

**APS Certificate in the Management of Pre-
construction Health and Safety**

3 Day Course

This course is aimed at those persons who will be performing the duties of the Principal Designer on behalf of their employer, who has been appointed to this role by the Client. It provides knowledge on the requirements, methods that could be used to achieve these requirements and the personal qualities necessary. The course also provides for the additional services that could be offered by the Principal Designer, or as a separate commission, for advising and assisting the client with the Client's duties. This course has been developed against a professional and benchmarked standard, as set by Association for Project Safety (APS).

Day 1

Session 1 Introduction and Setting Course Objectives

Session 2 Injuries and ill health in construction and maintenance

Causes of injuries and ill health – Asbestos, Lead, Silica Dust, Work at Height, Manual Handling, Slips, trips and falls, Temporary Works, the Costs of Accidents.

Session 3 Health and Safety Legislation and CDM 2015

An overview of health and safety legislation in the UK, and understanding CDM 2015 within the context of the Management Regulations and the Health and Safety at Work Etc. Act.

Session 4 Legislation Exercise

Session 5 CDM 2015 Overview

The Directive and CDM 2015, History and current situation. Key elements to securing construction health and safety. General principles of prevention. A review of the application, structure and contents of the Regulations. Industry guidance.

Session 6 Duty Holders under CDM 2015

A review of the main duty holders and their responsibilities for health and safety.

Session 7 Exercise – Roles and Responsibilities

Allocate roles and responsibilities to the appropriate duty holders.

Session 8 CDM 2015 Documentation

Pre-Construction Information, Construction Phase Plan and Health and Safety File.

Session 9 Making Appointments in CDM 2015

Appointing Designers and Contractors. Designers and Contractors seeking appointment.

Session 10 Enforcement of CDM 2015

Status of health and safety legislation. Examples of enforcement. Potential penalties for breaching health and safety legislation. HSE Work Plan 2014-15.

Session 11 Case Study

Case study relating to a relevant prosecution.

Day 2

Session 1 Review of Day 1

Review and clarification of content of Day 1.

Session 2 Overview of the Principal Designer Role

Skills, knowledge and experience of the Principal Designer. The impact of design and construction risk management on health and safety. Review of the key duties of Principal Designer. The importance of information management.

Session 3 The Principal Designer and the Client

Appointment by the Client. Advising the Client on Client's Duties. Understanding the Client's business objectives. Developing the Client's Brief. Identification and assessment of Pre-Construction Information. Client scope or Client design? The Domestic Client.

Session 4 The Principal Designer and Designers

The importance of Designers. Who can be a designer? What is a design? The duties of Designers including hazards, risks, principles of prevention and communication of residual risk. Planning, managing and monitoring the design process, Ensuring Designers comply with their duties.

Session 5 Exercise

Identifying risks and managing risks – case study.

Session 6 The Principal Designer and the Principal Contractor

Liaising with the Principal Contractor. Information for the Construction Phase Plan. Design during the construction phase.

Session 7 The Principal Designer and the Health and Safety File

What is the Health and Safety File? Development of the Health and Safety File. Management of information. Delivery of the Health and Safety File.

Session 8 Co-ordination and Procurement

The Implications of different procurement routes.

Session 9 Exercise

Managing the flow of information within a CDM 2015 project.

Day 3

Session 1 Review of Day 2

Review and clarification of content of Day 2.

Session 2 The Role of the CDM Adviser

How CDM Advisers can fit into the project team. Possible scope of supply for the CDM Adviser.

Session 3 Notification on Behalf of the Client

Method of notification. Particulars of notification.

Session 4 Advising Clients on the Suitability of the Construction Phase Plan

How the check can be conducted. What the check should involve. Contractual implications.

Session 5 Assessing Appointees on Behalf of the Client

SSIP, PAS91, CSCS Cards and other Schemes.

Session 6 The CDM Adviser and the Construction Phase

Site inspections, including standards, reporting, and welfare facilities.

Session 7 Effective CDM 2015 Management Practice

Effective communication. Communicating a message. Examples of ambiguous messages. Forms of communication. Interaction and leadership. Encouraging participation and co-operation. Managing yourself and others. Assigning actions to others.

Session 8 Management of Information

Understanding how important information should be identified, gathered, distributed and updated within CDM 2015.

Session 9 CDM 2015 and BIM

What is BIM? BIM Maturity Levels. Practical Implementation of BIM.

Session 10 APS Exam

Explanation of marking, referring to examples. Exam paper performed within 1 hour by delegates, marked subsequent to the course. Re-sits can be arranged by email.

Session 10 Course Review and Conclusion**Objectives:**

On completion of the course, delegates should:

- understand the principal designer's duties under the CDM regulations 2015;
- know how to ensure effectively cooperation, coordination and communication during the design;
- be familiar and confident in the supply of information and production of evidence; and
- be able to advise and assist the client with the client's duties.

Maximum number of delegates: 16**Pre-Course Requirements**

Those who wish to undertake this course should be familiar with and have knowledge of the construction industry and construction health and safety, which is deemed to include:

- an appreciation of H&S Law, Approved Codes of Practice and guidance applying to construction works;
- an understanding on how the construction industry is organised and works, including different forms of procurement and contracts; and
- an understanding of their individual and company responsibilities under H&S Law.