



**Pre-qualification Questionnaire for acceptance onto the  
Eurosafes UK Approved List of Contractors for Health and Safety  
Contractors with less than 5 employees**

**Section 1 – Your Organisation**

	<b>Information Requested</b>	<b>Guidance Notes as applicable</b>	<b>Response</b>
<b>A</b>	<p>Please state category you wish to be approved under corresponding to the role you will be fulfilling.</p> <p>Please detail your main work activities.</p>	<ul style="list-style-type: none"> <li>• Principal Contractor</li> <li>• Repair and Maintenance Contractor</li> <li>• Facilities Contractor</li> <li>• Trade Contractor (including specialist trades)</li> </ul> <p><b><i>Supply a list / summary of all the activities you carry out e.g. electrical installer, general builder, plasterer etc.</i></b></p>	
<b>B</b>	<p>State the name of your organisation, full address, main telephone number, e-mail address and web site address.</p>		
<b>C</b>	<p>State the name of the person dealing with this questionnaire, their contact</p>	<p><i>Also please supply details of a secondary contact, detailing; name, title, phone/fax and email address.</i></p>	

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	phone/fax numbers and e-mail address.		
<b>D</b>	What was the turnover of your organisation for your last completed financial year?	<i>This information is needed so that you can be fairly assessed in relation to the size of your business.</i>	

### **Section 2 – Health and Safety Policy**

<b>E</b>	<p>Please list the number of individuals currently employed in the following areas:-</p> <ul style="list-style-type: none"> <li>• Office based managers</li> <li>• Site based managers</li> <li>• Site based operatives</li> <li>• Labour only sub-contractors</li> <li>• Total number of employees</li> </ul>	<p><i>e.g. directors, contracts managers</i>  <i>e.g. site managers, foremen</i>  <i>e.g. tradesmen, labourers, etc.</i>  <i>Self-employed operatives</i></p>	
<b>F</b>	Health and safety policy.	<p><i>Although you are not legally required to have your health and safety policy and arrangements in writing it is good practice to do so as you must still be able to demonstrate your commitment to health and safety and management of it to a potential client. Please provide a copy if you have one including a signed statement of intent, a responsibilities section and an arrangements section. If you do not have a written H&amp;S policy please confirm how you communicate company policies and procedures to staff.</i></p>	
<b>G</b>	Competent Health & Safety advice.	<p><i>Please provide details of how your organisation and your employees have ready access to competent H&amp;S advice, preferably within your organisation. Provide the name and competency details of the source of advice including</i></p>	

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		<i>a CV and evidence of competence e.g. copies of certificates/professional memberships</i>	
<b>H</b>	How does your organisation keep up to date with changes in health and safety legislation?	<i>Legislation is constantly changing and your business needs to have clear procedures for identifying and implementing such changes.</i>	

### **Section 3 – Insurances**

<b>I</b>	Please provide a copy of your PLI and ELI insurance certificates and schedules	<i>It is important that BOTH insurances are submitted. Your broker will assist with any queries you may have.</i>	
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### **Section 4 – Training**

<b>J</b>	Provide a training matrix detailing what health and safety training has been undertaken by the groups detailed:-	<ul style="list-style-type: none"> <li>• <i>Directors</i></li> <li>• <i>Office based managers</i></li> <li>• <i>Site based managers/supervisors</i></li> <li>• <i>Site based operatives</i></li> <li>• <i>Labour only sub-contractors</i></li> </ul> <p><i>An example training matrix has been enclosed to demonstrate the format required.</i></p>	
<b>K</b>	Provide evidence of training for one individual in each of the above groups. <ul style="list-style-type: none"> <li>• Principal Contractor</li> </ul>	<p><i>Evidence that training has been undertaken <u>must</u> be submitted with your return.</i></p> <p><i>Please note that the minimum training requirements for each category are as detailed below:-</i></p> <ul style="list-style-type: none"> <li>• <i>Senior managers including project managers and contracts managers must have CITB SMSTS, IOSH Managing Safely in Construction or similar H&amp;S Management Training relevant to your organisations activities.</i></li> </ul>	

