

PRINCIPAL DESIGNER SERVICES

GENERAL DUTIES

1.0	Perform all duties of the Principal Designer under the Regulations, complying with all related Health and Safety Executive ("HSE") guidance produced from time to time and guidance documents produced by CONIAC/CITB.
2.0	Advise the Client from time to time as reasonably necessary, to the duties required as "Client" under the Regulations.
3.0	<p>Make appropriate enquiries and report to the Client in writing as to whether:</p> <ul style="list-style-type: none">a) any designer the Client considers appointing;b) any contractor the Client considers appointing as Principal Contractor; andc) any other contractor the Client considers appointing, <p>for the purposes of the Project¹, possesses the necessary skills, knowledge, experience and organizational capability, relating to its duties under the Regulations.</p>
4.0	If the appointment as Principal Designer concludes before the completion of the Project or any phase or section, then immediately pass the Health and Safety File for the Project or relevant phase or section to your successor as Principal Designer, or if there is no successor, to the Principal Contractor, and in either case provide a copy to the Client, with all supporting documentation and information. It then becomes the Principal Contractor's responsibility to review, revise and update the File, prior to handing the completed Health and Safety File to the Client, at the end of the project.
5.0	Advise the Client as to the need for any specialist consultants in relation to health or safety.
6.0	<p>Provide monthly reports to the Client's Project Manager as indicated to the Principal Designer by the Client.</p> <p>These reports will outline the current status of the design, including significant health, safety and environmental risk issues identified and advise what actions have been, or are intended to be taken, to eliminate the risk, reduce the impact of the risk, where elimination is not possible, or, as a last resort, outline what controls are being specified for those risks that cannot be eliminated, or reduced, through the design process.</p>
7.0	Provide advice to the Design Team concerning the development of the Maintenance Management Plan.

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PRE-CONTRACT SERVICES (UP TO END OF RIBA STAGE 3)	
1.0	<p>Assist the Client in performing the "client" duties under the Regulations:</p> <ul style="list-style-type: none"> a) generally; b) to make suitable arrangements for managing the Project and to maintain and review those arrangements from time to time; c) to gather, compile and disseminate the pre-construction information; d) in relation to any design prepared or modified outside Great Britain.
2.0	<p>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 so far as is reasonably practicable that, so far as is reasonably practicable, the project is carried out without risks to health and safety.</p>
3.0	<p>Provide at the midpoint and end of HLF Development period a summary statement for the purpose of the funding application identifying the methodology undertaken to date, key issues identified and mitigating actions and recommendations.</p>
4.0	<p>Prepare an initial Health and Safety File for the Project which complies with the requirements of the Regulations and the Client's requirements. Review, update and revise the plan from time to time as appropriate and keep it available for inspection by any person requiring access to it for the purposes of the Project. Take steps to see that other duty-holders under the Regulations, provide the Principal Designer with any information in their possession needed for inclusion in the File.</p> <p>In developing the Health & Safety File, the Principal Designer will ensure so far as is reasonably practicable that the strategy for cleaning and general maintenance of the building is agreed in a timely manner, with the appropriate representatives from Estates Facilities.</p> <p>In this initial Health and Safety File, the Principal Designer's responsibility is to focus on the quality of the health and safety information required to alert the Principal Contractor, or the tendering contractors, to significant hazards that were not designed out to date, for example the presence of asbestos containing material, the control measures to be considered and information central to the Client's strategy for asset management. Useful logistical information could include agreed access to the campus and the building location and on-site storage facilities agreed with the Building Manager.</p>
5.0	<p>At the completion of the Project or any phase or section of the Project, provide the Client with the number of hard copies and digital copies of the File, as instructed and agreed with the Client, at the outset of the project. Where the Project requires a phased hand-over, provide the Client with the appropriate documentation as instructed and agreed with the Client.</p>
6.0	<p>Discuss with the Client the Client's proposals and requirements for the Project, including the budget and program.</p>
7.0	<p>Advise the Client as to health and safety considerations affecting or affected by procurement methods and approaches to design and construction.</p>

