



3.20 CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

Guidance and Procedures

Legal Requirements

The Construction (Design & Management) Regulations (CDM 2015) <http://www.legislation.gov.uk/ukxi/2015/51/contents/made>, and the HSE Guidance L153 Managing Health and Safety in Construction <http://www.hse.gov.uk/pubns/priced/l153.pdf> place legal obligations on everyone involved in the construction process.

Introduction

The Construction (Design and Management) Regulations 2015, came into effect on 6th April 2015. The key aims of the new Regulations are to provide a simplified set of construction regulations and integrate health and safety into the management of construction projects and to encourage everyone to work together.

The Regulations are intended to focus attention on planning and management throughout construction projects from design concept onwards. The aim is for health and safety considerations to be treated as an essential, but normal part of a project's development.

In order to pursue these aims the Regulations place legal obligations on specific "Duty Holders". The Duty Holders under CDM 2015 are:

- [Clients including Domestic Clients;](#)
- [Principal Designers;](#)
- [Designers;](#)
- [Principal Contractors;](#)
- [Contractors](#)
- [CDM Regulations Effects on Events](#)

Top

Achieving Compliance

Organisation

South Tyneside Council recognises that it has a duty to comply with these regulations and will ensure therefore that the requirements of the regulations are satisfied when carrying out work qualified under them.

The degree of input by the Council to comply with the regulations will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.

Due to the range and scope of the Council's activities, it is likely that specific teams and individuals will fulfil one or more, or even all of these roles, with the most frequent being that of the Client. In order to carry out these duties and responsibilities South Tyneside Council has developed this Guidance to assist Duty Holders to fulfil their responsibilities.

When do the regulations apply?

Definitions

[Top](#)

The requirements of CDM 2015 apply to all "construction work" as defined within the Regulations

"Construction work" means '*the carrying out of any building, civil engineering or engineering construction work*' and includes:

- The construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure; and
- The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

The Construction, Design and Management Regulations (CDM 2015) apply to all defined construction work without exception. In all cases, Clients should assume activities are in scope unless the project in question is not covered by the comprehensive list of activities contained within the regulations.

Assembling the Project Team

[Top](#)

Effective management of health and safety risk in any construction project, requires an informed and adequately resourced Project Team, to ensure effective cooperation and coordination at all stages of the Project. To ensure this and to comply with CDM 2015 South Tyneside Council will provide adequate guidance, the application of which will ensure:

- Managing the risks by applying the general principles of prevention;
- Appointing the right people and organisations at the right time;
- Making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety;
- Duty holders co-operating and communicating with each other and co-ordinating their work; and
- Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

Anyone appointing Designers and Contractors must ensure that these duty holders have the necessary skills, knowledge and experience and, if an organization, the organizational capability to manage health and safety risks. The extent of the checks a Client must make into the capabilities of duty holders they appoint will depend upon the complexity of the project and the range and nature of the health and safety involved. This applies to both:

- Single Contractor projects where the Client appoints a Designer or Contractor directly, or
- Projects involving more than one Contractor where the Client must appoint a Principal Designer and Principal Contractor. These appointments must be made in writing as soon as practicable and, in any event, before the construction phase begins. Where a Client fails to appoint either of these key roles, they become responsible to fulfil the duties required in each case.

Notification of a Project

[Top](#)

Notifiable projects are construction projects which last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days of work.

CDM 2015 will apply to any design work no matter how long the work lasts and how many workers are involved on site. If the work includes demolition then CDM 2015 also applies in the same manner as above.

Phases of all Construction Projects

[Top](#)

The CDM Regulations 2015 recognise three distinct phases to any construction project. They are:

- Pre-construction Phase – The inception, design and planning stage of a project (before the construction or building work commences) although it is acknowledged that design work continues through the Construction Phase, in the case of Demolitions this is the Decommissioning Phase;

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- Construction Phase – this is the start through to the completion of the construction or building project, in the Case of Demolition Projects this is the Demolition Phase until practical completion;
 - Post Construction Phase – This is the practical completions, handover and commissioning part of the project.

Duty holders defined by the CDM regulations have roles and responsibilities in each phase.

