



Core Criteria for Assessing Contractor Competence

ASLEC

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Introduction and Background

The Highway Electrical Association (HEA) – formerly ASLEC and HEMSA - through its Safety Committee, has produced the following information and guidance to allow HEA members to show compliance with the core competence criteria specified in the HSE Approved Code of Practice (ACoP) – Managing health and safety in construction - Construction (Design and Management) Regulations 2007 (CDM 2007 Regulations).

In re-drafting the CDM Regulations and the associated ACoP, the HSE has taken the opportunity to provide practical guidance on complying with the duties under these Regulations, which replace the CDM 94 Regulations and the Construction (Health, Safety & Welfare) Regulations 1996. In particular, **most of the CDM 2007 Regulations now apply to all construction work.**

The key aim of CDM 2007 is to encourage health and safety into the management of projects and to encourage everyone involved to work together to:

- Improve the planning and management of projects from the start
- Identify hazards early on so they can be eliminated or reduced at the design or planning stage and the remaining risks properly managed
- Target effort where it can do the most good in terms of health and safety
- Discourage unnecessary bureaucracy

Critical to this process is having standards for competency for the key parties involved, including designers, CDM co-ordinators and contractors. To assist clients, designers, CDM co-ordinators and contractors, the HEA has produced the following guidance. This guidance particularises the information in the HSE ACoP to the CDM 2007 Regulations specifically for organisations involved in the Highway Electrical industry.

The Guidance comprises of three parts:

1. Part One is an executive summary which sets out in straightforward terms how membership of the HEA and compliance with the Highway Electrical Registration Scheme (HERS) can meet the CDM 2007 requirements; - Page 4
2. Part Two sets out the Core Criteria as defined in the HSE ACoP, together with the Highway Electrical Industry specific guidance shown in red; - Pages 5-11
3. Part Three sets out the original wording of the ACoP in respect of the examples of generic construction evidence or attainment. – Pages 12-18

Clients, overseeing organisations, designers and contractors can be assured that the full requirements of the CDM 2007 Regulations in respect of both organisational and individual competency are met and will be maintained by every HEA member due to the requirements for membership of HEA and the auditing process that takes place on an ongoing basis.

(Note: Where personal information is listed (e.g. CV's, portfolios) the requirements of the Data Protection Act must be met. It is good practice to ensure that the individuals concerned have consented to the release of the information. It should also be noted that personal information marked and / or agreed as "Confidential" is

subject to a duty of confidence based on the principle that a recipient may not use confidential information in a way which is prejudicial to the person providing the information, without that person's consent.)

Part One - Executive Summary

	CDM 2007 <u>Organisational</u> Competence Criteria	Highway Electrical Registration Scheme Registered Organisation	HEA Member
1	Health and Safety Policy and Organisation for Health and Safety	Yes	Yes
2	Arrangements	Yes	Yes
3	Competent Advice – Corporate and Construction related		Yes
4	Training and Information	Yes	Yes
5	Individual Qualifications and Experience	Yes	Yes
6	Monitoring, Audit and Review	Yes	Yes
7	Workforce involvement	Yes	Yes
8	Accident reporting and enforcement action; follow up investigation	Yes	Yes
9	Subcontracting / consulting procedures (if applicable)	Yes	Yes
10	Hazard elimination and risk control (Designers only) *		Yes
11	Risk assessment leading to a safe method of work (Contractors only)	Yes	Yes
12	Cooperating with others and coordinating your work with that of other contractors (Contractors)	Yes	Yes
13	Welfare Provision (Contractors)	Yes	Yes
14	CDM co-ordinator's duties (CDM Coordinators)		Yes
15	Criteria – Stage 2 Assessment: Work experience		Yes

* Covered by HD46-05

CDM 2007 Employee Title	CDM 2007 <u>Individual</u> Competence Criteria	Highway Electrical Registration Scheme Registered Organisation	HEA Member
Trainee	Risk Control Knowledge, Experience & Ability, Management Responsibility	Yes	Yes
Operative	Risk Control Knowledge, Experience & Ability, Management Responsibility	Yes	Yes
Supervisor	Risk Control Knowledge, Experience & Ability, Management Responsibility	Yes	Yes

