



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME

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The Contractors Health and Safety (CHAS) Assessment Scheme Assessment Record

Contractor: Malkin Construction

Assessor: Phil Loveday.

Date: 27th December 2006.

This form should be used jointly with the Appendix 2 Questionnaire to record the assessment findings. It should be retained for a minimum of five years after completion. Where possible both appendices should be uploaded into the database and included with the contractor details.

The Assessment record should reflect the findings and note any areas of improvement that may be required as a result of the assessment.

DATE(S):	27.12.2006
COMPANY NAME	Malkin Construction.

1. POLICY STATEMENT

REQUIREMENT	Yes	No	Standard
Is there a general policy statement with a clear declaration to ensure the health, safety and welfare of employees and others?	X		The statement should conform to the needs outlined in IND(G) 259 – An Introduction to health and safety.
Is it signed and dated?	X		It should be signed by a senior Director, Chief Executive or Partner and recently dated.
Is there a request for full co-operation and support of all employees?	X		Identifies a method for communicating health and safety problems, for example an open-door policy.
Does the policy describe arrangements for providing satisfactory resourcing of health and safety?	X		A clear statement explaining the provision of financial (and other) resources for health and safety
Is there an expressed commitment to planning, regular review and development of the health and safety policy?	X		For example, does the policy say when it is to be reviewed (for example yearly)? Identify if the review process has resulted in change of the policy
Is there a named Director or other person responsible for carrying out the Company's H&S policy	x		A named person or post that is responsible for health and safety.
Comments: H&S policy statement submitted – Acceptable.			
Result: Compliant or Non-Compliant			

2. ORGANISATION FOR HEALTH AND SAFETY

Have safety duties been assigned through the management structure?	X		Sensible division of responsibilities worded in manner that is understandable to the reader. (A management structure chart may support this).
Is there provision of competent advice? (For example, access to health and safety advisers)	X		Arrangements explaining where the Company and employees get competent advice on health and safety (for example through an employee, safety adviser or consultant.)
Comments: Well detailed responsibilities section of H&S policy submitted. External H&S consultants engaged. Result: Compliant or Non-Compliant			

3. HEALTH AND SAFETY TRAINING INCLUDING INFORMATION AND INSTRUCTION.

Are there arrangements for providing and keeping health and safety training records?	X		This would normally be by examples as sent with the application.
Is there clear evidence that all new employees receive health and safety induction training?	X		This can be by records and some form of list of contents of induction training
Is someone responsible for identifying training needs and doing training?	X		Self-evident
Has reasonable training been given to: A. Managers? B Workers?	X		The assessor should review the training records provided and judge whether they are satisfactory based on the work and size of the company. If in doubt, seek advice.
Comments: Application describes a high standard of H&S training provided. A broad range of training certs and documents submitted for managers / supervisors and other employees.			

Includes supervisor site H&S training.
 Worker First aid training, a range of plant training, CPCS, CSCS, scaffolding, cranes and abrasive wheel training.

Comprehensive training policy submitted.

Clear evidence of a well managed system for training.

Result: **Compliant** or Non-Compliant

4. MONITORING, AUDITING AND REVIEW

Are there arrangements or procedures for reviewing policy and procedures?	X		Self-evident
Are there arrangements for checking performance of health and safety?	X		For example, inspections and analysis of accident statistics.

Comments:
 Commitment to regular policy review. Evidence submitted from document control records detailing recent updates and reviews of H&S policy.

Internal H&S inspections and audits undertaken.
 Completed Site Safety and welfare report submitted. Good standard.

Policy on H&S monitoring and review submitted. Policy on H&S monitoring of sub contractors submitted. Good standard.

Result: **Compliant** or Non-Compliant

5. CONSULTATION

Does the company consult with their workforce under the Safety Committee & Safety Representatives Regulations 1977? OR			There should be some form of constitution, describing arrangements for meetings and safety rep training entitlement for example.
The Health & Safety (Consultation with Employees) Regulations 1996	X		A description of how the company consults with employees (for example by representatives or with individuals. It should also explain the method, for example regular meetings or in pay packets or on noticeboards.

Comments:
 Application describes suitable arrangements for Consultation given size of organisation.
 Section form H&S policy submitted in relation to employee consultation.

Evidence submitted of recent H&S consultation meetings between management and employee reps and direct consultation with workforce re planned plant purchase.

Good standard.

