



Health and Safety Questionnaire for Sub Contractors

Ref:	Date:	Version:	
Project		Job No	

Guidance notes are provided with each question in order to indicate the level of evidence required.

- All contractors have to be assessed using this document, prior to commencing any project;
- For contractors already approved, site specific method statements and risk assessments will be required for any project where the design is available;
- The Approved Contractor list will be reviewed on a regular basis;
- Principle Contractors and High Risk sub contractors (Demolition, asbestos, deep excavations etc) will be required to complete this questionnaire each time before appointment.

Company description	
Name of Company/Contractor	
Scope of Work	
Numbers of directly employed and sub contracted	
Membership of relevant Trade Association	

Your H & S Questionnaire has been assessed and achieved the following level of acceptability			
Score	Rating	Meaning to Company/Contractor	Date of Assessment
/15	Assessed-approved	Company/Contractor approved	
/15	Assessed-not yet approved	Company/Contractor NOT approved	

STAGE 1 ASSESSMENT

Criteria

1. Health and safety policy and organisation for health and safety

Standard to be achieved

You are expected to have and implement an appropriate policy, regularly reviewed, and signed off by the Managing Director or equivalent.

The policy must be relevant to the nature and scale of your work and set out the responsibilities for health and safety management at all levels within the organisation.

Examples of the evidence that you could use to demonstrate you meet the required standard

A signed, current copy of the company policy (indicating when it was last reviewed and by whose authority it is published).

Details

Criteria

2. Arrangements

Standard to be achieved

These should set out the arrangements for health and safety management within the organisation and should be relevant to the nature and scale of your work. They should set out how the company will discharge their duties under CDM2007. There should be a clear indication of how these arrangements are communicated to the workforce.

Examples of the evidence that you could use to demonstrate you meet the required standard

A clear explanation of the arrangements which the company has made for putting its policy into effect and for discharging its duties under CDM2007.

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Criteria

3. Competent advice – corporate and construction-related

Standard to be achieved

Your organisation and your employees must have ready access to competent health and safety advice, preferably from within your own organisation.
The advisor must be able to provide general health and safety advice, and also (from the same source or elsewhere) advice relating to construction health and safety issues.

Examples of the evidence that you could use to demonstrate you meet the required standard

Name and competency details of the source of advice, for example a safety group, trade federation, or consultant who provides health and safety information and advice.
An example from the last 12 months of advice given and action taken.

Details

Criteria

4. Training and information

Standard to be achieved

You should have in place, and implement, training arrangements to ensure your employees have the skills and understanding necessary to discharge their duties as contractors, designers or CDM co-ordinators. You should have in place a programme for refresher training, for example a Continuing Professional Development (CPD) programme or life-long learning which will keep your employees updated on new developments and changes to legislation or good health and safety practice. This applies throughout the organisation – from Board or equivalent to trainees.

Examples of the evidence that you could use to demonstrate you meet the required standard

Headline training records.
Evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training for site-based workforce.
Evidence of an active CPD programme. Sample “toolbox” talks.

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Criteria

5. Individual qualifications and experience

Standard to be achieved

Employees are expected to have the appropriate qualifications and experience for the assigned tasks, unless they are under controlled and competent supervision.

Examples of the evidence that you could use to demonstrate you meet the required standard

Details of qualifications and/or experience of specific corporate post holders, for example Board members, health and safety advisors, etc.

Other key roles should be named or identified and details of relevant qualifications and experience provided.

For contractors: details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or similar schemes, such as the CCNSG equivalent.

For site managers: details of any specific training such as the Construction Skills CITB “Site Management Safety Training Scheme” certificate or equivalent.

For professionals: details of qualifications and/or professional institution membership.

For site workers: details of any relevant qualifications or training such as S/NVQ certificates. Evidence of a company-based training programme suitable for the work to be carried out.

For design organisations: details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent.

Details of any relevant qualifications and/or professional institution membership and any other specific qualifications such as ICE construction health and safety register, NEBOSH Construction Certificate, APS Design Register.

For CDM co-ordinators: details of number/percentage of people engaged in the project who have passed a construction health and safety assessment, for example the CITB Construction Skills touch screen test or affiliated schemes, or the CCNSG equivalent.

Evidence of health and safety knowledge such as NEBOSH Construction Certificate.

