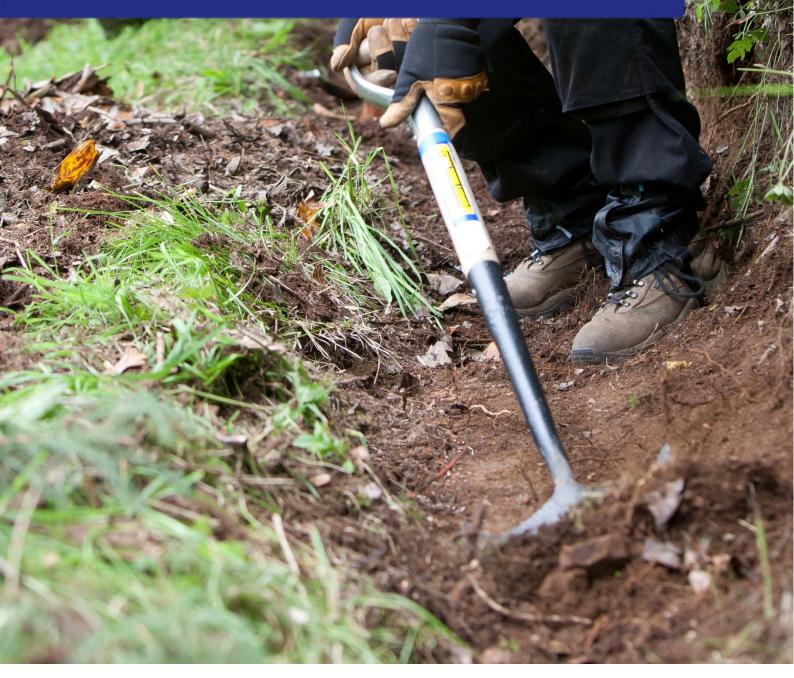
# Do you need to do some path maintenance?

How to keep it safe

A guide for clients on the Construction (Design and Management) Regulations 2015







FOR A HAPPIER, HEALTHIER SCOTLAND

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If you are a community council, development trust, local authority or similar organisation carrying out path maintenance, this guide is for you. Depending on the type of work you are going to carry out, you will be considered a 'client' and will therefore have legal duties under the Construction (Design and Management) Regulations 2015 (CDM 2015).

If you follow the recommendations set out in this guide, you will do enough to meet your responsibilities as a client under CDM 2015. By doing so, you will also be making sure that the manner in which you carry out your path maintenance work is as safe as possible and protects the health of everyone concerned.

This guide describes and gives examples of 10 main duties that clients need to carry out for their path maintenance projects. We have created checklists that you may find useful as a prompt for your own projects.

#### What will CDM 2015 do for you?

By fulfilling your responsibilities under CDM 2015, you will ensure that noone is hurt when carrying out path maintenance work on your project. It also means that your path will remain safe for everyone using it. Good planning will help to make sure the work is well run with fewer unexpected costs and hiccups. Planning for small-scale work should be simple, short, and proportionate to the nature of the work and levels of risk. Larger scale work will need more planning.

#### Will CDM 2015 apply to path maintenance work?

CDM 2015 does not apply to every type of path maintenance work. For example, if your maintenance work involves regular tasks to keep a path in a reasonable condition, such as strimming verges or cleaning out overgrown ditches, it is not regarded as 'construction work', so CDM regulations do not apply. However, if the maintenance involves the use of hand tools, machinery and materials, and requires construction skills to carry out, it is regarded as construction work and CDM regulations will apply.

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### Path maintenance tasks that are considered as construction work

- Rebuilding a culvert and path after floodwaters from a nearby burn have caused damage
- Repairing a path surface on a slope damaged by water running down it
- Resurfacing a worn-out path surface where the stone base layer is exposed
- Upgrading a potholed path surface to a tarmac surface to make it suitable for walking and cycling
- Improving a muddy grass path surface to a firm well-drained stone surface so it can be used all year round

All examples will need materials, hand tools, and machinery to carry out the work.