Part Two - Organisational Competence – Highway Electrical Industry Guidance

	Criteria - Stage 1 Assessment	Standard to be achieved as required by the CDM Regs 2007 ACoP	– Industry Guidance on Evidence to demonstrate you meet the required standard based on the CDM2007 ACoP
1	Health and Safety Policy and Organisation for Health and Safety	You are expected to have and implement an appropriate policy, regularly reviewed, and 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	<ul style="list-style-type: none"> • A copy of the company policy signed by the Managing Director or equivalent, and dated within the last two years (having been reviewed immediately prior to or at that time) and preferably annually • HEA audit records
2	Arrangements	These should set out the arrangements for health and safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under CDM 2007. There should be a clear indication of how these arrangements are communicated to the workforce.	<ul style="list-style-type: none"> • A clear explanation of the arrangements which the company has made for putting its H&S policy into effect and for discharging its duties under CDM 2007 including how these are communicated to employees. This would usually form part of the company policy and the policy should have been reviewed within the last two years and preferably annually • HEA audit records
3	Competent Advice – Corporate and Construction related	Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation. The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.	<ul style="list-style-type: none"> • Name and details of the source of advice, eg an employee or consultant who provides health and safety information and advice; the details should cover both qualifications and experience (CV) of individuals as well as their CPD. <p>An example should be kept of advice sought and given and action taken – this would usually be provided by the source of advice.</p>
4	Training and Information	You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or CDM co-ordinators. You should have in place a programme for refresher training, eg a Continuing Professional Development programme or life long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation- from Board or equivalent, to trainees.	<ul style="list-style-type: none"> • Registration of employees to the Highway Electrical Registration Scheme (HERS) (this includes portfolios of evidence; records of the Authorising Officer's annual desk-top review and action taken; H&S Induction training records; records of training; training plan.) • HEA technical audit records.

5	Individual Qualifications and Experience	Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.	<ul style="list-style-type: none"> • CV's showing qualifications, experience & membership of professional institutions where appropriate of specific corporate post holders (e.g. Board members, H&S advisor) • CPD records for specific corporate post holders (e.g. Board members, H&S advisor) • HERS Registration portfolios and cards where site work is required to be carried out by these personnel • Registration of employees to the Highway Electrical Registration Scheme (HERS) (including portfolios of evidence; records of the Authorising Officer's annual desk-top review; training plan; records of the HEA technical audit • CBQ-NVQ Portfolios • HEA audit records
6	Monitoring, Audit and Review	You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an on-going basis.	<ul style="list-style-type: none"> • Authorising Officer's desk-top review and actions taken • Notes / minutes of H&S review and H&S meetings • Notes / minutes of project review meetings or site audits • HEA audit records
7	Workforce involvement	You should have, and implement, an established means of consulting with your workforce on health and safety matters.	<ul style="list-style-type: none"> • A description of how consultation is carried out. • Records of consultation (e.g. H&S Committees / meetings); • Names of appointed safety representatives (trade union or other);
8	Accident reporting and enforcement action; follow up investigation	<p>You should have records of all RIDDOR reportable events for at least the last 3 years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result.</p> <p>You should record any enforcement action taken against your company over the last 5 yrs, and the action which you have taken to remedy matters subject to enforcement action</p>	<ul style="list-style-type: none"> • Accident book / records • Near miss records (where available) • Results of accident investigation • Notes / minutes of review of accidents on at least an annual basis and actions taken • Records of last 2 accidents/incidents and action taken to prevent recurrence; • Records of any enforcement action taken over the last 5 years, and what action was taken to put matters right; • For larger companies, simple statistics showing incidence rates of major injuries, over three-day injuries, reportable cases of ill-health and dangerous occurrences for the last three years. • HEA audit records <p>(Records should include any incidents that occurred whilst the company traded under a different name, any incidents that occur to direct employees, sub-contractors or members of the public; any incidents occurring near the site as a result of site works).</p>

