

EXA.Group

Selection and Control of Sub Contractors Health and Safety Assessment

This form must be completed before a sub-contractor is awarded with the contract.

*This completed form must be returned with supporting documentation to:
EXA GROUP UK Ltd, Fifth Floor Gate House, 1 St John's Square, EC1M 4PN London UK
email: m.paperini@exagroup.net*

Project Address	
EXA Group UK Ltd representative requesting completion of this from	Martina PAPERINI
Sub Contractor description	

Notes to Potential Subcontractors

- a) *The Health & Safety at Work Act 1974 places responsibilities on Main and Managing Contractors to ensure that Subcontractors engaged in Construction/Maintenance work perform their duties with due regard to Occupational health & Safety.*
- b) *It is a requirement of the Construction Design & Management Regulations (CDM) 2015 that no subcontractor can be appointed without an assessment being undertaken into his competence.*
- c) *The award of contracts by Exa Group UK is therefore determined not only on grounds of price and technical ability, but also on past record and present ability to carry out work safely and without risk to health. In order that Exa Group UK may update its assessment in this connection, will you please supply the following information without delay.*

1: Contractor's details

Company name	
Address	
Tel	
Email	
Web	
What has your turnover been in the last 3 years? Please attach the corresponding balance sheets.	
What languages are spoken by your staff / Project Managers?	
In which UK region / province / county do you work other than yours?	

2: Details of the manager / supervisor responsible for Health and Safety of team at the above project

First and last name	
Position	
Mobile	
Email	
3: Details of the last 3 projects in which your company was involved as a sub-contractor	
PROJECT 1	
Address	
Client	
Work details	
Value	
PROJECT 2	
Address	
Client	
Work details	
Value	
PROJECT 3	
Address	
Client	
Work details	
Value	
4: Risk Assessments and Method Statements (RAMS)	
<p>As a sub-contractor you will be required to prepare <i>specific</i> Risk Assessments Method Statements (RAMS), before your work commence on site. Your RAMS will have to be approved before you start therefore they must be provided at least 2 weeks in advance.</p> <p>Please enclose a copy of your latest <i>specific not generic</i> RAMS prepared by your company</p>	
5: Control of Substances Hazardous to Health (COSHH)	
<p>As a sub-contractor you will be required to prepare COSHH assessments.</p> <p>Please enclose a copy of your COSHH assessment</p>	

6: CSCS cards						
CSCS cards are mandatory. Are you able to provide your workforce 100% CSCS trained and certified? Please tick.	Yes	✓	No	✓		
7: First aid						
Are you able to provide a first aider for your teams at all times when working at the above site? Please tick.	Yes	✓	No	✓		
8: Health and Safety notices and prosecutions						
	This year	Previous year	2 years ago	3 years ago	4 years ago	5 years ago
Number of employees						
Number of fatal injuries						
Number of reportable incidents (RIDDOR)						
Number of prohibition notices						
Number of improvement notices						
Number of Health and Safety prosecutions.						
Part 2:						
If you hold a valid and current SSIP Health & Safety Scheme (examples being CHAS and WorkSafe Contractor) you are not required to complete the below questions:						
1: Insurance						
Please enclose copies of your insurance certificates/schedules or brokers letters for: - Public Liability - Product Liability (where appropriate) - Employers Liability (where appropriate) - Professional Indemnity (where appropriate)				Enclosed – Please tick		✓
2: Health and Safety policy						
Please provide and enclose a copy of your latest Health and Safety policy, organisation, and arrangements under the Health and Safety at Work Act 1974				Enclosed – Please tick		✓
3: Health and Safety training						
What Health & Safety Training has been given, or will be given, to the Supervisor/Manager involved? (Please give details with dates or indicate future training schedules)						
Do you issue your staff with appropriate personal protective equipment for the job? 'Yes'/'No' If 'Yes' please provide issue records. If 'No' please justify the reasons for not adhering to the requirements of the Personal Protective Equipment at Work Regulations 1992 as amended.						

What Health & Safety Training has been given, or will be given to the operatives involved? (Please give details with dates or indicate future training schedules)	
4: Health and Safety surveillance and advice	
Please give the details of the company or consultant that provides Health and Safety advice to your company	
Do you appoint sub-contractors? Yes / No If 'Yes' please provide details of how you assess the competence of your subcontractors prior to appointment.	
How do you monitor the performance of your sub-contractors?	
I certify that the details given in this assessment are correct and accurate to the best of my knowledge.	
Full Name	
Signature	
Position and Date	

ESG questionnaire	Answer
Are you a micro/small enterprise? If YES, please complete only the questions highlighted in yellow . If NO, please complete the whole questionnaire.	
Are you a micro/small enterprise? If YES, please complete only the questions highlighted in yellow. If NO, please complete the whole questionnaire.	
Is your company CHAS accredited? If yes, please provide the certificate of accreditation.	
Is your company SAFE CONTRACTOR accredited? If yes, please provide the certificate of accreditation.	
Have you received any ESG ratings by third-party certification bodies? -If yes, please indicate Certification Body 1 -Rating value assigned by Certification Body 1	
Have you received any ESG ratings by third-party certification bodies? -If yes, please indicate Certification Body 2 -Rating value assigned by Certification Body 2	
Have you received any ESG ratings by third-party certification bodies? -If yes, please indicate the Certification Body 3 -Rating value assigned by Certification Body 3	

