

Delivery of the CDM Coordinator Role Service

Veritas Consulting is a pure safety and CDM consultancy. We operate in all sectors of the United Kingdom. A corner stone of our business is the provision of CDM Coordinator and other Health and Safety related services.

Here is our approach to Project Delivery

Project Execution

It is our intention to provide a no fuss CDM Coordinator service that compliments the requirements of the team and the project, with a service that looks beyond the CDM Coordination; drawing on our experience of similar projects.

Methodology of Service

Upon appointment Veritas Consulting would organise a series CDM reviews and implementation workshops to identify and agree the CDM requirements and deliverables for the project.

This includes reviewing present safety legislation and offers an interpretation and perspective sufficient for each designer to understand their duties and obligations; this being particularly appropriate for items such as façade access, plant replacement strategies, cleaning and maintenance regimes.

The process culminates with reviews of the proposed works, considering the physical constraints of the buildings involved identifying key safety issues and the risks associated.

As an option this is can then be incorporated into a CDM risk register as a precursor to establishing whether the hazards could be eliminated by design; or then if this is not reasonably practicable looking at methods of combating the risks at source.

Following these workshops, as the design progresses we hold regular design review meetings to ensure that the designers are giving regard to avoiding risks to health and safety, combating sources of risk and giving priority to measures which protect persons at work during construction and cleaning and maintenance activities.

Via this mechanism we assist the team deal too with issues to help bring the project in line with the requirements of prevailing legislation and end user expectation.

Client and project manager briefings would also be held to agree reporting requirements, attendance at meetings and the execution of the commission.

We also like to discuss any FM requirements for the completed works and any integration with standing requirements for health and safety files or operating and maintenance manuals or other maintenance regimes the Client may have so that we might start to progress them sufficiently to define the clients requirements and ensure as we move to a tender process that we have identified the necessary requirements to deliver the right solution.

In the same way that consideration is given to design, thought must also be given to 'buildability' issues.

Common to our obligation to ensure that a health and safety file is produced is our philosophy to ensure it is available at the time of practical completion, this we see as a function of our responsibilities during the entire project making sure that the File is not a 'last thought' and barely fit for purpose. The document needs to be thought about at the start of the project and the progress reported against at all stages with the document presented in whatever format the end user requires.

The Most Appropriate Design Solution

Some of this is reflected in our overall methodology but of particular note from our perspective would be a design solution that deals with issues such as the physical condition of the building, occupancy levels, escape routes and compartmentalisation etc.; consideration of clear and defined cleaning and maintenance strategies so the Client can easily implement them in accordance with current Workplace H&S legislation.

Designers are required under the CDM Regulations to eliminate or reduce the risk involved in construction, cleaning and maintenance.

We see 'our' task as stimulating and facilitating this by helping the designers to design out hazards successfully by interrogating their design proposals at an early stage continuing throughout the design process to consider elements such as:-

- (a) How the design can be built and erected safely.
- (b) Where work at height cannot be avoided, design in edge protection or other features that expedite safe access and erection and/or anchorage points, etc. for nets or harnesses; and early installation of permanent access.
- (c) Designing to minimise health risks with materials.
- (d) Designing to simplify future maintenance and cleaning work.

During construction ongoing issues such as the use of dense blocks, heavy lintols and materials, working from height is either eradicated or kept to a minimum, avoiding where possible hand vibration syndrome operations, avoiding the use of scaffolding (an acknowledged poor performer for health and safety).

Consideration also needs to be targeted to workplace separation of pedestrian and vehicles transport, protection against noise, dust and vibration through the buildings.

Delivery of appropriate health and safety systems

Appropriate health and safety systems falls into a number of areas, these being those implemented during the design stage, those to deliver safer 'buildability' and those that the Client and end user of the project inherit.

End users of a construction project need to be able to use the building and ensure that they can implement a safe system of work for their employees that comply with prevailing workplace legislation. These can be covered in the designer's contract, but the CDM Coordinator needs to be particularly careful to ensure that the design has properly addressed the hazards and any designer's risk assessments for cleaning and maintenance are identified in the health and safety file.