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	<ul style="list-style-type: none"> <li>• Trade Contractor (including specialist trades)</li> </ul>	<p><i>their occupation with additional training as required e.g. mobile tower erection, work at height etc. training. (CCNSG and other equivalent competency schemes may also be acceptable).</i></p> <ul style="list-style-type: none"> <li>• <i>Senior managers including project managers and contracts managers must have CITB Supervisor, IOSH Managing Safely in Construction or similar H&amp;S management training relevant to your organisations activities.</i></li> <li>• <i>Site managers must have CITB Supervisor or IOSH Managing Safely in Construction or similar H&amp;S management training relevant to your organisations activities.</i></li> <li>• <i>Site operatives and management must have the CSCS card or equivalent (e.g. ECS) appropriate to their occupation with additional training as required e.g. mobile tower erection, work at height etc. training. (CCNSG and other equivalent competency schemes may also be acceptable).</i></li> </ul> <p><b><i>Evidence of other training should also be included e.g. IPAF, PASMA etc and trade specific training such as City and Guilds, NVQ's etc.</i></b></p>	
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<b>L</b>	<p>Please provide details and certificates as evidence of current first aid training/arrangements for:-</p> <ul style="list-style-type: none"> <li>• Appointed persons.</li> <li>• EFAW (Emergency First Aid at Work) persons</li> <li>• FAW (First Aid at Work) persons</li> </ul>	<p><i>The First Aid Regulations 1981 require an assessment to be made of your first aid requirements on <u>all</u> sites regardless of size.</i></p> <p><i>The training should be included within your training matrix.</i></p>	
<b>M</b>	<p>Please provide evidence of management and operative asbestos awareness training. Provide confirmation that the course meets the requirement of Regulation 10 of the Control of Asbestos Regulations.</p>	<p><i>This is a key requirement of the Control of Asbestos Regulations 2012. Please note that the training must be formal asbestos awareness training given by a qualified/competent trainer with annual refresher training given by a competent person. Please provide evidence of trainer's asbestos related qualifications to evidence competence. <u>The training should be included within your training matrix.</u></i></p>	

### **Section 5 – Risk Assessment, Welfare & Construction Phase Health & Safety Plan**

<b>N</b>	<p>As required by the Management of Health and Safety at Work Regulations 1999 please provide at least two example risk assessments for work you would normally undertake on a construction site.</p> <p>Also provide a method statement for an activity you</p>	<p><i>Although not required by legislation to have risk assessments in writing you are still required to be able to demonstrate your capability to assess risk competently. The most practicable way is to provide a risk assessment in writing. Please forward completed assessments for a specific task such as the use of a power tool, the use of a mobile tower scaffold etc.</i></p> <p><i>The method statement needs to be for a specific task the company would routinely undertake. A site specific</i></p>	
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	would normally undertake on a construction site.	<i>example should be provided as opposed to generic templates.</i>	
<b>O</b>	Provide details of arrangements you have in place to ensure welfare facilities are in place before people commence work on site.	<i>Please provide evidence of your arrangements and their implementation which could include details of the type of welfare facilities provided on previous projects.</i>	
<b>P</b>	If applicable, please detail your procedures for controlling hot works on a typical project. Contractors engaged in electrical work should detail their formal procedures and permits for dealing with electrical isolation and energising.		
<b>Q</b>	If you are acting in the role of Principal Contractor, or will be the only contractor working on a project, you are required under the Construction (Design & Management) Regulations 2015 to produce a Construction Phase Health & Safety Plan. Please provide an example of a Construction Phase Health & Safety Plan.	<i>Provide a copy of a recent completed Construction Phase Health &amp; Safety Plan for a project.</i>	

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**Section 6 – Accidents /Prosecutions etc.**

<b>R</b>	Under your current name, or any previous title, please give details of any HSE improvement or prohibition notices, and any prosecutions in the last five years.	<i>Where any notice of prosecution is declared, please provide details of the notice of prosecution and actions taken.</i>	
<b>S</b>	Provide details of the number of RIDDOR accidents /incidents in the last 3 years.  Do you review accidents/incidents and undertake follow-up action	<i>Include details of any actions taken to prevent re-occurrence. Where available please confirm your injury incidence and frequency rates.  Provide evidence to demonstrate that your organisation has a system in place for recording, reporting and reviewing incidents and recording actions taken as a result.</i>	

