

Infrastructure Investment Thameslink Programme

Document Reference Number					
Project Code	Originator Code	Document ID Code	Discipline Code	Sequential Number	Version
N420	NRT	PLN	SQ	000004	02

Thameslink Programme

London Bridge Station Retail Fit Out

Management Arrangements

Prepared by:

Signature



Name

Pete Vince

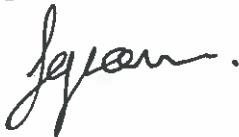
Position

Project Manager (Retail) – Network Rail

Date

05/02/18

Signature



Name

Andy Groom

Position

Retail Fit Out CRE - Costain

Date

07-02-18

Approved by:

Signature



Name

Sam Wadsworth

Position

Project Director - Network Rail

Date

14/2/18

Signature



Name

James Elford

Position

Project Director - Costain

Date

19/02/18

Accepted by:

Signature



Name

Rej Bangar

Position

Property Manager (Retail) - Network Rail Property

Date

6/3/18

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Issue record

Issue	Date	Comments
0.0	25/07/16	Draft version issued
0.1	04/08/16	Updated draft issued for review by all parties
01	26/08/16	<p>Comments from all parties incorporated.</p> <ul style="list-style-type: none"> - TBS approval noted in <i>Control of the Works</i>. - Latest revision of CDM Checklist inserted into <i>Appendix A</i>. - Capture of competence assessment in CDM checklist noted in <i>Appointments</i>. - Project Interface team details added to <i>Arrangements</i>.
02	01/11/17 10/01/18	<p>Updated to reflect Phase 2 changes.</p> <ul style="list-style-type: none"> - New appointments for CRE, NR & Costain Directors. - Appointment of Frankham by NRP added to <i>Appointments</i>. - Principal Designer Checklist added to <i>Appendix A</i>. - Org Chart and RACI updated to reflect appointment of Frankham by NRP. - Access arrangements via Permit Office. - Additional narrative on H&S File Arrangements. - Statement added regarding TLP acting as only CDM Client for the works. - Org Chart restructured. - Periodic audit arrangements added. - L3A process added.

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1. Scope

- 1.1.1 The scope of this document relates to the management arrangements for the fit out of 75 retail units and further retail assets as part of the Thameslink Programme's London Bridge Station Redevelopment (LBSR) project.

2. Purpose

- 2.1.1 This document clarifies the management arrangements agreed between Network Rail Property (NRP), GVA who is the Network Rail management contractor, Network Rail Thameslink, Costain and the London Bridge Network Rail Managed Station team.

3. Key Principles

- 3.1.1 Costain has been engaged by the Network Rail Thameslink Programme to undertake construction activities to redevelop London Bridge station. Costain are also responsible for the ongoing maintenance activities required on the new construction until the asset is handed over to the Network Rail route in 2018. This includes the shell and core retail units however excludes any fit out items installed by tenants.
- 3.1.2 Costain has been appointed by the Network Rail Thameslink Programme to undertake Principal Designer and Principal Contractor duties within the London Bridge Station environment until handover in 2018.
- 3.1.3 Construction activities will take place over the entirety of the station and therefore Costain as the 'controlling mind' is best placed to communicate and co-ordinate any construction and fit out works for the station.
- 3.1.4 The Costain CDM duties have been expanded to cover the retail unit fit out and further retail assets following the construction of the shell and core units.
- 3.1.5 Network Rail Property (NRP) will agree leases with retailers and will set the expectations via GVA to those retailers that they will work as designers and contractors under Costain's overarching role as Principal Designer and Principal Contractor.
- 3.1.6 Costain will lead on setting the leadership and standards for the fit out works and will co-ordinate all works to make sure that interface risks and controls are appropriate and effective.
- 3.1.7 All parties involved will actively monitor compliance with these arrangements. In the event that arrangements are proving to be ineffective or not working, Costain supported by the Client's Representative will escalate this.

