

Key		Create Role Sheets												
Oversight only and discharge through others		15	18	28	26	18	29	24	29	19	29	15	28	
Direct responsibility: requires evidence		Note: All requirements are as far as is reasonably practicable												
Support, advisory or audit/assurance function														
Reg	Clause	Duty	Chief Executive	Programme Director	Central Section Delivery Dir	Health and Safety Director	Technical Director	Director of Crossrail Surface	Land & Property Director	Talent and Resources Director	Operations Director	Director - CAM responsibility	Project Manager	Project Construction Manager
4	Client duties for managing projects	<p>Client duties for managing projects</p> <p>1) A client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.</p> <p>2) Arrangements are suitable if they ensure that—</p> <p>(a) the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and</p> <p>(b) the facilities required by Schedule 2 are provided in respect of any person carrying out construction work.</p> <p>3) A client must ensure that these arrangements are maintained and reviewed throughout the project.</p> <p>4) A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.</p> <p>5) A client must ensure that—</p> <p>(a) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and</p> <p>(b) the principal designer prepares a health and safety file for the project, which—</p> <p>(i) complies with the requirements of regulation 12(5);</p> <p>(ii) is revised from time to time as appropriate to incorporate any relevant new information; and</p> <p>(iii) is kept available for inspection by any person who may need to comply with the relevant legal requirements.</p> <p>6) A client must take reasonable steps to ensure that—</p> <p>(a) the principal designer complies with any other principal designer duties in regulations 11 and 12; and</p> <p>(b) the principal contractor complies with any other principal contractor duties in regulations 12 to 14.</p> <p>7) If a client disposes of the client's interest in the structure, the client complies with the duty in paragraph (5)(b)(iii) by providing the health and safety file to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and scope of the file.</p> <p>8) Where there is more than one client in relation to a project—</p> <p>(a) one or more of the clients may agree in writing to be treated for the purposes of these Regulations as the only client or clients; and</p> <p>(b) except for the duties specified in sub-paragraph (c) only the client or clients agreed in paragraph (a) are subject to the duties owed by a client under these Regulations.</p> <p>(c) the duties in the following provisions are owed by all clients—</p>	<p>Regular management meeting structure and reporting regime</p> <p>Approves strategic plans for discharging CRL's CDM responsibilities</p> <p>Plans, reviews, implements and maintains CRL's organisational structure</p> <p>Recipient of assurance information on the effectiveness of CRL's arrangements (organisational and procedural) and responsible for changing the organisation or arrangements if not effective.</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Reviews and approves plans and procedures generated by the Delivery Team and comments on those produced by others as requested</p> <p>Plans, reviews, implements and maintains the central section organisational structure and arrangements</p> <p>Recipient of assurance information on the effectiveness of central section arrangements (organisational and procedural) and responsible for changing the organisation or arrangements if not effective.</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Leads review of CRL's organisational health and safety arrangements and ensures the collection of assurance evidence on its effectiveness and completeness.</p> <p>Advises Directors on internal arrangements and compliance</p> <p>Ensures that an assurance map is drawn up for CRL activities in relation to C, designer, contractor, principal contractors and Principal Designers</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Sets requirements specification (CDPR) for structures as well as places</p> <p>Responsible for the management of the Control Point Procedure and ensures its implementation in their area (Sign-off control point certificates)</p> <p>Signs-off Site Start-up Checklist</p> <p>Responsible for ensuring CRL arrangements are in place and operating within land & property</p> <p>Reviews information, provided by others, on designer and/or contractor performance</p>	<p>Responsible for the management of the Control Point Procedure and ensures its implementation in their area (Sign-off control point certificates)</p> <p>Signs-off Site Start-up Checklist</p> <p>Responsible for ensuring CRL arrangements are in place and operating within land & property</p> <p>Reviews information, provided by others, on designer and/or contractor performance</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Responsible for the management of the Control Point Procedure and ensures its implementation in their area (Sign-off control point certificates)</p> <p>Signs-off Site Start-up Checklist</p> <p>Responsible for ensuring CRL arrangements are in place and operating within Area</p> <p>Reviews information, provided by others, on designer and/or contractor performance</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Responsible for the management of the Control Point Procedure and ensures its implementation in their area (Sign-off control point certificates)</p> <p>Signs-off Site Start-up Checklist</p> <p>Responsible for ensuring CRL arrangements are in place and operating within Area</p> <p>Reviews information, provided by others, on designer and/or contractor performance</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Responsible for the management of the Control Point Procedure and ensures its implementation in their area (Sign-off control point certificates)</p> <p>Signs-off Site Start-up Checklist</p> <p>Responsible for ensuring CRL arrangements are in place and operating within Area</p> <p>Reviews information, provided by others, on designer and/or contractor performance</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Sign-off site mobilisation and start-up forms</p> <p>Monitor contractors and design management arrangements</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the Health and Safety Implementation Plan</p> <p>Ensures (or carries out) site inspections are performed to the standard and any other relevant Crossrail Procedures Includes regulations below</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Review of updates to Contractor produced Construction Phase Plans. Providing advice to the project manager</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-0001 and other relevant Crossrail Procedures Includes regulations below</p>		
		5	Appointment of the principal designer and the principal contractor	<p>1) Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client must appoint in writing—</p> <p>(a) a designer with control over the pre-construction phase as principal designer; and</p> <p>(b) a contractor as principal contractor.</p> <p>2) The appointments must be made as soon as is practicable, and in any event, before the construction phase begins.</p> <p>3) If the client fails to appoint a principal designer, the client must fulfil the duties of the principal designer in regulations 11 and 12.</p> <p>4) If the client fails to appoint a principal contractor, the client must fulfil the duties of the principal contractor in regulations 12 to 14.</p>	<p>Regular management meeting structure and reporting regime</p> <p>Confirms organisational structure</p> <p>Implements Control Point 1</p>	<p>Oversight of the PEI and control point certificates issued by the Programme Director</p> <p>Provides advice to the Executive on the adequacy of CRL arrangements as evidenced by assurance activities</p> <p>Responsible for the management of the Control Point Procedure and ensures its implementation in their area (Sign-off control point certificates)</p> <p>Ensures proposed project arrangements described in CDM Implementation Plans for the timing and allocation of sites for all CDM related appointments, in particular Principal Contractor appointments comply with CDM. Guidance given by HSE, ORR or H&S Directorate. Receive any proposed arrangements that are not in line with guidance supported by the Health and Safety Managers.</p> <p>With the Project Managers and with advice from Health and Safety Manager, identifies Projects where it is appropriate to appoint an external PD and initiates procurement process.</p> <p>Where an external Principal Designer has been appointed, ensures that an appointment continues throughout the life of the respective Project.</p>	<p>Responsible for the management of the Control Point Procedure and ensures its implementation in their area (Sign-off control point certificates)</p> <p>Ensures proposed project arrangements described in CDM Implementation Plans for the timing and allocation of sites for all CDM related appointments, in particular Principal Contractor appointments comply with CDM. Guidance given by HSE, ORR or H&S Directorate. 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Receive any proposed arrangements that are not in line with guidance supported by the Health and Safety Managers.</p> <p>With the Project Managers and with advice from Health and Safety Manager, identifies Projects where it is appropriate to appoint an external PD and initiates procurement process.</p> <p>Where an external Principal Designer has been appointed, ensures that an appointment continues throughout the life of the respective Project.</p>	<p>Prepares Control Point certificates and collates implementation in accordance with CRL procedures</p> <p>Proposes project arrangements described in CDM Implementation Plans for the timing and allocation of sites for all CDM related appointments, in particular Principal Contractor appointments that comply with CDM. Guidance given by HSE, ORR or H&S Directorate</p> <p>Participates in the tender evaluation process for projects, contractors, principal contractors and where relevant external Principal Designers.</p> <p>Ensures, once an initial Principal Contractor appointment is made that there is always an appointed Principal Contractor (any exceptions to be discussed with Health and Safety Manager)</p>	<p>Prepares Control Point certificates and collates implementation in accordance with CRL procedures</p> <p>Proposes project arrangements described in CDM Implementation Plans for the timing and allocation of sites for all CDM related appointments, in particular Principal Contractor appointments that comply with CDM. Guidance given by HSE, ORR or H&S Directorate</p> <p>Participates in the tender evaluation process for projects, contractors, principal contractors and where relevant external Principal Designers.</p> <p>Ensures, once an initial Principal Contractor appointment is made that there is always an appointed Principal Contractor (any exceptions to be discussed with Health and Safety Manager)</p>		
6	Notification			<p>1) A project is notifiable if the construction work on a construction site is scheduled to—</p> <p>(a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or</p> <p>(b) exceed 500 person days.</p> <p>2) Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.</p> <p>3) The notice must—</p> <p>(a) contain the particulars specified in Schedule 1;</p> <p>(b) be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and</p> <p>(c) if necessary, be periodically updated.</p> <p>4) Where a project includes construction work of a description for which the Office of Rail Regulation is the enforcing authority by virtue of regulation 3 of the Health and Safety (Enforcing Authority or Railways and Other Guided Transport Systems) Regulations 2006, the client must give notice to the Office of Rail Regulation instead of the Executive.</p> <p>5) Where a project includes construction work on premises which are or are an—</p> <p>(a) a GB nuclear site (within the meaning given in section 18 of the Energy Act 2013);</p> <p>(b) an authorised defence site (within the meaning given in regulation 2(1) of the Health and Safety (Enforcing Authority) Regulations 1988); or</p> <p>(c) a new nuclear build site (within the meaning given in regulation 2A of those Regulations), the client must give notice to the Office for Nuclear Regulation instead of the Executive</p>	<p>Achieved through the regular management meeting structure and reporting regime</p>	<p>Regular management meeting structure and reporting regime</p> <p>Regular management meeting structure and reporting regime</p> <p>Responsible for identifying where CRL is a designer under the Regulations and any appropriate notification</p> <p>Signs the F10 following advice from the H&S Manager and Principal Designer and is the named contact (where external/Principal Designer is appointed this process is managed by them)</p> <p>Signs the F10 following advice from the H&S Manager and Principal Designer and is the named contact (where external/Principal Designer is appointed this process is managed by them)</p>	<p>Maintains a record of F10s for project under their control</p> <p>Signs the F10 following advice from the H&S Manager and Principal Designer and is the named contact (where external/Principal Designer is appointed this process is managed by them)</p>	<p>Maintains a record of F10s for project under their control</p> <p>Signs the F10 following advice from the H&S Manager and Principal Designer and is the named contact (where external/Principal Designer is appointed this process is managed by them)</p>	<p>Maintains a record of F10s for project under their control</p> <p>Signs the F10 following advice from the H&S Manager and Principal Designer and is the named contact (where external/Principal Designer is appointed this process is managed by them)</p>	<p>Maintains a record of F10s for project under their control</p> <p>Signs the F10 following advice from the H&S Manager and Principal Designer and is the named contact (where external/Principal Designer is appointed this process is managed by them)</p>	<p>Maintains a record of F10s for project under their control</p> <p>Signs the F10 following advice from the H&S Manager and Principal Designer and is the named contact (where external/Principal Designer is appointed this process is managed by them)</p>	<p>Produces, maintains, and submits F10 Form for project under their control/director/CDM Assurance Manager Signature</p> <p>Ensures record has been created in ID of the F10</p> <p>Copies F10 to the Principal Designer</p>	<p>Produces, maintains, and submits F10 Form for project under their control/director/CDM Assurance Manager Signature</p> <p>Ensures record has been created in ID of the F10</p> <p>Copies F10 to the Principal Designer</p>	

