

Meeting Record

Date	16 th September 2019 (Mon)
Venue	AHMM, Morelands, 5-23 Old Street, EC1V 9HL
Chair	Paul Bussey
Author	-

Attendees	Name	Initial	Company
	Eleanor Eaton (guest speaker)	EE	SSIP
	Paul Bussey (chair)	PB	AHMM
	Alex Tait	AT	RIBA
	Nigel Ostime	NO	Hawkins Brown
	Roland Reinardy	RR	Hawkins Brown
	Peter Waxman	PW	Multiplex
	Glenn Warren	GW	Multiplex
	Sarah Susman	SS	Scott Brownrigg
	Stuart Cudmore	SC	Scott Brownrigg
	George Poppe	GP	Sheppard Robson
	Santiago Moreno Jiménez	SMJ	SPPARC
	Jeffrey Tribich	JT	Malcolm Hollis
	Aissam Nehari	AN	Faithful + Gould
	Sneha Dhamale	SD	AHMM
	Dominika Kubieniec	DK	AHMM
	Erica Chan	EC	AHMM
	Goh Ong	GO	AHMM

Speaker Eleanor Eaton, SSIP

Details **SSIP (Safety Schemes in Procurement)**

Eleanor Eaton, Chairperson of SSIP (Safety Schemes in Procurement) will be presenting an overview of the application and requirements of the SSIP threshold standard for Architects as Designers and Principal Designers under the CDM 2015 Regulations.

She will advise on which Assessment Schemes are acceptable, to what level, and the principles of mutual recognition. Eleanor will further advise details on the recent introduction of the Common Assessment Standard across the Construction and Design industry.



“Maximising the value of Health & Safety supplier assessment”

Designers’ Initiative on Health and Safety Meeting
16 September 2019

Eleanor Eaton, SSIP Chair
October 2016-present

Aims and overview of SSIP

SSIP is an umbrella organisation established to facilitate mutual recognition between H&S Assessment Schemes.



SSIP is a not-for-profit organisation.



SSIP has been supported by the HSE since inception (2009) and continues to work collaboratively with the HSE and other key stakeholders



The strategic aim of SSIP is to reduce the overall burden and cost of Health & Safety pre-qualification to suppliers and/or buyers.



Confidence in the SSIP standard

- ▶ Provide confidence in Health and Safety Pre Qualification assessments which is achieved by:
 - ▶ All assessments are aligned to the SSIP Core Criteria and are proportionate to the scope of works undertaken by the organisation,
 - ▶ All SSIP Assessors hold H&S qualifications supported by appropriate SKE,
 - ▶ Registered Members are audited by SSIP to ensure compliance with our Membership Rules,
 - ▶ Certification Body Members are audited by UKAS as part of their Health and Safety Management Systems Accreditation.
- ▶ In addition the SSIP Core Criteria is subject to ongoing development to ensure it continues to meet the demands of industry.



MEMBERSHIP TYPES

There are four different types of SSIP Forum members:



SSIP Registered Member,



SSIP Certification Body Member,



SSIP Affiliate Member,



SSIP Supporter Member.

Supporter Members are key to SSIP



Making People *Smile*

Mears have promoted SSIP for 10+ years by making it mandatory for all our subcontractors to hold a valid SSIP certificate. We believe safety is one of the most important components in our business and recognise SSIP as the standard.



As a local authority we provide a full range of council services including education, social work and land and environmental services. We use the SSIP Portal as part of our contractor procurement process and publicise the council commitment to SSIP via the workings of the council contractors management group.



ECA is proud to be a supporter of SSIP, and we strongly recommend the use of the SSIP assessment standard by buyers. All of the largest ECA member companies comply with the SSIP standard, as a minimum, and we actively support the increasing number of smaller ECA members who see the considerable benefits of achieving the standard.



The Health & Safety Assessment

SSIP THRESHOLD STANDARD:
THE SSIP CORE CRITERIA



- ▶ All Member Schemes must abide by the SSIP Threshold Standard for assessments.
- ▶ All assessments cover the SSIP Core Criteria which consists of 14 sections which confirms organisational capability.
- ▶ Basic supplier information for all complete assessments must be uploaded to the SSIP Portal.

CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD PROVIDE TO SHOW YOU MEET THE REQUIRED STANDARDS
Health & Safety policy and organisation for Health & 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 & Safety management at all levels within the organisation.	A signed, current copy of the company policy, dated and reviewed and by whose authority it is published.
Management	These should set out the arrangements for Health & 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 current Health & Safety legislation. There should be a clear indication of how these arrangements are communicated to the workforce	A clear explanation of the arrangements which demonstrate a clear plan for putting the policy into effect and the arrangements which under current relevant Health & Safety legislation.
Competence	Your organisation, and your employees, must have ready access to competent Health & Safety advice, preferably from within your own organisation. The advisor must be able to provide general Health & Safety advice, and also (from the same source or elsewhere) advice relating to sector specific (non-construction) or construction Health & Safety issues.	Name and competency details of the source of advice, for example a safety group, trade federation, or association provides Health & Safety information and advice. An example from the last 12 months of advice taken.
Training	You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties. For construction sector organisations this will include duties as principal contractors, contractors, designers or principal designers. 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 & Safety practice. This applies throughout the organisation from board or equivalent, to trainees.	Headline training records. Evidence of a Health & Safety training programme, certificates of attendance and / or assessment, induction training Evidence of an active CPD programme, refresher type training. Evidence of relevant training in company legislation or approved code of practice awareness training.
5	Individual employees	Employees are expected to have the necessary skills and understanding of



Section 13:

Hazard elimination and risk control

Evidence showing how you:

- ▶ Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors;
- ▶ Take into account the general principles of prevention when preparing or modifying a design with the first aim to eliminate risks or, if that is not possible, to reduce or control the risks.
- ▶ Provide information about the risks arising from the design during construction, maintenance/cleaning and use of the building as a workplace i.e. residual risk.
- ▶ Examples could include minutes or notes of meetings, notes on drawings and sketches, as well as risk registers and similar items on more complex projects.
- ▶ Note: The level of detail required in passing on information about risks should be proportionate to the risks involved. Insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks.
- ▶ Ensure that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations.
- ▶ Examples showing how risk was reduced through design
- ▶ Evidence showing how design changes are managed during pre-construction and construction phases

Section 14:

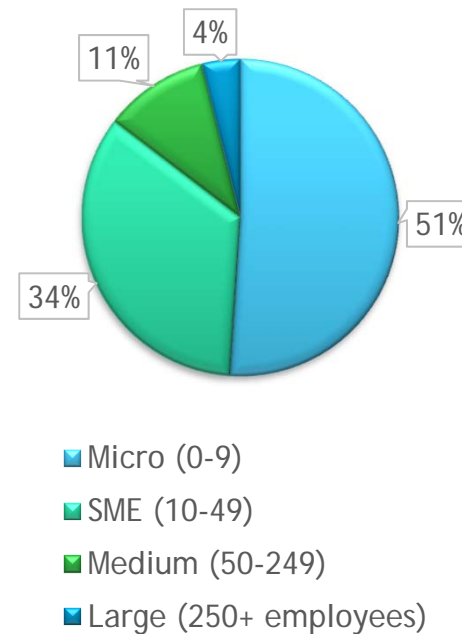
Principal Designer duties

Evidence showing how you:

- ▶ Communicate with clients and make sure the client is aware of their duties.
- ▶ Assist the client in identifying, obtaining, collating and sharing pre-construction information e.g. meeting minutes or examples of pre-construction information collated for a project and distributed to the relevant project team members.
- ▶ Co-ordinate designers e.g. evidence of written instructions, meeting minutes
- ▶ Oversee design decisions
- ▶ Communicate with the principal contractor
- ▶ Manage design changes after appointment of the principal contractor and during the construction phase
- ▶ Evidence showing how you prepare and handover the Health & Safety file and the procedure the organisation has in place to ensure post project reviews are completed.

ASSESSMENT PROPORTIONALITY

- ▶ Member schemes must be proportionate in their assessment process whilst confirming the standards to be achieved have been met.
- ▶ SSIP assessments will take into account the size of the organisation and risks associated with their scope of work activities.
- ▶ SSIP assessments recognise the reduced documentation requirements for a micro business / SME.





SSIP ASSESSORS

Skills, knowledge and experience

Assessor Competence Requirements

	Who is suited to this grade?	Education	Work Experience	Assessor Training	Assessment Experience
SSIP Assessor	This grade recognizes you as a competent SSIP assessor, contributing as an effective member of an assessment team within an SSIP Forum Members.	NEBOSH General Certificate or equivalent as a minimum. See Appendix 16	At least 2 years general Health & Safety work experience, including relevant sector skills, knowledge and experience	Successful completion of the SSIP Assessor Course examination and subsequent completion of the online Assessor Refresher course on a 3 yearly basis.	To ensure that New Assessors attain the required standard they shall have their work actively assessed by the Member Scheme over an initial 6-month period, or 10 assessments, whichever is completed first Plus the sign off from a reviewer.
SSIP Reviewer	A reviewer as referred to in the Rules and Bylaws and conditions of SSIP membership. Each SSIP forum member is required to have at least one person undertaking the role of reviewer. A reviewer is expected to ensure assessments carried out are appropriate, assessors are competent and that there is consistency between assessors this grade is reserved for competent assessors highly experienced in assessing organisations working in the construction industry.				Assessment experience as an SSIP Assessor.

