Practice Profile

Dedicated Professional Practice
Chartered Practice
Qualified Staff
Quality Systems
Vast Experience
BIM Systems

CDM Services

DHA ARCHITECTS

Title:

PRACTICE PROFILE

Return Document;

33 Powell Street Birmingham B1 3DH

DHA document Reference;

A/160108_1

CFR: DHA 002 Practice Profile v.2

Date: 16 April 2019











Location;

33 Powell Street Birmingham B1 3DH

Tel: 0121 200 2638 Email: design@dhaa.co.uk

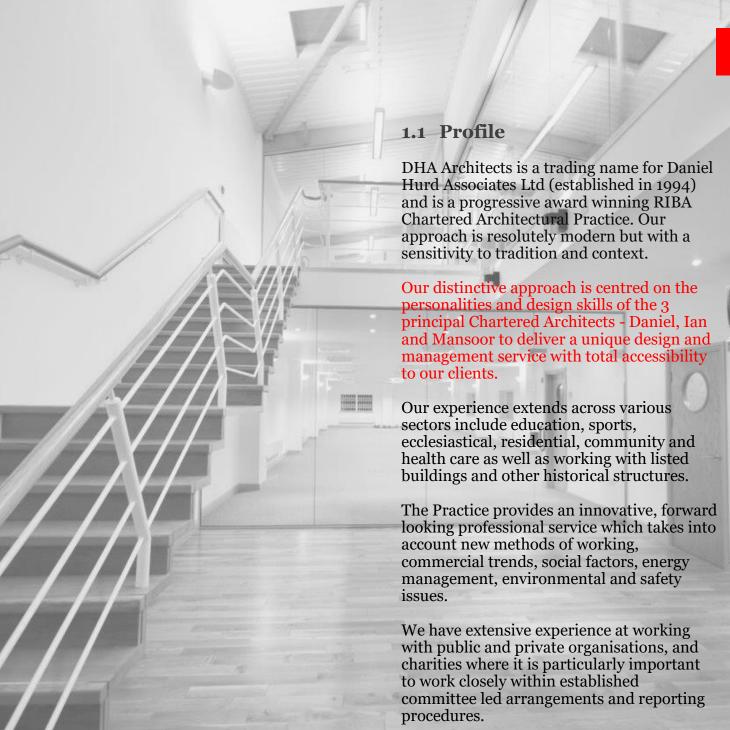
Www.dhaa.co.uk











1.2 Company Details

Business Name:

Daniel Hurd Associates Limited—Trading as DHA Architects

Bank Details

HSBC Sutton Coldfield The Parade Daniel Hurd Associates Ltd Sort Code 40-43-28 Acc No: 21878441

Company Registration Number: 08956052

The Directors Daniel Hurd Ian Allerston **Mansoor Nazir**

Associates Phil Cooksey

Date Business Formed 2nd June 1994

COMPANYINFORMATION

Date Business became Limited 01 April 2014



1.3 Insurance Details

Professional Risk Indemnity Insurance.

INSURANCE	VALUE PER INCIDENT	EXPIRY DATE	INSURER	POLICY NUMBER
PI	5,000,000	20/07/25	MANCHESTER UNDERWRIT- ING MANAGE- MENT LIM- ITED AiB	
EMPLOYERS LIABILITY	5,000,000	01/07/25	RSA	
PUBLIC/ PRODUCT LIABILITY	5,000,000	20/01/26	RSA	
PRODUCT LIABILITY	5,000,000	01/07/25	RSA	

Details; insurance Brokers: AiB Unit 46 Pure Offices Plato Close Tachbrook Park Leamington Spa CV34 6WE t: 0121 647 4778 f: 0872 115 7505 ww.aib.uk.com Contact: Brendan Mulligan Tel: 0121 240 9851



What the Employee should know......

'Your health, safety and welfare are protected by law. Your employer (DHA Architects) has a duty to protect and keep you informed about health and safety. You have a responsibility to look after others. If there is a problem, discuss it with your employer or safety representative.'

[Source: Health and Safety Law, 1st October 1999, published by the Health & Safety Executive].

