



CDM Scotland Ltd Company Profile

“To provide a service that exceeds clients’ expectations”

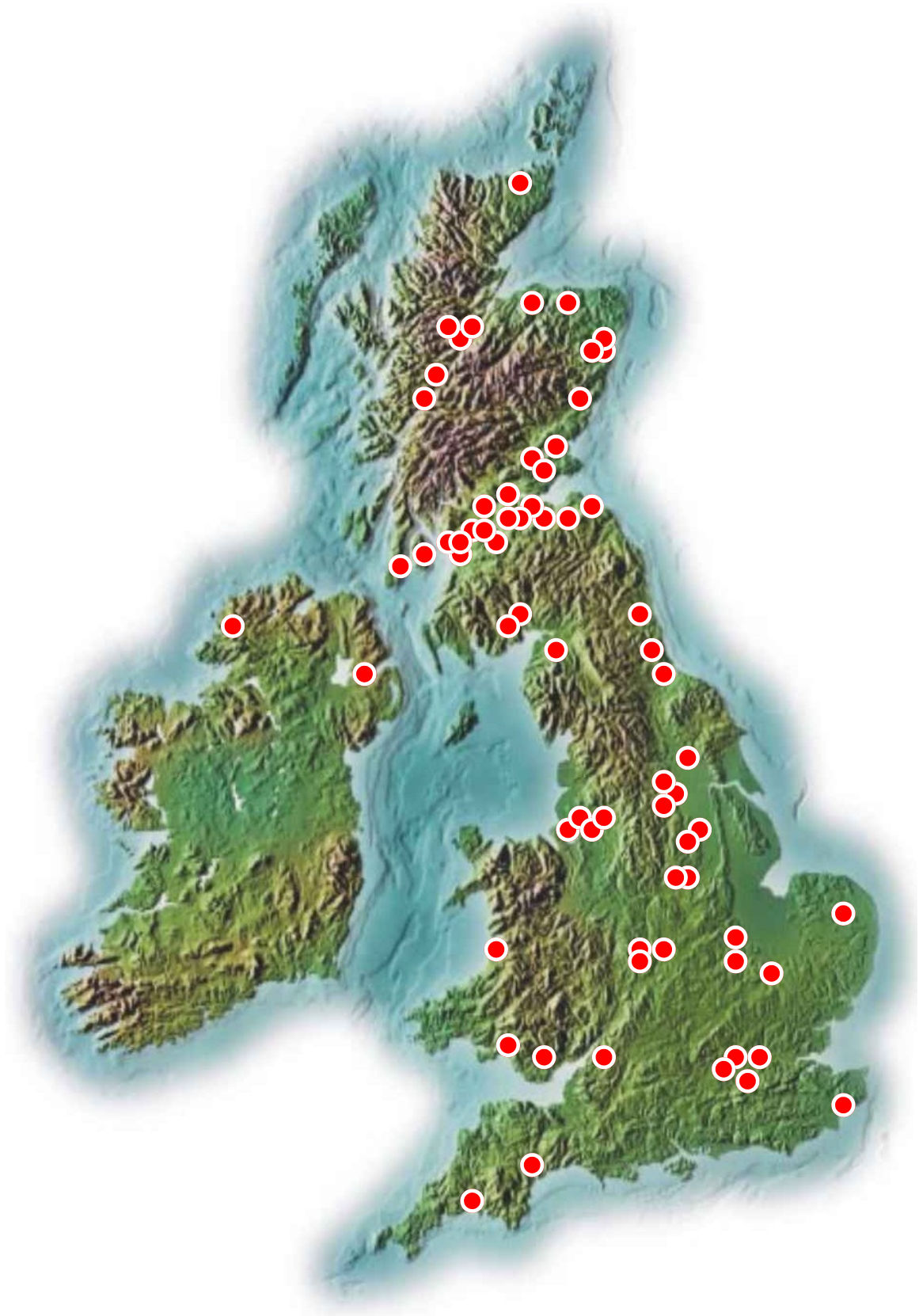


We can help you with:

- CDM Co-ordinator and Related Services;
- Complete Safety Consultancy;
- Competent Person Role;
- Project / Building Documentation;
- Safety Training.



WHERE DO WE WORK?



