix 2 of ‘Managing Health & Safety in Construction’ (L153) for guidance.

#### 3.3 Where Unitas are Principal Designer (PD)

- Identify and eliminate or control, as far as is reasonably practicable, foreseeable risks relevant to carrying out construction works, maintenance or cleaning, or using the structure as a workplace. This should be appropriate and proportionate to the complexity of the project

- Plan, manage, monitor and co-ordinate matters relating to safety, health and environment including any preparatory work, in the pre-construction phase of the project. This must take into account the 'General principles of prevention' (Guidance L153 Appendix 1 ) i.e.;
  - Eliminate risk or combat risk at source
  - Reducing dangerous by the non-dangerous or less dangerous
  - Reduce the harm through adapting workplaces to the individual, e.g. design of workplace, equipment, working and production methods and reducing effect on individual's health
  - Developing a coherent overall prevention policy e.g. SHEMS
  - Giving collective protective measures priority over individual protection measures
  - Giving appropriate instructions to employees.
- Assist the client in the provision of pre-construction information
- Prepare and provide relevant information promptly and in a convenient form to designers and contractors.
- Ensure that anyone working in relation to the pre-construction phase co-operate with the client, the PD and other designers.
- Comply with designer duties
- Ensure that other designers comply with their duties.
- Liaise with the principal contractor, sharing information relevant to the planning, management, monitoring and co-ordination of the construction phase, including preparation of the Construction phase SHE plan (SHEMS-FOR-GR-125).
- Prepare the health and safety file and pass it to the Client, or in the event of termination of appointment before the completion of the project, the Principal Contractor. This information (including existing Health and Safety Files) shall be reviewed for adequacy, and taken into consideration when preparing quotations and offers, preparing tenders and planning work
- Liaise with the principal contractor regarding on-going design (once the construction phase has started)

### 3.4 When Unitas are Designers

- Understand and be aware of significant risks that construction workers and others who may be affected, can be exposed to, and how these can arise from design decisions
- Not commence work until satisfied that the client is aware of their duties
- Reference to Risk Assessment & Impact Management Standard (SHEMS-STD-GR-014) must be used and include hierarchy of controls (figure 1) to reduce the risk:

<b>Eliminate</b>	Eliminate foreseeable risks (avoiding the hazard), or find an alternative
<b>Reduce</b>	Reduce the harmful to less harmful, reduce the time individuals are exposed to a risk, or reduce the number of people exposed or install enclosures to separate individuals from the risk
<b>Inform</b>	Provide appropriate information relative to the design, build, maintenance, workplace, key risks and residual risks. Provide relevant instruction, training, SSW/Method statements
<b>Control</b>	Design to address/minimise the risk, e.g. use of safe access system, consider opportunities to pre-fabricate, identify sequencing of work, use standing craneage or temporary works etc. Supervision
	<b>Collective</b> - Priority to collective measures over individual protection
<b>PPE</b>	Personal Protective Equipment (PPE) as a last resort
<b>Discipline</b>	Discipline - Mentor, retrain, understand why standards and controls are not followed

Figure 1 Hierarchy of Risk Management Controls

- Take into account pre-construction information
- Co-operate with others who have responsibilities, in particular the Principal Designer (PD)

- Co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.
- Provide sufficient information (relevant and specific to the project) about the design, construction or maintenance of the structure to assist the client, other designers and contractors to comply with their duties. This should be appropriate and proportionate to the complexity of the project and the residual risks. It should cover information which may not be obvious to an experienced designer or contractor.

### 3.5 Where Unitas are Principal Contractor

- Plan, manage, monitor and co-ordinate matters relating to safety, health and environment including any preparatory work, in the construction phase of the project. All risk should be identified and minimised appropriately as per Hierarchy of Risk Management Controls *figure 1*. Reference to Risk Assessment & Impact Management Standard (SHEMS-STD-GR-014)) must be used.
- Prepare, develop and implement a written Construction Phase Safety, Health and Environmental (SHE) plan and site rules (initial plan completed before construction phase begins) (SHEMS-FOR-GR-[125](#)).
- Organise co-operation between contractors and co-ordinate contractors' legal compliance,
- Ensure that the Construction Phase (SHE) plan is followed
- Display the form of notification (F10)
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Ensure all workers have site inductions and any further information and training needed for the work
- Consult with workers
- Secure the site, preventing unauthorised access.
- The levels of audit and inspection shall be proportionate to the risks and complexity of the works, refer to Unitas SHEMS Audit, Inspection and Monitoring Standard (SHEMS-STD-GR-008).

