**DRH Contract Cleaning Tender**

**Contract cleaners Health & Safety questionnaire**

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| **Name of company:** |  |

It is our policy to formally approve contractors prior to awarding contracts. We may require this document to be completed to compare potential contractors. All answers may be subject to further scrutiny at a later date. Please forward to us the documentation requested with your response.

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| **Question** | **Yes** | **No** |
| Do you have a Health & Safety (H&S) policy? |  |  |
| Have risk assessments been prepared to be carried out on our premises? |  |  |
| Have method statements been prepared for the activities to be carried out on our premises? |  |  |
| Do you have written procedures for reporting accidents, near misses, dangerous occurences and diseases? |  |  |
| Do you have arrangements for maintenance of the eequipment which would be used at our premises? |  |  |
| Do you have a system for ensuring hired equipment is safe to use? |  |  |
| Do you have evidence of staff training to ensure their competence to carry out the work at our premises?  |  |  |

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| **Question** | **Answer** |
| When was your Health & Safety Policy last updated or reviewed? |  |
| Who has the main responsibility for H&S in your organisation (name and position)? |  |
| From whom do you get competent H&S advice and training? |  |
| What safety qualifications does your H&S advisor hold? |  |
| How many reportable accidents has your company had in the last two years? |  |
| Please name your employee at our site who will be responsible for Health and Safety. |  |

Please provide all of the following documentation:

1. Risk assessments and method statements for the activities to be carried out at our premises
2. Your Health & Safety policy, including the organisation and management arrangements for implementing your policy
3. Copies of your Employers Liability and Public Liability Insurance certificates
4. Copies of relevant staff training records

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| **For office use only** |
| Has the required information been provided? |  |
| Is the required iformation satisfactory? |  |
| Has all required documentation been received? |  |
| Is all required documentation satisfactory? |  |