

**A series of 1 and 3 day courses for 2011-12**

# Construction and Property Courses

- Working with CDM 2007
- CDM 2007 for designers!
- Becoming a CDM co-ordinator
- The latest Building Regulations
- The project management boot camp – 50 things every PM needs to know
- Undertaking building and structural surveys
- Dealing with condensation, damp and rot in buildings
- Effective planned maintenance of buildings
- Managing health & safety in buildings
- Managing health & safety on site work
- Putting project management into practice

**DISCOUNTS FOR  
MULTIPLE BOOKINGS**

**NEW DATES AND  
COURSES ADDED  
FOR AUTUMN 2011**

## Working with CDM 2007

5 Sep 2011	London	6 Feb 2012	London
19 Sep 2011	Birmingham	13 Feb 2012	Birmingham
26 Sep 2011	Manchester	27 Feb 2012	Manchester
10 Oct 2011	Bristol	5 Mar 2012	Bristol
24 Oct 2011	Leeds	26 Mar 2012	Leeds
14 Nov 2011	Glasgow	23 Apr 2012	London
5 Dec 2011	London		

### COURSE BACKGROUND

**This 1 DAY COURSE highlights the legal duties of clients, design professionals, CDM co-ordinators and contractors engaged in construction activities.** In addition to the legal obligations, the course is intended to bring to attention the moral and sociological aims of the Regulations. CDM 2007 shows considerable shift in responsibilities and duties to those formally required under CDM 1994. This course will not only give a clear picture to those new to CDM, but will also detail the requirements and changes under the revised Regulations, which will assist those who had a working knowledge of the old Regulations.

### WHO SHOULD ATTEND?

All participants to construction projects, including client representatives, professional designers, contractors and facilities managers.

### SPEAKERS' PANEL

The speaker for each course will be from a panel of **Peter Andrews, Paul Gray** and **David Jordan**.

### OVERVIEW

**Introduction**  
Introduction to basis of Health and Safety legislation in the UK, with specific reference to the Health and Safety at Work etc Act, 1974 and other legislation, having particular application and bearing on construction activities.

#### CDM Regulations 2007

- Introduction to the Regulations
- Notification – when it is required

- Application of the Regulations to non-notifiable projects
- Additional requirements for notifiable projects
- Definitions – construction work, structure, demolition, etc
- **Duties and responsibilities**
- The duties and responsibilities, during concept, feasibility, design, planning, construction and the lifetime of the structure of:-
  - Clients
  - Designers
  - CDM co-ordinators
  - Principal contractors
  - Contractors

#### Detailed review

- A detailed review of the CDM Regulations and guidance, including Approved Code of Practice, guidance manuals etc. The requirements regarding competence and resources.
- The pre-construction information
- The construction phase plan
- The health & safety file
- The questions most often asked

#### Workshop session

- The programme includes a 20 question workshop session based on the subject matter covered by the course

#### Case studies

- Prosecutions relating to construction, including those made under the HASWA and the CDM Regulations

### Notes

Delegates are advised that it may be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 with them (available as free a download from the HSE website)

## CDM 2007 for designers!

27 Sep 2011	London	21 Feb 2012	Manchester
19 Oct 2011	Manchester	28 Feb 2012	Birmingham
9 Nov 2011	Bristol	12 Mar 2012	Bristol
1 Dec 2011	Birmingham	14 Mar 2012	London

### COURSE BACKGROUND

**This 1 DAY COURSE is intended to clarify the role of designers under CDM 2007.**

The key messages from the HSE in their CDM 2007 references are:

- if you design or specify building work, then you are a designer with new duties under CDM
- competent designers eliminate hazards and reduce risks – manage the risk, not the paperwork
- design for safety and health for those that build, use, maintain and demolish – it's safer by design
- tell others about significant risks which remain – give the right information to the right people at the right time

### WHO SHOULD ATTEND?

This course is aimed at people who carry out planning, conceptual, feasibility or detailed design of permanent or temporary works or who dictate or influence design decisions. It will elaborate the approach that designers can adopt and will include short films and pictures to generate discussion on various designer issues. The course is intended to be interactive to enable people to raise and discuss issues related to their own work as designers and the associated implementation of their duties under CDM 2007.

### SPEAKERS' PANEL

The speaker for each course will be from a panel of **Peter Andrews, Paul Gray** and **David Jordan**.

