

Guidance Notes - FPDC Contractor Membership Renewal Form 2008

1. INSURANCE

1.1 Some insurance is required by law, however additional insurance is advisable.

Business insurance falls roughly into three areas; liabilities, property and buildings, and business assets and equipment.

Employers Liability (EL)

Once one employee is taken on it is a legal requirement that a company takes out Employers Liability Insurance to the prescribed legal minimum of £10m, against bodily injury, illness or disease sustained in the course of employment.

Public Liability

There is a legal liability to pay damages consequent upon bodily injury, illness or disease contracted by any other person, other than employees, or loss of or damage to their property caused by the insured. FPDC requests a minimum of £2m limit of indemnity for a micro company (defined as a company with fewer than 250 workers) however recommends cover of £5m.

Further Advice:

Recommendations for industry specialist brokers available from FPDC

2. HEALTH AND SAFETY

2.1 Health & Safety Policy Statement and Organisation

There is a legal requirement for company's employing five 'employees' or more to have in place a Health and Safety Policy.

FPDC members are required to have an up to date Statement and Policy signed by the Managing Director or equivalent. The Policy should also refer to how the document is reviewed on a regular basis and should be relevant for the nature and scale of work the company undertakes.

The Policy should also cover the organisation of health and safety within the company and responsibility for managing health and safety at all levels should be clearly laid out. Reference should be made to how the company will discharge duties under the Construction (Design and Management) Regulations 2007.

Further Advice:

- a) *Guidance note on producing a company Health and Safety Policy available from FPDC*
- b) *CDM 2007 available from HSE and advice about the new regulations available from FPDC*
- c) *Information about ongoing CPD covering CDM 2007 available to members*

2.2 Competent Advisor

FPDC members are able to access unlimited health and safety advisory support as part of their membership service however FPDC does not provide a competent advisor as defined by the HSE Approved Code of Practice & Guidance L21 Management of Health and Safety at Work Regulations 1999 – Reg 7 Health & Safety Assistance.

Whilst a legal requirement to appoint a competent advisor there is no minimum qualification stipulated, just guidance on what constitutes competence. However, it is a requirement of FPDC membership for contractor members to have a competent advisor appointed, preferably in-house, who holds a NEBOSH Certificate (or equivalent) as a minimum qualification.

Further Advice:

Guidance and advice about qualifications for competent advisors is available from FPDC.

2.3 Risk Assessments

It is a FPDC requirement to have a procedure in place for carrying out risk assessments and implementing method statements. It is good practice to have any documentation translated into the home language of workers on site, if their comprehension of English is not satisfactory.

Further Advice:

Guidance and model risk assessments and method statements available to members from FPDC.

2.4 Monitoring, Audit and Review

It is a FPDC requirement to have procedures in place for reviewing all health and safety duties and responsibilities to ensure that documentation is kept relevant and up to date.

2.5 Welfare Provision

There should be a minimum welfare provision available for construction workers on both fixed and transient sites. There should be adequate toilet and washing facilities and provision for warming up and eating food, and storage of clothes.

Whilst those that have overall control of the site, i.e. main contractor, are ultimately responsible, as an employer you still have a duty of care and should therefore request that your workers be provided with suitable facilities.

Further Advice:

Construction Industry Guidance notes available from HSE www.hse.gov.uk

2.6 Sub Contracting Procedures

As part of the requirement to have good standards of Health and Safety, it is necessary to have arrangements in place for monitoring performance of sub contractors appointed, i.e. operatives under your control.

2.7 Accident Reporting and Enforcement Action

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR); employers, for the self-employed and all those in control of premises it is a legal requirement to report specified workplace incidents, work related deaths, major injuries, over three day injuries, work related diseases, dangerous occurrences (near miss accidents). Incidents are reported to the Health and Safety Executive Incident Contact Centre by the quickest means possible.

In addition FPDC asks Contractor Members to keep records of all RIDDOR 'reportables' over the last three consecutive years and submit an annual accident return.

Any enforcement action taken against the company within the last five years, and any remedial action taken, should also be recorded.

Further Advice:

Guidance and advice available about RIDDOR and what to do in the case of an incident available from FPDC.

3.0 TRAINING

3.1 Training and Information

It is an FPDC requirement for Contractor Members to have in place a company training plan, which will enable a company to achieve a skilled and safe workforce.

The training plan should include:

- a) Details of current workforce including any labour only sub contractors
- b) Details regarding qualifications and certificates held by workforce
- c) Identified training needs of workforce
- d) Record keeping of ongoing training delivered, as well as workforce development and achievement

The company may wish to formalise their training plan and submit to CITB ConstructionSkills, which on approval could attract grant funding (current grant rules apply), however this is not a requirement of membership.

Further Advice:

Toolkit available from FPDC for producing a in house company training plan.

3.2 Worker Qualification and Experience

To ensure workers engaged have sufficient skills and understanding to conduct their work competently, FPDC asks Contractor Members to commit to working towards appropriate qualifications and experience for assigned tasks. In the case of apprentices that may require additional competent supervision.

This could mean a company committing its workforce to acquiring CSCS skilled worker cards and/or Vocational Qualifications VQ's.

Further Advice:

A full company training 'health' check is available from FPDC, giving advice regarding suitable CSCS cards, qualifications and financial support available, in addition to your local ConstructionSkills area office.

4.0 ENVIRONMENTAL

4.1 Sustainability and Organisation

FPDC members are required to have an up to date Statement and Policy signed by the Managing Director or equivalent. The Policy should also refer to how the document is reviewed on a regular basis and should be relevant for the nature and scale of work the company undertakes. The Policy should set out the company's commitment to environmental sustainability and waste management.

Further Advice:

- a) *Guidance note on producing a company Environmental Policy available from FPDC.*

4.2 Monitoring, Audit and Review

FPDC members are required to consider putting systems in place for monitoring their plasterboard waste reclaimed from site, with a long term view of reducing the waste produced and maximising waste material recycled.

5.0 TECHNICAL

5.1 Monitoring, Audit and Review

FPDC members are required to have a system in place for monitoring and controlling the quality of the workmanship.

FPDC members are also required to have a knowledge of and access to the relevant industry standard guidance documentation for their craft.

Further Advice:

Information on the current standards and guidance documents is available from the FPDC.

Access to third party inspection of workmanship is available through the FPDC