

Checklist for approved contractor and Local authority tender applications

NOTE - This is a guide as to what Health and Safety, Quality or Environmental arrangements that are typically needed. This is not a full list for all applications.

Name and Address of Contractor	
Your Name	
Company Name	
No of employees?	
Will sub-contractors be used?	
What type of work do you do?	
1 Insurance	Do you have this? Yes / No
<p>When considering engaging a contractor to carry out work on your behalf, it is very important that the correct types and levels of insurance are held by the contractor.</p> <p>The three types of common insurance that a contractor may require are Employers Liability Insurance, Public Liability Insurance and Professional Indemnity Insurance.</p>	
2 Policies (Health & Safety Policy / Quality Policy / Environmental Policy)	Do you have this? Yes / No
<p>Check that the contractor has comprehensive policies that addresses all the health and safety, quality and environmental responsibilities and arrangements. These should have been reviewed periodically, ideally within the last year, and should be signed and dated by the most senior person in the company.</p>	
3 Safety Advice	Do you have this? Yes / No
<p>Check who provides the technical safety advice for the contractor. The provider whether the contractor's own employee or an external source should hold either a Diploma or Certificate in Safety accredited by NEBOSH or be a chartered member of IOSH or hold some other similar qualification. In some instances, suitable safety expertise may come from membership of a Trade Association or from specialised training from CITB or similar.</p>	
4 Risk Assessments	Do you have this? Yes / No
<p>Check that the contractor has carried out risk assessments for all aspects of the work where significant risks may exist. For example – working at height, working with power tools or dangerous substances, vehicles on site, noisy or dust-creating tools and so on.</p> <p>These risk assessments should have been signed, dated and, if necessary, reviewed within the last year.</p>	

5. Written Method Statement	Do you have this? Yes / No
Check that the contractor has produced, or is able to produce, a written safe system of work based on the risk assessments that have been produced. The contractor may refer to it as a Method Statement or RAMS.	
6. Appropriate Equipment Selection	Do you have this? Yes / No
Does the equipment appear to be suitable for the stated work and safe for the work to be carried out? Include areas such as access equipment, MEWPS, Scaffolding as well as tools, plant and machinery.	
7. Equipment Maintenance Records	Do you have this? Yes / No
Check that the contractor has appropriate maintenance records for the equipment proposed for use during the work. These records may include recent Electrical Appliance PAT test records, inspection certificates or a record of completed maintenance such as an equipment logbook.	
8. Work Related Training Records	Do you have this? Yes / No
Check that the contractor has adequate training certificates for all employees involved in the work. Training certification may be in the form of course attendance certificates, operating identity cards, safe operating certificates or other suitable evidence of competence to carry out the work. Normally as a minimum, training will need to cover Asbestos Awareness, Working at Height, Manual Handling, COSHH and company induction.	
9. Prosecutions and Notices	Do you have this? Yes / No
Check the Health & Safety Executive's Prosecutions and Notices Databases to find out whether the contractor has been subjected to previous convictions for breaches of safety legislation, has a case going through the courts, or has received any Improvement or Prohibition Notices. Check HSE database for enforcement notices at: http://www.hse.gov.uk/notices/ Check HSE database for prosecutions and breaches at: http://www.hse.gov.uk/prosecutions/	
10. Contractors with 4 or less employees (Small Contractors)	Do you have this? Yes / No
This guidance Checklist represents the <u>minimum checks and documents</u> that should be in place. For smaller contractors, some of the above requirements do not have to be documented under health and safety legislation and, therefore, evidence of competence and safety will be more difficult to determine. Nevertheless, most approved contractor and tenders request the same sort of questions and expect answers appropriate with the level of risk involved. Note: the requirements relating to Insurance apply irrespective of the size of the company subject to the caveats set out in the advice above.	

<p>11. Monitoring Staff and sub-contractors during works</p>	<p>Do you have this? Yes / No</p>
<p>Check that the contractor has adequate inspection arrangement for the work they do. As a minimum, it would be expected that training certificates Schools are required to provide adequate supervision and monitoring of contractors to ensure:</p> <ul style="list-style-type: none"> • Adherence to method statements and agreed safe working practices; • Identification and management of any unforeseen risks which become apparent during the work. • Discuss, agree and document the supervision and monitoring procedure that are to be in place. 	
<p>12. Assessing subcontractors before work</p>	<p>Do you have this? Yes / No</p>
<p>If the contractor sub-contracts the work to other contractors, what arrangements are in place to ensure the work is controlled as it would be if the contractor were to do the work themselves and not introduce further risk?</p> <p>Typically, a sub-contractor would be expected to achieve the same standards and so this form can be used for the sub-contractors. It is up to the contractor to decide if the sub-contractors need full approved contractor status.</p>	
<p>HEALTH & SAFETY GUIDANCE & SUPPORT</p>	<p>Do you have this? Yes / No</p>
<p>For advice and guidance on all aspects of health and safety contact ORBIS Environmental and Safety www.orbisenvironmental.com/contact</p>	