Pre- Construction Information

[Top](#)

Pre-Construction Information ([PCI](#)) provides the health and safety information needed by Designers and Contractors who are bidding for or who have already been appointed to work on the project. It is used when planning, managing, monitoring and co-ordinating the work. PCI provides a basis for the preparation of the construction phase plan and some material may also be relevant to the preparation of the Health and Safety File.

PCI is information about the project that is already in the Client's possession or which is reasonably obtainable by or on behalf of the Client. The information must:

- be relevant to the particular project;
- have an appropriate level of detail; and
- be proportionate given the health or safety risks involved.

Examples of PCI include: the existing health and safety hazards present on the Clients site, asbestos surveys, utility information or relevant information in an existing Health and Safety File.

Construction Phase Plan

[Top](#)

The Construction Phase Plan ([CPP](#)) is produced by the Principal Contractor or Contractor and must set out the arrangements for securing health and safety for the construction phase. For projects involving more than one Contractor, the Principal Contractor must ensure the CPP is drawn up and for single contractor projects; it is the responsibility of the Contractor to ensure the CPP is drawn up. In either case this must be done during the pre-construction phase **before** the construction site is set up. The CPP must take into account the information the Principal Designer holds such as the PCI and any information obtained from Designers. During the construction phase, the Principal Contractor must ensure that the plan is appropriately reviewed, updated and revised so that it remains effective.

Health and Safety File

[Top](#)

The Health and Safety File ([See Appendix N](#)) must contain relevant information about the project which should be taken into account when any construction work is carried out on the building after the current project has finished. The file is only required for projects involving more than one Contractor. The Principal Designer has primary responsibility for preparing the file, and reviewing, updating and revising it as the project progresses. If their appointment continues to the end of the project they must also pass the completed file to the Client to keep. If the Principal Designer's appointment finishes before the end of the project, the file must be passed to the Principal Contractor for the remainder of the project. The Principal Contractor must then take on the responsibility for reviewing, updating and revising it and passing it to the client when the project finishes.

Management Responsibilities

[Top](#)

All three Corporate Groups must devise and implement procedures to ensure the following objectives are achieved:

- All construction work is adequately planned and resourced
- Any STC team or individual engaged as a duty holder under the regulations is competent to undertake the assigned role
- Any organisation or individual employed by STC as a duty holder is competent to undertake the assigned role
- Any workplace designed, constructed, or modified by, or on behalf of STC complies with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.
- Health and Safety Files are provided or updated upon completion of each project (where project involves more than one Contractor).

Roles and Responsibilities of Duty Holders

The Client

[Top](#)

The Client is an organisation or individual for whom a construction project is carried out. Within South Tyneside Council a Client is a person who is funding an intended project and could be a Project Manager, a Head Teacher, a Fund Holder, CA Manager, the budget holder for a Private Finance Initiative (PFI) project or a Developer.

Domestic Clients

A Domestic Client is defined by the regulations as '*a client for whom a project is being carried out which is not in the course or furtherance of a business*'

The regulations apply to domestic clients where works are to be carried out on private dwellings.

To avoid placing weighty duties on domestic clients, Regulation 7, CDM 2015 provides for domestic clients' duties to be passed on to contractors or designers. If there is only one contractor on a project it automatically takes on the domestic clients' duties. Where there are two or more contractors, the client can appoint a principal contractor and it will inherit the clients' duties. The client can also appoint and pass it's duties to a principal designer but the designer must agree to this in writing. If, however they do not make this appointment, the first designer appointed during the pre-construction phase is the Principal Designer for the project.

STC must consider how they will deal with requests from tenants and domestic clients wishing to make adaptations or structural alterations to properties for Disability Housing.

If you are unsure contact the Occupational Health and Safety Team for advice on **0191 424 6850**

If you are a defined **Client** Table 1 below identifies your duty under CDM 2015 and what is expected of you as a duty holder.

