

# Health and Safety Any number of employees Questionnaire for SAFEcontractor

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## ) Company Information

### EMS Reference Number

Please enter your 6 digit Exor Reference Number

HC4230

### Account Name

Please enter your account name

COOL & HEAT LTD

### What is your contact telephone number?

Telephone number

01772 703999

### What is your contact email address?

Email address

marcus@coolandheatltd.co.uk

### Contact Name

Please enter your contact name

MARCUS WALSH

### Give a brief description of the work you do:-

Please type your description here

Air conditioning, Refrigeration, ventilation, Sales, service, repairs, maintenance and installation

### How many people do you employ?

Number of Direct Employees

14

Please confirm the maximum number of labour-only or agency workers you have used on site at any one time in the last 12 months.

0

Number of Sub-contractor Companies (average last 12 months)

0

### Has your company name changed in the past 5 years?

Yes  No

### Previous Company Name

Please enter the previous company name

## Date of Change

Please enter the date that the company name changed

DD/MM/YYYY

## ) Enforcement Actions

Has your company had any enforcement actions taken against you in the past 5 years by the HSE or Local Authority; or are any pending?

Yes  No

Please provide brief details of all enforcement actions (note we check the HSE database and a failure to declare will debar your application)

n/a

How did you review and amend your policy and procedures as a result?

n/a

## Part C) Accident Statistics

Enter numbers of accidents/incidents into this table (If there are no accidents to report enter "0" and go to Part D)

### Fatal

This Year

0

Last year

0

Year before last

0

### Major injury or 'Over 7-Day'

This Year

0

Last year

1

Year before last

0

### Non-reportable

This Year

0

Last year

0

Year before last

0

## Dangerous Occurences

This Year

0

Last year

0

Year before last

0

## Reportable Ill Health

This Year

0

Last year

0

Year before last

0

## Near Misses

This Year

0

Last year

0

Year before last

0

**Explain briefly about two accidents (even if they were only minor) and what actions were taken to prevent them happening again.**

15th May 2012: Our engineer proceeded to carry out inspection works on an upright stand alone refrigerator which had been moved by site to outside. Our engineer used step ladders to access the top of the refrigerator and whilst carrying this out our engineer turned and lost his footing and balance. Our engineer then grabbed the top of the refrigerator to help support him and it toppled over with him which caused him to slightly fracture his shoulder bone. Unfortunately the refrigerator was not on even ground which had made the refrigerator cabinet less stable. We discussed the incident with our engineer and put him through additional training on the correct use of ladders. Any works on upright refrigerators which require access via step ladders require footing by a second man, or the use of a podium tower to access. The refrigerator cabinet needs to be on level ground and if possible supported against a wall or other fixed structure to ensure an incident like this never happens again. Our engineer is back at work and carrying out all his duties without a problem.

## ) H&S Advice

**Who gives you competent health and safety advice?**

NORTHGATEARINSO

**How do you obtain competent construction related health and safety advice?**

Receiving information from NorthgateArinso and attending training courses for example Asbestos and Legionella Awareness training courses by an accredited safety training company (Bill Rogerson Safety Services)

### **Are they a direct employee or a consultant?**

CONSULTANT

### **What are their contact details?**

TERENCE REBANKS NORTHGATEARINSO EMPLOYER SERVICES WARWICK HOUSE HOLLINS BROOK WAY PILSWORTH BURY LANCASHIRE BL98RR

### **What are their qualifications?**

CMIOSH, MIIRSM

### **Provide an example of the advice they have given to you in the past 12 months.**

THEY CARRIED OUT A SITE VISIT ON 12TH JANUARY 2012 AT ONE OF OUR SITES DRAX POWER STATION AS PER THE ATTACHED LETTER DATED 23RD JANUARY 2012

## **) H&S Policy**

### **Who is responsible overall for creating and maintaining your health and safety policy?**

TERENCE REBANKS NORTHGATEARINSO EMPLOYER SERVICES WARWICK HOUSE HOLLINS BROOK WAY PILSWORTH BURY LANCASHIRE BL98RR

### **How are your Health and Safety policy and subsequent revisions brought to the attention of your employees?**

BY DISTRIBUTING THE H&S POLICY TO ALL OUR EMPLOYEES WHO SIGN A DECLARATION FORM TO CONFIRM HAVING RECEIVED AND READ THE POLICY

