Project Name

Principal Designer Toolkit

(inc. Lead Designer, Architect & Designer Tools)

CDM & BSA/BRegs

RIBA Stage Xxxxx

#### Version No, DD Month YYYY

#### Document Control

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**Why is the Toolkit required & NOT just a Risk Register?**

**CDM has been in existence since 1994. Over 30 years and its integration into Design & Construction has been variable and sometimes just a tick box example of malicious compliance. Together with Fire legislation the theme has previously been “What is the least we can get away with!” creating a “drive to the bottom” in the industry based mainly on cost.**

**Who is it for?**

**The latest CDM Regulations were updated in 2015 at which point the Principal Designer (PD) role was added and the CDM- Coordinator role discarded.as not working This was not just a name change but requires different Skills, Knowledge, Attitude, Training & Experience (SKATE) and “control” of the design phases of any project. These PD attributes and control can only realistically be in the hands of the Lead Designer organisation and their Project lead individual designer, architect or architectural designers, albeit some technical support may be required.**

**As a result of the Grenfell Tower Fire disaster the Building Safety Act 2022 has introduced a whole new approach to all “Building safety” and an enhanced PD role for the integration of Building Regs. issues, especially for structural, fire and public health and other multi-factorial issues. This PD Toolkit assists the PD to deliver these two PD roles, both as an organisation and an individual in a coordinated manner.**

**How does it work?**

**This “PD Toolkit” document is a comprehensive method for PD’s & Designers (D) to meet the requirements of both pieces of legislation within a collaborative team approach, with the client and all other duty-holders and stakeholders actively participating. The HSE agree (ref. RR1198 Report) that the preparation of a CDM Risk Register alone is not a fully acceptable method but creates an “illusion of safety” which is largely incomprehensible to most participants.**

**The Building Safety Act, extended Principal Designer role , includes the integration and demonstration of Building Regulations and other regulatory compliance at the design stage, also requiring the “Skills, Knowledge, Experience & Behaviours” (SKEB) of the PD to be demonstrated.**

**Why do we need it?**

**This Toolkit captures all the above PD requirements in a single document which includes the competent project team, programme, identification and analysis of “significant risks & critical elements” and after mitigation eventually edits down to include any “residual risks and elements” needed for the PC during the Construction Phase. Finally the document evolves into the Health & Safety File and Golden Thread for the Client to operate, maintain, use and modify their building in the future, and to form the basis of a Safety Case for HRB’s..**

**The Toolkit is a combination of individual “Tools” that can be used collaboratively by the PD Organization and PD individual, such as a Lead Architect, Project Architect, Architectural Designer or Designer (D)**

**This document is a working Toolkit to produce a compliant design but also serves as a reporting tool to the client or external bodies such as funders, insurers, competence assessors and the HSE & the HSE/BSR or Judiciary should the need ever arise. Each page is suitably entitled and version controlled with reference to contributing team members for quick, easy and future reference, to enable reviews to be fast and timesaving.**

**This document serves as a single point of reference on all projects for Significant & Critical compliance with CDM risks & BSA/BRegs elements at any stage of a project.**

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| --- | --- | --- | --- |
| 1. **Project Details** | |  |  |
| 1. Description of project / outline scope of works. |  |  | **X** |
| 1. Address/location/environment of site. |  |  | **** |
| 1. **Client Brief / Outline Scope** | |  |  |
| 1. Operational requirements (e.g. Any existing activities to remain e.g. (In Occupation, Manufacture, Vacant, etc) |  |  |  |
| 1. H&S expectations of client (if above Statutory requirements) |  |  |  |
| 1. H&S file -format & index (if different to Appendix 4 L153) of future file |  |  |  |
| 1. **Project Timescales (what are the key stages, anticipated dates and how long will they run for?)** | |  |  |
| 1. RIBA Stage 0 - Strategic Definition |  |  |  |
| 1. RIBA Stage 1 - Preparation and Brief |  |  |  |
| 1. RIBA Stage 2 - Concept Design |  |  |  |
| 1. HRB Gateway 1 or Planning Application (Non-HRB) |  |  |  |
| 1. RIBA Stage 3 - Developed Design |  |  |  |
| 1. RIBA Stage 4 - Technical Design |  |  |  |
| 1. HRB Gateway 2 or Building Regs Application (Non-HRB) |  |  |  |
| 1. RIBA Stage 5 – Manufacture & Construction |  |  |  |
| 1. RIBA Stage 6 - Handover & Close Out |  |  |  |
| 1. All Projects – Handover of Health & Safety File |  |  |  |
| 1. HRB Gateway 3 -Completion & Golden Thread |  |  |  |
| 1. RIBA Stage 7 – In Use Safety Case |  |  |  |
| 1. Confirm at which of the above stages the CDM & BSA Principal Designer is appointed |  |  |  |
| 1. Is there any pre-existing CDM Analysis, risk register, H&S file or relevant Fire Strategy & Structural Design information & where? |  |  |  |

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| 1. **Strategic Risks (what are the significant risks or critical elements and any special client requirements)** | | | |
| 1. Work involving Particular Risks – Refer to L153-   Schedule 3 | (e.g.: offsite manufacture, large PC panels, working over water etc). See Appendix A |  |  |
| 1. Strategic Design Intent and associated risks (e.g. Major temporary works, Stability considerations, unusual site constraints & logistics occupation on site). | (Project specific brief comments e.g. Atrium essential, public use of roof, Building over water, etc) | (Any significant suggestions, recommendations, actions.) |  |
|  |  |  |  |
| 1. **Project Leadership** | **Organisation & Professional Registration** | **Individual Project Lead, Competence & Contact** |  |
| 1. Client Organization | *Company name and chartership/competence status* | *Name, status & Email* |  |
| 1. Client Individual Lead |  |  |  |
| 1. Project Manager |  |  |  |
| 1. Project Manager Individual Lead |  |  |  |
| 1. Architectural Practice /Lead Designer Organization |  |  |  |
| 1. Individual Project Lead/ Architect |  |  |  |
| 1. Principal Designer Organization CDM /BSA/BRegs | *The designer in control of the Pre-construction(design) Phase* |  |  |
| 1. Principal Designer Individual CDM /BSA/BRegs | *The project lead designer in control of the design work* |  |  |
| 1. Principal Contractor Organization CDM /BSA/ BRegs | *The contractor that manages or controls the construction work* |  |  |
| 1. Principal Contractor Individual CDM & BRegs | *The designated individual in control of construction works* |  |  |
| 1. Cost Consultant- QS |  |  |  |
| 1. Designer 1 (e.g.: Structural) |  |  |  |
| 1. Designer 2 (e.g.: Services) |  |  |  |
| 1. Designer 3 (e.g.: Landscape) etc. |  |  |  |
| 1. Continue as required) (Others). |  |  |  |