[Top](#)

Table 1: Client Duties Top	
CDM 2015 requirements: ALL PROJECTS	Notes and guidance
The Client must make, maintain and review suitable arrangements for the Project	This includes the allocation of sufficient time, competent people, including specialist and administrative support staff. Other resources typically include Project Management Systems, Databases, Contractor Procurement and Evaluation and associated systematic monitoring and review (including post-Project evaluation) systems and systems for the effective communication of key Project information between Project Duty Holders.
Protecting the health and safety of persons affected by the Project	Routinely achieved by the appointment and performance monitoring of competent contractors, designers, Principal Contractors and Principal Designers and the application of the principles of prevention by those duty holders. Clients should also ensure that the Project safeguards others, e.g. Tenants, Members of the Public and others in buildings which remain occupied during the construction work.
Providing pre-construction information	The client has the main duty for providing pre-construction information. This must be provided as soon as practicable to each designer (including the principal designer) and contractor (including the principal contractor) who is bidding for work on the project or has already been appointed. See also Appendix N "Pre-Construction Information" below.
Ensure a construction phase plan is drawn up	The Client is not required to scrutinise or approve a Construction Phase Plan, but he must be reasonably satisfied that an appropriate and proportionate Plan is in place before the construction work starts. For routine and repetitive work (such as that covered by framework agreements, cyclical works or similar) it will be sufficient to ensure that overarching systems, resources, site-rules and systems for managing foreseeable risk are in place at the beginning of the Contract; thereafter the Client should undertake periodic review in conjunction with the Contractor or Principal Contractor. Review should include a consideration of an agreed representative sample of the Contractor's own records of Site Inspection, incident data and any Audit findings.
Ensure adequate welfare is provided and maintained	Again, the Client must be assured that appropriate welfare arrangements will be in place and maintained for the duration of the Project. This can be confirmed via acceptance of contract terms and specific priced elements. For longer Projects the Client can be assured via the Contractor's records as discussed immediately above. The Client need not necessarily visit the Site, but if he does he should make specific enquiry to confirm agreed welfare arrangements are in place. HSE Guidance Document CIS 59 describes the acceptable levels of welfare for both fixed and transient construction sites. Additional Welfare arrangements will apply for some specialist works – e.g. asbestos removal.

Revise and manage the H& S File	Clients must keep the Health and Safety File for the Structure secure and ensure it is made available to those who may need to refer to it. The File may be maintained and communicated electronically. It can also be maintained as part of a 'Building Ownership Manual', provided key health and safety information does not become obscured. A copy of all Building Ownership Manuals should be given to the Asset Management Department (Corporate Landlord) on Practical completions of any and all projects where the council has an interest. Where South Tyneside Council disposes of interest in any property the CDM Client must ensure the File is passed to the new owner. See also Appendix N "Health and Safety Files".
Additional Client Duties for CDM Projects with more than 1 contractor	
Appoint a Principal Designer , and Appoint a Principal Contractor	CDM2015 has a new 'trigger' for additional appointments. ALL Projects which involve, or likely to involve more than one contractor working on the construction phase of the Project at any time (concurrent or non-concurrent) requires the written appointment of a Principal Designer and a Principal Contractor.
Additional Client Duties for Notifiable CDM Projects	The CDM Client is responsible for notifying (to the Health and Safety Executive) any Project which will (or will foreseeably) have a construction phase lasting longer than: • 30 working days and have more than 20 workers working simultaneously at any point; or • Exceed 500 person days. Weekends, holidays etc. do not count unless it is intended that they be worked. Projects which later exceed the above thresholds should be notified retrospectively. South Tyneside Council Notifiable Projects must be Notified via the HSE Construction Project F10 Notification Portal as soon as practicable before the construction phase begins. This means at the earliest possible opportunity – usually at the detailed design stages or earlier. In all cases a copy of the F10 should be sent to the occupational Health Department.

The Principal Designer

[Top](#)

The Principal Designer is appointed by the Client for all Projects involving (or foreseeably likely to involve) more than one contractor. The Principal Designer may be an organization or an individual with sufficient knowledge, experience and ability to carry out the role. They may be a designer, but need not be designing for the Project. In any event, the Principal Designer must ensure that any other designers follow the principles of prevention and provide adequate information on or with their designs.

If you are a Principal Designer Table 1 below identifies your duty under CDM 2015 and what is expected of you as a duty holder.

