**Core criteria for demonstration of competence:**

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| **Project Name and reference:** | |  | | | |
| **Date:** |  | **By Whom:** |  | **Stage One** |  |

| **Ref.** | **Criteria** | **Standard to be achieved and evidence of compliance** | **Evidence Provided** | | **Suitable** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Yes** | **No** | **Yes** | **No** | |
| Organisations | | |  |  |  |  | |
| 1 | Health and Safety Policy and organising for health and safety | 1. A signed, current copy of the policy. 2. It identifies the roles and responsibilities at all levels |  |  |  |  | |
| 2 | Arrangements | 1. Sets out the risk profile of the company / organisation 2. Sets out how the company / organisation will discharge its duties under CDM2015. 3. There is a clear indication as to how the arrangements are communicated to the workforce. |  |  |  |  | |
| 3 | Has access to competent advice. This needs to be both corporate and construction related. | 1. Is access to competent advice indicated? 2. Does the advisor provide general health and safety advice? 3. Does the advisor (from the same source or elsewhere) provide construction health and safety advice? 4. Name and competency details of the advice source provided? 5. Obtain examples of the advice over the last 12 months |  |  |  |  | |
| 4 | Training and information. | 1. Arrangements indicate that a training policy and programme is in place including CPD 2. Training is aimed at everyone in the organisation 3. Employees have the skills and understanding necessary to discharge their duties 4. Training records including certificates of attendance 5. Induction training for site-based workforce 6. Sample ‘toolbox talks’. |  |  |  |  | |
| 5.1 | Individual qualifications and experience  For STFC and contractors | 1. Employees have the appropriate qualifications and experience 2. Details of qualifications and/or experience – corporate level including health and safety advisor 3. Other key roles identified with details of relevant qualifications and experience |  |  |  |  | |
| 5.2 | Competence  For Contractors | 1. Individuals – CITB Construction Skills test or similar and S/NVQ certificates 2. For site managers – CITB – ‘Site Management Safety Training Scheme’ certificate or equivalent 3. For professionals – qualifications / institution membership 4. Evidence of company based training programme |  |  |  |  | |
| 5.3 | For Designers: | 1. Individuals – CITB Construction Skills test or similar schemes 2. For professionals – qualifications / institution membership 3. Specific qualifications – NEBOSH Construction Certificate; APS Design Register etc. |  |  |  |  | |
| 5.4 | Principal Designers | 1. Individuals - CITB Construction Skills test or similar schemes 2. For professionals – qualifications / institution membership 3. Specific qualifications – NEBOSH Construction Certificate; APS Design Register, IMaPS, CMaPS etc. |  |  |  |  | |
| 6 | Monitoring, audit and review | Procedures in place to:   1. Monitoring the safety management system 2. Auditing the safety management system at periodic intervals 3. Reviewing the safety management system at periodic intervals 4. Evidence of recent monitoring / audits / reviews 5. Copies of site inspection reports |  |  |  |  | |
| 7 | Workforce involvement | 1. Clear evidence of how consultation takes place with the workforce 2. Health and safety committee meeting notes / records 3. Names of safety representatives |  |  |  |  |
| 8 | Accident reporting and enforcement action; follow-up investigation | 1. Last 3 years records of all RIDDOR reportable events 2. Evidence of a system in place for reviewing all incidents, and recording the action taken as a result 3. Any enforcement action taken against the company over the last 5 years and the actions taken to remedy matters 4. For large companies – statistics showing incidence rates of major injuries over 3 days – for the last 3 years |  |  |  |  |
| 9 | Sub-contracting / consulting procedures (if applicable) | 1. Arrangements in place for appointing competent sub-contractors / consultants 2. Be able to demonstrate how the sub-contractors / consultants appointed also have arrangements in place for appointing competent organisations 3. Examples provided of assessments 4. Evidence relating to how monitoring of sub-contractor performance is undertaken |  |  |  |  |
| 10 | Hazard elimination and risk control – Designers only | 1. Demonstration of Arrangements for CDM2015 Regulation 9 – covering the following areas: 2. methods for co-operation and co-ordination with other Designers / Contractors 3. methods for hazard elimination and how remaining risks will be controlled 4. Examples of how risk was reduced through design 5. A short summary on how changes to design will be managed |  |  |  |  | |
| 11 | Risk assessment leading to a safe method of work – Contractors only | 1. Clear procedures for carrying out risk assessments and for developing and implementing safe systems of work / method statements 2. Sample risk assessments / safe systems of work / method statements 3. How health and safety issues will be identified |  |  |  |  | |
| 12 | Co-operating with others and co-ordinating work with that of other Contractors – Contractors only | 1. Demonstrate how co-operation and co-ordination is achieved with other companies 2. Demonstrate how the workforce is involved in drawing up method statements / safe systems of work |  |  |  |  | |
| **Stage 2** | | | | | | | |
| 1 | Work experience | 1. Relevant experience provided 2. Recent projects / contracts with contact details |  |  |  |  | |