

# IAN 105

23rd December 2019

# KEY NEW REQUIREMENTS

## IAN 105 Key Proposals:

- Brief overview update of 2 key CDM 2015 changes in HE's view – the Principal Designer Role and focus on capability (which will be organisationally focused in HE) and the further 'enhancement' Client Role.
- To reflect the Client point brief summary to the supply chain of the 'Client Rep' role and how the CDM Implementation Plan will work.
- In response to this acknowledgement all current instructions for the Principal Designer to undertake 'additional duties' (some of the client duties) will be revoked and this process will cease.

# KEY NEW REQUIREMENTS

## IAN 105 Key Proposals:

- Clear Statement that HE views the Principal Designer Role as an Organisational Role (in all instances) and the accountability sits with the organisation and not an individual.
- As such the all current appointment letters for the role of 'Principal Designer Manager' will be revoked and this process will cease.
- Capability assessments of the Principal Designer organisation post contract award will cease. This must be done at tender stage and appointment will via the contract.
- The Pre Construction Phase Plan requirement will be introduced with minimum requirements of the document appended.

# KEY NEW REQUIREMENTS

## IAN 105 Key Proposals:

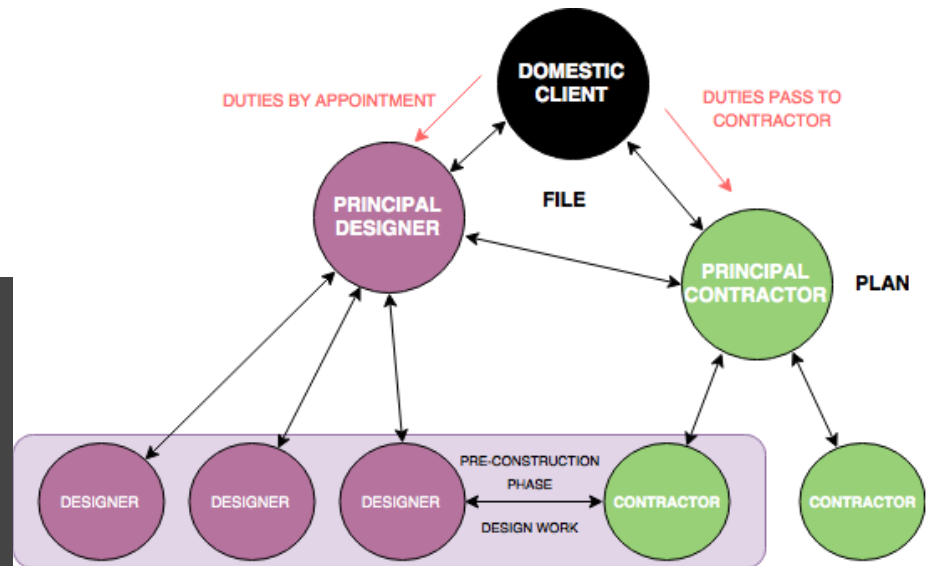
- The new H&S file template will be appended. With brief statement as to the change and reaffirming key purpose of the H&S file.
- The new Pre Construction Information Pack template will be appended. With brief statement as to the change and reaffirming key purpose of the PCIP.
- All projects/schemes/regions will have **3 months** from the date of issue to comply with the new requirements; compliance with this will be tracked by the respective HE Executive Director.

NB these proposed requirements will be extensively communicated in advance of publishing the IAN so that projects can begin to prepare

# CDM 2015 Client Role

## Why is the client important?

28 The client has a major influence over the way a project is procured and managed. Regardless of the size of the project, the client has contractual control, appoints designers and contractors, and determines the money, time and other resources available.



# KEY NEW REQUIREMENTS

## **Appointment of Client Representatives with associated capability assessments:**

- Clear line of appropriately assessed accountable and responsible people from Exec Director down to Project Manager (or similar).
- Acting on behalf of the business to assure that Client Duties are robustly discharged via implementation of process and record keeping.
- Key signatory on H&S products throughout the project lifecycles.
- Clearly establishing Client activities in the delivery line supported by H&S Business Partners

# KEY NEW REQUIREMENTS

## Pre Construction Phase Plan:

### Pre-Construction Health and Safety Plan Requirements

The Pre-Construction Health and Safety Plan shall, as a minimum, contain the following information:

- a) An overview of the Project and timescales aligned to the Client Brief
- b) Define the organisational arrangements including organisation chart, which will detail the make-up of the team which will discharge and assure the requirements of the Principal Designer role including the key positions of Principal Designer Lead Representative (PDLR), the discipline leads and the Health and Safety lead.

NB. The CVs and/or capability assessments of these named individuals can be requested by Highways England at any time.

PDLR will be the most senior person leading the Design/Development phase from the supplier organisation and will be able to demonstrate clear understanding for the duties of the Principal Designer role will be discharged by the organisation.

An example graphic to demonstrate component parts of the Principal Designer team for a project is:



This is not ubiquitous, the wheel and roles will vary dependent on the scale, scope, risk factors, specific interfaces etc. of the project or scheme.

- c) Provide an overview of how the Principal Designer will plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase, particularly when design, technical and organisational aspects are being decided.

Expectation is that this focus specifically on the individual elements:

- i) Planning
- ii) Management
- iii) Monitoring

and the key requirements, mechanisms, interventions etc. which will be implemented and assured to deliver optimum H&S outcomes during the design, construction of the project/scheme and ultimately the operation and maintenance of the completed assets.

