

chalcroft

construction built on teamwork

2016

Prequalification Questionnaire



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Version 12

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EHS Director

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1. Company Statement

Chalcroft consider the Health and Safety of all personnel on their sites and the effect on the environment to be of paramount importance, and fully understand their obligation to protect the workforce.

All relevant current and forthcoming legislation will be rigidly implemented by management and enforced on all sites, and we shall expect subcontractors to fulfill their own obligations, ensuring all their employees are fully instructed on, and will adhere to, all Environmental, Health and Safety (EHS) aspects and requirements.

Subcontractors who carry out work under a Sub-Contract agreement, are employers in their own right, and are reminded of their responsibilities under the Health and Safety at Work Act (Sections 2 and 3 – Subcontractors).

Subcontractors are advised that any breaches or failure to comply with any EHS legislation, site rules or requirements either by themselves or their employees - may result in the termination of their contract, with summary removal from site of any or all offending employees with the subcontractor solely responsible for any costs incurred by Chalcroft or other parties resulting from this action.

2. Subcontractor Employee Responsibilities

All subcontractor employees must be made aware of their duties under Sections 7 and 8 of the Health and Safety at Work Act, and Section 12 of the Management of Health & Safety at Work Regulations - **“to take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions.”** They will also cooperate with the employer and others to enable them to comply with their duties under the Act or Regulations.

3. EHS Non-conformance Procedure

Chalcroft operate a Yellow and Red Card Disciplinary Card system on all their sites. If any subcontractor or subcontractor employee is: found, observed or reported either by a client, Chalcroft representative or others - to be in minor breach (as determined by the issuer) of any EHS legislation, induction, site or client requirements or; are not conforming to RAMS (Risk Assessment and Method Statement) - then the employee/s concerned will be considered to constitute a ‘Yellow Card’ warning.

A copy of this warning will be reported to the subcontractor on the designated form, stating the reason for issue and reminding the above of their obligations. A copy will remain on file with the EHS Department.

If the employee/s are observed in *serious* breach of requirements stated above or of breach of the same offence stated in a Yellow Card, then it will be considered to constitute a ‘Red Card’ warning and they will be immediately removed from site. The subcontractor will be informed (phone or email) of their exclusion, with a record kept on file.

Any subcontractor or subcontractor employee/s issued with a Red Card shall not be allowed on any future Chalcroft projects until further notice.

Good Compliance Green Cards can also be issued for exceptional or consistently good EHS performance on site.

Please note: all subcontractors shall also be solely responsible for any costs incurred by Chalcroft or from other parties as a direct result of delays or failure to meet the programme of works due to the subcontractor’s employee/s removal from site or actions as a result of a disciplinary card being issued.

4. Subcontractor Requirement's

All subcontractors must:

Co-operate with Chalcroft as the Principal Contractor (PC) or main contractor

Hold a CSCS logoed card or equivalent minimum safety training or skills card or certification i.e. CCNSG Safety Passport, PASMA, IPAF, ITSSAR, RTITB, IOSH, RoSPA, ECS, EUSR, CISRS, JIBPMES, CCDO, ACE, City and Guilds.

Failure to provide valid (in date) and appropriate cards or certification will result in the individual not being allowed into a CDM area.

Provide Chalcroft with information regarding risks created by their works and controls (included in RAMS)

Where Temporary Works, both below or above ground form part of the sub-contract, provide Chalcroft with a copy of the temporary works proposals, design calculations and controls where necessary

Comply with any reasonable directions from Chalcroft, and any other relevant EHS legislation.

Report all injuries, accidents or dangerous occurrences to Chalcroft immediately

Provide information for the Health and Safety File as requested and in an efficient manner.

