



## ESSA Accreditation Guidance Notes

### What is ESSA Accreditation?

ESSA Accredited is a voluntary scheme open to all ESSA members, construction and non-construction businesses. In order to cater for different types of business, the accreditation process has been designed so that you can add notes and justifications for any sections you **come across that aren't applicable to your business**.

Achieving ESSA accreditation is a great way to enhance your business reputation within the Industry and to stand out from the crowd by joining the UK's first Event and Exhibition Industry health and safety scheme.

The scheme adopts the principles of SSIP(Safety Schemes in Procurement) member scheme such as CHAS, Safemark and Greenlight etc.

**By obtaining the badge of "ESSA Accredited" your company will be proudly able to say that you are meeting the requirements of assessing competence under the Construction Design Management Regulations 2015 – something that all Organisers and Exhibitors need to be looking for, and will be more and more.**

### What does the ESSA Accreditation assess?

The ESSA Accreditation assesses:

- Your Health and Safety Policy Statement
- Your Organisation of Health and Safety
- Your Health and Safety Arrangements (whether in your Policy or stand-alone)

The ESSA Accreditation has 2 distinct sections, Business, and Health and Safety (H&S).

The Business section will ask for information relating to your:

- Business Details
- Business Premises
- Business Category Application
- Person ultimately responsible for Health and Safety
- Assessment Process Contact
- Employer Liability Insurance
- Public Liability insurance
- Professional Indemnity Insurance
- Product Liability Insurance
- Trade Association & Professional Body Membership
- Health and Safety Notices and Prosecutions
- Fire Notices and Prosecutions

Remember! Justifications can be provided if a section is not relevant to your business activities





The H&S section looks at your Policy and or arrangements, covering the following areas:

- Health and Safety Policy
- Competent Corporate Health and Safety Advice
- Competent Construction Health and Safety Advice (*Construction only*)
- Competent Construction Health and Safety Device Declaration (*Construction only*)
- Risk Assessment
- Safe Systems Of Work
- Health Surveillance
- Accidents, Investigation and Reporting
- Asbestos
- Hazardous Substances and COSHH
- Electricity
- Portable Electrical Equipment
- Work Equipment
- Manual Handling
- Work at Height
- First Aid
- Fire and Emergencies
- Health and Safety Training
- Subcontractors
- Consultation with Employees
- Monitoring, Auditing and Reviewing
- Welfare Provision
- External Cooperation and Coordination
- Construction, Design and Management (CDM) & Construction Phase Plan (*Construction only*)
- Construction Health and Safety Training (*Construction only*)
- Construction, Design and Management (CDM) Fire Safety Plan (*Construction only*)

### Preparing your paperwork

The first step to gaining ESSA accreditation is getting all the correct paperwork in place. You may well already have good control of your health and safety and have procedures in place but if these are not written down then they cannot be assessed.

**If your company employs less than 5 employees you don't have a legal obligation to write things down** but in order to be assessed you will need to provide written records. Either way, it is best practice to keep a record, to show you are complying with regulations.

The ESSA Accredited application process requires your paperwork and evidence to be current i.e. within the last year (there are a few exceptions). Any forms or evidence provided must be **fully completed, templates aren't acceptable for an initial application** (For GDPR reasons it is acceptable to obscure personal information).

In many sections you are required to upload certificates, paperwork and other types of evidence. Paperwork you may need to gather together is highlighted throughout this document in *Purple*.

Remember! Justifications can be provided if a section is not relevant to your business activities





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## Business Section Guidance Notes

The Business section of the accreditation is pretty straight forward, the information obtained in this section allows the assessor to better understand your business set up and assess you appropriately.

Please bear in mind that within each section of the application there is an option to add notes. If for any reason a section does not apply to your business or you cannot upload evidence please make sure that you provide a justification within the notes section otherwise that section will come back as a shortfall. (For example you may not have Product Liability insurance **because you don't** sell any products)

Each section is covered in more detail below:

### Business Details

This section is quite straight forward and asks for...

- Business Name
- Business Trading Name
- Companies House Registration Number
- Registered Address (and Trading address if different)
- Business contact and website details
- VAT, UTR and NI Number (if a sole trader)
- How many full time and part time employees you employ
- How many subcontracting companies used

### Business Premises

This section ascertains if your business is run from one or more locations, is a commercial/ business premises or a domestic residence and where responsibilities lie (if you share responsibilities with a landlord for example.)

It is important these details are correct as Health and Safety (H&S) Regulations and Fire regulations do not apply to a business run from a single domestic residence. However, there are some requirements when a business operating from a domestic residence permits 3rd parties (e.g. clients and members of the public) or when a business allows employees to work from home using equipment provided by the employer (e.g. Display Screen Equipment).





## Business Category Application

This is where you select *Construction/ Construction related* or *Non-construction related* for your business category. It may not be immediately obvious which category you should come under, you could be surprised.

### **The Construction Design Management (CDM) Regulations 2015 define construction as...**

“construction work” means the carrying out of any building, civil engineering or engineering construction work and includes—

- (a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- (b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- (c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- (d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- (e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

For more information regarding CDM please see the following links:

Legislation: <http://www.legislation.gov.uk/ukxi/2015/51/contents>

ESSA CDM Resources: <https://www.essa.uk.com/resources/cdm-resources>

HSE: <https://www.hse.gov.uk/entertainment/cdm-2015/index.htm>

HSE: <https://www.hse.gov.uk/entertainment/cdm-2015/cdm-role-allocation/exhibitions-trade-fairs.htm>

The rest of this section asks you what work categories your business is involved in and where in the world you work.

## Person ultimately responsible for Health and Safety

This would be the employee in the business who holds ultimate responsibility for Health and Safety e.g. Managing Director

Remember! Justifications can be provided if a section is not relevant to your business activities







### Assessment Process Contact

This is asking for the employee contact during the assessment process. This is the person who is aware of the information and evidence provided for your assessment.

### Employer Compulsory Liability Insurance

If your business has employees, you must have Employers Liability (EL) insurance as soon as you become an employer. Your policy must cover you for at least £5 million and come from an authorised insurer.

You will need to upload:

- *Employers Liability Insurance certificate.*

For more information regarding Employers Liability please see the following links:

HSE Brief guide to Employers Liability <https://www.hse.gov.uk/pubns/hse40.htm>

### Public Liability Insurance

If your **business comes into contact with members of the public, it's likely you'll decide you need public liability insurance.** It can cover your business if it's sued for injury or damage.

Some insurers do not provide a certificate for all categories of insurance (e.g. Public Liability), so you may need to provide other suitable evidence such as your insurance policy schedule.

You may need to upload

- *Public Liability Insurance details (Certificate or schedule)*

### Professional Indemnity Insurance

Professional indemnity insurance is an important type of business insurance, especially for businesses that give advice or provide a professional service to clients. It can cover compensation claims if a business is sued by a client for making a mistake that leads to financial loss.

If you have Professional Indemnity Insurance this is where you need to put your details. If you **don't** have it then you will need to provide a justification in the notes section.

