

## Introduction

The CDM Regulations were substantially revised and reissued (6<sup>th</sup> April 2015, referred to in every day context as CDM 2015). The 2015 changes are substantial, with significant impact on duty holder roles, thresholds for appointments, requirements for Construction Phase Plans and Project Notification. This update Guide provides a framework for CDM 2015 duty holder compliance.

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, CDM duty holders should familiarise themselves with the roles and responsibilities of other CDM duty holders.

Reference documents mentioned can be found on our [Construction safety and CDM compliance intranet](#) page or <https://www.fife.gov.uk/CDM> for external contractors.

## About the Principal Designer

Principal Designer duties are given at Table 1 overleaf. Please read in conjunction with Guide **OHS-C-16.G1** and the General CDM duties given in that document.

**The Principal Designer is appointed by the CDM Client for all Projects involving (or foreseeably likely to involve) more than one contractor.** The Principal Designer must 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. He will, in addition to other duties described here, ensure that he and other designers engaged for the Project comply with the requirements of **OHS-C-16.G2** .

| Table 1: Principal Designer Duties   |   |
|--|---|
| 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 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.  |
| The Health and Safety File 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.<br>He must also ensure that the File is reviewed and updated as relevant information becomes available from Designers. (See also Guide <b>OHS-C-16.G10</b> "Health and Safety Files").   |
| Assist the CDM 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 CDM 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.)<br>In any event the Principal Designer <b>MUST</b> 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.<br>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 <b>reasonable timescales</b> 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 and Client  | Assisting the Principal Contractor with preparation of the Construction Phase Plan. Timely collation and  |

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|   | communication of relevant pre-construction information as provided by the CDM Client and from the Project Designers. Support the Client in preparing 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 Guide <b>OHS-C-16.G10</b> “Health and Safety Files”.) |