Provide relevant training and information to their employees

Not allow their employees to commence work on the site until basic information has been provided. This will include agreed and signed method statements and risk assessments

5. Personal Protective Equipment

It is the policy of Chalcroft that all of their sites require, as a minimum, the following PPE to be worn at all times:

Safety hard hat, in good condition and within 3 years from date of manufacture

Safety footwear (Boots or Wellingtons – riggers are not recommended)

High Visibility clothing (jacket, shirts or vests)

Safety harnesses and restraint/lanyards to be correctly worn and attached at all times for all works from a cherry picker (including during movement at low level) Harnesses are not required in scissor lifts unless specifically stipulated by the site manager or site requirements (client/other PC)

Suitable eye protection whilst undertaking grinding, cutting, dusty, particle producing operations

Gloves are mandatory for all subcontractors undertaking Groundworks or Cladding/Roofing works

Task specific PPE as determined and stated within the relevant RAMS

Minimum P3 dust mask protection for all relevant operations

It is the responsibility of the subcontractor to provide any items or equipment deemed to be necessary under the PPE Regulations. All provided PPE must be in good condition and to the recommended standard. Subcontractors shall ensure that their employees are provided with, and wear at all times, the above minimum PPE, along with any other specific PPE required by the relevant risk assessments. Any employee not complying with this requirement may be subject to the Chalcroft Disciplinary procedure.

Shorts can be worn on site however not during concreting operations. The upper body must be covered at all times. Specific client or site requirements may also be stipulated that differ to Chalcroft's policies and must be adhered to.

Please note: all persons carrying out Cladding/Roofing or Groundworks activities must wear suitable gloves whilst carrying out their works. This is a strict policy that must be adhered to in order to minimise the number of hand injuries to these particular trades.

6. Failure to provide PPE

If for any reason any subcontractor employee, on site induction or witnessed through the course of their works, fails to wear or produce the required PPE for safe site working, the subcontractor will be informed of their failure to fulfill their site/RAMS obligations and may not be allowed to work or required to stop work.

If necessary for continuation of works however any PPE provided by Chalcroft to the employee/s will be consequently charged. Nb Our rate for safety helmets is £10.00.

7. Welfare Facilities

Chalcroft, where applicable as Principal Contractors, shall provide suitable and sufficient welfare facilities.

Due to the confined and often inaccessible nature of many small works/special projects contracts the level and type of welfare will be determined by location, geography, access to public facilities, duration of works, type of works, access to services, number of workers.

We shall expect all subcontractors to **respect all welfare facilities** and those who use them, and leave them in a clean and tidy state.

Any persons found damaging or defacing any facilities will be subject to the Chalcroft Disciplinary procedure and in extreme cases person/s will be removed from site. Any persons found urinating or defecating in any area other than the provided facilities will be dismissed from site immediately. If you arrive on site and find any property damaged or vandalised please report it immediately to a Chalcroft representative.

8. Team, Toolbox Talks and Daily Safety Briefings

All subcontractors shall attend any EHS meetings arranged by site management. In addition to this, subcontractors may be required to undertake these meetings with their own personnel, and providing minutes to the site management. Chalcroft staff may attend these meetings should they wish to do so. **Toolbox talks are expected to be carried out on a regular basis** with copies of the attendance forms given to the site manager/supervisor.

Chalcroft requires, where requested, subcontractors to complete a Daily Safety Briefing. The forms shall be issued on site and the briefings are to be completed every morning prior to works commencing with all personnel.

9. Foreign Nationals

All subcontractors that employ foreign nationals must ensure that all relevant EHS information, whether supplied by Chalcroft or yourselves, is conveyed and acknowledged in a manner that is understood by all employees and associates. **Chalcroft reserves the right to refuse completion of an induction and entry into a CDM area if there are concerns that induction information and/or RAMS are not clearly understood and/or; foreign training certificates cannot be verified to an equivalent UK standard.**

Chalcroft may request foreign workers undertake relevant training in the UK to be allowed entry into a CDM area and will not be held responsible for any costs or delays as a result.

10. Plant certification and training

It is the policy of Chalcroft that all subcontractors who intend to operate plant on their sites to produce recognised certification of training from a qualified training provider before operations begin. **No persons under the age of 18 may operate construction plant on any Chalcroft site.**

Chalcroft reserve the right to request proof of training and competency for all plant or personnel disciplines to maintain EHS compliance on their sites.

