

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not applicable score it as max potential score

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Contractor Assessment

Health & Safety Managing Contractors Audit

Date

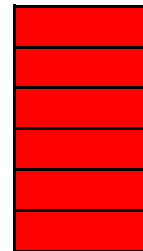
Company Name

Assessor

Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required



Company Policy
Organising
Selecting Contractors
Planning and Doing the Job
Monitoring
Review



Contractors Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Company Policy				
Do you have a clear statement of management's commitment to health and safety	3		0	
Does your policy state who is responsible for health and safety	3		0	
Does your policy state or refer to your arrangements for managing contractors	3		0	
Is your policy regularly reviewed, based on its effectiveness in preventing injuries and reducing losses, and is updated if needed	3		0	
Do staff know their responsibilities for managing contractors on site	3		0	
Do staff responsible have enough knowledge about the risks and preventative measures for all jobs involving contractors	3		0	
Do staff responsible know what to look for when checking that contractors are working safely and know what action to take if they find problems	3		0	
	21	0	0	
Organising				
Is Health and safety a key criterion in the selection of contractors	3		0	
Do you take steps to ensure contractors are competent in health and safety	3		0	
Are staff involved in discussing contractor arrangements for management and supervision	3		0	
	9	0	0	

Contractors Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Selecting Contractors				
Do you consider what experience contractors have of your type of business	3	2	66.67	
Do you consider how familiar contractors are with the hazards in your business	3			
Do you consider whether contractors have done this sort of job before	3			
Do you ask contractors to provide existing risk assessments or safety method statements, eg for a similar job?	3			
Do you ask contractors to supply references?	3			
Do you ask contractors whether they have a health and safety policy?	3			
Do you ask contractors whether the HSE has ever taken action against their activities?	3			
Do you ask contractors about their accident record	3			
Do you ask contractors what are their health and safety procedures?	3			
Do you ask contractors whether they plan to use any subcontractors?	3			
Do you ask contractors to provide a safety method statement for this job?	3			
Do you ask contractors what safety checks they make on equipment and materials?	3			
Do you ask contractors whether they are a member of a trade/professional body?	3			
Do you ask contractors how they ensure their subcontractors are competent?	3			
Do you ask contractors how they prepare their staff for working safely while on site?	3			
Do you ask contractors what health and safety training they provide?	3			
Do you ask contractors how information about health and safety is passed on to staff and subcontractors?	3			
Do you ask contractors whether they can provide their training programme and records?	3			

Contractors Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	<i>Potential Score</i>	<i>Score</i>	<i>% Performance</i>	Comments
Do you ask contractors whether they have got current certificates of competence and participation in health and safety training?	3			
Do you ask contractors how they plan to supervise the job?	3			
Do you ask contractors who will be responsible for supervision on site?	3			
Do you ask contractors how changes which arise during a job are dealt with?	3			
Do you ask contractors how they will liaise with you during the job	3			
Do you ask contractors whether, If you identify a problem, what action do they take concerning thier staff or subcontractors?	3			
Do you ask contractors how they will report incidents/accidents	3			
Do you ask contractors about their arrangements for first aid	3			
Do you ask contractors whether they are prepared to abide by your rules?	3			
Do you ask contractors what equipment they will be bringing to site	3			
Do you ask contractors about any chemicals or substances that they will be using	3			
	87	2	2.299	

Contractors Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Planning and Doing the Job				
Do you discuss and agree the job with contractors.	3	2	66.67	
Do you have a documented plan for the job which details H&S arrangements	3			
Do you ensure your requirements and the contractors' responsibilities for health and safety are in writing	3			
Do you ensure that contractors are made aware of safe working procedures and site rules in advance	3			
Do you document what you have told contractors	3			
Do you ensure that your staff who are responsible plan the contractor's job with them.	3			
Do you ensure contractors sign in and out, and that you always know where they are	3			
Are contractors given site information before starting the job	3			
Do you document this information	3			
Do you go through the job before allowing work to start	3			
Do you ensure that contractors name a site contact	3			
Do you ensure contractors are told about the hazards they face when they come on site.	3			
Do you ensure contractors have a site contact - someone to get in touch with on a routine basis or if the job changes and there is any uncertainty about what to do. The site contact should be somebody nominated who is in a managerial position with sufficient authority and competence.	3			
Do contractors sign in daily	3			
Do contractors always use site passes	3			
Do you give written site rules to contractors	3			
Do you ensure new contractors are taken through site rules	3			
Do you insist they make daily contact with the site contact	3			
	54	2	3.704	

Contractors Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Monitoring				
Do you check on progress with the job and that contractors are working safely	3	2	66.67	
Do you have a H&S plan that you work to	3			
Do you take correct action if contractors aren't working safely.	3			
Do you check on contractors' arrangements for supervision	3			
Do you tell contractors to report all incidents/accidents (even minor ones)	3			
Do you check contractors first aid arrangements	3			
Do you check contractors staff training documentation	3			
Do you check contractors equipment for current certificates etc	3			
Do you know if the contractor sends different staff	3			
Do you document inspections you have made of contractors activities	3			
Do you check COSHH data sheets for any chemicals of substances that contractors are using	3			
	33	2	6.061	

Contractors Risk Assessment

<p>Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant</p>	<p>Potential Score</p>	<p>Score</p>	<p>% Performance</p>	<p>Comments</p>
Review				
When a job is finished, do you review how it went, including the health and safety performance of the contractor	3	0	0	
Is this review recorded for future use	3			
Do you learn from mistakes and aim to improve contractor arrangements	3			
Do you review the job and contractor	3			
Do you establish how effective was your planning?	3			
Do you review how the contractor performed	3			
Do you review how the job progressed	3			
Do you record the lessons learnt	3			
	24	0	0	