9	Subcontracting/ consulting procedures (if applicable)	You should have arrangements in place for appointing competent sub-contractors or consultants; You should be able to demonstrate how you ensure that sub contractors will also have arrangements for appointing competent sub-contractors or consultants. You should have arrangements for monitoring subcontractor performance	<ul style="list-style-type: none"> • A description of the procurement process for sub-contractors / consultants • Records of sub-contractors (& their employees if applicable) registration to the Registration of employees to the Highway Electrical Registration Scheme (HERS) • Records of consultants CV's and CPD • Records of review / sign-off of sub-contractors / consultants work • Where sub-contractors / consultants themselves sub-contract to others – processes and records as above • HEA audit records
10	Hazard elimination and risk control (Designers only)	You should have, and implement, arrangements for meeting your duties under regulation 11 of CDM2007	<p>Where design (see CDM2007) is carried out by the organisation or sub-contractor / consultant:</p> <ul style="list-style-type: none"> • Records of appointment, meetings, review to ensure co-operation and co-ordination of design work within the design team and with other designers/contractors; • Hazard Elimination & Management Lists & the process for communicating residual risks • A short summary of how changes to designs will be managed <p>(Note: the emphasis here should be on practical measures which reduce particular risks arising from the design, not on lengthy procedural documentation highlighting generic risks)</p>
11	Risk assessment leading to a safe method of work (Contractors only)	You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/ method statements. The identification of health issues is expected to feature prominently in this system.	<ul style="list-style-type: none"> • A procedure for the identification of hazards (including those affecting occupational health and the process for monitoring this) and the creation and review of risk assessments / method statements • Actual sample risk assessments/ method statements including the identification of health issues where relevant; • A review of risk assessments (can be as part of the review of H&S policy and arrangements (within last 2 years, preferably annually)) • HEA audit records
12	Cooperating with others and coordinating your work with that of other contractors (Contractors)	You should be able to illustrate how cooperation and coordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements /safe systems of work.	<ul style="list-style-type: none"> • Contract / Job file notes showing interaction with other contractors • Site Induction records • Contract meeting notes • Feedback / review of method statements from employees (e.g. formal process, open door policy) • HEA audit records
13	Welfare Provision (Contractors)	You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.	<ul style="list-style-type: none"> • H&S Policy reference to welfare provision • Examples of welfare facilities provided on projects

14	CDM co-ordinator's duties (CDM Coordinators)	You should be able to demonstrate how you go about encouraging co-operation, co-ordination and communication between designers.	<ul style="list-style-type: none"> • Notes of meetings with designer(s) • Examples of actions taken to review and where appropriate improve communication, co-operation and co-ordination (these may be in the notes above)
15	Criteria – Stage 2 Assessment: Work experience	You should give details of relevant experience in the field of work for which you are applying.	<ul style="list-style-type: none"> • Records of recent projects/contracts, with the phone numbers /addresses of contacts who can verify that work was carried out with due regard to health and safety.(This should be sufficient to demonstrate your ability to deal with the key health and safety issues arising from the work you are applying for) • Where there are significant shortfalls in your previous experience, or there are risks associated with the project which you have not managed before, an explanation of how these shortcomings will be overcome.

Part Two - Individual Employee Competence – Trainee – Highway Electrical Industry Guidance

