

# Acclaim Accreditation Guidance



A UKAS accredited  
inspection body  
No. 23045



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## Introduction

The purpose of this document is to provide guidance to suppliers who are applying for Acclaim Accreditation SSIP product. This guide will cover the steps required to be completed before submission of an Acclaim question set and provide guidance on the evidence the assessor will require to see to meet the SSIP Core Criteria.

It is hoped that the guidance within this document will provide you with all the information that you need however if you should have any queries, please contact Acclaim Accreditation at:

 0333 300 3066

 support@constructionline.co.uk

 support@facilitiesline.co.uk

## Before Getting Started

### Verified Work Categories



**Important:** For an Acclaim to be assessed there must be at least one verified work category showing on the account and the work category must be applicable to the work your company undertakes. If there is not a verified work category the assessment will be rejected, and no evidence will be reviewed until this issue is resolved.

When an Acclaim is reviewed it is assessed against any verified work categories. Any work category that is not verified would not be included within the assessment.

- ⊗ To add in a work category, go into the **Manage Compliance** tab and then the Work Categories sub-heading.
- ⊗ From here you can select all applicable work categories to your company, there is no limit to how many you can add.
- ⊗ If you are unsure as to which work categories are best suited for your company, you can go onto the Constructionline or Facilitiesline website under, **Important Documents**.

There are 3 PDF files that contain a list of all the work categories that we have available, along with a description of each one and their CPV codes. They are listed into 3 categories: Construction, Material Supplier and Consultant.

Once a work category has been added to the account it will then need to be verified. To do this you will have 2 questions within a work category to complete. The first is a Contract Value, this can be from a job completed within the last two years but cannot exceed 75% of your verified turnover value.

The second question asks whether you have subcontracted your work, click on the drop-down box, and pick one of the following three options: Never, Always, Sometimes.

Once these two questions have been answered click on the Save button in the top left corner and the work cat will automatically verify itself.

Some work categories, however, have a third requirement which would need to be verified by our verification team. This is for work categories that require some form of a license which will be found underneath the subcontracting question. For example, many Electrical work categories would require an Electrical license. Those that require one will not verify unless there is a verified license.

To provide a license click on the edit button on the far-right side of the license requirement, click the add new button and follow through the form to add a license, once all the fields have been completed and a copy of your required license has been provided click on the Save button in the top left corner and that will submit the license over to be reviewed and verified.

If you wish to apply for a Designer, Principal Designer or a Design and & build you will need to have a verified Designer work category showing on your account. Any Designer work category will either have Designer within the title or within the description.

## Number of Employees

For an Acclaim to be assessed the staffing section of your account must also be verified.

To amend/update this section you'll need to go into the Identity requirement and then into the staffing subsection. From here you can update and resubmit this section.

Please note that you cannot put 0 for this section, this field is for all personnel who work within the company. For example, if you are a sole trader, you are 1 person who works within the company.

## Who should complete the Acclaim Question Sets?

The Acclaim assessment is based on H&S knowledge and competence. In order to complete and submit the correct evidence for assessment, we recommend the submission is completed by your H&S Competent person, who has knowledge of H&S or has direct access for assistance if required.

In our experience, where the assessment has been completed by the competent person, the assessment reaches a verified status with fewer resubmissions than if this is conducted by someone else within the business.

The fewer rejected questions and resubmissions means you will be verified for your Acclaim SSIP quicker, allowing you to have access to the certificate, added to the SSIP portal and verification status on your Constructionline or Facilitiesline account.

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# Assessment Process

The assessment process starts when your first submission is sent for assessment. Your assessment will be assigned to an SSIP assessor who will review your first submission. If there is any further evidence required, the assessment will be returned to you, and this will be flagged with a rejection comment on the question requiring further information. This will be highlighted in RED.

You will need to return the assessment with further evidence as soon as possible. The assessment will go back to the same assessor unless they are unavailable. The assessment will be reassessed on the rejected questions. Once all are approved the SSIP Acclaim will be approved.

## 30 Day Resubmission Lock

Acclaim Accreditation has introduced a 30-day resubmission lock on all SSIP Acclaim assessments. The lock aims to ensure that evidence remains valid throughout the submission process and at the time of approval.

### How does it operate:

Once the first submission has been assessed by the assessor, the 30-day lock will start. The lock ensures that any evidence that has been approved will remain so within the 30-day window, even if the evidence expires during this time.

You can submit as many times as you like within the 30-day window, keeping any approved questions intact.

However, if the assessment has not been verified by day 30, the lock will be removed. The assessor will now reassess any previously approved questions to ensure that the evidence is still valid. If the evidence has expired, this question will be rejected, and new supporting evidence will be required.

Once the reassessment has been completed, this will create another 30-day lock.

## HYPERCARE – We're here to make things easier

Acclaim Accreditation has launched a new service called Hypercare.

Hypercare provides suppliers with direct contact to an assessor via teams to talk through the assessment and the evidence submitted.

Using the button provided below, suppliers can book a time slot that will be with an assessor. This will be completed through teams and confirmed via calendar invites to the supplier and assessor.

The assessor will look into your assessment prior to the meeting so they can spend as much time as possible aiding you through the process.

To book time with an assessor please use the following button:

[BOOK NOW](#)



# Acclaim scheme now accredited by UKAS

Acclaim is one of only four SSIP programmes in the UK to receive this accolade, so we are now officially a Type C Inspection Body, delivering confidence and peace of mind to those using the scheme.



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## Why is UKAS accreditation so important?

UKAS (the United Kingdom Accreditation Service) is the national accreditation body for the United Kingdom. It is responsible for assessing organisations that provide certification, testing and inspection services, to help deliver confidence and reassurance around the products and services that we use.

Inspection services play a key role in providing peace of mind of the operational safety of products and services used every day. The UKAS accreditation demonstrates that Acclaim is qualified and technically competent to perform inspections with this capability recognised against national and international standards.

The assessment criteria is based on the international standard ISO/IEC 17020: 2012, Conformity Assessment – requirements for the various types of bodies performing inspection, which takes into account the following considerations:

		
Technical competence of staff	Appropriateness of inspection methods	Use of suitable equipment
		
Safeguards to ensure impartiality & confidentiality	Code of conduct and processes for working safely	Effective quality assurance procedures



# Starting Your Acclaim Question Set

## Selecting a Question Set

Once your account information is up to date, you are ready to start your Acclaim Submission. When you first open the Acclaim question set, the first decision you will need to make is which question set applies to you.

The question set you pick should define your business's activity and your role with CDM (if required). Picking a question set will produce a number of questions, some that are standard across all questions sets and some are unique questions that only appear in certain question set defined by your role.

It is incredibly important that you select the correct question set at this stage. The assessor will review your selection on the first submission. If it is viewed that this is incorrect, your submission will be rejected without any evidence being reviewed. Once you change to the new question set and will be required to provide the evidence again.

Once you have been approved for your SSIP Acclaim we cannot undo the process or change your question set. This information will also be available on your certificate and the SSIP portal at <https://www.ssiportal.org.uk/Home>

Please see the breakdowns below for each of the question sets:

### Contractor

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors, therefore, have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

#### Contractors on all projects must:

- ⊗ make sure the client is aware of the client duties under CDM 2015 before any work starts
- ⊗ plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- ⊗ check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them

- ⊗ make sure that all workers under their control have a suitable, site-specific induction unless this has already been provided by the principal contractor
- ⊗ provide appropriate supervision, information and instructions to workers under their control
- ⊗ ensure they do not start work on-site unless reasonable steps have been taken to prevent unauthorised access
- ⊗ ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

#### In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- ⊗ coordinate their work with the work of others in the project team
- ⊗ comply with directions given by the principal designer or principal contractor
- ⊗ comply with parts of the construction phase plan (CPP) relevant to their work

Where a contractor is the only contractor working on a project, they must ensure a construction phase plan (CPP) is drawn up before setting up the site.

## **Principal Contractor** - *By selecting the Principal Contractor question set you will be assessed as a Principal Contractor & Contractor*

A principal contractor is appointed by the client to control the construction phase of any project involving more than one contractor.

Principal contractors have an important role in managing health and safety risks during the construction phase so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

### **The principal contractor must:**

- ⊗ plan, manage, monitor and coordinate the entire construction phase
  - ⊗ take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
  - ⊗ liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
  - ⊗ prepare a written construction phase plan (CPP) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- ⊗ have ongoing arrangements in place for managing health and safety throughout the construction phase
  - ⊗ consult and engage with workers about their health, safety and welfare
  - ⊗ ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
  - ⊗ check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
  - ⊗ ensure all workers have site-specific inductions and any further information and training they need
  - ⊗ take steps to prevent unauthorised access to the site
  - ⊗ liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

## **Designer** - *To apply for the Designer Question set you must have a verified Designer based work category.*

A designer is an organisation or individual whose business involves preparing or modifying designs for construction projects, or arranging for, or instructing, others to do this. Designs include drawings, design details, specifications, bills of quantity and design calculations.

Designers can be architects, consulting engineers, quantity surveyors and interior designers, or anyone who specifies and alters designs as part of their work. They can also be principal contractors, specialist contractors, tradespeople, or even commercial clients if they get actively involved in design work for their projects.

A designer's decisions can affect the health and safety of all those involved in constructing a building and those who use, maintain, refurbish, and eventually demolish it.