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| 1. **Procurement Strategy** | | |  |
| 1. Approx. Contract Sum/Anticipated Project Cost (if known or unless confidential) |  |  |  |
| 1. Form of Contract (if agreed) |  |  |  |
| 1. **Communication Strategy** | | |  |
| 1. Team meetings anticipated, number, frequency, length, location etc. at each workstage. DTMs, CDM & BSA, Client etc | *Will CDM issues be considered at each DTM? or will dedicated meetings be re-quired? Or both?* |  |  |
| 1. Design Team , new team members and 3rd parties to be Inducted by Toolkit “story-board” process | *(Strategy Brief & Toolkit to be issued to new design team members.)* |  |  |
| 1. Visual tools, drawings, analysis documents, etc. to be provided by all project designers | *(Relevant drawing, images, photos to be included in PD Toolkit report.)* |  |  |
| 1. Use of BIM for Health & Safety | *To be encouraged as early as possible, if viable.* |  |  |
| 1. Health and Safety File Status (PD to Up- date after DTMs or Progress Meetings) | *PD Toolkit to capture existing, emerging and residual risks throughout the project in a predominantly visual manner* |  |  |
| 1. **Client Duties CDM & BSA** | | |  |
| 1. CDM F10 to be issued (as early as possible) | *Date to be added* |  |  |
| 1. CDM Provide PCI to team | *Date* |  |  |
| 1. CDM Provide Welfare facilities + Site establishment | *Assist Client and PC with constraints & Site Layout Drawings* |  |  |
| 1. CDM Construction phase plan prepared before construction commences | *Assist Client and Principal Contractor* |  |  |
| 1. BSA Gateways Design & Construction process | [The Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2023/909/contents) |  |  |
| 1. BSA Inspection & Completion Certification process |  |  |  |
| 1. CDM & BSA Health & Safety File & Golden Thread | *Assist the client to prepare a combined document*. |  |  |
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| **RIBA WORK STAGES >** | | A white and orange rectangular card with black text and a circular arrow  Description automatically generated with medium confidence | | A pink and white card with a circular arrow  Description automatically generated | | | A close-up of a logo  Description automatically generated | | | | | A yellow and grey circle with black text  Description automatically generated  **Spatial**  **Coordination** | | | A green and white rectangular with black text and a circular arrow  Description automatically generated with medium confidence | | | | | A white and grey circle with black text  Description automatically generated with medium confidence  **Manufacturing & Construction** | | | | A card with a circle and text  Description automatically generated  **Handover** | | A blue and grey circle with arrows  Description automatically generated | | | |
| **DUTYHOLDERS & STAKEHOLDERS v** | |
| **CLIENT LEADS** | **Client** | **H & Safety Brief** | | **Appoint Team & PD** | | | **Provide PCI** | | | | | **Sign off Stage 3** | | | **Sign off Stage 4** | | | | | **Re-Appoint/ Nov Team** | | | | **Accept Handover** | | **Reg. &-Safety Case** | | | |
| **Accountable Persons (AP)** | **Other existing Buildings management experience** | | | | |  | |  |  |  |  | | |  | |  |  |  |  | **Review RA’s** | | | **Review GThread** | | **Occupation (HRB)** | | | |
| **Principal Acc. Pers.** | **Other existing Buildings management experience** | | | | |  | |  |  |  |  | | |  | |  |  |  |  | **Review RA’s** | | | **Review GThread** | | **Lead AP (HRB)** | | | |
| **Responsible Pers. ( FSO)** | **Residential common areas and Workplaces Only** | | | | | | | | | | **Review & record Risk Assessments (RA’s)** | | | | | | | | **Liaise with AP** | | | | **Review RA’s** | | **Occupation (All b’s)** | | | |
| **Project Manager** | **Not a Statutory Duty-holder Role but Assists Client** | | | | | | | | | | **Programme & team management** | | | | | | | | **Progress review** | | | | **Manage handover** | |  |  |  |  |
| **DESIGNERS** | **Arch/ Lead Designer /D&B** |  | **Project Brief** | | | | **Design Control** | | | | | **Design Dev. Lead** | | | **T Design Lead** | | | | | **Contract Design Lead** | | | | **Project handover** | | **Defects resolution** | | | |
| **Arch/ Lead Designer / Trad** |  | **Project Brief** | | | | **Design control** | | | | | **Design Dev. Lead** | | | **T Design Lead** | | | | | **Contract Design Lead** | | | | **Project handover** | | **Defects resolution** | | | |
| **Arch/ Lead Designer./ HRB** |  | **Project HRB Brief** | | | | **Lead Concept D** | | | | | **Design Dev. Lead** | | | **T Des. Complete** | | | | | **Novated or replaced** | | | | **Golden Thread** | **Non-critical defects** | | | | |
| **Arch/ L.Designer Non HRB’s** |  | **Project Non- HRB Brief** | | | | **Lead Concept D** | | | | | **Design Dev. Lead** | | | **Design Continues** | | | | | | | **D.Handover** | | **H&S & Fire File** | | **All Defects** | | | |
| **PD Design Lead D&B** |  | **Statutory Role All Projects** | | | | **In Control of pre-contract design information,** | | | | | | | | **All design development & design changes** | | | | | | | | | **Handover.** | | **Defects resolution** | | | |
| **PD Design Lead Trad** |  | **Statutory Role All Projects** | | | | **In Control of pre-contract design information** | | | | | | | | **All design development & design changes** | | | | | | | | | **Handover.** | | **Defects resolution** | | | |
| **PD CDM** |  | | **CDM Brief + Adv Work** | | | **PCI & Concept** | | | | | **CDM Design Integration** | | | | | | | | **Client App’t PD or replaced. / H&S File** | | | | | | **Non-BSA defects** | | | |
| **PD BSA / BRegs** |  | | **BSA/BRegs Brief** | | | **Fire Statement** | | | | | **BSA/Bregs Design Integration** | | | | | | | | **Client App’t PD or replaced. / Golden Thread** | | | | | | **All Defects** | | | |
| **Structural Engineer** |  | |  | | | **Strategic design** | | | | | **Develop Design** | | | **TD Completed** | | | | | **Novated or replaced & Handover** | | | | | | **Sign-off/Defects** | | | |
| **Fire Engineer** |  | |  | | | **Fire Strategy** | | | | | **Develop Design** | | | **TD Completed** | | | | | **Novated or replaced & Handover** | | | | | | **Sign-off/Defects** | | | |
| **MEP Consultant (s)** |  | |  | | | **Strategic Design** | | | | | **Develop Design** | | | **TD Completed** | | | | | **Released** | | | | | |  | | | |
| **Other Consultants** |  | |  | | |  | **SD** | | |  | **Develop Design** | | | **TD Completed** | | | | | **Novated or released** | | | | | | **Sign-off/Defects** | | | |
| **CONTRACTORS** | **Lead/ Main Contractor** |  | |  | **PCSA** | |  | | | | | **Construction Control** | | | **PCSA or contract** | | | | | **Statutory PC Role** | | | | | | **Handover Building** | | | |
| **Prin..Con CDM** |  | |  | | **PCSA** | **Advanced works** | | | | | **Handover** | **PCSA** | | | | | | | **Main Contract Works** | | | **H&S File** | | | **Remediate Defects** | | | |
| **Prin. Con BSA / B Regs** |  | |  | | **PCSA** | **Advanced works** | | | | | **Handover** | **PCSA** | | **TD Completed** | | | | | **Main Contract Works** | | | **Golden Thread** | | | **Remediate Defects** | | | |
| **MEP Sub-Contractor** |  | |  | | |  | | | | |  | **PCSA** | | **TD Completed** | | | | | **Main Contract** | | | | | | **Sign-off/ Defects** | | | |
| **Other Sub-Contractors** |  | |  | | |  | | | | |  | | | **PCSA** | | | | | **Contract** | | **Handover** | | **H&S File & G.Th** | | **Sign-off/Defects** | | | |
|  | **Building Insurers** | **Non- Statutory but important role** | | | | | [Insurance overlay to approved documents pdf](https://www.google.com/search?sca_esv=60fec118eeb925b4&sca_upv=1&sxsrf=ADLYWIIVs2LFDLo6W-Sa-6O9yn3Z6Mp3sg:1720186800776&q=Insurance+overlay+to+approved+documents+pdf&sa=X&ved=2ahUKEwi5otSZg5CHAxXDWUEAHUr3DOIQ1QJ6BAhJEAE&biw=1185&bih=604&dpr=2.5) | | | | | | | | | | | | | **Agree As Built** | | | | **Insure Building** | | **Sign-off** | | | |
| **RBCA** | **HRB Applications** |  | | [**Initial briefing**](https://www.gov.uk/government/collections/guidance-on-the-criteria-for-being-a-higher-risk-building) | | | [**Gateway 1**](https://www.hse.gov.uk/building-safety/planning.htm) | | | | | **Design Stages** | | | [**Gateway 2**](https://www.hse.gov.uk/building-safety/planning.htm) | | | | | [**Build Stage**](https://www.gov.uk/guidance/design-and-building-work-meeting-building-requirements) | | | | [**Gateway 3**](https://www.gov.uk/guidance/safety-in-high-rise-residential-buildings-accountable-persons) | | [**Occupation**](https://www.gov.uk/guidance/applying-to-register-a-high-rise-residential-building) | | | |
| **All Other Building Applications** |  | | **Initial briefing** | | | **Planning Application** | | | | | | | | [**Building Regs Application start of works Reg**](https://www.legislation.gov.uk/uksi/2010/2214/regulation/16) **16(1) and 16(3)** | | | | | | | | | **Building Regs Practical Completion Occupation** [**Reg 16 (4) and 16 (5)**](https://www.legislation.gov.uk/uksi/2010/2214/regulation/16) | | | | | |
| **NB** | ***Planning & Building Regs Application timings can vary for Non-HRB’s but Gateways Mandatory for HRB’s****.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **NB** | *Swimlanes, Stakeholders & Dutyholders to be adjusted, deleted or added to suit project criteria* | | | | | | | | | | | | | **Key** | | **Pre - contract works** | | | | | | | |  | | | | | |

