



ISSUE DATE: 20/02/2008

SPEYMILL CONTRACTS LIMITED

APPROVED SUB-CONTRACTOR AND HEALTH & SAFETY QUESTIONNAIRE

SECTION 1

Company Name: _____

Address: _____

Post Code: _____

E-mail / Website: _____

Tel: _____ Fax: _____

Contact Name: _____ Position: _____

Safety Director: _____

No. of years Company has been established: _____

No. of Direct Employees: _____

Approx. No. of Indirect Employees: _____

Nature of Business: _____

Approx. Annual Turnover: _____

Unique Tax Reference No: _____

Do your operatives hold a CSCS Card: _____



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Key Personnel

Name	Position	Contact Number(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 2

Value of subcontract works you wish to be considered for
(Tick one or several amounts)

£0-50K _____

£51-100K _____

£100K plus _____

Labour and Plant Only _____

Labour, Plant and Materials _____

Both _____

Please confirm how many contracts you are able to undertake at any one time:

Please state type of contracts previously worked on (e.g. Industrial, Hotels, Pubs

etc: _____

Please state the geographical area(s) you cover: _____



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Please confirm if you have previously worked for Speymill Contracts Limited, if so,
please give details: _____

Please supply 2 references from Contracts recently completed.

1.

Client Name & Address: _____

Contact Name & Telephone Number: _____

Details & Value of Contract: _____

2.

Client Name & Address: _____

Contact Name & Telephone Number: _____

Details & Value of Contract: _____



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SECTION 3

Health and Safety Policy.

Enclose a copy of your latest Policy Statement, organisation and arrangements as required by the 'Health and Safety At Work Act 1974.

Give the name and title of the person/s in your company responsible for coordinating safety matters.

Indicate the methods you adopt to promote and enforce your company policy at site.

Risk Assessment and Method Statements.

Provide an example of a Risk Assessment and Method Statement produced by you for a similar project.

Indicate the method you adopt to communicate Risk Assessments and Method Statements to site operatives.

Safety Surveillance and Advice.

Give the name, title and qualifications of your Safety Officer, Advisor or Consultant, together with the name and title of the person/s responsible for safety at the proposed site.

Health and Safety Training.

Give details of what Health and Safety Training has been given, or would be given to your Managers and Foremen involved in the proposed project. Show any specialist training given for the scaffolding inspection, or confined space working etc.

Give the details of what Health and Safety training has been given or would be given to the operatives involved.

Accident Investigations and Records.

Enclose your company accident statistics and Accident Incident Rate (AIR) for the past 3 years and indicate their basis.

Provide details of your procedure for investigation and reporting accidents, dangerous occurrences or occupational illnesses.



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Safety Performance Awards.

Give details, with dates, of any awards received.

Membership of Safety Groups.

Provide membership details of groups such as British Safety Council, local industry safety groups, recognised institute groups approved bodies IOSH etc.

Health and Safety Executive Notices or Prosecutions.

Provide details of any improvement, prohibition notices issued or prosecutions against your company or sub-contractors to your company, by enforcing authorities in the past 3 years.

Plant and Equipment Maintenance and Inspection.

Enclose details of the procedures to ensure that plant and equipment, for use on site is issued and kept in a safe condition.



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Safe Systems of Work.

Give brief details of any procedures or permit to work systems that you have developed.

Provide details of all substances used in your work operations that are classified as hazardous to health, and enclose copies of assessment records as required under statutory regulations e.g. control of Lead at Work, COSHH, Control of Asbestos at Work, etc.

Provide details of personal protective equipment that you provide for each employee.

Sub-Contracting (Sub-Letting).

If you intend to sublet part of your contract, please give details of how you assess the competency and safety records of persons with whom you place contracts and the means to ensure that they comply with your own policy.



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Communication/s.

Provide details of your system/s for communicating safety information for example bulletins, or memoranda etc. provide details of any safety meetings held with site staff.

Additional Information.

Is there any other information that is relevant that we should be aware of to assist us in assessing the competency/capability of your company to effectively control risks to health and safety of your employees and others who may be affected by your undertaking.

SECTION 4

Insurance

Insurance Type	Limit £	Expiry Date
Public Liability	_____	_____
Contractors All Risk	_____	_____
Employers Liability	_____	_____
Professional Indemnity	_____	_____

Please provide a copy of your up to date insurance certificate. **Failure to enclose your policy will delay approval.**



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Signed: _____ Date: _____

Name of signatory (Block Capitals): _____

Position within Company (Block Capitals): _____

Speymill Use Only

Questionnaire Checked

By: _____ Date: _____

Comments: _____