Key		CDM Related Tasks or Responsibilities											1, 1-04-11			
Oversight only and discharge through others		18	28	18	14	21	11	23	23	26	12	25	29			
Direct responsibility: requires evidence		Note: All requirements are as far as is reasonably practicable														
Support, advisory or audit/assurance function		Reg	Clause	Duty	Team Administrator	3rd Party Interface Manager	Head of Logistics	CDM Integrator	H&S Assurance Manager	H&S Auditor	Health & Safety Manager	Health & Safety Advisor	Health & Safety Specialist	Land Manager	Head of Urban Integration	Head of Oversight Development
4	Client duties for managing projects	<p>Client duties for managing projects</p> <p>1) A client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.</p> <p>2) Arrangements must be suitable if they ensure that—</p> <p>(a) the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and</p> <p>(b) the facilities required by Schedule 2 are provided in respect of any person carrying out construction work.</p> <p>3) A client must ensure that these arrangements are maintained and reviewed throughout the project.</p> <p>4) A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.</p> <p>5) A client must ensure that—</p> <p>(a) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and</p> <p>(b) the principal designer prepares a health and safety file for the project, which—</p> <p>(i) complies with the requirements of regulation 12(5);</p> <p>(ii) is revised from time to time as appropriate to incorporate any relevant new information; and</p> <p>(iii) is kept available for inspection by any person who may need it to comply with the relevant legal requirements.</p> <p>6) A client must take reasonable steps to ensure that—</p> <p>(a) the principal designer complies with any other principal designer duties in regulations 11 and 12; and</p> <p>(b) the principal contractor complies with any other principal contractor duties in regulations 12 to 14.</p> <p>7) If a client disposes of the client's interest in the structure, the client complies with the duty in paragraph (5)(b)(ii) by providing the health and safety file to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and contents of the file.</p> <p>8) Where there is more than one client in relation to a project—</p> <p>(a) one or more of the clients may agree in writing to be treated for the purposes of these Regulations as the only client or clients; and</p> <p>(b) except for the duties specified in sub-paragraph (c) only the client or clients agreed in paragraph (a) are subject to the duties owed by a client under these Regulations.</p> <p>(c) the duties in the following provisions are owed by all clients—</p>	<p>Ensures that where CRL are commissioning design (including from a safety) CDM arrangements are discussed with H&S team</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p> <p>Ensures (or carries out) site inspections are performed to the standard and frequency required in CRL procedures</p> <p>Where subcontractors are Project Managers, then have oversight of them discharging the above activities</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the CDM Implementation Plan</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p> <p>Where subcontractors are Project Managers, then have oversight of them discharging the above activities</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the CDM Implementation Plan</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Sign-off site mobilisation and start-up forms</p> <p>Monitor contractors and designers' management arrangements</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the CDM Implementation Plan</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Sets the standard for CDM arrangements, developing procedures where necessary</p> <p>Provides assurance to the H&S Director on the adequacy of the project wide arrangements for CDM integration</p> <p>Own the management of CDM in Eb provides assurance on its use by the programme</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p> <p>Where subcontractors are Project Managers, then have oversight of them discharging the above activities</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the CDM Implementation Plan</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Develops, monitors and maintains the assurance map for health and safety</p> <p>Ensures suitable arrangements for developing management information on CRL Principal Designers, designers and contractors to evidence that they are developing, reviewing implementing, monitoring and maintaining their arrangements for health and safety</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Leads the Audit programme of CRL arrangements</p> <p>Ensure compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Review Area arrangements and provide advice to director/CDM Assurance Managers on their adequacy for health and safety</p> <p>Provide resources to review the arrangements of contractors, designers and Principal Designers and provide advice on the adequacy of their arrangements</p> <p>Advised on compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Review the arrangements of contractors, designers and Principal Designers and provide advice on the adequacy of their arrangements</p> <p>Carries out inspections</p> <p>Advises on compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Carries out surveillances on specified topics and provides assurance reports to Project Managers, director/CDM Assurance Managers and the Health and Safety Manager (Assurance)</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the CDM Implementation Plan</p> <p>Ensures (or carries out) site inspections are performed to the standard and frequency required in CRL procedures</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Sign-off site mobilisation and start-up forms</p> <p>Monitor contractors and designers' management arrangements</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the CDM Implementation Plan</p> <p>Ensures (or carries out) site inspections are performed to the standard and frequency required in CRL procedures</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Sign-off site mobilisation and start-up forms</p> <p>Monitor contractors and designers' management arrangements</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the CDM Implementation Plan</p> <p>Ensures (or carries out) site inspections are performed to the standard and frequency required in CRL procedures</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>	<p>Sign-off site mobilisation and start-up forms</p> <p>Monitor contractors and designers' management arrangements</p> <p>Identifies for any designers, within the scope of their project, those final structures that will be permanent work places (Workplace Regs) and records in the CDM Implementation Plan</p> <p>Ensures (or carries out) site inspections are performed to the standard and frequency required in CRL procedures</p> <p>Ensures compliance with Construction and Design Management Procedure CR-XRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures includes regulations below</p>			
		5	Appointment of the principal designer and the principal contractor	<p>1) Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client must appoint in writing—</p> <p>(a) a designer with control over the pre-construction phase as principal designer; and</p> <p>(b) a contractor as principal contractor.</p> <p>2) The appointments must be made as soon as is practicable, and in any event, before the construction phase begins.</p> <p>3) If the client fails to appoint a principal designer, the client must fulfil the duties of the principal designer in regulations 11 and 12.</p> <p>4) If the client fails to appoint a principal contractor, the client must fulfil the duties of the principal contractor in regulations 12 to 14.</p>	<p>Uploads project information into Eb</p> <p>Prepares Control Point certificate and collates evidence</p> <p>Develops and implements CDM Implementation Plan which includes appointments of PC and PC-Designers and where relevant PD contractors</p> <p>Ensures a Principal Contractor is always appointed</p>	<p>Prepares Control Point certificate and collates evidence in accordance with CRL procedures</p> <p>Proposes project arrangements described in CDM Implementation Plans for the timing and allocation of sites for all CDM related appointments, in particular Principal Contractor appointments that comply with CDM. Guidance given by HSE, ORR or H&S Directorate</p> <p>Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external Principal Designers.</p> <p>Ensures, once an initial Principal Contractor appointment is made that there is always an appointed Principal Contractor (any exceptions to be discussed with Health and Safety Manager)</p> <p>Where subcontractors are Project Managers, then have oversight of them discharging the above activities</p>	<p>Maintains master F10 register for whole programme</p> <p>Provides advice on the structure of F10 notifications made for the duration of the project</p>	<p>Provides advice to Directors and Project Managers on the appointments that must be made</p> <p>Provides advice to director/CDM Assurance Managers on the application of CDM</p>	<p>Provides advice to Directors and Project Managers on the appointments that must be made and maintained</p>	<p>Provides advice to the Project Manager and their teams on the appointments that must be made and maintained</p>	<p>Prepares Control Point certificate and collates evidence in accordance with CRL procedures</p> <p>Proposes project arrangements described in CDM Implementation Plans for the timing and allocation of sites for all CDM related appointments, in particular Principal Contractor appointments that comply with CDM. Guidance given by HSE, ORR or H&S Directorate</p> <p>Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external Principal Designers.</p> <p>Ensures, once an initial Principal Contractor appointment is made that there is always an appointed Principal Contractor (any exceptions to be discussed with Health and Safety Manager)</p>	<p>Prepares Control Point certificate and collates evidence in accordance with CRL procedures</p> <p>Proposes project arrangements described in CDM Implementation Plans for the timing and allocation of sites for all CDM related appointments, in particular Principal Contractor appointments that comply with CDM. 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Guidance given by HSE, ORR or H&S Directorate</p> <p>Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external Principal Designers.</p> <p>Ensures, once an initial Principal Contractor appointment is made that there is always an appointed Principal Contractor (any exceptions to be discussed with Health and Safety Manager)</p>	<p>Prepares Control Point certificate and collates evidence in accordance with CRL procedures</p> <p>Proposes project arrangements described in CDM Implementation Plans for the timing and allocation of sites for all CDM related appointments, in particular Principal Contractor appointments that comply with CDM. Guidance given by HSE, ORR or H&S Directorate</p> <p>Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external Principal Designers.</p> <p>Ensures, once an initial Principal Contractor appointment is made that there is always an appointed Principal Contractor (any exceptions to be discussed with Health and Safety Manager)</p>		
6	Notification			<p>1) A project is notifiable if the construction work on a construction site is scheduled to—</p> <p>(a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or</p> <p>(b) exceed 500 person days.</p> <p>2) Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.</p> <p>3) The notice must—</p> <p>(a) contain the particulars specified in Schedule 1;</p> <p>(b) be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and</p> <p>(c) if necessary, be periodically updated.</p> <p>4) Where a project includes construction work of a description for which the Office of Rail Regulation is the enforcing authority by virtue of regulation 3 of the Health and Safety (Enforcing Authority or Railways and Other Guided Transport Systems) Regulations 2006, the client must give notice to the Office of Rail Regulation instead of the Executive.</p> <p>5) Where a project includes construction work on premises which are or are an—</p> <p>(a) a GB nuclear site (within the meaning given in section 88 of the Energy Act 2013);</p> <p>(b) an authorised defence site (within the meaning given in regulation 2(1) of the Health and Safety (Enforcing Authority) Regulations 1988); or</p> <p>(c) a new nuclear build site (within the meaning given in regulation 2A of those Regulations), the client must give notice to the Office for Nuclear Regulation instead of the Executive.</p>	<p>Uploads F10 forms into Eb</p> <p>Raises F10 in consultation with CDM Integrator (signed by the appropriate CAM) or is recipient of Elected Client F10</p> <p>Passes copy of F10 to CDM Integrator</p>	<p>Produces, maintains, and submits F10 Form for director/CDM Assurance Manager Signature</p> <p>Ensures record has been created in Eb of the F10</p> <p>Copies F10 to the PC</p> <p>Where subcontractors are Project Managers, then have oversight of them discharging the above activities</p>	<p>Maintains master F10 register for whole programme</p> <p>Provides advice on the structure of notifications for the programme and project</p>	<p>Provides advice to Directors on the application of CDM</p>	<p>Provides advice to Project Managers and their teams on the application of CDM</p>	<p>Provides advice to Project Managers and their teams on the application of CDM</p>	<p>Produces, maintains, and submits F10 Form for Land & Property Director Signature</p> <p>Ensures record has been created in Eb of the F10</p> <p>Copies F10 to the PC</p>	<p>Produces, maintains, and submits F10 Form for Land & Property Director Signature</p> <p>Ensures record has been created in Eb of the F10</p> <p>Copies F10 to the PC</p>	<p>Produces, maintains, and submits F10 Form for Land & Property Director Signature</p> <p>Ensures record has been created in Eb of the F10</p> <p>Copies F10 to the PC</p>	<p>Produces, maintains, and submits F10 Form for Land & Property Director Signature</p> <p>Ensures record has been created in Eb of the F10</p> <p>Copies F10 to the PC</p>		

