

RCS CDM Consultancy Scope of Services **in Compliance with CDM 2015 and** **Achieving Effective and Stringent** **Application of the Principal Designer Role**

An ISO9001 Accredited CDM Support Consultancy Service

Quality checked, validated and supported by:

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RCS/CDM2015/01/v1



CDM/Principal Designer Consultancy Services – Scope of Service

Rawlings Safety & Training Consultancy Services Limited Acting As Principal Designer

This scope of services profile and the service delivery is supported by the following appendices;

Appendix 1	Overview of the RCS team
Appendix 2	Professional indemnity insurance (5 million cover is provided)
Appendix 3	Project history
Appendix 4	Fee structures for our services, these are defined as a percentage of build only cost, with fees provided on a graduated scale.

RCS will ensure stringent application of safety standards and all requirements of the CDM Regulations 2015 in pursuit of the Principal Designer role. Acting as the appointed and nominated principal designer our scope of services will achieve the full application of the role and to assist with compliance of CDM 2015.

Who is the Principal Designer?

The principal designer must be a designer on the project or someone who arranges for, or instructs, any person under their control to do so, and/or is in a position to have control over the pre-construction stage with respect to health and safety coordination". NB: "designer" means any person (including a client, contractor or other person referred to in the CDM 2015) who in the course or furtherance of a business prepares or modifies a design or arranges for, or instructs, any person under their control to do so, or is able to have influence over the pre-construction stage in respect of health and safety.

What must the Principal Designer do?

Regulation 11 of CDM 2015 requires the principal designer to 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 and to continue liaising with other key duty holders on matters of health and safety throughout the project.

- 11.—** (1) 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 that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
- (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 any health and safety file.

(3) In fulfilling the duties in paragraph (1), the principal designer must identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person

- (a) carrying out or liable to be affected by construction work;
- (b) maintaining or cleaning a structure; or
- (c) using a structure designed as a workplace.

(4) In fulfilling the duties in paragraph (1), the principal designer must ensure all designers comply with their duties in regulation 9.

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

(6) The principal designer must—

- (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.

(7) The principal designer must 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.

Regulation 12 sets out the duties on either the principal designer or principal contractor for in relation to the construction phase plans and health and safety files.

In fulfilling the principal designers duties in relation to regulations 11 and 12, the key functions carried out by Rawlings as principal designer will be;

PRE-CONSTRUCTION STAGE

- Assist with the health and safety aspects of the client brief as requested
- Assist the client with submitting the F10 notification as requested
- Attend the site/premises to carry out a full pre-start assessment and review with respect to health and safety considerations required during the design, build and end use
- Work with the Client and other parties to obtain, review and profile the required CDM pre-construction safety information. Identify any gaps or information requirements in respect to the CDM pre-construction information



PRE-CONSTRUCTION STAGE CONT'D

- Provide safety advice and support for the project team (this is maintained for the duration of the project)
- Assist the design team in the process of design risk management focusing on keys safety issues associated with build-ability, usability and maintainability of the structure
- Ensure all H&S pre-construction information is issued for tender packs and/or direct to the Principal Contractor and other key duty holders as required
- Make sure there is a traceable and robust co-operation and co-ordination process between all key duty holders in regard to health and safety
- Assist designers with their duties under CDM
- Attend project meetings as required and/or producing CDM reports throughout the project
- Comment and assist on safety issues throughout the duration of the project
- Ensure the prompt flow of relevant H&S information among the design team and to the Principal Contractor to enable the Principal Contractor to develop and prepare the Construction Phase Plan.
- Provide suitable and sufficient advice and assistance on the arrangements for managing projects and the review and maintenance of the arrangements with respect to health or safety
- Advise and assist Client on workplace health and safety and “in use” issues arising from the design and construction, as required by the Workplace Regs 1992.
- Work with designers and co-ordinate amongst them so that designs pay adequate regard to health and safety in construction, cleaning, use and deconstruction and the effects on third parties.
- Facilitate the application of the principals of prevention as per Management of Health and Safety at Work Regulations 1999.
- Advise the Client on the suitability of the Construction Phase Plan.

