DIRECTORATE OF ESTATES AND FACILITIES

PROCEDURE AND INFORMATION MANUAL

EPM HS14a – Construction (Design and Management) Regulations 2015

Appendices to Procedures

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Contents

Appendix A Client Brief

1. Client Brief

REVISIONS

Rev	Author	Comment	Date
A			
B			
C			

1.1 Project Description

Project Title		**Project Number**	PN
Project Location			
Proposed Start Date		**Proposed End Date**	
Key Dates (programme)	[Please describe key dates, stages and milestones for the project. This can include intended completion dates and dates when work **cannot** proceed. Where it exists, a project plan or gant chart can be included in pre-construction information.		
Allocation of resources			
Current use of site			
Functional and operational requirement of the project			
Motivation for initiating the project			
Design direction			
Notifiable	**Yes** **No**	Over 30 construction days with 20 workers working simultaneously; or 500 person days	

Appendix A Client Brief

1.2 Summary of general work to be carried out

Project Description
(Including any references to design drawings and scope of work)

1.3 Site Limitations

Site plan (Google Earth) illustrating boundaries, site restrictions, traffic management etc and areas of particular risks e.g. overhead cables

Appendix A Client Brief

1.4 Project Team

Role	Company Name	Contact Name	Contact Details	Responsibilities
Client Representative (Single point of contact)				
Project Manager				
Principal Designer				
Principal Contractor				
Health and Safety Advisor				
Architect				
M&E Designer				
Structural Engineer				
Quantity Surveyor				
Contract Administrator				
Specialist advisor / designers for works involving particular risks				

Appendix A Client Brief

1.5 Existing Information

Health and Safety File, drawings, previous use, asbestos survey, lead, mercury etc

Item	Detail	Title

1.6 Client Arrangements and Existing Site Information / Hazards

	YES	NO	Details (and University restrictions)
General Information			
Will the work be continuous?			
Will the building need to be open beyond normal building hours?			(Please specify hours)
Pre-arrangement with the Building Manager required?			(Building Manager contact information)
Has the proposed start date been cleared with the building/site manager?			
Has this date been confirmed with the Contractor?			
Will the building be operational during the project?			
Will contractor entry restriction apply during the works?			
Will handover procedures for Contractors works be required?			
Any other work being undertaken at the same time by others? (inc DLO)			
Requirement for additional temporary signage?			(Mandatory requirement for site signage)
Segregation of the construction area			(Security of site, type of fencing, signage etc)
Location of site safety noticeboard?			
Impact of noise and vibration on building users?			
Impact of dust on building users?			
Requirement for additional lighting?			
Services			
Isolation of electrical services?			
Will electrical isolation affect ongoing research or other important work?			(Building contacts for liaison)

Isolation of mechanical services?			
Will mechanical isolation affect ongoing research or other important work?			(Building contacts for liaison)
Fire (liaison with UoM Fire Team)			
Will existing fire emergency exit routes need to be altered?			
Requirement for temporary call points or detectors within the construction area?			
Requirement for hot working?			
Requirement for isolation of the fire alarm system, including sprinkler system?			
Will additional fire extinguishers be provided within the works?			
Requirement for additional fire signage, including emergency escape			
Storage of flammables?			
Will internal fire rated hoardings be required during the works?			
UoM Permit Requirements			
Fire alarm isolation?			
LV electrical isolations?			
Access into plantrooms?			
Access into vacant premise and unallocated spaces?			
Confined space entry?			
Access onto and work on roofs?			
Excavations?			
Hot works?			
Cold work (cryogenics and working with refrigerants)?			
Radioactive contamination?			
Asbestos works?			
Work on High Pressure Systems (steam and compressed air)?			
Traffic Management / Deliveries			
Location of deliveries?			
Designated storage area / location?			

Will arrangements for deliveries to the site need to be controlled, including timing?			
Are any traffic or weight restrictions on the access roads likely to cause delivery problems?			
Will existing parking bays be affected by deliveries?			
Will the project require alteration to the highway for vehicle access?			
Will the project involve pedestrian footpath or right of way closures?			
Will traffic management be required?			
Welfare			
Will facilities within the building be available for the contractor's use?			
Location of contractor's welfare facilities, considering number of operatives?			(Office, rest area, toilet facilities, storage cabin, drying room)
Are mains services available for temporary facilities?			
Will existing car parks be affected by the space for welfare?			
Site Establishment			
Additional temporary signage required during the works			
Location of contractors parking?			
Environmental			
Location of waste skips?			(Closed skip, barriers, signage etc.)
Bunding of liquids and requirement for spill kits?			
Are any planning restrictions in force that will affect health and safety?			
Are the premises listed or subject to local authority restrictions or conditions?			
(Other)			

Appendix A Client Brief

2.0 Client's Management Arrangements

2.1 Client's Expectations for the Project, Including How Risks Will be Managed

[The University may have specific goals or objectives for the project which can be listed here. These goals can support the Principal Designer in fulfilling their own duties. In particular, the University can reinforce the message that any designers (including specialist contractors or Temporary Works Co-ordinators) that they or the PC appoint will co-operate with others and will be given the time and resources necessary to manage design risks and co-ordinate their work. The University can also help ensure that the PC co-operates with the requirement to provide information for the health and safety file].

2.2 Client's Approach for Appointing Members of the Team

[The University must appoint, in writing and as early as practicable, the Principal Designer and Principal Contractor. They must also take reasonable steps to ensure that designers or contractors whom they appoint have the skills, knowledge, experience and organisational capability (if they are an organisation) to fulfil the role in a manner that secures the health and safety of any person affected by the work]

2.3 Steps to Ensure the Principal Contractor is Meeting Their Duties

The Principal Contractor's Construction Phase Plan will be reviewed by [Insert name/function].
This plan must be submitted by [insert date or sufficient time before construction starts].
Work must not commence on site until the client is satisfied that the arrangements for managing the construction phase, and proposed welfare facilities, are suitable.
The client will achieve this by [Explain how the client will notify the PC that the construction phase plan and proposed welfare facilities are adequate and work may commence]
The client will monitor the principal contractor's performance by [Please explain how this will be achieved. For example it could be by way of progress meetings or progress reports]

2.4 Welfare Arrangements for Workers

[Explain how the client will ensure that adequate welfare facilities will be made available to workers. This could be by checking the Principal Contractor's tender submissions and Construction Phase Plan]

2.5 Client Requirements for the Management of Handover

[E.g. The University's requirements for any phased handover (and the arrangements for managing this).
Is there a requirement for a specific access & maintenance or plant replacement strategy?
Has the University specified when this must be submitted and who, in the project team, will review/receive it?
Is there a specific training requirement at handover for safety critical devices/equipment?

