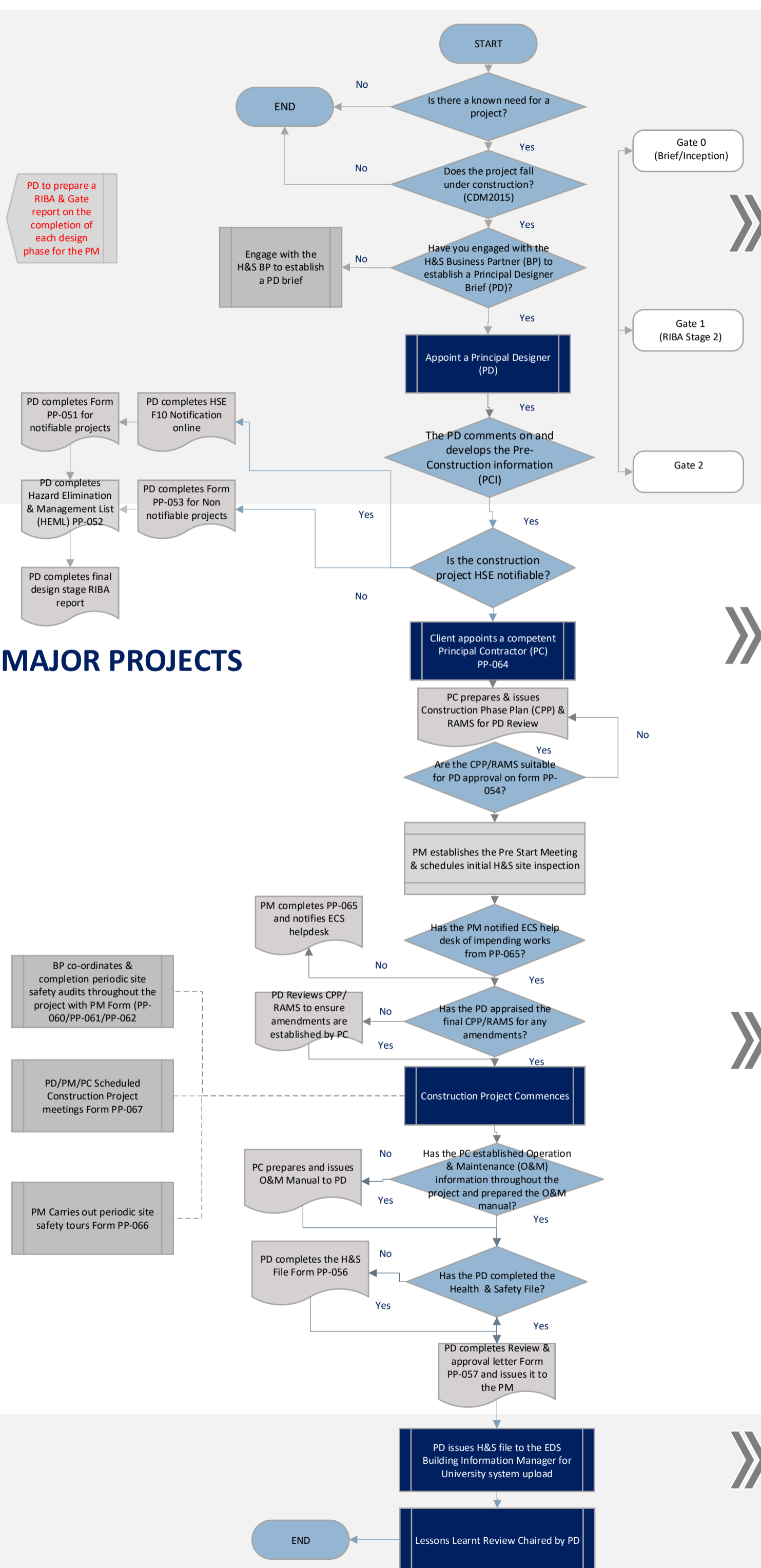
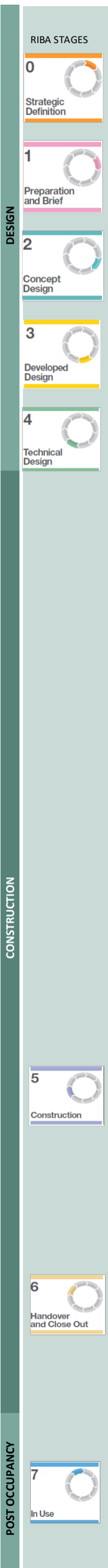