CONSTRUCTION PHASE

- Liaise with the Principal Contractor regarding health and safety matters during the construction phase.
- Input on design changes as advised, which may affect health and safety during the construction phase or the end use.
- Attend progress meetings as appropriate
- Carry out H&S reviews on the clients behalf as requested and agreed
- Agree the contents, structure and format of the Health and Safety File/O&M Manual along with the collation and transfer arrangements
- Provide safety advice and support for the project team for the duration of the project
- Comment and assist on safety issues throughout the duration of the project

HANDOVER

- Coordinate the creation of a new suitable Health and Safety File, or review, amend or make additions to an existing Health and Safety File. Ensure the H&S File/O&M manuals are complete as agreed and handed over to the client/end user at the appropriate time, subject to information being provided and available from the principal contractor and design team.



Additional enhancements of our scope of services to achieve safety excellence and compliance throughout the duration of the project.

- To achieve the highest level of safety support and application of exacting safety standards, full compliance with CDM and other safety law, with effective delivery of the Principal Designer role throughout the duration of the project. RCS have a robust and highly skilled team and organisation, refer to appendix 1, to support and deliver the highest level of support. Our CDM consultancy support service to deliver the Principal Designer role also provides unlimited project duration, immediate phone support access/email access to our team of OSHCR/MAPS/RIBA/Chartered Safety Practitioners :
 - Steve Rawlings BSc Hons CMIOSH MIIRSM Assoc CIPD IMaPS OSHCR – steve@rawlingsrcs.co.uk (Managing Director)
 - Kevin Colleran CMIOSH MIIRSM IMaPS OSHCR – kevin@rawlingsrcs.co.uk (Managing Director)
 - Stuart Allen GradIOSH MIIRSM – stuart@rawlingsrcs.co.uk (Director Safety/CDM)
 - Tony Baker, MSc RIBA tbaker.htc@gmail.com (Principal Designer/Principal Designer Support Consultant – CDM 2015)
 - Lee J Whittingham BA(Hons), BArch, ARB, RIBA. (Principal Designer/Principal Designer Support Consultant – CDM 2015)
 - Shaun Baxter GradIOSH MIIRSM – shaun@rawlingsrcs.co.uk (Principal Consultant – Safety /CDM)

This access to OSHCR/MaPS/IOSH safety consultants is available to all the project team as part of the service delivery

- RCS will provide full, open and unlimited access to our safety technical database and the technical resources and support database of IOSH, the national safety support professional organisation, will also be made available
- RCS will provide unlimited telephone support, with access to our OSHCR safety degree qualified, corporate members of IOSH, MaPS. This access, as part of our scope services, is to the whole project team and Client. Pre-bookable one to one support meetings may also be utilised by the project team as part of this scope of services, meetings held at our base office, hot desk facility with free download of the safety critical documents from our system is also provided.
- RCS, as part of this scope of services, will sustain professional indemnity insurance cover of our professional safety/CDM support consultancy (Refer to appendix 2 of this scope of services document
- RCS shall sustain corporate, chartered status of its CDM consultancy support team of OSHCR, IOSH and MaPS, to ensure that the highest level of recognised industry competency standards are achieved and sustained throughout the duration of the projects when appointed, and that all the project team benefit from safety/CDM support consultancy at the highest level of industry recognised competence. The service and scope of services are accredited to ISO9001 and quality of service delivery will be sustained, and accreditation to ISO9001 will be maintained throughout the duration of the project.



THE GENERAL PRINCIPLES OF PREVENTION

These principles are a requirement of the Management of Health and Safety at Work Regulations 1999 (MHSW) and apply to all industries, including construction. They provide a framework to identify and implement measures which are necessary to control risks on a construction project.

The principals defined below should be applied by all duty holders relevant to their role and scope, Rawlings as part of their scope will assist the principal designer with this element as far as their role requires.

