



Costplan Safety Services Ltd

part of the



COSTPLAN
GROUP

AUSTRALIA UNITED KINGDOM SOUTH PACIFIC



Contents

1. Introduction
2. CDM Services
3. Health and Safety Services
4. Our Team
5. Our Experience

1. Introduction

This document outlines our capability for the provision of Health and Safety and Principal Designer services.

We are a motivated company and look forward to demonstrating our capabilities with a view to working closely with you and your team. We see each commission as an opportunity to excel and we will deploy the skills, resources and innovative thinking to ensure we understand and meet your requirements.

We provide a complete range of health and safety services to meet the needs of our ever-increasing client base, from principal designer advisory services and CDM support services through to a comprehensive health and safety consultancy, and training services tailored to each client's particular needs.

We combine our knowledge, expertise, innovative thinking and passion for our work to ensure that clients are given the most current, comprehensive and helpful advice.

As an independent consultancy, we are in an ideal position to advise on all aspects of the implementation of health and safety legislation, and in particular the Construction (Design and Management) Regulations 2015, guiding clients, design teams and contractors with regard to their duties.



Matt Lee
Director



Andy Shutt
Director



2. CDM Services

Principal Designer

Principal Designer Services

The Construction (Design and Management) Regulations 2015 has introduced the requirement to appoint a Principal Designer for projects likely to involve more than one contractor.

The Principal Designer manages health and safety in the pre-construction phase of a project. The role extends to the construction phase for the duration of their appointment through the principal designer's duties to liaise with the principal contractor, ongoing design work and requirement to prepare the health and safety file

Summary of Principal Designer Duties

- ◆ Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:
 - Identification, elimination, or control, of foreseeable health and safety risks
 - Ensure designers comply with their duties
- ◆ Take into account the general principles of prevention to ensure the project is carried out without risks to health or safety.
- ◆ Check the skills, knowledge and experience of all those they appoint.
- ◆ Ensure coordination and cooperation of all persons working on the project.
- ◆ Prepare and provide relevant information to other duty holders.
- ◆ Assist the client in identifying, obtaining and collating the pre-construction information.
- ◆ Liaise with the principal contractor regarding information for inclusion in the construction phase plan or which may affect the construction work.
- ◆ Ensure the preparation of a health and safety file.

We have tailored our services and procedures to specifically ensure compliance with principal designer duties under the CDM Regulations 2015.

Our complete schedule of services has been included later in this document and sets out how we will deliver the principal designer role throughout the duration of our appointment.

Our aim is to help eliminate risks at an early stage to reduce the likelihood of accidents occurring as a result of the construction, maintenance or use of a structure.

Design Risk Management

Pre-Construction Information

Health and Safety File

Benefits of Our Approach

Our personnel are qualified construction health and safety professionals who have the relevant skills, knowledge and experience to provide construction, design and risk management advice as an integral part of the project team.

We recognise the need for continued professional development, and have a structured training programme to ensure that compliance with the CDM regulations' competence requirements is achieved and maintained.

Our philosophy is that quality should not be an add-on required to meet internal or external compliance but an integral part of what we do best. To achieve this, we need to ensure that quality is embedded within our culture and behaviour.

Our approach is to apply proportionate and effective management techniques to effectively plan, manage and monitor the pre-construction phase of a project.

We work closely with the project team to ensure that the significant design, construction and operation and maintenance risks associated with the project are highlighted and control measures are put in place to mitigate them.

We facilitate and manage the design team to ensure they provide information about significant risks that are unusual, not obvious, or difficult to manage, including details of the key assumptions and decisions they have made.

How We Can Help

Examples where we challenge design teams by highlighting health and safety issues and ensuring designers and clients adopt the general principals of prevention include:

- ◆ Installation of permanent guarding at height or placing plant on the ground rather than the roof.
- ◆ Changing product specifications such as heavy blockwork; ensuring that windows are cleanable from the inside; designing out roof lights, or
- ◆ Modifying perimeter design to accommodate mobile access equipment to avoid the need to work at height.
- ◆ Highlighting the risk of asbestos and advising on relevant types of asbestos surveys and when they should be carried out.
- ◆ Our commitment to higher levels of health and safety to encourage competence and adequate resources so everyone is aware of their responsibilities under the CDM regulations.
- ◆ Risks are identified at an early stage through the issue of a design risk register (managed by us) and reviewed throughout the design process.

