

Summary of supporting information and documentation required

The following outlines the information and supporting documents required to undergo the Acclaim assessment, blank and generic forms will not be accepted as evidence of compliance

Qref	Evidence provided?	Yes	No
Q1	1. Your health and safety policy statement of intent ( <b>signed and dated within past 12 months</b> ) 2. Your organisation for health and safety (showing duties and responsibilities of staff)		
Q2	1. Index of arrangements/procedures. 2. Your full HS Policy or Manual. Or as a minimum, arrangements/procedures for: <ul style="list-style-type: none"> <li>• risk assessment</li> <li>• consultation with employees</li> <li>• safe plant and equipment</li> <li>• hazardous substances</li> <li>• information, instruction and supervision</li> <li>• training</li> <li>• accidents, first aid and work related ill health</li> <li>• monitoring</li> <li>• fire and emergency procedures</li> <li>• asbestos</li> <li>• welfare facilities.</li> </ul> 3. Your arrangements/procedures for how the company will discharge their specific duties under CDM2015 4. Your means of communicating this information to the workforce.		
Q3	1. Details of competence of H&S advisor(s) including CV or details of trade body providing advice 2. Evidence of advice received from your advisor within last 12 months		
Q4	1. How information is provided to employees 2. Training arrangements/procedure 3. Training matrix/records for all staff AND certificates		
Q5	1. Proportion of your workforce that hold CSCS/CSR cards 2. Proportion of your staff who hold SMSTS, SSSTS or equivalent qualifications 3. Details of how you operate, at all levels, if you do not use cards/SMSTS/SSSTS 4. Statement on achieving 100% qualification if necessary 5. Copies of licenses/certificates		
Q6	1. Arrangements/procedure for monitoring audit and review 2. Evidence of safety monitoring or audit report with resultant management action Or OHSAS 18001 certification Or Health and safety advisor's annual review with resultant management action 3. Examples of recent site or work activity inspections		
Q7	1. Arrangements/procedures for consulting with your workforce 2. TWO examples of consulting with workforce on safety issues (e.g. signed tool box talks, briefings, memos, newsletters). Of which should be less than 12 months old		
Q8	1. Accident statistics for last three years 2. Your arrangements/procedures for recording, reporting and investigating accidents and incidents 3. TWO examples of accident investigation (if applicable) 4. Details of any HSE enforcement action within the last 5 years and the action you took in response to the enforcement action. <b>If no enforcement action has been taken against you in the last five years you must say so</b>		
Q9	1. Competence assessment arrangements/procedures 2. Completed sub-contractor assessment and evidence of any ongoing checks of existing subcontractors 3. Statement confirming no subcontractors engaged at all (if applicable)		
Q10	1. Arrangements/procedures for carrying out risk assessments and method statements 2. <b>TWO</b> examples of specific risk assessments and <b>TWO</b> method statements relevant to the work your company does. And a Construction Phase Plan (CPP) or a statement that you never work as the sole contractor involved in the project and therefore you do not compile a CPP. (Copies should be from the last 12 months, signed and dated)		
Q11	1. Arrangements/procedures for co-operation and co-ordination of your work 2. Evidence of communication with others on your projects. This could be clients, customers, councils, suppliers, contractors etc. (e.g. meeting notes/minutes, emails or similar)		
Q12	1. Arrangements/procedures for provision of suitable welfare facilities 2. Statement on how you check that they are suitable and available if you do not provide welfare facilities yourselves		

Qref	Evidence provided?	Yes	No
<b>Additional Documentation Required for Principal Contractor</b>			
Q4	Examples of construction related qualifications and/or experience. These examples must include evidence of competency for adequately undertaking the Principal Contractor role.		
Q10	Example of a recent Construction Phase Plan prepared by your business		
Q11	Details of your arrangements which ensure you plan, manage and co-ordinate work during the construction phase of a project.		
Q12	Evidence of how you ensure good co-operation and co-ordination of your work activities		
Q12	Details of your arrangements for welfare provision and practical evidence illustrating this.		
<b>Additional Documentation Required for Designer</b>			
Q5	CVs of Designers showing qualifications and experience		
Q10	Arrangements/procedures for meeting duties under Regulation 9.		
	<b>Evidence</b> of co-operation and co-ordination of design work with other designers/ contractors.		
	<b>Evidence</b> showing how you identify and eliminate hazards and reduce risk.		
	<b>Evidence</b> of how you pass on information regarding residual risks.		
	<b>Evidence</b> showing how you ensure a structure will meet requirements of Workplace Regs 1992.		
	Procedures for managing design changes.		
	Two examples showing how risk was reduced through design		
<b>Additional Documentation Required for Designer &amp; Principal Designer</b>			
Q5	CVs of Designers and PDs showing qualifications and experience		
Q10	Arrangements/procedures for meeting duties under Regulation 9.		
	<b>Evidence</b> of co-operation and co-ordination of design work with other designers/ contractors.		
	<b>Evidence</b> showing how you identify and eliminate hazards and reduce risk.		
	<b>Evidence</b> of how you pass on information regarding residual risks.		
	<b>Evidence</b> showing how you ensure a structure will meet requirements of Workplace Regs 1992.		
	Procedures for managing design changes.		
	Two examples showing how risk was reduced through design		
Q11	Arrangements/procedures for meeting your duties under Regulation 11 which must include the 6 bulleted items above.		
	<b>Evidence</b> showing how you communicate with clients to make sure the client is aware of their duties.		
	<b>Evidence</b> showing how you co-ordinate designers e.g. evidence of written instructions, meeting minutes.		
	<b>Evidence</b> showing how you assist the client in identifying, obtaining, collating and sharing pre-construction information e.g. meeting minutes or examples of preconstruction information collated for a project.		
	<b>Evidence</b> showing how you ensure all designers comply with their duties in regulation 9.		
	<b>Evidence</b> showing how you oversee design decisions.		
	<b>Evidence</b> showing how you communicate with the principal contractor.		
	<b>Evidence</b> showing how you prepare and handover the health and safety file.		