#### What do you need to do?

You may be new to path maintenance, have some experience, or have had someone else do work for you in the past, such as a contractor. Although you are not expected to do the work yourself, you do have considerable influence over how the works are carried out. You have responsibility for your project and need to decide who will carry out the work. The decisions you make have an effect on the health and safety of everyone who will carry out the work, as well as others affected by it, such as members of the public. CDM 2015 is about picking the right people to carry out the work and helping them to work together to make sure the health and safety of everyone involved is considered as part of the project. The following sections (1-10) explain the duties you will need to carry out as a client.

# 1. Appoint the right people at the right time into your project team

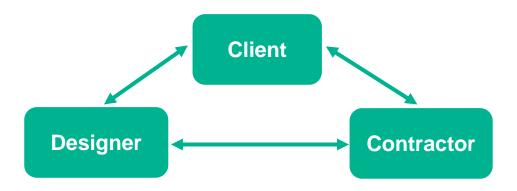
CDM 2015 requires you to appoint to the right people for the right jobs as early as possible to your project team. This means they need to have the skills, knowledge and experience to communicate and work together at each stage of a project, to ensure it is planned and carried out to a satisfactory standard and ensures the health and safety of everyone concerned. This is also the case if you are going to appoint an organisation, as they will need to have organisational capability to carry out the work. To find out if the people or organisations you are considering to appoint are skilled, experienced, competent and have capability, they should be able to give you references from past clients for similar work.

There are professional bodies you can contact to help you select the right people. The <u>Safety Schemes in Procurement (SSIP) website</u> has lists of organisations which have been assessed on their health and safety management. Some contractors may also be a member of a trade association.

As the client, you have overall responsibility for the management of your path maintenance project, with other duty holders involved to help you manage health and safety from the very start.

#### One contractor only

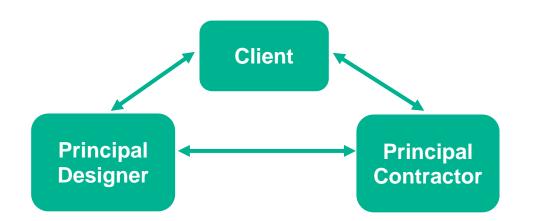
If you only need one contractor to do the path maintenance work, you need to appoint (in writing) a 'designer' and a 'contractor'. You can appoint your designer at the design stage and the contractor at the tender stage.



Your designer works with you during the pre-construction and construction phases and with the contractor during the construction phase. The contractor's role involves co-operating with you and the designer throughout the construction phase, and also during the preconstruction phase, if required at that early stage.

#### More than one contractor

If you need **more than one contractor** to carry out the path maintenance work, you need to appoint (in writing) the designer as a 'principal designer' and the contractor as a 'principal contractor'.



Your principal designer manages the pre-construction phase and assists you with your responsibilities. Their role extends to the construction phase by working with the principal contractor. Your principal contractor manages the construction phase. The principal contractor's role involves co-operating with you and the principal designer throughout the construction phase, as well as during the pre-construction phase if required at that early stage.

You appoint the principal designer at the planning stage to plan, manage and coordinate the planning and design work. They can help you gather information about your project that others will need to know. They will also make sure that if other designers are involved, they are doing all they can to check that the path design is safe for others to build. This role is usually held by an organisation on larger projects and by an individual on smaller projects. They will need to have:

- Technical knowledge and relevant experience from similar path construction projects
- An understanding of how health and safety is managed throughout the design process
- Skills to oversee health and safety coordination and ongoing design

Your principal contractor is generally appointed at the tender stage, but if you want them to carry out design work, you can appoint them at the planning or design stage. The principal contractor will need to plan, manage and coordinate the path maintenance work and they will usually hire and manage other contractors to perform the on-site work.

#### Example

#### More than one contractor

A groundworks contractor would be the principal contractor if they then hired a surfacing contractor to lay a tarmac surface for a path.

#### Carrying out your own maintenance work

If your organisation plans to carry out the path maintenance work themselves, including designing, planning and managing it, they will need to appoint (in writing) someone internally as the designer. They will automatically become the contractor, as they are going to do the work.

If your organisation needs to appoint another contractor to do some of the work, they will become the principal contractor and their designer becomes the principal designer – the other contractor will need to be appointed in writing by your organisation.