Risk control Knowledge	Experience & Ability	Industry Guidance on Evidence to show you meet the required standard (for Knowledge (K), Experience & Ability (E)) - based on the CDM2007 ACoP	Industry Guidance on Evidence to show you meet the required standard for Management responsibility - based on the CDM2007 ACoP
<ul style="list-style-type: none"> • Adequate knowledge of tasks to be undertaken • Understands what is expected and when to ask for help • Understands role and importance of their supervisor • Can identify key risks of activities • Knows how to react to basic risks • Knows main health hazards and why PPE is important 	<ul style="list-style-type: none"> • Has physical capability to carry out duties • Minimum standard of language skills • Can identify deteriorating conditions which may lead to increased risk • Is aware of personal responsibility for him/her self and others • Is aware of what constitutes a good attitude 	<ul style="list-style-type: none"> • ECS HE version H&S test (K) • Registration of employees to the Highway Electrical Registration Scheme (HERS) as Trainee (K/E) • Registration for the Highway Electrical CBQ-NVQ (K/E) • Record of H&S Induction (K) • Record of site induction (where applicable) (K) • Training Plan • Record of Training (K) • Record of carrying out site work to agreed standards under supervision (K/E) • Demonstrates safe behaviour and wears appropriate PPE at all times (K/E) • HEA audit records 	<ul style="list-style-type: none"> • Carry out a risk assessment and as a result: <ul style="list-style-type: none"> ▪ Specify the tasks for the trainee; ▪ the tools, PPE and equipment; ▪ the limits of activity – as pre Registration Scheme; ▪ the procedures to learn; ▪ assign to a supervisor; ▪ spell out the behaviour expected. • Provide supervision according to the risk assessment; • Provide induction training; • Train to pass the ECS HE version H&S test; • Provide support to learn procedures and behaviours. • Set training targets and check regularly to see if these are achieved, • Monitor the performance and behaviours of both supervisor and trainee. • HEA audit records

Part Two - Individual Employee Competence – Operative – Highway Electrical Industry Guidance

Risk control Knowledge	Experience & Ability	Industry Guidance on Evidence to show you meet the required standard (for Knowledge (K), Experience & Ability (E)) - based on the CDM2007 ACoP	Industry Guidance on Evidence to show you meet the required standard for Management responsibility - based on the CDM2007 ACoP
<ul style="list-style-type: none"> • As for trainee, plus: • knows standards of health and safety required for site operations; • can identify all foreseeable risks arising from their work activity and know what actions to take to control these risks; • can apply existing knowledge to new circumstances 	<ul style="list-style-type: none"> • As for trainee, plus: • consistently works to agreed standards of health and safety; • quickly identifies defects and unacceptable risks; • demonstrates good attitude and example at work; • capable of working safely with minimal supervision 	<ul style="list-style-type: none"> • ECS HE version H&S test (K) • Registration of employees to the Highway Electrical Registration Scheme (HERS) as Skilled Person (K/E) • Registration for the Highway Electrical CBQ-NVQ L2 or L3 (K/E) • Record of H&S Induction (K) • Record of site induction (where applicable) (K) • Training Plan • Record of Training (K) • Record of carrying out site work to agreed standards (K/E) • Demonstrates safe behaviour and wears appropriate PPE at all times (K/E) • Demonstrates ability to report unsafe conditions to supervisor (K/E) • Demonstrates motivation to learn (E) • Plays full role in site / H&S consultation; • HEA audit records 	<ul style="list-style-type: none"> • Check qualifications & experience • Provide induction training, ongoing development and support to learn site-wide procedures and play a full part in consultation. • Authorise scope of competency, use of plant, equipment etc according to qualifications and experience as per Registration Scheme • Communicate site / H&S rules for consultation co-operation. • Carry out regular observations of performance against standards and site rules (<= 5 years) • Encourage best practice by example • Use management procedures which correctly reward good practice and deter bad practice.

Part Two - Individual Employee Competence – Supervisor – Highway Electrical Industry Guidance

