



I K O N O G R A F I K  
D E S I G N  
L T D

37 Millhouses Lane, Sheffield, S7 2HA  
T: 0777 384 9 386

E : enquiry@ikonografik.co.uk

W : www.ikonografik.co.uk

DOCUMENT TITLE

## HEALTH AND SAFETY STATEMENT

### CDM REGULATIONS 2015

DATE

**April 2017**

#### 1. PRACTICE BACKGROUND

- Ikonografik Design Ltd. is a small architectural practice based in Sheffield. The practice currently has one director / employee. The majority of projects are of simple content and use traditional methods of construction.
- The typical construction cost of projects ranges from c£5000 up to c£500, 000.
- It is envisaged all works will be completed by competent building contractors and will not require specialist materials, plant or machinery. Unusual risks are rarely encountered at the moment.
- The practice director has a broad range of experience including large scale commercial projects.

#### 2. HEALTH AND SAFETY POLICY AND ORGANISATION FOR HEALTH AND SAFETY

- The Health and Safety Strategy company policy is split into two parts, the first part is for corporate Health and Safety Policy and the second part is for architectural design and compliance with the CDM Regulations. These are a formal set of guidelines established to help direct the appropriate management process.
- The Health and Safety policy is reviewed at least once a year, more regularly if there are changes to the regulations or there is a need for a change of practice.
- Overall management systems are in place during the design process that anticipate and assess the nature of hazards and associated risks to safety on any project, regardless of size. The actual procedure that achieves this is summarised as follows:
  - a. An appropriate quality management system providing supervision and control of design, including design process.
  - b. Following guidance for best practice as defined in recognised design codes and other associated publications.
  - c. Implementation by competent persons - appropriately trained and experienced.
  - d. Cautious assessment and use of innovative methods of construction or construction practice.

#### 3. ARRANGEMENTS

- Health and Safety issues are discussed at all initial meetings with Clients. As part of the initial briefing meeting they are asked if they are aware of their duties under the CDM Regulations and if the project is likely to be notifiable to the HSE. A specific question is used in the company wide briefing template document that addresses CDM on all projects.
- If the Client is not aware of their duties then their duties are explained and followed up by issuing the HSE publication Short Client Guide, INDG411. Verification is then requested in writing [hardcopy or email] that they have understood their duties.
- If the Client is aware of their duties this is verified in writing [hardcopy or email] to the Client by Ikonografik Design Ltd.
- Until the Client verifies they understand their duties then preparation of preliminary sketch designs only is completed. If verification and / or appointment is not confirmed after the preparation of these preliminary sketch designs then design work is halted until verification is gained.

- For inexperienced Clients assistance will sometimes be provided to ensure they understand the CDM Regulations, their duties and the options available for them to fulfil their duties.
- As Ikonografik Design Ltd. is usually the lead consultant / principal designer appropriate project information is provided to the rest of the team by way of the Pre-construction Health and Safety Information and compiling the Health and Safety File. This is started during the early design phase and when completed it is issued to the contractor at the appropriate time, this is usually at Tender Stage. The Pre-construction Health and Safety Information is a live document and is constantly reviewed and updated when information becomes available, such as survey data, desk top studies, trial hole investigations, etc.
- For smaller projects an awareness and understanding of relevant issues and risks are incorporated into all designs. This is based on industry experience. If unusual risks are identified then these are eliminated or reduced, any residual risks are clearly identified on drawings and other documents.
- For larger projects a Project Activity List [internal Quality Assurance document] is used. This document:
  - a. Sets out procedures for the project management and design to be continually reviewed from concept / feasibility stage through to detailed design and specification. This aids the assessment of risks to health and safety and determines and records what preventative / protective measures are necessary.
  - b. Provides systems to ensure the relevant information about the Health and Safety risks of the design are communicated to the right people at the right time. This is supplemented by the use of a Risk Register that records and reviews all unusual risks that can be reasonably foreseen. The Risk Register also records what design changes have been implemented to reduce risks. Sometimes a Maintenance Safety Register is prepared that documents what maintenance issues need to be considered and who will need to know this information. These registers are relevant to persons constructing, cleaning, maintaining, repairing and using the final building, including those who might be affected by the wider building work and includes final demolition.
  - c. Ensures that any changes that have occurred since the last review are incorporated and recorded, this also shows how the Health and Safety implications of the changes have been managed.
- The design and associated work completed by other persons in the design and construction team is co-ordinated in such a way to attempt to control and manage risks. This is usually done by allowing enough time to review the issued information in a logical manner and by regular design and risk review meetings.
- Health and Safety hazard and risk workshops [design reviews] are held for all projects:
  - a. Smaller projects are usually discussed at overall project review meetings with the Client prior to construction. These discussions continue before construction [pre-contract start meeting] and during construction and involve the contractor and sub-contractors as necessary.
  - b. Larger and / or high risk projects are usually discussed at specific Health and Safety meetings. These include the Client representative, all design team members, an experienced contractor [whether appointed or not to construct the building] and an independent professional health and safety consultant. Hazards and risks are identified and a prevention / protection solution is determined by reviewing the project. This is done in practice by splitting the project into activities and elements and discussing the associated risks. Suggestions for improvement are recorded on the Risk Register and then incorporated into the design. These discussions address construction, cleaning, maintenance, repair, use, those affected by the wider building work and also demolition.
- Prior to the building handover / project completion 'record' or 'as built' information [drawings and associated documents] and all other appropriate information is compiled and added to the Health and Safety File.