2. CDM Services

Design Risk Management

We use design risk management as a systematic tool to support and record our decision making.

Our approach is to identify the significant design, construction and operation and maintenance risks associated with the project.

We facilitate and manage the design team to ensure they provide information about significant risks that are unusual, not obvious, or difficult to manage, including details of the key assumptions and decisions they have made.

As principal designer, we will ensure, so far as is reasonably practical, that designers comply with their duties under the CDM Regulations 2015 and take account of the general principles of prevention (construction, maintenance and intended use).

This will be implemented through:

- ◆ Attendance at design reviews, design coordination meetings and workshops
- ◆ Setting up a project-specific design risk register to capture the significant design, construction and operational and maintenance risks that will be tabled by us at various meetings identified above
- ◆ Specific CDM reviews set up and chaired by us to ensure ongoing compliance

The design risk register will act as a schedule of hazards and design actions to record and monitor the design mitigation process developed by the designers who will remain the owners of the design risk until they are eliminated or transferred to the principal contractor and/or included in the pre-construction information.

The design risk register will be updated at the end of each RIBA stage and also include residual risks and hazards that ultimately will be included in the health and safety file.

Pre-Construction Information

Clients must provide designers and contractors who may be bidding for the work (or who they intend to engage), with the project-specific health and safety information needed to identify hazards and risks associated with the design and construction work. (the pre-construction information).

Our team are well aware of the client's duties to provide this information to the relevant duty holders and we would arrange a meeting with the client at the earliest opportunity to run through and check the extent of the existing information available.



We would advise the client if there are any significant gaps or defects and ensure these are filled by advising on surveys or by making other reasonable enquires.

We will also ensure that the relevant health and safety information is transferred in the most appropriate format to other design teams and to contractors at the right time.

The key to the pre-construction information is to ensure that it informs all parties involved in the project of any risks that may have an impact on the design of the building or structure, as well as on its construction and future use.

We will encourage the design team to populate our design risk register concentrating on the significant risks which the principal contractor could not reasonably be expected to anticipate or identify.

The purpose of the pre-construction information is identifying those operations/ hazards, design assumptions, or work sequences which may be a risk to construction workers' health and safety during the works. Therefore, it is imperative that the principal contractor is aware of these issues in order to effectively plan and manage the construction works.

The pre-construction information will be included as part of the tender documentation and we adopt the following format for the pre-construction information:

- ◆ Description of the project
- ◆ Client's considerations and management requirements
- ◆ Environmental restrictions and existing on-site risks
- ◆ Significant design and construction hazards
- ◆ The health and safety file

The Health and Safety File

We have a proven track record in developing health and safety file solutions for the projects that they are involved with.

Our approach is dependent on the scope and complexity of each project and is tailored to provide the client with all the relevant health and safety information that may be required to operate, maintain and carry out future alteration work in a format that is accessible and easy to use.

We will ensure that the structure, content and format of the health and safety file is agreed at the earliest opportunity.

For smaller projects we manage the entire process from initial discussion with the client regarding the format and storage of the file to establishing contributors to the file and ensuring the information is provided in a timely fashion.

2. CDM Services

The production of information is tracked throughout the collation process and the health and safety file will be requested as an agenda item at the monthly progress meetings in order for us to report to the client on the progress of the of the file.

Our health and safety file document follows the suggested format provided within Appendix 4 of the CDM 2015 L153 published guidance document.

Prior to handover to the client, we ensure that the health and safety file contains all the necessary information, such as any key risks that need to be managed in the future.