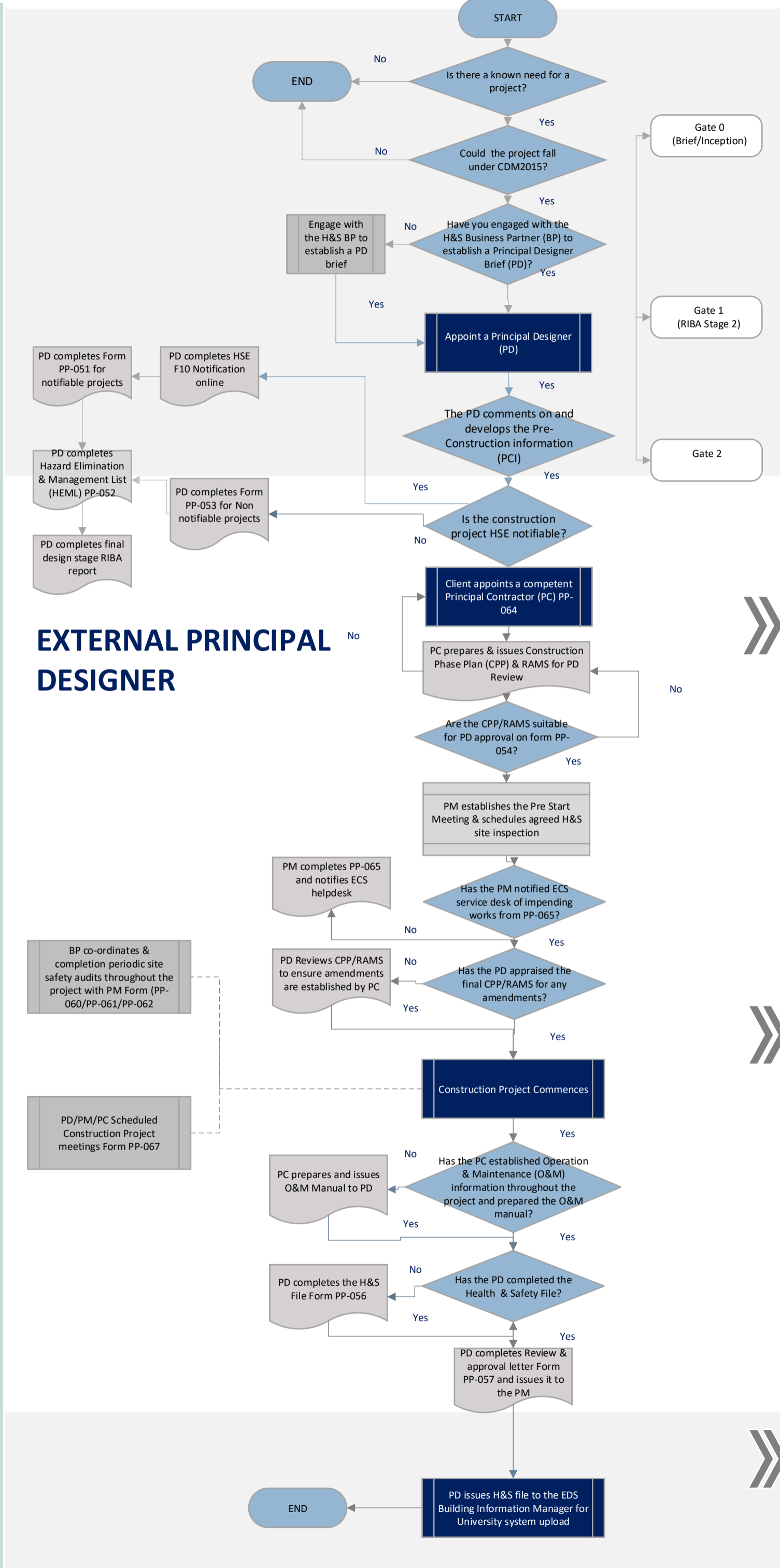
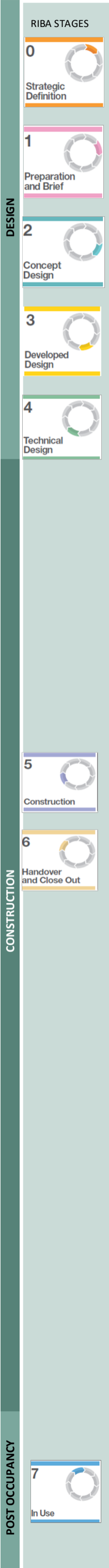


Appendix I: University of Leicester Construction Projects Flowcharts setting responsibilities and outputs for 3 types of construction works (1. Major Projects, 2.External Principal Designer and 3. In House Construction Compliance) that duty holders and other named positions should follow

