

Construction project Clients must appoint, in writing, a Principal Designer (PD) where it is foreseeable there will be more than one contractor working on a project at any time. The appointment must be made as early as possible in the design process.

The PD is the designer with control over the pre-construction phase. If the client fails to appoint a PD the client must fulfil the PD duties.

APPOINTMENT TIMING

When will PD appointment commence?

When is it anticipated the PD appointment will cease?

CLIENT MANAGEMENT ARRANGEMENTS

What are the client arrangements for managing the project, including the allocation of sufficient time and other resources?

How will the client ensure the arrangements are maintained and reviewed throughout the project?

E.g. key milestones where progress is assessed to determine whether health and safety standards are being met or independent review of standards on larger projects.

How does the client intend to check that the PD is complying with PD duties?

What assistance (beyond PCI assistance below) will the PD be asked provide to the project client?

PRE-CONSTRUCTION INFORMATION (PCI)

What pre construction information is in the possession of the client?

What other reasonably obtainable pre-construction information will the client provide?

How will the client expect the PD to assist in provision of PCI?

How will the above information be presented and provided to designers and contractors?

SKILLS, KNOWLEDGE, EXPERIENCE AND CAPABILITY

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What steps will the client take to be satisfied that the PD has the necessary skills, knowledge and experience to carry out the PD role in a manner that secures the health and safety of any person affected by the project?

What steps will the client take to be satisfied that the PD has the necessary organisational capability to carry out the PD role in a manner that secures the health and safety of any person affected by the project?

E.g. Use of questions within Publicly Available Specification 91 2013 (PAS 91)

How will the client check that the PD has sufficient experience and a good track record in managing the health and safety risks involved in the project?

E.g. checks carried out at the final stage after pre-qualification checks have been completed and before appointments are made.

How will the client use membership of an established professional institution or body when assessing the requirements for designers, architects and other construction professionals?

E.g. bodies with arrangements which provide some reassurance that health and safety formed part of their route to membership of their profession.

How will the client use the services of an independent (third party) assessor to assess PD organisational capability?

E.g. provided by members of the Safety Schemes in Procurement Forum (SSIP) which ensures mutual recognition of member schemes.

PLANNING MANAGING AND MONITORING RISK

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How will the PD plan, manage and monitor the pre-construction phase to ensure that the project is carried out without risks to health or safety?

How will the PD take into account the general principles of prevention and the content of any construction phase plan and health and safety file during the project?

How will the PD identify and eliminate or control foreseeable risks to the health or safety of any person carrying out or affected by construction work; maintaining or cleaning a structure; or using a structure as a place of work?

How will the PD ensure all designers comply with their duties to eliminate, reduce and control risk through the design process?

How will the PD ensure all designers provide information about the above risks and information to assist others in complying with their duties?

COORDINATION DURING PRE-CONSTRUCTION PHASE

How will the PD coordinate matters relating to health and safety during the pre-construction phase?

COOPERATION DURING PRE-CONSTRUCTION PHASE

How will the PD ensure that all persons working in relation to the pre-construction phase cooperate with the client, PD and each other?

LIAISON WITH PRINCIPAL CONTRACTOR

How will the PD ensure liaison with the PC and sharing with the PC information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase?

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HEALTH SAFETY FILE PREPARATION

What arrangements will the PD have in place to prepare a file containing H&S information likely to be needed during any subsequent project?

What arrangements will the PD have in place to ensure file is reviewed, updated etc. from time to time and passed to the client at the end of the project?

NOTIFICATION OF PROJECT

Who will notify the project to the relevant enforcing authority of the project where required?

Who will ensure the notification is posted in the construction site office?

FURTHER GUIDANCE

- CDM 2015 HSE Legal Guide L153
- CDM 2015 CITB Industry Guidance for Clients
- CDM 2015 CITB Industry Guidance for Principal Designers