The general principles of prevention

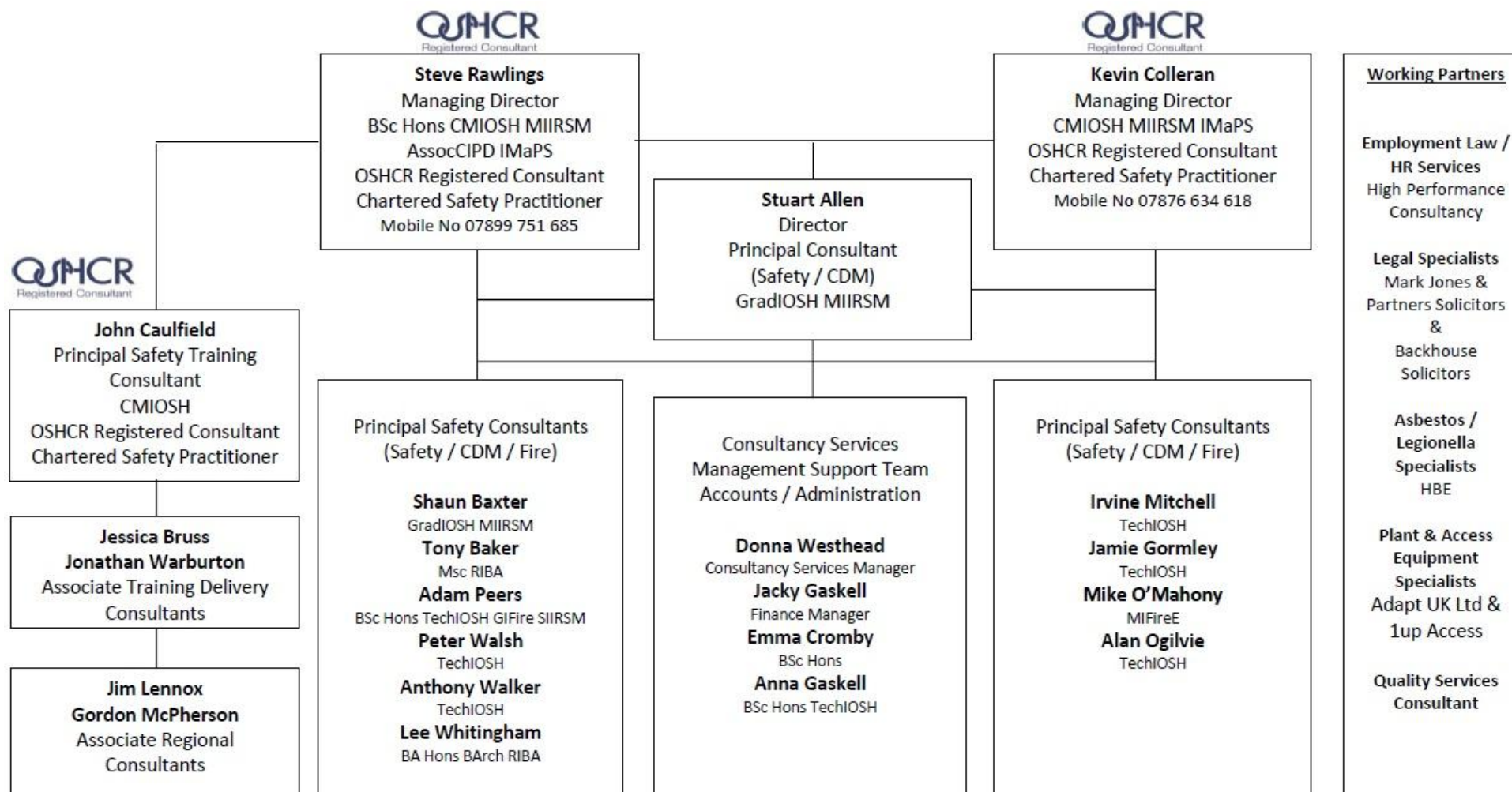
- avoid risks;
- evaluate the risks which cannot be avoided;
- combat the risks at source;
- adapt the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- adapt to technical progress;
- replace the dangerous by the non-dangerous or the less dangerous;
- develop a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- give collective protective measures priority over individual protective measures; and
- give appropriate instructions to employees



Appendix 1

CDM Safety Consultancy Support Service Organisational Structure to Support the Project Team throughout the Duration of a Project





Appendix 2

RCS Professional Indemnity Insurance Evidence



Butterworth Spengler
Insurance Brokers

20-24 Faraday Road
Wavertree Technology Park
Liverpool
L13 1EH

T: 0151 494 4400
F: 0151 494 4455
E: info@butterworthspengler.co.uk
W: www.butterworthspengler.co.uk

VERIFICATION OF INSURANCE

We, the undersigned Brokers, hereby certify that the following described insurance is in force at this date:-

NAME OF INSURED -	Rawlings Consultancy Services Ltd & Rawlings Safety and Training Consultancy Services Ltd
BUSINESS DESCRIPTION -	Safety & Training Consultancy & CDM Support Consultants / Principal Designer
TYPE OF INSURANCE -	Professional Indemnity
INSURERS -	Markel (UK) Ltd
PERIOD -	1 st August 2017 – 31 st July 2018
LIMIT OF INDEMNITY -	£5,000,000 any one claim
EXCESS -	£2,500 each claim
POLICY NUMBER -	A21695/0817

This document is furnished to you as a matter of information only. The issuance of this document does not make the person or organization to which it is issued an additional Insured, nor does it modify in any manner the contract of insurance between the Insured and the Underwriters. Any amendment, change or extension to such contract can only be effected by specific endorsement attached thereto.