#### 4. ADVICE

- External Health and Safety Advice is obtained by consultation with a specialist Health and Safety consultant who has a particular emphasis on construction.
- The consultant reviews and audits the overall Health and Safety strategy of the company annually. Modifications to the practices and documentation are suggested.
- The Health and Safety advice includes general corporate and construction related issues.
- The latest set of changes resulting from consultation with the specialist included appropriate identification of buried services [cables and pipes] in the Pre-construction Health and Safety Information and updates to responsibilities / duties under the 2015 CDM legislation updates. These were completed 28 April 2015.

- Consultant details:

***Mr Adrian Marsden***

AGM Safety Ltd

8 Byron Road

Mexborough

South Yorkshire

S64 0DG

T: 07908 276787

E: [adrian@agmsafetyltd.com](mailto:adrian@agmsafetyltd.com)

W: [www.agmsafetyltd.com](http://www.agmsafetyltd.com)

#### 5. TRAINING AND INFORMATION

- Regular training is taken throughout each year. A minimum of 35 hours of CPD is required for professional members of CIAT, see Section 6 below for further information. Approximately 20% of this minimum requirement is focussed on Health and Safety training. Evidence of the CPD Record is available on request.
- Appropriate information is gained by ensuring the Health and Safety Strategy company policy is followed, including following the arrangements as described in Section 3 above. This also includes the use of the Project Action List and Risk Register and Maintenance Safety Register, when appropriate.
- Referring to the HSE publication Managing Health and Safety in Construction, CDM Regulations 2015, Guidance of Regulations, L153.
- Industry standard design guides – see Section 11 below.
- Other HSE guides and publications – HSE website and regular E-bulletins.
- Other guidebooks - CDM 2015: A Practical Guide for Architects and Designers by Paul Bussey, RIBA Publishing.

#### 6. INDIVIDUAL QUALIFICATIONS AND EXPERIENCE

- MCIAT – fully qualified member of The Chartered Institute of Architectural Technologists [CIAT], number M014821.
- CIAT registered practice, number F2628.
- CSCS black manager's card – Architectural Technologist Professional Membership.
- CSCS white card – Professionally Qualified Person [Design].
- BSc [Hons] Architectural Technology, 2:1, 1997.
- CEnv – Chartered Environmentalist [sustainable design and operation].

- Industry experience ranges from small scale simple residential projects to complex large scale commercial projects. The largest project worked on [while employed freelance at another practice] was the new Queen Elizabeth Hospital in Birmingham, completed in 2012 with a value of c£550m. This experience provided good insight into common construction practice, best practice to follow, an awareness of issues that will need to be addressed at the appropriate stage of a project and the correct procedure to follow for site visits.

