



**TO BE RETURNED TO PDR CONSTRUCTION LTD AS SOON AS POSSIBLE BUT
NO LATER THAN 7 DAYS FROM RECEIPT.**

CONTRACTOR'S HEALTH AND SAFETY ASSESSMENT FORM

In compliance with The Construction (Design and Management) Regulations 2007

DATE: CONTACT NAME:

NAME OF COMPANY:

TYPE OF WORK:

ADDRESS:

.....

TELEPHONE/FAX NO:

1. SAFETY POLICY:

1.1 You must return with this form a copy of the following:

1. The statement of your general policy with regard to Health and Safety.
2. The organisation for carrying out the policy - i.e. allocation of duties, delegation of responsibility, name of the most senior person in organisation responsible for safety.
3. The arrangements for carrying out the policy - i.e. safety procedures, safety manuals etc.

1.2 Describe how the policy is brought to the notice of all your employees.

1.3 Is each member of your organisation aware of their responsibilities under the Health and Safety at Work (etc) Act 1974? YES / NO

2. HEALTH AND SAFETY SERVICES

2.1 Do you have an internal safety department or safety adviser
Or use the services of an external safety consultancy YES / NO

If **NO** go to question 2.4

2.2 If **YES** - give names, qualifications, locations or in the case of an external consultancy give name and address.

2.3 Give details of the services provided to your company by the employees/consultancy named in 2.2

Information and advice YES / NO

Accident Investigation YES / NO

Safety Inspections YES / NO

How often?

Safety Audits YES / NO

How often?

If a proprietary safety audit system is used (ISRS, CHASE, etc.) please give details:

Enclose copies of a few recent inspection/audit reports if possible.

Copies of reports enclosed YES / NO

Do you have access to specialist health and safety advice and services e.g. occupational hygiene services, noise level surveys etc. as appropriate to your work? If YES give details below.

YES / NO

2.4 If you answered NO to question 2.1 how do you meet the following health and safety requirements?

(a) Obtain information and advice?

(b) Investigate accidents?

(c) Ensure that work on site is carried out in accordance with legal requirements and your Policy?

(d) Obtain Occupational Health information and services?

2.5 Membership of Groups etc.

Is your company a member of any group, body, organisation, trade association or similar which promotes or has an involvement in health and safety matters?

YES / NO

If so give the name of the group etc. and what involvement employees of your company have with it:

2.6 Would you have any objection to PDR Construction Limited safety staff carrying out an inspection of any site on which you are currently working?

YES / NO

3. HEALTH AND SAFETY PERFORMANCE

3.1 Please supply the following information:

The last 5 Years records of

- a) HSE Prosecutions
- b) HSE Enforcement action – include actions taken to put matters right

The last 3 Years records of

- a) Fatalities
- b) RIDDOR reportable occurrences
- c) Non-Reportable incidents
- d) Near Miss / Dangerous Occurrence reports
- e) Accident Investigations

3.2 Has your company received an award for accident prevention in the last 5 years? If so give the name of any awards and date received

3.3 Is your Company a Member of any trade association (for example CITB, NBC)?

YES/NO

Please provide details:

3.4 Does your company hold any Health and Safety Accreditation (for example CHAS, Safe Contractor, Link-up, Constructionline)?

Please provide details:

3.5 Do you consider your organisation to be competent and adequately resourced to fulfil its obligations under the Construction (Design and Management) Regulations 2007

YES/NO

3.6 Do you currently undertake risk assessment appraisals as part of your duties under the Management of Health and Safety at Work Regulations 1992 and the Construction Health, Safety and Welfare) Regulations 1996?

YES/NO

Please provide details

3.7 Please provide copies of forms used for undertaking risk assessments:
(A copy of our risk assessment / method statement checklist is attached to this form to indicate the standard required by all PDR sites)

3.8 Does the organisation currently undertake a post-contract review of health and safety management?

YES/NO

4. EXPERIENCE

4.1 Have you carried out work of this type and nature before?
Please provide details:

Client	
Project Sector	
Project Value	
Date	
Brief Description	

Client	
Project Sector	
Project Value	
Date	
Brief Description	

Client	
Project Sector	
Project Value	
Date	
Brief Description	

4.2 Have you carried out work of this type for PDR Construction Limited before?

YES / NO

If so please give details

--

5. TRAINING

5.1 Have all the directors and managers within your company attended a health and safety course within the last five years?

YES / NO

Please provide details:

5.2 Have all site supervisors within your company attended health and safety courses within the last five years?

YES / NO

Please provide details:

5.3 Have your operatives received appropriate training for their work and in the general health and safety aspects of your type of work.

YES / NO

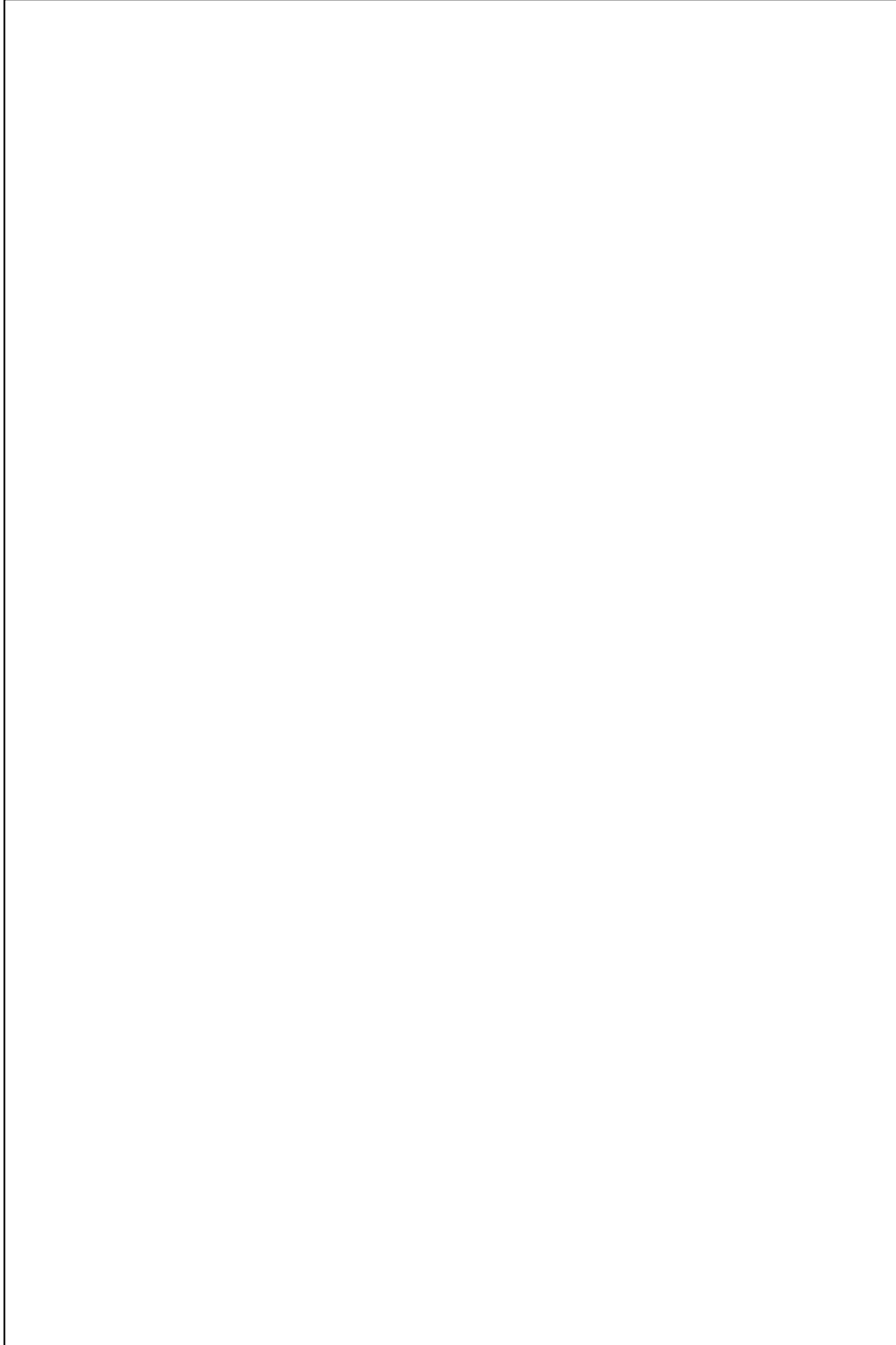
5.4 Do you carry out induction training for new employees?

YES / NO

NOTE: You will be required to provide copies of certification / written confirmation of applicable training provided to any person who is employed on or involved in, any contract awarded to your company by PDR Construction Limited.

6. SUB-CONTRACTORS

6.1 If you normally sub-contract parts of this type of work how does your organisation ensure that your sub-contractors have adequate procedures and policies in place for health and safety and an acceptable performance in accident and ill-health prevention?



7. JOINT CONSULTATION

7.1 Are there any safety representatives appointed within your workforce?

YES / NO

Please provide details:

7.2 Do you have a safety committee for joint consultation purposes?

YES / NO

Please include minutes of last two meetings.

8. **INSURANCE INFORMATION**

Please complete or enclose details of the following.

It may be more appropriate for your insurers or brokers to complete this section.