CDM Co-ordinator Services

For ease of reference the Services have been divided into various sections but such division is not intended to and shall not limit or affect the Consultant's obligation generally to provide the Services as and when it may from time to time be necessary or appropriate

**1. Concept and feasibility
(RIBA Stages A & B)**

- (a) With the other consultants, assist in the review on the Client's needs and requirements for the Project (including functional requirements, environmental standards, health & safety issues, life span and levels of quality) in order to establish the outline brief and assist in the development and adaptation of the brief when required by the client;
- (b) Acquire a thorough understanding of and (if requested) assist in establishing the client's requirements for the Project relating to budget and programme, particularly regarding health and safety issues in relation to life cycle costing;
- (c) Give suitable and sufficient advice and assistance to the client in order to help them to comply with their duties, in particular:-
 - 1. The client's duty to appoint competent designers and contractors (including assessing competence and adequacy of management arrangements in accordance with CDM 2007 ACoP Appendix 4); and
 - 2. The client's duty to ensure that adequate arrangements are in place for managing the project (including the issues detailed in CDM 2007 Regulation 9 and ACoP clauses 95 and 96);
- (d) Notify HSE about the project (in accordance with CDM 2007 Regulations Schedule 1);
- (e) Ensure suitable arrangements are made and implemented for the co-ordination of health and safety measures including facilitating co-operation and co-ordination between other duty holders;
- (f) Identify and collect the pre-construction information and advise the client if surveys need to be commissioned to fill significant gaps;
- (g) Promptly provide in a convenient form to those involved with the design of the structure, such parts of the pre-construction information which are relevant to each (in accordance with CDM 2007 ACoP Appendix 2);
- (i) Ensure the flow of health and safety information is managed between all duty holders;

**2. Outline design and
planning (RIBA Stages C to E)**

- (a) Continue to give suitable and sufficient advice and assistance to the client in order to help them to comply with their duties [as clause 1 (e) (1) & (2)];
- (b) Check the HSE enforcement action website to verify information included in the Contractors' assessment questionnaire and confirm the outcome to the client.
- (c) Continue to ensure suitable arrangements are made and implemented for the co-ordination of health and safety measures [as clause 1 (g)];
- (d) Continue to identify and collect the pre-construction information and advise the client if any further surveys need to be commissioned to fill significant gaps;
- (e) Continue to promptly provide in a convenient form to those involved with the design of the structure; and to every contractor (including the principal contractor) who may be or has been appointed by the client, such parts of the pre-construction information which are relevant to each (in accordance with CDM 2007 ACoP Appendix 2);
- (f) Continue to ensure the flow of health and safety information is managed between all duty holders;
- (g) Start to produce or update a relevant health and safety file suitable for future use at the end of the construction phase (in accordance with CDM 2007 ACoP clauses 263 and 264, and the client's particular requirements);

3. Detailed design, tender and mobilisation (RIBA Stages F to J)

- (a) Continue to give suitable and sufficient advice and assistance to the client in order to help them to comply with their duties [as clause 1 (e) (1) & (2)];
- (b) Continue to ensure suitable arrangements are made and implemented for the co-ordination of health and safety measures [as clause 1(g)];continue to identify and collect the pre-construction information [as clause 2 (d)];
- (c) Continue to promptly provide in a convenient form to those involved with the design of the structure; and to every contractor (including the principal contractor) who may be or has been appointed by the client, such parts of the pre-construction information which are relevant to each [as clause 2 (e)];
- (d) Continue to ensure the flow of health and safety information is managed between all duty holders;
- (e) Continue to produce or update a relevant health and safety file [as clause 2 (g)];
- (f) Notify HSE (before start of construction work) of additional information not included in the initial notification of the project because a principal contractor had not yet been appointed;
- (g) Give suitable and sufficient advice to enable the client to comply with his duty under CDM 2007 Regulation 16 regarding the start of the construction phase, by advising:-
 - 1. That the Principal Contractor has prepared a compliant initial construction phase plan (in accordance with CDM ACoP Appendix 3), and;
 - 2. On the requirement to be satisfied that the provision of welfare facilities will be complied with (in accordance with CDM 2007 Regulations Schedule 2);

4. Construction, commissioning and handover (RIBA Stage K)

- (a) Continue to give suitable and sufficient advice and assistance to the client in order to help them to comply with their duties [as clause 1 (e) (1) & (2)];
- (b) Continue to ensure suitable arrangements are made and implemented to co-ordinate any design work, planning and other preparation for construction where relevant to health and safety (including co-operation between permanent and temporary works designers);
- (c) Continue to manage the flow of health and safety information between clients, designers and contractors;
- (d) Visit the site periodically and provide general advice on compliance with CDM 2007 and report to the client as necessary;
- (e) If requested by the client, assist in the preparation of a generic tenant's/occupiers handbook to provide health and safety information on matters pertinent to occupational tenants (including for their fit-out);
- (f) Ensure the preparation and completion of a relevant health and safety file suitable for future use at the end of the construction phase (in accordance with CDM 2007 ACoP clauses 263 and 264, and the client's particular requirements), including obtaining relevant documentation from the principal contractor and arranging to deliver to the client.

Proposed fee payment schedule		
	Either by monthly instalments spread throughout the duration of the project, or by stage payments as follows:	
1.	Mid-way through the pre-construction duties	30%
2.	On checking suitability of principal contractor's initial construction phase plan	60%
3.	Mid-way through construction period	75%
4.	Practical completion	90%
5.	Issue of health and safety file	100%