#### Delivering your own project

A path group within a community development trust improved the surface of a local path for the benefit of the community. The group made the decision to design, plan and manage the project, and then to carry out the work themselves. A member of the group was a retired civil engineer with the skills, knowledge and experience of pavement design. He offered his time and resources to design the path. The group accepted the offer and appointed the retired engineer, in writing, as the designer. The group also appointed a health and safety advisor to advise them on complying with any health and safety regulations.

#### 2. Notifying your path maintenance project

Notification of a path maintenance project is a stand-alone requirement under CDM 2015 and doesn't result in any additional duties.

Where work will last longer than 30 working days and have more than 20 workers working on site at the same time (even if just for a short period of time), or where it exceeds 500 person days, you will need to notify the Health and Safety Executive (HSE) of the project as soon as possible before the path maintenance work begins. If your work doesn't exceed either of those notification thresholds, you don't need to notify your project to HSE.

The responsibility to notify the project is placed on you as the client. It will be acceptable in practice for someone else to do this on your behalf – the designer or principal designer – but the duty of notifying a project is not one you can delegate out, as the duty is yours. If someone else is notifying HSE on your behalf, they still have to complete the online F10 form as if they were the client. More information about the F10 form and notifying construction projects is available on the HSE website via this link: F10 - Notification of construction project.

#### Does this project need to be notified to HSE?

A local authority will be upgrading several paths. The maintenance work is expected to last a couple of months (45 working days) and involve two contractors. There will be 10 workers, working on site at the same time, from Monday to Friday each week.

This represents 45 working days and 10 workers involved (totalling 450 person days) - so the project doesn't need notifying to HSE.

# 3. Make sure arrangements are in place for managing and organising your project

Path maintenance work that is well planned and managed is likely to be finished safely and on time. Path maintenance work is not always complex, may not involve more than one contractor and is often low risk. Nevertheless, projects can vary widely. Some projects, either small or large, can involve high risk work, as listed in the tasks below. Your designer or principal designer should understand these types of risks and avoid or reduce them to acceptable levels of safety so that the contractor or principal contractor can manage them on site.

High risk work

- Collapse of excavations:
  - o Cover or barrier off excavations to prevent people or machinery from falling in.
- Exposure to harmful dust from cutting stone, rock, concrete materials:
  - Prevent dust causing ill health by using wet cutting and vacuum extraction on power tools;
  - o Use a well-fitting dust mask of appropriate type.
- Manual handling:
  - Use mechanical aids to carry loose materials over long distances;
  - o Use mechanical aids to lift, carry, pull and push heavy loads.
- Electricity:
  - o If possible, turn overhead live power lines off before working under or nearby;
  - Do not use diggers or power tools near suspected buried services.
- Protect members of the public:
  - Secure the route, if possible, while the work takes place and provide an alternative route with information and safety signage;
  - o If the route cannot be made secure while the work takes place, and no alternative routes are available, use a banksman, safety barriers, information and safety signage.
- Falls from height (more relevant to bridge maintenance):
  - Prevent people and materials falling from a height by using secure working platforms with guard rails, mid-rails, and toe boards.

Discuss with your principal contractor or contractor, before work starts and throughout the period of work, how these risks are being controlled and managed.

#### 4. Allow adequate time

Allocate enough time for each stage of a project to be carried out properly. Any design, planning or maintenance work that is rushed is likely to be unsafe and of poor quality.

#### 5. Provide information to your designer and contractor

Your principal designer, or designer, and principal contractor, or contractor, will need pre-construction information. This information will include details about what you want built, the site, any existing structures (e.g. a bridge on site that may be the only way to cross a watercourse), or hazards that may be present such as overhead live cables, buried services, contaminated, steep or wet ground, a river, and so on. Providing this information as early as possible will help them to plan, cost, and work around the issues. Your principal designer can help you obtain much of this information, including service plans for any buried services in the area.

Producing a 'client's brief' at the project planning stage can help set the standards for managing health and safety from the very beginning. This brief should include information about the project, along with the timescales and budget for the work and how you expect the project to be managed.