## **7. MONITORING, AUDIT AND REVIEW**

- Due to the size of the company regular monitoring of the overall Health and Safety strategy happens by nature of the day to day operation of the business. If certain procedures need to be adjusted these are noted in the strategy and the other relevant documents. The actual company practices are usually adjusted immediately.
- The overall Health and Safety strategy is reviewed and audited annually by the specialist Health and Safety consultant, as described previously in Section 4 above.
- The overall Health and Safety strategy is formally reviewed, internally, once a year. This will take into account recent updates to relevant Health and Safety legislation, updates required by the regular monitoring of practice procedures and amendments suggested by the specialist Health and Safety consultant.
- Depending upon the level of appointment Site Inspection Check Lists are sometimes used for larger, more complex projects. Evidence of these are available on request.

## **8. WORKFORCE INVOLVEMENT**

- Ikonografik Design Ltd has no directly employed workforce at the moment. However, freelance consultants are used, for further details refer to Section 10 below.
- If employees are recruited this section will be reviewed and updated.

## **9. ACCIDENT REPORTING AND ENFORCEMENT ACTION - FOLLOW-UP INVESTIGATION**

- Due to the size and type of company, accidents and incidents relating to Health and Safety are rare, there have been none to date.
- However, they could occur when using the work premises, visitors to the work premises, visiting other premises [clients, other consultants, contractors, etc.], visiting existing buildings to conduct surveys or other assessments and visiting construction sites.
- Accidents and incidents could also occur to non-workers such as Clients and members of the public.
- In the event of a reportable incident occurring the appropriate RIDDOR [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013] forms are completed and submitted online via the HSE website. A copy will then be retained in the company Health and Safety file.
- It is also worth noting that obvious risks are pointed out and reported to the relevant person if noticed, i.e. when visiting existing buildings or construction sites. This attempts to reduce Health and Safety Incidents.

## **10. SUB-CONTRACTING / SUB-CONSULTING PROCEDURES**

- Remote freelance consultants are often used to suit specific workload demand. They work from their own premises and information is shared electronically. The consultants usually produce drawings and schedules only to assist with resourcing during busy periods.
- Freelance consultants are also sometimes used on an irregular basis to assist with measured building and site surveys. Whenever this occurs the freelance consultant is always briefed before starting work and is rarely far away.

- Sub-contractors / sub-consultants are recruited from connections made through professional institutes, from having worked together or from studying together. CV's are requested and references are checked prior to engagement. Sub-contractors / sub-consultants are usually a member of a recognised professional institute.
- Sub-contractors / sub-consultants sign a Consultancy Services Agreement before work is commenced that describes their obligations, confidentiality, liabilities etc. They are not permitted to use their own sub-contractors / sub-consultants on any Ikonografik Design Project.
- Part of the Consultancy Services Agreement relates specifically to Health and Safety where the sub-contractor / sub-consultant warrants they shall observe all relevant Health and Safety law and regulations. Especially the current edition of the Construction, Design and Management Regulations [CDM Regulations], Control of Asbestos Regulations and quality assurance requirements.
- Sub-contractors / sub-consultants are briefed in company quality assurance requirements before commencing work. Once work has started they are informed of any adjustments that might be required to meet the minimum quality assurance requirements.
- Ikonografik Design Ltd. generally guides the overall design process, including design modification to eliminate and reduce risks and identification of residual risks. All information created by sub-contractors / sub-consultants is thoroughly checked and reviewed before issue.
- Monitoring of sub-contractors / sub-consultants happens by nature of the day to day operation of the business. Amendments to procedures occur when required.