The main plant covered under this stipulation is:

- Excavators
- Road rollers
- Dumpers
- Forklifts (including all terrain, teleporter and fixed mast)
- Scissor lifts and other powered access equipment (MEWPS)

In addition to plant training subcontractors should also produce training certification for the following as a minimum where applicable (not exhaustive):

- Crane operations appointed person
- Banksman and slinger
- Abrasive wheels
- Basic training in health and safety
- Mobile tower scaffolds
- CAT and Genny
- Asbestos Awareness
- Manual Handling

11. Maintenance and Operation of Plant

All subcontractors' plant will be operated in a safe and correct manner at all times. The speed limit imposed on all Chalcroft sites is **5 mph** unless otherwise stated. Any traffic routes, turning areas or one way systems identified will be observed. Wherever practicable all reversing of plant and vehicles on the site will be avoided. All plant is to be fitted with reversing horns/beepers. Driver visual aids may be utilised where possible and assistance in guiding is to be provided for all reversing HGV and articulated vehicles.

All MEWPs must be fitted with secondary guarding/anti-entrapment guards or shrouds. No exceptions.

Any personnel observed not operating equipment correctly will be subject to the Chalcroft Disciplinary procedure with possible removal from site.

All subcontractor plant and machinery will be maintained correctly whilst on Chalcroft's sites, with relevant inspection documentation produced. A daily visual inspection will be undertaken before use, with a written inspection form completed by a named competent person issued to site management on a weekly basis. Any plant found not to be of a sound operating condition will not be allowed to be used and may be requested to be removed from site.

All plant ignition keys must be removed from the ignition when not in operation. All mobile plant fitted with seat belts must to be worn whilst operating.

The use of mobile phones whilst operating plant or driving vehicles is strictly forbidden. Anyone caught in breach of this requirement will be subject to the Chalcroft Disciplinary procedure and may be removed from site.

12. Risk Assessments and Method Statements (RAMS)

All subcontractors shall provide relevant **detailed method statements, risk assessments (RAMs) and other relevant documentation for all aspects of their operations. RAMS will generally be required 72 hours prior to works commencing** unless otherwise stated by site management. No works will be allowed to commence until these are produced, **reviewed and accepted by a member of Chalcroft.**

In addition subcontractors shall ensure that a copy of produced specific, not generic, method statements and risk assessments are provided to their employees and their contents explained and formally agreed before work commences.

They are to include as a minimum:

- Details of undertaken works, specific to the site
- Details of supervisory personnel, with contact numbers
- Plant to be used and certification provided
- Assessment of risks, with means of controlling and reducing them

No deviation from the provided and agreed RAMS shall be permitted without consultation with Chalcroft site management, with an amended statement being produced, signed and agreed.

If any operation is observed by site management not in accordance with the provided statement, then works will cease immediately until the statement has been amended and accepted.

If the subcontractor or their employees are found or observed to be not in accordance with provided method statements and risk assessments, then again works will cease until the breach has been corrected.

In extreme cases of breach of agreed methods or blatant disregard to safety the subcontractor shall have their contracts terminated and their employees removed from site. Please refer to Section 3 also.

Please note: Chalcroft shall not be responsible for any costs incurred as a direct result of delays or failure to meet the programme of works due to RAMs either not being provided, delays in being provided or having been deemed insufficient either by Site Management or a member of the EHS Department.

13. CoSHH Assessments

All **subcontractors shall provide full and specific CoSHH assessments and safety data sheets for any hazardous materials to be used by their personnel.** These should be issued to site management before works commence, with the method statements and risk assessments.

14. Permit to Work systems

All subcontractors will comply with any permits required on the site. These include:

- Work at Height Permits (daily issue – includes MEWPS, ladders etc)
- Hot Work Permits (grinding, cutting, welding etc)
- Permit to Work
- Confined Space Permits (manhole/pit access etc)
- Roof Work Permits (roofing operations etc)
- Excavation/BreakGround
- Live Gas and Electric Permits
- Demolition Permit

These will be issued by the site management. Some other specific permits will be required to access certain sites and/or to access masts or towers (Special Projects) or client areas. These **permits are the responsibility of the subcontractors to obtain**, check documentation is correct and to retain on site. Subcontractors must contact the Principal Contractor regarding any issues. Handover of site management and its requirements may also be carried out with subcontractors where there won't be Chalcroft management permanently on site in certain circumstances. Subcontractors will be required to carry out the duties as stipulated within the Handover and contact Chalcroft immediately should any issues arise.