Result: **Compliant** or Non-Compliant

6. ACCIDENT REPORTING

Do arrangements exist for reporting all accidents and incidents?	X		For example, an accident book on-site or in the office. Are the instructions to employees clear?
Is a person responsible for investigating accidents and near misses?	X		Self-evident
Is a person identified as responsible for ensuring RIDDOR requirements are met?	X		Self-evident
Are actions to prevent reoccurrence of accidents recorded?	X		Self-evident
If applicable have appropriate actions been taken following enforcement action?	X		Is there evidence that the company has reviewed arrangements, made improvements, etc.

Comments
 Arrangements submitted for accident reporting and investigation. Good system well detailed.

Result: **Compliant** or Non-Compliant

7. RISK ASSESSMENT

GENERAL:

Are competent persons or people identified to carry out risk assessments including COSHH, manual handling and workstations?	X		This may be a consultant or delegated to a person or people in the duties part
Do the assessments include everyone, for example cleaners, contractors, visitors, or the public?	X		This should be obvious from the example assessments included with the submission
Do the assessments cover non-routine operations and emergencies?	X		For example bomb scares, severe weather or evacuation.
Does the assessment distinguish between hazard and risk?	X		Self-evident
Does the assessment identify satisfactory control measures arising out of the assessment?	X		Self-evident
Are there any conclusions about the risk?	X		(For example, High, Medium, Low) If a scoring process is used, a method for converting that score to a risk rating should be clear.
Is there any form of action plan following the assessment?	X		As part of the process with a timescale for action and someone named as responsible for completing the actions.
<p>Comments: Risk assessment procedures submitted. Good standard of template documents. Completed examples contain good detail control measures.</p> <p>Well detailed control measures for the examples submitted.</p> <p>The assessments are developed site specific from a standard template document. The template is a base a generic assessment that it then developed.</p> <p>Overall a good standard.</p> <p>Result: Compliant</p>			

HAZARDOUS SUBSTANCES. (Consider whether the company uses hazardous substances).

Does the COSHH assessment identify satisfactory control measures, and are they consistent with the hierarchy of measures?	X		Self-evident
Do clear instructions for workers exist that hazardous substances are not to be used without an assessment?	X		Simple statement that should include a satisfactory description of what makes up a hazardous substance.
Are there satisfactory arrangements for disseminating the COSHH assessment to those who use the substance?	X		Instructions to storekeepers issuing the substance. Subject of toolbox training, assessments displayed in proper places.
<p>Comments: CosHH section in H&S policy. CoSHH assessments submitted.</p> <p>Good standard.</p> <p>Result: Compliant</p>			

MANUAL HANDLING (Consider whether manual handling is a hazard in their work).

Is there a stated objective to avoid or mechanise manual handling tasks where proper?	X		Self-evident
Does the assessment provided consider the level of risk?	X		Some suggestion of high, medium or low.
Are satisfactory control measures identified?	X		Self-evident
Are there satisfactory instructions for workers about kinetic lifting techniques?	X		This could include basic instruction for single or two person lifting for example.
<p>Comments: Manual Handling section in H&S policy.</p> <p>Completed example of Man Han assessments submitted. Good standard.</p>			

Overall good.

Result: **Compliant**

WORKSTATION

Is there guidance to users about their right to eye and eyesight tests?			Self-evident
Are there any references to basic procedures for taking regular breaks from DSE work?			This may also cover other aspects such as posture.
Is there an acceptable procedure or checklist for DSE assessments?			Will depend on whether they have classified users.
Comments: NO DSE documents submitted.			Result: Compliant or Non-Compliant

PERSONAL PROTECTIVE EQUIPMENT

Have the risk assessment examples provided taken account of PPE as a control measure?	X		Remembering that this should be the last resort to control risk.
Is there consideration for ensuring the PPE needed is right?	X		This should be specific on PPE such as RPE or goggles for example.
Is any guidance given to employees about the storage and maintenance of PPE?	X		Self-evident

8. HEALTH SURVEILLANCE

Are satisfactory arrangements in place for health surveillance where needed?	X		For example asbestos, Isocyanates, leads, weils disease and night workers. Note that this will not apply to companies that do not work in an environment where there is a health risk. If in doubt, ask.
Comments: Evidence submitted of employee medical checks submitted. The work activities do not require statutory medical health surveillance.			
Result: Compliant or Non-Compliant			

9. ASBESTOS (Consider whether asbestos is a hazard in their work).

Is there a clear instruction to workers on the action to take on discovering asbestos in the workplace	X		Clear instructions to stop works and report the finding to a manager to take removal action.
Where asbestos is a risk, have satisfactory measures been taken to ensure that employees are told or trained to identify asbestos in the workplace?	X		Evidence of training or guidance in the arrangements section. May be something in toolbox training.
Comments: Commitment to asbestos survey and sampling if required. Procedures and arrangements to control this is described in H&S policy and submitted as evidence. Good standard.			
Result: Compliant or Non-Compliant			

