

Safemark Competency Accreditation Service

Guidance notes for completing registration pack



Raising Standards. Protecting Homeowners

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Glossary of terms and abbreviations

Term	Meaning
APS	The Association for Project Safety.
CDM 2015	The Construction (Design and Management) Regulations 2015.
Principal designer	The person or organisation whose role is to plan, manage and monitor the co-ordination of the pre-construction phase, including any preparatory work carried out for the project.
Client	The person or organisation that holds the duties of client as defined in the Construction (Design and Management) Regulations 2015.
Contractor	For the purpose of the Safemark Competency Assessment Scheme, a contractor is a person or organisation holding a duty, other than that of client, under the Construction (Design and Management) Regulations 2015.
Core criteria	The criteria for determining (Stage 1) competence as laid out in Appendix 7 of the Safety Schemes in Procurement (SSiP) Terms of Reference.
CSCS	Construction Skills Certificate Scheme and allied schemes.
Designer	The person or organisation that holds the duties of designer as defined in the Construction (Design and Management) Regulations 2015.
ICE	Institute of Civil Engineers.
LLP	Limited liability partnership.
SSiP	The SSiP Forum acts as an umbrella organisation for clients, contractors and consultants to facilitate structured mutual recognition between schemes and others who carry out health and safety pre-qualification. The SSiP Forum members are also committed to advise and influence clients, contractors and consultants about reasonable interpretation and appropriateness of health and safety competence standards in UK schemes. The Forum embraces the core criteria on competence and training as laid out via the Safety Schemes in Procurement Terms of Reference.

Guidance in the use and completion of the registration pack

For your convenience, the document is colour coded to ensure that you can easily access the guidance you need and only answer those questions relevant to your operations. The colour coding works as follows:

Contractor and principal contractor:

Relevant guidance and questions have a **BLUE** stripe on the right-hand side and contains the letters **C/PC**.

Principal designer (PD):

Relevant guidance and questions have a **PURPLE** stripe on the right-hand side and contains the letters **PD**.

Designers:

(including those businesses involved in architecture, civil engineering, structural engineering, building services engineering or building surveys)

Relevant guidance and questions have an **ORANGE** stripe on the right-hand side and contains the letters **DES**.

Where provision of evidence is required, the document includes a tick box to assist you in ensuring that you have responded to all relevant questions. Where other supporting information is required on the document, this has been kept to a minimum, with space provided for written comments if required.

If you require more space than is available in the supporting information sections, please use a separate sheet of paper **with your company name and the core criteria number clearly marked on the top of each page**.

Before you send your submission, you should carefully ensure that all written evidence requested is enclosed, along with payment of any fees. Please only provide the evidence requested to support the questions relevant to your business area. If further evidence is needed by the assessor, we will write to you and explain what we require.

Please note: You should only enclose copies of your documentation and certifications, as we are unable to return originals.

Once you have completed the application form, please return to Safemark Scheme, Santia House, Parc Nantgarw, Cardiff CF15 7QX, email nhbc.accreditation@santia.co.uk, or call 0292 085 5600.

Relevant to:

C/PC

PD

DES

Guidance in the use and completion of the registration pack

How to obtain further advice and guidance

You should take advice on the technical requirements for the completion of this document from your competent health and safety advisor. Details of the core criteria which are mentioned throughout this document can be found in Appendix 7 of the SSiP Terms of Reference www.ssip.org.uk.

Should you not have such advice available, you may be able to obtain it from any trade or professional body of which you are a member.

Santia Accreditation can provide you with advice through our telephone helpline on 0292 085 5600 or by email at nhbc.accreditation@santia.co.uk.

Further general health and safety guidance and advice is available at www.hse.gov.uk.

References

Access to the following documents may assist in the completion of this document. Some of these are available on the HSE website and may be downloaded free of charge. Many HSE leaflets are available free of charge for individual copies; details are available either at www.hse.gov.uk or www.hsebooks.co.uk.

Legislation

The Health and safety at Work etc. Act 1974.

Management of Health and safety at Work Regulations 1999.

Construction (Design and Management) Regulations 2015.