Appendix B - Pre-Construction Management Record & Pre-Construction Information

Rev	Author	Comment	Date
A			
B			
C			

1.0 Management of the Pre-Construction Phase

[This is the Principal Designer's opportunity to set out how they will manage the pre-construction phase. This will be useful to convey to designers prior to (or, failing that, soon after) their appointment. For example, the information below could be set out in tender documents or included in an initial meeting with designers.
This section sets out the Principal Designer's approach E.g.

- Organise design and project progress meeting (and issue minutes)
- Arrange site visits with PC for their input into the design
- Continually update PCI and risk register
- Sample designs to ensure that the principles of prevention have been applied
- Issue PCI to the PC and review the adequacy of the Construction Phase Plan
- Ensure that the F10 is updated
- Review requirements of the H&S File]

1.1 Performance Monitoring by the Client

[What reasonable steps will the University Client Representative take to ensure that the Principal Designer is fulfilling their duties to control the pre-construction phase? For example, the UoM Client Representative may hold progress meetings, may attend certain design team meetings and/or may request reports.
This, in turn, may drive how the individual disciplines will need to report on progress and issues E.g.

- UoM Project Manager to organise monthly progress meetings with the project team
- Monitoring of arrangements on site]

1.2 Scope of Principal Designer Appointment

[You could record or summarise the scope and duration of your appointment, particularly if it includes additional services beyond the core duties of a Principal Designer or if your appointment ends before the end of the project].

1.3 The Principal Designer Team

[If the PD role is being delivered by a team, e.g. a lead designer, a health and safety advisor, administrative support etc., this can be set out below. If you are undertaking additional services beyond the core duties of a Principal Designer (e.g. reviewing a contractor's Construction Phase Plan) you could record whether a specific person in the team has been tasked to do this]

Name	Role	Responsibilities
		[Plan, manage and co-ordinate the pre-construction phase (which includes the construction phase). Lead the design team Chair progress and design meetings]
		[Assist in the development of the client brief and Pre-Construction Information Assist in the development of the risk register Attend project progress and design meetings Review and comment on the construction phase plan Monitoring of PC's arrangement (including welfare) during the construction phase Review of the H&S File]

1.4 Client's Design Requirements

[University requirements include:

- Project Risk Register *(EPM HS14a - Appendix J)*
- Red – Amber – Green (RAG) Lists *(EPM HS14a – Appendix K)*

1.5 Appointment of Designers in the Pre-Construction Phase

[What role will you have, if any, in supporting the University with the appointment of designers or determining the scope of their appointment?]

1.6 Communication and Co-ordination

[How will you build effective working relationships in the team (e.g. an initial meeting with designers and an early site visit)? What are the lines of communication on this project? What will your approach be to design team meetings (e.g. frequency, membership, face-to-face or teleconferencing etc.)? How will design team minutes be managed? How will the team flag up and deal with design clashes/unclear details? What time is required for responses? What electronic file formats should be used? How will you liaise with the Principal Contractor (e.g. do they want to use formal 'request for information' systems?) Are designers expected to produce regular reports and, if so, what are these expected to address (e.g. progress, issues with design co-ordination and sequencing, the need for further information etc.)? How will you record your work to ensure effective co-ordination on this project? (This might include keeping a schedule of meetings and critical conversations using section 7 as a template)]

1.7 Identifying, Reviewing and Providing Pre-Construction Information

[What is your approach to managing pre-construction information on this project? For example how will you liaise with designers and the Principal Contractor to ascertain the information that they need? How has the project budgeted for (both in time and money) for necessary surveys? How is this information being shared (email, web-based applications etc.)? How will the adequacy of the information be reviewed (e.g. different disciplines could be tasked with commenting on the completeness of information that is relevant to their discipline, although the PD might review site-wide information)?]

1.8 Design Risk Management

[Please describe how you will ensure, so far as is reasonably practicable, that designers are fulfilling their own duties to manage risks. For example, whether/how you expect the team to record their thought processes regarding the management of risks: Will the project perhaps use a design risk register and, if so, will there be one overarching risk register or can each disciple produce their own? Will you be adopting the HSE's 'RAG' list as an aide memoire? Do you anticipate holding one or more design risk workshops? Are 3D models being used to help assess buildability, maintainability or usability risks? Are there members of the client team who can comment on maintainability or in-use risks? If there appears to be significant buildability risks, when/how will you liaise with the PC to discuss these? If you need advice on buildability issues early in the pre-construction phase where can you get advice from?]

1.9 Specialist Contractors with Design Responsibilities

[Do you anticipate that any specialist contractors will have design responsibilities? Are there going to be temporary works? What steps will be taken to ensure that you are notified of the appointment of any designers by the Principal Contractor (including specialist contractors and temporary works co-ordinators)? What steps will be taken to ensure that these designers are provided with pre-construction information? How will you plan, manage, monitor and co-ordinate their design work?]

1.10 Construction Phase Surveys

[Will any surveys be carried out after the construction phase has started? How will these be provided to relevant members of the team?]

1.11 Health and Safety File

[How will you ensure that the Health and Safety File is reviewed, updated and revised?
If your appointment will end before the end of the project, what arrangements are in place to hand the File over to the Principal Contractor?]

1.12 Review and lessons learned

[How will you reflect on what went well/less well (e.g. a wash up meeting? A post-occupancy meeting with the client?) so that you can improve processes on future projects?]

