

## **COVID 19 Assessment and Surveillance Visit Guidance for SSIP Registered Members**

The SSIP forum have agreed SSIP Registered Members will take a **pragmatic and proportionate approach** to desktop assessments and/or surveillance visits, whilst still ensuring a level of integrity of the assessment process following the guidance issued below.

First and foremost, at this difficult time, it is vital that the health and safety requirements of any construction activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place. Further guidance can be obtained from Build UK [Construction Leadership Guidance Site Operating Procedures Guidance](#)

This guidance is divided as follows:

Section 1: Submission of Evidence & Assessment Documentation

Section 2: Qualifications and Training Certificates

Section 3: Supplementary Access to Guidance and Advice

Appendix 1: SSIP Core Criteria: Coronavirus Revision 06.04.2020 for use by Registered Members

### **Section 1: Submission of Evidence & Documentation**

#### **1. SSIP Certification Renewal**

##### **1.1. SSIP Rules & Bylaws – Section 4.1 / 8.1 / 9.5 / 10.1**

- 1.1.1. As a minimum, the SSIP Core Criteria must be met to enable recertification.
- 1.1.2. SSIP have reviewed the Core Criteria combining recommendations to support Suppliers maintaining certification during these unprecedented times.
- 1.1.3. Should a supplier be unable to evidence relevant documentation, due to site/office closures or furloughed staff, the supplier will provide the SSIP Registered Member with a suitable Action Plan detailing an agreed period for further action to support the assessment (i.e. completion of training, update to H&S Policy).

##### **1.2. SSIP Rules & Bylaws - Section 9.3 / 10.5**

- 1.2.1. All Registered Members are required by SSIP to retain copies of supplier documentation relating to the previous assessment for a 12-month period<sup>3</sup>. This period of documentation retention to be extended to 18 months to support suppliers unable to work due to site/office closure or furloughed staff.
- 1.2.2. Registered Members should allow the supplier access to information previously submitted whilst clearly detailing the documents required for re-assessment during this period e.g. expired documents. The supplier must review these documents and verify that they are still relevant.

##### **1.3. SSIP Rules & Bylaws – Section 9.3**

- 1.3.1. All Registered Members and Certification Body Members will retain accurate and detailed records to confirm any additional requirements and/or appropriate timescales e.g. Action plan for further evidence to be submitted.
- 1.3.2. This Action Plan must be completed by the responsible person for H&S supplier within the organisation i.e. name of H&S contact who should be a director of the business.

#### **2. SSIP Initial Application Process**

With current furlough measures, closure of offices/construction sites, suppliers<sup>2</sup> seeking certification may find it difficult to gain access to specific evidence from current ongoing projects.

##### **2.1. Rules & Bylaws section 10.6, 10.7, Appendix 1**

- 2.1.1. The assessment process offered by Registered Member schemes does not require evidence from a live project.
- 2.1.2. The general assessment specification requests evidence **can** be accepted from a project completed within the last 12 months.
- 2.1.3. Considering all COVID-19 measures and the impact upon businesses, the SSIP forum have reviewed the SSIP Core Criteria and confirm a pragmatic and proportional approach will be made to the evidence required (as detailed in 1.1).

- 2.1.4. Suppliers are encouraged to send all available evidence and documentation to the registered member to satisfy the requirements of the Core Criteria. The Registered Member will advise on the applicability of the information and will provide feedback. This may be further supported by a relevant Action Plan confirming how the supplier will continue to meet the requirements of the SSIP Core Criteria.

## **Section 2: Qualifications and Training Certificates**

- 2.1 There will be circumstances over the coming period whereby qualifications / training certificates may expire.
- 2.2 As COVID 19 distancing measures will prevent the re-certification, all SSIP Registered Members will be required to follow the recommendations from the training or card providers<sup>4</sup> concerning the acceptance of expired certificates and cards i.e. <https://www.cscs.uk.com/applying-for-cards/covid-19/>
- 2.3 A 90-day extension will be applied to key industry training certificates due to expire after 01.03.2020, unless otherwise stated by the awarding body.

## **Section 3: Supplementary Guidance and Advice**

### **SSIP Registered Members**

- 3.1 All Registered Member Schemes must retain confirmation the Supplier is aware of the changes and criteria during this period.
- 3.2 Registered Member Schemes must retain any supporting Action Plan prepared by the Supplier to maintain ongoing validity of their assessment via an SSIP member scheme.
- 3.3 Registered Members Schemes can only use this process with Suppliers who have conducted a Full assessment with them the previous year
- 3.4 The Registered Member Scheme must have a record of Members who are currently utilising this process for audit processes.

### **Suppliers**

- 3.5 Suppliers<sup>2</sup> with questions or concerns relating to the assessment processes, are encouraged to speak to their SSIP Registered Member in the first instance provide proactive guidance to overcome any barriers to certification.

---

<sup>1</sup> An up to date list of all Members can be found at <https://SSIP.org.uk/members/>

<sup>2</sup> Suppliers are defined as Contractors (both Construction and non-construction), Principal Contractors, Designers, Principal Designers.

<sup>3</sup> All Registered Members will retain relevant assessment and resource (Assessor/Reviewer) information for the life of the certificate to ensure that current approvals showing on the SSIP Portal can be subject to annual compliance audit (Rules & Bylaws section 9.5). All Registered Members are requested to extend this period of documentation retention to 18 months to support delayed applications.

<sup>4</sup> At the time of writing CSCS are *requesting employers and those responsible for site access and card checking procedures to use their discretion towards workers whose cards have expired since mid-March onward.*

**APPENDIX 1 – SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT**  
**TEMPORARY MEASURES TO SUPPORT SUPPLIERS COMPLIANCE DURING THE COVID-19 PANDEMIC FOR USE BY REGISTERED MEMBERS**

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD	COVID-19 TEMPORARY MEASURES
1	Health & Safety policy and organisation for Health & Safety	<p>You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.</p> <p>The policy must be relevant to the nature and scale of your work and set out the responsibilities for Health &amp; Safety management at all levels within the organisation.</p>	A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).	<p><b>Flexible submission:</b></p> <ul style="list-style-type: none"> <li>✓ A signed statement of intent is required to confirm the policy has been reviewed.</li> <li>✓ Suppliers can bring forward the statement of intent from the previous year's assessment.</li> <li>✓ An Action Plan to be produced to support the assessment detailing the H&amp;S Policy which has expired and requires updating, to confirm how the short fall will be addressed.</li> </ul>
2	Arrangements	These should set out the arrangements for Health & Safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under current Health & Safety legislation. There should be a clear indication of how these arrangements are communicated to the workforce	A clear explanation of the arrangement which the company has made for putting its policy into effect and for discharging its duties under current relevant Health & Safety legislation.	<p><b>Flexible submission:</b></p> <ul style="list-style-type: none"> <li>✓ Responsibilities and Arrangements can be brought forward from the previous year's assessment, if the organisation confirms the arrangements are still applicable.</li> <li>✓ This could be supported by a Business Continuity Plan.</li> </ul>
3	Competent advice – corporate and construction related	<p>Your organisation, and your employees, must have ready access to competent Health &amp; Safety advice, preferably from within your own organisation.</p> <p>The advisor must be able to provide general Health &amp; Safety advice, and also (from the same source or elsewhere) advice relating to sector specific (non-construction) or construction Health &amp; Safety issues.</p>	<p>Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides Health &amp; Safety information and advice.</p> <p>An example from the last 12 months of advice given and action taken.</p>	<ul style="list-style-type: none"> <li>✓ <b>This information must be in place at point of assessment.</b></li> </ul>
4	Training and information	<p>You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties. For construction sector organisations this will include duties as principal contractors, contractors, designers or principal designers.</p> <p>You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good Health &amp; Safety practice. This applies throughout the organisation from board or equivalent, to trainees.</p>	<p>Headline training records.</p> <p>Evidence of a Health &amp; Safety training culture including records, certificates of attendance and adequate Health &amp; Safety induction training.</p> <p>Evidence of an active CPD programme. Sample of 'toolbox talk' type training.</p> <p>Evidence of relevant training as required by Health &amp; Safety legislation or approved code of practice e.g. asbestos awareness training.</p>	<p><b>Flexible Submission</b></p> <ul style="list-style-type: none"> <li>✓ A Training Plan and Procedure should be in place at point of assessment along with a plan of how any out of date training will be updated.</li> <li>✓ An Action Plan to be produced to support the assessment detailing any training information which has expired and requires updating, to confirm how the short fall will be addressed.</li> </ul>