### **Designers must:**

- ⊗ eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
  - ⊗ take steps to reduce or control any risks that cannot be eliminated
- provide design information to:**
- ⊗ the principal designer (if involved), for inclusion in the pre-construction information and the health and safety file
  - ⊗ the client and principal contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction phase plan (CPP) is prepared
- communicate, cooperate, and coordinate with:**
- ⊗ any other designers (including the principal designer) so that all designs are compatible and ensure health and safety, both during the project and beyond
  - ⊗ all contractors (including the principal contractor), to take account of their knowledge and experience of building designs
- ⊗ make sure the client is aware of the client duties under CDM 2015 before starting any design work
  - ⊗ when preparing or modifying designs:
  - ⊗ take account of any pre-construction information provided by the client (and principal designer, if one is involved)

## **Principal Designer** - *By selecting the Principal Designer question set you will be assessed as a Principal Designer & Designer*

A principal designer is a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.

Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

### **Principal designers must:**

- ⊗ plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- ⊗ help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties
- ⊗ work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks
- ⊗ ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required
- ⊗ liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase

## **Design & Build** - *By selecting the Design & Build question set you will be assessed as a Principal Contractor & Designer using the standard and unique questions found in each question set.*

Design and build is a term describing a procurement route in which the main contractor is appointed to design and construct the works, as opposed to a traditional contract, where the Client appoints consultants to design the development and then a contractor is appointed to construct the works.

The scope of both roles is covered in the Principal Contractor & Designer sections above.

## **Non-Construction (SSIP Approved)**

This question set is aimed at companies that are not defined under the CDM 2015 Regulations, and therefore non construction. The following areas sectors fall under this question set:

- ⊗ facilities management
- ⊗ outdoor contracting
- ⊗ engineering
- ⊗ consultants
- ⊗ manufacturing
- ⊗ and many more
- ⊗ transport

For entirely non-construction activity, suppliers are assessed to 12 general criteria.

## **Selecting the Number of Employees**

The second selection on the acclaim question set is to confirm the number of employees within your business. There are two employee bands:

- ⊗ Less than 5 employees
- ⊗ 5 or more employees

When selecting an employee band, this should be based on the number of employees in your account information (noted in the Before Getting Started section) and the number of employees found within your training matrix.

The employee band you select will also be displayed on your SSIP Certificate and the SSIP portal.

It is also important to note that labour-only subcontractors are classed as your employees and should be factored into your employee numbers.

## **Additional Account Information**

The next couple of questions are designed to obtain information about the business.

In the question "Please enter a general description of the work that your company undertakes" please provide the assessor with a description of the work your business conducts and any information that may be relevant to the assessment process.

The information in this section will aid the assessor to get an overview of your business and ensuring it is assessed correctly. This will also help reduce the amount of resubmission required.

# Assessment Checklist



Below we have created a checklist that includes the evidence for each question under the appropriate question sets. If you require more information, please use the **Full Assessment Guidance** section or click on the reference number in the checklist to be taken to the full guidance for that question.

Questions	
Ref	Evidence Required
1.1	Name of the most senior person within your organisation who is responsible for Health and Safety e.g., Managing Director.
1.2	H&S Policy Statement of Intent – Signed & Dated within the past 12 months
1.3	Organisations' roles and responsibilities section from your H&S Policy.
2.1	<p>H&amp;S Arrangements covering activities that your Organisation undertakes including your arrangements for how the company will discharge their specific duties under CDM2015 (NA for non-construction)</p> <p><b>Please review the full question set guidance for a breakdown of the arrangements required</b></p> <ul style="list-style-type: none"> <li>⊗ 2.1 Contractor</li> <li>⊗ 2.1 Principal Contractor</li> <li>⊗ 2.1 Designer</li> <li>⊗ 2.1 Principal Designer</li> <li>⊗ 2.1 Design &amp; Build</li> <li>⊗ 2.1 non-Construction</li> </ul>
2.2	Yes/No
2.3	<p><b>If yes to 2.2:</b></p> <ul style="list-style-type: none"> <li>⊗ Fleet Operator Recognition Scheme (FORS) for each depot that has been assessed</li> <li>⊗ Van Excellence</li> <li>⊗ Truck Excellence</li> <li>⊗ Van Compliance Scheme</li> <li>⊗ Construction Logistics and Community Safety (CLOCS)</li> <li>⊗ Other (please specify).</li> </ul>
2.4	Yes/No
2.5	<p><b>If yes to 2.2:</b></p> <ul style="list-style-type: none"> <li>⊗ Copy of your drug &amp; alcohol policy</li> <li>⊗ If you are a micro-business, you may provide a statement rather than a policy.</li> </ul>

## Questions

Ref	Evidence Required
2.6	Yes/No
2.7	<b>If yes to 2.6:</b>  Policy or arrangements which cover the management of occupational health issues including mental health & fatigue
2.8	Yes/No
2.9	<b>If yes to 2.8:</b>  Policy or arrangements for behavioural safety programmes.
3.1	Name, Contact number and Email address of your competent H&S Advisor – internal or external.
3.2	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  CV   Health and Safety Qualifications   Professional Body Memberships                 </div> <div style="width: 45%;"> <p><b>Or, if you use an external advisor, or Trade Federation or associations please provide:</b></p>  Proof of valid services (services/retention letter, certification, invoice)   Company Profile   CV   Health and Safety Qualifications   Professional Body Membership                 </div> </div>
3.3	Site Inspections, Audit Reports, or email correspondence on a relevant Health and Safety/CDM matter. <b>Evidence must be dated in the last 12 months.</b>
4.0	 <b>Contractor Unique Question</b> Up to date Training Matrix with expiry dates, Training Records (CPD), TBT's etc
4.0	 <b>Principal Contractor Unique Question</b> Up to date Training Matrix with expiry dates, Training Records (CPD), TBT's etc
4.0	 <b>Designer Unique Question</b> CPD training, a copy of your up-to-date Training Matrix (including expiry dates) for your design team, or examples of individual employee Training Records.
4.0	 <b>Principal Designer Unique Question</b> Active CPD training, a copy of your up-to-date Training Matrix (including expiry dates), or examples of individual employee Training Records
4.0	 <b>Design &amp; Build Unique Questions</b>
4.1	Up to date Training Matrix with expiry dates, Training Records (CPD), TBT's etc
4.2	CPD training, a copy of your up-to-date Training Matrix (including expiry dates) for your design team, or examples of individual employee Training Records.
4.0	 <b>Non-Construction Unique Question</b> Up-to-date Training Matrix including expiry dates, or examples of individual employee training records.

## Questions

Ref	Evidence Required
5.0	 <b>Contractor Unique Questions</b>
5.1	Examples of qualifications related to the work you undertake. <ul style="list-style-type: none"> <li>⊗ CSCS, SMSTS, SSSTS</li> <li>⊗ IPAF, Asbestos, Working at Height etc</li> <li>⊗ First Aid, Fire Warden etc</li> </ul>
5.2	The number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example, the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.
5.0	 <b>Principal Contractor Unique Questions</b>
5.1	Examples of qualifications related to the work you undertake. <ul style="list-style-type: none"> <li>⊗ CSCS, SMSTS, SSSTS</li> <li>⊗ IPAF, Asbestos, Working at Height etc</li> <li>⊗ First Aid, Fire Warden etc</li> </ul>
5.2	The number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example, the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.
5.0	 <b>Designer Unique Question</b> You should provide CVs of directors and designers (maximum ten) showing that they have appropriate qualifications, training, and experience.
5.0	 <b>Principal Designer Unique Questions</b>
5.1	You must provide CV's, specific qualifications, and memberships of professional institutions or bodies.
5.2	You should provide CVs of directors and designers (maximum ten) showing that they have appropriate qualifications, training, and experience.
5.0	 <b>Design &amp; Build Unique Questions</b>
5.1	Examples of qualifications related to the work you undertake. <ul style="list-style-type: none"> <li>⊗ CSCS, SMSTS, SSSTS</li> <li>⊗ IPAF, Asbestos, Working at Height etc</li> <li>⊗ First Aid, Fire Warden etc</li> </ul>
5.2	The number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example, the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.
5.3	You should provide CVs of directors and designers (maximum ten) showing that they have appropriate qualifications, training, and experience.
5.0	 <b>Non-Construction Unique Question</b> Examples: First Aid, Fire Warden, DSE, Safeguarding, Work Activity Training

## Questions

Ref	Evidence Required
6.0	<ul style="list-style-type: none"> <li>⊗ On-site Health and Safety Inspection Report</li> <li>⊗ The report from your last Health and Safety management system audit</li> <li>⊗ Provision of an ISO 45001 certificate issued by a UKAS accredited certification body or similar (Dated in the last 12 months)</li> </ul>
7.1	Selection Drop Down Box
7.2	<b>If selected no employees – Sole Trader</b>
7.3	<b>If selected 4 or less:</b> A description that outlines how you conduct consultation with employees - team meetings, questionnaires, office discussions.
7.4	<b>If selected 5 or more:</b> The evidence provided must be dated within the last 12 months. <ul style="list-style-type: none"> <li>⊗ Minutes of meetings where Health and Safety has been discussed</li> <li>⊗ Emails or similar correspondences (Text/WhatsApp screenshots) between employees which show a 2 way2-way conversation of consultation.</li> <li>⊗ Records of concerns raised / feedback regarding matters of Health &amp; Safety</li> </ul>
8.1	Accident/incident/near misses/RIDDOR statistics for the last 3 years. You can demonstrate this by providing a table, graph or spreadsheet containing your accident statistics.
8.2	Yes/No
8.3	<b>If yes to 8.2:</b> <ul style="list-style-type: none"> <li>⊗ Accident or near-miss reports.</li> <li>⊗ Reports of any injury, disease, or dangerous occurrence which are reportable to the HSE under RIDDOR 2013.</li> <li>⊗ Both examples must show evidence of recommendations and how your procedures were improved as a result of the investigation</li> </ul>
8.4	Yes/No
8.5	<b>If yes to 8.4:</b> <ul style="list-style-type: none"> <li>⊗ What remedial measures have been taken in response to the HSE action and how have your procedures and guidance been improved.</li> <li>⊗ Confirmation that the HSE enforcement action has been complied with and closed out.</li> </ul>
9.1	Yes/No
9.2	<b>If yes to 9.1: Evidence provided must be dated within the last 12 months.</b> Evidence must be a completed Sub-contractor / consultant pre-qualified questionnaire (PQQ) which details the organisation's Health and Safety competency.
9.3	<b>If yes to 9.1: Evidence provided must be dated within the last 12 months.</b> Once subcontractors/consultants are appointed you must monitor their health and safety performance and ensure compliance with your health and safety policy and current legislation. <b>Examples to demonstrate this may include:</b> <ul style="list-style-type: none"> <li>⊗ On-site inspection reports which clearly name the subcontractor as part of the inspection.</li> <li>⊗ Post contract review/appraisal.</li> </ul>

