

## **CDM 2007 STATEMENT OF COMPETENCY AND RESOURCES** (Revised July 2011)

The following statement has been prepared to demonstrate competence in respect of the Health and Safety core requirements outlined in Appendix 4 of the CDM Regs 2007 ACOP. Quarmby Construction will manage Health and Safety on this project through the full implementation of the Company's Health and Safety Policy arrangements, compliance with the Client's requirements and all relevant legislation applicable to the works being undertaken.

### 1. Health, Safety and Environmental Policy

QCC's Health and Safety Policy Manual is in 5 sections:-

1. Policy Statement
2. Organisation and Responsibilities
3. Arrangements
4. COSHH Assessments
5. Fool Box talk guide

Our Managing Director is ultimately responsible for the Company's Health and Safety and he signs the Policy Statement. The contents of the Policy are reviewed annually by Quarmby Construction's Health & Safety Advisor. Revisions are issued each January to all staff.

The Organisation and Responsibilities outlines how the Company is structured and what Health and Safety duties are required for each of the main job roles within the Company. These are explained in detail to all new staff during their induction training session.

Our Health & Safety procedures covering all aspects of the Company's activities are described within the Arrangements Section of the Policy Document. Arrangements are communicated to the workforce through internal training, inductions, bulletins, memos and posters. Any revisions to arrangements are brought to the attention of staff through safety meetings.

The QCC Health, Safety and Environmental Policy is a comprehensive document and for the purposes of tender submissions we do not generally submit hard copies. Alternatively the policy document will be issued on CD format or can be viewed on the Quarmby Construction website.

### 2. CDM Arrangements

Information contained within the Pre-Construction Information Pack is developed into the Construction Phase Health and Safety Plan by our Contracts Manager, with assistance from our Health, Safety & Environmental Advisor prior to works on site commencing. It is regularly reviewed during the contract by the Project Management Team. The plan forms an important part of the Site Safety Files and is to be read in conjunction with the sub-contractor's risk assessments and method statements. Information on specific site hazards and controls that are contained within our Plan is passed on to each contractor by means of Safety Inductions, Contractor co-ordination meetings etc.

The HSE will be notified of QCC's appointment as Principal Contractor through the completion and issue of an Additional F10 Notification. Once on site this is displayed on the site notice board along with all other pertinent Health, Safety & Environmental information.

Where appropriate, Quarmby Construction's Management Team will meet with the local HSE Inspector prior to project commencement to review the proposed scheme and traffic management arrangements.

### 3. Competent Advice

QCC employ a Health & Safety Advisor whose duties include:-

- Site inspections approx every 2-3 weeks . (examples are available on request).
- Quarterly thorough audits on H,S&E procedure compliance
- Advise management on Health and Safety improvements that can be made,
- Compile accident/near miss details and investigate when necessary,
- Assist managers in reviewing contractor safe systems of work / method statements,
- Advise on any Environmental issues that may arise.
- Review and amend the H, S &E Policy and procedures to ensure legal compliance.

Our Health & Safety Advisor has 19 years experience of Health & Safety within construction. He is a CITB approved trainer/tutor and a Chartered Health & Safety practitioner.

QCC are kept up to date on recent Health and Safety legislation changes via several professional bodies. The Health, Safety & Environmental Advisor is a Chartered Member of IOSH, RSP and an Associate member of IEMA. In addition, QCC are proactive members of the West and North Yorkshire Construction Safety Association and the British Safety Council.

QCC has achieved CHAS scheme accreditation (Contractors Health and Safety Assessment) and is registered with Construction Line.

### 4. Training and Information

QCC employ competent personnel and ensure to the best of its capabilities that all work is carried out safely, without detriment to anyone's Health and Safety. In addition QCC will:-

- Identify the training needs of all employees,
- Train employees appropriate to the needs of our business in a timely manner,
- Ensure all employees receive induction training before commencing work,
- Ensure that employees receive accredited training where appropriate,
- Review and update training needs by; performance reviews, workplace audits etc.
- Ensure that site management achieve (as a minimum) the following qualifications:-
- 5 day CITB Site Management Safety Training Scheme
- 3 day First Aid at Work

- 2 day Scaffold Inspection, PASMA and Safety Harness Awareness training
- CSCS card relevant to their job title (currently at 90% of site staff)
- Asbestos Awareness Training in line with the Control of Asbestos at Work Regulations 2006

In order to promote CPD (Continuing Professional Development) QCC employees are encouraged to develop their skills through the ongoing identification of training needs. This takes place continually by the H, S & E Advisor for related training needs and also annually by senior management and the employee through appraisal and job analysis meetings.

Our Health & Safety Training Plan is used to help identify areas of training needs and to highlight the times when refresher training courses are required.

Information and instruction is disseminated to QCC staff by induction training, tool box talks, Health and Safety meetings, in house and external training courses, memorandums, bulletins, posters, signage and notices.