## **) Arrangements**

### **What are your arrangements for ensuring members of staff have appropriate qualifications and H&S training?**

By reviewing the work we carry out and keeping a record of their qualifications and training

### **Do you have procedures in place for monitoring / auditing / reviewing the effectiveness of your policy?**

Yes. See H&S Policy Section E page 70-81. Monitoring carried out Annually.

### **How do you make sure that all foreseeable hazards from chemicals and substances are identified and risks assessed?**

We keep a Substances log which is reviewed annually and have updated COSHH and Material Data Sheets.

### **How do you make sure that all foreseeable manual handling hazards are identified and risks assessed?**

Carrying out regular and ongoing assessments of each task including for site inspections and surveys of works being required to be carried out.

### **How do you ensure that suitable arrangements are in place for working at height and high level access?**

Attending site surveys to assess the proposed works and carrying out a risk assessment before the works begin. See training certificate as attached for Matthew Forsyth PASMA certificate.

**How do you ensure that suitable personal protective equipment is selected and provided to members of staff?**

By carrying out a risk assessment of the proposed works by a competent person to determining PPE requirements and using a check list of PPE supplied to staff which is monitored. Please see Section C Page 57 & Section H Page 97 PPE record of our H&S Policy

**How do you make sure that suitable welfare arrangements are available from day one of the project?**

Our engineers attend sites where welfare arrangements are already in place and are available which we routinely inspect. We would however make sure facilities would be available should this not be the case and we would attend the site first to assess the welfare requirements needed and provide them as necessary.

**What training and instruction do you give to those employees likely to come across or disturb any hidden or dusty materials that may be Asbestos Containing Materials (ACMs)?**

Tool Box Talks attendance records. Check site Asbestos register. If you come across Asbestos do not touch. We do not allow work on Asbestos.

**How do you actively encourage and support consultation and make sure that employees' views are taken into account?**

Regular meetings and site visits with our engineers

**How do you make sure that work equipment you provide (including hired or leased items) is suitable for use and maintained in good condition?**

Work Equipment Maintenance Records see section H page 102 of our H&S Policy. PAT testing See section H page 100 of our H&S Policy. Regular inspections.

**How do you inspect workplace precautions and check that your procedures or arrangements are implemented and effective?**

Regular Site visits and discussions with our engineers and clients.

**) CDM Duty Holders**

**Describe briefly your arrangements that contribute towards good co-operation and co-ordination with contractors and/or designers involved in a project.**

A Cool & Heat Representative would attend regular site meetings before a job commences to ensure every body is fully aware of each others requirements to ensure the smooth running of the job, then on the day the job commences and throughout the job duration and on completion of the job to enable each party to know how the works are going so far and for forward planning of any works being carried out or proposed to be carried out and should any alterations be necessary to ensure satisfactory completion and for any site safety requirements/updates. In between site meetings communication via email and telephone would ensure good continuity of information. Foot note: I can confirm that Cool & Heat Ltd are not currently required or involved in CDM work. However should this change in the future I will let you know.

## ) Risk Assessment

### How do you make sure that all foreseeable workplace hazards are identified and the risks assessed?

We attend site and assess each and every job to enable a risk assessment to be carried out to highlight any hazards or risks and put in reasonable control measures which enable the work to be carried out safely as denoted in a risk assessment. If this can not be done then the work stops until such a time any risks or hazards have been removed.

## ) Category Specific

## ) Insurances

Please provide a copy of your insurance details, which are required for accreditation. Please forward up-to-date copies of your insurance documents showing your cover for employers, public and product liability and professional indemnity insurance (where applicable). Please indicate how you intend to provide your supporting documents. Your application may be processed sooner if you choose to provide your documents electronically.

