



# Certificate of Accreditation

**This is to certify that**

ERMC Ltd

**has achieved SafeContractor accreditation**

**Date:** 16th July 2024

**This certificate is valid until:** 16th July 2025

**Certificate number:** HW7326

**Signed:**

Alyn Franklin  
Alcumus CEO



23043



Alcumus SafeContractor Ltd is a UKAS accredited Type C Inspection body under ISO17020:2012 covering the SSIP Core Criteria element of the SafeContractor Assessment Standard.

Full Validation of this certification should be made via the SSIP Portal <https://www.ssiportal.org.uk/>



## Schedule to SafeContractor certificate

This SafeContractor certificate is awarded for the following services:

### Work Categories:

**Consultancy Services:** Construction Management, Historic Building Consultant, Project Management, Quantity Surveyor, Surveyor

**Designer:** Architectural Technologist, Building Surveying (Designer Duties), Designer (CDM Compliant)

**Principal Designer:** Principal Designer

### Industry Roles:

Consultant, Designer, Principal Designer

### Category Related Activities:

Selection & Control of Subcontractors

Full validation of this certificate should be made via the SSIP Portal [www.ssiportal.org.uk](http://www.ssiportal.org.uk)

**SafeContractor** accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the **SafeContractor** Charter Standards, which set out the health & safety standards required to achieve accreditation.

For more information on the Charter Standards, the **SafeContractor** scheme or for confirmation of this contractor's accreditation please telephone **SafeContractor** on 029 2026 6749.

[www.safecontractor.com](http://www.safecontractor.com)  
[www.alcumus.com](http://www.alcumus.com)

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Company registration number: 07618138



## Health and safety product

<b>Work Categories:</b>	<b>Consultancy Services</b> , Construction Management, Historic Building Consultant, Project Management, Quantity Surveyor, Surveyor <b>Designer</b> , Architectural Technologist, Building Surveying (Designer Duties), Designer (CDM Compliant) <b>Principal Designer</b> , Principal Designer
<b>Industry Roles:</b>	Consultant, Designer, Principal Designer
<b>Category Related</b>	Selection & Control of Subcontractors

### Questions

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please confirm the number of direct employees employed by the company.
- A. 30
- Q. Please provide your full health and safety policy (or safety statement if you are based in the Republic of Ireland). This should be signed and dated within the last 12 months.
- A. 190408-0136-5 - Health & Safety Policy.pdf  
190408-0136-5 - Health & Safety Policy (1).pdf
- Q. Please provide Name & Role of the person responsible for H&S within the company.
- A. Name: Sarah Chatwin. Position: Director
- Q. Do you use the services of a health and safety consultancy to support your organisation with your H&S requirements?
- A. Yes
- Q. Please provide the name of the H&S consultancy
- A. Natwest Mentor
- Q. Please select the expiry date of your contract with the H&S consultancy
- A. 01/12/2024
- Q. Please provide evidence that you have used the services of your named consultant within the last 12 months
- A. 240424-David Wark communication.pdf
- Q. Please provide evidence of their health and safety qualifications or relevant experience.
- A. David Wark Health and Safety Consultant Profile 2023.pdf  
240424-David Wark communication.pdf
- Q. Please provide a brief explanation of the advice given to you by this person or organisation within the last 12 months.
- A. We have requested reviews of our H&S policies and action plans which he has completed and agreed they cover the main points. We have requested where toolbox talks are located on the Natwest Mentor website we use and he confirmed the location.
- Q. Please provide evidence that you have discussed health and safety with your employees within the last 12 months.
- A. Updated Policies.pdf
- Q. Please provide evidence of site inspections/audits dated within the last 12 months.
- A. 230607-John O'Connor.pdf  
190111-0010-4 - Internal Audit Schedule for ISO 9001 (1).pdf  
240411-QMS\_IA-Support - Resources 7.1 (1).pdf

