



Property, Development & Retail Management

## Competence

*Mandatory - December 2018*



**Landsec**  
**One Best**  
**Way**



## One Best Way

Essential information about our  
Health & Safety Standards.

### Property, Development & Retail Management

## Competence

### Site Management & Supervision

All Principal Contractor's/  
Contractor's management and  
supervisory staff employed  
on Landsec sites must have a  
demonstrable level of competence  
in management or supervisory  
skills and Health & Safety.

- The minimum standard for a Project Manager is Site Management Safety Training Scheme (SMSTS) or equivalent, and the relevant CSCS card to their occupation.
- For small works and trade supervisors the required standard is the Site Safety Supervisor Training Scheme (SSSTS) or equivalent and the relevant CSCS card, to their occupation. Our client commitments.

### Contractors are to ensure their works are adequately supervised by competent persons always.

Standards of supervision levels on projects will be determined according to the level of risk involved in the specific operations and the competence of those undertaking the task. Supervisors should be readily recognisable. (e.g. high vis vest or helmet with markings)

Contractors are required to declare and be able to demonstrate the level of Health & Safety training that has been completed by their managers and supervisors, relevant to their responsibilities.

### Operatives

- All tradesmen and operatives employed on Landsec sites will have a demonstrable skill level incorporating health & safety training e.g. a CSCS card at the appropriate level for the activities to be undertaken. "Right Card Right Job".
- This is in addition to any specialist or specific trade, task or safety training, which has been undertaken.

- These requirements must be monitored by the Principal Contractor for compliance throughout the project, with records maintained.
- If, at induction, operatives cannot provide the required proof of competency they must be refused permission to work on site.

Where English is not the first language of the site operative the employing Contractor will be required to employ a clearly identifiable supervisor / translator to ensure that:

- The site induction is understood.
- Site emergency arrangements are understood.
- All risk assessments and methods statements that are applicable to the operative are explained and the operatives sign the documents to demonstrate their understanding.
- There is a mechanism in place to update operatives, in a language they are fluent in, on the daily significant hazards on site.
- Any additional information is available in a readily understood format.
- They are appropriately supervised

Contractors should maintain evidence of competence and training for all managers, supervisors, trades and operatives under their control.



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### Training

Specific route of training / certification is required for the following:

- Crane & Lifting Appliance Operators, slinger / signallers, Lift Co-ordinators and Appointed Persons (CPCS)
- Forklift operators (CPCS, RITB, AITT)
- M.E.W.P. operators (CPCS/IPAF) – specific to the type of machine being operated and familiarisation training when working with MEWP's.
- PAL Plus advanced operator course should be considered for cherry picker work in a challenging and higher risk environment. Competency such as the IPAF PAV should be provided for Operatives using push along vertical platforms.
- Tower scaffold erection and use (PASMA) – including advanced guardrail training.
- Working at height must have the appropriate level of training and be specific to the work activity.
- All scaffolders must hold appropriate certification, under the CITB Scaffolders Registration Schemes [CISRS] and comply with the latest Guidance Note's supplied by NASC, the Scaffolding Association or specific training by manufacturers on System Scaffolds.

Use of Specialist Sub-Contractors: Landsec require all our Principal Contractors to appoint competent contractors; a starting point for this is procuring contractors from the appropriate industry federation, for example:

- NFDC (National Federation of Demolition Contractors)
- NASC (National Access and Scaffolding Confederation)
- The Scaffolding Association – Audited Membership status
- NAS (National Association of Shopfitters).
- Other specialist contractors must be sourced from the NSCC (National Specialist Contractors Council) e.g. NFRC (Roofing) FPS (Federation of Piling Specialists).





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Noted below are other competencies schemes accepted by Landsec. The following training and competence schemes are recognised by Landsec.

### **ACAD**

Thermal Insulation Contractors Association – (Asbestos)

### **ARCA**

Asbestos Removal Contractors Association

### **AITT**

Association of Industrial Truck Trainers covers all sectors of industry which use industrial trucks.