CONTENTS

Where do we work?	Page 2
Contents	Page 3
Company Details	Page 4
CDM Scotland Ltd	Page 5
Services:	Page 6
• CDM	Page 7
• Construction Safety	Page 8
• Health and Safety	Page 9
• Documentation	Page 10
• Training	Page 11
Project Focus	Pages 12-13



Company Details

NAME OF COMPANY: CDM Scotland Ltd

Address: Luath House
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E: cdm@cdmscotland.co.uk

Registered in Scotland: No. SC155702

VAT Registration Number: 659 0056 30

Company Resources (Staff): 10 Full-Time Permanent Staff

Employers Liability: Insurer: Zurich Insurance Company
Policy Number: EB662704
Extent of Cover: £10,000,000
Expiry Date: 20 March 2011

Public Liability (Third Party): Insurer: Zurich Insurance Company / ACE European Group
Policy Number: EB662704 / UKCAS002893109
Extent of Cover: £5,000,000 / £5,000,000 (£10,000,000 Total)
Expiry Date: 20 March 2011

Professional Indemnity: Insurer: Zurich Insurance Company
Extent of Cover: £10,000,000
Expiry Date: 1 October 2011
Policy Number: 1913533

ConstructionLine Registration: Registration Number: 17076

Quality: Investor in People Award, July 1997; successfully re-accredited in July 2000, 2003 and 2006.

EN ISO 9001: 2008, QMS Registration No. 12927 for *"The Provision of Construction Related Health and Safety Consultancy Services"*.

CDM Scotland Ltd

CDM Scotland Ltd are one of the United Kingdom's foremost providers of CDM Co-ordinator, Safety Consultancy and Project/Building Documentation services. Established in 1995 we are an independent stand-alone company which allows us to undertake our roles on our Client's behalf without any conflict of interest, thus ensuring that our client's interests are our primary concern.

CDM Co-ordinator:

The Construction (Design and Management) Regulations 2007 (*CDM*) place specific duties on clients. To ensure that Client's comply with their duties under CDM they must appoint a CDM Co-ordinator for all notifiable projects. The CDM Co-ordinator provides clients with a key project advisor in respect of construction health and safety risk management matters.

Your project will be managed by **full-time CDM Co-ordinators** employed directly by us, who have demonstrated their knowledge and competency to undertake the role. Since the company inception we have undertaken 5300+ separate appointments which has given us extensive experience and knowledge of projects currently ranging from entry level CDM works through to £100+ million complex developments. We have also been appointed as Head of Safety to the Clyde Wind Farm at Abington for C A Blackwell Principal Contractor and SSE Renewables as Client, this being currently the largest construction site in the United Kingdom at a construction value of £600,000,000.

Safety:

The complex nature of Health and Safety Legislation and the resulting duties required of employers can be simplified by utilising CDM Scotland Ltd to undertake various health and safety functions. All your requirements will be managed by **full-time Health and Safety Advisors** employed directly by us. Our safety services include audits, inspections, training, and document preparation. Further information on our range of services is included within the services section of our company profile.

Competent Person Service:

The Management of Health and Safety at Work Regulations 1999 state that:

"Every employer shall appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him"

CDM Scotland Ltd can act as your appointed 'competent person' and provide you with a full safety support package. CDM Scotland Ltd can also provide an additional specialist back-up to your existing in-house safety personnel. Our service is structured around your requirements and provides comprehensive, on-going support by personal visits, advice and support via phone or e-mail.

Project Documentation:

Through a planned, structured approach CDM Scotland Ltd can gather, compile and produce project specific Building Manuals, Operation and Maintenance Manuals, Construction Phase Plans, and Health and Safety File either in hard or electronic format.

We liaise with all relevant parties directly to gather all required information thus removing this time consuming task from the Principal Contractors or Client's workload, and handover a finalised document tailored to your specific requirements. All manuals are compiled by industry experienced professionals who know exactly what information is required, and can be issued in either electronic or hard copy formats.

Quality:

Quality is also very important to us. We were the **FIRST** independent Planning Supervisor (*now CDM Co-ordinator*) company in the United Kingdom to achieve Investors in People Accreditation which we obtained in June 1997. We are now in our 12th year of Investors in People Accreditation which highlights our commitment to all members of our team.