Date of last review : 6th January 2024

> signed : Daniel Hurd MD



HEALTH&SAFET

2.1 Health & Safety

Our policy is to provide and maintain healthy and safe working conditions, equipment and systems of work for all employees, to provide such information, training and supervision they need for this purpose. We also accept a duty of responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and particular arrangements that we make to implement the policy are set out within the Practice's Health and Safety policy dated April 2019 v.1

Our Statement of General Policy is:

- to provide adequate control of health and safety arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work related ill health:
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

The Practice Health, Safety and Environment policy and implementation procedures is managed by:

The Managing Director - Daniel Hurd BA(Hons); Dip Arch (B'ham); M.Ed; RIBA

The significant Health and Safety risks associated with the activities and services we perform involves primarily safety whilst visiting sites. Full induction training is given to each member of staff and all visits are supervised by a Director/and or a senior qualified member of staff. Personal protective equipment; including, as necessary, foot ware, high visibility jackets, hard hats, eye protection and gloves are provided.

2.2 GDPR Policy

DHA Architects is committed to high standards of information security, privacy and transparency. We place a high priority on protecting and managing data in accordance with accepted standards including equivalent ISO 9001 standards.

The company will comply with all applicable GDPR regulations effective in 2018, whilst also working closely with our clients/customers and partners to meet contractual obligations for our procedures, products and services.



FEDERATION OF MASTER BUILDER—ENERGY EFFI-CIENCY AWARDS for its own bespoke office development at 33/33a Powell Street Offices - Midlands Regional Award.



QULAITY&MANAGEMENT

Date of last review : 2nd July 2024

Checked: M Nazir



2.3 Quality

Daniel Hurd Associates are responsible for the architectural design and construction inspection of a wide range of work. This is predominantly for private commercial clients but also includes Government Departments, Local Authorities and multi-national companies.

It is DHA Architects quality objective to meet and exceed the expectations and needs of its clients. In order to demonstrate this DHA Architects have made a commitment to meet the standards required by EN ISO 9001, third party accreditation, by developing, implementing and maintaining a Quality Management System.

The Quality Management System operated by the practice and described in the Procedures Manual complies with the requirements of EN ISO 9001. Audits are carried out to demonstrate that the service provided meets these specified requirements. Periodically our system is reviewed by Interface NRM Ltd (Certificate No 2297 — 22/02/2017).

The Directors are responsible for ensuring that the requirements of EN ISO 9001 are sought, implemented and maintained. A Senior member of Staff is appointed as Quality Assurance Manager who reports directly to the Directors on the status and adequacy of the Quality Management System and make recommendations for any changes considered necessary.

To ensure the success of the Quality Management Systems every member of staff is made fully aware of all the procedures which affect his/her work and have access to all necessary documentation.

2.4 Environmental Management

Policy Statement

DHA Architects is committed to minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimise and segregating waste and in evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote product ranges to minimise the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Practice.
- Encourage the use of electric vehicles, public transport and use of bicycles utilising our location. Shower facilities and a company bike are provided.

A significant Environment risk associated with the services we undertake involves specify products. Our commitment to source and promote with our clients products which minimise the environmental impact extends to include transportation, life cycle replacement and maintenance factors.

DHA Architects premises is a solar power generator.

3.1 Construction Design Management

DHA Architects provide CDM-Construction Design Management Principal Designer Services.

On all projects a risk register is developed from the outset to evaluate, eliminate and control design risks arising from the project brief and design development.

Where required, the establishment of the risk register can includes Environmental carbon reduction assessment in line with the principles of the 'Green Guide' to specification, and Life Cycle cost benefits form part of this analysis process to ensure that design optimisation is achieved.

3.2 Computer Aided Design

We recognise the enormous benefits that can be achieved with the intelligent use of IT. DHA Architects operates a fully networked computerised electronic system—Sharepoint cloud storage utilising a range of software a different stages of a project such as AutoCAD, ArchiCAD, Sketchup, Revit (BIM) and other 3D modelling design software.

We encourage electronic interchange of information with clients and consultants and tailor our channels of communication to suit each project.

The practice has successfully used web based design collaboration tools/information portals such as "Asite".

Accordingly, a practice IT/GDPR policies are in place to safeguard the use and storage of Information.

