

EVIDENCE OF COMPETENCE – Companies, Contractors, CDM Co-ordinators and Designers

McALLISTER ASSOCIATES LIMITED

with reference to **Appendix 4 HSE Approved Code of Practice (ACOP) Managing Health and Safety in Construction**
Construction (Design and Management) Regulations 2007

	Criteria	Standard to be achieved	McAllister Associates Limited 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.	We have developed a health and safety policy and our policy document is regularly reviewed and updated by the Principal.
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.	Refer to health and safety policy.
3	Competent advice – corporate and construction-related	Your organization, 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.	McAllister Associates Limited is registered with the HSE e-Bulletin service. The Principal monitors the HSE website on a regular basis and is responsible for disseminating relevant health and safety information to employees. In addition, McAllister Associates Limited have compiled and maintain within the office an extensive library of health and safety reference material (legislation, Codes of Practice, APS Guidance Notes etc)
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 developments and changes to legislation or good health and safety practice. This applies throughout the organisation – from Board or equivalent, to trainees.	Refer to health and safety policy and CDM-related CPD record of the Principal. As a member of the Association for Project Safety (APS), the Principal is committed to a programme of seminars, practice notes and other health and safety-related CPD events in compliance with the annual CPD requirements of the Association.
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.	The Principal, Andrew McAllister is a Chartered Building Surveyor and Chartered Builder with over 30 years experience in building and civil & structural engineering design. He has been actively involved in construction design health & safety since 2003; initially as a Planning Supervisor and as a CDM Co-ordinator since 2007. Andrew is a Registered Member of the Association for Project Safety – CDM Co-ordinator

	Criteria	Standard to be achieved	McAllister Associates Limited Evidence of competence
			<p>The Principal holds a Professionally Qualified Person card under the Construction Skills Certification Scheme (CSCS) – an industry recognised standard in Health and Safety awareness.</p> <p>The Principal has acted as CDM Co-ordinator on numerous and wide ranging projects including residential and retail developments and refurbishments, large engineering operations, large scale industrial developments and complex manufacturing plant installations.</p> <p>The Principal has been engaged as CDM Co-ordinator by individual clients, property developers, property portfolio managers and multi-national manufacturing organisations using a variety of procurement methods on projects up to £35M in value.</p>
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.	Refer to health and safety policy document.
7	Workforce involvement	You should have, and implement, an established means of consulting with your workforce on health and safety matters.	Refer to health and safety policy document.
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 1999) reportable events for the last 3 years. You should also have in place a system 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>Refer to health and safety policy document.</p> <p>No accidents, reportable incidents or HSE enforcement action since McAllister Associates Limited commenced trading in 2003</p>
9	Sub-contracting/consulting procedures (if applicable)	<p>You should have arrangements in place for appointing competent sub-contractors/ consultants.</p> <p>You should be able to demonstrate how you ensure that sub-contractors will also have arrangements for appointing competent sub-contractors or consultants.</p> <p>You should have arrangements for monitoring sub-contractor performance.</p>	<p>When engaging sub-contractors/consultants we seek evidence of competency through qualifications, relevant experience and memberships of the CSCS card scheme.</p> <p>The principal will monitor and review sub-contractor performance via verbal or written correspondence throughout the project.</p>
10	Hazard elimination and risk control (designers only)	You should have, and implement, arrangements for meeting your duties under regulation 11 of CDM2007.	We undertake design risk management on all projects when acting as a designer and DRA's are included on drawings /specifications identifying significant hazards and risk reduction measures.

