

A contractor's guide to SSIP certification

A free guide





Welcome to Smas Worksafe

We're Smas Worksafe – one of the UK's leading providers of Health & Safety assessments and a national leader in providing Safety Schemes in Procurement (SSIP) certification.

We help contractors like you show they're working to Health & Safety standards through a simple, speedy SSIP certification process.

Gaining SSIP certification makes tendering for new business much easier and puts you in front of some of the biggest construction businesses and housebuilders in the UK.

In this guide we'll cover all the must-know essentials about SSIP certification and what to get in place ready for your assessment. You'll be one step ahead and set for SSIP success, so let's dive right in.

What is SSIP?

Smas Worksafe is a proud member of SSIP, this means we can accredit businesses with an SSIP certificate if they meet the required standards.

Gaining a Smas Worksafe SSIP member scheme certificate is super beneficial for your business – it means your business has demonstrated its capability by meeting the SSIP core criteria (backed by the HSE) in Health & Safety.

No more piles of paperwork – this level one assessment is designed to remove the need to complete loads of Health & Safety sections of Pre-Qualification Questionnaires (PQQs). It's a real timer saver.

But much more than just saving you time, SSIP certification shows potential and existing clients that your business meets the requirements for Health & Safety. Many clients and principal contractors will only use contractors who hold a valid and up-to-date certificate issued by an SSIP member scheme.

So, how do you get this certificate that helps you stand out? Read on to see what the SSIP process involves.





What is the SSIP process?

At Smas Worksafe, we make sure the path to SSIP certification is simple. We'll help you get certified in the best way for your business – you can choose the level of support you need and how quickly you want to achieve certification.

Our Worksafe Assessment covers the requirements set out by the SSIP and will assess your business' compliance with key aspects of Health & Safety legislation. And you won't need to go it alone, if you need guidance and advice along the way, our in-house assessment team are always on hand to help.

All the evidence you're asked to provide to pass your assessment will be in proportion to the size of your business, and the type of work you do. So, if your business is on the smaller side and employs fewer than five people you won't need to provide the same level of evidence as a bigger company.

Once you successfully complete the assessment, you'll be issued with a certificate and your details will be uploaded to the SSIP Portal. What's so great about the portal? Well, it showcases your business as a safe pair of hands to hundreds of clients and customers. You'll gain a competitive advantage and be in the perfect position to generate more work for your business.

Let's take a closer look at the key requirements

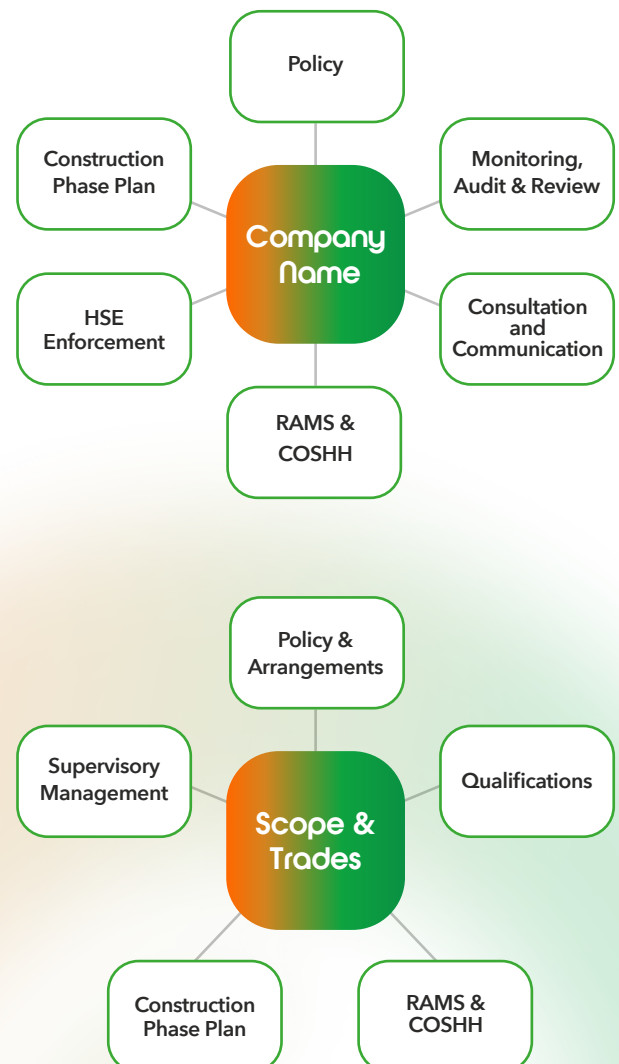
Legal entity (responsible in the eyes of the law)

