

TRENT ACADEMIES GROUP
RUSHCLIFFE SCHOOL

Contractor Questionnaire

In order for your company to be included on our register of approved contractors and to determine your competence to successfully undertake work on our behalf in a legally compliant manner, please provide the following information relating to your arrangements for health & safety and environmental management. The fully completed document should be returned to the address below, or emailed to rharrison@rushcliffe.notts.sch.uk within seven days of receipt.

The Facilities & Resources Manager
Rushcliffe School
Boundary Road
West Bridgford
Nottingham
NG2 7BW

0115 9744050

Name of Company:

Address:

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.....
.....
..... **Post Code**.....

Telephone:
Fax:
E-mail:
Web Site URL:

Contact details:

1: Health and Safety Policy

Does your company have a written Health and Safety policy? **Yes/No**

If yes, please enclose copy of your current company Health and Safety Policy when returning this document

Does your company have a management system for Occupational Safety & Health certified to OHSAS 18801 **Yes/No**

If yes, please enclose copy of your current certification when returning this document

If no, state how you manage and communicate health and safety issues to your workforce:

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2: Environmental Policy

Does your company have an environmental policy? **Yes/No**

If yes, please enclose a copy when returning this document

Does your company have an Environmental management system certified to ISO 14001 **Yes/No**

If yes, please enclose a copy of your current certification when returning this document

3: Safety Competence

a) Provide the name of the competent person(s) in safety and environmental matters for your company (Safety officer, Advisor or Consultant who assists you in these matters)

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b) Please provide the name and any job title for the responsible/competent person on site for projects

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4: Professional membership

Is your company registered with a relevant professional body or accreditation scheme relating to contractor competence – e.g. *Construction Industry Council; National Inspection Council for Electrical Installation Contracting (NICEIC); Specialist Engineering Contractors Group; Professional Contractors Group, Confederation of Roofing Contractors* –

Yes/No

If yes, please provide details

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5: Prosecutions, prohibition or improvement notices

a) Has your company been prosecuted for breaches of Health and Safety or environmental legislation? **Yes/No**

If yes, provide full details

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b) Has your company ever been subject to a prohibition or improvement notice?
Yes/No

If yes, provide full details:

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6: Reportable accidents or diseases

a) Has your Company had any accidents or incidents in the last three years that are/were reportable to the Health & Safety Executive under RIDDOR requirements (7 days and over lost time accidents [3 days before October 2012], or major accidents or dangerous occurrences)

If yes, how many (by type)?

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b) Have you had to report any cases of industrial disease in the last three years under RIDDOR requirements?

If yes, please provide details

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7: Training

a) What Health & Safety and/or environmental training has your Management Team received in the last 2 years?

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b) What Health & Safety and/or environmental training have your employees received in the last 2 years?

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8: Communication and Consultation

What arrangements does your company have in place for communication and consultation with employees with regards to safety, welfare and environmental matters

9: Sub-contractors

Do you employ sub-contract labour? Yes/No

If yes, how do you assess their competence

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How do you communicate the safety, welfare and environmental information relating to projects/contracts to them

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10: Plant/Equipment certification

Please confirm that where applicable your plant/work equipment is tested inspected/examined by a competent person in line with current regulatory requirements, e.g. PUWER, LOLER and Portable Appliance Testing **Yes/No**

If **no** please explain why

Note: A copy of certificates for plant/equipment used will be required before the start of any contract. If hired, copies of the hirer documentation will be required

11: Job Specific Training/competence:

Do your employees hold current certification or licences, where applicable, for duties that they would be expected carry out on contracts - Examples being:

Gas Safe registration; Electrician Apprenticeship & NVQ, City and Guilds 2394/2395, (electrical skills); Engineering Technician (Engineering Council); Relevant Construction Skills Certification Scheme (CSCS) card, with matching NVQ Level; Appropriate mobile plant licence; PASMA 'Towers for users' training certifications, Powered Access Equipment certification (IPAF); Other specific Work at Height training (e.g. rooftop working;

Yes/ No (if yes please state what is in place)

Note: Evidence of appropriate training will be required prior to the start of any contract. Note: You may be requested to provide evidence of appropriate training for any sub-contractors under your control who may join a project ongoing

12: Personal Protective Equipment

Does your company supply and ensure the wearing of appropriate Personal Protective Equipment, based on the findings of pre-work assessments? **Yes/No**

If **yes**, please provide details of what is provided

13: Safeguarding of Pupils

Does your company ensure operatives are suitable to work unattended in schools ? **Yes/No**

If **yes**, state what checks are undertaken regarding Disclosure and Barring.

14: Previous work:

Provide details of the three most recent significant projects that your company has been engaged on in the capacity of contractor. Ideally one of these projects would be in a school environment. Denote whether your company was the principal or main contractor, or working under the control of others.

When returning this questionnaire, please ensure that the following documents are enclosed:
Please note that while copies are acceptable, we may request that original documents be made available for authentication purposes on occasions.

- Copy of your current Company health and safety policy
- Copies of current certification under OHSAS 18801 and ISO 14001
- Copy of your company's Employer's Liability Insurance
- Copy of your Public Liability Insurance
- Proof of employees' competence (certificates of training etc.)
- Current certificates relating to testing, inspection and calibration of plant and equipment
- Copies of any reportable accidents (F2508 forms) reported during the last 3 years
- A specimen copy of a method statement – representative of work to be undertaken
- A specimen copy of a risk assessment – representative of work to be undertaken
- A specimen copy of a COSHH Assessment – representative of work to be undertaken.

Signed on behalf of Company by:

Print:

Position in company:

Date: