

CDM DUTYHOLDER ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

The CDM 2015 duties for each role this business takes — who does each, how, and the record

KD-HSA-CD-021 Rev A0

CDM 2015 gives each dutyholder its own duties, and an assessor checks the arrangements against the role the business says it takes. Every designer and contractor: competence before accepting an appointment and reasonable steps before appointing others, cooperation, reporting danger, and information people can understand (reg 8); being satisfied the client is aware of its duties before starting (reg 15(1) contractors, reg 9(1) designers). A contractor has reg 15; a principal contractor adds regs 12 to 14; a designer has regs 9 and 10; a principal designer adds regs 11 and 12; for a domestic client, reg 7 moves the client's duties. MHSWR 1999 reg 5 requires the arrangements to be recorded where five or more are employed.

Tick the roles in section 1 and complete only those sections; for a role not taken, tick "not applicable" and give the reason. Write in each box what this business actually does, by whom, in two or three lines — not the regulation again. Where this business is itself the client, the client duties are regs 4 to 6 — KD-CDM-CD-007 lists them. The Part 2A Building Regulations dutyholders carry the same titles but are a separate regime — KD-BR-AP-001 and KD-PQ-BS-007. CDM 2015 applies in Great Britain; Northern Ireland has its own construction design and management regulations. Building Regulations 2010 reg 38 (line c9) is the version for England; Wales has its own version.

CAS v5 reference — evidence for Q73 (the part of the health and safety arrangements covering the CDM role duties) and Q89 to Q110 (the role-by-role CDM questions). The question numbers are Build UK's; the descriptions are ours.

What this sheet is not: the evidence from real work. An assessor looks for records made on actual projects and dated within the last 12 months — a construction phase plan, completed site inductions, a letter or email showing the client was made aware of its duties, information sent to the principal designer for the health and safety file, design risk records, minutes showing two-way coordination. The records section names where each comes from; a completed template on its own is not that evidence.

1 THE BUSINESS AND THE CDM ROLES IT TAKES

COMPANY LOGO

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COMPANY

PERSON RESPONSIBLE FOR CDM ARRANGEMENTS

VERSIONADOPTED ONNEXT REVIEW DUEEMPLOYEESREPLACES VERSION

Tick every role the business takes on any project, then complete the sections named:

Contractor — carries out, manages or controls construction work (reg 2): sections 2 and 3. A principal contractor is also a contractor for its own work

Principal contractor — appointed under reg 5(1)(b), or in control of the construction phase for a domestic client who appoints none (reg 7(2)(b)): sections 2, 3 and 4

Designer — prepares or modifies designs, including a contractor that designs (design and build, temporary works, specialist packages): sections 2 and 5

Principal designer — appointed under reg 5(1)(a) to control the pre-construction phase: sections 2, 5 and 6

Works for domestic clients — the client's duties are carried out by this business as reg 7 sets out: section 7

Is sometimes itself the client — its own premises or a development it commissions: regs 4 to 6, recorded on KD-CDM-CD-007, KD-CDM-AP-006 and KD-CDM-NA-005

TYPICAL WORK AND THE ROLE TAKEN ON IT

ROLES NOT TAKEN — AND WHY

2 EVERY CONTRACTOR AND DESIGNER (REGS 8, 9(1) AND 15(1))

Client made aware of its CDM duties before we start work or design

regs 15(1), 9(1)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Appointments accepted only with the competence for them; others checked before we appoint them

reg 8(1) to (3)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Cooperating with others, reporting danger to whoever is in control, and giving information people understand

reg 8(4) to (6)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

3 CONTRACTOR — EVERY BUSINESS THAT CARRIES OUT CONSTRUCTION WORK (REGS 15, 16(2) AND 30)

Not applicable — this business does not act as a contractor. The reason is given in section 1.

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Approved for issue by: Author — director, UK principal contractor, SMSTS. Not an independent review.

