

CHAS[®]



Health & Safety Standards/Guidance

May 2019

In Commercial Confidence

**MAKING
YOUR WORLD
OF WORK SAFER**

Health & Safety Assessment - All		
Section	Supporting Information Expected	Standard
Health & Safety Policy (and Organisation for Health & Safety)		
Written health and safety policy including procedures/arrangements and assigned responsibilities.	A signed and dated copy of the policy including The Policy statement (sometimes called "Statement of intent") and arrangements.	We will look for evidence of a periodically reviewed general H&S policy, signed and dated by a senior person within the organisation. The H&S policy should also contain the organisation and arrangements. These should be relevant to the anticipated nature and scale of activity to be undertaken, and set out responsibilities for H&S management at all levels in the organisation.
Access to Competent Health and Safety Advice - Corporate		
Arrangements for accessing competent corporate health and safety advice to assist in complying with relevant statutory provisions. This can be a member of staff or via an external source.	The contact details of the competent advisor, (internal or external source). A copy of their CV. A description of the role they play in managing general health and safety within your company and give an example of advice that they have given and the action taken as a result.	The evidence will be reviewed to ensure advice is available and suitable for the size of the company and the work categories applied for. If the advice is from an external source, the assessor will seek confirmation of this from the external advisor.
Enforcement Actions		
Information on any enforcement notices (Prohibition or Improvement) or prosecutions in relation to health and safety, taken by the HSE or Local Authority against the company or an individual from the company in the last three years.	If the answer is Yes, the details and the action taken to prevent reoccurrences will need to be provided.	The HSE Public Register of Enforcement Notices databases will be checked for declared or non-declared prohibition or improvement notices from the last 3 years. If there has been an enforcement of any kind, the details and any action taken to prevent reoccurrences provided will be checked to ensure it is suitable.

Accident Reporting and Accident Investigation

<p>Arrangements for reporting all accidents and incidents including near misses, and who is responsible within the company for reporting and investigating accidents and near misses.</p>	<p>Arrangements for the recording, investigating and reporting to the authorities of any accidents, incidents, near-misses or dangerous occurrences. Evidence of who is responsible.</p> <p>Details of any accidents/incidents in the last 3 years.</p> <p>If applicable, actions to prevent any reoccurrence of accidents recorded, and details of fitting action or actions applied following enforcement action.</p>	<p>Submitted information will be checked to ensure that the business have sound arrangements for reporting all accidents and incidents including near misses. Also who is responsible for investigating accidents and near misses or reporting.</p> <p>If applicable, the action or actions applied following accidents, incidents, near misses or enforcement action was fitting.</p>
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Risk Assessment leading to a Safe Method of Work

<p>Identifying and controlling the risk arising from any health and safety hazards.</p>	<p>Evidence of your arrangements which describe how your company identifies health and safety risks and how the risks are controlled.</p> <p>You must also provide sufficient numbers of completed examples of risk assessments and the resultant safe system of work or method statements which are relevant to your work and the hazards your employees face. Generic or model risk assessments may be acceptable but they must be supported by evidence of how they are adapted to match your work situation.</p>	<p>Submitted information will be reviewed to ensure that competent person or people carried out risk assessments including manual handling, working at height and workstations for example, assessments include everyone, for example cleaners, contractors, visitors, or the public, that they cover non-routine operations and emergencies, distinguish between hazard and risk, satisfactory control measures arising out of the assessment.</p> <p>This may include Construction Phase Plans (CPP) if applicable.</p>
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Control of Hazardous Substances

<p>Use of or handling of hazardous substances.</p>	<p>You will need to provide sample copies of COSHH assessments relevant to products used by, or likely to be encountered by your work force.</p> <p>Also evidence that staff are briefed with regard to the use of hazardous substances.</p> <p>If not applicable has been selected, you will need to provide justification why this does not apply.</p>	<p>The evidence will be reviewed to ensure satisfactory control measures have been identified, clear instructions for workers that hazardous substances must have an assessment before use, satisfactory arrangements for giving the COSHH assessment to those who use the substance and consideration is given for providing PPE including arrangements for its storage, maintenance and training.</p>
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Work Equipment (PUWER)		
<p>Arrangements for work equipment.</p>	<p>You will need to supply arrangements for work equipment and evidence of these being implemented.</p> <p>If not applicable has been selected, you will need to provide justification why this does not apply.</p>	<p>The evidence will be reviewed to ensure a person or people have been identified as being responsible for the proper maintenance of all work equipment.</p> <p>Also that there is clear instruction for workers about the use of work equipment that need special training before use.</p> <p>Also who is the named person or position responsible for ensuring workers have relevant training for work equipment.</p>
Portable Electrical equipment (PAT)		
<p>Arrangements for the maintenance and use of portable electrical equipment.</p>	<p>You will need to provide your arrangements in relation to work equipment and evidence e.g. PAT testing records, of these being implemented.</p> <p>If not applicable has been selected, you will need to provide justification why this does not apply.</p>	<p>Submitted information will be reviewed to ensure a person has been identified as responsible for the inspection and testing regime of portable electrical equipment.</p> <p>Also that there is a suitable inspection and testing regime.</p> <p>And there is guidance about portable electrical equipment and what the daily user inspections consist of when used, especially for hand tools.</p>
Health Surveillance		
<p>Arrangements for the assessment and monitoring of work-related health issues.</p>	<p>You will need to provide your arrangements for the assessment and monitoring of work-related health issues.</p> <p>If not applicable has been selected, you will need to provide justification why this does not apply.</p>	<p>Submitted information will be reviewed to ensure the business has identified statutory requirements placed on them to provide health surveillance arrangements.</p>