HSE publications

Managing for Health and safety (HSE Books: Code HSG65: ISBN 9780717664566)

Managing health and safety in construction - Construction (Design and management) Regulations 2015 - Guidance on Regulations (ISBN 9780717666263)

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - Guidance on Regulations (<http://www.hse.gov.uk/riddor/index.htm>)

Consulting workers on health and safety- Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended). Approved Codes of Practice and guidance (HSE Books: Code L146: ISBN 9780717664610)

Legislation

Health & Safety made Simple - The basics for your business (HSE Books: Code: INDG449: ISBN 9780717664481)

A Brief Guide to Controlling Risks in the Workplace (INDG163 Rev4 ISBN 9780717664634)

Plan, Do, Check, Act - An introduction to managing for health and safety (HSE Books: Code INDG275(rev1): ISBN 9780717666041)

Core criteria 1: Health and safety policy organisation for health and safety – guidance and references

Detail of core criteria requirement

An organisation is expected to have an appropriate policy, regularly reviewed and signed off by the managing director or equivalent.

Guidance

A signed, current copy of the company policy should be available to all employees. The policy should be relevant, providing a clear indication of management responsibilities, health and safety duties and key appointments for health and safety. It should give an overview of how health and safety is organised, implemented and communicated within the organisation. The document should show evidence of regular review and indicate by whose authority it is published.

The organisation chart should show the overall management structure, key health and safety duty holders and clear lines of responsibility. Specific appointees should include:

- source of competent advice
- any director (or similar) with specific responsibility
- provision for first aid.

The document should demonstrate that the applicant is able to identify and understand the health and safety issues involved in his undertaking, relates them to his business and has systems in place to deal with the issues.

What is required

A policy document relevant to the size and complexity of the organisation must be provided with the application.

Note for companies with less than five employees: The exemption from a written health and safety policy contained in the Employers health and safety policy Statements (Exception) Regulations 1975 is acknowledged. For the purpose of demonstrating competence under PD, a brief written statement of the key points of your health and safety policy is required to show that you understand your duties and have systems in place to comply with them.

For an SME with a small number of employees undertaking a limited scope of activities, this may be a single sheet with a bullet-pointed outline statement of how health and safety activities are organised.

For a large or multi-divisional company, the document should include details of the organisation and how health and safety is managed within the organisational structure. This should take into account any multi-divisional structure and how lines of communication are arranged.

The document should be signed by the managing director or equivalent and should preferably have been reviewed in the past 12 months.

What is not required

You should not produce a large and complex document that does not fit with the size and scope of the company.

You should not produce a document that is so generic that it could be used for any activity or company.

You should not produce a document that replaces detail with an excessive number of references to legislation, Approved Codes of Practice (ACOPs) or guidance documents.

You should not present a document that, where references are included, refers to out-of-date or superseded documents.

Relevant to:

C/PC

PD

DES

Core criteria 2: Health and safety policy arrangements

- guidance and references

Detail of core criteria requirement

The health and safety arrangements should clearly set out the arrangements put in place for health and safety management within the organisation. These should be relevant to the nature and scale of the work undertaken by the organisation. They should set out how the company will discharge its duties under CDM 2015 and should contain a clear indication of how the arrangements are communicated to the workforce.

Guidance

A clear explanation of the arrangements which the company has made for putting its policy into effect and for discharging its duties under CDM 2015.

The health and safety arrangements should clearly set out the arrangements for achieving safe systems of work within the organisation. This should cover the general operation of the organisation (e.g. compliance with the Display Screen Equipment Regulations, emergency arrangements, lone working), and also in relation to construction work (design or construction).

The essence of the arrangements is that they should reflect an active safety regime and pragmatic safe systems of work. If generic arrangements are used, there should be clear evidence that they are reviewed against the specific circumstances of the work situation.

Applicants should be able to produce details of the structure of their arrangements and a selection of representative examples. The structure might be represented by an index or schedule, if they have a formalised procedure document.

The examples should reflect actual situations rather than generic statements, be sufficient to demonstrate real application and accurately reflect the standard of other arrangements not presented in this assessment. If they are a small organisation, the arrangements will be of a commensurate scale. However, they are still expected to have safe systems of work for all hazardous activities.

What is required

An arrangements document relevant to the company must be supplied with the application.

The arrangements document may be included as an integral part of the policy document.

It should be clear from the arrangements document who is responsible for the management of health and safety within the organisation and who has duties. The document should clearly outline the duties for individuals who may be named or indicated by position.

What is not required

You should not produce a large and complex document that does not fit with the size and scope of the company.

You should not produce a document that is so generic that it could be used for any activity or company.

You should not produce a document that replaces detail with an excessive number of references to legislation, Accepted Codes of Practice (ACOP) or guidance documents.

You should not present a document that, where references are included, refers to out-of-date or superseded documents.

