A Template for:

Pre-Construction Phase Plan

Safety in Design Plan

Design Phase Plan

Pre-Construction Phase Health and Safety Plan

Document Control

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| Document Number: |  |
| Date: |  |
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| Client Ref Number (PIN): |  |
| PCF Stage: |  |
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**Revision History**

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| Revision | Date | Description | By | Check | Review | Approve |
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# Introduction

This document necessarily pulls together some information which is already contained in other documents. To minimise repetition, it identifies links to other documents where the necessary information may already exist. It is preferable to just include links to the original source of the information. However, when doing so, it is necessary to ensure all the potential readership of the document will have access to the source where the information is to be found. If this is not the case, then the information will need to be extracted and incorporated below. The original sources should still be included as cross references to enable checks to be made for updates to information as required.

The scope of this document is to document the management of the design during the pre-construction phase. This is defined as “*any period of time during which design or preparatory work is carried out for a project and may continue during the construction phase”*;

Status boxes are provided to give guidance on who is expected to complete the template. These should be removed upon completion of the document. Green status boxes are for Client duties, Blue status boxes are for Safety in Design managers / designers to complete.

Additional text in red provides additional guidance on requirements and potential links to other documents which may already contain the necessary information. These should be removed upon completion of the document.

Template provides a starting point and can be adapted where necessary to suit specifics of individual projects and related management arrangements

# Project DetailS

## Description, Location, timescales etc

Status Box

This section to be completed by Client project manager prior to document being passed to Safety in Design lead for co-ordination of remaining principal designer and designer sections.

| **Requirement** | **Evidence** |
| --- | --- |
| Brief description of project | Extract from or Link to Client Scheme Requirements (CSR) |
| Location plan –  | Extract from or Link to CSR or Project Execution Plan (PEP) It is assumed throughout this document that there is a Project Execution Plan or Project Management Plan (PMP) in place in the early days of the project. |
| Programme | Extract from or Link to PMP / CSR |
| Key milestones | Extract from or Link to PMP / CSR |
| Project Team | Details of the project team including contact details for the client (National Highways), Principal Designer, designers, principal contractor and other consultants or any other individual with specific health and safety responsibilities. |

## CDM Duty Holders and Project Contacts

Table - – CDM Dutyholders - amend table below as necessary to suit specific project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role** | **Duty Holder** | **Contact Person** | **Position** | **Contact Details** |
| Client |  |  |  |  |
| Principal designer  |  |  |  |  |
| Principal contractor  |  |  |  |  |

Table - – Additional project contacts – amend table below as necessary to suit specific project

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Contact Person** | **Position** | **Contact Details** |
| National Highways Project Manager  |  |  |  |
| Lead Designer |  |  |  |
| Safety in Design Lead |  |  |  |
| Technology Design |  |  |  |
| Highway Design  |  |  |  |
| Structural Design |  |  |  |
| Geotechnical Design |  |  |  |
| Drainage Design |  |  |  |

## Stakeholders and Consultees – amend table below as necessary to suit specific project

| **Organisation** | **Interest in Project** | **Contact Person** | **Position** | **Contact Details** |
| --- | --- | --- | --- | --- |
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## Responsibilities and Accountabilities

| **Activity / Requirement / Duty** | **Responsible – The person who actually carries out the process or task to get the job done** | **Accountable – The person who is ultimately accountable for process or task being completed appropriately**  | **Consulted – People who are not directly involved with carrying out the task, but who are consulted.****May be stakeholder or subject matter expert** | **Informed – Those who receive output from the process or task or who have a need to stay informed** |
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## Project HSW Risks (high level)

*Known hazards at the current stage of the project – overview only*

# Design Reviews and workshops

## Design Review Frequency and Timings

All design reviews should include consideration of hazards and the evaluation of health and safety risks as an agenda item.

| **Review** | **Stage**  | **Frequency** | **Attendees**  |
| --- | --- | --- | --- |
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## H&S by Design Workshops – frequency and approach

A workshop should be a proactive environment in which to examine issues and challenge accepted practice with an intent to develop solutions.

| **Workshop**  | **Stage**  | **Attendees**  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
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## Design Co-ordination Meeting schedules

These may be opportunities to review design models for clashes as part of inter-disciplinary co-ordination exercises.

| **Meeting** | **Frequency** | **Attendees** |
| --- | --- | --- |
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# Management arrangements

Status Box

This section to be completed by Client project manager prior to document being passed to Safety in Design lead for co-ordination of remaining principal designer and designer sections.