Manual Handling		
<p>Arrangements for manual handling operations and practical evidence of these being implemented.</p>	<p>You will need to provide your arrangements for manual handling operations and practical evidence of these being implemented.</p> <p>If not applicable has been selected, you will need to provide justification why this does not apply.</p>	<p>Submitted information will be reviewed to ensure there is a stated objective in your policy to avoid or mechanise manual handling tasks.</p> <p>Also that the assessments consider the risk level, there are satisfactory instructions for workers about kinetic lifting techniques and control measures are identified.</p> <p>Also is there a need for consideration for providing PPE including arrangements for storage, maintenance and training.</p>
First Aid		
<p>Arrangements for first aid and evidence of these being implemented.</p>	<p>You will need to provide your arrangements with regard to first aid and evidence of these being implemented.</p> <p>If not applicable has been selected, you will need to provide justification why this does not apply.</p>	<p>The evidence will be reviewed to ensure there are satisfactory arrangements described for providing either first aiders or appointed people in the workplace.</p> <p>Including if there is a person or people identified as having responsibility for checking first aid boxes and is the name of the first aider or appointed person displayed somewhere.</p>
Fire Precaution and Fire Risk Assessment		
<p>Arrangements for fire precautions and fire risk assessment and evidence of these being implemented.</p>	<p>You will need to provide your arrangements for fire precautions and fire risk assessment and evidence of these being implemented.</p> <p>If not applicable has been selected, you will need to provide justification why this does not apply.</p>	<p>We will check that there are satisfactory actions for employees described should there be a fire or emergency and there is a person competent in fire issues.</p> <p>That there is a person named as responsible for ensuring the evacuation arrangements are in place and tested.</p> <p>That the fire risk assessment is “suitable and sufficient” and has it been reviewed within the past 12 months.</p> <p>That there is evidence of satisfactory instructions for employees including training, evacuation procedures or fire prevention advice for example.</p> <p>Where relevant that the issue of lone workers been considered including those working in ceiling voids or confined spaces for example.</p>

Working at Height		
Arrangements for working at height and evidence of these being implemented	You will need to provide your arrangements with regard to work at height and evidence of these being implemented.	Evidence will be checked to ensure that acceptable arrangements that describe their responsibilities for avoiding work at height and are safe methods of work at height provided for employees.
Training and Workforce competence		
Arrangements with regard to work at height and evidence of these being implemented.	<p>You will need to provide your arrangements for achieving a competent workforce and supply practical evidence to support this. evidence of qualifications and experience of key people within your business (e.g. Senior Managers, Managers, Supervisors)</p> <p>Evidence that your employees/other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organisation is likely to undertake.</p> <p>How many employees/managers/supervisors have received Health & Safety Training.</p>	Evidence will be checked to ensure that suitable and sufficient training is evident for all employees the business and covers all work activities undertaken.
Workforce Involvement		
Evidence of involving your employees/other workforce in the planning and implementation of H&S measures	<p>You will need to provide your arrangements and practical evidence e.g. meeting notes, for consulting with and involving your workforce on health and safety matters.</p> <p>If you employ people with limited knowledge of English evidence of your arrangements for ensuring that people with limited knowledge of English are involved.</p>	Evidence that the business consult with their workforce to the standards required by the Safety Committee & Safety Representatives Regulations 1977 OR The Health & Safety (Consultation with Employees) Regulations 1996
Monitoring, Audit and Review		
Arrangements or procedures for reviewing policy and procedures.	You will need to provide your arrangements or procedures for reviewing policy and procedures and arrangements for checking performance of health and safety	We will check that there are satisfactory, inspections and analysis of accident statistics, audit reports and management action plan, practical evidence for example site inspections and audit reports etc.