### OVERVIEW

#### H&S legislation and CDM 2007

- Brief overview of H&S legislation and the aims, application and content of CDM 2007

- Definitions of construction work and a structure and a review of the duties on all parties
- Appreciation of the pre-construction information, the construction phase plan and the H&S file
- What is design and who are designers

#### The expected approach by designers

- Designers' duties in detail and the approach by designers for their considerations of health and safety i.e. the elimination of hazards, the reduction of risks and the provision of information
- The process of considering and recording health and safety
- The process of the provision of information
- Input into the Pre-construction information and the H&S File

#### Issues associated with

- The general principles of prevention
- The Workplace (Health, Safety & Welfare) Regulations
- Co-operation and co-ordination
- Suitability and compatibility of designs
- Changes in design and design during construction
- Suggested work methods and sequences
- Giving collective measures priority over individual measures

#### Elaboration of

- Justification of competence as a designer
- The relationship between the designer and the CDM co-ordinator
- Lead designer
- Significant hazards and risks
- Risk assessment and design risk management

#### Notes

Delegates are advised that it may be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 (available as free download from the HSE website)

## Speakers

**Richard Allen, FRICS, MaPS**  
Director, Allen Holmes Ltd

**Peter W Andrews, OBE, CFIOSH, LCGI**  
Chartered Safety and Health Practitioner; Principal, Andrews Associates, Safety and Health Consultants

**Rob Castledine, BSc(Hons), MCIIEH, CMIOSH**  
Chartered Environmental Health Practitioner

**Nigel Clayton, DipArb, FCI Arb, FCIInstCES, MRICS, MAPM**  
Director, Brunswick IS

**John Edwards, MA, DipBldgCons, CEnv, FRICS, FCI OB, IHBC**  
Chartered Surveyor, Chartered Builder & Chartered Environmentalist

**Jim Goddard, MRICS, MCI OB, DipMan(Open)**  
Technical Manager, Building Consultancy, Birmingham City Council

**Rodger Hope, CMIOSH, MIIRSM**  
Associate Consultant & Trainer

**Paul E M Gray, BSc, CEng, MICE, CMIOSH, RMaPS**  
Health, Safety & Construction Consultant; Chartered Engineer & Chartered Safety & Health Practitioner; Registered OSHCR; Former Technical Director, Scott Wilson; Consultant to Construct Safe Ltd

**David E Jordan, MSc, MCI OB, MCMI, CMIOSH, RMaPS**  
Consultant CDM Co-ordinator

**Dr John Henry Looney, PhD, FRSA, MIOD, IEMA**  
Director, Sustainable Direction Ltd

**Stephen Neale, BSc(Hons), BA(Hons), MRICS, MCMI**

**John Ross, MBA, MSc, BA, FRSPH, MSOE, MINuCE, CMIOSH, CEnv, IEng, and member of APM**  
Sustainable Construction Ltd

**Eur Ing David Symonds, BSc(Eng), DIC, CEng, MICE, FRSA**  
Chartered Civil Engineer

## Course content

*“ We make every effort to ensure that our courses are right up-to-date to include latest developments. As a consequence, the course content in our published brochures and on our webpage changes from time to time to reflect these updates. Each presented course content will be based on the latest edition of the webpage affecting the relevant course. ”*

## 2011-12 venues

**Birmingham:** St John's Hotel, 651 Warwick Road, Solihull, B91 1AT

**Bristol:** The Bristol Conference Centre, The Wylands, Lower High Street, Bristol, BS11 0DA

**Leeds:** Woodlands Hotel, Gelderd Road, Leeds, LS27 7LY

**London:** The Chartered Institute of Arbitrators, 12 Bloomsbury Square, London, WC1A 2LP

**Manchester:** Etrap Grange Hotel, Thorley Lane, Manchester Airport, Cheshire, M90 4EG

**Glasgow:** Grand Central Hotel, 99 Gordon Street, Glasgow, Scotland, G1 3SF

**BOOK NOW**

**T 0845 3133 414**  
**F 01295 275981**

**enquiries@constructionstudycentre.co.uk**  
**www.constructionstudycentre.co.uk**

**DISCOUNTS FOR MULTIPLE BOOKINGS • BOOKING FORM ON BACK PAGE**

## Becoming a CDM co-ordinator under CDM 2007

6,7,8 Sep 2011	London	7,8,9 Feb 2012	London
20,21,22 Sep 2011	Birmingham	14,15,16 Feb 2012	Birmingham
27,28,29 Sep 2011	Manchester	28,29 Feb 1 Mar 2012	Manchester
11,12,13 Oct 2011	Bristol	6,7,8 Mar 2012	Bristol
25,26,27 Oct 2011	Leeds	27,28,29 Mar 2012	Leeds
15,16,17 Nov 2011	Glasgow	24,25,26 Apr 2012	London
6,7,8 Dec 2011	London		

### COURSE BACKGROUND

This 3 DAY COURSE is designed to benefit those with professional and managerial construction experience in understanding what is required of the CDM co-ordinator and how this may be effectively achieved. It will also detail the responsibilities placed on others involved in the design and management of construction projects including the client. The CDM co-ordinator can be regarded as the 'client's friend', whose responsibilities include assisting the client in discharging his responsibilities.