One of the first things we'll need to know as part of the assessment is what type of business you are. So, are you a sole trader, partnership, or limited company? Your assessment documents will need to be in the name of the business (legal entity) being assessed. Your Health & Safety policy is one of these key documents and can demonstrate links between other pieces of supporting evidence. We'll talk a bit more about this later.

Qualifications

One of the most important parts of the assessment is making sure your organisation can undertake its duties. This is basically asking you to show you're capable.

So, you need to provide relevant qualifications for the requested scope and trades of all employees (either directly employed or employed as labour-only subcontractors).





People

We'll need to know who works for your organisation, so let's talk structure. You'll be expected to provide an up-to-date training matrix as this can show clear links between your organisation, your employees and the qualifications you provide. And this will also help to show your culture of continued Health & Safety training.

Top tip

The better your records the better the chance of successfully passing the assessment first time.



The legal stuff

Let's look at the legal compliance parts of the assessment...



Competent advice

You'll need to prove you have access to competent Health & Safety advice – this can be from someone you directly employ or from a third party such as a Health & Safety consultant.

The nominated person must have suitable qualifications, experience and access to a source of advice.

For example...

A plumbing company could appoint a qualified plumber (with a relevant NVQ/skilled worker CSCS card) that has access to relevant advice from a trade body or from the HSE.



Health & Safety policy

Your organisation needs to provide a documented Health & Safety policy statement of intent. Most organisations will also need to document responsibilities for Health & Safety management, how Health & Safety will be managed and what arrangements are in place for meeting the requirements of relevant legislation.



Monitoring, audit and review

Your assessor will want to see evidence of monitoring, audits or reviews that have been carried out as part of the Health & Safety management system. Good examples include:

- Site inspections
- Equipment inspections
- Formal audits
- Management review meeting minutes



Risk Assessments and Method Statements

You'll need to provide Risk Assessments and Method Statements (RAMS) relevant to the work your business carries out.

Another assessment to think about...

Do you encounter hazardous substances during your work? If so, then Control of Substances Hazardous to Health (COSHH) assessments are legally required.



Training and qualifications

Time to back up your expertise. You need to show you and any employees are trained and competent (or working under competent supervision). And you'll need to provide examples of relevant qualifications to the trades being carried out.



Accident reporting and enforcement action

Every organisation needs to declare any accident statistics and any enforcement action. You'll also be expected to provide evidence of action you've taken to prevent similar accidents from happening again.



Consultation and communication

Communication is key. Can you show how your organisation consults and communicates with your workforce? You'll need to supply evidence of this in your application. Some examples could include:

- Toolbox talks
- Safety committee meeting minutes
- Safety alerts

Ready to show you're a safe pair of hands?

We've taken a look at the main parts you can expect from an SSIP assessment. But it doesn't end there. Depending on what work your business carries out, you could be asked to demonstrate evidence of:

- Sub-Contracting arrangements
- Designer Duties
- Construction Phase Plan
- Principle Designer Duties
- Principal Contractor Duties

Smas Worksafe – proud to support businesses across the UK

If you're going through the SSIP assessment for the first time, we know it can feel daunting. We hope this guide has given you an insight into what to expect and if you've still got questions don't worry – help is at hand.

As one of the UK's leading SSIP providers we've helped thousands of contractors show their commitment to workplace safety. Big or small, whatever the size of your business, we'll support you to achieve SSIP certification so you can get recognised nationwide and open up a world of opportunities for your business.

Whether you're ready to go for it or you're still not sure and would like some more advice, just get in touch and we'll have a chat. You can call us on **01752 697370** or email **info@smasltd.com**.

Did you know?

At Smas Worksafe we have a **97% first-time pass rate** on our SSIP assessment.