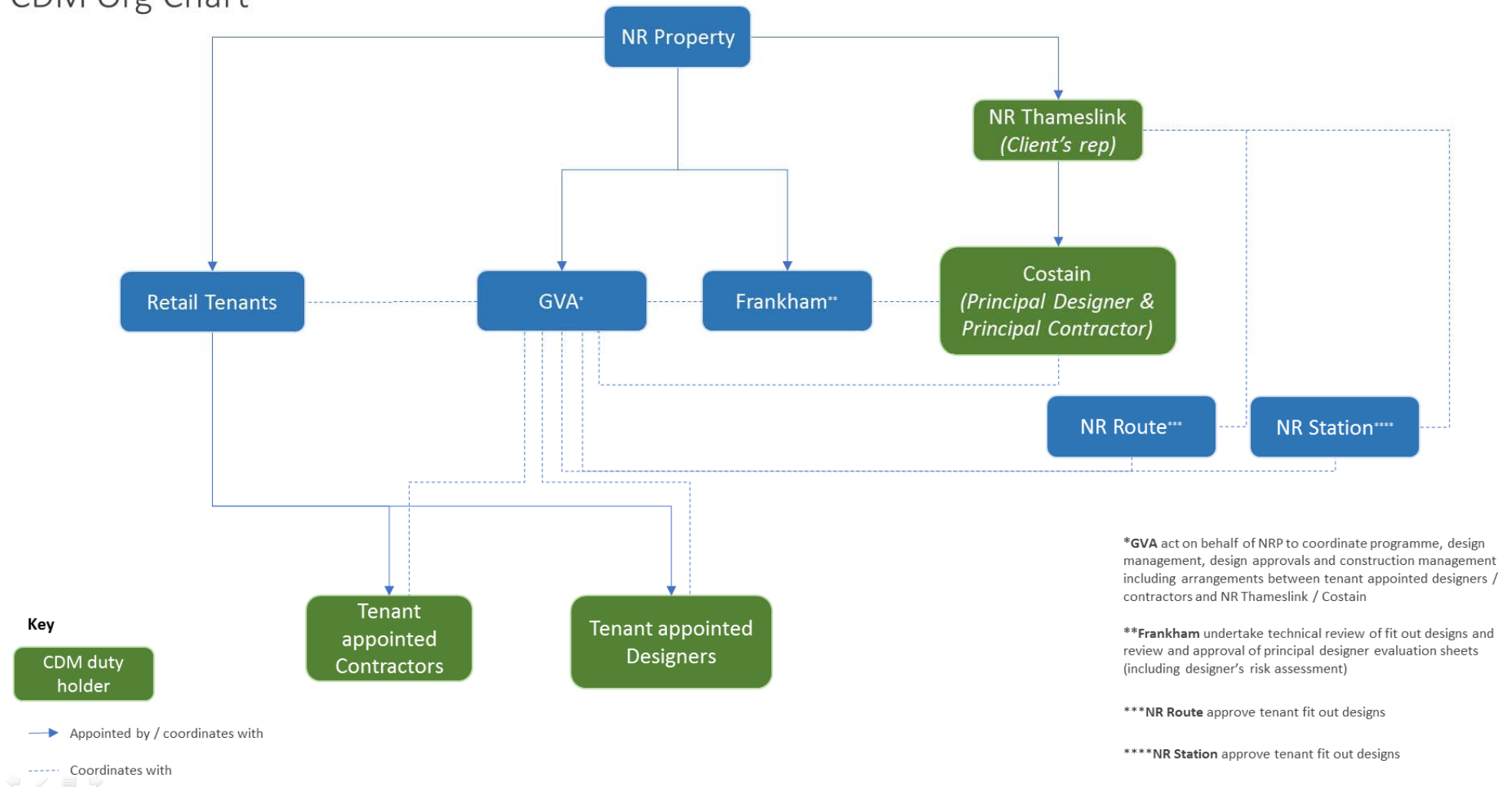
4. Appointments

- 4.1.1 NRP has formally appointed in writing the Project Director (Sam Wadsworth) as the CDM Client's Representative for the fit out works ([N420-NRH-INC-SQ-000001](#)).
- 4.1.2 The LBSR Project Director shall act as the only CDM Client for the works. It is recognised there are further parties whom in their relationships with others are a client, for example a retailer engaging a contractor, however the client in this relationship shall not be deemed to be a CDM dutyholder.
- 4.1.3 The CDM Client's Representative for the fit out works has formally appointed in writing Costain as the Principal Designer and Principal Contractor for the works ([N420-NRT-OUT-CR-000506](#)).
- 4.1.4 Network Rail Property have appointed an external organisation, GVA to act in a co-ordinating role, however they do not hold any CDM duties for the retail fit out.
- 4.1.5 Network Rail Property have also appointed Frankham to undertake the technical reviews of fit out designs for the Phase 2 units and review of the Principal Designer Evaluation Sheets with supporting documentation.
- 4.1.6 Network Rail Property have leased units to individual companies who have subsequently let contracts for the retail unit fit out. As there is no contractual relationship with these individual companies, NRP supported by GVA hold a responsibility for engaging with retailers to obtain an assurance as to the competence of the organisations being appointed as designers and contractors for the fit out works. This will be evidenced through completion of the Principal Designer and Principal Contractor CDM Checklists.
- 4.1.7 Evidence of the competence of the organisations appointed as designers and contractors shall be provided by NRP to Costain. Provision of this information will be required to enable sign off of the CDM checklists in Appendix A and B.
- 4.1.8 To ensure the Principal Designer and Principal Contractor are discharging their duties, TLP as Client's Representative shall undertake an audit of a sample of the units which have progressed through the process each period. This shall be a minimum of 10% of the live units to ensure a representative sample. The output shall be recorded in the periodic CDM report.
- 4.1.9 The organisation chart on the following page summarises the appointments and relationships between all parties involved in the retail fit out works.