The course will include workshop sessions during which delegates will be able to carry out syndicate exercises, putting into practice the issues discussed on the course. A comprehensive work book will be provided for use on the course and for future reference. On previous courses delegates have reflected the full spectrum of organisations operating within the construction and allied industries.

### SPEAKERS' PANEL

The speaker for each course will be from a panel of **Peter Andrews, Paul Gray and David Jordan.**

### OVERVIEW

#### CDM Regulations 2007

- Part 1: Application and interpretation
- Part 2: General management duties which apply to construction projects

- Part 3: Additional duties where Project is notifiable
- Part 4: Duties relating to health and safety on construction sites

#### The CDM co-ordinator

- Who is or can be the CDM co-ordinator?
- Overview of the role, relationship with client, designers & contractors
- Professional Indemnity Insurance
- What are the requirements regarding competence and resources?

#### CDM co-ordinator duties

- Concept and feasibility stage
- During design
- During construction

#### Safe systems of work

- Risk analysis
- Design and planning for safe construction, operation, maintenance and demolition

#### Pre construction information

- Typical information, who would provide it, who would require it?

#### The construction phase plan

- Typical contents
- Assessing its adequacy
- Revisions resulting from design changes

#### The health and safety file

- Contents
- Function
- Practical use
- Management

#### Risk assessment

- The general principles of risk assessment
- Identifying and categorising hazard and risk
- Ways of avoiding, reducing or controlling risk
- Practical exercise

#### Method statements

- The value of a method statement
- The preparation of a method statement
- Practical exercise

#### CDM exercise

- A role playing exercise where the delegates are required to address the responsibilities of each duty holder for a project provided

### NOTES

- The courses are designed for limited numbers to ensure that there is ample time for discussion, exercise and case study sessions
- Delegates are advised that it may be helpful to bring a copy of the ACoP "Managing Health and Safety in Construction" L144 with them (available as a free download from HSE website)

#### Institution of Construction Safety

This course is approved by the ICS, which provides a membership and accreditation scheme for CDM co-ordinators, for further information please enquire with the ICS on [www.instcs.org](http://www.instcs.org).

#### Association for Project Safety

This course, though not accredited, is recognised as part qualification by the APS, who provide a similar service and publish details on their website [www.associationforprojectssafety.co.uk](http://www.associationforprojectssafety.co.uk) outlining the route by which it is possible to qualify to sit their membership examination.

## Keeping up to speed with the latest Building Regulations

20 Sep 2011	London	8 Feb 2012	London
5 Oct 2011	Birmingham	16 Feb 2012	Birmingham
20 Oct 2011	Manchester	1 Mar 2012	Manchester
2 Nov 2011	Bristol	13 Mar 2012	Bristol
15 Nov 2011	Leeds	28 Mar 2012	Leeds
6 Dec 2011	London	17 Apr 2012	London

### COURSE BACKGROUND

This 1 DAY COURSE will provide an overall update of the changes to the Building Regulations and Fire Regulations that have taken place over recent years, impacting on the building industry.

It will focus on recent changes to Part B (fire safety), BS 9999 (code of practice for the fire safety in the design, construction and use of buildings), RRO (Regulatory Reform (fire safety) Order 2005), the revised Part L (conservation of fuel and power), the revised Part F (ventilation), Part G (sanitation, hot water safety and water efficiency), Part M (access to and use of buildings) and the revised Part J (combustion appliances and fuel storage systems). The remaining Approved Documents will be reviewed including The Code for Sustainable Homes. Future changes to the Building Regulations.

### SPEAKER ALL VENUES

**Jim Goddard**

### OVERVIEW

#### Introduction

- Summary of how Westminster and Europe are requiring changes to the Building Regulations
- **Understanding Part L1a, L1b, L2a and L2b (conservation of fuel and power) new dwellings and extensions, new buildings and extensions other than dwellings**
- Review this new approved document
- Implementation of EU Energy Performance in Buildings Directive (EPBD)
- Four new approved documents covering new and existing dwellings and non dwellings
- Whole building compliance limiting CO<sub>2</sub> emissions
- Role of SAP and SBEM