Sub-contracting/Sub-consulting		
Use of Sub-contractors. (If applicable).	You will need to provide completed examples of how you assess competence and monitor performance of sub-contractors/consultants including labour-only operatives.	We will check that there are satisfactory arrangements for assessing the competence of their (or their clients) sub-contractors or sub-consultants, that there is a person named as responsible for assessing competence of sub-contractors or sub-consultants before they start work.
Co-operation and Co-ordination		
Arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors).	You will need to provide practical evidence of how you achieve this, which could include your procedural arrangements or project team meeting notes.	Evidence that the business has satisfactory systems in place to enable co-operation and co-ordination of their work (both internally and externally).
Welfare Provision		
Arrangements which ensure appropriate welfare facilities are in place before work starts on site.	You will need to provide evidence of your arrangements and their implementation.	Evidence that the business has satisfactory arrangements for welfare provision on-site before work begins.
Health & Safety Assessment – Construction Related Required additional questions		
Control of Asbestos		
Arrangements and guidance given to staff should the presence of asbestos be suspected while carrying out works.	You will need to detail your arrangements and guidance given to staff should the presence of asbestos be suspected during a project and supply evidence of relevant asbestos training	Evidence that the business has clear instructions to their employees on what they must do if they discover asbestos or suspected asbestos whilst at work. Also that employees likely to be exposed to asbestos or asbestos products had the information, instruction and training they need.
Health & Safety - Construction Advice		
If you obtain advice for construction Health & Safety that is different to any other Health & Safety advisor/consultant you utilize.	You will need to provide evidence of a current business arrangement with your construction Health & Safety advisor/consultant. This could be a member of staff or via an external source.	We will check that there is satisfactory provision and evidence of, or access to, competent (construction) advice.

Health & Safety Assessment – Principal Contractor Required additional questions

Construction Phase

Construction Phase Health and Safety Plan (CPP)	You will need to provide a copy of a recently completed Construction Phase Health and Safety Plan to show that risks are appropriately managed.	We will check that the business is able to describe how they produce and manage the construction phase plan.
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Construction Qualifications and Experience

Construction related Qualifications and Experience	You will need to provide details, numbers and evidence of construction related qualifications and/or experience held by employees, this must include evidence of competency for adequately undertaking the Principal Contractor role. Also details and evidence of the number of people in your business who have passed a construction health & safety test e.g. CITB Construction Skills touch screen test or CITB Site Management or Supervisors Safety Training Scheme or equivalent.	We will check that the business has provided evidence of relevant construction related qualifications & experience. e.g. Minimum of SMSTS or equivalent for Principle Contractors
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Health & Safety Assessment – Designers

Required additional questions

Individual qualifications & Experience

<p>Details of qualifications relevant to specific area of expertise</p>	<p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc. Details of professional institution membership such as RiBA, ICE, APS, RiAS, CIAT, ARB, IstructE etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant area of expertise and Health & Safety.</p>	<p>Evidence will be checked to ensure that the business provided evidence of relevant construction and design related qualifications & experience.</p> <p>(If also applying for principal designers, that the qualifications cover this duty as well)</p>
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Hazard Elimination & Risk Control

<p>Arrangements in place which ensure your CDM designer duties are being met. (Emphasis should be on practical measures that you have effectively designed-in to reduce risks).</p>	<p>Evidence that there are satisfactory arrangements in place for carrying out CDM designer duties and these are being applied.</p> <p>How your company:</p> <ul style="list-style-type: none"> • Take account of pre-construction information • Ensure co-operation and co-ordination of design work within the design team, clients and other designers or contractors • Ensure hazards are eliminated in the design process and any remaining risks are controlled • Ensure that any place of work design meets the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 • Manage design change (including changes made by others) within your company • Ensure the client is aware of their duties. 	<p>Evidence will be checked to ensure that there are satisfactory arrangements in place for carrying out their CDM designer duties and these are being applied.</p>
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Health & Safety Assessment – Principal Designers Required additional question

Principal Designer's duties

<p>Details of qualifications relevant to specific area of expertise</p>	<p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc. Details of professional institution membership such as RiBA, ICE, APS, RiAS, CIAT, ARB, IstructE etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant area of expertise and Health & Safety. For Principal Designers: Details of qualifications, to confirm the organisations operational capability to manage construction Health & Safety which may include NEBOSH Construction, NVQ in Occupational Health & Safety or NCRQ in applied Health & Safety etc. Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc. Details of relevant professional institution membership such as member of the registers administered by the APS or ICS (formerly known as the CDM co-ordinators' registers), or the ICE construction Health & Safety register etc. Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant area of expertise and Health & Safety.</p>	<p>Evidence will be checked to ensure that the evidence provided is in the form of worked examples rather than generic forms or procedures. The assessor should see examples that show how the practice has met the standards described at Annex A of the Principal Designers CONIAC industry guidance.</p>
<p>Arrangements and practical evidence showing how Principle designer duties are carried out.</p>	<p>Practical evidence to show how your business:</p> <ul style="list-style-type: none"> Assist the client in identifying, obtaining and collating pre-construction information 	<p>Evidence will be checked to ensure that there are satisfactory arrangements in place for carrying out their duties and these are being applied.</p>

	<ul style="list-style-type: none"> • Obtain and collate pre-construction information • Supply pre-construction information to designers, principal contractors and contractors • Ensure that designers comply with their duties and co-operate with each other • Liaise with the principal contractor for the duration of appointment • Manage and prepare the Health and Safety file 	
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