* 1. **Client Management Arrangements**

| **Requirement** | **Method** |
| --- | --- |
| Providing pre-construction information | List sources of information / databases etc to be searched for relevant PCI to be provided to principal designers at start of commission. How will client make information available and assure accuracy |
| Making appointments | Who is responsible and when? Resolving who signs appointment letters early on would be useful. If letters have been issued include date / references etc. Where can a copy be found? |
| Ensuring principal designer discharges their duties | How does client undertake this? Designer audits? Design Team Assurance tours? Performance indicators? |
| Ensuring principal contractor discharges their duties | Do we need this in here for completeness? As this part of the Management arrangements this should be included but may be completed later in the programme. |

* 1. **Principal designer management arrangements**

Status Box

This section to be completed by Safety in Design lead supported by Design project manager and Design Lead

| **Requirement** | **Method** |
| --- | --- |
| Arrangements for assisting the client with provision of Pre-construction information | Process for identifying gaps in current pre-construction information. Requirements for information needed to present to client the need for additional information.  |
| Arrangements for managing the provision of pre-construction information to others | How will information be made accessible to those who need it including designers, client and contractors? When will it be shared? How frequently will it be updated?  |
| Arrangements for managing change | covered in PEP |
| Arrangements for planning the work including consideration of sequencing of the work and how time and resources will be estimated | Describe planning process for resourcing design phase. Who will prepare forecasts and how will these be reviewed to ensure they are sufficient? Describe engagement with principal contractor in relation to programming construction period.  |
| Arrangements for managing the work | Provide details of management roles and responsibilities within design team. Describe use of common data environment.  |
| Arrangements for co-ordinating the work | Provide details of team meetings, interdisciplinary co-ordination meetings. Use of planning co-ordination tools such as Mural, APHEX.  |
| Arrangements for managing communications between designers | What will primary source of inter team communications be? Email, TEAMS. Requirements for people to be copied into communications |
| Arrangements for managing communications with internal and external stakeholders | Might be covered by existing formal PCF processes but need to identify any fill any gaps particularly with opportunities for internal engagement and liaison |
| Arrangements for collaboration with principal contractor | Is principal contractor integrated into design team? How does information get shared with principal contractor? When does information get shared with principal contractor? |
| Process for ensuring designers discharge their duties | Who oversees design H&S related activities? How are reviews recorded? How frequently are they undertaken? What processes ae in place for addressing concerns regarding compliance? |

* 1. **Designer management arrangements**

Status Box

This section to be completed by Design lead supported by Discipline Leads and Safety in Design Lead

| **Requirement** | **Method** |
| --- | --- |
| Mechanism for ensuring the client is aware of their duties | National Highways is an experienced client and is considered knowledgeable and experienced in the delivery of client duties under the Construction (Design and Management) Regulations and no project specific actions are required to confirm this – is this acceptable approach? If not set out steps to be taken by designers. |
| Arrangements for identifying foreseeable risks | What tools will be used? Mechanisms adopted by disciplines to identify and record hazards as design work progresses.  |
| Methodology for mitigating foreseeable hazards using the principles of prevention | Means of co-ordinating management of hazards between disciplines, engagement with H&S specialists and review of lessons learnt on previous projects. |
| Arrangements for communicating design information and residual risks to the principal designer and others who need the information to do their duties | Important to get this clear and have a robust two way process. Consider of how design information is provided to the contractor for use with automated machines?  |
| Arrangements for co-ordinating with other designers -  | How do we incorporate meetings – purpose, frequency, attendees, recording into the above sections? Do we have a separate Meetings section? Are they already in the PEP? Could already be covered in section 3 above. |

# Communication

Early engagement with stakeholders via Safety by Design workshops should be the default position. Designers should provide sufficient early information to stakeholders to allow them to determine if they wish to be involved at a particular stage.

The RACI in section 2.4 may be used to identify clear communications requirements

| **Requirement** | **Method**  |
| --- | --- |
| Arrangements for Provision of Information to Others including external stakeholders | How will it be communicated? What format? Is there an existing process in place for this e.g. PCF SGAR processes? When will it be shared? |
| Arrangements for communication of safety alerts and shared learning | How? To whom? |
| Arrangements for communicating changes to the design team | How? When? |
| Arrangements for handovers  | How? When? What handovers are anticipated? PD-PD? |

# Competence and Training

## Competency Matrix

Insert Competency / Training Matrix

## Ongoing training

Status Box

This section to be completed by Safety in Design Lead and Design Lead to identify any on-going training requirements / plans to be delivered during life of the project.

# Monitoring arrangements

| **Requirement** | **Method** |
| --- | --- |
| Safety in Design reviews | How will these assess the effectiveness of the hazard identification and management undertaken by designers? How will performance be assessed? |
| The reporting and investigation of design near misses | What process are we going to follow? Is there anything in place at present? Cross ref to internal processes. Process for effective sharing of learning. |
| Compliance auditing / Assurance | Will independent reviews be undertaken? Any links / plans for Design Team Assurance Tours or Alliance assurance processes |

# references – legislation and relevant technical standards

1. Appendix titles

Annex Contents