

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS – CDM

The construction (design and management) regulations (2015) apply to all construction activities in the UK including all those during the event build up and break down periods. You need to be aware of your duties and deliver these duties as laid out within the regulations. You will notice below the repeated use of the word “must”, which means these are duties that must be complied with under UK law.

There is compulsory documentation that will have to be produced for the management of your exhibition stand, these requirements are detailed below.

What are the responsibilities of an exhibitor or chalet holder under CDM?

Exhibitors and chalet holders must ensure that their participation at an event is carried out safely. The construction, design & management (CDM) regulations do not replace any existing law but are intended to provide a framework to help you ensure that your stand is constructed safely and help you understand your obligations.

If you are exhibiting on a shell scheme stand and are not undertaking any construction on the stand then the regulations will not apply to you. For all other stands and chalets CDM regulations do apply as construction activities are being undertaken.

Under CDM you are defined as the ‘client’ and your duties/responsibilities are:

- a) Make arrangements for managing a project. You do not need a specialised CDM co-ordinator. You do need to ensure that someone is named as responsible for ensuring all the required roles are fulfilled. Most of your responsibilities can be delegated to your space only stand builder (contractor), marketing agency or designer if you use one.
- b) Ensure construction work is carried out safely and that welfare requirements are complied with. This can usually be delegated to your stand builder or agency.
- c) Ensure a **construction phase plan** is drawn up. The responsibility here is to ensure that there is one. Your designer/contractor (principal contractor) will do this for you and will run alongside existing risk assessments and method statements that they should be doing as part of their obligations under other legislation.
- d) Notify the project if above threshold. You will be required to [notify the HSE](#) if the construction phase exceeds 500 person days or if it lasts longer than 30 days with more than 20 workers working at the same time at any point on the project.

Appointing a principal designer, principal contractor & contractors

The principal designer would be the person or company who is in control of the ‘designs’ of your stand.

The principal contractor would be the person or company who is in control of the ‘build’ of your stand.

The principal designer and principal contractor could be the same company.

The role of contractor can be fulfilled by the same company who fulfil the principal contractor role. However, should the principal contractor employ a third party or other sub-contractors to deliver on-site, the third party or sub-contractor would take this responsibility on.

The above roles may be carried out within your own business, by one external party or by two separate parties. They can also be carried out by the same person – the important thing to remember here is that you appoint parties to fulfil the below elements and the parties you appoint are competent, understand their responsibilities and liaise with each other.

The principal designer must:

- Ensure that all planning and design, pre-construction, is carried out in compliance with the law.
- Ensure that risks are identified, eliminated and controlled at the design stage.
- Ensure that a construction phase plan is drawn up and a health & safety file is prepared and revised where necessary.
- Ensure that pre-construction information is provided to contractors.

The principal contractor must:

- Plan, manage and co-ordinate the construction & dismantling phases (build-up & breakdown).
- Ensure work is carried out without risks to health & safety.
- Draw up a construction phase plan.
- Draw up site rules for the stand area (these will often mirror the event's rules, but should not be limited to this), ensure suitable inductions and welfare facilities.
- Restrict access to your site as and when required by the work being carried out at the time.
- Ensure all contractors employed receive a health & safety induction to the exhibition site.
- Ensure that adequate welfare facilities are provided to contractors and their staff.

The contractor must:

- Plan, manage and monitor the way construction work is carried out. This includes ensuring it is safe to construct and remove within an event environment.
- Plan construction in such a way that it has little or no impact on the neighbouring constructions or contractors.
- Check all workers employed by them have the skills, knowledge and training to carry out the work.
- Provide information, instruction and training.
- Ensure all operatives have received a site induction.
- Liaise & comply onsite with event operations & floor management.

What are the responsibilities of the stand/chalet designer & builder?

Stand/chalet designers and builders need to ensure that their participation at the event is carried out safely. Each self-build exhibition stand and chalet fit out will be classed as a separate CDM site within the larger CDM site of the event itself. Under the construction, design & management (CDM) regulations the roles fulfilled are as outlined below and the key duties/responsibilities are:

- a) Under CDM, your role is defined as that of the principal designer and/or principal contractor.
- b) Both of these roles require the stand builder to ensure that the CDM "client" – i.e. the exhibitor or chalet holder – is aware of their own duties within CDM, which are effectively to provide resources to the project, appoint the other CDM roles, manage their coordination and ensure that these other organisations fulfil their duties with producing and providing:
 - Construction Phase Plan
 - Risk Assessment
 - Method Statement
 - Site Health & Safety Inductions.
 - Welfare Arrangements
- c) In some circumstances, where a stand build exceeds 500 person days or if it lasts longer than 30 days with more than 20 workers working at the same time at any point on the project, the client will need to notify HSE.
- d) As well as educating the exhibitor, as a principal designer the stand builder will be responsible for controlling the pre-construction information, design and planning phase of the project.

They will be responsible for using and communicating exhibitor, organiser and venue provided information. They will also be responsible for coordinating in-house and external technical designers including a structural engineer where relevant, designing out fabrication and assembly risk before production starts, assembling a health & safety file and principal contractor liaison (if not taking this role on themselves).

As principal contractor, the stand/chalet builder will then manage and monitor the construction and dismantling safely, documenting their approach in a construction phase plan. They will coordinate and manage freelancers and subcontractors (identified simply as 'contractors' under CDM), undertake an induction talk and provide relevant health and safety information, instruction, training and supervision to all personnel, including emergency and first aid arrangements. Stand/chalet builders should also undertake due diligence on their own suppliers and on those suppliers appointed by a venue or an organiser where required.

What is the construction phase plan?

The construction phase plan is a simple plan that needs to be documented and communicated before the construction work starts. Essentially it needs to demonstrate that you have thought about health and safety involved with the construction (and de-construction) of your stand.

A construction phase plan is compulsory for all chalets, self-build stands and other stands where construction activities occur. It requires you to consider and document the following:

- Who are the duty holders? (Particularly principal contractor)
- What training/experience do they have?
- What do they need?
- How will they be monitoring progress & safety?
- How will site rules, changes of information, construction phase plan, method statement, risk assessment, accidents & incidents be communicated?
- What consultation process is in place with your contractors?
- Who is responsible for what?
- What are the site rules?
- What are your welfare arrangements?
- What are the main dangers in your construction process and what controls are in place?

We will require your construction phase plan to be submitted as part of your stand/chalet design submission.

Further information and a template for a construction phase plan can be downloaded from the HSE website: www.hse.gov.uk

The above information should be viewed as a summary for meeting minimum requirements and should at all times be used in conjunction with health & safety at work act, and the HSE's official [L153 guidance on CDM2015](#).