Table 2: Principal Designer Duties		Top
CDM 2015 requirements	Notes and guidance	
Ensure other Designers and others engaged in the Project at the pre-construction phase, comply with their duties and cooperate with the CDM Client, the Principal Designer and each other.	As well as coordinating the efforts of the Project Design Team in effectively considering the elimination or reduction of risks arising from the design and providing comprehensible information on or with their designs, the Principal Designer has an overarching responsibility to coordinate similar input from other specialists and external appointments involved at the pre-construction stages. He has responsibility to ensure effective communication and cooperation across the whole Project Team.	
Ensure that the Health and Safety File is prepared at pre-construction stages.	At the pre-construction phase, the Principal Designer must ensure that a suitable Health and Safety File is prepared or, where the File already exists, it is readily accessible and has appropriate functionality to contain the information likely to become available during the Project. He must also ensure that the File is reviewed and updated as relevant information becomes available from Designers. (See also Guide Appendix N "Health and Safety Files").	
Assist the Client with the preparation and communication of pre-construction information to other Project appointments (including those being considered for appointment).	The Principal Designer is often best-placed to support the Client in determining the relevance and accuracy of information to be provided, who needs what, when it will be needed, and determining any gaps in the existing pre-construction information (e.g. additional survey information, structural investigation, etc.) In any event the Principal Designer MUST ensure that other Project Designers under his control or influence have prompt access to relevant information in a convenient form.	
Plan, manage and monitor the pre-construction phase, coordinating health and safety matters	Ensuring, so far as is reasonably practicable, that the Project may be carried out without risks to health and safety. In other words, there must be a safe method to realise the design. The Principal Designer will also consider the health and safety of those who will use or occupy the structure, and those who will maintain and clean it and (eventually) demolish it. The Principal Designer will have a lead role in determining the work sequencing, and will consider the aspects of the construction which can safely take place in succession or simultaneously in determining reasonable timescales to enable the construction to be built safely.	
Design continuing into the Construction Phase	The Principal Designer shall ensure adequate and continuing liaison with the Principal Contractor where design work continues into the construction phase of the Project	
Assisting the Principal Contractor	Assisting the Principal Contractor with preparation of the Construction Phase Plan. Timely collation and communication of relevant pre-construction information provided by the Client and from the Project Designers – prepare the Project Information Pack = collated pre-Construction Information (PCI).	
The Health and Safety File: Liaison at the Construction Phase	The Principal Designer shall ensure adequate and continuing liaison with the Principal Contractor to enable appropriate information to be gathered as it becomes available for inclusion in the Health and Safety File. (See also Appendix N "Health and Safety Files".)	

The Designer

[Top](#)

This duty has a broad meaning, designers are those who have a trade or a business which involves them in preparing designs for construction work including variations - this includes preparing drawings, design details, specifications, bills of quantities and the specification of articles and substances, as well as all the related analysis, calculations, and preparatory work; or arranging for their employees or other people under their control to prepare designs relating to a structure or part of a structure.

Table 3 Designer Duties	
CDM 2015 Requirements	Notes and Guidance
Design out reasonably foreseeable risk	At concept and Project design stages, the Designer must consider the health and safety of those who will install, build, repair, clean, maintain, work within, use, modify, or eventually demolish a structure.
Assess remaining risk	Provide adequate, comprehensible information, in good time, about any remaining significant risks associated with the design to others involved with the Project.
Cooperate and co-ordinate with other duty holders.	Co-ordinate their work and cooperate with others involved with the Project to improve the way in which risk is managed and controlled.
Ensure they provide information.	Ensure appropriate information is included in the health and safety file.

The Principal Contractor

[Top](#)

The Principal Contractor is usually the main or managing contractor for the construction phase. A principal contractor must be a contractor; that is someone who undertakes, carries out or manages construction work. Principal contractors need to satisfy prospective clients that they are competent and adequately resourced. If clients manage their own construction work and are competent to manage the project in hand they may appoint themselves.

Otherwise the Principal Contractor is appointed by the Client for all Projects involving (or foreseeably likely to involve) more than one contractor. As might be expected, there is significant commonality between the duties of the Principal and any other Contractor and those duty holders should refer to both Tables 4 and 5 below.