Relevant to:

C/PC

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DES

Core criteria 3: Competent health and safety advice - guidance and references

Detail of core criteria requirement

The organisation, and its employees, must have ready access to competent health and safety advice, preferably from within your own organisation. The person(s) providing the advice must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.

Guidance

Name and competency details of the source of advice, for example a safety group, trade federation or consultant who provides health and safety information and advice.

An example from the last 12 months of the advice given and action taken.

The source of competent advice should be suitable to meet the needs of the size and type of organisation. It may be an individual or a company, remembering that the preference is for someone from within the applicant's organisation.

Details submitted should include a CV for the competent advisor, covering qualifications, experience and demonstration of continuing professional development (CPD) of the individuals concerned.

Details of advice given should cover the general operational side of the business, e.g. office work, and also specific areas of design or construction, as appropriate.

Evidence submitted will need to be updated on a regular basis and should demonstrate a proactive, pragmatic approach.

What is required

The applicant should provide name and competency details of the source of health and safety advice of the main provider. This may be an employee or, if the advice is from an external source, a safety group, trade federation or a consultant.

An example from the last 12 months of the advice given and action taken.

What is not required

You are not required to employ a fully qualified health and safety professional if the size and activity of your business does not need it.

You should not make claims that an external body or consultant is appointed as your health and safety advisor when they are clearly not available to support you on a regular basis.

Relevant to:

C/PC

PD

DES

Core criteria 4: Health and safety training and information

- guidance and references

Detail of core criteria requirement

The organisation should have in place, and implement, training arrangements to ensure employees have the skills and understanding necessary to discharge their duties as contractors, designers or Principal designer. A programme for refresher training should be in place, for example a continuing professional development (CPD) programme or life-long learning which will keep employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation, from board or equivalent to trainees.

Guidance

The requirement here is to provide evidence of a health and safety training culture. The ability to demonstrate a culture of learning is critical. This can be achieved in many ways and relies on senior management and employees recognising their responsibilities.

Senior management commitment to the learning culture is essential and needs to be demonstrated; this can be by the range and comprehensiveness of learning events. Submission of an action plan which shows continuing training intent may indicate a forward commitment.

The organisation should be able to provide evidence to demonstrate adequate involvement of senior staff, CPD/training and information flow in practical terms, e.g.:

- involvement of senior staff - procedural examples, attendance at staff meetings, participation in learning activities
- training strategy - examples of derivation of personal needs, individual training programmes and evidence that these are being implemented (for small organisations this can be demonstrated in a simple manner)
- demonstration of actual information flows - toolbox talks, lunchtime seminars, bulletin notes, newsletters, feedback dissemination, change controls, induction programmes (office and site).

The evidence submitted need not include individual certificates of training attendance unless these are considered necessary by the assessor to remove doubt, or unless, for small organisations, this is the only written evidence.

What is required

Applicants should provide details of relevant training carried out and programmes of training or CPD relevant to the work they carry out and to the size of the organisation.

Examples of evidence of relevant training could include:

- training records or registers maintained by management/HR departments
- records, certificates of attendance and adequate health and safety induction training for site based workforce
- evidence of an active CPD programme and sample toolbox talks
- attendance at safety group meetings/Safety and Health Awareness Day (SHAD) events.

What is not required

You are not required to send copies of every employee's CSCS or other card, training certificates, etc. If there is a specific requirement for particular certificates, it will be stated in the covering letter that accompanies the registration pack.

You are not required to produce copies of materials distributed by training providers.

Relevant to:

C/PC

PD

DES

Core criteria 5: Individual qualifications and experience

- guidance and references

Detail of core criteria requirement

Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.

Guidance

Submissions should include details of qualifications and/or experience of specific corporate post holders, e.g. board members and health and safety advisor.

Other key roles should be named or identified and details of relevant qualifications and experience provided. The number of people for which details are provided will depend upon the size of the business and the nature of its work. For substantial organisations, a reasonable view needs to be taken as to the necessary quantity of data to be provided.

Contractors

Details of number/percentage of people employed or otherwise engaged in the project who have passed a construction health and safety assessment, e.g. the ConstructionSkills touch screen test, or equivalent affiliated schemes.

For site managers, details of any specific training, such as the ConstructionSkills 'Site Management Safety Training Scheme' certificate or equivalent.

For professionals, details of qualifications and/or professional institution membership.

For site workers, details of any relevant qualifications or training, such as S/NVQ certificates.

Evidence of a company-based training programme suitable for the work to be carried out.

