

**CDM 2007  
CDM-C Competence Statement**

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W A Fairhurst & Partners  
Westerton of Craigie  
Southampton Road  
Dundee  
DD4 7PN

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3	01/11/07	GS	List of approved CDM-C amended
4	11/12/07	GS	List of approved CDM-Cs amended
5	04/01/08	GS	Section 3.0 amended, list of approved CDM-Cs amended, section 2.4 and appendix 1 added
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6	20/03/08	GS	List of approved CDM-Cs amended
7	03/04/08	GS	List of approved CDM-Cs amended
8	03/06/09	GS	Section 4.0 amended, Wellesbourne CDM Co-ordinator changed
9	07/10/09	GS	Sections 1.0, 2.2, 2.4, 3.0 & 4.0 amended, Appendix 1 updated, Appendix 2 added

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## 1.0 Introduction

W A Fairhurst & Partners (WAF) provided planning supervisor services since the original inception of the Construction (Design & Management) Regulations 1994. Following substantial revision, the new regulations (CDM 2007) were introduced on 6 April 2007 and the former planning supervisor role has been replaced by a key client advisor, the CDM co-ordinator (CDM-C).

WAF are pleased to provide the new CDM-C service for clients and this document is aimed at demonstrating the required levels of competence as given in Appendix 5 of the CDM 2007 Approved Code of Practice (ACoP).

The firm's activities, including CDM-C services are covered by the Occupational Health and Safety Management System (to BS OHSAS 18001:2007).

## 2.0 Demonstration of Competence

Appendix 5 of the ACoP lists three fields of knowledge and experience and these are considered in turn as detailed below.

### 2.1 The Design & Construction Process

All WAF staff involved in the CDM-C service are professionally qualified to chartered level with membership of a construction related institution (e.g. Institution of Civil Engineers, Institution of Structural Engineers) or work under the supervision of a chartered engineer. In addition, all CDM-C staff have at least 10 years experience in the construction industry. WAF have a wide and varied workload throughout the network of regional offices and this provides a wealth of experience working with a varied mix of clients.

WAF provide consultancy services and include specialist divisions for:

- civil engineering
- structural engineering
- geo-environmental
- water services
- transportation
- ports and harbours

### 2.2 Health and Safety in Construction

All CDM-C staff take part in regular CPD in support of their work, including that offered by the Association for Project Safety (APS). It is a requirement for CDM-C to be members of APS and all are required to sit the APS Transfer Examination which will, upon success, transfer the staff to the APS CDM-C register (refer to section 4). The CDM-C service is managed by the firm's Occupational Health & Safety Technical Director, Graeme Smith who has successfully passed the NEBOSH Certificate in Construction Safety & Health and is pending Technician Membership of IOSH. Other CDM-C staff are being encouraged to obtain specific health and safety qualifications such as the NEBOSH certificate.

### 2.3 Experience Relevant to the Task

WAF have a wide and varied workload ranging from domestic surveys and extensions to multi-million pound commercial developments and major infrastructure schemes for government agencies. WAF's planning supervisor workload has continued with the CDM-C service and this includes projects for Tesco, NHS and major highways' schemes. WAF provided planning supervisor services to Royal Mail Group from 2000-2006 under a term commission during which time WAF won two gold awards under the Royal Mail First Class Supplier Award scheme.

## **2.4 Core Criteria**

Appendix 4 of the ACoP lists core criteria for demonstration of competence for companies, contractors CDM co-ordinators and designers. Appendix 1 provides the WAF position on these core values and this is laid out in the same format as the requirements given in the ACoP for CDM Co-ordinator and Appendix 2 similar for WAF design services.

## 3.0 Management of the Service

WAF's CDM activities are managed by the firm's Occupational Health & Safety Technical Director, Graeme Smith. He is assisted in this role by the firm's CDM Manager, Gordon Hay. This includes co-ordinating activities throughout the firm to ensure consistency of approach and dissemination of new and relevant information together with provision of training and standard documentation. Graeme is supported by staff around the firm providing geographical coverage throughout the UK. Graeme has lectured on CDM to students at Dundee University, the Dundee Area Branch of the Institution of Civil Engineers, the Scottish Municipals Group of the Institution of Civil Engineers, The Small Business Forum run by Dundee University and engineering staff at Aberdeenshire Council.

The quality management system used by WAF includes the provision of CDM-C services.

## 4.0 APS CDM-C REGISTER

The staff listed below have successfully passed the APS Transfer Examination and are registered with APS as CDM Co-ordinators entitling them to use the letters RMaPS.

