

ICE Health and Safety Register

Contents

1. Introduction	3
2. The Assessments.....	6
3. Continuing Professional Development (CPD)	7
4. Revalidation of Registration	7
Appendix A	9
Attributes of a registrant/advanced registrant.....	9
Appendix B	13
Detailed Guidance	13

“All members shall have full regard for the public interest, particularly in relations to matters of health and safety, and in relation to the well-being of future generations.”

- **ICE’s code of professional conduct, rule number 3**



1. Introduction

1.1 ICE is continually seeking to raise the standard of safety risk management across the industry. As part of this process, ICE has established a register for professionally qualified engineers and other construction professionals. The register allows members to demonstrate an enhanced and clearly defined level of competence in the application of health and safety risk management within the initiation, planning, design and construction process.

The register has two levels of membership: registrant and advanced registrant. Both levels provide an effective means of demonstrating that registrants possess all the attributes required to initiate, plan, supervise and co-ordinate construction safety as well as the attributes required by those who are designers, clients or contractors. The first level should be attainable by many newly qualified civil engineers and other construction professionals. The second level should be attainable by those who provide a lead in design and construction.

1.2 The register is intended for those individuals who have already demonstrated the construction process-related professional, technical and health and safety demanded by their professional membership requirements and who have also attained a higher level of competence in such matters. Such individuals may play important roles in construction and/or design teams or in manufacturing, client or regulatory teams. Registrants will thus have demonstrated the integration of their professional understanding of the breadth and technical aspects of the construction process, including design, with their health and safety understanding. This provides the competence to act in a wide range of roles in projects of varying complexity. The two levels of Health and Safety Register membership reflect this range of complexity.

The register provides evidence that those contributing to projects are well equipped to fulfill their duties. At the advanced level, this includes projects of a greater scale of complexity.

In the UK:

- Principal designers are responsible for planning, managing and monitoring the preconstruction phase of a project.



- The principal contractors responsible for planning, managing and monitoring the construction phase require not only knowledge of health and safety issues but also a technical understanding. This will enable them to hold meaningful discussions with other designers, contractors and clients and provides them with the ability to demonstrate that they can advise on the suitability and compatibility of designs and proposed method statements.

These requirements are fully met by the attributes demonstrated by registrants. Consequently, when selecting a principal designer or a principal contractor, register membership gives a strong indication of task knowledge and experience and provides evidence of particular expertise.

Safety regulations and associated guidance also require designers, contractors and clients to have sufficient relevant training and experience or knowledge and other qualities. Membership of the register demonstrates this safety competence.

1.3 To be accepted as a member of the register, you will need to have a sound knowledge and understanding of scientific/engineering/technical principles plus experience of construction processes - particularly relating to health and safety. You will also need to have a sound knowledge and understanding of processes that are likely to be required in the future use, maintenance, refurbishment or demolition of a facility.

1.4 To be accepted as a member you must be:

(a) professionally qualified with a construction-related professional body / institution licensed with the Engineering Council UK as EngTech/IEng/CEng and Member or Fellow grade. . You are welcome to contact registers@ice.org.uk for further details on eligibility. Continuing registration is dependent on retaining professional membership of your professional body. Failure to do so may result in removal from the register.

(b) successful at a Health and Safety Register's assessment.

1.5 You can become a member of the register at one of two levels: Health and Safety Register (HSR) and Health and Safety Register Advanced (HSR[A]). Engineering Technicians are not permitted to progress beyond the first level. However, progression from one level to another is

encouraged for those professionally qualified at IEng or CEng . Please refer to figures 1, 2 and 3 (on routes to acceptance diagram, page 5) for the various routes to acceptance as a registrant or advanced registrant.

(a) Health and Safety Registered (HSR)

Registrants at the first level will have demonstrated their understanding of the application of health and safety risk management within the construction process, such that they are able to contribute effectively to project teams, and/or act as principal designer or principal contractor. Similarly they may act for smaller or less complex projects, or those where there are low or few risks (See figure 1).

Success at the HSR assessment allows you to describe yourself as:

J Smith *Professional Qualifications*

ICE Health and Safety Registered

(b) Health and Safety Registered Advanced

Advanced registrants will have demonstrated their ability to apply health and safety risk management within the construction process, in roles where they provide a lead in health and safety matters. In addition, they will be able to undertake the duties of principal designer or principal contractor, or similar, for larger or more complex projects or those where there are high or unusual risks (See figures 2 and 3, on routes to acceptance diagram).

