# Health and Safety Requirements for Concessionaires

As part of the contract award process and throughout the operation of the concession North Somerset Council needs to be assured of your approach to and management of your Health and Safety responsibilities.

Please answer the following questions, the council also reserves the opportunity to seek further Health and Safety assurances from the successful bidder in respect of their specific proposals. If your responses fail to meet the requirements of the council the council will be unable to accept your submission.

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| **No**  | **Requirement**  | **Measurement**  | **Response** |
| 1  | **Responsible person**   | Who is the Director or Senior Manager responsible for the implementation of your Health and Safety Policy and procedures?  This is the person who has overall accountability for Health and safety issues.  |  |
| 2.  | **Competent person**   | The Management of Health and Safety at Work Regulations 1999 require that you have access to a competent person to provide Health and Safety guidance, advice, information etc. Who is your competent Health and Safety Person and what professional qualifications and or competencies do they hold? If you are using a consultant please ensure that they are registered on the (Occupational Safety and Health Consultants Register (OSCHR).  |  |
| 3  | **Health and Safety** **Policy \*1**  | Please attach a signed and dated copy of your most recent written Health and Safety Policy Statement (as required by Section. 2(3) of the Health and Safety at Work Act 1974 **and a copy of the contents page** of your Health and Safety arrangements.  |  |
| 4  | **Risk Assessments \*1**   | Please provide copies of TWO examples of different completed assessments that you have undertaken for the same or similar activities.  If this area of work is new to you then we will require you to produce a risk assessment that covers all of the foreseeable issues associated with the activity which you can then revise.  |  |

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| **No**  | **Requirement**  | **Measurement**  |  |
| 5  | **Emergency** **Arrangements**   | Please explain how you make provision for emergencies including first aid for both your employees and customers. Please provide details of your wind management plan in case of high winds and/or adverse weather. |  |
| 6  | **Training and competence of** **employees**   | Please provide a training matrix or list including specialist areas of training and industry specific competencies for your employees.  |  |
| 7  | **Special Licenses or operating requirements**  | Please provide the following as relevant;  ADIPS – A copy of your ADIPS DOC and current Annual Inspection documentation.  PIPA – A copy of your PIPA TAG and current Annual Inspection documentation.  Confirmation that you have a Fire Risk Assessment and fire safety plan in place.  |  |

\*1 A Model Policy and Risk Assessment document can be found on the HSE website, [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc) the site also includes further examples of Risk Assessments. <http://www.hse.gov.uk/risk/casestudies/index.htm>