FREE CHECKLIST · CDM 2015 FOR CLIENTS

Before work starts: a client's checklist

GEWELL PRINCIPAL CONTRACTOR

For clients with more than one contractor on a job: shop and office refits, school and clinic works, developments and home projects. Fifteen checks under four headings, each saying where to look and what good looks like. Work through it before the first contractor arrives.

1. Appointments

The law asks for these in writing, before the construction phase starts.

	CHECK	HOW TO CHECK	WHAT GOOD LOOKS LIKE
☐	**You know whether you need a Principal Contractor**	Count the contractors who will work on the job, at any time, including specialists who come for a day.	More than one contractor means you appoint a Principal Contractor and a Principal Designer.
☐	**Both appointments are in writing**	Look for a signed appointment letter or contract clause for each role.	Signed before the construction phase starts, naming the person or company and the project.
☐	**You checked they can do the job**	Ask for the named site manager's qualifications, experience of similar sites, insurance and examples of their records.	Evidence for the person who will be on site, not only the company's logo.
☐	**Every trade knows who is in charge**	Read each trade's contract or order.	It says who the Principal Contractor is and that the trade must follow their directions and the construction phase plan.

2. Information and planning

The Principal Contractor can only plan for what they know.

	CHECK	HOW TO CHECK	WHAT GOOD LOOKS LIKE
☐	**Pre-construction information is shared**	List what you've given the team: the building, its hazards, services, occupants, and the programme.	Shared early, in full, including drawings and survey reports.
☐	**Asbestos is surveyed where the work will disturb it**	For buildings from before 2000, ask for the refurbishment and demolition survey for the areas being worked on.	A survey covering the actual scope, given in full to the Principal Contractor and the trades.
☐	**The construction phase plan is written**	Ask to see the plan before the start date.	Specific to your site and your work, not copied from another job.
☐	**The F10 is sent, if notifiable**	Check whether the job lasts more than 30 working days with more than 20 workers at once, or exceeds 500 person days.	If so, the client has notified HSE before work starts and the notice will be displayed on site.

3. Day one

These must be in place before the first contractor starts work.

	CHECK	HOW TO CHECK	WHAT GOOD LOOKS LIKE
☐	**Welfare is in place**	Walk the site before the start.	Toilets, washing with hot and cold or warm water, drinking water, changing and drying, somewhere to rest and eat, all working.
☐	**The site is secure and separated**	Walk the boundary, especially next to areas still in use.	Hoarding or secure fencing, a controlled gate, and clear separation from staff, pupils, patients, customers or family.
☐	**Everyone is inducted and signed in**	Ask how people sign in and when they're inducted.	Nobody works before their induction. A live record of who is on site, usable in an evacuation.
☐	**Emergency arrangements are set**	Ask what happens if the alarm sounds or someone is hurt.	A tested evacuation and roll call, first aid on site, and fire arrangements agreed with the building's responsible person.

4. During the job and at handover

	CHECK	HOW TO CHECK	WHAT GOOD LOOKS LIKE
☐	**High-risk work is controlled**	Ask which work needs a permit: hot work, work at height, confined spaces, live services.	Method statements reviewed before the work, and a permit for each high-risk task.
☐	**You get regular reports**	Agree a short weekly update from the Principal Contractor.	Progress, inspections, any incidents, and changes to the plan.
☐	**The health and safety file is ready**	Ask what will be handed over and when.	Information you'll need for future maintenance and work, collected as the job goes, handed over at completion.

Where Gewell fits

Gewell acts as Principal Contractor under CDM 2015 for clients across the UK: we write the plan, set up the site and welfare, check every contractor, stay on site every working day and hand over a complete record. To talk about your site, email **gs@gewell.co.uk**.