

## CDM Policy Statement:

Please refer to Anthony Keith Architects Ltd full CDM Arrangement / Procedures.

*“Designers are in a unique position to reduce the risks that arise during construction work, and have a key role to play. Designs develop from initial concepts through to a detailed specification, often involving different teams and people at various stages. At each stage, designers from all disciplines can make a significant contribution by identifying and eliminating hazards, and reducing likely risks from hazards where elimination is not possible.”*  
– UK health and safety guidance.

Anthony Keith Architects Ltd policy in respect of Health & Safety/CDM Regulations is to comply fully with the Designers responsibilities as Expressed in part 2 section 11 “duties of designers” and part 3 section 18 “additional duties for designers of The Construction (Design and Management) Regulations 2015 .

The main designer duties under the Regulations are:

### Part 2 Section 11 - Duties of designers:

“ 11.

- (1) No designer shall commence work in relation to a project unless any client for the project is aware of his duties under these Regulations.
- (2) The duties in paragraphs (3) and (4) shall be performed so far as is reasonably practicable, taking due account of other relevant design considerations.
- (3) Every designer shall in preparing or modifying a design which may be used in construction work in Great Britain avoid foreseeable risks to the health and safety of any person—
  - (a) carrying out construction work;
  - (b) liable to be affected by such construction work;
  - (c) cleaning any window or any transparent or translucent wall, ceiling or roof in or on a structure;
  - (d) maintaining the permanent fixtures and fittings of a structure; or
  - (e) using a structure designed as a workplace.
- (4) In discharging the duty in paragraph (3), the designer shall—
  - (a) eliminate hazards which may give rise to risks; and
  - (b) reduce risks from any remaining hazards,and in so doing shall give collective measures priority over individual measures.
- (5) In designing any structure for use as a workplace the designer shall take account of the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, and materials used in, the structure.
- (6) The designer shall take all reasonable steps to provide with his design sufficient information about aspects of the design of the structure or its construction or maintenance as will adequately assist—
  - (a) clients;
  - (b) other designers; and
  - (c) contractors,to comply with their duties under these Regulations”.



### Part 3 section 18 - Additional duties of designers

"18.

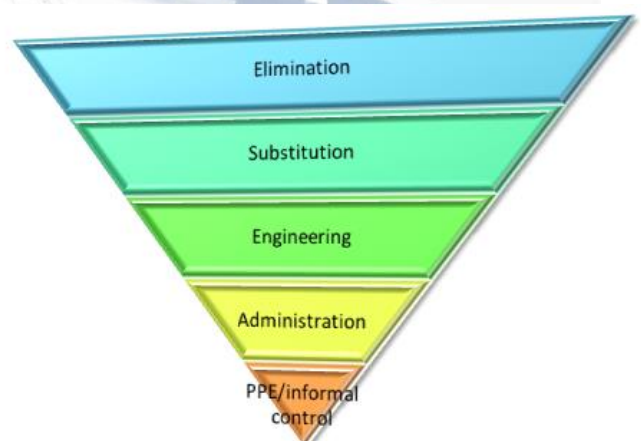
(1) Where a project is notifiable, no designer shall commence work (other than initial design work) in relation to the project unless a Principal Designer has been appointed for the project.

(2) The designer shall take all reasonable steps to provide with his design sufficient information about aspects of the design of the structure or its construction or maintenance as will adequately assist the Principal Designer to comply with his duties under these Regulations, including his duties in relation to the health and safety file."

- At Key Stages throughout the design process, the risks associated with the design are assessed to ensure that both during the construction phase and upon project completion all relevant risks have been properly considered and, where appropriate, steps have been taken to reduce high risk elements.
- These assessments are made using standard Risk Assessment forms which identify elements of work/maintenance, relevant hazards, assessment of likelihood and severity of risk (high, medium, low), alternative proposals and method of addressing specific problems incorporating the HSE recommendations using Red-Amber-Green lists in risk assessments to help designers identify and eliminate hazards, and control risks.
- This is used in conjunction with working with the principles of "Safe by Design".
- Seymour Harris Architecture will liaise as appropriate with both the Principal Designer, and other members of the Design Team to ensure that all risks associated with a particular project are properly addressed.
- Generic Risk Assessments are not used, to ensure that each project is individually and properly considered.
- Architects are required, and as such are trained, to be aware of Health and Safety matters in principle.
- Individual designer's knowledge is updated by means of Continued Professional Development whereby key personnel attend seminars related to Health and Safety matters.

