

# The duties of the CDM Co-ordinator

The CDM Co-ordinators duties as defined within the Approved Code of Practice for the Construction (Design and Management) Regulations 2007:

- Meet/discuss with the client, explain the clients duties under the regulations specific to the project.
- Prepare, in conjunction with the client the client's management arrangements for the project as required by the regulations.
- Issue necessary notifications to the HSE.
- Meet with/discuss with the appointed designers and appraise design proposals as required by the regulations on an ongoing basis, ensuring necessary communication between designers.
- Prepare and continually monitor the CDM Risk Register for the project.
- Identify any information 'gaps' relative to design or construction and advise the client accordingly, particularly relative to surveys or information relative to the existing buildings.
- Co-ordinate any necessary CDM information exchange amongst the design team.
- Prepare the Health and Safety Information Pack.
- Receive the contractors Construction Phase Health and Safety Plan and advise the client of its suitability.
- Liaise with the contractor in respect of any temporary works design.
- Attend post contract site meetings as necessary.
- Monitor any design changes and operational working of the contractor against the Construction Phase Health and Safety Plan and the Risk Register which will continue throughout the project.
- Liaise with the client in respect of the content and format of the Health and Safety File, as laid down by the Approved Code of Practice for CDM.
- Liaise with the designers and contractors in respect of information for inclusion in the Health and Safety File, as laid down by the Approved Code of Practice for CDM.
- Prepare and issue the Health and Safety File on completion of the project.