

Competency Checklist (CDM)

Levitt Bernstein ■
Architects
Urban Designers
Landscape Architects

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Job Name:
Job No:

Company:
Service:

Assessed by: (Sign)

Date:

Core Criteria for Demonstration of Competence:

Designers, CDM Co-ordinators and Contractors

Any subconsultants or contractors appointed by Levitt Bernstein need to meet the standards set out in the core criteria table on pages 110-113 in Appendix 4 of the Approved Code of Practice – Managing Health & Safety in Construction.

Column 1 of the table lists the elements which should be assessed when establishing whether or not a company is competent for the work which it will be expected to do.

Column 2 lists the standards against which the assessment should be made based on the CDM ACOP.

Column 3 gives some examples of how a company might demonstrate that it meets these standards.

Column 4 is to be used for recording the evidence on which the assessment was based.

Column 5 is to be record whether a satisfactory standard has been achieved.

Companies do not have to produce all of the evidence listed in Column 3 to satisfy the standard - they simply need to produce enough evidence to show that they meet the standard in Column 2, taking account of the nature of the project and the risks which the work entails. This requires you to make a judgement as to whether the evidence provided meets the standard to be achieved. **If your judgement is reasonable, and clearly based on the evidence you have asked for and been provided with, you will not be criticised if the company you appoint subsequently proves not to be competent when carrying out the work.**

Remember that assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work. Consider only information about companies which is relevant to assessing health & safety competence and resource issues. Unnecessary bureaucracy associated with competency assessment obscures the real issues and diverts effort away from them. If a company employs less than five persons they do not have to write down their policy, organisation or arrangements under criteria 1 and 2. However, they do need to demonstrate that their policy and arrangements are adequate in relation to the type of work they are being appointed to do. Note: 'Contractor', 'Designer' and 'CDM Co-ordinator' relate to the function, not to the type of organisation

Appendix 4 – Stage 1 Assessment – Management of Health & Safety

Criteria	Standard to be Achieved	Examples of Evidence	Evidence Seen (List)	Criteria Met
Appendix 4 – Stage 1 Items 1-14 Inclusive.	Has Company been externally assessed as competent by: CHAS or EXOR or Constructionline	<i>If yes, then check that accreditation is current. No further action required in relation to Stage 1. Go Direct to Stage 2 Assessment</i> <i>If no or not current continue assessment below.</i>	<i>e.g. CHAS Accreditation Certificate Expiry Date 28th March 2009.</i>	Yes/No

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Criteria	Standard to be Achieved	Examples of Evidence	Evidence Seen (<i>List</i>)	Criteria Met
1 Health and Safety Policy and Organisation for Health and Safety	<p>Every Company is expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.</p> <p>The policy must be relevant to the nature and scale of the work and set out the responsibilities for health and safety management at all levels within the organisation.</p>	<p>Companies over 5 employees - a signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).</p> <p><i>Guidance on writing company policies for health and safety can be found in HSE free leaflet INDG259.7</i></p>		Yes/No
2 Arrangements	<p>These should set out the arrangements for health and safety management within the organisation being assessed and should be relevant to the nature and scale of their work. They should set out how the company will discharge their duties under CDM2007. There should be a clear indication of how these arrangements are communicated to the workforce.</p>	<p>A clear explanation of the arrangements which the company has made for putting its policy into effect and for discharging its duties under CDM2007.</p> <p><i>Guidance on making arrangements for the management of health and safety can be found in HSE free leaflet INDG259.7</i></p>		Yes/No
3 Competent Advice – Corporate and Construction-Related	<p>The company being assessed and its employees, must have ready access to competent health and safety advice, preferably from within its own organisation.</p> <p>The company must be able to gain general health and safety advice from the named advisor, and also (from the same source or elsewhere) advice relating to construction health and safety issues.</p>	<p>Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides health and safety information and advice.</p> <p>An example from the last 12 months of advice given and action taken.</p>		Yes/No

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4 Training and Information	<p>The Company should have in place, and implement, training arrangements to ensure its employees have the skills and understanding necessary to discharge their duties as designers, CDM Co-ordinators or Contractors, as appropriate.</p> <p>They should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep their 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.</p>	<p>Headline training records.</p> <p>Evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce.</p> <p>Evidence of an active CPD programme.</p> <p>Sample 'toolbox talks'.</p>		Yes/No
5 Individual Qualifications and Experience <i>(see Stage 2 Assessment for Project Personnel)</i>	<p>Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.</p>	<p>Details of qualifications and/or experience of specific corporate post holders for example Board Members, Health and Safety Advisor etc.</p> <p>Other key roles should be named or identified and details of relevant qualifications and experience provided.</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>		Yes/No

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		<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, for example 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 health and safety 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, for example 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>		

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		<p>Details of professional institution membership and any other specific qualifications such as member of the CDM co-ordinators' register administered by the APS or ICS (formerly the IPS), or the ICE construction health and safety register etc.</p> <p>Evidence of a clear commitment to training and the Continuing Professional Development of staff.</p> <p>For contractors: details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or similar schemes, such as 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>		
6 Monitoring, Audit and Review	The company should have a system for monitoring their procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.	<p>Could be through formal audit or discussions/reports to senior managers.</p> <p>Evidence of recent monitoring and management response.</p> <p>Copies of site inspection reports.</p>		Yes/No