#### Risk Assessments:

- Anthony Keith Architects Ltd view eliminating health hazards as an integral part of the design process.
- On projects, at routine design reviews, Anthony Keith Architects Ltd confirm that health hazards have been properly addressed.
- Also, project risk review gateways can link to RIBA (Royal Institute of British Architects) plan-of-work stages.
- Anthony Keith Architects Ltd make sure that eliminating one health hazard doesn't create a new and more significant hazard.
- Anthony Keith Architects Risk assessments are systematic and structured, and solutions are selected on the basis of the risk control hierarchy.



### Red-Amber-Green lists:

- In accordance with HSE recommendations Anthony Keith architects Limited use Red-Amber-Green lists in their risk assessments to help designers identify and eliminate hazards, and control risks.

#### RED:

Hazardous products, processes and procedures to be eliminated from the project:

- Make sure that asbestos is removed if it is likely to be disturbed by work on existing/derelict buildings.
- Avoid the need to scabble concrete.
- Design piles to enable cropping by a method other than manual breaker.
- Avoid processes that create dust.
- Avoid spraying harmful substances on site.

#### AMBER:

Products, processes and procedures to be eliminated or reduced as far as possible and only specified if there is no other option. The designer should provide information about these risks, and the reason for their selection:

- Avoid specifying heavy building blocks (eg weighing >20 kg).
- Avoid specifying large/heavy glass panels, unless they can be installed using mechanical handling methods.
- Avoid specifying heavy lintels unless it is possible to transport and install the components using a mechanical handling solution.
- Design structures to receive services, instead of chasing out concrete later.
- Avoid specifying solvent-based paints and thinners, or isocyanates, particularly inside buildings and basements.

#### GREEN:

Products, processes and procedures to be positively encouraged:

- Design the layout of plant rooms so that mechanical lifting aids can be used when carrying out maintenance and replacing components.
- Specify precast concrete products that incorporate integral fixings to avoid drilling.
- Specify half-size plasterboard sheets for easier handling.
- Treat timber off site if hazardous preservatives need to be used (boron or copper salts can be used for cut ends on site).

## Safe by Design

It is the policy of Anthony Keith Architects Ltd to work with the principles of "Safe by Design".

### What is Safe by Design?

- Safe by Design is about incorporating safe design principles in the design, construction and maintenance of workplaces.
- Safe by Design is the integration of hazard identification and risk assessment methods early in the design process to eliminate or minimise the risks of injury throughout the life of the building or structure being designed, including construction, use, maintenance and demolition. It encompasses all design including facilities, hardware, systems, equipment, products, tooling, materials, energy, controls, layout and configuration.
- A safe design approach begins in the conceptual and planning phases with an emphasis on making choices about design, materials used and methods of manufacture or construction to enhance the safety of the finished product. The designer needs to consider how safety can best be achieved in each of the lifecycle phases.

### What are the benefits of Safe by Design?

- The benefits of Safe by Design extend beyond the design phase of a project and apply throughout construction, maintenance and ongoing use.
- Using this approach results in many benefits including:
  - Prevention of injury and disease to those constructing, using or maintaining the structure
  - Improved usability of products, systems and facilities
  - Improved productivity
  - Reduced costs
  - Better prediction and management of production and operational costs over the lifecycle of a product and compliance with legislation

### What is our approach to Safe by Design?

- Our approach is for designers to think about health and safety in terms of buildability, maintainability and usability at all stages of the design process, so it becomes a natural part of the design.

### How do Safe by Design principles work in practice?

Safe design integrates risk management principles into the design by involving designers, clients, construction contractors, end users and other relevant parties in considering the most appropriate design and each stage in the process.

Involved parties can systematically identify hazards and reduce or eliminate associated risks. These parties can also communicate to the client, users and other relevant parties, any residual risks associated with the design.

## Reference Information:

Anthony Keith architects Use the Following Design Guides as a key source of reference information:

<b>1</b>
<b>Administrative Issues</b>
001 Status of Guides
002 Contents
003 Legal Framework
003.1 Health and safety legislation
004 Legal Duties
005 Management Procedures
008 The Construction Phase Health and Safety Plan
<b>2</b>
<b>Site Conditions</b>
105 Asbestos
106 Lead
<b>3</b>
<b>Ground Work</b>
201 Excavations
<b>4</b>
<b>Construction Methods</b>
301 Heavy lifting by hand
301.1 Manual handling information
302.1 Heavy lifting by crane
303 Acoustic
304 Erection techniques
305 Steelwork
306 Temporary structures
307 Working at height
308 Roofing
309 Blockwork
<b>5</b>
<b>Materials</b>
401 General materials
<b>6</b>
<b>Maintenance &amp; Repair</b>
501 Refurbishment
502 Suspended access
<b>7</b>
<b>Demolition, dismantling and decommissioning</b>
601 Demolition, dismantling and decommissioning.

