



Tetbury Town Council

The Old Courthouse, 63 Long Street, Tetbury ,GL8 8AA



Health and Safety Policy

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SURETEAM 

This policy denotes Tetbury Town Council's responsibilities for health and safety which relate to all of its site locations and its activities which impact upon its employees and other individuals and organisations that might be affected by its activities.

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1. Policy Statement



Health and Safety Statement of Intent

Tetbury Town Council is fully committed to ensuring the health, safety and welfare of all our employees and those other parties that may be affected by our activities. We will ensure that the health and safety system will be reviewed regularly and that the objectives are clear and that all changes to legislation will be understood and implemented as they apply to the needs of Tetbury Town Council. We will strive to provide information, instruction, training and supervision to all employees as required, and provide competent staff to carry out their duties within Tetbury Town Council.

Tetbury Town Council requires the need for all employees to ensure they carry out their duty under the Health and Safety at Work etc. Act 1974 and all other relevant legislation. All employees must co-operate with Tetbury Town Council to carry out their health and safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of the health and safety policy and will be dealt with under Tetbury Town Council disciplinary procedures.

We will endeavour to maintain a safe and healthy working environment at all times on our premises and, as far as reasonably practicable any place where we carry out work activities away from our own premises.

This statement shows Tetbury Town Council's commitment to the health, safety and welfare of those whom we interact with and should be read in conjunction with our Health and Safety Policy and procedures.

Signed

Name Natalie Haines
Title Chief Executive Officer
Date

2. Responsibilities

2a. Sign off sheet

Employee Confirmation of Reading the Organisation's Health & Safety Policy and Procedures



I confirm that I have been made fully aware of, and understand the contents of the Health and Safety Policy and associated procedures.

Copies of the Policy and procedures are available on Tetbury Town Council's computer system and hard copies are held at Tetbury Town Council, The Old Courthouse, 63 Long Street, Tetbury, Gloucestershire, GL8 8AA.

Under the Health and Safety Consultation of Employees Regulations 1996 should you have any objections or implications as to your working practices under the Health and Safety Policy, please consult with your line manager and indicate below.

Please confirm receipt, acceptance or comments on the Policy by returning this completed form to your line manager.

Employee Name

Employee Signature.....

Consultation Process:

Accepted: Yes / No

Dated:

Comments:

.....

2b. Induction process

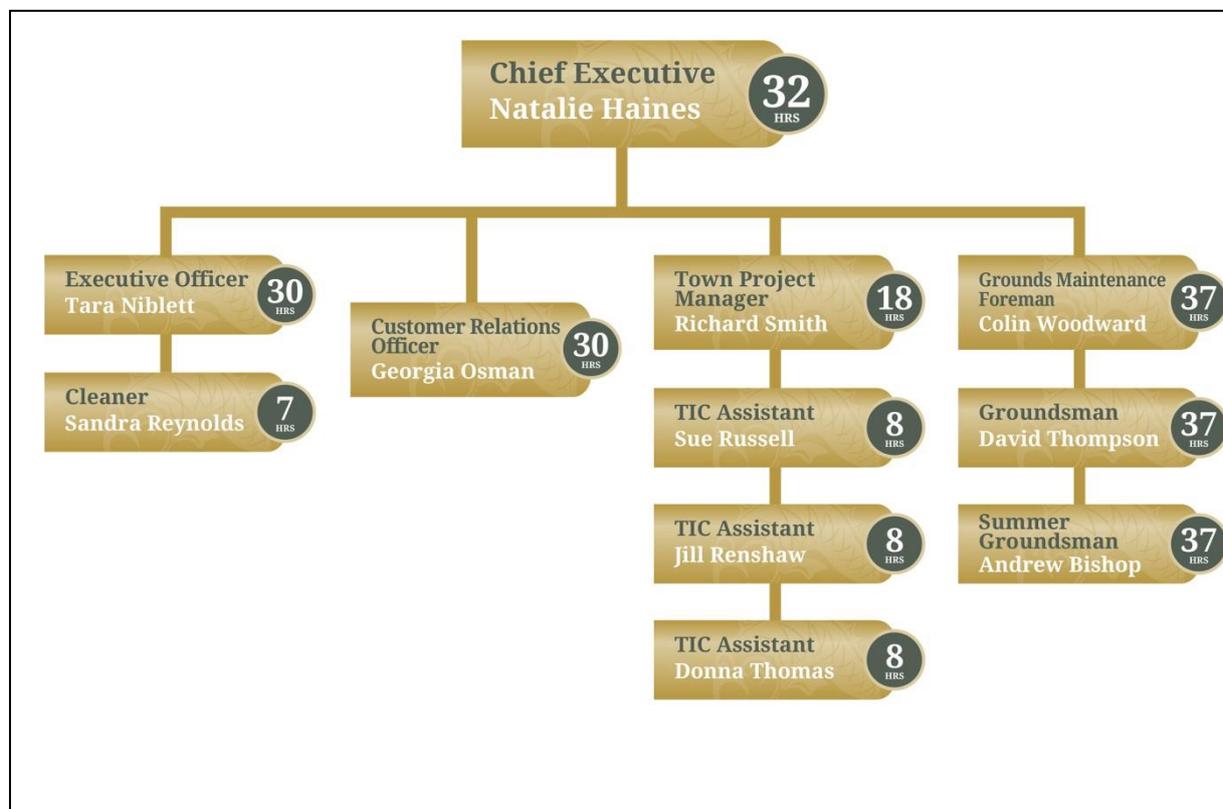
All new employees will be expected to have read and understood the Health and Safety Policy and associated procedures.

