



Ellmer Construction places great emphasis on health and safety performance. We strive to achieve zero accidents and incidents with a safety culture that encourages the correct behaviours and attitudes in our staff and sub-contractors alike, to ensure that our workforce goes home safely to their family each evening.

The Health and Safety at Work Act 1974, Construction (Design & Management) Regulations 2007 and current health, safety and environmental regulations, impose a duty on us to make reasonable enquiries regarding the suitability, competency and knowledge base of our sub-contractors, so that we can ensure they meet their statutory obligations.

In accordance with our HS&E management systems, we are moving towards working only with registered companies that have been 'approved' as a result of a detailed health, safety & environmental assessment. In order for any company to progress to approved status a 'CS01: Health, Safety & Environment Competency Questionnaire' must be completed and returned to the Safety Department.

We require each sub-contractor to commit to the minimum safety standards and conditions as set out within our 'Sub-contractor Health, Safety & Environment Standards' (located on the [www.ellmers.co.uk](http://www.ellmers.co.uk) website in the 'downloads' section). A signature is requested within the questionnaire to confirm this.

Each sub-contractor will be assessed on the contents of their questionnaire along with supporting documents provided, and will be awarded a grading status, as follows:

- RED =** Does not meet minimum legislative H&S requirements.
- AMBER =** Partially compliant with legislation & good practice, inadequate systems.
- GREEN =** Meets and exceeds legislation & best practice with a solid commitment to safety.

The more concise and specific the information provided, the higher the grading status. Each sub-contractor will be informed of their grading and notified of any outstanding requirements to be implemented in order to improve this as required.

To support a completed questionnaire, the following documents should be provided. Please tick the appropriate box to indicate what documents are enclosed:

- Health and Safety Policy Statement (signed & dated) & Organisational Chart.
- Professional qualifications for key safety personnel e.g. Managing Director = MCIOSH, Safety Manager = NEBOSH Cert / CMIOH.
- Drug & Alcohol Policy.
- Copies of enforcement notices issued by HSE or local authorities in last 3 yrs and details of rectifying actions taken by your company.
- Sample safety training certificates or records for operatives and managers e.g. CSCS, PASMA, Plant operators, SMSTS, IOSH qualifications.
- Recent method statement & risk assessments specific to typical work undertaken.
- Proof of in-house training eg. company induction, toolbox talks, method statement briefings.
- Inspections, audits, meeting minutes to show monitoring staff safety performance.
- Measures in place for controlling & monitoring your sub-contractors.
- Certificates / awards from relevant trade or safety organisations e.g. CITB, RoSPA, BSC.
- BS EN Certificates for ISO 14001, 18001 & Chain of Custody Certification.
- Environmental Policy and evidence of environmental training e.g. certificates, toolbox talks.

All completed questionnaires and supporting documents should be sent to the Safety Dept at our Head Office for review.

<b>1. ORGANISATION</b>
Organisation Name:
1.1 How many direct employees do you have?
1.2 When was your Health & Safety Policy last reviewed?
1.3 Who has <b>executive</b> responsibility for health and safety in your company e.g. MD / CEO? Name: ..... Job Title: .....
1.4 Who has <b>operational</b> responsibility for health and safety in your company? Name: ..... Job Title: .....
1.5 Who have you appointed to provide competent safety advice and services, as required by the Management of Health and Safety at Work Regulations 1999 (Reg 6)? Name: ..... Job Title, Company: ..... Tel Nr: .....
1.6 What professional health & safety bodies does your organisation belong to e.g. ROSPA, BSC, IOSH?
1.7 Do you have a Health & Safety Management System? If so, when was it last reviewed?  How do you monitor and review your system? Is it third party certified?
1.8 Do you have a Drug & Alcohol Policy? If so, when was it last reviewed?
1.9 What company induction process do you have to brief staff in your safety arrangements?
1.10 How do you monitor the health & safety performance of your direct employees?

<b>2 ACCIDENTS &amp; INCIDENTS</b>				
Please provide details of all accidents / incidents that have taken place in the last 3 years:				
	Previous Year 3	Previous Year 2	Previous Year 1	Current Year
Fatal				
Major				
Over 3 Days				
Non Reportables				
Near Misses				
Please provide details of sub-contractors accidents / incidents in the last 3 years (whilst in your employ):				
	Previous Year 3	Previous Year 2	Previous Year 1	Current Year
Fatal				
Major				
Over 3 Days				
Non Reportables				
Near Misses				
Have you or your subcontractors received any of the following within the last 3 years? (If so, please provide a short summary of details)				
	Yes / No	Date	Reference No.	
Prohibition Notice:				
Improvement Notice:				
Prosecutions:				
Safety / Industrial Tribunal Hearings:				

<b>3 INFORMATION, INSTRUCTION AND TRAINING</b>	
3.1	What percentage of your staff have valid CSCS Skills Cards? _____%
3.2	What percentage of your staff have been inducted into the IIF culture? _____%
3.3 Please give details of Health & Safety training given to your staff within the last 3 years:	
Managers:	
Supervisors:	
Operatives:	

#### **4 PLANT AND EQUIPMENT**

4.1 Do you provide tested and tagged equipment (as required by LOLER & PUWER 1998)?

4.2 Are test records kept & up to date?

4.3 Who carries out tests & inspections?

4.4 Describe your procedures for the control of Vibration White Finger when using equipment?

#### **5 PERSONAL PROTECTIVE EQUIPMENT**

5.1 What instruction are operatives given on the use, maintenance and storage of PPE?

5.2 What arrangements do you have for testing PPE (e.g. respiratory / fall arrest equipment)?

#### **6 SAFE SYSTEMS OF WORK**

6.1 How is information regarding safe systems of work disseminated to personnel on site eg. risk & COSHH assessments, method statements? How do you ensure it's been fully understood?

6.2 How do you ensure that your work practices overcome any language barriers?

#### **7 SUB-CONTRACTORS**

7.1 How do you assess the health and safety competence of companies you place your contracts with?

7.2 How do your sub-contractors assess the safety competence of companies they place contracts with?

7.3 Please tick to confirm that all sub-contractors employed by yourselves would be:

- Suitably experienced.
- Properly qualified with membership to relevant accredited organisations.
- Provided access to documentation enabling them to fully appreciate all aspects of works required by them.
- Able to demonstrate capability and resources to meet requirements of any contract.

7.4 How do you monitor the performance of your subcontractors?

**8 THE ENVIRONMENT**

*Note: Following completion of this section, you may be asked to participate in an audit designed to further inform us about your environmental culture and standards.*

8.1 Do you have an Environmental Policy?

8.2 Do you have an Environmental Management System? If so, when was it last reviewed?

How do you monitor and review your system? Is it third party certified?

8.3 What significant environmental impacts are associated with your working activities?

8.4 What actions have you implemented in the last year to reduce your organisation's environmental impact?

8.5 Would you be willing to work towards ISO14001 accreditation with our assistance?

*For the person with responsibility for HS&E in your company e.g. MD / Safety Manager:*

Please confirm that you have read the 'Sub-contractor Health, Safety and Environment Standards' and will as a minimum comply with its requirements when working on our sites / projects. (Please visit [www.ellmers.co.uk](http://www.ellmers.co.uk) 'downloads' section, for a copy of the document).

Signature: .....

Name: .....

Job Title: .....

Completed by:	Signature:
Job Title:	Date: