

Annual Declaration 2017-2018

COMPANY NAME: _____



National Federation of Demolition Contractors
Voice of the Global Demolition Industry

TO BE RETURNED BY 30TH NOVEMBER 2018

In accordance with the Rules of the Federation, ALL CORPORATE Members are required to complete an Annual Declaration Form. Please ensure that ALL Sections are completed and information requested is supplied before returning the **DECLARATION WITH YOUR ANNUAL SUBSCRIPTION PAYMENT TO** - NFDC Limited, Resurgam House, Paradise, Hemel Hempstead, Hertfordshire, HP2 4TF.

IF YOUR ANNUAL SUBSCRIPTION IS NOT PAID BY 30TH NOVEMBER 2018, YOUR COMPANY NAME WILL NOT APPEAR IN THE YEARBOOK.

Payment by cheque or via BACS: - HSBC Account Number 81575430; Sort Code 40-24-07

DECLARATION

I/We declare that during the year ending 31 October 2018, I/We have abided by and shall undertake to continue to abide by the Rules and decisions of the Federation, and have complied with, and will continue to comply with, the provisions of the Demolition Industry Conciliation Board's Working Rule Agreement.

I/We confirm that for the year ending 31 October 2018, that ALL Sections have been completed to the best of my/our knowledge and that the information given therein is true.

I/We confirm our company's compliance with statutory obligations under the Race Relations Act 1976.

I/We confirm that during the forthcoming year, from 01 November 2018 until 31 October 2019, I/We will undertake to maintain continuous Demolition Specific Employers Liability Insurance of £10 million. I/We will undertake to maintain Public Liability Insurance cover, which will be a minimum of £5 million.

An electronic copy of this form is available to download from the NFDC Website.

1)**COMPANY DETAILS**

Company Name		
Companies House Registration Number		
NFDC Region		
NFDC Membership No.		
I confirm that I have read the declaration and agree to abide by the Federation Rules Version 16 – dated May 2016.	Yes	No
Name of person completing the Form	(Please Print)	
Please sign and confirm that all the details entered on this form are correct.	Signature	
Position in the Company		
Date		

NOTES

ALL SECTIONS MUST BE COMPLETED AND THE RELEVANT INFORMATION SUPPLIED TO THE NFDC OR YOUR FORM WILL BE RETURNED TO YOU.

Under the Rules of the Federation Version 16 dated May 2016 Edition (available on the NFDC Website), ALL MEMBERS are required to: -

- A. Report all **FATAL ACCIDENTS, MAJOR INJURIES AND DANGEROUS OCCURRENCES (i.e. RIDDOR reportable) and ENVIRONMENTAL INCIDENTS** to the Chief Executive within **fourteen days from occurrence**. For RIDDOR reports, a copy of Form F2508 sent to the HSE, or an electronic copy of the report provided by the Incident Contact Centre, (if reported via the internet), will fulfil this requirement.

PLEASE ENSURE YOU INDICATE YES OR NO IN THE ACCIDENT SECTION.

- B. All Members are required, as a condition of Membership, to train all their Operatives. **ALL** Demolition Operatives working within the demolition zone on site must hold a CCDO Card and have up-to-date asbestos awareness and demolition safety training.
- C. All Members are required to hold and continuously maintain Demolition specific employer's liability insurance cover of a minimum of £10 million and public liability insurance cover of a minimum of £5 million.
- D. All Corporate Members are required to attend the minimum number of 3 meetings a year as per NFDC Rules.
- E. All Corporate Members are required to have a minimum of one Federation site audit per year.

2) CITB CONSTRUCTION SKILLS

Confirm that your Company is CITB Construction Skills registered.	YES	NO
CITB Construction Skills Registration Number		
How much CITB Levy did your company pay for the period 6 th April 2017 to 5 th April 2018?	£	
How much CITB Grant did your company claim for the period 1 st August 2017 to 31 st March 2018? (Note: CITB's new Grant Scheme came into effect from 1 st April 2018.)	£	
Do you require assistance with grant claims?	YES	NO

3) GOVERNMENT APPRENTICESHIP LEVY

Does your Company pay the Government Apprenticeship Levy?	YES	NO
If you answered YES to the above, do you have an Apprentice enrolled on a Programme and for which occupation?	YES	NO
Enter Occupation		

