

## Meeting Record

<b>Date</b>	23 <sup>rd</sup> November 2020 (Mon), 16:30-18:00
<b>Venue</b>	Video conference using Microsoft Teams
<b>Chair</b>	Paul Bussey
<b>Author</b>	-

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<b>Attendees</b>	<b>Name</b>	<b>Initial</b>	<b>Organisation</b>
1	Paul Bussey (chair)	PB	AHMM
2	Sarah Susman (guest speaker)	SS	Scott Brownrigg
3	Steve Copping	SC	Arcadis
4	Gavin Bull	GB	HSE
5	Martin Touška	MT	Rolfe Judd
6	Gary Burden	GB	PRP Architects
7	Alain Speed	AS	PRP Architects
8	David Mulligan	DM	Network
9	George Poppe	GP	Sheppard Robson
10	Ciaran Gallagher	CG	Hawkins Brown
11	Mark Skinner	MS	Hawkins Brown
12	Nigel Ostime	NO	Hawkins Brown
13	Roland Reinardy	RR	Hawkins Brown
14	Mustafa Hussain	MH	Currie Brown
15	Aamir Shahzad	AS	Currie Brown
16	Jasmine Adley	JA	Currie Brown
17	Jim Fifield	JF	Veretec
18	James Taylor	JT	Nicholas Hare
19	Angus McGhie	AM	Jack Fisher Partnership
20	Jeffrey Tribich	JT	Tribich Consultancy
21	Chris Ottaway	CO	Ottaway and Associates
22	David Crawforth	DC	Ottaway and Associates
23	Graham Boyce	GB	Barton Willmore
24	James Journet	JJ	Parkside Architectural Tiles
25	Mark Reynolds	MR	Boundary Concepts Limited
26	Peter Hegarty	PH	Chapman Taylor
27	Richard Collis	RC	Feilden Clegg Bradley Studios
28	Robert Franklin	RF	Robinson & Hall LLP
29	Goh Ong	GO	AHMM

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*NOTE ON COVID-19:* Since 23<sup>rd</sup> March 2020, all DIOHAS meetings will take place over video conference.

### Speaker

Our guest speaker is Sarah Susman of Scott Brownrigg. Sarah will talk about health and safety and the RIBA Plan of Work 2020. More below.

#### ***Health & Safety and the RIBA Plan of Work 2020***

*While the Plan of Work has been addressing health and safety for years, the 2020 version strengthens its language and requirements, taking a proactive approach and providing a roadmap for people to follow throughout the life of a project and building.*

*We will look at the health and safety strategy and how to deliver this through the project stages.*

#### *Biography*

*Sarah Susman is Head of Technical Development at Scott Brownrigg where her work includes supporting the architects on the delivery of CDM and the Principal Designer role.*

*She is a chartered architect with more than 20 years professional experience including multi-disciplinary and well as purely architectural practices. Her experience covers a variety of sectors including high-rise, education, commercial, residential, aviation and refurbishment.*

### Details

Links to the recording of the meeting:

<https://web.microsoftstream.com/video/22d99e43-7f6f-4a91-a629-c68e69835b2a>

**Keeping People Safe**

# Health & Safety and the RIBA Plan of Work 2020

November 2020

Sarah Susman

Head of Technical Development

SCOTT BROWNRIGG<sup>+</sup>

# The RIBA Plan of Work 2020



## RIBA Plan of Work 2020

The RIBA Plan of Work organises the process of briefing, designing, delivering, maintaining, operating and using a building into eight stages. It is a framework for all disciplines on construction projects and should be used solely as guidance for the preparation of detailed professional services and building contracts.

### Stage Boundaries:

Stages 0-4 will generally be undertaken one after the other.

Stages 4 and 5 will overlap in the **Project Programme** for most projects.

Stage 5 commences when the contractor takes possession of the site and finishes at **Practical Completion**.

Stage 6 starts with the handover of the building to the client immediately after **Practical Completion** and finishes at the end of the **Defects Liability Period**.

Stage 7 starts concurrently with Stage 6 and lasts for the life of the building.

### Planning Note:

#### Planning Applications

are generally submitted at the end of Stage 3 and should only be submitted earlier when the threshold of information required has been met. If a **Planning Application** is made during Stage 3, a mid-stage gateway should be determined and it should be clear to the project team which tasks and deliverables will be required. See *Overview* guidance.

### Procurement:

The RIBA Plan of Work is procurement neutral – See *Overview* guidance for a detailed description of how each stage might be adjusted to accommodate the requirements of the **Procurement Strategy**.

