

Appendix 4 :Contractors Health and Safety Questionnaire (Form CCHSQ1)

1. DETAILS OF CONTRACTOR / SUB-CONTRACTOR	
Name of Company:	
Address:	
Telephone Number:	
Contact for Further Information:	
Email Address:	
2. NATURE OF BUSINESS	
2.1 Please indicate the type of work services you provide and for which you wish to be considered.	
2.2 Approximately how many employees are there in your Company?	
3. INSURANCES	
3.1 Please provide copies of your Employers' & Public Liability Insurance and, if applicable, Professional Indemnity Insurance.	
4. SAFETY SCHEME MEMBERSHIP	
4.1 Is your Company a member of any Safety Scheme in Procurement (SSIP)?	
4.2 Please provide SSIP membership certificate/details (if your Company has SSIP membership proceed to Section 14):	
5. HEALTH AND SAFETY POLICY STATEMENT AND ARRANGEMENTS	
5.1 Please attach a copy of your latest Health and Safety Policy Statement:	

5.2 Please provide contact details of the individual in your Company responsible for coordinating Health and Safety matters?

5.3 Please provide an outline of your management organisation structure with regard to allocation of duties, delegation of responsibilities in relation to Health and Safety (procedures manual).

6. SAFETY SURVEILLANCE AND ADVICE

6.1 Please give the name of the person who provides competent safety advice in your Company. If you use a consultant, please indicate their contact details.

6.2 Please summarise the Health and Safety qualifications and/or experience of the individual responsible for providing competent Health and Safety advice (note, smaller companies may be utilising trade bodies and/or H&S helpline for competent advice).

7. HEALTH AND SAFETY TRAINING

7.1 If you were awarded a contract by the Health Board, what Health and Safety training has been, or would be given, to the construction / maintenance managers involved?

7.2 If you were awarded a contract by the Health Board, what Health and Safety training has been, or would be given, to the operatives involved?

7.3 Please provide any supporting training documents, such as a training policy, sample training records, for example, asbestos awareness training where employees are likely to come into contact with asbestos.

8. ACCIDENT INVESTIGATION AND RECORDS

8.1 Attach, if available, your latest Company accident statistics.

8.2 What is your Company procedure for investigating and reporting accidents, occupational illness and dangerous occurrences?

9. MEMBERSHIP OF SAFETY GROUPS

Detail membership of any relevant groups:

10. PLANT, EQUIPMENT AND VEHICLE MAINTENANCE / INSPECTION

10.1 How does your organisation ensure that plant, equipment and vehicles for use on site are kept in a safe condition and good state of repair?

10.2 Are records kept and available for inspection?

11. SAFE SYSTEMS OF WORK

11.1 Give brief details of appropriate systems that you use (i.e. safety manual, written safety procedures, work instructions, permit to work etc. Include as an attachment if necessary).

11.2 Please provide relevant example risk assessments and method statements:

12. SAFETY RECORD

12.1 Has your Company or individuals employed by your Company been prosecuted for breaches of Health and Safety within the last five years?

12.2 If so, please provide details (include any enforcement action e.g. improvement notice and/or prohibition notice and actions taken).

13. SUB-CONTRACTORS

13.1 Does your Company assess the Health and Safety competence of companies with whom you place contracts?

14. OTHER RELEVANT INFORMATION

Is there any other information that we should have to assist us in the assessment of your capabilities to work effectively with regard to Health and Safety?

15. DECLARATION

Print Name:

Signed:

Position:

Date:

CHECKLIST (Have you included?):	YES	NO
Copies of Company insurance certificates		
SSIP membership certificate details		
Health and Safety Policy Statement		
Details of the responsible person within the Company		
Outline of the organisation structure with regard to Health and Safety		
Details of your competent person		
Training support documentation, for example training policy, training records and sample certificates		
Plant and equipment inspection records		
Example work instructions, safe systems of work and/or permit to work documentation		
Relevant examples of written risk assessments and method statements		
Details of any Health and Safety breaches		