



**Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Essex CM3 5LJ**

Tel. 01245 321817

CONTRACTOR SELECTION QUESTIONNAIRE

PLEASE COMPLETE THE FOLLOWING SECTIONS AND SUPPLY RELEVANT INFORMATION AS REQUESTED.

**ON COMPLETION PLEASE RETURN TO: Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk**

Section 1

1. Company Details

Full company name and trading address:

2. Number of employees (including directors):

3. Who in your company is responsible for health and safety?

Name:

Position:

4. Who is appointed as the competent person to advise on health and safety?

Name:

Contact details:

5. Brief details of competent person's experience:

6. Supply contact names and address of two clients who you have carried out similar type works in the past 18 months.	
Clients name: Address: Contact name: Tel: e-mail: Details of contract completed: (including date)	Clients name: Address: Contact name: Tel: e-mail: Details of contract completed: (including date)

<p>7. Are you a member of a Health and Safety Assessment Scheme, i.e. CHAS, Safe Contractor, NHBC Safemark, EXOR or SMAS Worksafe? (Delete as appropriate)</p> <p style="text-align: center;">Yes / No</p> <p>If "Yes" please attach certificate.</p>
<p>8. Details of trade/professional organisations of which your company is accredited by or is a full member of (including membership numbers):</p>
<p>9. Details of licences or certificates for specific types of work, e.g. asbestos, gas (where applicable):</p>
<p>10. Do all workers have an appropriate CSCS safety passport? (Delete as appropriate)</p> <p style="text-align: center;">Yes / No</p>
<p>11. Attach copies of current Employers' and public liability insurance certificates (and as applicable, contractual all risks, professional indemnity, product liability) You will require a minimum public liability insurance cover of £10 million.</p>

12. Attach details of any health and safety enforcement notices received or prosecutions over the past two years. Use a separate sheet if required

13. Attach details of numbers of RIDDOR reportable accidents/incidents reported by or on behalf of your organisation over the past three years. In the case of fatalities please attach details separately of the actions taken to resolve deficiencies

14. Supply a copy of your organisation's health and safety policy statement.

Section 2

15. Supply a worked example of a method statement and associated risk assessment for work similar to which you would expect to undertake for us if selected

16. Supply examples of specific risk assessments for work with hazardous substances.

17. Attach details of your arrangements for health and safety inspections of site work.

18. Attach details or evidence of your arrangements for consulting with staff on health and safety matters, e.g. details of your health and safety committee, toolbox talks and or inductions.

19. Attach summary details of health and safety or skills training for employees and managers undertaken within the last two years. Attach example certificates and copies of competence cards

20. Does your organisation use sub-contractors for work on site? (Delete as appropriate)

Yes / No

If "Yes", attach details of your arrangements for assessing the competence of sub-contractors used and for monitoring their ongoing health and safety performance.

21. Does your organisation use casual labour or temporary staff for work on site? (Delete as appropriate)

Yes / No

If "Yes", attach details of the your arrangements for ensuring their H&S competence.

22. Can you confirm that you do not permit sub-contractors to sub-let any of their works without your knowledge? (Delete as appropriate)

Yes / No

Section 3

Note. If you are accepted on to our approved list, you will need to supply us with updated copies of your insurance certificates as they renew, in order to retain your place on our list.

Questionnaire completed by:

Name:

Telephone:

Position:

E-mail:

Signature:

Date: