Duties and Responsibilities Under CDM 2015

Client / Customer Duties

Weinsulate.co.uk Limited will ensure that the client is fully aware of their duties under CDM 2015 before any work starts, to plan, manage and monitor all work carried out taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.

Principal Contractor Duties

Weinsulate.co.uk Limited will plan, manage, monitor and coordinate the entire construction phase. Liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed.
Liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase. This begins with taking into account the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them with a Pre Install Building Inspection / Tech Survey / Photos / Risks. This information is given to our Retrofit Coordinator / Designer who will supply a PAS2035 compliant design. This design plan will include:

Scope of the design
Ventilation Assessment (insulation measures)
Planning Conditions. If there are any conditions imposed by the local planning authority or the Building Control body at this property
Products & Material Specification
Physical interactions between measures
Maintenance requirements (insulation)
Technical Standards
Sequence of Installation
Areas of concern and solutions
Assessment and handover documents required
Written Construction Phase Plan -
Our Risk and Method Statement outlines:
Project Resources and Operatives

Project Manager / Supervisor, Experienced Operatives, Trainee Operatives, Sub Contractors, Equipment, Retrofit Designer
Products to be installed
Installation Method obtained from Manufacturer
Method of Installation
Details to be observed when Commissioning
Site Access arrangements
Materials and Equipment on site storage
Customer Safety Zones
COSHH related to Property
Handover Instructions

Before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose: A Dynamic Risk Assessment is a continuous process of observing, assessing and analysing an environment to identify hazards and remove risk while completing a task. There is a section in our Risk and Method Statement which can be adjusted by Installers and Supervisors before/during install.

Managing health and safety throughout the construction phase
All installers will be provided with a Risk and Method Statement for each install, outlining risks they need to be aware of.
Consult and engage with workers about their health, safety and welfare - All our installers / staff have attended a HS&E Inductions which cover:

The HS&E Process
Customer Care and Safety
Covid 19 Protocols
Accident, Incident and Near Miss Reporting
Personal Protective Equipment
Compulsory On Site Documents
Fire Safety
Electrical Safety
Asbestos Awareness
Welfare Facilities:

We ensure a Porta Loo is hired if site permits, or we arrange customer consent, failing that we use a mobile phone app for the nearest public places. Our Staff have all been DBS checked and cleared. They also have also received training for Working at Heights, Manual Handling, Asbestos Awareness and COSHH Awareness. They have NVQs / Skill Cards for the measure they are trained in. Site-specific inductions, supervision, information and instruction to workers - A Tool Box Talk takes place at each install before commencement, it will cover what is on the risk and method statement and any possible changes. Where to locate the First Aid Kit and Fire Assembly Point. If and where to erect barriers / safety signs.

In addition to the above responsibilities, if weinsulate.co.uk Limited are working on projects involving more than one contractor we will ensure that we:

Coordinate our work with the work of others in the project team. Comply with directions given by the principal designer or principal contractor. Comply with parts of the construction phase plan relevant to our work.

We are aware that where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work for the principal contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. Alternatively, the domestic client can ask the principal designer to take on the client duties which must be confirmed in a written agreement and the contractor must work for them as 'client' under CDM 2015.

Signature … *E. Smith-Hutchon*
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Position: Director Date: 01/06/2026