SERVICE BRIEF – LOT C7 PRINCIPAL DESIGNER

Specific Requirements

The appointed practice shall demonstrate reasonable skill and care as is expected of a person deemed competent to undertake the role.

ICN is committed to Equal Opportunities, and you will be expected to uphold the spirit of this commitment in all your dealings on behalf of each ICN client.

The services which are detailed below are derived from the duties laid on the Principal Designer by the Construction (Design and Management) Regulations 2015, and other related requirements. Reference should be made to the CDM Regulations 2015 for the precise scope of each service and this schedule must be read within the context of the regulations as a whole. In general, you are expected to undertake all duties expected of a Principal Designer as described in the Construction (Design and Management) Regulations 2015.

The Principal Designer and/or Health & Safety Advisor will provide all of the relevant sections outlined below as a minimum.

Principal Designer (PD)

	Description of Services
1.	The Principal Designer will provide contact details and be available at reasonable notice to advise the client and its representatives on all health and safety matters as appropriate to the project.
2.	To comply with all the duties of a Principal Designer described in the HSE Legal (L) Series 'Managing Health and Safety Construction (Design and Management) Regulations' 2015 (L153) [as amended from time to time].
3.	The Principal Designer will coordinate design work, planning and other preparation duties prior to and during the construction phase including involvement with any variations that are relevant to Health and Safety. The Principal Designer will advise without delay of any information that is not presented to the Principal Designer by the appointed Contractors and designers having had a reasonable time to collate such information.
4.	Support the client in demonstrating a duty of competence for anyone carrying out design work and record that these persons have the relevant skills, knowledge,

	experience, and behaviours for their role in accordance with the Building Safety Act.
5.	Identify and eliminate or control, as far as is reasonably practical foreseeable risks to the health and safety of any person who is: a. Carrying out or liable to be affected by the construction works. b. Maintaining, managing, or cleaning a structure, or c. Using a structure designed as a workplace.
6.	Ensure all designers comply with their duties in Regulation 9.
7.	Cooperate with and ensure that all persons working in relation to the pre-construction phase cooperate with the Client, the designer, the Principal Designer, the Principal Contractor (if appointed) and each other.
8.	The Principal Designer will research, identify and then collect all of the pre-construction documentation and information required by Regulation 4(4) for the safe design and construction of the project. The Principal Designer will advise the client if further surveys and or other work needs commissioning to inform on any missing information required for the safe execution of the project.
9.	To attend project team design meetings from project inception and comment on the design and the brief to ensure compliance with design and health and safety regulations. Visit the site before attendance at the first meeting and attend site thereafter on a quarterly basis.
10.	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 coordination of health and safety matters during the construction phase.
11.	Assist the Principal Contractor in preparing the construction phase plan by providing to the Principal Contractor all information the Principal Designer holds and which is relevant to the construction phase plan including pre-construction information obtained from the Client and any information obtained from designers under Regulation 9(3)(b).
12.	To prepare an initial health and safety file for the project during the pre-construction phase, which: • Complies with the requirements of Regulation 12(5). • Is reviewed and revised from time to time as appropriate to incorporate any relevant new information in line with Regulation 12(6) • Is kept available for inspection by any person who may need it to comply with the relevant legal requirements. This file should be in a format agreed with the client. • Checked and passed to client at first handover.
13.	Take into account the general principles of prevention and where relevant, the content of any construction phase plan and any health and safety file when: a. 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, and b. Estimating the period of time required to complete such work or work stages.
14.	Report to the Client anything the Principal Designer is aware of in relation to the project which is likely to endanger their own health and safety or that of others at the earliest opportunity.

Health and Safety Adviser (H&SA)

	Description of Services
1.	Provide suitable and sufficient safety advice on duties required under the CDM Regulations 2015 [as amended from time to time] that the client and its representatives need to comply with. The H&SA will advise the client of any proposed changes in legislation to health and safety that will affect design, materials, or construction methods for projects on site or proposed pipeline projects.
2.	Advise the client and their representatives on making suitable arrangements to: • Ensure construction work can be carried out, so far as reasonably practicable, without risks to the health or safety of any persons affected by the project. Regulation 4 (2)(a). • Ensure facilities required by schedule 2 of the CDM Regulations 2015 are provided in respect of any person carrying out construction work. Regulation 4(2)(b). • Ensure the project management arrangements are maintained and reviewed throughout the project. Regulation 4(3).
3.	Check and inform the client on the competency of its chosen designers and Contractors for a project or series of projects and record that these persons have the relevant skills, knowledge, experience, and behaviours for their role in accordance with the Building Safety Act.
4.	Check and ensure that adequate arrangements are in place for successfully and safely managing the projects from inception to completion, this should be reviewed regularly throughout the duration of the project. Provide post completion KPI information.
5.	On behalf of the client, notify the HSE about the project as required by the legislation and in line with Regulation 6.
6.	The H&SA will provide an information template to all involved in the design of the project and to every Contractor including the Principal Contractor that has been or may be appointed by the client. They will also request pre-construction design and competence information that will be or could be relevant to each role involved in the project [including tender documentation].
7.	The H&SA will at the start of any project and at all pre-start contract meetings advise the client representatives and Principal Contractor of their obligations to the project under the CDM Regulation 2015. The H&SA will confirm if these obligations have or have not been complied with and where on occasion they have not, the H&SA will advise the client and Principal Contractor of the immediate action they must take to address any such shortfalls prior to start on site.
8.	The H&SA will manage the flow of health and safety information between the ICN Client and other involved Clients, Designers and Contractors.
9.	The H&SA will advise the Client on the suitability of the construction phase plan and the proposals and arrangements for suitable welfare facilities to be on site from the start of the project construction phase. Undertake a site visit within 2 weeks of start on site to ensure site set up is in line with regulations and as described in the pre-construction information provided and agreed by the Contractor. Reporting of the same to the client.

10.	The H&SA will check [in conjunction with the Contractor and PD] the health and safety file to be used post-handover by the end user. This file should be in a format agreed with the client. The H&SA is to check and sign off the final information provided and keep a separate copy.
11.	The H&SA will be required from time to time to assist in providing detailed information on the performance of framework Contractors to enable good health and safety KPI information to be collated by ICN and for continuous improvement in health and safety performance both on site and post-handover use by resident/landlord management.
12.	The H&SA will be required to attend site meetings as required or requested by the client. For pricing purposes, assume four meetings and production of H&S reports following each visit.
13.	The H&SA will advise the Contractor and lead Consultant immediately of any shortfalls in safety that are seen or reported on project sites.
14.	Ensure that the PD prepares an initial health and safety file for the project during the pre-construction phase to meet their obligations. Issues such as access, site information and location of services to be included.
15.	Confirm that pre-construction H&S information has been provided and is suitable/sufficient.
16.	Check and advise the Client that the PD complies with any other Principal Designer duties in the Regulations and the Principal Contractor complies with any other Principal Contractor duties in the Regulations.
17.	Ensure from project inception the PD and Principal Contractor roles are clearly allocated within the project team and those allocated have the organisational capability and resources necessary to fulfill the role they are appointed to undertake. Ensure they are appointed in writing by the Client.

This appointment is being executed as a deed. Documentation and guidance relating to matters arising from the Building Contract may be sought for the full term of the deed.