

**Prequalification Questionnaire**

Section B - HSQE

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Please complete all sections of this document and return it to:

STORY CONTRACTING LIMITED

Burgh Road Industrial Estate, Carlisle, Cumbria CA2 7NA

t: 07834 739543

e: nick.hughes@storycontracting.com

Wherever possible, please submit this questionnaire by email.

Failure to complete all fields within this questionnaire **together with any requested documentary evidence** will result in an automatic rejection.

If you require any help in completing the fields, please contact Nick Hughes 07834 739543

Please provide answers with a [x]  in the YES or NO boxes and either reference supporting evidence and/or provide commentary in the spaces provided.



B1 Health & Safety

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| **B1.1** | **Does your organisation have a current Health & Safety (H&S) Policy?**  | [ ]  **Yes** | [ ]  **No** |
| *If yes please provide a copy of your Policy and evidence it is periodically reviewed, signed and dated by a senior person currently within your organisation.* |
| **B1.2** | **Do you have ready access to competent H&S advice/assistance?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – Is your source of advice in house or a consultant? Please detail the arrangements for access you have in place?* |
| **B1.3** | **How do you ensure your employees receive training and other information appropriate to the activities your organisation undertakes?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – Details of how you ensure employees have sufficient skills and understanding to discharge their duties.*  |
| **B1.4** | **How does your organisation check, review and where necessary improve your H&S systems and behaviours?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – Details/evidence that your organisation has an ongoing system for monitoring H&S procedures, and for periodically reviewing and updating your systems as necessary* |
| **B1.5** | **Does your Company have an Occupational Health and Safety Management System?** | [ ]  **Yes** | [ ]  **No** |
| *If YES, please provide details* |
| **B1.6** | **Has your Company attained OHSAS 18001 or ISO450001 certification?** | [ ]  **Yes** | [ ]  **No** |
| *If YES, please provide a scope of accreditation* |
| **B1.7** | **Do you plan to obtain ISO450001 certification?** | [ ]  **Yes** | [ ]  **No** |
| *If YES, please provide target date*  |
| **B1.8** | **Does your Company carry out Employee Medicals?** | [ ]  **Yes** | [ ]  **No** |
| *If YES, please provide details of what arrangement are in place* |
| **B1.9** | **Does your Company carry out Occupational Health Monitoring?** | [ ]  **Yes** | [ ]  **No** |
| *If YES, please provide details of what arrangement are in place* |
| **B1.10** | **Does your Company have a Drug and Alcohol Policy?**  | [ ]  **Yes** | [ ]  **No** |
| *Information required – If answered YES, provide a copy of policy & details of how policy is implemented.* |
| **B1.11** | **Are you able to show your arrangements for ensuring that your H&S measures are effective in reducing/preventing work-related incidents, occupational ill-health and accidents?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken, and how these arrangements are communicated to workers* |
|  |
| **B1.12** | **Please provide your company reportable Accident and Incident Statics for the last 5 years** |
| **Year** | **2016** | **2017** | **2018** | **2019** | **Current YTD** |
| **Period** |  |  |  |  |  |
| **Number of Employees** |  |  |  |  |  |
| **Total Hours Worked** |  |  |  |  |  |
| **Total number of accidents** |  |  |  |  |  |
| **Lost Time accidents** |  |  |  |  |  |
| **Total RIDDOR reportable accidents** |  |  |  |  |  |
| **Number of reportable accidents (over 7 days)** |  |  |  |  |  |
| **Number of RIDDOR specified injuries** |  |  |  |  |  |
| **Number of Fatalities** |  |  |  |  |  |
| **Lost Time accidents per 100,000 hours (AAFR)** |  |  |  |  |  |
| **Reportable accidents per 100,000 hours (AFR)** |  |  |  |  |  |
| **If any RIDDOR reportable accidents, please provide details of occurrence & actions taken/lessons learnt.** |

