



**Temporary Works
forum**

Promoting best practice in
the construction industry.

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Handout for those completing the TWf DI eLearning Course

1.0 General

For those undertaking any role there needs to be an understanding that “the buck stops with them”. This is no different in respect of the procedural control of temporary works and how this is set out in company procedures. The Designated Individual (DI) should be aware and understand that the intent of BS 5975 is that those in the important roles of TWC and TWS must be supported and guided by the DI.

The TWf felt it important to provide a ‘take away’ from the eLearning that you have just completed. It can be used as either a self-prompt for anyone:

- being asked to undertake the role for the first time;
- continuing the role and performing a review and/or audit; or
- business owners, directors or senior managers appointing a DI within their business.

2.0 Ask yourself the following ...

a) Is the DI sufficiently senior and experienced to drive through any necessary changes through the whole organisation?

This may include having to persuade the board of directors and other senior management that changes were necessary and must be made.

The DI should be aware that their organisation’s temporary works procedure(s) should be appropriate to the scale and complexity of projects the company undertakes, reviewed regularly and kept up-to-date.

The DI should also be aware that they are responsible for actioning and review and/or audit and implementing any required updates.

b) In a very large organisation, can a single person act as DI or should the role be split amongst several senior people?

The role can be split, although how this works should be set out in the company’s procedures. Some large organisations have several operating divisions, e.g. design department(s) and/or construction divisions. A key question to address is whether one person can be sufficiently aware of all



the various operations, relating to temporary works, in which their organisation is involved.

An example implemented is “Lead DI” in the business group supported by a “Divisional DI” in specific business units.

- c) **Does the business / organisation fulfil multiple roles across a project and, therefore, require a procedure and DI for each role?**

For most small businesses one procedure and one DI should suffice.

However, some organisations may require multiple procedures. For example, in an organisation that carries out five different roles: Principal Contractor; Sub-contractor; In-house Temporary Works Designer; they occasionally hire of temporary works equipment to other companies; Client for property development.

The key question to consider is whether a single procedure – and one DI – may be too large and complicated or unmanageable.

Again, does a single DI have the appropriate skill set, abilities, and knowledge (‘competence’) and have the capability to manage the position of DI for all of the roles?

- d) **How will you, as the DI, ensure that your clients are aware of their duties (in relation to temporary works)?**

This supports the requirement within the Construction (Design and management) Regulations 2015 (CDM) for clients to make suitable arrangements for managing a project – including the allocation of sufficient time and resources – and for all parties to cooperate.

Clients must ensure that these arrangements are maintained and reviewed throughout the project. They must also take reasonable steps to ensure that the principal designer (PD) and principal contractor (PC) comply with their PD and PC duties, in particular to plan, manage and monitor – respectively - the pre-construction and construction phases and coordinate matters relating to health and safety.

- e) **Remember, as a DI it is your responsibility to ensure that your organisation’s supply chain (e.g. sub-contractors and suppliers) are competent to carry out any role, in relation to temporary works, that they undertake on behalf of your organisation.**

How do you / will you ensure that your suppliers have adequate temporary works procedures to carry out any works that your organisation contracts them to undertake?

If they or any part of their supply chain does not have adequate temporary works procedures - or does not have a temporary works procedure at all – what action will you? Often, this is to ensure that sub-



contractors adopt the Principal Contractor's temporary works procedure or that of the contracting organisation sub-contracting the works.

f) Are you aware of the difference between a PC's TWC and TWC?

Ask yourself which applies to your organisation? How is this reflected in your own procedures? Do your procedures need to be updated and/or amended?

g) How does the DI ensure that all those involved in the temporary works process (e.g. estimators, planners, procurement, project manager, TWC, TWS, etc.) are:

- competent;
- aware of their duties and responsibilities;
- aware of the limitations of their responsibilities; and
- aware of their own limitations?

Any procedures should set out clearly the lines of communication and responsibilities.

h) How will the DI ensure that those involved in temporary workers have adequate time and other resources to carry out their roles effectively.

Dutyholders must cooperate with each other and coordinate their work to ensure health and safety. They must also communicate with each other to make sure everyone understands the risks and the measures to control those risks. This may be, for example, through regular dialogue between the client, the principal designer and principal contractor to ensure they have the time and resources to plan, manage, monitor and coordinate the pre-construction and construction phases

i) If you are a DI, are you aware that any staff responsible for the execution of temporary works (whether it be the PC's TWC, TWC or TWS) are directly responsible to their DI for the temporary works?

As a DI, how will you support any staff fulfilling these roles?

How will you provide support and provide guidance to your staff in the case of disputes related to temporary works?

What would you do if a TWC made contact saying they were being put under pressure to sign a permit-to-load for a structure they didn't feel happy with?

How would you assess the suitability of a TWC that has been nominated but is not known to you, or is new to your business?

- j) **How will you, as DI, ensure that your staff are receiving adequate and relevant training in temporary works topics?**

Also, how will you ensure that your staff are maintaining appropriate continuing professional development (CPD)?

- k) **What level of procedural control does the DI expect for different implementation risk classes (as per BS 5975: 2019, Table 1)?**

Is the wider business aware of – and does it ‘buy in’ to – the principles of implementation risk?

How is ‘implementation risk’ identified within your procedure(s)?

How is it implemented, monitored and audited?

- l) **How will the DI ensure that their own organisation (and any sub-contractors) is working to the approved procedure?**

What audit process has been put in place?

- m) **How will the DI ensure that both good and bad practice (in relation to temporary works) is effectively communicated through the organisation and appropriate action taken?**

How are lessons learnt promulgated? Is there a learning culture (as opposed to a blame culture)?

Lessons learnt can be shared externally, as well as internally. How do you affect this?

3.0 Closing remarks

An important consideration for those appointing a Designated Individual (DI) is to reflect on and understand that person’s competence to support the organisation in its safe management of temporary works. You should be prepared to question yourself; carefully consider the appointment of a DI; and support them in their role. Above all, you should consider the risks that can be introduced by making the wrong appointment.

The TWf considers it important that both organisations and individuals understand their responsibilities and make any appointments with knowledge and confidence.

Remember, if asked to undertake the role as DI you have accountability and the responsibility to say ‘no’ if you deem yourself not competent or confident to fulfil the role, and discharge the duties, appropriately.



Consider the following. If there were an accident involving temporary works in which your organisation had played a part the DI must be able to represent the company in any subsequent investigation and potential legal proceedings about the company's procedures for managing temporary works, their implementation and application.

4.0 Useful references:

Temporary Works Forum (TWf), www.twforum.org.uk

TWf Information Sheet No. 12, Competence of the Designated Individual (DI), [LINK](#)

Principles for the management of temporary loads, temporary conditions and temporary works during the construction process (TWf), [LINK](#)

eLearning (free-of-charge to all), Temporary Works General Awareness Training Course (January 2022), [LINK](#)

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