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7 Workforce Involvement	The company should have, and implement, an established means of consulting with their workforce on health and safety matters.	Evidence showing how consultation is carried out. Records of health and safety committees. Names of appointed safety representatives (trade union or other). Those organisations employing less than five people must be able to describe how they consult with their employees.		Yes/No
8 Accident Reporting and Enforcement Action; Followup Investigation	The company should provide records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1999) reportable events for at least the last three years. They should also have in place a system for reviewing all incidents, and recording the action taken as a result. They should have records any enforcement action taken against their company over the last five years, and the measures they have taken to remedy matters subject to enforcement action.	Evidence showing the way in which accidents and incidents are recorded and investigated. Records of last two accidents/incidents and action taken to prevent recurrence. Records of any enforcement action taken over the last five 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. Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occurred to direct employees or labour-only sub-contractors.	<i>Information on enforcement taken by HSE over the last five years is available on the HSE website.</i>	Yes/No

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9 Sub-Contracting/Consulting Procedures	<p>The company being assessed should have arrangements in place for appointing competent sub-consultants / sub-contractors.</p> <p>They should be able to demonstrate how they ensure that subconsultants will also have arrangements for appointing competent sub-consultants /sub-contractors.</p> <p>They should have arrangements for monitoring sub-consultant performance.</p>	<p>Evidence showing how it is ensured that sub-consultants are competent.</p> <p>Examples of sub-consultant assessments that have been carried out.</p> <p>Evidence showing requirement for similar standards of competence assessment from sub-consultants.</p> <p>Evidence showing how sub-consultant performance is monitored.</p>	<p><i>If company being assessed does not appoint sub-consultants and/or sub-contractors mark this item as n/a and proceed to item 10.</i></p>	Yes/No
10 Hazard Elimination and Risk Control (Designers Only)	<p>The designer being assessed should have, and implement, arrangements for meeting their duties under regulation 11 of CDM2007.</p>	<p>Evidence showing how they: ensure co-operation and co-ordination of design work within the design team and with other designers/contractors; ensure that hazards are eliminated and any remaining risks controlled; 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><i>The emphasis here should be on practical measures which reduce particular risks arising from the design, not on lengthy procedural documentation highlighting generic risks.</i></p>	Yes/No

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11 Risk Assessment Leading to a Safe Method of Work (Contractors Only)	<p>The contractor being assessed should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.</p> <p>The identification of health issues is expected to feature prominently in this system.</p>	<p>Evidence showing how the company will identify significant health and safety risks and how they will be controlled.</p> <p>Sample risk assessments/safe systems of work/method statements.</p> <p>If company employs less than five persons and does not have written arrangements, they should be able to describe how they achieve the above. This will depend upon the nature of the work, but must reflect the importance of this risk area.</p>		Yes/No
12 Co-Operating with Others and Co-ordinating Work with that of Other Contractors (Contractors Only)	Contractors should be able to illustrate how co-operation and co-ordination of their work is achieved in practice, and how they involve the workforce in drawing up method statements/safe systems of work.	<p>Evidence could include sample risk assessments, procedural arrangements, project team meeting notes.</p> <p>Evidence of how the company co-ordinates its work with other trades.</p>		Yes/No
13 Welfare Provision (Contractors Only)	Contractors should be able to demonstrate how they 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.		Yes/No
14 CDM Co-ordinator's Duties (CDM Co-ordinators Only)	CDM Co-ordinators should be able to demonstrate how they 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.		Yes/No

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Appendix 4 – Stage 2 Assessment – Relevant Skills and Experience

Criteria	Standard to be Achieved	Examples of Evidence	Evidence Seen (<i>List</i>)	Criteria Met
1 Work experience	Relevant experience in the field of work for which the assessed company is being appointed.	<p>A record of recent projects, with the phone numbers/addresses of contacts who can verify that work was carried out with due regard to health and safety.</p> <p>This should be sufficient to demonstrate that the company being assessed has the ability to deal with the key health and safety issues arising from the work they are being appointed for.</p> <p>Visit(s) and inspection of one or more sites currently operated by the same contractor.</p> <p>Where there are significant shortfalls in their previous experience, or there are risks associated with the project which they have not managed before, an explanation of how these shortcomings will be overcome will be required.</p>		Yes/No
2. Individual Experience	<p>Identification of Project Personnel</p> <p>Relevant experience and appropriate skills in the field of work for which they are being appointed.</p> <p>Awareness of Current Regulations</p>	<p>CV's for Project Personnel showing:</p> <ul style="list-style-type: none"> • Individual Qualifications • Experience of Similar Construction Work • Experience of Similar Risk Management Issues. <p>Training Records for Project Personnel</p> <p>References.</p> <p>Face to Face Interviews/Meetings</p>		Yes/No

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3 Resources	Availability of Project Personnel. Adequate Time for Effectively Managing Project Specific Health & Safety Issues. Availability of Technical and Guidance Documents.	Draft Programme / Resource Chart Meetings to Discuss Approach to Health & Safety Visit to Office		Yes/No

Further advice on assessing the competence of organisations is provided in Section 5 of the Guide to the Management of CDM Co-ordination produced by the Association for Project Safety – copy held by Technical Manager.