
PROPOSED VILLAGE HALL

SUTTON ON TRENT

PRINCIPAL DESIGNER

Scope of Service

January 2021



INFORM

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Principal Designer

1. Introduction

- 1.1. The following scope of service are derived from the duties imposed upon Principal Designers as defined by the Construction Design and Management Regulations 2015 (CDM Regs).
- 1.2. The services summarised are split between those which are 'Mandatory' under the Regulations and those deemed to be 'Optional' that are specific to the individual instruction and specific client requirement.
- 1.3. Reference to the Regulations for the specific scope of each item of this schedule should be read in the context of the Regulations as a whole.

2. Mandatory Services

2.1. Regulation 8 (4)

Cooperate with any other person working on or in relation to a project, at the same or an adjoining construction site, to the extent necessary to enable any person with a duty or function to fulfil that duty or function.

2.2. Regulation 8 (5)

Report anything to the client that they are aware of in relation to the project which is likely to endanger their own health or safety or that of others.

2.3. Regulation 8 (6)

Provide information or instructions in a comprehensible and practicable form.

2.4. Regulation 11 (1)

Plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.

2.5. Regulation 11 (2)

In fulfilling the duties in paragraph (1), and in particular 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, the principal designer must take into account the general principles of prevention and, where relevant, the content of any construction phase plan and health and safety file.

2.6. Regulation 11 (3)

Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person carrying out or liable to be affected by construction work; maintaining or cleaning a structure; or using a structure designed as a workplace.

2.7. Regulation 11 (4)

Ensure all designers comply with their duties in regulation 9 (Designer Duties).

2.8. Regulation 11 (5)

In fulfilling the duty to coordinate health and safety matters in paragraph (1), ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other.

2.9. Regulation 11 (6)

(a) assist the client in the provision of the pre-construction information required by regulation 4(4); and

(b) so far as it is within the principal designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.

2.10. Regulation 11 (7)

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.

2.11. Regulation 12 (3)

Assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including—

(a) pre-construction information obtained from the client;

2.12. (b) any information obtained from designers under regulation 9(3)(b).

2.13. Regulation 12 (5)

During the pre-construction phase, prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

2.14. Regulation 12 (6)

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.

2.15. Regulation 12 (8)

If the our appointment concludes before the end of the project, pass the health and safety file to the principal contractor.

2.16. Regulation 12 (10)

At the end of the project pass the health and safety file to the client.



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