

SSIP

SSIP stands for Safety Schemes in Procurement

How to Tick the Boxes for SIPP Accreditation



As with all things Health and Safety, there is a great deal of information contained within this document.

SSIP accreditation can be a complex and time-consuming process, and to pass the assessment you'll need to have access to competent health and safety assistance.

If you would like to fast track your accreditation, contact Joe and he will explain how you can save time, money and headaches!

With his help, you could become accredited for as little as £35 per hour for any advice or work provided.

If you need competent health and safety assistance too, JHS Health and Safety Consultants' can provide you with this cover for just £100 per annum.

Call Joe Now for a Free Chat: 01837 608192 or Mobile: 07399 514 347

Or send an email: enquiries@jhshealthandsafetyconsultants.co.uk

Introduction.

No doubt, your goal is to run your business that will keep you free from overwhelm. You aim for an efficient and profitable business that will allow you the time to enjoy your life, right?

Then your potential client asks you for SSIP accreditation. Or maybe you are made aware of SSIP accreditation and think it a good move for your business to get.

Do you know what SIPP is and their health and safety accreditation process?

The health and safety accreditation process can be onerous. Especially when you are a busy contractor. You may find the process frustrating. But you only know what you know, right?

JHS Health and Safety Consultants can help you.

This page will tell you about SIPP. It will explain what to expect from the health and safety accreditation process and is it worth it. Then it sets out what you need to pass the accreditation process. Plus, there is a brief overview on some additional accreditations beyond just health and safety, which some clients may require.

It is best to prepare for SIPP accreditation. Once you have paid for SIPP registration the clock will be ticking, and it's not always an easy process:

1. You will need to have competent health and safety assistance in place, and,
2. You will be expected to complete a desktop health and safety assessment.

This will require you to upload evidence of your health and safety policies, procedures, processes, arrangements and records.

Do you have these already? (I'll come to what you need later).

What is SSIP?

Just to be clear at the outset, *SSIP is not actually an accreditation*:

- SSIP is a Forum, which acts as an umbrella to four types of Members:
These member types are Registered, Affiliate, Certification Body and Supporter.
- Only Registered and Certification Body Members carry out contractor health and safety assessments.
- The purpose of SSIP accreditation is to streamline and reduce health and safety assessment and supply chain costs and bureaucracy.

Wherever practicable there is mutual recognition between the SSIP Forum members.

- Therefore, you can join more than one member's scheme and SSIP may share your health and safety assessment and accreditation information.

You should not need any further assessments.

You will be added to an approved contractor list and be visible to many approved clients.

What to Expect with SSIP Health and Safety Accreditation?

SSIP accreditation is not meant to be an easy process: What would be the point when you are trying to demonstrate that your business is compliant with some of the best industry management standards.

Do not take SSIP accreditation lightly: The process can require quite a lot of time, and this may be onerous work if you are not ready. Therefore, you are well advised to prepare!

JHS Health and Safety Consultants can help you with your health and safety assessment.

Your business will be assessed via a 'desktop' health and safety assessment in accordance with the SSIP Assessment Standard: This is the SSIP set of 'Core Criteria' or threshold standard, questions. (There will be more on this later). Should you wish, you can opt for an on-site audit too. Assessors will check that you are implementing your submitted policies and procedures.

Expect:

- Assessments that ask for evidence to show that your business efficiently manages health and safety at work.
- SSIP member assessors may add different package levels set to raise the standards of accreditation, beyond just health and safety.
- Prices of will vary depending on each member's scheme, the accreditation level you require and the number of employees in your business.
- Each year you will have to pay for re-accreditation and review, update and re-submit your health and safety documentation and other information.

Is SSIP Accreditation Worth It?

Yes, if you get Contractor (Supplier) SSIP accreditation you will have the pre-qualifications to demonstrate your business' health and safety competence and capability to Clients (Buyers).

Plus, you likely have an advantage over your competitors who do not have the accreditation.

Clients can register on membership schemes to get access to supply chain management services and procurement tools. This means they can find and or be matched with SSIP accredited contractors to add to their 'approved' or 'preferred' list.

This all-round system allows contractors with SSIP accreditation to bid for and work on many client contracts without having to reproduce prequalification compliance each time.

With SSIP Accreditation you will:

- Demonstrate health and safety compliance.
- Probably get more and have a better standard of work opportunities.
- Save time and money on risk assessment processes.

- Become more likely to attract better industry talent to your business.

What You Need to Pass SSIP Health and Safety Accreditation.

To pass the health and safety assessment your business must satisfy the following core criteria:

1. Health and Safety Policy.

You will need to produce evidence of an appropriate health and safety policy for your business, that is relevant to its nature and size.

