



## CONTRACTOR HEALTH & SAFETY QUESTIONNAIRE

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# TABLE OF CONTENTS

<b>AMENDMENTS</b>	<b>2</b>
<b>CONTRACTOR HEALTH AND SAFETY QUESTIONNAIRE</b>	<b>4</b>
<b>SECTION 1 COMPANY DETAILS</b>	<b>4</b>
<b>SECTION 2 - CONTRACTOR'S PERSONNEL DETAILS</b>	<b>5</b>
<b>SECTION 3 - HEALTH AND SAFETY MANAGEMENT SYSTEMS</b>	<b>5</b>
<b>SECTION 4 - TRAINING</b>	<b>6</b>
<b>SECTION 5 - INDUSTRY QUALIFICATIONS</b>	<b>6</b>
<b>SECTION 6 - INCIDENTS</b>	<b>8</b>
<b>SECTION 7 - ENFORCEMENT ACTION</b>	<b>8</b>
<b>SECTION 8 - INSURANCES</b>	<b>9</b>
<b>SECTION 9 - DECLARATIONS</b>	<b>9</b>
<b>GUIDANCE FOR COMPLETION OF THE QUESTIONNAIRE</b>	<b>10</b>
<b>FURTHER ASSISTANCE</b>	<b>12</b>
<b>COMPLETED QUESTIONNAIRE</b>	<b>12</b>

# CONTRACTOR HEALTH AND SAFETY QUESTIONNAIRE

## Introduction

Petrocom Ltd has to ensure that construction and redevelopment operations are undertaken safely without presenting unacceptable risks to Employees, Contractors or other people affected by the work.

Contractors, therefore, must be able to demonstrate that their Health and Safety systems and performance is acceptable to Petrocom Ltd, whom they are representing.

This acceptability will depend on various factors such as:

- Number of Employees.
- Length of contract.
- Number of contracts.
- Type of services contracted.

This Questionnaire, therefore, has been designed to elicit information from Contractors of all sizes supplying different services to Petrocom Ltd.

Please answer the questions listed below to the best of your ability, ensuring compliance with the following:

- Enclosures are appended to the completed Questionnaire.
- Enclosure references or confirmation of enclosures are inserted in the appropriate response boxes.
- Continuation sheet(s) are used where the response box is too small.

This Document is to be read in conjunction with the Petrocom Ltd Contractor Control Policy and the Guidance for Completion of the Questionnaire.

<b>SECTION 1 Company Details</b>	
<b>1.1</b>	Contractor/Company Name:
<b>1.2</b>	Head Office Address:  Postcode:
<b>1.3</b>	Address for correspondence (if different from above):  Postcode:
<b>1.4</b>	What is your Unique Tax Reference (UTR) Number (applies to both limited and non-limited Companies):
<b>1.5</b>	What is your Company Registration Number (applies to limited Companies only):
<b>1.6</b>	What is your National Insurance Number (applies to non-limited Companies only):

<b>SECTION 2 - Contractor's Personnel Details</b>				
<b>2.1</b>	Do you employ five (5) or more persons?	<b>Yes</b>		<b>No</b>
	If you answered <b>Yes</b> , please go to <b>2.3</b> , below.			
<b>2.2</b>	If you answered <b>No</b> to <b>2.1</b> , please sign the following declaration ( <i>for companies with less than five (5) Employees</i> ) and then complete the rest of the Questionnaire (ie: <b>2.4</b> onwards).			
	I/We ( <i>please delete as appropriate</i> ) confirm that ( <i>Insert Company Name</i> ):			
	..... employs <b>less than five (5) directly employed persons</b> and as such do not have a written Health and Safety Policy.			
	I/We further confirm that any operations carried out by this Company on any project under the control of Petrocom Ltd will be conducted in such a way that it complies fully with the Health and Safety Policy of Petrocom Ltd.			
<b>2.3</b>	I/We also undertake to notify Petrocom Ltd of any changes to the Company's organisational structure, which may change the validity of this declaration.			
	Name:			
	Signed:			
<b>2.3</b>	Do you employ five (5) or more persons?	<b>Yes</b>		<b>No</b>
	If so when was it last reviewed and updated?			
<b>2.4</b>	Who is ultimately responsible for Health & Safety within your Company?			
<b>2.5</b>	Please identify the person(s) who will ensure the implementation of your Health and Safety Policy during work for Petrocom Ltd and identify his/her position within the Company.			
<b>2.6</b>	Does the Company have access to competent Health and Safety advice?	<b>Yes</b>		<b>No</b>
	If <b>Yes</b> please state Names, Company details (external advice), Qualifications, etc.			
	Internal:			
	External:			
<b>SECTION 3 - Health and Safety Management Systems</b>				
<b>3.1</b>	Does the Company undertake the process of Risk Assessment for its undertakings?	<b>Yes</b>		<b>No</b>
	Please attach an example of a Risk Assessment for Company operations.	<b>Yes</b>		<b>No</b>
<b>3.2</b>	Does the Company operate to established Safe Systems of Work (SSoW)/Method Statements?	<b>Yes</b>		<b>No</b>
	Please attach an example of a Safe System of Work/Method Statement for Company operations.	<b>Yes</b>		<b>No</b>