## 11. HOW DO WE DESIGN SAFELY?

- For all projects, relevant Health and Safety information is presented on drawings, specifications, design statements and a Risk Register, where appropriate. This information relates to unusual residual risks.
- General attitude is pro-active and forward thinking, we are always looking ahead to see how a design will be built, operated, maintained and demolished.
- For small projects notes are generally shown clearly on drawings and within written Specification documents.
- For medium size projects a general project wide Health and Safety assessment is produced at an early stage and included with the Pre-construction Health and Safety Information. All unusual residual risks and hazards are identified. This includes reviewing and recording how the design was altered.
- For larger and / or high risk / complex projects a general project wide Health and Safety assessment is produced at an early stage and included with the Pre-construction Health and Safety Information together with a Risk Register and Maintenance Safety Register. These consider unusual risks and hazards and identifies all unusual residual risks. This includes reviewing and recording how all unusual risks were eliminated or reduced and how the design was altered. It also records how any residual risks were communicated to the project team. An independent professional health and safety consultant is also often employed to provide impartial design and construction advice to the Clients, design team and construction team.
- Health and Safety hazard and risk workshops, see 3] above for more details.
- Regular meetings are held with contractors and sub-contractors to discuss Health and Safety in conjunction with implementation.
- Try to keep communication between all relevant parties open, transparent and positive.
- Try to keep things simple and un-complicated with less paperwork.
- Ensuring the HSE publication Managing Health and Safety in Construction, CDM Regulations 2015, Guidance of Regulations, L153 is consulted during the duration of an entire project.

- Industry standard design guides are consulted during the design process to inform the design and to initiate design changes.  
For example:
  - a. CIRIA guide - Construction Work Sector Guidance for Designers.
  - b. CITB and HSE Industry Guidance publications.
  - c. CIRIA guide - Workplace 'in use' Guidance for Designers.
  - d. RAG [Red Amber Green] Lists.
  - e. SiD [Safe in Design] guides.

## 12. WORK EXPERIENCE – RECENT PROJECTS

- A. Project number, type and description: 13-005. Commercial. Conversion of existing medical centre into a new funeral directors.  
Client: Peace Funerals  
Location: Sheffield  
Value: £90, 000 [if using main contractor].  
Dates: May 2013 – September 2014  
Contractor: None used, to save money client opted to manage works themselves with different sub-contractors.  
Referee contact details: Mr Stephen Parkin, tel. 0114 253 0505  
Comments: Fairly straightforward project except Client not aware of their duties under the CDM Regulations and the Control of Asbestos Regulations.
- B. Project number, type and description: 13-003. Private residential. Two storey side extension + single storey rear extension.  
Client: Confidential  
Location: Sheffield  
Value: £100, 000  
Dates: May 2013 – October 2014  
Contractor: Dale Design and Build  
Referee contact details: On request  
Comments: Principal Designer duties under CDM applied and any risks were communicated clearly to contractor.

## 13. INDIVIDUAL CV's FOLLOW BELOW

## 14. REVISION HISTORY

-	First draft issue to Health and Safety consultant for review.	24 October 2013
A	Section 2 updated as recommended by Health and Safety consultant.	09 December 2013
B	Reviewed and amended with minor updates.	17 March 2014
C	Reviewed in line with CDM Regulations 2015 and following advice from Health and Safety Consultant, minor updates.	30 April 2015
D	Reviewed and minor updates completed, CV updated	24 April 2017



- ☒ B.Sc. [Hons] Architectural Technology – 2:1.
- ☒ Full architectural design from basic concepts to technical working drawings. A good awareness of 'buildability' ensures attractive buildings are created with high technical performance.
- ☒ Each project is approached as a collaborative team effort without hierarchy.
- ☒ Project management services are also available that include obtaining competitive prices from builders, arranging a standard building contract, overseeing the project during construction, certification, cost and quality control, site visits and construction queries.
- ☒ Over 20 years experience with majority of building types [new build and existing]: Healthcare, Education, Medical Research and Development Laboratories, Leisure, Retail, Offices / commercial, Industrial, Student Accommodation, Residential, Churches, Listed Buildings / heritage, agricultural and maritime [including two projects in France].
- ☒ Projects worked on range in value from £5,000 alterations, £15,000 - £150,000 extensions and £300,000 - £550m new builds.
- ☒ Preparation and submission of applications for Planning, Building Regulations, Listed Buildings, etc.
- ☒ High quality, clear and concise drawings from concept sketches to advanced construction details.
- ☒ Co-ordination of design team consultants, contractors and sub-contractors.
- ☒ Working knowledge of relevant statutory legislation.
- ☒ Specification writing, site meetings and reports.
- ☒ Measured building surveys and production of existing drawings.