You may need to upload:

- *Professional Indemnity Insurance details (Certificate or schedule)*

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### Product Liability Insurance

Product liability insurance is a type of business insurance that can cover the cost of compensation claims if someone is injured or their property is damaged by a product that you've sold.

**If you have Product Liability Insurance this is where you need to put your details. If you don't have it then you will need to provide a justification in the notes section.**

You may need to upload:

- *Product Liability Insurance details (Certificate or schedule)*

### Trade Association and Professional Body Membership

This section asks you to list any Trade Associations Professional Bodies that you belong to.

### Notices and Prosecutions – Health and Safety

This section asks you if anything has been served, or is about to be served, on your company in the last five years by the Health and Safety Executive (HSE) and/or Local Authority.

A prosecution or notice will not debar your business from registration with ESSA Accredited, but failure to declare one will (for a minimum period of 3 months at the point of being notified by ESSA Accredited of its findings.)

In the event of a prosecution or notice post accreditation date and prior to the anniversary of your next submission, it is your responsibility to notify ESSA of this in writing in the first instance. Not doing so may debar you from being able to re-apply on the anniversary of your ESSA Accreditation or lead to the removal of your ESSA Accredited status pending ESSAs own internal investigation.

Your ESSA membership is not affected by any or all of the above unless said prosecution or notice is in direct contravention of ESSAs own membership Code of Conduct and or Quality Charter.

You may need to upload:

- *Evidence to demonstrate how any notices have been dealt with*

### Notices and Prosecutions – Fire

This section asks you if anything has been served, or is about to be served, on your company in the last five years by the Fire & Rescue Service (FRS).

A prosecution or notice will not debar your business from registration with ESSA Accredited, but failure to declare one will (for a minimum period of 3 months at the point of being notified by ESSA Accredited of its findings.)

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In the event of a prosecution or notice post accreditation date and prior to the anniversary of your next submission, it is your responsibility to notify ESSA of this in writing in the first instance. Not doing so may debar you from being able to re-apply on the anniversary of your ESSA Accreditation or lead to the removal of your ESSA Accredited status pending ESSAs own internal investigation.

Your ESSA membership is not affected by any or all of the above unless said prosecution or notice is in direct contravention of ESSAs own membership Code of Conduct and or Quality Charter.

You may need to upload:

- *Evidence to demonstrate how any notices have been dealt with*

***Once you've filled out the above, it's on to the Health and Safety Section...***





## Health and Safety Section

### Health and Safety Policy

For this section you will need to upload:

- *A complete copy of your written policy (signed and dated.)*

The Health and Safety Policy is the backbone of your application. It establishes your approach to health and safety matters, affirms your commitment to preventing harm, and helps to promote safe working practices. It also provides useful direction for managers and staff and serves to get everyone within your organisation working towards the same goal of a healthy and accident-free workplace.

As well as creating and recording a H&S Policy, **employers have a duty to...**

- Bring the policy to the attention of all employees.
- Ensure that the policy is reviewed whenever appropriate and ensure that every revision is brought to the attention of employees.

The ESSA Accreditation would look to see evidence of this review and ideally a review or change history section would be included within your policy document.

HSE Guidance states that your Policy should cover three areas:

#### Part 1: Statement of intent

State your general policy on health and safety at work, including your commitment to managing health and safety and your aims. As the employer or most senior person in the company, you should sign it and review it regularly.

#### Part 2: Responsibilities for health and safety

List the names, positions and roles of the people in your business who have specific responsibility for health and safety.

#### Part 3: Arrangements for health and safety

Give details of the practical arrangements you have in place, showing how you will achieve your health and safety policy aims. This could include, for example, doing a risk assessment, training employees and using safety signs or equipment.

### Statement of intent

A statement of intent tends to be about a page long and is to demonstrate commitment from the top of the company that health and safety management is taken seriously. The statement needs to be signed, dated and less than a year old.

The following types of commitments should be considered for inclusion in this section:

- To comply with the Health & Safety at Work etc. Act 1974 and other health and safety legislation.
- To ensuring the health, safety and wellbeing of employees and others.
- To seek the full cooperation and support of employees.
- To providing and maintaining safe premises, plant and equipment.

Remember! Justifications can be provided if a section is not relevant to your business activities





- To providing sufficient resources for Health and Safety e.g. Advice, money, and training.
- To reporting and investigating all accidents, incidents and near misses.
- To reviewing the and developing the policy at least annually.

The statement of intent should also identify, and be signed by, the person who is ultimately responsible for Health and Safety of the company.

For more information regarding the statement of intent see the following links:

Legislation: <http://www.legislation.gov.uk/ukpga/1974/37/section/2>

HSE guidance: <https://www.hse.gov.uk/simple-health-safety/policy/how-to-write-your-policy.htm>

### Organisation and Responsibilities

The responsibility section sets out who is responsible for specific actions. It lays out the management structure of your company and outlines the Health and Safety responsibilities for each position.

This section needs to be appropriate to the size of your company and should accurately reflect how your business is structured. In small businesses, it may be that one person takes the responsibility for coordinating health and safety, in bigger companies these responsibilities could be shared among several job roles.

Whenever possible, key individuals (or their job titles) should be named and their responsibilities defined.

The ESSA Accreditation would look to see that there are clear roles and responsibilities outlined for each section within the application, if they are relevant to your business.

### Arrangements for Health and Safety

The last section of your policy identifies the practical arrangements that you have in place for achieving your health and safety policy aims. This will no doubt be the largest section of your Health and Safety policy.

The arrangements section give information to your employees about how you manage each aspect of your work activities.

Each section should have its own heading e.g. Risk Assessment, Safe Systems of Work, Health Surveillance. Under each heading you should state what you do to manage that particular area of your business. This would include, who, or the position within the company, is responsible for making sure that it takes place.

The arrangements will vary dependent on the type of work that you generally undertake but it is important that all areas of your work are covered.

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If at any point in the ESSA Accreditation Application a section is not relevant to your business and therefore not included in your arrangements it is important that you include a justification in the notes or that section will be returned as a shortfall.

### Competent Corporate H&S Advice

Regulation 7 of the Management of Health and Safety at Work (MHSW) regulations 1999 requires all employers to appoint someone competent to help you as an employer meet your health and safety duties.

The ESSA Accreditation would expect to see either in your policy responsibilities section, or “**H&S Advice**” (or similar) arrangements section who you have appointed as your competent person.

You will need to upload proof of your appointed persons competency:

- *Appointed H&S Employee CV or H&S Certificates*

And or

- *External Consultant CV or H&S Certificates*
- *Example of an External H&S Consultant providing advice (or confirmation)*

For more information regarding competent corporate H&S advice see the following links:

MHSW Legislation: <http://www.legislation.gov.uk/uksi/1999/3242/regulation/7/made>

HSE Website: <https://www.hse.gov.uk/business/competent-advice.htm>

HSE Guidance (Page 11): <https://www.hse.gov.uk/pubns/books/hsg65.htm>

### Competent Construction H&S Advice (Construction related companies only)

In addition to having access to corporate H&S advice, ESSA Accredited expect you to have access to a person(s) who are able to provide competent construction related H&S advice. This advice can come from an internal, external source or a mixture of both and can be the same person providing the corporate H&S advice.

