

Contractor Health and Safety Questionnaire

Name of organisation:			
Type of work carried out:			
Completed by:			
Telephone no:		Email:	
Number of employees:		Date:	

HEALTH & SAFETY QUESTIONS		Please delete as appropriate	If "Yes" could you provide details ¹ if asked?	
1. Health & Safety Policy				
1.1	Does your organisation make sure it complies with the Health & Safety at Work Act 1974?	Yes / No	Yes / No	
1.2	Does your organisation take steps to identify which of the regulations under the Act apply to your business?	Yes / No	Yes / No	
1.3	Does your organisation have processes and procedures to ensure that these regulations are followed?	Yes / No	Yes / No	
1.4	Does your organisation have a written Health and Safety Policy? (if "No" please skip to question 2)	Yes / No	Yes / No	
1.5	Is this reviewed periodically?	Yes / No	Yes / No	
1.6	Is there a signed current copy?	Yes / No	Yes / No	
1.7	Does it define Health and Safety responsibilities for all staff?	Yes / No	Yes / No	
1.8	Does it define Health and Safety responsibilities according to role?	Yes / No	Yes / No	
2. Staff competence				
2.1	Does your organisation train staff in Health and Safety? (if "No" please skip to question 3)	Yes / No	Yes / No	
2.2	Does your organisation train staff in Health and Safety according to their particular job?	Yes / No	Yes / No	
2.3	Does your organisation provide the following types of training?	Health and Safety induction	Yes / No	Yes / No
		Hazard awareness	Yes / No	Yes / No
		Accident reporting	Yes / No	Yes / No
		Other training depending on nature of work and risk assessment	Yes / No	Yes / No
2.4	Does your organisation keep Health and Safety training records for staff?	Yes / No	Yes / No	

HEALTH & SAFETY QUESTIONS		Please delete as appropriate	If "Yes" could you provide details ¹ if asked?
3. Consulting staff			
3.1	Does your organisation have a clear process for consulting staff on Health and Safety matters (for example, a Health and Safety committee)? (if "No" please skip to question 4)	Yes / No	Yes / No
3.2	Is this consultation process set out in your Health and Safety procedures?	Yes / No	Yes / No
3.3	Does your organisation have a staff Health and Safety representative(s)?	Yes / No	Yes / No
3.4	Does your organisation have clear arrangements for staff to report Health and Safety risks and issues to managers?	Yes / No	Yes / No
4. Risk Assessment			
4.1	Does your organisation have a risk assessment process? (if "No" please skip to question 4.5)	Yes / No	Yes / No
4.2	Does your organisation record the findings?	Yes / No	Yes / No
4.3	Are they regularly reviewed?	Yes / No	Yes / No
4.4	Does your organisation produce written method statements of how to work safely, based on risk assessments?	Yes / No	Yes / No
4.5	Does your organisation have procedures to make sure staff understand these method statements?	Yes / No	Yes / No
4.6	Does your organisation have written method statements and procedures to cover the use of all plant, machinery and equipment (if this applies)?	Yes / No	Yes / No
4.7	Does your organisation apply a risk assessment to each new type / process / machinery / area of work?	Yes / No	Yes / No
5. Health and Safety Advice			
5.1	Does your organisation have access to competent Health and Safety advice? (Either within the organisation or externally)	Yes / No	Yes / No
5.2	Do you belong to any safety organisations e.g. RoSPA, British Safety Council?	Yes / No	Yes / No
6. Accident Records			
6.1	Does your organisation report incidents and accidents when required under RIDDOR ² ?	Yes / No	Yes / No
6.2	Does your organisation keep RIDDOR records (copies of reporting forms)?	Yes / No	Yes / No
6.3	Does your organisation keep statistics of accidents / incidents?	Yes / No	Yes / No

HEALTH & SAFETY QUESTIONS		Please delete as appropriate	If "Yes" could you provide details ¹ if asked?
6.4	Does your organisation keep statistics of contractors' accidents (if this applies)?	Yes / No	Yes / No
6.5	Does your organisation make sure you learn from incidents /accidents and change your working practises as necessary?	Yes / No	Yes / No
7. Health Risk Management			
7.1	Does your organisation have a nominated manager to whom any employee health problems can be reported?	Yes / No	Yes / No
7.2	Does your organisation provide any necessary personal protective equipment to staff free of charge?	Yes / No	Yes / No
8. Health and Safety Enforcement			
8.1	Has your organisation had any HSE or Local Authority Improvement or Prohibition Notice or warning letter in the last three years?	Yes / No	Yes / No
8.2	Does your organisation keep records of all such Notices / warnings for three years?	Yes / No	Yes / No
8.3	If your organisation has had any such Notices or warnings has it put things right to prevent it happening again?	Yes / No	Yes / No
1. "Details" may be copies of up to date and relevant documents and / or other oral or written statements 2. RIDDOR - Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995			

9. Additional H&S Questions for the Construction Sector			
9.1	Does your organisation make sure your managers and supervisors understand their duties under the CDM ³ Regulations?	Yes / No	Yes / No
9.2	Are you a member of the CHAS (Contractors Health and Safety Assessment Scheme)?	Yes / No	Yes / No
9.3	If you are a member of CHAS, what is your registration number?		
9.4	Have you applied for CHAS membership if you are not already a member?	Yes / No	Yes / No
3: CDM = Construction (Design and Management) Regulations 2015			

Name:	Signed:
Position:	Date:

Please return this completed document with your tender submission.