

Subcontractor Details:

Subcontractor Name: (IN FULL AND AS IT APPEARS ON THEIR INSURANCE POLICY)							
Date of Assessment:		Initial Assessment		Re-Assessment		Number of employees	
Address (including post code):							
Company contact e-mail address:							
Main Contact Name and Tel No:							
Have any enforcement notices been issued to the subcontractor?(If yes provide dates and outcomes)							
Name and contact details of person responsible for health and safety:							
Name and contact details of person providing competent health and safety advice:							
Name and contact details of person responsible for safeguarding:							

Derby College Details:

Assessors Name:	
Assessors Job Title and Department:	
Assessors E-mail Address:	@derby-college.ac.uk

Health and Safety Management arrangements:

1	Health and Safety Policy	Yes	No	Evidence/comments
A	Is there a written health and safety (H&S) policy statement? (statutory if 5 or more employees)			
B	Are the responsibilities for H&S clearly stated and recorded? (statutory if 5 or more employees)?			
C	Are arrangements for H&S clearly stated? (recorded when 5 or more employees)			
D	How are the commitments, responsibilities and arrangements for H&S communicated to employees?			
E	What means are there for employees to communicate any concerns regarding health, safety and welfare or make suggestions for improvements?			
F	Does the employer have a Health & Safety Committee? (Provide details)			
G	Does the subcontractor review H&S at least annually?			

Subcontractor Health, Safety & Safeguarding Assessment Record



H	Is employer's liability insurance current and other insurance(s) in place as appropriate to the business undertaking?	Yes	No	Evidence/Comments	
		Insurance Co Name			
		Policy No.			
		Expiry Date			
		Insurance Co Name			
		Policy No.			
		Expiry Date			
		Insurance Type: (Tick as appropriate)	Employers		
			Public		
			Combined		
I	How does the subcontractor assess, review, and update their employees' capabilities? (Types of evidence could be performance reviews, training logs and any records of continuous professional development.)				
J	How does the subcontractor manage their employees' work when it is away from the employer's own premises or when employees are placed with another employer/site?				
Assessment:		Met		Part Met	Not Met

2	Risk Assessment and Control	Yes	No	Evidence/ comments	
A	Does the employer carry out risk assessments?				
B	If 5 or more employees are these recorded?				
C	Have the risk assessments identified any groups as being especially at risk?				
D	Have control measures been identified and put into place as a result of the risk assessments?				
E	How are the contents of risk assessments communicated to employees and others?				
F	What monitoring of risk assessment implementation takes place?				
G	How often are risk assessments reviewed?				
Assessment:		Met		Part Met	Not Met

3	Accident, incidents, near misses and first aid	Yes	No	Evidence/ comments		
A	Is there a risk assessment in place which clearly identifies the requirements for first aid provision?					
B	Are accidents/incidents/near misses and first aid treatment recorded?					
C	Are investigations undertaken for all accidents/incidents/near misses that occur in the workplace?					
D	How are the arrangements for accidents, incidents, ill-health and first aid made known to all employees?					
E	Do employees have access to Occupational Health? If yes, who					
Assessment:		Met		Part Met		Not Met

4	Supervision, training, information and instruction	Yes	No	Evidence/ comments		
A	Is initial H&S information, instruction and training given to all new employees?					
B	Is on-going H&S information, instruction and training provided to all employees?					
C	Is H&S information, instruction and training recorded?					
D	How is the effectiveness of H&S information, instruction and training assessed? (Documentary evidence)					
Assessment:		Met		Part Met		Not Met

5	Fire and emergencies	Yes	No	Evidence/ comments		
A	Is there a fire risk assessment in place? If so, when was it undertaken?					
B	What are the fire safety management arrangements?					
C	Is fire-fighting equipment, preventative measures and emergency arrangements maintained, including thorough tests and practice drills?					
D	Is a fire log/record book kept?					
Assessment:		Met		Part Met		Not Met

6	Safe and healthy working environment	Yes	No	Evidence/ comments		
A	What systems does the subcontractor have in place to ensure that the workplace (including welfare facilities) is adequate for its needs and maintained in a clean and tidy condition at all times?					
B	What welfare facilities (toilets, washing, drinking, eating, changing) does the employer provide?					
Assessment:		Met		Part Met		Not Met

7	Safeguarding Children and Vulnerable Adults	Yes	No	Evidence/ comments		
A	Does the subcontractor have a safeguarding policy/procedure in place (including e-safety) for dealing with children, young people and vulnerable adults?					
B	Does the subcontractor appoint new employees in line with the requirements of Safer Recruitment/DBS?					
C	How does the subcontractor ensure that they comply with the requirements of the Childcare (Disqualification) Regulations 2009? (where appropriate)					
D	After undertaking the initial DBS has the subcontractor put in place of any means of checking that their employees are safe to work with vulnerable groups, e.g. annual declaration?					
E	Is induction and on-going safeguarding training provided to all employees commensurate with their role? (Documentary evidence)					
F	Is safeguarding training recorded? (Documentary evidence)					
G	What arrangements are in place for dealing with a safeguarding disclosure?					
Assessment:		Met		Part Met		Not Met

8	Prevent	Yes	No	Evidence/ comments		
A	Is the subcontractor aware of their Prevent duty under the Counter Terrorism & Security Act 2015?					
B	Is Prevent included within the subcontractor's safeguarding policy as a potential risk factor to vulnerable people?					
C	Does the subcontractor have a Prevent Risk Assessment and supporting action plan in place? (Documentary evidence)					
D	How does the subcontractor raise awareness with employees and learners about Prevent?					
E	How does the subcontractor embed British Values within the organisation/curriculum?					
F	What action would the subcontractor take if they had concerns about a learner or employee?					
G	How does the employer assess external speakers/ events that occur within the organisation with regards to reducing the risk of people being radicalised/drawn into terrorism?					
Assessment:		Met		Part Met		Not Met

Assessment Outcome

Recommendation (Tick as appropriate)	Accept		Accept with action plan		Reject	
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Date of next assessment:	
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Subcontractor Health, Safety & Safeguarding Assessment Record



Declaration

The signatories below confirm that this is a true and accurate record of the health, safety, welfare and safeguarding standards in place at the stated date.

Upon acceptance the subcontractor has demonstrated a clear commitment to the health, safety, welfare and safeguarding of all employees and learners.

The subcontractor:

Signed:	Print:	Position:	Date:
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Derby College:

Signed:	Print:	Position:	Date:
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Action Plan				
Ref	Action required	By whom	Target date	Completed Signed

Action plan prepared by: **Agreed by:**

Signed by Assessor: **Subcontractor:**

Date: **Action Plan Review Date:**

Office Use Only

Contents Checked By:						
Approved for Database:	YES		NO		Date	
Date returned to originator:	Reason for return:					
Amendments corrected	YES		NO		Date of entry:	