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# Ross-on-Wye Town Council

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## **Parish Lengthsman Contract (2 years)**

**1<sup>st</sup> April 2026 – 31<sup>st</sup> March 2028**

### **CONTENTS**

|   |         |
|---|---------|
| Invitation to Tender                              | Page 2  |
| Appendix A - Standard Condition of Contract       | Page 5  |
| Appendix B - Specification of Works               | Page 8  |
| Appendix C - Site Plans                           | Page 10 |
| Appendix D - Form of Tender                       | Page 13 |
| Appendix E - Business Qualification Questionnaire | Page 14 |
| Appendix F - Contractor Questionnaire             | Page 15 |
| Appendix G - Checklist                            | Page 17 |

Note: This tender document is to be completed in full and returned in total as the tender offer

# Invitation to Tender

## 1) Introduction

Ross-on-Wye Town Council is the local authority for the parish of Ross-on-Wye including Ross Rural Parish.

Ross-on-Wye Town Council wishes to procure a contractor for the Lengthsman Service. To include the maintenance of drainage assets.

To arrange a site visit, please contact Ross-on-Wye Town Council on 01989 562373 and speak to the Operations Manager, Esme Hall.

## 2) Contract term

The contract duration will be for a minimum of 2 years starting on the 1st April 2026.

## 3) Timetable

|  |   |
|--|---|
| Issue Invitation to Tender             | December 2025                               |
| Contractor Visits                      | January 2026                                |
| Deadline for clarification questions   | 14 <sup>th</sup> February 2026              |
| <b>Receive Response from Tenderers</b> | <b>21<sup>st</sup> February 2026 MIDDAY</b> |
| Interviews for shortlisted tenderers   | W/C 2 <sup>nd</sup> March 2026              |
| Contract Award                         | W/C 9 <sup>th</sup> March 2026              |
| Contract Start Date                    | 1 <sup>st</sup> April 2026                  |

Once the council has reached a decision in respect of the contract award, it will notify all tenderers of its decision as soon as is reasonably practicable.

## 4) Instructions to Tenderers

The instructions are designed to ensure all Potential Providers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

The Council will not be responsible for any costs or expenses you incur in preparing or delivering, or in the evaluation of the tender, nor with any costs or expenses incurred with the formation of a contract should you be successful. You are deemed to have obtained at your own expense, all information necessary for the preparation of your tender. Tenderers shall be expected to visit the locations where the Services will be performed to satisfy itself as to the facilities for access and all other site conditions likely to affect the accuracy and completeness of tender offers.

All information contained in the invitation to tender shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your tender.

Your tender must include:

- The completed schedule of prices for the work set out in the Schedule (Appendix E). All pricing should be stated exclusive of VAT. A price shall be inserted against each item of the Form of Tender.
- A copy of your insurance policy. Public Liability Insurance must be a minimum of £5,000,00 and it must cover at least the start of the period of the tender.

- A written risk assessment covering all work carried out under this Contract. If there are more than 5 employees, a copy of your Health & Safety policy must be supplied.
- A copy of your waste carrier registration document or other appropriate licenses
- Two business references for work that is either currently being undertaken or has taken place within the past year
- The completion of the Health and Safety Assessment Questionnaire and submission of relevant covering documentation

Please read these instructions and specification carefully. Please note that if the above items are not included in your submission, the council reserves the right to remove your company from the selection process.

Any queries or requests for clarification relating to this tender must be made by email to [amenities@rosstc-herefordshire.gov.uk](mailto:amenities@rosstc-herefordshire.gov.uk) no later than 14<sup>th</sup> February 2026. Ross-on-Wye Town Council will endeavour, so far as practicable, to response to all clarifications as soon as possible.

All questions within the tender response form should be answered. Additional information. Evidence can be appended to the document to the tender response form. The form of tender document must be signed and dated. Failure to do so may result in your company being removed from the selection process.

Tenders shall remain open for an initial acceptance for a minimum of 90 calendar days, although the Council may ask you to extend the period of validity.

Due to the variation in funding from Herefordshire County Council the Council reserves the right to amend, adapt or terminate the contract in line with the termination clause.