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London Bridge Retail Fit Out CDM Org Chart

Revision 03



5. Accountabilities and Responsibilities

5.1.1 In addition to the CDM RACI matrix already in place for the management of London Bridge Station Redevelopment ([N420-NRT-ORG-SQ-000001](#)), an additional matrix has been developed to clearly document the accountabilities and responsibilities for undertaking specific processes and producing key documents for the retail fit out. These are as follows:

Task / Process		Key control?	NRP	TLP Client's Rep	Coastain PD / PC	GVA	Tenants Designers / Contractors	Frankham	NIR Route	NIR Station
1	Retail Specific Requirements	Y/N								
	Produce CPP		I	C	A/R	I	I			
	Issue CPP to Tenant Designers & Contractors			I	A	R	I			
	Produce Shell & Core Tenant Design Guide and Landlord Specifications		C	C	A/R	I			C	C
	Issue Design Guide and Landlord Specifications to Tenants		I	I	I	A/R	I			
	Undertake Design Management for Fit Out		I	C	A	R	I			
	Produce Unit Design		C	C	C	C	A/R		C	C
	Submit Design For Technical Review		C	I	I	A/R	I	I	I	I
	Complete Technical Review of Retailers Design (L2)		A	I	C	C	I	R	C	I
	Submit Landlord Consent Application		I	I	I	A	R	I	C	C
	Review & Approve Landlord Consent Submissions		A/R	I	C	I	I	I	R	R
	Produce & Issue Pre-Start Health & Safety File to NRP (pre-construction information)		I	A	R	I	I	I		
	Issue Health & Safety File to Tenant Designers & Contractors		I	A	I	R	I	I		
	Deliver Safety Readiness Review and Work Package Plan Briefing			I	A/R	C	I	I		
	Hold Pre-Start Meeting with GVA		I	A/R	C	C				
	Hold Pre-Start Meeting with Tenants		I	C	A/R	R	C			
	Induct Operatives to Site			I	A/R	I	I			
	Prepare Work Package Plan			I	C	C	A/R			
	Submit Work Package Plan			I	I	A/R	I			I
	Review and Approve Work Package Plan			C	A/R	C	I			C
	Submit 'Blue Topper' for Works (Blue Topper Areas Only)			A/R	C	C	I			I
	Approve 'Blue Topper' for Works (Blue Topper Areas Only)			C	I	I	I			A/R
	Deliver Welcome Briefing			I	A/R	C	C			
	Issue L3A – Consent to Commence Works		A	I	C	R	I	C	C	C
	Deliver Fit Out Works including Independent Services Testing		I	I	C	C	A/R		C	
	Check Unit Fit Out is Compliant with Design		A	I	C	R	C	R	I	I
	Facilitate Connection of Tenant Services to Landlord Systems			I	A/R	C	R	C	I	
	Issue Operational Retail Handbook		R	C	I	C	I		I	A
	Deliver Station Induction to Retail Staff		C	I	I	I	I			A/R
	Provide Familiarisation Tours for Retail Staff		I	R	A/R	I	I			C
	Deliver Training for Unit Operation		C	I	I	I	A/R			C
	Issue Trading Certificate (LC05)		A/R	C	C	C	I		C	C
	Prepare Retail Fit Out Health & Safety File		I	I	A	C	R			I
	Review Retail Fit Out Health & Safety File on Completion		I	I	A/C	R	I	R	C	C
	Issue Approved Retailer Health & Safety File to TLP		I	I	A	R	I		I	I

Legend:

- A - Accountable
- R - Responsible
- C - Consult
- I - Inform

6. Arrangements

6.1 Pre-Start Meetings

- 6.1.1 A pre-start meeting was held between Network Rail Thameslink, GVA (acting on behalf of NRP) and Costain. The details of this are documented and held on eB ([N420-NRT-CHK-CS-000258](#)).
- 6.1.2 GVA will undertake a pre-start meeting with the retail fit out designers in the form of a pre-design briefing.
- 6.1.3 At commencement of and progressively during the design process, the relevant sections of the Principal Design Evaluation Sheet will be populated by the designer for the unit. The completed sheet is then submitted to Frankham to review and sign off. The signed document is then sent to Costain as Principal Designer. The unit will not progress beyond the design phase of the fit out until the relevant sections have been signed off and evidence provided where required.
- 6.1.4 Pre-start meetings will be held jointly by Costain and GVA with each retail contractor prior to them commencing work on site.
- 6.1.5 Prior to works commencing on site the Contractor CDM Evaluation Sheet for Retail Fit-Out Works form shall be completed (copy of form in Appendix A). For works to commence all responses must be 'yes' with appropriate evidence provided and signed off by the Costain CRE or nominated deputy.
- 6.1.6 In addition to the Contractor CDM Evaluation Sheet the *L3A Pre-Start Submission Checklist & Approval Form* (Appendix C) is completed by GVA and approved by Network Rail Property. The L3A captures all deliverables which must be in place prior to commencement of works on site including pre-start documentation, programme, contacts list and agreement of lease. The approved L3A is required to be provided to the Network Rail Permit Office to enable the key to the unit to be signed out by the fit out Contractor.

6.2 Information / H&S File Arrangements

- 6.2.1 Costain will provide a copy of their Construction Phase Plan (CPP) to the retail contractors for inclusion in planning of their works. The retail contractors are to comply with all the requirements of the CPP.
- 6.2.2 Costain will provide a handover pack in the form of the H&S File for each unit, including the residual risk register, to inform the planning of the works. This will be delivered to GVA who will distribute to the retail designers and contractors.
- 6.2.3 On completion of the works the H&S Files for the unit fit out shall be provided to Costain by GVA to incorporate into the main LBSR H&S File. The format and content of the H&S Files

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shall be as per the NR Standard, details of which have been issued to GVA. A standard format for the fit out H&S files has been developed by Costain to aid the development of the document by the tenant.

- 6.2.4 The H&S Files for the Phase 1 units will be reviewed by Hyder-WSP (Phase 1 fit out technical reviewer) and by Frankham (Phase 2 fit out technical reviewer) for Phase 2 units.
- 6.2.5 At project completion the completed main works H&S File shall be returned to Network Rail and held by the Network Rail National Records Group to make available to parties undertaking subsequent works at the station.

6.3 Control of the Works

- 6.3.1 Retail contractors will be required to submit their Work Package Plans (WPPs) and Task Briefing Sheets (TBSs) prior to commencing on site. Works will not be permitted to commence until these documents have been approved by all relevant parties.
- 6.3.2 All WPPs should be approved/accepted 21 days ahead of commencing works on site. Where the approval/acceptance is less than 21 days ahead of works commencing on site the document will be subject to review by Costain and NR programme management. Any WPPs approved/accepted within 5 days of commencing works on site require approval by the Costain and NR Project Director, or nominated deputy.
- 6.3.3 WPP reviews shall be conducted by Costain as the Principal Contractor with other party sign off as required i.e. Network Rail Project and Station.
- 6.3.4 Works which involve an interface with the operational station, whether works are directly within the live station environment or works that could in any way have an impact on station operations, will be subject to the 'Blue Topper' process. WPPs for these works will require additional information referencing the interface with the station, potential impacts or safety risks and the controls that are in place to manage these. The WPP will then need to be reviewed and signed off by the station and a 'Blue Topper' (Permit to Work) will be issued. The Project Interface team shall be consulted in the preparation of all Blue Topper WPPs.
- 6.3.5 From 2nd January 2018 all retail fit out works at London Bridge Station will be 'Blue Topper' works.