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POST-CONTRACT SERVICES-RIBA STAGES 4 to 6	
1.0	<p>Assist the Client in performing the "client" duties under the Regulations:</p> <ul style="list-style-type: none"> e) generally; f) to make suitable arrangements for managing the Project and to maintain and review those arrangements from time to time; g) to take steps to ensure so far as is reasonably practicable that the Principal Contractor complies with its duties as such under the Regulations and h) in relation to any design prepared or modified outside Great Britain.
2.0	<p>Where design continues into the construction phase, the Principal Designer must continue to monitor and review the Principal Contractor's designs, to ensure, so far as is reasonably practicable, the Principal Contractor's designs have been developed with the "principles of prevention" in mind and have eliminated risks, reduced risk where elimination is not possible and identified specific control measures, for those risks that must be managed by the contractor during the construction phase, or will have to be managed by the Client's team, after the project has been completed and handed over to the Client.</p>
3.0	<p>Prepare a Health and Safety File for the Project which complies with the requirements of the Regulations and the Client's requirements. Review, update and revise the plan from time to time as appropriate and keep it available for inspection by any person requiring access to it for the purposes of the Project. Take steps to see that other duty-holders under the Regulations, provide the Principal Designer with any information in their possession needed for inclusion in the file.</p> <p>In developing the Health & Safety File, the Principal Designer will ensure so far as is reasonably practicable that the strategy for cleaning and general maintenance of the building is agreed in a timely manner, with the appropriate representatives from Estates Facilities.</p> <p>The Principal Designer's responsibility is to focus on the quality of the health and safety information required to alert the Client's Facilities Management teams, to any residual hazards that remain to be controlled, when the project and associated areas, are handed back to the Client. The Health and Safety File is also intended to alert designers and contractors who may be commissioned to undertake further works in the building, to any residual hazards present, when the project area has been handed back to the Client.</p>
4.0	<p>Ensure so far as is reasonably practicable that before the construction phase begins, the Principal Contractor draws up a construction phase plan to conform with the Regulations. Assist the Principal Contractor in preparing the plan. For the duration of the appointment as Principal Designer, liaise with the Principal Contractor over the planning, management and monitoring of the construction phase and the co-ordination of health and safety matters.</p>

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	POST-CONTRACT SERVICES-RIBA STAGES 4 to 6
5.0	Ensure so far as is reasonably practicable that the Principal Contractor makes adequate arrangements for the provision and maintenance of the welfare facilities prescribed in Schedule 2 of the Regulations.
6.0	<p>The Principal Designer's responsibilities will include periodic site visits to inspect the M&E installation, in order to identify and resolve, in a timely manner, any safety issues relating to access to plant, or equipment.</p> <p>In that respect, the Principal Designer will provide information to the Technical Authors regarding residual hazards and risks associated with maintaining the M&E installation, including access issues and replacement strategies.</p>
7.0	At the completion of the Project or any phase or section of the Project, provide the Client with the number of hard copies and digital copies of the file, as instructed and agreed with the Client, at the outset of the project. Where the Project requires a phased hand-over, provide the Client with the appropriate documentation as instructed and agreed with the Client.
8.0	<p>If the appointment as Principal Designer concludes before the completion of the Project or any phase or section, then immediately pass the Health and Safety File for the Project or relevant phase or section to your successor as Principal Designer, or if there is no successor, to the Principal Contractor, and in either case provide a copy to the Client, with all supporting documentation and information.</p> <p>It then becomes the Principal Contractor's responsibility to review, revise and update the file, prior to handing the completed Health and Safety File to the Client, at the end of the project.</p>

¹ References and definitions within this document should be cross-referenced with the terms and conditions of the main Appointment document and amended where appropriate.