4) NDTG £1,000 TRAINING VOUCHER

If you were eligible, have you taken advantage of the £1,000 Training Voucher provided by the NFDC?	YES	NO
Would you like a member of staff to contact you regarding the training available?	YES	NO

5) BUILDING & CIVIL ENGINEERING BENEFIT SCHEME (B&CE)

Confirm your Company belongs to B&CE Template Scheme covering Employee Accident Cover and Employee Life Cover.	YES	NO
B&CE Registration Number		
Confirm all employees other than Administration Staff are covered by the Scheme.	YES	NO
Confirm that you have read and are fully compliant with the B&CE Scheme or equivalent as per the Working Rule Agreement 2018-2020. See extract overleaf.	YES	NO
If you do not belong to the above B&CE Scheme, but an alternative Scheme, please complete Appendix A and return it with this form.	Ensure the insurance declaration has been signed by your Insurance Broker and their confirmation letter is returned with this form.	

EXTRACT FROM THE WORKING RULE AGREEMENT 2018-2020

B&CE DEATH BENEFIT SCHEME

- (a) An Operative is entitled to a death in service benefit, of £32,500 and doubled to £65,000 payable if the cause of death is an accident at the place of work or an accident while travelling to or from work, as defined in the Building and Civil Engineering Benefits Scheme, which is published separately.
- (b) Cover is to be provided by membership of the B&CE Template Scheme.

GUIDANCE NOTE

Since the entitlement to death in service benefit cover is a provision of the Working Rule Agreement, it follows that it constitutes part of the terms and conditions of employment of Demolition and Dismantling Operatives. Employers, therefore, who fail to observe the Building and Civil Engineering Benefits Scheme, shall themselves be liable for the appropriate benefits in the event of the retirement or death of Operatives in circumstances covered by the Rules of the Scheme.

6) DEMOLITION OPERATIVES AND DEMOLITION PLANT OPERATIVE

Enter total number of Demolition Operatives who hold CCDO Cards at all levels, employed as at 31 st October 2018	
Enter total number of Demolition Plant Operatives who hold a CPCS Card, employed as at 31 st October 2018.	
Enter number of Demolition Plant Operatives who hold CPCS "D" Category Cards.	

7) DIRECTORSHIPS

(a) Has there been any changes in Company Directors/Principals in the past year ending 31 st October 2018.	YES	NO
If "YES", provide details in writing addressed to the Chief Executive at Resurgam House, enclosing an organisation chart of your Principals and Directors.		
(b) Has the controlling interest changed?	YES	NO
If "YES", provide details in writing addressed to the Chief Executive at Resurgam House.		

8) ANNUAL TURNOVER

Please state your annual turnover in £'s (this information will be kept confidential)	£
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9) RIDDOR AND ENVIRONMENTAL INCIDENTS

SUMMARY RETURN 01 NOVEMBER 2017 TO 31 OCTOBER 2018

Members are required to notify the Chief Executive within fourteen days of ALL INCIDENTS, ACCIDENTS, MAJOR INJURIES & DANGEROUS OCCURRENCES REPORTED TO THE HSE AND ENVIRONMENTAL INCIDENTS in accordance with Rule 5.5.

The information contained in this form, is and will be, treated by the Federation in strict confidence. No details of individual accidents will be made available outside National Council without the prior consent of the Member. Please include accidents or incidents which involved Sub-Contractors, anyone else on site, or members of the public. ***Please ensure either one of the boxes below is completed.**

Did your Company have any Incidents/Accidents/Major Injuries and Dangerous Occurrences? (If yes) provide details below.	YES*	NO*

Company Name	
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Details	Date

APPENDIX A - ALTERNATIVE COVER TO B&CE SCHEME

INSURANCE DECLARATION

In compliance with the Demolition Industry Conciliation Board (DICB) Working Rule Agreement, all Members must demonstrate that all Operatives in full-time demolition employment are registered with and operate throughout their Membership, the B&CE insurance scheme or an alternative scheme approved by the National Council.

If your company operates an alternative Scheme to the B&CE, please ask your Insurance Broker to provide a letter confirming that their Scheme meets the Federation's Terms and Conditions **and attach it to this annual return**. Please also ensure your Insurance Broker signs this declaration page below.