If there is a health and safety file for the path, produced when the path was originally built, the information in the file can help to develop the preconstruction information. The remaining risks with the path, or any other structures on it, e.g. a bridge, will all be relevant information to tell others.

#### Information needed by the designer from their client

To manage the risks with their path design, the designer will need a number of key pieces of information from the client, or via the principal designer.

Subject to the nature and scale of the path maintenance work, the designer can reasonably expect the following information along with the client's brief:

- The route and ground conditions.
- Existing structures and utility services on the route.
- Environmental, natural and historic heritage constraints.
- Details of the project team.
- The methods of communicating information during the design stage, such as drawings, risk log, etc.
- Information from other designers that may affect the design, including any changes which need to be considered.
- The format required for information to go in the health and safety file.

#### 6. Communicate with your designer and contractor

Your project will only run well if everyone involved communicates and works well together.

At the design and planning stages, you, your designer or principal designer, and – if involved at this early stage – your contractor or principal contractor, need to discuss the issues affecting:

- What will be built
- How it will be built
- How it will be used, and
- How it will continue to be maintained

The above communication will avoid potential harm to people and prevent unexpected costs at a later stage, as all details will have been considered before the path maintenance work starts. Meeting with others as the design work progresses provides an opportunity to deal with issues that may arise, and to discuss any related health and safety matters. This helps to make sure the work progresses as planned and the project stays on track.

#### Example

#### Regular design meetings

During the design stage, the principal designer held regular meetings with another designer to:

- Discuss the health and safety risks with the designer to see which risks could be avoided or reduced to an acceptable level
- Discuss suitable control measures to adopt, and
- Agree on the information to give to all contractors at the tender stage to help them assess and manage any remaining risks when carrying out the work.

#### 7. Make sure there are adequate welfare facilities on site

Your contractor or principal contractor must provide adequate welfare facilities for everyone working on site, before the path maintenance work begins. You must make sure your contractor or principal contractor has made suitable arrangements for providing these facilities.

You should check the welfare facilities are in place at the start of the construction phase by:

- Agreeing that existing welfare facilities are available at a central location that is accessible within a reasonable distance or time from where the contractor or principal contractor is working.
- Visiting the site to take a look.
- Asking the contractor or principal contractor to confirm to you what facilities they are using.

Schedule 2 of CDM 2015 provides details of the minimum welfare facilities needed for construction sites in the HSE Legal Series L153 publication: 'Managing health and safety in construction, Construction (Design and Management) Regulations 2015, Guidance on Regulations'. In addition,

the HSE publication: 'Provision of welfare facilities during construction work' has a lot more information. See 'More CDM 2015 guidance'.

#### Example

#### Community hall offers suitable and sufficient welfare facilities

The community development trust completed some maintenance works at the weekend to improve a path's drainage and surface.

The trust were aware they required welfare facilities for everyone to use while undertaking the work and the facilities had to be at a central location, within a reasonable distance or time from where they would be working. They also knew they could use the existing facilities in the village as long as the facilities were suitable and sufficient for everyone to use.

They chose to use the community hall in the village, which is a 5 minute walk from the path. The welfare facilities in the hall could cater for the expected number of volunteers involved and met the minimum welfare requirements of the CDM Regulations 2015. The hall provided the following facilities:

- Clean, well-lit, ventilated toilets with hot and cold running water, soap and hand dryers.
- A kitchen with drinking water, cups, a microwave and stove.
- A large hall with tables and chairs.
- A room for storing outdoor clothes and footwear.

The community development trust kept them clean and tidy while using the facilities.

# 8. Make sure a construction phase plan is prepared and in place on site

All path maintenance projects must have construction phase plans prepared and in place on site. Your contractor or principal contractor must prepare a construction phase plan that explains how any health and safety risks with the path maintenance work will be managed on site. The information in the plan should be proportionate to the scale, complexity and type of work to be carried out, as well as the nature of its risks. You should not allow any work to start until there is a plan in place on site.

Before the work starts, you will need to satisfy yourself that the contractor's, or principal contractor's, plan is adequate for the work. You could do this by checking with them that the content in their plan is relevant and meets the requirements of the job.