Risk control Knowledge	Experience & Ability	Industry Guidance on Evidence to show you meet the required standard (for Knowledge (K), Experience & Ability (E)) - based on the CDM2007 ACoP	Industry Guidance on Evidence to show you meet the required standard for Management responsibility - based on the CDM2007 ACoP
<ul style="list-style-type: none"> As for operative plus: knows how to lead in identifying remedial actions to mitigate risk in all foreseeable circumstances; understands implications of his or her own decisions on others; knows when to ask for specialist help 	<ul style="list-style-type: none"> Able to identify causes of problems and to deploy resources to solve problems on own initiative; demonstrates leadership skills, appropriate communication strategies; can read plans, think through problems and is flexible to adapt to changing circumstances 	<ul style="list-style-type: none"> ECS HE version H&S test (K) Registration of employees to the Highway Electrical Registration Scheme (HERS) as Supervisor (K/E) Registration for the Highway Electrical CBQ-NVQ L2 or L3 (K/E) Record of H&S Induction (K) Record of site induction (where applicable) (K) Training Plan Record of Training including Modules 801 and 802(K) Can describe the range of work activities they are responsible for and take that responsibility (K/E) Demonstrates safe behaviour and wears appropriate PPE at all times (K/E) Demonstrates ability to identify risks, anticipate problems of change and act on / report unsafe conditions (K/E) Demonstrates motivation to learn (E) Plays full role in site / H&S consultation; HEA audit records 	<ul style="list-style-type: none"> Specify the standards that supervisors should be achieving, particularly on consultation and behaviour expectations. Set up a reporting chain; provide management and technical support; provide training and development on management issues as required. Check qualifications Authorise scope of competency, use of plant, equipment etc according to qualifications and experience as per Registration Scheme Carry out regular observations of performance against standards and site rules (<= 5 years) Performance agreement with supervisor correctly identifies and rewards health and safety elements; monitor implementation of management procedures by supervisors.

Part Three - Organisational Competence – CDM2007 ACoP original wording

	Criteria - Stage 1 Assessment	Standard to be achieved	Examples of the evidence that you could use to demonstrate you meet the required standard
1	Health and Safety Policy and Organisation for Health and Safety	You are expected to have and implement an appropriate policy, regularly reviewed, and 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	A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published); Guidance on writing company policies for health and safety can be found in HSE free leaflet INDG 259.
2	Arrangements	These should set out the arrangements for health and safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under CDM 2007. There should be a clear indication of how these arrangements are communicated to the workforce.	A clear explanation of the arrangements which the company has made for putting its policy into effect and for discharging its duties under CDM 2007. Guidance on making arrangements for the management of health and safety can be found in HSE free leaflet INDG 259.
3	Competent Advice – Corporate and Construction related	Your organisation, and your employees, must have ready access to competent health and safety advice, preferably from within your own organisation. The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.	Name and competency details of the source of advice, eg a safety group, trade federation, or consultant who provides health and safety information and advice; An example from the last 12 months of advice given and action taken.
4	Training and Information	You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or CDM co-ordinators. You should have in place a programme for refresher training, eg a Continuing Professional Development programme or life long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation- from Board or equivalent, to trainees.	Headline training records Evidence of a H&S training culture including records, certificates of attendance and adequate H&S induction training for site based workforce; Evidence of an active CPD programme; Sample 'tool box talks'.