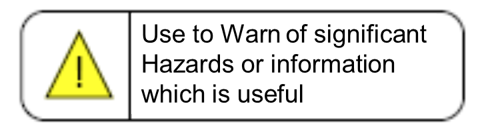
|  |  |  |  |
| --- | --- | --- | --- |
| A | Site investigation, & remediation  Services/Utilities/Statutory Authorities (Location and Capacities) | Possible diversions and or need for new infrastructure e.g., sub-station. (Gas/water/ electricity/ Sewers/Telephone/Cables/ Drainage condition |  |
|  | Underground Features (Tunnel/Mining/Fracking) |  |  |
|  | Archaeology |  |  |
|  | Desktop Study/ Photographic survey/Initial site visit report |  |  |
|  | Excavations/ Burial site survey |  |  |
|  | Laser Survey/ Sub scan Survey/Cloud |  |  |
|  | Structural Survey / Condition Survey |  |  |
|  | Noise/Acoustic Survey |  |  |
|  | Air Quality Survey |  |  |
|  | Environmental Assessment Survey |  |  |
|  | Flood Risk Assessment |  |  |
|  | Geotechnical Survey | (bore holes/trial pits- existing features and foundations) |  |
|  | Contamination) | (Pathogens/Anthrax/ Volatile Organic Compounds [VOCs] /Radon/ Methane |  |
|  | Lead Paint Survey |  |  |
|  | Unexploded Ordnance (UXO) Report |  |  |
|  | Quality of incoming water |  |  |
| B | Surrounding environment |  |  |
|  | Historical Maps |  |  |
|  | Other Town Planning Applications |  |  |
|  | Aerial Photographs |  |  |
|  | Historic Photographs |  |  |
|  | Boundaries / Land Ownership |  |  |
|  | Land Registry Plan |  |  |
|  | Ownership Deeds/Easements/Covenants |  |  |
|  | Rights of Way |  |  |
|  | Party Wall Matters |  |  |
|  | Rights of Light |  |  |
|  | Listed Building – Historic England Listing Description |  |  |
|  | Local Development Framework/Local Plan |  |  |
|  | Land Use Zones |  |  |
|  | Conservation Areas |  |  |
|  | View Corridors to Landmarks |  |  |
|  | Height Restrictions |  |  |
|  | National Parks |  |  |
|  | Areas of Outstanding Natural Beauty (ANOB) |  |  |
|  | Green Belt |  |  |
|  | Refuse Collection Strategy |  |  |
|  | Sites of Special Scientific Interest (SSSI) |  |  |
|  | Local Byelaws |  |  |
|  | Topographic Survey - Measured Survey/Land Survey – Features |  |  |
|  | Airfield aircraft approach envelopes |  |  |
|  | Planning Portal applications |  |  |
|  |  |  |  |
| C | Site Clearance and demolition |  |  |
|  | Asbestos (Demolition/ground) |  |  |
|  | Arboriculture (Tree) Survey – | Tree Preservation Orders/Clay Shrinkage/Clay Heave/Root Protection Zones Note: BS 5837 (2012) |  |
|  | Ecological Survey | (protected species/bat roosts/ snails/slow worms) |  |
|  | Structural survey/assessment |  |  |
| D | Access to and around site) |  |  |
| D1 | PTAL (Public Transport Accessibility Level) Rating |  |  |
| D2 | Transport Survey |  |  |
| D3 | Parking Survey |  |  |
| E | Site Layout |  |  |
| E1 | Existing Record Drawings from Client |  |  |
| E2 | Drawings (List of Drawings or refer to a Schedule of Drawings) |  |  |
| E3 | Existing Health & Safety File (CDM) | from Client (Buildings completed or altered since 1995) |  |