Furthermore, we also achieved EN ISO 9001: 2000 in June 2005 for the *"Provision of Construction Related Health and Safety Services"*, thus marking the earnestness in our endeavours to achieve a service which is not only second to none, but of the very highest possible level of quality. We have since been reaccredited as compliant with the updated EN ISO 9001: 2008 Standard.

Our mission statement underpins our client led approach:

"To provide a service that exceeds clients' expectations"



Whether you need a bespoke service for individuals, or a tailored package for a whole organisation, CDM Scotland Ltd can deliver a professional and personal service to meet your requirements.

Services



Services: CDM

The Construction (Design and Management) Regulations 2007 apply to **ALL** construction works, no matter how small, including general maintenance contracts. When a project becomes notifiable i.e. will last more than 30 working days or 500 person days then additional duties come into play and a CDM Co-ordinator must be appointed. CDM Scotland Ltd have extensive experience (*5,300+ projects*) in carrying out the CDM Co-ordinator and associated role and are one of the UK's foremost providers of this service.

CDM Co-ordinator Services:

As required under the CDM Regulations, our team of full-time CDM Co-ordinators, assisted by an internal support team, will be involved in your project from conception to completion. We will attend required design team meetings to ensure compliance with the CDM regulations and industry best practice, assess the competence of all personnel involved in the design and construction process, where required, and ensure an auditable trail of documentation exists at all times.

Most importantly we will ensure that all health and safety aspects for the full life cycle of the building have been considered. Whether pre-construction, during construction or post-construction/occupancy. We pride ourselves on actively working with and assisting the team and not simply being a name on a bit of paper.

CDM Assistance:

As we have a great deal of experience in the role of Planning Supervisor and CDM Co-ordinator (*successful completion of 5,300+ contracts*), we can assist other consultants including CDM Co-ordinators by carrying out the CDM Co-ordinator role on their behalf from preparing Pre-construction health and safety information documentation ensuring that the **right information** gets to the **right people** at the **right time**, through to the preparation of Health and Safety Files and Building Manuals in either hard or electronic formats.

We also prepare site specific detailed Construction Stage Plans for appointed Principal Contractors. To further assist you throughout a project, we can also take responsibility to keep the Construction Stage Plan live and up to date until completion, by working with your project / site management team. Again these documents can be in either hard or electronic format.

Consultants and Contractors Assessment:

With the onus on the Client to ensure that a competent design team and Principal Contractor have been appointed it is essential to ensure that a rigorous selection procedure is adopted. CDM Scotland Ltd can provide tailored solutions to assist in consultant and contractor selection, and can ensure the competence, under the terms of the CDM Regulations, of those who are involved.

This is undertaken through audits on CDM related health and safety documentation, a review of notices, both prohibition and improvement, served on the company by the Health and Safety Executive, consultation and documented interviews if required.

Client Advisor:

All Client bodies have a duty of care to ensure that works carried out on their behalf is undertaken in a safe manner, whether a project is notifiable or not. The CDM regulations place the emphasis on all works being carried out safely onto the Client who is deemed to have a controlling influence on the project. Accordingly we can act as **YOUR** Client advisor on projects, whereby we monitor and audit the safety aspects of the project to ensure you are doing all that is 'reasonably practicable'.

Third Party Advisor:

We can act as an independent third party advisor for Principal Contractors, Contractors or other consultants with regards to CDM matters. Although not directly involved in a project we can provide hands on advice and recommendations on a one off basis or ongoing throughout the duration of the project to ensure that all aspects of the regulations are being complied with.

Project/Site Audit:

A system of site audits is becoming increasingly useful to our clients. Being more extensive than a site inspection these audits are aimed at reviewing the management procedures on site, ensuring all works are being monitored and carried out safely, all method statements are adequate and being followed, the Construction Stage Plan is adequate and that solutions are provided to any problems highlighted. These audits are tailored to suit the individual needs of your company and ensure that all areas of the CDM regulations are being considered.

We can work with your site team on an ongoing basis to ensure all necessary measures are implemented to safeguard the operatives onsite and to minimise the risk of accidents, injuries and dangerous occurrences.

Services: Construction Safety

Contractor Selection:

The Construction (Design and Management) Regulations (CDM) require that all parties involved in any project are competent to carry out their role. With this requirement, it is essential to ensure that a rigorous selection procedure is adopted. CDM Scotland Ltd can provide tailored solutions to assist in contractor selection.