The key is the person(s) have appropriate qualifications, knowledge, training and experience to provide competent advice relating to construction health and safety issues.

If this person is different to the person providing your corporate H&S advice you will need to upload their documents to this section e.g. *CV or H&S Certificates*

### Competent Construction H&S Advice Declaration (Construction related companies only)

For some small businesses, having access to qualified competent construction H&S advice could be unaffordable and unnecessary at this point. Therefore, it is reasonable to accept a self-declaration from you confirming that you will arrange for competent construction H&S advice to be in place before you start work.

Advice could be available to you through a specific written agreement (e.g. with the Principal Contractor), but you may be requested to provide evidence of the agreement.

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## Risk Assessment

This section covers how risk assessments are managed within your business.

ESSA Accreditation would look for an arrangement section in your policy (or stand-alone arrangement) that explains your company processes when it comes to risk assessment.

This section could include:

- Who is responsible for undertaking and reviewing risk assessments
- An explanation of your risk assessment process and what this then leads to e.g. do you use a risk rating system? Are Safe Systems of Work developed to reduce any residual risk further?
- That risk assessments are made available to all staff (and other interested parties?) and how
- Who staff report to if an assessment needs updating
- The reviewing process of risk assessments

You will need to upload:

- *Business premises risk assessments*
- *Site activity/ Show risk assessments*

(Please note that you can upload more than one file by “ctrl clicking” several files when uploading.)

The ESSA Accreditation would look to see that any risk assessments provided are fully completed, undertaken by a competent person and are less than a year old. Generic risk assessments **will not be permitted so make sure that they are “site-specific”**.

Things to consider when undertaking your risk assessments could be:

- That all foreseeable risks are identified
- That risk assessments distinguish between “Hazard” and “Risk” i.e. what is the hazardous activity and then how could somebody be harmed.
- That risk assessments cover routine, non-routine and emergency procedures (if not covered in stand-alone emergency procedure documents)
- That risk assessments have consideration for everyone who could be harmed
- That if relevant, risk assessments consider material or environmental damage as well as harm to people
- That there a suitable and sufficient amount of current control measures to justify you **have reduced the risk to ‘As Low As Reasonably Practicable’**
- If PPE is mentioned in the risk assessment that specific pieces equipment are referred to for each hazard, as well as consideration for storage, maintenance and training.
- That if applicable, there is an action plan following the assessment

For further information regarding risk assessments see the following links:

Legislation: Reg 3 & 8, MHSW Regs: <http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

HSE Website: <https://www.hse.gov.uk/risk/controlling-risks.htm>

HSE a brief guide to risk assessment: <https://www.hse.gov.uk/pubns/indg163.pdf>

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## Safe Systems Of Work

This section covers how Safe Systems of Work (SSOW) are managed within your business.

Regulation 2(2)(a) of the Health and Safety at Work etc. Act states...

(2) Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular—

- (a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- (b)

The ESSA Accreditation would look for an arrangement section in your policy (or stand-alone arrangement) that explains your company processes when it comes to Safe Systems of Work e.g. who is responsible for undertaking and reviewing them and how they are communicated to or shared with employees.

You may need to upload:

- *Business premises safe systems of work (safe operating procedures) examples.*
- *Site activity safe system of work (safe method statement) examples.*

*Please note that 'Generic' SSOW's and evidence more than a year old is not acceptable.*

Safe Systems Of Work are formal procedures that should be comprehensive written procedures according to which work must be carried out. Safe systems of work are required where hazards cannot be eliminated, and some risk still exists. (Residual Risk.)

For some further information on method statements see the links below:

HSE Operating procedures: <https://www.hse.gov.uk/comah/sragtech/techmeasoperatio.htm>

IOSH Magazine Method Statement: <https://www.ioshmagazine.com/article/m-method-statement>

HSE method statement for working at height:  
<https://www.hse.gov.uk/construction/safetytopics/assess.htm#meth>







## Health Surveillance

*“Health surveillance allows for early identification of ill health and helps identify any corrective action needed. Health surveillance may be required by law if your employees are exposed to noise or vibration, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air. If there is still a risk to health after the implementation of all reasonable precautions, you may need to put a health surveillance programme in place”*

The ESSA Accreditation would look for an arrangement section in your policy (or stand-alone arrangement) that explains your companies processes when it comes to Health Surveillance.

Depending on the work activities that your company is involved in it could be expected that your arrangements show:

- That work activities have been assessed, health surveillance has been considered, and health surveillance is put in place if deemed necessary
- Who is responsible to ensure health surveillance is conducted annually

Some Health surveillance specifics are:

- General Health Screening (Regulation 6 of the Management of Health and Safety at Work Regulations 1999 - As Amended).  
<http://www.legislation.gov.uk/uksi/1999/3242/regulation/6/made>
- Skin e.g. Dermatitis (Regulation 11 of the Control of Substances Hazardous to Health Regulations 2002 - As Amended)  
<http://www.legislation.gov.uk/uksi/2002/2677/regulation/11/made>
- Noise (Regulation 9 of the Noise at Work Regulations 2005)  
<http://www.legislation.gov.uk/uksi/2005/1643/regulation/9/made>
- Respiratory (Regulation 11 of the Control of Substances Hazardous to Health Regulations 2002 - As Amended)  
<http://www.legislation.gov.uk/uksi/2002/2677/regulation/11/made>
- Vibration (Regulation 7 of the Vibration at Work Regulations 2005)  
<http://www.legislation.gov.uk/uksi/2005/1093/regulation/7/made>
- Asbestos (Regulation 22 of the Control of Asbestos Regulations 2012)  
<http://www.legislation.gov.uk/uksi/2012/632/regulation/22/made>
- Lead (Regulation 10 of the Control of Lead at Work Regulations 2002)  
<http://www.legislation.gov.uk/uksi/2002/2676/regulation/10/made>
- Musculoskeletal (Regulation 6 of the Management of Health and Safety at Work Regulations 1999 - As Amended)  
<http://www.legislation.gov.uk/uksi/1999/3242/regulation/6/made>
- Display Screen Equipment (Regulation 6 of the Management of Health and Safety at Work Regulations 1999 - As Amended)  
<http://www.legislation.gov.uk/uksi/1999/3242/regulation/6/made>

You may need to upload:

- *Evidence of any employee health surveillance relevant to work activities*

Note: Evidence of this could include health records for individuals, questionnaires or medical examinations

[For more information on Health Surveillance see the link below:](#)

[HSE Health surveillance: https://www.hse.gov.uk/health-surveillance/index.htm](https://www.hse.gov.uk/health-surveillance/index.htm)

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## Accidents, Investigation and Reporting

*"It is always good practice to record an accident however small. Information on accidents, incidents and ill health can be used as an aid to risk assessment, helping to develop solutions to potential risks. Records also help to prevent injuries and ill health, and control costs from accidental loss"*

This section looks in to how your business manages the investigation and reporting of accidents.

For this section you are asked to provide your accident/ incident statistics over the last 3 years (near misses, over 3 days, non-reportable, RIDDOR etc).