Graeme Smith	- Dundee
Keith Crone	- Newcastle
Brian Hardy	- Newcastle
Catherine Meredith	- Leeds
Charles Murray	- Glasgow
Mark Hayward	- Wellesbourne
Gordon Hay	- Edinburgh
Russell Miller	- Dundee

# Appendix 1

CDMC Criteria		Competence Statement
1.	Health and safety policy and organisation for health and safety	Refer to Fairhurst Occupational Health and Safety Management System Manual; in particular refer to Appendix 1 and Appendix 3. Appendix 1 contains the Occupational Health and Safety Statement which includes Authority, Signature and date. The Health and Safety Statement confirms the firm's commitment to health and safety and is reviewed and re-issued annually. Appendix 3 identifies the roles and responsibilities of senior personnel.
2.	Arrangements	Refer to Fairhurst Occupational Health and Safety Management System Manual. In particular refer to Sections 4.4 and Appendix 3 which outlines the CDM management procedures. All health and safety documentation is available to all staff on the firm's intranet and is explained during in-house training sessions.  The CDM-C service is managed by Graeme Smith (Occupational Health and Safety/CDM Technical Director) who has a NEBOSH Certificate in Construction Safety and Health. Ian Ross is the Partner with CDM responsibility.
3.	Competent advice – corporate and construction-related	Refer to Fairhurst Occupational Health and Safety Management System Manual, Section 4.4.1.  Fairhurst are accredited with the Contractors Health and Safety Assessment Scheme (CHAS) for CDM-C under the CDM Regulations.  Competent health and safety advice is available from Malcolm Fraser (Occupational Health and Safety Partner), Graeme Smith (Occupational Health and Safety/CDM Technical Director), and the local CDM Managers and from Colin Meddes (Occupational Health and Safety Manager).  In addition to the above Fairhurst retain C-Mist, an external Specialist Safety Consultant located at Heriot Watt University Research Park Edinburgh, as specialist health and safety advisors. Competent advice can also be obtained from a number of organisations such as the Association for Project Safety, tione-stop (online subscription service) and the Health and Safety Executive.
4.	Training and information	Refer to Fairhurst Occupational Health and Safety Management System Manual, Section 4.4.2.  Training Records are maintained in accordance with the procedures contained within Procedure OP/A04 of the Fairhurst Quality Assurance System. Specific CDM training is provided by the firm's Occupational Health and Safety/CDM Technical Director and by attendance at external events such as those provided by the Association for Project Safety. To maintain their APS qualification, all CDM Co-ordinators are required to attend regular CPD events. Each office also provides seminars and training sessions for staff using the Einstein Network subscription DVD scheme. Additional health and safety training is provided by external consultants and from suitably qualified in-house staff.  The diverse and challenging nature of the work undertaken by Fairhurst & Partners provides an ideal environment within which individuals can learn and develop. CDM Co-ordinators also have access to all the firm's technical staff who can provide information on a wide range of specialist subjects.

5.	Individual qualifications and experience	All Fairhurst CDM Co-ordinators are either chartered engineers or have considerable experience (minimum 10 years) in the construction industry. All are Registered Members of the Association for Project Safety.
6.	Monitoring, audit and review	<p>CDM Co-ordinators duties are audited regularly under procedures contained in the Fairhurst Occupational Health and Safety Management System Manual and in accordance with procedures outlined in the Fairhurst Quality Manual and Operational Procedures Manual.</p> <p>For Quality purposes OP/PO7: Service Control and Review Procedure is used, the Audit Reports being forwarded to the Office Managing Partner and the Firms Quality Assurance Committee. The Quality Assurance Procedures are subject to a yearly audit by external auditors.</p> <p>CDM policies and regulations are kept under constant review to account for feedback, experience, audit results and changes in legislation.</p> <p>In accordance with procedures set out in the Occupational Health and Safety Management System a pattern of three monthly audits is carried out on Fairhurst CDM procedures as they are being adopted for live projects. The results of the audits are reported back to the firms Occupational Health and Safety/CDM Technical Director and used to equate the overall performance of CDM compliance.</p>
7.	Workforce involvement	<p>Refer to Fairhurst Occupational Health and Safety Management System Manual, Section 4.4.3. and Appendix 5.</p> <p>Consultation takes place in accordance with the Health &amp; Safety (Consultation with Employees) Regulations 1996. Each local office has an Employee Safety Representative who facilitates staff consultation and CDM Manager who deals with local CDM consultations.</p>
8.	Accident reporting and enforcement action; following up investigation	Refer to Fairhurst Occupational Health and Safety Management System Manual, Section 4.5.3. All incidents and accidents are the subject of a report to the health and safety partner and subsequent investigation. Recommendations, are given if required for further training, policy review, etc.
9.	Sub-contracting/consulting procedures (if applicable)	<p>Sub-contracting of Fairhurst CDMC services is not normally required, all works usually being carried out by Fairhurst staff. In the unlikely event that additional CDMC resources were required they would be procured in accordance with the undernoted procedures.</p> <p>The arrangements for the Purchase of Services and Equipment from external agencies (sub-contractors) are covered by Fairhurst Quality Assurance Procedure OP/A02. This procedure covers the issue of a Sub-contractor and Supplier Selection and Management Questionnaire, procurement of the service, monitoring of service and feedback to Project Engineer.</p> <p>A complete list of Approved Suppliers is kept by each local Fairhurst Office.</p>

