

Contractor's Health & Safety Questionnaire



Contact Name			
Company Name			
Company Address			
Daytime Phone Number		Evening Phone Number	
Mobile Phone Number			
Number of Employees			

COMPANY OPERATIONS	Yes	No
Do you have a health and safety policy? *(see note 1) Please append a copy of this		
Do you have a health and safety manual and procedures?		
Is there an appointed person within your organisation responsible for health and safety matters? *(see note 2)		
INSURANCE POLICIES HELD		
Do you have employers and public liability insurance? Please append a copy of this. If appointed you will be required to have PLI and ELI (if applicable) in place for the duration of the contract.		
Do you have professional indemnity insurance? *(see note 3) Please append a copy of this		
Do you have contractors all risk insurance? *(see note 3) Please append a copy of this		
HEALTH & SAFETY LEGISLATION		
Do you carry out risk assessments? <i>If selected as a contractor you may be required to submit your risk assessment for the contracted works</i>		
Do you have a formal accident and near miss reporting and investigation procedure?		
PHYSICAL WORKS ON-SITE		
Do you operate a maintenance and inspection system for work equipment? *(see note 4)		
Are you aware of the responsibilities imposed by the Construction Design and Management Regulations *(see note 5)		
Are you aware of the current health and safety legislation which governs your activities? *(see note 6)		
PROSECUTIONS		
Can you confirm that, during the past 5 years, your company, or any senior executive, has not been prosecuted for any Health & Safety offences? If you cannot confirm, please provide details and outline procedures adopted to prevent a reoccurrence of the failing(s).		
Can you confirm that, during the past 5 years, your company, or any senior executive, has not been prosecuted for any offence under the Environmental Act 1990 (as amended)?		

Signed	
Name (Printed)	
Date	

1 POLICY

If you employ 5 or more staff you are required to have a Health & Safety Policy under Health and Safety at Work legislation. You should include your most recent signed and dated Policy Statement with the Organisation and Arrangements for implementation.

2 H&S COMPETENT PERSON

If "Yes" please provide their name and professional qualifications. If "No" please provide details of the health & safety consultant who assists you with health & safety issues.

3 INSURANCE

If the contract for which you are tendering is of an advisory, professional or consultancy nature which could result in current or future claims against the Trust, the landowners or their singular successors then you will require to demonstrate proof such cover is in place, if appointed.

4 PHYSICAL WORK ON SITE

If the contract for which you are tendering involves construction, demolition or the accomplishment of other practical operations then you will required to demonstrate such cover is in place if appointed. You must also be able to demonstrate that all plant and equipment to be used by your organisation is regularly inspected, serviced and maintained. If you have established written procedures a copy of these should be submitted.

5 CDM REGULATIONS

If the contract for which you are tendering involves provision of planning supervision (as required by the Construction, Design and Management Regulations), you must be able to demonstrate that you are familiar with the responsibilities imposed by these regulations and, if selected, submit copies of site registrations, pre work health and safety plans, planning supervisors and designers (as applicable to the contract).

6 H&S LEGISLATION

Contractors engaged by the Scottish Wildlife Trust shall carry out their work activities in accordance with all appropriate statutory legislation as amended including, but not limited to:-

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2007
- The Construction (Health, Safety and Welfare) Regulations 1996
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Construction (General Provisions) Regulations 1961, partially revoked
- The Personal Protective Equipment Regulations 2002
- The Construction (Head Protection) Regulations 1989
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Manual Handling Operations 1992
- The Control of Noise at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Asbestos (Licensing) (Amendment) Regulations 1998
- The Control of Lead at Work Regulations 2002
- The Control of Substances Hazardous to Health Regulations 2002
- The Gas Safety Installations and Use Regulations 1998
- The Electricity at Work Regulations 1989
- The Fire Safety (Scotland) Amendment Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Safety Representatives and Safety Committees Regulations 1977
- The Health and Safety (First Aid) Regulations 1981