

Contractors' compliance document**Appendix 5b**

Company:

Address

Under the Management of Health and Safety at Work Regulations, and other legislation, you are required to ensure that you conduct your work in a safe manner on the University of Leeds premises. You are therefore required to provide the contracting School/Service with:

Company to Provide COPIES OF:	Yes, No, Not Applicable (N/A)	Additional Details
1. Public liability insurance (minimum cover £10 million)*		
2. Employers Liability Insurance		
3. Safety Policy (including health/safety responsibilities within company)		
4. Relevant Staff Training Records and Evidence of Competency		
5. Relevant Work Method Statements provided**		
6. COSHH Assessments for work to be undertaken, if appropriate		
7. Noise Assessments, if appropriate		
8. Hot Work Procedures e.g. welding, brazing or generation of steam or smoke (requires a hot work permit, see Appendix 3b)		
9. Adequate risk assessments for work to be undertaken (including those by sub-contractors, where applicable). Include any specific risk assessments e.g. manual handling, lone working, young persons etc.		
10. Details of any key emergency procedures for your employees, in relation to the work to be carried out.		
COMPANY TO COMPLETE THE FOLLOWING	Yes, No, Not Applicable	Additional Details
11. Name of "central" person in company with overall health and safety responsibility (Manager, Director etc) & tel. no. Name or person to liaise on Health and Safety issues (Safety Manager etc) & tel. no.		
12. Confirmation that any lifting gear / cranes used on the work has up-to-date Test Certificates and Examination Certificates (and for cranes that have CITB certificate)		
13. Confirmation that any electrical equipment used has an up-to-date test certificate ...		
14.... and that they are using 110 v equipment / isolating transformer or battery operated power tools, wherever possible.		
15. Any pressure equipment used e.g. air receivers, gas cylinders has appropriate test certificates		
16. Procedures for accident and incident reporting in place. Please include the number of RIDDOR accidents in the last three years and the key lessons learned from investigation of these.		
17. Has the Company had any Health & Safety prosecutions or notices (Prohibition/Improvement) issued in last 5 yrs. If so, please give details		
18. If sub-contractors to be used, appropriate procedures in place for vetting their competence		

* and ** See next page (overleaf)

PLEASE NOTE: University of Leeds may monitor the health/safety of contractors whilst they are working on site.

I can confirm that the above information is correct:

Name: (please print) _____ Signature: _____ Job Title: _____ Date: _____

I can confirm that the documents sent, as outlined above, have been checked and are deemed adequate (to be completed by relevant University of Leeds Staff)

School/Service: _____ Job Title: _____

Name: _____ Signature: _____ Date: _____
(please print) For and on behalf of the University of Leeds

* If lower value then need to liaise with the relevant Faculty/Service Purchasing Manager and the Health/Safety Manager for the Faculty/Service.

** If work is of the same nature over the year then only a single submission is required but when contract reviewed (annually) this to be reviewed to ensure no significant changes. If a School/Service has concerns over a method statement submitted by a contractor then they should liaise with the Health and Safety Manager for the Faculty/Service