- Consequential improvements
- Thermal requirements for building renovation projects
- **Part F (means of ventilation)**
- Radical overhaul of the existing Approved Document F
- Performance based approach
- Strategies based on extract, whole building and purge ventilation
- Guidance on natural and mechanical systems
- Guidance on ventilation of basements
- Guidance on ventilation of offices and car parks
- Requirements for commissioning systems including sound testing
- **Part M (access to and use of buildings)**
- Main access issues discussed for commercial buildings and dwellings
- Use of Access Statements
- Relationship with BS 8300 2009
- **Part B (fire safety)**
- Review of main changes to the Approved Document involving commercial and domestic properties
- Review the need for door closers to fire doors
- Further guidance on smoke alarm provision
- New requirements for sprinkler protection in residential care homes and other residential buildings
- Review the changes involving means of escape provisions for commercial buildings
- Review the requirements for effective means of escape for people with disabilities
- **Part J – combustion appliances and fuel storage systems**
- Review this new approved document
- General provisions for all combustion appliances
- Air supply and chimney/flue construction

- Solid fuel appliances requirements
- Gas burning appliances requirements
- Oil burning appliances requirements
- Liquid fuel storage and supply requirements
- **BS 9999 – code of practice for the fire safety in the design, construction and use of buildings**

- Review this new standard which replaces the existing BS 5588 series
- Risk profiling
- Managing fire safety
- Designing means of escape
- Access and facilities for fire fighting
- Designing the building structure
- Managing occupied buildings
- **RRO Regulatory Reform (fire safety) Order 2005**
- What is the RRO?
- Where does it apply?
- Who is the responsible person?
- What are the main requirements?
- Guidance documents
- **Part G – sanitation, hot water safety and water efficiency**
- Review this new Approved Document
- Cold water supply
- Water efficiency and calculations
- Sanitary conveniences
- Hot water supply and safety systems
- **Review of the remaining approved documents**
- Including:

- Part A – Structure,
- Part C – Site preparation and resistance to contaminants and moisture,
- Part D – Toxic substances,
- Part E – Resistance to the passage of sound,
- Part H – Drainage and waste disposal,
- Part K – Protection from falling, collision and impact,
- Part N Glazing – Safety in relation to impact, opening and cleaning,
- Part P – Electrical safety – dwellings, Approved document to support regulation 7, and The code for sustainable homes.

## Undertaking building and structural surveys to establish building condition, identification and repair of some typical structural defects

21 Sep 2011 Manchester  
25 Oct 2011 Birmingham  
22 Nov 2011 London

### COURSE BACKGROUND

This 1 DAY COURSE will provide an overview of building and structural surveys, including typical defects, subsidence etc, preparing reports and repair option.

### SPEAKER ALL VENUES

David Symonds

### OVERVIEW

#### Establishing the client's needs

- The briefing process
- Interpreting the brief and setting objectives
- Resource management: controlling the time and cost of the survey

#### Legal liability and compliance

- Contractual liability and negligence risks

#### Preparations for undertaking a survey

- Documentary information
- Health and safety risk assessment
- Surveying equipment

#### The preparation of survey reports and schedules

- The structure and style of the report or schedule of condition
- The contents of the report

#### Further investigations

- Crack and level monitoring
- Excavations and boreholes
- Soil testing, laboratory analysis and root identification

#### Typical structural defects

- Lateral restraint problems
- Corrosion and rot, chemical attack
- Accidental damage
- Repair options

#### Subsidence

- The difference between subsidence and settlement

- Shallow foundations and filled ground
- Clay soils, shrinkage, trees
- Leaking drains

#### Repair of some typical structural defects

- Superstructure repair
- Mass concrete underpinning

#### Different forms of planned maintenance

- Cyclical; condition based; occupancy demand

#### Understanding building performance

- Use or occupancy; survey and inspection data use

#### Improvements through planned maintenance

- Using building performance data; understanding refurbishment and retrofit opportunities; cost and value analysis

#### Legal responsibilities

- Health and safety; tenancy obligations; listed buildings and conservation areas

#### Different types of buildings

- Understand the influence of different types; individual building types; system built structures; traditional buildings

#### Implications of climate change

- Understanding building performance challenges; common planned maintenance requirements; dealing with increased maintenance requirements; green supply chain issues

#### Specifications

- Ensuring adequate standards; performance and prescriptive specifications; supply chain issues

#### Procurement and contract management

- Options; supply chain management; tendering; supervision

## The project management boot camp – 50 things every PM needs to know

3 Oct 2011 London  
6 Oct 2011 Birmingham  
16 Nov 2011 Bristol  
17 Nov 2011 Manchester

22 Feb 2012 Bristol  
7 Mar 2012 Manchester  
27 Mar 2012 Birmingham  
29 Mar 2012 London

### COURSE BACKGROUND

This 1 DAY COURSE will provide a tool kit for existing and potential project managers on the do's and don'ts of successful PM.