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| F | **RELEVANT LEGISLATION** |  |  |
| F1 | Merged 2010 Building Regulations Approved Documents | [The merged Approved Documents](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwi07p3ZnpCHAxUIUUEAHYJqANUQFnoECAgQAQ&url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fbuilding-regulations-and-approved-documents-index&usg=AOvVaw1FxY5vdWS_XKmZvIC3HIH-&opi=89978449) |  |
| F2 | Updates to Approved Documents ( e.g. March 2024) |  |  |
| F3 | Fire Safety Order (Fire Doors, Signage, Common Parts) | [The Regulatory Reform (Fire Safety) Order 2005](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwiJvK-in5CHAxWwSUEAHdKUABMQFnoECAgQAQ&url=https%3A%2F%2Fwww.legislation.gov.uk%2Fuksi%2F2005%2F1541%2Fcontents&usg=AOvVaw3gjvRHM8GyEDwfez-qvpQv&opi=89978449) |  |
| F4 | Other Relevant Regulations for BSAct | [Fire safety: guidance for those with legal duties - GOV.UK (www.gov.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fcollections%2Ffire-safety-legislation-guidance-for-those-with-legal-duties&data=05%7C02%7Cpbussey%40ahmm.co.uk%7C7b5d002daf89494add0c08dca27ef402%7Cd60d56821a2146f78d80bae222c97792%7C0%7C0%7C638563913371329026%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=tzSckIjI5Zx%2Fx0ctFc9M%2FZgDP8e%2Bch8mhoM%2BVGRqdbs%3D&reserved=0) |  |
| F5 | British Standards – 9991, 9999, (when revised) |  |  |
| F6 | Insurance overlay to the Approved Documents | [Insurance overlay to approved documents pdf](https://www.google.com/search?sca_esv=60fec118eeb925b4&sca_upv=1&sxsrf=ADLYWIIVs2LFDLo6W-Sa-6O9yn3Z6Mp3sg:1720186800776&q=Insurance+overlay+to+approved+documents+pdf&sa=X&ved=2ahUKEwi5otSZg5CHAxXDWUEAHUr3DOIQ1QJ6BAhJEAE&biw=1185&bih=604&dpr=2.5) |  |
| F7 | Town Planning legislation (Gateway 1) |  |  |
| F8 | Others Fire Safety legislation and guidance | [Fire safety: guidance for those with legal duties - GOV.UK (www.gov.uk)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fcollections%2Ffire-safety-legislation-guidance-for-those-with-legal-duties&data=05%7C02%7Cpbussey%40ahmm.co.uk%7C7b5d002daf89494add0c08dca27ef402%7Cd60d56821a2146f78d80bae222c97792%7C0%7C0%7C638563913371329026%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=tzSckIjI5Zx%2Fx0ctFc9M%2FZgDP8e%2Bch8mhoM%2BVGRqdbs%3D&reserved=0) |  |
|  |  |  |  |
|  | Relevant Extracts from CDM & BSA Legislation | ESSENTIAL GUIDANCE FROM CDM 2015 & BSAct 2023 |  |
| **CDM**  **2015 Regs** | **Regulation 11 Duties of a principal designer in relation to health and safety at the pre-construction phase**  *(1) The principal designer must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.*  Significant CDM Risks /Issues  Glossary CDM 2015 Regs L153  **“ Significant risks** not necessarily those that involve the greatest risks, but those (including health risks) that are not likely to be obvious, are unusual, or likely to be difficult to manage effectively.”  The Acronym “ERIC” | ***Identifying, eliminating or controlling foreseeable risks***  102 Principal designers must ensure, as far as reasonably practicable, that foreseeable risks to health and safety are identified. In practice, this will involve the principal designer working with other designers involved with the project. The risks that should be identified are the significant ones and which are likely to arise:  (a) while carrying out construction work; or  (b) during maintenance, cleaning or using the building as a workplace once it is built.  Identifying insignificant risks is not an effective way of alerting other dutyholders to the important design issues they need to know about. Designers should be able to demonstrate they have addressed only the significant risks.  103 Once the risks have been identified, principal designers must follow the approach to managing them set out in the general principles of prevention (see Appendix 1). The principal designer must, as far as reasonably practicable, ensure that the design team:  (a)**eliminate** the risks associated with design elements.  If this is not possible (for instance because of competing design considerations such as planning restrictions, specifications, disproportionate costs or aesthetics):  (b) **reduce** any remaining risks; or  (c) **control** them, to an acceptable level. This relies on exercising judgement in considering how to manage the risks. The focus should be on those design elements where there is a significant risk of injury or ill health |  |
| **BSA**  **2023** | The Building Regulations etc. (Amendment) (England) Regulations 2023  **11M.**—(1)— **Additional duties of a principal designer**)  The principal designer must  (a)plan, manage and monitor the design work during the design phase; and  (b)coordinate matters relating to the design work comprised in the project so that all reasonable steps are taken to ensure that the design is such that if the building work to which the design relates were built in accordance with that design the building work would be in compliance with all relevant requirements | (2) The principal designer must take all reasonable steps to ensure that—  (a)designers, and any other person involved in relation to design work, cooperate with the client, the principal designer, the principal contractor and each other;  (b)the design work of all designers is coordinated so that the design is such that if the building work to which the design relates were built in accordance with that design the building work would be in compliance with all relevant requirements; and  (c)designers, and any other person involved in relation to design work, comply with the duties under these Regulations. |  |
| **RIBA & CIOB with the HSE** |  | **• Safety-Critical Elements**.  An Element, the failure, omission or incorrect installation of which, carries an unacceptable risk of causing a serious injury or fatality.  2. Scope of this Guide.  2.1 Many building Elements, if omitted, or incorrectly installed, have the potential to cause some harm. However, it is vital industry focuses its resources, on those key Elements, some of which are identified in this Guide, which should be designated as safety-critical.  2.2 Safety-Critical Elements identified are those that are considered to be of prime importance. The principles set out could be applied more widely than just to Safety-Critical Elements and readers are encouraged to think more broadly.  2.3 This Guide is applicable to all buildings |  |

