

# Acclaim Assessment Checklist

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To help you through the application process,  
we have detailed the requirements for each section.

## Assessment Checklist

### KEY POINTS

#### Acclaim Assessment requirements

When submitting documents, it is vital to check that all submitted documents are dated within the past 12 months.

All questions must be answered 'Yes', excluding Q7 and Q9, where we will accept 'No' as an answer.

If you currently hold a valid SSIP certificate with another registered body, we cannot accept this certificate as evidence to these questions; you will need to provide the information as listed below.

For further information [view our full Acclaim Accreditation guidance<sup>1</sup>](#)

- Q1** Health and Safety Policy, including a statement of intent, responsibilities for health and safety, and health and safety arrangements.

*Please note: If you have less than 5 employees, than as a minimum, please complete the [HSE template<sup>2</sup>](#) to show the arrangements you have in place.*

The policy will not be accepted if it has not been physically signed and dated, within the last 12 months, by an officer of the company.

- Q2** The arrangements section of your health and safety policy should say how you will meet the commitments you have made in your statement of general policy.

This should include information on what you will do to remove or reduce the risks of the hazards in your workplace.

- Q3** H&S advisers CV and **two** examples of advice you have received from your advisers (You must have competent advice available). Small companies can provide details of the trade body giving health and safety advice.

*Please note: Simply viewing the HSE website cannot be used as an answer to this question. You must have undertaken specific safety training and be able to provide two examples of information you have used from the website.*

- Q4** Three documents need to be uploaded – Evidence of Training matrix or record, Training policy, and how information is provided to employees.

- Q5** For trained staff, please upload qualifications, competency cards or certificates. E.g. CSCS/CSR card, supervisors who hold SMSTS, SSSTS.

- Q6** Your companies latest on-site monitoring and audit report, or ISO 45001/18001 certification'.

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- Q7** Your arrangements/procedures for consultation with your workforce on Health and Safety matters. Comprising at least two of the following:
- a) Toolbox talks/briefings.
  - b) Records of health and safety committees.
  - c) Notes of staff meetings where health and safety matters were discussed.
  - d) Screenshots of company intranet pages relevant to health and safety.
  - e) Records of concerns raised and how they were dealt with.

*Please note: If you are a sole-trader, you can say 'No' to the question and insert a comment saying 'N/A Sole Trade no staff'.*

**Q8** Accident and RIDDOR statistics

- a) Accident and RIDDOR statistics covering the last 3 years as a minimum.
- b) Details of any enforcement notices received within the last 5 years, or a statement confirming they have not had any.
- c) Two examples of accident investigation if applicable and how you keep accident records.

**Q9** Subcontractor – Provide a competence assessment arrangement, a completed subcontractor assessment or a statement about not using subcontractors.

**Q10** Please provide at least two site-specific examples of risk assessments and accompanying method statements from within the past 12 months and/or a completed Construction Phase Plan from within the past 12 months.

**Q11** Please provide evidence by uploading documentation of your companies arrangements for co-operating and co-ordinating your work with others (e.g. clients/Principal Contractors). Evidence could be in the form of pre-start meeting minutes, emails, or site inductions.

**Q12** Welfare facilities (toilets, wash areas & seating areas etc.). If you do not provide these to your workforce, please detail why you do not, who does, and how you ensure that on-site welfare provision meets legal requirements.

**Types of evidence you could provide are:**

- a) Emails or meeting minutes which show the client or Principal contractor confirming they will provide the welfare facilities, **or**
- b) An invoice showing the temporary hire of welfare facilities if providing yourself.

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### Additional Documentation Required for Principal Contractor

- Q4** Examples of construction related qualifications and/or experience. These examples must include evidence of competency for adequately undertaking the Principal Contractor role.
  - Q10** Example of a recent Construction Phase Plan prepared by your business.
  - Q11**
    - a) Details of your arrangements which ensure you plan, manage and co-ordinate work during the construction phase of a project.
    - b) Evidence of how you ensure good co-operation and co-ordination of your work activities.
  - Q12** Details of your arrangements for welfare provision and practical evidence illustrating this.
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### Additional Documentation Required for Designer

- Q5** CVs of Designers showing qualifications and experience.
- Q10**
  - a) Arrangements/procedures for meeting duties under Regulation 9.
  - b) Evidence of co-operation and co-ordination of design work with other designers/contractors.
  - c) Evidence showing how you identify and eliminate hazards and reduce risk.
  - d) Evidence of how you pass on information regarding residual risks.
  - e) Evidence showing how you ensure a structure will meet requirements of Workplace Regs 1992.
  - f) Procedures for managing design changes.

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### Additional Documentation Required for Designer & Principal Designer

- Q5** CVs of Designers showing qualifications and experience.
- Q10**
- a) Arrangements/procedures for meeting duties under Regulation 9.
  - b) Evidence of co-operation and co-ordination of design work with other designers/ contractors.
  - c) Evidence showing how you identify and eliminate hazards and reduce risk.
  - d) Evidence of how you pass on information regarding residual risks.
  - e) Evidence showing how you ensure a structure will meet requirements of Workplace Regs 1992.
  - f) Procedures for managing design changes.
  - g) Two examples showing how risk was reduced through design.
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- Q11**
- a) Arrangements/procedures for meeting your duties under Regulation 11 which must include the 6 bulleted items above.
  - b) Evidence showing how you communicate with clients to make sure the client is aware of their duties.
  - c) Evidence showing how you co-ordinate designers e.g. evidence of written instructions, meeting minutes.
  - d) Evidence showing how you assist the client in identifying, obtaining, collating and sharing pre-construction information e.g. meeting minutes or examples of preconstruction information collated for a project.
  - e) Evidence showing how you ensure all designers comply with their duties in regulation 9.
  - f) Evidence showing how you oversee design decisions.
  - g) Evidence showing how you communicate with the principal contractor.
  - h) Evidence showing how you prepare and hand over the health and safety file.

## Assessment Checklist

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*Please note: You do not need to read these to be accredited, they are for information only.*

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### Additional Health and Safety Guidance Links

If you need more information on Health and Safety, the following links provide guidance on how to meet the role requirements of a Contractor CDM duty holder.

- [\*Managing Health and Safety in Construction\*](#)<sup>3</sup> – Construction (Design and Management) Regulations 2015 Guidance on Regulations:
- [\*The Construction \(Design and Management\) Regulations 2015\*](#)<sup>4</sup>
- [\*Contractors: roles and responsibilities\*](#)<sup>5</sup>
- [\*CITB CDM guidance\*](#)<sup>6</sup>

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### Reference links

1. Full Acclaim Accreditation guidance

<https://acclaimaccreditation.co.uk/accreditation/what-is-acclaim-accreditation>

2. HSE template

[www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc)

3. Managing health and safety in Construction

<http://www.hse.gov.uk/pubns/priced/l153.pdf>

4. The Construction (Design and Management) Regulations 2015

<http://www.hse.gov.uk/construction/cdm/2015/index.htm>

5. Contractors: roles and responsibilities

<http://www.hse.gov.uk/construction/cdm/2015/contractors.htm>

6. CITB CDM guidance

<http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/>