# CDM (Construction Design & Management)

## 1. Introduction

Construction work at London Luton Airport, whether carried out for LLA or one of its concessions, must comply with the Construction (Design and Management) Regulations 2015 (CDM 2015). These regulations place duties on everyone involved in a project - from the Client and Principal Designer through to the Principal Contractor, individual contractors and the workers on site. The aim is simple: to make sure construction work is planned, managed and coordinated in a way that protects the health, safety and welfare of everyone affected by it.

These CDM Requirements set out what LLA expects from all duty holders when working on airport premises. They explain the responsibilities that apply to each role, the standards that must be met, and the arrangements that need to be in place before and during construction work. The intention is not to repeat the regulations, but to make clear how CDM duties are to be applied in the airport environment and what LLA requires in practice.

All contractors - whether acting as Principal Designer, Principal Contractor, Contractor or Worker - must understand their responsibilities under CDM 2015 and ensure they are met throughout the life of the project.

## 2. Client Duties

As the Client, Luton Airport (or the relevant tenant) has specific duties under CDM 2015 to make sure suitable arrangements are in place for managing each project, including allowing enough time and resources for the work to be carried out safely.

The Client will:

- appoint designers and contractors who can demonstrate the right skills, knowledge, experience and organisational capability
- provide relevant pre-construction information to all duty holders
- ensure arrangements are in place for managing and monitoring the work
- make sure welfare facilities are available throughout the construction phase
- ensure duty holders cooperate and coordinate their activities
- ensure a Construction Phase Plan is in place before work starts
- ensure a Health and Safety File is prepared, reviewed and retained where required

Where a project falls fully within CDM 2015, the Client may also need to:

- appoint a Principal Designer
- appoint a Principal Contractor
- notify the project to the HSE (where applicable)
- review and approve the Construction Phase Plan
- implement and enforce site rules
- coordinate contractor activities
- maintain suitable welfare arrangements
- ensure the Health and Safety File is completed and handed over, including as-built information and relevant safety documentation

## 3. Principal Designer Duties

The Principal Designer is responsible for planning, managing and monitoring the pre-construction phase, and for coordinating design work so that foreseeable risks are identified and controlled before construction begins. Their role is central to ensuring that risks are eliminated, reduced or managed through design.

The Principal Designer will:

- plan, manage and coordinate all design work during the pre-construction phase
- ensure designers comply with their duties under CDM 2015
- identify, eliminate or reduce foreseeable risks through design decisions
- ensure relevant pre-construction information is prepared, reviewed and shared with the Principal Contractor and other duty holders
- liaise with the Client to confirm that suitable arrangements are in place for managing the project
- coordinate the flow of design information between designers, contractors and the Client
- ensure that residual risks are clearly communicated to those who need to know
- prepare, develop and maintain the Health and Safety File throughout the project
- cooperate with the Principal Contractor during the construction phase and respond to design queries or changes as required

## 4. Principal Contractor Duties

The Principal Contractor is responsible for planning, managing, monitoring and coordinating the construction phase so that work is carried out safely and without unnecessary risk.

The Principal Contractor will:

- manage and coordinate all contractors working on the project
- establish and enforce suitable site rules
- prepare, maintain and regularly review the Construction Phase Plan
- put arrangements in place to control foreseeable risks
- ensure welfare facilities are available from day one and maintained throughout
- consult and engage with workers on health, safety and welfare matters
- provide site-specific inductions for all personnel
- ensure workers receive the right information, instruction, training and supervision
- prevent unauthorised access to the site
- liaise with the Client and Principal Designer throughout the project
- ensure contractors under their control are competent and properly supervised
- monitor compliance with health and safety arrangements throughout the construction phase

## 5. Contractor Duties

Contractors include subcontractors, self-employed individuals and any organisation carrying out, managing or controlling construction work.
They must be able to demonstrate the skills, knowledge, experience and organisational capability needed to carry out their work safely.

Contractors will:

- plan, manage and monitor their own work activities

- cooperate with the Client, Principal Contractor, Principal Designer and other contractors
- comply with the Construction Phase Plan and site rules
- ensure workers are competent, trained and appropriately supervised
- provide suitable risk assessments and method statements where required
- report hazards, incidents and unsafe conditions promptly
- ensure plant, equipment and materials are safe, suitable and properly maintained
- make sure their activities do not create risks to others

## 6. Workers' Duties

Workers include anyone carrying out construction work under the control of a contractor or the Principal Contractor. Workers have an important role in keeping themselves and others safe by following the arrangements put in place under CDM 2015.

Workers will:

- take reasonable care of their own health and safety and that of others who may be affected by their actions
- follow the information, instruction and training provided to them
- cooperate with the Principal Contractor, contractors and supervisors
- use equipment, plant and PPE correctly and as instructed
- report hazards, unsafe conditions, near misses and incidents immediately
- follow site rules, traffic routes and emergency arrangements
- avoid taking shortcuts or carrying out tasks they are not trained or authorised to do
- stop work and raise concerns if they believe the work cannot be carried out safely

Contractor companies are responsible for making sure their workers understand their duties under CDM 2015 and are given the right information, instruction, training and supervision to meet those duties in practice.

## 7. Health & Safety File

Where required under CDM 2015, the Principal Designer will prepare and maintain the Health and Safety File during the project and hand it over to the Client at completion. The file must contain the information needed to ensure the safe operation, maintenance, modification and eventual demolition of the structure.

Typical contents include:

- as-built drawings
- residual risk information
- services information
- maintenance requirements
- equipment manuals and certifications
- fire and emergency systems information
- hazardous materials information

Contractors are expected to support the preparation of the Health and Safety File by providing all reasonable requests for information, documentation and records when asked by the Principal Designer or Principal Contractor. This includes supplying accurate as-built information, test

certificates, commissioning data, O&M information and any other details relevant to the safe future use of the asset.

## 8. Compliance

Failure to comply with CDM 2015 or these requirements may result in work being stopped, removal from site or other contractual action.

All contractors are expected to maintain ongoing compliance with statutory duties and London Luton Airport's safety standards.