

# Yarm School Logo black.jpg

**SELECTION QUESTIONNAIRE**

**PUPIL TRANSPORT SERVICE:**

 **HOME TO SCHOOL TRANSPORT & SCHOOL TRIPS**

**Closing Date:**

**5pm, Monday 27th February 2023**

STANDARD SELECTION QUESTIONNAIRE

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Bids that involve affiliates, associates or subcontractors will not be considered, as this role involves working in a regulated environment with children; the bid must be made exclusively by the organisation who will provide the service.

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay the School reserves the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of Misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce the School to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**OPEN PROCUREMENT PROCEDURE**

**Notes for Completion**

1. The “School” means Yarm School, or anyone legitimately acting on behalf of Yarm School, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. You must complete answers to Parts 1, 2 and 3 in full and with no omissions.

The School confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to any contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the School is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential Supplier Information**

Please answer the following questions in full.

|  |  |
| --- | --- |
| **Section 1** | **Potential supplier information** |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1 (i) | Link to most recent published annual accounts |  |
| 1.1(j) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐No ☐N/A ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(k) - (i) | Is it a legal requirement in the local authority where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐No ☐ |
| 1.1(k) - (ii) | If you responded yes to 1.1(k) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(l) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(m) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(n) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-2)? | Yes ☐No ☐ |
| 1.1(o) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3) - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for  existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(q) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

Please note: A formal criminal records check from the Disclosure and Barring Service which sets out any relevant convictions may be undertaken for the preferred suppliers and the persons of significance in control of them. This is likely to be determined by the Applicant’s responses to Parts 2 and 3.

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the School may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| **Section 1** | **Contact details and declaration** |
| **Question number** | **Question** | **Response** |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full.

|  |  |
| --- | --- |
| **Section 2** | **Grounds for mandatory exclusion** |
| **Question number** | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
| Participation in a criminal organisation.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
| Corruption.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
| Fraud.  | Yes ☐No ☐If Yes please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities. | Yes ☐No ☐If Yes please provide details at 2.1(b) |
| Money laundering or terrorist financing. | Yes ☐No ☐If Yes please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings. | Yes ☐No ☐If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self-Cleaning) | Yes ☐No ☐ |
| 2.3(a) | **Regulation 57(3)**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The School reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| --- | --- |
| **Section 3** | **Grounds for discretionary exclusion**  |
| **Question number** | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1 (c) | Breach of employment law obligations?  | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any UK jurisdiction or overseas? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(e) | Sanctions imposed as a result of serious or gross professional misconduct? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest due to the participation in the procurement procedure? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(h) | Been directly involved in the preparation of the School’s procurement procedure? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐No ☐If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information.The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the School to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐No ☐If Yes please provide details at 3.2Yes ☐No ☐If Yes please provide details at 3.2Yes ☐No ☐If Yes please provide details at 3.2Yes ☐No ☐If Yes please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) |  |

**Part 3: Supplier Selection Questions**[[4]](#footnote-4)

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| --- | --- |
| **Section 4** | **Economic and Financial Standing** |
| **Question****Number** | **Question** | **Response** |
| **4** | Please provide your Turnover for the previous 2 financial years from your audited accounts:- Year Ending / / Year Ending / / | Turnover££ |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐No ☐ |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes ☐No ☐ |

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| --- | --- |
| **Section 5** | **Technical and Professional Ability**  |
| **5.1** | **Relevant experience and contract examples**Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are directly relevant to our requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five yearsThe named contact for each of the contracts specified below should be able to provide written evidence to confirm the accuracy of the information provided below. If you cannot provide examples see question 5.2. |

|  |
| --- |
| **Contract 1** |
| Name of customer organisation |  |
| Point of contact in the organisation |  |
| Position in the organisation |  |
| Contacts E-mail address |  |
| Contract Start date |  |
| Contract completion date |  |
| Estimated contract value |  |
| **Please provide a Full Description of this contract, in the box below.****(Please limit your answer to no more than 3 sides of A4)** |
|  |

|  |
| --- |
| **Contract 2** |
| Name of customer organisation |  |
| Point of contact in the organisation |  |
| Position in the organisation |  |
| Contacts E-mail address |  |
| Contract Start date |  |
| Contract completion date |  |
| Estimated contract value |  |
| **Please provide a Full Description of this contract, in the box below.****(Please limit your answer to no more than 3 sides of A4)** |
|  |

|  |
| --- |
| **Contract 3** |
| Name of customer organisation |  |
| Point of contact in the organisation |  |
| Position in the organisation |  |
| Contacts E-mail address |  |
| Contract Start date |  |
| Contract completion date |  |
| Estimated contract value |  |
| **Please provide a Full Description of this contract, in the box below.****(Please limit your answer to no more than 3 sides of A4)** |
|  |

|  |  |
| --- | --- |
| **5.2**  | If you cannot provide at least one example for questions 5.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
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| --- | --- |
| **Section 6** | **Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015** |
| **6.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐No ☐ |
| **6.2** | If you have answered yes to question 6.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | N/A ☐Yes ☐Please provide the relevant url below: No ☐Please provide an explanation |