### SPEAKERS' PANEL

The speaker for each course will be from a panel of either **Richard Allen** or **Nigel Clayton**.

### OVERVIEW

#### The effective project manager

- Establishing criteria for effectiveness
- Leadership role explained
- Knowing the stakeholders' needs
- Understanding project constraints
- Identifying project aims and goals

#### Project stages

- Defining the concept and the business case
- Identifying the key development stages
- Planning implementation
- Confirming hand over
- Final close out timing

#### Project definition

- What is the project management plan?
- Understanding project life cycle concepts
- Creating a work breakdown structure
- Establish an effective communications plan
- Identifying the organisation breakdown structure

#### Risk management

- Identifying the risks
- Managing the risk through risk meetings
- Appointing risk champions

- Understanding the dynamics of risk management
- Controlling the risk plan

#### Programming

- What is a programme?
- Knowing the types of programme
- Understanding basic Gantt charts
- Terms used in programming
- Critical path analysis

#### The team

- Motivating the team
- How to delegate effectively
- Dealing with 'obstructions'
- Responding to spoken, written and silent language
- Knowing the people types

#### Control of projects

- How to manage conflict
- How to monitor progress simply
- Keeping an eye on KPIs
- Reviewing with feedback
- Review the PMP

#### Managing change

- Configuration management
- Change control
- Tools for valuing change
- 'Don't forgets' when dealing with change
- Rescheduling with change

#### Earned value analysis

- Mixing time, cost & quality
- Monitoring project using earned value – understanding cost & programme performance
- Indicators
- Knowing RIRO!
- Calibrating EVA

#### Closing out

- Careful definition of the stage
- Plan for the completion
- Avoiding unwanted termination
- Post implementation project evaluation
- And don't forget to praise & reward!

## Effective planned maintenance of buildings – protecting capital assets in difficult times

3 Oct 2011 Manchester  
27 Oct 2011 Birmingham  
9 Nov 2011 London

### COURSE BACKGROUND

This 1 DAY COURSE will provide practical expert perspectives on effective planned maintenance, with a background in the necessity for cost effectiveness and due consideration of climate change and sustainability issues.

### SPEAKER ALL VENUES

John Edwards

### OVERVIEW

#### Maintenance strategy

- Purpose, content and development; influences on strategy

#### Asset management

- Purpose and advantages of asset management; balancing different types of values; development and use

#### Understanding maintenance requirements

- Common examples of planned maintenance and their cycles; influence of building use and type; performance of buildings in use

#### Surveys and inspections

- Types and their purpose; recording and using information; the benefits of building pathology

#### Planned 'v' responsive maintenance

- Defining the difference; advantages and disadvantages

## Dealing with condensation, damp and rot in buildings

7 Sep 2011 Birmingham  
16 Nov 2011 Manchester  
14 Dec 2011 London

### COURSE BACKGROUND

The aim of this 1 DAY COURSE is to understand why condensation, damp and rot occur in buildings and to discuss appropriate remedies.

### SPEAKER ALL VENUES

Stephen Neale

### OVERVIEW

#### Identification of the sources of moisture in buildings

- Building uses and activities
- Building and services defects

#### What is dampness?

- The physical properties that contribute to dampness
- The quantification of dampness

#### The importance of relative humidity and how to measure it

- The interaction of moisture and temperature
- Using an electronic hygrometer

#### How to measure the moisture content of building materials

- Distinguishing between air dry and ambient moisture levels

- Using an electronic moisture meter
- The difference between masonry and timber measurements

#### What is condensation?

- Dew point and surface temperatures
- Seasonal factors

#### How does interstitial condensation occur?

- Condensation within building elements
- The interpretation of temperature gradients

#### The effects of heating, insulation, ventilation and physical barriers

- Design parameters
- Problem solving

#### The implications of mould

- Mould types and toxicity
- Conditions that cause mould

#### The causes of rot in timber

- Types of fungal decay and contributing conditions
- Wood boring insect: species and lifecycle

#### Remedies for dampness and condensation

- The range of options
- Decision making criteria
- Repairs for timber decay
- The extent of timber replacement
- The use of chemicals



## Putting project management into practice – advanced level

8 Nov 2011 Birmingham  
16 Nov 2011 London  
7 Dec 2011 Manchester

### COURSE BACKGROUND

The aim of this **BRAND NEW 1 DAY COURSE** is to provide the opportunity for knowledge transfer as well as the sharing of experience.

The course covers a number of issues that have been raised by previous participants on PM courses and provides tools and tips in how to deal with some of the less tangible issues a PM has to manage. The course is aimed at both new and experienced PM's who wish to improve their practice and progress beyond the standard PM skill set.