3. Health and Safety Services



Costplan Safety Services Limited provides a complete range of health and safety services to meet the needs of our clients, from principal designer advisory services and CDM support services through to a comprehensive health and safety consultancy, and training services tailored to each client's particular needs. We combine our knowledge, expertise, innovative thinking and passion for our work to ensure that clients are given the most current, comprehensive and helpful advice.

Our Health & Safety Services offered include:

Audits & Compliance Checks

Costplan Safety Services can undertake a range of bespoke site audits and inspections of the Principal Contractor's site management procedures and safety standards. We have the ability to develop bespoke inspection templates for Principal Contractors and Contractors, to help focus on specific areas of concern or interest; provide detailed dashboards showing findings, areas for improvement, close-out of actions raised, number of interventions etc. Costplan Safety Services are pleased to work alongside the client in carrying out assurance checks to help satisfy that standards are being maintained throughout the construction process.

Risk Assessment & Method Statement Development & Review

One of the most important and frequently overlooked fundamentals of managing health and safety within the workplace, is to ensure work activities are fully risk assessed to identify the hazards, risks and controls measures required to reduce the risk as low as reasonably practicable. Costplan Safety Services can help in ensuring all reasonably foreseeable risks involved in the work activities you undertake have been suitably risk assessed and documented in a simple but effective way. This will help with communicating a safe system of work with your employees and help reduce potential accidents from occurring.

Health and Safety Advisor

As an employer, you must appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety. With Chartered Members of the Institute of Occupational Safety and Health, Costplan Safety Services can assist with this and offer tailored packages of retained services to help ensure you are fully compliant with the Management of Health and Safety at Work Regulations. These services can include, but not restricted to;

- Assistance in writing and reviewing company policies
- Being named and available as your competent person for H&S advice
- Assist with workplace risk assessments and safe systems of work
- Help and support in achieving SSIP accreditations

Construction Phase Plan (CPP) Writing and Reviews

Development of project specific construction phase plans & appendices for principal contractors prior to starting on site. This coupled with the Principal Designer appointment can be a real benefit to a project due to the flow of information and ease of communication between parties involved.

Should the worse happen, we can offer help and advice on ensuring a suitable and sufficient investigation is completed to identify root causes as well as all learning outcomes to help with continual improvement. We can advise and assist in the effective reporting of incidents and accidents to the enforcing authorities.

4. Our Team



Matt Lee, Tech IOSH - Safety Director

As a CDM advisor and health safety specialist with over 15 years of experience in the construction industry, Matt is a vital member of the Costplan team. In his role as principal designer and client advisor, he advises clients on the identification of health and safety risks and provides expert guidance on their elimination and reduction.

Prior to joining Costplan, Matt worked for a leading global property and construction consultancy on a wide range of construction and infrastructure projects in London and across the UK.

He has provided CDM services on major demolition projects, new high-rise developments and refurbishments, as well as high profile schemes such as the enabling works, landscaping and infrastructure packages for the London 2012 Olympic Park.



Andy Shutt, CMIOSH - Safety Director

Andy is a dedicated and results-driven health and safety specialist, with a successful career of improving the safety, health, environmental and wellbeing performance within small, medium, and large organisations.

Andy has a logical and enquiring mind with excellent communication and relationship skills, which he has built over his career to date. He has gained extensive knowledge throughout his career within the safety, health, environmental and wellbeing fields, whilst working with, and alongside other professionals in construction sectors such as healthcare, pharmaceutical, defence, educational, commercial, food & beverage and leisure.



5. Our Experience



Client: AstraZeneca

Project Name: Project Laureate

Description: New global research and development headquarters for AstraZeneca on the biomedical campus in Cambridge.

Value: £500m

Client: US Air Force

Project Name: KVF35

Description: New facilities and buildings to support 2 squadrons of the newly commissioned F35 fighter jets to support the UK and Europe.

Value: £350m



Client: Shangri-La

Project Name: The Shard, London

Description: Construction of a new hotel for the Shangri-La group in the iconic Shard building in central London.

Client: Skanska Construction UK Limited

Project Name: A428 Improvement Scheme

Description: A428 Caxton to Black Cat roundabout - highways project to provide eleven miles of new dual carriageway with associated bridges and junctions.