If your organisation is going to do the path maintenance work themselves, they must prepare a construction phase plan and have it in place before starting the work. If you've prepared the plan, you could ask someone else to check it over for you.

If you or your organisation haven't prepared a plan before, or don't know where to start, you can make arrangements for a plan to be drawn up for you by someone else who knows how to prepare plans for construction projects. If the project is going to involve a principal designer, they can assist whoever is preparing the plan by providing all the relevant information, such as pre-construction information obtained from you or your organisation, or other designers if involved.

#### 'A simple plan for a simple job'

A community group hired a contractor to replace 200 metres of worn out path in their community woodland. The work involved scraping mud and leaves off the existing surface and building a new path.

Before the work started, the contractor prepared a construction phase plan. The content of this plan included:

- Name of contractor (includes address and contact details)
- Name of client (includes address and contact details)
- Name of designer (includes address and contact details)
- Nature of construction work to carry out
- Anything the client has made the contractor aware of
- Start and finish dates of construction phase
- Whereabouts of welfare facilities, on and off site (includes the facilities provided)
- Who else will be on site (includes their contact details)
- How contractor will keep everyone on site up-to-date
- Main hazards on site and control measures to prevent harm

Before the contractor started, a member of the community woodland group checked the plan to make sure it was specific, proportionate and adequate for the work.

#### 9. Keep the health and safety file

Your principal designer should update a health and safety file, if one already exists, and give it to you once the path maintenance work has finished. If there is no file, your principal designer can prepare one for you. If your principal designer is no longer involved by the end of your project, the principal contractor should do this for you.

The health and safety file is only produced for projects where more than one contractor is involved. The file is a record of useful information about the path that helps you manage any remaining health and safety risks during any future maintenance work. As the client, you keep the file and make it available to anyone who needs to do any maintenance on the path in the future. It should be updated every time any work is completed, in order to provide a clear record of change.

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#### As-built drawing of the path

One piece of useful information to go in a health and safety file is the asbuilt drawing of the path. The as-built drawing is the original construction drawing, marked up in the field with handwritten notes (marked in red pen). It is then revised in the office to produce an as-built drawing. The as-built drawing can show:

- How the path was built
- Changes made to the path when the work was completed
- Details of any remaining health and safety risks

Transferring the notes to the as-built drawing should be carried out carefully, so that no mistakes are made. The as-built drawing is a permanent record of any changes carried out when the path was built, and which differ from the original construction drawing.

For example, a contractor digging the foundations for a path encounters an unmarked buried pipe. They must reduce the digging depth to avoid striking the pipe. They are responsible for the change and should mark their copy of the original construction drawing to show where the depth was reduced to avoid hitting the pipe. They should also mark the whereabouts of the pipe on the original construction drawing so it can be transferred across to the as-built drawing for others to see in future.

As-built drawings can also show simple pictorial information about any remaining risks that could not be designed out at the design stage.

#### 10. Protect members of the public

If members of the public are still using the path while you carry out the path maintenance work, you need to make sure they are protected from the health and safety risks of your work.

At the design and planning stages of your project, discuss with the others in your team how the path maintenance work may affect public access, and what control measures are needed.

#### Example

Some control measures to protect the public

- An alternative access route around the work area
- A banksman to guide machinery working in the work area
- A banksman to guide members of the public around the work area
- Safety barriers to guide members of the public around the work area
- Easily seen and understood site safety signage
- Information signs at all access points and on other paths leading to the work area

Refer to Annex 1 and Annex 2 for checklists of all those duties. You may find the checklists useful as an aide memoire for your path maintenance projects.

#### How can you find out more?

Your designer, contractor, principal designer or principal contractor will be able to advise you on your duties.

#### Why do you need to comply with the client duties?

If you do not comply with the client duties under CDM 2015, you are likely to be failing to influence the management of health and safety on your path maintenance project. This means that your project could be putting people at risk of harm – those doing the work as well as others affected by it – and the finished path may not achieve good standards and be not fit for purpose.

If you do not appoint a designer and contractor, or principal designer and principal contractor, you will be responsible for the duties they would have taken on.