Key								
Oversight only and discharge through others								
Direct responsibility: requires evidence								
Support, advisory or audit/assurance function								
Note: All requirements are as far as is reasonably practicable								
Reg	Clause	Duty	Head of Procurement	Procurement Manager	Chief Engineer	Engineering Manager (Tech Dir)	Project Engineer (Tech Dir)	Engineering Manager (Delivery)
4	Client duties for managing projects	<p>Client duties for managing projects.</p> <p>1) A client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.</p> <p>2) Arrangements are suitable if they ensure that—</p> <p>(a) the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and</p> <p>(b) the facilities required by Schedule 2 are provided in respect of any person carrying out construction work.</p> <p>3) A client must ensure that these arrangements are maintained and reviewed throughout the project.</p> <p>4) A client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.</p> <p>5) A client must ensure that—</p> <p>(a) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and</p> <p>(b) the principal designer prepares a health and safety file for the project, which—</p> <p>(i) complies with the requirements of regulation 12(5);</p> <p>(ii) is revised from time to time as appropriate to incorporate any relevant new information; and</p> <p>(iii) is kept available for inspection by any person who may need it to comply with the relevant legal requirements.</p> <p>6) A client must take reasonable steps to ensure that—</p> <p>(a) the principal designer complies with any other principal designer duties in regulations 11 and 12; and</p> <p>(b) the principal contractor complies with any other principal contractor duties in regulations 12 to 14.</p> <p>7) If a client disposes of the client's interest in the structure, the client complies with the duty in paragraph (5)(b)(iii) by providing the health and safety file to the person who acquires the client's interest in the structure and ensuring that that person is aware of the nature and contents of the file.</p> <p>8) Where there is more than one client in relation to a project—</p> <p>(a) one or more of the clients may agree in writing to be treated for the purposes of these Regulations as the only client or clients; and</p> <p>(b) except for the duties specified in sub-paragraph (c) only the client or clients agreed in paragraph (a) are subject to the duties owed by a client under these Regulations.</p> <p>(c) the duties in the following provisions are owed by all clients—</p>	Maintains procurement and Contract documentation	<p>Ensures appropriate sign-off at each relevant stage of the procurement process by H&S and by those responsible for assessing competence of tenders</p> <p>To convey responsibilities associated with Principal Designer, Designer and Principal Contractors contained within the works information.</p> <p>Ensure compliance with Construction and Design Management Procedure CR-NRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Responsible for ensuring CRL arrangements are in place and operating within Chief Engineers Group</p> <p>Ensure compliance with Construction and Design Management Procedure CR-NRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Regular management meeting structure and reporting regime</p> <p>Monitors adequacy of design activity</p> <p>Defines in specifications and instructions to designers, the designed structures that are permanent work places (Workplace Regs)</p> <p>Instructs designers to stop work where there is evidence of the contractor not meeting its (Designer) Duties under the Regulations</p> <p>Ensure compliance with Construction and Design Management Procedure CR-NRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Regular management meeting structure and reporting regime</p> <p>Monitors design activity</p> <p>Where it has been defined designed structures are work places (Workplace Regs) ensures this has been instructed to designers and those integrating the design</p> <p>Ensure compliance with Construction and Design Management Procedure CR-NRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures Includes regulations below</p>	<p>Regular management meeting structure and reporting regime</p> <p>Monitors design activity</p> <p>Where it has been defined designed structures are work places (Workplace Regs) ensures this has been instructed to designers and those integrating the design</p> <p>Ensure compliance with Construction and Design Management Procedure CR-NRL-03-GPR-CR001-00001 and other relevant Crossrail Procedures Includes regulations below</p>
5	Appointment of the principal designer and the principal contractor	<p>1) Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client must appoint in writing—</p> <p>(a) a designer with control over the pre-construction phase as principal designer; and</p> <p>(b) a contractor as principal contractor.</p> <p>2) The appointments must be made as soon as is practicable, and in any event, before the construction phase begins.</p> <p>3) If the client fails to appoint a principal designer, the client must fulfil the duties of the principal designer in regulations 11 and 12.</p> <p>4) If the client fails to appoint a principal contractor, the client must fulfil the duties of the principal contractor in regulations 12 to 14.</p>	Regular management meeting structure and reporting regime	Ensure that ITT clearly identifies if CDM applies or not, and where relevant that CDM role/duty is identified				
6	Notification	<p>1) A project is notifiable if the construction work on a construction site is scheduled to—</p> <p>(a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or</p> <p>(b) exceed 500 person days.</p> <p>2) Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.</p> <p>3) The notice must—</p> <p>(a) contain the particulars specified in Schedule 1;</p> <p>(b) be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and</p> <p>(c) if necessary, be periodically updated.</p> <p>4) Where a project includes construction work of a description for which the Office of Rail Regulation is the enforcing authority by virtue of regulation 3 of the Health and Safety (Enforcing Authority or Railways and Other Guided Transport Systems) Regulations 2006, the client must give notice to the Office of Rail Regulation instead of the Executive.</p> <p>5) Where a project includes construction work on premises which are or are an—</p> <p>(a) a GB nuclear site (within the meaning given in section 68 of the Energy Act 2013);</p> <p>(b) an authorized defence site (within the meaning given in regulation 2(1) of the Health and Safety (Enforcing Authority) Regulations 1998); or</p> <p>(c) a new nuclear build site (within the meaning given in regulation 2A of those Regulations), the client must give notice to the Office for Nuclear Regulation instead of the Executive.</p>				Ensures that all design is carried out under an appropriate F10	Ensures that all design is carried out under an appropriate F10	Ensures that all design is carried out under an appropriate F10