**7. Additional Questions**

**Please note: Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.**

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| **Section 7** | **Additional Questions**  |
| **7.1** | **Insurance**  |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  |  |
| Employer’s (Compulsory) Liability Insurance = £10,000,000\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | Yes ☐No ☐ |
| Public Liability Insurance = £10,000,000 | Yes ☐No ☐ |
| Comprehensive Vehicle Cover | Yes ☐No ☐ |

|  |  |
| --- | --- |
| **Section 8** | **Compliance with Other Legislation**  |
|  | **i) Equality Law** |
| 8.1 | Does your organisation comply with all legal obligations under Equality Law? | Yes ☐No ☐ |
| 8.2 | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes ☐No ☐ |
| 8.3 | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  | Yes ☐No ☐ |
| If you have answered “yes” to one or both of questions 2 and 3 above in this section, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.You may be excluded if you are unable to demonstrate to the School’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.  |  |

|  |  |
| --- | --- |
|  | **ii) Health & Safety and Child Safeguarding** |
|  | **The School requires organisations to make the following commitments to regulatory compliance by signing the undertaking in this Section:*** To provide adequate control of the health, safety and welfare risks arising from the Organisation’s work activities which may affect the workforce or others.
* To consult with the workforce on matters affecting health and safety, and safeguarding.
* To provide and maintain safe and legally compliant vehicles, plant and equipment. To be able to evidence compliance upon request.
* To submit evidence to the School of driver DBS checks and any other relevant pre-employment vetting checks as requested;
* To submit evidence of the organisation’s approach to safeguarding compliance, for example from a Safeguarding Policy when working with schools;
* To make sure of safe handling and use of substances.
* To give information, instruction and supervision for the workforce.
* To make sure all workforce are competent to do their tasks and to give them adequate training.
* To prevent accidents and cases of work related ill health.
* To maintain safe and healthy working conditions.
* To make sure sufficient funds are available to implement this statement.
* To review and revise this statement as necessary at regular intervals not exceeding 12 months.

Further, whilst your organisation carries out any work on the school’s behalf you agree to:* make sure that your entire workforce will keep to all relevant health and safety legislation; and
* keep to any instructions from our supervising or safety officers.
 |
| Print Name (must be an authorised signatory) |  |
| Signed: |  |
| Position or status in the organisation: |  |
| Organisation’s name: |  |
| Date: |  |
|  |  |  |
| **8** | **ii) Health & Safety etc (continued)**  |
| 8.4 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.Please note that if we request proof of compliance from your organisation we will require a copy of your organisation’s Health & Safety Policy (if 5 or more people employed) or a statement of how your organisation ensures compliance with Health & Safety legislation (if less than 5 people employed). | Yes ☐No ☐ |
| 8.5 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.The school will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the school’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  | Yes ☐No ☐ |
|  |  |  |
|  | **ii) Health & Safety Law (additional for High Risk)**  |
| **Exemption and pertinent questions selection:****If your organisation meets criteria identified in one of the questions 8.6 - 8.8 below and you can provide the supporting evidence required, you do not need to complete questions 4-19 in this section.** **If the exception is not claimed, please move to ‘Role Identified’ below and complete the questions relevant to your business below.** | **Yes or No** | **Provide a copy of certificates or other supporting evidence** |
| 8.6 | Have you within the last 12 months successfully completed a pre-qualification application undertaken by an assessment provider able to demonstrate that its information gathering system conforms to PAS 91? |  |  |
| 8.7 | Have you within the last 12 months, successfully met the assessment criteria of a pre-qualification scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum |  |  |
| 8.8 | Do you hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 45001? |  |  |
| 8.9 | Do you have a variety of different sized coaches available which could be used flexibly to adapt to fluctuating passenger numbers?  |  | **Please provide a separate statement to show how you could achieve this, setting out any relevant constraints**. |
|  |  |  |  |
|  | **Role Identified** | **Complete questions** |
|  | All high risk activity contracts with more than 5 employees | 4-14 |
| All high risk activity contracts with fewer than 5 employees  | 15-19 |