SSIP MISSION STATEMENT

- ▶ *“Our mission is to act as an umbrella organisation to facilitate and maximise mutual or cross-recognition of health and safety assessments between SSIP member schemes, wherever practicable to do so.”*



MUTUAL RECOGNITION VIA THE SSIP PORTAL



To facilitate Mutual Recognition, all SSIP members are bound by our terms to upload assessment data to the SSIP Portal.



The SSIP Portal is one of the significant ways that SSIP helps buyers achieve more.



The SSIP Portal is a 'live' online database detailing in excess of 69,000 suppliers who have successfully completed an assessment with an SSIP member scheme.



THE SSIP PORTAL

The SSIP Portal contains details of **3,494*** Designers and/or Principal Designers who have demonstrated their organisational capability in line with the SSIP Core Criteria.

There are over **700*** organisations listed on the SSIP Portal who undertake architectural services including:

- ✓ Landscape Architect
- ✓ Urban Design / Town Planning
- ✓ Architectural Metalwork
- ✓ Planning Consultant
- ✓ Interior Design
- ✓ Chartered Surveyors
- ✓ Engineering & Architectural Consultancy
- ✓ Breeam Assessment



IN SUMMARY

- ▶ SSIP 'Assessments' are completed by 24 Registered Members and 19 Certification Body Member schemes all of which are commercial organisations.
- ▶ SSIP Acting as the umbrella organisation ensures:
 - ▶ All Assessments are to the same standard (the SSIP Core Criteria),
 - ▶ All SSIP assessors hold minimum H&S qualifications,
 - ▶ All Full Assessments are visible on the SSIP portal,
 - ▶ All portal entries can be used to Deem to Satisfy.
- ▶ Prices vary across all SSIP members.
- ▶ Prices for assessment start at £105.00 +VAT



INDICATION OF REGISTERED MEMBER FEES*

SSIP REGISTERED MEMBER	APPLICATION FEE	DTS FEE
	FROM £175.00	NA
	£295.00	£225.00
	£425.00	£45.00
	£450.00	£50.00
	POA	£0.00
	FROM £199.00	£140.00
	FROM £105.00	£40.00
	POA	POA
	FROM £185.00	£95.00
	FROM £245.00	20% OFF FEE BAND

SSIP REGISTERED MEMBER	APPLICATION FEE	DTS FEE
	£150.00	£50.00
	£175.00	£75.00
	POA	£0.00
	FROM £188.00	£148.00
	FROM £95.00	£30.00
	POA	£0.00
	FROM £50.00	POA
	£229.00	£45.80
	£245.00	£75.00
	£220.00	£80.00



FINALLY....
The Common Assessment
Standard

The Common Assessment Standard

The **Common Assessment Standard** *includes* health and safety and it **recognises SSIP member scheme assessment as exemption from the bulk of health and safety questions** (via an SSIP certificate).

The Common Assessment Standard (a further industry development of **PAS 91**) aims to be the **‘one prequalification scheme, many providers’** solution long requested by both buyers and suppliers. The Common Assessment Standard covers:

- Identity
- Financial
- Corporate & Professional Standing
- **Health and Safety** (**SSIP Assessment** + 4 additional questions) – ‘Section 4’
- Environmental
- Quality
- Equality
- Corporate Social Responsibility
- Information Security and GDPR
- Building Information Modelling (BIM)

There are currently 3 Recognised Assessment Bodies: Achilles, Constructionline and CHAS - and more are expected shortly.

There are two types of assessment: **desktop** and **site-based**

AM I EXEMPT FROM ANSWERING SECTION 4 OF THE COMMON ASSESSMENT STANDARD IF MY ORGANISATION ALREADY HOLDS A VALID ASSESSMENT WITH AN SSIP MEMBER SCHEME?

Yes! - If you hold a valid assessment/UKAS-accredited ISO 45001 via an SSIP Member Scheme you are **exempt** from answering *44 out of the 48* Health and Safety questions...

The 4 supplementary questions in the H&S section are:

1. Who is responsible for H&S within your company? i.e. name of H&S contact who should be a director of the business.
2. Does all your workforce (including those who are self-employed), who are working on construction sites undertaking a recognised construction occupation, hold CSCS or CSCS partner scheme cards? ***Advisory***
3. Is your company part of any fleet operations/management scheme? ***Advisory***
4. Do you have a drug and alcohol policy? ***Advisory***

QUESTIONS ?