6.4 Coordination of the Works

- 6.4.1 At the Pre-Start Meetings the ongoing coordination arrangements will be briefed.
- 6.4.2 These measures include:
- 1.1.1.1. Appointed Costain CRE and Supervisor for the Retail Fit Out works to ensure focal point for management of approvals, works arrangements and site activities.
 - 1.1.1.2. Weekly coordination meetings which will be attended by GVA to represent the tenants undertaking fit out works and ensure management arrangements are in place for control of risk in interfacing work areas.
 - 1.1.1.3. Daily briefings to the workforce to communicate changes to site arrangements (access, new risks, route changes, exclusion zones, etc.)
 - 1.1.1.4. Where the works require access through or interface with an operational area the 'Blue Topper' process managed by the Station is the control to ensure works activities are

coordinated between construction activities and the operational station. Daily interface meetings are held at 09:00 with the Project Interface team to agree access with the station.

6.5 Access to Work Areas

6.5.1 Access to the retail units will initially be through the Costain construction site, through which Costain will provide green routes to access the retail units. As the areas of the construction site enter into service the units will be accessed via the operational station.

6.5.2 Site access control will be established by Costain for each retail unit and managed via the Network Rail Permit Office which will hold keys to all units until the fit out is complete. Keys will only be released to the fit out Contractors on provision of the approved L3A (see section 6.1.6).

6.5.3 Keys shall be signed out by the supervisor for the unit with a list of all operatives at the beginning of the shift and returned at the end of the shift.

1.1.2 On completion of the fit out works and entry into service of the retail units the keys will be transferred to Station Reception.

6.5.4 All retail contractors will be required to comply with the Costain CPP and will undertake the Costain site induction.

6.6 Welfare Facilities

6.6.1 Costain shall provide welfare to the retail contractors. Any specific requirements (e.g. lockers) will be agreed at the pre-start meeting with the contractor.

6.7 Drugs & Alcohol (D&A) Policy

6.7.1 The Costain D&A policy will be used for all retail contractors.

6.7.2 On any site or in site offices anyone working or visiting can be screened either randomly or for cause; regardless of their employer.

6.8 Minimum Certification Requirements for the Workforce

6.8.1 An approved and appropriate skill card (e.g. CSCS) is required for all workers to enable them to gain admission to and work on site.

6.8.2 Task specific competencies shall be held by the operatives undertaking these tasks.

6.9 Accidents

6.9.1 If an individual has an accident it is the responsibility of the employing company, i.e. the company that books the hours worked, to produce the report as per their company requirements. They should make Costain aware of any such accident immediately. Costain will be responsible for reporting this to NR National Supply Chain (NSC).

- 6.9.2 The retailer contractors will be responsible for undertaking the appropriate investigations into any accidents that occur within their retail unit fit out.
- 6.9.3 In the event that an accident is deemed to have not been investigated adequately Costain and the NR project team shall raise this via GVA for resolution with the fit out contractor.
- 6.9.4 Costain will retain responsibility for interface co-ordination of the works from a safety perspective however the specific management of the fit out works will be retained by the retail contractor therefore any accidents that occur will not be recorded against the project.

6.10 Fatigue Management

- 6.10.1 Costain will record travel time when they undertake the induction of the retail contractors.
- 6.10.2 Costain will record hours worked via the Mosaic system and will highlight any issues with the 14 hours door to door policy as per all sub-contractors.

6.11 Emergency Procedures

- 6.11.1 All significant accidents or incidents in the retail units will be managed by the by the Costain Management team.
- 6.11.2 Costain shall brief the retail contractors on the process to follow when an accident occurs on site. This shall follow the same process as with any other sub-contractor.
- 6.11.3 The arrangements for Emergency Evacuation will be briefed to the retail fit out operatives as part of the Costain induction process and have been communicated to GVA via the Emergency Preparedness Plan ([N420-COT-PLN-SQ-000004](#)). This document will be updated in line with the site conditions as the works progress.

6.12 Station Interface Management

- 6.12.1 All station interface will be managed via the Network Rail Construction Interface team. Any works where there is an interface with the operational station will require NR acceptance. This will be agreed locally at the daily 09:00 meetings.
- 6.12.2 The station management team for London Bridge Station hold a weekly meeting where and all stakeholders including, Route, TOCs, security, retail and all contractors working on or in the vicinity of the station, to make sure that all interested parties know what work is being done and that any interface issues can be resolved. Representation from the LBSR delivery team will attend these meetings facilitate coordination between the LBSR project works and the Station Operational activities.