10. FIRST AID

Are satisfactory arrangements described for providing either first aiders or appointed people in the workplace?	X		Either satisfactory arrangements for a trained first aider on-site or ensuring that where the company act as a contractor the facilities provided by a third-party.
Is a person or people identified as having responsibility for checking first aid boxes	X		For example, this could be the worker him or herself where they work away from site or the office manager.
Is the name of the first aider or appointed person displayed somewhere?	X		This could be on notice boards or in the organisation itself.
Comments:			

Example of first aid training certificate submitted.
 Arrangements explained in detail in H&S policy.
 First Aid risk assessment submitted.

Good standard.

Result: **Compliant** or Non Compliant

11. SUBCONTRACTORS

Does the company have satisfactory arrangements for assessing the competency of contractors?	X		In small companies it might be by word of mouth but in larger companies it a similar questionnaire to that used in this procedure should be described.
Is someone designated as the responsible person for assessing competency of contractors before their starting work?	X		Self-evident
Is the submission included with the application completed thoroughly with a fair or reasonable assessment?	X		This is open to interpretation. However, the assessor should try to identify any failings in the organisation or arrangements.

Comments:

Example of contractor assessment form submitted. Sub contractor monitoring procedure submitted.

Good standard.

Result: **Compliant** or Non Compliant

12. PORTABLE ELECTRICAL SAFETY

Is someone named as responsible for the inspection and testing regime for all portable electrical equipment?	X		Self-evident
Does the inspection and testing regime cover the three main areas of maintenance?	X		This should include visual inspection before use, formal visual inspect and testing.
Is there clear guidance about what the daily user inspections consist of and when they should be conducted, especially where hand tools are concerned?	X		This relates to the use of 110v equipment too.
Is there guidance to employees about what equipment constitutes portable electrical equipment?	X		This should cover sites, offices and workshops.

Comments:

Electrical safety including portable electrical equipment procedures submitted as evidence. Pat test register submitted as evidence.

Result: **Compliant** or Non Compliant

13. WORK EQUIPMENT

Is someone named as being responsible for ensuring that all work equipment is properly maintained?	X		Self-evident
Are there clear instructions about the use of work equipment, which requires special training before use?	X		For example when using specialist equipment including abrasive wheels.
Is someone named as being responsible for ensuring that workers are trained in the use of work equipment?	X		Self-evident
Do arrangements exist for ensuring that relevant work equipment that is borrowed or hired-in is accompanied by all appropriate inspection and maintenance records.	X		Simple instruction to this effect nominating the responsibility to an individual(s)

Comments:

Maintenance, servicing and inspection regimes covered in documents submitted as evidence..

A wide range of inspection and maintenance records submitted for plant.

Good standards.

Result: **Compliant** or Non Compliant

14. FIRE PRECAUTIONS

Are satisfactory arrangements described for action to be taken in the event of fire or an emergency?		X	This may be actual arrangements described in the policy or to providing notices in the workplace.
Do the arrangements cover all the areas of work?		X	This should include offices and workshops.
Is someone named as being responsible for ensuring the arrangements are in place and are tested?		X	Self-evident
Is the fire risk assessment "suitable and sufficient"?		X	There should be a completed fire risk assessment. It would be expected to follow the hierarchy of control and need to show how the risk of fire is eliminated or reduced.
Is it clear there is a person competent in fire issues?	X		Self-evident
Is there evidence of a management system such as instructions to employees, training, evacuation procedures, or fire prevention advice?		X	Self-evident
The assessment should identify all sources of ignition related to the work and how the hierarchy of control has been applied.		X	Self-evident
Where relevant has the issue of lone workers been considered such as those in ceiling voids or confined spaces?		X	Self-evident
<p>Comments: Fire procedures included in H&S policy and submitted as evidence. Detailed and well prepared fire risk assessments submitted for office premises. Fire Action Procedure document as evidence. Good standard. Result: Compliant or Non-Compliant</p>			

OVERALL ASSESSMENT RESULT:

Acceptable	Yes	Further Information Needed	None required.
<p>Comments: This is a very well prepared and comprehensive application. The broad range of submitted information and well produced H&S policies, procedures and manual complies with the CHAS standards. It is clear Health and Safety is a well managed discipline within Malkin Construction. There are no areas of your arrangements or this application that require further comment.</p>			