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please provide your work equipment maintenance records for the last 12 months.
- A. ERMC PAT TEST 2023.pdf
- Q. Please provide an explanation of how you discuss health and safety issues with clients, contractors or other trades before starting work.
- A. We communicate usually via email to inform clients and contractors their duties under the CDM 2015 Regulations which we will direct them. Below is an extract from an email sent in January 2024: The Principal Designer role is a separate role from the architectural services and I would direct you to the following web site that outlines your duties under the CDM 2015 Act – as the Client ? along with the role of the Principal Designer in ensuring that Health & Safety is now understood and taken forward in accordance with the Act. This is now more important in the project cycle as various other sub?consultants/designers come on board. Please bear in mind you cannot legally avoid the responsibilities of the Act and if you fail to employ a Principal Designer then you are deemed to take the role as Client. Construction ? Construction (Design and Management) Regulations 2015 ? What do I need to do? ? Commercial clients: roles and responsibilities (hse.gov.uk)
- Q. Please provide copies of site specific risk assessments and method statements (RAMS) dated within the last 12 months for each of the following work categories: Consultancy Services, Designer, Principal Designer
- A. Canford Paddocks Method Statement .pdf  
240716-Start of Activity Submission (Risk Assessment) (1).pdf  
Office and Administration Risk Assessment.pdf  
3026\_Design Risk Register\_2024-06-04.pdf  
230607-John O'Connor.pdf
- Q. Do you have a drug and alcohol policy?
- A. Yes
- Q. Please provide a copy of your Drug and Alcohol Policy
- A. 200616-0166-1 - Alcohol and Drugs Policy.pdf
- Q. Do you have a policy or procedure in place to manage occupational health issues including mental health and fatigue?
- A. No
- Q. Do you have a policy or programme in place that covers behavioural safety?
- A. Yes
- Q. Please provide a copy of your policy or programme in place that covers behavioural safety
- A. 200616-0167-1 - Conduct of Employees Outside the Office Policy.pdf  
220215-0261-1 - Abusive Behaviour Statement.pdf

### Sub Section: Enforcement action and accidents

- Q. Has your company name changed within the last 5 years?
- A. No
- Q. Please confirm if you have received any form of enforcement action from the Health and Safety Executive (HSE) or the Health and Safety Authority in the last 5 years.
- A. No
- Q. How many of the following accidents and incidents of work-related ill-health have occurred in the past 3 years?

A.

Year	Minor injuries	Reportable	Fatalities	Work Related Ill Health
2024	0	0	0	0
2023	2	0	0	0
2022	3	0	0	0

- Q. Please provide brief details of your last two work related accidents and any fatal accidents that have occurred. This must include their outcomes and any preventative measures implemented.
- A. Loading the trailer ramps on to the back of the trailer at which point he injured his back - Returned to work a few days later. Manual handling course had already been undertaken, so a reminder of what to do when lifting. Leaf blowing on pavement edging, vehicle collided with person/blower - Very minor bruising and continued working. Reminder to wear hi-viz clothing and awareness of surroundings. Signs were used to warn drivers but sun in eyes and not spotted until last minute.

### Sub Section: Qualifications and training

- Q. Please provide a copy of your current training matrix or a list of employees.
- A. 210726-0023-1 - Staff Training Matrix.pdf  
RE\_ Your SafeContractor Accreditation\_ Request for additional information (7).msg
- Q. Please provide examples of the trade specific or academic qualifications held by your employees for the work categories selected: Consultancy Services, Designer, Principal Designer
- A. RICS Firm Certificate for ERMC (exp 30.1.25).pdf  
CC AssocRICS membership card 2024.pdf  
DL AssocRICS membership card 2024.pdf  
231122-ltr from RICS re SS professional status renewal for 1 Jan 2024.pdf  
Noah Fidler\_BA(hons) Architecture Certificate.pdf  
AH MRICS Practising Membership Card 2024.pdf  
APM Corporate Partnership Certificate (exp 30.9.24).pdf  
CSCS Construction Contract Exp 30.06.24 - WE.pdf  
SSP SSSTS Exp 31.10.24 - WE.pdf  
RE\_ Your SafeContractor Accreditation\_ Request for additional information (6).msg  
Certificate of Completion PRINCE2 Foundation Glenn McGinness.pdf  
RE\_ Your SafeContractor Accreditation\_ Request for additional information.msg
- Q. Please provide examples of training/refresher training undertaken in the last 12 months.
- A. Asbestos Awareness - AJ.pdf  
Anti-bribery and Corruption - AW.pdf  
Health and Safety Induction - AW.pdf  
Asbestos Awareness - AH.pdf  
Health and Safety Induction - AH.pdf  
Operative Health, Safety & Environmental Awareness - BS.pdf  
CDM Regulations 2015 - Daniel Long.pdf  
Asbestos Awareness - DL.pdf  
James Quigley-CDM Regulations.pdf  
Asbestos Awareness - JQ.pdf  
COSHH - KN.pdf  
Health and Safety Induction - KN.pdf  
Sarah Chatwin-CDM Regulations.pdf  
Manual Handling Awareness - SC.pdf  
Health and Safety Induction - SC.pdf  
Stuart Sayce-CDM Regulations.pdf  
Asbestos Awareness - SS.pdf  
CPD-Utilising value engineering.pdf  
CPD-Understanding fire stopping and liability.pdf  
CPD-Fire safety, digitalisation and the golden thread.pdf  
CPD-Part L Compliance Considerations.pdf  
CPD-Understanding third-party certification processes for.pdf  
CPD-Sustainable Drainage Systems.pdf  
Health and Safety Induction - TH.pdf  
Asbestos Awareness - TH.pdf  
Certificate\_PAT\_Testing\_and\_Electrical\_Safety\_William\_Edwards.pdf  
230222-Asbestos Awareness for Architects and Designers V4.2-William Edwards.pdf  
Operative Health, Safety & Environmental Awareness - WE.pdf

### Sub Section: Qualifications and training

- Q. In the box below please outline the approximated number of your construction based workforce whom hold a CSCS or CSCS partnership Card - If no cards are held please provide a brief explanation why it has been deemed not applicable to your business.
- A. We no longer require these to visit sites as there is no longer the appropriate card for this.

