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| **Contractor's pre-qualification questionnaire** | **Public Health Wales logo** |

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| Name of organisation: |  |
| Address: |  |
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|  |
| Telephone number: |  |
| Contact for further information: |  |
| Nature of contract/work: |  |
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|  | **General information** | | |  |
|  | Please enclose:  a) a copy of your current health and safety policy statement.  b) an outline of your management organisation structure with regard to allocation of duties, delegation of responsibilities in relation to health and safety. | | |  |
|  | c) Has each member of your organisation undertaken appropriate training? Please enclose certification of training undertaken. | | | Yes  No |
|  | d) Has each member of your organisation undertaken and been deemed competent in Cat A Asbestos Awareness as a minimum?  e) Has your company been served with any prohibition, improvement or other enforcement notices within the past five years?  If yes please attach details. | | | Yes  No |
|  | f) Please provide information on any awards received for accident prevention within the last three years. | | |  |
|  | g) Please provide, along with supportive evidence, summaries of statistical information in relation to company accidents, injuries and dangerous occurrences over the last three years. Incidents reportable under RIDDOR? | | |  |
|  | h) Has your company or individuals employed by your company been prosecuted for breaches of health and safety or environmental controls within the past three years?  If yes please attach details.   * Please provide insurance details * Please provide details of any accrediting bodies | | | Yes  No |
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|  | **Organisation** | | |  |
|  | Please provide an outline of health and safety training undertaken by members within your organisation. | | |  |
|  | 1. Outline your organisational procedures for disseminating health and safety information to both employees and sub-contractors. | | |  |
|  | 1. Please provide the names and qualifications of internal safety advisers and/or external safety consultants used by your organisation. | | |  |
|  | 1. Are there safety representatives appointed within your workforce? | | | Yes  No |
|  | | 1. Do you have a Safety Committee for consultation purposes? | Yes  No | | |
|  | 1. Please provide examples of risk management undertaken under the Management of Health and Safety at Work Regulations and the Construction (Design and Management) Regulations. | | |  |
|  | **Planning and monitoring** | | |  |
|  | 1. Does your organisation currently undertake a post-contract review of health and safety management? | | | Yes  No |
|  | **Resources** | | |  |
|  | 1. Outline any specialist resources that are utilised by your organisation in an advisory capacity on health and safety matters. | | |  |
|  | 1. Do you undertake competence assessments of all your sub-contractors prior to appointment? | | | Yes  No |
|  | 1. Outline your procedure to monitor the competence and effective resourcing of your sub-contractors with regard to health and safety matters. | | |  |
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|  | **Perspective** | | |  |
|  | 1. Are you aware of the need for the principle Contractor to provide suitable information on risks to health and safety for employees and associated sub-contractors? | | | Yes  No |
|  | 1. Do you consider your organisation to be competent and adequately resourced to fulfil its obligations under the Construction (Design and Management) Regulations? | | | Yes  No |
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|  | **Any further requirements**: | | | |
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**Please copy this completed form to the Estates, Safety and Facilities team: Email:** [**PHW.Facilities@wales.nhs.uk**](mailto:PHW.Facilities@wales.nhs.uk) **and retain a copy locally.**

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| **Signed:** |  | **Dated:** |  |
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