

## Compliance with Designers' Duties under CDM Regulations 2015

As designers our responsibilities within the CDM Regulations apply to all of our work irrespective of the site, value or complexity of the scheme or nature of the client.

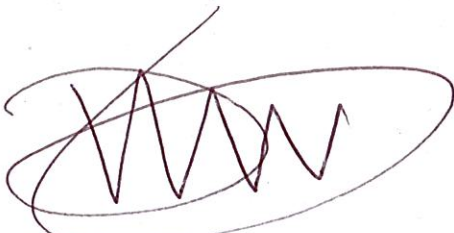
In meeting those responsibilities at the earliest stage of any project we will inform our client of their duties under the CDM Regulations. In many cases this is included in our fee proposal correspondence to a client.

During the design and construction process we consider Health & Safety during the construction, future maintenance and final demolition of the structure. The Practice has in place a CDM Policy Document which is used by all Designers in assessing and documenting areas of hazard and risks within each project. The document includes a list of areas of hazards to use as a prompt on each project. Then, for each particular hazard associated with a project the designer will complete a Live Risk Register, which documents the ways in which the hazard can be eliminated or minimised. If the hazard has been left within the design a Residual Risk Register allows the designer to document the design decision to justify this.

Copies of all the final design information as well as all completed Risk Assessments are forwarded to the Principal Designer for each project, remaining hazards being highlighted.

For each project Design Review meetings are held between the Director in charge and Project Architect, during which areas of potential risk are discussed and highlighted.

The Practice holds regular in house seminars where experts in the field are brought into the office to reinforce all our designers' knowledge of the likely risks involved in construction, maintenance and demolition of buildings and how to ensure their responsibilities under the CDM Regulations are being met.

A handwritten signature in dark ink, appearing to read 'Kevin Turnbull', enclosed within a hand-drawn oval.

Kevin Turnbull Director

January 2022