



UNIVERSAL SAFETY PRACTITIONERS

West London Waste: Contractor Vetting Guidance Document

Introduction



West London Waste considers the safety of its employees and those affected by its undertakings as one of its primary focuses with the goal of ensuring that everyone gets to go home at the end of the day. As a result, the organisation has implemented a robust health and safety management system in respect of the engagement and management of contractors.

As an organisation, West London Waste has a legal health and safety responsibility towards its employees. The organisation also has a responsibility to the contractors which it engages with. As a result, West London Waste has created a robust contractor vetting, which every contractor will have to undergo, prior to them working with the organisation.

Put simply, contractor vetting is the process of performing a background check on the contractor(s) being engaged by the organisation, to ensure that they are deemed 'competent'. By carrying out this vetting process, West London Waste is ensuring that it is satisfied that the contractor being chosen can carry out the works safely without risks to health.

This guidance document is broken down into the following sections:

1. Health and Safety Verification
2. Environmental Verification
3. Quality Verification
4. Insurance Verification

Please complete each section of this document and return this, along with the requested document to the email address below. Alternatively, should you have previously obtained an SSIP (Safety System in Procurement) accreditation (e.g. CHAS, SMAS etc), please simply send a copy of your SSIP certificate to the email address below.

Many thanks

West London Waste

Email: info@universal-safety.co.uk

Section 1: Health and Safety Verification



As the hosting organisation, West London Waste is committed to ensuring that all contractors being engaged to work on its premises has a robust Health and Safety Management System in place. Additionally, West London Waste needs to be assured that every effort is being made by contracting organisations to ensure that the Health, Safety and Well-being of its staff are at the forefront of everything that it does.

This section asks questions around your organisations Health and Safety Management System to evidence your organisations ongoing commitment to the Health and safety of your staff and all those affected by your undertakings.

Question 1: As an organisation, do you have a Health and Safety Policy (including arrangements)?

Notes to aid completion

If yes, please provide a copy of your Health and Safety Policy which has been signed within the last 12 months, including any arrangements. If no, please provide information as to how your organisation sets-out its approach towards health and safety.

Question 2: Have any enforcement notices (prohibition or improvement) or prosecutions in relation to Health and Safety been taken by the HSE or Local Authority against you or your company within the last 5 years.

Notes to aid completion

If the answer to this question is 'yes', please provide information and documentation in relation to any notices or precautions which have been taken against you or your company within the last 5 years.

Question 3: Have you had any RIDDOR reportable accidents in the last 3 years?

Notes to aid completion

If yes, please provide information in the box below. Please also provide documentation in respect of the RIDDOR including actions taken to address the issue(s).

Section 1: Health and Safety Verification



Question 4: Have you had any accidents in the last 3 years?

Notes to aid completion

If yes, please provide accident, incident and near miss statistics for the last 3 years in the table below.

Question 5: Do you have access to competent Health and Safety advice (either internal or external)?

Name:

Position:

Email:

Number:

Notes to aid completion

Please also provide a copy of your internal/external Health and Safety Advisors CV and qualifications relating to Health and Safety. Please also provide evidence of Health and Safety advice provided within the last 12 months.

Section 1: Health and Safety Verification



Question 6: Do you provide high quality training to your staff in relation to the works they undertake?

Notes to aid completion

If yes, please provide a copy of your training matrix and evidence of training carried out in the form of a sample of certificates.

Question 7: When engaged by West London Waste, will there be the need for you to engage some contractors?

Notes to aid completion

If yes, please provide information and documentation which evidences your organisations approach to the engagement and management of contractors.

Question 8: Do you engage with your workforce on Health and Safety related matters?

Notes to aid completion

If yes, please provide information and documentation confirming how you engage with your workforce on issues relating to Health and Safety.

Question 9: Who is ultimately responsible for Health and Safety within your organisation

Name:

Position:

Email:

Number:

Section 2: Environmental Verification



West London Waste needs to be assured that any contracting organisation which it engages is committed to ensuring that it carries out its undertakings in an environmentally friendly manner. This section therefore asks several questions and requests certain documentation which evidences how you as a contractor ensures that your operational undertakings are done so in an environmentally friendly manner.

Question 1: Do you have a documented policy in respect of the management of environmental issues?

Notes to aid completion

If yes, please provide information as to how your organisation manages environmental issues. Alternatively, please provide documentary evidence of your organisations environmental policy.

Question 2: Do you have arrangements in place for providing your workforce with training and information on the environmental issues associated with their works?

Notes to aid completion

If yes, please provide information or documentation to evidence how you ensure that your workforce are made aware of the environmental issues associated with their work and how the organisation mitigates against this.

Question 3: Do you check, review and where necessary improve your environmental management performance?

Notes to aid completion

If yes, please provide information or documentation to confirm how you check your organisation environmental management performance.

Section 2: Environmental Verification



Question 4: Do you have arrangements in place for ensuring that suppliers you engage apply environmental protection measures in relation to which they are being engaged?

Notes to aid completion

If yes, please provide information as to how your organisation ensures that your suppliers engage in environmental protection measures.

Question 5: Do you have access to competent environmental advice on environmental issues?

Name:

Position:

Email:

Number:

Question 6: Do you have a waste carriers licence

Notes to aid completion

If yes, please provide a copy of your waste carriers licence.

Section 3: Quality Management



West London Waste will only engage those contractors who can assure they have robust quality management system in place, thus ensuring that all works being carried out will be done so to the highest standards. This section will therefore ask questions and requests documentation in respect of your quality management framework.

Question 1: do you have a documented policy in respect of quality management?

Notes to aid completion

If yes, please provide a copy of your organisations quality management policy.

Question 2: Do you have arrangements in place for ensuring that all works carried out by yourself are done so to the highest quality?

Notes to aid completion

Please provide information as to how you ensure that your works are carried out to the highest standard.

Question 3: Do you have quality procedures for periodically reviewing, correcting and improving quality performance?

Notes to aid completion

If yes, please provide a copy of your organisations quality management policy.

Section 4: Insurance Verification



As an organisation, West London Waste need to be assured that all contractors being engaged have the right insurances in place, prior to being engaged in works. Therefore this question asks for information and documentation on your organisations insurances.

Question 1: Public Liability Insurance

Policy Number:

Insurance Provider:

Limit of Indemnity:

Expiry Date:

Question 2: Contractors All Risk Assessment

Policy Number:

Insurance Provider:

Limit of Indemnity:

Expiry Date:

Question 3: Employers liability

Policy Number:

Insurance Provider:

Limit of Indemnity:

Expiry Date:

Notes to aid completion

Please provide evidence of all insurances and associated documentation.

Company Address.

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