Success at the HSR(A) assessment allows you to describe yourself as:

J Smith *Professional Qualifications*

ICE Health and Safety Registered (Advanced)

1.6 With their consent, the names of individuals and their company will be publicly available on the register, via www.ice.org.uk/hsr.



2. The Assessments

2.1 To be accepted as a registrant, either as a direct applicant or progression from HSR to HSR(A), you must meet the requirements at the assessment, as outlined in Appendix A.

2.2 The HSR and HSR(A) assessments consist of:

- The submission of documents (see Appendix B)
- An assessment of these documents by assessors, who are registrants (advanced) themselves.

Routes to acceptance as a Registrant / Advanced Registrant

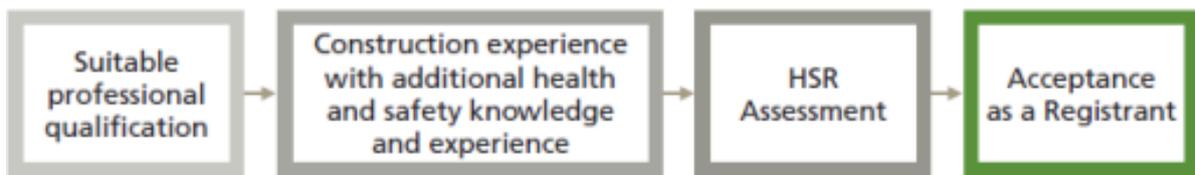


Figure 1 – Direct route to acceptance as a Registrant (HSR)

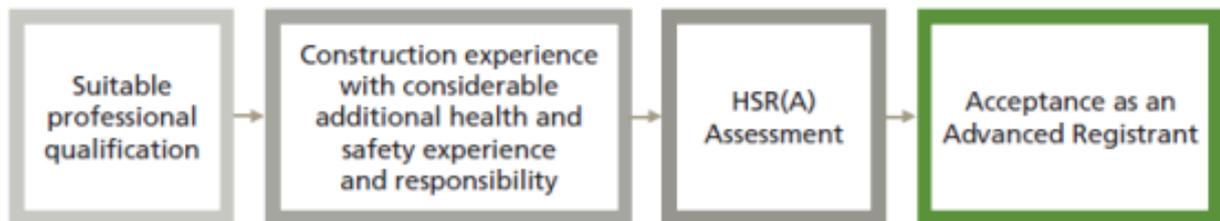


Figure 2 – Direct route to acceptance as an Advanced Registrant (HSR(A))

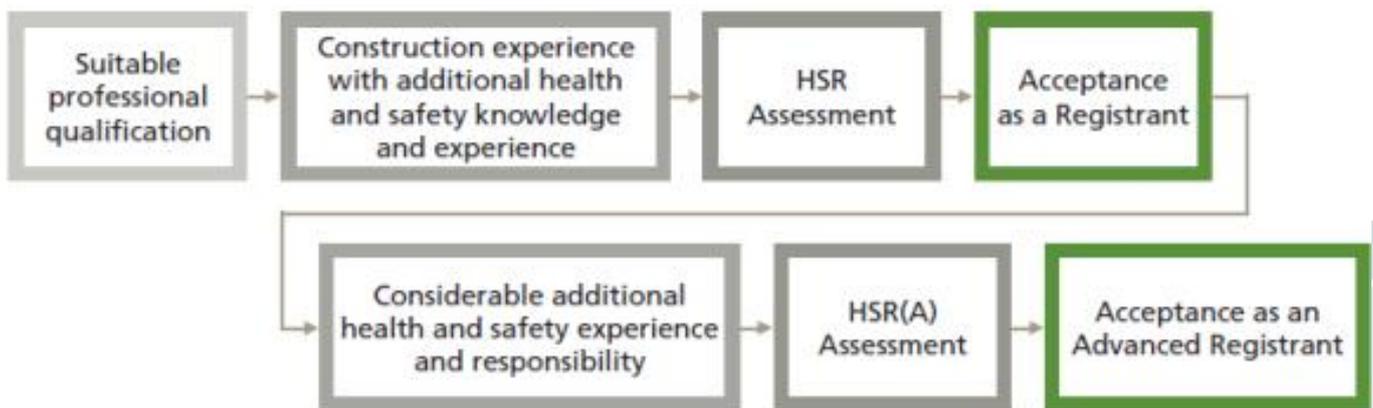


Figure 3 – Progressive route to acceptance as an Advanced Registrant (HSR(A)). No minimum or maximum period of experience is required between the two levels of registration.