#### Information Exchanges

ER Employer's Requirements  
CP Contractor's Proposals



	0 Strategic Definition	1 Preparation and Briefing	2 Concept Design	3 Spatial Coordination	4 Technical Design	5 Manufacturing and Construction	6 Handover	7 Use
	← Projects span from Stage 1 to Stage 6; the outcome of Stage 0 may be the decision to initiate a project and Stage 7 covers the ongoing use of the building. →							
<b>Stage Outcome</b> at the end of the stage	The best means of achieving the <b>Client Requirements</b> confirmed  <small>If the outcome determines that a building is the best means of achieving the <b>Client Requirements</b>, the client proceeds to Stage 1</small>	<b>Project Brief</b> approved by the client and confirmed that it can be accommodated on the site	<b>Architectural Concept</b> approved by the client and aligned to the <b>Project Brief</b>  <small>The brief remains "live" during Stage 2 and is derogated in response to the <b>Architectural Concept</b></small>	Architectural and engineering information <b>Spatially Coordinated</b>	All design information required to manufacture and construct the project completed  <small>Stage 4 will overlap with Stage 5 on most projects</small>	Manufacturing, construction and <b>Commissioning</b> completed  <small>There is no design work in Stage 5 other than responding to <b>Site Queries</b></small>	Building handed over, <b>Aftercare</b> initiated and <b>Building Contract</b> concluded	Building used, operated and maintained efficiently  <small>Stage 7 starts concurrently with Stage 6 and lasts for the life of the building</small>
<b>Core Tasks</b> during the stage	Prepare <b>Client Requirements</b>  Develop <b>Business Case</b> for feasible options including review of <b>Project Risks</b> and <b>Project Budget</b>  Ratify option that best delivers <b>Client Requirements</b>  Review <b>Feedback</b> from previous projects  Undertake <b>Site Appraisals</b>  <small>Project Strategies might include: - Conservation (if applicable) - Cost - Fire Safety - Health and Safety - Inclusive Design - Planning - Plan for Use - Procurement - Sustainability See RIBA Plan of Work 2020 Overview for detailed guidance on <b>Project Strategies</b></small>	Prepare <b>Project Brief</b> including <b>Project Outcomes</b> and <b>Sustainability Outcomes</b> , <b>Quality Aspirations</b> and <b>Spatial Requirements</b>  Undertake <b>Feasibility Studies</b>  Agree <b>Project Budget</b>  Source <b>Site Information</b> including <b>Site Surveys</b>  Prepare <b>Project Programme</b>  Prepare <b>Project Execution Plan</b>  <small>No design team required for Stages 0 and 1. Client advisers may be appointed to the client team to provide strategic advice and design thinking before Stage 2 commences.</small>	Prepare <b>Architectural Concept</b> incorporating <b>Strategic Engineering</b> requirements and aligned to <b>Cost Plan</b> , <b>Project Strategies</b> and <b>Outline Specification</b>  Agree <b>Project Brief Derogations</b>  Undertake <b>Design Reviews</b> with client and <b>Project Stakeholders</b>  Prepare stage <b>Design Programme</b>	Undertake <b>Design Studies</b> , <b>Engineering Analysis</b> and <b>Cost Exercises</b> to test <b>Architectural Concept</b> resulting in <b>Spatially Coordinated</b> design aligned to updated <b>Cost Plan</b> , <b>Project Strategies</b> and <b>Outline Specification</b>  Initiate <b>Change Control Procedures</b>  Prepare stage <b>Design Programme</b>	Develop architectural and engineering technical design  Prepare and coordinate design team <b>Building Systems</b> information  Prepare and integrate specialist subcontractor <b>Building Systems</b> information  Prepare stage <b>Design Programme</b>  <small>Specialist subcontractor designs are prepared and reviewed during Stage 4</small>	Finalise <b>Site Logistics</b>  Manufacture <b>Building Systems</b> and construct building  Monitor progress against <b>Construction Programme</b>  Inspect <b>Construction Quality</b>  Resolve <b>Site Queries</b> as required  Undertake <b>Commissioning</b> of building  Prepare <b>Building Manual</b>  <small>Building handover tasks bridge Stages 5 and 6 as set out in the <b>Plan for Use Strategy</b></small>	Hand over building in line with <b>Plan for Use Strategy</b>  Undertake review of <b>Project Performance</b>  Undertake seasonal <b>Commissioning</b>  Rectify defects  Complete initial <b>Aftercare</b> tasks including light touch <b>Post Occupancy Evaluation</b>	Implement <b>Facilities Management</b> and <b>Asset Management</b>  Undertake <b>Post Occupancy Evaluation</b> of building performance in use  Verify <b>Project Outcomes</b> including <b>Sustainability Outcomes</b>  <small>Adaptation of a building (at the end of its useful life) triggers a new Stage 0</small>
<b>Core Statutory Processes</b> during the stage:	Strategic appraisal of <b>Planning</b> considerations  <small>Planning Building Regulations Health and Safety (CDM)</small>	Source pre-application <b>Planning Advice</b>  Initiate collation of health and safety <b>Pre-construction Information</b>	Obtain pre-application <b>Planning Advice</b>  Agree route to <b>Building Regulations</b> compliance  Option: submit outline <b>Planning Application</b>	Review design against <b>Building Regulations</b>  Prepare and submit <b>Planning Application</b>  <small>See <b>Planning Note</b> for guidance on submitting a <b>Planning Application</b> earlier than at end of Stage 3</small>	Submit <b>Building Regulations Application</b>  Discharge pre-commencement <b>Planning Conditions</b>  Prepare <b>Construction Phase Plan</b>  Submit form F10 to HSE if applicable	Carry out <b>Construction Phase Plan</b>  Comply with <b>Planning Conditions</b> related to construction	Comply with <b>Planning Conditions</b> as required	Comply with <b>Planning Conditions</b> as required
<b>Procurement Route</b>	Traditional Design & Build 1 Stage Design & Build 2 Stage Management Contract Construction Management Contractor-led	Appoint client team	Appoint design team	ER	ER CP Tender Appoint contractor Pre-contract services agreement CP Appoint contractor ER Preferred bidder CP Appoint contractor			Appoint <b>Facilities Management</b> and <b>Asset Management</b> teams, and strategic advisers as needed
<b>Information Exchanges</b> at the end of the stage	<b>Client Requirements</b> <b>Business Case</b>	<b>Project Brief</b> <b>Feasibility Studies</b> <b>Site Information</b> <b>Project Budget</b> <b>Project Programme</b> <b>Procurement Strategy</b> <b>Responsibility Matrix</b> <b>Information Requirements</b>	<b>Project Brief Derogations</b> <b>Signed off Stage Report</b> <b>Project Strategies</b> <b>Outline Specification</b> <b>Cost Plan</b>	<b>Signed off Stage Report</b> <b>Project Strategies</b> <b>Updated Outline Specification</b> <b>Updated Cost Plan</b> <b>Planning Application</b>	<b>Manufacturing Information</b> <b>Construction Information</b> <b>Final Specifications</b> <b>Residual Project Strategies</b> <b>Building Regulations Application</b>	<b>Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b>  <b>Practical Completion</b> certificate including <b>Defects List</b>  <b>Asset Information</b>  <small>If <b>Verified Construction Information</b> is required, verification tasks must be defined</small>	<b>Feedback on Project Performance</b> <b>Final Certificate</b> <b>Feedback from light touch Post Occupancy Evaluation</b>	<b>Feedback from Post Occupancy Evaluation</b>  <b>Updated Building Manual</b> including <b>Health and Safety File</b> and <b>Fire Safety Information</b> as necessary