**APPENDIX 1 – SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT**  
**TEMPORARY MEASURES TO SUPPORT SUPPLIERS COMPLIANCE DURING THE COVID-19 PANDEMIC FOR USE BY REGISTERED MEMBERS**

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD	COVID-19 TEMPORARY MEASURES
5	Individual qualifications and experience	Employees are expected to have the appropriate qualifications and experience of the assigned tasks, unless they are under controlled and competent supervision.	<p>Details of qualifications and/or experience of specific corporate post holders for example board members, Health &amp; Safety advisor etc. relevant for the industry sector for both construction and non-construction activities.</p> <p>Other key roles should be named or identified and details of relevant qualifications and experience provided.</p> <p><b>Additionally, for construction sector organisations:</b>  <b>For principal contractors and contractors:</b> Details of number/percentage of people engaged in the organisation who have passed a construction Health &amp; Safety assessment, for example the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.</p> <p>For site managers, details of any specific training such as the Construction Skills CITB ‘Site Management Safety Training Scheme’ certificate or equivalent.</p> <p>For professionals, details of qualifications and/or professional institution membership.</p> <p>For site workers, details of any relevant qualifications or training such as S/NVQ certificates.</p> <p>Evidence of a company-based training programme suitable for the work to be carried out.</p> <p><b>For Design Organisations:</b>  Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of professional institution membership such as RiBA, ICE, APS, RiAS, CIAT, ARB, IstructE etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health &amp; Safety.</p>	<p><b>Flexible Submission:</b></p> <ul style="list-style-type: none"> <li>✓ Qualifications can be carried forward from a previous year’s application.</li> <li>✓ An Action Plan to be produced to support the assessment detailing any training information which has expired and requires updating, to confirm how the short fall will be addressed.</li> <li>✓ The Registered Member should take a pragmatic approach to the information supplied and ensure any risks are mitigated.</li> <li>✓ SSIP will support any extensions for any key industry training certificates.</li> <li>✓ <b>The Registered Member is not permitted to certificate any supplier if critical training information is not supplied at point of assessment.</b></li> </ul>

**APPENDIX 1 – SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT**  
**TEMPORARY MEASURES TO SUPPORT SUPPLIERS COMPLIANCE DURING THE COVID-19 PANDEMIC FOR USE BY REGISTERED MEMBERS**

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD	COVID-19 TEMPORARY MEASURES
			<p><b>For Principal Designers:</b></p> <p>Details of qualifications, to confirm the organisations operational capability to manage construction Health &amp; Safety which may include NEBOSH Construction, NVQ in Occupational Health &amp; Safety or NCRQ in applied Health &amp; Safety etc.</p> <p>Details of qualifications relevant to specific area of expertise, which may include Higher National Diploma or certificate, Bachelor degree or Masters etc.</p> <p>Details of relevant professional institution membership such as member of the registers administered by the APS or ICS (formerly known as the CDM co-ordinators' registers), or the ICE construction Health &amp; Safety register etc.</p> <p>Evidence to confirm a clear commitment to continued improvement, training and the Continued Professional Development of staff in relevant are of expertise and Health &amp; Safety.</p>	
6	Monitoring, audit and review	You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an on-going basis.	<p>Could be through formal audit or discussions/reports to senior managers.</p> <p>Evidence of recent monitoring and management response.</p> <p>Copies of workplace / site inspection reports.</p>	<p><b>Flexible Submission:</b></p> <ul style="list-style-type: none"> <li>✓ Information from the previous year's assessment can be brought forward.</li> <li>✓ An Action Plan to be produced to support the assessment detailing any monitoring and to confirm how the short fall will be addressed.</li> </ul>
7	Workforce involvement	You should have, and implement, an established means of consulting with your workforce on Health & Safety matters.	<p>Evidence showing how consultation is carried out.</p> <p>Records of Health &amp; Safety committees.</p> <p>Names of appointed safety representatives (trade union or other).</p> <p>For those employing less than five, be able to describe how you consult with your employees to achieve the consultation required.</p>	<p><b>Flexible Submission:</b></p> <ul style="list-style-type: none"> <li>✓ Information from the previous year's assessment can be brought forward.</li> <li>✓ An Action Plan to be produced to support the assessment detailing any workforce involvement and to confirm how the short fall will be addressed.</li> </ul>