Key	15	18	28	26	18	29	24	29	19	29	15	28
Overight only and discharge through others												
Direct responsibility, requires evidence												
Support, advisory or audit/assurance function												

Create Role Sheets

Note: All requirements are as far as is reasonably practicable

Req	Clause	Duty	Chief Executive	Programme Director	Central Section Delivery Dir	Health and Safety Director	Technical Director	Director of Crossrail Surface	Land & Property Director	Talent and Resources Director	Operations Director	Director - CAM responsibility	Project Manager	Project Construction Manager	
8	General duties	<p>(1) A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.</p> <p>(2) A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).</p> <p>(3) A person who is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).</p> <p>(4) A person with a duty or function under these Regulations must cooperate with any other person working on or in relation to a project at the same or an adjoining construction site to the extent necessary to enable any person with a duty or function to fulfil that duty or function.</p> <p>(5) A person working on a project under the control of another must report to that person anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others.</p> <p>(6) Any person who is required by these Regulations to provide information or instruction must ensure the information or instruction is comprehensible and provided as soon as is practicable.</p> <p>(7) To the extent that they are applicable to a domestic client, the duties in paragraphs (3), (4) and (6) may be carried out by the person specified in regulation 7(1).</p> <p>57. Regulation 8 applies to anyone working on a project. This includes workers as well as those with specific duties.</p>	Regular management meeting structure and reporting regime	Agrees and signs the PEI (Control Point 1) Oversight role achieved through the regular management meeting structure and reporting regime Meetings with director/CDM Assurance Managers, Contractor Managing Directors etc. Meetings with interfacing Non Delivery Directors with Projects or CDM Responsibility, to ensure cooperation internally Liaison meetings with LUNR and other 3rd party	Regular management meeting structure and reporting regime Meetings with Contractor Managing Directors etc.	Regular management meeting structure and reporting regime Using HR process applied in appointing competent safety advisors. Facilitates cooperation with safety professionals in interfacing Client organisations Facilitates cooperation for health and safety internally Meetings with Contractor Managing Directors etc	Monitor sign-off of procurement documentation Reviews organisation for delivery of CDM and provides advice to Directors on its completeness Responsible for the management of the Control Point Procedure and ensures its implementation Regular management meeting structure and reporting regime Using HR process applied in appointing competent safety advisors. Facilitates cooperation with safety professionals in interfacing Client organisations Facilitates cooperation for health and safety internally Meetings with Contractor Managing Directors etc	Responsible for the management of the Control Point Procedure and ensures its implementation in Crossrail surface (Sign-off control point certificates) Ensures the competence of their team (appoints, through human resources process, Project Managers and direct reports) Support the Programme Director in developing the PEI (project execution information) and prepares the control point 1 certificate. Leads team meetings to ensure the co-operation between project managers and projects, particularly matters relating to design. Meets with director/CDM Assurance Managers and other CRL managers with a similar responsibility to ensure cooperation with other areas of Crossrail. Takes action, where necessary, to resolve CDM issues between areas or raises to higher level if not resolved.	Responsible for the management of the Control Point Procedure and ensures its implementation in land and property (Sign-off control point certificates) Ensures the competence of their team (appoints, through human resources process, Project Managers and direct reports) Support the Programme Director in developing the PEI (project execution information) and prepares the control point 1 certificate. Leads team meetings to confirm the coordination between project managers and projects. Takes action, where necessary, to resolve Principal Design/coordination issues between areas or projects Meets with other director/CDM Assurance Managers and other CRL managers with a similar responsibility to ensure cooperation with other areas of Crossrail. Takes action, where necessary, to resolve CDM issues between areas or raises to higher level if not resolved.	Responsible for the management of the Control Point Procedure and ensures its implementation in land and property (Sign-off control point certificates) Ensures the competence of their team (appoints, through human resources process, Project Managers and direct reports) Support the Programme Director in developing the PEI (project execution information) and prepares the control point 1 certificate. Leads team meetings to confirm the coordination between project managers and projects. Takes action, where necessary, to resolve Principal Design/coordination issues between areas or projects Meets with other director/CDM Assurance Managers and other CRL managers with a similar responsibility to ensure cooperation with other areas of Crossrail. Takes action, where necessary, to resolve CDM issues between areas or raises to higher level if not resolved.	Maintains evidence appointments of competent staff Own organisation competence management system	Responsible for the management of the Control Point Procedure and ensures its implementation for RSD (Sign-off control point certificates) Ensures the competence of their team (appoints, through human resources process, Project Managers and direct reports) Support the Programme Director in developing the PEI (project execution information) and prepares the control point 1 certificate Leads Area team meetings to ensure the co-operation between project managers and projects. Resolves CDM issues between areas or raises to higher level if not resolved. Meets with director/CDM Assurance Managers and other CRL managers with a similar responsibility to ensure cooperation with other areas of Crossrail. Takes action, where necessary, to resolve CDM issues between areas or raises to higher level if not resolved.	Responsible for the management of the Control Point Procedure and ensures its implementation in their area (Sign-off control point certificates) Ensures the competence of their team (appoints, through human resources process, Project Managers and direct reports) Support the Programme Director in developing the PEI (project execution information) and prepares the control point 1 certificate Leads Area team meetings to ensure the co-operation between project managers and projects. Resolves CDM issues between areas or raises to higher level if not resolved. Meets with other director/CDM Assurance Managers and other CRL managers with a similar responsibility to ensure cooperation with other areas of Crossrail. Takes action, where necessary, to resolve CDM issues between areas or raises to higher level if not resolved.	Prepares Control Point certificates (and collates supporting evidence) in accordance to CRL's CDM procedure Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external Principal Designers. Manages and monitors the competence of own staff Cooperates with NR, LU, Utilities and other 3rd parties as necessary Ensures interface meetings take place as agreed with interface representatives Ensures the cooperation between the Projects under their control and cooperates with other related CRL Project Managers.	Lesson with multiple Principal Contractors
9	Duties of designers	<p>(1) A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.</p> <p>(2) When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—</p> <p>a) carrying out or liable to be affected by construction work;</p> <p>b) maintaining or clearing a structure, or</p> <p>c) using a structure designed as a workplace.</p> <p>(3) If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable—</p> <p>a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process;</p> <p>b) provide information about those risks to the principal designer; and</p> <p>c) ensure appropriate information is included in the health and safety file.</p> <p>(4) A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.</p>	Regular management meeting structure and reporting regime	Achieved through the regular management meeting structure and reporting regime	Regular management meeting structure and reporting regime	Regular management meeting structure and reporting regime Responsible for ensuring engineering design integration and the effective management of in house design Ensures arrangements for application of principles of prevention in design/construction integration Monitors the activities of the Project Manager in Providing information to any externally appointed PD	Monitors the activities of the Project Manager in Providing information to any externally appointed PD	Monitors the activities of the Project Manager in Providing information to any externally appointed PD	Monitors the activities of the Project Manager in Providing information to any externally appointed PD	Monitors the activities of the Project Manager in Providing information to any externally appointed PD	Monitors the activities of the Project Manager in Providing information to any externally appointed PD	Monitors the activities of the Project Manager in Providing information to any externally appointed PD	Where a contracted PD is appointed. Provides them with information about the design or the integration of the design, necessary for them to meet their duty under CDM	Facilitate arrangements for application of principles of prevention in design/construction integration Facilitates arrangements for application of principles of prevention in design/construction integration	
10	Designs prepared or modified outside Great Britain	<p>(1) Where a design is prepared or modified outside Great Britain for use in construction work to which these Regulations apply—</p> <p>a) the person who commissions it, if established within Great Britain; or</p> <p>b) if that person is not so established, the client for the project, must ensure that regulation 9 is complied with.</p> <p>(2) This regulation does not apply to a domestic client.</p>		Apply all other activities in relation to design or designers	See task identified under all Regulations in so far as they relate to design	Regular management meeting structure and reporting regime	See task identified under all Regulations in so far as they relate to design	See task identified under all Regulations in so far as they relate to design	See task identified under all Regulations in so far as they relate to design	Regular management meeting structure and reporting regime	See task identified under all Regulations in so far as they relate to design	See task identified under all Regulations in so far as they relate to design	See task identified under all Regulations in so far as they relate to design	See task identified under all Regulations in so far as they relate to design	See task identified under all Regulations in so far as they relate to design
11	Duties of a principal designer in relation to health and safety at the pre-construction phase	<p>(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.</p> <p>(2) In fulfilling the duties in paragraph (1), and in particular when—</p> <p>a) design, technical and organisational aspects are being decided in order to plan the various times or stages of work which are to take place simultaneously or in succession; and</p> <p>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 health and safety file.</p> <p>(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</p>	Regular management meeting structure and reporting regime	Achieved through the regular management meeting structure and reporting regime	Regular management meeting structure and reporting regime	Regular management meeting structure and reporting regime Provides advice to director/CDM Assurance Managers on the application of CDM Provides advice to the Executive on the adequacy of CRL arrangements as endorsed by assurance	Responsible for the management of the Control Point Procedure and ensures its implementation in Engineering (Sign-off control point certificates) Meets with director/CDM Assurance Managers and other CRL managers with a similar responsibility to ensure	Monitors the activities of the Project Manager in Providing information & coordination to any appointed PD/Monitors the activities of the Project Manager in Providing information/coordination to any appointed PD	Monitors the activities of the Project Manager in Providing information & coordination to any appointed PD/Monitors the activities of the Project Manager in Providing information/coordination to any appointed PD	Monitors the activities of the Project Manager in Providing information to any appointed PD	Monitors the activities of the Project Manager in Providing information to any appointed PD	Monitors the activities of the Project Manager in Providing information to any appointed PD	Monitors the activities of the Project Manager in Providing information to any appointed PD	Ensures that pre-construction information pack is produced (to the required standard) collated, maintained and distributed (to whoever needs it and when required), involving other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc.	Day-to-day liaison with PD & PC on pre-construction information, content of H&S File, construction phase plan and changes to design info.