3.3	Does the Company operate a system for reporting accidents, incidents and work related diseases?					Yes		No	
	If <b>Yes</b> please state what this system is or reference the relevant section in your Company's Health and Safety Policy:								
3.4	Does the Company operate a system for maintaining plant and Work Equipment (WE)?					Yes		No	
	If <b>Yes</b> please state what this system is or reference the relevant section in your Company's Health and Safety Policy:								
<b>SECTION 4 - Training</b>									
4.1	Does the Company provide Health and Safety training for Managers, Supervisors and Operatives?					Yes		No	
	If <b>Yes</b> how is this training delivered?								
	In-house	Yes		No		Externally	Yes		No
4.2	If you answered <b>Yes</b> to 4.1 identify <i>below</i> the persons within the Company who have received Health and Safety Training (eg: Directors/Partners, Managers, Supervisors, Operatives):								
4.3	Does the Company keep records of Health and Safety Training given to Employees?					Yes		No	
4.4	If you answered <b>Yes</b> to 4.3 identify <i>below</i> the subjects covered in your Company's Health and Safety Training (eg: Induction, First Aid, Manual Handling, etc.)								
<b>SECTION 5 - Industry Qualifications</b>									
5.1	Do those Employees you intend to undertake work on behalf of Petrocom Ltd hold a valid UKpia/SPA Contractors Safety Passport?					Yes		No	
	If <b>Yes</b> how is this training delivered?								
	In-house	Yes		No		Externally	Yes		No

5.2	If the training is provided by an external body please state who the training provider(s) are:										
5.3	Does the Company keep records of UKpia/SPA Contractors Safety Passport Training given to Employees?							Yes		No	
5.4	If you answered <b>Yes</b> to 5.3 provide <i>below</i> an up to date list of those Employees who hold a valid UKpia/SPA Contractors Safety Passport:										
5.5	Does your Company carry out Electrical Installations?							Yes		No	
	If you answered <b>No</b> to 5.5, ignore the remaining questions in Section 5 and complete the remainder of the Questionnaire (ie: <b>Section 6</b> onwards).										
5.6	Is your Company registered with the NICEIC (National Inspection Council for Electrical Installation Contracting).							Yes		No	
5.7	Does your Company carry out Electrical Installations at Petrol Filling Stations?							Yes		No	
	If you answered <b>No</b> to 5.7, ignore the remaining questions in Section 5 and complete the remainder of the Questionnaire (ie: <b>Section 6</b> onwards).										
5.8	Have those Employees you intend to undertake work on behalf of Petrocom Ltd successfully completed <i>EX07 - The Preparation, Installation and Decommissioning of Petrol Filling Stations?</i>							Yes		No	
5.9	If <b>Yes</b> how is this training delivered?										
	In-house	Yes		No		Externally	Yes		No		
5.10	If the training is provided by an external body please state who the training provider(s) are:										
5.11	If you answered <b>Yes</b> to 5.8 provide <i>below</i> an up to date list of those Employees who have successfully completed <i>EX07 - The Preparation, Installation and Decommissioning of Petrol Filling Stations:</i>										
5.12	Have those Employees you intend to undertake work on behalf of Petrocom Ltd successfully completed <i>EX08 - The Inspection, Test and Maintenance of Electrical Installations at Petrol Filling Stations?</i>							Yes		No	