	Criteria	Standard to be achieved	McAllister Associates Limited Evidence of competence
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.	N/A – McAllister Associates Limited does not engage in contracting N/A – McAllister Associates Limited does not engage in contracting
12	Co-operating with others and co-ordinating your work with that of other contractors (contractors)	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.	N/A – McAllister Associates Limited does not engage in contracting
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.	N/A – McAllister Associates Limited does not engage in contracting
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.	Through attendance at early-stage design team and project meetings, McAllister Associates Limited ensure health and safety issues are always prioritised on the agenda and will identify (and establish where not existent) protocols and procedures for distribution of information amongst the design team. For example, by stipulating a full email distribution of all information to all parties and operating robust document issue/receipt procedures, McAllister Associates Limited ensures that all designers take account of each others information when preparing their own designs. Where and when deemed necessary on larger or more complex projects, McAllister Associates Limited chair design review meetings and compile a residual risk register with input from all designers. This is then reviewed and refined during discussion within subsequent design team meetings.
	Stage 2 assessment		
1	Work experience	You should give details of relevant experience in the field of work for which you are applying	The Principal has over 30 years experience in building and civil & structural engineering design and has been actively involved in construction design health & safety since 2003; initially as a Planning Supervisor and as a CDM Co-ordinator (CDM-C) since 2007. The Principal has acted as CDM-C on numerous and wide ranging projects including residential and retail developments and refurbishments, large engineering operations, large scale industrial developments and complex manufacturing plant installations. The Principal has been engaged as CDM-C by individual clients, property developers, property portfolio managers and multi-national manufacturing organisations using a variety of procurement methods on projects up to £35M in value.

EVIDENCE OF COMPETENCE TO ACT AS CDM CO-ORDINATOR (CDM-C)

McALLISTER ASSOCIATES LIMITED

with reference to **Appendix 5 to the HSC Approved Code of Practice (ACOP) Managing Health and Safety in Construction**
Construction (Design and Management) Regulations 2007

<i>Stage</i>	<i>Knowledge and experience standard</i>	<i>Field of knowledge and experience</i>	<i>Examples of attainment which should indicate competence</i>	<i>McAllister Associates Limited Evidence of competence</i>
Stage 1	Task knowledge appropriate for the tasks to be undertaken. May be technical or managerial,	The design and construction process.	Professionally Qualified to Chartered level Membership of a relevant construction institution, for example CIBSE; ICE; IEE; IMechE; IStructE; RIBA; CIAT; CIOB.	The Principal is a Member of: <ul style="list-style-type: none"> ▪ The Royal Institution of Chartered Surveyors (RICS) <ul style="list-style-type: none"> - Chartered Surveyor (MRICS) ▪ The Chartered Institute of Building (CIOB) <ul style="list-style-type: none"> - Chartered Builder (MCIQB)
	Health and safety knowledge sufficient to perform the task safely, by identifying hazard and evaluating the risk in order to protect self and others, and to appreciate general background.	Health and safety in construction,	Validated CPD in this field, and typical additional qualification for example: NEBOSH Construction Certificate; Member of health and safety register administered by the ICE; Membership of Association for Project Safety; Membership of Institution of Construction Safety (formerly the Institution of Planning Supervisors).	The Principal is a Registered Member of: <ul style="list-style-type: none"> ▪ The Association for Project Safety (APS) <ul style="list-style-type: none"> - Registered CDM Co-ordinator (RMaPS) The Principal is registered with: <ul style="list-style-type: none"> ▪ Construction Skills Certification Scheme (CSCS) <ul style="list-style-type: none"> - Professionally Qualified Person card holder (Reg. No. 02076812) We comply with the CPD requirements of our respective professional bodies.
Stage 2	Experience and ability sufficient to perform the task, (including where appropriate an appreciation of constructability), to recognise personal limitations, task—related faults and errors and to identify appropriate actions.	Experience relevant to the task,	Evidence of significant work on similar projects with comparable hazards, complexity and procurement route.	The Principal has over 30 years experience in building and civil & structural engineering design and has been actively involved in construction design health & safety since 2003; initially as a Planning Supervisor and as a CDM-C since 2007. The Principal has acted as CDM-C on numerous and wide ranging projects including residential and retail developments and refurbishments, large engineering operations, large scale industrial developments and complex manufacturing plant installations. The Principal has been engaged as CDM-C by individual clients, property developers, property portfolio managers and multi-national manufacturing organisations using a variety of procurement methods on projects up to £70M in value.