The Practice IT systems are remotely managed by an independent IT specialist Consultancy firm.





DIRECTORS PRINCIPAL DESIGNERS

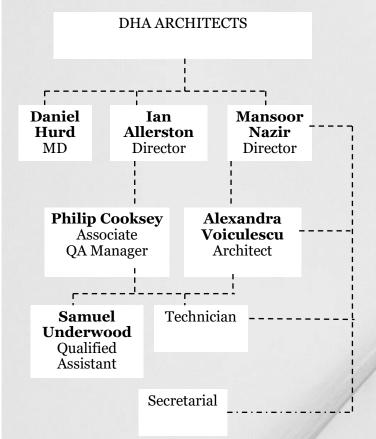
SENIOR ARCHITECTURAL STAFF

OTHER ARCHITECTURAL STAFF

ADMINISTRATIVE STAFF

CORPORATECULTURE

4.1 Organisational Chart



4.2 CPD—Staff Training and Development:

All members of staff are required to undertake CPD training in accordance with the quality and performance standards set out by the RIBA and to record all training undertaken each year.

A senior member of staff co-ordinates external training by recognised CPD certified organisations.

The Practice is a member of the Solihull Architectural CPD forum.

4.3 Core values:

Passion For creative, empathetic, safe and innovative design.

Respect For others' subjective opinions on design and collaborative input.

Strive For excellence, professional competence, award winning achievements and financial control.

Veracity In all matters.

Forward In our thinking, goals and expectations.



Selection Criteria

The selection process will be carried out consistently for all jobs at all levels. Selection criteria for all positions will be clearly defined and reflected in the further particulars sent to applicants, which will also include details of the Practice's commitment to equality of opportunity. Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular religion, marital status or sexual orientation, persons of a particular racial group, persons within a certain age bracket or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

Advertising

Job advertisements will be widely publicised so as to encourage applications from all suitably qualified and experienced people. In order to attract applications from all sections of the community, the company will endeavour to ensure that advertisements are not restricted to areas or publications, which would exclude or disproportionately reduce applications from a particular gender, religion, age group or racial group and should avoid prescribing requirements as to marital status or age. All job advertisements placed on behalf of the company will state the company's commitment to equality of opportunity.

Selection Methods

The selection process will be carried out consistently for all jobs at all levels. All those handling applications and conducting interviews must be aware of the principles of the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, the Employment Equality (Age) Regulations, the Employment Equality (Religion or Belief) Regulations, the Equality Act and other relevant legislation. The selection of new employees will be based on job requirements and the individual's suitability and ability to do the job and information sought from candidates will relate only to the qualifications for or requirements of the job.

4.4 Employment Values

DHA Architects is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected and treated on the basis of their relevant merits and abilities without regard to race, religion or belief, colour, sex, age, national origin, disability or sexual orientation and are given equal opportunities within the company. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on grounds not relevant to good employment practice.

4.5 Equality and Diversity

Policy Statement

The policy and practice of the Practice require that all employees are afforded equal opportunities within employment and that entry into employment with the Practice and progression within employment will be determined only by personal merit and the application of criteria, which are related to the duties of each particular position. In all cases, ability to perform the job will be the primary consideration.

All employees have a duty to co-operate with this policy to ensure equal opportunities and to prevent discrimination. Employees must not harass or intimidate other employees on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation and must not victimise or retaliate against employees who make such allegations. Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as gross misconduct.

Code of Practice

The Practice welcomes diversity amongst its employees and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual's abilities and qualifications. The recruitment process must result in the selection of the most suitable person for the job having regard to experience and qualifications where necessary. As an employer committed to the principle of equality of opportunity, the company will adhere to the following procedure for recruiting and selecting individuals for all positions:





EQUALITY&DIVERSITY

4.0 TRAINING

To help meet the objectives of this policy the company will provide training that:

- increases awareness of the prevalence of and harmfulness of discrimination and prejudice on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation, and the needs and abilities of people with disabilities or other disadvantages;
- examines the nature of discrimination, both direct and indirect, and the ways in which it can occur and can be prevented;
- assists managers and employees to behave in ways that are non-discriminatory; and
- explains the operation of and access to grievance and disciplinary procedures.

