

Client CDM Duties Awareness Procedure

K Dean Building Services Ltd

Document Ref	KDBS-CDM-CLIENT-001	Version	1.1
Document Owner	Director / Health & Safety Responsible Person	Approved by	Company Director
Issue Date	16 August 2026	Review Date	16 August 2027
Approval Status	Approved	Copy Status	Public Controlled Copy
Review Frequency	At least annually	Approval Method	Director approval / controlled electronic record

1. Purpose

This procedure sets out how K Dean Building Services Ltd takes reasonable steps to ensure that clients are made aware of relevant duties under the Construction (Design and Management) Regulations 2015 before construction work commences.

2. Scope

It applies where K Dean Building Services Ltd is acting as Principal Contractor, Contractor, specialist subcontractor or sole contractor. Where K Dean is not the Principal Contractor, we will still cooperate with the Client, Principal Contractor and Principal Designer to support suitable project arrangements.

3. Commercial Client Duties

- Make suitable arrangements for managing the project and allocate sufficient time and resources.
- Provide relevant pre-construction information.
- Appoint suitable designers and contractors and appoint Principal Designer / Principal Contractor where required.
- Ensure a suitable Construction Phase Plan is prepared before construction starts.
- Ensure welfare arrangements are provided.
- Ensure cooperation and coordination arrangements are in place.
- Ensure the Health & Safety File is prepared and handed over where required.
- Ensure HSE notification where the project meets the statutory notification threshold.

4. How We Make Clients Aware

- Tender clarification and contract review.
- Pre-start meetings and email correspondence.
- Client duty notification wording.
- Pre-construction information requests.
- Construction Phase Plan and RAMS issue.
- Site setup and commencement checklists.
- Handover / O&M / Health & Safety File information requests.

5. Pre-Start Checks

- Whether the client is commercial or domestic.

- Number of contractors and required dutyholder appointments.
- Availability of surveys, drawings, asbestos and services information.
- Construction Phase Plan and welfare.
- Access, security, emergency arrangements and public / occupant risks.
- Applicable Building Regulations, fire-safety and handover requirements.

6. Domestic Clients

Where the project is for a domestic client, K Dean will identify the project arrangement at pre-start stage. CDM duties that would otherwise fall to a domestic client normally pass to other dutyholders in accordance with CDM 2015.

7. Evidence & Records

- Client duty notification or clarification correspondence.
- Pre-start meeting records and pre-construction information requests.
- Construction Phase Plan and RAMS issue records.
- Appointment information where applicable.
- Handover and O&M / Health & Safety File information requests.

8. Monitoring & Review

This procedure will be reviewed annually or sooner following significant legislative, organisational or project-delivery changes.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Construction (Design and Management) Regulations 2015
- HSE guidance for commercial and domestic clients
- HSE publication L153 Managing health and safety in construction

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

This public controlled copy does not display a handwritten signature. Approval is recorded within the Company controlled-document system.

Approved on behalf of

K Dean Building Services Ltd

Approved by

Company Director

Approval date

16 August 2026