### SPEAKERS' PANEL

The speaker for each course will be from a panel of either **John Henry Looney** or **John Ross**.

### OVERVIEW

#### The model project manager

- Traits of the best project managers
- Leadership role
- Understanding stakeholders' needs
- Understanding constraints
- Setting project aims and goals
- Overcoming obstacles for effective project management

#### Managing the client

- Understanding user requirements
- Setting expectations
- Communicating during the project
- Understanding the small yet important details
- Dealing with complexity and changes to scope

#### Managing the finances

- The financial plan
- Financial management controls
- Estimating costs and benefits
- Authorisation to spend funds
- Recording actual costs and committed costs
- Financial reporting

#### Managing the people

- Creating the organisation
- Selecting the leaders
- Motivating the leaders
- Communicating the vision
- Communicating the ethos
- Developing the people

#### Managing the change

- Definition of change: Opportunity, threat or crisis
- Impact assessment
- Design of a solution
- Approval to proceed
- Implementation of agreed solution
- Recording the result

#### Improving the productivity

- Measuring productivity
- Measuring quality
- Productivity and quality analysis
- Increasing your team's output
- Organising time
- Effective meetings
- The supply chain

#### Generating the business

- Tactical marketing
- Making the most of existing client relationships

- Client perceptions and client behaviours
- Cross-selling
- Asking for a referral
- The email proposal

#### Playing the great game

- Power and politics
- Identifying focal points
- Gaining co-operation
- Negotiation and bargaining
- Making decisions

#### Coping with a crisis

- What are crisis management and project continuity?
- The business case for crisis and continuity planning
- Creating a crisis management project continuity plan
- Roles and responsibilities
- Stress testing your plan
- Maintaining your plan

#### Understanding success (and failure)

- Strike while memories are fresh
- Importance of the project diary
- Analysing the project outcomes
- Tangible and intangible costs and benefits
- Communicating lessons learned

## Managing health & safety on site work – minor construction/project work

13 Oct 2011 Manchester  
22 Nov 2011 London

### COURSE BACKGROUND

This **BRAND NEW 1 DAY COURSE** will provide an overview of key safety issues associated with minor construction works including: building refurbishment /alterations, minor construction projects and building repairs.

To enable delegates to better understand how such projects should be planned, managed and delivered to limit the effects of accidents and poor safety standards.

### WHO SHOULD ATTEND?

Those who have responsibilities relating to the management of minor construction works and projects:

- Building/facilities/estate managers
- Property/building surveyors
- Site supervisors
- Developers and architects

(NB those who are required to act as the CDM-C or designer in CDM related work are advised to attend one of our more in depth CDM courses.)

### SPEAKER ALL VENUES

**Rodger Hope**

### OVERVIEW

#### Fundamentals of health and safety

- Defining good 'health and safety'
- Importance of reporting and investigating accidents/incidents
- Health and safety in the construction sector

#### Health and safety arrangements

- Roles of the key parties
- Overview of the main legal requirements

- Concept of hazard, risk and risk assessment

#### Defining minor works/projects

- Construction Design and Management (CDM) Regulations
- When does CDM apply?
- Key requirements of CDM
- Using the principles of CDM to manage minor works
- Ensuring projects are adequately planned and delivered
- Communication and co-operation
- Method statements and risk assessments

#### Site safety

- Working at height
- Vehicles and people
- Excavations and site services
- Plant and equipment safety
- Access equipment – scaffolds, MWEPS, ladders
- Electrical safety on construction sites
- Fire safety
- Hazardous substances and noise
- Welfare arrangements – welfare and first aid facilities

#### Summary

- Open forum

### EXPECTED OUTCOMES

- Having attended the course delegates should be able to:
- Understand the key safety requirements in relation to minor construction type work
- Understand the key duties imposed on the parties involved
- Identify the type of work that falls under CDM and state the key requirements of CDM
- Appreciate the typical hazards associated with such work and be able to identify good/poor practices



## Managing health & safety in buildings – asbestos, fire safety, legionella, contracts' and other H&S checks

14 Sep 2011 Manchester  
17 Oct 2011 Birmingham  
23 Nov 2011 London

### COURSE BACKGROUND

This **1 DAY COURSE** will provide an overview of the legal requirements and associated risks of managing all non-residential properties in the private and public sector.

The course will include detailed discussions about the role of the 'duty' holder, the 'responsible person' and the 'person in control' in a number of different landlord/ managing agent /occupier contexts and situations. The course will also outline some of the key practical issues to enable you to effectively manage property related risks.