5.0 PROMOTION

When considering candidates for promotion general ability will be the main requirement and no employee will be discriminated against on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation.

6.0 GRIEVANCE PROCEDURES

All allegations of discrimination on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation will be dealt with seriously and confidentially.

7.0 RECORD KEEPING

Details of candidates and of selection decisions (including the rationale for selection or rejection) will be kept for at least six months after an appointment has been made in case they are required as evidence by an employment tribunal or for other proceedings. The company will keep records of the sex, ethnic group, age and any disability of its employees and of all candidates and of those shortlisted and appointed.

Records may be used to determine whether members of one sex or persons of a certain racial group, religion or age bracket or those with a disability do not apply for employment or apply in smaller numbers than might be expected or are shortlisted or appointed in a lower proportion than their application rate or are concentrated in certain jobs. The company will investigate the practicalities of monitoring progression within employment, including access to training and development, promotion and grading.

8.0 REVIEW OF RECRUITMENT PRACTICE

Recruitment procedures and practices will be kept under review so as to ensure that this policy is being adhered to and to ensure that they do not include requirements or conditions which constitute, or may lead to, unlawful discrimination.

4.6 "Fair Payment":

The Practice, whilst holding bank loan facilities, rarely needs to operate with their deployment and seeks to settle invoices within 30 days as a rule.



5.1 Approach:

Central to our operational practice and as expressed in our core values is the emphasis we place on meeting our clients/customers requirements and expectations. This involves where applicable the creation of individual quality plans for the project, which identify communication methods, target dates, project drivers, budget and brief specifics.

Work stage reports and documents are geared to ensure that these criteria are implemented and gauged.

At every stage, our approach aims to express our passion whilst respecting those involved in the project and valuing their input within a professional empathetic and truthful way.

5.2 Design optimisation and delivery:

The deployment of AutoCAD, ArchiCad and Revit 3D BIM software systems enables us to develop design proposals which seek to optimise project specific requirements, whilst maintain industry standards and ease of shared information with other external consultants, specialists and contractors.

We also operate a partnering arrangement with a professional Building Control Consultancy organisation, which allows us to obtain essential design advice from an early stage to ensure that all proposals are developed within the appropriate regulatory framework.

Design team leadership and co-ordinated information production is essential for all successful and effective project delivery aims, we offer a 'onestop' consultancy framework to minimise communication failures and co-ordination issues affecting the overall project.

5.3 Performance measurement:

Performance monitoring and evaluation is undertaken at each critical work stage to ensure that the project aims, objectives and provisions are being met and that these outcomes are communicated to all parties.

5.4 Supply procurement procedures:

Our procedure can best be described by evidencing the provision of our IT services contracted with Abussi Ltd:

- i). Initially introduced by recommendation,
- ii). interviews with the MD was held to explore capacity and service provision that matched needs,
- iii). References taken
- iv). Scope of service defined and competitively tendered
- v). Annual review with 3rd party independent consultant conducted
- vi). Evaluation appraisal meeting held with supplier.
- vii). Market position and capacity reassessed.
- viii). Price checked and renegotiated for further 12 months

AP-



MARKET POSITION

6.1 Business Strategy:

Following formation in 1994 by Managing Director, Daniel Hurd, a Chartered Architect with over 15 years experience in practice, the practice has grown steadily over the years and in 2007 moved into bespoke offices in the Jewellery Quarter of Birmingham's City centre.

The new offices provide a total of 4,500 sqft split into 2 units to enable future growth and development to occur.

Currently, we are developing our marketing strategy to respond to the emerging internet based opportunities. Central to this work has been the redesign in house of our website to create an adaptive and interactive tool.

6.2 Market position:

As a small practice, we are able to offer specialist services that are adaptable to project/client needs and response times. All staff are architecturally trained and capable of working with the design software offered as part of our standard services.

The Practice is a progressive award-winning architectural practice, providing a wide range of expertise in architectural, conservation, master planning, interior design, project management and health and Safety Coordinators services.

We work in all sectors, but have particular expertise in delivering individual and imaginative buildings in a variety of specific sectors including healthcare, commercial, ecclesiastical, health, residential, social and education projects.