Serious breaches of health and safety regulations on your path maintenance project could result in work being stopped by HSE and additional work may then be required to rectify the situation. In the most serious circumstances, you could be prosecuted.

#### More CDM 2015 guidance

- Construction Industry Advisory Committee (CONIAC), Construction (Design and Management) Regulations 2015 Industry Guidance, <u>www.citb.co.uk/health-safety-and-other-topics/health-</u> <u>safety/construction-design-and-management-regulations/cdm-</u> <u>guidance-documents</u>
- Managing health and safety in construction, Construction (Design and Management) Regulations 2015, Guidance on Regulations, L153, <u>www.hse.gov.uk/pubns/books/l153.htm</u>
- Provision of welfare facilities during construction work, Construction Information Sheet, CIS59, HSE Books 2010, <u>www.hse.gov.uk/pubns/cis59.htm</u>

#### CDM advice and support

If you need advice and support on complying with your duties, please contact Paths for All's Technical Officer by telephone on 01259 222 330, or email <u>technical@pathsforall.org.uk</u>

#### Important notes

This guidance is only for non-domestic clients, and not for domestic clients having construction work carried out on their own home.

This guidance has been compiled using the best information available to Paths for All at the time of publication. It is intended as a general guide to the topic and should not be viewed as a substitute for expert advice and professional guidance.

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# Glossary of terms

Banksman	someone trained to direct machinery when work is carried out
Buried services	an underground electricity cable, gas, or water pipe
Client	an individual or organisation for whom construction work is carried out
Client's brief	a written document explaining what a project is about and the requirements to carry it out
Construction phase plan	a written document recording how health and safety will be managed throughout the construction phase
Construction phase	the stage between the construction work starting, and ending when the work is finished
Construction work	the carrying out of any building, civil engineering, or engineering construction work, including maintenance
Contractor	an individual or organisation who carries out and manages construction work
Control measure	a preventative measure that reduces the risk of a hazard to an acceptable level
Coordinate (coordination)	communicating and working together to ensure the health and safety of everyone doing the work and affected by it
Design	calculations, drawings, specifications relating to construction work
Designer	an individual or organisation who prepares or modifies a design for construction work
Design stage	a pre-construction phase where the design for the construction work is created for a project

Duty holder	someone who has duties (responsibilities) under CDM 2015
Excavation	digging into the ground by hand tool or digger bucket to create a trench
F10 construction projects	online form for the notification of
Hazard	anything that may cause harm to people or property, or damage to the environment
Health and safety file	a written document containing information about the path, to ensure health and safety for future work
Manual handling	moving or supporting of anything by hand or bodily force (including carrying, lifting, lowering, pushing, pulling)
Maintenance	routine work carried out to keep a path in reasonable condition, or non-routine work to repair, replace or upgrade it
Mechanical aid	lifting and handling equipment used to avoid manual handling
Notification	written notice of the construction project to the HSE
Organisational capability	ability of an organisation to manage their resources efficiently
Person day	the time for one person to work one full day
Planning stage	a stage of pre-construction phase where planning is carried out for a project
Pre-construction information	information about a project in the client's possession or reasonably obtainable by them

Pre-construction phase	a stage before the construction phase where the design, planning and tender stages are carried out for a project
Principal contractor	a contractor who manages and coordinates the construction phase of a project with more than one contractor involved
Principal designer	a designer who manages and coordinates the pre- construction phase of a project with more than one contractor involved
Project	the pre-construction and construction phases carried out to bring about a change or accomplish a set goal
Risk	the chance of someone being harmed by a hazard and how serious the harm would be
Safety barrier	a temporary or permanent fence put up to stop people or machinery going into a dangerous work area
Tender stage	a stage of pre-construction phase where the contractor or principal contractor is appointed for a project
Welfare facilities	toilets, hand washing basins, changing room and rest room provided by a contractor or principal contractor
Wet cutting	application of water onto cutting disc to stop clouds of dust
Working day	any day when construction work takes place
Working platform	any surface from where people can carry out work safely
Vacuum extraction	removing dust with a vacuum unit on a power cutting tool

