

## Client Guide

### 1. 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 document summarises the client duties. You should refer to the HSE published Client Guide for further information.

### 2. The Client & The Client Brief

CDM 2015 defines a client as anyone for whom a construction project is carried out. The regulations apply to both domestic and commercial clients.

A **commercial client** is an organisation or individual for whom a construction project is carried out in connection with a business, whether the business operates for profit or not. Examples of commercial clients are schools, retailers and landlords.

**Domestic clients** are those having work carried out which is not connected with running a business. Usually, this means arranging for work to be carried out on the property where you or a family member lives.

The **commercial client** ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.

The **commercial client** should prepare a client brief which details the project parameters. As a client, you have a significant role to play. Clients set standards and ensure work is carried out without risking the long-term health and safety of those on site.

**Domestic clients** are not required to prepare a client brief. See section 6 for domestic client.

### 3. Pre-Construction Phase Requirements

The pre-construction phase covers project inception, design and planning (everything before the construction or building work starts), although it is acknowledged design and planning continues into and through the construction phase. This is what the client has to do during the pre-construction phase:-

- A. Make suitable arrangements for managing the project.
- B. Select the project team and formally appoint duty holders.
- C. Provide information to help with design and construction planning.
- D. Notify the project to the enforcing authorities, where required.
- E. Ensure that management arrangements are working.

## 4. Construction Phase Requirements

The construction phase runs from start-to-finish of the construction or building work. This is what the client has to do during the construction phase:-

- A. Ensure the Construction Phase Plan is in place.
- B. Ensure welfare facilities are in place.
- C. Ensure that management arrangements are working.
- D. Check completion and handover arrangements.
- E. Co-operate with the Principal Contractor.

## 5. The Health & Safety File

The client must ensure that the Principal Designer provides the Health and Safety File at the end of the project. If the Principal Designer is not appointed to the end of the project, the Principal Contractor provides the HSF. The client must then:-

- A. Check that the Health and Safety File has been prepared.
- B. Maintain and make available the Health and Safety File.

## 6. Domestic Clients

A domestic client is someone who has construction work carried out on their own home, or on the home of a family member, which is not carried out in connection with a business.

A domestic client **IS NOT** required to carry out the duties placed on commercial clients. Where the project involves:-

- **only one contractor**, the client duties must instead be carried out by the contractor as well as the duties they already have as contractor for the project. In practice, this should involve doing little more to manage the work to ensure health and safety.
- **more than one contractor**, the client duties must be carried out by the Principal Contractor as well as the duties they already have as Principal Contractor. If the domestic client has not appointed a Principal Contractor then the duties of the client will be carried out by the contractor in control of the construction work.