## Guidance Notes for Contractor Sole Traders

<b>Q1</b>	<p><b>Question 1: Policy Statement and Organisation</b>  <b>What you need to provide</b>            Upload either your <u>signed and dated</u> Health and Safety Policy Statement            Or            Use the <a href="#">HSE Policy template</a> from the Health and Safety Executive. Make sure that it is completed in full, <u>signed and dated</u> within the past year.</p>
<b>Q2</b>	<p><b>Question 2: Arrangements for Health and Safety Management</b>  <b>What you need to provide</b>            Upload your full Health and Safety Policy/Manual that contains all your arrangements/procedures for managing health and safety.            If you do not have a Policy document, you must <u>explain</u> in the comment box how you deal with <b>ALL</b> the 8 bullet points listed in Q2 on Pg1 above.  <b>Note: All contractors have <a href="#">duties under CDM2015</a>. Please ensure you are aware of your duties and explain how you comply with them.</b></p>
<b>Q3</b>	<p><b>Question 3: Competent Health and Safety Advice</b>  <b>What you need to provide</b>            CV showing H&amp;S qualifications and experience of H&amp;S advisor (i.e. NEBOSH, IOSH). Can be yourself if you have suitable H&amp;S training (not CSCS).            Or            Details of the trade body providing health and safety advice to you.</p> <p><b>Note: Simply viewing the HSE website cannot be used as an answer to this question. You must have undertaken specific safety training <u>AND</u> be able to provide two examples of information you have used from the website.</b></p> <p><b>And also:</b>            You must provide <u>evidence</u> of advice or communications that you have received from your health and safety advisor within the last 12 months.</p>
<b>Q4</b>	<p><b>Question 4: Training and Information</b>  <b>What you need to provide</b>  <u>Explain</u> how you ensure you have the correct training.            You must provide a list/record/matrix of <b>ALL</b> the training you and your staff have received. This should include everything from apprenticeships, inductions, college courses, NVQ's, toolbox talks and specific courses like asbestos awareness, work at height, first aid etc.</p>
<b>Q5</b>	<p><b>Question 5: Qualifications and Experience of Workforce</b>  <b>What you need to provide</b>            You must provide details of any competency cards held. Site managers and supervisors are expected to hold qualifications such as SMSTS or SSSTS or equivalent.            You must upload copies of any cards/licences/certificates held.</p>
<b>Q6</b>	<p><b>Question 6: Monitoring, Auditing and Review</b>  <b>What you need to provide</b>            Either upload copies of site inspections or H&amp;S document reviews            Or  <u>Explain</u> how you regularly check your health and safety performance and attend to areas which need attention.</p>
<b>Q7</b>	<p><b>Question 7: Consultation with Workforce on Health and Safety Matters</b>  <b>What you need to provide</b>  <u>Explain</u> how you consult on health and safety issues with your workforce.            If you are a sole trader and have no employees, you may state this question is not applicable for this reason.</p>
<b>Q8</b>	<p><b>Question 8: Accident / Incident Reporting</b>  <b>What you need to provide</b>  <u>Explain</u> how you report and record any incidents.            Provide your incident figures for the previous 3 years.            Two examples of any incident investigations            Details of any enforcement action taken against you over the last five years i.e. Improvement Notices, Prohibition Notices or Prosecutions.  <b>If no enforcement action has been taken against you in the last five years you must state this.</b></p>
<b>Q9</b>	<p><b>Question 9: Appointing Competent Sub-Contractors</b>  <b>What you need to provide</b>  <u>Explain</u> what checks you carry out on your subcontractors to ensure they are competent in both their technical and safety abilities.            Upload <u>evidence</u> of the checks you have carried out.  <b>If you do not engage subcontractors at all, then you must provide a statement to this effect.</b></p>
<b>Q10</b>	<p><b>Question 10: Risk Assessment and Safe Systems Of Work</b>  <b>What you need to provide</b>  <u>Explain</u> how you ensure that, in respect of your work activities, hazards are eliminated and risks are reduced or suitably managed.            Upload <b>TWO examples</b> of risk assessments, <b>TWO</b> method statements <u>and</u> a Construction Phase Plan (CPP) <b>from the last 12 months</b> or a statement that you never work as the sole contractor involved in the project and therefore you do not compile a CPP.</p>
<b>Q11</b>	<p><b>Question 11: Cooperation and Coordination</b>  <b>What you need to provide</b>            Upload <u>evidence</u> of how you communicate with others associated with the projects you work on. This could be meeting notes or emails with clients, other contractors, designers, councils etc.</p>
<b>Q12</b>	<p><b>Question 12: Provision of Welfare Arrangements</b>  <b>What you need to provide</b>  <u>Explain</u> what welfare facilities (i.e. toilets and washing facilities, rest facilities, drying facilities) you and your staff have access to.            If you only ever work on sites where the welfare facilities are provided by the client, principal contractor or another contractor, you are required to provide a statement on how you check that they are available and suitable.</p>