### Documentary Evidence

- Please provide a copy of the revised policy/procedure
- Individual CV or company profile for the person /company that provides construction health and safety advice.
- Safety advisor CV or consulting company details
- Policy Statement - signed and dated within the past 12 months
- The Organisation section of your policy including a description of roles and responsibilities at every level in your company.
- The full procedures and arrangements section of your policy.
- Representative examples of PPE issue records or evidence of purchase invoices
- Please provide recent evidence of workplace inspections or other checks to demonstrate that your procedures are effective. Include examples for each type of workplace applicable to your business (e.g. Office/workshop/yard/customer premises/construction site)
- Your training plan, matrix or examples of training certificates
- Representative examples of managers training certificates
- Representative examples of operatives training certificates
- Evidence of policy review
- Evidence of two way consultation (e.g. meeting minutes; or evidence may be anecdotal if there is no formal recording system)
- Representative example of COSHH assessments undertaken within the last twelve months
- Task specific manual handling assessments
- Arrangements and/or assessments for working at height and high level access
- Representative example of training certificates for use of access equipment e.g. PASMA / IPAF
- Reasonable examples of Electrical Portable Appliance Test records
- Reasonable examples of Work equipment maintenance records

- Asbestos awareness training certificates or attendance records undertaken within the last twelve months
- Your procedure for carrying out the duties of Contractor
- Your procedure for carrying out the duties of Principal Contractor (if applicable)
- Please submit evidence of site induction, toolbox talks and other relevant instruction given to workers.
- Task / site specific risk assessment undertaken within the last twelve months
- Procedure for the selection and assessment of sub-contractors
- Arrangements for supervision and monitoring of subcontractor activities on site
- Arrangements for ensuring that sub-contractors assess their subcontractors
- Procedures for communication with workers / sub-contractors whose first language is not English
- Example of a completed ASB5 form
- Evidence of achieving a satisfactory standard in the RICE scheme
- Evidence of a valid ancillary licence
- Evidence of a valid asbestos removal licence
- Evidence of a valid supervisory licence
- Evidence of annual refresher training eg internal toolbox talks, attendance of asbestos seminars etc
- Evidence of decontamination / emergency procedures
- Evidence of face-fit certificates
- Evidence of supervisory licence holder training certificates
- Evidence of your asbestos removal management procedure manual
- Examples of BOHS P401 / P402 training certificates
- Examples of air monitoring/exposure results or evidence of exemption
- Examples of asbestos removal training certificates
- Examples of asbestos scaffolding training certificates
- Examples of BOHS P404 training certificates
- Examples of health surveillance certificates
- Examples of non-licensable asbestos removal training certificates
- Examples of plans of work for asbestos removal including asbestos risk assessments
- Examples of safe systems of work including asbestos risk assessments
- Examples of DOP Test certificates
- Evidence of achieving a satisfactory standard in the AIMS scheme (if analysis is sub-contracted out, please confirm this fact in writing)
- Arrangements in place for roof / installation point access
- Evidence of cradle inspection / test records

- Evidence of inspection / test records for anchor points
- Job specific safe access procedures
- Details relating to your catering safety arrangements
- Examples of food hygiene qualifications
- Procedures in place for reporting notifiable illnesses
- Worked and completed examples of HACCP assessments
- Details of site induction procedures
- Arrangements for ensuring weather conditions are accounted for
- Arrangements for communication with ground personnel
- Evidence of ladder inspection records
- Examples of MEWP training certificates
- Procedures in place for checking cradle inspection records
- Procedures for transport safety awareness
- Details of qualifications / experience of relevant post holders
- Procedures in place for the use of permit to dig systems
- Arrangements for asbestos cement removal (including evidence of training if undertaken internally)
- Arrangements for the detection of underground services
- Arrangements for the provision of site welfare facilities
- Arrangements for the safe operation of dangerous machinery
- Arrangements in place for ensuring site safety
- Arrangements in place for highways safety / traffic management
- Arrangements in place for site transport safety
- Arrangements in place for the exclusion of naked flames and ignition sources
- Arrangements in place for the use of explosives
- Details relating to your waste disposal arrangements
- Evidence of an active CPD programme for site operatives
- Evidence of CompEx training certificates
- Arrangements in place for ensuring sufficient procedures are followed for venting / purging vessels safely
- Evidence of CPCS or equivalent training records for earth moving equipment
- Evidence of glass handling arrangements
- Evidence of lifting equipment training / hire with operator invoices
- Evidence of maintenance / calibration records for intrinsically safe equipment