3. Continuing Professional Development (CPD)

3.1 Continuing Professional Development (CPD) is defined as the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout your working life.

3.2 As part of your application, you will be assessed on your commitment to CPD both to date and in the future. Your CPD record should be in accordance with the requirements of your host institution. The planning and recording of CPD may best be demonstrated by regular use of a Development Action Plan (DAP) and a Personal Development Record (PDR) as set out in [ICE CPD Guidance](#). Alternatively, similar documents containing information on CPD which has been planned and undertaken, either as required by other professional bodies, or your employer, can be used.

3.3 You should always plan to achieve a well-balanced programme of CPD, including technical, managerial and professional topics, placing an additional emphasis on maintaining your knowledge of health and safety issues. You will be expected to focus this part of your CPD on attaining knowledge and understanding of new or emerging health and safety legislation and other relevant health and safety matters.

3.4 As a member of the register, you must follow the systematic maintenance, improvement and broadening of knowledge, skills and competence (CPD), particularly in health and safety matters.

4. Revalidation of Registration

4.1 Revalidation documents

Registration is valid for a period of five years, after which time those registered will be asked to submit the following documentation in order to demonstrate that they have maintained their skills:

- A revalidation form
- CPD record

- CV
- Evidence of membership of their host professional institution, if required

4.2 Completion of the revalidation form

This is to verify your personal details. A short (no more than 250 words) descriptive summary of your working activities, outlining your development in the application of the principles of health and safety is to be included.

4.3 CPD record

Your CPD record must be in accordance with the requirements of your host institution and focus on the quality and range of CPD undertaken during the five years since registration.

4.4 CV

Your CV should particularly focus upon the five years since registration.

4.5 Additional information

If your assessors are not satisfied with the information provided, you may be requested to provide additional information or they may request that you attend a revalidation interview.

4.6 Result

There are three application cycles per year available on the [ICE Website](#). These contain the application deadline, interviewing periods and result dates.

If your application is successful you will receive an email confirming that you can retain your registration for a period of 5 years.

If you are asked to provide additional information and your assessors are subsequently still not satisfied you will be removed from the register. If you wish to re-instate after you have been removed, you will need to re-apply via the standard application process.



Appendix A

Attributes of a registrant/advanced registrant

A1.1 As a professionally qualified member of a construction-related institution licensed by the Engineering Council, you will have demonstrated a number of attributes when you were awarded membership. At the HSR or HSR(A) assessment, you must have obtained additional health and safety knowledge, experience and responsibility to a level such that you can demonstrate all of the attributes shown in the relevant column(s) in Table 1.

A1.2 If you apply for the HSR assessment, you must be able to demonstrate that you possess the attributes listed in column 2 of Table 1. If you apply for the HSR(A) assessment directly, you must be able to demonstrate that you possess the attributes in both columns 2 and 3.

As explained in section 2, you may directly apply for the HSR(A) or first apply for the HSR and, if you are professionally qualified to an incorporated and chartered, then progress to the HSR(A). Should you follow the latter route, at the HSR(A) assessment, your assessors will assess you only against column 3 in the table.

A1.3 The assessors will judge your level of attainment of the attributes with regard to their relative importance within your field of work as described in your application.

Table 1		
Attributes to be demonstrated by a registrant at the HSR(A) for direct entry		
(1) Attribute Group	(2) Attributes of a registrant to be demonstrated at the HSR	(3) Additional attributes of a registrant (advanced) to be demonstrated at the HSR(A)
1. Health, Safety and Welfare (HSW) policy and organisation	Understand the principles of appropriate HSW policy and organisation, and be able to contribute, including a sound understanding of key elements and when to seek further advice.	An ability to advise an organisation on its approach to Health and Safety, its HSW organisation and its responsibilities.

<p>2. Arrangements</p>	<p>Understand the appropriate arrangements for HSW management both within an organisation and on projects.</p> <p>An awareness of the place of management standards.</p> <p>An ability to co-ordinate health and safety arrangements, and supervise relevant to their level of responsibility.</p>	<p>A very good understanding of the relevance of appropriate arrangements and their potential effect (and limitations) during a project.</p> <p>An understanding of the scope and applicability of management standards such as BS OHSAS 18001.</p> <p>An ability to supervise and coordinate health and safety arrangements on larger or more complex projects or those where there are high or unusual risks.</p> <p>An ability to advise and implement appropriate HSW arrangements.</p> <p>Experience in making such arrangements.</p>
<p>3. Competence, training and information</p>	<p>An ability to explain the differences between training, information and competence, and to advise on their delivery and achievement.</p>	<p>An ability to recognise how and when these are required and methods of their delivery.</p> <p>An ability to assess the need for varying levels of competence on different projects and in different roles.</p>
<p>4. Monitoring audit and review</p>	<p>Understanding of systems and their implementation, their monitoring procedures and processes and how to prepare for a periodic audit.</p> <p>An ability to communicate the reasons for monitoring, and</p>	<p>An ability to advise on appropriate arrangements for monitoring, audit and review.</p> <p>An ability to review such systems, their outputs and to recommend appropriate improvements.</p>

	to carry out audits relevant to their level of responsibility.	
5. Project involvement	An ability to demonstrate the importance of consultation with all involved in a project.	An ability to implement appropriate and effective mechanisms for communication.
6. Vetting and appointing competent persons and organisations	A sound understanding of the reasons to vet and appoint competent persons and organisations, and some experience with and the ability to contribute to competence reviews.	An ability to set up arrangements for vetting and appointing competent persons and organisations.
7. Hazard elimination and risk control	An ability to apply the Principles of Risk Management and of Prevention appropriately, in ways which demonstrate a sound and detailed understanding of their application in the construction environment.	An ability to implement appropriate processes of risk management, whether in design or construction, including Hazard identification. An ability to prepare appropriate risk assessments, management of risk information and to effectively communicate them.
8. Safe systems of work	A sound understanding of the need to identify safe methods of work and the process of developing them from designs or risk assessments. An ability to consult and develop appropriate safe methods of work in the construction environment.	An ability to develop and assess safe systems of work for effectiveness and to communicate appropriately the process of developing them.
9. Occupational health	An understanding of occupational health issues relating to construction and the ability to manage those issues appropriately, relevant	An ability to carry out appropriate assessments to prevent occupational ill-health, understand the place of health surveillance and

	to their level of responsibility, including recognising the reasons for appropriate welfare facilities	implement effective control measures.
10. Co-operating and co-coordinating with others	An understanding of the design and construction process and the interface between duty holders. An ability to contribute to effective communication.	An ability to ensure effective communication across the interfaces.
11. Accident and incident management and investigation	An ability to implement the processes for accident/incident reporting.	An ability to investigate accidents /incidents, identifying causes, to review the results and be involved in follow-up action. An understanding of the reasons for such investigations.
12. Commercial aspects of safety	An understanding of the financial implications of health, safety and welfare in construction. An understanding of the cost of accidents and other safety incidents. An understanding of the cost of safety services and consultancy.	An ability to evaluate the financial implications of incorporating health and safety measures in the construction processes. An ability to calculate the cost of accidents and other safety incidents.



Appendix B

Detailed Guidance

B1 Expression of interest

If you are unsure of your register level, you can complete an [expression of interest](#) form and forward to registers@ice.org.uk. We will advise you of the most appropriate level of registration or if it is appropriate for you to continue with a submission.

B2 Application process

B2.1 Health and Safety Registrant (HSR) and Health and Safety Registrant (Advanced) (HSR[A])

The application is in two stages. It requires you to:

- submit the required documentation (see B2.3)
- attend an interview with two appointed assessors (see B7)

B2.2 Submission documentation

Health and Safety Registrant (HSR) and Health and Safety Registrant (Advanced) (HSR[A])

For both HSR and HSR(A) applications, your submission documents include:

- A detailed [application form](#) plus a non-refundable [fee](#)
- A CV of no more than 1000 words
- An Experience report of no more than 2,500 words with no appendices
- A CPD record

To transfer from HSR to HSR(A), please see Appendix A.

B3 CV



You will need to submit a CV of no more than 1,000 words that provides a chronological review of your career. It should indicate your role and responsibilities held in various projects and/or activities in the construction environment with which you have been associated.

B4 The Experience report

The HSR Experience report should demonstrate how your work experience and career to date have led to a level of all-round professional competence in health and safety matters as described by the attributes in Table 1. It should be written in the first person and should detail your involvement in the management and the decision-making processes of health and safety in various projects and/or activities with which you have been associated.