These are available online at  
<http://www.safetyindesign.org.uk/design-guides>





### What is the client's role in Safe by Design?

- As far as reasonably practicable, clients need to provide us with information relating to:
  - The range of work activities associated with the intended use of the building/structure
  - Any maintenance, repair, service and cleaning activities that will take place in the building/structure
  - Known hazards or risks relating to the site where construction is to occur (e.g. contaminated soil, overhead power lines, underground services etc.)

### Sample Risk Assessment:

- A sample risk assessment is included as follows for reference:

19 Lansdowne Terrace, Gosforth, Newcastle upon Tyne NE3 1HP  
 T: 0191 213 0133 F: 0191 213 3650  
**1046: SOUTH SHIELDS TOWN HALL**  
 REVISION / ISSUE: RIBA STAGE E/F1 / Detailed Design / Construction: 14.08.13 - For Coating and inclusion in H&S Plan. AKA-DRA001

**DESIGNERS RISK ASSESSMENT**

Project: South Shields Town Hall Refurbishment	Job No: 1046
Design element or site features: Installation of fixed double glazed window units to 1960s brick along with new window units and louvers required as I 10/251/421.650 & 451	File No: H&S File
Prepared by: Philip Wilson - Anthony Keith Architects Limited	Date: 14.08.2013

**Red Lists:** Hazardous procedures, products and processes that should be eliminated from the project where possible.

**Amber Lists:** Products, processes and procedures to be eliminated or reduced as far as possible and only specified/allowed if unavoidable. Including amber items would always lead to the provision of information to the Principal Contractor.

**Green Lists:** Products, processes and procedures to be positively encouraged.

**Potential hazard:** Manual handling - Safe construction access - falls from heights - objects falling from height.

**Personnel at risk:** Site Operatives - Building users - general public below.

**Uncontrolled Risk Rating (refer to risk assessment grid attached below):** 12

**Design Stage Risk Control:** if none state reason: Suggest Appointment of a Temporary Work Coordinator (BS 5975). Ongoing maintenance. Due to heritage status of existing Grade II listed building no option for lift and turn windows for cleaning also majority of windows remain as existing. Cleaning to be undertaken by client with need to be undertaken externally either with extendable wash system from ground floor level or from cherry picker or access lift.

**Residual Risk Rating (refer to risk assessment grid attached below):** 4

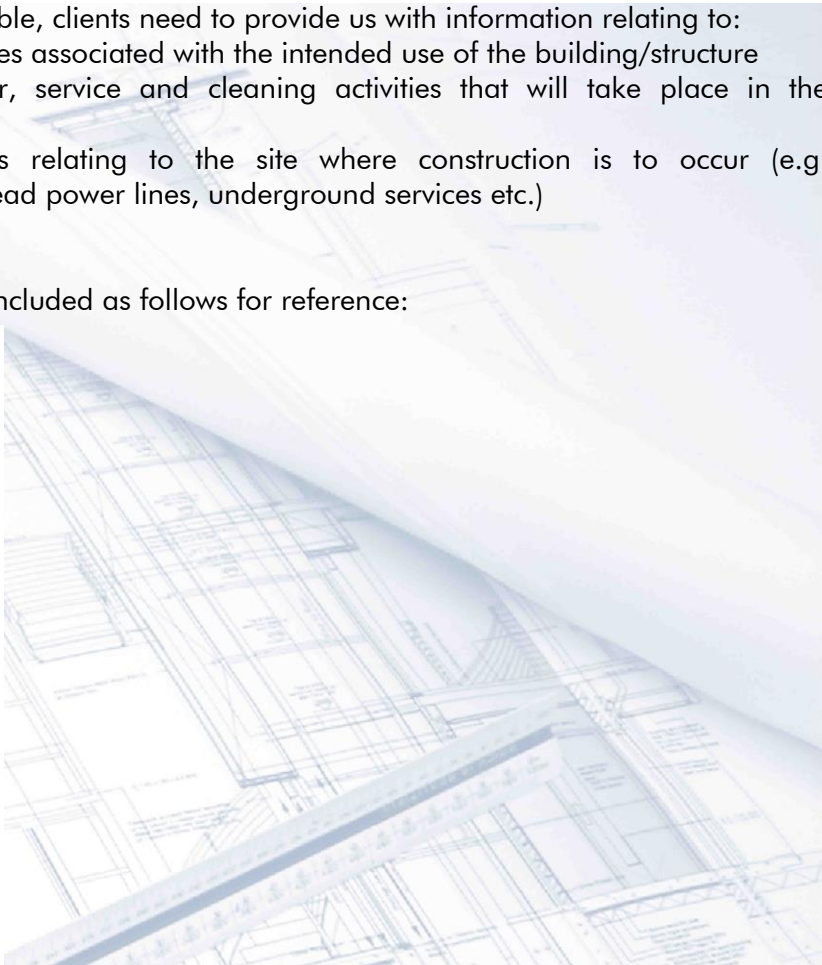
**Further action required to control risk:**