### **ALLMI**

Association of Lorry Loaders Manufacturers & Importers – training scheme for lorry loaders

### **BES**

Building Engineering Services that provides training, assessment and certification for people who work with, electrics, gas, water, steam and refrigerants

### **BICS**

Operator's proficiency training scheme – cleaners

### **BIOH/UKAS**

British Institute of Occupational Hygiene - Asbestos surveyors

### **BLA**

British Locksmiths Association

### **BT**

BT / Openreach / IOSH 'Passport' scheme for telecom engineers

### **CCDO**

Certificate of Competence of Demolition Operatives – demolition

### **CISRS**

Construction Industry Scaffolders Record Scheme for scaffolding operatives

### **CPCS**

The Construction Plant Competence Scheme replaces the CTA scheme, and is the main standard for plant operators.

### **CSCS**

Construction Skills Certification Scheme – H&S Test and appropriate trade competence. (right card right job)

### **Gas Safe (Previously CORGI)**

Legal requirement for people working on gas fittings or appliances.

### **GGF**

Glass and Glazing Federation

### **CSR/NICSR**

Construction Skills Register - workers in Northern Ireland affiliated with CSCS in Britain.

### **ECA (JIB)**

Electrical Contracting Association

### **EMTA**

Engineering & Marine Training Authority - Lift Maintenance Installation Engineering

### **EUSR/GWINTO**

Utilities – Gas Network Operatives, Water Experienced Worker etc.

### **FASET**

FASET is required from all operatives who are involved in erecting safety nets on site.

### **IPAF**

For users of all forms of powered access equipment.

### **IRATA**

Industrial Rope Access Trade Association training and certification in industrial rope access.

### **JIB card**

Electrical, electronic, installation engineering and building services personnel

### **NAS**

National Association of Shopfitters

### **JIN Scheme**

JIB Electro technical certification for electricians in the construction industry.

### **NASC**

National Access and Scaffolding Confederation

### **NFRC**

National Federation of Roofing Contractors



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### **NFDC**

National Federation of  
Demolition Contractors

### **NPORS**

National Plant Operative  
Registration Scheme

### **NRSA**

New Roads and Street Works Act

### **PMES (JIB)**

The JIB Plumbers, Mechanical  
Engineering Services (PMES) scheme  
is the standard measure of skills,  
knowledge, competency and Health  
and Safety awareness for the UK  
plumbing industry.

### **RTITB**

Road Transport Industry  
Training Board

### **SA-FE**

System Access Fall Elimination –  
best practice training association

### **The Scaffolding Association**

Audited Membership only

### **Score Card**

Scottish Builders Employers  
Federation registration, based  
on Skill and Safety.

### **Skill Card**

Engineering services register of the  
skills and competence for heating,  
ventilating, air conditioning and  
refrigeration sector of building  
services engineering.

### **SNIBJ**

Scottish and Northern Ireland  
Joint Industry Board

### **SPA**

(Safety Passport Alliance) 'Passport'  
schemes from food / petro-chemical  
specialist schemes

### **SAEMA**

Specialist Access Engineering  
and Maintenance Association  
Temporary Access e.g. Cradles

### **UKATA**

United Kingdom Asbestos  
Training Association

### **UKPIA/SPA**

United Kingdom Petroleum Industry  
Association 2TForecourt Contractor  
Safety Passport Scheme

*All visitors to site, including Landsec  
colleagues, Tenants, Service Providers,  
must report to the Principal Contractor  
where they will receive the appropriate  
level of briefing and be escorted at  
all times.*

### **Action to be taken:**

December 2018

### **Status:**

Mandatory

### **Further help & contacts:**

If you need any further information  
or guidance please contact any  
member of the Health, Safety  
& Security Team.



# AspireAssist

## 24/7 HelpDesk

Landsec | *Aspire* offers a 24/7 support service,  
direct from our innovative Customer Service Centre.

[assist.landseclink.com](https://assist.landseclink.com)



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