The original signed tender must be returned in a sealed envelope marked:

Tender – Private & Confidential  
The Town Clerk  
Ross-on-Wye Town Council  
Town Hall  
Cantilupe Road  
Ross-on-Wye  
HR9 7AN

Or sent electronically as a PDF file marked Private & Confidential to:  
[amenities@rosstc-herefordshire.gov.uk](mailto:amenities@rosstc-herefordshire.gov.uk)

The signed tenders must be received by no later than **21<sup>st</sup> February 2026 MIDDAY**. All documents must be received including the Form of Tender (Appendix D), along with completed Business Qualification Questionnaire (Appendix E) and Contractor Questionnaire (Appendix F).

## 5) Disclaimers

The information in this tender document is provided in good faith but is not guaranteed to be complete or verified. The Ross-on-Wye Town Council make no representations or warranties regarding its accuracy or completeness and accept no liability for any loss arising from its use, except in cases of fraudulent misrepresentation.

## 6) Evaluation of Tenders

All tenders will be evaluated against the selection criteria set out in the table below:

| <b>Selection Criteria</b>  | <b>Weighting</b>       |
|--|------------------------|
| The Total Cost of the service  | 50% of the total score |
| The Quality of the solution in terms of functionality and infrastructure | 40% of the total score |
| Health and Safety  | 5% of the total score  |
| References   | 5% of the total score  |

The Council shall be under no obligation to accept the lowest tender or award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.

You may be required to answer any Council queries on your proposal and to attend formal meetings with the Council during the tender evaluation period. Additionally, the Council may wish to visit tenderers' premises to view the facilities and systems that may be used to deliver the service.

## 7) Canvassing

Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.

## 8) Awarding of the contract

The successful Contractor will be contacted by phone and letter once the Contract has been awarded.

The successful tender together with the Council's written acceptance shall form a binding Agreement in the terms of the Contract documents.

## Appendix A - Standard Condition of Contract

### 1) Health & Safety

The Contractor shall at all times comply with all statutory and other provisions to be observed in connection with the Service and in particular the requirements of the Health & Safety at Work Act 1974 in addition to any other legislation pertaining to health and safety.

The Authorised Officer may suspend the Service under the terms of the Contract in the event of non-compliance by the Contractor for the failure of complying with health and safety law, regulations and procedures. All additional costs, fees and expenses occasioned by such suspension shall be borne by the Contractor, including those costs incurred to return the programme of works back to schedule.

On awarding of the contract, and prior to the start date the Contractor will provide:

- A full suite of Risk Assessments, Safe Systems of Work and Method Statements for all works undertaken.
- Contact details of the individual in the organisation responsible for coordinating Health & Safety.
- Copies of all COSHH assessments associated with products to be used on this contract.

In the event of an accident, incident, potentially dangerous occurrence, the contractor will inform the council within 48 hours of the occurrence.

### 2) Contract monitoring

The Authorised Officer has the right to inspect all the services executed by the Contractor at any time.

Joint inspections shall be undertaken at least twice yearly, by the Authorised Officer and Contractor to assess performance and quality of work completed in each area.

From time-to-time health and safety audits will be carried out by the Authorised Officer.

The Contractor will make available to the Authorised Officer a copy of their proposed Annual Maintenance Plan at the start of each year of the contract. The plan will show the planned dates and locations when works are to be carried out throughout the year and shall be approved by the Authorising Officer prior to works commencing.

Deviation from the approved Annual Maintenance Plan, due to poor weather, mechanical breakdown etc must be reported to the Authorised Officer and a new date stated.

At the end of each month the Contractor will submit completed work plan to the Authorised Office for "sign off" as confirmation of completed works, including copies of waste transfer notes.

| Measure                          | Definition  | Result  |
|----------------------------------|---|---|
| Response Time (Reactive works)   | Time taken to review the job and provide a quotation following an alert from an Authorised Officer. | Urgent works – 2 Working Day<br>Non Urgent works – 5 Working Days |
| Completion time (Reactive works) | Time taken to successfully undertake the works following acceptance of the quotation.               | Urgent works – 3 Working Day<br>Non Urgent works – 7 Working Days |

|  |   |   |
|--|---|---|
| Completion (Planned works)                     | Works completed on schedule as determined at the start of the contract. | 100% completion   |
| Quality (Planned and Reactive works)           | Works carried out to the satisfaction of the Operations Manager.        | 100% of jobs completed satisfactorily                     |
| Health and Safety (Planned and Reactive works) | Number of reported accidents, incidents and dangerous occurrences.      | 0 accidents, incidents and dangerous occurrences reported |

### **3) Vehicles, Plant and Equipment**

The Contractor shall at all times provide, replace and maintain in good repair and condition all vehicles, plant and equipment necessary for the performance of the Services associated with this Contract.