Appendix B Pre Construction Management Record & Pre Construction Information

2.0 Key Hazards

Significant and unusual hazards which the Principal Contractor will be required to manage during the construction phase (these are not risks that a competent Contractor would be expected to manage)

Item	Photo	Hazard
1		
2		
3		
4		
5		

2.1 Work involving particular risks (Schedule 3 of CDM2015)

Does the work include any of the following specific risks? (if so, arrangements for managing the risks must be documented in the principal contractors construction phase plan)	
Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from 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	
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	
Work with ionising radiation requiring the designation of controlled or supervised areas under Regulations 16 of the Ionising Radiation Regulations 1999	
Work near high voltage power lines	
Work exposing workers to the risk of drowning	
Work on wells, underground earthworks and tunnels	
Work carried out by divers having a system of air supply	
Work carried out by workers in caissons with a compressed air atmosphere	
Work involving the use of explosives	
Work involving the assembly or dismantling of heavy pre-fabricated components	
If box is ticked the project team must include a specialist in the field and the construction phase plan must include specific measures and arrangements	

Appendix B Pre Construction Management Record & Pre Construction Information

3.0 Pre-Construction Information Register

[Where significant risks are identified during the review of the Pre-Construction information the Principal Designer might usefully add them to a risk register (if a register is being used). Where appropriate, information could be added to a site constraints/hazard drawing]

Information Required	Significance for the Project	To be Provided by	Required by Date	Date Provided
Asbestos R&D Survey	e.g. Asbestos abatement works required	e.g. ABC Asbestos Ltd		
Geotechnical Survey		e.g. ABC GeoTechnicals Ltd		
Topographical survey				
Residual hazards identified during earlier work, e.g. contaminated ground that remains in situ				
Key structural principles of existing structures				
Hazardous materials used in the original construction of the structure				
Information regarding special arrangements for dismantling and removal of installed plant				
The nature, location and marking of existing services (including overhead and underground services)				

Appendix B Pre Construction Management Record & Pre Construction Information

Information and as built drawings of buildings, its plant and equipment				
Information regarding adjacent or underground structures (culverts, basements, old foundations)				

4.0 Register of Meetings and Discussions

[This is a simple template that Principal Designers can use to record the reasonable steps that they have taken to plan, manage and monitor the pre-construction phase. It also provides a mechanism for recording important, ad hoc conversations]

Subject of meeting or discussion	Date	Key decisions/outcomes etc.
e.g. design team meeting	01/01/16	See minutes

Construction Phase Plan Checklist

Project Name:		**Project No:**	
Date:		**Revision:**	

No.	Information	In place & adequate?		Comments
		Y	N	
1.0	**Description of Project**			
1.1	Project description and programme details, including any key dates			
1.2	Details of Client, Principal Designer, Designers, Principal Contractor and Sub-contractors			
1.3	Extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate			
2.0	**Management of Work**			
2.1	Management structure and responsibilities			
2.2	Health and safety goals for the project and arrangements for monitoring and review of health and safety performance			
2.3	Arrangements for:			
2.3.1	Regular liaison between parties on site			
2.3.2	Consultation with the workforce			
2.3.3	The exchange of design information between the client, designers, principal designer and contractors on site			
2.3.4	Handling design changes during the project			
2.3.5	The selection and controls of Sub-contractors			
2.3.6	The exchange of health and safety information between contractors			
2.3.7	Site security			
2.3.8	Site induction			
2.3.9	Onsite training			
2.3.10	Welfare facilities and first aid			

Appendix C Construction Phase Plan Checklist

No.	Information	In place & adequate?			Comments
		Y	N		
2.3.11	The reporting and investigation of accident and incidents including near misses				
2.3.12	The production and approval of risk assessments and written systems of work				
2.4	Site rules (including drug and alcohol policy)				
2.5	Fire and emergency procedures				
3.0	**Arrangements for controlling significant site risks**	**In place & adequate?**			
		Y	**N**	**n/a**	
3.1	Safety risks, including				
3.1.1	Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site				
3.1.2	Dealing with services – water, electricity and gas, including overhead power lines and temporary electrical installations				
3.1.3	Accommodating adjacent land use				
3.1.4	Stability of structures whilst carrying out construction/ refurbishment/ demolition work, including temporary structures and existing unstable structures. Construction Phase Plan must provide details of temporary works management arrangements as per BS5975:2008 including identification of Temporary Works Co-ordinator, Designer and inspection regime				
3.1.5	Preventing falls				
3.1.6	Work with or near fragile materials				
3.1.7	Control of lifting operations				
3.1.8	The maintenance of plant and equipment				
3.1.9	Work on excavations and work where there are poor ground conditions				
3.1.10	Work on wells, underground earthworks and tunnels				
3.1.11	Work on/near water where there is risk of drowning				
3.1.12	Work involving diving				
3.1.13	Work in a caisson or compressed air working				
3.1.14	Work involving explosives				

Appendix C Construction Phase Plan Checklist

No.	Information	In place & adequate?			Comments
		Y		N	
3.1.15	Traffic routes and segregation of vehicles and pedestrians				
3.1.16	Storage of materials (particularly hazardous materials) and work equipment				
3.1.17	Demolition plan for works involving demolition (where required)				
3.1.18	Any other significant safety risks				
3.2	Health risks, including				
3.2.1	The removal of asbestos				
3.2.2	Dealing with contaminated land				
3.2.3	Manual handling				
3.2.4	Use of hazardous substances, particularly where there is a need for health monitoring				
3.2.5	Reducing noise and vibration				
3.2.6	Work with ionising radiation				
3.2.7	Exposure to UV radiation (from the sun)				
3.2.8	Exposure to mercury				
3.2.9	Any other significant health risks				
4.0	**The Health and Safety File**				
4.1	Layout and format				
4.2	Arrangements for the collection and gathering of the information				
4.3	Storage of information				

Appendix D Construction Phase Plan Review Letter

Directorate of Estates & Facilities
The University of Manchester
Oxford Road
Manchester M13 9PL

www.manchester.ac.uk

Telephone:
Mobile.
Email:
Our Ref:
Date:

[Principal Contractors Name]
[ADDRESS LINE 1]
[ADDRESS LINE 2]
[POSTCODE]

Dear [Name of contact]

CLIENT DUTIES UNDER THE CDM REGULATIONS 2015 – Construction Phase Plan Review

Project [number and name]

In accordance with Regulation 4(5)(a) of the Construction (Design and Management) Regulations 2015, on behalf of the University of Manchester, I hereby certify that so far as reasonably practicable, I am satisfied that a Construction Phase Plan complying with Regulations 12(1) and 12(2) has been prepared by [Principal Contractors Name] for this project.

I therefore offer no reason in terms of health and safety management why the construction phase of the above project should not commence on [insert date]

Yours sincerely

[Name of CR]
Client Representative
Design Services Unit

cc: File

Appendix E Method Statement Evaluation Form

Project Number and Name:					
Project Location:					
Method statement and risk assessment by (company):				Submission date	
Method Statement/Risk Assessment No:				Number of pages including evaluation form	
Method Statement/Risk Assessment for (operation):					
Planned start date of works					
The following are included:	**Yes**	**No**	**N/A**	**If NO, where can they be inspected**	
Risk assessment					
Method statement					
COSHH assessment					
Noise assessment					
Manual handling assessment					
Test certificates					
Training certificates					

	Yes	**No**	**Comment**
Is this a High Risk Operation?			
Does this operation involve Temporary Works?			
Does this operation involve Specialist Technical Knowledge			

- If this is a high risk operation, the Estates and Facilities Health and Safety Officer must review the working method before the works commence.
- If this operation involves Temporary Works and / or Specialist Technical Knowledge, a competent person who is not the author must review the working method before the works commence.

	Name	**Date**
Prepared by (Author):		
UoM Review by:		
High risk operation reviewed by: (Estates Health and Safety Officer)		
Technical review by: (Temporary Works Co-ordinator)		
Specialist review by:		

Appendix E Method Statement Evaluation Form

REVIEW CHECKLIST ***(This list is not exhaustive; add additional comments if required)***				
Topic	**Yes**	**No**	**n/a**	**Action Required / Remarks**
Introduction:				
Company & Site Name				
Package				
Title				
Revision Number				
Start & End Date				
Contact Details (including emergency)				
Description of the works to include:				
Time				
Duration				
Sequence				
Location				
Delivery of materials, plant & equipment				
Resources required:				
Personnel				
Supervision				
Plant / Equipment Materials				
Documentation:				
PUWER, LOLER, Scaffold / Excavation Inspection Sheets				
Services History				
PAT Test Certificates				
Load test for chains, slings, lifting gear etc.				
Harness Inspection Sheets				
Waste Management Licenses / Exemptions				
Assessment of significant risks for working at height				
Management of roof work				
Prevention of falls				
Fragile roof services				
Method of access				
Weather conditions				
Scaffolding and design				

Appendix E Method Statement Evaluation Form

REVIEW CHECKLIST ***(This list is not exhaustive; add additional comments if required)***				
Topic	**Yes**	**No**	**n/a**	**Action Required / Remarks**
Use of MEWPS				
Ladders / stepladders (short duration works only)				
Emergency procedures				
Assessment of significant risks for working in a confined space				
Classification (H/M/L) of confined space				
Training of operatives (H/M/L)				
Emergency rescue plan				
Self-rescue arrangements				
First-aid and specialist equipment				
Rescue equipment				
Gas detection prior to and during entry				
Access and egress				
Lighting and environmental factors				
Isolation of existing services				
Assessment of significant risks for excavations				
Existing service drawings				
Requirement for CAT scans				
Protection of the public				
Safe digging methodology, including plant and equipment				
Contaminated ground				
Shoring of excavations				
Edge protection – falls from height				
Access and egress				
Emergency procedures				
Assessment of significant risks for lifting operations				
Lifting plan by Appointed Person				
Named lift supervisor				
Accurate description of load, including weight and dimensions				
Equipment to be used for lifting,				

Appendix E Method Statement Evaluation Form

REVIEW CHECKLIST ***(This list is not exhaustive; add additional comments if required)***				
Topic	**Yes**	**No**	**n/a**	**Action Required / Remarks**
including, slings and tackle				
Location drawing for crane				
Unloading of materials				
Control measures to be used including:				
Permit requirements				
Demarcation of site				
Security				
Personal Protective Equipment (PPE) requirements:				
Light Eye Protection (LEP)				
Impact Goggles				
Gloves specific to task				
Hearing Protection				
Safety Helmet				
Harnesses				
Respiratory Protective Equipment (RPE)				
High visibility clothing				
Emergency arrangements including:				
Rescue procedures				
First-aid requirements				
Spill response				
Traffic Management:				
Segregation of plant & pedestrians				
Banks person				
Delivery of materials				
To whom the information has / will be submitted including:				
Checking, review and update provision				
Change requirements				
Confirmation of operatives' briefing				
Methods of access:				
Towers / Scaffold				
MEWP's				
Steps / Ladders (Last resort)				

Appendix E Method Statement Evaluation Form

REVIEW CHECKLIST ***(This list is not exhaustive; add additional comments if required)***				
Topic	**Yes**	**No**	**n/a**	**Action Required / Remarks**
Monitoring and compliance:				
Who will monitor compliance?				
Is there any health surveillance in place				
Environmental Issues:				
Waste Management				
Materials Management				
Nuisance				
Water Pollution				
Ecology				
Land Use				
Archaeological & Heritage				
Other:				

1st Submission

The above risk assessments and method statements have been accepted (without prejudice) / rejected (circle as appropriate)

UoM Signature		Print Name		Date	

Comments

2nd Submission (if initially rejected, a 2nd submission may be made using this form after ensuring that the above comments have been addressed)

The above risk assessments and method statements have been accepted (without prejudice) / rejected (circle as appropriate)

UoM Signature		Print Name		Date	

Comments

Appendix F Principal Designer Capability Assessment

What skills, knowledge and experience or organisational capability do you have access to that will enable you to discharge your duties as the Principal Designer? Please demonstrate your industry experience by providing examples of projects you have been involved with, including a description of the project, specific considerations, and your role within the project delivery team. As a minimum, please provide 2 references. Please attach any accreditations you may have to carry out the design function (including BS OHSAS 18001 and membership of any SSIP's).
As you will be the designer with control over the pre-construction phase please provide a diagram to explain how the project team could be best organised so that the Client, Principal Designer and Principal Contractor can all discharge their CDM duties. Please provide an organogram of how your organisation will deliver the principal designer role throughout the various stages of the project (including competent Health and Safety advice). Please ensure that you evidence the technical skills and knowledge of key personnel who will be involved with the project. Evidence supplied for individuals should reference construction chartership (engineer, surveyor, architect) **or** relevant degree, Continued Professional Development (CPD) and membership of professional bodies; Design and Construction • CIAT;CIBSE; CIOB; ICE; IET; IMechE; IStructE; RIBA; RICS Knowledge and experience of Health and Safety • NEBOSH Construction Certificate • IOSH Managing Safely • CDM 2015 awareness training • Understanding and awareness of how to plan, manage and co-ordinate as PD (e.g. APS 2-day training course)
How will you plan, manage, monitor and coordinate the pre-construction phase to ensure, so far as is reasonably practicable, that the project is carried out without risks to health or safety? Please describe your process for identifying and allocating sufficient resources to the project to ensure that you comply with your legal duties? This description should include how resources will be monitored and maintained throughout the project.
Would you be prepared to assist the University by issuing on their behalf the notification of construction (F10) to the HSE if requested?
How will you assist the University in the provision of the pre-construction information? In your role as principal designer, how will your organisation ensure that the pre-construction information is effectively cascaded and understood by the principal contractor, designers and contractors?