### 3.6 Where Unitas are engaged as Contractors

This can only occur if there is another contractor appointed as "Principal Contractor", or in the situation that Unitas, using only Unitas employees, carry out all the site work.

Unitas shall review the supplied SHE Plan to ensure that it is aware of the contents. Unitas shall put in place all necessary planning, risk assessments and documentation to ensure that their elements of work are carried out safely.

Unitas shall cooperate and follow the directions of the Principal Designer or Principal Contractor.

### 3.7 Where Unitas are part of a Joint Venture, Partnership or other similar contractual arrangement

It shall be agreed between the parties to the JV or partnership etc. that the arrangements to meet this standard, including responsibilities and accountability shall be made and duties discharged in accordance with CDM regulations.

### 3.8 Domestic Work

On Domestic projects, Unitas will take on the duties of the Client, unless the Client otherwise appoints in writing.

Unitas will notify the enforcing authority, where applicable.

Irrespective of whether a project is notifiable and even when there is only a single contractor, Unitas will follow this standard as if they are the Principal Contractor and, if undertaking design, as if they are the Principal Designer (unless a written confirmation is obtained from the Client appointing another PD).

## 4 Documentation

### 4.1 Preconstruction Information

Client(s) must provide designers and contractors who may be bidding for the work (or who they intend to engage), with the project-specific health and safety information needed to identify hazards and risks associated with the design and construction work as early as possible.

This information (including existing Health and Safety Files) shall be reviewed for adequacy and taken into consideration when preparing quotations and offers, preparing tenders and planning work.

This information must be used in preparing the Construction Phase SHE Plan and carrying out work.

Similarly, information from designers must be sought and taken into account. Designers must supply relevant information arising from their designs to those who require that information in due time.

Where design is being carried out after the construction phase has commenced, for example temporary works, detailed design, contractor design and variations or changes, those designs will be in the “pre-construction” phase, so additional information arising from the construction phase, including construction hazards and risks, should be provided to those designers

Refer to Appendix 2 of ‘Managing Health & Safety in Construction’ (L153) for guidance

### 4.2 Health and Safety File

The PD (or the client where a PD has not been appointed) must prepare a suitable Health and Safety File, or update it if one already exists. The PD must agree the format with the client along with who should provide the information and when, prior to construction works starting.

Clients must retain and provide access to the Health and Safety file by those subsequently working on the structure, on completion of the project, and pass it to anyone who has a subsequent interest in the structure to which it relates.

Refer to Appendix 4 of ‘Managing Health & Safety in Construction’ (L153) for guidance

### 4.3 Construction Phase SHE Plan

A Construction Phase SHE plan is required whenever construction work is carried out, however small, whether on fixed or transient sites. The plan will be prepared by the Principal Contractor, or where there is only one contractor, by that contractor. For frameworks, term and transient projects the Construction Phase SHE Plan will be completed by the Project /Operations manager.

The Construction Phase SHE Plan (SHEMS-FOR-GR-125) is a dynamic document demonstrating how Unitas will plan and construct the works, with due regard to safety, health and environmental matters.

The identification of project specific SHE issues and the manner in which the construction phase will be managed must be set out within the Construction Phase SHE Plan. This plan must set out the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site.

The Project SHE Considerations (SHEMS-FOR-GR-084) and Project SHE Assessment (SHEMS-FOR-GR-085) (or in the case of FM and term contracts, a similar review and identification of issues appropriate to the scope of work) must be used when determining project specific requirements. This review will be retained in the Construction Phase SHE Plan (SHEMS-FOR-GR-125) and be focused, clear and easy for others to reference/ understand as appropriate, emphasising key points and avoiding irrelevant material.