5	Individual Qualifications and Experience	Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.	<p>Details of qualifications and/or experience of specific corporate post holders eg. Board members, Health and Safety Advisor etc; Other key roles should be named or identified and details of relevant qualifications and experience provided.</p> <p>FOR CONTRACTORS: details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, e.g. the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent;</p> <p>For site managers, details of any specific training such as the Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent;</p> <p>For professionals, details of qualifications and/or professional institution membership;</p> <p>For site workers, details of any relevant qualifications or training such as S/NVQ certificates;</p> <p>Evidence of a company based training programme suitable for the work to be carried out.</p> <p>FOR DESIGN ORGANISATIONS- details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, e.g. the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent;</p> <p>Details of any relevant qualifications and/or professional Institution membership and any other specific qualifications such as ICE construction H&S Register, NEBOSH Construction Certificate, APS Design Register;</p> <p>FOR CDM CO-ORDINATORS- details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, e.g. the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent;</p> <p>Evidence of health and safety knowledge such as NEBOSH Construction Certificate;</p> <p>Details of Professional Institution membership and any other specific qualifications such as member of the co-ordinators register administered by the APS, or ICS or the ICE construction H&S register etc.</p> <p>Evidence of a clear commitment to training and the Continuing Professional Development of Staff.</p>
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6	Monitoring, Audit and Review	You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an on-going basis.	Could be through formal audit or discussions/reports to senior managers; Evidence of recent monitoring and management response; Copies of site inspection reports.
7	Workforce involvement	You should have, and implement, an established means of consulting with your workforce on health and safety matters.	Evidence showing how consultation is carried out. Records of H&S Committees; Names of appointed safety representatives (trade union or other); For those employing <5, be able to describe how you consult with your employees to achieve the consultation required
8	Accident reporting and enforcement action; follow up investigation	You should have records of all RIDDOR reportable events for at least the last 3 years. You should also have in place a system for reviewing all incidents, and recording the action taken as a result. You should record any enforcement action taken against your company over the last 5 yrs, and the action which you have taken to remedy matters subject to enforcement action	Evidence showing the way in which you record and investigate accidents and incidents; Records of last 2 accidents/incidents and action taken to prevent recurrence; Records of any enforcement action taken over the last 5 years, and what action was taken to put matters right; (Information on enforcement taken by HSE over the last 5 years is available on the HSE website) For larger companies, simple statistics showing incidence rates of major injuries, over three-day injuries, reportable cases of ill-health and dangerous occurrences for the last three years. Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or labour only sub-contractors.
9	Subcontracting/consulting procedures (if applicable)	You should have arrangements in place for appointing competent sub-contractors/consultants; You should be able to demonstrate how you ensure that sub contractors will also have arrangements for appointing competent sub-contractors or consultants. You should have arrangements for monitoring subcontractor performance	Evidence showing how you ensure sub-contractors are competent; Examples of sub-contractor assessments you have carried out; Evidence showing how you require similar standards of competence assessment from sub contractors; Evidence showing how you monitor sub-contractor performance.

10	Hazard elimination and risk control (Designers only)	You should have, and implement, arrangements for meeting your duties under regulation 11 of CDM2007	<p>Evidence showing how you:</p> <p>Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors;</p> <p>Ensure that hazards are eliminated and any remaining risks controlled;</p> <p>Ensure that any structure which will be used as a workplace will meet relevant requirements of the Workplace (Health Safety and Welfare) Regulations 1992.</p> <p>Examples showing how risk was reduced through design.</p> <p>A short summary of how changes to designs will be managed</p> <p>(Note: the emphasis here should be on practical measures which reduce particular risks arising from the design, not on lengthy procedural documentation highlighting generic risks)</p>
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11	Risk assessment leading to a safe method of work (Contractors only)	You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/ method statements. The identification of health issues is expected to feature prominently in this system.	Evidence showing how the company will identify significant H&S risks and how they will be controlled. Sample risk assessments/ safe systems of work/method statements; If you employ less than 5 persons and do not have written arrangements, you should be able to describe how you achieve the above. The identification of health issues will depend upon the nature of the work, but must reflect the importance of this risk area.
12	Cooperating with others and coordinating your work with that of other contractors (Contractors)	You should be able to illustrate how cooperation and coordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements /safe systems of work.	Evidence could include sample risk assessments, procedural arrangements, project team meeting notes Evidence of how the company co-ordinates its work with other trades.
13	Welfare Provision (Contractors)	You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.	Evidence could include for example health and safety policy commitment; contracts with welfare facility providers; details of type of welfare facilities provided on previous projects
14	CDM co-ordinator's duties (CDM Coordinators)	You should be able to demonstrate how you go about encouraging co-operation, co-ordination and communication between designers.	The evidence should be in the form of actual examples rather than by generic procedures.
15	Criteria – Stage 2 Assessment: Work experience	You should give details of relevant experience in the field of work for which you are applying.	A simple record of recent projects/contracts should be kept, with the phone numbers /addresses of contacts who can verify that work was carried out with due regard to health and safety. This should be sufficient to demonstrate your ability to deal with the key health and safety issues arising from the work you are applying for. Where there are significant shortfalls in your previous experience, or there are risks associated with the project which you have not managed before, an explanation of how these shortcomings will be overcome.