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| **B1.13** | **Does your organisation have procedures in place for undertaking full task assessments to establish associated risks and controls e.g. COSHH, manual handling etc.** | [ ]  **Yes** | [x]  **No** |
| *Information required – details of procedures in place?*  |
| **B1.14** | **How does your company brief your employees? E.g. H&S information**  | [ ]  **Yes** | [ ]  **No** |
| *Information required details of how briefings conducted.* |
| **B1.15** | **How does your company ensure all employees have free appropriate PPE**  | [ ]  **Yes** | [ ]  **No** |
| *If YES please provide details of PPE arrangements.* |
| **B1.16** | **Does your company have a policy for Health and Safety Training for management, supervisory staff and operatives?**  | [ ]  **Yes** | [ ]  **No** |
| *Please provide details* |
| **B1.17** | **How does your company hold training records for your employees?** | [ ]  **Yes** | [ ]  **No** |
| *If YES, please provide details* |
| **B1.18** | **Do you have a procedure for assessing work/skills competency?** | [ ]  **Yes** | [ ]  **No** |
| *If YES, please provide details* |
| **B1.19** | **Do you hire in personnel?**  | [ ]  **Yes** | [ ]  **No** |
| *If YES please provide details and what arrangement you have in place to ensure competence, fitness and monitoring of performance* |
| **B1.20** | **If your company supplies Plant, Transport or Lifting equipment, please provide details of your procedures for ensuring it is maintained and inspected appropriately?** | [ ]  **Yes** | [ ]  **No** |
| *If YES please provide details* |
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| **B1.21** | **Would you possibly appoint any sub-contractors?**  | [ ]  **Yes** | [ ]  **No** |
| *If YES, please provide details of your arrangements for appointing and monitoring competent subcontractors*  |
| **You must not subcontract any aspect of works without prior written consent from story contracting** |
| **B1.22** | **Does your company have any trained staff in the following competencies/accreditations for work within the construction industry?**  | [ ]  **Yes** | [ ]  **No** |
| ***If YES please confirm the quantity trained/accredited?*** | ***QTY*** | ***Please add any extra competencies your company hold that are not listed***  | ***QTY*** |
| **CPCS** |  | **NICEIC** |  |
| **CSCS** |  |  |  |
| **NRSWA** |  |  |  |
| **NFDC** |  |  |  |
| **B1.23** | **Is your organisation a member of any of the following Trade Organisation/Governing bodies, please provide details of any others not listed. Please provide copies of current certificates.** |
| **CHAS** |  |  |  |
| **Construction Line**  |  |  |  |
| **UVDB** |  |  |  |
| **Safe Contractor**  |  |  |  |
|  |
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| **B1.24** | **We have enclosed a copy of FORM 366 ‘Health and Safety Rules for Contractors and Suppliers’. Please can you acknowledge receipt, and that it has been read and accepted by your organisation.** | [ ]  **Yes** | [ ]  **No** |

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| **B1.25** | **We have enclosed a copy our Terms and Conditions. Please can you acknowledge receipt, and that it has been read and accepted by your organisation.** | [ ]  **Yes** | [ ]  **No** |

B2 Quality

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| **B2.1** | **Does your organisation hold BS EN 9001 certification (or equivalent)?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – If answered YES, a copy of certification. If you do not have certification, please provide an overview of your processes.*  |
| **B2.2** | **Do you have a Quality Policy?**  | [ ]  **Yes** | [ ]  **No** |
| *Evidence that your organisation has and implements a quality management policy authorised by senior management.*  |
| **B2.3** | **Do you have arrangements for ensuring that your own suppliers apply quality management measures.**  | [ ]  **Yes** | [ ]  **No** |
| *Information required – Evidence that your organisation has arrangements for monitoring supplier’s quality management arrangements and ensuring that quality performance appropriate for the work to be undertaken is delivered throughout the whole of your organisations supply chain* |

B3 Environmental

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| **B3.1** | **Does your organisation hold a certificate of compliance with BS EN 14001 (or equivalent)?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – If answered YES, a copy of certification* |
| **B3.2** | **Do you have an environmental policy and organisation for the management of related environmental issues?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – Evidence that your organisation has an environmental management policy authorised by the chief executive or equivalent that is regularly reviewed. The policy should be relevant to the nature and scale of the activities you may provide and set out the responsibilities for environmental management throughout the organisation* |
| **B3.3** | **Do you have documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – Evidence that your organisation’s environmental policy implementation plan provides information as to how the company aims to discharge relevant legal responsibilities, and provides clear indication of how these arrangements are communicated to employees/other workforce, in relation to environmental matters including:** *Sustainable materials procurement*
* *Waste management*
* *Energy management*

*This should include the arrangements for responding to, monitoring and recording environmental incidents, emergencies and complaints* |
| **B3.4** | **Do you have arrangements for providing employees with training and information on environmental issues?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – Evidence that your organisation has in place, and implements, training arrangements to ensure that its workforce has sufficient skills and understanding to carry out their various duties.* |
| **B3.5** | **Do you check, review and where necessary, improve your environmental management performance?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – Evidence that your organisation has a system for monitoring environmental management procedures on an ongoing basis for updating them at periodic interval* |
| **B3.6** | **Do you have arrangements for ensuring that any suppliers/subcontractors apply environmental protection measures.**  | [ ]  **Yes** | [ ]  **No** |
|  | *Information required – Evidence that your organisation has procedures for monitoring supplier’s environmental management arrangements and ensuring that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of your organisations supply chain* |  |  |
| **You must not subcontract any aspect of works without prior written consent from story contracting** |
| **B3.7** | **Do you have a Waste Carrier License?** | [ ]  **Yes** | [ ]  **No** |
| *Information required – If answered YES, a copy*  |