15. Working Alone

Whilst there is no legal prohibition on working alone the duties of the Health and Safety at Work Act and Management of Health & Safety at Work Regulations still apply. These require; identifying hazards of the work, assessing the risks involved and putting measures in place to avoid or control the risks. All subcontractors must ensure that these plans are in place within RAMS before any personnel are put in a working alone situation. **Lone Working is prohibited for all WAH activities.**

16. Induction

All personnel arriving to a project for the first time must complete an induction prior to commencing work. On agreeing to the details in the induction, personnel are acknowledging the safety rules of the site and general EHS practices that must be followed. Failure to abide by these can result in personnel being removed from site and further action could be taken against the company involved. Certain sites are unmanned by Chalcroft personnel (Special Projects) therefore contact must be made prior to entering the site or works area.

Supervisors/Working foreman shall be requested to complete a formal agreement at induction signing up to ensuring RAMS are adhered to and all safe working practices and site requirements are followed by all personnel they are responsible for.

17. First Aid & Fire Equipment

Construction sites managed by Chalcroft shall provide fire extinguishers and first aid equipment however in test date **fire extinguishers provided by the subcontractor must be held by those conducting Hot Works** as a requirement. Holders of first aid kits are recommended to be appropriately first aid trained. Large trades or are required to have available on site their own additional first aid kits and fire extinguishers. All incidents must be reported to Chalcroft management immediately.

18. The Health and Safety File

If required, and as a requirement under the CDM Regulations and for particular clients, all Contractors shall **provide all information required for inclusion in the File**. These will include operation and maintenance manuals, as built drawings, test certificates and any other documentation required. These will be required before the completion of the project if practicable. Payments may be withheld by Chalcroft should information not be provided as requested.

19. Vibration Control and Assessments

Legislation implemented in 2005 requires all employers to ensure that the **equipment to be used by employees is adequate to the task to be performed, maintained to an efficient state and working condition**. Information should be obtained from manufacturers regarding vibration emissions. Health monitoring must also be undertaken and to detect early symptoms of Hand-Arm Vibration Syndrome (HAVS). Details of site requirements and controls must be stipulated within the agreed RAMS.

20. Noise Assessments

Noise health surveillance should be undertaken with all employees that may be exposed to the 85dBA action level (legislation from 2006). Relevant **hearing protection and/or isolation areas must be in place to protect employees** and others and details of the requirements and controls must be stipulated within the agreed RAMS.

21. Scaffolding

All scaffolding must only be **erected and altered by competent and trained personnel**. Scaffolding companies must be appropriately trained (CISRS) and members of the NASC. Daily visual inspections must be carried out before using scaffolding and weekly inspections must be carried out formally. All scaffolding that is not completed or is unsafe to use must have warning signage displayed and the site manager or supervisor notified. Access to scaffolding ie ladders must be secured, removed or locked off to prevent unauthorized access. Mobile scaffolding must be erected to manufacturer's specifications with sufficient working platforms, access ladders and handrails.

22. Work at Height

Chalcroft takes very seriously all working at height and appropriate **measures must be undertaken to ensure the risk of a fall from height are eliminated or if there is a fall from height no injury shall occur.** The use of ladders should be avoided where at all possible however short duration works on industrial and secured ladders is acceptable if it is formally risk assessed. The use of mobile scaffolding or podiums is recommended over ladders. Excavations should also be well protected from risk of falls. Temporary Works procedures (above and below ground) must also be adopted where applicable. Fixed lanyard harnesses must be worn in cherry pickers and standing on handrails of any MEWP will result in a Disciplinary Red Card being issued to the individual and immediate removal from site. **Any failings to appropriately manage, control or adhere to safe working at height practices will be dealt with severely by site management and the EHS Department.**

Chalcroft recommends all subcontractors follow the HSE's hierarchy of control measures available on their website.

23. Waste Management

All subcontractors are expected to manage their waste accordingly ie recycling or reusing materials. Where possible all waste produced should be kept to a minimum. Waste should be placed in skips provided and to the appropriately allocated skips for recycling. Where contractors remove their own waste from site they should hold a Waste Carriers Licence. Any hazardous materials should be identified and disposed of accordingly. **Fully completed Waste Transfer Notes and Consignment Notes must be provided for all waste removed from site.** The notes must be issued to site management when waste leaves site.