The policy should:

- Explain how health and safety is organised.
- Set out people's responsibilities to manage health and safety at all levels, and,
- Name who is responsible for health and safety – This should be the most senior person.

The most senior person in the business need to:

- Sign off the policy, and,
- Show they undertake a regularly policy review.

2. Health and Safety Arrangements.

You will need to produce evidence of your business' health and safety arrangements which are relevant to the nature and scale of undertakings.

Arrangements should:

- Explain how the business fulfils its legal duties, and,
- Specify how the business communicates its health and safety arrangements to staff:

Use examples of arrangements such as accident reporting, training, supervision, communication, and how you implement risk assessments, method statements and monitor health and safety.

As best practice, but not mandatory, you should verify (if details are not already included within your health and safety policy) that the business has:

- A drug and alcohol policy.
- Arrangements for occupational health (including mental health and fatigue), and,
- Established a behavioural management or safety programme.

3. Competent corporate and construction related advice.

You, your business and employees must have evidence of:

- Access to competent advice about general and industry specific health and safety issues.

- Provide details about the source of such advice, and,
- At least one example of advice given within the last 12-months, and how you acted upon it.

4. Training and Information Arrangements.

You should have and utilise training arrangements to ensure your you and employees have the necessary knowledge and skills to carry out their legal and job responsibilities.

Also, you need a business-wide programme of refresher training to keep abreast of the latest legal and job developments etc.

Evidence of training records and culture will be required and could include:

- Your training policy and arrangements.
- Certificates and training attendance records (including any training required by health and safety law).
- Continuing Professional Competence (CPD) training.
- Toolbox talk attendance records, and,
- Induction training records.

5. Personal Experience and Qualifications.

You need to provide evidence that people within the business have appropriate experience and qualifications for their work, unless they are under 'direct' supervision, such as for a trainee. (There is other evidence required, but not covered here, if you were to provide design organisations).

Details of experience and qualifications within your business can include those relevant to:

- Senior personnel.
- Your trade and or industry,
- Your health and safety or other advisors.
- Personnel with key roles and responsibilities.
- Professionals, with evidence of their qualifications and or any membership to an institution.
- Site workers, with evidence of any relevant qualifications or training such as S/NVQ certificates, and,
- Business-based training programmes, relevant for the work ahead.

Principal Contractors need to produce additional evidence, which will or could be:

- Details of the number/percentage of CSCS card holders within the business.
- Details of site manager training, such as the 'Site Management Safety Training Scheme' (SMSTS), or,

- Details of site supervisor training, such as 'Site Supervision Safety Training Scheme' (SSSTS).

6. Monitoring, Auditing and Reviewing Arrangements.

Your business should have evidence to demonstrate that it monitors, audits and reviews its undertakings. These can include:

- Details of systems to monitor and review procedures regularly.
- Producing records of workplace/site inspections.
- Details of systems to audit procedures after a predetermined time, which can be formal or through discussions/reports to senior personnel, and,
- Examples of management follow-up actions of reviews and audits.

7. Involving Workers.

You will need to produce evidence of how the business consults its workers on health and safety issues.

This might be through:

- Records, details or descriptions of discussions, meetings or briefings, and or,
- Providing details of trade union safety representatives or non-trade union representatives of employee safety.

8. Accident Reports, Enforcing Authority Action and Follow-up Investigations.

You will be asked about your accident and reporting statistics and follow-up procedures.

You will need to:

- Keep a record for at least three-years of any events which should have been reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Keep a five-year record of any enforcement action and the remedial action taken subject to it.
- Have a system to review any incidents and keep a record of subsequent action.

Therefore, you will need to produce evidence:

- Showing how the business records and investigates accidents and incidents.
- Showing your accident statistics including incidence rates in the last three-years of:
 1. Major injuries.
 2. Over seven-day injuries, and,
 3. Reportable cases of ill health and dangerous occurrences.

(Micro and smaller businesses can just produce two-years' worth evidence of any accidents and or incidents and the remedial action you have taken to prevent them happening again).

Your records and evidence to produce needs to include:

- Accidents and or incidents that occurred if you traded under a different name.
- Accidents and or incidents to employees or sub-contractors.
- Details of any enforcement action taken against the business within the previous five-years and the subsequent remedial action taken.

9. Sub-contractor and or Consulting Procedures (If Applicable to Your Business).

You will need to produce evidence of how your business appoints competent sub-contractors and or consultants.

Your evidence should show you:

- Ensure sub-contractors and or consultants are competent. (You might need to show examples of how you assessed your subcontractor and or consultant).
- Ensure your sub-contractors and or consultants will if necessary be able to ensure their sub-contractors and consultants will be competent too. (You might need to show examples of how you attained this information).
- How you monitor sub-contractor and or consultant performance.

