



**CDM COMPETENT QUESTIONNAIRE FOR DESIGNERS, PRINCIPAL DESIGNERS AND CONSULTANTS**  
**Companies with Less Than 5 Employees**

*Section 1 – Background*

Please provide the following information:

<b>Information Requested</b>	<b>Guidance Notes as applicable</b>	<b>Response</b>
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:	<p>List the main type or types of work your company undertakes:</p> <p>Will you be acting in the role of Principal Designer? Yes / No</p> <p>If yes please ensure you also complete questions 2.10 to 2.15 of this questionnaire.</p>	
Number of directly employed staff:	<p>Please confirm the number of staff employed in each key function e.g. designers, administrative staff, managers, directors etc. and the total number of employees.</p> <p>This information is needed so that you can be fairly assessed in relation to the size of your business.</p>	
Number of office locations:	<p>This information is needed so that you can be fairly assessed in relation to the size of your business.</p>	
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.	<p>Where any notice of prosecution is declared, please provide details of the notice of prosecution and actions taken.</p>	
Provide details of the number of RIDDOR accidents /incidents in the last 3 years.	<p>Include details of any actions taken to prevent re-occurrence. Where available please confirm your injury incidence and frequency rates.</p>	

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Do you review accidents/incidents and undertake follow-up action	<i>Provide evidence to 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.

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#### **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 Principal Designer, Principal Contractor and other designers, appointment of sub-contracted designers (if applicable) etc.

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

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## 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 name, job roles and professional qualifications along with sample CV and training certificates for a key member of staff. Please also provide details of CPD undertaken within the last 12 months.

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## 2.9 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 their work are appointed.

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**Questions 2.10 – 2.15 to be completed by Principal Designers only**

**If you do not act in the role of Principal Designer then mark as Not Applicable and continue to Question 3.0 Insurances.**

**Not Applicable**

### Principal Designers

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** for the following:

**2.10 Client Liaison** - Provide an explanation or evidence to confirm the process the organisation has in place to ensure the client is aware of their duties and help the client to meet its duties under CDM 2015 (provide examples of sample documents, meeting minutes or other correspondence)

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**2.11 How you plan and manage the pre-construction phase : –**

Provide evidence of how you plan and manage health and safety in the pre-construction phase. Examples such as completed pre-construction information or information which identifies significant risk during the design phase.

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**2.12 Co-ordination of the pre-construction phase:–**

Provide evidence of how you gather, prepare, communicate and coordinate information and oversee design decisions and design changes. Provide an example of a design risk register. Provide evidence of how you communicate with the client, designers and contractors.

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**2.13. Liaison with other duty holders -**

Provide evidence of how you ensure continual liaison with other duty holders and ensure designers carry out their duties. Provide evidence of communication and records/documents generated during the process.

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**2.14. Preparation of Health and Safety File**

Please detail and provide evidence on how you prepare and handover the Health & Safety File.

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## 2.15 Qualifications and Experience

Provide details and evidence of experience in managing construction project safety. Provide evidence of qualifications in construction health & safety.

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## 3.0 Insurances

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

## 3.1 Project Experience - Business

Please provide brief summary details of at least three projects that you have been involved with during the last 2 years (Duration, value, description of project, key design considerations). Use a separate sheet or provide other information as necessary.

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### 3.2 References

Please provide 2 referees who will verify that your design work on their project(s) addressed all relevant health and safety issues

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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](mailto:cdm-competent@eurosafeuk.co.uk)**

**Submit on line:- [www.ssipassessors.com](http://www.ssipassessors.com)**

**[www.eurosafeuk.co.uk](http://www.eurosafeuk.co.uk)**

**[www.cloudsuk.com](http://www.cloudsuk.com)**

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