

DUTIES OF THE PRINCIPAL DESIGNER (Formerly the role of CDM COORDINATOR)

Introduction:

The Appointment of the Principal Designer is a key requirement for the Client. This appointment must be made immediately at the start of the project in order to comply with the CDM 2015 Regulations

All appointed consultants are to comply with both the requirements *and spirit* of this document, the Construction (Design & Management) Regulations 2015 (CDM 2015) and associated guidance together with any specific institutional contractor guidelines or similar documentation.

The Principal Designer (PD) is a primary function of CDM 2015 and should be seen as an integral part of the Design Team. As such, they need to be appointed at the outset of any construction project involving more than one contractor. The PD must become (and be encouraged) to be an integral member of the team at all stages of the project, feasibility, design, pre-construction, construction and finally handover. The PD should consider Fire, Health and Safety (FHS) relating to build (or refurbishment), future use and operation, maintenance and cleaning as an ongoing process.

General

- 9.G.1 Provide Principal Designer services as defined by legislation and in line with other Project Objectives and health and safety best practice.
- 9.G.2 The Principal Designer shall fulfill the role as defined in the Construction (Design and Management) Regulations 2015 and the associated HSE Draft Legal (L) Series Guidance and without limitation shall carry out the activities set out in this schedule of duties.
- 9.G.3 Liaise with other consultants on the project team and ensure that the services listed hereunder are fully co-ordinated with the services provided by those consultants.
- 9.G.4 Participate in the operation of an early warning system whereby the Principal Designer shall notify the Project Lead, other consultants and Contractor as soon as the Principal Designer is aware of a matter that may adversely affect the project or its performance.
- 9.G.5 Make appropriate enquiries and advise the Client in writing as to the skills knowledge, experience and organizational capability to fulfill the role to which they are to be appointed, in accordance with Regulation 8 of the CDM 2015 Regulations, of: Any designer that the Client may wish to appoint for the purposes of the project; Any contractor the Client may wish to consider for appointment as Contractor for the purposes of the project.

- 9.G.6 Make appropriate enquiries and advise the Client in writing of the allocation of adequate resources of the Contractor to enable him to comply with its Duties under the CDM Regulations.
- 9.G.7 Inform the Client of its duties under the CDM Regulations.
- 9.G.8 Advise as to health and safety considerations affecting or affected by procurement methods and approaches to design and construction.
- 9.G.9 Undertake a Designers' Risk Assessment Workshop, chaired by the Principal Designer. A Design Risk Assessment is to be reviewed and tracked throughout the project in so far as to establish that Designers are fulfilling their duties under the 2015 CDM Regulations. Also review design information
- 9.G.10 Ensure, as far as reasonably practicable, that designers comply with their statutory duties under health and safety legislation.
- 9.G.11 Attend meetings with the Client, Project Lead, other consultants and Contractor as necessary for the performance of the services.
- 9.G.12 Participate in value engineering, value management and risk management workshops and exercises throughout the project duration.
- 9.G.13 The Principal Designer, Client and his/her representatives, other consultants and all stakeholders will work closely together to foster a partnering culture. The culture will embody the Principles of mutual trust and co-operation with an overall aim of delivering a successful project on time and to budget in accordance with the Project Objectives, in particular securing the health and safety of any person affected by the project.
- 9.G.14 Plan, manage and monitor the pre-construction phase and co-ordinate matters relating to health and safety during the pre-construction phase;
- 9.G.15 Ensure the team work to reduce risks, coordinate information, and generate solutions for construction, maintenance and cleaning that are as risk free and obvious as possible;
- 9.G.16 Generate and organise information for the health and safety file and hand this over at the end of their commission;
- 9.G.17 Advise the Client as to the existing information that he is to provide, how that may be obtained and ensure that it is circulated to the Designers and Contractor when obtained.

- 9.G.18 Ensure that coherent pre-construction information regarding the project both prior to the current work and as generated by the team is handed over to the principal contractor.

Preparation and Brief

- 9.1.1 Notify the Health and Safety Executive (HSE) before commencement of the existence of the Project, in accordance with Regulation 6 of the CDM Regulations and the HSE Draft Legal (L) Series Guidance.
- 9.1.2 Advise the Client on the skills, knowledge, experience and organizational capability of all Designers with regard to fulfilling their role under the 2015 Regulations.

