

MODULE GUIDANCE:
VISTRY SUPPLEMENTARY H&S

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Purpose:

You have been asked to complete this module to be compliant with the requirements of one or more business units within Vistry Group. The Vistry supplementary H&S module forms part of a wider set of Corporate Social Responsibility (CSR) modules which all Vistry Group suppliers need to complete and pass, in conjunction with the H&S module, in order to receive the CQMS Safety-Scheme Plus certification.

This guidance explains the topics covered in the Vistry Supplementary H&S assessment, the requirements and standards to which we assess in line with the Vistry Group requirements. Please note that the assessment is a desktop-only assessment, we do not witness the work you undertake, and as such evidence needs to be uploaded to support your response.

If you are unsure of the requirements or standards, or how they apply to your organisation, after reading the relevant parts of this guidance document please contact CQMS Safety-Scheme and a member of our team will be happy to help. We provide support and guidance to companies undergoing assessment with us free of charge.

Requirements & Standards:

All companies who work for any Vistry Group business unit are required to complete this module in full and provide relevant supporting evidence where marked.

You can 'save' the module at any time and return to complete it later. Please note that the module will not be complete or submitted to CQMS until you have submitted it by clicking the yellow 'SUBMIT' button shown below:

Module status: Awaiting completion

Vistry: Supplementary H&S module

Submit this Module ↗ Save responses 🗄

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Management Systems

Question 1

Please select the correct response for your company:

A – you have ISO 45001 certification with a UKAS*-accredited company

If so, upload a copy of your certificate. It is essential that the legal entity being assessed is detailed on this certificate; group certificates which do not detail the correct legal company name will not be accepted.

* UKAS or an organisation mutually recognised by UKAS, i.e. other accreditation bodies who are signatories of mutual recognition arrangements via [European Cooperation for Accreditation \(EA\)](#), [International Laboratory Accreditation Cooperation \(ILAC\)](#) or [International Accreditation Forum \(IAF\)](#).

See <https://www.ukas.com/customer-area/international-recognition-and-the-global-accreditation-network/>

B – you have a company H&S Policy

Please provide a copy of your full company Health and Safety Policy comprising:

- H&S Policy Statement, signed and dated by a senior person (e.g. Managing Director) within the last 12 months;
- Responsibilities/Organisation for health and safety;
- Arrangements for health and safety.

C – your company employs less than 5 personnel (direct employees and labour only subcontractors) and you do not have a written H&S Policy.

Please describe how you communicate your health and safety policy, arrangements and controls to the workforce if they are not written down. Please note this answer is only acceptable for companies who have less than 5 effective personnel (employees and labour only subcontractors); for companies with 5 or more effective personnel option C is not appropriate and either option A or B will need to be selected, with appropriate supporting evidence provided.

Training & Qualifications

Question 2

It is a Vistry Group requirement that all personnel who work on their sites hold relevant CSCS (or affiliated scheme) cards. Please confirm your acceptance of this.

Failing to accept this will result in your assessment being rejected, and the Auditor will ask you to reconsider your response.

Question 3

All employers must appoint a Competent Person to help them meet health and safety legal duties; this can be an employee or external consultant. It is the preference of the Vistry Group that all companies who work for them have access to competent advice from a person who holds NEBOSH qualifications.

Please confirm if your competent person (either internal or external) holds a NEBOSH qualification (e.g. NEBOSH General, NEBOSH Construction, NEBOSH Diploma, etc), or suitable equivalent (e.g. NCRQ, NVQ in Occupational Health and Safety, degree in Health and Safety, etc) and if so upload a copy of their certificate.

The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Alternatively the Competent Person can hold membership of a relevant professional institution (IOSH or IIRSM) to an appropriate level, i.e. CFIOSH, CMIOSH, GradIOSH, TechIOSH, FIIRSM or MIIRSM.

Please note all certificates provided will be verified with the relevant examination board or professional institution prior to acceptance; where a certificate cannot be verified by the examination board or professional institution it will not be accepted and the supplier will be informed. It is to be noted that a CV alone will not suffice as evidence and a qualification and/or membership certificate is required.

If your competent person does not hold a NEBOSH certificate or equivalent and does not hold membership of the professional institutions listed above to the noted level, please confirm 'No' and explain how they are competent to advise on health and safety. This may include citing alternative qualifications and experience, which will be reviewed by the Auditor. Where this is accepted by the Auditor, Vistry will be advised that the competent person does not hold NEBOSH qualifications or appropriate professional qualifications, to enable them to make an informed decision prior to placing an order.

Question 4

It is a requirement of the Vistry Group that all companies who have 3 or more operatives are working on site at any one time have trained and competent supervisors and you are required to provide evidence. Please confirm 'Yes' and upload copies of SSSTS certificates and/or CSCS Gold cards* (please note, higher level qualifications such as SMSTS and CSCS Black cards are also acceptable).

