

## SERVICE SPECIFICATION

# CDM CO-ORDINATOR



OUR SPECIALIST TEAM OF CDM CO-ORDINATORS (PLANNING SUPERVISORS) HAVE A WIDE RANGE OF EXPERIENCE IN ALL CONSTRUCTION PROJECTS AND PROVIDE A PROACTIVE SERVICE IN FULL COMPLIANCE WITH THE CONSTRUCTION, DESIGN & MANAGEMENT (CDM) REGULATIONS 2007 FOR DEMOLITION, NEW BUILD, REFURBISHMENT AND MAINTENANCE WORKS.

### OUR SERVICE

Our CDM co-ordinator service includes working closely with the design team during project planning to ensure:

- > Provision of Health & Safety advice to the client in respect of CDM 2007.
- > The client is assisted with their duties.
- > Health & Safety issues are fully considered.
- > Preparation of an Information Pack to provide information for tendering contractors.
- > Review of the Contractors Health & Safety Plan.
- > Monitoring of the Health & Safety implications of design changes and site circumstances during construction.
- > Completion of the Health & Safety File on conclusion of the project.

### INFORMATION PACK

(PRE-TENDER STAGE H&S PLAN)

Before arrangements are made for the appointment of a principle contractor to carry out and manage the construction work, a member of our team will ensure that an Information Pack is prepared and made available for the tendering process.

### HEALTH & SAFETY FILE

The Health & Safety File is a record of information for the client of the key Health & Safety risks that have to be managed during any subsequent maintenance, repair or construction work.

The appointed CDM co-ordinator will ensure that this File is prepared and handed over to the client at the end of the construction project.

### ASSOCIATED SERVICES

Where appropriate, we can incorporate the role of Health & Safety Advisor alongside that of the CDM co-ordinator at strategic or site level.

The CDM 2007 Regulations require that the client ensures that the design team and principal contractor are competent. We are pleased to undertake competence checks on behalf of the client.

### BENEFITS

- > Full compliance with the Construction, Design & Management (CDM) 2007 Regulations.
- > Single point of contact.
- > Dual role as CDM co-ordinator and Health & Safety Advisor.