All risk assessments and items relating to health and safety will need to be complied with at all times. By signing page 4 this indicates an understanding of this point.

Where an employee visits a site, they will be expected to undergo a site induction specific to that working environment. This will be separate to the induction for personnel above.

2c. Hierarchies

This chart represents the hierarchy of responsibility for Tetbury Town Council with reference to health and safety



2d. Responsibilities

Tetbury Town Council have ultimate control of health, safety and welfare matters in relation to Tetbury Town Council's activities. They will ensure that suitable and sufficient resources in terms of time, money and people are made available to satisfactorily carry out those duties and strive to maintain a healthy and safe working environment. On-going day to day implementation and monitoring is delegated to the CEO to the Council.

The CEO to the Council will ensure that all health and safety issues are dealt with at the necessary level and all issues relating to the matter are brought to her attention where necessary. She will control the development and review of policy, with support from the appropriate people or organisations deemed necessary to fulfil that duty.

The following supervisors have responsibility for health, safety and environmental compliance on a day to day basis

<u>Supervisor</u>	<u>Area of responsibility</u>
Chief Executive Officer	The Old Courthouse, Town Council Offices
Executive Officer	Tourist Information Centre
The Foreman	Outside Ground Maintenance

They will hold responsibilities for their teams not limited to:

- The provision of written job instructions, warning notices and signs where necessary.
- To ensure that checks are made for the wellbeing of anyone working alone.
- Personal protective equipment is available and used where necessary.
- Reporting and recording all accidents and incidents occurring within their area of control and then investigating to determine the cause and expediting any corrective action required.
- Ensuring suitable corrective action in accordance with the necessary disciplinary procedure is followed for persistent breaches of health and safety by employees and appropriate measures where contractors breach this policy.
- Risk assessments being put in place.
- Resources to undertake work safely are made available as per the risk assessment process

Employees

All employees will be expected to take all reasonable care for the health and safety of themselves and others whom their actions or omissions may affect. They must never intentionally or recklessly misuse or interfere with the health, safety and welfare provisions. They will be expected to co-operate with management and staff on all matters relating to health and safety and report all accidents, near misses and dangerous occurrences as per Section 5a of this policy.

Approved Contractors

They are expected to carry out their duties in accordance with best practice and all the appropriate health and safety regulations applicable at the point of work. They are duty bound to carry out the minimum requirements of the Employees section of this manual and to comply with the requirements stated in the Contractors section as well as adhere to all requirements and recommendations from the CEO to the Council and our health and safety professionals.

Competent Advisers

An external team will act as Tetbury Town Council's competent advisers as required. The competent advisers will help the CEO to the Council and the supervisors to fulfil

their duties by advice and guidance in the said area and offer help and advice to all staff of Tetbury Town Council.

3. Risk Assessments and Method Statements

All employers are expected to undertake risk assessments and convey findings to those concerned before work commences. Risk assessments should be a **suitable and sufficient** assessment of risk to employees and those people not employed but who could be affected by Tetbury Town Council's activities and identify control measures necessary to make the activity safe to undertake. With five or more employees, Tetbury Town Council is required to maintain the significant findings in writing or a recorded form that is easily retrievable. These will be reviewed every year or as significant change takes place.

