

Company Name:		Address:	
Main Contact Name:			
Safety Director:			
Nature of business:		Tel number:	Fax number:
No. of employees:	No. of years established:	e-mail address:	

This questionnaire is based on the HSE's core criteria for the demonstration of competence. The criteria and guidance to meeting the criteria can be found in the ACoP to CDM2007 "Managing health and safety in construction" (L144). Please answer all questions or indicate where you believe the question is not applicable. Where evidence or supplementary information is requested this must be provided, the appraisal cannot be completed without this information. Additional sheets should be numbered in accordance with the questionnaire. The information must be relevant to the work you will complete for Broadoak, if you complete both project and maintenance works examples relevant to both must be provided.

No.	Criteria / Question	Brief Comment or Description (use page 3 and add as necessary)	Info attached
			Y / N
1	Health and Safety Policy and Organisation for Health and Safety		
	Please provide a signed, current copy of your company policy, indicating when it was last reviewed and by whose authority it was published.		
2	Arrangements for Health and Safety Management		
	Please provide a clear explanation of the arrangements which the company has made for putting the policy into effect and for discharging its duties under CDM2007. <i>(If this is included in the policy document provided in response to above, please indicate where).</i>		
3	Competent H&S Advice - Corporate and Construction Related		
	Please provide the name and competency details of the source of H&S advice, this may be an internal advisor or external consultant. Other information may include membership of a safety group or a trade federation. Include examples of advice given and action taken in the last 12 months.		
4	Training and Information		
4.1	Please provide evidence of your H&S training culture and the training arrangements which are in place to ensure that your employees have the skills and understanding necessary to discharge their duties. For example ; Your training records/matrix, which is likely to show evidence of training for; managers, site workers, and others. Typically; professional qualifications, CITB SMSTS, CSCS cards, trade qualifications, NVQs, in-house or external courses necessary for works, professional Institute membership, etc. Evidence of an active CPD (Continued Professional development) programme. Examples of Tool Box Talks. Evidence of adequate H&S Induction Training (Principal Contractors).		
4.2	The Control Of Asbestos Regulations 2006 requires every employer to give adequate training to employees who may be exposed to Asbestos. If the works you carry out means your employees are at risk please provide evidence of Asbestos Awareness Training. If you believe your employees are not at risk you must provide the reason why you believe they are not. See HSE's website for guidance; http://www.hse.gov.uk/asbestos/risk.htm		
5	Monitoring, Audit and Review		
	Please provide information/evidence of your system for monitoring and review of your procedures. (Examples could be audits/discussions/reports or site inspection reports).		

No.	Criteria / Question	Brief Comment		Info attached
				Y / N
6	Workforce Involvement			
	Please provide information on how consultation with the workforce is carried out. EG records of H&S committee meetings, names of appointed safety representatives. If less than 5 employees describe how you consult with your employees to achieve the consultation required.			
7	Accident Reporting and Enforcement Action			
	Please provide information on how you record and investigate accidents and incidents. Provide records of all (any) RIDDOR events in the last THREE years and information on the action taken to prevent a reoccurrence for the last 2 incidents. Please supply records of all (any) enforcement action taken by the HSE or EHO in the last FIVE years and provide information on the action taken to remedy.			
8	Sub Contracting Procedures (If Applicable)			
	Please supply evidence of how you ensure subcontractors you appoint are competent. EG; provide examples of sub contractor assessment (similar to this) that you have carried out. If your sub-contractors are permitted to sub-contract themselves you should show how you require similar standards of competence assessment from them. Include information on how you monitor sub contractor performance.			
10	Hazard Elimination and Risk Control (Designer duties only)			
10.1	Do you carry out design work (as is considered design under CDM)?	Yes	No	
10.2	If yes, please provide your arrangements for meeting your duties under regulation 11 of CDM2007. Your answer should show how you: <i>Ensure Co-operation and co-ordination of design work within the design team and with other designers/contractors and the CDM Co-ordinator.</i> <i>Ensure hazards are eliminated and any remaining risks are controlled.</i> <i>Ensure that structures used as a workplace will meet relevant requirements of the Workplace (Health, Safety & Welfare) Regulations 1992.</i> Provide adequate information about health and safety (design) risk to those who need it, including how design changes will be managed.			
11	Risk Assessments Leading to a Safe Method of Work			
11.1	Please provide evidence of how the company will identify significant H&S risks and how the risk will be controlled to ensure a safe system of work. Where they apply to your works, provide 2 completed examples of assessments for the following: <ul style="list-style-type: none"> • Risk • COSHH • Noise • Manual handling • Others if applicable 			
11.2	Where they could be necessary for your works, please provide 2 examples of safety method statements which you have produced for work completed previously.			
12	Co-operating with Others and Co-ordinating your Work with that of Other Contractors			
	Please provide evidence of how the company coordinates its work with other trades. This is likely to include an explanation (or example) of how the workforce and other trades are involved when assessing risk and drawing up safety method statements/safe systems of work.			
13	Welfare Provision			
	Please provide evidence how you ensure that appropriate welfare facilities will be in place before people start work on site.			
14	Institute Membership / Management Systems			
14.1	Is your organisation a member of any recognised professional institute or other similar body? <i>Please provide details.</i>			
14.2	Do you have or are you working towards any recognised H&S standards? <i>Please provide details.</i>			

No.	Additional information (use further sheets as necessary):

<p>Declaration This section must be completed by a Director, Partner or equivalent person.</p> <p>I hereby declare that, to the best of my knowledge, the information provided as part of this appraisal is accurate.</p>	
Name:	Position:
Signature:	Date:

Information submitted for appraisal cannot be returned, it will be scanned and electronically stored by Principal Safety

**Once complete, questionnaires and supporting information should be sent to;
Principal Safety, Arena Business Centre, 9 Nimrod Way, Ferndown, Dorset, BH21 7SH**