## Questions

Ref	Evidence Required
10.0	 <b>Contractor Unique Questions</b>
10.1	Two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements. Evidence provided must be dated within the last 12 months.
10.2	Two completed examples of COSHH assessments. Evidence provided must be dated within the last 12 months.
10.3	Yes/No
10.4	<b>If yes to 10.3:</b> A completed Construction Phase Plan dated within the last 12 months.
10.0	 <b>Principal Contractor Unique Questions</b>
10.1	Two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements. Evidence provided must be dated within the last 12 months.
10.2	A completed Construction Phase Plan dated within the last 12 months.
10.3	Two completed examples of COSHH assessments. Evidence provided must be dated within the last 12 months.a
10.0	 <b>Designer Unique Question</b>
10.1	Evidence must clearly show you are satisfied that the client is aware of their duties under CDM and is dated within the last 12 months
10.2	<ul style="list-style-type: none"> <li>⊗ Design risk assessments</li> <li>⊗ Annotated drawings with identified site-specific hazards</li> </ul> Evidence provided must be dated within the last 12 months
10.3	<ul style="list-style-type: none"> <li>⊗ Residual risk register</li> <li>⊗ Emails sent to the Principal Designer regarding foreseeable hazards or significant risks</li> <li>⊗ Minutes of design team meetings when foreseeable hazards or significant risks have been discussed.</li> </ul> Evidence provided must be dated within the last 12 months.
10.4	Yes/No
10.5	<b>If yes to 10.4:</b> <ul style="list-style-type: none"> <li>⊗ Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations.</li> <li>⊗ A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations.</li> <li>⊗ Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed.</li> </ul> Evidence provided must be dated within the last 12 months.

## Questions

Ref	Evidence Required
10.0	 <b>Principal Designer Unique Question</b>
10.1	Examples could be minutes of pre-start meetings or emails with the Client to discuss the project including welfare
10.2	<ul style="list-style-type: none"> <li>⊗ Client project brief</li> <li>⊗ Client Correspondence from the client regarding pre-construction information.</li> <li>⊗ Advising the client to provide additional pre-construction information e.g., ground surveys, existing service drawings, structural surveys etc.</li> </ul>
10.3	<ul style="list-style-type: none"> <li>⊗ Design team register</li> <li>⊗ Minutes of design team meetings.</li> <li>⊗ Risk registers, annotated drawings with site-specific hazards or design risk assessments</li> </ul>
10.4	Examples to demonstrate this may be either minutes of design team meetings, minutes of progress meetings, or correspondence between other duty holders in relation to design changes
10.5	<ul style="list-style-type: none"> <li>⊗ Correspondence between the Principal Designer and Principal Contractor</li> <li>⊗ Minutes of pre-start or progress meetings</li> </ul>
10.6	Emails, Meeting minutes, Procedures & Arrangements. Evidence provided must be dated within the last 12 months.
10.0	 <b>Design &amp; Build Unique Questions</b>
10.1	Two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements. Evidence provided must be dated within the last 12 months.
10.2	Two completed examples of COSHH assessments. Evidence provided must be dated within the last 12 months.
10.3	A completed Construction Phase Plan dated within the last 12 months.
10.4	Evidence must clearly show you are satisfied that the client is aware of their duties under CDM and is dated within the last 12 months
10.5	<ul style="list-style-type: none"> <li>⊗ Design risk assessments</li> <li>⊗ Annotated drawings with identified site-specific hazards</li> </ul> Evidence provided must be dated within the last 12 months
10.6	<ul style="list-style-type: none"> <li>⊗ Residual risk register</li> <li>⊗ Emails sent to the Principal Designer regarding foreseeable hazards or significant risks</li> <li>⊗ Minutes of design team meetings when foreseeable hazards or significant risks have been discussed.</li> </ul> Evidence provided must be dated within the last 12 months.

## Questions

Ref	Evidence Required
10.7	Yes/No
10.8	<p><b>If yes to 10.7:</b></p> <ul style="list-style-type: none"> <li>⊗ Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations.</li> <li>⊗ A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations.</li> <li>⊗ Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed.</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>
10.0	 <b>Non-Construction Unique Questions</b>
10.1	Two workplace Risk Assessments OR safe systems of work relevant to the hazards and risks associated with your work/workplace.
10.2	Two completed examples of COSHH assessments. Evidence provided must be dated within the last 12 months.
11.0	 <b>Contractor Unique Question</b> <ul style="list-style-type: none"> <li>⊗ Project team meeting notes</li> <li>⊗ Emails which contain discussions of work being planned or conducted</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>
11.0	 <b>Principal Contractor Unique Question</b> <ul style="list-style-type: none"> <li>⊗ Project team meeting notes</li> <li>⊗ Emails which contain discussions of work being planned or conducted</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>
11.0	 <b>Designer Unique Question</b> <ul style="list-style-type: none"> <li>⊗ Notes of meetings and other discussions</li> <li>⊗ Examples of exchanges of safety information</li> <li>⊗ Previous agreements on issues that affect other site users such as emergency arrangements/procedures, deliveries, traffic routes, design interfaces and the like.</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>
11.0	 <b>Principal Designer Unique Questions</b>
11.1	<ul style="list-style-type: none"> <li>⊗ Design risk assessments</li> <li>⊗ Annotated drawings with identified site-specific hazards</li> </ul> <p>Evidence provided must be dated within the last 12 months</p>
11.2	<ul style="list-style-type: none"> <li>⊗ Residual risk register</li> <li>⊗ Emails sent to the Principal Designer regarding foreseeable hazards or significant risks</li> <li>⊗ Minutes of design team meetings when foreseeable hazards or significant risks have been discussed.</li> </ul> <p>Evidence provided must be dated within the last 12 months</p>

## Questions

Ref	Evidence Required
11.3	Yes/No
11.4	<p><b>If yes to 11.3:</b></p> <ul style="list-style-type: none"> <li>⊗ Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations.</li> <li>⊗ A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations. Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed.</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>
11.0	<p> <b>Design &amp; Build Unique Questions</b></p> <ul style="list-style-type: none"> <li>⊗ Notes of meetings and other discussions</li> <li>⊗ Examples of exchanges of safety information</li> <li>⊗ Previous agreements on issues that affect other site users such as emergency arrangements/procedures, deliveries, traffic routes, design interfaces and the like.</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>
11.0	<p> <b>Non-Construction Unique Questions</b></p> <ul style="list-style-type: none"> <li>⊗ Project team meeting notes</li> <li>⊗ Emails which contain discussions of work being planned or conducted</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>
12.0	<p> <b>Contractor Unique Questions</b></p> <p>Evidence which shows that welfare has been confirmed before attending site:</p> <ul style="list-style-type: none"> <li>⊗ Emails</li> <li>⊗ Prestart meeting minutes</li> <li>⊗ CPP</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>
12.0	<p> <b>Principal Contractor Unique Questions</b></p> <p>This could be an Invoice that shows the hiring of welfare facilities or evidence of the maintenance of facilities</p>
12.0	<p> <b>Design &amp; Build Unique Questions</b></p> <p>This could be an Invoice that shows the hiring of welfare facilities or evidence of the maintenance of facilities</p> <p>Evidence provided must be dated within the last 12 months.</p>
11.0	<p> <b>Non-Construction Unique Questions</b></p>
12.1	Yes/No
12.2	<p><b>If yes to 12.1:</b></p> <p>Evidence which shows that welfare has been confirmed before attending site:</p> <ul style="list-style-type: none"> <li>⊗ Emails</li> <li>⊗ Prestart meeting minutes</li> <li>⊗ CPP</li> </ul> <p>Evidence provided must be dated within the last 12 months.</p>

# Full Assessment Guidance

## Standard Questions

- 1.1** Please provide details of the person with overall responsibility for Health and Safety in the organisation, who should be a Director of the Company (or equivalent)

**Supplier Guidance:**

This is the most senior person within your organisation who is responsible for Health and Safety e.g., Managing Director.

- 1.2** Please provide a copy of your Health and Safety Policy including a statement of intent that has been physically signed by the most senior person in your organisation (for example Managing Director)

**Supplier Guidance:**

You are expected to have and implement an appropriate Policy, dated within the last 12 months. Which must be physically/digitally signed off by the Managing Director or equivalent. The Policy must be relevant to the nature and scale of your work and set out the responsibilities for Health and Safety Management at all levels within the Organisation.

If you employ 5 or more people you are required by law under the 'Health and Safety at Work Act' to have a documented Health and Safety Policy.