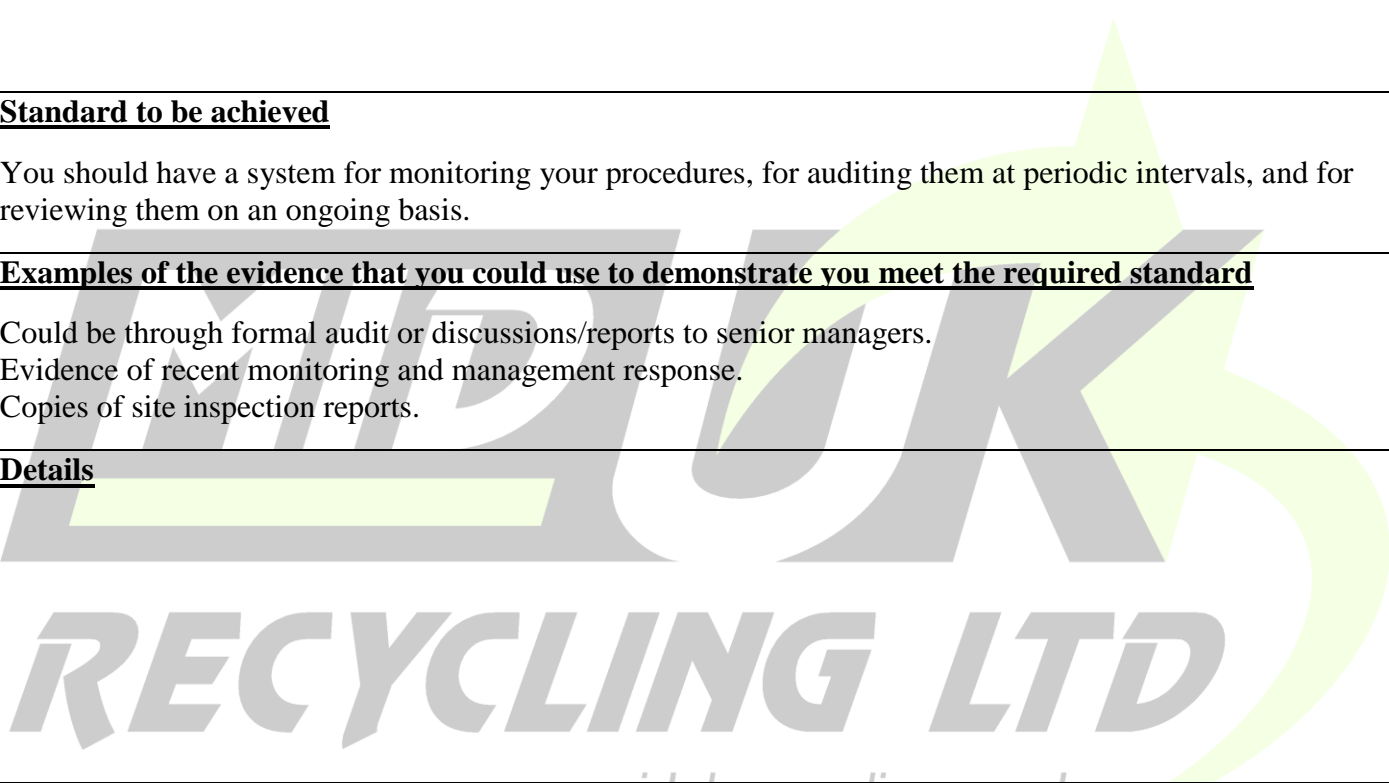
Details of professional institution membership and any other specific qualifications such as member of the CDM co-ordinators’ register administered by the APS or ICS (formerly the IPS), or the ICE construction health and safety register, etc.

Evidence of a clear commitment to training and the Continuing Professional Development of staff.

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<u>Criteria</u> 6. Monitoring, audit and review
<u>Standard to be achieved</u> You should have a system for monitoring your procedures, for auditing them at periodic intervals, and for reviewing them on an ongoing basis.
<u>Examples of the evidence that you could use to demonstrate you meet the required standard</u> Could be through formal audit or discussions/reports to senior managers. Evidence of recent monitoring and management response. Copies of site inspection reports.
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<u>Criteria</u> 7. Workforce involvement
<u>Standard to be achieved</u> You should have, and implement, an established means of consulting with your workforce on health and safety matters.
<u>Examples of the evidence that you could use to demonstrate you meet the required standard</u> Evidence showing how consultation is carried out. Records of health and safety committees. Names of appointed safety representatives (trade union or other). For those employing less than five, be able to describe how you consult with your employees to achieve the consultation required.

Details

Criteria

8. Accident reporting and enforcement action; follow-up investigation

Standard to be achieved

You should have records of all RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1999) reportable events for at least the last three years. You should also have in place a system for reviewing all incidents and recording the action taken as a result. You should record any enforcement action taken against your company over the last five years, and the action which you have taken to remedy matters subject to enforcement action.

Examples of the evidence that you could use to demonstrate you meet the required standard

Evidence showing the way in which you record and investigate accidents and incidents.
Records of last two accidents/incidents and action taken to prevent recurrence.
Records of any enforcement action taken over the last five years and what action was taken to put matters right (information on enforcement taken by HSE over the last five years is available on the HSE website).
For larger companies, simple statistics showing incidence rates of major injuries, over three-day injuries, reportable cases of ill health and dangerous occurrences for the last three years.
Records should include any incidents that occurred whilst the company traded under a different name, and any incidents that occur to direct employees or labour-only sub-contractors.

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Criteria

9. Sub-contracting/consulting procedures (if applicable)

Standard to be achieved

You should have arrangements in place for appointing competent sub-contractors/consultants.
You should be able to demonstrate how you ensure that sub-contractors will also have arrangements for appointing competent sub-contractors or consultants.
You should have arrangements for monitoring sub-contractor performance.