Prepared by: Miki Brocklehurst	Page 12 of 12	Date of Issue: 31/1/2020	
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- OUTPUTS**
- PM Outputs**
- Engage with the PD and issue project brief
 - Ensure PD is appointed and issue brief
 - PM produce Design Phase KPIs
- PD Outputs:**
- Form HSE F10 Notification (as required)
 - Form PP-051 or PP-053 PCI pack
 - Form PP-052 HEML
 - Assist PM with Design Phase KPIs
- BP Outputs:**
- Develop initial PD Brief
 - Issue PD Brief
- PM Outputs:**
- Ensure Client appoints a competent PC Books BP initial Site Safety inspection
 - Reviewed Scope within CPP/RAMS
 - Invites key stakeholders to Pre-Start meeting
 - Chairs Pre-Start meeting
 - Form PP-067 Meeting Agenda & Minutes
 - Manage and monitor construction KPIs
- PD Outputs:**
- Completes Form PP-054 CPP/RAMS appraisal
 - Support project pre-start meeting
- PC Outputs:**
- Prepares and issues CPP and RAMS
- BP Outputs:**
- Support the project team (as agreed at PD brief)
 - Support project pre-start meeting (as agreed at PD brief)
 - Prepares for initial site safe inspection
- PM Outputs:**
- Notify ECS helpdesk of works Form PP-065
 - Form PP-066 Senior Safety Manager Tour Report
 - Co-ordinate/accompany Senior site safety tours
 - Chair Site Safety Meetings
 - Manage and monitor construction KPIs
- PD Outputs:**
- Co-ordinate/accompany Senior site safety tours
 - Report on Construction KPIs
 - Form PP-056 H&S File
 - Form PP-057 Review & approval of H&S file
 - H&S File uploaded to University system
 - RIBA Stage 5,6 Completion Report
- PC Outputs:**
- Accompany Senior Site Safety tours
 - Prepares site safety files
 - Attend Site Safety Meetings
 - Close-out site safe inspection corrective actions
 - Maintain/Action KPI feedback
 - Prepares and issues O&M Manuals to PD
- BP Outputs:**
- Complete Site Safety Inspection
 - Form PP-061 H&S Audit photos (as required)
 - Form PP-062 H&S Audit Report (for large project)
 - Support Site Safety Meetings (as required)
 - Support the project team (as required)
- Arrange Fire Risk Assessment for occupation.
- PD Outputs:**
- Ensure O&M/Site safety file is uploaded to University system
- PD Outputs:**
- Lessons Learnt Review



- OUTPUTS**
- PM Outputs**
- Engage with the PD and issue project brief
 - Ensure PD is appointed and issue brief
 - PM produce Design Phase KPIs
- PD Outputs:**
- Form HSE F10 Notification (as required)
 - Form PP-051 or PP-053 PCI pack
 - Form PP-052 HEML
 - Assist PM with Design Phase KPIs
- BP Outputs:**
- Develop initial PD Brief
 - Issue PD Brief
- PM Outputs:**
- Ensure Client appoints a competent PC Books
 - BP initial Site Safety inspection
 - Reviewed Scope within CPP/RAMS
 - Invites key stakeholders to Pre-Start meeting
 - Chairs Pre-Start meeting
 - Form PP-067 Meeting Agenda & Minutes
 - Manage and monitor construction KPIs
- PD Outputs:**
- Completes Form PP-054 CPP/RAMS appraisal
 - Support project pre-start meeting
- PC Outputs:**
- Prepares and issues CPP and RAMS
- BP Outputs:**
- Support the project team (as agreed at PD brief)
 - Support project pre-start meeting (as agreed at PD brief)
 - Prepares for initial site safe inspection
- PM Outputs:**
- Notify ECS helpdesk of works Form PP-065
 - Manage and monitor construction KPIs
- PD Outputs:**
- Co-ordinate/accompany Senior site safety tours
 - Report on Construction KPIs
 - Form PP-056 H&S File
 - Form PP-057 Review & approval of H&S file
 - H&S File uploaded to University system
- PC Outputs:**
- Prepares site safety files
 - Attend Site Safety Meetings
 - Close-out site safe inspection corrective actions
 - Maintain/Action KPI feedback
 - Prepares and issues O&M Manuals to PD
- BP Outputs:**
- Complete Site Safety Inspection
 - Support the project team (as required)
 - Arrange Fire Risk Assessment for occupation (As required).
- PD Outputs:**
- RIBA Stage 7 Completion Report
 - Ensure O&M/Site safety file is uploaded to University system

