CDM 2015 Principal Designer’s Report

Notice

Document history

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| Job number: | | | PD ref:  Client ref: | | | |
| Revision | Purpose description | Originated | Checked | Reviewed | Authorised | Date |
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UPO signoff

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### Project Participants

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| Contact | Details |
| UPO: |  |
| Project Manager: |  |
| Designers: |  |
| Principal Designer (CDM 2015): |  |

Principal Designer’s Report

The following is a brief report of the implementation of the PD duty on the scheme.

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| **PROJECT REF:** | |  | | | **Date:** |  |
| **PROJECT:** | |  | | | **Rev:** | 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** | | | | | | |
| **Activity** | | | **Resource/ Comment** | **Action** | | |
| 1.0 | Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person and also ensure all designers comply with their duties in Regulation 9 | | a) Establish contact with main designers and meet to discuss CDM requirements and key issues influencing health & safety aspects of design | **As part of the consultants health and safety forum, a PD work breakdown structure was developed and this was used (this template) as a guide to the amount of time, effort and planning that went into the design phase for the PD. PD attended regular skype calls with PM and design team** | | |
| b) Manage a health & safety design risk register:  i) Initial hazard workshop session  ii) Establish design risk register  iii) Review input to register provided by designers |  | | |
| c)  i) Attend monthly project design review meetings to check that Designers are complying with their Regulation 9 duties and that different design elements work together without causing danger  ii) Organise additional hazard review meetings to address specific H&S related issues and/or to supplement project design review meetings (where necessary e/o) |  | | |
|  |
| d) Prior to the end of design stages review design packages to ensure Designers have identified a safe method of working for unusual or complex issues and that designs include information needed by other designers and contractors (included in design review meeting) | **The PD was provided with pre-construction information (PCI) from the previous design phase and ensured that the PCI was revised and updated for the developing reference design work using the clients template(s)** | | |
| e) Liaise with Principal Contractor regarding ongoing design, including late designs or changes to designs and unforeseen circumstances on site | **Work is not yet at construction stage** | | |
| f) Coordinate H&S aspects of design during construction stage, namely:  i) Contractor designed packages: i.e. (allowance Hrs to be reviewed)  ii) Temporary works, i.e. scaffolds, formwork and falsework  iii) Further detailed design for design packages: i.e. …. | **Work is not yet at construction stage** | | |
| 2.0 | Ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other | | a) General guidance, contact calls and emails, coordination of information and requests | **PD was copied in on relevant meetings and attended as necessary. PD copied in on email correspondence and access to shared project folder.** | | |
| b) Coordination meeting if required between any relevant parties (included elsewhere) | **The PD took the lead on a number of design team meetings, clash meetings and design risk workshops during the design. The design team meetings were held via conference calls with actions recorded on follow-up emails. The PD together with the client attended a meeting with the HSE to discuss health and wellbeing as applied to the design.** | | |
| 3.0 | Assist the Client in the provision of the pre-construction information required by Regulation 4(4) | | a) Receive and review pre-construction information from the client including any existing H&S files | **Pre-construction information was obtained from client’s system and reviewed by the reference design team. Design team visited site to undertake a walk over survey on behalf of PD.** | | |
| b) Visit site to identify H&S issues affect the project |  | | |
| c) Advise client on need for surveys to supplement available information |  | | |
| d) Identify information requirements of clients, designers and contractors |  | | |
| e) Establish programme for submission/delivery of information |  | | |
| f) Maintain records of information submitted and delivered |  | | |
| 4.0 | ...and so far as it is within the Principal Designers control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project | | a) Establish a project information resource | **The PD reviewed the Design information provided and attended various workshops including design risk, clash detection and BIM modelling. The PD ensured through these reviews that Hazard information was included in reports and design information including the 3D model.**  **A Pre-construction Information Document was produced to include early design phase reviewed and commented on by client.**  **The PD was aware that members of the team were based with the client at their office, the PD was aware of the client data bases and that information was uploaded as required. The PD was present at meetings attended by the client** | | |
