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| **N1 (2015) - Request To Commission Construction Work Independently**  This form must be completed, and authorised, in all cases where a school wishes to arrange and commission construction work independently of the Local Authority (LA). | | | |
| **To Be Completed By The Headteacher** | | | |
| When commissioning construction work independently, the school’s governing body has specific duties as the “Client” under health and safety law. Before proceeding, any person or group acting as Client is legally obliged to make themselves aware of their responsibilities in this regard. By completing this form the Headteacher and Chair of Governors are acknowledging their responsibilities and indicating the arrangements in place to discharge them appropriately by engaging competent third parties to plan and manage the work safely. The process also enables the LA to update the Asset Management Plan, thus discharging its statutory duty as employer and landlord. | | | |
| **It is essential that the N1 (2015) guidance notes are consulted before proceeding (ref: N1 G2015)** | | | |
| **SECTION A**: **Your school** **UPRN**.................................................................................................  **School Name**…………………………………………………………………………..**Headteacher**………………………………………………………….  **Address**………………………………………………………………………………………………………………………………………………………………….  **Tel No**……………………………………………………………………**Email**……………………………………………………… | | | |
| **SECTION B**: **Your Project**  **Project Title**…………………………………………………………………………………………………………………………….  **Project Description** (continue on separate sheet if necessary)……………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………………………….  **Proposed Start Date**…………………………………….**Proposed Completion Date**………………………………………….  **Specifications:** Equipment specifications, installation requirements and detailed plans of work to be carried out must accompany this application (See section F) | | | |
| **SECTION C**: **Construction (Design & Management) Regulations 2015 (CDM 2015)**   1. Are you (Headteacher) aware of your legal duties as “Client” under CDM 2015?..................................... 2. Will the project involve more than one contractor? \*…….......................................................................... | | **Yes** | **No** |
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| 1. Is the project notifiable to the HSE (using Form F10)? A project is notifiable if it lasts more than 30 days and involves more than 20 workers simultaneously at any point or exceeds 500 person days. | | 🞏 | 🞏 |
| \* If Yes, this is a multi-contractor project; please provide details of the appointed Principal Designer and Principal Contractors below. If No, please provide  the contact details of the competent Construction Professionals appointed for this project. | | | |
| **Multi-Contractor Project** | **Single Contractor Project** | | |
| **Principal Designer**  Name………………………………………………………………..  Company……………………………………………………………  Address……………………………………………………………..  ……………………………………………………………………….  Tel:…………………………………………………………………..  Email……………………………………………………………….. | **Contractor**  Name……………………………………………………………  Company……………………………………………………….  Address…………………………………………………………  …………………………………………………………………..  Tel:………………………………………………………………  Email…………………………………………………………… | | |
| **Principal Contractor**  Name………………………………………………………………..  Company……………………………………………………………  Address…………………………………………………………….  ………………………………………………………………………  Tel:………………………………………………………………….  Email………………………………………………………………. | **Designer**  (if appointed)  Name………………………………………………………….  Company……………………………………………………..  Address……………………………………………………….  …………………………………………………………………  Tel:…………………………………………………………….  Email………………………………………………………… | | |