<b>SECTION 8 - Insurances</b>					
<b>8.1</b>	Does the Company have the following insurance cover:				
	Employers Compulsory Liability Insurance:	<b>Yes</b>		<b>No</b>	
	Professional Indemnity Insurance:	<b>Yes</b>		<b>No</b>	
	If <b>Yes</b> , please indicate the value of the cover provided below:				
	Employers Compulsory Liability Insurance:	<b>£</b>		<b>Million</b>	
	Professional Indemnity Insurance:	<b>£</b>		<b>Million</b>	
<b>SECTION 9 - Declarations</b>					
<b>9.1</b>	<p>I/We <i>(please delete as appropriate)</i> declare that the information given or referred to above is complete and true in every respect and should it be subsequently demonstrated that an attempt has been made to misrepresent the competency or adequacy of resources of the organisation then I/we <i>(please delete as appropriate)</i> accept that this shall be grounds for Petrocom Ltd to summarily remove us from their approved list of Contractors.</p> <p>I/We <i>(please delete as appropriate)</i> also understand that the subsequent inclusion of any Contractor on the Petrocom Ltd Approved List of Contractors implies no guarantee that Contractors will be included on any Tender List or awarded any contract for the provision of services of any kind whatsoever by Petrocom Ltd.</p>				
	<b>Signed:</b>				
	<b>Date:</b>				
	<b>Position:</b>				
	<b>On Behalf of:</b>				

# GUIDANCE FOR COMPLETION OF THE QUESTIONNAIRE

Health and Safety competency must be ensured at all levels of business contracts. Petrocom Ltd has to ensure that the level of service given to Clients is not jeopardised by poor performance on site by Employees or by Contractor Companies.

To ensure their continuing high level of service and to comply with increasing Legislation in this area, Petrocom Ltd is establishing an Approved List of Contractors.

The following is designed to simplify the legal requirements and also to explain how to ensure completion of the Questionnaire.

## **Health and Safety Policy**

The *Health and Safety at Work etc. Act 1974* requires Companies (employing **more than** five (5) Employees) to have a written Statement of Policy.

This must include:

- **Statement of Intent** - which is a summary of the Policy and includes provision for signature by the Responsible Person (e.g. the Managing Director).
- **Organisational Details** - which gives information relating to the Hierarchy of the Company and defines Responsibilities and Duties for key staff (such as Directors, Managers, Supervisors, etc.).
- **Arrangements** - which gives specific information relating to the arrangements that the Company has in place to deal with criteria such as Fire, First-Aid, Welfare, Accident Reporting, Hazardous Substances, Manual Handling, etc.

Companies who employ **less than** five (5) Employees may also employ Contractors from time to time and are also under a general "Duty of Care" to protect Employees and others who may be affected by Company operations.

It is therefore recommended good practice to establish a Health and Safety Policy.

- i. Companies who employ **more than** five (5) Employees are required to submit a copy of their Health and Safety Policy.
- ii. Companies who employ **less than** five (5) Employees are required to complete a declaration to confirm that work will be undertaken within the requirements of the law.

## **Health and Safety Advice**

Companies are required to appoint "one or more competent persons" to help them comply with the duties under Health and Safety Law (such as the *Management of Health and Safety at Work Regulations 1999*).

In practice, this could be:

- Yourself (if you are sure you know enough about what you would have to do).
- One (1) or more Employees (providing they have enough time and other resources to do the job properly).
- External Consultancy (if the Company lacks sufficient competence or resources).

Health and Safety duties cover a wide range of issues, such as:

- Identifying "Hazards" and assessing them as "Risks".
- Introducing Risk Control Measures.
- Providing adequate "Information, Instruction and Training" for Employees.

You or your Employees should be able to do much of this, for example with the assistance of Health and Safety Executive (HSE) Guidance documents available from <http://www.hsebooks.com/>

## **Risk Assessment**

The *Management of Health and Safety at Work Regulations 1999* requires Companies (employing **more than** five (5) Employees) to have a written Risk Assessment for their operations.

Risk Assessments should:

- Identify Hazards.
- Identify persons at risk.
- Evaluate Risks arising from Hazards.
- Record Assessment findings (if employing **more than** five (5) Employees).

Companies who employ **less than** five (5) Employees may also employ Contractors from time to time and are also under a general "Duty of Care" to protect Employees and others who may be affected by Company operations.

It is therefore recommended good practice to undertake a process of Risk Assessment and record the findings.

- i. Companies who employ **more than** five (5) Employees are required to submit a copy of their Risk Assessments Document.
- ii. Companies who employ **less than** five (5) Employees are required to complete a declaration to confirm that work will be undertaken within the requirements of the law.

## **Method Statements**

There may be particular operations or processes carried out on site where, perhaps due to the hazardous nature of the task, written Procedures/ Operating Instructions/ Method Statements, etc. are required.

Method Statements may be used as part of day-to-day operations to ensure that the right steps are taken to ensure that a hazardous operation is performed safely and efficiently.