Table 4: Principal Contractor Duties See Also Contractor Duties Table 5		
Part	CDM 2015 Requirements	Notes and Guidance
1	General requirements	The CDM Principal Contractor must also comply with the duties placed on any Contractor. These duties are given at Table 5 , below
2	Draw up a Construction Phase Plan	Before the Construction Phase begins, the Principal Contractor must ensure that a Construction Phase Plan is drawn up. The Construction Phase Plan should be focussed and proportionate to the complexity of the Project. Further information about Construction Phase Plans can be found at Appendix N .
3	Plan, manage and monitor the work at the Construction Phase	Manage the work to ensure, so far as is reasonably practicable, it is carried out without risk to health or safety of workers, the general public and any others who may be

		affected, considering in particular: • The design, technical and organisation aspects of Project elements which will take place simultaneously or in close succession. • The time required to complete work or significant work stages. • Application of the Principles of Prevention (elimination and reduction of risk, etc.) by all contractors • Cooperation and coordination between contractors
4	Review the Construction Phase Plan	Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed and updated from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.
5	The Health and Safety File	Provide the Principal Designer (or the Client, where the Principal Designer's appointment has terminated) with relevant information for the Health and Safety File as it becomes available.
6	Liaise with the Principal Designer	Liaise on matters affecting the Health and Safety File and on any continuing or emerging design issues arising during the construction phase (including any previously unforeseen issue arising.)
7	Cooperation and consultation with the workforce	The Principal Contractor must make and maintain arrangements which enable workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers. He will also consult with those workers (or their representatives) in good time on matters connected with the project which may affect their health, safety or welfare.

Contractors/Sub Contractors

[Top](#)

Contractors are organisations chosen by the Principal Contractor to carry out specific work on site such as ground-works, heating, ventilation and electrical installation and may include self-employed persons.

Table 5: Contractor Duties		
Part	CDM2015 requirements	Notes and Guidance
1	Plan, manage and monitor the work at the Construction Phase	Manage his work (including work carried out under his control) to ensure, so far as is reasonably practicable, work is carried out without risk to health or safety of workers, the general public and any others who may be affected
2	Comply with directions of the Principal Contractor	Where there is more than one contractor working on the Project, there will be a Principal Contractor. All contractors must comply with reasonable direction and instruction given by the Principal Contractor.
3	Comply with the Construction Phase Plan	Particularly those parts relevant to that Contractor's work.
4	Make competent appointments	A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge,

		training and experience to carry out the tasks allocated in a manner that secures the health and safety of any person working on the construction site.
5	Provide Suitable Site Induction	Induction for workers should be relevant to the work to be done as well as covering Site Rules. Induction for visitors (i.e. accompanied visitors) should be proportionate.
6	Provide and maintain adequate welfare throughout construction.	HSE Guidance Document CIS 59 describes the accepted levels of welfare for fixed and transient construction sites. Additional Welfare arrangements will apply for some specialist works – e.g. asbestos removal.
7	Prevent unauthorised access	So far as reasonably practicable. See HSE Guide HSG151 “protecting the public- your next move.” (free pdf from HSE) Ensure adequate segregation where members of the public and vulnerable groups may otherwise have direct access to hazardous conditions.
8	Provide information on procedures to be followed in the event of serious or imminent danger	Provide workers with information on the procedures to be followed in foreseeable emergency situations. This will usually incorporate action to be taken in the event of fire and may extend to other foreseeable emergency such as accidental release of hazardous substance, asbestos-related incident, entrapment or suspension of a worker at height.
9	Provide information to workers about foreseeable risks.	(a) Arising from the work to be carried out and (as applicable) (b) Risks arising from any adjacent or overlapping activities (arising from others occupying or using the site and from other contractors working on site). Information at (a) should focus on the risks particular to design, construction methods and environment on the Project and NOT the everyday and routine safe systems of work as applied by skilled and competent workforce.
10	Where there is only one Contractor on the Project	That Contractor will have responsibility for the actions described at Table 4 above, Parts 2 - 7