- Evidence of New Roads and Street Works Act 1991 qualifications (where applicable)
- Evidence of site inspection records
- Evidence of site specific demolition procedures
- Evidence of slinger / signaller training certificates
- Examples of staff training certificates for demolition operatives
- Job specific demolition plan
- Job specific lifting plan
- Procedures for Tower Crane notification to the HSE (if applicable)
- Procedures in place for handling / storage of materials at height
- Procedures in place for the management of unexpected vapour / liquid release
- Procedures in place for the provision of adequate ventilation
- Procedures in place for working safely in excavations
- Procedures in place for working safely near overhead power lines
- Procedures / arrangements in place for the isolation of equipment / Electrical systems
- List the kinds of design work the practice is competent to undertake
- Evidence of academic qualifications e.g. Degree / HND / HNC
- Evidence of specific training e.g. construction safety
- Evidence of specific training e.g. senior Authorised Person License
- Evidence of specific training for your work activities e.g. pneumatic systems
- Details of an adequate health and safety training culture, including construction-related training
- Arrangements for ensuring that due consideration is given to any workplace that you design, so that it complies with the requirements of the workplace Health Safety and Welfare regulations
- Evidence of a project plan including method statements, risk assessments and switching schedules etc
- Procedures in place for the co-ordination of design work / reviews
- Evidence of how you assess the competency of your sub-consultants
- Evidence of how you ensure cooperation and coordination of design work both within your own design team and with other designers who might be involved
- Evidence of how you identify, eliminate and mitigate hazards during the design process e.g. risk registers, meeting minutes, notes on drawings etc
- Figures for the number of active designers in the practice and the percentage of those designers who have been trained in the practice's design risk management procedures
- Evidence of membership to a relevant professional body
- Evidence of professional indemnity insurance
- Evidence of Project experience

- Provide evidence of the professional qualifications that exist within the practice
- Examples of training certificates for Electrical work e.g. City and Guilds Level 3 or BSEN 7671
- Detailed arrangements in place for isolation of power supplies
- Procedures in place for live testing / working e.g. live works manual
- Procedures in place for live testing e.g. insulated tools, rubber matting, shielding etc
- Relevant qualifications for High Voltage works e.g. SAP, Switchgear training etc
- Evidence of a waste brokers licence
- Arrangements in place for the use of handling aids
- Examples of certificates of competence for chainsaw operators
- Examples of pest control training certificates
- Arrangements in place for undertaking confined space site surveys
- Copies of relevant electrical / mechanical certificates e.g. City & Guilds
- Evidence of F Gas company certification
- Evidence of post work inspection / commissioning records
- Procedures in place for the use of permit to work systems
- Arrangements for equipment isolation
- Arrangements for assessing client's workplace safety (pre-placement)
- Arrangements for working near open water (if applicable)
- Arrangements in place for emergency rescue procedures
- Details relating to your emergency descent procedures
- Details of radiation protection advisor
- Arrangements in place for radiation monitoring
- Arrangements in place for working alone in safety
- Procedures in place for safe working in confined spaces including examples of confined spaces training certificates (where applicable)
- Evidence of a Fireworks licence
- Evidence of C&G or equivalent Legionella training records
- Evidence of compliance with firework standards
- Evidence of emergency procedures in place for displays
- Evidence of training records / certificates for firework display activities
- Evidence of fall arrest equipment issue / maintenance records
- Evidence of Gas Safe registration / certificate
- Evidence of health surveillance records