### SPEAKER ALL VENUES

**Rob Castledine**

### OVERVIEW

#### Basic principles of managing risk

- Importance of managing risk
- Hazard, risk and risk assessment
- Risk management – a structured approach

#### The dangers of getting it wrong

- Property owner, managing agent and tenants
- Third parties and occupier's liability
- Regulatory framework including Corporate Manslaughter
- Concept of the responsible person/duty holder
- Working with contractors

#### Legionella management

- Brief overview of Legionella
- Typical systems at risk
- Requirements for water hygiene assessments – HSE document L8
- Scope and content of water hygiene surveys
- Control scheme, log book and records
- When to review the assessment

#### Managing asbestos

- Typical uses of asbestos in buildings
- Adopting a structured process – surveys and documentation
- Importance of the asbestos management plan
- Keeping a check on conditions and managing works

#### Managing fire risks

- An overview of the new regime
- Scope & content of fire assessments
- Inspection and maintenance issues

#### Statutory inspections

- Electrical safety – installations and portable appliances
- Pressure systems – written schemes
- Gas safety
- Lifting equipment – plant, access equipment, fall arrest systems



## CORPORATE IN-HOUSE TRAINING

To find out more call 0845 3133 414 or email [enquiries@constructionstudycentre.co.uk](mailto:enquiries@constructionstudycentre.co.uk)

As well as public seminars we can provide tailor made programmes for your organisation, held on your premises, for a wide range of construction and property related topics.

**1. CHOOSE YOUR COURSE(S) – Please indicate IN THE BOXES THE NUMBER of places required**

**Working with CDM 2007**

- 5 Sep 2011 London
- 19 Sep 2011 Birmingham
- 26 Sep 2011 Manchester
- 10 Oct 2011 Bristol
- 24 Oct 2011 Leeds
- 14 Nov 2011 Glasgow
- 5 Dec 2011 London
- 6 Feb 2012 London
- 13 Feb 2012 Birmingham
- 27 Feb 2012 Manchester
- 5 Mar 2012 Bristol
- 26 Mar 2012 Leeds
- 23 Apr 2012 London

- 6,7,8 Dec 2011 London
- 7,8,9 Feb 2012 London
- 14,15,16 Feb 2012 Birmingham
- 28,29 Feb 1 Mar 2012 Manchester
- 6,7,8 Mar 2012 Bristol
- 27,28,29 Mar 2012 Leeds
- 24,25,26 Apr 2012 London

**Keeping up to speed with the latest Building Regulations**

- 20 Sep 2011 London
- 5 Oct 2011 Birmingham
- 20 Oct 2011 Manchester
- 2 Nov 2011 Bristol
- 15 Nov 2011 Leeds
- 6 Dec 2011 London
- 8 Feb 2012 London
- 16 Feb 2012 Birmingham
- 1 Mar 2012 Manchester
- 13 Mar 2012 Bristol
- 28 Mar 2012 Leeds
- 17 Apr 2012 London

**Undertaking building and structural surveys to establish building condition, identification and repair of some typical structural defects**

- 21 Sep 2011 Manchester
- 25 Oct 2011 Birmingham
- 22 Nov 2011 London

**Effective planned maintenance of buildings – protecting capital assets in difficult times**

- 3 Oct 2011 Manchester
- 27 Oct 2011 Birmingham
- 9 Nov 2011 London

**CDM 2007 for designers!**

- 27 Sep 2011 London
- 19 Oct 2011 Manchester
- 9 Nov 2011 Bristol
- 1 Dec 2011 Birmingham
- 21 Feb 2012 Manchester
- 28 Feb 2012 Birmingham
- 12 Mar 2012 Bristol
- 14 Mar 2012 London

**Becoming a CDM Co-ordinator under CDM 2007**

- 6,7,8 Sep 2011 London
- 20,21,22 Sep 2011 Birmingham
- 27,28,29 Sep 2011 Manchester
- 11,12,13 Oct 2011 Bristol
- 25,26,27 Oct 2011 Leeds
- 15,16,17 Nov 2011 Glasgow

**The project management boot camp – 50 things every PM needs to know**

- 3 Oct 2011 London
- 6 Oct 2011 Birmingham
- 16 Nov 2011 Bristol
- 17 Nov 2011 Manchester
- 22 Feb 2012 Bristol
- 7 Mar 2012 Manchester
- 27 Mar 2012 Birmingham
- 29 Mar 2012 London