QCC management and subcontractor supervisors carry out tool box talks at regular intervals on subjects that are relevant to current site conditions. These take place on average every fortnight, although may be more frequent depending on the circumstances. Talks are recorded on attendance registers within the site files . (available on request).

5. Individual qualifications and experience

The Quarmby Team we will employ on your project will have sufficient experience and staffing levels to effectively manage the scheme in accordance with our Clients expectations and the requirements of CDM 2007. All QCC senior management have received Health and Safety training, our Contracts Managers have successfully completed the CITB Site Management Safety Training Scheme and our Directors have completed the IOSH Directing Safely course.

6. Monitoring, audit and review

Our Site Management is responsible for monitoring day to day Health and Safety issues including:-

- Health and Safety Inductions for all site employees,
- Control of all contractors . e.g. co-ordination meetings, good communication,
- Review of safe systems of work . risk assessments and method statements,
- Management and implementation of permit to work procedures,
- Ensuring that all persons are trained and competent for the task,
- Carrying out safety inspections of the work place,
- Monitoring welfare, first aid, PPE provisions,
- Ensuring adequate fire/emergency procedures are in place and reviewed,
- Ensuring sub-contractors carry out safety inspections and that records are kept.

QCC's visiting senior management also play an active role regarding Health and Safety standards on all projects. The Directors and Contracts Manager visit site regularly and are proactive in their approach to Health and Safety.

The Health & Safety Advisor conducts fortnightly site inspections and quarterly audits which supplement the daily checks and weekly inspections being undertaken by the Site Management Team. Copies of these reports are available on request.

The Health and Safety performance is measured in the following way:-

- Accident and near miss frequency rates
- Number of days lost through illness and accidents
- Audit findings on site procedures and success of Health and Safety initiatives

The performance of the Company is fed back to senior management through Board reports which summarise and identify key areas of success and improvement. Health, Safety and Environmental issues are a key agenda on the monthly Management and Board meetings.

#### 7. Workforce Involvement

Consultation meetings take place in several different formats. QCC promote worker consultation meetings where site operatives (subcontractor safety representatives) attend Health and Safety meetings on site. The frequency and specific nature of these meetings will depend on the nature of the project.

Management safety meetings are held at regular intervals and are chaired by the H & S Advisor. These are held with QCC site management staff to discuss QCC procedures.

Sub-contractor Co-ordination meetings are held by Project Managers to discuss all aspects of the works being undertaken. Health and Safety is an important item on the agenda and gives subcontractors supervisors and QCC management the opportunity to raise concerns, suggestions or improvements for site Health and Safety.

Quarmby Construction promotes an Open Door policy. Our workforce is encouraged to voice any suggestions, comments, concerns etc directly with QCC project team without delay.

#### 8. Accident reporting and enforcement action

QCC's policy on reporting and investigating accidents ensures full compliance with RIDDOR. In the event of an accident occurring to a subcontractor employee, copies of the necessary notification reports are obtained and preventative actions taken to help prevent a recurrence. QCC staff is fully aware of QCC's policy and the reporting requirements of RIDDOR.

Following all RIDDOR accidents, and those non reportable accidents or near misses which could very well have resulted in lost time, a full accident investigation is carried out. This involves the project team and the Health and Safety Advisor establishing the facts and putting together improvements to prevent a recurrence. A recent example includes establishing a formal handover for engineers on temporary holiday cover to ensure that all necessary issues are discussed and agreed. This follows a near miss whereby a machine bucket damaged a cable.

**Accident reporting period April 2010 – March 2011.**

There have been 5 no. RIDDOR accidents in the current accident reporting period. Details are available upon request. These will be included in the next reporting year's figures when updated in January 2012.

**Accidents in the last full reporting year (April 2009 – March 2010) were at 0.**

Incident Rate

The Incident Rate below includes all employees, subcontractor employees, members of the public etc. The reporting period used is April 09 - March 10 to fall in line with the HSE reporting period. Based on HSE formula:- QCC's current Incident Rate is:-

2009-2010 - 0 accidents / 325 average no. employed x 100,000 = 0  
2008-2009 - 5 accidents / 350 average no. employed x 100,000 = 1428  
2007-2008 - 4 accidents / 400 average no. employed x 100,000 = 1000

Frequency Rate

QCC's accident frequency rate is:-

2009-2010 . 0 accidents / (325 x 40 x 52) = 676,000 hours worked x 100,000 = 0.00  
2008-2009 . 5 accidents / (350 x 40 x 52) = 728,000 hours worked x 100,000 = 0.68  
2007-2008 - 4 accidents / (400 x 40 x 52) = 832,000 hours worked x 100,000 = 0.48

Note: - 6 reportable accidents were recorded in the previous 2 reporting periods of 2005-2006 and for 2006-2007. Accident incident and frequency rates were lower for the period 2007-2008.

Enforcement Action

Quarmby Construction has never been prosecuted for breaches of Health, Safety or Environmental Legislation.