Appendix F Principal Designer Capability Assessment

How as principal designer will you identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person affected by the project? Please provide 2no of practical examples demonstrating how you have eliminated or reduced risk through the design process.
As the Principal Designer at what stage within the project do you intend to take into account the general principals of prevention? Please provide evidence of: • Procedure for design risk assessment and review • Safety in design; the use of Red-Amber-green (RAG) lists • Minutes of design review meetings • Example risk registers • How you will effectively manage design changes
How will you ensure that all designers comply with their duties under Regulation 9? What procedures do you have in place for overseeing the design process? How do you assess skills, knowledge and experience of designers you appoint?
How will you ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred?
Describe the governance arrangements you would recommend to ensure all persons working on the project cooperate and communicate with the University, yourself as the Principal Designer and each other.
Evidence of Professional Indemnity Insurance for acting as PD?
Thank you for completing this assessment so that as duty holders under CDM 2015 we can demonstrate effective cooperation to deliver safe and successful projects

Appendix G Designer Capability Assessment

Designer Competence Assessment

Regulation 8 of the Construction (Design and Management) Regulations 2015 places a duty on any person who is appointing a designer to take reasonable steps to satisfy themselves that the designer possesses the necessary skills, knowledge, experience and organisational capability to secure the Health and Safety of any person affected by the project in accordance with their duties as a designer under Regulation 9.

1. Organisation Information

Name		
Status of organisation	*(partnership, plc)*	
Number of offices		
Size of practice		
Address	Project office:	Head office:
Name of lead contact		
Lead contact details	Tel:	
	E:	
Person with Corporate responsibility for Health and Safety	Name: Tel: E:	Position in company: H&S qualifications: Construction qualifications:
Please attach a copy of your insurance statement and certificate:		
Please attach any accreditations you may have to carry out the design function: • Corporate membership of professional institutions • Accreditation to BS OHSAS 18001 • Membership of any SSIP's e.g. SAFEcontractor and CHAS		

Appendix G Designer Capability Assessment

2. Competence Criteria

Criteria		Evidence / Information to be supplied (Information may be typed into the form or attached as a separate document)	Attached	
			Yes	No
1.	Health and Safety policy and organisation for health and safety	Please attach a copy of your current Health and Safety Policy Statement (endorsed by the Chief Executive Officer) and organogram for managing safety		
2.	Arrangements	Please demonstrate that your organisation has the policies and systems in place to ensure that it will effectively discharge its duties as designer under CDM 2015.		
3.	Construction-related competent advice	Please demonstrate that your organisation has access to competent Health and Safety Advice. Please attach details		
4.	Training and information	Please demonstrate that your designers have the necessary skills, knowledge and experience to discharge their duties as designers under CDM 2015. Please attach a copy of your current training matrix		
5.	Individual qualifications and experience	Please attach evidence of individuals construction related chartership (engineer, surveyor, architect) **or** relevant degree, Continued Professional Development (CPD) and membership of professional bodies; e.g. CIAT;CIBSE; CIOB; ICE; IET; IMechE; IStructE; RIBA; RICS		
6.	Monitoring, audit and review	Please evidence that your organisation has an effective system for monitoring its own procedures and reviewing them at regular intervals		
7.	Sub-contractors	Please evidence that your organisation has an effective means of checking the competence of any designers it appoints (including resource checks)		
		Please evidence that your organisation has an effective means of monitoring the works of any designers you have appointed		
8.	Hazard elimination and risk control	Please provide information on how your organisation ensures co-operation and communication with the principal designer and other designers appointed to the project		
		Please provide 2no recent examples of where the principles of prevention have been applied and risk eliminated or where this is not possible, reasonable steps have been taken to reduce or control the risk through the design process		
		Please provide 2no of examples of where information (and instructions) on hazards have been cascaded to other dutyholders on the project		
		Please demonstrate that you have adequate systems in place to ensure that structures and designs comply with the Workplace (Health, Safety & Welfare) Regulations 1992		
		Please demonstrate that you have an effective system for effectively communicating design changes		

Appendix G Designer Capability Assessment

3. Health and Safety Performance

Criteria		Evidence / Information to be supplied (Information may be typed into the form or attached as a separate document)	Attached	
			Yes	No
1.	Health and Safety Awards	Please attached evidence of any Health and Safety Awards e.g. RoSPA		
2.	Health & Safety Enforcements	Please state whether the Practice or any job designed by the Practice has been subject to a HSE investigation in the last 3 years (if yes, please provide details)		
		Please state whether the Company has been the subject of HSE notice or prosecution in the last 3 years (if yes, please provide details)		

4. Previous Project Experience

Criteria		Evidence / Information to be supplied (Information may be typed into the form or attached as a separate document)	Attached	
			Yes	No
1.	Relevant experience	Please demonstrate your industry experience by providing examples of projects you have been involved with, including a description of the project, specific considerations, and your role within the project delivery team. As a minimum, please provide 2 references		
		Please provide details of any previous experience working within Higher Education Institutions		

Appendix H Contractor Capability Assessment

Contractor Competence Assessment

Regulation 8 of the Construction (Design and Management) Regulations 2015 places a duty on any person who is appointing a contractor to take reasonable steps to satisfy themselves that the contractor / principal contractor possesses the necessary skills, knowledge, experience and organisational capability to secure the Health and Safety of any person affected by the project in accordance with their duties as under Regulations 13,14 and 15.

1. Organisation Information

Name		
Status of organisation	*(partnership, plc)*	
Number of offices		
Size of practice		
Address	Project office:	Head office:
Name of lead contact		
Lead contact details	Tel:	
	E:	
Person with Corporate responsibility for Health and Safety	Name: Tel: E:	Position in company: H&S qualifications: Construction qualifications:
Please attach a copy of your insurance statement and certificate:		
Please attach any accreditations you may have: • Corporate membership of professional institutions • Accreditation to BS OHSAS 18001 • Membership of any SSIP's e.g. SAFEcontractor and CHAS		