- } Detail the key processes and mechanisms which will: identify and eliminate or control, so far as is reasonably practicable, Estimate the period of time required to complete work or work stages and ensure all designers comply with their duties

- } For the following list of Key Deliverables; define:

- i) the approach,
- ii) roles and responsibilities,
- iii) how they will be evidenced,
- iv) how staged assurance will be provided to the Client Rep throughout the design phase including submissions at design freeze/hold points and SGARs (Stage Gate Assurance Reviews)

#### Key Deliverables

- Pre-Construction Information (Pack) sufficiently developed for the stage of design
- Health and Safety file information developed for the stage of design
- Progressive integration of Health & Safety information into agreed Business Information Modelling (BIM) Requirements
- Application of hierarchy of controls to safety and Occupational Health Risks highlighted during the design phase
- Consultation, coordination and cooperation with HE Operations regarding the design for maintenance and operation within the scheme (signed acceptance from stakeholders where this has been defined as a requirement by the Client Rep)
- Consultation, coordination and cooperation with other key project stakeholders (signed acceptance from stakeholders where this has been defined as a requirement by the Client Rep)
- Departures from design standards, outlining how they will be sought, appropriately risked assessed and consulted with all relevant stakeholders.

# RESCINDED



Our ref:

Your ref:

Mark Topping  
Dave Farrow

AECOM  
AECOM House  
179 Moss Lane  
Atrincham, WA15 8FH, United Kingdom

Dear Sirs,

The Construction (Design and Management) Regulations 2015 (CDM 2015)  
Principal Designer Appointment

CDM 2015 regulations were amended effective from 6<sup>th</sup> April 2015, the purpose of this letter, following successful assessment of your organisational competence to fulfil the role, is to appoint your organisation as **Principal Designer** on behalf of Highways England on the M62 J10 – J12 and M6 J21a - 26 projects.

**Your Principal Designer responsibilities:**

To undertake the Principal Designer (PD) role as laid out within CDM2015, taking all relevant Highways England documentation into account.

The PD appointment lasts until the completion of the **Preliminary Design to SGAR 3 for the M62 and M6 and also the completion of the DF4 design for the M62 Centre Reserve, and completion of appropriate paperwork to the relevant stage.** We will also require the following non-statutory support to assist us in discharging our own Client duties. These are detailed below;

**Additional Services**

- Advise the Client on the Health and Safety arrangements for managing a project including appointing of other duty holders and the allocation of sufficient time and resources.
- Assist the Client so that H&S arrangements are maintained/reviewed throughout the project.
- Notify projects to the HSE (F10), ensuring that notifications are provided to the Principal Contractor to display on site and are updated as required, liaising with the Client and other duty holders throughout the process.
- Assess the Construction Phase Plan prepared by the Principal Contractor and confirm, in writing, to the Client that it is suitable and sufficient before work begins including any subsequent updates as agreed with the Client**

5 St Philips Place  
Colmore Row  
Birmingham  
B3 2PW  
Date: **11 Oct 2017**

**Access: The Principal Designer Competence Check – a guide for C&M H&S  
Regional H&S Business Partners**

Access applies to notifiable projects under CDM2007. Refer to the *L153 Managing Health and Safety in Construction; Construction (Design and Management) Regulations 2015* to determine CDM notification requirements.

Note;

**Access in SHARE** is restricted to the C&M H&S Team, if you need access or are unclear about the process, or come across an unusual (JV, legacy work, significantly high risk/value t, s 278 work) request please contact Nick Balsdon

The role for MP/NDD projects is an organisational appointment

Using the [register](#) live and up to date will help us all be efficient and effective when undertaking PD assessments

Issues	Guidance / Action	Directorate
	MP or NDD request a PD assessment	MP / NDD
	Access Principal Designer (PD) Register on <a href="#">SHARE</a> ;	RH&SBP
	<ol style="list-style-type: none"> <li>Has the proposed PD consultant/contractor already undergone a successful organisational assessment (find the tab in the register/s spreadsheet)?</li> <li>Has the proposed 'CDM Advisor' (the person providing competent advice in the PD design team) already undergone an individual assessment?</li> <li>Has the proposed 'design team manager' (person heading up the design team – accountable for PD role delivery) undergone an individual assessment?</li> </ol> <p>If Yes to 1), 2) &amp; 3) – go to 3a</p> <p>If Yes to 1, but no to 2) and/or 3) – go to 3b</p> <p>If No to 1), and/or 2) and 3 – go to 3c</p>	
	Confirm to the MP/NDD contact that the proposed PD can be appointed and send them a copy of the <a href="#">PD appointment letter template</a> .	RH&SBP
	Update the project details on the <a href="#">register</a> .	

**Information and applicable frameworks or projects.**

Description of supporting information expected, which will be taken into account in assessment	
file	
username	
family name	
job title	
e-mail	
tel.no.	
address	





# DISCUSSION?

## STAY OR GO (OR AMEND)?

### 2.3.1 As built drawings

Residual hazards must be highlighted on the drawings. Only drawings relevant to health and safety must be included within the file. Examples are given below:

General arrangement drawings referenced to the O.S. Grid Reference or maintenance reference system covering:

- (a) horizontal alignment including land boundaries to a scale of 1/2500 or 1/1250 in urban areas;
- (b) vertical alignment showing the final and original ground levels on the centre line of the road or new and existing surface levels where reconstructing an existing road.

The drawings should have all non-existing background information removed and the boundaries of the trunk road clearly shown in relation to side roads or other features.

<http://www.standardsforhighways.co.uk/ha/standards/ians/pdfs/ian105.pdf>