England and Wales

Health and Safety Consultant Services
2018 edition
Contents

Additional notes ................................................................. 1
1 General .............................................................................. 1
2 Advising on Client appointments .................................... 1
3 Monitor progress in the pre-construction phase .............. 2
4 Monitor progress in the construction phase ..................... 2
5 At or near completion of construction phase .................. 3
6 Bespoke Additional Services ............................................... 3
Appendix: Schedule of meetings to be attended by the Consultant...... 4
Health and Safety Consultant Services

For use with the RICS Standard or RICS Short Forms of Consultant’s Appointment

Additional notes:
• These Services should be completed by inserting a ‘tick’ in the box next to the Service to be provided. For further information please refer to the RICS Standard or RICS Short Form of Consultant’s Appointment explanatory notes.
• All other Services that are not ticked shall be deemed to be Additional Services under the terms of this Appointment.
• Any bespoke Additional Services agreed between the Client and the Consultant should be inserted in Section 6.
• A schedule of ‘typical’ meetings is included with these Services in the Appendix. Completion of this schedule is also recommended.
• The Consultant should satisfy the relevant requirements of the Management of Health and Safety at Work Regulations 1999 with regards to capability.
• Please see the upcoming RICS guidance note Surveying safely, 2nd edition for more information.

1 General

1.1 Ascertain the nature and complexity of the Project and assist the Client in the preparation of the Project brief. Advise the Client on the nature and extent of their duties and responsibilities under current health and safety legislation. Provide health and safety related input in the preparation of the Consultant’s Appointment and Building Contract.

1.2 Provide evidence that the Consultant satisfies the requirements set out in the Management of Health and Safety at Work Regulations 1999 and has the skills, knowledge, experience and, where the Consultant is an organisation, the capacity to be deemed competent for the works under this Appointment.

1.3 Obtain any relevant background information from the Client including appropriate limitations on access, Site/building inductions and existing information.

1.4 Advise the Client of its duties under the Construction (Design and Management) Regulations 2015 (CDM Regulations) and other applicable health and safety legislation.

1.5 Advise the Client as to which authorities must be notified of the Project (the Health and Safety Executive (HSE) or the Office of Rail Regulation (ORR), as applicable). Assist the Client with the notification process and the completion of the initial Project F10 notification or similar.

1.6 Obtain a copy of the Client’s Brief. Advise the Client in regard to suitable arrangements for managing the health and safety of a project, including:
• design coordination within the Professional Team;
• design communication within the Professional Team;
• provision of information to the Contractor(s);
• design coordination between Professional Team and the Contractor;
• communication between the Contractor’s designers and the Professional Team;
• the allocation of sufficient time for all duty holders to discharge their obligations; and
• the allocation of sufficient resources for all duty holders to discharge their obligations.

2 Advising on Client appointments

2.1 Advise the Client on the appropriate measures to be taken alongside other checks on competence to ensure, from a health and safety perspective, only competent designers and contractors are appointed.

2.2 Advise the Client on the competency of up to [4]* appointments in connection with the CDM Regulations. Where no number is stated the assumption is a prequalification panel of 4 to be assessed.

2.3 Advise the Client on the health and safety related obligations required to be included in appointments with the Professional Team under the CDM Regulations.

2.4 Advise on requirements of the CDM Regulations in respect of the Project. Liaise with the Client and the Professional Team to determine the Client’s initial requirements and to develop the Client’s management arrangements.

* Number in brackets is the default unless other number is inserted and initialled by both parties.
2.5 Ensure that notice as required is given to the HSE or the ORR of the particulars required noted in Schedule 1 of the CDM Regulations.

2.6 Advise the Client on the health and safety obligations, in accordance with the CDM Regulations, that must be included in documentation related to the Project.

2.7 Advise the Client on the competency of up to [4]* contractors in connection with the CDM Regulations. Where no number is stated the assumption is a prequalification panel of 4 to be assessed.

3 Monitor progress in the pre-construction phase

3.1 Attend Client, design, Project and other meetings as provided under this Appointment.

3.2 Advise the Professional Team of their obligations under the CDM Regulations. Review and comment on the Professional Team’s performance in respect of the CDM Regulations.

