

Registered Address: Blenheim Court 17, Newbold Road, Chesterfield, Derbyshire. S41 7PG

Under Section 3 of the Health & Safety at Work Act 74, we have a duty to ensure that the safety of our temporaries is not being compromised whilst under contract premises.

All sections of this assessment must be completed and duly signed by the appointed competent person.

Company Name	
Address	
Name of Competent Person	

SECTION 1 - CONTRACTUAL CONTROLS

1. Are your premises registered with the enforcing authority (HSE)?	Yes	No
2. Does your liability insurance cover contract staff?	Yes	No
3. If the answer to (2) is yes, please enter your policy number.		
4. If the answer to (2) is yes, please enter the policy renewal date.		
5. Are all accidents/incidents reported?	Yes	No
6. Is adequate supervision provided?	Yes	No
7. Where appropriate is suitable Personal Protective Equipment provided?	Yes	No
8. Are Health & Safety issues effectively communicated?	Yes	No

SECTION 2 - PROVISION OF SAFETY POLICIES AND RISK ASSESSMENTS

1. Does the company have a written Health & Safety Policy?	Yes	No
2. Does it adequately define responsibilities?	Yes	No
3. Is it communicated effectively to all employees?	Yes	No
4. Have Risk Assessments been undertaken in following areas in compliance with the Management of Health & Safety Regulations 1999?		
C.O.S.H.H.	Yes	No
Display Screen Equipment	Yes	No
Personal Protective Equipment	Yes	No
Manual Handling	Yes	No
Noise	Yes	No

SECTION 3 - SAFE WORKING ENVIRONMENT

1. Are emergency evacuations conducted and recorded?	Yes	No
2. Are qualified first aiders available?	Yes	No
3. Is the accident book maintained correctly?	Yes	No
4. Will essential recruitment be notified of all accidents to their personnel?	Yes	No
5. In the event of an accident that warrants reporting to the HSE, will essential recruitment be notified within 24 hours of the event?	Yes	No

SECTION 4 - ASSESSEMENT

1. Will the company allow an essential recruitment representative access to the premises to verify the responses given in this assessment?	Yes	No
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Thank you for your co-operation

ESSENTIAL RECRUITMENT OFFICE USE ONLY

Assessment approved?	Yes	No
Premises assessment required?	Yes	No
Details of Visit:		