TEMPLATE ONLY. An arrangement describes what this business actually does, in its own words, and is adopted by its director; the headings and hints are a prompt, not an answer. Write in what is true, strike out what does not apply, and hold the records the sheet names — an arrangement with no records behind it evidences nothing.

Basis: CDM 2015 regs 4 to 16 and 30; CDM 2015 Schedules 2 and 3; Building Regulations 2010 reg 38; MHSWR 1999 reg 5.

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Our own work, and the work of our workers, planned, managed and monitored

reg 15(2)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Directions of the principal designer or principal contractor, and our part of the construction phase plan, followed

reg 15(3)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

As the only contractor: the general principles of prevention applied, and a construction phase plan drawn up before set-up

reg 15(4) to (6)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Nobody put to work on site without the skills, knowledge, training and experience — or while obtaining them, without supervision

reg 15(7)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Our own workers inducted, supervised, instructed and informed — including emergency procedures and the risks from other trades

reg 15(8), (9)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Unauthorised access: we do not begin until reasonable steps are in place; as principal contractor, the necessary steps are taken

regs 15(10), 13(4)(b)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Welfare meeting Schedule 2 for our workers; as principal contractor, provided throughout the construction phase from the start

regs 15(11), 13(4)(c)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Arrangements for foreseeable emergencies on site, including evacuation — where necessary, made known to everyone and tested

regs 16(2), 30

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

England — where reg 38 applies to our work: it erects or extends a building to which the Regulatory Reform (Fire Safety) Order 2005 applies or will apply, or is done in connection with a material change of use after which the Order applies, and Part B imposes a requirement — fire safety information given to the responsible person

Bldg Regs reg 38

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

4 PRINCIPAL CONTRACTOR (REGS 12 TO 14)

Not applicable — this business does not act as principal contractor. The reason is given in section 1.

Sections 2 and 3 apply to the principal contractor too: its wider duties on unauthorised access and welfare, and the site emergency plan, are lines c6 to c8; fire safety information is c9.

Construction phase planned, managed, monitored and coordinated, applying the general principles of prevention

reg 13(1), (2)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Cooperation between contractors organised, their health and safety duties coordinated, and the plan followed

reg 13(3)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Construction phase plan drawn up before site set-up, with site rules, and kept up to date as the work proceeds

reg 12(1), (2), (4)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

A suitable site induction provided

reg 13(4)(a)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Liaison with the principal designer, sharing planning and coordination information

reg 13(5)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Health and safety file information given to the principal designer; the file kept or passed on where the regulations require

reg 12(7),(9),(10)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Workers consulted and engaged on health, safety and welfare, with access to the information held

reg 14

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

5 DESIGNER (REGS 9 AND 10) — A PRINCIPAL DESIGNER COMPLETES THIS SECTION TOO

Not applicable — this business does not act as a designer. The reason is given in section 1.

Designs prepared or changed to eliminate, so far as reasonably practicable, foreseeable risks to anyone carrying out or liable to be affected by construction work, maintaining or cleaning the structure, or using it as a workplace

reg 9(2)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Risks that remain reduced or controlled, passed to the principal designer, and put in the health and safety file

reg 9(3)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Enough information issued with each design for the client, other designers and contractors to meet their duties

reg 9(4)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Designs we commission from outside Great Britain checked against reg 9

reg 10

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

6 PRINCIPAL DESIGNER (REGS 11 AND 12)

Not applicable — this business does not act as principal designer. The reason is given in section 1.

Pre-construction phase planned, managed, monitored and coordinated, applying the general principles of prevention

reg 11(1), (2)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Foreseeable risks identified and eliminated or controlled, and every designer meeting reg 9

reg 11(3), (4)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Everyone in the pre-construction phase cooperating with the client, the principal designer and each other

reg 11(5)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Client helped to provide pre-construction information, and it reaching every designer and contractor promptly

reg 11(6)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Liaison with the principal contractor, and our information given for the construction phase plan

regs 11(7), 12(3)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Health and safety file prepared, kept up to date, and passed on at the right time

reg 12(5),(6),(8),(10)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

7 WORK FOR DOMESTIC CLIENTS (REG 7)

Not applicable — this business does not act as contractor or designer for domestic clients. The reason is given in section 1.