All vehicles shall remain fit for their intended purpose to the satisfaction of the Authorised Officer.

So far as is reasonably practicable all vehicles shall be capable of working without causing spillage or nuisance. In the event of any type of leakage or spillage the Contractor shall take immediate action to effect proper containment and clear up. The Contractor shall notify the Authorised Officer as soon as practically possible of any spillage likely to give rise to damage to the environment including the highway surface or pollution of road gullies, ditches, rivers, Sustainable Drainage Systems (SUDS) and any land subject to protection, e.g. Sites of Special Scientific Interest (SSSI).

### **4) Duration of Contract**

The duration of the Contract will be from 1st April 2026 until 31st March 2028.

### **5) Payment**

The annual Contract Sum shall be paid in equal 1/12th instalments upon receipt of invoice.

Invoices presented for payment must include a schedule of works completed during the relevant period including the dates of work and copies of waste transfer notes.

### **6) Insurance**

The Contractor is required to have a minimum of £5m public liability insurance.

The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

### **7) Termination of contract**

In the event the Contractor fails to provide the Service or any part thereof in accordance with the Schedule of Works and they are not addressed to the satisfaction of the Authorised Officer, the Council shall be entitled to make alternative arrangements to rectify the situation, the costs of which will be borne by the Contractor.

The contract may be terminated by the Council following repeated or persistent breach of performance of the works or gross misconduct by giving no less than four weeks' notice in writing.

Should grant funding from Herefordshire County Council be reduced or discontinued the Council has the right to review the service provision within this tender. If financial restrictions dictate the Council may be required to terminate the contract prior to the end date. In the event of the Council terminating the contract the Contractor will not have a claim for additional payment or recompense or compensation. The Council will give no less than 12 weeks' notice of termination in this case.

## **Appendix B - Schedule of Works**

### **1) Highway Gully Maintenance**

#### General

- a) All gullies shall be inspected prior to the commencement of any maintenance, all litter, stones, branches, and other debris that have the potential to cause personal injury or damage to machinery, equipment and installations shall be removed and disposed of by the Contractor.
- b) The Contractor shall take clear before and after photographs of each gully inspected and/or cleaned, as part of the due diligence requirements for Herefordshire County Council.

#### Standard

- a) Should the Contractor cause damage to the surface or gullies during maintenance operations whether or not the Authorised Officer has agreed to such operations take place, the Contractor shall reinstate such damage to the satisfaction of and within the time period stipulated by the Authorised Officer. In failing to do so, the Authorised Officer may instruct other persons to carry out such work with the cost of so doing being deducted from monies due to or becoming due to the Contractor or recovered as a debt.
- b) To ensure the programme of gully cleaning is efficient it is good practice to use the recorded silt levels when determining the frequency of cleaning. For example, if a gully is more prone to becoming full of silt and therefore working less effectively then it will be programmed for more frequent cleaning. This may mean that some gullies are cleaned more than once a year and others will be cleaned less than once a year.
- c) The gully cleaning programme is designed to clean all known gullies at least once during the year.
- d) Missed gullies should be revisited at the earliest opportunity to ensure that maintenance is carried out. Any broken or damaged gully lids must be reported to the Authorising Officer, jammed gullies should be freed from all obstructions and every effort must be made to carry out programmed maintenance.
- e) Where it is apparent that problems exist that cannot be dealt with through gully cleaning operations or routine maintenance activities or where there are capacity issues in the underlying drainage network, such issues must be brought to the attention of the Authorising Officer.
- f) The Contractor is to provide an Annual Maintenance Plan, which is to be approved by the Authorising Officer prior to any work commencing.

#### Specification of works

- a) Each gully on B,C & U classification of roads within Ross-on-Wye will be visited at least once per contract year (Appendix C)
- b) Out let pipes must be checked to ensure that they are not blocked or silted up. If they are found to be silted up, then this must be removed as far as it is practical to do so and jetted to ensure water flow.
- c) A record of completed gullies must be submitted to the Authorised Officer containing a list of road names and number of gullies completed, plus any gullies missed along with any that are requiring remedial action, accompanied by clear before and after photographs.

### **2) The Environment**

- a) The Contractor shall ensure that every effort is made to prevent pollution of the environment and harm to human health. Where possible and practical, only biodegradable, non-toxic, non-hazardous materials and substances shall be used in carrying out the Service.