Have you received any ESG ratings by third-party certification bodies? -If yes, please indicate the Certification Body 4 -Rating value assigned by Certification Body 4	
Have you received any ESG ratings by third-party certification bodies? -If yes, please indicate Certification Body 5 -Rating value assigned by Certification Body 5	
Other certification body (other certification?)_____	
Do you have a non-financial statement/sustainability report?	
Was the sustainability report used to fill in this questionnaire? -If yes, please indicate the type of sustainability report -If yes, please indicate the date of the sustainability report	
ENVIRONMENT	
Do you have a company environmental policy?	
Do you calculate the amount of greenhouse gases (GHG) emitted by your company? -If yes, please indicate Scope 1 in tCO2 _____ -If yes, please indicate Scope 2 in tCo2 _____ -If yes, please indicate Scope 3 in tCo2 _____	
Does your company calculate its total energy consumption?	
Does your company use energy from renewable sources? -If yes, please indicate the % of energy consumption covered by renewables	
Does your company calculate the amount of waste produced in tonnes?	
Does your company keep a register for hazardous waste?	
Is your company subject to environmental monitoring for one or more of the following? o asbestos o radon gas o harmful emissions o airborne particles o waste/pollutant water o noise o _____	
Does your company adopt structured waste separation systems?	
Does your company calculate its water consumption?	
Does your company adopt environmental risk mitigation practices?	
Does your company hold an FSC/PEFC certification, or can it supply FSC/PEFC certified materials?	

<p>Can your company supply eco-labelled material? (e.g. EPD, HPD, C2C, VOC, etc.)</p> <p>-If yes, please indicate the product certifications that can be provided _____</p>	
<p>Does the company hold environmental certifications? (tick the certification that applies)</p> <p><input type="checkbox"/> ISO 14001</p> <p><input type="checkbox"/> ISO 14040</p> <p><input type="checkbox"/> ISO 14044</p> <p><input type="checkbox"/> ISO 14064</p> <p><input type="checkbox"/> ISO 14067</p> <p><input type="checkbox"/> ISO 50001</p> <p><input type="checkbox"/> EMAS</p> <p><input type="checkbox"/> Other _____</p>	
SOCIAL	
Does your company have monitoring and/or analysis systems on the health and safety performance in the workplace (offices and construction sites)?	
Does the company have a scheduled maintenance plan for equipment and facilities?	
Does your company ensure the continuous professional development of its employees by providing specific training?	
<p>Does your company hold social certifications? (tick the certification that applies)</p> <p><input type="checkbox"/> ISO 22000</p> <p><input type="checkbox"/> ISO 26000</p> <p><input type="checkbox"/> ISO 37001</p> <p><input type="checkbox"/> ISO 30415</p> <p><input type="checkbox"/> ISO 45001?</p> <p><input type="checkbox"/> SA 8000</p> <p><input type="checkbox"/> Other _____</p>	
Does your company have female leadership?	
Does your company have a diversity/inclusion management system and measures, tools and processes to counter discrimination, harassment/sexual harassment?	
<p>Are you a social inclusion company or do you have agreements with inclusion/re-inclusion agencies/cooperatives?</p> <p>-If so, which ones?</p> <p>-Does your company encourage the placement of trainees?</p> <p>-Does your company encourage the placement of interns?</p>	
<p>Are you a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015?</p> <p>(If you carry on your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million)</p>	
<p>Does your organisation have a policy or policies in place to deal with modern slavery?</p> <p>If the answer is yes, please provide details of, or a copy.</p>	
Does your organisation oversee modern slavery risks that may arise in relation to the goods or services that you deliver?	

Does your company have a system for vetting suppliers?
 -If yes, please tick the criteria evaluated indicating the % of suppliers on the total assessed for each criteria below.

Evaluation Systems	Percentage of total (%)
% suppliers assessed for holding environmental certifications	
% suppliers assessed for holding social certifications (health and safety)	
% suppliers assessed by geographical proximity	
GOVERNANCE	
Has your company received monetary sanctions for non-compliance with environmental and/or social economic laws/regulations?	
Does your company join associations/bodies and initiatives connected to sustainable development?	
Has your company initiated corporate strategies/plans to reduce environmental impact?	
Does your company have Governance certifications? (please tick the certification held) <input type="checkbox"/> ISO 22301 <input type="checkbox"/> ISO 27001 <input type="checkbox"/> ISO 37301 <input type="checkbox"/> ISO 56002 <input type="checkbox"/> ISO 9001 <input type="checkbox"/> Code of Ethics	
Does your company have an internal policy/procedure for data management and protection?	
Do your contractual arrangements with subcontractors include a data processing agreement specifying their GDPR obligations?	
Do your employment contracts include confidentiality clauses and special data protection obligations?	

(continues)

ANNEX A

Mandatory documents to be attached to this questionnaire:

- COMPANY REGISTRATION;
- STATEMENT OF DUTIES AND OBLIGATIONS OF EMPLOYER;
- NON-DISCLOSURE AGREEMENT.

Besides, please also attach the following documents (if they are not applicable to your company, please state it in a self-declaration on your headed paper):

- DESCRIPTION AND DECLARATION OF CALIBRATION OF THE TOOLS USED;
- DESCRIPTION AND CERTIFICATION OF THE EQUIPMENT USED;
- WASTE CARRIER LICENCE;
- DRYWALL CERTIFICATION;
- LIST AND SKILLS OF YOUR SPECIALIZED EMPLOYEES.