

Our Ref Estates/PolicyProc/

Date As issued

Dear Supplier

RE: B&FC Contractors compliance list

As your company is a new supplier or has become inactive on our financial database you are requested to provide specific information in accordance with the HSE best practice booklet, [Use of contractors joint responsibility](#)

To enable the College to determine a contractor's competence and suitability please provide the following information, keeping responses as concise as possible:

- What experience you have in the type of work you have undertaken in the public/education sector
- A copy of your Health & Safety Policy
- Your recent Health & Safety performance (number of employees, number of accidents, number of qualified first aiders etc.)
- What qualifications and skills your operatives have
- Your selection procedure for sub-contractors
- An example of your method statements and risk assessments
- What Health & Safety training and supervision you provide and whether your operatives are asbestos awareness trained
- Your arrangements for consulting your workforce
- Whether or not you have any independent assessment of your competence (accreditation etc.)
- Whether or not you are a member of a relevant trade or professional body, or Construction Line
- Whether you or your employees hold a passport in health and safety training;
- A copy of your Equal Opportunities Policy
- Copies of your Employers Liability (min £5m) and Public Liability (min £5m) insurances

Thank you for taking the time to review and submit this important information.

Yours faithfully

Blackpool and The Fylde College