

Q. When does a construction project become notifiable to the HSE?

A. Except where the project is for a domestic client, HSE must be notified of projects where construction work is expected to:

- Last more than 30 working days; or
- Involve more than 500 person days, for example 50 people working for over 10 days.

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

Where a small project that is not notifiable requires a short extension, or short-term increase in the number of people, there is no need to notify HSE. However, if the work or the scope changes significantly so that it becomes notifiable, HSE should be informed.

The information that has to be sent to HSE is set out in Schedule 1 to CDM2007. A form, FIO (rev), can be used and is available from HSE's local offices (At www.hse.gov.uk/forms/notification/fiohseoffices.htm) or can be completed online (at www.hse.gov.uk/forms/notification/fio.pdf). You do not have to use this form, as long as you provide all of the specified information.

Notification should be sent to the HSE offices that covers the site where the construction work is to take place (you can get addresses of HSE's local office from HSE's Infoline (see 'References' for details)).

CDM co-ordinators should notify HSE as soon as possible after their appointment. If the principal contractor is not appointed at that time then another, updated, notification must be made after they have been appointed. Any missing information must be notified once it becomes available, and the notifier should make clear that it relates to an earlier notification. If a significant change occurs, it is helpful to notify HSE, for example when a new Principal Contractor is appointed or if the start date changes by a month or more.