- b) The Contractor shall take all necessary preventative measures to ensure that no aqueous waste or contaminated water arising from the provision of the Service enters the public waterways, or watercourses.
- c) The Contractor shall take all reasonable precautions to minimise noise from any vehicles, plant and machinery used in the delivery of the Service.
- d) The Contractor shall make arrangements to ensure that litter and organic waste e.g. leaves are segregated to enable recycling and composting.

**3) Waste disposal (including organic waste)**

- a) The Contractor shall be registered to the satisfaction of the Council, prior to Commencement of the Contract, as a waste carrier and shall meet all costs in connection with this registration.
- b) Unless otherwise agreed by the Authorised Officer, the disposal of waste generated in the execution of this Contract must be disposed of in an approved processing facility.
- c) All organic/green waste (including leaves) collected in the delivery of this Contract must be diverted from landfill. Litter and other contaminants shall be removed from such waste as far as is practicably possible. The Contractor shall make his own arrangements for the disposal of organic/green waste. The cost of the disposal of all green waste, leaves and contaminants collected within the green waste shall be borne by the Contractor.
- d) The Contractor shall include all waste disposal costs within their Fixed Price submission.
- e) The Contractor will submit copies of Waste Transfer Notes and Weighbridge Tickets with their monthly invoice to ensure compliance.

## Appendix C - Site Plans

### 1) Highway Gully Maintenance

| Road Number | Road Name          | Frequency |
|-------------|--------------------|-----------|
| B4234       | Walford Road       | Once      |
| B4234       | Copse Cross Street | Once      |
| B4234       | Broad Street       | Twice     |
| B4234       | Brookend Street    | Twice     |
| B4234       | Overross Street    | Once      |
| B4234       | Ledbury Road       | Once      |
| B4260       | Wilton Road        | Once      |
| B4260       | High Street        | Once      |
| B4260       | Gloucester Road    | Once      |
| C1273       | Smallbrook Road    | Once      |
|             | Millpond Street    | Once      |
|             | Brampton Street    | Once      |
| C1274       | Archenfield Road   | Once      |
| C1276       | Roman Way          | Once      |
| C1279       | Alton Road         | Once      |
| U70262      | The Glebe          | Once      |
|             | Parsons Croft      | Once      |
| U70265      | The Mead           | Once      |
| U70422      | Overross Farm      | Once      |
| U70423      | Overross Close     | Once      |
| U70436      | Oak Tree Rise      | Once      |
| U70438      | Frome Valley Way   | Once      |
| U70439      | Three Choirs Close | Once      |
| U70440      | Sugarloaf Crescent | Once      |
| U70600      | Wye Street         | Once      |
| U70601      | Edde Cross Street  | Once      |
|             | Trenchard Street   | Once      |
| U70602      | New Street         | Once      |
| U70603      | Kyrle Street       | Once      |
| U70604      | Homs Road          | Twice     |
| U70605      | Cawor Arch Road    | Once      |
| U70606      | Nursery Road       | Once      |
| U70607      | Hill Street        | Once      |
| U70608      | Henry Street       | Once      |
| U70609      | Station Street     | Once      |
| U70610      | Cantilupe Road     | Once      |
| U70611      | Woodview Lane      | Once      |
| U70612      | Ryefield Road      | Once      |
| U70613      | Weston Grove       | Once      |
| U70614      | North Road         | Once      |
| U70615      | Station Approach   | Once      |
| U70616      | Checkley Close     | Once      |
| U70618      | Brookfield Road    | Once      |
| U70619      | Mount Pleasant     | Once      |
| U70620      | Oak Road           | Once      |
| U70621      | Brampton Ave       | Once      |

