

HEALTH AND SAFETY QUESTIONNAIRE**Page 1 of 10**

Project Title :	Heritage at Risk
1.0	<p>Stage 1 Assessment</p> <p>Name and Address of Company</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
1.1	<p>(A) If your firm has less than 5 employees please enclose written details of:</p> <p>(i) Procedures to be followed in case of fire or emergency.</p> <p>(ii) Procedures for the reporting, recording and investigation of accidents and dangerous occurrences.</p> <p>(iii) First aid and welfare provisions.</p> <p>(iv) Provisions of appropriate protective clothing and equipment.</p> <p>(v) The significant hazards identified by your risk assessments and the protective and preventative measures to be taken to avoid the hazard.</p> <p>OR</p> <p>(B) If your firm has 5 or more employees please attach a copy of your latest policy, organisation and arrangements under the Health and Safety at Work etc Act 1974. Policy documents to include the following :</p> <p>(i) A clear explanation of the arrangements for putting the policy into practice (including details of a risk assessment regime as required by the Management of Health and Safety Regulations 1999. Risk assessment details must be included).</p> <p>(ii) How your organisation communicates these health and safety arrangements to its employees.</p>

HEALTH AND SAFETY QUESTIONNAIRE**Page 2 of 10**

2.0	Competent Health and Safety Advice												
2.1	<p>Please provide details of how your organisation receives competent health and safety advice on the following :</p> <ul style="list-style-type: none"> • Corporate health and safety advice • Educational health and safety advice including working in schools • Working with young people and vulnerable adults • Environmental and outdoor education related advice <hr/> <hr/>												
2.2	<p>Please provide the name, title and competency of the source(s) of health and safety advice from within your organisation and/or from an external firm?</p> <hr/> <hr/> <hr/>												
2.3	<p>Give details of the services provided to your organisation by the employees/firm named in 2.2</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Information and Advice</td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 40%;">YES/NO</td> </tr> <tr> <td>Accident Investigation</td> <td style="text-align: center;">-</td> <td>YES/NO</td> </tr> <tr> <td>Safety Inspections</td> <td style="text-align: center;">-</td> <td>YES/NO</td> </tr> <tr> <td>Safety Audits</td> <td style="text-align: center;">-</td> <td>YES/NO</td> </tr> </table> <p>If a proprietary Safety Audit system is used (ISRS, CHASE, HintonSAFE etc), please give details:-</p> <hr/> <hr/>	Information and Advice	-	YES/NO	Accident Investigation	-	YES/NO	Safety Inspections	-	YES/NO	Safety Audits	-	YES/NO
Information and Advice	-	YES/NO											
Accident Investigation	-	YES/NO											
Safety Inspections	-	YES/NO											
Safety Audits	-	YES/NO											
2.4	<p>Please provide examples of the types of advice given and the actions taken within the last 12 months.</p> <hr/> <hr/>												

HEALTH AND SAFETY QUESTIONNAIRE**Page 3 of 10**

2.5	Do you have access to specialist health and safety advice and services, eg Occupational Hygiene Services, noise level surveys etc as appropriate to your work? If YES give details below: YES/NO <hr/> <hr/> <hr/>
2.6	If you answered NO to any of the questions in 2.3 and 2.5, please describe in the appropriate section below how you meet the health and safety requirements. (a) Obtain information and advice? <hr/> <hr/> (b) Investigation of accidents? <hr/> <hr/> (c) Ensure that work is carried out in accordance with legal requirements and your Policy? <hr/> <hr/> (d) Carry out safety audits? <hr/> <hr/> (e) Obtain Occupational Health information and services? <hr/> <hr/>

HEALTH AND SAFETY QUESTIONNAIRE**Page 4 of 10**

2.7	<p>Membership of Groups etc</p> <p>Is your organisation a member of any group, body or organisation, Trade Association or similar which promotes or has an involvement in health and safety matters?</p> <p style="text-align: right;">YES/NO</p> <p>If so, give the name of the group etc and what involvement employees of your organisation have with it:-</p> <hr/> <hr/>
3.0	Training and Information
3.1	<p>Provide details of arrangements for training to ensure that employees at all levels within your organisation have the necessary skills/understanding. Provide copies of training records to illustrate this.</p> <p>Please give details</p> <hr/> <hr/>
3.2	<p>Provide details of programmes of refresher training that are provided to employees at all levels within your organisation.</p> <p>Please give details</p> <hr/> <hr/>
3.3	<p>Provide details of CPD programmes for employees within your organisation and evidence of the same</p> <p>Please give details</p> <hr/> <hr/>
3.4	<p>Provide evidence that you carry out induction training for new employees</p> <p>Please give details</p> <hr/> <hr/>
3.5	<p>Provide evidence of on-the-job training (toolbox talks) that are provided to your operatives on site during the course of the project</p>

