

OUTSIDE PROVIDERS' AND CONTRACTORS' QUESTIONNAIRE

Please read the guidance notes below and complete CLC's Outside Providers' & Contractors' Questionnaire and Outside Providers' & Contractors' Induction and Information Sheet – thank you.

Should you have any questions or queries please raise them with your CLC contact.

PART 1 – COMPANY DETAILS

- Tells us the full name of the company/organisation and provide evidence, e.g., a piece of your headed paper.
- Who will be the contact person for the work, service or activity that will be provided by your company/organisation?

PART 2 – SCOPE OF WORKS/SERVICE

- Explain the scope of works/service or specific project to be undertaken on behalf of CLC. For example, to carry out the full service, including a PAT of the domestic washing machines on CLC property or to provide an evening's entrainment (including equipment) in a boarding house to CLC students etc.

PART 3 – CONTRACTORS PROFESSIONAL COMPETENCE

- Please provide copies of relevant qualifications or professional membership numbers. These can be viewed/checked by CLC.

PART 4 – DISCLOSURE AND BARRING SERVICE (DBS) AND OTHER EMPLOYMENT CHECKS

As part of our Safeguarding process we need to ensure that we have taken appropriate measures to safeguard our students and therefore we require certain outside providers/contractors to hold an enhanced DBS check. CLC require the following:-

- If an outside provider/contractor is engaged in regulated activity* they will be required to hold an enhanced DBS certificate including barred list information. For example, a sports coach or taxi driver who has direct contact with our students.
- If an outside provider/contractor has the opportunity to have regular contact with our students, they will be required to hold an enhanced DBS certificate not including barred list information. For example, working in/on one of our buildings with our students or young persons present.
- A DBS check will not be required if the person is to be escorted at all times. For example, a speaker. Please note that this would not be acceptable for a service engineer or similar.
- A DBS check will not be required if the works/activity is to take place where there are no students. For example if a building was to be refurbished (a closed or segregated site).

Important information relating to DBS disclosures

We would normally require that the enhanced DBS is clear. However, if a DBS certificate indicates that there are records of Convictions, Information from the Education Act 2002 list or Children's Barred List, you must inform your contact at College. The matter will then be referred to the CLC Designated Safeguarding Lead, who will provide advice and undertake any appropriate further investigation. The individual will not normally be allowed to undertake any work until the case has been reviewed and resolved to the satisfaction of College.

Should clarification be required please raise with your CLC contact and/or see the Government websites [Disclosure & Barring Service](#) and DFES publication "[Keeping Children Safe in Education](#)" March 2015.

NB: should an outside provider/contractor be applying for their DBS certificate it is required that they join the DBS Update Service. This allows for portability of a certificate across employers/organisation.

Please confirm that pre-employment checks have been made on all employees. These are listed below.

- Identity verification
- Medical fitness declaration
- Previous employment history
- Character and/or employment references
- Qualifications (where appropriate)
- Overseas checks (where appropriate if the person has been out of the country for more than 3 months in the last 5 years)
- Evidence of the right to work in the UK.

PART 5 – INSURANCE

- Please provide a copy of the Certificates. They should show the expiry date, the certificate/policy number, the amount of (£) cover provided and cover the type of works or services that will be provided to CLC.
- Please send the renewal Certificates when applicable.

PART 6 – HEALTH AND SAFETY ARRANGEMENTS

- Provide a copy of your current Health & Safety Policy. Although not required for companies with 5 or less employees it is considered to be a good practice for all companies/organisations to have a policy. The Health & Safety Executive (HSE) will provide guidance and an example.
- Risk assessments, method statements and other safety related information should be specific to the works or service provided to CLC.
- Provide copies of appropriate certificates for employees, plant and equipment that are to be used. These certificates should support the risk assessments and other safety related documents.

PART 7 – SUB CONTRACTORS AND THEIR CASUAL/TEMPORARY EMPLOYEES

- If you are to engage sub-contractors or casual/temporary employees for works/activities on our site it is vital that they are fully aware of the expected conduct whilst working for CLC.
- That legal requirements have been met, for example “right to work in the UK” and that they are suitably qualified.
- Where appropriate, arrangements for sub-contractors are covered within the Terms and Conditions.

PART 8 – OUTSIDE PROVIDERS’ & CONTRACTORS’ INDUCTION AND INFORMATION SHEET

- Ensure that all your employees and sub-contractors etc. are aware of the contents and what CLC expect of them whilst they are working for CLC.
- The sheet provides specific information on the expected conduct and this must be adhered to.
- The sheet provides general information on the arrangements for health, safety and wellbeing; again this must be adhered to.
- However, there are a number of specific subjects which will require further agreed arrangements; examples include asbestos, electrical, confined space, hot works, boiler and pressure vessels etc.