The ESSA Accreditation would look for an arrangement section in your policy (or stand-alone arrangement) that explains your companies processes on accident reporting and investigation. It would be expected that clear roles and responsibilities are defined and could also include stating:

- That all accidents, incidents and near misses are reported and investigated, when and by whom.
- That the aim of the investigation will be to seek to answer the following questions:
  - What caused the accident?
  - Who was involved?
  - When did it occur?
  - Why did it occur?
  - How could it have been prevented?
  - How can a recurrence be prevented?
- That the Company intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Who is responsible to ensure relevant accidents and incidents are RIDDOR reported to the HSE via:
  - The web at <http://www.hse.gov.uk/riddor/report.htm>
  - Telephone 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

You will need to upload:

- *Any Accident and/or incident evidence (accident book record)*
- *Any Near miss reports*
- *Any Evidence of incident reporting to comply with RIDDOR*

Note: Where necessary, it is acceptable to obscure personal information, but fully completed evidence must be provided. Templates are not acceptable for an initial application.

For more information on Accidents, Investigation, and Reporting **see the links below...**

HSE accidents and incidents: <https://www.hse.gov.uk/managing/delivering/check/investigating-accidents-incident.htm>

HSE investigating accidents and incidents work book: <https://www.hse.gov.uk/pubns/books/hsg245.htm>

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## Asbestos

This section looks to see how your company fulfils its duties regarding Asbestos.

*Regulation 4(3) of The Control of Asbestos Regulations 2012 states...*

*4.(3) In order to manage the risk from asbestos in non-domestic premises, the duty holder must ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or is liable to be present in the premises.*

The ESSA Accreditation would look for an arrangement section in your policy (or stand-alone arrangement) that explains your companies process for managing asbestos. Depending on your company premises and business activities these arrangements could include:

- Who is responsible within the company for managing asbestos
- Consideration for business premises and on-site activities
- That there are clear instructions for employees as to what they must do if they discover or suspect asbestos whilst at work.
- Arrangements for suitable Asbestos training

If you have a commercial/ business premises you will need to upload:

- *Asbestos survey for company premises*
- *Asbestos management plan for company premises*

Note: A justification for not providing this could be that your landlord is responsible or you work from a domestic residence – evidence of such would be expected

If your on-site or business activities involve working with asbestos you may need to upload evidence of:

- *Asbestos awareness training*
- *Signed and dated toolbox talks*
- *Non-licensed asbestos training*
- *Licensed asbestos training*

The ESSA Accreditation would also look to see that Asbestos is included in the appropriate risk assessments if applicable.

For more information regarding managing asbestos see the links below...

Legislation: <http://www.legislation.gov.uk/ukxi/2012/632/contents/made>

ACOP: <https://www.hse.gov.uk/pubns/books/l143.htm>

HSE website section asbestos: <https://www.hse.gov.uk/asbestos/>

HSE managing asbestos tool: <https://www.hse.gov.uk/Asbestos/managing/intro.htm>

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## Hazardous Substances and COSHH

This section of the accreditation looks to determine how your company manages its duties under The Control of Substances Hazardous to Health Regulations 2002 (COSHH).

*COSHH covers substances that are hazardous to health. Substances can take many forms and include:*

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and biological agents (germs). If the packaging has any of the hazard symbols then it is classed as a hazardous substance.
- germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories.

The ESSA Accreditation would look for an arrangement section in your policy (or stand-alone arrangement) that explains your companies process for managing hazardous substances. This could include stating:

- What hazardous substances are and that there are clear instructions to employees that hazardous substances must have an assessment before use
- Who in the company is responsible for ensuring all Hazardous Substances are identified and are recorded on the Hazardous Substance Inventory.
- That material safety data sheets (MSDS) are requested for all hazardous substances from the supplier
- **That appropriate assessments are made and who's responsibility this is (In line with the COSHH regulations, specifically regulation 6)**
- How assessments or their findings are communicated to those who use hazardous substances prior to their use
- What is in place to help manage the risks involved e.g. respirators, Local Exhaust Ventilation, masks, spray rooms etc
- 

You may need to upload:

- *Hazardous substance inventory*
- *COSHH Assessment examples (both business and on-site as necessary)*
- *MSDS examples (matching the assessment examples)*
- *LEV log book covering evidence of regular maintenance and inspection*
- *Face fit testing evidence if Respiratory Protective Equipment is used*
- *COSHH training evidence/ signed and dated toolbox talks*

For more information regarding COSHH see the links below:

HSE COSHH Basics: <https://www.hse.gov.uk/coshh/>

Legislation: <http://www.legislation.gov.uk/ukSI/2002/2677/contents/made>

COSHH ACOPS and Guidance: <https://www.hse.gov.uk/pubns/priced/I5.pdf>

Remember! Justifications can be provided if a section is not relevant to your business activities





## Electricity

The ESSA Accreditation would look for an arrangement section in your policy (or stand-alone arrangement) that explains your companies process for managing electricity in your business.

Depending on your business set-up this could involve anything from fixed wire electrical inspections, emergency lighting, on-site testing and handovers, and high voltage work.

It would be expected that these arrangements identify the roles responsible for ensuring that all electrical systems are inspected, maintained and tested at business premises and on-site if necessary.

You may have to upload:

- *Fixed electrical installation inspection certificate*
- *Monthly emergency lighting inspections and tests records*
- *Annual emergency lighting inspections and tests records*
- *Evidence of site-based fixed electrical installation inspections and tests*
- *High voltage training certificates*

Note: The fixed electrical inspection must be done every 3 to 5 years, but not exceeding 5 years. All testing must be done by a competent person. Other evidence could include Handover certificates or test sheets

For more information regarding Electricity at work see the links below:

Legislation: <http://www.legislation.gov.uk/ukxi/1989/635/contents/made>

HSE Guidance: <https://www.hse.gov.uk/pUbns/priced/hsr25.pdf>

E-Guide: [https://www.aev.org.uk/\\_media/eGuide/Sectional%20Downloads/Electrical-landTeGuide-August-2019-sub-section.pdf](https://www.aev.org.uk/_media/eGuide/Sectional%20Downloads/Electrical-landTeGuide-August-2019-sub-section.pdf)

BS7671 The IET Wiring Regulations: <https://electrical.theiet.org/bs-7671/>





## Portable Electrical Equipment

*“Portable electrical equipment generally includes equipment that has a lead (cable) and plug and which is normally moved around or can be easily moved from place to place. e.g. Kettles, fans, desk lamps, desktop computers, photocopiers, vacuum cleaners, battery chargers, etc.”*

Moveable and portable electrical equipment should be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

Formal inspection is usually referred to as Portable Appliance Tested (PAT).