4. Health hazards

4a. Manual handling

The Manual Handling Regulations 1992 (amended 2002) cover all aspects of load handling in the workplace. Risk assessments carried out in accordance with Section 3 of this policy would have identified operations that include manual handling, requiring a full manual handling assessment of the activity in question and identification of control measures required.

4b. Control of substances hazardous to health (COSHH)

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Tetbury Town Council will carry out assessments and review them every two years or as change dictates.

4c. Legionella

Under general health and safety law, Tetbury Town Council has to consider the risks from legionella that may affect our staff or members of the public and take suitable precautions. As an employer or person in control of a premises Tetbury Town Council will:

- identify and assess sources of risk;
- prepare a scheme (or course of action) for preventing or controlling the risk;
- implement and manage the scheme – appointing a person to be managerially responsible, who will be the 'responsible person';
- keep records and check that what has been done is effective; and
- if appropriate, notify the local authority that there is a cooling tower(s) on site

(Where a person working under our control and direction is treated as self-employed for tax and national insurance purposes, they will be treated as an employee for health and safety purposes).

All work will be managed in accordance with the Approved Code of Practice L8.

4d. Asbestos

This document brings Tetbury Town Council's policy on work with asbestos in line with the requirements of the Control of Asbestos Regulations that were revised in 2012. Staff involved in working with asbestos, supervising such work or issuing contracts should fully familiarise themselves with the contents of this document.

Tetbury Town Council's policy on asbestos intends to ensure so far as it is reasonably practicable the health, safety and welfare at work of its employees and others who may encounter or be exposed to asbestos.

Tetbury Town Council's policy on asbestos shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it such as employees, contractors and sub-contractors.

Procedures for risk assessment of works involving a likelihood of encountering asbestos are to be established together with arrangements and measures to ensure the management and control of existing asbestos is carried out in accordance with the Control of Asbestos Regulations 2012.

4e. Hand arm vibration syndrome

Tetbury Town Council will check which of its activities will involve equipment that produces vibration and from information from the manufacturer or supplier determine the vibration exposure to employees using the equipment. Wherever possible Tetbury Town Council will choose low vibration tools and equipment.

4f. Noise

Tetbury Town Council will check which of its activities will involve noisy equipment and assess how much noise from this work is going to affect employees working at the site or client sites and members of the public. Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible Tetbury Town Council shall choose low noise tools and equipment.

4g. Display screen equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002) include specific requirements for risk assessment for users of computers and liquid crystal display equipment, including laptop computers if used as the main machine, as well as microfiche and process control screens, with the exception of screens used predominantly for viewing television or film pictures.

The DSE Regulations 1992 (Amended 2002) require identification of all *users*. A user is considered to be anyone who uses a display screen for a significant part of the work. Users will be identified at induction or on any change of job role that requires the use of DSE by the Clerk to the Council. She will ensure that a suitable and sufficient assessment of their role and environment is carried out initially by a competent assessor and then every two years using the original assessment. All assessment records will be retained.

4h. Violence and aggression

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on Tetbury Town Council that include assessing

the risk of violence, such as assault or verbal abuse, and protecting employees from those risks as far as reasonably practicable.

Tetbury Town Council will endeavour to eliminate or reduce the likelihood of violence at work because it can impair morale amongst employees and give a poor impression of Tetbury Town Council.

Tetbury Town Council will assess the risks to all our staff and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour.

Tetbury Town Council accepts that facing aggressive behaviour is not part of an employee's job role, and the reporting of such incidents will not reflect badly on employees.

4i. Stress

The HSE define work related stress as "the adverse reaction people have to excessive pressures or other types of demand placed on them". However, a degree of pressure and challenge may well be beneficial and aid people in their work.

Tetbury Town Council will undertake to identify by risk assessment, areas that are likely to have a high degree of stress associated with them.

Tetbury Town Council will endeavour to understand by consultation, areas that may evoke high stress levels.

4j. Alcohol and drugs (including some prescription drugs)

Tetbury Town Council has the responsibility to recognise the potential health and safety risks within the working environment, which may occur as a result of alcohol and drug abuse. This will enable Tetbury Town Council to develop a positive action programme which will lead towards assistance and treatment for the individual.