If you have less than 5 employees and do not yet have a health and safety policy, please complete the HSE template at <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc> and upload this document.

- 1.3** Please provide the Organisations' and roles and responsibilities section of your Health and Safety Policy for your Organisation.

**Supplier Guidance:**

You must outline the specific Health and Safety duties of each of the key stakeholders in your organisation. Your response may include a list of the names, positions, and roles of the people who have specific responsibility for health and safety or a company organogram.

- 2.2** Are you a Member of a Fleet Operations/Management Scheme?

**Supplier Guidance:**

Please answer yes or no. Answering no will not impact the outcome of the assessment.

- 2.3** Please provide a copy of your Fleet Operations/Management Certificate.

**Supplier Guidance:**

Please provide a copy of your certificate which may include:

- ⊗ Fleet Operator Recognition Scheme (FORS) for each depot that has been assessed
- ⊗ Van Excellence
- ⊗ Truck Excellence
- ⊗ Van Compliance Scheme
- ⊗ Construction Logistics and Community Safety (CLOCS)
- ⊗ Other (please specify).

- 2.4** Do you have a Drug & Alcohol Policy in place?

**Supplier Guidance:**

Please answer yes or no. Answering no will not impact the outcome of the assessment.

**2.5** Please supply a copy of your Drug & Alcohol Policy (which may be part of your Health and Safety Policy or through detailed within another document).

**Supplier Guidance:**

Please upload a copy of the drug and alcohol policy. This information may also be provided as part of your H&S policy or through another document. The drug and alcohol policy must include as a minimum:

- ⊗ What preventative measures does your company take to ensure employees do not attend sites under the influence of alcohol and/or drugs
- ⊗ Addresses items such as testing requirement, frequency, substances tested for and management of test results
- ⊗ Whether the policy addresses post-incident and/or reasonable cause drug and alcohol testing
- ⊗ Whether the policy addresses a return-to-duty testing process and unannounced testing programmes for employees following a policy violation and/or substance abuse treatment.

If you are a micro-business, you may provide a statement rather than a policy.

**2.6** Do you have policy arrangements that include occupational health issues including mental health and fatigue?

**Supplier Guidance:**

Please answer yes or no. Answering no will not impact the outcome of the assessment.

**2.7** Please supply a copy of your arrangements for occupational health issues including mental health and fatigue (which may be part of your Health and Safety Policy or through detailed within another document).

**Supplier Guidance:**

Guidance can be found here:

- ⊗ <https://ccsbestpractice.org.uk/entries/building-mental-health-in-construction/>
- ⊗ <https://www.hse.gov.uk/humanfactors/topics/fatigue.htm>
- ⊗ <https://www.buildingmentalhealth.net/>

Please upload a copy of your policy or arrangements which cover the management of occupational health issues.

If you are a micro-business, you may provide a written statement rather than a policy

**2.8** Do you have policy arrangements which include behavioural management or a behavioural safety programme?

**Supplier Guidance:**

Please answer yes or no. Answering no will not impact the outcome of the assessment.

**2.9** Please supply a copy of your arrangements for behavioural management or a behavioural safety programme (which may be part of your Health and Safety Policy or through detailed within another document).

**Supplier Guidance:** NA

**3.1** Please provide the name and contact details of the internal advisor, consultant, company, trade federation or association who provides your company with Health and Safety advice.

**Supplier Guidance:**

Your organisation, and your employees, must have access to competent Health & Safety advice, preferably from within your own organisation.

A supplier must provide:

- ⊗ Name
- ⊗ Contact Number
- ⊗ Email

**3.2** Please provide evidence of your Safety Advisor's competence & services

**Supplier Guidance:**

The advisor must be able to provide advice on general Health & Safety, and non-construction or construction Health & Safety issues.

**Evidence must include:**

- ⊗ CV
- ⊗ Health and Safety Qualifications
- ⊗ Professional Body Memberships

**Or, if you use an external advisor, or Trade Federation or associations please provide:**

- ⊗ Proof of valid services (services/retention letter, certification, invoice)
- ⊗ Company Profile
- ⊗ CV
- ⊗ Health and Safety Qualifications
- ⊗ Professional Body Membership

**3.3** Please provide an example of their advice provided to your organisation and details of how this was implemented into the business.

**Supplier Guidance:**

This can be in the form of a Site Inspection, Audit Reports, or email correspondence on a relevant Health and Safety matter.

Evidence provided must be dated within the last 12 months.

**6.0** Please provide evidence on how you check, review and where necessary improve your health and safety performance?

**Supplier Guidance:**

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

**Examples to demonstrate this may include:**

- ⊗ On-site Health and Safety Inspection Report
- ⊗ The report from your last Health and Safety management system audit
- ⊗ Provision of an ISO 45001 certificate issued by a UKAS accredited certification body or similar (Dated in the last 12 months)

Evidence provided must be dated within the last 12 months.

**7.1** How many employees do you have?

**Supplier Guidance:** NA

**7.2** Can you confirm whether you are a Sole Trader?

**Supplier Guidance:**

A Sole Trader is a person who is the exclusive owner of a business, entitled to keep all profits after tax has been paid but liable for all losses. A Sole Trader is a person who is the exclusive owner of a business, entitled to keep all profits after tax has been paid but liable for all losses. If you use labour-only subcontractors these are classed as employees.

**7.3** Please describe how you consult with your Employees to achieve the Consultation required.

**Supplier Guidance:**

Please provide information on how you consult with your employees. You should include information on how this takes place, how it is recorded and in what settings this is conducted.

This may be achieved in several ways, for example, team meetings, questionnaires, office discussions.

**7.4** Please provide evidence of how you consult your workforce on Health and Safety matters.

**Supplier Guidance:**

You should have and implement, an established means of consulting with your workforce on Health & Safety matters.

**Examples to demonstrate this may include:**

- ⊗ Minutes of meetings where Health and Safety has been discussed
- ⊗ Emails or similar correspondences (Text/WhatsApp screenshots) between employees which show a 2 way2-way conversation of consultation.
- ⊗ Records of concerns raised / feedback regarding matters of Health & Safety

Evidence provided must be dated within the last 12 months.

**8.1** Please provide your Accident/incident/near misses/ RIDDOR statistics for the last 3 years.

**Supplier Guidance:**

You are expected to provide a formal means of recording accidents for at least the last three years.

You can demonstrate this by providing a table, graph or spreadsheet containing your accident statistics.

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**8.2** Have there been any instances of Accident Investigation in the last 3 years?

**Supplier Guidance:**

Please answer yes or no

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**8.3** Please provide up to TWO examples of accident investigation including corrective actions and recommendations given as a result of the accident.

**Supplier Guidance:**

You are expected to provide evidence that you conduct accident/incident reporting and undertake a follow-up investigation.

**Evidence must include:**

- ⊗ Accident or near-miss reports.
  - ⊗ Reports of any injury, disease, or dangerous occurrence which are reportable to the HSE under RIDDOR 2013.
  - ⊗ Both examples must show evidence of recommendations and how your procedures were improved as a result of the investigation
- 

**8.4** In the last 5 years has there been any HSE Enforcement Action?

**Supplier Guidance:**

Please answer yes or no

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**8.5** Please provide details of any HSE Enforcement Action within the last 5 years and the action you took in response to the Enforcement Action.

**Supplier Guidance:**

**Evidence must include:**

- ⊗ What remedial measures have been taken in response to the HSE action and how have your procedures and guidance been improved.
  - ⊗ Confirmation that the HSE enforcement action has been complied with and closed out.
- 

**9.1** Does your Organisation use Sub Contractors?

**Supplier Guidance:**

Please answer yes or no

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**9.2** Please provide a completed Sub Contractor Assessment you've carried out on a Sub Contractor prior to them undertaking work on your behalf.

**Supplier Guidance:**

You must demonstrate how you ensure your subcontractors apply Health and Safety measures to a standard appropriate to the work for which they are being engaged.

Evidence must be a completed Sub-contractor / consultant pre-qualified questionnaire (PQQ) which details the organisation's Health and Safety competency. Information within the PQQ may include:

- ⊗ Accreditations withSSIP registered members.
- ⊗ Sub-contractor / consultant H&S Policy
- ⊗ List of H&S training and experience, including recognised competency cards.
- ⊗ Accident / RIDDOR records
- ⊗ HSE enforcement actions
- ⊗ Convictions of H&S legislation
- ⊗ Insurances

Evidence provided must be dated within the last 12 months.

**9.3** Please provide a copy of a recent on-site inspection report or post works review/appraisal on one of your Sub Contractors to show monitoring of Contractor performance.

**Supplier Guidance:**

Once subcontractors/consultants are appointed you must monitor their health and safety performance and ensure compliance with your health and safety policy and current legislation.

**Examples to demonstrate this may include:**

- ⊗ On-site inspection reports which clearly name the subcontractor as part of the inspection.
- ⊗ Post contract review/appraisal.

Evidence provided must be dated within the last 12 months.



## Contractor

**2.1** Please provide your full HS Policy / Manual which also includes your Health and Safety arrangements/procedures for how the company will discharge their specific duties as a Contractor under CDM2015.

**Supplier Guidance:**

You must be able to demonstrate arrangements/procedures for ensuring that your Health and Safety measures meet the commitments you have made in your statement of general policy.

This should include information on what you will do to remove or reduce the risks of the hazards in your workplace, including your duties as a Contractor under CDM 2015.

