



# CDM Regulations Factsheet

## Introduction

All community groups need to treat health and safety issues as their top priority when they are undertaking improvement work to their buildings. This factsheet provides an introduction to the CDM (Construction, Design and Management) Regulations and how they apply to small community building projects. The CDM Regulations are about health and safety issues and construction projects. The Health and Safety Executive has published a comprehensive guide to the regulations (see contact details below). The regulations do not apply to all projects. This factsheet gives information on which projects are covered by the regulations and some of the responsibilities of a community group where the regulations apply.

## Health and Safety Responsibilities of Groups

The health and safety of everyone using or visiting a building should always be the first concern of the community group which manages the building. When a group is planning to undertake any work on its building it must satisfy itself that the builders and architects (if any) involved are competent people. If an architect is involved he/she must ensure that any health and safety issues are minimised at the planning stage. All the builders involved and their workers must consider health and safety issues and plan their work to control these issues and minimise risks.

## What Should Groups Do?

Groups undertaking improvement work on their buildings should discuss health and safety with whoever prepares the plans and drawings. They should ask this person (who in many cases will be their architectural advisor) to consider health and safety risks and plan for them as far as possible from the outset.

Building projects lasting more than 30 days in total must be notified to the Health and Safety Executive. Many small projects will not take 30 days actual working on site (days when the builder is not on site are not counted). When getting estimates from builders it is advisable to tell them how many days you want the work to take and when they should start and finish. If this is not done at tendering stage it can be done before the selected builder starts work. Where the group and builder agree that the job will take less than 30 days on site there is no requirement to notify the Health and Safety Executive. The group and builder should still discuss health and safety issues and how they will manage the work on site in as safe a way as possible. This should include consideration of whether any community activities will continue in the building or whether it will be vacated until the work is done. If any activities do continue the group should ensure that everyone involved is aware of any health and safety issues and what they should do to avoid risks.

If the job will take more than 30 days on site then the group must ensure that a CDM Co-ordinator (often called a Planning Supervisor) is appointed and that the Health and Safety Executive is notified by this person before the work begins on site. The Planning Supervisor will need to prepare a pre-tender Health and Safety Plan and liaise with the builder before work begins. The builder then prepares a Health and Safety Plan on how any risks will be addressed and how the work will be undertaken as safely as possible.

## **Conclusion**

This factsheet is only an introduction to the regulations. It is not a guide to a client's responsibilities for health and safety and compliance with CDM regulations. The Health and Safety Executive provides advice and has guides available to the regulations. The contact details are:

Health and Safety Executive  
86 Ladas Drive  
BELFAST  
BT6 9FR

Telephone - 028 9024 3249  
Website - [www.hse-ni.org.uk](http://www.hse-ni.org.uk)

The Health and Safety Executive guide is called 'CDM Regulations – how the regulations affect you'.

**Infoline** is the Health and Safety Executive's public enquiry contact centre. Infoline provides access to workplace health and safety information, guidance and expert advice.

Telephone - 0845 345 0055

Email - [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)

HSE Infoline  
Caerphilly Business Park  
Caerphilly  
CF83 3GG