All subcontractors are responsible for their own housekeeping regardless of contractual arrangements. Subcontractors that do *not* manage their housekeeping and remove their own waste may be held financially accountable for any labour that Chalcroft has to provide to clear waste or for any skips that are required. Suitable warning either through Clean-up Notices or under direction from the site management shall be given prior to Chalcroft initiating a clean-up and assigning charges.

Projects that fall under the requirement (client/Chalcroft request) for Site Waste Management Plans shall require subcontractors to provide information regarding the type and amount of waste that may be produced. Details of how this waste shall be managed must also be provided. This information must be provided when requested and failure to do so may result in delays of works commencing. Please note; Chalcroft shall not be held liable for any costs due to delays in works commencing due to this information not being provided.

24. Environment

Care must be taken on all Chalcroft sites regarding environmental impacts during subcontractor works. This includes the operation of plant, storage of hazardous liquids such as diesel and oils, work with or around asbestos, noise, dust, vibration, lighting and emissions.

Risk assessments should include environmental aspects and how the impacts shall be managed, controlled, eliminated or mitigated. Any concerns regarding aspects of your operations and activities should be raised with the site manager, supervisor or a member of the Chalcroft EHS Department.

Pollution control methods must include; regular maintenance and checks of plant and equipment, use of spill kits near all refueling points, use of drip trays during refueling, use of catch trays under generators, locating of refueling areas at least 10 metres away from watercourses or drainage points, use of only fit for purpose, clearly labelled containers and tanks and fuel bowsers with integrated bunds.

25. Electrical Equipment

All subcontractors using hand held type electrical equipment shall use 110v only and must be checked before each use to ensure is in a safe workable condition.

Where 240v systems are only available on site the subcontractor must provide a safety isolated transformer to convert to 110v. In the event that 110v is not available, only the site management can give permission to use it.

All electrical equipment should be inspected and maintained on a regular basis. **Portable electrical equipment used on Chalcroft sites must be tested and marked as inspected, once every three months.**

26. Accidents, Incidents, Injuries, Hazards and Near Misses

All site personnel have a responsibility to report any incidents or events that occur on site, or off site where the event may have an impact on Chalcroft, their operations, activities or personnel. Chalcroft actively promote the reporting of hazards to assist in removing the hazard and preventing an injury or harm occurring. Site personnel are encouraged to report hazards and to assist Chalcroft displays on its larger projects, hazard reporting cards and suggestion boxes. Where these do not exist site personnel should notify their supervisor or site management.

27. Drug and Alcohol testing

To ensure the safety of the workforce and those that may be affected by our activities, Chalcroft has in place a drug and alcohol policy which includes the testing of subcontractor personnel on its sites. This may be carried out randomly or after an event or incident. Chalcroft's EHS Department are trained in the use of DrugSwipe testing and hold alcohol breathalyzers. Any subcontractor individual or individuals that are tested and have a positive reading to either drugs and/or alcohol shall be prohibited from entering or re-entering a CDM area. Their employer shall be immediately notified and they shall be responsible for ensuring the individual or individuals can return home safely and any further action to be taken. A Chalcroft Disciplinary Card may be issued. Individuals that refuse to be tested may also be issued with a Disciplinary Card.

28. Campaigns/Information

Chalcroft undertake various campaigns and distribute information to advise subcontractors of key matters the company or the industry is focusing on. These may include working at height, occupational health or environmental topics. If your company receives links to campaigns and information please ensure it is disseminated to relevant managers and site teams.

29. Behavioural Safety

Over 90% of accidents occur due to the acts or omissions of an individual or individuals, not due to a mechanical or system failure. Therefore Chalcroft promote educating site personnel in the behavioural safety aspect of working on a construction site through display of behavioural safety DVD's at induction (larger projects), assessment through questionnaires and, providing training and support. Subcontractors are encouraged to also promote positive behaviors and attitudes which can only be driven from the top down through support and encouragement by allocating the right number and type of resources, providing competent and skilled personnel and; ensuring suitable provisions are provided to carry out works correctly and safely.