This Plan must not be a repository for generic risk assessments, records of how decisions were reached or detailed method statements. The Construction Phase SHE Plan has been provided (SHEMS-FOR-GR-125) so that project specific plans can be developed. Assistance in compiling the Plan can be requested through SHE Managers/Advisors and/or Environmental Managers/Advisors.



### Services and Transient Workforce (including Term Contracts).

On contracts which include but are not limited to construction work, such as facilities management, repairs and maintenance, (highways, utilities, housing, etc.), term contracts etc. a Term Contract Construction Phase SHE Plan (SHEMS-FOR-GR-125) will be prepared to cover the full extent of the works. This shall include arrangements for identification of individual projects, which in agreement with the client, are subject to their own arrangements, appointments and notifications where appropriate.

Individual project arrangements shall, where appropriate, incorporate project specific SHE plans which reference the overall contract SHE plans, containing the project specific elements in ways which are proportionate to the risks and complexity of the individual projects.

#### On minor projects (where site work is of thirty days duration or less)

The Construction Phase SHE Plan (SHEMS-FOR-GR-125) shall be used, however the level of detail should always be proportionate to the complexity and level of risks of the work. In some circumstances (e.g. minor, repetitive, repairs involving a single gang over 2 months), the Project/Operations manager may agree that the existing Term Contract Construction Phase SHE Plan (SHEMS-FOR-GR-125) in conjunction with RAMS will be used, based on risk and complexity. Advice will be obtained from the business SHE manager/adviser as to the appropriate plan to use.

#### On small projects (works lasting between 5 and 30 days)

The "Construction Phase SHE 'Short Form' Plan (SHEMS-FOR-GR-126) will normally be used. The Projects/Operations manager shall decide whether the existing Term Contract Construction Phase SHE Plan (SHEMS-FOR-GR-125) supplemented through Contract gang packs, Risk Assessments & Method Statements (RAMS), and Point of Work Risk Assessment (e.g. SHEMS-FOR-DPS-H-170) can be used, based on risk and complexity. Advice will be obtained from the business SHE manager/ adviser as to appropriate plans to use.

#### Minor works lasting four days or less do not normally require a Construction Phase Plan

The Construction Phase SHE Plan shall be reviewed regularly as appropriate to the contract/project;

- (SHEMS-FOR-GR-125) shall be reviewed at least monthly as part of the Business Unit SMT
- On term contracts the Construction Phase SHE Plan (SHEMS-FOR-GR-125) shall be reviewed at least 6 monthly for contracts exceeding 12 months (at least monthly for shorter duration). The reviews shall be carried out by the Project / Operations Manager.

On completion of the project the Construction Phase SHE Plan will be archived as appropriate with the contract documents.

Relevant information from the plan must be communicated to our workforce, supply chain and others as appropriate, in a format that is suitable and fulfils all stakeholders' responsibilities.

## 4.4 SHE Project Register

The Project SHE Register (SHEMS-REG-GR-090) is to be used for the recording of statutory inspections and compilation of supporting documentation, except where contractual or operational requirements require retention of documents in an alternative appropriate format, which shall be considered as equivalent.

On completion of the project the Register (or equivalent) will be archived as appropriate with the project documents in accordance with the Documentation Standard (SHEMS-STD-GR-010) and Record retention Register (SHEMS-REG-GR-010).



## 5 Communication

### 5.1 Notification to Enforcing Authorities

All construction works shall comply with the CDM regulations. Only those referenced as a), b) or c) shall be notified (F10) to the HSE.

It is the responsibility of the Client to notify to the relevant enforcing authority, usually the Health and Safety Executive (HSE), otherwise the Office of Rail Regulation or Office of Nuclear Regulation where appropriate.

Notification is required by the client as soon as practicable before the work begins, if the construction work on a construction site is scheduled to:

- a) last longer than **30 working days** duration and has more than **20 workers** working simultaneously at any point in the project..
- b) exceed **500 person days** e.g. 50 people working for over 10 days.
- c) Frameworks and term contracts are classed as a project and require notification if they meet either a) or b).

