

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**

**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

Task Ref	Task Description	Timing of Action	Activity Completed	Actioned by	Date	Action Taken/Document 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 confirmation of appointment	Yes				
2	Assist and advise the client to ensure that they comply with their duties and responsibilities to ensure adequate arrangements are in place for managing the project.	As soon as possible after appointment	Yes				
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	Yes				Letter F10
4	Request all relevant information from the client relating to the design process (i.e. Design Statement/Process, Full Drawing, CDM Risk Assessment) and any restrictions during construction operations.	As soon as possible after appointment	Yes				Letter H&SIP
5	Make reasonable enquiries to advise the client where applicable of the range of information needed to allow design in the available information.	Prior to the appointment of each designer/contractor	Yes				
6	Where applicable, ensure all relevant information is provided to the designers and contractors involved in the project.	Prior to the appointment of each designer/contractor	Yes				
7	Assist and advise the client to ensure that they comply with their duties and responsibilities to the appointment of competent designers and contractors.	Prior to the appointment of each designer/contractor	Yes				Comp
8	Ensure as far as is reasonably practicable that the communication and sharing of information is properly managed and that all those involved are sharing and exchanging relevant information.	Ongoing during design	Yes				
9	Ensure designers cooperate with each other and exchange information relevant to the health and safety of the design.	Ongoing during design	Yes				
10	Ensure that a design safety review is carried out prior to the completion of the feasibility study.	Prior to the end of the Concept/Feasibility Stage	Yes				
	All work on the Concept/Feasibility Stage has been finalised and the design of the project is underway.	Prior to the start of Design and Planning Stage	Yes				

Concept/Feasibility Stage Audit Record

**Construction Phase Health and Safety Plan Checklist**

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

No.	Health and Safety Plan Contents	Satisfactory	Comments
1.0	<b>PROJECT DESCRIPTION</b>		
1.1	Clear description of the project to be undertaken	Yes	No
1.2	Clear description of the project to be undertaken	Yes	No
1.3	Details of all key parties to the project and their contact details are provided, (including the client, principal contractor and all other key parties)	Yes	No
1.4	Details of the client and location of existing structures, plants, services records and health and safety file is provided.	Yes	No
1.5	Details of the client and location of existing structures, plants, services records and health and safety file is provided.	Yes	No
2.0	<b>COMMUNICATION AND MANAGEMENT OF SAFETY DURING THE WORKS</b>		
2.1	Safe systems of work / control and management structure	Yes	No
2.2	The roles and responsibilities of the site management team in relation to the management of health and safety are clearly defined.	Yes	No
2.3	High visibility of safety objectives	Yes	No
2.4	Management arrangements and procedures for the control of health and safety are clearly defined.	Yes	No
2.5	A comprehensive list of safety objectives is provided, for key areas has been provided for the site and construction, and all parties are aware of the objectives and the arrangements for the regular review and monitoring of health and safety performance.	Yes	No
2.6	These objectives are managed in a health and safety plan which is approved by the client and the principal contractor.	Yes	No
2.7	These objectives are managed in a health and safety plan which is approved by the client and the principal contractor.	Yes	No
2.8	These objectives are managed in a health and safety plan which is approved by the client and the principal contractor.	Yes	No
2.9	These objectives are managed in a health and safety plan which is approved by the client and the principal contractor.	Yes	No
2.10	These objectives are managed in a health and safety plan which is approved by the client and the principal contractor.	Yes	No

**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 to date. Any future changes have been established.

List relevant drawings and/or other documents:

Drawing D&E-412

H&S Guidance - Safe Sites and Sites

Ground conditions

Ground conditions are poor, with the risk of existing walls being less stable 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.

Adjacent activities

There are no adjacent activities in the area. A single storey garage is proposed and will need to be brought to the site to avoid open excavations. There are no adjacent structures.

Risks from adjacent structure

Presence of water

Ground water will be encountered on this project. A drainage system will be installed during all stages of the construction. Drainage of the site will be to the ground level. A drainage system will be installed on the site to avoid water on the site.

Adjacent activities

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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 95 or newer
- Microsoft Office 2000 or newer (MS Word & MS Access)
- Adobe Acrobat Reader

For further information visit:  
[www.SafetyServicesDirect.com](http://www.SafetyServicesDirect.com)

Or Email:  
[Info@SafetyServicesDirect.com](mailto:Info@SafetyServicesDirect.com)

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