- Evidence of high pressure water jetting training certificates
- Evidence of hot work procedures
- Evidence of inspection/test records for hire equipment
- Evidence of radiation equipment inspection / test records
- Evidence of registration to keep explosives (if applicable)
- Evidence of respiratory protective equipment issue / maintenance records
- Evidence of safety training (hazard perception)
- Evidence of scaffold erecting training certificates (CISRS / CRS Advanced Scaffolder or Scaffolder)
- Evidence of SIA licences
- Evidence of staff training records / certificates for hired equipment
- Evidence of standard operating procedures for vehicle work
- Evidence of statutory examination records / or hire invoices
- Evidence of statutory inspection records for working platforms
- Evidence of the information, instruction and training provided to users of equipment
- Evidence of training certificates that satisfy BS6037 (cradles)
- Evidence of waste transfer notes
- Evidence of a waste carriers licence
- Evidence of your water sampling / testing procedures
- Examples of inspection / test records for harnesses and ropes
- Examples of inspection / test records for lifting equipment
- Examples of operator competency checks
- Examples of statutory test / inspection records
- Examples of training certificates for Emissions Testing e.g. MCERTS
- Examples of training certificates for gas work e.g. ACS certificates
- IRATA L2 or certificates that satisfy BS7985 (rope access)
- Job specific examples of safe systems of work
- Procedures / arrangements in place for undertaking health surveillance / fitness to work assessments (where applicable)
- Procedures for preventing needle stick injuries
- Procedures for the use of hearing protection
- Procedures in place for dealing with the risk of violence
- Procedures in place for emergencies / evacuations
- Procedures in place for ensuring road side safety

- Procedures in place for ensuring third party safety whilst carrying out your operations
- Procedures in place for working safely in or near excavations
- Safety precautions in place for monitoring hazardous substances
- Arrangements in place for regular monitoring of agency staff and their workplace
- Evidence detailing your competence to carry out pressure testing
- Evidence of asbestos awareness training records
- Procedures in place for working at height and high level access including appropriate training where relevant (where applicable)
- Arrangements for communications with ground personnel during mast climbing activities (if applicable)
- Arrangements for ensuring weather conditions are accounted for before mast climbing activities commence (if applicable)
- Details in relation to emergency descent procedures for mast climbing activities (if applicable)
- Evidence of mast climbing training certificates (if applicable)
- Evidence of site specific scaffold plans or method statements which must include a full description of the scaffold including size, location, number of boarded lifts, number of working lifts, erection sequence, sheeting status and loading classification
- Evidence of certification for the Microgeneration Certification Scheme
- Examples of Solar PV training certificates
- Evidence of fall arrest equipment issue / maintenance records
- Procedures in place for live testing e.g. use of rubber mats, insulated tools etc
- Arrangements in place for the isolation of power supplies
- Procedures in place for handling / storage of materials at height
- Site Specific method statements for Solar PV Installation work activities
- Evidence of valid F-Gas High-Voltage Switchgear Qualifications provided by a certification and evaluation body listed in Schedule 2 of the Fluorinated Greenhouse Gases Regulations 2009.
- Site specific method statement for Access Control Systems installation / commissioning / maintenance
- Site specific method statement for CCTV installation / commissioning / maintenance
- Site specific method statement for Fire Alarm installation / commissioning / maintenance
- Site specific method statement for Fire Sprinkler installation / commissioning / maintenance
- Site specific method statement for Lightning Protection installation / maintenance
- Site specific method statement for Safety Eyebolt installation / maintenance
- Site specific method statement for Safety Restraint System installation / maintenance
- Site specific method statement for Steeplejack operations
- Site specific method statement for Structural Fire Protection installation
- Site specific method statement for Catering Equipment installation / maintenance
- Site specific method statement for High Level Building Exterior Cleaning

