This template is provided to help organisers satisfy the minimum requirements regarding Construction Design and Management Regulations CDM (2015). Organisers can use their own paperwork if they wish but all headings below should be covered. The website <https://www.cdm4events.org.uk/> is a useful source of further information.

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| --- | --- | --- | --- |
| **Name**  |  | **Company** |  |
| **E-mail address** |  |
| **Name of event** |  |
| **Description of event** |  |
| **What has the Client made you aware of that may have a bearing on your CDM planning**? |  | **What has the Venue Manager for COOPERS FIELD made you aware of that may have a bearing on your CDM planning?** | 1. The park contains a nationally-significant tree collection or ‘arboretum’, this means some areas are out of bounds for certain types of use.
2. The Coopers Field site is marked with a series of coloured “Carrots” showing the outer limit of the site and root protection area (yellow), BT cables (red) and water (blue).
3. The park can be visited by over 10,000 people a day on a busy weekend and operation of the event site must pay due regard to the other park users in the vicinity.
4. There is an automatic bollard control system at the Bute Park Vehicle Access Bridge. A guidance note is available on its safe operation
5. There is a 5 mph vehicle speed limit within the park
6. Vehicles cannot make a right hand turn into or out of the park at the vehicle bridge
7. A designated cycle route crosses the vehicle access bridge at the entrance to the park – this impacts on vehicle right-of-way when entering and exiting the park. Event organisers should consider the benefit of additional traffic management staff to support vehicles entering and exiting the park across the designated cycle route
8. A designated cycle route crosses the park between the Royal Welsh College of Music & Drama and the Millennium Footbridge, this crosses the main vehicle access to Coopers Field
9. The park can be busy. It is used by pedestrians, cyclists and other operational vehicles. These may share paths and roads with my event audience and vehicles
10. Some cyclists are known to exceed the speed limit and can be a hazard to event traffic
11. In wet weather the ground can get very soft and water may stand on the surface of roads and grass
12. The park is locked at night (approx. 30 minutes before sunset) though people are known to choose to get locked in or come in after locking via unofficial routes
13. There is the potential for crime and anti-social behaviour as may be expected in any city-centre park
14. The park is unlit and very dark after sunset
15. The wider park outside the event site is patrolled by a ranger service within daylight hours. They wear a red uniform and are based out of the Education Centre Building located in the centre of the park. The rangers work to a rota system but there are times when there are no rangers on duty. If you need to contact a ranger, the call should go via the Park Manager in the first instance
16. Crimes, emergencies or incidents witnessed in the wider park by event staff should be called directly to 999, 101 (non-emergency police number) or the Park Management office 02920 873720 depending on their nature
17. There are buried services within this event site. These are identified on the event area base plan, where known but The Venue accepts no responsibility for the full accuracy of service plans. Services may not be buried at depths compliant with current standards. You must notify and seek permission from the Park Management office to break any ground.
18. The Principle Contractor is responsible for requesting up-to-date RASWA (Road and Street Works Act) searches and identifying the presence of services (e.g. CAT scanning) if he intends to break ground in or around the Venue. The Venue can obtain RASWA searches on request.
19. There are no existing welfare facilities on site for event staff. Toilets located at park cafes are only available for light use by event staff/participants.
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| **What other companies are contracted to work on the event with you and what are they doing?** |  |
| **Who is the Client?***The organisation, or individual, for whom the event is carried out* |  | **Who is the Principle Contractor?***The organisation, or individual, in control of the event construction phase where the event involves more than one Contractor. Appointed by the Client or if not appointed, the role is undertaken by the Client* |  |
| **Who is the Principle Designer?***The organisation, or individual, in control of the pre-event planning phase if a project involves more than one Contractor. They are appointed by the Client, or if not appointed, the role is undertaken by the Client* |  | **Is the event notifiable to the HSE?***An event is notifiable if it Exceeds 30 days on site* ***and*** *20 workers working simultaneously at any point in the project****Or*** *Exceeds 500 person days (Assume 8 hr shifts) for the overall team required to build or dismantle the project* | Y / NIf yes, you will need to notify the HSE via an F10 form, which can be completed online. |
| **How will you communicate matters related to CDM across the whole event team?** |  |
| **What are the welfare arrangements for event staff whilst on site?** |  |

Declarations:

I have read and understood how Construction, Design & Management (CDM) 2015 regulations applies to me and my event Y / N

I have submitted a copy of a suitable and sufficient risk assessment to the Venue Y / N

Signed Print name

Company Date