10.	CDM Co-ordinator's duties	All of our CDM Co-ordinators are encouraged to develop a good working relationship with all those parties they are working with. All CDMC's endeavour to engage with people early in the project to achieve safe designs and working procedures. Fairhurst CDM Co-ordinators try to avoid the tick box generic approach to health and safety by encouraging Design Team discussions as a means to eliminating or mitigating design risks.
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## Appendix 2

Designer CDM Criteria		Competency Statement
1.	Health and safety policy and organisation for health and safety	Refer to Fairhurst Occupational Health and Safety Management System Manual; in particular refer to Appendix 1 & Appendix 3. Appendix 1 contains the Occupational Health and Safety Statement which includes Authority, Signature and date. The Health and Safety Statement confirms the firm's commitment to health and safety and is reviewed and re-issued annually. Appendix 3 identifies the roles and responsibilities of senior staff.
2.	Arrangements	Refer to Fairhurst Occupational Health and Safety Management System Manual. In particular refer to Sections 4.4 and Appendix 3 which outlines the CDM management procedures. All health and safety documentation is available to all staff on the firm's intranet and is explained during in-house training sessions. Each office has a local CDM Manager to co-ordinate local CDM activities and disseminate information from the firm's CDM Manager.
3.	Competent advice – corporate and construction-related	<p>Refer to Fairhurst Occupational Health and Safety Management System Manual, Section 4.4.1.</p> <p>Competent health and safety advice is available from Malcolm Fraser (Occupational Health and Safety Partner), Graeme Smith (Occupational Health and Safety/CDM Technical Director), and the local CDM Managers and from Colin Meddes (Occupational Health and Safety Manager).</p> <p>In addition to the above Fairhurst retain C-Mist, an external Specialist Safety Consultant located at Heriot Watt University Research Park Edinburgh, as specialist health and safety advisors. Competent advice can also be obtained from a number of organisations such as the Association for Project Safety, tionestop (online subscription service) and the Health and Safety Executive.</p> <p>Fairhurst are accredited with the Contractors Health and Safety Assessment Scheme (CHAS) for Designers under the CDM Regulations.</p>
4.	Training and information	<p>Refer to Fairhurst Occupational Health and Safety Management System Manual, Section 4.4.2.</p> <p>Training Records are maintained through OP/A04 of the Fairhurst Quality Assurance System. Specific CDM training is provided by the firm's Occupational Health and Safety/CDM Technical Director and by attendance at external events such as those provided by the Association for Project Safety. Each office also provides seminars and training sessions for staff using the Einstein Network subscription DVD scheme. Additional health and safety training is also provided by external consultants and from suitably qualified in-house staff.</p> <p>The diverse and challenging nature of the work undertaken by Fairhurst &amp; Partners provides an ideal environment within which individuals can learn and develop. For graduates this environment can provide the breadth and depth of experience required for them to become members of the professional bodies appropriate to their chosen field.</p>