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- 6.12.3 All staff working on the station operational areas will be briefed in the site specific safety induction so as to comply with NR/L3/OCS/044/FS-06A and a signed sheet is retained for record purposes.
- 6.12.4 The site supervisor/foreman will have a list of all operatives and hand a copy to the Permit Office when signing-in to start works on the station operational areas. Station Reception is notified of the works by the Permit Office.
- 6.12.5 All staff working on the station operational areas will need to display photo identification to comply with NR/L3/OCS/044/FS-02.
- 6.12.6 When working behind main works hoarded areas the site entrance security access point becomes the Costain controlled signing-in point. As per works in operational areas the supervisor for the unit shall sign in all operatives at the Permit Office at the start of the shift and out at the end.
- 6.12.7 For sites outside of main works hoarded areas on the operational station the site supervisor becomes their area coordinator in the event of a station evacuation.

6.13 PPE Rules

- 6.13.1 PPE to the NR Standard, including task specific items, is a mandatory requirement and prescribed at the Costain induction. All retail contractors will be required to wear a purple hard hat so that they are easily identifiable on site.

6.14 Briefings / Safety Communications

- 6.14.1 Briefings are to be conducted under the following circumstances:
 - Retail unit supervisors shall attend the Start of Shift briefing at the beginning of each shift.
 - All operatives to attend the weekly briefing on a Monday.
 - Retail unit contractors will be responsible for delivering their own Task Briefings for their works.
 - Costain will share any relevant alerts with the retail unit contractors via GVA.

7. Appendices

7.1 Appendix A: Principal Designer Evaluation Checklist



Principal Designer Evaluation (PDE) Check List Retail Fit Out Work

Work Location - Retail Unit No	Enter Details
Designer:	Enter Details
Reference number:	Enter Details

CDM Control Checklist			
The Design relating to the retail units within the London Bridge Station Regeneration, (LBSR), footprint is deemed, within CDM 2015 Regulations, falls under Costain Principal Designer area. To ensure that the Designer and Costain comply with the CDM duties, this checklist must be completed by the designer.			
For your fit-out design works, please provide all relevant information how you have applied the principles of prevention for control of risks in the Pre-Construction Phase, as set out in CDM 2015 regulation 9 part 3 'duties of designer's' in particular: a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process; b) provide information about those risks to the principal designer; and c) ensure appropriate information is included in the health and safety file To confirm the above, the questions set out below must all be answered 'Yes' and evidence provided and signed off as we move through the project life cycle.		YES	NO
(1) Pre-Commencement			
1	Confirmation that the retailer/brand designers defer to and agree that Costain are the Principal Designer and Principal Contractor and agree to provide information and cooperate with them to enable them to fulfil the duties regulations 11,12,13 part 3 CDM2015 (refer to pages 3&4)		
2	The retailer/brand designers have understood, provided evidence (CV, qualification etc.) to demonstrate that they have the skills, knowledge and experience to fulfil their duties as a designer. Also, they have read and agree to their 'general duties' regulation 8 part 3 CDM2015 items 2/3/4/5/6/6 (Refer to page 5)		
1	Have you received and understood the shell & core pre-construction information, sufficient to commence L1 design phase?		
3	a) Existing Health & Safety information – contained within the tender packs, content as per the Tender Deliverables Matrix and unit specific Tender Deliverables Matrix (contained within the Tender pack issued to Brand)		
3	b) Shell & Core Residual Risk Logs: N420-COT-RSA-AR-000011 / N420-COT-RSA-MD-000053 / N420-COT-RSA-MD-000075 / N420-COT-RSA-PH-000007 / N420-COT-RSA-ST-000044 / N420-COT-RSA-ST-000066 issued 3 rd August 2017 with PDE Check list	√	
3	c) Construction Phase Plan N420-COT-PLN-CS-000001 issue 15, issued 3 rd August 2017 with PDE Check list	√	
3	d) Retail Design Guide (doc No: to be added by Brand)		
3	e) Retail Fitout Guide (doc No: to be added by Brand)		
(2) L1 Design Phase			
2	1 Has a project specific risk register been created, identifying the risks types below and the approach to eliminate and or control during L1 design phase		
2	2 a) Risks that can be eliminated during design phase		
2	b) Residual Risks that are likely to occur during Construction Phase		



