



Standard Contract  
& Advice Documents

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Project Management

Guidance for clients as to their responsibilities when employing a ceda member to design, install and commission new catering facilities in an existing building.

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## Client Responsibilities under CDM

### Introduction

Whilst a ceda member company will always provide guidance on all aspects of a project, the client has a significant number of responsibilities and this document is intended to provide some information relating particularly to Pre-Contract Information.

Full details of other responsibilities can be found at the following:

[www.citb.co.uk/documents](http://www.citb.co.uk/documents)

### The regulations that affect your project

#### **Construction (Design and Management) Regulations 2015**

*In these regulations “Construction” includes alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance, decommissioning or demolition. It also includes 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.*

#### **Health and Safety at Work etc Act 1974**

*In these regulations an employer has the responsibility to provide a safe working environment for employees and anyone else in their premises.*

### Pre-contract Information

Unless agreed otherwise with the ceda member, the client has the responsibility to assess the adequacy of existing information (e.g. existing health and safety file from earlier project or asbestos survey – note! Where required an asbestos R&D

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## Client Responsibilities under CDM

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survey should be carried out by the client) and provide accurate pre-construction information relating to the following:

- “as installed” drawings for the existing facilities including all services – examples are
  - detailed wiring diagrams of the current electrical installation to enable the ceda member to safely isolate appliances etc.
  - detailed drawings of existing plumbing installation to enable the ceda member to identify mains and tank fed supplies and foul drainage
  - Gas installation, ventilation and controls interlocks, monitors etc
- Details of the construction of the building areas in which the catering facilities are to be installed
- Current test certificates for mechanical and electrical installations associated with area of work.
- “on site” contacts for information/decisions relating to the project.

Should it be established once work has commenced that incorrect information has been provided this may delay the progress of the project and involve additional work to be carried out which will be charged to the client.

For more information regarding CDM refer to:

**Managing health and safety in construction; Construction (Design and Management) Regulations 2015**

[www.hse.gov.uk/pubns/priced/l153.pdf](http://www.hse.gov.uk/pubns/priced/l153.pdf)

**Construction Phase Plan (CDM 2015)**

[www.hse.gov.uk/pubns/cis80.pdf](http://www.hse.gov.uk/pubns/cis80.pdf)

**Need building work done? A short guide for clients on the Construction (Design and Management) Regulations 2015**

[www.hse.gov.uk/pubns/indg411.pdf](http://www.hse.gov.uk/pubns/indg411.pdf)