Tetbury Town Council would be committing a criminal offence by ignoring the principal legislation in the UK for controlling drug and alcohol abuse. There is a legal requirement under Section 2 of the Health and Safety at Work etc. Act 1974 to "ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees". Section 7 of the Act requires "employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work".

In addition, the Transport and Works Act 1992 imposes strict regulations regarding the alcohol and drug levels in those staff working in "safety critical" posts, for example driving vehicles and operating machinery.

In addition, Section 5 of the Road Traffic Act 1988 was amended to include an offence of driving under the influence of a controlled drug – including some prescription medications

4k. Health surveillance

The CEO to the Council will identify from the risk assessment process used in Section 3 of this policy, whether or not health surveillance may be required to ensure safe working. Such surveillance may be assessments such as

- Hearing tests
- Dermatitis monitoring
- Lung function tests

These assessments will be undertaken by a competent occupational health professional as required.

5. Emergency Procedures

5a. Accidents and Reporting of Injuries, Diseases and Dangerous Occurrences 2013 (RIDDOR)

All accidents and first aid treatments, no matter how minor, will be recorded in the accident book by a First Aider or Appointed Person.

Any accidents requiring the use of the emergency services must be dealt with first before the above.

The responsibility to inform the enforcing authority for reportable incidents and over 7 day absences from work due to accident or illness sustained at work will be undertaken by the CEO to the Council.

Accident investigations will be carried out by a competent person but it will be the responsibility of the CEO to the Council to ensure these are undertaken and any actions required are implemented.

5b. Fire, explosion and evacuation

It is the responsibility of the Council and specifically the CEO to the Council as the responsible person to ensure that a suitable and sufficient fire risk assessment has been completed for all the premises under the care of the Council, at regular intervals with a suggestion that this should be on an annual basis or as major changes dictate.

Escape routes in all buildings will be checked on a regular basis by the EO to the Council.

Fire alarms and detection, security lighting and fire extinguishers will be serviced and maintained annually by the nominated company(s) and tested to ensure they are in working order and written records kept

A written procedure will be established for fire and evacuation and will be communicated to appointed Fire Wardens and employees as appropriate. Tetbury Town Council will undertake fire drills at each fixed site to ensure familiarity with the emergency evacuation procedures. When and if required, personal evacuation plans will be developed for staff who would require additional assistance to evacuate the buildings or to aid in the assistance of others who may have mobility difficulties.

The fire alarm is to be raised immediately in accordance with local systems in operation.

5c. First aid

Tetbury Town Council's staff will be trained in the use of first aid to an agreed level by the risk assessment process and in accordance with The Health and Safety (First Aid) Regulations 1981.

6. Electricity

Mains testing will be done on a five yearly basis for Tetbury Town Council's fixed commercial premises. A competent person will draw up the scheme for inspection and testing of equipment in the workplace.

Portable Appliance Testing (PAT) - the frequency for testing portable and transportable equipment shall be determined by risk assessment and the guidance given by HSE shown in **Inspection and Testing of Portable and Transportable Electrical Equipment in a Low Risk Environment** (See Appendix 3).

Use of electrical equipment brought in from uncontrolled sources (staff bring in their own electrical equipment) should be actively discouraged and not used unless adequately tested.

7. Equipment

All equipment used or purchased must be 'fit for purpose' and comply with all relevant regulations relating to the area it is to be used. This affects all pieces of equipment for use at work and these are covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER). There are a number of other regulations which also relate to equipment used at work, including electrical safety, CE marking, machine guarding and the Road Traffic Act.

Tetbury Town Council's purchasing rules are not discussed in this document but must be adhered to at all times. However, all equipment purchased must conform to the relevant safety standards as dictated at the time of purchase for that equipment.

7a. Vehicles and driving

Council owned vehicles

- All road vehicles must comply with the Road Traffic Act 1988 and each driver is responsible for that vehicle at the time of use. Each vehicle will carry the required insurance for work purposes, road tax and, where necessary a current MOT.
- Company vehicles will be serviced at intervals in line with the recommendations of each manufacturer's guidelines.
- You must be an authorised licensed driver to operate a company vehicle.
- You must not allow persons not authorised or employed by Tetbury Town Council to operate or ride in a company vehicle.
- Prior to operation of a company vehicle you will receive instruction on the appropriate steps to take if you were involved in a road traffic accident to include obtaining the details of anyone involved in the accident, record how the accident happened and to take names and address of witnesses.

Driver responsibilities

- Vehicle checks should be carried out by drivers before using the vehicle – check to include lights, mirrors, tyres and any damage to vehicle. The site contact should be informed immediately if there are any concerns over the safety or roadworthiness of the vehicle. If they are not available, drivers should not drive a potentially defective vehicle.
- Drivers will be expected to operate the vehicle in accordance with all the necessary regulations and as a minimum in accordance with the Highway Code. They should never put themselves or others at risk. Tetbury Town Council does not expect drivers to exceed prescribed speed limits at any time and any offences committed by drivers whilst on company business will be treated seriously and could result in disciplinary action. The driver will be responsible for the payment of any fines for traffic violations, parking etc.

Drivers must ensure:

- The CEO to the Council should be informed of any changes to their driver's licence within 48 hours.
- Report all accidents to Tetbury Town Council as soon as possible but always within 48 hours, always ensure the insurance company is informed in accordance with their terms and conditions.
- Always ensure the vehicle is used for its intended purpose.
- They do not drive under the influence of drugs or alcohol, where prescription drugs are used check with the label or your GP before driving.
- Medical conditions that affect driving are brought to Tetbury Town Council's attention as soon as known about.

Smoking in vehicles

As of the 1st July 2007 under the Health Act 2006 smoking in Tetbury Town Council's vehicles will not be permitted unless the vehicle is for the sole use of a single employee only. Vehicles that carry other members of staff or general public will be included in this ban. A No Smoking sign will be clearly affixed to/on the front dash so all passengers can see (or other prominent areas where passengers may sit).



It should be noted that smoking is not permitted in any shared vehicle even if occupants are not in the vehicle at the same time. (ie work on different shifts)

7b. Mobile Phone Use

It is an offence to use a hand held mobile phone or similar device whilst driving or in certain other circumstances.

Employers have a legal duty, under health and safety law, to ensure the safety of their employees and of anyone else who may be affected by their activities. This duty also applies when employees are driving for work purposes (including travelling to meetings or on delivery rounds).

7c Personal Protective Equipment

Under the Personal Protective Equipment (PPE) Regulations 1992, PPE means all equipment (including clothing to protect against weather) designed to be worn or held by a person at work to protect against one or more risks. The use of PPE will be identified by the risk assessment process and will be provided where appropriate.

Tetbury Town Council undertakes to provide PPE where necessary, free of charge as required by law. The need for provision of equipment will be assessed by undertaking a risk assessment. This *may* include following the following:

- Wet/cold weather protection
- Hi viz vests
- Gloves
- Protective footwear
- Hard hats

For certain sites such as those under CDM, the specific requirements will need to be complied with plus the requirements of the risk assessment.

7d Working at height

So far as is reasonably practicable, safe means of access and egress shall be provided and maintained to every place of work. Tetbury Town Council will endeavour to eliminate, where practicable, working at height and, where this is not possible, will consider which is the safest method of access for the work being undertaken.

7e. Lifting equipment

Tetbury Town Council occasionally uses lifting equipment such as mobile elevated work platforms (MEWPS), forklift trucks, lifts, hoists etc. and their associated lifting accessories such as chains, slings, eyebolts etc. All such lifting equipment and lifting activities shall conform to The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

Tetbury Town Council will ensure that the lifting equipment has pertinent thorough examination and inspection certificates and that there is a person competent in lifting available to plan and manage the lift. Forklifts will only be driven by competent trained personnel on the specific equipment in use.

Tetbury Town Council is responsible for ensuring that all identified maintenance is implemented and that new plant and equipment meets health and safety standards before it is purchased or hired.

8. Lone and home working

This policy identifies the way in which Tetbury Town Council will ensure that lone workers are not exposed to additional risks by virtue of their lone working and identifies a process to ensure that risks are assessed and control measures are in place. This will be identified by a risk assessment process.

The Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 place a duty on employers to ensure, so far as reasonably practicable, the health, safety and welfare of all persons employed by Tetbury Town Council, or others persons engaged in any activity on the premises.

9. Young Persons at Work

The law at present requires employers to assess risks to all employees, including young workers, and to do what is reasonably practicable to control those risks. Under this Regulation young workers are defined as those aged sixteen to eighteen years. No employee in this age bracket will work without a full risk assessment having been undertaken and discussed with them.

10. New and expectant mothers

New and expectant mothers are a key area identified in the Management Regulation Updates of 1999 and require specific risk assessment to ensure that both the mother and the unborn child are not placed at risk. Tetbury Town Council will undertake the risk assessment as soon as they are made aware of the pregnancy.

11. Information, Instruction, Training and Supervision (IITS)

All employees will be consulted regarding health and safety issues involving the activities they are undertaking. Any problems will be dealt with at source and at the time. Consultation will be through team meetings, toolbox talks and any method deemed necessary to ensure all staff receive information effectively.

The company will use its training matrix which will include peer reviews to establish training requirements. Risk assessments will also identify specific training requirements for job functions.

12. Contractors Statement

The Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose duties to safeguard the health and safety of those who are not in Tetbury Town Council's employment but who may be affected by Tetbury Town Council's activities. These duties also apply to a contractor on Tetbury Town Council's premises in respect of safeguarding Tetbury Town Council's employees from the contractor's activities.

All contractors and sub-contractors will be required to have completed and returned the details from the Contractors' approval documents (Appendix 1&2)

13. Waste Removal and Environmental Impact

Tetbury Town Council recognises its' responsibility in ensuring that their activities, wherever possible, minimise or eliminate the release of any pollutant that might cause damage to the air, water or earth and its inhabitants.

14. Review and monitor

To ensure Tetbury Town Council is maintaining safe working practices at all times we will:

- Review policies, procedures and practices annually, unless major change occurs.
- Discuss any issues regarding health and safety openly.
- Review the accident book on a quarterly basis and report findings to all.

The CEO to the Council will be responsible for investigating accidents including any vehicle accidents together with Tetbury Town Council's health and safety advisers.

The CEO to the Council will be responsible for investigating work-related sickness absences.

The CEO to the Council will discuss health and safety issues bi-annually as an agenda item at F&S.

The management meeting will have an agenda item for health and safety to be discussed and reviewed as required.

There will be an open forum for discussion and consultation on safety issues.

Site visits will be made by Tetbury Town Council's health and safety advisers and a report produced for review every six months.

Appendices

Appendix 1



Approved Contractor Agreement

The site contractor agrees to:

1. Comply with Tetbury Town Council's health and safety policy or provide a copy of their own.
2. Comply with Tetbury Town Council's risk assessments or provide copies of their own.
3. Carry out assessments of the risks arising from use of any chemicals or other substances to be used on Tetbury Town Council's premises or in the course of sub-contracting on our behalf on client sites. These should be recorded if you employ more than 4 people.
4. Provide any personal protective equipment necessary for the safe performance of the contract.
5. Ensure that any electrical equipment brought onto site is safe, and that he/she has adequate procedures to ensure that it remains safe.
6. Ensure that only essential equipment and materials are left on site, and that these are securely stored to prevent unauthorised access.
7. Appraise us or the client of any risks to which our or the client or their employees will be exposed during the performance of the contract.
8. Maintain such insurances as are necessary to indemnify us or the client from any failure in health and safety performance by those persons undertaking the contract.
9. Compile and conform to a written system of work in respect of safety as agreed with us or the client.
10. All employees of the contractor/subcontractor are required to have been given appropriate instructions and training in order to carry out their work competently and safely.

Signed

Position in company

Date

Appendix 2



Approved Contractor Health and Safety Questionnaire

Guidelines for completion of questionnaire

Introduction

1. The purpose of this questionnaire is to obtain information from which we can assess the extent to which health and safety management is organised within your company.
2. Your answers should cover all your activities and not just those conducted on our sites.
3. The questionnaire should be completed by a senior manager.
4. Please answer each question fully. We would stress the value and importance of substantiating your answers with a copy of supporting documentation as far as practicable. Your response and any supporting documentation must relate specifically to the policy and organisational arrangements of Tetbury Town Council, which is the signatory of the contract.
5. Your submission will be assessed and be taken into consideration in the evaluation process leading to a contract award decision and/or your addition to or maintenance on our approved list of contractors which the organisation's managers are permitted to invite to quote for works.
6. Following receipt of your submission, we may wish to discuss it with your management at a mutually convenient time.
7. For companies employing four employees or less, completion of **Part 1** will be acceptable.

Safety Assessment Questionnaire

Tetbury Town Council

.....

Company address

.....

Scope of Work/capability

.....

Submitted by

Signature

Date

Contractors /Sub – Contractor Questionnaire - Part 1

Contract/work tendering for

Please provide the following details about your company.

Name _____

Company registration _____

Number of Employees ____

Names of Director/Proprietor/Partner

The nature of your operation and your experience in the relevant areas

- 1. If you employ five or more employees please attach a copy of your company's most recent Health and Safety Policy (including general statement of intent, organisation for health and safety, and working arrangements).**

Enclosed	
Yes	No

2. **Please enclose copies of your current public/third party liability and employer's liability insurance certificates.**

Enclosed	
Yes	No

3. **Please provide details of your organisation's experience in the area that you are tendering for, including details of previous contracts and referees.**

Enclosed	
Yes	No

4. **Please provide details of any accreditation to BS5750, or ISO9001.**

Enclosed	
Yes	No

5. **Please provide details of nominated/competent persons who will be responsible for this specific contract.**

Enclosed	
Yes	No

6. **Is your company, or any member of staff, a member of any trade or professional organisation?**

Yes	No
-----	----

If so, please provide details of membership of such organisations.

Enclosed	
Yes	No

Contractors/Sub-Contractors Questionnaire - Part 2

7. **Who has overall and final responsibility for health and safety matters in your organisation?**

Name _____

Position _____

Who is the most senior person in your organisation responsible for the day to day management of this contract on site, where your employees are working?

Name _____

Position _____

Who is the person appointed to provide competent advice on health and safety issues, as required by the **Management of Health and Safety at Work Regulations 1999**?

Name _____

Position _____

Qualifications _____

8. **Please provide details of the methods by which you have drawn your Health and Safety Policy Statement to the attention of all your employees.**

Enclosed	
Yes	No

- a) Please provide details of how you ensure that your employees are made aware of changes in the policy document and arrangements.

Enclosed	
Yes	No

9. **Please enclose a copy of any safety manuals, codes of practice and statements of safe working methods relevant to this contract.**

Enclosed	
Yes	No

10. **Please provide details of your arrangements for the supervision and monitoring of the safety of premises, sites and other locations where your employees are working.**

Enclosed	
Yes	No

- a) Please provide details of your arrangements for passing on any results and findings of this supervision and monitoring to your base management and site employees.

Enclosed	
Yes	No

- b) Please provide details of your arrangements for ensuring that the working practices and procedures used by your employees on-site are consistently in accordance with your Health and Safety Policy objectives and arrangements.

Enclosed	
Yes	No

11. Please enclose copies of any risk assessments undertaken relevant to this contract.

- General risk assessments as required by the **Management of Health and Safety at Work Regulations 1999**
- Safety data sheets and COSHH assessments for all substances that you propose to use (if applicable)
- Any other relevant assessments eg manual handling, noise etc.

Enclosed	
Yes	No

12. Please provide details of health and safety training provided to all managers and staff and subcontractors where used. Please also include details of your plans for further training if you win the contract.

Enclosed	
Yes	No

13. Do you anticipate using subcontractors on this contract?

Yes	No
-----	----

If so, please provide details of the procedures you will use to ensure that they are competent and managed correctly.

Enclosed	
Yes	No

14. **Please provide details of any accidents/incidents to employees and non-employees reported by, or on behalf of, your organisation to the Health and Safety Executive during the last three years as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.**

Enclosed	
Yes	No

15. **Has your company been served any Improvement Notices or Prohibition Notices by the Health and Safety Executive, or other Enforcing Authority or been prosecuted under any safety legislation within the past three years?**

Yes	No
-----	----

If yes, please provide details.

Enclosed	
Yes	No

16. **Please provide details of any quality assurance schemes you operate.**

Enclosed	
Yes	No

17. **Please provide details of the criteria you use for assessing your company's health and safety performance.**

Enclosed	
Yes	No

18. **Please provide details of how often and by whom safety inspections will be carried out.**

Enclosed	
Yes	No

Appendix 3

Table 1 Suggested initial maintenance intervals

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated <input type="checkbox"/> (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated <input checked="" type="checkbox"/> (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables, leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.

Over time, when you look at the results of user checks, visual inspections and, where appropriate, portable appliance tests, you will notice trends. These may tell you that you need to look at or test electrical equipment less (or more) often, depending on the number of problems being found. Some examples of how to do this are shown on our website (www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm).

If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical equipment by testing interval.