**Dealing with condensation, damp and rot in buildings**

- 7 Sep 2011 Birmingham
- 16 Nov 2011 Manchester
- 14 Dec 2011 London

**Putting Project Management into Practice – advanced level**

- 8 Nov 2011 Birmingham
- 16 Nov 2011 London
- 7 Dec 2011 Manchester

**Managing Health & Safety on site work – minor construction/project work**

- 13 Oct 2011 Manchester
- 22 Nov 2011 London

**Managing Health & Safety in buildings – asbestos, fire safety, legionella, contracts' and other H&S checks**

- 14 Sep 2011 Manchester
- 17 Oct 2011 Birmingham
- 23 Nov 2011 London

**TERMS & CONDITIONS**

The views expressed at the courses are personal to the speakers and are not attributable to Construction Study Centre Ltd which accepts no responsibility for them. Delegates are recommended to take specific independent advice. In the case of emergencies, Construction Study Centre Ltd reserves the right to replace the advertised speaker with suitable substitutes. We use every endeavour to avoid cancelling or aborting a course at the last minute or on the day. However, if factors beyond our reasonable control make this necessary, we will refund the fees or the appropriate portion thereof. We cannot accept liability for any other costs, expenses or losses of delegates wasted or incurred thereby. Speakers for each individual course are indicated in the respective course content. All courses include Forum Sessions when the speakers will be available to answer questions. CPD certificates are available for all courses. Delegates are advised to bring a copy of the relevant form of contract, where appropriate.

**COURSE FEES**

**1 day course: £280 plus VAT, per delegate.**  
**3 day course: £640 plus VAT, per delegate.**

The course fee includes full course documentation, coffee on arrival, coffee, lunch and afternoon tea. The fee does not include overnight accommodation. **Discounts** are available when 3 or more delegates from the same organisation, attend any of our courses during the same programme period (i.e. Autumn 2011 programme). In order to qualify all bookings must be received together.

**TIMING OF ALL COURSES**

**Registration and coffee 9.00- 9.30 am.**

**End of course(s) 5.00pm.**

**BOOKINGS**

Provisional bookings may be made by telephone, but must be confirmed in writing with the appropriate remittance or, if agreed and subject to credit approval, appropriate order or written confirmation of payment arrangements. Joining instructions and VAT receipts will be forwarded to delegates; if these have not been received within 3 working days before the relevant course, please contact us to ensure your place has been booked, as we cannot be held responsible for non-arrival of registration instructions. Should circumstances mean that you need to transfer to another Construction Study Centre Ltd course then the following charges will apply dependent on notice given: **Provisional bookings** – no charge. **Confirmed bookings**, more than four weeks prior to course start date – first transfer no charge. • **Confirmed bookings**, two-four weeks prior to course start date – £30 plus VAT. • **Less than two weeks notice given** – 20% of course fee. **No transfers will be accepted less than 6 working days prior to the course start date.** NB. Transfer notice must be made in writing. Free transfer applies to the first transfer only. Subsequent transfers incur a charge £30 plus VAT, rising to 20%, dependant on notice as shown above. All transfers must be taken within a period of six months from the original course date. **Refunds will be made for cancellations received in writing at least 10 working days prior to the relevant course date;** such cancellations will be subject to a 20% administration charge. **No refunds** can be made for cancellations received after this date. VAT is not chargeable on cancellation fees.

**Company details:** Construction Study Centre Limited is registered in England and Wales No 2554091. VAT Registration No 887 1394 77. Managing Director Lorne Alway LLB (Hons), FRICS, MCI Arb, Barrister

**2. COMPLETE YOUR DETAILS IN BLOCK CAPITALS**

Please reserve  place(s) as indicated above. Amount enclosed £

Payment should be enclosed with the application. Firm bookings will only be accepted upon receipt of payment, or if agreed, appropriate order or written confirmation of payment arrangements.

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Position(s) \_\_\_\_\_ Organisation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Town/City \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E Mail \_\_\_\_\_

Payment  Cheque – please make cheques payable to “Construction Study Centre Ltd.”

Credit card  Debit card  Invoice – purchase order required

Card type  Visa  Mastercard  Switch/Maestro  Amex

Credit/debit card No. \_\_\_\_\_

Valid from (month/year) \_\_\_\_\_ to: \_\_\_\_\_ Issue No. (Switch) \_\_\_\_\_

Cardholder's name \_\_\_\_\_

Cardholder's signature \_\_\_\_\_

Amount to be charged £ \_\_\_\_\_

Please tick this box if you DO NOT wish us to forward to you future details of our events

Construction Study Centre is part of the Alway Group of Companies. As a Group we may wish to contact you to advise you of current industry developments and our services. Please tick this box if you DO NOT want your personal details used in this way.

**3. PLEASE RETURN THIS COMPLETED FORM TO:**

Construction Study Centre Ltd, 3 West Bar, Banbury, Oxfordshire OX16 9SD  
 Tel: 0845 3133 414, Fax: 01295 275981, Email: enquiries@constructionstudycentre.co.uk



Please indicate in the boxes the number of places required