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| --- | --- | --- | --- | --- |
| **1.0** | **Site Environs and Site Establishment Strategy** | *(E.g. local features, adjacent structures, transport corridors, pedestrian flow, vehicular access, welfare and site storage, unloading areas, possible crane locations, hoarding lines etc)* |  | |
| **1.1** |  | *Brief Strategic mitigation notes* |  | |
| **1.2** |  |  |  | |
| **1.3** |  |  |  | |
| **2.0** | **Site Enabling Strategy** | *(E.g. demolitions, de-contamination, remediation, temporary works, scaffolding locations etc.)* |  | |
| **2.1** |  |  |  | |
| **3.0** | **Existing Building Structure and Services** | *(E.g. above and below ground services ,features, tunnels & voids, adjoining properties, party wall issues etc)* |  | |
| **3.1** |  |  |  | |
| **4.0** | **Structural Works Strategy** | *(E.g. permanent & temporary works & demolition requirements)* |  | |
| **4.1** |  |  |  | |
| **5.0** | **Heavy Component Movement Strategy** | *(E.g. large, heavy and awkward components, method of vertical and horizontal movement for delivery storage & placement)* |  | |
| **5.1** |  |  |  | |
| **6.0** | **Off-site & On-site Manufacturing and Assembly Strategy** | *(E.g. prefabricated, modular or hand installed on site methodologies to be agreed early with client etc)* |  | |
| **6.1** |  |  |  | |
| **7.0** | **Safe working at height strategies** | *(E.g. significant roof access, high ceilings, atria, elevated walkways, bridges, etc.)* | |  |
| **7.1** |  |  | |  |
| **8.0** | **Health Strategy** | *(E.g.: excessive, dust, MSD, HAV, noise etc. requiring minimisation)* | |  |
| **8.1** |  |  | |  |
| **9.0** | **Plant Location & Services design and installation strategy** | *(E.g. location of plant & services and construction related issues)* | |  |
| **9.1** |  |  | |  |
| **10.0** | **Plant Replacement strategy** | *(E.g. size & weight of plant, method of lifting and horizontal movement and . future access issues )* | |  |
| **10.1** |  |  | |  |
| **11.0** | **Plant, plantrooms, services + riser access and Maintenance strategy** | *(E.g. Maintenance personnel safe access routes, fall protection and confined space avoidance.)* | |  |
| **11.1** |  |  | |  |
| **12.0** | **Facade access, window cleaning and glass replacement strategy** | *(E.g. Facade design (s) requires safe installation, maintenance and replacement accessibility )* | |  |
| **12.1** |  |  | |  |
| **13.0** | **Phasing strategy** | *(E.g. progressive site areas, construction phases, partial handovers and occupation especially residential, etc.)* | |  |
| **13.1** |  |  | |  |
| **14.0** | **Miscellaneous issues** | *(E.g. Other project specific issues such as landscaping, wellbeing, Workplace Regulations etc.)* | |  |
| **14.1** |  |  | |  |

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| **15.0** | **Safety Critical Elements and issues – Fire During Construction Stage** |  |  |
| ***15.1*** | *Site wide fire safety issues* |  |  |
| ***15.2*** | *Existing retained building fire strategy* |  |  |
| ***15.3*** | *Other Critical Fire Safety Issues* |  |  |
| **16.0** | **Safety Critical Elements & Issues – Fire Design** |  |  |
| 16.1 | Site wide fire safety strategic design proposals |  |  |
| 16.2 | Building fire safety architectural strategic proposals |  |  |
| 16.3 | Passive fire compartmentation strategic design proposals |  |  |
| 16.4 | Firestopping strategic design proposals |  |  |
| 16.5 | Façade fire protection design proposals |  |  |
| **17.0** | **Other Safety Critical Elements & Issues Design stage** |  |  |
| 17.1 | Structural safety engineering design strategy |  |  |
| 17.2 | Retained building structures e.g. basement, facades, super-structure |  |  |
| 17.3 | Balcony design, construction, and use |  |  |
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**\***).

A diagram of a ladder

Description automatically generated with medium confidence

ICONS that can be used at early design stages to capture the method of controlling the CDM & BRegs issues in a visual way.

**BSA**

**3.1**

A Symbol to highlight a significant CDM or critical BRegs issue that needs remediation or resolution. The reference number will relate to the PD & D 3a and PD &D 3c

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| **1.0** | **Site Environs and Site Establishment Strategy** | **1.1- Site Plan Layout & Logistics** | **1.1a** | *Initials of Main Action Owner* |
| (Insert Drawings / Images / Photos / Sketches / and appropriate annotations)  BLANK 3c TEMPLATE FOR INSERTION INTO CORRECT 3c SECTION AND NUMBERING   |  | | --- | | **BLANK TEMPLATE for image insertion** | | | |  |  |
|  |
| 1.1b | *Initials of Main Action Owner* |
|  |
| 1.1 c | *Initials of Main Action Owner* |
|  |
| **1.1d** | Residual Risk |
| H&SF/GT |
| *Reference to links, legislation, further guidance, or Key to symbols if required.* | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **16.0** | **BSA/BRegs Application Process** | **Eg.16.1- Site Plan Layout & Fire Brigade Access** | **1.1a** | *Initials of Main Action Owner* |
| (Insert Drawings / Images / Photos / Sketches / and appropriate annotations)  BLANK 3c TEMPLATE FOR INSERTION INTO CORRECT 3c SECTION AND NUMBERING   |  | | --- | | **BLANK TEMPLATE for image insertion** | | | |
|  |
| 1.1b | *Initials of Main Action Owner* |
|  |
| 1.1 c | *Initials of Main Action Owner* |
|  |
| **1.1d** | Residual Risk |
| H&SF/GT |
| *Reference to links, legislation, further guidance, or Key to symbols if required.* | |

##### Content Guidance

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition & future occupation & use. The file should NOT include things that will be of no help when planning future construction work such as pre- construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable. This document should cross refer to detailed schedules (eg. Firestopping, doors, As-Built drawings) etc.

##### If Principal Designer

The principal designer must prepare the Health & Safety file & Golden Thread. But this is primarily a coordination role and the PD must expect the cooperation of the rest of the project team including the Principal Contractor and the Client team. This is to ensure that the structure and content of files are agreed early and who should provide the relevant information and to an agreed programme.

Progress of the file should commence from start on site and be checked regularly at Design Team and Progress meetings using this tracker or other suitable means.