**This should include the following, as a minimum. Your arrangements/procedures for:**

- ⊗ Risk assessment
- ⊗ Consultation with employees
- ⊗ Safe plant and equipment
- ⊗ Information, instruction, and supervision
- ⊗ Training
- ⊗ Accidents, first aid and work-related ill health
- ⊗ Monitoring
- ⊗ Emergency procedures
- ⊗ Fire and evacuation
- ⊗ How you plan, manage and monitor your work
- ⊗ Communicate health and safety information to the workforce.
- ⊗ How you ensure all your employees are inducted before working on-site (just stating that the Principal Contractor does this is insufficient).

- ⊗ Prevent access by unauthorised persons to the site
- ⊗ Providing adequate welfare facilities
- ⊗ Asbestos Management
- ⊗ How you comply with your duties as a contractor under CDM 2015 which includes confirming the clients' duties under CDM

You must also provide details of one arrangement for health and one for safety most appropriate to your work. Examples you may wish to choose from include

**Health**

- ⊗ Manual handling
- ⊗ Noise
- ⊗ Vibration
- ⊗ Hazardous substances

**Safety**

- ⊗ Working at height
- ⊗ Working with electricity
- ⊗ Working on gas systems
- ⊗ Managing traffic

For suppliers undertaking very specific activities (e.g., demolition, work on gas installations or asbestos removal) you must include arrangements/procedures relating to these.

**4.0** Please provide a copy of your up-to-date Training Matrix including expiry dates, or examples of individual employee training records.

**Supplier Guidance:**

You are expected to have documented evidence of providing your workforce with training and information appropriate to the type of work you undertake.

Evidence of relevant training as required by Health and Safety legislation or approved code of practice e.g., asbestos awareness training.

Please provide an up-to-date Training Matrix with expiry dates, Training Records (CPD), TBT's etc

Evidence provided must be dated within the last 12 months.

**5.1** Please provide examples of your employee's site managers current Training Certificates and or valid skills cards relevant to the work you do. These should be in line with the information within your Training Matrix.

**Supplier Guidance:**

You are expected to provide evidence that your workforce has suitable knowledge, experience and skills for the activities assigned to them. This is in the form of Health and Safety or other relevant qualifications and experience sufficient to implement your Health and Safety Policy to a standard appropriate to the work for which you undertake.

**Examples of qualifications related to the work you undertake.**

- ⊗ CSCS, SMSTS, SSSTS
- ⊗ IPAF, Asbestos, Working at Height etc
- ⊗ First Aid, Fire Warden etc

**5.2** Please provide details of number/percentage of people engaged in the organisation who holds a CSCS card?

**Supplier Guidance:**

Please provide details of the CSCS, SMSTS, SSSTS compliance within the workplace (including those who are self-employed), & the number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example, the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.

**10.1** Please provide two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements.

**Supplier Guidance:**

The Risk assessments must be site / project-specific and demonstrate that you have identified and implemented sufficient measures, so far as is reasonably practicable, to control risk.

The method statement (safe systems of work) will contain the systematic sequence in which the task will be carried out to minimise the resulting risk.

Evidence provided must be dated within the last 12 months.

**10.2** Please provide two completed examples of COSHH assessments for chemicals you use.

**Supplier Guidance:**

Evidence provided must be dated within the last 12 months.

**10.3** Do you act as the sole contractor on any of your projects?

**Supplier Guidance:**

Please answer yes or no

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project.

If you are working for a domestic client, you will be in control of the project if you are the only contractor or the principal contractor.

**CDM 2015 - Construction Phase Plan ([hse.gov.uk](http://hse.gov.uk))**

"What is a Sole Contractor?" - A sole contractor is the only contractor working on a project.

As the sole contractor, you must carry out the duties which are placed on the client and principal contractor as stated in The Construction (Design and Management) Regulations 2015. Duties such as:

- ⊗ Develop the construction phase plan before work starts on site.
- ⊗ Ensure site inductions are provided.
- ⊗ Prevent unauthorised access to the site
- ⊗ Provide suitable welfare facilities.

**10.4** Please provide a completed Construction Phase Plan dated within the past 12 months.

**Supplier Guidance:**

Under CDM 2015 all Contractors are legally required to prepare a Construction Phase Plan when they are the only contractor involved in the project or when they are appointed as the Principal Contractor.

Please provide a completed Construction Phase Plan dated within the last 12 months.

**11.0** Please upload an example of either a copy of On-site meeting notes or recent email correspondence with a client or other Contractor or a copy of a recently completed Site Induction. This must clearly show a two-way conversation between parties.

**Supplier Guidance:**

You are expected to provide evidence for co-operating and co-ordinating with others (Including suppliers, clients, and other contractors.)

**Please provide supporting evidence which could include:**

- ⊗ Project team meeting notes
- ⊗ Emails which contain discussions of work being planned or conducted

Evidence provided must be dated within the last 12 months.

**12.0** Please provide evidence in the form of either a recent email confirmation of Welfare Facilities being made available by another Party, or pre-start meeting minutes where welfare provision was discussed.

**Supplier Guidance:**

It is important that compliant welfare facilities (i.e., toilets and washing facilities, rest facilities, and, as necessary, drying facilities), are provided at the commencement of work on-site (see Schedule 2 of the CDM2015 Regulations Guidance) and serviced and maintained throughout the construction period.

Although welfare facilities will normally be provided by the principal contractor, there will be occasions, specifically on smaller projects, when it has to be provided by others including the client, or contractors.

**You will need to explain how, when required to provide these that you ensure that they are:**

- ⊗ available on the first day of work
- ⊗ of sufficient size to accommodate all those on-site who will use them
- ⊗ adequately cleaned and maintained

or, if provided by others, how you check that the above will be implemented

Evidence provided must be dated within the last 12 months.

## Principal Contractor

**2.1** Please provide your full Health and Safety Policy / Manual which also includes your Health and Safety Arrangements/Procedures for how the Company will discharge their specific duties as a Principal Contractor under CDM2015.

### **Supplier Guidance:**

You must be able to demonstrate arrangements/procedures for ensuring that your Health and Safety measures meet the commitments you have made in your statement of general policy.

This should include information on what you will do to remove or reduce the risks of the hazards in your workplace including your duties as a Principal Contractor under CDM 2015.

**This should include the following, as a minimum. Your arrangements/procedures for:**

- ⊗ Risk assessment
- ⊗ Consultation with employees
- ⊗ Safe plant and equipment
- ⊗ Information, instruction, and supervision
- ⊗ Training
- ⊗ Accidents, first aid and work-related ill health
- ⊗ Monitoring
- ⊗ Emergency procedures
- ⊗ Fire and evacuation
- ⊗ Plan, manage and monitor the work of your subcontractors
- ⊗ Ensure all employees are inducted before working on site
- ⊗ How you plan, manage and monitor your work
- ⊗ Communicate health and safety information to the workforce.
- ⊗ How you ensure all your employees are inducted before working on-site (just stating that the Principal Contractor does this is insufficient).
- ⊗ Prevent access by unauthorised persons to the site
- ⊗ Providing adequate welfare facilities
- ⊗ Asbestos Management

This should also include how you comply with your duties as a Principal Contractor under CDM 2015 which includes the following.

- ⊗ Plan, manage, monitor, and coordinate H&S in the construction phase, including communication with the client, principal designer, and contractors.
- ⊗ Prepare, review, and maintain CPPs.
- ⊗ Organize cooperation between contractors and others and coordinate the work.
- ⊗ Ensure relevant and suitable site inductions.
- ⊗ Provide information for the H&S file.

You must also provide details of one arrangement for health and one for safety most appropriate to your work. Examples you may wish to choose from include

### **Health**

- ⊗ Manual handling
- ⊗ Noise
- ⊗ Vibration
- ⊗ Hazardous substances

### **Safety**

- ⊗ Working at height
- ⊗ Working with electricity
- ⊗ Working on gas systems
- ⊗ Managing traffic

For suppliers undertaking very specific activities (e.g., demolition, work on gas installations or asbestos removal) you must include arrangements/procedures relating to these.

**4.0** Please provide a copy of your up-to-date Training Matrix including expiry dates, or examples of individual employee training records.

**Supplier Guidance:**

You are expected to have documented evidence of providing your workforce with training and information appropriate to the type of work you undertake.

Evidence of relevant training as required by Health and Safety legislation or approved code of practice e.g., asbestos awareness training.

Please provide an up-to-date Training Matrix with expiry dates, Training Records (CPD), TBT's etc

Evidence provided must be dated within the last 12 months.

**5.1** Please provide examples of your employees site managers current Training Certificates and or valid skills cards relevant to the work you do. These should be in line with the information within your Training Matrix.

**Supplier Guidance:**

You are expected to provide evidence that your workforce has suitable knowledge, experience and skills for the activities assigned to them. This is in the form of Health and Safety or other relevant qualifications and experience sufficient to implement your Health and Safety Policy to a standard appropriate to the work for which you undertake.

**Examples of qualifications related to the work you undertake:**

- ⊗ CSCS, SMSTS, SSSTS
- ⊗ IPAF, Asbestos, Working at Height etc
- ⊗ First Aid, Fire Warden etc

**5.2** Please provide details of number/percentage of people engaged in the organisation who holds a CSCS card?

**Supplier Guidance:**

Please provide details of the CSCS, SMSTS, SSSTS compliance within the workplace (including those who are self-employed), & the number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example, the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.

**10.1** Please provide two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements.

**Supplier Guidance:**

The Risk assessments must be site / project-specific and demonstrate that you have identified and implemented sufficient measures, so far as is reasonably practicable, to control risk.

The method statement (safe systems of work) will contain the systematic sequence in which the task will be carried out to minimise the resulting risk.

Evidence provided must be dated within the last 12 months.