Signature_____ Print Name_____

Company_____ Date_____

Company Stamp: -

10) ANNUAL RETURN OF DEMOLITION ARISING

Period Covered from 1 st November 2017 to 31 st October 2018 - Confidential Information	
Company Name	
Region	
Name of Person Completing the Form	

		A	B	C	D	E	F	G	H	I	J		K (1)	K (2)
	Has your company sent any glass to a glass recycler who recycles it back to glass (instead of crushing it into aggregates)?	Un Processed Hardcore Used on Site (A)	Unprocessed Hardcore Removed Off-Site for Recycling Or Reuse (B)	Hardcore Crushed On-Site For Use On-Site (C)	Hardcore Crushed On-Site For Off-Site Sale (D)	Metals Sent For Recycling Or Reuse	Timber Sent For Recycling Or Reuse	Gypsum Sent For Recycling Or Reuse	Total Amount Of Insulation Waste Produced	Total Non-Hazardous Mixed Waste Sent For Recycling	Non-Hazardous Waste To Landfill Or Incineration		Non Asbestos Containing Hazardous Waste To Landfill	Asbestos Hazardous Wastes
LoW*						17 04 07	17 02 01	17 08 02	17 06 04	17 09 04	17 09 04		17 09 03*	17 06 05*
	Tick Box	<u>Tonnes</u>	<u>Tonnes</u>	<u>Tonnes</u>	<u>Tonnes</u>	<u>Tonnes</u>	<u>Tonnes</u>	<u>Tonnes</u>	<u>Tonnes</u>	<u>Tonnes</u>	<u>Tonnes</u>		<u>Tonnes</u>	<u>Tonnes</u>
<u>Whole Figures in Tonnes Only</u>	YES													
	NO													

(H) Approx. % recycled
%

Enter approximate figures in TONNES ONLY - * If you do not know both K (1) and K (2) enter all hazardous under K(1) only.

NFDC FEEDBACK 2018

We would like to make sure that you are happy with the service that the NFDC we are providing. To help us to maintain our high standards, we would be grateful if you could spare a few minutes to complete and submit this questionnaire.

Please rate the following areas on a scale of 1-5, 1 = poor; 5 = excellent. (Mark appropriate box with an X)

Company Name: _____

	Score out of 5	1	2	3	4	5
1	The accuracy of our service.					
2	The usefulness of NFDC literature.					
3	NFDC Email alerts, are they hitting the mark?					
4	The level of service provided to you over the telephone by NFDC staff.					
5	The NFDC website.					
6	NFDC Annual General Meeting Awards.					
7	Promotional activity, including Demolition and Dismantling Magazine.					
8	NFDC Regional Meetings.					
9	What are your observations regarding the annual site audit?					
10	Do you display the NFDC Accredited Site Audit Scheme (ASAS) Boards on your hoardings?	YES			NO	
11	Do you use the NFDC Additional Site Audit Service, whereby you voluntarily submit and pay for an additional site audit in any one year?	YES			NO	

NFDC FEEDBACK 2018



Please provide us with any comments you wish to make. This information will be used to measure our performance and where necessary, improve our service. Your co-operation is very much appreciated and we look forward to working with you in the forthcoming year.

Comments: -

NDTG FEEDBACK 2018



Your Training Needs

	Yes	No
Do you use the National Demolition Training Group's Training Service?		
If not – please tell us why?		
Would you like an NDTG representative to visit you to discuss your requirements for the coming year?		
Would a member of your company be interested in becoming an in-house Trainer for the NDTG?		
Would a member of your company be interested in becoming an NVQ assessor?		
Do you need to upgrade any CCDO cards through the NVQ scheme?		
Do you have any bespoke course requirements in 2018?		
If yes, tell us which courses you need in the table below:		
Asbestos Awareness		
CCDO Labourer		
CCDO Demolition & Refurbishment Operative		
CCDO Topman		
CCDO Chargehand		
CCDO Supervisor (inc. Demolition Operative Safety Awareness)		
CCDO Supervisor Refresher (inc. Asbestos & Demolition Operative Safety Awareness)		
CCDO Manager		
CCDO Manager Refresher		
Safe Use of Oxy / Fuel Cutting		
OTHER:		
Can the NDTG help with your CPCS plant assessments?		
Other:		

How can we help you further?

	Yes	No
More info / help regarding the CCDO card scheme		
Information regarding the NVQ upgrade system		
CPCS plant enquiries		
Other:		

Comments regarding the NDTG Services

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(Please continue on a separate sheet if necessary)

How can the NDTG support you further?

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(Please continue on a separate sheet if necessary)