We can carry out a full audit of contractors and/or designers to ensure that they are competent and have the systems, procedures and arrangements in place to adequately consider and manage safety. This can be implemented on individual projects or we can maintain a database of approved contractors/designers on your behalf.



Safety Advisor:

All parties have a duty of care to ensure that works carried out on their behalf is undertaken in a safe manner. Safety legislation places the emphasis on all works being carried out safely onto the employer who is deemed to have a controlling influence on the project. Accordingly we can act as **YOUR** safety advisor on projects, whereby we monitor and audit the safety aspects of the project to ensure you are doing all that is 'reasonably practicable' and ensure compliance with health and safety legislation.

Site Inspections:

Our full time safety advisors can conduct health and safety inspections at agreed intervals during a project and provide detailed reports highlighting issues that need to be addressed and recommendations on how to achieve compliance with safety legislation and best practice. Our team takes great pride in providing solutions to problems and not simply finding faults.

We can carry out inspections on a one-off basis or ongoing throughout the duration of the project and can also provide specialist back up to an in-house team.

Project/Site Audit:

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We can work with your site team on an ongoing basis to ensure all necessary measures are implemented to safeguard the operatives onsite and to minimise the risk of accidents, injuries and dangerous occurrences.



Accident/ Incident Investigation and Expert Witness:

An accident or incident investigation could provide you with valuable defense evidence should you need to defend your organisation in a Criminal or Civil court. It is increasingly becoming a condition of insurance companies that all accidents or incidents are investigated.

We have carried out a number of accident and incident investigations and can carry out this role should you require. We do not solely focus on the incident but also the underlying causes to ensure measures can be implemented to prevent a recurrence.

We also offer:

- *Competent Persons Role;*
- *Emergency Call Out Service;*
- *Project Safety Management;*

Services: Health and Safety

Full Health and Safety Service:

CDM Scotland Ltd can provide you with a comprehensive consultancy service, covering all aspects of your Health & Safety requirements, ensuring that you comply with all current legislation and industry best practice, for companies large or small.

The Management of Health and Safety at Work Regulations 1999 state that:

"Every employer shall appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him"

CDM Scotland Ltd can act as your appointed 'competent person' and provide you with a full safety support package. CDM Scotland Ltd can also provide an additional specialist back-up to compliment your existing in-house safety team.

Our service is structured around your requirements and provides comprehensive, on-going support by personal visits, advice and support via phone or e-mail. Please contact us for further information on our 'Competent Person' service and how we can help **YOU**.



Health and Safety System Auditing:

CDM Scotland Ltd can undertake a thorough audit of your organisation's health & safety system to identify any areas which need to be addressed in order to achieve compliance with health & safety legislation and best practice. As part of our audit process we visit the head office and carry out a detailed review of all existing safety related procedures and policies, we carry out interviews with nominated staff and check their knowledge of the company requirements and shadow employees to establish if policies and procedures are being implemented and followed. We also audit any satellite offices / sites to allow us to build a complete picture of your companies safety provision.

We then compile a detailed report into our findings and highlight areas of good performance and identify areas for improvement. An achievable action plan is then formulated to allow your companies safety system to meet best practice standards.

Workplace Inspections:

Our full time safety advisors can conduct health and safety inspections at agreed intervals within the workplace and provide detailed reports highlighting issues that need to be addressed and recommendations on how to achieve compliance with safety legislation and best practice. Our team takes great pride in providing solutions to problems and not simply finding faults.

We can carry out inspections on either a one-off or ongoing basis and can also provide specialist back up to an in-house team.

Risk Assessments and Workplace Reviews:

One of the most important tools in managing health and safety is assessing the risk that your employees are exposed to during the course of their day-to-day work, the purpose of which is to determine and implement the control measures necessary to eliminate or reduce the risks associated with identified hazards and ensuring that they leave work healthy at the end of day.

CDM Scotland Ltd offers a complete packaged service as well as individual assignments and can assess all workplaces and the tasks being carried out by your employees to ensure that they are afforded a safe working environment.

Fire Risk Assessment:

As an employer using non-domestic premises in Scotland, you have a responsibility under the Fire (Scotland) Act. Under the new law, you are required to carry out and keep under review, a fire safety risk assessment and implement any fire safety measures which are required to ensure your employees' safety and that of others in the premises in the event of fire.