We also have a great deal of experience working with listed buildings and on a wide variety of conservation projects.

6.3 Competitive difference:

We offer personalised and cost effective services, which incorporate 3D modelling visualisation from sketch scheme to completion. Included with our modelling software are measure quantities for early cost analysis and appraisal.

DHA Architects are qualified CDM-Principal Designers and can advise immediately on all initial construction health and safety matters within the earlier stages of the brief development.

The Practice works with both traditional and non-traditional construction methods and has significant experience in building conservation.

6.4 Key success factors:

The key success factors in developing our trading relationship would include:

- i). Clarity of design documentation
- i). Availability and speed of response
- iii). Thoroughness in design development
- v). Effective delivery and time management



Practice

Established 1994 3 Directors, Associates and Qualified Staff 3 RIBA Chartered Practice ISO 900 system.

Services;

Architectural Design
Interior Design
Contract Administration
Master Planning
Dementia Audit
CDM
Cost Control
Sustainability Statements
Heritage Assessments

Systems;

2d/3D Modelling BIM integration 'Code' and BREEAM compliant design Renewable technologies Design for carbon reduction Practice sustainability policy. DHA have been working with the NHS, private healthcare and charitable organisations for over two decades and have delivered a vast array of projects in Acute Care, Mental Health and Primary Care, including GP Surgeries and Listed Buildings.

With the high degree of technical expertise required, the unique practical and strategic factors to take into consideration, and increasing pressure on budgets at all levels, providing professional services in the healthcare sector demands both skill and experience. The budgets for these projects tend to be significant and the degree of planning sophistication required demands highly competent multi-disciplinary skills – experience that DHA hold in the required depth.

We help our clients to create economies and efficiencies from inception through to delivery without compromising on the quality of the finished product. We are adept at understanding the challenges associated with construction in highly technical, occupied environments and are able to deliver complex projects with minimal disruption to services. DHA always adopts a client-focused approach to project management, which serves to optimise the estate, providing practical and creative designs, whilst ensuring best practice and regulatory compliance.

Interior design and environmental sustainability have a significant role to play in the delivery of these projects and this is integral to our design development. Increasingly, our input is required at a strategic level. We provide advice on master planning, producing development control plans to support the Estate Strategy. We have contributed to a number of significant business cases for healthcare development and are familiar with the steps required to meet the requirements of the NHS capital investment manual.

We are familiar with all of the key computer software systems required to deliver compliant technical solutions for our clients in the healthcare sector.

Other areas of Expertise

- Dementia Care working with University of Stirling Dementia Services Development Centre
- Elderly persons residential and nursing care
- Mental health
- Design for disability
- Ecclesiastical restoration and new build.
- Listed Building and Conservation areas
- Regular CPD Seminars and new modelling techniques.





RACTICETEAM/APPROACH

Approach

- Directors' hands-on approach
- Design rooted in strong analysis of context and brief
- Contemporary approach where appropriate but strong understanding of traditional design and methods of construction

Daniel Hurd—Managing Director BA (Hons) Dip Arch (Birm) Med (theo) RIBA

- Practice Founder
- Specialist design experience in all forms of ecclesiastical, healthcare and education projects in both new and conservation contexts.
- Masters degree in Education—Theology/Catechises—And an Ordained Minister—Roman Catholic Deacon for the Archdiocese of Birmingham.

Ian Allerston—Director BA (Hons) Dip Arch (Birm) RIBA

- Specialist design experience in conservation, restoration, social /private housing, education and community projects.
- CPD—Organiser Solihull CPD Group.

Mansoor Nazir-Director BA (Hons) Dip Arch (Birm) RIBA

- Achievements include Student of the Year and first in my school year.
- Specialist design experience in conservation, restoration, mental health/ nursing Care, special educational needs.
- Health & Safety matters (CDM)
- Individually designed residential houses including Self Build and Planning.
- Part of the Student Mentoring programme—RIBA

Phil Cooksey—Associate BA (Hons) March Dip Arch (Leics) RIBA

- Graduated with First Class Honours at DeMontfort University, Leicester. And registered with the RIBA. Awarded Best MArch for design, LRSA award for sustainable design.
- Part Time Teacher at DeMontford University.