A domestic client is a client whose project is not in the course or furtherance of its business (reg 2). The client duties in regs 4(1) to (7) and 6 are carried out by the contractor where there is only one contractor, by the principal contractor where there is more than one, or by the principal designer where there is a written agreement that it will (reg 7(1)). If a domestic client does not make the reg 5 appointments, the designer in control of the pre-construction phase is the principal designer and the contractor in control of the construction phase is the principal contractor (reg 7(2)). The duties in reg 8(3), (4) and (6), so far as they apply to a domestic client, are carried out by the same person (reg 8(7)).

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The client duties in regs 4(1) to (7) carried out for the domestic client

regs 7(1), 4

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

The notification test applied; a notifiable project notified and the notice displayed

regs 7(1), 6

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

Any agreement for the principal designer to take on the client duties kept in writing

reg 7(1)(c)

HOW THIS BUSINESS DOES IT — AND WHO

RECORDED ON

8 COMPETENCE FOR EACH ROLE, AND CHECKING THE ARRANGEMENTS WORK

SKILLS, KNOWLEDGE AND EXPERIENCE FOR EACH ROLE TAKEN

HOW THIS BUSINESS CHECKS ITS OWN PERFORMANCE IN EACH ROLE

9 FEWER THAN FIVE EMPLOYEES — A SHORT DESCRIPTION INSTEAD

The CAS v5 question set lets a business with fewer than five employees give a written statement or a description instead of a full written policy and arrangements (Q73). That concession does not reach the role questions (Q89 to Q110): for those the evidence is project records, whatever the size of the business. If this business has fewer than five employees, write a line or two below for each group of duties that applies — instead of completing every line in sections 2 to 7 — and keep the project records section 11 names. MHSWR 1999 reg 5 requires the arrangements to be recorded once five or more are employed.

This business has fewer than five employees and uses this short description

SHORT DESCRIPTION

10 HOW THIS ARRANGEMENT IS COMMUNICATED

Induction to the business for every new manager, supervisor and designer

Pre-start meeting on each project, for the role taken on it

Briefing to managers and designers at adoption and at every new version

A copy where staff can read it — office, site file or shared drive

BRIEFED BY

LAST BRIEFED ON

BRIEFING RECORD

The briefing, and each person's signature that they received it, are recorded on KD-CAS-PB-005 Policy Briefing and Acknowledgement Record — the evidence that the arrangement reached the people who carry it out.

11 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- Client made aware of its duties, dated, for each current project — KD-CDM-CD-007 or KD-CDM-DC-012
- Construction phase plans with their revision history — KD-CDM-CP-001, KD-CDM-CP-002
- Completed site inductions and the induction content — KD-CDM-IN-009, indexed on KD-SITE-IR-003
- Welfare in place from the start — the hire order or invoice, and the set-up checklist KD-INS-SU-011
- Site emergency arrangements and drills — KD-FIRE-FP-002, KD-SITE-EB-031, KD-SITE-FD-030
- Information sent to the principal designer for the health and safety file, and files compiled — KD-CDM-HF-004
- Fire safety information given to the responsible person, with the acknowledgement — alongside KD-HO-FS-007
- Pre-construction information assembled or issued — KD-CDM-PI-003
- Design risk registers, risk information issued with designs, the designer's checklist — KD-CDM-DR-013, KD-CDM-DI-014, KD-CDM-DD-015
- Coordination showing both sides of the conversation — minutes and emails with the client, principal designer or other contractors
- The briefing of this arrangement — KD-CAS-PB-005

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

12 VERSION HISTORY

VERSION	DATE	WHAT CHANGED	DIRECTOR ADOPTING IT

13 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Director approving this arrangement:

PRINTED NAME	POSITION	SIGNATURE	DATE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.