Our safety advisors who have received training with Strathclyde Fire and Rescue can carry out a detailed Fire Risk Assessment on your premises and formulate an action plan highlighting what is required to minimise the risk from a Fire incident occurring.

Services: Documentation

Health and Safety Policy:

Every organisation must have a written Health and Safety Policy in place if they employ five or more people. We can formulate a company specific Health and Safety Policy tailored to your organisation. We ensure that each policy is written to reflect what is actually required for your business and is not simply an off the shelf generic document.

To facilitate a Health and Safety Management system we can also formulate work activity specific policies and procedures covering other aspects of your work which are then linked to the overall company Policy ensuring that all employees have detailed guidance available to them and a management system is created. We can also assist in the ongoing management, planning and implementation, and review of the system.



Risk Assessment and Safe Systems of Work:

We can formulate project and task specific risk assessments and safe systems of work in either in hard or electronic format. We can also review and comment on the suitability of submitted risk assessments and method statements to ensure that they are fit-for-purpose.

Building and Operation and Maintenance Manuals:

CDM Scotland Liaise with contractors and designers directly to gather all required information thus removing this time consuming task from the Principal Contractor, Consultants, or Client's critical path and workload, and hand over a finalised document tailored to your specific requirements in either hard or electronic format.

We start seeking the information from the moment we are appointed to ensure that the document is ready for handover whenever possible. All documentation is compiled by industry experienced professionals who know exactly what information is required and necessary. If you are having trouble storing building manuals or operation and maintenance manuals we can transfer the existing information to electronic format thus removing any storage requirements and allowing a greater degree of access to those who need the information.

Health & Safety Files:

Clients are required under the CDM Regulations to have a Health and Safety File in place after the conclusion of all construction projects relative to a structure where the regulations were enforced. We can produce project specific health and safety files on behalf of clients, principal contractors or CDM Co-ordinators in either hard or electronic format. Our full-time CDM Co-ordinators will identify and seek the required information for the Health and Safety File and produce a project specific Health and Safety File under your corporate identity for onward transmission to the relevant party. We can also transfer any existing Health and Safety Files from hard copy to electronic format which removes storage requirements and allowing you to regain lost space.

Construction Stage Plans:

The CDM Regulations 2007 require that a Construction Stage Plan is in place prior to works commencing on-site for notifiable projects. We can compile and produce project specific Construction Stage Plans on behalf of Principal Contractors. Our Construction Stage Plans also come with site and project specific risk assessments and method statements covering the initial site establishment and site works.

ConstructionLine, CHAS and SAFEcontractor Registration:

Making a ConstructionLine, Contractors Health and Safety Assessment Scheme (CHAS), or SAFEcontractor application and filling out the application forms can be a daunting process, so we will work with you and assist you with your application, ensuring you have all of the necessary documentation and procedures that are required. We will advise you on your training needs and prepare all relevant safety and environmental documentation along with any other information that you may require as part of your application. Our **full-time safety advisors** will work with you to ensure that all information is both relevant for your business and fit-for-purpose for the envisaged works and satisfies the entry requirements of the schemes.

78 - 80 New Sneddon St Paisley



Architect - Allan Boyd Associates
Contractor - Tower conversions

Pre-Qualification Questionnaires:

We can assist you in preparing all required information for pre-qualification or pre-approval questionnaires. We will identify the necessary policies and procedures that you require to have in place and prepare all necessary documentation. We will also work with your team to ensure that all employees are fully briefed on all relevant sections and are made aware of what they should know.

Services: Training

Training Needs Analysis:

A **training needs analysis (TNA)** is an effective way to identify any gap between the skills your business needs and those your employees have. It involves gathering information to identify areas where your employees could improve their performance.

CDM Scotland Ltd can carry out a TNA on your organisation which will identify your companies training requirements in order to allow employees to be deemed competent to carry out their expected role.

We carry out a review of all work activities and identify the necessary training requirements for all your employees.



Construction Safety — 1 Day:

This new course is an excellent introduction to the main hazards and controls in construction and demolition work. This course has been designed for construction operatives with little or no knowledge of Health and Safety and those wishing to update their knowledge. By the end of this course trainees will be aware of their legal duties and responsibilities, the major hazards they may encounter when working in construction and the current standards of control they will be required to achieve to comply with the law.

