## Contractor Health and Safety Questionnaire

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This version of our questionnaire is for contractors that have **fewer than 5 employees**. Please request a different template if you have 5 or more employees.

## Instructions

Please complete each question as fully as you can. We will use your answers to review evidence of whether your approach to Health & Safety demonstrates an appropriate level of competency.

Your questionnaire will be marked as either pass or fail. To receive a pass relevant evidence must have been provided for each question. You will only be considered for a contract if you pass. If you fail this questionnaire, we will give you feedback on the areas of improvement you will need to make to be considered for future contracts.

Where you provide additional documents as evidence to support your answers, please clearly reference this evidence. In your evidence you should state which question it relates to.

### Previously Completed Questionnaires

**If you have previously completed and passed this questionnaire in the past 12 months, you can ask us to consider your previous questionnaire as evidence of your competency.**

We will only accept a previous questionnaire if:

* You give exact details of when and how the questionnaire was submitted.
* You confirm nothing has changed.
* The answers you gave are appropriate for the type of operations you will undertake during this new contract.

If you cannot meet these criteria, please submit a new questionnaire.

### Health & Safety Certificates & Accreditations

It is **not** mandatory to hold a health and safety accreditation. However, we recognise that Section A of this questionnaire assesses the same core criteria as many health and safety certificates and accreditations. If you hold a valid certificate that is recognised by the Safety Standards in Procurement (SSIP) forum, please give details. Further information is available on the [SSIP website.](https://ssip.org.uk/) We also accept ISO 45001 issued by a UKAS or equivalent accredited certification body. You are not required to complete Section A if you hold one of these accreditations. We will either check your organisation’s accreditation on the [SSIP Portal](https://www.ssipportal.org.uk/Home) or request a copy of your ISO 45001 certificate.

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| **Questions** | **Your Response and Document References** |
| Date Questionnaire Completed: |  |
| Name of Contractor: |  |
| Number of employees: | *Note: this questionnaire is for contractors with fewer than 5 employees* |
| *Optional*  Details of any questionnaires passed in the last 12months you would like us to consider:   * Give exact details of when and how the questionnaire was submitted. * Confirm nothing has changed. * Confirm answers you gave are appropriate for the type of operations you will undertake during this new contract.     If the questionnaire did not cover all the questions or your answers have changes for some of the questions, please answer only those questions needed below. |  |
| *Optional*  Do you hold a valid Safety Schemes in Procurement (SSIP) scheme certificate or ISO 45001 by a UKAS or equivalent accredited certification body? | Certification you hold:  Expiry date:  Copy of certificate attached? |
| **SECTION A**  If you have provided evidence of a recognised accreditation above, you are not required complete SECTION A. Please go to SECTION B. | |
| A1. If you have a written company Health and Safety Policy, please attach a signed, current copy indicating when it was last reviewed and by whose authority. It must have been reviewed in the last 2 years.  If you do not have a written copy, you do not have to provide one, but please describe here briefly:   * How Health & Safety is managed * Who holds accountability in your company * Your health and safety arrangements e.g., who does risk assessments, how you ensure you and your staff work safely, how you share health and safety information etc. * If you need health & safety advice, where you source this from   HSE provide advice on what to include  <https://www.hse.gov.uk/simple-health-safety/policy/how-to-write-your-policy.htm> |  |
| **Please list the files names of the documents provided as evidence:** |
| A2. Provide evidence of your system for monitoring and reviewing your procedures. Include evidence of recent monitoring and your management response or copies of workplace/site inspection reports. |  |
| **Please list the files names of the documents provided as evidence:** |
| A3. Provide evidence showing the way in which you record and investigate accidents, incidents and near misses. Include records of the last two incidents (with personal identifiable information redacted) and action taken to prevent recurrence. Where relevant also provide records of any enforcement action taken over the last five years, and what action was taken to put matters right. This includes all Improvement Notices, Prohibition Notices, or prosecutions.  Records should include any incidents that occur to direct employees or sub-contractors. |  |
| **Please list the files names of the documents provided as evidence:** |
| A4. Provide an example of a sub-contractor assessment you have carried out with an explanation of your acceptance criteria.  If you do not currently use sub-contractors, please state this, and give details of your policies on this. |  |
| **Please list the files names of the documents provided as evidence:** |
| A5. Provide evidence to show how you co-ordinate your work with other interested parties and contractors. Evidence can include:   * sample procedural arrangements * project team meeting notes * construction phase plans * method statements * safe systems of work |  |

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| **SECTION B**  Everyone, including those with an accreditation, must complete SECTION B | |
| B1. For each key role that will work on this contract give details of their relevant H&S qualifications, knowledge, skills, and experience. These details should be presented in a brief CV or similar format.  The evidence you provide must be relevant to the industry sector and the contract you are bidding for example food hygiene certificates.  For Principal Contractors, your answer must include evidence of skills, knowledge, and experience for undertaking the Principal Contractor role.  For Principal Designers, your answer must include evidence of skills, knowledge, and experience for undertaking the Principal Designer role. |  |
|  | **Please list the files names of the documents provided as evidence:** |
| B2. Provide a risk assessment and method statement from a previous contract that shows appropriate hazards and controls. Your example must be relevant to nature and complexity of the work you are bidding for and no more than 3 years old. |  |
|  | **Please list the files names of the documents provided as evidence:** |
| B3. Provide details of your approach to lone working including your process, methods, and frequency of review. You must explain how any lone working system you use is ‘fail-to-safe.’  Fail-to-safe means if lone working cannot be done safely, then the work will not proceed until other personnel are available or that if something goes wrong whilst lone working, help can be made available promptly and without undue delay by the lone worker or by the employer.  You should show:   * When lone working is not permitted. * Control measures in risk assessments * Arrangements for observing lone workers and implementing improvements. * Pre-agreed intervals of regular contact between the lone worker and supervisor, using phones, radios or emails and voicemails or lone working technology. * Robust systems to ensure a lone worker has returned to their base or home once their task is completed. * Clear site-specific Emergency procedures.   If you do not permit or operate any lone working, state this in your answer. If successful, you will not be allowed to undertake any lone working on this contract. You must ensure that this is consistent with your proposed method of working stated in your quotation or tender. |  |
|  | **Please list the files names of the documents provided as evidence:** |
| B4. Provide evidence of your approach to welfare provisions such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks. Evidence can include:   * Contracts with welfare facility providers including cleaning arrangements * Details of type of welfare facilities provided on previous project   For construction sector principal contractor organisations: Evidence of compliance to Schedule 2 of the CDM 2015 Regulations.  Where **all** work under the contract will be in a location with access to permanent welfare facilities, this will be accepted as an answer provided access has been confirmed. |  |
|  | **Please list the files names of the documents provided as evidence:** |

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| **SECTION E: ADDITIONAL QUESTIONS**  Where additional questions have been included in this section, all contractors must answer them. | |
| E1. Provide relevant documents for equipment and vehicles to be used as part of this contract. This includes, but not limited, to service maintenance certificates, portable appliance testing and gas safe certificates.  If you can not currently provide these, please detail why. |  |
| **Please list the files names of the documents provided as evidence:** |