Key		CDM Related Tasks or Responsibilities													
Oversight only and discharge through others		18	28	18	14	21	11	23	23	26	12	25	20		
Direct responsibility, requires evidence															
Support, advisory or audit/assurance function															
Note: All requirements are as far as is reasonably practicable															
Req	Clause	Duty	Team Administrator	3rd Party Interface Manager	Head of Logistics	CDM Integrator	H&S Assurance Manager	H&S Auditor	Health & Safety Manager	Health & Safety Advisor	Health & Safety Specialist	Land Manager	Head of Urban Integration	Head of Oversight Development	1, 1-04-11
8	General duties	<p>(1) A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.</p> <p>(2) A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).</p> <p>(3) A person who is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).</p> <p>(4) A person with a duty or function under these Regulations must cooperate with any other person working on or in relation to a project at the same or an adjoining construction site to the extent necessary to enable any person with a duty or function to fulfil that duty or function.</p> <p>(5) A person working on a project under the control of another must report to that person anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others.</p> <p>(6) Any person who is required by these Regulations to provide information or instruction must ensure the information or instruction is comprehensible and provided as soon as is practicable.</p> <p>(7) To the extent that they are applicable to a domestic client, the duties in paragraphs (3), (4) and (6) must be carried out by the person specified in regulation 7(1).</p> <p>57. Regulation 8 applies to anyone working on a project. This includes workers as well as those with specific duties.</p>	Populate and maintain information in Es (management of CDM)	Prepare Control Point certificate (and collates supporting evidence) Liaison with Utilities	Prepares Control Point certificates (and collates supporting evidence) in accordance to CRL's CDM procedure Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external/Principal Designers. Manages and monitors the competence of own staff Where subordinates are Project Managers, then have oversight of them discharging the above activities Develop, maintains and implements CDM Implementation Plans supported by others including Health and Safety Delivery Team	Responsible for the competence of any person working within their team through regular, documented forums Facilitates co-operation between projects and project teams on CDM arrangements through regular, documented forums Assists in the resolution of project wide CDM issues	Facilitates co-operation between projects and project teams on CDM arrangements through regular, documented forums		Selects competent H&S advisors to carry out H&S evaluation of Principal Contractor and designer competence Provides advice to Project Managers and Procurement on contract and tender evaluation health and safety requirements Ensure the competence of their teams Participates in tender evaluations as required Facilitates cooperation and coordination within assigned Areas and between Areas on H&S issues	Carry out H&S evaluation of Principal Contractor, designer and/Principal Designer competence Provides advice to Project Managers and Procurement on contract and tender evaluation health and safety requirements Ensure the competence of their teams Participates in tender evaluations as required Facilitates cooperation and coordination within assigned Areas and between Areas on H&S issues		Prepares Control Point certificates (and collates supporting evidence) in accordance to CRL's CDM procedure Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external/Principal Designers. Manages and monitors the competence of own staff Cooperates with NR, LUL, Utilities and other 3rd parties as necessary Ensures interface meetings take place as agreed with interface representatives Ensures the cooperation between the Projects under their control and cooperates with other related CRL Project Managers.	Prepares Control Point certificates (and collates supporting evidence) in accordance to CRL's CDM procedure Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external/Principal Designers. Manages and monitors the competence of own staff Cooperates with NR, LUL, Utilities and other 3rd parties as necessary Ensures interface meetings take place as agreed with interface representatives Ensures the cooperation between the Projects under their control and cooperates with other related CRL Project Managers.	Prepares Control Point certificates (and collates supporting evidence) in accordance to CRL's CDM procedure Participates in the tender evaluation process for designers, contractors, principle contractors and where relevant external/Principal Designers. Manages and monitors the competence of own staff Cooperates with NR, LUL, Utilities and other 3rd parties as necessary Ensures interface meetings take place as agreed with interface representatives Ensures the cooperation between the Projects under their control and cooperates with other related CRL Project Managers.	
9	Duties of designers	<p>(1) A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.</p> <p>(2) When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—</p> <p>a) carrying out or liable to be affected by construction work;</p> <p>b) maintaining or clearing a structure; or</p> <p>c) using a structure designed as a workplace.</p> <p>(3) If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable—</p> <p>a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process;</p> <p>b) provide information about those risks to the principal designer; and</p> <p>c) ensure appropriate information is included in the health and safety file.</p> <p>(4) A designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.</p>			Where a contracted PD is appointed. Provides them with information about the design or the integration of the design, necessary for them to meet their duty under CDM Where subordinates are Project Managers, then have oversight of them discharging the above tasks/activities			Provides advice to Directors on the application of CDM where CRL is a designer (e.g. design integration, specifications etc)	Provides advice at the project level to Engineers and PMS on the application of CDM where CRL is a designer (e.g. design integration, specifications etc)		Where a contracted PD is appointed. Provides them with information about the design, necessary for them to meet their duty under CDM	Where a contracted PD is appointed. Provides them with information about the design or the integration of the design, necessary for them to meet their duty under CDM	Where a contracted PD is appointed. Provides them with information about the design, necessary for them to meet their duty under CDM		
10	Designs prepared or modified outside Great Britain	<p>(1) Where a design is prepared or modified outside Great Britain for use in construction work to which these Regulations apply—</p> <p>a) the person who commissions it, if established within Great Britain; or</p> <p>b) if that person is not so established, the client for the project, must ensure that regulation 9 is complied with.</p> <p>(2) This regulation does not apply to a domestic client.</p>		Takes advice from H&S Directorate	See task identified under all Regulations in so far as they relate to design	see Regulations 9			See Regulation 9	See Regulation 9		See task identified under all Regulations in so far as they relate to design	See task identified under all Regulations in so far as they relate to design	See task identified under all Regulations in so far as they relate to design	
11	Duties of a principal designer in relation to health and safety at the pre-construction phase	<p>(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.</p> <p>(2) In fulfilling the duties in paragraph (1), and in particular when—</p> <p>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</p> <p>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 health and safety file.</p> <p>(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</p>			Ensures that pre-construction information pack is produced to the required standard and it is collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc	Develops and sets the standard for CDM advice		Provides support and advice	Provides support and advice		Ensures that pre-construction information pack is produced to the required standard (to the required standard collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc.	Ensures that pre-construction information pack is produced to the required standard (to the required standard collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc.	Ensures that pre-construction information pack is produced to the required standard (to the required standard collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc.		

