

## CHECKLIST FOR THE ASSESSMENT OF COMPETENCE

<input type="checkbox"/>	<b>Health and safety policy and organisation for health and safety</b>	This should set out not only their statutory duties to their staff but also for the service they deliver to the project. You should not expect to see everything, only relevant information
<input type="checkbox"/>	<b>Arrangements</b>	There should be information about their arrangements for the delivery of their policy
<input type="checkbox"/>	<b>Competent advice</b>	Under the Management of Health and Safety at Work Regulations all employers must have access to competent advice on matters relating to health and safety. Is this provision in-house or provided by an external consultant? Does this provide competent advice beyond their in-house arrangements to include the services they deliver?
<input type="checkbox"/>	<b>Training and information</b>	<p>What are the company's arrangements for identifying and planning its training requirements?</p> <p>Are there programmes in place for refresher training, e.g. a continuing professional development programme, to keep employees up to date?</p> <p>Their arrangements for providing information should include information about the other contractors, their subcontractors, including collation of documentation as required</p>
<input type="checkbox"/>	<b>Individual competency</b>	The company should provide details of the qualifications and/or experience of specific post holders and the numbers/percentage of people who have Construction Skills Certification Scheme (CSCS) or equivalent health and safety accreditation.
<input type="checkbox"/>	<b>Monitoring, audit and review</b>	Arrangements for reviewing and improving the standards previously set out and supported by records including corrective actions.
<input type="checkbox"/>	<b>Workforce involvement</b>	Employers have duties to engage with their workforce. CDM 2007 also requires those involved with projects to make arrangements for co-operation and communication during the project; this should set out how these will be facilitated.
<input type="checkbox"/>	<b>Accident / incident reporting</b>	How they report, record and use accident and incident information. It should also include arrangements for managing incidents on site (where applicable) or for bringing relevant information to the client's attention when incidents occur on a 'project'.
<input type="checkbox"/>	<b>Subcontractors</b>	Where companies subcontract services (including consultants) they should set out their arrangements for selection, monitoring and review. There should also be additional information when using the services of professionals from overseas; how they ensure that their services/equipment comply with British legislation and how they ensure information required is collected and reviewed.
<input type="checkbox"/>	<b>Service-specific information</b>	Here they should provide specific arrangements for the services they are providing as designers, CDM co-ordinators, contractors or principal contractors. This may include references or examples of similar projects to demonstrate competence.
<input type="checkbox"/>	<b>Managing interfaces</b>	How do they propose to work with other members of the project team?
<input type="checkbox"/>	<b>Health and welfare</b>	These can apply to all the duty holders, in particular those providing the role of principal contractor. The other duty holders also need to make arrangements for ensuring, for example, temporary facilities are included in site layouts and early preparation works.