Samuel Underwood—BA Hons, MArch (Part II),

- MArch Architecture.
- Architectural Assistant.

Alexandra Voiculescu—BA Hons, MA Arch (Part II)

- First Class Distinction
- Achievements comprising Student Awards in National Competition settings, Winner of the BAA student award for final Masters project.



DANIEL HURD Manging Director/Architect BA (Hons) Dip Arch (Birm) MEd RIBA

1994-Present



PERSONALCV





IAN ALLERSTON Director/Architect BA (Hons) Dip Arch (Birm) RIBA

• 1999-Present



PERSONALCV





PERSONALCV

MANSOOR NAZIR Director/Architect BA (Hons) Dip Arch (Birm) RIBA

2002-Present



DHA ARCHITECTS

1

Member of the RIBA.

Other achievements include Student of the Year and first in my school year.

Design and project management in the following sectors:

Mansoor has worked extensively with NHS, private healthcare providers, and charitable organizations, delivering a wide range of projects across Acute Care, Mental Health, and Primary Care. His experience also includes educational initiatives focused on children with Special Educational Needs (SEN).

Mansoor is a passionate advocate for improving children's services in Birmingham. He collaborates with SENAR and NHS Birmingham Cross City CCG to develop innovative systems for managing personal budgets and Education, Health, and Care Plans (EHCPs).

In addition to his professional work, Mansoor serves as a Visiting Lecturer at Wolverhampton School of Architecture and actively engages in the RIBA Ambassadors and Mentorship programmes, fostering the next generation of architectural talent.

DTA Design Engineers - 2001 – 2002

Design Engineer:

Structural design for a structural & civil engineering practice providing a comprehensive range of services, including designing in aluminium, glass & plastic along with traditional steel, concrete, masonry and timber. The practice developed a good reputation for unique, individualised building designs. Some key projects include the Balconies at Custard Factory Digbeth, Floating Stairs inside Medical practices in Harley Street, London, Sikh Community Centre, Wembley.

Panton Sargent Architects & Designers - 1998 – 1999 Grade II Architect Assistant

Involvement in developing new Primary Care Centres from initial feasibility to full working drawings, working mainly with modern procurement methods contracts including Design & Build and PFI/PPP Projects.

David Thorpe Architect - 22 Feb 1995 - 1998 Architect Assistant

Self-build housing types, Domestic Extensions, Barn Conversions.

PHILIP COOKSEY **Associate/Architect** BA (Hons), MArch, Dip Arch (RIBA 2017)

2011-Present



PERSONALCV



ALEXANDRA Voiculescu Architect BA (Hons), MArch, PgDip.

2021-Present



PERSONALCV

DHA ARCHITECTS

Member of the RIBA.

Alexandra joined the DHA Team in 2021 as an Architectural Assistant, and she has since completed her qualification as a chartered architect.

Education 2015—2021

BA (Hons) Architecture and Design First Class Distinction Master of Architecture First Class Distinction Professional Diploma in Architectural Practice (RIBA Part III)

Having completed her RIBA Part III Professional Diploma while working in the practice, Alexandra has recently become a fully qualified Architect. In addition to this, Alexandra has gained a number of achievements along the way to include Nomination for a Student Award and Winner of the BAA MArch Award for her final masters project.

Alexandra also teaches part-time at BCU.

Alexandra is keen to promote sustainability in Architecture and develop her working knowledge of BIM.

Previous Work Experience: Glancy Nicholls Architects - 2018—2019 Architectural Assistant

SAMUEL UNDERWOOD Architect

Part 2 Architectural Assistant

• 2024-Present



PERSONALCV

Samuel joined the practice 2024. Samuel graduated in 2022 from De Montfort University, Leicester (BA Hons) and graduated in 2024 from Wolverhampton University (MArch). In his final year, he enjoyed exploring sustainability and technology within cities and improving the way we live within the built environment through his final design project. Sectors: Housing, Healthcare, Commercial





Sectors we cover

Ecclesiastical

Health

Education

Residential

Community

Conservation

Commercial



