

# Contractor Checklist

## Less than five employees (Sole Trader)

### Introduction

The purpose of this document is to provide a quick guide to suppliers with less than five employees or self employed people who work as a sole trader and who are completing the Contractor question set for an Acclaim Accreditation.

Acclaim will judge your answers to the questions based on the type of hazards or risks you are likely to encounter at your workplace and office.

It is hoped that this checklist will give you helpful guidance to ensure that you provide ALL the required information, however if you should have any queries please contact Acclaim Accreditation or visit:

[www.constructionline.co.uk/acclaim](http://www.constructionline.co.uk/acclaim)

Telephone: 01256 383609

Email: [acclaim@capita.co.uk](mailto:acclaim@capita.co.uk)

### Note to suppliers

Companies with fewer than five employees or self employed people are not required by law to have a written health and safety policy. **However**, in order to satisfy the requirements of this assessment carried out in accordance with the Safety Schemes in Procurement (SSIP) – Core Criteria for the demonstration of organisational capability, some written evidence is necessary.

You cannot simply say “I train my staff” and expect that to be taken as sufficient evidence to demonstrate that you have an adequately trained workforce, you would need to provide a list of ALL the training you and your staff have received and upload certificates etc.

Where the question makes reference to a policy or arrangements/procedures, you should **describe** what you do. This should be in sufficient detail that you can demonstrate to the Acclaim assessor that you meet the requirements.

Your responses can take the form of text typed directly into the box provided, a document that you upload or a combination of both. We have provided some links to documents prepared by the HSE to assist you. If you use these documents, you must **complete them in full** before uploading and understand that you are committing yourself to complying with the points made in them.

You should check to ensure that **each** of the question items is covered adequately by your response. If you believe that a particular item is not relevant to your organisation, you should say so and give a reason why.

**If you are a self employed person** who works on his/her own (sole trader), all the references to ‘your employees’ are not relevant and you should provide responses that reflect your **own** individual arrangements including training records/certificates.

## Question 1: Policy Statement and Organisation

### What you need to provide

Upload either your signed and dated Health and Safety Policy Statement

Or

Use the form from the HSE (click [here](#)), provided you **complete, sign and date it**.

Make sure that it is completed in full, signed and dated within the past year.

## Question 2: Arrangements for Health and Safety Management

### What you need to provide

Upload your full Health and Safety Policy/Manual that contains all your arrangements/procedures.

If you do not have a Policy document, you must explain in the text box how you deal with **ALL** the 8 bullet points listed.

**Note: All contractors have duties under CDM2015. Please ensure you are aware of your duties and explain how you comply with them.**

## Question 3: Competent Health and Safety Advice

### What you need to provide

CV showing H&S qualifications and experience of H&S advisor (i.e. NEBOSH, IOSH)

Or

Details of the trade body providing health and safety advice to you.

**Note: Simply viewing the HSE website cannot be used as an answer to this question. You must have undertaken specific safety training AND be able to provide two examples of information you have used from the website.**

**And also:**

You must provide two examples of advice or communications that you have received from your health and safety advisor.

## Question 4: Training and Information

### What you need to provide

Explain how you ensure you have the correct training.

You must provide a list/record/matrix of **ALL** the training you and your staff have received. This should include everything from apprenticeships, inductions, college courses, NVQ's, toolbox talks and specific courses like asbestos awareness, work at height, first aid etc.

## Question 5: Qualifications and Experience of Workforce

### What you need to provide

You must provide details of any competency cards held. Site managers and supervisors are expected to hold qualifications such as SMSTS or SSSTS or equivalent.

You must upload copies of any cards/licences/certificates held.

## Question 6: Monitoring, Auditing and Review

### What you need to provide

Either upload copies of site inspections or H&S document reviews

Or

Explain how you regularly check your health and safety performance and attend to areas which need attention.

## Question 7: Consultation with Workforce on Health and Safety Matters

### What you need to provide

Explain how you consult on health and safety issues with your workforce.

If you are a sole trader and have no employees, you may state this question is not applicable for this reason.

## Question 8: Accident / Incident Reporting

### What you need to provide

Explain how you report and record any incidents.

Provide your incident figures for the previous 3 years.

Two examples of any incident investigations

Details of any enforcement action taken against you over the last five years i.e. Improvement Notices, Prohibition Notices or Prosecutions.

**If no enforcement action has been taken against you in the last five years you must state this.**

## Question 9: Appointing Competent Sub-Contractors

### What you need to provide

Explain what checks you carry out on your subcontractors to ensure they are competent in both their technical and safety abilities.

Upload evidence of the checks you have carried out.

**If you do not engage subcontractors at all, then you must provide a statement to this effect.**

## Question 10: Risk Assessment and Safe Systems Of Work

### What you need to provide

Explain how you ensure that, in respect of your work activities, hazards are eliminated and risks are reduced or suitably managed.

Upload two examples of risk assessments and two method statements that you have recently compiled and used.

## Question 11: Co-Operation and Co-Ordination

### What you need to provide

Upload evidence of how you communicate with others associated with the projects you work on. This could be meeting notes or emails with clients, other contractors, designers, councils etc.

## Question 12: Provision of Welfare Arrangements

### What you need to provide

Explain what welfare facilities (i.e. toilets and washing facilities, rest facilities, drying facilities) you and your staff have access to.

If you only ever work on sites where the welfare facilities are provided by the client, principal contractor or another contractor, you are required to provide a statement on how you check that they are available and suitable.