

Core Criteria for Demonstration of Subcontractor Competence		
Contract:		
<p>Subcontractors appointed by Sir Robert McAlpine must <b>by law provide the necessary evidence to demonstrate their competence</b> in compliance with the Approved Code of Practice for the CDM Regulations 2015.</p> <p>These Regulations set out the following in the core criteria table in Appendix 4, reproduced on the following pages, which sets the standards that need to be met. For clarity the first three columns identify the following:</p> <ul style="list-style-type: none"><li>• <b>Column 1 - Criteria:</b> This Column 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</li><li>• <b>Column 2 - Standard to be achieved:</b> This Column lists the standards against which the assessment should be made.</li><li>• <b>Column 3 - Examples of the evidence that you could use to demonstrate you meet the required standard:</b></li></ul> <p>This Column gives some examples of how a company might demonstrate that it meets these standards. Companies do not have to produce all of the evidence listed, but they simply need to produce enough evidence to show that they meet the <b>Standard to be achieved</b>, taking account of the nature of the project and the risks which the work entails.</p> <p>The <b>subcontractor's Evidence of Compliance</b> column is to be completed by the subcontractor, taking account of the examples of the evidence required and either listing the specific evidence to demonstrate competence, or referencing and attaching separate documentary evidence then signing on the final page. We will then make a judgment as to whether the evidence provided meets the standard to be achieved, focusing on the needs of the particular job, proportionate to the risks arising from the work.</p> <p>Subcontractors with a design responsibility shall satisfy themselves that their designers (whether internal or external) are competent and shall provide relevant designer's information as part of this response, in particular where noted in column 3.</p> <p>If subcontractors employ 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 done. Assessments of competence will be made easier if their procedures are clear and accessible.</p>		
Name of subcontractor:	Raphael Contracting Ltd	
Activities subcontractor is responsible for on this Project:	Carpentry & Joinery	



	Criteria	Standard to be achieved	Examples of the evidence that you could use to demonstrate you meet the required standard	Subcontractor's Evidence of Competence
	Stage 1 assessment			
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 INDG259	H&S Policy Statement attached.
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 CDM2015. 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 CDM2015. Guidance on making arrangements for the management of health and safety can be found in HSE free leaflet INDG259	H&S Policy attached.
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, for example 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.	See Rachel Widdows CV.  Examples of advice given attached – safety review meeting minutes Jan19, vibration advice Wembley project.
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 subcontractors, or designers. You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) 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 health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce. Evidence of an active CPD programme. Sample 'toolbox talks'.	Training matrix attached. Certificates of training attached, sample toolbox talks attached.
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.	Details of qualifications and/or experience of specific corporate post holders for example Board members, health and safety advisor etc. Other key roles should be named or identified and details of relevant qualifications and experience provided. <b>For subcontractors:</b> 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. For site managers, details of any specific training such as the Construction Skills CITB 'Site Management Safety Training Scheme' certificate or equivalent. For professionals, details of qualifications and/or professional institution membership. For site workers, details of any relevant qualifications or training such as S/NVQ certificates. Evidence of a company-based training programme suitable for the work to be carried out. <b>For design organisations –</b> 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. 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. Evidence of a clear commitment to training and the Continuing Professional Development of staff.	See training matrix. 100% of our site operatives have CSCS cards suitable for their job activities. Our skilled operatives all have either NVQ or City & Guilds in carpentry. All of our site managers have either SSSTS or SMSTS certificates. They also all have first aid training.
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 ongoing basis.	Could be through formal audit or discussions/reports to senior managers. Evidence of recent monitoring and management response.	We hold ISO9001, ISO14001 & OHSAS 18001 and as such continually review and improve our processes. We carry out annual internal audits on all