Appendix H Contractor Capability Assessment

2. Competence Criteria

Criteria		Evidence / Information to be supplied (Information may be typed into the form or attached as a separate document)	Attached	
			Yes	No
1.	Health and Safety policy and organisation for health and safety	Please attach a copy of your current Health and Safety Policy Statement (endorsed by the Chief Executive Officer) and organogram for managing safety		
2.	Arrangements	Please demonstrate that your organisation has the policies and systems in place to ensure that it will effectively discharge its duties as a principal contractor / contractor in accordance with CDM 2015.		
3.	Construction-related competent advice	Please demonstrate that your organisation has access to competent Health and Safety Advice. Please attach details		
4.	Training and information	Please demonstrate that you have training arrangements (policy) in place so that all personnel have the necessary skills to discharge their duties Please attach a copy of your current training matrix including example certificates, induction records, toolbox talks, evidence of Continuous Professional Development (CPD) etc		
5.	Individual qualifications and experience	Please attach evidence of individuals construction related qualifications, including CSCS, CCNSG, SMSTS, SSSTS, IOSH, NEBOSH etc.		
6.	Monitoring, audit and review	Please evidence that your organisation has an effective system for monitoring its own procedures and reviewing them at regular intervals		
7.	Sub-contractors	Please evidence that your organisation has an effective means of checking the competence of any sub-contractors appointed to the project (including resource checks)		
		Please evidence that your organisation has an effective means of monitoring the works of any sub-contractors you have appointed		
8.	Consultation	Please evidence how consultation is achieved with the workforce, including site based operatives		
9.	Accident reporting and learning lessons	Please provide a copy of your accident reporting policy, including identifying “lessons learnt” Please provide accident statistics for the previous 3 years, including positive intervention / near miss reporting		
10.	Risk assessment	Please provide evidence of your procedure for identifying and reducing risk through application of the principles of prevention. This includes example risk assessments		

Appendix H Contractor Capability Assessment

3. Health and Safety Performance

Criteria		Evidence / Information to be supplied (Information may be typed into the form or attached as a separate document)	Attached	
			Yes	No
1.	Health and Safety Awards	Please attached evidence of any Health and Safety Awards e.g. RoSPA		
2.	Health & Safety Enforcements	Please state whether your organisation has been subject to a HSE investigation in the last 3 years (if yes, please provide details)		
		Please state whether the Company has been the subject of HSE notice or prosecution in the last 3 years (if yes, please provide details)		

4. Previous Project Experience

Criteria		Evidence / Information to be supplied (Information may be typed into the form or attached as a separate document)	Attached	
			Yes	No
1.	Relevant experience	Please demonstrate your industry experience by providing examples of projects you have been involved with, including a description of the project, specific considerations, and your role within the project delivery team. As a minimum, please provide 2 references		
		Please provide details of any previous experience working within Higher Education Institutions		

Appendix I Project Manager / Client Representative Audit Pro-Forma

	SITE: _____	**Project No _____**
1	Site noticeboard displaying insurance certificate, F10 (if applicable), Law Poster, permits, construction phase plan, RAMS, contact details, asbestos survey, signing in book, induction register and site rules?	**Yes / No**
2	Suitable safety signage, segregation and security in place?	**Yes / No**
3	Is the work area clean, tidy, well lit, and organised with clear access routes?	**Good / Acceptable / Poor**
4	Suitable arrangements for disposal and removal of waste?	**Yes / No**
5	Access equipment in good condition, including stepladders and scaffolds?	**Yes / No / NA**
6	Do power tools have current PAT certificates? (check 2 items of equipment)	**Yes / No**
7	Are guards and safety devices fitted to power tools?	**Yes / No / NA**
8	Are activities generating noise and vibration managed?	**Yes / No / NA**
9	Is there a method of raising the alarm and are all persons on site aware of this?	**Yes / No**
10	Are exit routes clear and signed and is there a designated assembly point?	**Yes / No**
11	Are there suitable fire extinguishers available? Have they been inspected within the last 12 months?	**Yes / No**
12	Is there a trained first-aider available on the project? Is there a first-aid kit available?	**Yes / No**
13	Is the correct PPE being worn for the task?	**Yes / No**
14	If lifting operations are taking place, is a lifting plan in place and is the lift supervised by a competent person?	**Yes / No / NA**
15	If there is any risk of asbestos being present; have all operatives undertaken asbestos awareness training?	**Yes / No**
16	Condition of welfare cabins / compound / laydown area?	**Good / Acceptable / Poor**
17	Safe access for delivery vehicles?	**Yes / No / NA**
Actions / Comments		

Audited By: _____ **Date:** _____

Under CDM2015 the principal contractor is responsible for site safety and the provision of adequate welfare facilities. The purpose of this audit is to provide assurance to the University as the client, that it is discharging its duties under Regulation 4 to ensure that suitable arrangements are in place throughout the project so that (a) construction work can be carried out, so far as is reasonably practicable, without risks to the health and safety of any person affected by the project; and (b) the facilities required by Schedule 2 of CDM2015 are provided in respect of any person carrying out construction work. The auditor will sample arrangements during the construction phase through a combination of project meetings with other CDM duty holders and site visits. The client shall not replace the principal contractors own arrangements for monitoring project safety arrangements.

Appendix J Project Risk Register

This form is to be used to enable designers to record decision that have been taken to reduce or manage significant risks. Designers do not have to mention any hazardous design features they have eliminated/avoided (although may include reference to them to provide reminders about design philosophy/principles).
The HSE's 'Red, Amber and Green List' (RAG List – see Appendix K) can be used as an aide memoire to prompt reflection.
The Principal Designer can also use this table to record significant risks identified in site/pre-construction information (e.g. highlighting that asbestos is present).

PROJECT:				**JOB No:**			
RISK ANALYSIS BY:		**DATE:**		**CHECKED BY:**		**DATE:**	

Hazard Ref	**Design Element**	**Phase when hazard is relevant (e.g. Construction, Use, Maintenance, Alteration, Demolition)**	**Description of hazard** (RED / AMBER / GREEN)	**Action taken by designer, or Action to be taken by PC or client To reduce or manage risk**
1				
2				
3				
5				
6				

Appendix K Red – Amber – Green (RAG) List

Red, Amber and Green lists are intended as practical aides to designers on what to eliminate or avoid and what to encourage for working in the University of Manchester. **Design teams must identify design elements, materials and processes which are either to be avoided because they are judged to represent significant risk to construction personnel, facilities users and/or the environment or to be preferred because they represent a reduction in such risks.**

Review

On projects involving more than one contractor, the principal designer is responsible for sampling designs and RAG lists can be used to aid this process

Where red and amber items are not eliminated reasons for not doing so must be documented on the risk register.

Red list items

Include hazardous elements materials or processes, which are effectively prohibited by the University, because they represent unacceptable levels of risk. Consequently, they must be eliminated from the project excepting only where it is demonstrated that no alternative can be found.

