

Contractor Selection Checklist

1. Health and Safety Performance	Yes	No
Have you checked that the contractor has a current health and safety policy signed by the MD or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
Has the contractor got a formal safety management system?	<input type="checkbox"/>	<input type="checkbox"/>
Has the contractor been prosecuted for a health and safety or related offence, or had an improvement or prohibition notice in the last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have a professionally qualified health and safety adviser?	<input type="checkbox"/>	<input type="checkbox"/>
2. Competence and Capability		
Does the contractor hold a relevant external industry accreditation for the work you want? Examples: CHAS, SafeContractor, Legionella Control Association.	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor and their employees hold the required training, registration and qualifications for the work? Examples: Gas Safe registration, recognised electrician's award such as City & Guilds.	<input type="checkbox"/>	<input type="checkbox"/>
Does the contractor have written evidence of ongoing training, competence and professional development for staff, including recent relevant health and safety training?	<input type="checkbox"/>	<input type="checkbox"/>
3. Insurance		
Have you checked the contractor has adequate current insurance cover? <ul style="list-style-type: none"> ■ Public Liability. ■ Product Liability if the contractor is supplying a product they have designed or manufactured. ■ Employers Liability if the contractor has employees. ■ Professional Indemnity to protect against negligent advice or services. 	<input type="checkbox"/>	<input type="checkbox"/>
4. Personal Protective Equipment		
Has the contractor determined by risk assessment what PPE their workers require? And will the PPE be supplied free of charge and replaced as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
5. Equipment		
Does the contractor have a system to ensure their equipment is well maintained and safe to use?	<input type="checkbox"/>	<input type="checkbox"/>
6. Sub-Contractor Management		
If the contractor intends to use sub-contractors, have they checked their competence and capability and ensured they will have the required PPE?	<input type="checkbox"/>	<input type="checkbox"/>
Are sub-contractors required to work to equivalent standards?	<input type="checkbox"/>	<input type="checkbox"/>
7. Risk Assessment and Method Statement (RAMS)		
Has the contractor produced a Risk Assessment and Method Statement (RAMS) for the work?	<input type="checkbox"/>	<input type="checkbox"/>
Check the RAMS is specific to the work and is not a generic template.	<input type="checkbox"/>	<input type="checkbox"/>
8. References		
Has the contractor provided details of similar works for another client and contact details so you can obtain references?	<input type="checkbox"/>	<input type="checkbox"/>