



the **key** consultancy limited

CDM (Construction, Design and Management Regulations)

Aims

The aim of this one day workshop is to provide delegates with a practical approach to the regulations.



I'm Mike Pitham the Programme Manager for our CDM course. In the first instance speak to a member of our sales and marketing team and should you need any further advice and support they will arrange for me to contact you and discuss the course in greater depth.

Objectives

At the end of the workshop delegates should be able to:

- State legal obligations required by CDM
- Identify the requirements of the regulations if a notifiable project
- State the responsibilities, roles and functions of each of the parties in CDM
- Identify the main contents of health and safety information packs
- Identify the main contents of the construction phase plan
- Identify the main contents of a health and safety file

Programme

- Introductions
- Overview and application of regulations
- Legal aspects associated with the regulations and recent prosecutions
- Roles within CDM – Client, Designer, CDM Coordinator, Principal Contractor and Contractors
- What information should the client provide?
- What information should the designer provide?
- What are the principal contractor's activities?
- CDM co-ordinators involvement with health and safety of the project
- Development of the pre-construction information packs
- The construction phase health and safety plan – development and content
- The health and safety file content

Programme may be subject to change without prior notification

The workshop will encourage discussion on the roles of the parties within the regulations and the development and content of the documentation required. This will be through the application of case studies and syndicate activity.

Fees

£165 + VAT per place (non-residential)

Dates

01 March 2012
10 July 2012
04 December 2012

The venue

This course is delivered at our training centre The Mount School in Bromsgrove, Worcestershire.



Alternatively, if you have a group of people we can deliver this course at your premises. Talk to us about your requirements and our competitive in-company training rates.

To reserve a place

Call us on **01527 575182** to check availability and reserve places on this course.

Why choose key?

.....because we care about the products we deliver; we care about our delegates; and we care about our profession and its impact upon our clients' effectiveness.

V1.015/11/11

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Registered in England No. 2943873. Registered office as above

The Key Consultancy Limited – Course Booking Form

(Please note our booking conditions and cancellation policy below).

Course and delegate details

Course title:		
Course fee:	Course dates:	
First name:	Surname:	Mr/Mrs/Ms/Dr/Miss
Position in company:		
Company name:		
Address:		
Postcode:	Tel:	Fax:
e-mail:		
I have read and agree to the cancellation policy set out below		
Authorised signature:		
Print name:		

Please let us know if you have any special requirements eg, dietary, access

CONDITIONS OF BOOKING	
An invoice and joining instructions will be sent on receipt of this booking form and a copy of the purchase order (if applicable). Invoices must be settled prior to attendance. Interest may be charged on late payments. Please read our cancellation policy below.	
Name and address to send the invoice	Purchase order number

Cancellation Policy

We will make every effort to accommodate changes to your schedule if for any reason you cannot attend your confirmed programme but please note our cancellation charges.

When **cancellation** is made more than 20 working days before the start of the course, the fees will be refunded in full. If less than 20 working days notice is given fees will be subject to 50% deduction. **Where less than 6 working days notice of cancellation is given fees will not be refunded and transfers cannot be considered.**

Substitutions may be made free of charge up to the last minute.

We will waive your cancellation fee and transfer your registration to a future programme under the following conditions:

- At least 6 working days notice from the start of the course has been given
- You pay your invoice in full

We will hold your account in credit and assign it to the next available programme which you must attend. If you cannot attend at the next opportunity your registration will lapse and your fees will not be refunded.

Fax back this form to 01527 576288, scan and e-mail to key@thekeyconsultancy.co.uk, or post it to: The Key Consultancy Limited, The Mount School, 277 Birmingham Road, Bromsgrove, Worcestershire, B61 0EP. Tel: 01527 575182.