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COURSE BROCHURE

Construction Duty Holder Roles and Safety Files Training Course

8 – 12 March 2027
Singapore

Construction Duty Holder Roles and Safety Files Training Course

Ref: 3075_116809 **Date:** 8 – 12 March 2027 **Location:** Singapore **Fees:** 9300 GBP

Construction Duty Holder Roles and Safety Files is a 1-week training course for clients, designers and principal contractors who must divide safety duties on a building project, and it produces a duty holder responsibility matrix linked to the project health and safety file. More parties and faster design changes mean unclear duties quickly become site harm and rework. Jupiter Prime Training delivers this Construction Duty Holder Roles and Safety Files course.

Why Construction Duty Holder Roles and Safety Files Matter Now

Three forces shape this subject. Clients carry legal duties for project arrangements and cannot pass every safety question to the builder. Designers share digital models where a late change can create a hazard nobody owns. Building owners rely on the handover file for years after the original team has left. Early, clear duties cut injuries, delays and disputes; vague ones expose gaps at the worst moment. The course rests on the general principles of prevention and the applicable construction safety regulation.

Who Gains Most from Construction Duty Holder Roles and Safety Files

- Client-side project sponsors who appoint teams and set time and resources for safe work
- Design leads who remove or reduce foreseeable hazards in drawings and temporary works
- Lead contractor managers who plan, coordinate and monitor the construction phase across trades
- Package and specialist contractors who prepare method sequences and share hazard information
- Facilities and asset teams who receive the safety file for repair and later alteration

A project team sending its client sponsor, lead designer and site manager together gains most.

Construction Duty Holder Roles and Safety Files Capabilities

Participants practise the decisions each party owns from appointment to handover using documents from building and infrastructure projects.

- Assess whether each appointed party has the skills and resources for its role — client appointment decisions
- Specify the pre-construction information needed before design or tender — design and tender teams
- Apply design risk reduction to drawings, specifications and temporary works — lead designer sign-off
- Build a construction phase plan covering site rules, welfare and sequencing — lead contractor and trades
- Design a routine for sharing hazard information between designers and contractors — project managers
- Compile a health and safety file that later users can rely on — building owners and maintenance teams

Key Construction Duty Holder Roles and Safety Files Terms

- Duty holder — any party with a legal safety role on a project, such as client, designer or contractor.
- Pre-construction information — site facts, existing structures and known hazards the client supplies before design and tender.
- Construction phase plan — the lead contractor's document setting site rules, controls and welfare.
- Health and safety file — the record of residual hazards handed over for future maintenance and alteration.
- Principal designer — the designer appointed to coordinate safety before construction on projects with several contractors.
- Residual risk — a hazard design could not remove, which must be passed to those who build or maintain.

Construction Duty Holder Roles and Safety Files Day by Day

Day 1: Duty Holders and the Project Life

- Client, Designer and Contractor Roles — Who Owns Which Safety Decision
- General Principles of Prevention — Ranking Controls From Removal to Protection
- Appointment Competence Checks — Choosing Parties With Skills and Resources
- Project Notification Thresholds — When the Authority Must Be Told
- Domestic and Commercial Client Differences — Where Duties Pass to Others

Day 2: Pre-Construction Information and Design

- Site Survey and Existing Structure Records — Gaps the Client Must Close
- Pre-Construction Information Pack — Scope Given to Designers and Bidders
- Design Risk Register — Hazards Removed, Reduced or Passed On
- Temporary Works and Buildability Reviews — Safer Sequences Before Site Start
- Design Change Control — Who Rechecks Hazards After Late Revisions

Day 3: Construction Phase Planning

- Construction Phase Plan Structure — Site Rules, Controls and Welfare Set Out
- Trade Sequencing and Interface Hazards — Clashes Between Packages on Site
- Site Induction and Toolbox Briefings — Getting Information to Every Worker
- Permit and Exclusion Zone Arrangements — Controlling High-Hazard Activities
- Welfare Facility Planning — Toilets, Rest Areas and First Aid Provision

Day 4: Coordination, Monitoring and Handover

- Designer and Contractor Coordination Meetings — Sharing Residual Hazards in Time
- Site Inspection and Monitoring Records — Evidence That Controls Work
- Subcontractor Method Sequence Review — Accepting or Returning Submissions
- Health and Safety File Content — What Future Users Truly Need
- Handover and File Custody — Passing Records to the Building Owner

Day 5: Practising the Duty Holder Responsibility Matrix

- Role Mapping on a Live Project — Testing Day One Duty Splits
- Design Risk Register Walk-Through — Applying Day Two Hazard Decisions
- Plan and Coordination Gap Check — Applying Days Three and Four Routines
- Safety File Index Drafting — Structure Agreed With the Asset Team
- Duty Holder Responsibility Matrix — Final Version Linked to the File

Applying Construction Duty Holder Roles and Safety Files After the Course

- Run a role-mapping session on a current project and confirm who holds each duty.
- Review one design risk register with the lead designer and pass residual hazards into the safety file index.

Construction Duty Holder Roles and Safety Files Questions FAQ

What are construction duty holder roles and safety files, and why do they matter now?

They are the split of legal safety duties between client, designers and contractors, and the records carrying hazard information to the end user. More parties and faster changes make unclear duties costly.

Which roles gain most from construction duty holder roles and safety files training?

Client sponsors, lead designers and lead contractor managers gain most. Package contractors and facilities teams also benefit, because they create or receive hazard information between stages.

How does construction duty holder roles and safety files training differ from a site safety supervision course?

It covers who owns each duty across the whole project, not daily hazard control alone. A site supervision course trains inspections and briefings; this one trains appointing, planning, coordinating and handing over records.

What do you bring back from construction duty holder roles and safety files training?

You bring back a duty holder responsibility matrix for a real or sample project, linked to a safety file index, plus a design risk register method.

Construction Duty Holder Roles and Safety Files: The Way Forward

The duty holder responsibility matrix first informs the appointment decision: whether each party has the skills and resources for its role. Client sponsors, lead designers and site managers use it at every stage review. After its first use, revisit how residual hazards travel from the design risk register into the safety file.