

What we can do for you:

HRI ARCHITECTS have the appropriate skills, knowledge, training and experience to offer you the services associated with a Principal Designer.

If you are a Domestic Client we can perform your duties for you as long as we have your written authorisation.

Summary of our typical Principal Designer services

(Where a full service is provided)

Preliminary Duties

- Inform Client of their duties under CDM 2015
- Carry out Domestic Client duties if required
- Provide guidance on Client brief where required
- Undertake an early site visit
- Review any existing Health & Safety File

Pre-Construction Information

- Obtain relevant pre-construction information
- Assess information for shortfalls & advise on how to address them
- Highlight unusual, significant, not obvious or hard to manage risks
- Collate information to be passed to other designers and Principal Contractor
- Ensure co-ordination with and between the designers
- Confirm that designers, when preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during construction and maintenance
- Hold regular meetings to bring all parties together
- Oversee the design

Services during the Construction Phase

- Notify HSE if required
- Attend site or progress meetings
- Liaise with the Principal Contractor throughout Construction Phase
- Provide relevant information to the appointed Principal Contractor to prepare CPP
- Receive information about design changes and assess impact on Health & Safety
- Prepare and develop the Health & Safety File
- Services at Project Completion
- Provide the Health & Safety File to the Client
- Identify lessons learned

HRI ARCHITECTS

Client guide to

Duties under CDM 2015

References:

Managing Health and Safety in Construction: Construction Design and Management Regulations 2015
Published by HSE, 2015

A short guide for Clients on the Construction (Design and Management) Regulations 2015
Published by HSE, 2015

Industry Guidance for Clients
Published by CITB, 2015

Additional information available from:

www.hse.gov.uk
www.citb.co.uk

HRI ARCHITECTS

17 Queensgate, Inverness, IV1 1DF

☎ 01463 240066

✉ admin@hri-architects.com

www.hri-architects.com

Overview of CDM 2015:

The Construction (Design & Management) Regulations (CDM 2015) came into force in April 2015. These define legal duties and responsibilities for all construction projects in the UK.

The key aim of CDM 2015 is to improve health and safety standards throughout the construction industry, with a greater focus on small and medium sized projects and temporary works.

The CDM regulations have altered what each duty holder* must or should do, to comply with the law, to ensure projects are carried out in a way that secures health and safety.

The law applies to the whole construction process on ALL construction projects; from concept to completion, not just the construction phase of a project. The object is to reduce risk before a project gets to site, and to continue to do so until completion.

Key changes include:

- Increased Client responsibility
- CDM Coordinator role replaced by the *Principal Designer*
- Emphasis on risk assessments throughout the whole construction process
- A *Principal Designer* and *Principal Contractor* must be appointed for all projects with more than one Contractor*
- Duties are now applicable to domestic projects
- Reduced threshold for notification to the Health & Safety Executive (HSE)
- Construction Phase Plan (CPP) required for all projects
- Health & Safety File required for all projects with more than one Contractor*

The changes mean that almost all construction projects will now fall under the new CDM regulations.

Notes: "More than one Contractor" means any single trade, e.g. joiner, electrician or plumber etc. even if they belong to the same company. "Duty holders" include client, designers and contractors.

Projects are now notifiable to HSE if they are:

>30 days and 20 workers simultaneously on site, or
500 person days

Client Duties:

All Clients are accountable for the impact their decisions have on health & safety. Regardless of the size of a project, you as Client have contractual control over the budget and resources as well as appointments.

Your duties under CDM 2015 are to ensure:

- Relevant duty holders are appointed with the correct skills, knowledge, training and experience
- Sufficient time and resources are allocated
- Suitable arrangements for managing the project are in place and monitor them
- Relevant pre-construction information is prepared and provided to duty holders
- Notify the project to HSE if required
- The *Principal Designer* and *Principal Contractor* carry out their duties
- The Construction Phase Plan (CPP) is in place
- Welfare facilities are provided
- Completion and handover arrangements have been considered and are in place
- Co-operation with *Principal Contractor* to not hinder site safety or impact on operations

Principal Designer Duties:

A *Principal Designer* must be appointed for all projects with more than one Contractor (trade) on site. Their main duties are to:

- Liaise with the Client
- Help prepare the Client brief
- Plan, manage, monitor and co-ordinate the preconstruction phase
- Oversee the design and ensure designer compliance
- Manage and control risk
- Liaise with the *Principal Contractor*
- Collate and circulate preconstruction information
- Co-ordinate information from the design team
- Prepare the Health & Safety File for handover to the Client at project completion

Principal Contractor Duties:

A *Principal Contractor* must be appointed for all projects with more than one Contractor (trade) on site. Their main duties are to:

- Liaise with the *Principal Designer*
- Prepare the Construction Phase Plan (CPP)
- Ensure adequate welfare facilities have been provided by the Client
- Appoint sub-contractors and workers, provide a site induction and provide management and supervision
- Secure the site
- Monitor risks on site
- Provide information for the Health & Safety File

Pre-Construction Information:

The Client is required to provide pre-construction information specific to the project. The *Principal Designer* will assist on the contents and delivery of this package to the *Principal Contractor*, but it is the Client's duty to ensure it is prepared. The contents will vary from project to project, however it is likely to include:

- Description of the site and property including activities on and adjacent to site
- Timescale of the project including key dates
- Project protocol (who does what when) and emergency provisions
- Welfare facilities and site security
- Working restrictions (e.g. quiet working times)
- Previous surveys, asbestos register and known health and safety hazards

Domestic Clients:

A Domestic Client is someone who has construction work done on their own home, or a family member's home, which is not done in connection with a business.

They are still required to fulfil the obligations of the regulations however there is an understanding that they may not have the prior knowledge to manage it safely. Therefore Domestic Clients may pass on their duties to the *Principal Designer* (with written agreement).