RIBA STAGES

0
Strategic Definition

1
Preparation and Brief

2
Concept Design

3
Developed Design

4
Technical Design

5
Construction

6
Handover and Close Out

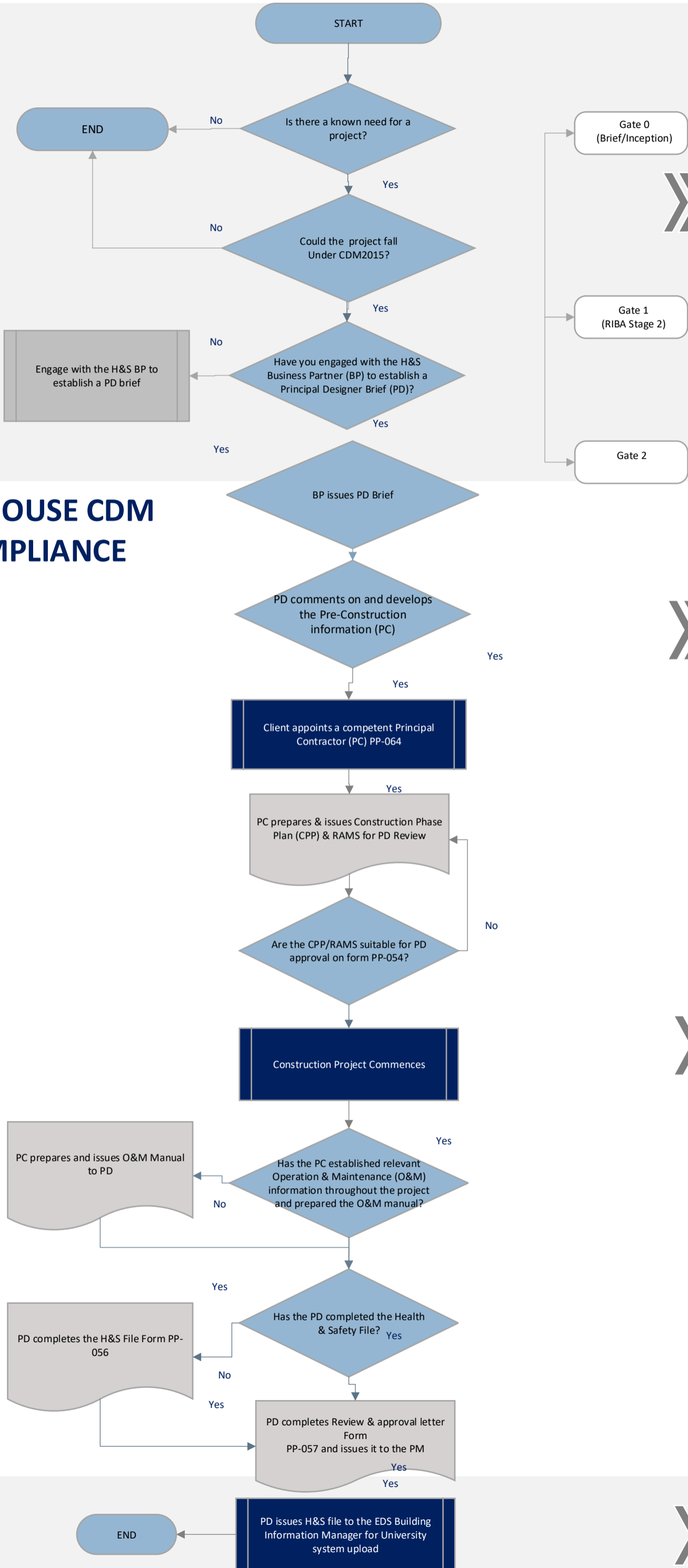
7
In Use

DESIGN

CONSTRUCTION

POST OCCUPANCY

IN-HOUSE CDM COMPLIANCE



OUTPUTS

PM Outputs:
Engage with BP and issue project brief

PD Outputs:
Form PP-051 or PP-053 PCI pack

BP Outputs:
Prepare the PD brief
Issue PD Brief

PM Outputs:
Ensure Client appoints a competent PC
Reviewed Scope within CPP/RAMS

Internal PD Outputs:
Completes Form PP-054 CPP/RAMS appraisal

PC Outputs:
Prepares and issues CPP and RAMS

PD Outputs:
Form PP-056 H&S File
Form PP-057 Review & approval of H&S file
H&S File uploaded to University system

PC Outputs:
Prepares site safety files
Attend Site Safety Meetings
Close-out site safe inspection corrective actions

BP Outputs
Arrange Fire Risk Assessment for occupation.

PD Outputs:
Ensure O&M/Site safety file is uploaded to University system