If you work on Vistry Group sites and do not have supervisors who have received SSSTS training or hold Gold CSCS cards*, please select 'No' and explain why they have not been provided with this training and how you deem them to be competent for review and consideration by the CQMS Auditor.

** CSCS partner cards are also accepted (e.g. CCDO, CISRS, ECS, etc) however must show supervisory level.*

Please note that for smaller trades employing only one or two operatives on site at any one time (e.g. mastic contractor/cleaner), the individuals sent to site should be capable of receiving and acting upon instructions given to them by the Site Manager however are not required by Vistry Group to have on site trained supervisors. If this applies please select 'no' and explain that you have less than 3 personnel working on site. Please note that the CQMS auditor may verify this with you and/or Vistry.

If you do not undertake any work on Vistry Group sites, e.g. all work is undertaken remotely, please select 'N/A'.

Accident Data

Question 5

You should have in place a system for reviewing all incidents, and recording the action taken as a result, in accordance with [RIDDOR 2013](#). This includes holding records of accidents/incidents for at least the last 3 years, and details of enforcement action taken against the company for the last 5 years e.g. HSE improvement/prohibition notices and prosecutions.

You are required to complete figures of accidents/incidents – please note that 'people employed by the company' refers to employees and labour only subcontractors. Please ensure you only enter details of accidents/incidents and **not** the numbers of personnel/subcontractors used.

If there is nothing to declare, please enter '0' or 'zero' in each box.

Question 6

Where accidents/incidents have occurred, we require details to be provided to briefly explain what happened and the actions you took to prevent a recurrence. The purpose of this is to verify that the cause of accidents is being determined and appropriate action taken as a result.

Question 7

Please note that the Auditor will also verify your response to question 7 against publicly available records on HSE databases. Any inconsistencies between your response and the information provided by the HSE will be queried with you. Where the company has had HSE notices and/or prosecutions we require details to be provided to explain the reason for the HSE action and the actions you took to close out the issue and prevent a recurrence.

Question 8

Please confirm who has ultimate responsibility for health and safety within the company, providing their name, position and contact details. This is likely to be the Managing Director, or equivalent. Please note the CQMS Auditor will cross refer your response to the H&S Policy provided in question 1 (if applicable) to verify the most senior person has been identified.

Question 9

Vistry Group expect all companies working for them to have a suitable Drug & Alcohol Policy, signed and dated within the last 12 months by a senior person. There is a template provided within the 'Template Document' tab at the top of the page which you can tailor/amend and upload if you do not already have one.

Subletting

Question 10

You should have robust procedures in place to ensure that any bona fide subcontractors you may use are competent on a regular basis.

Please confirm if you use bona fide subcontractors, and if so state the activities that they undertake and how many you use. Please note that the CQMS auditor will cross refer your response to the answers given in the H&S module, and will query any inconsistencies with you.

You will also be required to show evidence that you have appropriately assessed their competency:

- Please upload a copy of your company arrangements for selection and use of contractors which matches the evidence to be provided, plus the evidence to include:
 - o Current valid certificate issued by SSIP member scheme if your company policy is only to use SSIP registered companies, or
 - o If you undertake an in-house assessment please upload a copy of the questionnaire completed by the subcontractor and copies of the supporting documentation supplied by the subcontractor which you have reviewed and deemed suitable (e.g. H&S Policy, risk assessments and method statements, training, certifications/memberships, accident/incident statistics, etc); or
 - o If you use another method of verifying competence, please provide details and upload evidence; this will be reviewed by the Auditor to ensure that it demonstrates a suitable assessment of competence has been undertaken.

It is a Vistry Group requirement that all companies who subcontract any element of their works inform Vistry of this prior to commencement. Please confirm your acceptance of this.

If you do not sublet any element of your works, please answer 'no'.

CDM Procedures (Designers, Principal Contractors & Consultants only)

Question 11

For companies who provide a Design, Principal Contractor or Consultant service, please explain how any changes to design, specifications or advice are brought to the attention of the Principal Designer during the project.

Validity & Renewal:

The expiry date of the Vistry Supplementary H&S module will be aligned with the expiry date of the main H&S module (SSIP compliant) upon completion. This ensures that all competency evaluation modules expire at the same time which aids the renewal process.

If the Vistry Supplementary H&S module is completed prior to the main H&S module, a temporary expiry date will be added and this will then be adjusted to align with the main H&S module when that is completed.

CQMS will issue reminders in advance of expiry to individuals listed as 'contacts' on your supplier profile so the renewal process can be commenced.

Further information:

Please see the CQMS Safety-Scheme Terms & Conditions, available on the CQMS Portal login page or request from CQMS Safety-Scheme. The T&Cs provide further information on the CQMS Safety-Scheme processes, fees, etc.