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement) that explains how your business manages portable electrical equipment. This could include stating:

- What portable electrical equipment is
- Identification of who is responsible to ensure all portable electrical equipment is inspected and tested
- That all electrical equipment will be inspected and maintained according to the risk of the item becoming faulty.
- An explanation of the inspection and testing regime for portable electrical equipment
- Recognition of specific requirements **for construction equipment as per “HSG107 Maintaining portable electrical equipment”**

You will have to upload:

- *PAT testing records*
- *PAT testing certificate or electricians qualification*

For more information regarding PAT testing see the links below:

HSE HSG107 Maintaining portable electrical equipment <https://www.hse.gov.uk/pubns/priced/hsg107.pdf>

HSE PAT FAQ's: <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>







## Work Equipment

*“Work equipment includes virtually everything that you can think of, such as: computers, staple guns, photocopiers, ladders, hammers, knives, handsaws, drilling machines, lifting equipment, company vehicles (e.g. cars, vans, forklift trucks), etc.”*

Depending on whether you are a user, purchaser, installer, supplier, designer, exhibitor or regulator of work equipment, your legal responsibilities may differ. More information on this can be found in the links at the bottom of this page.

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement) that explains how work equipment is managed within your company. This could include stating:

- What work equipment is
- Identifying what work equipment your business uses (including hired equipment)
- That an assessment will be undertaken before new equipment is introduced to ascertain that it is suitable for its intended use.
- That all work equipment used at work will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.
- Who is responsible for ensuring all work equipment is inspected and tested.
- Details of testing and inspection regimes i.e. **based on manufacturer’s guidance and industry best practice.**
- Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.
- Who is responsible for ensuring all employees are trained to use work equipment.
- No employee will use work equipment for which they have not received specific training.
- No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.
- Clear instructions for employees about the use of certain work equipment that requires special training before use
- If any faults or damage are found on equipment, the user should stop work and report the fault to the correct person

You may need to upload:

- *Inspection certificates of work equipment*
- *Testing and maintenance records or work equipment*
- *Training certificates relating to work equipment*

Note: depending on your work activities this would include business and on-site equipment e.g. LEV, ladders, forklifts etc

For more information on Work Equipment see the links below:

Legislation: <http://www.legislation.gov.uk/uksi/1998/2306/contents/made>

ACOP: <https://www.hse.gov.uk/pUbns/priced/I22.pdf>

HSE Work Equipment page: <https://www.hse.gov.uk/work-equipment-machinery/>

Remember! Justifications can be provided if a section is not relevant to your business activities





## Manual Handling

*“Manual handling operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force and is one of the most hazardous activities undertaken in terms of frequency and difficulty.”*

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement) that explains how manual handling risks are managed within your company. This could include stating:

- What manual handling is e.g. is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.
- That the Company will try to avoid or mechanise manual handling operations where practicable by using mechanical means.
- Who in the company is responsible for ensuring that detailed manual handling assessments are conducted and reviewed
- That sufficient training will be given to staff
- That after assessment, any remaining risks will be controlled by:  
Reducing weights - Reducing the frequency - additional manpower - the provision of suitable equipment - appropriate persons are selected to carry out manual handling tasks i.e. training, age, physique etc.

You may need to upload:

- *Manual handling assessments for business activities*
- *Manual handling assessments for on-site activities*
- *Manual handling training certificates/ signed toolbox talks*

Note: manual Handling assessments should comply with Schedule 1 of the Manual Handling Operations Regulations 1992 (As Amended)

For more information on manual handling please see the links below:

Legislation: <http://www.legislation.gov.uk/ukxi/1992/2793/contents/made>

HSE manual handling web page: <https://www.hse.gov.uk/msd/manual-handling/index.htm>

HSE guidance: <https://www.hse.gov.uk/pubns/books/l23.htm>





## Work at height

*“With working at height comes risk. According to HSE statistics, working from height was the most frequent cause of fatal accidents to workers in 2017, accounting for 28% of the total. There were also 43,000 non-fatal accidents involving falls from height across all industries. Over 60% of deaths during work at height involve falls from ladders, scaffolds, working platforms and roof edges and through fragile roofs.”*

Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

Work at height relates to all heights (including activities at or below ground) where a person could fall a distance liable to cause personal injury if appropriate measures are not taken.

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that covers the work at height aspect of your business activities and how they are managed. This could include:

- Explaining that work at height means working in a place where a person could be injured by falling from it, even if it is at or below ground level.
- Stating an objective to avoid work at height wherever possible
- Stating what work at height activities your business undertakes
- Detailing all of the work at height equipment relevant to your work activities e.g. ladders, scaffold towers, cherry pickers, scissor lifts, MEWPS etc

You may need to upload:

- *Risk assessments and Safe Systems of Work that cover work at height*
- *Work at height equipment inspection and testing records*
- *A Work at height rescue plan*
- *Work at height training evidence*

Note: The evidence provided could include recorded ladder checks, safety harness checks, PASMA, IPAF, and Ladder training

The ESSA Accreditation would look to see that any risk assessments or SSOW provided are fully completed, undertaken by a competent person and are less than a year old. **Generic risk assessments or SSOW will not be permitted so make sure that they are “site-specific”.** When uploading these documents make sure that you provide enough examples to cover all of the work at height equipment used.

For more information regarding working at height see the links below:

Legislation: <http://www.legislation.gov.uk/uksi/2005/735/contents/made>

HSE Work at height web page: <https://www.hse.gov.uk/work-at-height/the-law.htm>

HSE A brief guide to work at height: <https://www.hse.gov.uk/pubns/indg401.pdf>

Remember! Justifications can be provided if a section is not relevant to your business activities







## First Aid

*“The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.”*

As a minimum, a low-risk workplace such as a small office should have a first-aid box and a person appointed to take charge of first-aid arrangements, such as calling the emergency services if necessary. Employers must provide information about first-aid arrangements to their employees.

Workplaces where there are more significant health and safety risks are more likely to need a trained first-aider. A first-aid needs assessment will help employers decide what first aid arrangements are appropriate for their workplace.

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that covers how First Aid is managed in your company. This could include:

- Stating that adequate first aid provision will be made at every place of work occupied by the Company
- Recognition of the basic duty to ensure that there is a **minimum of an “Appointed Person”** always on duty whilst employees are at work.
- That a first aids needs assessment has been undertaken to determine required cover and facilities
- Identifying who is responsible to ensure the adequate provision of first aiders
- Identifying who is responsible to ensure the adequate provision of first aid equipment
- Identifying who is responsible to ensure first aid equipment is inspected and replenished
- Who the first aiders are and where their details can be found

You will need to upload:

- *First Aid needs assessment*
- *Evidence of first aid equipment inspection*
- *First Aid training certificates*
- *Evidence of suitable first aid signage*

Note: The evidence provided should include equipment at business premises, in vehicles and on-site if necessary

For more information on First Aid at Work please see the links below:

Legislation: <http://www.legislation.gov.uk/ukxi/1981/917/contents/made>

HSE Guidance: <https://www.hse.gov.uk/pubns/priced/174.pdf>

HSE First Aid web page: <https://www.hse.gov.uk/firstaid/>

HSE First Aid at work “Questions answered”: <https://www.hse.gov.uk/firstaid/>

Remember! Justifications can be provided if a section is not relevant to your business activities





## Fire and Emergencies

*“Employers (and/or building owners or occupiers) must carry out a fire safety risk assessment and keep it up to date. This shares the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or as a separate exercise.”*