**APPENDIX 1 – SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT**  
**TEMPORARY MEASURES TO SUPPORT SUPPLIERS COMPLIANCE DURING THE COVID-19 PANDEMIC FOR USE BY REGISTERED MEMBERS**

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD	COVID-19 TEMPORARY MEASURES
8	Accident reporting and enforcement action; follow up investigation	<p>You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents and recording the action taken as a result.</p> <p>You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action.</p>	<p>Evidence showing the way in which you record and investigate accidents and incidents.</p> <p>Records of the last two accidents/incidents and action taken to prevent recurrence.</p> <p>Records of any enforcement action taken over the last five years, and what action was taken to put matters right (information on enforcement taken by HSE over the last five years is available on the HSE website).</p> <p>For larger companies, simple statistics showing incidence rates of major injuries, over seven-day injuries, reportable cases of ill health and dangerous occurrences for the last three years.</p> <p>Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or sub-contractors.</p>	<p><b>Flexible Submission:</b></p> <ul style="list-style-type: none"> <li>✓ Arrangements / procedures can be carried forward from a previous year's application if the organisation confirms the procedure is still applicable.</li> <li>✓ Statics from the previous year's assessment can be utilised but current statistics must be provided at point of assessment.</li> <li>✓ HSE Enforcements can be brought forward from the previous year's assessment however any updated enforcement notices are required at point of assessment.</li> </ul>
9	Sub-contracting /consulting procedures (if applicable)	<p>You should have arrangements in place for appointing competent sub-contractors/consultants.</p> <p>You should be able to demonstrate how you ensure that sub-contractors/consultants will also have arrangements for appointing competent sub-contractors or consultants.</p> <p>You should have arrangements for monitoring sub-contractor/consultant performance.</p>	<p>Evidence showing how you ensure sub-contractors/consultants are competent.</p> <p>Examples of sub-contractor/consultant assessments you have carried out.</p> <p>Evidence showing how you required similar standards of competence assessment from sub-contractors/consultants.</p> <p>Evidence showing how you monitor sub-contractor/consultant performance.</p>	<p><b>Flexible Submission:</b></p> <ul style="list-style-type: none"> <li>✓ Arrangements and examples from the previous year's assessment can be carried forward if confirmed the arrangement is still applicable.</li> <li>✓ An Action Plan to be produced to support the assessment detailing any arrangements and to confirm how the short fall will be addressed.</li> </ul>
10	Risk assessment leading to a safe system of work	<p>You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements</p> <p>The identification of occupational health issues is expected to feature prominently in this system.</p> <p>PC requirements cont., overleaf</p>	<p>Evidence showing how the company will identify significant Health &amp; Safety hazards and how the assessed risks will be controlled.</p> <p>Sample risk assessments/safe systems of work/method statements.</p> <p>If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above.</p> <p>PC requirements cont., overleaf</p>	<p><b>Flexible Submission:</b></p> <ul style="list-style-type: none"> <li>✓ Examples of Safe Systems of Work from the previous year's assessment can be carried forward if the organisation confirm they are still applicable.</li> <li>✓ An Action Plan to be produced to support the assessment detailing ongoing review of RAMS and to confirm how the short fall will be addressed.</li> </ul> <p>PC requirements cont., overleaf</p>

**APPENDIX 1 – SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT**  
**TEMPORARY MEASURES TO SUPPORT SUPPLIERS COMPLIANCE DURING THE COVID-19 PANDEMIC FOR USE BY REGISTERED MEMBERS**