|        |                      |      |
|--------|----------------------|------|
| U70622 | Brampton Close       | Once |
| U70623 | Cawdor               | Once |
| U70624 | Three Crosses Road   | Once |
| U70625 | Three Crosses Close  | Once |
| U70626 | Hill View Road       | Once |
| U70627 | Springfield Road     | Once |
| U70628 | Mayhill Road         | Once |
| U70629 | Wallhouse Road       | Once |
| U70642 | Verschoyle Gardens   | Once |
| U70643 | Oaklands Court       | Once |
| U70644 | Vaga Crescent        | Once |
| U70645 | Quarry Close         | Once |
| U70648 | Brookmead            | Once |
| U70649 | Market Place         | Once |
| U70650 | Primrose Close       | Once |
| U70651 | Orchid Close         | Once |
| U70652 | Bluebell Close       | Once |
| U70653 | Honeysuckle Close    | Once |
| U70654 | Foxglove Close       | Once |
| U70655 | Court Road           | Once |
| U70656 | Arundel Close        | Once |
| U70657 | Berkeley Close       | Once |
| U70659 | Beechwood            | Once |
| U70660 | Great Western Court  | Once |
| U70662 | Grammer School Close | Once |
| U70663 | Smallbrook Gardens   | Once |
| U70665 | Blenheim Close       | Once |
| U70664 | Rudhall Meadow       | Once |
| U70666 | Chatsworth Close     | Once |
| U70667 | Sandringham Close    | Once |
| U70668 | Riverview            | Once |
| U70669 | Old Tannery Way      | Once |
| U70670 | Beamhouse Drive      | Once |
| U70671 | Saddlers Rise        | Once |
| U70672 | Cordwainers Lane     | Once |
| U70701 | Camp Road            | Once |
| U70702 | Waterside            | Once |
| U70703 | Park Walk            | Once |
| U70704 | Alton Close          | Once |
| U70705 | Chase Side           | Once |
| U70706 | Chase Road           | Once |
| U70707 | Old Gloucester Road  | Once |
| U70708 | Church Street        | Once |
|        | Old Maids            | Once |
| U70709 | Church Close         | Once |
| U70710 | Royal Parade         | Once |
|        | St Marys Street      | Once |
| U70712 | Redhill Road         | Once |
| U70713 | Middleton Ave        | Once |
| U70714 | The Shrubby          | Once |

|        |   |      |
|--------|---|------|
| U70715 | Palmerston Road                             | Once |
| U70716 | Ashfield Crescent                           | Once |
| U70718 | Kent Ave                                    | Once |
| U70717 | The Avenue                                  | Once |
| U70719 | Sussex Ave                                  | Once |
| U70720 | Merrivale Lane                              | Once |
| U70721 | Princess Way                                | Once |
| U70722 | The Gresleys                                | Once |
| U70724 | Blake Ave                                   | Once |
| U70725 | Woodland View                               | Once |
| U70726 | Lakeside Drive                              | Once |
| U70727 | Merrivale Crescent                          | Once |
| U70728 | Merrivale Ave                               | Once |
| U70729 | Eastfield Ave                               | Once |
| U70730 | Fernbank Road                               | Once |
| U70731 | Woodmeadow Road                             | Once |
| U70732 | Chapel Road                                 | Once |
| U70733 | Tudor Street                                | Once |
| U70734 | Tudor Rise                                  | Once |
| U70735 | Tudor Rise                                  | Once |
| U70736 | Tudor Rise                                  | Once |
| U70737 | Walford Ave                                 | Once |
| U70738 | Purland                                     | Once |
| U70740 | Duxmere Drive                               | Once |
| U70741 | Goodrich Close                              | Once |
| U70742 | Falaise Close                               | Once |
| U70743 | Tinitern Close                              | Once |
| U70744 | Conde Close                                 | Once |
| U70745 | Vectis Close                                | Once |
| U70746 | Glevum Close                                | Once |
| U70747 | Isca Close                                  | Once |
| U70748 | Juniper Close                               | Once |
| U70749 | Corinium Road                               | Once |
| U70750 | Danum Road                                  | Once |
| U70751 | Watking Street                              | Once |
| U70752 | Bakers Oak                                  | Once |
| U70753 | Laburnum Close                              | Once |
| U70754 | Rowan Close                                 | Once |
| U70755 | Sycamore Close                              | Once |
| U70756 | Beech Close                                 | Once |
| U70757 | Lincoln Close                               | Once |
| U70758 | Silver Birches                              | Once |
| U70759 | Redwood Close                               | Once |
| U70760 | ACCESS ROAD ALTON ROAD<br>INDUSTRIAL ESTATE | Once |
| U70761 | Firsmead                                    | Once |