*“Workplaces need a plan for emergencies that can have a wider impact. Special procedures are needed for emergencies such as serious injuries, explosion, flood, poisoning, electrocution, fire, release of radioactivity and chemical spills.”*

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that covers how Fire and Emergencies are managed within your company. This could include stating:

- That the company undertakes a fire risk assessment for all company premises and reviews them on an annual basis
- The employee duties of ensuring the risk of fire is kept to a minimum i.e. complying with a no-smoking policy
- Combustible materials are separated from sources of ignition and not allowed to build up
- The actions employees must take upon hearing the fire alarm
- Identifying who is responsible to ensure the adequate provision of fire marshals
- The procedures for and who is responsible to ensure evacuation arrangements and fire extinguishing media are in place, inspected and tested (e.g. fire drills, extinguisher servicing)
- Arrangements for fire and emergency when working away from business premises e.g. Hot works, ensuring staff are aware of a venues emergency procedures
- Consideration for any other emergencies that may be relevant to your business activities (i.e. flood, bomb threat, gas leak)

You will/may need to upload:

- *Fire Safety risk assessment for business premises*
- *On-site risk assessment containing consideration for fire and emergencies*
- *Evidence of weekly fire alarm tests*
- *Inspection report/ certificate of fire alarm system testing (6 monthly)*
- *Inspection report/ certificate of fire extinguishing media testing (extinguishers and blankets) (annual)*
- *Evidence of annual fire drills (including time to evacuate, # of people in attendance etc)*
- *Fire Marshal training certificates*
- *Fire Safety Awareness Training (Certificates or signed toolbox talks)*

For more information regarding fire safety and emergency procedures see the links below:

Legislation: <http://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

Fire Protection Associations Guidance: <https://www.thefpa.co.uk/fpa-utilities/download.html?fid=E18BF9E5-836C-4217-952FFEF245C9ADA9>

HSE Fire Safety web page: <https://www.hse.gov.uk/toolbox/fire.htm>

HSE Emergency Procedures web page: <https://www.hse.gov.uk/toolbox/managing/emergency.htm>

Remember! Justifications can be provided if a section is not relevant to your business activities





## Health and Safety Training

*“The Health and Safety at Work etc Act 1974 requires you to provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of your employees.*

*This is expanded by the Management of Health and Safety at Work Regulations 1999, which identify situations where health and safety training is particularly important, e.g. when people start work, on exposure to new or increased risks and where existing skills may have become rusty or need updating.”*

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that explains your companies processes for training. This could include:

- When and how training is provided for employees, this may include:
  - H&S Induction training for new employees
  - A change of or alteration of machinery
  - A change in an employees work activity or position within the company
- Specific training will be provided for:
  - Work with hazardous substances
  - Use of personal protective equipment (PPE)
  - Manual handling
  - Work at height
- All employees are given suitable training relevant to their job roles and responsibilities
- Who is responsible for producing a training management plan in order to keep track of employee training needs i.e. induction training, refresher training, specific work equipment training
- That all training records are formally recorded

You will need to upload:

- *H&S training certificates of Senior Management*
- *H&S training certificates for managers/supervisors*
- *H&S training certificates for employees*
- *Evidence of employee induction training*
- *A copy of your training management plan*

Note: Some of the evidence provided could include IOSH directing safely, IOSH Managing safely, certificates for Manual Handling, COSHH, Work at Height, First Aid, etc. and a training Spreadsheet/ Training Matrix

For more information on training see the links below:

Legislation: <http://www.legislation.gov.uk/ukxi/1999/3242/regulation/13/made>

Legislation: <http://www.legislation.gov.uk/ukpga/1974/37/section/2>

HSE training and information web page <https://www.hse.gov.uk/toolbox/managing/providing.htm>

HSE Guide to H&S training <https://www.hse.gov.uk/pubns/indg345.pdf>

Remember! Justifications can be provided if a section is not relevant to your business activities







## Subcontractors/ Subconsultants

*“A subcontractor is anyone a business employs to work for them who is not an employee and should go through a H&S competence assessment procedure.”*

*Contractors on all projects must:*

*check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them”*

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that explain how your company assesses the competence of their subcontractors or sub-consultants.

It would be expected that the arrangements sections identifies who in the company is responsible for assessing competence of sub-contractors or sub-consultants before they start work and how this is done.

You may need to upload:

- *A completed Subcontractor assessment questionnaire*
- *Sub consultant details*
- *Consultant contract of engagement*

Note: The subcontractor questionnaire provided needs to be fully completed and less than a year old. Other evidence could include CV, H&S Qualifications etc

This section also asks you to acknowledge that you have a due diligence to assess a subcontractors/subconsultants H&S competence prior to their appointment. This needs to be filled in by the appropriate employee.

For more information on subcontractors please see the links below:

Construction pre-qualification questionnaire [https://shop.bsigroup.com/upload/265505/PAS\\_91.pdf](https://shop.bsigroup.com/upload/265505/PAS_91.pdf)

HSE CDM Webpage: <https://www.hse.gov.uk/construction/cdm/2015/index.htm>

HSE CDM Regulation Guidance: <https://www.hse.gov.uk/pubns/priced/l153.pdf>





## Consultation with employees

*“Businesses are required to provide sufficient Health and Safety information to employees. Regardless of business size all businesses should involve all employees with health, safety and welfare issues. A small business may do this through informal talks or toolbox talks, but larger businesses should have H&S meetings (or possibly a committee) with recorded meeting minutes.”*

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that explains how your company consults with its employees in regard to health, safety and welfare issues. This could be through regular meeting, memos, or notice boards for example.

If your company hires any foreign workers then it would be expected that you have considered the potential challenges that this may bring i.e. a language barrier meaning translated pictorial signage or translated written notices provided.

The arrangement section could include:

- A clear declaration to provide necessary information, instruction, training and supervision to employees
- Stating that the company plans to meet their duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
- How consultation will take place (i.e. formal staff meeting, emails, toolbox talks etc)
- Who is responsible to ensure H&S meetings are arranged and/or relevant information is provided to employees.
- The communication and consultation with all employees will include the following aspects
  - The H&S Policy
  - Specific job or site rules
  - Plans for H&S training
  - Introduction of or alteration to work equipment, substances or technology
  - Changes in legislation and best practice

You will/may need to upload:

- *Evidence of employee consultation*
- *Evidence of consultation with foreign nationals if necessary*

Note: This evidence could include Safety meeting minutes, signed and dated toolbox talks, memo's, etc.

For more information regarding Consultation with employees see the links below:

Legislation: <http://www.legislation.gov.uk/ukxi/1996/1513/regulation/3/made>

HSE Consultation web page: <https://www.hse.gov.uk/involvement/>

A brief guide to the law: Consulting employees on health and safety: <https://www.hse.gov.uk/pubns/indg232.pdf>

Involving your workers in health and safety Guidance: <https://www.hse.gov.uk/pubns/priced/hsg263.pdf>

Remember! Justifications can be provided if a section is not relevant to your business activities





## Monitoring, Auditing and Reviewing

*“Monitoring and reporting are vital parts of a health and safety culture. Management systems must allow the board to receive both specific (e.g. incident-led) and routine reports on the performance of health and safety policy.*

*Much day-to-day health and safety information need be reported only at the time of a formal review. But only a strong system of monitoring can ensure that the formal review can proceed as planned – and that relevant events in the interim are brought to the board's attention.”*

Regulation 5 of the Management of Health and Safety at Work Regulations requires employers to; plan, organise, control, monitor and review their H&S arrangements.