Quarmby Construction has received one enforcement notice within the last 5 years. Should you require details of this please contact Quarmby Construction Head Office.

9. Sub-contractor competence

QCC issue a Health and Safety questionnaire to all new contractors as the first step of determining their competence. In addition to the questionnaire, for certain trades such as demolition and steel work, QCC approach our clients and other contractors for references. The HSE website, which shows enforcement action against contractors, is also referred to.

QCC endeavour to maintain good relationships with contractors and wherever possible use contractors that have performed well in the past. Contractor performance is assessed at the end of each contract by the Project Manager and Contracts Manager and those that have under-achieved are reviewed by QCC Board of Directors with the assistance of the and Health and Safety Advisor. If necessary the contractor will be removed from QCC's approved contractor database.

A copy of QCC's Health and Safety Site Requirements is issued to all potential sub-contractors at enquiry stage. This document informs them of the high standards that are expected of them. A copy of this document is available on request.

QCC hold pre-contract meetings with all contractors to remind them of their Health and Safety responsibilities and QCC procedures.

10. Hazard Elimination and Design and Build Input

The D&B Manager chairs fortnightly Design Team Meetings during the first half of the project. The objective is to monitor design progress and enable solutions to be discussed. The Consultants and the major Design Subcontractors are to be invited to the meetings. Any construction team member that wishes to participate can also attend.

Planning Approval Schedules, BREEAM, Building Regulation Approval Schedule, etc are to be reviewed at Design Team Meetings to ensure satisfactory progress is made. The Designers duties under CDM will be re-iterated at Design Team Meetings to help ensure Health and Safety requirements are complied with.

Any Value Engineering item proposed is reviewed with the Design Team at the Design Team Meeting so the complete consequences can be evaluated, before being implemented.

The Design Risk Register (Form:- FM-DB-001) prepared by the D&B Manager at tender stage will be used throughout the construction phase by the D&B Manager as a checklist to ensure that significant issues are adequately addressed and actioned by the Design Team.

Information produced by Designers or Design Subcontractors is reviewed by the D&B Manager and passed to the Planner for issue to the Designers and Employer for approval. Comments received are collated by the D&B Manager and distributed as appropriate.

11. Risk Assessment leading to a safe method of work

As primarily a management contractor employing only supervisory staff, our management team's main objective is to ensure that the subcontractors employed on this contract undertake their works in accordance with statutory requirements.

The effective management and co-ordination of sub-contractor work activities is the main way in which to reduce Health and Safety risks on site. Risk assessments and method statements submitted by sub-contractors are subject to a formal recorded appraisal by QCC Site Management (with assistance from Health and Safety Advisor). Form (HS19) Method Statement Appraisal is completed to record any issues that require attention. Only when these issues have been addressed and the project team are satisfied with the planned method of work will they allow works to commence.

Quarmby Site Management undertake and record risk assessments for works under the direct control of QCC such as any activities undertaken by QCC slinger/signallers, gatemen, labourers etc. and assistance provided by the Company's H,S & E Team.

12. Work Co-ordination

The co-ordination of subcontractor work activities is a fundamental requirement of the Principal Contractor under the CDM Regulations. Quarmby Construction has significant experience of undertaking the role of managing subcontractors in a professional manner.

Works will be co-ordinated on site through the following means:-

- Subcontractor Co-ordination meetings
- Subcontractor Pre-start meetings
- Method Statement Appraisal (considering impacts on other trades from working zones, COSHH, noise, deliveries etc).
- Notice boards detailing current ongoing works
- Effective and clear on site communications between QCC and the subcontractor.
- Managed and planned deliveries
- Close Client liaison

13. Welfare Provisions

QCC provide clean and suitable temporary accommodation to meet the needs of the contract. As a minimum the company provide:-

- Sufficient number of canteens which have a means of heating, food and water.
- All canteens will have a safety notice board showing site safety information and displaying the Health & Safety Law Poster with all necessary sections completed.

- A canteen will be of sufficient size for the number of operatives. Where there is sufficient space on site there will be a minimum of one canteen for every 30 people. Where this is not practicable then staggered break times are considered.
- Canteens are regularly cleared of refuse on a daily basis.
- Drying rooms of sufficient size with sufficient coat hooks and benches.
- Drying rooms have self closing hinges on the doors.
- Heaters being tubular or other safe design approved for the purpose.
- A minimum of one WC where the number of employees does not exceed 5, two where the number does not exceed 25, with one additional WC for every 25 employees.
- Where practicable toilets connected to a mains drainage system. Where not practicable we connect to a mains storage tank (capable of being emptied).
- A separate WC facility for females.
- Wash facilities including the provision of hot and cold or warm running water and wash basins large enough to enable people to wash their face, hands and forearms. There will be a wash basin for each WC provided.
- Hand cleansing soap in wall mounted dispensers in all toilet/wash blocks. It is not acceptable for tubs of degreasing products (e.g. Swarfega) to be provided to clean hands.