It may be necessary to periodically update or manage via a multi-stage notification.

Where projects include construction work but are arranged as enabling contracts, frameworks, planned and responsive maintenance or repairs etc. the scope of the “project” must be properly described and understood to avoid inappropriate notifications.

For example it would be inappropriate for several notifications to cover one contract with a single project team which for the purposes of the regulations is a single project.

Separate maintenance tasks carried out at separate locations, on separate buildings do not automatically accumulate to form a single project only when they are part of an enabling contract that collectively meets requirements of a) or b) above. Similarly it would be inappropriate for a single notification to cover an enabling contract consisting of several distinct projects with their own, possibly overlapping, project teams.

As an example an F10 is required;

- for a project consisting of domestic or commercial construction where requirements a) and b) are met.
- for a term contract where the number of smaller tasks combined meet the requirements of a) or b).
- for a term contract, each depot should be referenced on the term contract F10.
- when, as part of a term contract, a significant project e.g. new sewerage works is constructed, a number of houses refurbished, minor road works which as a standalone project the work is scheduled to exceed a) or b) above
- for Facilities Management of a building where the workforce is scheduled to exceed a) and b)

Note that notification is now a stand-alone duty by the client; it does not trigger any other duties.

Form F10 (Rev) available from HSE should be used to provide the information required.  
<http://www.hse.gov.uk/forms/f10.htm>

The notification must be available and displayed where appropriate.

### 5.2 Workforce - Engaging individuals

Good communications and co-operation are secured through respect for everyone involved in or affected by the business of Unitas and its operations. These operations are wide ranging, requiring a range of methods of consultation and involvement of the workforce appropriate to the circumstances.

This will normally be achieved through the engagement of the project workforce and appropriate to; project management, supply chain and individual worker consultation. Refer to the Worker Engagement Standard for further guidance.

Site Management are responsible for ensuring mandatory induction of workers on all projects, prior to the commencement of work.

### 5.3 Information, Training and Competence

Unitas or individuals must not accept an appointment without being satisfied they are competent to do so. A sufficient level of competence may be achieved through provision of appropriate resources.

To be competent, an organisation or individual must:

- Have sufficient knowledge of the specific task to be undertaken and the risks associated with the task
- Have sufficient experience and ability to carry out their duties
- Have sufficient training
- Recognise their limitations and take appropriate action to prevent harm to those at work or those who may be affected by the work

Line Managers are responsible for determining and arranging training for their employees in accordance with the Training and Competency Standard (SHEMS-STD-GR-009). For details of SHE training programmes refer to the current training course availability defined within the standard.

It is the responsibility of relevant Unitas Business Stream/Unit Directors to ensure that employees are trained in the relevant requirements of CDM, and are competent to fulfil their roles and responsibilities.

### 5.4 Supply Chain Partners

Relevant information from the Construction Phase SHE Plan about safety hazards/risks and environmental aspects/impacts must be passed to supply chain (sub-contractors) to enable them to develop and submit their own risk assessments and method statements (RAMS).

Unitas must ensure that supply chain RAMS are evaluated for suitability and evidence of risk minimisation controls measures and approved by competent Unitas staff. Supply chain RAMS shall be requested and received 7 days prior to their works commencing, allowing sufficient time for review. A relevant response shall be created i.e. Comment, evaluation, and variation via SHEMS-FOR-GR-[072/073/074](#).