Core RIBA Plan of Work terms are defined in the RIBA Plan of Work 2020 Overview glossary and set in **Bold Type**.

Further guidance and detailed stage descriptions are included in the RIBA Plan of Work 2020 Overview.

# RIBA Plan of Work 2020 Strategies

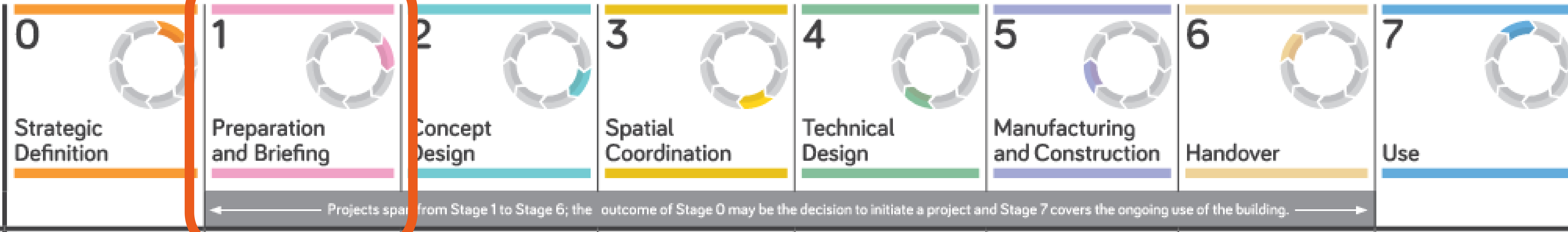
- Conservation Strategy
- Cost Strategy
- Fire Safety Strategy
- Health and Safety Strategy
- Inclusive Design Strategy
- Planning Strategy
- Plan for Use Strategy
- Procurement Strategy
- Sustainability Strategy