##### If Designer

Where it is not possible to eliminate health and safety risks when preparing or modifying designs, designers must ensure appropriate information is included in the health and safety & Golden Thread file about the reasonably practicable steps they have taken to reduce or control those risks, and which residual risks remain.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Content**  (Ref. CDM 2015 - L153 Appendix 4) | **Notes / Comments /Action required** | Completed  |
|  | Required **x** |
| 1. | Brief description of work carried out | AHMM to provide |  |
| 2 | Any hazards that have not been eliminated | All | **x** |
| 3a | Key Structural principles of a strategic nature | Structural Engineer & Temporary Works Coordinator to provide |  |
| 3b | Key Fire Safety Issues of a strategic nature | Fire Engineer & Other Specialist Fire Consultants or Sub-Contractors |  |
| 4 | Hazardous materials used (if any eg. toxic paints, coolants, etc) | All |  |
| 5 | Information regarding the removal or dismantling of installed plant and equipment | Services Engineer to provide |  |
| 6 | Information about equipment provided for cleaning or maintaining the structure and mechanical plant | Structural & Mechanical Services consultants & specialist subcontractors |  |
| 7 | The nature, location and markings of significant services | Services Engineer and Specialist Sub-contractors to provide |  |
| 8 | Information and as-built (or last contract issue) drawings of the building, its plant and equipment | Last Contract / Construction issue |  |
| 9 | Project specific additional information | e.g. Fire Strategy, Fire Details, & Life Safety information |  |
|  | **IMPORTANT NOTE-** | **The Operation & Maintenance manuals should include information relating to all installed materials, systems and components** |  |

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| **Design Phases** | | **Pre-Construction /All Design Phases** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Construction Design Phase** | | | | | | | | | | | | | | | | | | |
| **RIBA Stages** | | 0 | 1 | 2 | 3 |  |  |  |  |  | 1 | 2 | 3 | 4 |  |  |  |  | 1 | 2 | 3 | 4 |  |  |  | 0 | 1 | 2 | 3 | 4 | 5 | 6 |  | 0 | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  | 4 | 5 | 6 | 7 |
| A | **ACTIONS** | **IDENTIFY** | | | | | | | | **QUANTIFY** | | | | | | | | **CLARIFY** | | | | | | | | **NOTIFY** | | | | | | | | **MODIFY** | | | | | | | | **DELIVER** | | | | | | | |
| **Procedures to Action** | **CDM & BSA Strategy Brief**  Identify the Strategic project issues of scope briefing, timescales, team appointments, client H&S adviser, lead contacts, etc **1a & 1b** | | | | | | | | **With Client initiate additional sur- veys** of site and existing buildings and surroundings. Use **2 initially as aide-memoire. Design concept** being developed in drawings & stage reports | | | | | | | | Capture all **foreseeable significant** CDM & BSA issues in relation to **other important design factors 3a** | | | | | | | | Keep project team informed of survey & design development information and actions required. **2**  Check client has issued the **F10** to HSE as early as reasonable before construc- tion starts | | | | | | | | Project Team to advise on changes from their discipline and discuss how this af- fects the whole project at **DTM’s,**  **3a and update drawings** | | | | | | | | At Tender stage Issue **(PCI) Full or Short Document** At Start on Site commence **H&S File 4**At Completion stage Issue Full Health & Safety File & Golden Thread **4** | | | | | | | |
| B | **Agree Significant CDM Issues** | **Initial Key Issues** | | | | | | | | **Selection of Key Issues** | | | | | | | | **Review & Discuss** | | | | | | | | **Regular Updates** | | | | | | | | **Change Control** | | | | | | | | **Information Flow** | | | | | | | |
| **Collate relevant, significant, foresee- able CDM & BSA Issues** from existing H&S File, site surveys, regulations, early design & construction risks into **3a**  Check Particular Risks Schedule 3 L153 | | | | | | | | **Add all new Relevant Survey infor- mation & regulations** into Tracker template**2, and add Significant CDM &Critical Safety design issues**, **(not generic) 3a**  Multi-factorial / dimensional issues only | | | | | | | | Review & discuss complexity of each “Significant issue” with **other issues** by team input and discussion at meetings. **Agree Tolerability of Risks 4** | | | | | | | | Version control of changes to design information; important to focus on key issues. Highlight changes eg. Use coloured text.  **All tools** | | | | | | | | As scheme develops it will evolve and issues change.  This needs to be managed by PD. Contractor input also required.  **Project change notices. Update Strategy Brief 1** | | | | | | | | Update **PD Toolkit**  Produce comprehensible information at each stage, especially major workstage gateways. | | | | | | | |
| C | **Analysis & Communication** | **Visually on Drawings** | | | | | | | | **Visual Highlighting** | | | | | | | | **CDM Analysis visually** | | | | | | | | **Track Significant Issues** | | | | | | | | **Visual Communication** | | | | | | | | **Visual Risk Pathways** | | | | | | | |
| Identify “issues” by hand on **GA’s 3b**, sketches or capture in early BIM model. Use collaborative workshop methods with full project team | | | | | | | | Show “issues” **on drawings**  Cross relate site issues to. **3 a** | | | | | | | | Inc. drawings, sketches & photos of **buildability** into CDM & BSA Analysis **3c .** All multi-dimensional issues to be considered in full project context **NOT** just Health & Safety or Building Regs. | | | | | | | | Use a simple risk register tracking document to form an index & summary of the Analysis documentation.  Referenced to drawings/GA’s with symbols. **3a & GA’s** | | | | | | | | **All Toolkit**  documents to be circulated to team and displayed on visual display screens at meetings to facilitate informed discussion on changes. **PCI- All Tools** | | | | | | | | Refer to CDM & BSA Analysis for design ration ale before making changes especially if Value Engineering.  **3a, b & c with drawings** | | | | | | | |
| D | **Recording & Templates** | **N0. Significant Issues** | | | | | | | | **Concept Schedule** | | | | | | | | **Capture Analysis** | | | | | | | | **Issue CDM Analysis** | | | | | | | | **CDM Analysis updates** | | | | | | | | **Annotate Drawings** | | | | | | | |
| **Number the Significant site & design issues** in **BIM** or by hand on sketches or drawings and develop the **Significant CDM & Critical safety Issues Schedule 3a** | | | | | | | | Capture a simple list of “issues” for team discussion, location and quantification. Eg. use **HARI Checklist**, , or HSE RAG lists. **3a**  **Avoid normal routine CDM construction risks.** | | | | | | | | Use CDM Analysis to capture **complexity**, options, proposed solutions, notes and actions. Also, a future record of key decisions.**3c**  Add **6** to identify any excessive health issues for contractor inclusion. | | | | | | | | Full or Short DRM document to be issued to all Design Team on a regular basis as updated from workshops or meetings.  **All Toolkit**  All team members to respond where they are action owners. **All** | | | | | | | | Changes and design development issues to be recorded in Schedule **3a** and Analysis updated **3b & c** & issued by PD. Contractor changes to also be reviewed. | | | | | | | | All remaining significant& critical issues are **referenced and noted** on project drawings. Develop Analysis document **3c** if more detailed analysis is required. | | | | | | | |
| E | **Agree Time, Fees & Meetings** | **Agree resources** | | | | | | | | **Focus on Key issues** | | | | | | | | **Regular CDM reviews** | | | | | | | | **CDM Meetings Output** | | | | | | | | **Feedback changes** | | | | | | | | **H & S File Tracker** | | | | | | | |
| **CDM & BSA Fees** to be clear in the appointment, inc. reviews, Client & project meet ings, Gateways, workstages.  **PD Fee Proposal & client awareness letter**  **Client** to appoint PD & all consultants | | | | | | | | Apply **Principles of Prevention** as App. 1 (L153). RAG **design tolerability status** to be attributed to each issue in CDM Risk Schedule. **3a**  Consider issues proportionately as qualified by **SFARP.& “take all reasonable steps”** | | | | | | | | Discuss Key issues at **DTM’s**  Hold **CDM & BSA catch-ups & reviews** when necessary, using screens, documents & trackers.  **All Toolkit** | | | | | | | | CDM & BSA discussion to be captured in minutes of meetings, sketches or annotated drawings. Visual display screens to be used to display complex **3c Analysis.** | | | | | | | | Any changes, discovery or develop- ments to be fed back from and to each team to modify drawings, reports and analysis. **All Tools** | | | | | | | | From the Start on Site the compilation of the **H & S File & Golden Thread** needs to be commenced. Use Template **4.** | | | | | | | |
| F | **Collaborative working** | **Design team members** | | | | | | | | **Design Team Mtg’s** | | | | | | | | **Team input** | | | | | | | | **Team risk analysis** | | | | | | | | **All Design Changes** | | | | | | | | **Health & Safety File** | | | | | | | |
| **Identify Design Team** and hold initial meeting. **Issue** all CDM & BSA strategy information to project team. Request Consultant contributions **1a&b, 2, 3a,b&c** | | | | | | | | Significant CDM issues to be **discussed with normal agenda** in Design team Meetings and outcomes recorded.  **DTM notes** | | | | | | | | **Buildability, maintainability & usability?**  Early specialist engagement is desirable  e.g. Contractors & Subcontractors.  **DTM & Workshop Discussions** | | | | | | | | All design team members to contribute their significant and critical project CDM & BSA issues to PD for inclusion into Analysis.  **3 a, b & c** | | | | | | | | All design changes to be implemented by designers & PD in updates to PD Toolkit documentation and coordinated drawings. **All Tools & Drgs.** | | | | | | | | All team members to contribute to H&S File & Golden Thread document during design and construction stages as Appx. 4 (L153) Pre-handover. **4** | | | | | | | |
|  |  | U | | | | | | | | V | | | | | | | | W | | | | | | | | X | | | | | | | | Y | | | | | | | | Z | | | | | | | |