If any Red List item is (unavoidably) to be employed, it requires formal justification within the design documentation and shall be subject to specific agreement by the principal designer. Where an item on the red list is left to be managed on site, it must be highlighted on the drawing and information about it included on the drawing, specifically to bring it to the attention of other designers and/or the principal contractor.

Amber list items

Include hazardous elements, materials and processes which are to be employed in a careful and sparing way because while they represent significant risks they can be managed by widely available technique or work equipment.

If any item on the Amber List is to be managed on site, it requires information within the design documentation on provisions for its minimisation and safe execution of that design.

Where an item on the amber list is left to be managed on site, it must be highlighted on the drawing and information about it included on the drawing, specifically to bring it to the attention of other designers and/or the Principal Contractor.

Green list items

The green lists include elements, materials and processes which are preferred by the University because they represent significant risk reduction. Designers must give serious consideration to incorporating these items into their designs and specifications or provide a robust argument for not doing so.

Appendix K Red – Amber – Green (RAG) List

RED ITEMS

Architecture

- Designs that specify solvent-based materials, eg, paints and thinners, in confined areas
- Designs that specify large glazing panels
- Large areas of cladding / wall panelling that will not support scaffold ties
- Designs that require on-site spraying or other application of particulates identified as "Harmful" within the COSHH Regulations and current edition of EH40 in confined spaces
- Designs requiring working at height without making allowance for the provision of a suitable working platform
- The specification of iso-cyanates, particularly for use in confined areas

Civil & structural

- Designs that require demolition by hand-held breakers of the top sections of concrete piles
- Designs or detailing of structural elements (steel, concrete, timber etc) which cannot accommodate systems to prevent falls from height
- Design that requires piling rigs and cranes to operate **under** OH cables or similar buried
- Designs that do not take account of relevant information about underground services
- Designs requiring working at height for which the provision of a suitable platform will be difficult
- Locating manholes in heavily trafficked areas
- Designs that require on-site spraying or other application of particulates identified as "Harmful" within the COSHH Regulations and current edition of EH40 in confined spaces
- Designs that require the specification iso-cyanates, particularly for use in confined areas
- Designs that rely on traffic cones to protect members of the public from impact by vehicles (instead of providing solid barriers)
- Designs which require avoidable entry into a 'confined space'
- Designs where it is likely to be difficult to provide minimum welfare facilities on site
- Designs which require the Scabbling of concrete ('stop ends', etc).
- Designs which specify fragile materials for roofs

Appendix K Red – Amber – Green (RAG) List

Services

- Designs that require dry cutting of masonry creating dust and excessive noise
- Designing roof mounted services requiring access without provision for safe access (eg. barriers)
- Designs that requires cranes to operate **under** OH cables
- Plant mounted on the roof that is within 1.5 m of the edge and has to be maintained from that side (unless suitable barriers are provided)
- Designs that specify solvent-based materials, eg, sealing compounds, in confined areas
- Plant rooms with inadequate head room
- Foreseeable movement of heavy plant without the provision of a means to support and lift them
- Avoidable entry into a 'confined space' to carry out maintenance
- Designs for the provision of services at height (requiring future access for maintenance, etc), without making provision for safe access (e.g. hard standings and barriers).

Site arrangements

- Designs which do not allow for the segregation between members of public and the site
- Designs that use traffic cones to protect the public from impact by errant vehicles (instead of providing concrete barriers)
- Designs for Traffic Management which require vehicle reversing in pedestrian areas
- Site layouts that do not allow for adequate room for delivery and/or storage of materials

Appendix K Red – Amber – Green (RAG) List

AMBER ITEMS

- Designs which require Blasting using explosives
- Designs or specification of materials weighing > 20kgs requiring manual handling
  Note: manual handling includes lifting, carrying, pushing, pulling or moving by bodily force
- Designs that require the chasing out of concrete or masonry walls or floors
- Designs which require the Contractor to disturb asbestos or asbestos containing materials.
- Designs that specify solvent-based paints and thinners
- Designs that rely on traffic cones to protect operatives and other site staff from impact by errant vehicles (instead of providing concrete barriers)
- Designs which require manual work which may lead to Musculoskeletal Disorders (MSD) for example, drilling into concrete
- Designs which require construction processes or work equipment which will exceed the threshold limits of the Noise at Work Regulations
- Designs which require entry into a ‘confined space’
- Site traffic routes which will not allow for ‘one way’ systems and/or vehicular traffic segregated from site personnel
- Designs for new structures which require on-site welding
- Designs that require on-site spraying or other application of particulates identified as “Harmful” within the COSHH Regulations and current edition of EH40
- Designs that require maintenance to be carried out by personnel adopting harmful postures
- The specification of shallow steps (i.e. risers) in external paved areas
- Piling design that prevents piling guards being used
- Designs that requires piling rigs and cranes to operate **close** to overhead cables or other hazardous apparatus
- Design that requires the erection of a scaffold in front of a structure, eg, wall or panel systems, listed buildings, etc, whose façade cannot be penetrated to tie the scaffold
- Plant designed for maintenance from a ladder
- Designs that require deep or long excavations in public areas
- Designs that allow items of plant, eg, valves, to project into dedicated walkways in plant rooms

Appendix K Red – Amber – Green (RAG) List

GREEN ITEMS

- Consider adequate access for construction vehicles to minimise reversing requirements (one-way systems and turning radii)
- Consider provision of adequate access, headroom and lifting devices for maintenance and replacing heavy components
- Locate mechanical and/or electrical equipment, light fittings, security devices etc. that require regular maintenance away from crowded areas
- The specification of concrete products with pre-cast fixings to avoid drilling
- Design in lifting points to encourage the use of mechanical means for all manual handling operations
- Design high level glazing so that it can be cleaned from the inside by a person standing on the floor and protected from falling.
- Design steel, plant, etc., so that sub-assemblies can assembled at ground level and lifted into position
- Designs that allow the early installation of stairs (but design out any trip hazards at the pre-cast stair-floor interface)
- Design in seating angles for structural members that can support the member until it is fixed into its final position
- Design vertical steel members so that they can be spliced while standing on a permanent floor
- Design plant and plant rooms with adequate space around them for access for future maintenance
- Design plant rooms with a mobile lifting beam that can be used to remove & replace heavy items
- Design structures so that they can be erected starting from fully braced areas (if not, then inform the contractor about this)
- Provide a safe maintenance strategy to support the design (and a removal strategy for large items of plant)
- Where nets cannot be provided (eg, floor-floor height is insufficient) anchorage points should be provided for the use of lanyards
- Avoid site welding by designing bolted joints