Key								
Oversight only and discharge through others								
Direct responsibility, requires evidence								
Support, advisory or audit/assurance function								
Note: All requirements are as far as is reasonably practicable								
Req	Clause	Duty	Head of Procurement	Procurement Manager	Chief Engineer	Engineering Manager (Tech Dir)	Project Engineer (Tech Dir)	Engineering Manager (Delivery)
8	General duties	<p>(1) A Designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.</p> <p>(2) A Designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).</p> <p>(3) A person who is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions in paragraph (1).</p> <p>(4) A person with a duty or function under these Regulations must cooperate with any other person working on or in relation to a project at the same or an adjoining construction site to the extent necessary to enable any person with a duty or function to fulfil that duty or function.</p> <p>(5) A person working on a project under the control of another must report to that person anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others.</p> <p>(6) Any person who is required by these Regulations to provide information or instruction must ensure the information or instruction is comprehensible and provided as soon as is practicable.</p> <p>(7) To the extent that they are applicable to a domestic client, the duties in paragraphs (3), (4) and (6) must be carried by the person specified in regulation 7(1).</p> <p>57. Regulation 8 applies to anyone working on a project. This includes workers as well as those with specific duties.</p>	<p>Regular management meeting structure and reporting regime</p> <p>Ensures the competence of their team</p> <p>Provides a procurement framework that ensures that the competence of all designers, contractors, principal contractors and Principal Designers is assessed and tested by work examples) and only competent persons/organisations are appointed as CDM duty holders</p> <p>Ensures that the framework captures variations, extensions of scope to ensure that where appropriate re-assessments of competency are performed</p> <p>Assures procurement process has been followed for all CDM-related appointments</p> <p>Ensures appointments are made</p>	<p>Manages procurement process to appoint Principal Designers/competent persons or 3rd party organisations</p> <p>Develops documentation and ensures appropriate evaluation of all designers, contractors, principal contractors and Principal Designers & H&S Director sign-off</p> <p>Documentation includes PCF, and H&S General & Specific Works Information</p>	<p>Responsible for the Principal Designers/competence of those under their direct control</p> <p>Providing resources for assisting procurement teams to define the means by which contractors and designers competence will be assessed and for carrying out such evaluations</p> <p>Meetings with direct reports on cooperation and coordination of the design and with relevant railway operators and stakeholders</p>	<p>Using HR processes appoint competent project engineers (PEs)</p> <p>Ensures competence of PEs to undertake Principal Designer tasks in relation to design</p> <p>Develop and implement the framework for cooperation between designers and designers and contractors</p> <p>Facilitate design coordination</p>	<p>Undertake Principal Designer tasks in relation to design by:</p> <p>Attendance and records of Interface meetings and interface documents IDRs/SDRs etc</p> <p>Facilitate design coordination</p>	<p>Undertake Principal Designer tasks in relation to design by:</p> <p>Attendance and records of interface meetings and interface documents IDRs/SDRs etc</p> <p>Facilitate design coordination</p>
9	Duties of designers	<p>(1) A Designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.</p> <p>(2) When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person—</p> <p>a) carrying out or liable to be affected by construction work;</p> <p>b) maintaining or clearing a structure, or</p> <p>c) using a structure designed as a workplace.</p> <p>(3) If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable—</p> <p>a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process;</p> <p>b) provide information about those risks to the principal designer; and</p> <p>c) ensure appropriate information is included in the health and safety file.</p> <p>(4) A Designer must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under these Regulations.</p>			<p>Defining the requirements for the application of the general principles of prevention and the assurance evidence necessary to identify that this has been complied with</p> <p>Where a contracted PD is appointed. Provide them with information as necessary for them to meet their duty</p>	<p>Manage and implement arrangements for application of principles of prevention in design integration</p> <p>Assist the Project Manager to provide to any external PD appointed by CRL with information about the design or the integration of the design necessary for them to meet their duty</p>	<p>Monitors Designers application of principles of prevention in design and design integration</p> <p>Assist the Project Manager to provide to any external PD appointed by CRL with information about the design or the integration of the design necessary for them to meet their duty</p>	<p>Monitors Designers application of principles of prevention in design and design integration</p> <p>Assist the Project Manager to provide to any external PD appointed by CRL with information about the design or the integration of the design necessary for them to meet their duty</p>
10	Designs prepared or modified outside Great Britain	<p>(1) Where a design is prepared or modified outside Great Britain for use in construction work to which these Regulations apply—</p> <p>a) the person who commissions it, if established within Great Britain; or</p> <p>b) if that person is not so established, the client for the project, must ensure that regulation 9 is complied with.</p> <p>(2) This regulation does not apply to a domestic client.</p>	<p>Ensures procurement framework includes provision for design carried out outside the UK complying with duties of designers under CDM</p>	<p>Ensure appropriate clauses in contract documentation</p>	<p>Managers the control Point Process</p>	<p>See all tasks under all other regulations</p>	<p>See all tasks under all other regulations</p>	<p>See all tasks under all other regulations</p>
11	Duties of a principal designer in relation to health and safety at the pre-construction phase	<p>(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.</p> <p>(2) In fulfilling the duties in paragraph (1), and in particular when—</p> <p>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</p> <p>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 phases plan and health and safety file.</p> <p>(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</p>			<p>Co-ordination meetings with Project Managers, director/CDM Assurance Managers etc.</p>	<p>Ensures that pre-construction information pack is produced to the required standard collated, maintained and distributed to whoever needs it and when required). Including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc</p> <p>Using HR processes appoint competent contact engineers</p>	<p>Attend design reviews - to consider H&S - to ensure the principles of prevention are applied - and manage RFI process</p> <p>Provide, update and maintain pre-construction information for designers</p> <p>Hold design co-ordination meetings</p> <p>Confirm competence of designers' risk</p>	<p>Attend design reviews - to consider H&S - to ensure the principles of prevention are applied - and manage RFI process</p> <p>Provide, update and maintain pre-construction information for designers</p> <p>Hold design co-ordination meetings</p>

Key	
	Oversight only and discharge through others
	Direct responsibility, requires evidence
	Support, advisory or audit/assurance function

Create Role Sheets

Note: All requirements are as far as is reasonably practicable

Req	Clause	Duty	Chief Executive	Programme Director	Central Section Delivery Dir	Health and Safety Director	Technical Director	Director of Crossrail Surface	Land & Property Director	Talent and Resources Director	Operations Director	Director - CAM responsibility	Project Manager	Project Construction Manager	
12	The principal contractors duty in relation to the construction phase plan	<p>(1) During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up.</p> <p>(2) The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.</p> <p>(3) The principal designer must assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including—</p> <p>a) pre-construction information obtained from the client;</p> <p>b) any information obtained from designers under regulation 9(3)(b).</p> <p>(4) Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.</p> <p>(5) During the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.</p> <p>(6) The principal designer must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.</p> <p>(7) During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.</p> <p>(8) If the principal designer's appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.</p> <p>(9) Where the health and safety file is passed to the principal contractor under paragraph (8), the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.</p>	Regular management meeting structure and reporting regime	Achieved through the regular management meeting structure and reporting regime	Regular management meeting structure and reporting regime	Regular management meeting structure and reporting regime Provides advice to director/CDM Assurance Managers on the application of CDM Provides advice to the adequacy of CRL arrangements as evidenced by assurance activities	Responsible for the management of the Control Point Procedure and ensures its implementation in Engineering (Sign-off control point certificates) Meets with director/CDM Assurance Managers and other CRL managers with a similar responsibility to ensure supply of information/coordination with other areas of Crossrail. Takes action, where necessary, to resolve issues or raise to higher level if not resolved.	Monitors the activities of the Project Manager in Providing information & coordination to any appointed PD. Monitors the activities of the Project Manager in Providing information/coordination to any appointed PD	Monitors the activities of the Project Manager in Providing information & coordination to any appointed PD. Monitors the activities of the Project Manager in Providing information/coordination to any appointed PD		Monitors the activities of the Project Manager in Providing information & coordination to any appointed PD. Monitors the activities of the Project Manager in Providing information/coordination to any appointed PD	Monitors the activities of the Project Manager in Providing information & coordination to any appointed PD. Monitors the activities of the Project Manager in Providing information/coordination to any appointed PD	Ensures that preconstruction information pack is produced (to the required standard) collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc. Liaises with PD & PC on contents of H&S File, development of Construction Phase Plan and design change/developments	Day-to-day liaison with PD & PC on pre-construction information, content of H&S File, construction phase plan and changes to design info	
13	Duties of a principal contractor in relation to health and safety at the construction phase	<p>(1) The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.</p> <p>(2) In fulfilling the duties in paragraph (1), and in particular when—</p> <p>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</p> <p>b) estimating the period of time required to complete the work or work stages; the principal contractor must take into account the general principles of prevention.</p> <p>(3) The principal contractor must—</p> <p>a) organise cooperation between contractors (including successive contractors on the same construction site);</p> <p>b) coordinate implementation by the contractors of applicable legal requirements for health and safety; and</p> <p>c) ensure that employers and, if necessary for the protection of workers, self-employed persons—</p> <p>i) apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4;</p> <p>ii) where required, follow the construction phase plan.</p> <p>(4) The principal contractor must ensure that—</p> <p>a) a suitable site induction is provided;</p> <p>b) the necessary steps are taken to prevent access by unauthorised persons to the construction site; and</p> <p>c) facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.</p> <p>(5) The principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.</p>													
14	Principal contractor's duties to consult and engage with workers	<p>The principal contractor must—</p> <p>a) make and maintain arrangements which will enable the principal contractor and workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;</p> <p>b) consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;</p> <p>c) ensure that those workers or their representatives can inspect and take copies of any information which the principal contractor has, or which these Regulations require to be provided to the principal contractor, which relate to the health, safety or welfare of workers at the site, except any information—</p> <p>i) the disclosure of which would be against the interests of national security;</p> <p>ii) which the principal contractor could not disclose without contravening a prohibition imposed by or under an enactment;</p> <p>iii) relating specifically to an individual, unless that individual has consented to its being disclosed;</p> <p>iv) the disclosure of which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the principal contractor's undertaking or where the information was supplied to the principal contractor by another person, to the undertaking of that other person;</p> <p>v) obtained by the principal contractor for the purpose of bringing, prosecuting or defending any legal proceedings.</p>													

