

HSPC RACI MATRIX - 12/12/2023						
		R - Responsible	A - Accountable	C - Consulted	I - Informed	H & S PROJECT COORDINATION
Activity	Role					
		Client	H & S Project Coordinator	Principal Designer/Designer	Principal Contractor	Contractors
Duties - General						
Advise and assist the client with their duties		C	AR	I	I	I
Notify the Health and Safety Inspectorate of the project using the online notification form		C	AR	I	I	I
Coordinate the health & safety aspects of the design work to check that the appropriate design risk management procedures have been used to remove or reduce hazards		C	AR	C	C	I
Check that the different design elements work together without causing danger		C	AR	C	C	I
Facilitate effective cooperation and coordination between all parties involved with the project		C	AR	C	C	I
Facilitate good communication and manage the flow of information between the client, designers and contractors		C	AR	C	C	I
Liaise with the principal contractor regarding any ongoing aspects of the design		C	AR	C	C	I
Collate the relevant pre-construction information (obtained from the client and possibly the early designers), and pass it on to the relevant people involved with the construction phase		C	AR	C	C	I
Prepare and update the health and safety file		I	AR	I	I	I
Pre-construction/Construction						
The management of health and safety during construction work		I	I	C	A	R
Coordination between all parties		I	I	C	A	R
Health and safety issues on and off site		I	I	C	A	R
Identify hazards and/or prepare design risk management information		I	C	A	R	C
Provide pre-construction information (PCI)		A	R	C	I	I
Health and safety aspects of the design, including the function and operation of the structure and its components		I	I	A	R	C
The collateral warranties and insurance against the specification of deleterious materials		I	I	A	R	C
Onsite						
Carry out site inspections and safety checks		I	I	I	A	R
Review the construction risk assessments and method statements		I	I	C	A	R
Monitor health and safety during construction		I	I	I	A	R
Visit site to check that the welfare facilities are provided and compliant		I	I	I	A	R
Approve the appointment of designers, principal contractors or contractors		AR	I	C	C	C
Approve or check designs		I	C	A	R	I
Approve the principal contractor's construction phase plan		AR	C	C	C	I
Supervise implementation of the construction phase plan		I	I	C	A	R
Additional Services						
Obtaining surveys and reports		A	C	C	R	I
Define project health and safety goals		A	C	C	R	I
Review site health and safety management during the construction phase		A	C	I	R	R
Provide additional copies of documentation, for example files and preparing abstracts for tenants		A	C	C	R	I
Review team health and safety performance at project completion		A	C	I	R	R