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| **SECTION D**: **Asbestos**   1. Has the Asbestos Management Survey been provided to the delivery team as Pre-construction information? …………………………………………………………………………………………………….. 2. Is any invasive work required as part of the proposed project? ............................................................. 3. If Yes, have you made arrangements to commission the required refurbishment/demolition survey prior to proceeding? …………………………………………………………………………………………………………………... | | **Yes** | **No** |
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| **SECTION E**: **Other Statutory Compliance Issues**   1. Has planning permission been obtained?………………………………………………………… 2. Has approval been obtained in respect of Building Regulations?...........……………………… 3. Upon completion, will the building/structure comply with the current requirements of the Workplace (Health, Safety & Welfare) Regulations?………………………………………….…. 4. Upon completion, will the building/structure comply with the current requirements of the Equality Act?………………………………………………………………………………………….. | **Yes** | **No** | **N/A** |
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| **SECTION F**: **Enclosures**  **Please indicate which of the following documents you have provided in support of your application:**  🞏Equipment Specifications 🞏System Schematic Diagrams/Calculations 🞏 Construction Drawings 🞏Other (please specify) | | | |
| **SECTION G**: **Headteacher’s Declaration**  I confirm that I am aware my duties as Client. On behalf of and in consultation with the Chair of Governors, I undertake to do all that is reasonably practicable to ensure that suitable management arrangements are in place for the life of the project, which includes ensuring that all reasonable steps are taken to engage only competent appointees, such as those detailed within Section C of this document.  Print Name…………………………………………….Signed……………………………………………………Date……………… | | | |
| **SECTION H: Chair of Governor’s Authorisation:** I confirm that I am aware of my Client’s duties under CDM (2015) and hereby authorise the Headteacher to commission the project, as described.  Print Name……………………………………………Signed………………………………………………….....Date……………… | | | |
| **Work must not begin until the Headteacher receives written authorisation to proceed from the Senior Landlord Officer. The Headteacher will be provided with a response to this application (by e-mail) within 10 working days of receipt. Should such a response not be forthcoming within this timescale please contact the Manager of Integrated Facilities Services directly on 01670 622367.** | | | |

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| **TO BE COMPLETED BY THE LA:**  (For Property Services Use Only) |
| Date Received: Reference Number: Year: |
| **Comments** |
| **Approved:**  **Not Approved:** |

**Form N1 (2015)**

**Request to Commission Construction Work Independently**

**If you are intending to use devolved formula capital to fund the project you must have requested (using form DFC1) and received approval from the schools’ organisation and development team before submitting your N1 (2015) application.**

**Introduction:**

Form N1 (2015) replaces Form N1 (2013). The revision became necessary due to legislative changes required by the Construction (Design and Management) Regulations 2015 (CDM 2015).

**When is the construction request form N1 (2015) required?**

Form N1 (2015) must be completed in all cases where the school chooses to commission construction works independently, that is to say, where the work is nothandled by the Local Authority (LA) on the school’s behalf.

**Why must the form be completed by the Headteacher?**

CDM 2015 is framed in such a way that any person or group commissioning construction activities in a workplace assumes the role of “Client”. With regard to construction work that a school itself commissions the “Client” will be the Chair of Governors and the Headteacher.

Consequently, the Chair of Governors and/or the Headteacher may be held accountable for their actions in a court of law should a prosecution or other enforcement action be pursued as a result of health and safety breaches. As an employer and landlord the LA has legal duties to ensure that the Head and Chair of Governors are aware of these responsibilities and make every effort to discharge them appropriately by ensuring that competent people plan and undertake the proposed work in a safe manner. The information requested in Form N1 (2015) gives schools the opportunity to provide the LA with an assurance that this is the case. Additionally, the information that schools submit to Property Services allows the LA to ensure that its building stock remains safe and fit for purpose following any construction work.

**What are the Client’s Legal Duties?**

Table 1 (below) contains a summary of the Client’s duties under CDM 2015. However, it is just that – a summary. Any person acting as Client must be fully aware of his/her legal obligations.

**What happens if the Headteacher and Chair of Governors do not comply with their Client’s duties?**

Serious breaches of health and safety legislation on your construction project could result in the Health & Safety Executive (HSE) or the LA stopping the construction activity and requiring that additional work be undertaken to correct matters. It is more likely that there will be a dangerous or fatal incident while your construction work is carried out if you do not ensure that CDM 2015 is followed. In addition, your finished building structure may not be safe to use, easy to maintain and may not deliver you good value for money. In the most serious circumstances, the Headteacher and Chair of Governors could be prosecuted.

**Where can I get Form N1 (2015)**

Form N1 (2015) is available in both electronic and printable formats under the N1 (2015) heading at the Health and Safety section of the Northumberland Schools Network: (www.northumberlandlea.net).

**Where should I send the completed form?**

On-line versions of Form N1 (2015) should be returned to:

[lee.anderson@northumberland.gov.uk](mailto:lee.anderson@northumberland.gov.uk)

Printed versions of the form and any enclosures (as required by Section F of N1 (2015)) which are not available in electronic format should be forwarded to:

Lee Anderson (Senior Landlord Officer)

Property Services

Local Services Group

Northumberland County Council

County Hall

Morpeth

NE61 2EF.