

MODULE GUIDANCE:

***untypical* H&S SUPPLEMENTARY**

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Purpose:

You have been asked to complete this module to be compliant with the requirements of one or more companies within *untypical* family which comprises Tilia Homes and Hopkins Homes. The *untypical* H&S Supplementary module forms part of a wider set of Corporate Social Responsibility (CSR) modules which all *untypical* suppliers need to complete and pass, in conjunction with the H&S module, in order to receive the CQMS 'Safety-Scheme Advanced' certification.

This guidance explains the topics covered in the *untypical* H&S Supplementary assessment, the requirements and standards to which we assess in line with the *untypical* 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 *untypical* 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

untypical: H&S Supplementary

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.

* hand signed or signed via Adobe/Zoho sign (or equivalent).

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

You will need to have a minimum of a written H&S Policy Statement, outlining your general policy on health and safety including your commitment to managing health and safety and your aims. Information, and a template, is available on the HSE website: <https://www.hse.gov.uk/simple-health-safety/policy/how-to-write-your-policy.htm>

Note! 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.

Competent Person

Question 2

All employers must appoint a Competent Person to help them meet health and safety legal duties; this could be an employee or external consultant, in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Please confirm the identity and contact details of your Competent Person (either internal or external).

Question 3

Please provide evidence to show the competence of your Competent Person; at least one response must be selected with appropriate evidence provided however you should select all that apply.

It is the preference of *untypical* that all companies who work for them have access to competent advice from a person who holds NEBOSH qualifications.

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

This question requires you to confirm the health and safety qualifications (e.g. NEBOSH General, NEBOSH Construction, NEBOSH Diploma, NCRQ, NVQ in Occupational Health and Safety, degree in Health and Safety, etc) and/or memberships of relevant professional institutions (i.e. IOSH or IIRSM to an appropriate level i.e. CFIOSH, CMIOSH, CertIOSH, TechIOSH, FIIRSM or MIIRSM). Copies of the relevant certificates or other means for CQMS to verify the qualifications and/or memberships must be uploaded.

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 'Other' 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, *untypical* 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.

Supervisors

Question 4

You are required to ensure that your workforce are adequately supervised by competent personnel. *untypical* require you to acknowledge your understanding and acceptance of their requirement to ensure that your supervisors have sufficient skills, knowledge, attitude, **training*** and experience. This is a mandatory requirement, please select 'yes' to show your understanding and acceptance of this.

Question 5

Please provide evidence of supervisor's **training*** by uploading copies of their supervisory training certificates and/or cards.

* Acceptable training courses are listed below, and also within the *untypical* Sub-contractor Supervision Standard (SP-STD-02):

- Construction Skills Site Safety Supervisors Training Scheme (SSSTS)
- Construction Skills Site Management Safety Training Scheme (SMSTS)
- COSAC Safe2Site Supervision Training (S2SST)
- Institution of Occupational Safety & Health (IOSH) 'Managing Safely in Construction'
- Construction Industry Scaffolders Record Scheme (CISRS) 'Scaffolding Supervisor'
- Certificate of Competence for Demolition Operatives (CCDO) 'Demolition Supervisor'
- Federation of Piling Specialists (FPS) Supervisors 2-day Health, Safety and Environmental Awareness Course
- CPCS A62 Crane Supervisor
- Construction Health and Safety Group (CHSG) 'Health & Safety Site Management Cert' (Mods 1-3)
- NEBOSH National Certificate in Construction Health & Safety

Question 6

You are required to provide an appropriate ratio of supervisors to operatives. *untypical* use the guidance below to determine suitable numbers; this is also detailed in the *untypical* Sub-contractor Supervision Standard (SP-STD-02):

LOW RISK TRADES/ACTIVITY – MINIMUM REQUIREMENTS				
TRADE/ACTIVITY	UP TO 4	5 TO 15	16 TO 30	31 TO 60
Ceramic Tiling	1 no. visiting Supervisor (SSSTS)	1 no. site based Supervisor (SSSTS or industry equivalent [see above])	2 no. site based Supervisors: 1 no. SMSTS and 1 no. SSSTS or industry equivalent [see above]	3 no. site based Supervisors: 1 no. SMSTS and 2 no. SSSTS or industry equivalent [see above]
Cleaning				
Fencing				
Fire Protection				
Insulation				
Kitchen & Bathrooms				
Mastic				
Painting & Decoration				
Soft Flooring				
Soft Landscaping				

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.

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Other similar low risk trades				
MEDIUM RISK TRADES/ACTIVITIES – MINIMUM REQUIREMENTS				
TRADE/ACTIVITY	UP TO 4	5 TO 15	16 TO 30	31 TO 60
Brickwork Dry Lining Electrical Enabling Façade Finishes (cladding, etc) Carpentry Hard Flooring Hard Landscaping Hoarding Lift Installation Logistics Mechanical PCC Beams Plastering Plumbing Roof Finishes (tile, asphalt, membranes, etc) Windows Other similar medium risk trades	1 no. visiting Supervisor (SSSTS)	1 no. site based Supervisor (SSSTS or industry equivalent [see above])	2 no. site based Supervisors: 1 no. SMSTS and 1 no. SSSTS or industry equivalent [see above]	3 no. site based Supervisors: 2 no. SMSTS and 1 no. SSSTS or industry equivalent [see above]
HIGH RISK TRADES/ACTIVITY – MINIMUM REQUIREMENTS				
TRADE/ACTIVITY	UP TO 4	5 TO 15	16 TO 30	31 TO 60
Balconies Civil Engineering Ground Remediation Groundwork PCC Floors PC Beams Piling Roof Carpentry Steel Erection Timber Frame Erection Asbestos Services RC Frame Lift Installation Scaffolding Demolition Other similar high risk trades	1 no. site based Supervisor (SSSTS) and 1 no. visiting Supervisor (SMSTS)	2 no. site based Supervisors (SSSTS or industry equivalent [see above])	3 no. site based Supervisors: 2 no. SSSTS or industry equivalent [see above] and 1 no. SMSTS	4 no. site based Supervisors: 3 no. SSSTS or industry equivalent [see above] and 1 no. SMSTS

Accident/Incident Data

Question 7

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.

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.

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You are required to complete figures of accidents/incidents – please note:

- ‘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.
- ‘this year’ refers to this calendar year starting in January, ‘last year’ refers to the previous calendar year starting in January, etc.

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

Question 8

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. This typically involves undertaking an investigation to identify the cause, then action such as review of risk assessments and method statements, provision of additional supervision/monitoring, re-training, change of procedure, etc.

Please note that the dates you give for the accidents/incidents will be cross referred to the table completed in question 7 to ensure accurate details are being provided.

Enforcement Action

Question 9

Please provide details of any Improvement Notices, Prohibition Notices and/or Prosecutions which have been given to the company and/or its Directors within the last 5 years. Note: if the company has changed its name within this time period you must provide details of any notices and/or prosecutions received during this time.

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. Evidence may be requested by the auditor

Please note that the Auditor will also verify your response to question 9 against publicly available records on HSE databases. Any inconsistencies between your response and the information provided by the HSE will be queried with you.

Question 10

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.

Subletting

Question 10

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

Please confirm if you use (or intend to use) bona fide subcontractors whilst working on a Tilia Homes and/or Hopkins Homes site, and if so state the activities that they undertake. 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 state how you assess their competency and upload evidence of this:

Option 1 – All subcontractors are required to hold SSIP Certificate:

- Attach a current valid certificate issued by SSIP member scheme if your company policy is only to use SSIP registered companies.

Option 2 – In-house assessment undertaken:

- 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).

Option 3 – other:

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.

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- 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 an *untypical* requirement that all companies who subcontract any element of their works inform *untypical* of this prior to commencement. Please confirm your acceptance of this.

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

Validity & Renewal:

The expiry date of the *untypical* H&S Supplementary 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 *untypical* H&S Supplementary 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.