30. Support and Assistance

Chalcroft has in place an EHS Department which is there to not only support the company, its personnel, operations and enforce compliance but to assist and support its supply chain wherever it can. This may include training, documentation, carrying out workshops or assisting in sourcing PPE or safety equipment providers. Please do not hesitate to contact Chalcroft if you have any EHS queries or would like to utilise the EHS Departments resources and experience.

Prequalification Questionnaire

The following document is to be completed **in its entirety** as stated and; **reviewed and signed by a senior manager or Director**. The completed form and associated information is to be returned to the Chalcroft EHS Department for vetting. Failure to complete all required sections and provide documentation as requested will delay the review process and may prevent your works being allowed to commence.

| | |
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| 1.0 Organisation accreditation | |
| <p>1.1 Does your organisation have accreditation through any of the health and safety advisory and assessment bodies listed below?</p> <p>SafeContractor CHAS SSIP OHSAS18001</p> | Yes / No |
| <p>1.2 If yes you are only required to complete Sections 2, 6, 11 and 12 of this questionnaire. Please ensure a valid copy of your accreditation(s) is issued with this questionnaire.</p> | |

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| 2.0 Subcontractor details: |
| Company Name: |
| Address: |
| |
| |
| |
| Telephone No. |
| Name of person completing this questionnaire: |
| Role/title of person completing this questionnaire: |

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| 3.0 Health, Safety and Environmental Policy |
| 3.1 Please attach a copy of your latest policies. |
| 3.2 Name and title of the person employed in your company who is responsible for overseeing your health, safety and environmental matters: |
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| 4.0 EHS Monitoring, Advice and Assistance | |
| 4.1 Do you employ an EHS Manager / Advisor / Officer? | Yes / No |
| 4.2 If no, do you utilise the services of an EHS Consultant / external resource? | Yes / No |
| Please give details including name, address, email: | |
| | |
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| 5.0 Health, Safety and Environmental Training | |
| 5.1 Do your employees receive training in EHS? If yes please provide details of training provided (attach if required): | Yes / No |
| | |
| | |
| | |
| 5.2 Do you supply PPE to your employees? If yes please provide details: | Yes / No |
| | |
| | |

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|--|------|------|------|
| 6.0 Accident and Incident Records | | | |
| Please provide accident and incident statistics as stated below: | | | |
| Year | 2013 | 2014 | 2015 |
| No of employees | | | |
| Fatalities | | | |
| Major and over 7 day injuries | | | |
| Non-reportable including injury book entries | | | |
| RIDDOR Dangerous Occurrences | | | |

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| 7.0 Membership of EHS groups or organisations | |
| Please give details of any safety/environmental organisations or groups of which you are members: | |
| | |
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| 8.0 Quality Management Systems | |
| Do you have an accredited management system within your organisation such as OHSAS18001, ISO9001, ISO14001? If yes please provide and attach details: | Yes / No |
| | |
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| 9.0 Plant and Equipment | |
| Do you have a formal, written safe system of work for ensuring maintenance and inspection of plant and equipment? If yes please provide and attach details: | Yes / No |
| | |
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| 10.0 Method Statements and Risk Assessments (RAMS) | |
| 10.1 Do you provide method statements and risk assessments for all works undertaken? | Yes / No |
| 10.2 If yes please provide example copies. If no explain why: | |
| | |
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| 11.0 Notices | |
| 11.1 Has your company been issued any HSE Improvement or Prohibition notices or received any EA or LA Environmental notices? If yes please provide details. | Yes / No |
| | |
| | |
| 11.2 Has your company ever been prosecuted for a health, safety or environmental offence? If yes please provide details: | Yes / No |
| | |

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| 12.0 Company Insurance | |
| 12.1 Please attach a copy of your current relevant insurance certificate. | |
| 12.2 Has your company ever been refused insurance cover? If yes please provide details: | Yes / No |
| | |

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|---|--|
| 13.0 References | |
| Please attach a list of client references relating to previous work you have completed. | |

| | |
|-------------------------|--|
| 14.0 Declaration | |
| | |
| Company name: | |
| Signed in agreement: | |
| Print name: | |
| Position/title: | |
| Date: | |