		<p>Graduate training itself is undertaken in a structured manner with the development of the individual graduate being guided by experienced staff assigned to mentor the individuals. The firm operates an accredited training agreement, being available for graduates seeking membership of all professional bodies.</p> <p>Fairhurst has successfully managed a graduate placement programme with Universities local to the respective offices that has recently entered its eighth year. Graduates have worked either full or part time. As part of the programme, graduates work on a wide range of projects. This breadth of experience has ensured that all graduates have either progressed to a full time professional position within Fairhurst or within other professional practices.</p> <p>Fairhurst consider that investment in the graduate placement programme to be a major part of the partnerships business development, but even more important is the experience given to each individual graduate.</p> <p>As a result Fairhurst place a major importance on graduates taking ownership of individual projects fully supported by Senior members of staff. Graduates are given responsibility for major projects and liaise directly with clients.</p> <p>Training in safety, risk assessment and safety planning is undertaken by all staff and refresher courses are provided. Refer to attached health and safety policy and training results for 2009.</p> <p>The policy pattern set out above is now followed in relation to the CDM regulations. An extensive training programme for CDM Co-ordinators and Design Staff has been carried out and is regularly updated.</p> <p>Each individual Office retains full staff records of training and qualifications.</p>
5.	Individual qualifications and experience	<p>Two key personnel Graeme Smith and Colin Meddes, named in Section 4.4 and Appendix 3 of the Fairhurst Occupational Health and Safety Management System Manual, have NEBOSH Safety Certificates.</p> <p>All CDM Co-ordinators within the firm are Registered Members of the Association for Project Safety and supply CDM advice to their colleagues.</p> <p>Due to the very broad nature of work carried out by Fairhurst, many staff are highly qualified with chartered engineers, technicians, geo-environmentalists and others to cover the broad spectrum of engineering projects the firm is employed on. Many staff carry CSCS cards suitable for the many site visits that have to be made.</p>
6.	Monitoring, audit and review	<p>Refer to Fairhurst Occupational Health and Safety Management System Manual, Sections 4.5 and 4.6. Each office is audited externally on compliance with the firm's health and safety policy. Monitoring is carried out within each office. Monitoring for CDM compliance is carried out at three monthly intervals by local CDM Managers with each office monitored annually by the firm's Occupational Health and Safety/CDM Technical Director. Health and safety and CDM policies are under constant review and regularly revised to account for feedback, experience, audit results and changes in legislation.</p>

7.	Workforce involvement	<p>Refer to Fairhurst Occupational Health and Safety Management System Manual, Section 4.4.3. and Appendix 5.</p> <p>Consultation takes place in accordance with the Health &amp; Safety (Consultation with Employees) Regulations 1996. Each local office has an Employee Safety Representative who facilitates staff consultation.</p>
8.	Accident reporting and enforcement action; following up investigation	<p>Refer to Fairhurst Occupational Health and Safety Management System Manual, Section 4.5.3. All incidents and accidents are the subject of a report to the health and safety partner and subsequent investigation. Recommendations, are given if required for further training, policy review, etc.</p>
9.	Sub-contracting/consulting procedures (if applicable)	<p>The arrangements for the Purchase of Services and Equipment from external agencies (sub-contractors) are covered by Fairhurst Quality Assurance Procedure OP/A02. This procedure covers the issue of a Sub-contractor and Supplier Selection and Management Questionnaire, procurement of the service, monitoring of service and feedback to Project Engineer.</p> <p>A complete list of Approved Suppliers is kept by each local Fairhurst Office.</p>
10.	Hazard elimination and risk control	<p>Fairhurst take compliance with the CDM2007 Regulations very seriously and recently in revising their Occupational Health and Management System, and in conjunction with additional in-house training, have raised its profile to the premier position in this document. Guidance Note 1.1 (To the Occupational Health and Management System) outlines Fairhurst CDM 2007 Procedures.</p> <p>For all projects it is mandatory for Fairhurst Designers to complete a CDM Design Assessment document (reference Guidance note 1.1 referred to above) and be proactive in eliminating or minimising construction hazards and risks. Risks are assessed at all stages of the project and are reviewed at a suitable point in the design process, normally at the time of the design review and certainly prior to tendering construction work. Design reviews and Design Change Control are controlled under the Quality Assurance System Procedure OP/P04. Both Fairhurst Designers and CDM Co-ordinators will raise health and safety issues at design team and site meetings to ensure that hazards and risks are identified, discussed and decisions recorded. The Design Assessment form, and in particular the Design Philosophy section, will be updated as necessary should any design changes be adopted. Updated information will then be issued to the relevant parties, notably the CDM Co-ordinator and the Principal Contractor.</p> <p>All Fairhurst design drawings now include a "Box" which allows designers to highlight any significant residual hazards pertinent to the construction works shown on the drawings. To ensure that the CDM Co-ordinator receives an issue of the appropriate Fairhurst drawings our drawing issue sheets now have the CDMC as the first person on the distribution list.</p>