04-11

Key		CDM Related Tasks or Responsibilities													
Oversight only and discharge through others		18	28	18	14	21	11	23	23	26	12	25	29		
Direct responsibility, requires evidence															
Support, advisory or audit/assurance function															
Note: All requirements are as far as is reasonably practicable															
Req	Clause	Duty	Team Administrator	3rd Party Interface Manager	Head of Logistics	CDM Integrator	H&S Assurance Manager	H&S Auditor	Health & Safety Manager	Health & Safety Advisor	Health & Safety Specialist	Land Manager	Head of Urban Integration	Head of Oversight Development	
12	The principal contractors duty in relation to the construction phase plan	<p>(1) During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up.</p> <p>(2) The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.</p> <p>(3) The principal designer must assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including—</p> <p>(a) pre-construction information obtained from the client;</p> <p>(b) any information obtained from designers under regulation 9(3)(b).</p> <p>(4) Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.</p> <p>(5) During the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.</p> <p>(6) The principal designer must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.</p> <p>(7) During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.</p> <p>(8) If the principal designer's appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.</p> <p>(9) Where the health and safety file is passed to the principal contractor under paragraph (8), the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.</p>			Ensures that pre-construction information pack is produced to the required standard and it is collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc	Develops and sets the standard for CDM advice				Provides support and advice	Provides support and advice		Ensures that pre-construction information is produced (to the required standard), collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc	Ensures that pre-construction information is produced (to the required standard), collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc	Ensures that pre-construction information is produced (to the required standard), collated, maintained and distributed (to whoever needs it and when required), including other Project Managers, director/CDM Assurance Managers, stakeholders, elected Clients etc
13	Duties of a principal contractor in relation to health and safety at the construction phase	<p>(1) The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.</p> <p>(2) The principal contractor must ensure that the 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</p> <p>(2) estimating the period of time required to complete the work or work stages; the principal contractor must take into account the general principles of prevention.</p> <p>(3) The principal contractor must—</p> <p>(a) organise cooperation between contractors (including successive contractors on the same construction site);</p> <p>(b) coordinate implementation by the contractors of applicable legal requirements for health and safety; and</p> <p>(c) ensure that employers and, if necessary for the protection of workers, self-employed persons—</p> <p>(i) apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4;</p> <p>(ii) where required, follow the construction phase plan.</p> <p>(4) The principal contractor must ensure that—</p> <p>(a) a suitable site induction is provided;</p> <p>(b) the necessary steps are taken to prevent access by unauthorised persons to the construction site; and</p> <p>(c) facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.</p> <p>(5) The principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.</p>													
14	Principal contractor's duties to consult and engage with workers	<p>The principal contractor must—</p> <p>(a) make and maintain arrangements which will enable the principal contractor and workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;</p> <p>(b) consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;</p> <p>(c) ensure that those workers or their representatives can inspect and take copies of any information which the principal contractor has, or which these Regulations require to be provided to the principal contractor, which relate to the health, safety or welfare of workers at the site, except any information—</p> <p>(i) the disclosure of which would be against the interests of national security;</p> <p>(ii) which the principal contractor could not disclose without contravening a prohibition imposed by or under an enactment;</p> <p>(iii) relating specifically to an individual, unless that individual has consented to its being disclosed;</p> <p>(iv) the disclosure of which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the principal contractor's undertaking or where the information was supplied to the principal contractor by another person, to the undertaking of that other person;</p> <p>(v) obtained by the principal contractor for the purpose of bringing, prosecuting or defending any legal proceedings.</p>													

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Key	Oversight only and discharge through others
	Direct responsibility, requires evidence
	Support, advisory or audit/assurance function

Note: All requirements are as far as is reasonably practicable

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Req	Clause	Duty	Head of Procurement	Procurement Manager	Chief Engineer	Engineering Manager (Tech Dir)	Project Engineer (Tech Dir)	Engineering Manager (Delivery)
12	The principal contractors duty in relation to the construction phase plan	<p>(1) During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan or make arrangements for a construction phase plan to be drawn up.</p> <p>(2) The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.</p> <p>(3) The principal designer must assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including—</p> <p>a) pre-construction information obtained from the client;</p> <p>b) any information obtained from designers under regulation 9(3)(b).</p> <p>(4) Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.</p> <p>(5) During the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.</p> <p>(6) The principal designer must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.</p> <p>(7) During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.</p> <p>(8) If the principal designer's appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.</p> <p>(9) Where the health and safety file is passed to the principal contractor under paragraph (8), the principal contractor must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.</p>			<ul style="list-style-type: none"> Convenation meetings with Project Managers, director/CDM Assurance Managers etc. Ensures that pre-construction information is produced (to the required standard - collated, maintained and distributed to whoever needs it and when required). Including other Project Managers, director/CDM Assurance Managers, Inspectors, elected Clients etc. Using HR processes appoint competent project engineers (PEs). Manage PEs to confirm they have implemented CDM-related tasks Participate in 'project-wide' design reviews Input to the appointment of designers 	<ul style="list-style-type: none"> Ensures that pre-construction information is produced (to the required standard - collated, maintained and distributed to whoever needs it and when required). Including other Project Managers, director/CDM Assurance Managers, Inspectors, elected Clients etc. Using HR processes appoint competent project engineers (PEs). Manage PEs to confirm they have implemented CDM-related tasks Participate in 'project-wide' design reviews Input to the appointment of designers 	<ul style="list-style-type: none"> Attend design reviews: <ul style="list-style-type: none"> - to consider H&S - to ensure the principles of prevention are applied - and manage RFI process Provide, update and maintain pre-construction information for designers Hold design co-ordination meetings Confirm compliance of designers' risk registers to CRL requirements and take action to rectify any deficiencies Prepare info for 'gate' design process Participate in IDRs Lead co-ordination of designers and 3rd parties Attend designers' workshops 	<ul style="list-style-type: none"> Attend design reviews: <ul style="list-style-type: none"> - to consider H&S - to ensure the principles of prevention are applied - and manage RFI process Provide, update and maintain pre-construction information for designers Hold design co-ordination meetings Confirm compliance of designers' risk registers to CRL requirements and take action to rectify any deficiencies Prepare info for 'gate' design process Participate in IDRs Lead co-ordination of designers and 3rd parties Attend designers' wor
13	Duties of a principal contractor in relation to health and safety at the construction phase	<p>(1) The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.</p> <p>(2) In planning the construction phase, the principal contractor must—</p> <p>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</p> <p>b) estimating the period of time required to complete the work or work stages; the principal contractor must take into account the general principles of prevention.</p> <p>(3) The principal contractor must—</p> <p>a) organise cooperation between contractors (including successive contractors on the same construction site);</p> <p>b) coordinate implementation by the contractors of applicable legal requirements for health and safety; and</p> <p>c) ensure that employers and, if necessary for the protection of workers, self-employed persons—</p> <p>i) apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4;</p> <p>ii) where required, follow the construction phase plan.</p> <p>(4) The principal contractor must ensure that—</p> <p>a) a suitable site induction is provided;</p> <p>b) the necessary steps are taken to prevent access by unauthorised persons to the construction site; and</p> <p>c) facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.</p> <p>(5) The principal contractor must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.</p>						
14	Principal contractor's duties to consult and engage with workers	<p>The principal contractor must—</p> <p>a) make and maintain arrangements which will enable the principal contractor and workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;</p> <p>b) consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;</p> <p>c) ensure that those workers or their representatives can inspect and take copies of any information which the principal contractor has, or which these Regulations require to be provided to the principal contractor, which relate to the health, safety or welfare of workers at the site, except any information—</p> <p>i) the disclosure of which would be against the interests of national security;</p> <p>ii) which the principal contractor could not disclose without contravening a prohibition imposed by or under an enactment;</p> <p>iii) relating specifically to an individual, unless that individual has consented to its being disclosed;</p> <p>iv) the disclosure of which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the principal contractor's undertaking or where the information was supplied to the principal contractor by another person, to the undertaking of that other person;</p> <p>d) obtained by the principal contractor for the purpose of bringing, prosecuting or defending any legal proceedings.</p>						

Key	
	Oversight only and discharge through others
	Direct responsibility, requires evidence
	Support, advisory or audit/assurance function