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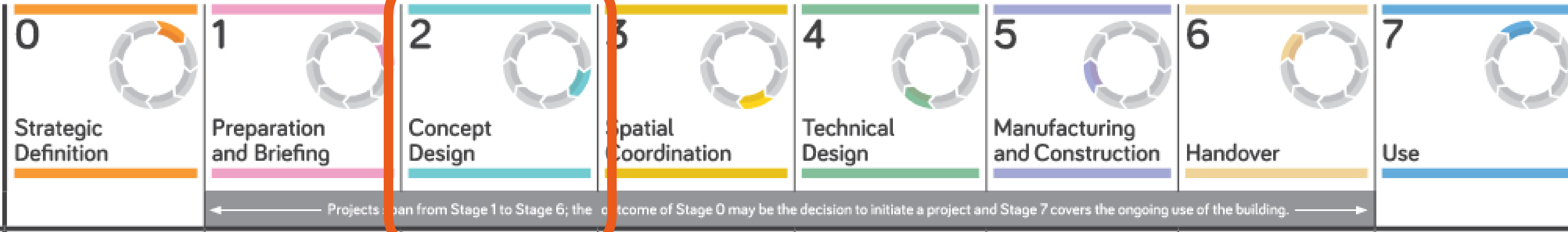
- Start to gather H&S information about the site
- Identify any significant strategic H&S risks
- Understand the client's requirements
- Advise whether specialist H&S expertise is needed in the client team

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- Research and communicate H&S site information
- Co-ordinate with feasibility studies
- Establish CDM/H&S design risk management process
- Designers' Responsibility Matrix
- Agree appointment of the **Principal Designer**
- Identify if specialist H&S advice is required in the design team
- Define H&S aspirations in the Project Brief

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- Outline Health and Safety Strategy
  - CDM design risk management processes
  - Record key H&S design decisions
    - Site analysis drawings
    - Risk identification drawings
- Identify, eliminate, reduce H&S risks
- Preliminary Operation and Maintenance Strategy

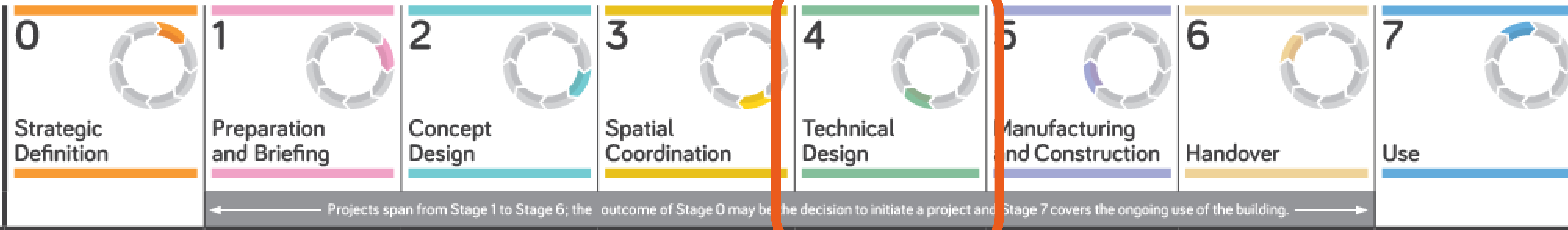


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- Developed H&S Strategy
- Design studies to eliminate/reduce H&S risks
- Update H&S design risk records
- Change control
- Establish input and responsibilities of specialist sub-contractors
- Developed Operation and Maintenance Strategy

