



CDM COMPETENT ANNUAL RENEWAL QUESTIONNAIRE FOR PRINCIPAL DESIGNERS
Companies with less than 5 employees

Section 1 – Background

Please provide the following information:

Information Requested	Guidance Notes as applicable	Response
State the name of your organisation, full address, main telephone number, e-mail address and web site address.		
State the name of the person dealing with this questionnaire, their contact phone/fax numbers and e-mail address.	<i>Also please supply details of a secondary contact, detailing; name, title, phone/fax and email address.</i>	

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Design discipline:	<i>Describe the main type or types of work your company undertakes</i>	
Number of directly employed staff:	<i>Please confirm the number of staff employed in each key function e.g. designers, administrative staff, managers, directors etc.</i> <i>This information is needed so that you can be fairly assessed in relation to the size of your business.</i>	
Number of office locations:	<i>This information is needed so that you can be fairly assessed in relation to the size of your business.</i>	
What was the turnover of your organisation for your last completed financial year?		
Under your current name, or any previous title, please give details of any HSE improvement or prohibition notices, and any prosecutions in the last five years.	<i>Where any notice of prosecution is declared, please provide details of the notice of prosecution and actions taken.</i>	
Provide details of the number of RIDDOR accidents /incidents in the last 3 years.	<i>Include details of any actions taken to prevent re-occurrence. Where available please confirm your injury incidence and frequency rates.</i>	

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Do you review accidents/incidents and undertake follow-up action	<i>Demonstrate that your organisation has a system in place for reviewing significant incidents and recording actions taken as a result.</i>	
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Section 2 – Technical Information

Please provide the information requested in the subject areas outlined below. In order to help you provide us with relevant information we have included guidance for each section as deemed necessary.

2.1 Competent Health & Safety advice

Please provide details of how your organisation and your employees have ready access to competent H&S advice, preferably within your organisation. Provide the name and competency details of the source of advice including a CV and evidence of competence e.g copies of certificates/professional membership.

2.2 H&S Policy and Management Arrangements

Please provide a copy of your latest Health and Safety Policy and associated management procedures relating to design, training, co-operation with the other designers, the Principal Contractor and other relevant contractors, appointment of sub-contracted designers (if applicable) etc.

Although you are not legally required to have your health and safety policy and arrangements in writing it is good practice to do so as you must still be able to demonstrate your commitment to health and safety and management of it to a potential client. Please provide a copy if you have one including a signed statement of intent, a responsibilities section and an arrangements section. If you do not have a written H&S policy please confirm how you communicate company policies and procedures to staff.

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2.3 Design Risk Elimination and Risk Control

Please describe how you ensure hazards are eliminated in the design process and any remaining risks controlled.

Please provide a COMPLETED example of a Design Risk Assessment for an actual project undertaken in the last 2 years where hazards have been eliminated and where any remaining risks have been controlled at design stage.

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2.4 The Workplace (Health, Safety and Welfare) Regulations 1992

Please explain the procedures that you have in place to ensure that your designs meet the requirements of the above legislation.

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2.5 Skills, Knowledge, Experience and Training – Relevant Safety Training and Knowledge

Please provide summary details of Health and Safety training provided to staff within your organisation. Of particular relevance would be APS, RIBA or similar Principal Designer course, CSCS cards), Design Risk Management and CDM Regulations 2015, Health and Safety Awareness Training etc. Please provide copy certificates as evidence of such training. A training matrix is preferred.

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2.6 Monitoring, audit and Review

Provide details of the company system in place for monitoring procedures and auditing at regular intervals. Please provide evidence such as copies of formal audit reports, evidence of recent monitoring and management responses. If accredited with ISO 9001 copies of recent audits should be provided.

2.7 Workforce Involvement

Provide details of how you consult with and involve your employees and others in health and safety matters. Please provide evidence such as minutes for a recent project design meeting where health & safety issues were discussed.

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2.8 Skills, Knowledge, Experience and Training - Professional Qualifications

You and your employees should have suitable skills, knowledge, qualifications and experience to enable them to do the work they do safely and professionally.

Please detail the professional qualifications and experience held by key members of your team and provide evidence of such qualifications and experience. A training matrix detailing individual names, job roles and professional qualifications along with a sample CV and training certificates for a key member of staff.

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2.9 Coordination of pre-construction phase

As a Principal Designer you have the responsibility to plan, manage, monitor and co-ordinate the pre-construction phase and ensure that designers comply with their duties under CDM Regulations 2015 during the design stage of projects. Please confirm the arrangements you have in place to carry out this role and provide evidence where appropriate for the following:

- a. How you communicate with the client to make them aware of their duties.
- b. How you assist with compiling the pre-construction information
- c. Coordination of the pre-construction phase – how do you coordinate designers and oversee design decisions
- d. How you communicate with the principal contractor
- e. How you prepare and handover the Health and Safety File
- f. Evidence of experience in managing construction project safety at pre-construction stage

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2.10 Sub-contracting Work

If your company appoints other designers, consultants or contractors to undertake work on your behalf please provide details on how you assess their competence. Please submit a vetting exercise to evidence how you ensure that only companies who have the necessary skills, knowledge, training and experience to deliver the work are appointed..

3.0 Insurances

Please provide a copy of your latest Public Liability and Professional Indemnity Insurance Schedules.

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Fees

£90.00 inc. VAT	Method of payment: Cheque <input type="checkbox"/> On line <input type="checkbox"/>
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Please return the completed questionnaire to the following address:

**Eurosafe UK
Eurosafe House
Centurion Park
Tribune Way
York
Y030 4RY
Telephone:- 01904 691 515**

E-mail:- cdm-competent@eurosafeuk.co.uk

Submit on line:- www.ssipassessors.com

www.eurosafeuk.co.uk

www.cloudsuk.com

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