Principal Designer Evaluation (PDE) Check List

Retail Fit Out Work

		c) Residual Risks that are likely to occur during Operation Phase		
3		Has a project specific Health & Safety file been created (refer to Retail Fit Out Guide for format)		
(3) L2 Design Phase				
3	1	At the commencement of L2, has the Project Specific Risk Register been reviewed and amended to reflect how the type risks below will be eliminated and or controlled during L2 design phase?		
		a) Risks that can be eliminated during design phase		
		b) Residual Risks that are likely to occur during Construction Phase		
		c) Residual Risks that are likely to occur during Operation Phase		
(4) Commencement of Pre-Start review process (T-12)				
4	1	Does the project specific risk register clearly capture the remaining residual risks as a) and b0 below? The construction phase risks will need to be reviewed and managed as part of the preparation of the Fit-Out Works Package Plan (WPP).		
		a) Residual Risks that will be present during Construction Phase		
		b) Residual Risks that will be present during Operation Phase		
	2	Has the project specific Health & Safety file been updated with relevant information and passed to the Contractor?		

Section sign off

(1) Pre-commencement – signed to confirm evidence provided and reviewed and approved			
Designer (name)		Reviewer (name & Company)	
Signature		Signature	
Date		Date	
(2) L1 Design Phase – signed to confirm evidence provided and reviewed and approved			
Designer (name)		Reviewer (name & Company)	
Signature		Signature	
Date		Date	
(3) L2 Design Phase – signed to confirm evidence provided and reviewed and approved			
Designer (name)		Reviewer (name & Company)	
Signature		Signature	
Date		Date	
(4) Commencement of pre-start review process (T-12) – signed to confirm evidence provided and reviewed and approved			
Designer (name)		Reviewer (name & Company)	
Signature		Signature	
Date		Date	



Principal Designer Evaluation (PDE) Check List

Retail Fit Out Work

Extracts from the CDM Regulations 2015 No:51

(1) Pre-commencement

Item 1 Regulations 11,12,13,14

Duties of a principal designer in relation to health and safety at the pre-construction phase

11.— (1) The principal designer must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.

(2) In fulfilling the duties in paragraph (1), and in particular when—

- (a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- (b) estimating the period of time required to complete such work or work stages,

the principal designer must take into account the general principles of prevention and, where relevant, the content of any construction phase plan and any health and safety file.

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

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

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

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

(6) The principal designer must—

- (a) assist the client in the provision of the pre-construction information required by regulation 4(4); and
- (b) so far as it is within the principal designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.

(7) The principal designer must liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

Construction phase plan and health and safety file

12.— (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.

(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.

(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—

- (a) pre-construction information obtained from the client;
- (b) any information obtained from designers under regulation 9(3)(b).



Principal Designer Evaluation (PDE) Check List

Retail Fit Out Work

(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.

(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.

(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.

(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. (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.]

(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.

(10) At the end of the project, the principal designer, or where there is no principal designer the principal contractor, must pass the health and safety file to the client.

Duties of a principal contractor in relation to health and safety at the construction phase

13.— (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.

(2) In fulfilling the duties in paragraph (1), and in particular when—

- (a) design technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- (b) estimating the period of time required to complete the work or work stages, the

principal contractor must take into account the general principles of prevention.

(3) The principal contractor must—

- (a) organise cooperation between contractors (including successive contractors on the same construction site);
- (b) coordinate implementation by the contractors of applicable legal requirements for health and safety; and
- (c) ensure that employers and, if necessary for the protection of workers, self-employed persons—
 - (i) apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4; and
 - (ii) where required, follow the construction phase plan.

(4) The principal contractor must ensure that—

- (a) a suitable site induction is provided;
- (b) the necessary steps are taken to prevent access by unauthorised persons to the construction site; and
- (c) facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.

(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.

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Principal Designer Evaluation (PDE) Check List

Retail Fit Out Work

Item 2 Regulation 8 General Duties items 2/3/4/5/6

(2) A designer or contractor must not accept an appointment to a project unless they fulfil the conditions in paragraph (1).

(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).

(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.

(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.

(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.

END

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7.2 Appendix B: Principal Contractor Checklist

Contractor CDM Evaluation for Retail Fit Out Works



Work Location - Retail Unit No	
Contractor	
WPP / Ref. No. & Revision	

CDM Control Checklist

The contractors working in the retail units are working in a Costain Principal Contractor area. To ensure that the contractor and Costain comply with the CDM duties, this checklist must be completed.
 Before a retail fit-out contractor commences work in their respective retail unit, the questions set out below must all be answered – Yes. Note - the detail and safe sequence of the work programme will be covered by the Work Package Plan.

