

**Construction (Design and management) Regulations 2007:  
Demonstration of competence to act as CDM Coordinator and Designer,  
in accordance with Appendices 4 and 5 of the Approved Code of Practice**

	<i>Stage 1 assessment</i>	
1.	Health and safety policy and organisation for health and safety	<p><b>Statement of Intent</b> The Directors of Dundass Ltd T/A Sutherland Surveyors fully accept their responsibility to ensure, so far as possible, the health, safety and welfare of their employees and to provide and maintain equipment and the office environment in a safe condition as set out in the policy below. The policy sets out the firm's response to the law as it stands but can be amended to take account of any further proposals from employees as to how conditions may be improved. The success of the policy depends on the co-operation of employees and the Directors ask that employees comply with the policy and act responsibly at all times. The policy will be reviewed annually and updated if necessary.</p> <hr/> <p><b>The Organisation</b></p> <ul style="list-style-type: none"> <li>• The company itself has ultimate responsibility for Health &amp; Safety policy throughout the firm, though it will be administered and monitored by Daniel Sutherland, who should be contacted if you have any queries about this policy or any other health &amp; safety issues or in the event of a work-related injury or illness.</li> <li>• In addition, through their Life Long Learning, individual employees will assess, manage and train for health and safety issues and it is the responsibility of the Directors to inform and advise members of staff as appropriate of those requirements.</li> <li>• All employees have a responsibility to co-operate with management on health &amp; safety matters, to take reasonable care of their own health &amp; safety and to report any concerns to an appropriate person.</li> </ul>
2.	Arrangements	<p><b>Risk Assessments</b> Will be carried out and implemented by Daniel Sutherland. These will cover the physical aspects of the workplace, equipment and materials therein, as well as working practices and compliance with the regulations. In general, an office environment is considered relatively safe and we believe an annual assessment to be appropriate. However, that may be varied if there is any significant change during the year.</p> <p><b>Consultation with Employees about Health &amp; Safety Issues</b> Consultation will be carried out at the time of the risk assessment with staff.</p>
3.	Competent advice	<p><b>General advice and Construction Health and Safety Issues:</b> Daniel Sutherland BA(Hons) PGDipSurv RMaPS MRICS.</p>
4.	Training and information	<p>Sutherland Surveyors are committed to a programme of Life Long Learning (LLL) and are bound and monitored by the RICS to undertake an appropriate amount of LLL. Records of LLL are kept by each individual employee.</p>
5.	Individual qualifications and experience	<p>Daniel Sutherland BA(Hons) PGDipSurv RMaPS MRICS Experience in the property / construction industries since 1998; as a Building Surveyor and as a CDM Coordinator since 2007. Ongoing LLL including relating to Health and Safety. Member of the RICS (Royal Institution of Chartered Surveyors). Certificate from the Association for Project Safety in 'The Management of CDM Co-ordination'.</p>
6.	Monitoring, audit and review	<p>Procedures are monitored and reviewed at department meetings at maximum intervals of one month, or whenever requested by a member of the department.</p>
7.	Workforce involvement	<p>Consultation will be carried out at the time of risk assessment with staff but any</p>

		employee is welcome to raise any issues with the Directors in between times.
8.	Accident reporting and enforcement action; follow-up investigation	<ul style="list-style-type: none"> <li>• <b>Appointed First Aiders</b> to be Mrs J Sutherland whose responsibility it is to provide emergency First Aid and call the emergency services if necessary. Training and re-training will be offered to Appointed Persons by the firm with an external provider such as St John Ambulance.</li> <li>• <b>First Aid Boxes</b> kept in office and cars of employees. Use of any of the contents should be notified to Mrs J Sutherland for replacement. Please note that no items other than those issued should be kept in the boxes, particularly medicines of any description. Accident Books are kept in the office and should be used to record all incidents.</li> <li>• <b>Work-related injuries, illnesses and dangerous occurrences</b> (where there was no injury but easily could have been) should be reported to Daniel Sutherland, as they may need to be reported under RIDDOR regulations.</li> <li>• <b>Health Surveillance</b> We do not believe that this is required in relation to the work that we do but please advise Daniel Sutherland if you have any concerns.</li> <li>• <b>Control of Substances Hazardous to Health (COSHH)</b> There are specific regulations relating to hazardous substances in the workplace. In our case, these would usually relate to office products (e.g. toners, glues, correcting fluids) and to cleaning materials. All substances must be kept in their original containers and used in accordance with the instructions given.</li> <li>• <b>Manual Handling</b> It is unlikely that you will be involved in the regular manual handling of heavy loads but, if you are, please familiarise yourself with the procedure on the attached Notice.</li> </ul>
9.	Hazard elimination and risk control (designers only)	<p>Cooperation and coordination with other designers by way of telephone calls, emails, letters, site meetings, issuing drawings, and a Design Risk Register where appropriate.</p> <p>Eliminate hazards by complying with Building Regulations and considering the long term use of the design, including maintenance. Remaining risks are controlled by including a statement in the Health and Safety File advising the end user how to manage the risk.</p> <p>Design changes are managed by way of contract instructions and reissue of drawings, in accordance with the JCT suite of contracts.</p>
10.	CDM Coordinator's duties	Cooperation, coordination and communication is encouraged between designers by advising them of their duties during the early stages of the design, arranging meetings, and looking at different design elements and raising queries where appropriate.
11.	App 5, appropriate task knowledge	Daniel Sutherland is a Member of the Royal Institution of Chartered Surveyors (MRICS).
12.	App 5, health and safety in construction	Daniel Sutherland is a registered member of the Association for Project Safety (RMAPS).

	<i>Stage 2 assessment</i>	
11.	Work experience	<p><b>Recent projects:</b></p> <p>County Hall refenestration, 2011 (CDM).  Client: Dorset County Council  Contact: Mr Rob Luton  Tel: 01305 221915</p> <p>North West Farm conversion to micro-brewery, 2011 (design).  Client: Mr Toby Marden  Tel: 07774 125867</p> <p>Broadmayne School extension, 2011 (CDM and design).  Client: Dorset County Council  Contact: Mr Rob Luton  Tel: 01305 221915</p> <p>Westbourne Arcade refurbishment, 2011 (CDM).  Client: AE Cooper Dean Charitable Foundation  Contact: Mr Alastair Cowen  Tel: 01305 264172</p> <p>St Michaels Primary School extensions and alterations, 2012 (CDM).  Client: Bournemouth Borough Council  Contact: Mr John Davis  Tel: 01202 456330</p> <p>Wallfield Residential Home alterations, 2011 (CDM).  Client: Bournemouth Borough Council  Contact: Mr John Davis  Tel: 01202 456330</p> <p>April Court Residential Home alterations, 2011 (CDM).  Client: Bournemouth Borough Council  Contact: Mr John Davis  Tel: 01202 456330</p> <p>Winton Library extension and alterations, 2011 (CDM).  Client: Bournemouth Borough Council  Contact: Mr John Davis  Tel: 01202 456330</p>