3.3 Prepare regular/monthly reports covering as a minimum:
   - the identification of hazards by any member of the Professional Team, the Contractor and any subcontractors with design responsibility (the ‘design team’) and how this information has been captured;
   - whether in the Consultant’s opinion further assessment is required to identify hazards, so far as is reasonably practicable;
   - whether there is suitable evidence that hazards have been identified and that mitigation actions are being recorded and tracked;
   - what design actions have been taken to mitigate the hazards identified and whether the consultant’s opinion is reasonable and within the CDM Regulations;
   - whether the design team has adequately discharged their duties under Regulation 8 and whether the principal designer has discharged his duties to ensure all hazards have been mitigated, so far as is reasonably practicable;
   - whether the management arrangements in place for coordination and communication of design matters relating to health and safety are adequate; and
   - whether the management arrangements are being maintained and are still suitable.

3.4 Advise the Client of any decisions required and obtain authorisation.

3.5 Take reasonable steps to assure the Client that the principal designer properly discharges and continues to discharge their duties under the CDM Regulations.

3.6 Monitor the performance of the principal designer and advise as to whether the principal designer properly discharges and continues to discharge their duties under the CDM Regulations.

3.7 Advise the Client on the competency of the other consultants in connection with the CDM Regulations.

3.8 Advise on health and safety implications of the Professional Team’s design proposals.

3.9 Carry out audits every [4]* weeks and report to the Client on the principal designer’s proposals and progress for managing workplace design and health and safety aspects of the Project. Where no period is stated a period of 4 weeks shall be assumed.

3.10 Provide advice to the wider design team regarding the process of design risk management and the steps necessary to evidence compliance with the CDM Regulations.

3.11 Assist with the assessment of design solutions and provide advice as to what constitutes so far as is reasonably practicable.

4 Monitor progress in the construction phase

4.1 Attend Client, design, Project and other meetings as provided under this Appointment.

4.2 Advise the principal Contractor of its obligations under the CDM Regulations.

4.3 Advise the Client on the adequacy of the arrangements proposed by the principal Contractor for complying with the CDM Regulations for managing the Site including a review of the adequacy of the construction phase plan and documents referred to within it (optional).

4.4 Advise the Client as to whether the works can commence on the Site in compliance with the CDM Regulations.

4.5 Monitor the performance of the principal Contractor and take reasonable steps to assure the Client that the principal Contractor properly discharges and continues to discharge their duties under the CDM Regulations.

4.6 Visit the Site and prepare regular/monthly reports. Advise the Client of any decisions required and apparent gaps in compliance with the CDM Regulations.
6. Bespoke Additional Services

6.1 Enter or attach bespoke Additional Services agreed with the Client.

5. At or near completion of construction phase

5.1 Liaise with the Client, the Professional Team and the Contractor and prepare a health and safety file.

5.2 Liaise with the Client, the Professional Team and the Contractor and advise on a handover plan, or similar management tool, identifying the roles and responsibilities of the Client, the Professional Team and the Contractor under the CDM Regulations.

5.3 Liaise with the Client, the Professional Team and the Contractor and advise upon a defects administration plan, or similar management tool, to identify the roles and responsibilities of the Client, the Professional Team and the Contractor under the CDM Regulations.
Appendix: Schedule of meetings to be attended by the Consultant

1 Client meetings

<table>
<thead>
<tr>
<th>Attendance:</th>
<th>Partner</th>
<th>Director</th>
<th>Associate</th>
<th>Project surveyor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
<td>(please specify) ____________________________</td>
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<table>
<thead>
<tr>
<th>Frequency:</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Quarterly</th>
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</thead>
<tbody>
<tr>
<td>No attendance required</td>
<td>Other</td>
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Please specify requirements: __________________________________________________________

2 Design team meetings

<table>
<thead>
<tr>
<th>Attendance:</th>
<th>Partner</th>
<th>Director</th>
<th>Associate</th>
<th>Project surveyor</th>
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<tbody>
<tr>
<td>No attendance required</td>
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Please specify requirements: __________________________________________________________

3 Project team meetings

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<tr>
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Please specify requirements: __________________________________________________________
4 Site meetings

Attendance: □ Partner □ Director □ Associate □ Project surveyor □
Other □ (please specify) ________________________________

Frequency: □ Daily □ Weekly □ Monthly □ Quarterly □
No attendance required □ Other □

Please specify requirements: __________________________________________________________

5 (Other) meetings

Name of meeting: ________________________________

Attendance: □ Partner □ Director □ Associate □ Project surveyor □
Other □ (please specify) ________________________________

(Specify required attendees) ________________________________

Frequency: □ Daily □ Weekly □ Monthly □ Quarterly □
No attendance required □ Other □

Please specify requirements: __________________________________________________________
Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the valuation, development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to markets and effecting positive change in the built and natural environments.

### Americas

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<td>Latin America</td>
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<tr>
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### Asia Pacific

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