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD	COVID-19 TEMPORARY MEASURES
		<p><b>For construction sector principal contractor organisations:</b></p> <p>You should be able to demonstrate how a suitable construction phase plan is created prior to the start of works</p>	<p><b>For construction sector principal contractor organisations or, where relevant, construction contractors:</b></p> <p>Sample construction phase plans.</p> <p>The plan should be:</p> <ul style="list-style-type: none"> <li>• proportionate to the size and nature of the work, and the risks involved</li> <li>• workable and realistic</li> <li>• sufficiently developed to allow work to start on site</li> <li>• regularly reviewed and added to as new trades start.</li> </ul>	<p><b>PRINCIPAL CONTRACTORS:</b></p> <p>✓ This information must be in place at point of assessment.</p>
11	Co-operating with others and co-ordinating your work with that of other contractors	You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up risk assessments, method statements/safe systems of work.	<p>Evidence could include sample risk assessments, procedural arrangements, and/or project team meeting notes.</p> <p>Evidence of how the organisation co-ordinates its work with other interested parties.</p>	<p><b>Flexible Submission:</b></p> <p>✓ Information from the previous year’s assessment can be brought forward.</p> <p>✓ An Action Plan to be produced to support the assessment detailing cooperation with others and to confirm how the short fall will be addressed.</p>
12	Welfare provision	<p>‘Welfare facilities’ are those that are necessary for the well-being of employees and/or those under the control of the organisation, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.</p> <p><b>For construction sector principal contractor organisations:</b></p> <p>You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.</p>	<p>Evidence could include for example Health &amp; Safety policy commitment; contracts with welfare facility providers including cleaning arrangements.</p> <p><b>For construction sector principal contractor organisations:</b></p> <p>Evidence of compliance to Schedule 2 of the CDM 2015 Regulations.</p> <p>Details of type of welfare facilities provided on previous projects.</p>	<p><b>Flexible Submission:</b></p> <p>✓ Arrangements can be carried forward from a previous years assessment if the company confirms they are still applicable.</p>

**APPENDIX 1 – SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT**  
**TEMPORARY MEASURES TO SUPPORT SUPPLIERS COMPLIANCE DURING THE COVID-19 PANDEMIC FOR USE BY REGISTERED MEMBERS**

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD	COVID-19 TEMPORARY MEASURES
<b>Additional Construction Sector Criteria</b>				
13	<b>Hazard elimination and risk control (Designers &amp; Principal Designers only)</b>	You should have in place and implement, arrangements for meeting your duties under CDM 2015.	<p>Evidence showing how you:</p> <p>Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors;</p> <p>Take into account the general principles of prevention when preparing or modifying a design with the first aim to eliminate risks or, if that is not possible, to reduce or control the risks.</p> <p>Provide information about the risks arising from the design during construction, maintenance/cleaning and use of the building as a workplace i.e. residual risk.</p> <p>Examples could include minutes or notes of meetings, notes on drawings and sketches, as well as risk registers and similar items on more complex projects.</p> <p>Note: The level of detail required in passing on information about risks should be proportionate to the risks involved. Insignificant risks can usually be ignored, as can risks arising from routine construction activities, unless the design compounds or significantly alters these risks.</p> <p>Ensure that any structure which will be used as a workplace will meet the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations.</p> <p>Examples showing how risk was reduced through design</p> <p>Evidence showing how design changes are managed during pre-construction and construction phases</p>	<p>✓ This information must be in place at point of assessment.</p>

**APPENDIX 1 – SSIP CORE CRITERIA FOR THE DEMONSTRATION OF ORGANISATIONAL CAPABILITY ASSESSMENT**  
**TEMPORARY MEASURES TO SUPPORT SUPPLIERS COMPLIANCE DURING THE COVID-19 PANDEMIC FOR USE BY REGISTERED MEMBERS**

#	CRITERIA	STANDARDS TO BE ACHIEVED	EXAMPLES OF THE EVIDENCE THAT YOU COULD USE TO DEMONSTRATE YOU MEET THE REQUIRED STANDARD	COVID-19 TEMPORARY MEASURES
14	Principal Designer duties <b>(Principal Designers only)</b>	You should have in place and implement, arrangements for meeting your duties under CDM 2015.	Evidence showing how you: Communicate with clients and make sure the client is aware of their duties. Assist the client in identifying, obtaining, collating and sharing pre-construction information e.g. meeting minutes or examples of pre-construction information collated for a project and distributed to the relevant project team members. Co-ordinate designers e.g. evidence of written instructions, meeting minutes Oversee design decisions Communicate with the principal contractor Manage design changes after appointment of the principal contractor and during the construction phase Evidence showing how you prepare and handover the Health & Safety file and the procedure the organisation has in place to ensure post project reviews are completed.	✓ This information must be in place at point of assessment.