Concept Design

- 9.2.1 Comment on other Project Strategies as necessary where they affect health and safety risk management.
- 9.2.2 Comment on Concept Design proposals as they progress where they affect health and safety risk management.
- 9.2.3 Monitor in accordance with Regulation 11 of the CDM Regulations 2015 and the HSE Draft Legal (L) Series Guidance all health and safety aspects of the **Concept Design** for the project and ensure that such designs take into account health and safety considerations and future maintenance proposals, as set out under the CDM Regulations and HSE Draft Legal (L) Series Guidance.

Developed Design

- 9.3.1 Comment on other Project Strategies as necessary where they affect health and safety risk management.
- 9.3.2 Comment on Developed Design proposals as they progress where they affect health and safety risk management.
- 9.3.3 Monitor in accordance with Regulation 11 of the CDM Regulations 2015 and the HSE Draft Legal (L) Series Guidance all health and safety aspects of the **Developed Design** for the project and ensure that such designs take into account health and safety considerations and future maintenance proposals, as set out under the CDM Regulations and HSE Draft Legal (L) Series Guidance.
- 9.3.4 Design and Build procurement route: Prepare health and safety pre-construction information pack. Ensure that the pre-construction information pack is appropriate to the Project and is prepared in accordance with the Regulation 11 of the CDM Regulations 2015 and the HSE Draft Legal (L) Series Guidance and ensure that the

document is prepared in time to be included in any tender or negotiation process for the Project.

- 9.3.5 Design and Build procurement route: Review and comment upon tenders in respect of the design risk assessment work undertaken.
- 9.3.6 Design and Build procurement route: Review and comment upon the Contractor's Proposals in respect of their compliance with the CDM Regulations.

Technical Design

- 9.4.1 Comment on updated Project Strategies as necessary where they affect health and safety risk management.
- 9.4.2 Comment on Technical Design proposals as they progress where they affect health and safety risk management.
- 9.4.3 Monitor in accordance with Regulation 11 of the CDM Regulations 2015 and the HSE Draft Legal (L) Series Guidance all health and safety aspects of the Technical Design for the project and ensure that such designs take into account health and safety considerations and future maintenance proposals, as set out under the the CDM Regulations 2015 and the HSE Draft Legal (L) Series Guidance.
- 9.4.4 Traditional procurement route: Prepare health and safety pre-contract information pack. Ensure that the pre-construction information pack is appropriate to the Project and is prepared in accordance with the Regulation 11 of the CDM Regulations and the HSE Draft Legal (L) Series Guidance and ensure that the document is prepared in time to be included in any tender or negotiation process for the Project.
NB: This refers to clauses in the 2007 Regulations and the ACoP which are now replaced by the 2015 Regulations and the HSE Draft Legal (L) Series Guidance. Hence the changes in red.

9.4.5 Traditional procurement route: Review and comment upon tenders in respect of the design risk assessment work undertaken.

9.4.6 Review and sign-off construction phase health and safety plan.

Construction

9.5.1 Comment on updated **Project Strategies** as necessary where they affect health and safety risk management.

9.5.2 Review any additional designs or design information prepared by the Contractor and/or the design team after commencement of construction of the project, and advise the Client accordingly.

9.5.3 Respond to queries raised by Project Lead, Contract Administrator or Contractor as required.

9.5.4 Review '**As Constructed**' **Information**. Ensure all 'As Constructed' Information is complete for handover, including agreeing with the Contractor and Client the information required for the safe operation and maintenance of the building.

Handover and Close Out

9.6.1 Review **Project Information**.

9.6.2 Prepare a Health and Safety File and deliver this to the Client in accordance with Regulation 12 of the CDM Regulations and the HSE Draft Legal (L) Series Guidance.

In Use

9.7.1 Undertake tasks listed in **Handover Strategy**.

9.7.2 Within 12 months of handover, participate in a workshop review of the project to assess **Project Performance** and to agree lessons learned and positive/negative aspects of the design and construction that will contribute to improvements on future projects.

Further outline of the duties of the Principal Designer role, aligned to the CDM Regulations 2015 are detailed on the following link –

<http://www.legislation.gov.uk/ukxi/2015/51/regulation/11/made>