Construction Safety — 1/2 Day:

This course provides an overview of significant hazards associated with working on construction sites. The course covers the main work activities encountered and highlights the necessary controls and measures required to ensure the safety of operatives and visitors to a construction site.

CDM for Clients — 1/2 Day:

This course has been designed with those who are deemed to be Clients under the Construction (Design and Management) Regulations 2007 in mind. The course covers the legalities and what is required of Clients' and provides guidance on what Clients must do to ensure compliance with their duties under CDM.

CDM for Principal Contractors / Contractors — 1/2 Day:

This course has been designed for Principal Contractors and Contractors and outlines their duties under CDM and what must be in place throughout a project. Particular emphasis is given to Part 4 of the regulations which relates to managing safety on site.

CDM for Designers — 1/2 Day:

This course has been designed for designers and covers the designers duties and what they should be doing to ensure compliance with CDM. The course includes various aspects of safety in design and includes a number of worked examples on how to design safely.

Bespoke Training:

Whatever your training requirements are, CDM Scotland Ltd can create company and activity specific training courses and programmes focussed on your needs. All training is carried out by full time safety advisors who are experienced trainers.



We also offer training in the following areas:

- *Fire Safety Awareness;*
- *Asbestos Awareness;*
- *Risk Assessment;*
- *Managing Risk;*
- *DSE/VDU.*

Project Focus



Project: Andrew Carnegie House

Client: Carnegie UK Trust

Architect: Page\Park

Description: Construction of the new headquarters for the four British-based Carnegie trusts, opened by Princess Anne on 13 February 2008, was designed by Page and Park Architects as 'a pavilion' on the edge of Pittencrieff Park in Dunfermline.



Project: Loch Lomond Shores

Client: Scottish Enterprise Dunbartonshire

PM: MPM Capita

Description: Construction of a visitor attraction centre on the banks of Loch Lomond. Works also included construction of a new retail development, associated lagoon and berthing arrangements.



Project: New Build Student Accommodation

Client: UNITE Group Plc

Contractor: Carillion

Description: Construction of a new build student accommodation in Glasgow City Centre with provision for 1000+ bed spaces.



Project: Castlemilk House Stable Block

Client: Glasgow Building Preservation Trust

Architect: Elder and Cannon

Description: Award winning restoration of the historic Castlemilk House Stable Block into managed workspaces and community crèche facilities.



Project: Safety Audits of High Rise Housing Stock

Client: Cube Housing Association

Description: CDM Scotland Ltd were commissioned to undertake full safety audits of all Cube Housing Association high rise housing stock and prepare detailed guidance, risk assessment and safe systems of work for caretakers and contractors working at the properties. Individual guidance documents were prepared for each property highlighting specific risks and requirements associated with each property.



Project: Sky Plaza

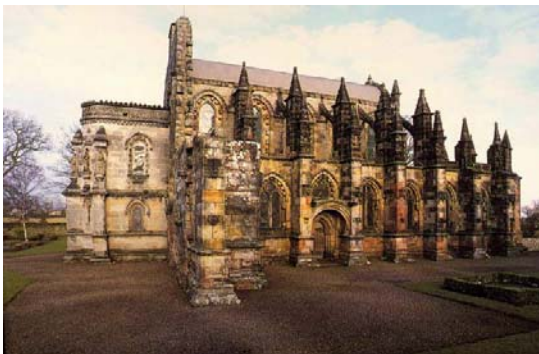
Client: Unite Group Plc

Architect: Carey Jones

Description: Construction of a 38 storey student accommodation located in the heart of Leeds city centre. The Sky Plaza is bounded by the main arterial route through the city.

The building is the tallest structure in Leeds with handover for the project being achieved June 2009.

CDM Scotland Ltd acted as CDM Co-ordinators and carried out site safety inspections for the project which, when completed, will be the tallest student accommodation in the world.



Project: Rosslyn Chapel Conservation

Client: Rosslyn Chapel Trust

Architect: Page\Park

Description: We are acting as CDM Co-ordinators on a five year £13 million conservation and site / access improvement programme at the Rosslyn Chapel made famous in the Dan Brown novel "Da Vinci Code".



Find us at:

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"To provide a service that exceeds clients' expectations"

CDM Scotland Ltd Mission Statement - 1995