A regime of regular audit and improvement supports an effective safety culture. This can take many forms, but the evidence required for this assessment is a culture of inspection and formal records.

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that explains the monitoring, auditing and reviewing processes of your company. This could include:

- Who is responsible for reviewing the policy, procedures, risk assessments etc
- When the company policy and documents will be reviewed.
- How other forms of monitoring, audit and review are undertaken and by whom (i.e. workplace / site inspections, management review meetings etc.)
- That the policy will be reviewed in response to changes in legislation and industry best practice.

You will need to upload:

- *Evidence of monitoring, auditing, and reviewing*

Note: this evidence could include H&S audits, reports, site inspections etc

For more information on Monitoring, Auditing and reviewing see the links below:

Legislation: <http://www.legislation.gov.uk/ukxi/1999/3242/regulation/5/made>

HSE Monitoring H&S web page: <https://www.hse.gov.uk/leadership/monitor.htm>

Managing H&S, Plan, Do, Act: <https://www.hse.gov.uk/pubns/priced/hsg65.pdf>







## Welfare Provision

*“The provision of welfare in the workplace applies to all areas, including the common parts of shared buildings, private roads and paths on industrial estates, business parks and temporary worksites, but does not apply to domestic premises.*

*Welfare provisions must also be provided for those people who are not employees but may use the premises on an infrequent basis (e.g. Visitors). For disabled persons, it may be necessary to specifically make parts of the workplace accessible for their use. e.g. toilets, washbasins, doors, passageways, etc.*

*Businesses have a responsibility to assess and provide, adequate welfare facilities for employees and other persons using the premises and take account of the general working environment.*

*For site based non- construction activities, the Client should ensure that welfare facilities are provided to meet the minimum requirements set out in the Workplace (Health, Safety and Welfare) Regulations.*

*For site based construction/construction related activities, the Principal Contractor should ensure that welfare facilities are provided to meet the **minimum requirements set out in Schedule 2 of CDM 2015.**”*

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that explains the welfare arrangements of your company, both at company premises and when working on-site. These arrangements could include:

- Recognising your responsibility to assess and provide, adequate welfare facilities for employees and other persons using the premises and take account of the general working environment.
- Identifying who is responsible to ensure welfare facilities are available and maintained at company premises and when working on-site.

You will need to upload:

- *Evidence of welfare at company premises*
- *Evidence of welfare for site-based activities*

Note: The evidence provided for these could include Photos of facilities, inspection and welfare checklist/record, Communication with client to confirm facilities, agreements with venues etc

For more information on welfare issues see links below:

Legislation: <http://www.legislation.gov.uk/ukSI/1992/3004/regulation/4/made>

Legislation: <http://www.legislation.gov.uk/ukSI/2015/51/schedule/2>

HSE Welfare ACOPS: <https://www.hse.gov.uk/pubns/priced/l24.pdf>

A brief guide for managers: <https://www.hse.gov.uk/pubns/indg244.pdf>





## External Cooperation and Coordination

This section looks to see that you have sufficient resources and systems in place for cooperation/ coordination with 3<sup>rd</sup> parties.

In the exhibition industry this could include anything from making sure show rules, inductions, timetables and emergency information are obtained from an organiser prior to working on show to dealing with stand plan checkers and making sure a structural engineer is utilised if necessary; It may be that your company attends working groups or other meetings regarding H&S issues.

The ESSA Accreditation will look to see you have an arrangement section in your policy (or stand-alone arrangement) that explains what processes you have in place and who is responsible for ensuring they are conducted as necessary.

This section is predominantly focused on-site issues and will ask you for:

- *Evidence of external cooperation/ coordination*

Note: This will ideally be H&S related and could include meeting minutes or email correspondence with a 3<sup>rd</sup> party

For more information on cooperation/ coordination please see below:

HSE Cooperation webpage: <https://www.hse.gov.uk/managing/delivering/do/organising/co-operation.htm>





## Construction, Design & Management (CDM), including Construction Phase H&S Plan

(Construction or construction related companies only)

*“The CDM 2015 regulations cover the management of health, safety and welfare when carrying out construction projects. The regulations replace The Construction (Design and Management) Regulations 2007 (CDM 2007) and are applicable to event construction in addition to all existing relevant health and safety law which must also be complied with. Construction work includes, but is not limited to, the assembly or disassembly (e.g. phases within build up and breakdown) of prefabricated elements to form a structure (e.g. shell scheme, features and space only stands). The regulations identify key roles (duty holders) who each have specific responsibilities (duties) to fulfil.”*

Depending on your business activities you could potentially take the role any one or more of the CDM duty holders. For more information on the roles in CDM and the main duties involved please see the following links:

ESSA CDM Resource pack:

[https://www.essa.uk.com/images/resource\\_pack\\_3.0\\_19.02.16\\_contractors\\_section\\_update.pdf](https://www.essa.uk.com/images/resource_pack_3.0_19.02.16_contractors_section_update.pdf)

HSE CDM Roles and Responsibilities:

<https://www.hse.gov.uk/construction/cdm/2015/summary.htm>

The ESSA Accreditation will look for an arrangement section in your policy (or stand-alone arrangement), that explains how your company approaches compliance to the CDM regulations. This would include recognising all of an events duty holders and how the company fits in to this. e.g. Client, Organiser, Exhibitors, Designer, Principal Designer, Contractor, Principal Contractor and Workers.

It would be also be expected that if your work includes working away from your business premises then consideration is shown for the requirements of welfare facilities (Schedule 2) under the CDM regulations 2015.

You will need to upload:

- *Construction Phase Plan Examples*

*Note: Construction phase plans must comply with the requirements of the Construction (Design & Management) Regulations 2015 and Appendix 3 of L153 Managing health and safety in construction. CDM 2015 Guidance on Regulations.*

For more information on CDM see the links below:

Legislation: <http://www.legislation.gov.uk/ukxi/2015/51/contents>

HSE CDM Guidance: <https://www.hse.gov.uk/pubns/priced/l153.pdf>

Remember! Justifications can be provided if a section is not relevant to your business activities







## Construction/ Construction Related H&S Training

(Construction or construction related companies only)

This section looks to ascertain what training your employees have undertaken for the construction related aspect of your business. You may have already covered this in your Health and Safety training section earlier in your policy.

The section asks you to provide your companies arrangements and evidence for construction related health and safety training.

You may need to upload:

- Evidence of construction related H&S training for Managers/Supervisors.
- Evidence of construction related H&S training for Employees.