- Principal Contractor
- Other Contractors
- Client/end-user

 Method statement required from main Contractor in regards to installation process. Suggest full scaffolding solution to enable safe installation with mechanical lifting for heavy units. Also suggest Appointment of a Temporary Work Coordinator (BS 5975).

Distribution: CDM Coordinator  Clerk  Architect  Quantity Surveyor  Structural Engineer   
 Pre Tender H&S Plan  Mechanical Consultant  Electrical Consultant  Landscape Planner  Other (detail)   
 Main Contractor

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**Uncontrolled Risk Assessment Grid**

	extremely remote	remote	reasonably probable	probable	probability rating of hazard
negligible	1	2	3	4	12
marginal	2	4	6	8	
critical	3	6	9	12	
catastrophic	4	8	12	16	

**severity x probability = risk rating**

risk rating	by action on risk assessment
1-2	Acceptable
3-4	Control
5-8	Reduce
9-16	Eliminate

**Substrate:**

- "negligible" hazard will not result in any serious injury or illness remote possibility of damage beyond minor financial cost. "extremely remote" unlikely to occur
- "marginal" hazard can cause illness, injury or equipment damage, but the results would not be expected to be serious. "remote" may occur in time
- "critical" hazard can result in serious illness, severe injury, property and equipment damage. "reasonably probable" probably will occur in time
- "catastrophic" hazard can result in serious illness, severe injury, property and equipment damage. "probable" likely to occur immediately or shortly
- "catastrophic" imminent damage exists, hazard capable of causing death(s)

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### Principal Designer:

- Anthony Keith Architects Ltd has the ability to fulfil the role of Principal Designer, where appointed.
- The main Principal Designer duties: under part 3 section 20 "General duties of Principal Designers" of The Construction (Design and Management) Regulations 2007 are:

#### General duties of Principal Designers

This section note Type=Explanatory Memorandum has no associated

20. (1) The Principal Designer shall—

(a) give suitable and sufficient advice and assistance to the client on undertaking the measures he needs to take to comply with these Regulations during the project (including, in particular, assisting the client in complying with regulations 9 and 16);

(b) ensure that suitable arrangements are made and implemented for the co-ordination of health and safety measures during planning and preparation for the construction phase, including facilitating—

(i) co-operation and co-ordination between persons concerned in the project in pursuance of regulations 5 and 6, and

(ii) the application of the general principles of prevention in pursuance of regulation 7; and

(c) liaise with the principal contractor regarding—

(i) the contents of the health and safety file,

(ii) the information which the principal contractor needs to prepare the construction phase plan, and

(iii) any design development which may affect planning and management of the construction work.

(2) Without prejudice to paragraph (1) the Principal Designer shall—

(a) take all reasonable steps to identify and collect the pre-construction information;

(b) promptly provide in a convenient form to—

(i) every person designing the structure, and

(ii) every contractor who has been or may be appointed by the client (including the principal contractor),

such of the pre-construction information in his possession as is relevant to each;

(c) take all reasonable steps to ensure that designers comply with their duties under regulations 11 and 18(2);

(d) take all reasonable steps to ensure co-operation between designers and the principal contractor during the construction phase in relation to any design or change to a design;

(e) prepare, where none exists, and otherwise review and update a record ("the health and safety file") containing information relating to the project which is likely to be needed during any subsequent construction work to ensure the health and safety of any person, including the information provided in pursuance of regulations 17(1), 18(2) and 22(1)(i); and

(f) at the end of the construction phase, pass the health and safety file to the client

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to the public.

Daniel Cogdon:  
Director

Date: 3rd January 2018



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