

Contracting (NICEIC); Specialist Engineering Contractors Group; Professional Contractors Group, Confederation of Roofing Contractors?

Yes
No

If yes, please provide details:

Prosecutions, Prohibition or Improvement Notices

Has your company been prosecuted for breaches of Health and Safety or environmental legislation?

Yes
No

If yes, provide full details:

Has your company ever been subject to a prohibition or improvement notice?

Yes
No

If yes, please provide full details:

Disclosure and Barring Service Checks

Does each employee within your team hold a DBS certificate?

Yes
No

Please list names and DBS numbers for each employee who could work at the school:

Reportable Accidents or Diseases

Has your company had any accidents or incidents in the last three years that are/were reportable to the Health & Safety Executive under RIDDOR requirements (7 days and over lost time accidents (3 days before October 2012), or major accidents or dangerous occurrences)?

Yes
No

If yes, how many (by type)?

Have you had to report any cases of industrial disease in the last three years under RIDDOR requirements?

Yes
No

If yes, please provide details:

Training

What health and safety and/or environmental training has your management team received in the last 2 years?

What health and safety and/or environmental training have your employees received in the last 2 years?

Communication and Consultation

What arrangements does your company have in place for communication and consultation with employees with regards to safety, welfare and environmental matters?

Sub-contractors

Do you employ sub-contract labour?

Yes
No

If yes, how do you assess their competence?

How do you communicate the safety, welfare and environmental information relating to projects/contracts to them?

Plant/Equipment Certification

Please confirm that where applicable your plant/work equipment is tested inspected/examined by a competent person in line with current regulatory requirements e.g. PUWER, LOLER and Maintenance of Portable Electrical Equipment.

Yes
No

If no, please explain why:

Note: A copy of certificates for plant/equipment used will be required before the start of any contract. If hired, copies of the hirer documentation will be required.

Job Specific Training/Competence

Do your employees hold current certification or licenses, where applicable, for duties that they would be expected to carry out on contracts – Examples being:

Gas Safe registration; Electrician Apprenticeship & NVQ, City and Guilds 2394/2395, (electrical skills); Engineering Technician (Engineering Council); Relevant Construction Skills Certification Scheme (CSCS) card, with matching NVQ Level; Appropriate mobile plant licence; PASMA 'Towers for users' training certifications, Powered Access Equipment certification (IPAF); Other specific Work at Height training (e.g. rooftop working?)

Yes

No

If yes, please state what is in place:

Note: Evidence of appropriate training will be required prior to the start of any contract. You may be requested to provide evidence of appropriate training for any sub-contractors under your control who may join a project ongoing.

Personal Protective Equipment

Does your company supply and ensure the wearing of appropriate Personal Protective Equipment, based on the findings of pre-work assessments?

Yes

No

If yes, please provide details of what is provided:

Previous Work

Please provide details of the three most recent significant projects that your company has been engaged on in the capacity of contractor, with ideally at least one project being in a school environment. Denote whether your company was the principal or main contractor, or working under the control of others.

When returning this questionnaire, please ensure that the following documents are enclosed. Please note that while copies are acceptable, we may request that original documents be made available for authentication purposes on occasions.

- ✓ Current company's health and safety policy
- ✓ Company's Employer's Liability Insurance
- ✓ Company's Public Liability Insurance
- ✓ Proof of employees' competence (certificates of training etc.)
- ✓ Current certificates relating to testing, inspection and calibration of plant and equipment

- ✓ Copies or any reportable accidents (F2508 forms) reported during the last three years
 - ✓ A specimen copy of a method statement – representative of work to be undertaken
 - ✓ A specimen copy of a risk assessment – representative of work to be undertaken
 - ✓ A specimen copy of a COSHH assessment – representative of work to be undertaken
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Signed on behalf of the company by:

Signature

Print name

Position in company

Date