**1a& b** Strategy Brief, Workstages & Team • **2** - Survey & Regs Tracker • **3a** - Schedule of Significant & Critical issues • **3b** – Identification on Drawings • **3c** DRM Analysis & Options • **4** - H&S File & Golden Thread

• **5a** – Procedures for Project Team • **5b** – CDM Principal Designer Services • **5c** – BSA/BRegs Principal Designer Services • **6** – Health Issues Analysis • **Appendices** -

**Red Text** - Denotes Actions **PCI** - Pre-Construction (Design) Information **L153** - CDM 2015 Regs & Guidance **\*Project Team** - includes Client, PM, Consultants and Contractors. **BSA** Building Safety Act

**Schedule of Principal Designer Services** *( as RIBA Professional Services Contract 2020 for Principal Designer)*

RIBA Work Stages 0-1-4

RIBA Work Stages 4-5

RIBA Work Stages 5-6

NB. There is overlap of many of these duties and work-stages due to Pre-Contract Service Agreements (PCSA’s), early contractor engagement, advanced contracts and general reiteration of Risk Analysis throughout the project. The list below indicates the key actions at each workstage.

The Services cover the range of services expected of a Principal Designer based on the CDM Regulations 2015 which the Principal Designer is authorised to perform and shall be responsible for.

The Principal Designer (organizational) will, so far as is reasonably practicable, and subject to the standard of reasonable skill and care in the appointment, deliver the following services and deliverables using the CDM Toolkit and via the Architectural project team with support from the CDM Advisers.

NOTE:- There is no equivalent contract for Building Safety Act ( Building Regs) Principal Designer Services. ( at date of publication of this document) but the relevant BSA compliance process is included.

| Services | Deliverables | Actions/ Meetings |
| --- | --- | --- |
| 1. Plan, manage and monitor the Pre-construction Phase and co-ordinate matters relating to health and safety during the Pre-construction Phase to ensure that the Project is carried out without unreasonable risks to health and safety | PD1- Strategy  PD2- Surveys | DRM Strategy Brief establishing Client arrangements  Project Survey tracker set up & populated by team  Both updated at each work-stage. |
| 1. Take into account the general principles of prevention and, where relevant, the content of any Construction Phase plan and Health and Safety File when:   Design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession | PD & D 3- Risks  DRM 4-Analysis | Schedule of Projects Specific Significant CDM & Critical BSA issues/risks/benefits set up to enable future additions or omissions.  CDM & BSA Options & Analysis documents set up  Both updated at each work-stage. |
| 1. Reviewing estimates of the period of time required to complete such work or work stages | Agree with client/PM/PC |  |
| 1. Identify and eliminate or control foreseeable risks to the health or safety of any person:   Carrying out or liable to be affected by construction work  Maintaining or cleaning a structure  Using a structure designed as a workplace | Ongoing PD & D 3 & 4 Analysis  Appendix D- Workplace Regs | At Design Team Meetings and Workshops and taken with every item (as relevant). CDM is part of every element of the design and construction process and cannot be separated. AHMM (as PD) to update DRM 3 & 4 documents after meetings in lieu of or with minutes. |
| 1. Ensure all Other Client Appointments comply with their duties under the CDM Regulations 2015 | Consultants to provide their own risk registers | Consultants to contribute to CDM issues within DTM/W forums. |
| 1. Ensure that all persons working in relation to the Pre-construction Phase co-operate with the Client, the Principal Designer and each other, regarding health and safety | Ensure consultants attend DTM’s , contribute to discussion, contribute to DRM4 deliverables | This is about collaborative working in relation to CDM but in a holistic project environment. |
| 1. Assist the Client in the provision of the Pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the Project, so far as it is within the Principal Designer’s control | PD Toolkit compiled 1-5 with Appendices | This information is prepared progressively throughout the design stages and compiled into one DRM Design Report (Otherwise known as Pre-Construction Information). Document used to help contractor prepare the Construction Phase Plan |
| 1. Liaise with the Principal Contractor for the duration of the Principal Designer’s appointment and share with the Principal Contractor information relevant to the planning, management and monitoring of the Construction Phase and the co-ordination of health and safety matters during the Construction Phase | None- Attend Principal Contractors Design development and progress meetings to review changes to and progression of project | Changes or Design Development issues to be captured in “Project Information” drawings, specifications, etc.  DRM Design Analysis report will NOT be updated except where issues relate to the Health and Safety File. |
| 1. Assist the Principal Contractor in preparing the Construction Phase plan by providing to the Principal Contractor all information the Principal Designer holds that is relevant to the Construction Phase Plan including:   Pre-Construction information obtained from the client  Any information obtained from designers that is provided to the Principal Designer about health and safety risks | None- PC to prepare project specific Construction phase plan from The CDM Analysis Report and other PC requirements.  PD 6 Health Issues may require development. | PD to attend PC Design workshop meetings to explain the design intent and minimise changes. Where significant changes are required PC to provide “Design Change Instructions” for Stage 4 deliverables.  DRM 7 Health issues to be developed by PC and subcontractors where non-routine risks relate. |
| 1. Prepare a Health and Safety File appropriate to the characteristics of the Project, which must contain information relating to the Project that is likely to be needed during any subsequent project to ensure the health and safety of any person | PD to prepare a H&S File and assist PC compile the proposed contents as CDM 2015 Regs.. Using PD4 | Issues and tracking to take place at PC progress meetings with relevant information submitted by appropriate consultants and contractors |
| 1. Ensure that the Health and Safety File is appropriately reviewed, updated and revised from time to time to take into account of the work and any other changes that have occurred | PC to provide Change notices and updates made accordingly | Collaborative meetings may be required on an ad hoc basis |
| 1. Pass the Health and Safety File & Golden Thread to the Client at the end of the Project or pass the health and Safety File to the Principal Contractor if the Principal Designer’s appointment ends before the end of the Project. | PD & PC Handover of the H&S File to client | Handover meeting may or may not be necessary. Soft landings explanation of Residual Issues may be required. |

