

The purpose of this document is to help you demonstrate your company's competence. We will use this form as part of our assessment of your company. Please enter your answers in the response boxes and list any documents you are enclosing. You can use extra sheets if needed. Once you have met the set criteria your company will be graded on paperwork from 1 to 5 and you will be added to our Approved Contractors List then we can ask you to price and carry out work for us. The last part of our assessment will be on site, you will be graded on site safety from 1 to 5. Enquires regarding your assessment and grades are welcome.

All of this is in accordance with the Construction (Design and Management) Regulations 2015 (CDM15).

**Company Details**

Company Name:			
Company Address:			
Telephone No:			
Email Address:			
Company Registration Number:		Date of Incorporation:	
UTR No:		VAT Reg No:	
Bank Name & Address:			
Sort Code:		Account No:	
Is the firm a Partnership, Private Limited Company or Other?			
List the full names and titles of all Directors, Partners, Associates and Company Secretary			
Have any of the Directors, Partners, Associates or Company Secretary been involved in any firm which has been liquidated or gone into receivership?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please give details)		
Has the firm or any of the Directors, Partners, Associates or Company Secretary been convicted of a criminal offence relating to the conduct of their business of profession?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please give details)		
Please state total number of employees:	Number of Management:		
	Number of Foremen:		
	Number of Operatives:		
	Number of Office Staff:		

<p>DBS (Disclosure and Barring Service). Organisations where people may come into contact with children or vulnerable adults, are required to ensure that these people are vetted via the DBS Disclosure process.</p>	<p>Does your Company carry out DBS checks?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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If your company has been approved via ISO 45001, CONSTRUCTIONLINE, SSIP PLEASE ENCLOSE A VALID CERTIFICATE and continue to **page 4 – Question 1 – Stage 2**

**Health and Safety – STAGE 1 - ASSESSMENT**

**Q.1 Health and Safety Policy and organisation for health and safety**

*Standard to be achieved*

- *You must have and work to a health and safety policy*
- *It must be reviewed annually*
- *It must be signed and dated*
- *It should be relevant to the type and scale of work you do*
- *It must set out the responsibilities for health and safety at all levels within your company*

**A.1 Your response**

**Q.2 Organisation for health and safety**

*Standard to be achieved*

- *You must provide details of the organisation and responsibilities for health and safety at all levels within your company, this is usually part of the Health and Safety Policy Document*

**A.2 Your response**

**Q.3 Arrangements for health and safety**

*Standard to be achieved*

- *You must provide details of the arrangements in place for managing the risks relevant to the work your company does, this is usually part of the Health and Safety Policy Document*
- *These must include your duties under CDM15*
- *You must say how these arrangements are communicated to the workforce*

**A.3 Your response**

**Q.4 Competent advice**

*Standard to be achieved*

- *Your company and your employees must have ready access to competent health and safety advice, preferably from within your own organisation or through an Advisor / Consultant*
- *The Advisor must be able to offer advice on general and construction health and safety issues*
- *Give the name and competency details of the source of advice*
- *Give an example from the last 12 months of advice given and action taken*

**A.4 Your response**

**Q.5 Training and information**

*Standard to be achieved*

- *You must have in place a system to record and review the training of your employees*
- *Provide a Matrix showing training carried out by employees*
- *Provide samples of training records, training certificates, induction training on site and tool box talks*
- *Especially provide details of any Asbestos Awareness, Site Safety & Environmental training*

## **A.5 Your response**

## **Q.6 Individual qualifications and experience**

*Standard to be achieved*

- *Provide details of the names, job titles and relevant qualifications and experience of Key Persons*
- *Provide details of employees appropriate trade qualifications C & G, NVQs etc. and experience*
- *Provide details of the number/percentage of employees who have CSCS cards or equivalent*

## **A.6 Your response**

## **Q.7 Monitoring, audit and review**

*Standard to be achieved*

- *Provide details of your company Annual Safety Audit*
- *Provide samples of site inspections / reports to management*

## **A.7 Your response**

## **Q.8 Workforce involvement**

*Standard to be achieved*

- *You should have means of consulting with your workforce on health and safety matters*
- *Provide details of how this is carried out*
- *Provide names of any appointed safety representatives*

## **A.8 Your response**

## **Q.9 Accident reporting/investigation and enforcement action**

*Standard to be achieved*

- *You should have in place a system for recording and checking all incidents and accidents as well as the action taken as a result. You should keep records of all RIDDOR reportable events for at least the last 3 years. You should record any enforcement action taken against your company over the last 5 years and the action which you have taken to remedy matters subject to enforcement action. Part of our assessment includes searching the HSE's prosecution website.*
- *Records should include any incidents that occurred whilst the company traded under a different name and incidents that occur to direct employees or labour-only sub-contractors.*
- *Provide a copy of the last 2 accident/incident reports and investigations including any action taken to prevent recurrence (please remove personal details)*
- *Provide details of any enforcement action taken over the last 5 years including prosecutions, prohibition notices and improvement notices and what action was taken to put matters right*
- *Provide accident statistics showing rates of major injuries, over 3 day injuries and RIDDOR reportable events for the last 3 years.*

**A.9 Your response**

**Q.10 Sub-contracting procedures**

Standard to be achieved

Contractors are not permitted to sub-contract work, section not applicable.

**A.10 Contractors are not permitted to sub-contract work, section not applicable**

**Q.11 Risk assessment leading to a safe method of work**

Standard to be achieved

- You should have procedures in place for carrying out risk assessments, method statements and safe systems of work
- Provide examples of site specific risk assessments and method statements
- Provide a copy of your company safety manuals / safe system of work

**A.11 Your response**

**Q.12 Co-operating with others and co-ordinating your work with other contractors**

Standard to be achieved

- Provide details of how you co-operate and co-ordinate your work on site

**A.12 Your response**

**Q.13 Welfare provisions**

Standard to be achieved

- Provide details of how you will ensure appropriate welfare facilities will be in place on site before work starts
- Provide details of what type of welfare facilities you would provide specifically for your works and examples of those provided on previous sites

**A.13 Your response**

**Experience in Field and Value of Work – STAGE 2 - ASSESSMENT**

**Q.1 Field of Work**

Standard to be achieved

- Please state the fields of work for which you are applying

**A.1 Your response**

**Q.2 Value Category**

Standard to be achieved

- Please state values of work for which you are applying

**A.2 Your response**

£50 - £1,000     £1,001 - £20,000     £20,001 - £100,000     £100,000 plus

**Q. 3 Work experience**

Standard to be achieved

- Provide details of relevant experience in the fields of work and values of work categories for which you are applying.
- Provide a simple record of recent projects/contracts
- Provide phone numbers and addresses of contacts who can verify that work was carried out safely
- This should be sufficient to demonstrate your ability to deal with the key health and safety issues arising from the work you are applying for
- If there are shortfalls in your experience or where there will be risks associated with the works which you have not managed before please explain how these shortcomings will be overcome

**A.3 Your response****Q.4 Competency on Site**

Standard to be achieved

- We will regularly carry out on-site competency grading your company from 1-5

**Quality Assurance**

Does your Company have Quality Assurance Registration?

Yes  - please state which Standard, i.e., ISO 9001

No  - please state your position regarding registration or intention with dates where appropriate:

**Environmental Management**

Does your Company hold Environmental Management System Certificated?

Yes  - please state which Standard, i.e., ISO 14001

No  - please state your position regarding registration or intention with dates where appropriate:

**Additional evidence of competency**

Please give details with dates of any awards received (i.e. ROSPA, British Safety Council):

Please give details of Company memberships with Trade Organisation / Professional Associates (i.e., GAS SAFE, NICEIC etc):

Please give details of your procedures to ensure that plant and equipment, for use on site, is PAT tested, serviced, calibrated, issued and kept in a safe condition:

Please give details of all substances used in your field of work that are classified as hazardous to health and attach copies of previous COSHH assessments:

Please give details of your procedures for issuing PPE to your employees:

Please give details of arrangements for fire and other emergencies and for the provision of first aid in the event of injury:

Do you have a written Equal Opportunity Policy? Yes  (please enclose copy) No

Do you have a written Environmental Policy? Yes  (please enclose copy) No

Does your Company hold a Waste Carriers Licence? Yes  (please enclose copy) No

**Insurances - PLEASE ENCLOSE COPY OF YOUR INSURANCE CERTIFICATE(S)**

Public Liability	Insurers Name and Address:  Policy Number: Renewal Date: Indemnity Limit (Value):	
Employers Liability	Insurers Name and Address:  Policy Number: Renewal Date: Indemnity Limit (Value):	
Contractors All Risk	Insurers Name and Address:  Policy Number: Renewal Date: Indemnity Limit (Value):	
Professional Indemnity	Insurers Name and Address:  Policy Number: Renewal Date: Indemnity Limit (Value):	

**Privacy Notice:** Kirkman & Jourdain Ltd require these details for the purpose of assessing you in order to become an approved contractor. This form and other relevant documents enclosed with it, will be stored safely within our office and/or computer system and will not be shared with any third parties. If you have any concerns or would like further information about how we look after your personal data you can write to us. If you would like to know your rights as a data subject, please see our privacy policy on our website - [www.kirkmanandjourdain.com](http://www.kirkmanandjourdain.com)

**Declaration**

We now ask you to declare that all information provided is current and correct.

Signed:

Date:

Name of Signatory:

Position of Signatory:

On Behalf of (name of Company)

Please return this completed document and the required attachments to:

[lauren.bunyan@kirkmanandjourdain.com](mailto:lauren.bunyan@kirkmanandjourdain.com) or post Lauren Bunyan, Kirkman & Jourdain Ltd, 150 Brooker Road, Waltham Abbey, Essex, EN9 1JH