### Sub Section: Selection and control of contractors

- Q. Please confirm the number of other companies you use as subcontractors.
- A. 8
- Q. Please provide a completed example of a subcontractor health and safety assessment that has been carried out in the last 12 months.
- A. 230201-Chapel Nurseries.pdf  
230607-John O'Connor.pdf  
240610-3366 - Estates Tender Questionnaire (1).pdf
- Q. Please provide evidence of how subcontractors are monitored whilst on site. This evidence should be dated within the last 12 months.
- A. 230607-John O'Connor.pdf  
230201-Chapel Nurseries.pdf  
RE\_ Your SafeContractor Accreditation\_ Request for additional information (5).msg
- Q. If your subcontractors are allowed to use other contractors to complete work on your projects, please explain how you monitor and manage these arrangements.
- A. I can confirm we do not secondary sub-contract

### Section: Insurances

- Q. Do you hold Employers Liability Insurance?
- A. Yes
- Q. Employers Liability Insurance Expiry Date
- A. 30/07/2024
- Q. Employers Liability Insurance Cover Amount
- A. £5000000
- Q. Do you hold Public Liability Insurance?
- A. Yes
- Q. Public Liability Insurance Expiry Date
- A. 30/07/2024
- Q. Public Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Product Liability Insurance?
- A. Yes
- Q. Product Liability Insurance Expiry Date
- A. 30/07/2024
- Q. Product Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Professional Indemnity Liability Insurance?
- A. Yes

- Q. Professional Indemnity Liability Insurance Expiry Date  
A. 16/06/2025
- Q. Professional Indemnity Cover Amount  
A. £10000000
- Q. Do you work at Airports?  
A. No
- Q. Please upload your current insurance schedule / summary of cover  
A. Employers Liability Exp 30.07.24.pdf  
Public and Product Liability Exp 30.07.24.pdf  
Professional Indemnity Exp 11.06.25.pdf

## Section: Designer

- Q. Are you able to provide evidence from projects undertaken in the last year that demonstrate how you have eliminated / reduced risk via design?  
A. GBC Small Sites ~ Designers Risk Assessments\_ Residual Hazards.pdf  
Risk Register V2.pdf  
Tender Stage Risk Register.pdf  
230523-3026-Risk Register Update.pdf  
3026\_Design Risk Register\_2024-06-04.pdf
- Q. Are you able to provide a copy of your process for managing changes to design?  
A. 181113-0109-3 - Architecture Process Flowchart.pdf  
181113-0110-3 - Surveying Process Flowchart.pdf  
210628-0209-1 - ERMC Technical Design Review Agenda.pdf  
Risk Register V2.pdf  
Tender Stage Risk Register.pdf
- Q. Are you able to provide evidence from the last year that shows how you ensure co-operation and co-ordination of design risk management with other members of the project team?  
A. 231123-2724-Pre Commencement Meeting Minutes.pdf  
240210-Branstone Farm Pre-commencement meeting minutes.pdf  
231219-2724-Pre Commencement Meeting Minutes.pdf  
Communication Consultation.pdf  
GBC Small Sites ~ Designers Risk Assessments\_ Residual Hazards.pdf  
Risk Register V2.pdf  
Tender Stage Risk Register.pdf
- Q. Are you able to demonstrate how your organisation makes sure that the client is aware of their duties?  
A. CDM Duties Revised Programme.pdf  
GBC Small Sites ~ Designers Risk Assessments\_ Residual Hazards.pdf
- Q. Are you able to provide evidence to demonstrate how you oversee design decisions and co-ordinate other designers on a project?  
A. GBC Small Sites ~ Designers Risk Assessments\_ Residual Hazards.pdf
- Q. Are you able to provide evidence to demonstrate how you prepare the pre-construction information and share with the rest of the project team?  
A. 211112-2724-1 Pre-Construction Information.pdf  
GBC Small Sites ~ Designers Risk Assessments\_ Residual Hazards.pdf  
Risk Register V2.pdf
- Q. Are you able to provide evidence to demonstrate how you communicate with the Principal Contractor during the construction phase?  
A. BLANK.docx  
211112-2724-1 Pre-Construction Information.pdf

Q. Are you able to provide evidence to demonstrate how you prepare and handover the health and safety file?

A. H&S File Contents.pdf  
H&S and O&M Manual List.pdf

Accredited