CDM 2015 - Pre-construction client checklist

You may find this checklist useful as an aide memoire.

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|  | **Aspect** | **Tick** | **Comments** |
| **1** | Are you clear about your responsibilities under CDM? (Refer to attached) |  |  |
| **2** | Have you made your formal appointments? |  |  |
| **3** | Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties? |  |  |
| **4** | Have you checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties? |  |  |
| **5** | Have you checked that the project team is adequately resourced? |  |  |
| **6** | Has a project or client brief been issued to the project team? |  |  |
| **7** | Has the project team been provided with information about the existing site or structure (pre-construction information)? |  |  |
| **8** | Has project-specific health and safety advice been sought? |  |  |
| **9** | Are suitable arrangements in place to manage health and safety throughout the project? |  |  |
| **10** | Has a schedule of the key activities for the project been produced? |  |  |
| **11** | Has sufficient time been allowed to complete the key activities? |  |  |
| **12** | Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work? |  |  |
| **13** | Have you checked that a construction phase plan has been adequately developed before work starts on site? |  |  |
| **14** | Are you satisfied that suitable welfare facilities have been provided before work starts on site? |  |  |
| **15** | Have you agreed the format and content of the health and safety file |  |  |