

PRE-QUALIFICATION QUESTIONNAIRE – MODULE 2

ADDITIONAL HEALTH & SAFETY QUESTIONS				
			Please delete as appropriate	If “Yes” could you provide details ¹ if asked?
1	Health and Safety Policy	Does your organisation make sure it complies with the Health & Safety at Work Act 1974?	Yes / No	Yes / No
1.1		Does your organisation take steps to identify which of the regulations under the Act apply to your business?	Yes / No	Yes / No
1.2		Does your organisation have processes and procedures to ensure that these regulations are followed?	Yes / No	Yes / No
1.3		Does your organisation have a written Health and Safety Policy? (if “No” please skip to question 2)	Yes / No	Yes / No
1.4		Is this reviewed periodically?	Yes / No	Yes / No
1.5		Is there a signed current copy?	Yes / No	Yes / No
1.6		Does it define Health and Safety responsibilities for all staff?	Yes / No	Yes / No
1.7		Does it define Health and Safety responsibilities according to role?	Yes / No	Yes / No
2	Staff competence	Does your organisation train staff in Health and Safety? (if “No” please skip to question 3)	Yes / No	Yes / No
2.1		Does your organisation train staff in Health and Safety according to their particular job?	Yes / No	Yes / No
2.2	Does your organisation provide the following types of training?	Health and Safety induction	Yes / No	Yes / No
		Hazard awareness	Yes / No	Yes / No
		Accident reporting	Yes / No	Yes / No

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	of training?	Other training depending on nature of work and risk assessment	Yes / No	Yes / No
2.3		Does your organisation keep Health and Safety training records for staff?	Yes / No	Yes / No
3	Consulting staff	Does your organisation have a clear process for consulting staff on Health and Safety matters (for example, a Health and Safety committee)? (if “No” please skip to question 4)	Yes / No	Yes / No
3.1		Is this consultation process set out in your Health and Safety procedures?	Yes / No	Yes / No
3.2		Does your organisation have a staff Health and Safety representative(s)?	Yes / No	Yes / No
3.3		Does your organisation have clear arrangements for staff to report Health and Safety risks and issues to managers?	Yes / No	Yes / No
4	Risk Assessment	Does your organisation have a risk assessment process? (if “No” please skip to question 4.5)	Yes / No	Yes / No
4.1		Does your organisation record the findings?	Yes / No	Yes / No
4.2		Are they regularly reviewed?	Yes / No	Yes / No
4.3		Does your organisation produce method statements of how to work safely, based on risk assessments?	Yes / No	Yes / No
4.4		Does your organisation have procedures to make sure staff understand these method statements?	Yes / No	Yes / No
4.5		Does your organisation have method statements and procedures to cover the use of all plant, machinery and equipment (if this applies)?	Yes / No / N/A	Yes / No
4.6		Does your organisation apply a risk assessment to each new type / process / machinery / area of work?	Yes / No	Yes / No
5	Health and Safety advice	Does your organisation have access to competent Health and Safety advice? (Either within the organisation or	Yes / No	Yes / No

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		external)?		
5.1		Do you belong to any safety organisations eg RoSPA, British Safety Council?	Yes / No	Yes / No
6	Accident Records	Does your organisation report incidents and accidents when required under RIDDOR ² ?	Yes / No	Yes / No
6.1		Does your organisation keep RIDDOR records (copies of reporting forms)?	Yes / No	Yes / No
6.2		Does your organisation keep statistics of accidents / incidents?	Yes / No	Yes / No
6.3		Does your organisation keep statistics of sub-contractors accidents (if this applies)?	Yes / No / N/A	Yes / No / N/A
6.4		Does your organisation make sure you learn from incidents /accidents and change your working practises as necessary?	Yes / No	Yes / No
7	Health Risk Management	Does your organisation have a nominated manager to whom any employee health problems can be reported?	Yes / No	Yes / No
7.1		Does your organisation provide any necessary personal protective equipment to staff free of charge?	Yes / No	Yes / No
8	Health and Safety Enforcement	Has your organisation had any HSE or Local Authority Improvement or Prohibition Notice or warning letter in the last three years?	Yes / No	Yes / No
8.1		Does your organisation keep records of all such Notices / warnings for three years?	Yes / No / N/A	Yes / No
8.2		If your organisation has had any such Notices or warnings has it put things right to prevent it happening again?	Yes / No / N/A	Yes / No

1: “Details” may be copies of up to date and relevant documents and / or other oral or written statements

2: RIDDOR - Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995

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1	ADDITIONAL H&S QUESTIONS FOR THE CONSTRUCTION SECTOR			
1.1		Does your organisation make sure your managers and supervisors understand the duties under the CDM ¹ Regulations?	Yes / No	Yes / No
2	CHAS	Are you a member of the CHAS (Contractors Health and Safety Assessment Scheme)?	Yes / No	Yes / No
2.1		If you are a member of CHAS, what is your registration number?		
2.2		Have you applied for CHAS membership if you are not already a member?	Yes / No	Yes / No

1: CDM = Construction (Design and Management) Regulations 1994