Principal designer

Details of number/percentage of people employed or otherwise engaged in the project who have passed a construction health and safety assessment, e.g. the ConstructionSkills touch screen test, or equivalent affiliated schemes.

Evidence of health and safety knowledge, such as NEBOSH Construction Certificate.

Details of professional institution membership and any other specific qualifications such as member of the registers administered by the APS or ICS (formerly known as the CDM co-ordinators' register), or the ICE construction health and safety register etc.

Evidence of a clear commitment to training and the CPD of staff.

Evidence of experience in managing construction projects.

Design organisations

Details of number/percentage of people employed or otherwise engaged in the project who have passed a construction health and safety assessment, e.g. the ConstructionSkills touch screen test, or equivalent affiliated schemes.

Details of any relevant qualifications and/or professional institution membership and any other specific qualifications, such as ICE construction H&S Register, NEBOSH Construction Certificate, APS Design Register.

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What is required

Contractors:

Details of relevant qualifications and experience of relevant key figures in the organisation must be supplied

This will include percentage attainment for operatives, supervisors, site managers/agents, contract directors, etc. in sufficient detail to give an adequate overall picture of the organisation and its training culture.

Details of planned progression with training/qualifications and, where appropriate, CPD should also be given.

Principal designer:

Details of relevant qualifications and experience of relevant key figures in the organisation must be supplied.

This will include percentage attainment for construction health and safety assessments, NEBOSH Construction Certificates, professional institution memberships, including APS, ICE etc. in sufficient detail to give an adequate overall picture of the organisation and its training culture.

Details of planned progression with training/qualifications and CPD should also be given.

Design organisations:

Details of relevant qualifications and experience of relevant key figures in the organisation must be supplied.

This will include percentage attainment for professional institution memberships, such as ICE Construction H&S register, NEBOSH qualifications, APS registrations in sufficient detail to give an adequate overall picture of the organisation and its training culture.

Details of planned progression with training/qualifications and CPD should also be given.

What is not required

You are not required to send copies of all certificates held by your staff. If there is a specific requirement for particular certificates it will be stated in the covering letter that accompanies the registration pack.

You are not required to produce copies of materials distributed by training providers.

You are not required to produce portfolios of evidence submitted for S/NVQ assessments.

Relevant to:

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C/PC

PD

DES

Core criteria 6: Health and safety monitoring, audit and review – guidance and references

Detail of core criteria requirement

Organisations should have a system for monitoring procedures, for auditing them at periodic intervals and for reviewing them on an ongoing basis.

Guidance

Depending upon the size of organisation, this might vary from a simple record, discussions/reports to senior managers to a formal quality-assured report.

The records and/or reports should demonstrate the issues raised, the action taken as a consequence and how this is reviewed and responded to by senior management.

This item includes the monitoring of sub-contractors and sub-consultants.

What is required

Evidence to demonstrate a strategy and schedule of monitoring, audit and review of activities with selective reports or similar must be supplied.

This could, depending on the size of the organisation and the complexity of the work it carries out, include such documents as:

- records of site inspections by management, responsible persons or internal/external health and safety advisors
- formal audit reports by internal or external auditors/audit bodies.

It is particularly important that the evidence demonstrates the action taken by line management (with examples of senior management involvement) for instigating and following through on audits, etc. Lines of responsibility for following through on issues raised should be clear.

What is not required

You should not commission audits or reviews of your systems or your working practices by external bodies.

Relevant to:

C/PC

PD

DES

Core criteria 7:

Workforce involvement – guidance and references

Detail of core criteria requirement

Organisations should have, and implement, an established means of consulting with their workforce on health and safety matters.

Guidance

Organisations should be able to provide evidence showing how consultation is carried out.

Records of health and safety meetings/committees.

Names of appointed safety representatives (trades union or other).

For those employing less than five employees, details of consultations with your employees.

This applies to all organisations. (If no written record is available, you will have to demonstrate this in some other way.)

What is required

Records of health and safety meetings and examples of actual workforce involvement in health and safety matters must be provided.

Names of representatives should be provided, where applicable, and an indication of whether the organisation operates under the Safety Representatives and Safety Committees Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996.

What is not required

You are not required to appoint safety representatives unless you wish to do so or there is a statutory requirement for you to do so.

You are not required to recognise trade union safety representatives unless you wish to do so.

Relevant to:

C/PC

PD

DES

Core criteria 8: Accident reporting and enforcement action – guidance and references

Detail of core criteria requirement

Organisations should have records of RIDDOR reportable events for at least the last three years. They should have in place a system for reviewing all incidents and recording the actions taken as a result. Organisations should record any enforcement actions taken against them over the last five years and the actions taken to remedy matters subject to enforcement action.

Guidance

Organisations should be able to provide evidence showing the way in which they record and investigate accidents and incidents.

Although an adequate record system is necessary in order to demonstrate good management and timely reporting, the key to improvement is in the analysis of accidents and near misses, and the actions taken to avoid repetition.

What is required

Records of the last two accidents/incidents and action taken to prevent recurrence must be supplied, if applicable.

Records of any enforcement action taken over the last five years, and what action was taken to put matters right, must be supplied, if applicable.

Statistics showing incidence rates of specified injuries, over-seven-day injuries, reportable cases of ill health and dangerous occurrences for the last three years must be supplied, if applicable.

Records of incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or labour only subcontractors must be supplied, if applicable.

What is not required

You are not required to keep and provide detailed records of very minor accidents and near misses.

You are not required to keep and provide accident records going back beyond three years.

You are not required to keep and provide details of enforcement action taken against sub-contractors working for you.

Relevant to:

C/PC

PD

DES

Core criteria 9: Sub-contracting/consulting procedures - guidance and references

Detail of core criteria requirement

Organisations should have in place arrangements for appointing competent sub-contractors/consultants. They should be able to demonstrate how they ensure that sub-contractors will also have arrangements for appointing competent sub-contractors/consultants. Arrangements should be in place for monitoring sub-contractor performance.

Guidance

Organisations should be able to provide evidence showing how they require similar standards of competence assessment from sub-contractors to the standards expected of them.

Assessment of contractors and sub-contractors should match this process or be fully detailed if different.

The key here is an insistence on the organisations, sub-contractors/consultants assessing any further sub-contractors/consultants they employ, to at least the same standard as detailed above.

Note: For monitoring of sub-contractors/sub-consultants see core criteria 6.

What is required

Evidence of how sub-contractors are assessed for competence must be supplied.

This can include examples of sub-contractor assessments carried out or how the organisation monitors sub-contractor performance.

What is not required

You are not required to produce long-winded questionnaire responses you have received from your sub-contractors that do not deal with the core criteria detailed in this document.

You are not required to repeat contractor assessments for every contract on which you use sub-contractors.

You are not required to ask the same questions for every sub-contractor, regardless of the type of work they will undertake (i.e. cleaners, office workers versus high-risk construction trades such as scaffolders).

Relevant to:

C/PC

PD

DES

Core criteria 10: Hazard elimination and risk control

- guidance and references

Relevant to:

DES

Detail of core criteria requirement

Designers should have in place, and implement, arrangements to meet their duties under Regulation 9 of CDM 2015.

Guidance

The emphasis here should be on practical measures which reduce particular risks arising from the design, not on lengthy procedural documentation highlighting generic risks. Examples of hazard elimination, etc. should be provided and reflect the guidance given on this topic in industry standards and reference documents.

Assessors will wish to see evidence of good, compliant practice in action.

Note: On many projects, some detailed designers (e.g. M&E, temporary works) will not be appointed until construction work commences. This requires robust procedures for co-operation and co-ordination; how this occurs and is managed should be illustrated.

What is required

Evidence must be submitted that shows how the organisation:

- ensures co-operation and co-ordination of design work within the design team and with other designers/contractors
- ensures that hazards are eliminated and any remaining risks controlled
- ensures that any structure which will be used as a workplace will meet relevant requirements of the Workplace (Health Safety and Welfare) Regulations 1992
- manages changes to designs.

Evidence should include examples showing how risk was reduced through design.

What is not required

You are not required to produce large amounts of paperwork that is not focused on the requirements of the core criteria.

Core criteria 11: Risk assessment leading to a safe system of work – guidance and references

Relevant to:

C/PC

Detail of core criteria requirement

Organisations should have in place procedures for carrying out risk assessments and for developing and implementing safe systems of work/method statements. The identification of health issues is expected to feature prominently in this system. Contractors and Principal Contractors will also be required to provide an example of a Construction Phase Health & Safety Plan.

Guidance

Organisations should be able to show how they identify significant health and safety risks, including ill health, and how they will be controlled through sample risk assessments/safe systems of work/method statements.

If organisations employ less than five persons and do not have written arrangements, they should be able to describe how they achieve the above.

Standards of risk assessment and safe methods/systems of work vary significantly. The intent here is to demonstrate suitable and sufficient procedures.

What constitutes 'suitable and sufficient' will depend upon the nature of the work, but must reflect the importance of this risk area. Ill health has been singled out in order to reflect the importance of this aspect and its growing prominence in regulations.

Where organisations employ sub-contractors, they will have responsibilities towards the sufficiency of their systems, etc. This should be reflected in the risk assessment processes.

What is required

Organisations must provide evidence of procedures (or equivalent approach) to demonstrate how hazards are initially identified and risks mitigated. This should include examples of monitoring of employees and sub-contractors, unless this is covered under core criteria 6.

Risk assessments must be in writing. This is notwithstanding the provision in the Management of Health and Safety at Work Regulations 1999 (Regulation 5(2)) that an employer with less than five employees is not required to produce written assessments of risk.

Examples of evidence could be:

- a range of safe methods/systems of work illustrating how the principles of prevention have been applied in defining them
- a range of safe methods/systems of work relating specifically to health issues, including health surveillance if undertaken.

Contractors and principal contractors must provide an example of a recent construction phase plan. Please refer to the CITB CDM Wizzard app and HSE Busy Builder leaflet (CIS80) for guidance.

What is not required

You should not produce risk assessments detailing the obvious hazards over and over again.

You are not required to produce risk assessments that only deal with generic issues, and do not deal with hazards particular to the site you are working on.

You are not required to document all your risk assessments as part of a management system.

You should not document the whole process instead of the most important issues to be controlled (the 'significant findings').

You are not required to engage in expensive health programmes for all of your workforce as a matter of routine – only for those of your employees who are at risk of exceeding legal limits.

You are not required to provide your own doctor/nurse or surveillance/screening for employees who are not at risk.

Core criteria 12: Co-operating with others and co-ordinating your work with other contractors – guidance and references

Relevant to:

C/PC

Detail of core criteria requirement

Organisations should be able to illustrate how co-operation and co-ordination of their work is achieved in practice, and how they involve the workforce in drawing up method statements/safe systems of work.

Guidance

Co-operation and co-ordination are key elements to successful health and safety risk management. Organisations should be able to provide evidence of how the company co-ordinates its work with other trades and organisations.

What is required

Applicants must provide evidence of how they co-operate with, and co-ordinates their activities with, others involved in the workplace.

Evidence should include examples of actual co-operation measures, as well as intent.

Evidence could also include sample risk assessments, procedural arrangements, project and team meeting notes.

Evidence can be provided from projects where applicants have been involved or employed by a principal contractor who has included applications, amongst others, in the consultation process, where this has been documented.

What is not required

You are not required to provide a vast amount of paperwork that does not relate to work that you do.

You are not required to put in place a system of consultation that does not fit the size of your business or that is overly time-consuming for the results expected.

Core criteria 13:

Welfare provision – guidance and references

Detail of core criteria requirement

Organisations should be able to demonstrate how they will ensure that appropriate welfare facilities will be in place before people start work on the site.

Guidance

CDM 2015 requires adequate welfare provision to be available at commencement of the construction phase of all projects.

What is required

Applicants should provide evidence of commitment to provision of appropriate welfare facilities in the health and safety policy.

Supporting evidence could be from contracts with welfare facility providers; details of type of welfare facilities provided on previous projects (separately identifying toilets, rest rooms and washing facilities, as Schedule 2 of CDM 2015), a brief description of the project and the date the facility was provided in relation to the site commencement date. If temporary facilities were provided, indicate also the date at which these were replaced by the permanent facility.

If a sub-contractor is relying on shared facilities, a statement of policy to ensure adequate provision by others, before employees commence on site, should be provided.

What is not required

You are not required to provide mess/toilet facilities where you have already agreed with another contractor to use theirs.

Relevant to:

C/PC

Core criteria 14: Principal designer's duties - guidance and references

Relevant to:

PD

Detail of core criteria requirement

Applicants should be able to demonstrate how they plan, manage and monitor the co-ordination of the pre-construction phase, including any preparatory work carried out for the project.

Guidance

Principal designers duties should be described in the form of actual examples of corporate procedures and processes, rather than by generic procedures.

Note: Individual competence is covered in core criteria 5.

What is required

Applicants should supply sufficient examples of parts of corporate procedures to show that they comply with the duties of a principal designer.

The application should be supported by actual evidence of how duties are met e.g. minutes, notes, etc

What is not required

Large amounts of paperwork that do not focus on the practical aspects of the principal designer's role.