

ESSA ACCREDITATION

TIPS SHEET



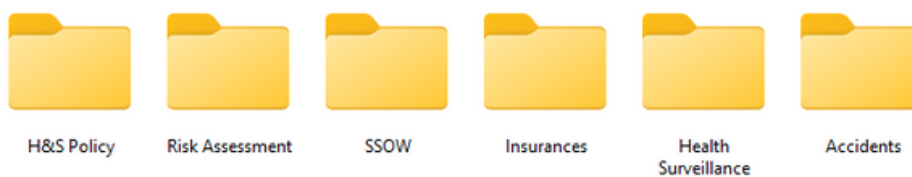
1 Approach one section at a time! Take some time to read the guidance notes for each section to get a good understanding of what is being asked for and what documentation you will need.

2 Use the pre-audit document! As you work through each section you can use the pre-audit document to tick off documents you have, ones that you need and ones that need reviewing (bringing up to date)

Competent H&S advice (corporate and construction based)	YES	NO	UPD.
Do you have someone who looks after your health and safety currently?	✓		
Do they have suitable skills, knowledge, experience and training?	✓		
Do you have proof of this training? (IOSH managing safely or equivalent)		X	
If you use an external consultant, can you prove a current agreement?			X

3 Help is out there! ESSA members have access to [Quest Cover](#) and ESSA Templates. Use these to help you create documents you may need. The [HSE website](#) is also very useful.

4 Collect all your documentation in one place! Create a folder for each section of the accreditation. Being easy to find and in one place will make the upload process a lot easier.



5 Review your documentation! Any documentation that you provide for the accreditation needs to be current and fully completed. Templates are not accepted and most need to have been reviewed within the last 12 months.

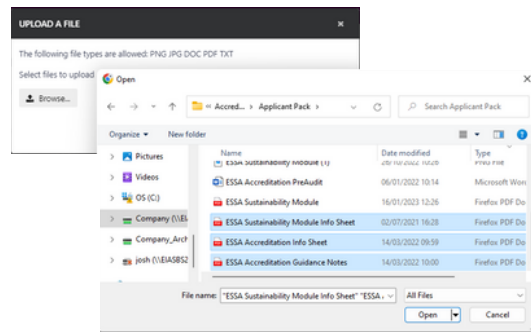
Date created: [01/02/2022](#) Created by: [W. Coyote](#)

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6 Upload a good sample size! You will need to upload a good sample size of your documentation in each area. The more examples the better but upload 5 or 6 examples as a minimum. Press "ctrl" and click to add multiple files.



7 Use the feedback! After you have submitted you will receive detailed feedback on any areas that aren't approved. You have 28 days to work on any shortfall areas and submit again. You have 3 submissions in total!

SHORTFALL:

1. The first aid arrangements/ procedure document is great however there is currently no evidence to show that it has been reviewed and signed off in the last 12 months. Please review, sign, date and re-submit the arrangements.
2. Please upload a copy of your first aid needs assessment document. (Page 8 - Guidance 3 - <https://www.hse.gov.uk/pubns/priced/174.pdf#page=9>)

8 Stay positive! Every submission will have shortfalls, especially as you get used to the accreditation standard. A shortfall may simply be a document missing or something needs reviewing. Don't see them as a negative.

✓ H&S Policy
⚠ Risk Assessment
✓ Safe Systems Of Work

⚠ Subcontractors
✓ Consultation with Employees
✓ Monitoring, Auditing and Reviewing

9 Keep on top on your filing! The accreditation is an annual process and you need to show that you keep on top of your systems and documentation. As documents are reviewed or new ones are received, keep them in the filing system so they are easily accessible for next year.

10 Bookmark the portal! Here is the link to the portal once you have been set-up... <https://accreditation.essa.uk.com/login> Save it as a bookmark and keep the username and password safe!