## Appendix 1 Summary of Roles and Duties under CDM Regulations

CDM Duty holders* – Who are they?	Summary of role/main duties
<p><b>Clients</b> - are organisations or individuals for whom a construction project is carried out.</p>	<ul style="list-style-type: none"> <li>▪ Make suitable arrangements for managing a project. This includes making sure:               <ul style="list-style-type: none"> <li>▪ other duty holders are appointed;</li> <li>▪ sufficient time and resources are allocated.</li> </ul> </li> <li>▪ Making sure:               <ul style="list-style-type: none"> <li>▪ relevant information is prepared and provided to other duty holders;</li> <li>▪ the principal designer and principal contractor carry out their duties;</li> <li>▪ welfare facilities are provided</li> <li>▪ arrangements are maintained and reviewed throughout the project.</li> </ul> </li> <li>▪ Not allow work without H&amp;S Plan developed</li> <li>▪ Notification of projects (F10) to HSE</li> <li>▪ Input to H&amp;S file, retain it and pass it on.</li> </ul> <p><b>See L153, paragraphs 23-52 and CDM 15/1 for more guidance</b></p>
<p><b>Domestic clients</b> - are 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.</p>	<ul style="list-style-type: none"> <li>▪ Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:               <ul style="list-style-type: none"> <li>▪ the contractor, on a single contractor project; or;</li> <li>▪ the principal contractor, on a project involving more than one contractor.</li> </ul> </li> </ul> <p><b>However</b>, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p> <p><b>See L 153, paragraphs 53-56 and CONIAC CDM 15/1 for more guidance.</b></p>
<p><b>Principal designers</b> – are 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.</p>	<ul style="list-style-type: none"> <li>▪ Be satisfied that clients are aware of their duties</li> <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> </ul> </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> </ul> <p><b>See L153, paragraphs 94-115 and CONIAC CDM 15/2 for more guidance.</b></p>

<p><b>Designers</b> – 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>Be satisfied that clients are aware of their duties</li> <li>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during: <ul style="list-style-type: none"> <li>construction; and</li> <li>the maintenance and use of a building once it is built.</li> </ul> </li> <li>Provide information to other members of the project team to help them fulfil their duties.</li> </ul> <p><b>See L 153 paragraphs 72-93 and CONIAC CDM 15/4 for more guidance.</b></p>
<p><b>Principal contractors</b> – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<ul style="list-style-type: none"> <li>Be satisfied that clients are aware of their duties</li> <li>Plan, manage, monitor and coordinate the construction phase of a project. This includes: <ul style="list-style-type: none"> <li>liaising with the client and principal designer;</li> <li>preparing the construction phase plan;</li> <li>organising cooperation between contractors and coordinating their work.</li> <li>reviewing the construction phase plan</li> </ul> </li> <li>Ensure: <ul style="list-style-type: none"> <li>suitable site inductions are provided;</li> <li>reasonable steps are taken to prevent unauthorised access;</li> <li>workers are consulted and engaged in securing their health and safety;</li> <li>welfare facilities are provided.</li> </ul> </li> <li>Where the health and safety file is passed to the principal contractor under paragraph (8), the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.</li> </ul> <p><b>See L153 paragraphs 110-146 and CONIAC CDM 15/5 for more guidance.</b></p>
<p><b>Contractors</b> – are those who do the actual construction work and can be either an individual or a company</p>	<ul style="list-style-type: none"> <li>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</li> <li>Be satisfied that clients are aware of their duties</li> <li>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;</li> <li>For single-contractor projects, prepare a construction phase plan.</li> </ul> <p><b>See L153 paragraphs 147-179 and CONIAC CDM 15/3 for more guidance.</b></p>
<p><b>Workers</b> – are the people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> <li>be consulted about matters which affect their health, safety and welfare;</li> <li>take care of their own health and safety and others who may be affected by their actions;</li> <li>report anything they see which is likely to endanger either their own or others' health and safety;</li> <li>cooperate with their employer, fellow workers, contractors and other duty holders;</li> </ul> <p><b>See CONIAC CDM 15/6 for more guidance.</b></p>

<p><b>Anyone</b> - who is involved in a project which involves construction work</p>	<ul style="list-style-type: none"> <li>▪ Must have the skills, knowledge and experience (and in the case of an organisation, the organisational arrangements) to fulfil their role</li> <li>▪ Must satisfy themselves that any designer or contractor they appoint has the skills, knowledge and experience (and in the case of an organisation, the organisational arrangements) to fulfil their role</li> <li>▪ Co-operate with others to enable them to fulfil their duties or functions.</li> <li>▪ Report anything likely to endanger their own health or safety of that of others.</li> <li>▪ Where required to provide information or instruction ensure that it is comprehensible and provided as soon as is practicable.</li> </ul>
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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 safety, health and environmental requirements.