Create Role Sheets

15 | 18 | 28 | 26 | 18 | 29 | 24 | 29 | 19 | 29 | 15 | 28

Note: All requirements are as far as is reasonably practicable

Reg	Clause	Duty	Chief Executive	Programme Director	Central Section Delivery Dir	Health and Safety Director	Technical Director	Director of Crossrail Surface	Land & Property Director	Talent and Resources Director	Operations Director	Director - CAM responsibility	Project Manager	Project Construction Manager	
15	Duties of contractors	<p>1) A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.</p> <p>2) A contractor must plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.</p> <p>3) Where there is more than one contractor working on a project, a contractor must comply with—</p> <p>(a) any directions given by the principal designer or the principal contractor; and b) the parts of the construction phase plan that are relevant to that contractor's work on the project.</p> <p>4) If there is only one contractor working on the project, the contractor must take account of the general principles of prevention when—</p> <p>(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</p> <p>(b) estimating the period of time required to complete the work or work stages.</p> <p>5) If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.</p> <p>6) The construction phase plan must fulfil the requirements of regulation 12(2).</p> <p>7) A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.</p> <p>8) A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.</p> <p>9) The information provided must include—</p> <p>(a) a suitable site induction, where not already provided by the principal contractor;</p> <p>(b) the procedures to be followed in the event of serious and imminent danger to health and safety;</p> <p>(c) information on risks to health and safety—</p> <p>(i) identified by the risk assessment under regulation 3 of the Management Regulations, or</p> <p>(ii) arising out of the conduct of another contractor's undertaking and of which the contractor is or ought to be aware; and</p> <p>(d) any other information necessary to enable the worker to comply with the relevant statutory provisions.</p> <p>10) A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.</p> <p>11) A contractor must ensure, so far as is reasonably practicable, that the requirements of</p>													
16	Application of regulations 17 to 38	<p>Regulation 16</p> <p>1) This part applies only to a construction site.</p> <p>2) A contractor carrying out construction work must comply with the requirements of this Part so far as they affect the contractor or any worker under the control of the contractor or relate to matters within the contractor's control.</p> <p>3) A domestic client who controls the way in which any construction work is carried out by a person at work must comply with the requirements of this Part so far as they relate to matters within the client's control.</p>													

04-11

Key	
	Oversight only and discharge through others
	Direct responsibility, requires evidence
	Support, advisory or audit/assurance function

Key		CDM Related Tasks or Responsibilities													
Oversight only and discharge through others		18	28	18	14	21	11	23	23	26	12	25	29		
Direct responsibility, requires evidence		Note: All requirements are as far as is reasonably practicable													
Support, advisory or audit/assurance function															
Req	Clause	Duty	Team Administrator	3rd Party Interface Manager	Head of Logistics	CDM Integrator	H&S Assurance Manager	H&S Auditor	Health & Safety Manager	Health & Safety Advisor	Health & Safety Specialist	Land Manager	Head of Urban Integration	Head of Oversight Development	
15	Duties of contractors	<p>1) A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.</p> <p>2) A contractor must plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.</p> <p>3) Where there is more than one contractor working on a project, a contractor must comply with—</p> <p>(a) any directions given by the principal designer or the principal contractor; and b) the parts of the construction phase plan that are relevant to that contractor's work on the project.</p> <p>4) If there is only one contractor working on the project, the contractor must take account of the general principles of prevention when—</p> <p>(i) 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</p> <p>(ii) estimating the period of time required to complete the work or work stages.</p> <p>5) If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.</p> <p>6) The construction phase plan must fulfil the requirements of regulation 12(2).</p> <p>7) A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.</p> <p>8) A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.</p> <p>9) The information provided must include—</p> <p>(a) a suitable site induction, where not already provided by the principal contractor;</p> <p>(b) the procedures to be followed in the event of serious and imminent danger to health and safety;</p> <p>(c) information on risks to health and safety—</p> <p>(i) identified by the risk assessment under regulation 3 of the Management Regulations, or</p> <p>(ii) arising out of the conduct of another contractor's undertaking and of which the contractor is or of which the worker ought reasonably to be aware; and</p> <p>(d) any other information necessary to enable the worker to comply with the relevant statutory provisions.</p> <p>10) A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.</p> <p>11) A contractor must ensure, so far as is reasonably practicable, that the requirements of</p>													
16	Application of regulations 17 to 38	<p>Regulation 16</p> <p>1) This part applies only to a construction site.</p> <p>2) A contractor carrying out construction work must comply with the requirements of this Part so far as they affect the contractor or any worker under the control of the contractor or relate to matters within the contractor's control.</p> <p>3) A domestic client who controls the way in which any construction work is carried out by a person at work must comply with the requirements of this Part so far as they relate to matters within the client's control.</p>			Instruct the contractor to temporarily stop work (while awaiting authorisation from the Director/CDM Assurance Manager) where there is evidence of the contractor not meeting its duties under the Regulations or the site has become unsafe (and where the contractor themselves has not stopped work)				Assist project managers in determining the adequacy of the arrangements of designers, contractors and Principal Designers and advise on whether they are falling significantly below CRL's expectations	Assist project managers in determining the adequacy of the arrangements of designers, contractors and Principal Designers and advise on whether they are falling significantly below CRL's expectations		Instruct the contractor to temporarily stop work (while awaiting authorisation from the Land & Property Director) where there is evidence of the contractor not meeting its duties under the Regulations or the site has become unsafe (and where the contractor themselves has not stopped work)	Instruct the contractor to temporarily stop work (while awaiting authorisation from the Land & Property Director) where there is evidence of the contractor not meeting its duties under the Regulations or the site has become unsafe (and where the contractor themselves has not stopped work)	Instruct the contractor to temporarily stop work (while awaiting authorisation from the Land & Property Director) where there is evidence of the contractor not meeting its duties under the Regulations or the site has become unsafe (and where the contractor themselves has not stopped work)	

1, 1-04-11

Key	
Oversight only and discharge through others	
Direct responsibility, requires evidence	
Support, advisory or audit/assurance function	

Title	CDM Integrator
Name	[REDACTED]
Date	31/03/2015

Title	
Name	
Date	

Key										
Oversight only and discharge through others										
Direct responsibility; requires evidence										
Support, advisory or audit/assurance function										
Note: All requirements are as far as is reasonably practicable										
Reg	Clause	Duty	Head of Procurement	Procurement Manager	Chief Engineer	Engineering Manager (Tech Dir)	Project Engineer (Tech Dir)	Engineering Manager (Delivery)		
15	Duties of contractors	<p>1) A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.</p> <p>2) A contractor must plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.</p> <p>3) Where there is more than one contractor working on a project, a contractor must comply with—</p> <p>(a) any directions given by the principal designer or the principal contractor; and b) the parts of the construction phase plan that are relevant to that contractor's work on the project.</p> <p>4) If there is only one contractor working on the project, the contractor must take account of the general principles of prevention when—</p> <p>(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</p> <p>(b) estimating the period of time required to complete the work or work stages.</p> <p>5) If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.</p> <p>6) The construction phase plan must fulfil the requirements of regulation 12(2).</p> <p>7) A contractor must not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.</p> <p>8) A contractor must provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.</p> <p>9) The information provided must include—</p> <p>(a) a suitable site induction, where not already provided by the principal contractor;</p> <p>(b) the procedures to be followed in the event of serious and imminent danger to health and safety;</p> <p>(c) information on risks to health and safety—</p> <p>(i) identified by the risk assessment under regulation 3 of the Management Regulations, or</p> <p>(ii) arising out of the conduct of another contractor's undertaking and of which the contractor is control of the worker ought reasonably to be aware; and</p> <p>(d) any other information necessary to enable the worker to comply with the relevant statutory provisions.</p> <p>10) A contractor must not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.</p> <p>11) A contractor must ensure, so far as is reasonably practicable, that the requirements of</p>								
16	Application of regulations 17 to 35	<p>Regulation 16</p> <p>1) This part applies only to a construction site.</p> <p>2) A contractor carrying out construction work must comply with the requirements of this Part so far as they affect the contractor or any worker under the control of the contractor or relate to matters within the contractor's control.</p> <p>3) A domestic client who controls the way in which any construction work is carried out by a person at work must comply with the requirements of this Part so far as they relate to matters within the client's control.</p>			Authorise Work to stop where there is evidence of the designer not meeting its duties under the Regulations or the site has become unsafe (and where the contractor themselves has not stopped work)	Authorise Work to stop where there is evidence of the designer not meeting its duties under the Regulations or the site has become unsafe (and where the contractor themselves has not stopped work)	Authorise Work to stop where there is evidence of the designer not meeting its duties under the Regulations or the site has become unsafe (and where the contractor themselves has not stopped work)	Authorise Work to stop where there is evidence of the designer not meeting its duties under the Regulations or the site has become unsafe (and where the contractor themselves has not stopped work)		

Key		Health & Safety Director
Oversight only and discharge through others		
Direct responsibility; requires evidence		
Support, advisory or audit/assurance function		

Title	H&S Specialist - Systems
Name	
Date	31-Mar-15