

# CDM 2007 STATEMENT OF COMPETENCY AND RESOURCES

## QUARMBY CONSTRUCTION CO LTD

Revised on 26.11.09

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. 'Tool Box' talk guide

The Managing Director is ultimately responsible for the company's Health and Safety and it is he who signs the Policy statement. The contents of the Policy are reviewed annually by Quarmby Construction's H,S&E Manager. 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.

The H,S&E 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. Any queries please contact Andrew Taylor (H,S&E Manager) – tel:- 01943 817817.

### 2. CDM Arrangements

Information contained within the Pre-Construction Information Pack will be developed into the Construction Phase Health and Safety Plan by QCC's Contracts Manager, with assistance from QCC's Health, Safety & Environmental Manager, prior to works on site commencing. It will be regularly reviewed during the contract by the Project Management. It 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 the 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 will be displayed on the site notice board along with all other pertinent health, safety & environmental information.

When deemed appropriate Quarmby Construction management 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 an in-house Health, Safety and Environmental Manager 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.

The Health, Safety & Environmental Manager has 14 years experience of Health & Safety Management within construction. He is fully qualified to NEBOSH Diploma 2 and is a NEBOSH Level 6 examiner.

QCC are kept up to date on recent health and safety legislation changes via several professional bodies. The Health, Safety & Environmental Manager 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 will 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
- 4 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)

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 Manager for related training needs and also annually by senior management and the employee through appraisal and job analysis meetings.

An extract of the company's H,S&E Training Plan is enclosed at the rear of this statement. The 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 will carryout tool box talks at regular intervals on subjects that are relevant to current site conditions. These will 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 employed on the project will have sufficient experience and staffing levels to effectively manage the scheme in accordance with the Client' expectations and the requirements of CDM 2007. All QCC senior management have received health and safety training. The Contracts Managers have successfully completed the CITB Site Management Safety Training Scheme and the Directors have completed the IOSH Directing Safely course.

## 6. Monitoring, audit and review

Site Management is responsible for monitoring day to day health and safety issues, e.g:-

- 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 in terms of health and safety standards on a project. The Construction Director and Contracts Manager visit site regularly and are proactive in their approach to health and safety.

The H,S&E Manager will conduct fortnightly site inspections and quarterly audits which will 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 whereby 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 & E Manager. 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. The workforce are 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 are 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 H,S&E Manager 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 2009 – March 2010.***

There have been no RIDDOR accidents in the current accident reporting period.

### ***Accidents in the last full reporting year (April 2008 – March 2009) were as follows:-***

- Over 3 day - Steel erector suffered bruising to his arm when chains from a block and tackle dislodged a section of dunking from above.
- Over 3 day – QCC agency foreman strained his back whilst trying to move a sheet of visqueen from the ground.
- Over 3 day – QCC manager tore a calf muscle whilst walking to site.
- Over 3 day – Joiner tripped on a defective raised access floor panel causing bruising.
- Over 3 day – QCC foreman aggravated a previous ankle injury when a protective plywood covering became unfixed on a stair tread.

### Incident Rate

The Incident Rate below includes all employees, subcontractor employees, members of the public etc. The reporting period used is April 08 - March 09 to fall in line with the HSE reporting period. Based on HSE formula:- QCC's current Incident Rate is:-

**2008-2009 - 5 accidents / 350 average no. employed x 100,000 = 1428**

**2007-2008 - 4 accidents / 400 average no. employed x 100,000 = 1000**

**2006-2007 - 6 accidents / 500 average no. employed x 100,000 = 1200**

### Frequency Rate

QCC's accident frequency rate is:-

**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**

**2006-2007 - 6 accidents / (500 x 40 x 52) = 1,040,000 hours worked x 100,000 = 0.577**

Note:- 6 reportable accidents were recorded in the previous 2 reporting periods of 2004-2005 and for 2005-2006. Accident incident and frequency rates were the same as for 2006-2007.

### Enforcement Action

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

Quarmby Construction has not received any enforcement notices within the last 5 years.

#### 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 will approach Clients and other contactors 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 and Health and Safety Manager. 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 to be reviewed by the D&B Manager and passed to the Planner for issue to the Designers and Employer for approval. Comments received are to be 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, Quarmby Construction's 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 Manager). 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 will 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. Assistance will be provided by the company's H,S&E Manager.

## 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 and 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 will provide clean and suitable temporary accommodation to meet the needs of the contract. As a minimum the company will 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. They will display the Health & Safety Law Poster with all necessary sections completed.

Canteens will be of sufficient size for the number of operatives. Where there is sufficient space on site there should be a minimum of one canteen for every 30 people. Where this is not practicable then staggered break times can be considered.

Canteens will be regularly cleared of refuse on a daily basis.

Drying rooms of sufficient size with sufficient coat hooks and benches.

Drying rooms must have self closing hinges on the doors.

Heaters should be tubular or other safe design approved for the purpose.

There should be 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 should be installed. Where it is not practicable to connect to the mains a storage tank (capable of being emptied) should be installed.

A separate WC facility will be provided for females.

Wash facilities must include the provision of hot and cold or warm running water and have wash basins that are large enough to enable people to wash their face, hands and forearms. There should be a wash basin for each WC provided.

Hand cleansing soap will be provided 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.