

**CDM REGULATIONS COMPETENCE AND RESOURCES – ASSESSMENT CRITERIA**

	<b>Criteria</b>	<b>Standard to be achieved</b>	<b>Examples of the evidence that you could use to demonstrate you meet the required standard</b>
<b>Stage 1 assessment</b>			
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).
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 CDM2007. 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 CDM2007.
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.
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, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new	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'.

		developments and changes to legislation or good health and safety practice. This applies throughout the organisation - from Board or equivalent, to trainees.	
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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 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.</p> <p><b>For contractors:</b> Details of number/percentage of people engaged in the project that has 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. 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.</p> <p>Evidence of a company-based training programme suitable for the work to be carried out.</p> <p><b>For design organisations</b> Details of number/percentage of people engaged in the project that has 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</p>

		Construction Certificate, APS Design Register.
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<b>Stage 1 assessment</b>		
5	Individual qualifications and experience (continued)	<p><b>For CDM co-ordinators</b></p> <p>Details of number/percentage of people engaged in the project that has passed a construction health and safety assessment, for example the CITB construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent. Evidence of health and safety knowledge such as NEBOSH Construction Certificate. 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. Evidence of a clear commitment to training and the Continuing Professional Development of staff.</p>
6	Monitoring, audit and review	<p>You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.</p> <p>Could be through formal audit or discussions/reports to senior managers. Evidence of recent monitoring and management response. Copies of site inspection reports.</p>
7	Workforce involvement	<p>You should have, and implement, an established means of consulting with your workforce on health and safety matters.</p> <p>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.</p>
8	Accident reporting and enforcement action; follow up investigation	<p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 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.</p> <p>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.</p> <p>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 injuries, reportable cases of ill health and dangerous occurrences for the last three years.</p>

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9	Sub-contracting/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 subcontractors will also have arrangements for appointing competent sub-contractors or consultants. You should have arrangements for monitoring sub-contractor 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.	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 & 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.)
11	Risk assessment leading to a safe method of work ( <b>contractors only</b> )	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.
		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.
12	Co-operating with others and co-ordinating your work with that of other contractors ( <b>contractors</b> )	Co-operating with others and co-ordinating your work with that of other contractors ( <b>contractors</b> )	Evidence could include sample risk assessments, procedural arrangements, project team meeting notes. Evidence of how the company co-ordinates its work with other trades.

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13	Welfare provision ( <b>contractors</b> )	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 ( <b>CDM co-ordinators</b> )	You should be able to demonstrate how you go about encouraging co-operation, co-ordination and communication between designers.	You should be able to demonstrate how you go about encouraging co-operation, co-ordination and communication between designers.
<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. 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>