Value: Circa £500m



Client: Royal Papworth Hospital NHS Foundation Trust

Project Name: Royal Papworth Hospital

Description: New specialist hospital in Cambridge - the UK's leading heart and lung hospital, treating around 50,000 patients each year.

Value: £200m

Client: Peabody

Project Name: Southmere Village, Thamesmead Regeneration

Description: Client CDM Advisor for Southmere Phases 1A, 1B and The Library. Southmere Village comprises 1,500 homes, a civic square, library and 40,000m2 of commercial space.



Client: Royal Mail Group c/o M3 Consulting

Project Name: Nine Elms Park, London

Description: Principal Designer for the Linear Park and Plots A, E, F and G (up to planning). The proposed development comprises three residential-led buildings between 12-22 storeys in height, accommodating a total of 759 residential units.

Client: Concierge 14

Project Name: Royal Mint Street

Description: Principal Designer up to planning. The proposals include a residential-led mixed use development consisting of 79 new build residential apartments, 474 Hotel & Apt Hotel units, including flexible retail, financial services and restaurant / café and drinking establishments.



5. Our Experience



Client: EcoWorld

Project Name: Quayside, Barking, London

Description: Principal Designer up to planning for the demolition of the existing Tesco store and 465 space car park and the construction of 17 buildings of mixed-use development, primarily Build-to-Rent homes in three complementary character areas, varying in height from 5-29 storeys, with a new Tesco store and small commercial units (Class E) on the ground and first floor, including a new petrol filling station located on the existing site.

Client: PLP Architecture

Project Name: One Bishopsgate Plaza, London

Description: Principal Designer advisory services to PLP Architecture. The development includes London's first Pan Pacific Hotel alongside private apartments, a new public plaza edged by a listed building, numerous retail and restaurants, and a triple height subterranean ballroom.



Client: Morgan Capital

Project Name: 7-10 Hanover Square, London

Description: The project consisted of the demolition of the existing building and the subsequent new build construction comprising 55,000 sq ft of Grade A office, 9,000 sq ft of retail as well as an adjoining residential building.

Value: Circa £20 million

Client: Stanhope PLC / Fletcher Priest Architects

Project Name: Warwick Court, London

Description: Principal Designer for the extensive refurbishment of Warwick Court, Paternoster Square, next to St Paul's Cathedral. The project scope focuses on a refurbishment of the building with targeted interventions to extend its operational life and upgrade the building to current office market expectation.

Value: Circa £50 million



Client: Morgan Capital

Project Name: 45 Cannon Street, London

Description: Demolition of the existing offices and the construction of a new eight-floor office building at 45 Cannon Street; including a Category A fit out and the addition of 13,000 sqm of retail space on the ground floor. As part of the works, the entrance to Mansion House underground station will also be refurbished as it sits on the site.

Value: Circa £28 million

Client: Circleplane / Wilkinson Eyre Architects

Project Name: 18 Blackfriars, London

Description: The consented design from 2017 comprised two towers. The 53-storey 178.5m high residential tower designed by Wilkinson Eyre with 227 new homes, a 550-bed hotel, 96 affordable housing units (35 off-site). The office tower by Brisac Gonzalez was 136m tall and 34-storeys. The building will have a rooftop terrace.



Client: British Land

Project Name: North East Quadrant (NEQ) Regents Place

Description: Lead CDM Advisor for the development for British Land at Regents Place. The full scheme forms part of a master framework comprising of a 26-storey market residential tower, an eight storey affordable block and a distinctive 16 storey commercial development of high-quality office accommodation.

Client: Olympic Delivery Authority (ODA)

Project Name: London 2012, Olympics and Paralympic Games

Description: Lead CDM Advisor for the Enabling Works and Landscaping packages. The project involved the demolition of 190 buildings and the remediation of the Olympic Park site in preparation for handover to the major venues. Work packages included Demolition, Site Clearance, Earthworks, Remediation and Utilities.





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