CDM Regulations Effects on Events

[Top](#)

The Health and Safety Executive have stated through their Joint Advisory Committee for Entertainment see HSE letter at link: <http://www.hse.gov.uk/entertainment/theatre-tv/cdm-update-letter-161214.pdf>. That they consider the CDM Regulations 2015 to apply to “Construction Activities” in the entertainment sectors

From the definition on page 2 above and the likely event activities that may also be construed as construction activities are as follows:

- Construction of the stage and stage canopy;
- A grandstand
- A tower/Lighting tower;
- The erection and dismantling of marquees;
- Erection of security fencing and barge barriers;

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- Erection of any scaffold.

The identified activities above are considered by the HSE to be Temporary Demountable Structures. The HSE have a dedicated a web page to the management of health and safety in events at <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

The temporary electrical installations are also within the CDM 2015 definition above:

- A power source for the live acts on stage, a power supply to the concessions and catering facility in the Marquee, lighting rig beam;
- Emergency lighting independent of the main supply.

Implementation of this Policy Guidance

[Top](#)

Most clients within South Tyneside Council, particularly those who only occasionally commission construction work, will not be experts in the construction process. For this reason, they are not required to take an active role in managing the work. However, the client is required to make suitable arrangements for managing the project so that health, safety and welfare are secured.

In the first instance a Client Officer will need to seek advice from South Tyneside Council Asset Management Department with a conceptual drawing or plan, or standard to which a project must be constructed.

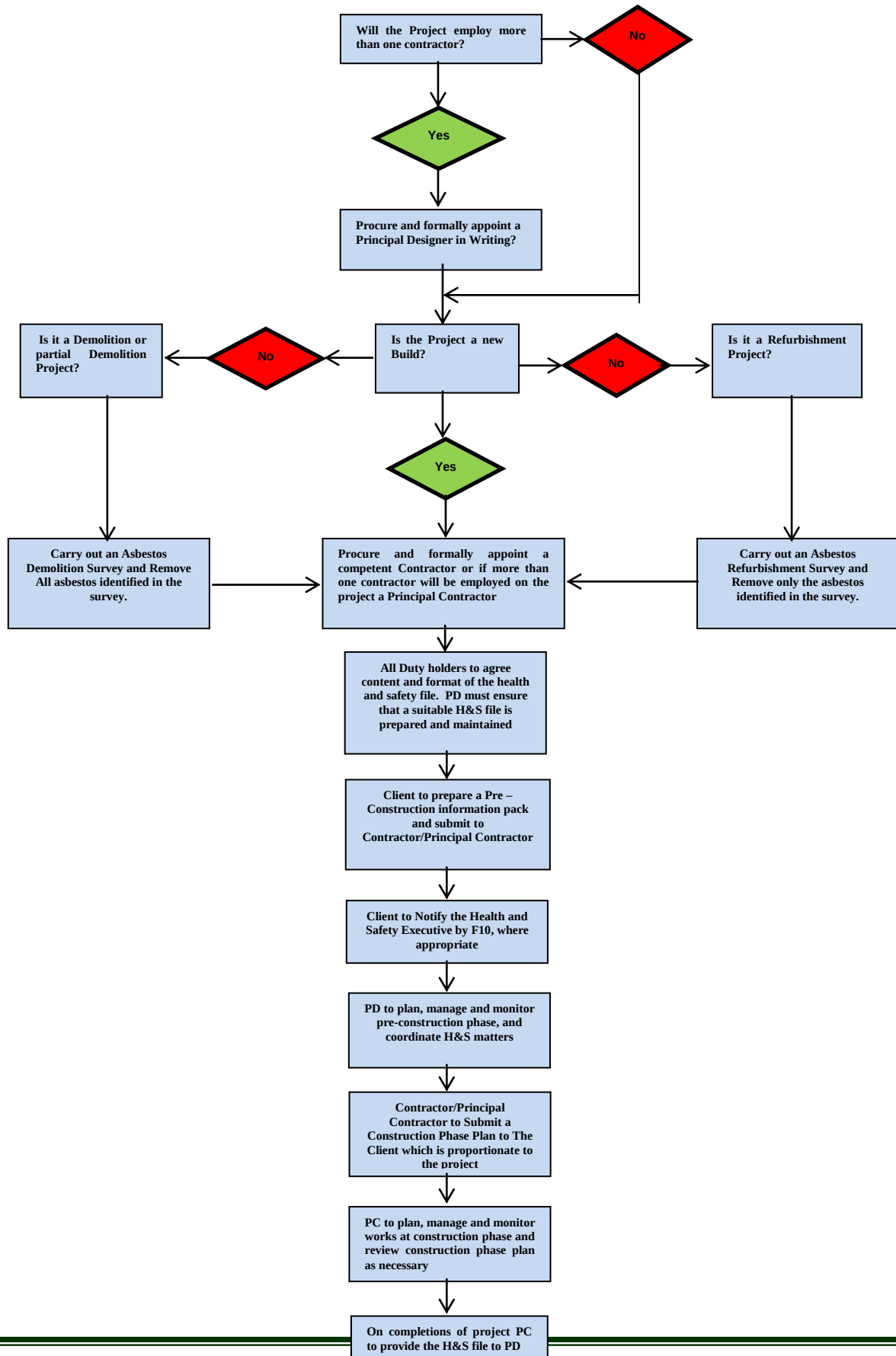
The two options a client has at this point are:

- Utilise the existing resource of the Asset Management Department to provide a Project Manager, to manage the project on their behalf, who will subsequently identify duty holders for them:
- Procure all of the duty holders and manage the Project themselves. In either case the Asset Management Department must be informed of any intended projects.

When considering any construction works Managers should use the flowchart below as guide to the process.

Flow Chart

The CDM Client officer retains all duty holder responsibilities until those duty holders have been formally appointed in writing and reciprocally accepted;



Health and Safety Support

[Top](#)

For health and safety advice the regulations recommend that Clients should draw on the advice of their competent person, appointed under the Management of Health and Safety at Work Regulations 1999. Whilst the law does not allow the client to delegate their responsibilities elsewhere, for South Tyneside Council, their 'Competent Person' is the Occupational Health and Safety Team and each service area has been allocated a Health and Safety Advisor.

The Health and Safety Advisor should be invited to the scoping meeting for each new project and they will support the Client throughout the project life cycle.

This will include the following:

Pre-Construction Phase

- Attendance at scoping, design and planning meetings;
- The assessment of duty holder health and safety standards via the procurement process;
- Evaluation of the Construction Phase Health and Safety Plan.

Construction Phase

- An initial site set up audit will be carried out on behalf of the Client;
- Assistance with Planned and/or Periodic audits of the site arrangements agreed in the Construction Phase Health and Safety Plan as required;
- Attendance at site progress meetings where reports of the audit will be presented.

Practical Completion

- Attendance at commissioning meetings and soft landing;
- Assistance with drafting Fire Evacuation Plans for the completed building;
- A health and safety inspection on Practical Completion.

Similarly, CDM 2015 requires the Client to appoint a Principal Designer (PD) where there is, or is likely to be, more than one contractor working on a project. For those carrying out the role of the PD who feel that they do not have the requisite Health & Safety knowledge, they are encouraged to utilise the advice of the STC Occupational Health & Safety Team as their 'Competent Person.'

Whilst the law does not allow the Client or the PD to delegate their responsibilities elsewhere, CDM 2015 also does not require a Client to appoint a 'CDM Advisor', rather it requires the Client to appoint those with the right skills, knowledge and experience for the PD coordination functions, and it is likely that in most cases, this can be fulfilled through existing project team resources.

Associated Guidance

Clients should be mindful of the Councils Contractor Compliance arrangements as contained in the Corporate Health & Safety Policy ([3.19 CONTRACTOR COMPLIANCE](#))

Monitoring of Compliance with this Guidance

The monitoring of compliance to this policy guidance will be carried out by the Occupational Health and Safety Team.

Review

The guidance will be reviewed biannually as a rule and when any changes in CDM 2015 occur or when amendments to the regulations should occur.

The guidance will also be reviewed as a consequence of any restructuring of South Tyneside Council which will affect this policy.