*This list is to be used as a guide only*

**Appendix D - Form of Tender**

**QUOTATION FOR TWO YEAR CONTRACT – FIXED PRICE**

**Part 1 Highway Gully  
Maintenance**

| Location                      | DESCRIPTION                 | ACTIVITY   | QTY | UNIT | FREQ | Rate | Contract Sum |
|-------------------------------|-----------------------------|--|-----|------|------|------|--------------|
| Various<br>(as per Site Plan) | Routine cleaning of gullies | Any silt, detritus or litter within the gully chamber must be removed to a level of not less than 450mm below the out let pipe. All silt, detritus and litter to be removed from site and disposed of in accordance with section 5 Waste Disposal. |     | No   | 1    |      |              |
| Various<br>(as per Site Plan) | Routine cleaning of gullies | Any silt, detritus or litter within the gully chamber must be removed to a level of not less than 450mm below the out let pipe. All silt, detritus and litter to be removed from site and disposed of in accordance with section 5 Waste Disposal. | 68  | No   | 2    |      |              |

**Total Fixed Price per year £.....Total Fixed Price for 2-year Contract £.....Total Fixed Price for 2-year Contract In words .....**

**NAME..... SIGNED ..... DATE .....**

## Appendix E - Business Qualification Questionnaire

### Details relating to Prospective Tenderer

1. Name: .....
2. Address: .....  
.....
3. Telephone number: .....
4. Email: .....
5. Contact Name and Position in Company: .....
6. Nature of Business: .....
7. If the Business is a Company: .....  
Is it a Subsidiary of another Company? .....  
If yes, please give details: .....
8. Date of Business formation: .....
9. Please state number of grounds maintenance employees: .....
10. Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar authorities, etc:
11. Please provide a copy of Companies House registration and Company Number

Signed: .....

Position: .....

Date: .....

## Appendix F – Contractor Questionnaire

### Health and Safety Assessment Questionnaire

*To be completed by the contractor in all cases. Failure to do so may result in the contractor being removed from the company's approved selected list.*

#### General

|                                  |  |
|----------------------------------|--|
| Name of Company:                 |  |
| Telephone number:                |  |
| Contact for further information: |  |
| Email address:                   |  |
| Trade/Activity:                  |  |

Please complete this questionnaire as part of our contractor review process.

|   |                 |
|---|-----------------|
| Please supply a copy of your Health and Safety Policy/Statement   | Attached YES/NO |
| What is the nature of your business?  |                 |
| Approximately how many people are directly employed by your company?  |                 |
| Total no. of persons indirectly working under your control at any one time?   |                 |
| Please provide copies of your Employers' & Public Liability Insurance and, if applicable, Professional Indemnity Insurance  | Attached YES/NO |
| Please provide contact details of the individual in your company responsible for coordinating Health and Safety matters   |                 |
| Attach, your latest Company accident statistics.  | Attached YES/NO |
| During the past 3 years has any person, not being an employee or person working under your control, for example, a member of the public, been injured as a result of your work activity? If YES, please provide details |                 |
| How does your organisation ensure that plant, equipment, and vehicles for use are kept in a safe condition and good state of repair?  |                 |

|  |   |
|--|---|
| Has your company or individuals employed by your company been prosecuted for breaches of health and safety within the last 5 years? If YES, please provide details |   |
| Who acts as your company Health and Safety Advisor/supervisor or any other organisation acting in that capacity on your behalf?                                    | Name:<br>Address:<br>Telephone:<br>Details of safety qualifications held: |
| Do you employ sub-contractors or agency staff? If YES please provide contact details.  |   |
| Does your company assess the health and safety competence of companies with whom you place contracts? If YES, please give details                                  |   |
| Please provide copies of relevant Risk Assessments, Method Statements and Safe Systems of Work.  | Attached YES/NO   |
| Please provide COSHH assessments for materials that you will be using on site  | Attached YES/NO   |

### **Declaration**

I hereby declare that the above information is true to the best of my knowledge and belief, and I understand that if false information has been given, this will be deemed grounds to terminate any contract that may be entered into.

Signed:

Print name:

Date:

Title/Position:

For (Company):



## Appendix G – Checklist

Please ensure you have provided up to date copies of the following:

| <b>Checklist</b>   | <b>(please tick)</b> |
|--|----------------------|
| Health and Safety Policy/Statement   |                      |
| Employers' & Public Liability Insurance and, if applicable, Professional Indemnity Insurance |                      |
| Latest company accident statistics   |                      |
| Accident Reporting/Investigating Procedure   |                      |
| Relevant Risk Assessment for tasks being carried out   |                      |
| Relevant Method Statement for tasks being carried out  |                      |
| Certificate of Competency  |                      |
| COSHH Assessment   |                      |
| Safe Systems of Work   |                      |