**High Risk Activity Questions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Question | Examples of types of information in support of responses, which will be taken into account in assessment | Yes | No | Suppliers unique reference to relevant supporting information |
| 4. | Are you able to demonstrate that you have a policy and organisation for health and safety (H&S) | A periodically reviewed policy, signed by the Chief Executive & dated. Include the responsibilities for H&S management at all levels in the organisation |  |  |  |
| 5. | Are you able to describe your arrangements for ensuring your H&S measures are effective in reducing/preventing incidents, occupational ill health and accidents? | Please provide details of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce |  |  |  |
| 6. | Do you have access to competent H&S advice/assistance? | Please provide evidence of how your organisation obtains advice and assistance – include the CV of the person providing advice and an example of advice provided in the last 12 months |  |  |  |
| 7. | Do you provide employees with appropriate training and information regarding the hazards, risks and controls associated with your work activity? | Please provide evidence that your organisation has in place and implements training arrangements to ensure the workforce has sufficient skills and understanding to discharge their various duties, This should include records of induction, specific and refresher H&S training, together with relevant professional qualifications & competence cards where appropriate. Please include records of training for managers/supervisors and training for employees. |  |  |  |
| 8. | Do you check, review and where necessary improve your H&S performance? | Please provide evidence of routine monitoring of H&S performance by managers, together with evidence of periodic review of H&S performance at a board level |  |  |  |
| 9. | Do you have procedures in place to involve the workforce in planning and implementation of H&S measures? | Please provide evidence of consultation with the workforce on H&S matters and including evidence that their comments/complaints have been appropriately considered and where appropriate taken on board. |  |  |  |
| 10. | Do you routinely record and review accidents/incidents and undertake follow up action | Please provide records of accident rates over the past 3 years. Include details of at least 1 investigation together with the remedial action taken to prevent a recurrence. Please include details of any enforcement action undertaken in the last 3 years, including prosecutions, improvement or prohibition notices or material breaches in H&S. Include the action you have taken. If any enforcement action is currently pending please include details |  |  |  |
| 11. | Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which you are being engaged? | Please provide evidence of your arrangements for assessing H&S performance throughout your supply chain relevant to the work activity you will be undertaking |  |  |  |
| 12. | Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary? | Please supply risk assessments, safe systems of work and/or method statements, and any associated employee H&S information relevant to the work activities you will be undertaking. **Please ensure any relevant health as well as safety risks are included**. |  |  |  |
| 13. | Do you have arrangements for cooperating and coordinating your work with others (for example clients, contractors) | Please provide a statement describing your arrangements |  |  |  |
| 14. | Do you have arrangements in place for ensuring appropriate welfare is in place for your workforce including those who travel in the community or work at temporary sites? | Please describe your arrangements for ensuring appropriate welfare facilities are in place |  |  |  |

**High Risk Activity Questions for fewer than 5 employees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Question | Examples of types of information in support of responses, which will be taken into account in assessment | Yes | No | Suppliers unique reference to relevant supporting information |
| 15. | Do you have arrangements in place for identifying and controlling H&S risks? | Please provide a statement outlining how you do this and include details of the hazards, risks and controls you have identified and have in place relevant to the work activities you will be undertaking. |  |  |  |
| 16. | Do you have arrangements in place to obtain appropriate health and safety advice | Please describe how you obtain advice relevant to your company activities (please note this does not have to be from an external consultant – it may be internal with reference to freely available advice & guidance on the HSE website) |  |  |  |
| 17. | How do you ensure your workforce has the skills, knowledge and experience to work safely? | Please describe your arrangements and supply evidence to support your statement (for example this could be training records, tool box talks records and/or competence cards) |  |  |  |
| 18. | Do you have arrangements in place for recording and investigating accidents and incidents? | Please provide records of accident rates over the past 3 years. Include details of at least 1 investigation together with the remedial action taken to prevent a recurrence. Please include details of any enforcement action undertaken in the last 3 years, including prosecutions, improvement or prohibition notices or material breaches in H&S. Include the action you have taken. If any enforcement action is currently pending please include details |  |  |  |
| 19. | If you use subcontractors do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which you are being engaged? | Please describe your arrangements for assessing H&S performance throughout your supply chain relevant to the work activity you will be undertaking |  |  |  |

Completed applications must be emailed to coaches@yarmschool.org in order to be considered for short-listing. Thank you.

1. For the list of exclusion please see <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)