| b) Receive and review pre-construction information from 4 designers |
| c) Information to main designers (tender/pre-start) |
| d) Information to principal contractor(s) (tender/pre-start) |
|  | e) Information to client appointed or specialist contractors/designers (tender/pre-start) |
| **Peer review of Pre Construction Information Report** |
| 5.0 | Liaise with the Principal Contractor for the duration of the PD appointment and share information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase | | a) Allowance made for regular liaison, calls, emails and meetings (1 meeting per month for the duration of the construction phase) | **As the design is at tender stage the PC has not been appointed therefore the PD had no opportunity to liaise. The PD was aware of the proposed arrangements for the future construction phase. The PD provided a PCI for inclusion in the tender data room, including reference to other documents such as the construction method statement, the clients requirements and the design hazard information provided. The PCI has been reviewed by the client.**  **The PCI has been updated to take account of additional survey and design activities being carried out prior to award of the main contract.** | | |
| 6.0 | Produce or update a relevant user friendly health and safety file suitable for future use at the end of the construction phase | | a) Agree format of file with client | **PD Used UCL Estates Template for production of outline Health and Safety File following Client Guidance - Management System Document – Guidance Note Requirements for Tunnels and Structures Health and Safety Files, Records and Maintenance Manuals – Guidance for Clients, Project Managers, Principal Designers and Principal Contractors**  **Requirements for Health and Safety File production are included in the tender documents.**  **The Health and Safety Files ……..** | | |
| b) Agree project arrangements to ensure prompt delivery of information by designers and contractors, including issue of submission programme for delivery |
| c) Agree handover arrangements for part complete file to Principal Contractor (if applicable) |
| d) Collate file information submitted in line with planned arrangements |
| e) Liaise with all parties on requirements for the file and prompt for submission of information in a timely manner |
|  |
| f) Review information received to ensure it includes information likely to be needed to ensure the health and safety of any future alteration/construction/demolition/use |
| g) Prepare, where none exists, or otherwise review and update H&S file Peer review of Health and Safety File prior to delivery |
| h) Complete handover documentation to record transfer of file to Principal Contractor |
| i) Deliver file to client at end of construction identifying any outstanding information and advise Client on ongoing duties in respect of health and safety file |
| **The Principal Designer can provide additional services that were previously provided by a CDMC but are no longer required or are now the duty of the Client. The services below are optional and can be carried out at the request of the Client as set out in the Framework.** | | | | | | |
| 1.0 | Client Duty - Notification of project to HSE | | a) Initial F10 Notification | **F10 Completed by Client** | | |
| b) Update of F10 notification when change occurs | **F10 Updated by Client** | | |
| 2.0 | Review of Construction Phase Plan, liaison with the Principal Contractor on amendments and advice to the client on suitability for construction works to commence | | a) Review of Construction Phase Plan compiled by Principal Contractor | **Draft Construction Phase Plans submitted with tenders will be assessed in tender evaluation. Construction Phase Plan produced by appointed contractor will be reviewed when available. Client will be Project Co. TfL will decide on their level of review as ‘ultimate client’.** | | |
| b) Provision of written report to client detailing findings and recommendations including update following any amendments if required | **Client will be Project Co when appointed. TfL will decide on their level of review as ‘ultimate client’.** | | |
| c) Liaison with Principal Contractor with regard to amendments required | **(as (b) above)** | | |
| 3.0 | Regular review to check ongoing update, suitability and implementa-tion of Construction Phase Plan | | a) Quarterly site visit to review current Construction Phase Plan and check implementation of documented arrangements (concentrating on high risk activities) | **Subject to CDM appointments in accordance with Project Agreement** | | |
| b) Provision of written report to client detailing findings and recommendations | **Subject to CDM appointments in accordance with Project Agreement** | | |
| 4.0 | Monthly progress report | | a) Prepare reports to record highlights, progress and outstanding actions | **Subject to CDM appointments in accordance with project Agreement** | | |
| 5.0 | Guidance and support to Client to ensure suitable management arrangements are put in place and maintained | | a) Advice and guidance | **Subject to CDM appointments in accordance with Project Agreement** | | |