PARTS 10, 11 AND 12 – RELATE TO CLC STAFF

LONG TERM OUTSIDE PROVIDERS & CONTRACTORS

Please Note: Outside providers/contractors will be asked to provide updated information such as copies of their current insurance certificates and safety related documents. If appropriate, they will also be asked to confirm that their employees working with or on CLC site are the employees who have provided their DBS information.

OUTSIDE PROVIDERS’ AND CONTRACTORS’ QUESTIONNAIRE

Outside provider/contractor - please read the guidance provided on pages 1 and 2 and complete parts 1 to 9.
CLC Staff – On return review information provided, confirm and complete parts 10, 11 and 12.

PART 1 – COMPANY DETAILS	EVIDENCE PROVIDED
---------------------------------	--------------------------

Full Name and Address of Company	ATTACHED YES/NO/ SIGNED
Contact Person, Position, Office/Mobile Telephone Number & Email for the person in charge of the works/service provided to CLC (see part 9).	
Who in your organisation is ultimately responsible for health and safety? Provide details of position and qualifications.	
PART 2 – SCOPE OF WORKS/SERVICE	
Explain the scope of works/service or specific project to be undertaken on behalf of CLC.	
PART 3 – CONTRACTORS PROFESSIONAL COMPETENCE	
Provide evidence of professional competence for the organisation and/or person who will be providing the works/service for CLC. Examples include word of mouth/reference from previous clients, Professional or Trade Associations, (EXOR), H&S Schemes (CHAS, CSCS) etc.	
PART 4 – DISCLOSURE AND BARRING SERVICE (DBS) AND OTHER EMPLOYMENT CHECKS	
See guidance provided on page 1. Where appropriate, provide the name of each employee who will be working for CLC, their date of disclosure, level of disclosure and unique reference number (if necessary add an additional sheet). Do not provide a photocopy of the disclosures.	
See guidance provided on page 1. Confirm by signing in the right hand column that the employment/identity checks have been carried out on each individual.	
PART 5 – INSURANCE	
Provide a copy of the current Public Liability Certificate and confirm the expiry date and policy number.	
Provide a copy of the current Employers Liability Certificate and confirm the expiry date and policy number.	
PART 6 – HEALTH AND SAFETY ARRANGEMENTS	EVIDENCE PROVIDED
Provide a copy of the current Health & Safety Policy (for companies with more than 5 employees).	ATTACHED YES/NO/ SIGNED

Provide specific Risk Assessment(s) for the works, service, task and/or activities provided for/to CLC.	
Provide specific Method Statement(s) for the works, service, task and/or activities provided for/to CLC.	
Provide Training Certificates and/or Licences relevant to the works, service, task and/or activities provided for /to CLC.	
Confirm, by signing in the right hand column, that all Equipment Certificates relevant to the works, service, task and/or activities provided to CLC are in date/serviced etc.	
PART 7 – SUB CONTRACTORS AND THEIR CASUAL/TEMPORARY EMPLOYEES	
If sub-contractors are to be engaged confirm, by signing in the right hand column, that all relevant checks have been undertaken, that they will not be appointing their own sub-contractors and that they have been briefed on the expected requirements of CLC.	
PART 8 – OUTSIDE PROVIDERS' & CONTRACTORS' INDUCTION AND INFORMATION SHEET	
Please confirm, by signing in the right hand column, that two copies of the above document have been received and one has been signed and returned.	
Please confirm, by signing in the right hand column, that the information has been provided to the persons (your employees and sub-contractors) who will be working or providing a service to CLC and that they have understood and are aware of the expected conduct while working in or with CLC.	
PART 9 – SIGNATURE OF CONTACT PERSON	
<p>NB: The person signing this document should have the authority to provide the information requested above and will act as the responsible person for their company/organisation.</p> <p>Signature, Name, Position and Date:</p>	
PART 10 – CLC STAFF CONFIRMATION	
<p>Confirmation from the CLC member of staff in charge of the contractor that the works, task, activities and/or specific project has been discussed and the evidence provided from the questions above has been checked and agreed.</p> <p>Signature, Name, Position and Date:</p>	
PART 11 – RECORD KEEPING	
<p>A copy of the Outside Providers' & Contractors' Questionnaire and supporting documents should be scanned and added to SharePoint. Create a folder (full name of the contractor) and complete the Excel spread sheet.</p>	
PART 12 – FOR REGULAR/LONG TERM OUTSIDE PROVIDERS & CONTRACTORS	

Notes for CLC staff.

- It is important that a review of the arrangements is undertaken on a regular basis. The review should take place if an accident/incident has occurred or after a year.
- The review does not need to be time consuming – consider what has occurred over the year. For example, were the risk assessments a true reflection, has there been a change of employee, has equipment changed etc.?
- As necessary request copies of current Employer and Public Liability Certificates.
- As necessary send out the Outside Providers' & Contractors' Induction and Information Sheet and request that it is signed and returned.
- Scan/add information to the file on SharePoint as necessary.
- Update the Excel spread sheet.