The Experience report is designed to give your assessors a more rounded picture of you. Your report should address the type of work you are involved in, discussing the increasing levels of competence and expertise as your experience develops. This could include further studies, specific areas/specialisms pursued and attained. You should relate to the health, safety and wellbeing aspects of your work, indicating for example how you have engaged with prevention through design, how your work has met the professional obligations, as defined in the professional code of conduct of your institution, and how the attributes specified in the application form have been achieved. As a narrative, you have flexibility to provide details and background to your development and your commitment to health, safety and wellbeing.

B5 The application form

It will address each of the attributes separately (at Level 1 and at Advanced level) and should be illustrated using specific verifiable examples from your experiences, on how you have met the criteria.

B6 Continuing Professional Development (CPD)

For the HSR and HSR(A) assessment process, your CPD record should be in accordance with the requirements of your host institution and highlight health and safety CPD undertaken in addition to your normal professional obligation. Your Development Action Plan should also highlight additional health and safety activities.

B7 The interview

B7.1 You will be expected to attend an interview. If on being notified of your assessors' details you find that you know an assessor personally, or feel there may be a conflict of interest, you should advise registers@ice.org.uk immediately. Assessors are similarly advised.

The interview will last no longer than one hour. The objective of the interview is for you to demonstrate, through your experience and responsibilities, you have achieved the relevant attributes that you meet the required attributes.

Assessors will be seeking to clarify and confirm that the evidence of competence you have provided meets the requirements of Appendix A and is supported by your responses to their questioning. If you have not demonstrated sufficient evidence of a particular aspect, your assessors may frame specific questions to try to draw out knowledge and experience in that area. However, it is your responsibility to demonstrate the achievement of competence as well as that of the assessors to verify it.

B7.2 Where possible, interviews are conducted online. They are arranged by the ICE Registers and Professionalism Executive, at a mutually agreed time to suit both candidates and assessors.

B8 Plagiarism

B8.1 Plagiarism is presenting the work of others as your own. This means using words or ideas, for example, without the permission of the original author or authors, or without their acknowledgement. Plagiarism should be avoided at all times and this includes any reports, drawings and presentations that you submit.

Here are some guidelines to help avoid plagiarism:

- Don't cut and paste material from others
- Where you've directly quoted others, or the work of others, attribute the source fully and, where appropriate, use quotation marks. As a rule of thumb, material derived from others should be considered a quote, unless it's assumed to be common knowledge – for example, standard equations that are in the public domain

Plagiarism is taken seriously by the Health and Safety Register. Should there be concerns submission, ICE, on behalf of the register, will investigate including using plagiarism detection software. If this shows significant levels of similarity with any unattributed sources you will be contacted by the ICE and asked to provide an explanation.

Collusion

B8.2 In the context of your submission, collusion is any agreement to conceal someone else's contribution to your piece of work. The guidance above equally applies to avoiding collusion.

Plagiarism and collusion may lead to a ban on applying for registration or, for existing registrants, permanent expulsion.

If an allegation of plagiarism or collusion is made relating to your application for membership, no result will be given until an investigation has taken place.

B9 Application and results

B9.1 The cycles include the time required for assessors to process the result as well as for quality control, auditing and approval processes. Your result will be sent to you via email.

B9.3 Should you be successful at your assessment, you will be asked by the Professionalism Executive whether you would like your company details to be listed on the ICE website and how you would like them to appear.

B9.4 If the assessment results in a deferral, you will be provided with an indication of where you were satisfactory as well as the reasons for deferral. The holistic nature of the assessment requires you to undertake all of the assessment process again. You should therefore prepare in the same way as you did for the original assessment, taking particular attention to show in your new submission how you have addressed the concerns of the original assessors. When resubmitting the documentation, you will have to satisfy the new assessors that you can demonstrate all the required attributes and not just those that caused the deferral during previous assessment(s).



B9.5 There is a right of appeal in cases of perceived error in process or for unforeseen events. Appeals are only accepted if received within two months from the date of the failure letter. Please contact registers@ice.org.uk for full details.

B9.6 To be valid, a non-refundable fee must accompany any appeal.

For more detailed information and practical advice on the Health and Safety Register membership, visit www.ice.org.uk/hsr.



Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

Institution of Civil Engineers
One Great George Street
Westminster
London SW1P 3AA
UK

T: +44 (0) 20 7665 2012
E: membership@ice.org.uk
W: ice.org.uk

Institution of Civil Engineers is a Registered Charity in England & Wales (no 210252) and Scotland (SC038629).