**10.2** Please provide a completed Construction Phase Plan dated within the past 12 months.

**Supplier Guidance:**

Under CDM 2015 all Contractors are legally required to prepare a Construction Phase Plan when they are the only contractor involved in the project or when they are appointed as the Principal Contractor.

Please provide a completed Construction Phase Plan dated within the last 12 months.

**10.3** Please provide two completed examples of COSHH assessments for chemicals you use.

**Supplier Guidance:**

Evidence provided must be dated within the last 12 months.

**11.0** Please upload an example of either a copy of On-site meeting notes or recent email correspondence with a client or other Contractor or a copy of a recently completed Site Induction. This must clearly show a two-way conversation between parties.

**Supplier Guidance:**

You are expected to provide evidence for co-operating and co-ordinating with others (Including suppliers, clients, and other contractors.)

Please provide evidence of concise, practical examples, relevant and proportionate to the type of activity likely to be carried out which could include:

- ⊗ Notes of meetings and other discussions
- ⊗ Examples of exchanges of safety information
- ⊗ Previous agreements on issues that affect other site users such as emergency arrangements/procedures, deliveries, traffic routes, design interfaces and the like.

Evidence provided must be dated within the last 12 months.

**12.0** In addition to the Construction Phase Plan provided in question 10.2, please provide practical evidence that Welfare Facilities have been made available by yourselves for your own Employees and for Sub Contractors. This could be an Invoice that shows the hiring of Welfare Facilities.

**Supplier Guidance:**

As a principal contractor, you have a duty to ensure that adequate welfare facilities are provided which may include circumstances when they are provided by others (e.g., the client).

You will need to demonstrate how you ensure that they are:

- ⊗ available on the first day of work
- ⊗ of sufficient size to accommodate all those on-site who will use them
- ⊗ adequately cleaned and maintained.

Evidence provided must be dated within the last 12 months.

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## Designer

**2.1** Please provide your full HS Policy / Manual which also includes your Health and Safety arrangements/ procedures for how the company will discharge their specific duties as a Designer under CDM2015.

**Supplier Guidance:**

You must be able to demonstrate arrangements/procedures for ensuring that your Health and Safety measures are meet the commitments you have made in your statement of general policy.

This should include information on what you will do to remove or reduce the risks of the hazards in your workplace and when preparing or modifying designs, to ensure you eliminate, reduce or control foreseeable risks.

**Your arrangements/procedures should include at least the following:**

- ⊗ Your duties under Regulation 9 of CDM 2015.
- ⊗ Risk assessment
- ⊗ Consultation with employees
- ⊗ Information, instruction, and supervision
- ⊗ Training
- ⊗ Accidents, first aid and work-related ill health
- ⊗ Monitoring
- ⊗ Emergency procedures
- ⊗ Fire and evacuation
- ⊗ Plan, manage and monitor your work
- ⊗ Communicate health and safety information to the workforce.

**4.0** Please upload your active CPD training, a copy of your up-to-date Training Matrix (including expiry dates) for your design team, or examples of individual employee Training Records.

**Supplier Guidance:**

You are expected to have documented evidence of providing your workforce with training and information appropriate to the type of work you undertake.

This should cover both the introduction to a subject and also ongoing 'refresher training'. This may be presented in several ways e.g. team meetings, on-the-job, online approaches or formal training sessions. Whatever manner is used it should demonstrate a considered approach.

Such instruction should be sufficient to provide the requisite skills and understanding for the tasks to be undertaken.

CPD training, a copy of your up-to-date Training Matrix (including expiry dates) for your design team, or examples of individual employee Training Records.

All those who regularly visit sites should also hold a CSCS/ CSR card or equivalent to demonstrate that they have achieved at least this level of understanding, although this on its own is not sufficient to demonstrate that adequate training has been provided.

Evidence provided must be dated within the last 12 months.

**5.0** Please provide evidence of your Designers qualifications and their experience in the form of CVs and Training Certificates, and Professional Membership such as RIBA ICE, APS, RiAS, CIAT, ARB etc.

**Supplier Guidance:**

You are expected to provide evidence that your workforce has Health and Safety or other relevant qualifications and experience sufficient to implement your Health and Safety policy to a standard appropriate to the work for which you undertake and meet your duties under CDM 2015.

You should provide CVs of directors and designers (maximum ten) showing that they have appropriate qualifications, training, and experience. CVs should be typical of the people employed by the supplier.

**10.1** Please provide evidence of Communication confirming that the Client is aware of their duties under CDM2015.

**Supplier Guidance:**

A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under the CDM Regulations 2015.

Evidence must clearly show you are satisfied the client is aware of their duties under CDM and is dated within the last 12 months

**10.2** Please provide evidence of a Project-specific design risk assessment which details, so far as is reasonably practicable, that risks are identified, controlled and where possible are eliminated to show the general principles of prevention have been implemented

**Supplier Guidance:**

Designers must take into account the general principles of prevention to eliminate, so far as is reasonably practicable, foreseeable risks which may arise during the construction phase or the maintenance and use of a building once it is built.

**Evidence to demonstrate this may include:**

- ⊗ Design risk assessments
- ⊗ Annotated drawings with identified site-specific hazards

Evidence provided must be dated within the last 12 months

**10.3** Please provide evidence of how you communicate information to the Principal Designer about significant risks associated with the design that cannot be eliminated.

**Supplier Guidance:**

Any foreseeable hazards or significant risks which have not been eliminated in the design phase must be brought to the attention of the Principal Designer which will then form part of the pre-construction information.

**Examples to demonstrate this may include:**

- ⊗ Residual risk register
- ⊗ Emails sent to the Principal Designer regarding foreseeable hazards or significant risks
- ⊗ Minutes of design team meetings when foreseeable hazards or significant risks have been discussed.

Evidence provided must be dated within the last 12 months.

**10.4** Do you design any structures or buildings that meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992?

**Supplier Guidance:** NA

**10.5** Please provide evidence of how you ensure a design prepared for places of work will meet requirements of Workplace (Health, Safety and Welfare) Regulations 1992?

**Supplier Guidance:**

You must upload evidence showing how you ensure a structure will meet the requirements of the Workplace Regulations taking account of factors such as suitable lighting and ventilation.

**Examples to demonstrate this may include:**

- ⊗ Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations.
- ⊗ A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations.
- ⊗ Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed.

Evidence provided must be dated within the last 12 months.

**11.0** Please provide evidence of co-operation and coordination with other Designers, including the Principal Designer, and with Contractors and Principal Contractor. e.g., Design review meetings or emails with other Duty Holders where the design process is discussed.

**Supplier Guidance:**

Please provide evidence of concise, practical examples, relevant and proportionate to the type of activity likely to be carried out which could include:

- ⊗ Notes of meetings and other discussions
- ⊗ Examples of exchanges of safety information
- ⊗ Previous agreements on issues that affect other site users such as emergency arrangements/procedures, deliveries, traffic routes, design interfaces and the like.

Evidence provided must be dated within the last 12 months.

## Principal Designer

**2.1** Please provide your full HS Policy / Manual which also includes your Health and Safety arrangements/ procedures for how the company will discharge their specific duties as a Principal Designer under CDM2015.

**Supplier Guidance:**

You must be able to demonstrate arrangements/procedures for ensuring that your Health and Safety measures are meet the commitments you have made in your statement of general policy.

This should include information on what you will do to remove or reduce the risks of the hazards in your workplace including your duties as a Principal Designer under CDM 2015.

Your arrangements/procedures should include at least the following:

- ⊗ Your duties under Regulation 11 and 12 of CDM 2015.
- ⊗ Risk assessment
- ⊗ Consultation with employees
- ⊗ Information, instruction, and supervision
- ⊗ Training
- ⊗ Accidents, first aid and work-related ill health
- ⊗ Monitoring
- ⊗ Emergency procedures
- ⊗ Fire and evacuation
- ⊗ Plan, manage and monitor your work
- ⊗ Communicate health and safety information to the workforce.

**4.0** Please upload your active CPD training, a copy of your up-to-date Training Matrix (including expiry dates), or examples of individual employee Training Records.

**Supplier Guidance:**

You are expected to have documented evidence of providing your workforce with training and information appropriate to the type of work you undertake.

Active CPD training, a copy of your up-to-date Training Matrix (including expiry dates), or examples of individual employee Training Records

**5.1** Please provide evidence to demonstrate that your Principal Designers have the health and safety skills, knowledge, and experience (SKE) to carry out the work they undertake. You must provide CV's, specific qualifications, and memberships of professional institutions or bodies.

**Supplier Guidance:**

You are expected to provide evidence that your workforce has Health and Safety or other relevant qualifications and experience sufficient to implement your Health and Safety policy to a standard appropriate to the work for which you undertake and meet your duties under CDM 2015

You must provide CV's, specific qualifications, and memberships of professional institutions or bodies.

**5.2** Please provide evidence of your Designers qualifications and their experience in the form of CVs and Training Certificates, and Professional Membership such as RIBA ICE, APS, RiAS, CIAT, ARB etc.

**Supplier Guidance:**

You are expected to provide evidence that your workforce has Health and Safety or other relevant qualifications and experience sufficient to implement your Health and Safety policy to a standard appropriate to the work for which you undertake and meet your duties under CDM 2015.

You should provide CVs of directors and designers (maximum ten) showing that they have appropriate qualifications, training, and experience. CVs should be typical of the people employed by the supplier.

**10.1** Please provide evidence of Communication confirming that the Client is aware of their duties under CDM2015.

**Supplier Guidance:**

Examples could be minutes of pre-start meetings or emails with the Client to discuss the project including welfare

**10.2** Please provide evidence showing how you assist the client in identifying, obtaining, collating, and sharing pre-construction information.