Examples of the evidence that you could use to demonstrate you meet the required standard

Evidence showing how you ensure sub-contractors are competent.
Examples of sub-contractor assessments you have carried out.
Evidence showing how you require similar standards of competence assessment from sub-contractors.
Evidence showing how you monitor sub-contractor performance.

Details

Criteria

10. Hazard elimination and risk control (Designers only)

Standard to be achieved


You should have, and implement, arrangements for meeting your duties under regulation 11 of CDM2007.

Examples of the evidence that you could use to demonstrate you meet the required standard

Evidence showing how you:
Ensure co-operation and co-ordination of design work within the design team and with other designers/contractors;
Ensure that hazards are eliminated and any remaining risks controlled;
Ensure that any structure which will be used as a workplace will meet relevant requirements of the Workplace (Health, Safety and Welfare Regulations 1992).
Examples showing how risk was reduced through design.
A short summary of how changes to designs will be managed.
(Note: the emphasis here should be on practical measures which reduce particular risks arising from the design, not on lengthy procedural documentation highlighting generic risks.)

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<u>Criteria</u>
11. Risk assessment leading to a safe method of work (Contractors only)
<u>Standard to be achieved</u>
(a) You should have procedures in place for carrying out risk assessments and for developing and implementing safe systems of work/method statements. (b) The identification of health issues is expected to feature prominently in this system.
<u>Examples of the evidence that you could use to demonstrate you meet the required standard</u>
(a) Evidence showing how the company will identify significant health and safety risks and how they will be controlled. Sample risk assessments/safe systems of work/method statements. If you employ less than five persons and do not have written arrangements, you should be able to describe how you achieve the above. (b) This will depend upon the nature of the work, but must reflect the importance of this risk area.
<u>Details</u>


<u>Criteria</u>
12. Co-operating with others and co-ordinating your work with that of other contractors (contractors only)
<u>Standard to be achieved</u>
You should be able to illustrate how co-operation and co-ordination of your work is achieved in practice, and how you involve the workforce in drawing up method statements/safe systems of work.
<u>Examples of the evidence that you could use to demonstrate you meet the required standard</u>

Evidence could include sample risk assessments, procedural arrangements, project team meeting notes.
Evidence of how the company co-ordinates its work with other trades.

Details

Criteria

13. Welfare provisions (Contractors only)

Standard to be achieved

You should be able to demonstrate how you will ensure that appropriate welfare facilities will be in place before people start work on site.

Examples of the evidence that you could use to demonstrate you meet the required standard

Evidence could include for example health and safety policy commitment; contracts with welfare facility providers; details of type of welfare facilities provided on previous projects.

Details

Criteria

14. CDM co-ordinator's duties (CDM co-ordinators)

Standard to be achieved

You should be able to demonstrate how you go about encouraging co-operation, co-ordination and communication between designers.

Examples of the evidence that you could use to demonstrate you meet the required standard

The evidence should be in the form of actual examples rather than by generic procedures.

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STAGE 2 ASSESSMENT

Criteria

1. Work experience

Standard to be achieved

You should give details of relevant experience in the field of work for which you are applying.

Examples of the evidence that you could use to demonstrate you meet the required standard

A simple record of recent projects/contracts should be kept, with the phone numbers/addresses of contacts who can verify that work was carried out with due regard to health and safety.

This should be sufficient to demonstrate your ability to deal with the key health and safety issues arising from the work you are applying for.

Where there are significant shortfalls in your previous experience, or there are risks associated with the project which you have not managed before, an explanation of how these shortcomings will be overcome.

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Appendix

Competence

Core criteria for demonstration of competence:

Companies, contractors, CDM co-ordinators and designers

You need to meet the standards set out in the core criteria table above.

1. The sections headed “Criteria” list the elements which should be assessed when establishing whether or not a company is competent for the work which it will be expected to do.
2. The sections headed “Standard to be achieved” lists the standards against which the assessment should be made.
3. The sections headed “Examples of the evidence that you could use to demonstrate you meet the required standard” give some examples of how a company might demonstrate that it meets these standards.

Companies do not have to produce all of the evidence listed in the sections of 3. above (Examples) – they simply need to produce enough evidence to show that they meet the standard in the sections of 2. above (Standard to be achieved), taking into account the nature of the project and the risks which the work entails. This requires you to make a judgement as to whether the evidence provided meets the standard to be achieved. If your judgement is reasonable, and clearly based on the evidence you have asked for and been provided with, you will not be criticised if the company you appoint subsequently proves not to be competent when carrying out the work.

Remember that assessments should focus on the needs of the particular job and should be proportionate to the risks arising from the work. Unnecessary bureaucracy associated with competency assessment obscures the real issues and diverts effort away from them.

If you employ less than five persons, you do not have to write down your policy, organisation or arrangements under criteria 1 and 2. However, you do need to demonstrate that your policy and

arrangements are adequate in relation to the type of work you do. Assessments of competence will be made easier if your procedures are clear and accessible.

“Contractor”, “Designer” and “CDM Co-ordinator” relate to your function, not to the type of organisation.