Employers liability

Policy No

Renewal date

Insurer

Business activities as defined in the policy:

Does the policy:

- contain an open 'Indemnity to Principals' clause? :
YES/NO
- apply fully to the work to be carried out for PDR Construction Limited and does not contain any height or depth of work limitations, or special exclusions (e.g. regarding the use of explosive etc.) and is otherwise entirely free from restricting endorsements?
YES/NO
- include liability assumed under contract?
YES/NO
- provide an unlimited indemnity?
YES/NO
- include, as employees: labour masters and persons supplied by them, labour only sub-contractors and persons employed by them, self-employed persons and persons hired or borrowed from any authority, firm or person?
YES/NO

Public liability

Policy No

Renewal date

Insurer

Business activities as defined in the policy:

Does the policy (and any excess layer policies):

- apply fully to the work to be carried out for PDR Construction Limited and does not contain any height or depth or work limitations, or special exclusions (e.g. in connection with use of explosives)? YES/NO
- include open liability assumed under contract? YES/NO
- provide full indemnity to PDR Construction Limited as Employer? YES/NO
- provide an indemnity limited of any one occurrence, unlimited in the period of insurance? YES/NO
- have no exclusion of:
 - fire or explosion risks? YES/NO
 - working risk in connection with any type of plant? YES/NO
 - subsidence, collapse, removal or weakening of support or similar risks? YES/NO
 - flood, pollution or damage to underground services? YES/NO
- include liability for accidents to or caused by Sub-contractors? YES/NO
- include product liability for accidents caused by work after completion, or by products supplied? YES/NO
- in respect of injury or damage has no advice or design exclusion? YES/NO
- does the policy exclude:
 - the premises in or upon which the work is being carried out? YES/NO
 - property being worked upon?

YES/NO

What is the amount of the policy excess?

Does the policy cover liability for use of motor vehicles (Licensed or otherwise) away from public roads? YES/NO

Contractors "All Risks"

Policy No Renewal date

Insurers and Branch

Is the interest of PDR Construction Limited as the employer protected? YES/NO

Is the policy cover for
a) all risks? YES/NO

or b) for fire and specified perils only? YES/NO

if b) please state perils insured

What is the indemnity limit or sum insured under the policy?

What is amount of excess applicable?

Professional indemnity

Policy No Renewal date

Insurers and Branch

.....
Indemnity Limit (state whether any one incident or annual aggregate)

.....
Amount of excess applicable

.....
Note that specific additional insurance requirements may be included in a PDR Construction Limited contract.

Enclosures

	Yes	No
1. Health and Safety Policy		
2. Site Inspections		
3. HSE Enforcement Information		
4. Accident Statistics		
5. Health and Safety Accreditation Certificates		
6. Copies of recent Risk Assessments & Method Statements (See attached checklist for required standard)		
7. Copies Training Certificates		
8. Safety Committee minutes		
9. Insurance Certificates		

RA & MS REVIEW CHECKLIST		Y/N	Reviewed By	
			Site Manager Comments/Action	Contracts Manager Comments/Action
1	Does the method statement relate to the Contract / Site?			
2	Is there a brief Description of the Work activity?			
3	Is there a sequence of operation?			
4	Has where the work is being carried out been specified (ground floor/first floor etc)			
5	Does it specify who is doing the work (No of men etc)			
6	Are they fully trained and Competent for this work?			
7	Does the work involve unskilled or untrained persons? (Apprentices)			
8	Has the contractor identified the hazards?			
9	Has the contractor carried out Risk Assessments?			
10	Are these Risk Assessments specific to the Project Works?			
11	Does the work involve working at height? If so is a suitable work platform provided?			
12	Is edge protection required?			
13	Is it identified who is responsible for Installation and maintenance of edge protection/working platform?			
14	Has the contractor identified safe systems of work (Hot Works Permits/Permits to work)			
15	Has any mechanical plant been identified?			
16	If yes have they confirmed that Statutory records of Inspection/Testing are provided?			
17	Has the contractor provided copies of any competency cards required?			
18	Has any hazardous materials been identified?			
19	If so are COSHH Assessments provided?			
20	Has the Contractor Identified any Manual Handling risks and provided a Risk assessment?			
21	Have they identified mechanical lifting operations/techniques for heavy objects?			
22	Has the Contractor provided details of material/equipment deliveries to site?			
23	Has it been identified and agreed where these materials etc. are to be offloaded and stored?			
24	Does the method statement provide details of protection from or to others on site?			
25	Does the method statement provide details of testing/commissioning? (Where Applicable)			
General Comments:				
Document Review Status – 1 2 3 Please circle as applicable. 2 or 3 requires this report to be submitted to the contractor				
1, Work May Proceed.			2, Revise and Resubmit: Work may proceed subject to resolution of comments	
3, Revise and resubmit, Work MAY NOT proceed				
Reviewed By:		Site Manager		Contracts Manager