Part Three - Individual Employee Competence – Trainee - CDM2007 ACoP original wording

Risk control Knowledge	Experience & Ability	Knowledge Examples	Experience & Ability Examples	Management responsibility
<ul style="list-style-type: none"> • Adequate knowledge of tasks to be undertaken • Understands what is expected and when to ask for help • Understands role and importance of their supervisor • Can identify key risks of activities • Knows how to react to basic risks • Knows main health hazards and why PPE is important 	<ul style="list-style-type: none"> • Has physical capability to carry out duties • Minimum standard of language skills • Can identify deteriorating conditions which may lead to increased risk • Is aware of personal responsibility for him/her self and others • Is aware of what constitutes a good attitude 	<p>CITB-CS H&S test or CCNSG Certificate or equivalent recognised passport training N/SVQ Level1</p>	<p>Attends site induction Attends mandatory in-house training Works safely to agreed standard under supervision Demonstrates safe behaviour and wears appropriate PPE at all times</p>	<ul style="list-style-type: none"> • Carry out a risk assessment and as a result: <ul style="list-style-type: none"> ○ Specify the tasks for the trainee; ○ the tools, PPE and equipment; ○ the limits of activity; ○ the procedures to learn; ○ assign to a supervisor; ○ spell out the behaviour expected. • Provide supervision according to the risk assessment; • provide induction training; • train to pass the CITB-CS health and safety test; • provide support to learn procedures and behaviours. • Set training targets and check regularly to see if these are achieved, • monitor the performance and behaviours of both supervisor and trainee.

Part Three - Individual Employee Competence – Operative - CDM2007 ACoP original wording

Risk control Knowledge	Experience & Ability	Knowledge Examples	Experience & Ability Examples	Management responsibility
<ul style="list-style-type: none"> • As for trainee, plus: • knows standards of health and safety required for site operations; • can identify all foreseeable risks arising from their work activity and know what actions to take to control these risks; • can apply existing knowledge to new circumstances 	<ul style="list-style-type: none"> • As for trainee, plus: • consistently works to agreed standards of health and safety; • quickly identifies defects and unacceptable risks; • demonstrates good attitude and example at work; • capable of working safely with minimal supervision 	<p>As for trainee, plus: S/NVQ Level 2 or 1</p>	<p>As for trainee, plus: commensurate with Level 2 achievement; plays full role in site consultation; demonstrates ability to report unsafe conditions to supervisor; demonstrates motivation to learn</p>	<ul style="list-style-type: none"> • Specify tasks; • authorise use of plant, equipment etc according to qualifications and experience; • communicate site rules for consultation co-operation. • Check qualifications, • provide induction training, ongoing development and support to learn site-wide procedures and play a full part in consultation. • Carry out regular observations of performance against standards and site rules; • encourage best practice, use management procedures which correctly reward good practice and deter bad practice.

Part Three - Individual Employee Competence – Supervisor - CDM2007 ACoP original wording

Risk control Knowledge	Experience & Ability	Knowledge Examples	Experience & Ability Examples	Management responsibility
<ul style="list-style-type: none"> • As for site worker plus: • knows how to lead in identifying remedial actions to mitigate risk in all foreseeable circumstances; • understands implications of his or her own decisions on others; • knows when to ask for specialist help 	<ul style="list-style-type: none"> • Able to identify causes of problems and to deploy resources to solve problems on own initiative; • demonstrates leadership skills, appropriate communication strategies; • can read plans, think through problems and is flexible to adapt to changing circumstances 	<p>As for site worker plus: S/NVQ Level 3. Knowledge of supervision equivalent to CITB-CS 2-day supervisors' course, NEBOSH certificate etc</p>	<p>3-5 years' experience of this operation; trained and qualified to a level where he can describe risks of the range of work activities he is responsible for, is capable of identifying remote risks, and anticipating problems of change</p>	<ul style="list-style-type: none"> • Specify the standards that supervisors should be achieving, particularly on consultation and behaviour expectations. • Check qualifications; set up a reporting chain; provide management and technical support; provide training and development on management issues as required. • Performance agreement with supervisor correctly identifies and rewards health and safety elements; monitor implementation of management procedures by supervisors.

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