

Section 16 – Design Services

Introduction

This section of the Green Folder provides guidance and relevant reference documents for Designers and Design Services Managers to assist them to comply with the requirements of ***Safety, Health & Welfare at Work Act, 2005*** and the ***Safety, Health & Welfare at Work (Construction) Regulations, 2006 & 2013*** and the responsibilities assigned to them in the Roads Safety Statement in the course of carrying out their roles as **Designers** and where applicable as **PSDP**.

Process

The ***Design Stage Health and Safety File Checklist*** included in this section has been developed to identify Health and Safety practices and procedures required to be completed and recorded in the process of carrying out work as Designer on behalf of Donegal Co Council.

Scope

The steps as set out on the ***Design Stage Health and Safety File Checklist*** only apply in full to design work on schemes or programmes which are recognised as projects in their own right and likely to proceed to site as a specific construction project. The majority of the steps on the Design Stage Health and Safety File Checklist do not apply to the work of designers in carrying out minor design consultations, investigation of complaints, HD19 Safety Audits, works involving only surveys or traffic counts, etc. In these cases normal Safety Procedures relating to carrying out site inspections or surveys will apply as well as in some cases recording of design decisions relating to mitigating risks in the design.

Template Documents / Forms

This Checklist refers to various standard forms or template documents which should be completed at various stages of the design process. These can be divided into three main categories:

- a) Documents which are included in, and form part of, the Green Folder Safety Management System. Hard copies of such documents are included in either this Section or other relevant Sections (e.g. Section 2 Appointments, Section 13 Contract Works). The Checklist will identify the relevant section of the Green Folder where the document may be found. All Green Folder Documents are available in digital format on the Green Folder Intranet Page and will be hyperlinked from the digital version of the ***Design Stage Health and Safety File Checklist***.
- b) Some other forms or report templates referred to are documents developed and maintained within the various design offices. (Documents with references such as SD089 or FR027 refer to the National Roads Office ISO9001 Quality Management System). These documents should be maintained and made available in digital form in the relevant design office and may be altered or amended by each design office to meet their individual needs. Refer to the relevant SEE with any queries.
- c) Some documents are external forms or templates created and provided by third parties such as:
 - HSA forms AF1 & AF2
 - Documents from the TII(NRA) DMRB (such as HD19 Safety Audit Forms)
 - Model Forms of appointment of Contractors and PSCS from the Dept of Finance Suite of Contract Documents.

Health and Safety Monitoring

In order to demonstrate that individual designers and the line management structure are complying with their responsibilities under legislation and as outlined in the Roads Department Safety Statement as system of Monitoring Forms for Designers and Design Team Leaders have been added to Section 15 of the Green Folder and must be completed by all designers as set out therein.