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			Copies of site inspection reports.	of our procedures. Example attached. Recent site inspection report attached.
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 health and safety committees. Names of appointed safety representatives (trade union or other). For those employing less than five, be able to describe how you consult with your employees to achieve the consultation required.	We carry out weekly toolbox talks on site tailored to upcoming activities, and encourage active interaction with operatives. H&S Committee report attached.
8.	Accident reporting and enforcement action; follow-up investigation	You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) reportable events for at least the last three 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 five years, 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 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 (information on enforcement taken by HSE over the last five years is available on the HSE website). For larger companies, simple statistics showing incidence rates of major injuries, over three-day and over seven-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 subcontractors.	See accident stats summary. Our procedure is contained within the H&S Policy. No enforcement action within the last 5 years. Accident reports attached.
9.	Subcontracting/consulting procedures (if applicable)	You should have arrangements in place for appointing competent subcontractors / consultants. You should be able to demonstrate how you ensure that subcontractors will also have arrangements for appointing competent subcontractors or consultants. You should have arrangements for monitoring subcontractor performance.	Evidence showing how you ensure your subcontractors are competent. Examples of subcontractor assessments you have carried out. Evidence showing how you require similar standards of competence assessment from subcontractors. Evidence showing how you monitor subcontractor performance.	To be approved onto our supply chain a subcontractor must satisfy the following: credit check, references, questionnaire completed and vetted, insurance details checked. If all satisfactory they will be signed off as an approved subcontractor to Raphael and regularly reviewed following this. Example of a completed 'Contractor Health & Safety Competence Assessment' attached.
10.	Hazard elimination and risk control (designers only)	You should have, and implement, arrangements for meeting your duties under regulation 11 of CDM2015.	Evidence showing how you: 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. Examples showing how risk was reduced through design. A short summary of how changes to designs will be managed. (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.)	We will be responsible for design development, in doing this we will co-ordinate the architects/engineers drawings and specifications, and develop the design to completion for approval by the architect. In doing the above we will give consideration to the aesthetics, component parts, section sizes and weights of large items with detailed consideration given to logistical requirements for offloading at site and installing of same.
11.	Risk assessment leading to a safe method of work (subcontractors only)	You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements.	Evidence showing how the company will identify significant health and safety risks and how they will be controlled. Sample risk assessments/safe systems of work/method statements. If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above.	See H&S Policy together with risk assessments and ITPs. Sample risk assessment/method statement attached. (American Embassy)
		The identification of health issues is expected to feature prominently in this system.	This will depend upon the nature of the work, but must reflect the importance of this risk area.	In so far as it is possible all joinery is pre-machined prior to it arriving at site. When this cannot be avoided we provide high quality hand-held power tools which are connected to dust extraction



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				equipment class H, together with wearing all relevant PPE as assessed in the MSRA and risk assessments for the specified works. All operatives have passed the Face-Fit test.
12.	Co-operating with others and co-ordinating your work with that of other subcontractors (subcontractors)	You should be able to illustrate how co-operation and co-ordination 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.	We strive to lead co-ordination of our works with trades that interface and abut our works. We often call upon the adjoining trades and design team to meet with us to ensure there are no design clashes between our relevant trades. We use best endeavours to commence this process from the outset of the project at drawing and design stage, in particular when mechanical and electrical interface is involved. We raise TRFIs and RFIs when deemed necessary and we regularly attend co-ordination meetings called by others including the main contractor.
13.	Welfare provisions (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.	Welfare facilities are generally provided by the main contractor on the sites we work on.
14.	CDM co-ordinator's duties (CDM co-ordinators)	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.	Upon receipt of the architects design intent package of information, we vet the package thoroughly and in its entirety then we raise questions regarding any proposed design that may create inherited future risks. We also raise RFIs for information missing, through the main contractor we request a workshop with the architects practice to resolve all of the above and we also invite main contractor and the mechanical & electrical company where this is applicable. To ensure there are no misunderstandings we take meeting minutes and publish to all attendees and other interested parties
<b>Stage 2 assessment</b>				
1.	Work experience	You should give details of relevant experience in the field of work for which you are applying.	<p>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.</p> <p>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.</p> <p>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.</p>	<p>Q4 – SRM – Eugene McCormack. Tel 07866 571756</p> <p>American Embassy – SRM – Bob Kay Tel 07912 406076</p> <p>St Paul's School – Osborne – Colin Eke Tel 07879 601903</p> <p>Manhattan Loft Gardens – ISG – Steven McGee – 07976 784854</p>

To be completed by the subcontractor:

We confirm that the evidence of competence listed above or attached in our opinion demonstrates that we have the necessary skills, knowledge and experience, training and organisational capability with regards to CDM Regulations 2015 to carry out the subcontract works as described in the contract documents.

Position in the Company

Director

Name: Martin  
O'Brien

Signature:

*Martin O'Brien*

Date:

26/06/19

To be completed by Sir Robert McAlpine:

We confirm that the evidence of competence listed above or attached in our opinion demonstrates that the contractors have the necessary skills, knowledge and experience, training and organisational capability with regards to CDM Regulations 2015 to carry out the subcontract works as described in the contract documents.

Position in the Company

Name:

Signature:

Date:

If sufficient or suitable evidence has not been provided, an order must not be placed.