**Section 7 – Sub-Contractor Appointment**

<b>T</b>	If your company appoints sub-contractors to undertake work on your behalf please submit a vetting exercise to evidence how you ensure that only sub-contractors who have the necessary skills, knowledge, training and experience in health and safety issues are appointed.	<i>Please provide evidence of a successful vetting exercise that you have undertaken on a sub-contractor. The vetting exercise must include all documentation received from the sub-contractor and must be for a sub-contractor you have deemed competent. Provide details of your arrangements for vetting of contractors, this should form part of your health and safety policy arrangements.</i>	
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**Section 8 – Monitoring/Consultation/Co-ordination**

<b>U</b>	Provide details of the company system for monitoring procedures and auditing them at regular intervals.	<i>Please provide evidence such as copies of formal reports, site inspection reports, evidence of recent monitoring and management responses.</i>	
<b>V</b>	Provide details of how the company communicates with the workforce on Health & Safety Matters.	<i>Please provide details of your company arrangements and details of any appointed safety representatives together with evidence of how consultation is carried out such as records/minutes of any safety meetings.</i>	
<b>W</b>	Provide details of arrangements you have in place for co-operating and co-ordinating your work with others including contractors and suppliers.	<i>Please provide practical evidence of systems in place including procedural arrangements or project team meeting minutes.</i>	

**Section 9 – Equipment Maintenance**

<b>X</b>	Provide details of arrangements for selecting, inspecting and maintaining work equipment to ensure safe conditions to the required standards.	<i>Provide details of your equipment policy arrangements and evidence of equipment inspection/maintenance e.g. plant inspection register, ladder inspection register etc.</i>	
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**Section 10 – Corporate Competence**

<b>Y</b>	Is your company a member of any trade associations or accreditation bodies e.g. UKAS, ECA, NICEIC, Gas safe etc.	Provide copies of current membership or accreditation certificates.	
	Please list any further relevant accreditations i.e. ISO 9001, 14001,18001	<i>Please supply copies of current accreditation</i>	
	Has your company successfully completed an	Provide copy of certificate(s) as evidence.	

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	assessment and been accredited by another SSIP registered member		
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Finally, it is worth noting that all documentation etc. that we are requesting relates to your legal duties under current health and safety legislation. If you are unsure of any issues raised you may find it beneficial to visit [www.hse.gov.uk](http://www.hse.gov.uk) or to consult a local health and safety consultant.

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**EXAMPLE TRAINING MATRIX**

Individual	Role	SMSTS	CSCS card	Asbestos awareness	4 Day First Aid	Appointed First Aid	NEBOSH General Certificate	IPAF	PASMA	Others
A. Brown	Director			May 2007						
B. Black	Director	July 2005		May 2007						
C. Green	Contracts Manager	July 2005	June 2007	May 2007						
D. Orange	Foreman		June 2007		Jan. 2007					
E. White	Labourer		June 2007	May 2007						
F. Pink	Joiner			May 2007	May 2005					

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EUROSAFE UK PRE-QUALIFICATION EXERCISESUBMISSION CHECKLIST

<u>Item reference</u>	<u>Information Required</u>	<u>Information Included</u>	<u>Comments</u>
A	Contractor Category		
B	Company details		
C	Contact name		
D	Turnover		
E	Employee numbers		
F	Health & safety policy		
G	Evidence of competent H&S advice		
H	Legislation updates		
I	PL and EL insurances		
J	Training matrix		
K	Evidence of training		
L	First Aid training		
M	Asbestos training		
N	Risk assessment		
O	Hot work procedures		
P	HSE notices		
Q	Details of RIDDOR incidents/accidents and process		
R	Sub-contractor vetting		
S	Evidence of procedure monitoring/auditing		
T	Evidence of workforce consultation		
U	Evidence of equipment inspection/maintenance		
V	Evidence of Corporate Competence		

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Once you have completed the questionnaire please take the time to complete the table above to ensure that you have included all the necessary documentation with your return. The return should then be sent to:

**Eurosafe UK  
Eurosafe House  
Centurion Park  
Tribune Way  
York  
Y030 4RY**

**Telephone:- 01904 691 515**

**E-mail:- [cdm-competent@eurosafeuk.co.uk](mailto:cdm-competent@eurosafeuk.co.uk)**

**Submit on line:- [www.ssipassessors.com](http://www.ssipassessors.com)**

**[www.eurosafeuk.co.uk](http://www.eurosafeuk.co.uk)**

**[www.cloudsuk.com](http://www.cloudsuk.com)**

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