## **Maintenance of Plant / Equipment**

All Work Equipment (WE) used as part of normal operations has to be:

- Fit for purpose.
- Maintained in a safe condition.

This applies equally if the equipment is owned, leased or hired. All Work Equipment (WE) should be regularly inspected and tested to ensure its on-going safety and suitability for use.

Companies should have a strategy for identifying, inspecting and maintaining Work Equipment (WE).

## **Training**

Health and Safety Legislation requires Employers to train Employees as part of the need to demonstrate competency. This is required at both Management and Employee levels within organisations.

In order to prove that this has been done either in-house or by external organisations, Contractors should provide documented evidence of training and should work to a training plan.

## **Industry Qualifications**

Given the nature of the industry in which Petrocom Ltd operate, it is imperative that any Contractor it employs holds the necessary skills and qualifications to ensure he/she is able to carry his/her work safely and without risk to health. This requirement applies to Managers, Supervisors and Workers without discretion.

In order to prove that this is the case, Contractors should provide copies of relevant qualifications for those who will be undertaking the work.

## **Incidents / Accidents Reporting Accidents**

In order to prevent accidents from occurring or recurring, it is important to take all the details of any incidents or accidents that occur.

If there is a "Reportable Accident" then the requirements of the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* must be followed.

It is important for the Company to understand the accident history of a potential Contractor.

## **Enforcement Action**

Contractors must state whether there has been any action taken against them by an Enforcing Authority in the last three (3) years.

An Enforcing Authority may be:

- Health and Safety Executive (HSE).
- Local Authority (LA).
- Fire Authority.

This action may take the form of:

- Improvement Notice.
- Prohibition Notice.

## **Insurances**

It is important to ensure that all Contractors have the correct Insurances. This will ensure that the requirements of the *Employers' Liability (Compulsory Insurance) Act 1969* and the *Employers' Liability (Compulsory Insurance) Regulations 1998* are complied with to a value of not less than £5 Million.

Other insurances provided can include Buildings and Contents, Public Liability, Professional Indemnity, Vehicles, etc.

## **Declarations**

All Contractors wishing to work for the Company must ensure that all relevant sections of the Questionnaire are completed and that the information provided is true to the best of their knowledge.

Only Companies who have declared this to be the case will be considered for the Approved Contractor List.

## **FURTHER ASSISTANCE**

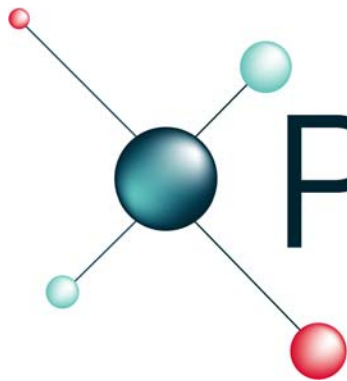
If you need further assistance in completing this Questionnaire, please contact:

<b>Petrocom Ltd</b>	<b>TGF Consultants Ltd (Health &amp; Safety Advisors to Petrocom Ltd)</b>
Louise Morgan.	Geoff Davies or Martin Mulholland.
The Malthouse 48 Southport Road Ormskirk Lancashire L39 1QR Tel: (01695) 572 400 E-mail: <a href="mailto:info@petrocom.co.uk">info@petrocom.co.uk</a>	Asher House Barsbank Lane Lymm WA13 0ED. Tel/Fax: (01925) 758 900 E-mail: <a href="mailto:safety@tgfconsultants.co.uk">safety@tgfconsultants.co.uk</a> Website: <a href="http://www.tgfconsultants.co.uk">www.tgfconsultants.co.uk</a>

## **COMPLETED QUESTIONNAIRE**

Once you have completed the Questionnaire and attached all relevant documents and requested items, please return to:

Louise Morgan  
Petrocom Ltd  
The Malthouse  
48 Southport Road  
Ormskirk  
Lancashire  
L39 1QR



# Petrocom

working in partnership with

**TGF** Consultants Ltd  
*Consultancy in Safety and Software*

 **TGF Safety**

*TGF Consultants Ltd is a Health and Safety Consultancy based in Lymm in Cheshire.*

*With over 15 years experience in Nuclear, Chemical, Construction, Retail, Leisure and Environmental Sectors we provide tailored and cost-effective services to our varied Client-base.*

*TGF Consultants Ltd is working with **Petrocom Ltd** in order to implement a Safety Management System and ensure that this is monitored and updated to comply with the increasing volume of Health and Safety and associated Legislation.*

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