HEALTH AND SAFETY QUESTIONNAIRE**Page 5 of 10**

	<p>Please give details</p> <hr/> <hr/>
	<p>You will be required to provide written confirmation of applicable training provided to any person who is employed on, or involved in, any contract awarded to you by Derbyshire Wildlife Trust.</p>
4.0	Individual Qualifications and Experience
4.1	<p>Provide details of the qualifications of specific corporate health and safety post holders within your organisation.</p> <hr/> <hr/>
4.2	<p>Provide details of the qualifications of the key personnel to be employed on this particular project.</p> <hr/> <hr/>
5.0	Monitoring and Review of Health and Safety Performance
5.1	<p>Provide evidence of the systems and procedures that are utilised within your organisation for monitoring the effectiveness of your safety management systems.</p> <hr/> <hr/>
5.2	<p>Provide details and evidence of auditing that is undertaken on the systems and procedures as set out above.</p> <hr/> <hr/>
5.3	<p>Provide details and evidence of ongoing reviews (including management response)</p> <hr/> <hr/>

HEALTH AND SAFETY QUESTIONNAIRE**Page 6 of 10**

5.4	Has your organisation received any awards for safety management or accident prevention in the last five years? If so, please give the name and date of any awards received. YES/NO _____ _____
6.0	Workforce Involvement
6.1	Provide evidence of how the workforce is consulted on health and safety matters. _____ _____
6.2	Provide example records of previous health and safety meetings that have taken place. _____ _____
6.3	Provide details of the names of appointed safety representative (if applicable). _____ _____
6.4	If applicable, do you have consultation procedures and/or Joint Health and Safety Committee for Trade Union Representatives YES/NO If YES, please give details _____ _____

HEALTH AND SAFETY QUESTIONNAIRE**Page 7 of 10****7.0 Accident Reporting and Enforcement Action : Follow-up Investigation**

Information Required	Current year - 4	Current year - 3	Current year - 2	Current year - 1	Current year
Average workforce (including direct employees and subcontractors/self employed)					
Total hours worked in period					
Number of Fatal Injury Incidents					
Number of Major Injury Incidents (RIDDOR)					
Number of 3-day Injury Incidents (RIDDOR)					
Incident Rate (see below)					
Frequency Rate (see below)					
Number of Dangerous Occurrence Incidents (RIDDOR)					
Number of Prosecutions by HSE or Environment Agency					
Number of Prohibition Notices by HSE or Environment Agency					
Number of Improvement Notices by HSE or Environment Agency					
Any restrictive clauses in relation to Company's Employer's Liability or Public Liability Insurance					

Calculation of Incident Rate and Frequency Rate (Method taken from H.S (G)65 "Successful Health and Safety Management")

$$\text{Incidence Rate} = \frac{\text{Number of Reportable injuries in financial year}}{\text{Average number employed during year}} \times 100,000$$

$$\text{Frequency Rate} = \frac{\text{Number of Reportable injuries in period}}{\text{Total hours worked during the period}} \times 100,000$$

HEALTH AND SAFETY QUESTIONNAIRE**Page 8 of 10**

7.1	<p>In connection with the information supplied on the previous page, provide details of the systems employed by your organisation for the review of all incidents (including near misses) and for recording the actions taken as a result.</p> <hr/> <hr/> <hr/>
7.2	<p>In connection with the information supplied on the previous page, provide evidence of the actions taken to remedy any matters that were subject to enforcement action.</p> <hr/> <hr/> <hr/>
8.0	Sub-contracting/Consulting Procedures
8.1	<p>Provide details of the processes and procedures used within your organisation for assessing the health and safety competence of sub-contractors and sub-consultants with whom you place contracts (including previous assessments).</p> <hr/> <hr/> <hr/>
8.2	<p>Provide details of the processes and procedures used to ensure, that if your sub-contractors sub let their work, how they will ensure the health and safety competence of their sub-contractors and sub-consultants.</p> <hr/> <hr/> <hr/>
8.3	<p>Provide details of how you will monitor the health and safety performance of sub-contractors and sub-consultants (including evidence of previous monitoring).</p> <hr/> <hr/> <hr/>

HEALTH AND SAFETY QUESTIONNAIRE**Page 9 of 10**

9.0	Risk Assessment leading to Safe System of Work
9.1	Provide details of the procedures within your organisation for undertaking risk assessments. <hr/> <hr/> <hr/>
	Please provide sample copies of risk assessments.
9.2	Provide details of the procedures within your organisation for the development and implementation of method statements and other appropriate safe systems of work. <hr/> <hr/> <hr/>
	Please provide sample copies of method statements and other safe systems of work.
10.0	Co-operating with Others and Co-ordinating Work with Other Contractors
10.1	Provide details of how co-operation and co-ordination between your organisation and its contractors is achieved in practice. <hr/> <hr/> <hr/>
10.2	Provide details of how your organisation co-ordinates its work with that of other trades <hr/> <hr/> <hr/>
11.0	Welfare Provisions
11.1	Provide details of how you ensure that there are appropriate welfare facilities in place on site in readiness for employees and training/learning participants arrive on site. <hr/> <hr/> <hr/>

HEALTH AND SAFETY QUESTIONNAIRE**Page 10 of 10**

11.2	Provide examples to illustrate the types of facilities that will be provided at the various events, activities, workshops, and courses. _____ _____ _____
Stage 2 Assessment	
12.0	Work Experience
12.1	Provide examples of relevant experience in the same field of work. _____ _____ _____
12.2	Provide details (if applicable) of how any previous health and safety related shortfalls have been addressed. _____ _____ _____
12.3	Provide details of how any unusual risks that you have identified for this project will be managed. _____ _____ _____
Name _____ Date _____ Designation _____ On behalf of _____	