PRINCIPAL DESIGNER

MEB Design Ltd
Chartered Architects

MEB Design Ltd is an award winning architecture practice with three offices in the South of England: Kent, Oxford, and South Bank London. MEB Design are able to undertake the role of the Principal Designer as required under the CDM Regulations 2015.

Our Services

The services which are summarised below are derived from the duties set out for the Principal Designer by the CDM Regulations 2015 and other related requirements of the Regulations. Reference should be made to the Regulations for the precise scope of each service and this schedule must be read within the context of the Regulations as a whole.

- Co-operate with others working on the project.
- Report to the Client.
- Provide timely information or instructions.
- Plan, manage and monitor the pre-construction phase.
- Take into account the general principles of prevention.
- Identify, eliminate or control foreseeable risks to health and safety of any person during construction, maintenance and use of the building.
- Ensure all other Client Appointments comply with their duties under the CDM Regulations 2015.
- Ensure that all persons working in relation to the Pre-construction Phase co-operate with all other Client Appointments, regarding health and safety.
- Assist the Client in the provision of the Pre-Construction information.
- Liaise with the Principal Contractor.
- Assist the Principal Contractor in preparing the Construction Phase plan.
- Prepare a Health and Safety File.
- Ensure that the Health and Safety File is reviewed, updated and revised during the period of appointment.
- Pass the Health and Safety File to the Client at the end of the Project.

Our Method

Example of a typical CDM Matrix, which is adopted for all projects to identify hazards and significant risks, with a view to mitigation during the design process. This matrix is used as a tool throughout the project and is reviewed at key stages using a traffic light approval system.

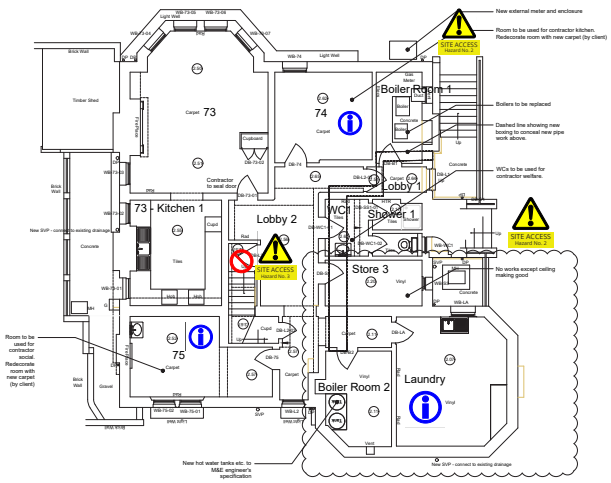
Designer CDM Analysis and Options Matrix - Hazard Identification and Significant Risk Management

Project and No:	1432b Wycliffe Hall - 4 Norham Gardens	Work Stage:	4b	Revision & Date:	B 05/06/18	Pre-construction issue
HAZARDS and SIGNIFICANT RISKS	BUILDING FORM, MATERIAL, ACTIVITY, LOCATION	ELIMINATE or AVOID risks (During early design stages) SFARP	REDUCE or MINIMISE risks ALARP by: (During all design stages) Safe systems of work & protection	INFORMATION To be provided with the design e.g. specialist design & client input	CONTROL METHODS Contractor or client management systems	ACTIONS AND DATES Other specialist guidance and comments

Agreed | Agreed in principle | Not yet agreed

2.3 Proposed Plans

306-01
Proposed Basement Plan



- Hazard No. 2 - Access to 4 Norham Gardens is restricted from 21/05/18 until 25/06/18 from 2pm onwards Mon-Fri, due to student and staff use of laundry and kitchen. Edmont to manage herras fencing due to access via basement steps. Client to provide fob lock system on basement access door, providing access to students from 2pm onwards. Contractors to risk assess and provide method statements as necessary, considering also the potential need for a banksman during deliveries of large bulky items such as bathroom pods during this time. Edmont to lock doors when leaving.
- Laundry works TBA with site manager before attending.
- Hazard No. 3 - Retain means of escape via internal steps between April - June 2018 with the use of a spare key in a break glass unit.
- No access up or down these steps unless there is an emergency.
- Isolate basement zone fire alarms, cap the smoke heads in the basement and remove caps everyday from 2pm onwards from 21/05/18 until 25/06/18. Switch off smoke alarms and cap heads on all other floors and Edmont to provide a temporary alarm on every level.
- Client decorations TBA with site manager before attending. All client builders to work under Edmont's Health and Safety regime and to provide RAMS (Risk Assessment Method Statements).

Team sign-off status	Client	Wycliffe	Architect	MEB	Struct. Eng	Solid Structures	Services Eng	Hoare Lea	P. Contractor	Edmont
Others	PM N/A		P. Designer	MEB	QS	Clarkson Alliance	Landscape	N/A	Acoustic	N/A

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Diagram of proper lifting posture with ErgoSkeleton™

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Illustrated Projects

Wycliffe Hall, Oxford

MEB Design acted as Architect and Principal Designer for the refurbishment of 4 Norham Gardens, Wycliffe Hall, Oxford. The project consisted of the refurb and integration of ensuite bathroom pods to existing students rooms. The presence of asbestos and access to the building were key Health and Safety considerations.

Abingdon School, Oxfordshire

MEB Design acted as Architect and Principal Designer for the refurbishment of 3 buildings at Abingdon School as part of their re-shuffle of departments on campus. The continued use of the school and the presence of asbestos were key Health and Safety considerations.

East Enfield Medical Centre, London

MEB Design acted as Architect and Principal Designer for the fit-out of a new Medical Centre in North London. The site access and residential accommodation above the Medical Centre were key Health and Safety considerations.

Our Qualifications

Royal Institute of British Architects

This is to certify that

Charles Darby

has successfully completed the
RIBA Principal Designer Course

Kent
30 November 2017

Ben Derbyshire
RIBA President

RIBA Architecture.com

All senior staff and architects at MEB Design have undertaken the RIBA Principal Designer Course, which is a certifiable and examined course.

Other Principal Designer appointments:

- Seaton Town Football Club, Kent
- Marshalswick Free Baptist Church, St Albans
- St Nicholas Church, Stevenage
- St Mary's Church, Luton
- Beaulieu Medical Centre, Chelmsford
- St Clement's Centre, Oxford
- Beam Park Health Centre, Rainham
- Dragon School, Oxford
- Holwell Primary School, Welwyn Garden City
- Bishops College, Cheshunt
- Spotlight Theatre, Hoddesdon
- Kingsland Engineering Technical College, Dunstable

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