

SCOPE OF SERVICE FOR THE CO-ORDINATOR

This Scope Of Services is for providing the role of "The Co-ordinator" as defined by The Construction (Design & Management) Regulations 2007.

They may be added to, or otherwise revised, by the terms of specific appointments.

Stage: Project Inception

- Advise the client of their duties unless already done so by a designer
- Submit initial notification of Project to HSE
- Request information from the client for the "information pack"
- Advise the client on the competence of designers, if requested

Stage: Planning, Preparation & Design

- Co-ordinate the design work, planning and other preparation for construction, where relevant to health & safety
- Identify the information needed by designers and contractors and ensure any gaps are filled
- Manage the flow of health & safety information between client, designers and contractors
- Develop the information pack as required
- Advise on the suitability and compatibility of designs and the need for modifications
- Advise the client on the competence of proposed Principal Contractors

Stage: Tender

- Provide the completed Information Pack for inclusion in the Tender Documentation
- Participate in the tender appraisal process and advise the client on the competence of Principal Contractor
- Continue to co-ordinate the design work, planning and other preparation for construction, where relevant to health & safety
- Update HSE notification
- Advise the Client as to the adequacy of arrangements for managing the work
- Liaise with the Principal Contractor to allow the development of their Health & Safety Plan
- Confirm to the Client that the initial development of The Health & Safety Plan is suitable to allow the works to commence on site and that Welfare Facilities will be available from the start of the site works

Stage: Construction

- Prepare or update of The Health & Safety File
- Continue to co-ordinate on going design work, including subcontractor design, where relevant to health & safety
- Liaise with the Principal Contractor in relation to any changes in design or other changes in circumstances which have health & safety implications
- Continue to advise the Client as to the adequacy of arrangements for managing the work

Stage: Completion

- Complete and issue to the client The Health & Safety File

Possible Additional Services

- Health & Safety Auditing of Contractors policies procedures and operations
- Health & Safety Risk Workshops and Register