*“Relevant management/supervisory construction training evidence could include: H&S qualifications, CV, IOSH Managing Safely in Construction, SMSTS, NEBOSH Construction Certificate, etc. or an equivalent.”*

*“The training of employees could differ significantly depending on what activities they are involved in but examples could include CSCS cards, CSCS affiliated cards, NVQ’s, City and Guilds certificates, etc.”*

## Construction, Design & Management (CDM) Fire Safety Plan

(Construction or construction related companies only)

*“Under CDM 2015, there is a requirement for every contractor carrying out construction work and any person who controls the manner in which this is carried out, to ensure suitable and sufficient steps to ensure the risk of injury from fire or explosion that might arise from such work is prevented or reduced, so far as is reasonably practicable. Information is available from HSG168 Fire safety in construction”*

This could have already been covered in the Fire and Emergency arrangement section (Please select **“Refer to Policy”** and make a note if so).

The ESSA Accreditation would look to see that your policy arrangements describe how you ensure suitable and sufficient steps are taken to reduce the risk of injury from fire or explosion that might arise from your work activities. This could involve staff training, risk assessment and cooperation with venues in terms of hot works for example.

You may need to upload:

- An on-site risk assessment that covers fire and emergencies.
- A construction fire safety plan.
- Evidence of training for nominated employees who are responsible for fire safety.
- Evidence of fire safety awareness training for site employees.

Note: This evidence could include Fire Marshal certificates and signed and dated fire safety toolbox talks for example

For more information see links below:

HSE Fire Safety in construction: [www.hse.gov.uk/pubns/priced/hsg168.pdf](http://www.hse.gov.uk/pubns/priced/hsg168.pdf)

Remember! Justifications can be provided if a section is not relevant to your business activities





[Annex 1: Required Documents](#)

Depending on your business activities and justifications provided you may be required to submit some of the following information. More detail can be found in each section of the main document.

The ESSA Accredited application process requires your paperwork and evidence to be current i.e. within the last year (there are a few exceptions). Any forms or evidence provided must be **fully completed, templates aren't acceptable for an initial application (For GDPR reasons it is acceptable to obscure personal information)**.

<a href="#">Employers Liability Insurance certificate.</a>	
<a href="#">Public Liability Insurance</a>	
<a href="#">Professional Indemnity Insurance details</a>	
<a href="#">Product Liability Insurance details</a>	
<a href="#">Evidence to demonstrate how any HSE notices have been dealt with</a>	
<a href="#">Evidence to demonstrate how any Fire &amp; Rescue Service notices have been dealt with</a>	
<a href="#">A complete copy of your written H&amp;S policy</a>	
<a href="#">Appointed H&amp;S Employee CV or H&amp;S Certificates</a>	
<a href="#">External Consultant CV or H&amp;S Certificates</a>	
<a href="#">Example of an External H&amp;S Consultant providing advice (or confirmation)</a>	
<a href="#">Business premises risk assessments</a>	
<a href="#">Site activity/ Show risk assessments</a>	
<a href="#">Business premises safe systems of work (safe operating procedures) examples.</a>	
<a href="#">Site activity safe system of work (safe method statement) examples.</a>	
<a href="#">Evidence of any employee health surveillance relevant to work activities</a>	
<a href="#">Any Accident and/or incident evidence</a>	
<a href="#">Any Near miss reports</a>	
<a href="#">Any Evidence of incident reporting to comply with RIDDOR</a>	
<a href="#">Asbestos survey for company premises</a>	
<a href="#">Asbestos management plan for company premises</a>	
<a href="#">Asbestos awareness training</a>	
<a href="#">Asbestos based signed and dated toolbox talks</a>	
<a href="#">Non-licensed asbestos training</a>	
<a href="#">Licensed asbestos training</a>	
<a href="#">Hazardous substance inventory</a>	
<a href="#">COSHH Assessment examples</a>	
<a href="#">MSDS examples</a>	
<a href="#">LEV log book covering evidence of regular maintenance and inspection</a>	
<a href="#">Face fit testing evidence if Respiratory Protective Equipment is used</a>	
<a href="#">COSHH training evidence/ signed and dated toolbox talks</a>	
<a href="#">Fixed electrical installation inspection certificate</a>	
<a href="#">Monthly emergency lighting inspections and tests records</a>	
<a href="#">Annual emergency lighting inspections and tests records</a>	
<a href="#">Evidence of site-based fixed electrical installation inspections and tests</a>	
<a href="#">High voltage training certificates</a>	
<a href="#">PAT testing records</a>	
<a href="#">PAT testing certificate or electricians qualification</a>	
<a href="#">Inspection certificates of work equipment</a>	

Remember! Justifications can be provided if a section is not relevant to your business activities





<a href="#">Testing and maintenance records or work equipment</a>	
<a href="#">Training certificates relating to work equipment</a>	
<a href="#">Manual handling assessments for business activities</a>	
<a href="#">Manual handling assessments for on-site activities</a>	
<a href="#">Manual handling training certificates/ signed toolbox talks</a>	
<a href="#">Risk assessments and Safe Systems of Work that cover work at height</a>	
<a href="#">Work at height equipment inspection and testing records</a>	
<a href="#">A Work at height rescue plan</a>	
<a href="#">Work at height training evidence</a>	
<a href="#">First Aid needs assessment</a>	
<a href="#">Evidence of first aid equipment inspection</a>	
<a href="#">First Aid training certificates</a>	
<a href="#">Evidence of suitable first aid signage</a>	
<a href="#">Fire Safety risk assessment for business premises</a>	
<a href="#">On-site risk assessment containing consideration for fire and emergencies</a>	
<a href="#">Evidence of weekly fire alarm tests</a>	
<a href="#">Inspection report/ certificate of fire alarm system testing</a>	
<a href="#">Inspection report/ certificate of fire extinguishing media testing</a>	
<a href="#">Evidence of annual fire drills</a>	
<a href="#">Fire Marshal training certificates</a>	
<a href="#">Fire Safety Awareness Training</a>	
<a href="#">H&amp;S training certificates of Senior Management</a>	
<a href="#">H&amp;S training certificates for managers/supervisors</a>	
<a href="#">H&amp;S training certificates for employees</a>	
<a href="#">Evidence of employee induction training</a>	
<a href="#">A copy of your training management plan</a>	
<a href="#">A completed Subcontractor assessment questionnaire</a>	
<a href="#">Sub consultant details</a>	
<a href="#">Consultant contract of engagement</a>	
<a href="#">Evidence of employee consultation</a>	
<a href="#">Evidence of consultation with foreign nationals if necessary</a>	
<a href="#">Evidence of monitoring, auditing, and reviewing</a>	
<a href="#">Evidence of welfare at company premises</a>	
<a href="#">Evidence of welfare for site-based activities</a>	
<a href="#">Evidence of external cooperation/ coordination</a>	
<a href="#">Construction Phase Plan Examples</a>	
<a href="#">Evidence of construction related H&amp;S training for Managers/Supervisors.</a>	
<a href="#">Evidence of construction related H&amp;S training for Employees.</a>	
<a href="#">An on-site risk assessment that covers fire and emergencies.</a>	
<a href="#">A construction fire safety plan.</a>	
<a href="#">Evidence of training for nominated employees who are responsible for fire safety.</a>	
<a href="#">Evidence of fire safety awareness training for site employees</a>	

