

CONTRACTOR HEALTH AND SAFETY QUESTIONNAIRE:

The Health and Safety at Work etc Act 1974 and the Construction (Design and Management) Regulations 2015 impose a duty on those placing contracts to make reasonable enquiries regarding the suitability of contractors whom they employ. Such enquiries include checks on knowledge and competence and on adequate resourcing for health and safety. In order for us to make these reasonable enquiries, please provide the following information.

Please note: Your company/organisation may be required to produce evidence in support.

1 DETAILS OF CONTRACTOR & CONTACT:

Company Name.....

Address.....

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Telephone Number..... Mobile Number.....

Email

I certify that the details given are correct

Signature

Name and Initials (block capitals)

Title

Date

2 NATURE OF BUSINESS

Please indicate the type of work/services you provide.

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3 HEALTH AND SAFETY POLICY STATEMENT

(Applies if you employ five or more persons)

3.1 Please **attach** your latest Health and Safety Policy, including statement and summary of organisation and arrangements as required by Section 2(3) of the Health and Safety at Work etc Act 1974.

3.2 Please give the name, initials and job title of the person having executive responsibility for Health and Safety in your company.

Name:

Job Title:

4 HEALTH AND SAFETY ASSISTANCE

Please give details of your professional Health and Safety Adviser(s), Consultant(s) or other competent person(s) appointed to assist with health and safety measures as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Name(s):

Job Title(s):

Qualifications: **(Attach Copies)**:

Employed by:

Telephone Number(s): e-mail

5 HEALTH AND SAFETY INSTRUCTION AND TRAINING

Please give details of any health and safety instruction and training given to your Managers, Supervisors and Operatives within the last three years. (i.e. Training Matrix). **(Attach relevant examples).**

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6 SAFE SYSTEMS OF WORK

6.1 State how you carry out risk assessments and how you prepare method statements.
(enclose 2 examples of each)

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6.2 State how you bring to the notice of your site personnel and contractors the requirements of your system of work on sites, including risk assessments, COSHH assessments, method statements etc.

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6.3 How do you ensure that your employees and contractors comply with your safe systems of work?

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7 SUBCONTRACTORS (if applicable)

How do you assess the health and safety record and competence (training) of companies with whom you place contracts? (Attach Blank Form).

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8 INSPECTIONS, AUDITS AND MONITORING

How do you monitor performance on health and safety in the works under your control?
(Attach examples).

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9 YOUR ACCIDENT AND ENFORCEMENT STATISTICS

9.1 Please provide your accident statistics for the past 3 years.

	To Present this Year		Previous Year		Year before that	
	Employee s	Sub- Contractor s	Employee s	Sub- Contractor s	Employee s	Sub- Contractor s
No. Fatal Injuries (a)						
Total No. Reportable Injuries (RIDDOR 2013) (b)						
No. Employees/Su b-Contractors (c)						
Incidence Rate [(b) x 1000 / (c)]						
No. RIDDOR injuries to public						
No. RIDDOR dangerous occurrences						
No. RIDDOR ill health reports						

9.2 Please give details of any improvement notices, prohibition notices or prosecutions served on your company by any Enforcing Authority within the last **Five** years.

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10 OTHER RELEVANT INFORMATION

Any other information which you wish to include in connection with these enquiries, e.g. membership of Health and Safety Groups, receipt of Safety Awards, use of incentive schemes, health surveillance, technical support, etc.

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Attach copies of relevant Insurance:

- 1) Employer's Liability Insurance
- 2) Public Liability.....

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Any Additional Information:

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