**Supplier Guidance:**

The appointed principal designer must ensure cooperation with the client and support the client in providing Pre-Construction Information.

**Evidence may include:**

- ⊗ Client project brief
- ⊗ Correspondence from the client regarding pre-construction information.
- ⊗ Advising the client to provide additional pre-construction information e.g., ground surveys, existing service drawings, structural surveys etc.

Evidence provided must be dated within the last 12 months.

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**10.3** Please provide evidence showing how you coordinate Designers and how you ensure all designers comply with their duties in regulation 9?

**Supplier Guidance:**

The principal designer must ensure there is coordination and cooperation between all designers involved in a project and ensure they comply with their duties as a designer.

Please provide two examples of the following to demonstrate this:

- ⊗ Design team register
- ⊗ Minutes of design team meetings.
- ⊗ Risk registers, annotated drawings with site-specific hazards or design risk assessments

Evidence provided must be dated within the last 12 months.

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**10.4** Please provide evidence which conveys how you oversee design decisions.

**Supplier Guidance:**

The principal designer must oversee any potential or proposed design changes to understand the impact that this could have during the construction phase, the cleaning and maintenance of the structure, or if being used as a workplace.

Examples to demonstrate this may be either minutes of design team meetings, minutes of progress meetings, or correspondence between other duty holders in relation to design changes

**10.5** Please provide evidence on how you help/assist the Principal Contractor to prepare the construction phase plan?

**Supplier Guidance:**

The principal designer has a duty to liaise with the principal contractor regarding design and the coordination of health and safety matters during the construction phase.

**Examples to demonstrate this may include:**

- ⊗ Correspondence between the Principal Designer and Principal Contractor
- ⊗ Minutes of pre-start or progress meetings

Evidence provided must be dated within the last 12 months.

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**10.6** As the Principal Designer, you must assist in the preparation of the health and safety file. Please provide documented arrangements detailing how you prepare and hand over the health and safety file on projects where you act as the Principal Designer.

**Supplier Guidance:**

Emails, Meeting minutes, Procedures & Arrangements.  
Evidence provided must be dated within the last 12 months.

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**11.1** Please provide evidence of a Project-specific design risk assessment which details, so far as is reasonably practicable, that risks are identified, controlled and where possible are eliminated to show the general principles of prevention have been implemented.

**Supplier Guidance:**

Designers must take into account the general principles of prevention to eliminate, so far as is reasonably practicable, foreseeable risks which may arise during the construction phase or the maintenance and use of a building once it is built.

- ⊗ Evidence to demonstrate this may include:
- ⊗ Design risk assessments
- ⊗ Annotated drawings with identified site-specific hazards

Evidence provided must be dated within the last 12 months

**11.2** Please provide evidence of a Project-specific design risk assessment which details, so far as is reasonably practicable, that risks are identified, controlled and where possible are eliminated to show the general principles of prevention have been implemented.

**Supplier Guidance:**

Any foreseeable hazards or significant risks which have not been eliminated in the design phase must be brought to the attention of the Principal Designer which will then form part of the pre-construction information.

**Examples to demonstrate this may include:**

- ⊗ Residual risk register
- ⊗ Emails sent to the Principal Designer regarding foreseeable hazards or significant risks
- ⊗ Minutes of design team meetings when foreseeable hazards or significant risks have been discussed.

Evidence provided must be dated within the last 12 months.

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**11.3** Do you design any structures or buildings that meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992?

**Supplier Guidance:** NA

**11.4** Please provide evidence of how you ensure a design prepared for places of work will meet requirements of Workplace (Health, Safety and Welfare) Regulations 1992?

**Supplier Guidance:**

You must upload evidence showing how you ensure a structure will meet the requirements of the Workplace Regulations taking account of factors such as suitable lighting and ventilation.

**Examples to demonstrate this may include:**

- ⊗ Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations.
- ⊗ A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations.
- ⊗ Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed.

Evidence provided must be dated within the last 12 months.

## Design & Build

**2.1** Please provide your full Health and Safety Policy / Manual which also includes your Health and Safety Arrangements/Procedures on how the Company will discharge their specific duties as a Principal Contractor and Designer under CDM2015.

### **Supplier Guidance:**

You must be able to demonstrate arrangements/procedures for ensuring that your Health and Safety measures meet the commitments you have made in your statement of general policy.

This should include information on what you will do to remove or reduce the risks of the hazards in your workplace including your duties as a Principal Contractor & Designer under CDM 2015.

**Your arrangements/procedures should include the following, as a minimum, when acting as Contractor / Principal Contractor:**

- ⊗ How you will comply with your duties as Contractor / Principal Contractor under CDM 2015. This includes:
- ⊗ Confirming the client is aware of their duties
- ⊗ Plan, manage, monitor, and coordinate H&S in the construction phase, including communication with the client, principal designer, and contractors.
- ⊗ Prepare, review, and maintain CPPs.
- ⊗ Organize cooperation between contractors and others and coordinate the work.
- ⊗ Ensure all employees are inducted before working on site
- ⊗ Prevent access by unauthorized persons to the site
- ⊗ Provide information for the H&S file.
- ⊗ Providing adequate welfare facilities

**Your other arrangements/procedures should include at least the following:**

- ⊗ Risk assessment
- ⊗ Consultation with employees
- ⊗ Safe plant and equipment
- ⊗ Information, instruction, and supervision
- ⊗ Training
- ⊗ Accidents, first aid and work-related ill health
- ⊗ Monitoring
- ⊗ Emergency procedures
- ⊗ Fire and evacuation
- ⊗ Plan, manage and monitor the work of your subcontractors

- ⊗ How you plan, manage and monitor your work
- ⊗ Communicate health and safety information to the workforce.
- ⊗ Asbestos Management

You must also provide details of one arrangement for health and one for safety most appropriate to your work. Examples you may wish to choose from include

### **Health**

- ⊗ Manual handling
- ⊗ Noise
- ⊗ Vibration
- ⊗ Hazardous substances

### **Safety**

- ⊗ Working at height
- ⊗ Working with electricity
- ⊗ Working on gas systems
- ⊗ Managing traffic

**Your arrangements/procedures should include the following, as a minimum, when acting as Designer:**

- ⊗ How you will comply with your Designer duties under Regulation 9 of CDM 2015.
- ⊗ Risk assessment
- ⊗ Consultation with employees
- ⊗ Information, instruction, and supervision
- ⊗ Training
- ⊗ Accidents, first aid and work-related ill health
- ⊗ Monitoring
- ⊗ Emergency procedures
- ⊗ Fire and evacuation
- ⊗ Plan, manage and monitor your work
- ⊗ Communicate health and safety information to the workforce.

For suppliers undertaking very specific activities (e.g., demolition, work on gas installations or asbestos removal) you must include arrangements/procedures relating to these.

**4.1** Please provide a copy of your up-to-date Training Matrix including expiry dates for the build side of the business, or examples of individual employee training records.

**Supplier Guidance:**

You are expected to have documented evidence of providing your workforce with training and information appropriate to the type of work you undertake.

Evidence of relevant training as required by Health and Safety legislation or approved code of practice e.g., asbestos awareness training.

Please provide an up-to-date Training Matrix with expiry dates, Training Records (CPD), TBT's etc

Evidence provided must be dated within the last 12 months.

**4.2** Please upload your active CPD training, a copy of your up-to-date Training Matrix (including expiry dates) for your design team, or examples of individual employee Training Records.

**Supplier Guidance:**

You are expected to have documented evidence of providing your workforce with training and information appropriate to the type of work you undertake.

This should cover both the introduction to a subject and ongoing 'refresher training'. This may be presented in several ways e.g. team meetings, on-the-job, online approaches or formal training sessions. Whatever manner is used it should demonstrate a considered approach.

Such instruction should be sufficient to provide the requisite skills and understanding for the tasks to be undertaken.

CPD training, a copy of your up-to-date Training Matrix (including expiry dates) for your design team, or examples of individual employee Training Records.

All those who regularly visit sites should also hold a CSCS/ CSR card or equivalent to demonstrate that they have achieved at least this level of understanding, although this on its own is not sufficient to demonstrate that adequate training has been provided.

Evidence provided must be dated within the last 12 months.

**5.1** Please provide examples of your employees & site managers in the build teams' current Training Certificates and or valid skills cards relevant to the work you do. These should be in line with the information within your Training Matrix.

**Supplier Guidance:**

You are expected to provide evidence that your workforce has suitable knowledge, experience and skills for the activities assigned to them. This is in the form of Health and Safety or other relevant qualifications and experience sufficient to implement your Health and Safety Policy to a standard appropriate to the work for which you undertake.

**Examples of qualifications related to the work you undertake.**

- ⊗ CSCS, SMSTS, SSSTS
- ⊗ IPAF, Asbestos, Working at Height etc
- ⊗ First Aid, Fire Warden etc

**5.2** Please provide details of number/percentage of people engaged in the organisation who holds a CSCS card?

**Supplier Guidance:**

Please provide details of the CSCS, SMSTS, SSSTS compliance within the workplace (including those who are self-employed), & the number/percentage of people engaged in the organisation who have passed a construction Health & Safety assessment, for example, the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.

**5.3** Please provide evidence of your Designers qualifications and their experience in the form of CVs and Training Certificates, and Professional Membership such as RIBA ICE, APS, RiAS, CIAT, ARB etc.

**Supplier Guidance:**

You are expected to provide evidence that your workforce has Health and Safety or other relevant qualifications and experience sufficient to implement your Health and Safety policy to a standard appropriate to the work for which you undertake and meet your duties under CDM 2015.