A person looking at a computer

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Know own limitations & have soft skills

**PAS 8671:**

**4.5.2 Specific competencies**

* 1. *Note 1.The large number and complexity of technical guides, codes of practice, and standards makes it unlikely that any Principal Designer could know their content in depth. However, Principal Designers should know enough about the overall system of such guidance and standards to be able to look up relevant information or to consult a specialist.*

Principal Designer Toolkit

RIBA or Equal

PD Awareness of All Relevant Regulations and ability to apply them to the team and design work

PD to plan and manage design work compliance, coordinate designers’ compliance, and liaise with principal contractor

PD to appraise other designers’ compliance evidence, achieve consensus and appraise P contractors comments.

PAS 8671:2022 Built Environment -Framework for Competence of Individual Principal Designers-

Specification

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| **7.1** |  | **Musculo-Skeletal injuries** | **Operatives** | **Eliminate**  X  **or Use**   | **Reducing size of units or elements** | **Use of Machines** | **Smaller Machines** | **Access, size of project and duration for mechanisation will dictate the methods chosen.**  **Small refurbishments may not justify the use of large plant.** | **HSE Research Report (man holding back image)** | **Action Owner** |
|  |  |  |  |
| **7.2** |  | **Respiratory Risks during cutting.** | * **Operatives** * **Other workers** * **Site staff** * **Neighbours** * **Public** | **Eliminate**  X  **or Use**   | **Minimise cut blocks in paving pattern** | **Ensure dust suppression** | **Containment, suppression etc** | **On site availability of suitable cutting equipment and containment to cutting areas is essential** | **HSE Research Report RR878 -Respiratory issue report** | **Action Owner** |
|  |  |  |  |
| **7.3** |  | **Hand arm vibration during cutting.** | **Operatives** | **Eliminate**  X  **or Use**   | **Use special blocks** | **Use block splitter** | **Use non-vibrating cutters** |  | **HSE Research Report RR878 -Respiratory issue report** | **Action Owner** |
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**The miscellaneous other ‘Significant CDM issues’ should consider the following extract from L153 Schedule 3 Regulation 12(2):**

|  |  |  |
| --- | --- | --- |
| **Particular Risks \*** | **Notes / Comments / Action required** | Included  |
| Excluded **x** |
| 1. Work which puts workers at risk of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site. | Justification of designed working at height to be confirmed eg. roped access in preference to a “Building maintenance unit” with cradle |  |
| 2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring. | Asbestos, silica dust, bird guano, etc. |  |
| 3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999. | Nuclear, hospitals or other sites with radiation present e.g. dental surgeries |  |
| 4. Work near high voltage power lines. | Near railways, substations and overhead power cables. |  |
| 5. Work exposing workers to the risk of drowning. | Near or over rivers, canals and the sea, and also large tanks with water or other fluid or particle contents. |  |
| 6. Work on wells, underground earthworks and tunnels. | Many urban & rural and some other projects . |  |
| 7. Work carried out by divers having a system of air supply. | Offshore or river related projects |  |
| 8. Work carried out by workers in caissons with a compressed air atmosphere. | Tunnelling or bridge works. |  |
| 9. Work involving the use of explosives. | Sometimes used for demolition |  |
| 10. Work involving the assembly or dismantling of heavy prefabricated components. | (Most projects, even domestic, need consideration. |  |

\* Note - if these issues are present they must be reflected in the Sgnificant CDM Issues Schedule

and Construction Phase Plan

A diagram of a building

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NOT THIS ILLUSION OF SAFETY? (an HSE view!)

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| --- | --- | --- | --- | --- |
| **Ref.** | **Requirements** | **Specialist Designer in control of Issue** | **Evidence location** | **Completed** |
| 4A | Stability and solidity |  |  |  |
| 5 | Maintenance of workplace, and of equipment, devices and systems |  |  |  |
| 6 | Ventilation |  |  |  |
| 7 | Temperature in indoor workplaces |  |  |  |
| 8 | Lighting |  |  |  |
| 9 | Cleanliness and waste materials |  |  |  |
| 10 | Room dimensions and space |  |  |  |
| 11 | Workstations and seating |  |  |  |
| 12 | Condition of floors and traffic routes |  |  |  |
| 13 | Falls or falling objects |  |  |  |
| 14 | Windows, and transparent or translucent doors, gates and walls |  |  |  |
| 15 | Windows, skylights and ventilators |  |  |  |
| 16 | Ability to clean windows etc. safely |  |  |  |
| 17 | Organisation etc. of traffic routes |  |  |  |
| 18 | Doors and gates |  |  |  |
| 19 | Escalators and moving walkways |  |  |  |
| 20 | Sanitary conveniences |  |  |  |
| 21 | Washing facilities |  |  |  |
| 22 | Drinking water |  |  |  |
| 23 | Accommodation for clothing |  |  |  |
| 24 | Facilities for changing clothing |  |  |  |
| 25 | Facilities for rest and to eat meals |  |  |  |
| 25A | Disabled persons |  |  |  |
|  |  |  |  |  |