Health & Safety Files
Procedure for Processing

Project Briefing and Design

Client Representative to determine split of responsibility for ongoing maintenance of all new assets between Schools + Department of Estates & Facilities (DoEF). This split is to be as defined in the University Health & Safety arrangements – Chapter 23 – Interface between DoEF and building occupiers (see link below)

http://documents.manchester.ac.uk/display.aspx?DocID=14843

Client Representative receives completed H&S file from Principal Designer at Practical Completion (This should be received electronically and in duplicate)

Client Representative checks for comprehensive information

Client Representative issues the H&S file & Completed EPM HS14C* to CSU Mechanical Administration via:- HandSfile@manchester.ac.uk
This should be provided within 30 days of practical completion

CSU Mechanical Administration saves H&S files and document structure within

G:\Estates\PSU H&S files

CSU Mechanical Administration circulates hyperlink to all relevant UOM stakeholders with a 2 week return date **

Client Representative provides Faculty Estates Team with electronic Operation & Maintenance (O&M) file for School/Faculty equipment procured through the project. This should be provided within 30 days of practical completion

Faculty Estates Team delivers O&M information to all relevant School/Faculty Personnel

School/Faculty conduct maintenance on their equipment as per manufacturer's guidelines to ensure all warranties remain valid

Maintenance Services Unit
Provide hyperlink to MSU for processing and on-going development of maintenance schedules as per maintenance contracts

Mechanical & Energy Team
Add all new assets to OEAM
Add PPMs to OEAM and extract all other requirements

Electrical Team
Extract PPMs and add to OEAM

Building Surveying Team
Extract fabric PPMs and add to OEAM and update all BCS data and other associated information in Archibus

Drawing Team
Add general arrangements and as-built drawings to the Master Drawings

Space Team
Add all space information to Archibus

House Services Team

Asbestos Team
Update asbestos survey and register information

Security Services

UOM stakeholders forward comments direct to the Client Representative

Client Representative ensures all comments are incorporated into revised H&S file

* Files will not be circulated without the EPM HS14c Forms (Parts 1 and 2 where appropriate)

** Comments not returned within the 2 week deadline should be forward to the Client Rep directly

Appendix M CDM 2015 Quality Plan

Key:	Client Duty – UoM Client Representative / Project Manager
	Principal Designer (PD) Duty
	Principal Contractor (PC) Duty

Client / PD / PC Responsibilities	**Outputs**	**Evidence (Relate to EPM 14a – Appendices to Procedures)**	**Sign Off ✓ / Action**
Feasibility (RIBA Stages 0&1)			
Client must make (and maintain) suitable arrangements for managing a project	Appointment of Project Team	Documented Client's Brief *(E.g. EPM 14a - Appendix A)*	
		Appointment of competent design team with agreed scope of services	
		Resource checks complete	
		PD (lead designer) appointment letter issued	
		Early identification of PCI	
PD to plan, manage and monitor the pre-construction phase	Review of existing information necessary for the scheme with aim to identify early significant gaps and a need for both surveys and/or specialist appointments.	Initial (and ongoing) development of PCI (and cascading of Client Brief to Project Team)	
	PD to chair feasibility design meetings	Design team meeting minutes issued	
		Evidence of risk elimination / reduction at feasibility stage – risk register & RAG Lists	
Design (RIBA stages 2-4)			
Client notification to HSE	Notification to HSE (where applicable)	F10 issued by PD on behalf of client	
	Client to chair progress meetings with PD and PC and issue minutes	Progress meetings taking place as per the meeting schedule (or combined with design meetings)	
PD	Internally appointed PD to document management arrangements for the pre-construction phase	PCI and (risk register or notes on drawing on less complex projects) *(EPM HS14a – Appendix B)*	
	PD to chair design meetings and co-ordinate design – "safety by design"	Design meetings taking place – evidence that significant risks are being eliminated or controlled	
	Agree format of the H&S File	Scope of H&S File agreed *(EPM HS14b - Appendices A & B)* issued to Project Team Determining split of responsibilities for maintaining new assets *(EPM 14a – Appendix L)*	

* Files will not be circulated without the EMP HS14c Form (Parts 1 and 2 where appropriate)

** Comments not returned within the 2 Weeks deadline should be forward to Client Rep directly

Appendix M CDM 2015 Quality Plan

Hold Point – PD to Confirm in Writing that the Project Can Commence to the Next Stage			
Pre-Construction (RIBA Stage 4)			
Client	Ongoing progress meetings with PD and PC	Minutes of meetings issued by Client Rep / PM	
PD	PD to chair ongoing design team meetings	Continued risk reduction. Ongoing development of the Pre-Construction Information & risk register	
	PD to bring PCI information together	PCI contains risks that cannot be eliminated or reduced and the PC must manage during the construction. Internal PD's to utilise the format in *EPM HS14a – Appendix B*	
	PD to issue PCI to tendering PC's	PD to evidence that the PCI has been issued to all dutyholders	
	Review of tender returns	PC has provided an overview of how the significant risks will be managed	
PC	PC to produce Construction Phase Plan	CPP is proportionate to the construction works and addresses the significant & unusual risks (including welfare)	
PD	PD to review adequacy of the Construction Phase Plan (including welfare)	Sign off letter issued by PD confirming that work can commence *(Internal PD – Appendices C & D)*	
Client	Organise Pre-start meeting	Minutes of pre-start meeting issued	
Hold Point – PD to Confirm in Writing that the Project Can Commence to the Next Stage			
Construction (RIBA Stage 5)			
Client	PC appointed in writing	Contract document issued	
PD	Ongoing design / site meetings	Minutes issued by PD. Review of site designs, including temporary designs with PC.	
Client	Monitoring to be undertaken by Estates Health and Safety Officer	Site inspections completed and corrective actions closed out on register	
	PM to complete site audits	Complete audits by PM and evidence of escalation at progress meetings *(EPM HS14a - Appendix I)*	
	Ongoing progress meetings	Minutes issued by Client Rep	
PD	Ongoing collation of the H&S File	*Appendix B – EPM HS14b Health and Safety File Checklist*	
PC	Plan, manage, monitor and co-ordinate the construction phase	Site establishment and site arrangements	
Handover (RIBA Stage 6)			
PD	H&S File issued at practical completion of project	H&S File sign off – *EPM HS14c* File issued to PSU *(EPM HS14a - Appendix L)*	

* Files will not be circulated without the EMP HS14c Form (Parts 1 and 2 where appropriate)

** Comments not returned within the 2 Weeks deadline should be forward to Client Rep directly