### Annex 1

### Client checklist - one contractor only

Use	this checklist when you know only one contractor will be involved	Ø
1	Are you clear about your responsibilities as a client?	
2	Have you appointed (in writing) a designer to design the path maintenance work?	
3	Have you checked the designer has capability and skills, knowledge, training and experience to complete the role and responsibilities?	
4	Have you appointed (in writing) a contractor to carry out and manage the path maintenance work?	
5	Have you checked that the contractor has capability and skills, knowledge, training and experience to complete the role and responsibilities?	
6	Have you checked that the project team is adequately resourced to carry out the path maintenance project?	
7	Have you developed a client brief and given it to the project team?	
8	Have you given the project team information about what needs maintaining, the site, other structures and the hazards affecting health and safety?	
9	Do you have access to health and safety advice and support?	

10	Have you suitable arrangements in place to manage health and safety throughout your path maintenance project?	
11	Have you discussed with the project team, how path maintenance works may affect public access? What control measures will be needed to protect the public when the work is carried out?	
12	Have you produced an activities schedule of the key activities for your path maintenance project with the help of the project team?	
13	Have you given sufficient time to the project team to complete the key activities?	
14	Have you worked out if your path maintenance project needs notifying to HSE?	
15	If your project does need notifying to HSE, have you submitted an online F10 notification form?	
16	Have you checked your contractor has adequately prepared a construction phase plan before work starts on site?	
17	Have you checked your contractor has provided suitable welfare facilities before work starts on site?	
18	Have you checked that the arrangements made for managing health and safety when the work is carried out are working well?	

### Annex 2

#### Client checklist – more than one contractor

Use invo	this checklist when you know more than one contractor will be lved	V
1	Are you clear about your responsibilities as a client?	
2	Have you appointed (in writing) a designer to design the path maintenance work?	
3	Have you checked that the designer has capability and skills, knowledge, training and experience to complete the role and responsibilities?	
4	Have you appointed (in writing) a principal designer to plan, manage and coordinate the pre-construction phase of your path maintenance project?	
5	Have you checked that the principal designer has capability and skills, knowledge, training and experience to complete the role and responsibilities?	
6	Have you appointed (in writing) a contractor to carry out and manage the path maintenance work?	
7	Have you checked that the contractor has capability and skills, knowledge, training and experience to complete the role and responsibilities?	
8	Have you appointed (in writing) a principal contractor to manage and control the construction phase of your path maintenance project?	
9	Have you checked that the principal contractor has capability and skills, knowledge, training and experience to complete the role and responsibilities?	
10	Have you checked that the project team is adequately resourced to carry out the path maintenance project?	
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11	Have you developed a client brief and given it to the project team?	
12	Have you given the project team information about what needs maintaining, the site, other structures if any, and the hazards affecting health and safety?	
13	Do you have access to health and safety advice and support?	
14	Have you suitable arrangements in place to manage health and safety throughout your project?	
15	Have you discussed with the project team, how path maintenance works may affect public access? What control measures will be needed to protect the public when the work is carried out?	
16	Have you agreed on the structure, content and format of the health and safety file with your principal designer?	
17	Have you produced an activities schedule of the key activities for your path maintenance project with the help of the project team?	
18	Have you allowed sufficient time for the project team to complete the key activities?	
19	Have you worked out if your path maintenance project needs notifying to HSE?	
20	If your project does need notifying to HSE, have you submitted an online F10 notification form?	
21	Have you checked your principal contractor has adequately prepared a construction phase plan before work starts on site?	
22	Have you checked your principal contractor has provided suitable welfare facilities before work starts on site?	
23	Have you checked that the arrangements made for managing health and safety when the work is carried out are working well?	
24	Have you checked the principal designer has adequately developed the health and safety file before the file is passed to you to keep?	



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Paths for All is a partnership organisation, for a full list of our current partners please visit our website **www.pathsforall.org.uk** 

Paths for All Partnership is a recognised Scottish Charity No. SCO25535 and a Company Limited by Guarantee No. 168554 incorporated 19 September 1996 at Companies House, Edinburgh, Registered Office Office 8, Forrester Lodge, Tullibody Road, Alloa FK10 2HU

#### Paths for All

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