10. Risk Assessments and Safe Systems of Work.

You will need to produce evidence of how your business identifies, assesses and controls significant health and safety hazards (including those within occupational health).

Evidence might include:

- How the business identifies significant hazards.
- Risk assessments of significant hazards with detail on the how the hazard risks are or will be controlled.
- Method statements.
- Other safe systems of work and work processes.

If you have less than five employees, you may be able to describe how you assess and control risk and establish safe methods of work.

Principal Contractors or if relevant some construction contractors need to produce additional evidence, which if relevant, will or could be:

- Construction phase plans, which are proportionate to the nature and size of the job and the risks of the undertaking. (These plans should be developed enough to allow work to start as well as being realistic and workable).

- Demonstrating the construction phase plans are often reviewed and have or will be amended to suit change, such as the addition of new trades or unexpected work.

11. Cooperating and Coordinating Work with Others, (Including Other Contractors).

You will need to produce evidence of how your business, in practice, cooperates and coordinates work.

This might include:

- Evidence of how the business involves employees and or relevant others in decision making and risk assessments, method statements and safe systems of work, etc.
- Evidence of risk assessments, procedures, meetings and or two-way briefings and feedback, and,
- Evidence of discussions between relevant parties.

12. Welfare Arrangements.

You will need to produce evidence of how your business provides adequate and appropriate welfare facilities for its staff where it has jurisdiction of any work before work starts and during the project.

This might include:

- Evidence of commitment within your health and safety policy.
- Documented plans for welfare, including cleaning and or any necessary disease control, such as preventing the spread of Covid-19.
- Job contracts and or client agreements.
- Details of compliance with regulatory requirements on previous projects, i.e., the type of welfare provided, such as clean canteen facilities for rest breaks, (with drinking water, means to heat food, etc.), and other such as toilets, wash, rest and changing facilities.

PLEASE NOTE: It is worth noting that registered members and certification bodies do apply a proportionate approach to their assessments. Especially where you might employ less than five people. However, often micro and or smaller business' can use labour only workers as a part of their workforce. Assessors will take all factors into consideration to ensure the assessment is appropriate and proportionate to the size of the overall organisation. This may result in the need for less information or requests for more.

There is usually additional requirements for designers and principal designers, plus those seeking certification for 'Common Assessment Standards'. (See below).

PLEASE NOTE: Only health and safety assessments are covered underSSIP.

Beyond Just Health and Safety Assessments.

PAS 91.

PAS 91 is for businesses or individuals who look to demonstrate compliance beyond just health and safety. These standardised question modules raise the standards across risk management, which some clients may require.

Once again, there will be evidence needed of policies, procedures, processes, arrangements and records.

The aim of PAS 91 is to ensure consistency within supply chain management.

PAS 91 has the following modules:

- Supplier Identity.
- Financial information.
- Business and Professional Standing.
- Health and Safety.
- Equal Opportunity & Diversity.
- Environmental Management.
- Quality Management, and,
- Building Information Modelling (BIM).

PLEASE NOTE: Some schemes cover further modules aligned with PAS 91.

Based on a contractor's compliance over core areas of risk management, clients can check if contractors will be suitable for their projects.

If you gain accreditation for in compliance with PAS 91, it will demonstrate to clients that you take your businesses management seriously.

Also, by completing PAS 91, it will:

- Simplify the process for your potential contract prequalification.
- Account for your existing SSIP certification, including ISO certifications, so you may not need to respond to all PAS 91 questions, and,
- Give your business a better chance of being identified and awarded a work contract by a client looking for the most suitable contractors for their project.

The Common Assessment Standard.

This is a set of prequalification questions built upon the likes of PAS 91 and from the input of relevant experts. The aim is to standardise prequalification within the construction industry. Buyers can ask the questions to suppliers either directly or through a scheme assessment.

The Standard is meant to help the creation of good business opportunities between clients and suppliers. Plus, improve efficiency and reduce risks within the supply chain. Once again, it will be unlikely that you would need to repeat health and safety questions where accreditation has been already achieved under SSIP.

There are question exemptions for business' that have UKAS certified management systems in place. These include ISO 9001, 14001 and 45001. Those businesses

with less than five employees and a turnover less than £500,000 have exemptions too. These business' get a set streamlined criteria to meet.

These are the current thirteen key areas of assessment:

- Identity.
- Financial.
- Insurance.
- Corporate and Professional Standing.
- Health and Safety.
- Environmental.
- Quality.
- Equality, Diversity and Inclusion.
- Corporate Social Responsibility.
- Information Security.
- Information Management.
- Anti-Bribery and Corruption.
- Modern Slavery.

The beauty of the Common Assessment Standard is its accessibility: Construction and related industries of all sizes can demonstrate compliance to their clients, employees and other. Prequalification can help your business grow from strength to strength.