---

## BUSINESS

Formed limited company, Ikonografik Design Ltd, in 2005. A professionally registered architectural practice working on both commercial and domestic buildings, providing a high quality and friendly service that puts you first. This means we listen to your requirements, interpret these into a design that is affordable and deliver a project that exceeds your expectations. We carry out both architectural design and project management. Schemes vary in size, type and complexity. CIAT registered practice, number F2628. £500,000 P.I. insurance cover. £2m Public Liability insurance cover.

---

## EDUCATION AND QUALIFICATIONS

- ☒ **June 2009**  
Professional Qualification – Chartered Environmentalist – CEnv – Member of The Society of the Environment.  
Member number: 5475  
For further information please refer to: [www.socenv.org.uk](http://www.socenv.org.uk)
- ☒ **1994 -1997**  
B.Sc. [Hon's] Architectural Technology [2:1] – University of Huddersfield  
Joint highest grades for all three years at university.  
Dissertation titled 'Limits to Domestic Energy Conservation.'
- ☒ **March 2006**  
Professional Qualification – Chartered Architectural Technologist – MCIAT  
Member of The Chartered Institute of Architectural Technologists.  
Member number: 014821  
For further information please refer to: [www.ciat.org.uk](http://www.ciat.org.uk)
- ☒ **1992 -1994**  
BTEC National Diploma in Construction – Bournemouth & Poole College of Further Education, Dorset



## EMPLOYMENT HISTORY

- ☒ **May 2011 - November 2011**  
Senior Architectural Technologist – ABA Architecture, Sheffield
- ☒ **June 2006 - April 2011**  
Senior Architectural Technologist – [freelance] Building Design Partnership, Sheffield Studio
- ☒ **April 2005 - May 2006**  
Architectural Technologist – [freelance] Hadfield Cawkwell Davidson, Sheffield
- ☒ **April 2001 - April 2005**  
Architectural Technician – Bond Bryan Architects, Sheffield
- ☒ **March 1998 - April 2001**  
Junior Architectural Technician – Dreweatt Neate – Architecture and Town Planning, Winchester, Hampshire [now merged with Carter Jonas]
- ☒ **November 1997 - March 1998**  
Junior Architectural Technician – Lyons + Sleeman + Hoare - Architects, Hartley Wintney, Hampshire

## REFERENCES

Mr and Mrs Wilson [private homeowners]

Tel: On request

Email: On request

*'Nathan listened and sought to understand our wishes from the initial meeting and then worked with us to produce a design that fully realised our goals. Our final plans incorporated many of Nathan's innovative eco-friendly suggestions + 3D images which enhanced our original vision.'*

*'His preparation was very thorough and he produced highly detailed drawings, enabling us to go to builders with confidence. We would highly recommend him.'*

Mr Kiran Patel - Steel Property [property developer]

Tel: On request

Email: On request

*'I honestly haven't found another architect with whom I have as much faith in! You prepare very good drawings, have a high level of technical knowledge and you're also very prompt with communications.'*

## ACTIVITIES AND INTERESTS

- ☒ Energy efficient / sustainable / timber architecture
- ☒ Community / humanitarian architecture
- ☒ Cycling
- ☒ Regular strength and fitness training
- ☒ Art and Design
- ☒ Walking
- ☒ Snowboarding
- ☒ Reading

## ADDITIONAL INFORMATION AND CONTACT DETAILS

- ☒ Voluntary Sheffield Street Pastor. Part of the Mercy Ministries team at Christ Church Central, Sheffield.
- ☒ CSCS health and safety cards - black [manager] and white [design].

Tel: 0777 384 9 386

Email: [nathan@ikonografik.co.uk](mailto:nathan@ikonografik.co.uk)

Address: 37 Millhouses Lane, Sheffield, S7 2HA

Date of birth: 04 June 1976