

**PLACE112 - Bus Stop and Bus Shelter Associated Works**

**APPENDIX D - HEALTH & SAFETY QUESTIONNAIRE**

**Company/Organisation:** Enter Tenderer's Name

Under health and safety legislation all companies/organisations must have in place measures to protect the health and safety of their employees and others affected by their activities. Organisations employing five or more people must document the measures in place. Employers employing less than five employees must be able to demonstrate they have suitable measures in place.

Supporting documentation should be marked with the company/organisations name and question number to which it relates.

# N.B Failure to meet the requirements of specific questions will result in the application being rejected. These will be identified with an F,5,10 in the score section. Any one F constitutes exclusion.

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| --- | --- | --- |
|  | **Score Matrix** | |
| F | | Fail |
| 0 | | No information available |
| 5 | | Provides minimum requirements in demonstrating competence. |
| 10 | | Provides strong evidence of competence. |

Submissions must achieve a **minimum overall score of 50% of the overall marks available to them** in order to be considered.

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| --- | --- | --- | --- | --- |
| **Question** | | **Score** | | |
|  | If your organisation employs 5 or more employees you are required by law to have in writing: *(if not go to Question 2)*   1. A policy statement that is kept under regular review Attached   N/A (<5 employees – go to question 2)   1. Organisational responsibilities including individual responsibilities and communication lines.   Attached   1. Arrangements in place clearly identifying the management systems to protect employees’ health and safety.   Attached  *Now go to Question 3* | F | 5 | 10 |
| **1** |  |  |  |
|  | F | 5 | 10 |
|  | F | 5 | 10 |
| **2** | If your organisation employees less than 5 people please attach information describing what measures you have in place to ensure your employees health and safety:  Attached | F | 5 | 10 |
| **3** | 1. Does your organisation have access to competent Health and Safety advice? (Either within the organisation or from an external source)   Yes No  If yes:  Name:  Position:  Qualifications:  Experience:   1. If no please describe below how you obtain health and safety information/advice in order to identify your Health and Safety legal requirements: | F | 5 | 10 |
| **4** | **a)** If your organisation employs more than 5 employees, do you carry out written risk assessments?  Yes No  If yes please provide evidence of current completed risk assessments Attached |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **b)** If your organisation has less than 5 employees, please describe how you identify hazards, risks and suitable control measures within your organisation: | | F | 5 | 10 |
| **5** | What arrangements do you have in place to ensure employees received appropriate training and information?  Please provide examples of certificates, training records etc.  Attached | F | 5 | 10 |
| **6** | Is the workforce consulted on health and safety matters?  Yes No  If yes, please provide details: | F | 5 | 10 |
| **7** | Does the organisation have procedures in place for reporting accidents in line with RIDDOR?  Yes No  If Yes, provide information regarding your RIDDOR reportable accidents over the last 3 years including Fatal, Major Injury, +3 day, +7 day, Dangerous Occurrences, Non Employees  Attached | F | 5 | 10 |
| **8** | Do you have arrangements in place to ensure the competence of contractors you appoint?  Yes No n/a  If yes, please provide details: Attached | F | 5 | 10 |
| **9** | Does your organisation carry out regular monitoring and review of your management of Occupational Health and Safety activities? E.g. Annual report, audits, inspections etc.  Yes No  If yes, please provide details:  Evidence: |  | | |

|  |  |  |
| --- | --- | --- |
| Attached Not attached | | F 5 10 |
| **10** | In the last three years, have there been any prosecutions or notices served on your organisation – by the Health and Safety Executive, Environmental Health, Fire and Rescue Service etc.  Yes No  If yes, please provide details including steps taken to rectify the breach: Attached | F 5 10 |
| **11** | Please provide any other relevant information regarding your organisations Occupational Health and Safety Management system that you wish to be considered relevant to this application:  Yes No  Documents:  Attached Not attached | F 5 10 |

# Supporting Documentation

Organisations/companies do not have to produce all the evidence listed. They do however need to produce enough evidence to satisfy the Council that they meet minimum standards taking into account the size and nature of the organisation and the hazards/risks which the work will entail.

# EVIDENCE

Q1.

1. A signed, current copy of the organisation’s health and safety policy statement indicating when it was last reviewed and by whose authority it is published.
2. Documentation regarding designated roles and responsibilities for health and safety.
3. Documentation listing all the arrangements that the organisation has in place for putting the policy into effect and a specific example of one policy/procedure.

Q2. General description of how the organisation identifies significant risks. Who is responsible for health and safety, arrangements for Fire, First Aid, Welfare facilities, Provision of PPE etc.

Q3 (a) Name and competency details of the source of advice, for example a safety group, trade association, or consultant who provides health and safety information and advice.

Q3 (b) Access to Health and Safety websites, Trade Associations, Competent Advice, Training, Seminars, Membership of safety organisations etc.

Q4. Evidence of recently completed risk assessments, method statements, risk assessment documentation, procedures and inclusion of workforce in risk assessment process.

Q5. Evidence of a health and safety training culture including records, certificates of attendance and adequate health and safety induction training and training brochures.

Evidence of an active CPD programme. Sample “toolbox talks”.

Q6. Evidence showing how consultation is carried out. Records of health and safety committees/meetings.

For those employing less than five employees, be able to describe how you consult with your employees to achieve legal requirements.

Q7. Statistics showing incidence rates of major injuries, over three-day injuries, reportable cases of ill health, dangerous occurrences and accidents to non employees for the last three years.

Q8. Evidence showing how you ensure sub-contractors are competent.

Examples of sub-contractor assessments you have carried out.

Evidence showing how you require similar standards of competence assessment from sub-contractors.

Evidence showing how you monitor sub-contractor performance.

Q9. Formal audit or discussions/reports to senior managers. Evidence of recent monitoring and management response. Copies of workplace inspection reports.

Q10. Records of any enforcement action taken over the last three years, and what action was taken to put matters right.

Q11. Supplementary evidence to support submission e.g. Occupational Health and Safety Management system ISO 45001, HSG 65, ROSPA award, external Audit.