Should the above-mentioned contract of insurance be cancelled, assigned or changed during the above policy period in such manner as to affect this document, no obligation to inform the Holder of this document is accepted by the undersigned or the Underwriters.

26/07/2017

By 
Name: R McAulay
For: Butterworth Spengler Professional Risks Ltd

Butterworth Spengler Professional Risks Ltd.
No. 6808611

Butterworth Spengler Commercial Ltd.
No. 5058549

Butterworth Spengler Facilities Ltd.
No. 1593973

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Chairman: G.N. Spengler; Managing Director: J. Lacey ACII
Group Directors: L.M. Saunders; S.N. Dixon, BA, FCII; P.C. Coffey, MBA, FCII;
J. D. Jaycock, ACII; M.L. Robinson, ACII; A. Thomson, BEng (Hons), ACII; A.L. Tune, BA (Hons), ACII.
Telephone calls to our offices are recorded for training and security purposes.
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Appendix 3

Project History



Listed below are a sample of projects where Rawlings have provided Principal Designer or Principal Designer Support Services, including a list of 5 references.

Project Detail	Project valuation	Client and Contact	Role
Downing, Glasgow New build student residential scheme from ground to 9th floor, with associated shared amenity spaces, infrastructure works and public realm, with rooms being a mix of en-suite cluster and studio apartments.	11.8 million	Downing George Tyson	Principal Designer
Alder Hey Hospital Demolition of the existing Alder Hey Hospital	1.7 million	MDG Design Tony Crawford	Principal Designer Support



Project Detail	Project valuation	Client and Contact	Role
Create Construction, Frog Street, Exeter The works comprise of the significant removal of existing Asbestos containing materials prior to the complete demolition of the existing Building to make way for the construction of a 98 bed student accommodation building.	7.1 million	Create Construction Mike Quinn	Principal Designer Support
Create Construction, Fontenoy Street, Liverpool The redevelopment of a vacant site to create new build student accommodation comprising of circa 200 student bedrooms across a Nine storey residential building.	10 million	Create Construction Mike Quinn	Principal Designer Support
Shed KM, Crusader, Manchester The proposed works include the redevelopment of the site to provide high quality residential accommodation, in the form of one, two, and three bedroom apartments. The design is for the provision of residential apartments within the refurbished buildings and a new build apartment block.	25 million	Shed KM Mark Sidebotham	Principal Designer Support
Urban Splash, Lakeshore Refurbishment of an existing building to create 136 residential apartments and commercial use	10 million	Urban Splash Chris Shaw	Principal Designer
YPG, Pembroke Studios, Liverpool The demolition of a four-storey building followed by the new build construction of a 5 storey student accommodation block with street level retail units.	3.7 million	YPG Developments Andy Grabe	Principal Designer Support
Downing, Leeds Phase 3 New build student accommodation (474 beds in total) with ancillary facilities at ground (GF) and lower ground (LG) level. Building 1 will be 15 stories above GF & LG. Building 2 will be 11 stories above GF & LG.	17 million	Downing George Tyson	Principal Designer



Project Detail	Project valuation	Client and Contact	Role
Homebargains, Herbourne Birmingham Demolition of an existing 4 storey commercial/retail building, will be undertaken, including removal of below ground foundations and disconnection/removal of all above/below ground services.	385 k	TJ Morris David Little	Principal Designer Support
Watchworks, Prescott Demolition of existing structures, refurbishment and extension to listed building and new build bungalows	6 million	Iliad Watch-works Development Jon Bird	Principal Designer
Homebargains (various store refurbishments) Various works, which primarily include strip out and refurbishment of vacant units to create new home bargain stores	Various	Chartwell Project Management Steve Johnston	
Downing, South Lambeth Road, London The overall scheme proposals are to completely regenerate the site with the development of a mixed-use 32 storey building, which will include a mix of leisure facilities, including a swimming pool and gymnasium, student ancillary uses at the lower levels and student accommodation on the upper levels. There will also be the provision of refuse and cycle storage and disabled parking space.	19 million	Downing Ian Harrison	Principal Designer
Downing, Holbrook House, London The redevelopment of the site, which will comprise demolition of the existing building on site, followed by the new build construction of student residential accommodation stepping in height from 16 to 24 storeys in height.	27 million	Downing Martin Fenlon	Principal Designer