Before permitting the contractor to commence work in their respective retail unit the following checklist all items must be answered <u>Yes</u>		YES	NO
1	Has the contractor been issued with the necessary pre-construction information e.g. drawings, Health and Safety file and latest revision of the Project Construction Phase Plan?		
2	Has the contractor been assessed by Retail Brand as being competent to execute the works i.e. is there a record of the review and approval of their Health and Safety performance and competency assessment?		
3	Have the design drawings been approved? Evidence Landlord Consent LLC screenshot.		
4	Contractor to tick YES to confirm that there are no significant approved design changes, or modifications, from the design the Work Package Plan (WPP) was based on. If there are changes, the Work Package Plan will need to be re-worked and resubmitted and the NO box on this form should be ticked accordingly.		
5	Has the contractor had a pre-start meeting on site and is a record of this available?		
6	Does the contractor have sufficient resources, including a Front Line Supervisor with minimum Costain standards of competence?		
7	Does the Work Package Plan detail significant interface/co-ordination risks with suitable controls to mitigate risks and include minimum competencies for those undertaking tasks?		
8	Has the Work Package Plan (WPP) been approved?		
9	Does the Task Briefing Sheet (TBS) reflect the work and include the interface risks?		
10	Do you know who the Costain representative(s) is for the Health and Safety monitoring?		
11	Have the operatives been inducted?		

- On completion of the evaluation, this form **MUST** be appended to the Work Package Plan.
- This form **MUST** be signed by Retail Fit-Out Manager, **Andy Groom** or his deputy and **Des Roy** or deputy.

Name and role [person completing form]	
Signed	
Date	
Andy Groom approval [or deputy name]	
Signed	
Date	
Form Approved by Des Roy or Mark Johnston	
Date	

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7.3 Appendix C: L3A Pre-Start Submission Checklist & Approval Form



L3A



L3A - Pre-Start Submission Checklist & Approval Form

Brand Name			
Block		Unit No.	
Date		RDM	

DOCUMENT SUBMISSION CHECKLIST

Required Minimum Information & Comments

Information Required	
Information Provided	Description
<input type="checkbox"/>	Programme for fit-out works.
<input type="checkbox"/>	24-hour contact list for the project team.
<input type="checkbox"/>	Copy of application for Building Regulations Approval or Notice from Approved Inspector to the Local Authority (if applicable).
<input type="checkbox"/>	CDR checklist completed and signed : Designer and Contractor.
<input type="checkbox"/>	WPP and Blue Topper Approval
<input type="checkbox"/>	Copies of current Contractor's insurance certificates including Public and Employers Liability, which must provide a minimum cover of £10,000,000 on an each and every claim basis.
<input type="checkbox"/>	Receipt of Costain's F10 notification
<input type="checkbox"/>	Landlord Consent Approval
<input type="checkbox"/>	Submit proof of certification for life safety critical contractors: LPS1014, BAFE, LPS1048, NICEIC, CORGI, Protec and Fourway hold this accreditation.
<input type="checkbox"/>	Task Briefing sheets submitted / approved
<input type="checkbox"/>	Temporary Electricity/ Fire Alarm arranged and date of connection requested (FA to Western Arcade and Northern Concourse by NWR)
<input type="checkbox"/>	Confirmation of Planning Consent approval (if applicable)
<input type="checkbox"/>	Confirmation of Costain's Fire Plan
<input type="checkbox"/>	Confirmation of Brand unit inspection and acceptance of fabric / service conditions
<input type="checkbox"/>	Confirmation that Brand and NWR lease agreement completed
<input type="checkbox"/>	Confirmation that outstanding Status B details are shown on Approved for Construction Drawings (ACD) and/or shown on H&S file.

RDM COMMENTS

Comment No:	Comments:	Response:
1		
2		
3		

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4		
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~~Outstanding status B items permitted by Network Rail Property to proceed with fit out.~~
Please note: Brands proceed "at risk" if B status items remain outstanding either on site or at close out (subject to detail).

Status B Items		
Item & Issue Rev	Document Reference	Description

L3A Approval

The tenant may not commence fit out without the necessary approvals of the above requirements

On approval please sign below and enter proposed Pre-start meeting and fit out commencement date.

Pre-Start Meeting		Fit-Out Commencement Date:	
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Signed by Brand Representative:		
---------------------------------	--	--

Name		
Signature		
Date		

Approval to start on site signed On Behalf Of London Bridge Network Rail Property:		
--	--	--

Name		
Signature		
Date		

Note Signatures must be in ink
Approvers from Network Rail Property: Lawrence Hurry, Tony Bennett