You should provide CVs of directors and designers (maximum ten) showing that they have appropriate qualifications, training, and experience. CVs should be typical of the people employed by the supplier.

**10.1** Please provide two site-specific examples (2 separate projects) of Risk Assessments and accompanying Method Statements.

**Supplier Guidance:**

The Risk assessments must be site / project-specific and demonstrate that you have identified and implemented sufficient measures, so far as is reasonably practicable, to control risk.

The method statement (safe systems of work) will contain the systematic sequence in which the task will be carried out to minimise the resulting risk.

Evidence provided must be dated within the last 12 months.

**10.2** Please provide two completed examples of COSHH assessments for chemicals you use.

**Supplier Guidance:**

Two completed examples of COSHH assessments. Evidence provided must be dated within the last 12 months.

**10.3** Please provide a completed Construction Phase Plan dated within the past 12 months.

**Supplier Guidance:**

Under CDM 2015 all Contractors are legally required to prepare a Construction Phase Plan when they are the only contractor involved in the project or when they are appointed as the Principal Contractor.

The CPP should be dated within the last 12 months.

**10.4** Please provide evidence of Communication confirming that the Client is aware of their duties under CDM2015.

**Supplier Guidance:**

A designer must not commence work in relation to a project unless satisfied that the client is aware of the duties owed by the client under the CDM Regulations 2015.

Evidence must clearly show you are satisfied the client is aware of their duties under CDM and is dated within the last 12 months

**10.5** Please provide evidence of a Project-specific design risk assessment which details, so far as is reasonably practicable, that risks are identified, controlled and where possible are eliminated to show the general principles of prevention have been implemented

**Supplier Guidance:**

Designers must take into account the general principles of prevention to eliminate, so far as is reasonably practicable, foreseeable risks which may arise during the construction phase or the maintenance and use of a building once it is built.

**Evidence to demonstrate this may include:**

- ⊗ Design risk assessments
- ⊗ Annotated drawings with identified site-specific hazards

Evidence provided must be dated within the last 12 months.

**10.6** Please provide evidence of how you communicate information to the Principal Designer about significant risks associated with the design that cannot be eliminated.

**Supplier Guidance:**

Any foreseeable hazards or significant risks which have not been eliminated in the design phase must be brought to the attention of the Principal Designer which will then form part of the pre-construction information.

**Examples to demonstrate this may include:**

- ⊗ Residual risk register
- ⊗ Emails sent to the Principal Designer regarding foreseeable hazards or significant risks
- ⊗ Minutes of design team meetings when foreseeable hazards or significant risks have been discussed.

Evidence provided must be dated within the last 12 months.

**10.7** Do you design any structures or buildings that meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992?

**Supplier Guidance:** NA

**10.8** Please provide evidence of how you ensure a design prepared for places of work will meet requirements of Workplace (Health, Safety and Welfare) Regulations 1992?

**Supplier Guidance:**

You must upload evidence showing how you ensure a structure will meet the requirements of the Workplace Regulations taking account of factors such as suitable lighting and ventilation.

**Examples to demonstrate this may include:**

- ⊗ Written procedure on how you will ensure a design prepared for places of work meets the requirements of the Workplace (Health, Safety and Welfare) Regulations.
- ⊗ A project-specific design checklist or similar which includes requirements of the Workplace (Health, Safety and Welfare) Regulations.
- ⊗ Correspondence where the Workplace (Health, Safety and Welfare) Regulations have been discussed.

Evidence provided must be dated within the last 12 months.

**11.0** Please upload an example of either a copy of On-site meeting notes or recent email correspondence with a client or other Contractor or a copy of a recently completed Site Induction. This must clearly show a two-way conversation between parties.

**Supplier Guidance:**

You are expected to provide evidence for co-operating and co-ordinating with others (Including suppliers, clients, and other contractors.)

**Please provide supporting evidence which could include:**

- ⊗ Notes of meetings and other discussions
- ⊗ Examples of exchanges of safety information
- ⊗ Previous agreements on issues that affect other site users such as emergency arrangements/procedures, deliveries, traffic routes, design interfaces and the like.

Evidence provided must be dated within the last 12 months.

**12.0** In addition to the Construction Phase Plan provided in question 10.3, please provide practical evidence that Welfare Facilities have been made available by yourselves for your own Employees and for Sub Contractors. This could be an Invoice that shows the hiring of Welfare Facilities.

**Supplier Guidance:**

It is important that compliant welfare facilities (i.e., toilets and washing facilities, rest facilities, and, as necessary, drying facilities), are provided at the commencement of work on-site (see Schedule 2 of the CDM2015 Regulations Guidance) and serviced and maintained throughout the construction period.

Although welfare facilities will normally be provided by the principal contractor, there will be occasions, specifically on smaller projects, when it has to be provided by others including the client, or contractors.

You will need to explain how, when required to provide these that you ensure that they are:

- ⊗ available on the first day of work
- ⊗ of sufficient size to accommodate all those on-site who will use them
- ⊗ adequately cleaned and maintained

or, if provided by others, how you check that the above will be implemented

Evidence provided must be dated within the last 12 months.

## Non-Construction (SSIP Approved)

**2.1** Please provide your full HS Policy / Manual which also includes your Health and Safety arrangements/procedures.

### **Supplier Guidance:**

You must be able to demonstrate arrangements/procedures for ensuring that your Health and Safety measures are meet the commitments you have made in your statement of general policy.

This should include information on what you will do to remove or reduce the risks of the hazards in your workplace.

**Your arrangements/procedures should include at least the following:**

- ⊗ Risk assessment
- ⊗ Consultation with employees
- ⊗ Information, instruction, and supervision
- ⊗ Training
- ⊗ Accidents, first aid and work-related ill health
- ⊗ Monitoring
- ⊗ Emergency procedures
- ⊗ Fire and evacuation
- ⊗ Plan, manage and monitor your work
- ⊗ Communicate health and safety information to the workforce.

**You must also provide details of one arrangement for health and one for safety most appropriate to your work. Examples you may wish to choose from include:**

### **Health**

- ⊗ Manual handling
- ⊗ Display Screen Equipment (DSE)

### **Safety**

- ⊗ Working at height
- ⊗ Electricity

**4.0** Please provide a copy of your up-to-date Training Matrix including expiry dates, or examples of individual employee training records.

### **Supplier Guidance:**

You are expected to have documented evidence of providing your workforce with training and information appropriate to the type of work you undertake.

Evidence of relevant training as required by Health and Safety legislation or approved code of practice e.g., asbestos awareness training.

Evidence provided must be dated within the last 12 months.

**5.0** Please provide examples of your Employees current Training Certificates and or valid skills cards relevant to the work you do. These should be in line with the information within your Training Matrix.

### **Supplier Guidance:**

You are expected to provide evidence that your workforce has suitable knowledge, experience and skills for the activities assigned to them. This is in the form of Health and Safety or other relevant qualifications and experience sufficient to implement your Health and Safety Policy to a standard appropriate to the work for which you undertake.

Examples: First Aid, Fire Warden, DSE, Safeguarding, Work Activity Training

**10.1** Please provide two workplace Risk Assessments OR safe systems of work relevant to the hazards and risks associated with your work/workplace.

**Supplier Guidance:**

The Risk assessments must be specific to the hazards and risks associated with your work/workplace and demonstrate that you have identified and implemented sufficient measures, so far as is reasonably practicable, to control risk.

Generic office risk assessments are acceptable, but you must explain how these are adapted for specific tasks or work circumstances. You must provide TWO examples from within the past 12 months of actual risk assessments and TWO safe methods of work (method statements). They must address both the safety and health issues appropriate to your work and show evidence of workforce acknowledgement.

Organisations that do not use method statements are expected to supply risk assessments appropriate to their working environment e.g. Office Risk Assessments, fire, DSE, visits to clients' premises etc.

**10.2** Please provide two completed examples of COSHH assessments for chemicals you use.

**Supplier Guidance:**

Evidence provided must be dated within the last 12 months.

**11.0** Please upload an example of either a copy of On-site meeting notes or recent email correspondence with a client or other Contractor or a copy of a recently completed Site Induction. This must clearly show a two-way conversation between parties.

**Supplier Guidance:**

You are expected to provide evidence for co-operating and co-ordinating with others (Including suppliers, clients, and other contractors.)

**Please provide supporting evidence which could include:**

- ⊗ Project team meeting notes
- ⊗ Emails which contain discussions of work being planned or conducted

Evidence provided must be dated within the last 12 months.

**12.1** Do you undertake work where welfare facilities will be provided by the principal contractor?

**Supplier Guidance:**

If you undertake work on a site that is controlled by the Principal Contractor, then you must ensure that suitable welfare facilities have been provided before your phase of work begins.

**12.2** Please provide evidence in the form of either a recent email confirmation of Welfare Facilities being made available by another Party, or pre-start meeting minutes where welfare provision was discussed.

**Supplier Guidance:**

It is important that compliant welfare facilities (i.e. toilets and washing facilities, rest facilities, and, as necessary, drying facilities), are provided at the commencement of work on-site (see Schedule 2 of the CDM2015 Regulations Guidance) and serviced and maintained throughout the construction period.

Although welfare facilities will normally be provided by the principal contractor, there will be occasions, specifically on smaller projects, when it has to be provided by others including the client, or contractors.

**You will need to explain how, when required to provide these that you ensure that they are:**

- ⊗ available on the first day of work
- ⊗ of sufficient size to accommodate all those on-site who will use them
- ⊗ adequately cleaned and maintained

or, if provided by others, how you check that the above will be implemented.