Project Detail	Project valuation	Client and Contact	Role
Simpson Haugh and Partners, Smokehouses, North Shields The project consists of the design and construction of 2 number concrete frame apartment blocks with associated external and public realm works.	14 million	Simpson Haugh and Partners Stuart Wheeler	Principal Designer Support
Shed KM, Plateau, North Shields The works will include the construction of 34 No. new dwellings, constructed in 5 phases, with all associated infrastructure works, public realm, landscaping, new roads etc.	4 million	Shed KM Ian Killick	Principal Designer Support
Impel Developments, Reliance House, Liverpool Strip out and refurbishment of a vacant office block to create 100 one and two bedroom apartments, along with all associated infrastructure works.	3.4 million	Impel Developments Bob Marley	Principal Designer
Impel Developments, Renshaw Street, Liverpool New build construction of retail shell units at ground floor, with residential apartments above.	6 million	Impel Developments Bob Marley	Principal Designer
Mulbury Homes, Port Street, Manchester The development of a site to create a mix of residential unit types ranging from studios to three bedroom apartments and retail space. The structure is of varying height; 9 storeys to 15 storeys with retail units, plant space, cycle parking and refuse storage at ground level.	17 million	Mulbury Homes Strategic Land Limited James Alderson	Principal Designer
Market Serve, Manchester Ltd, Manchester The redevelopment and alteration of the Mackie Mayor building to provide 9 independent kitchens and bars joined by a central communal eating space.	600K	Market Serve Manchester Ltd Nick Johnson	Principal Designer



5 Referees

1. Martin Fenlon, Downing Property Services, 5 Myrtle Street, Liverpool, L7 7DN, Tel No. 0151 707 2666, email, martinfenlon@downing.com
2. Steve Johnston, Chartwell Project Management, Unit 15 Meridian Business Village, Hunts Cross, Liverpool, L24 9LG, Tel No. 0151 728 4200, email, steve.johnston@chartwell-pm.co.uk
3. Chris Shaw, Urban Splash, Timber Wharf, 16-22 Worsley Street, Manchester, M15 4LD, Tel No. 0161 839 2999, email, chrisshaw@urbansplash.co.uk
4. Bob Marley, Impel Developments, 19 Old Hall Street, Liverpool, L3 9JQ, Tel No, 07769, 354 720, email, bob.marley@tffholdings.co.uk
5. Jon Bird, Jon Bird Associates, 4th Floor, Muskers Building, 1 Stanley Street, Liverpool, L1 6AA, Tel: 0151 236 9901, email, jon@jonbirdassociates.co.uk



Appendix 4

Fee Structures



Total Cost of Project	Cost Band	Percentage Fee (Cost)
Up to £ 20,000	BAND 1	2.75%
£ 20,001 - 50,000	BAND 2	2.5%
£ 50,001 - 100,000	BAND 3	2.0%
£ 100,001- 150,000	BAND 4	1.5%
£ 150,001 - 250,000	BAND 5	1.25%
£ 250,001 - 500,000	BAND 6	1.20%
£500,001- 750,000	BAND 7	1.0%
£750,001- 1,000,000	BAND 8	0.75%
£ 1,000,001 - 1,250,000	BAND 9	0.55%
£ 1,250,001- 1,500,000	BAND 10	0.45%
£ 1,500,001 - 2,000,000	BAND 11	0.40%
£2,000,001- 2,500,000	BAND 12	0.38%
£ 2,500,001 - 3,000,000	BAND 13	0.36%
£3,000,001- 3,500,000	BAND 14	0.34%
£ 3,500,001-4,000,000	BAND 15	0.32%
£ 4,000,001 - 6,000,000	BAND 16	0.30%
£ 6,000,001 – 12,000,000	BAND 17	0.27%
£ 12,000,001 - 20,000,000	BAND 18	0.24%
£ 20,000,001 - 35,000,000	BAND 19	0.22%
£ 35,000,000 ->	BAND 20	0.20%

