

The **CDM Co-ordinators CDM 2007 Compliance Kit** has been specifically designed to assist CDM Co-ordinators to comply with their duties under the **Construction (Design and Management) Regulations 2007 (CDM)**. This includes assisting/prompting CDM Co-ordinators to:

- **Notify the HSE** of the project
- Ensure **designers cooperate** with the CDM Co-ordinator and other designers
- Ensure **designers comply with their duties** and give due regard to health and safety in their designs
- Ensure a **Pre-Construction Health and Safety Information** is prepared
- **Provide advice** to clients, designers and contractors when requested to do so
- Ensure a **Health and Safety file is prepared**

Task Ref	Task Description	Timing of Action	Activity Completed (Y/N)	Completed by	Date	Action Taken/Exception Reference	Link to Doc's
1	Ensure that you have the necessary competence and resources required for the project prior to accepting the commission.	Before completion of appointment	Y				
2	Advise and advise the client to ensure that they comply with their duties under the CDM Regulations and that appropriate arrangements are in place for managing the project.	As soon as possible after appointment	Y				
3	Ensure the HSE are notified of the project using Form F10 as soon as possible, following the CDM Co-ordinator appointment.	As soon as possible after appointment	Y				Letter F10
4	Prepare all relevant information from the client relating to the management of the project (including Design, Construction, and any other relevant information) and any drawings (including design/construction).	As soon as possible after appointment	Y				Letter Letter
5	Make reasonable enquiries to advise the client where available of further drawings or information needed to fill missing gaps in the available information.	Plan to the appointment of each designer/contractor	Y				
6	Where applicable, ensure all relevant information is provided to the designers and contractors involved in the project.	Plan to the appointment of each designer/contractor	Y				
7	Advise and advise the client to ensure that they comply with their duties under the CDM Regulations and that appropriate arrangements are in place for managing the project.	Plan to the appointment of each designer and contractor	Y				Comp
8	Ensure as far as reasonably practicable that the coordination and sharing of information is properly managed and that all those involved are aware and exchanging relevant information.	Ongoing during design	Y				
9	Ensure designers coordinate with each other and exchange information relevant to the health and safety of the design.	Ongoing during design	Y				
10	Ensure that a design safety review is carried out prior to the completion of the design stage.	Plan to the end of the Concept/Feasibility Stage	Y				
11	All work on the Concept/Feasibility Stage has been finished and the release of the client is confirmed.	Plan to the start of Design and Planning Stage	Y				

Concept/Feasibility Stage Audit Record

The CDM Co-ordinators CDM 2007 Compliance Kit's Key Features:

- **Easy to use graphical interface** which requires no special training or knowledge and operates within the familiar Microsoft Office environment
- Fully **compliant with the CDM ACOP** and Guidance and applies to multiple projects
- Produce **Design Safety Reviews/Statements**
- Produces full **audit trail** of actions taken and provides prompts for the user throughout each stage of the project
- Includes wide selection of **customisable documents and templates** (MS Word Format) including letters, checklists and document templates such as the Pre-Construction Health and Safety Information & Health and Safety File
- **Integrated Risk Assessment module** with fully automated scoring system and detailed hazards checklist
- Information relating to a project is **divided into convenient project stages**
- Fully computerised and comprehensive solution to managing the design process with Powerful search and find capabilities

Construction Phase Health and Safety Plan Checklist

Project Title: _____
 Project Number: _____
 Document No.: _____
 Name of Principal Contractor: _____
 Reviewed by: _____ Date: _____

Y/N	Health and Safety Plan Contents	Subcategory	Comments
Y	1.0 PURPOSE AND SCOPE		
Y	1.1 CLEAR OBJECTIVE OF THE PROJECT IS PROVIDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	1.2 CLEAR IDENTIFICATION OF THE PROJECT IS PROVIDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	1.3 DETAILS OF ALL KEY PERSONS TO BE CONTACTED AND THEIR CONTACT DETAILS ARE PROVIDED (INCLUDING THE DESIGN, CONSTRUCTION AND CONTRACTORS AND OTHER KEY PERSONS)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	1.4 DETAILS OF THE DESIGN AND CONSTRUCTION OF THE PROJECT ARE PROVIDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	1.5 DETAILS OF THE IDENTIFICATION AND CONTROL OF HAZARDS, RISKS, RESOURCES AND HEALTH AND SAFETY ARE PROVIDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	2.0 COMMUNICATION AND MANAGEMENT OF SAFETY DURING THE WORKS		
Y	2.1 THE FORM AND RESPONSIBILITY OF THE SITE MANAGEMENT PLAN IS RECORDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	2.2 THE FORM AND RESPONSIBILITY OF THE SITE MANAGEMENT PLAN IS RECORDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	2.3 THE FORM AND RESPONSIBILITY OF THE SITE MANAGEMENT PLAN IS RECORDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	2.4 MANAGEMENT ARRANGEMENTS AND PROCEDURES FOR THE CONTROL OF HEALTH, SAFETY AND WELFARE ARE PROVIDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	2.5 A COMPREHENSIVE LIST OF SAFETY RISKS AND A RESPONSIBILITY FOR THEM HAS BEEN PROVIDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	2.6 THE SUITABLE ARRANGEMENTS FOR THE CONTROL OF HEALTH, SAFETY AND WELFARE ARE PROVIDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Y	2.7 THE SUITABLE ARRANGEMENTS FOR THE CONTROL OF HEALTH, SAFETY AND WELFARE ARE PROVIDED	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Design Safety Review

Project No: 112 Project Title: Test Design Stage: Concept/Feasibility

Settlement of where being reviewed: This DSR covers all aspects of the project for so far as they have already been established.

List relevant drawings and/or other document: Drawing DSR-01-01

HSE Guidance - 3a-6a and 6b

Ground conditions: Hazardous environments

Ground conditions are given with the risk of existing walls being overhauled. The walls will be confirmed upon approval. Work in this area is restricted and should be carried out during the ground investigation phase. Although the ground is predominantly sand, layers of gravel clay have been discovered. All excavations will need to be adequately supported to prevent collapse. Cephropsis is also a potential hazard on this project.

Existing services: Working Environment

There are no existing services in the area. A single water pipe is exposed and will need to be brought to the surface as open trench excavation starts the next week.

Risks from adjacent structure: Presence of water

There are no adjacent structures. Ground water will be found in a number of places on this project. A warning will be required during all stages of the excavation works. Draining of the water will be done by a pre-arranged construction of a liability route will be able to contain the flow either side of the site.

Adjacent activities: Restrictions on the sequence of construction

Members of staff who frequent this area for recreational purposes, access to the site perimeter fence and adjacent training centre are allowed for the entire duration of the project.

Issues of water compliance will be the project team to be notified in advance of the start of the project.

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Examples of Sample Documents

System Requirements:

- Minimum processor - Pentium II or newer
- Recommended 128MB RAM or higher
- CD ROM drive
- Operating system Windows 98/2000/XP
- Microsoft Office 2000/2002/2003/XP (Word & Access)
- Adobe Acrobat Reader

For further information visit:
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