- Site specific method statement for Window Cleaning by Abseiling
- Site specific method statement for Window Cleaning by Cradle Access
- Site specific method statement for Window Cleaning by Mobile Elevated Work Platform
- Site specific method statement for Cooling Towers Maintenance / Cleaning
- Site specific method statement for Fabrication work activities
- Site specific method statement for Gas work activities
- Site specific method statement for General Building Maintenance work activities
- Site specific method statement for Glazing work activities
- Site specific method statement for Groundwork activities
- Site specific method statement for Industrial Doors & Roller Shutters installation / maintenance
- Site specific method statement for Industrial Flooring work activities
- Site specific method statement for Industrial Signs installation
- Site specific method statement for Interior Refurbishment work activities
- Site specific method statement for Petrol Station Construction / Commissioning / Decommissioning
- Site specific method statement for Road Resurfacing / Road Marking
- Site specific method statement for Roofing work activities
- Site specific method statement for Shopfitting work activities
- Site specific method statement for Structural Steel Erection
- Site specific method statement for Window Cradles installation / maintenance
- Site specific method statement for Asbestos Air Sampling
- Site specific method statement for Asbestos Bulk Sampling
- Site specific method statement for Asbestos Surveying
- Site specific method statement for Lighting installation
- Site specific method statement for Bird Control / Proofing work activities
- Site specific method statement for Major / Hard Landscaping work activities
- Site specific method statement for Pest Control work activities
- Site specific method statement for Tree Surgery work activities
- Site specific method statement for Air Compressors installation / commissioning / maintenance
- Site specific method statement for Air Conditioning installation / commissioning / maintenance
- Site specific method statement for Electrical & Mechanical Plant installation / maintenance
- Site specific method statement for Generators installation / maintenance
- Site specific method statement for Heating Systems installation / commissioning / maintenance

- Site specific method statement for Lift Engineer work activities
- Site specific method statement for Pumps installation / commissioning / maintenance
- Site specific method statement for Refrigeration Systems installation / commissioning / maintenance
- Site specific method statement for Ventilation Ductwork installation / maintenance
- Site specific method statement for CCTV Drain Surveys
- Site specific method statement for Drains & Sewers Cleaning / Inspection
- Site specific method statement for External Emissions Testing
- Site specific method statement for Firework Displays
- Site specific method statement for High Level Christmas Decoration installation
- Site specific method statement for PA Systems installation / maintenance
- Site specific method statement for Telecommunications Engineer work activities
- Site specific method statement for Water Treatment
- Site specific method statement for Pressure Systems installation / maintenance
- Site specific method statement for Conveyor Systems installation / commissioning / maintenance
- Site specific method statement for Fire / Flood Restoration
- Site specific method statement for Low Voltage Systems installation
- Site specific method statement for High Voltage Systems installation
- Site specific method statement for Ionising Radiation work activities
- Site specific method statement for Plumbing work activities
- Evidence of post work inspection / commissioning records for installations on Petrol Stations
- Evidence of post work inspection / commissioning records for mechanical / electrical / gas services
- Arrangements in place for the use of handling aids for Paving activities
- Arrangements in place for emergency rescue during Tree Surgery activities
- Evidence of emergency procedures in place for fire work displays
- Evidence of membership to a relevant professional body for organised firework displays
- Evidence of statutory examination records / or hire invoices for mobile elevating work platforms
- Examples of statutory test / inspection records for passenger / goods lifts
- Evidence of the information, instruction and training provided to end users of hire equipment.
- Job specific safe access procedures (relevant to cradle &/or abseiling activities)
- Details of site induction procedures (relevant to cradle &/or abseiling activities)
- Arrangements for ensuring weather conditions are accounted for (relevant to cradle &/or abseiling activities)
- Arrangements for communication with ground personnel (relevant to cradle &/or abseiling activities)

- Details relating to your emergency descent procedures (relevant to cradle &/or abseiling activities)
- Evidence of Project experience including a completed pre-construction information pack
- Evidence of active CPD records
- Site specific method statement for Civil Engineering works
- Evidence of of level 2 Award in Vehicle Immobilisation
- Evidence of Level 2 Award for Parking Enforcement Officers or Equivalent
- Evidence of membership to the British parking Association Approved Operator Scheme
- Evidence of UKAS accreditation to ISO 17020
- Evidence of UKAS accreditation to ISO 17025
- Please provide a copy of your Employers Liability Insurance
- Please provide a copy of your Public Liability Insurance
- Please provide a copy of your Product Liability Insurance
- Please provide a copy of your Professional Indemnity Insurance