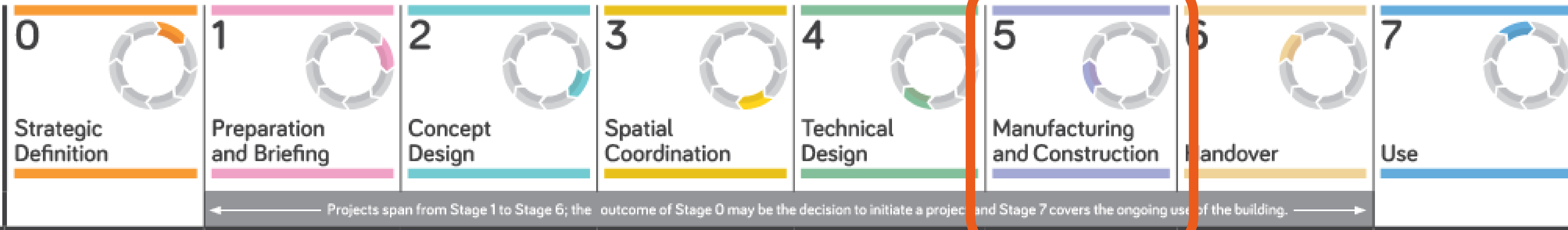
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- Continue to eliminate/reduce H&S risks
- Update H&S design risk records
- Include H&S requirements in tender information\*
- Review tender returns for H&S\*
- The Principal Contractor prepares the Construction Phase Plan\*

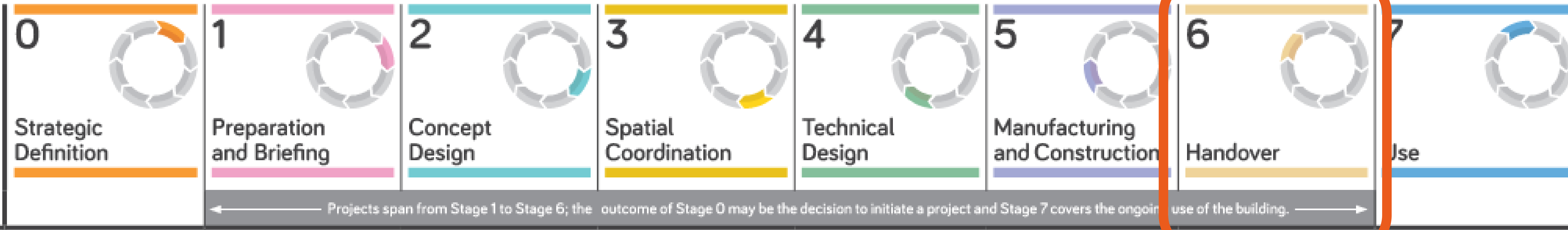
\* At Stage 3 if tender is earlier

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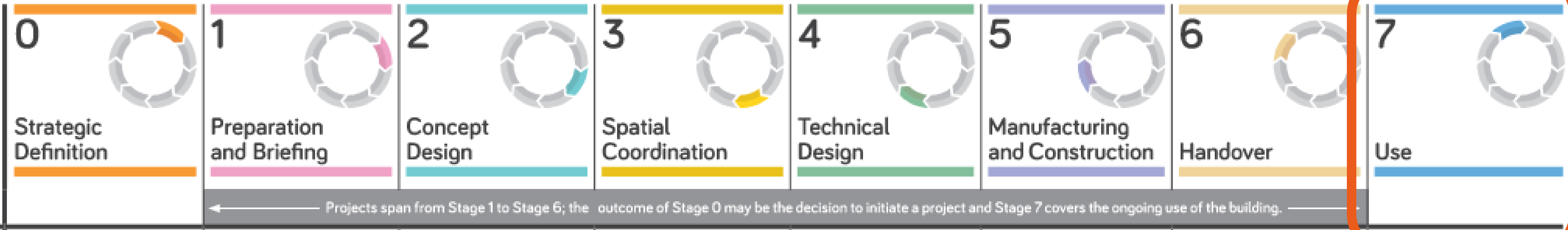
- Update information for inclusion in the H&S File
  - Record material
  - Cleaning and maintenance strategy
  - Plant replacement strategy
  - Residual risk drawings and register
  - Fire Strategy
- Construction Phase Plan in place (Principal Contractor)
- Regulation 38
- Completion of H&S File

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- H&S File handover to the client (by PD or PC)
- Emergency information
- Regulations and compliance – CDM 2015 and planning
- Cleaning and maintenance
- Building facilities and characteristics
- H&S training and induction of client
- Review H&S issues from client feedback
- Update of H&S File as required

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- Management and maintenance of building to be carried out securing H&S of users
- Post Occupancy Evaluation (POE) of the H&S of managing, maintaining and using the building
- Client reviews and updates the H&S File throughout the life of the building and passes it to subsequent building owners

