

SUBCONTRACTOR'S QUESTIONNAIRE

Please complete this form **CLEARLY** and return with enclosures
ASAP

The information supplied via this form part of any future contract between you / your company and Prelude Stone Limited.

Please ask any questions or raise any issues concerning topics covered in this form with Louise Baginsky, Office *Manager* info@preludestone.co.uk // 01959 580360

PRIVACY POLICY

Prelude Stone Limited will use the information provided by you solely to 1) conduct the necessary checks required under our Due Diligence responsibilities when subcontracting work; 2) contact you about work opportunities including invitations to tender; 3) to pay you promptly once the work has been completed in accordance with our contract with you.

Your information will 1) be stored securely; 2) will only be shared with relevant third parties when specifically requested under our contract with them or required by law and 3) be deleted no later than three years after the end of our working relationship or sooner by request. Accounting and contractual records will be kept for a minimum of seven years.

A copy of our full *GDPR Statement* is available on request. Please contact Louise Baginsky on above.

Ltd Company ☐

Sole Trader ☐

Partnership ☐

Other ☐

Date: // // 2024

Company Name: *(Ltd Company)*

Name: *(Sole Trader)*

Trading Name: *(Partnerships)*

Business Address:

Person Responsible:

Position:

Telephone:

Mobile:

Website:

Email:

Company Number:

UTR Number: *(Limited Companies)*

Registration Number: *(Limited Companies)*

NI Number: *(Sole Traders)*

Partnership Number: *(Partnerships)*

VAT Number:

N/A ☐

Bank:

Address:

Sort Code:

Account Number:

NOTE

**Until you are fully compliant
with us, any invoices may
not be passed for payment**

OUR WORKERS

- If you have employees, please confirm they are:
 - All legally allowed to work in the UK
 - Not sourced through Gang Masters
 - Paid fairly and legally
 - Paid their contractual rate and complies with the national living wage /national minimum wage
 - Trained and qualified to perform the tasks for which they are employed safely, professionally and to the agreed standards

YES: ☐ N/A: ☐

YOUR BUSINESS

- We confirm the business (including Sole Traders):
 - Is commercially sustainable, operates profitably and can meet statutory tax obligations
 - Has never failed because of tax debts or been the subject of insolvency

YES: ☐ NO: ☐

If **NO**, please enclose a full report and a copy of any other relevant paperwork.

- Has your business (including Sole Traders):
 - Had enforcement action taken against it in the last three years?
YES: ☐ NO: ☐
 - Received an Enforcement and/or Prohibition Notice in the last three years?
YES: ☐ NO: ☐
 - Been prosecuted in the last three years?
YES: ☐ NO: ☐

If you have answered **YES** to any of the above, please enclose a full report and a copy of any relevant paperwork.

SAFETY, HEALTH AND FIRE (SHEFF)

- I have read the enclosed *Prelude Stone Ltd Safety, Health and Fire (SHEFF) Policy Statement* and I/the Company will adopt and abide by it whenever I/we are working on Prelude Stone Ltd behalf
YES: ☐

Please Note: Companies with five or more employees MUST also enclose a copy of their *Health & Safety Policy* and any relevant risk assessments

- Have you ever been prosecuted for a breach in *Health & Safety* compliance?
YES: ☐ NO: ☐

If **YES**, please enclose a full report and a copy of any other relevant paperwork.

- We will supply promptly all *COSHH Assessments, Method Statements* and *Risk Assessments* where applicable
YES: ☐

Please Note:

- We can supply blank forms if required

ACCIDENTS

Have you or your Company been involved in any accidents or incidents during the last three years that were referred to RIDDOR?

YES: ☐ NO: ☐

If **YES**, please enclose a full report and a copy of any other relevant paperwork.

ON SITE

(Including Private Residencies)

- On site, we confirm we will
 - Sign in and out
 - Follow all site rules
 - Nominate a H&S contact if employing two or more people
 - Follow any *Risk Assessment* or *Method Statement* provided
 - Co-operate with our performance monitoring
 - Provide adequate and safe materials and equipment as required
 - Comply with the provisions of the HASAWA and all other relevant legislation
 - Wear 5 point PPE as required (Prelude Stone Ltd branded items when provided): Hard hat; High visibility vest; Steel toe capped boots; Gloves; Safety Goggles
 - Show respect at all times to the Client, Residents and/or Colleagues

YES: ☐

USE OF OTHER SUBCONTRACTORS AND/OR NON-DIRECT LABOUR

- Do you ever use other subcontractors and/or non-direct labour?

YES: ☐ NO: ☐ N/A: ☐

If **YES**, please note that signing this form acknowledges that you and your company understand that:

- A) On all future projects, you will be asked at the tender stage whether or not you intend to use subcontractors and/or non-direct labour on the works for which you are tendering
- B) You must advise us **in advance** if you subsequently need to introduce subcontractors and/or non-direct labour during the works – they will have to complete this Sub Contractor Questionnaire form before starting work on a Prelude Stone Ltd job
- C) If you are accredited to use a specific branded product and/or application system and we are employing you in that capacity, you must advise us in writing and in advance a) if any part of that work is to be carried out by non-direct labour and b) that such a move will not compromise and/or invalidate your accreditation and/or the guarantee for that product and/or application system

DISCLOSURE AND BARRING SERVICE

- Are you prepared to provide details of an appropriate DBS (Basic or Enhanced) should we or the Client be legally entitled to request one as a condition of working on a specified site?

YES: ☐ NO: ☐

Please Note:

- We will happily assist a Subcontractor with 5 or fewer employees apply for the appropriate DBS when this is legally required. We do not charge for this service, but you will be responsible for the fee(s) charged by the issuing authority

ENVIRONMENTAL // DIVERSITY AND EQUAL OPPORTUNITIES //

WORKING IN PRIVATE RESIDENCES:

- I have read *Prelude Stone Ltd Environmental Statement* (enclosed) and I/the Company will abide by it whenever we are working on Prelude Stone Ltd behalf

YES: ☐

- I have read *Prelude Stone Ltd Diversity and Equal Opportunities Policy* (enclosed) and I/the Company

will abide by it whenever we are working on Prelude Stone Ltd behalf

YES: ☐

- I have read *Prelude Stone Ltd Working in Private Residences Policy* (enclosed) and I/the Company will abide by it whenever we are working on Prelude Stone Ltd behalf

YES: ☐

PLEASE SEND US COPIES OF THE FOLLOWING:
(Please do NOT enclose originals as we will be keeping your enclosures on file)

SEND DOCUMENTS BY PHONE

If it is easier, you may use your mobile to send photos of the required documents (front and reverse of the CSCS card please) to info@preludestone.co.uk

Please ensure the whole document is captured and is legible.

If you are using this method, please tick this box ☐

	✓	N/A
○ CSCS Cards (front and back) for all personnel who will be working on our projects:	☐	<i>mandatory</i>
○ Insurance Certificate(S)	☐	<i>mandatory</i>
○ Your Health & Safety Policy (for Companies with 5 or more Employees):	☐	☐
○ Membership & Accreditation Certificates	☐	☐
Membership of Trade and/or Professional Bodies.	Certificates demonstrating competence for working with/at:	Certificated training, accreditations & ISO – including for using branded products and/or systems

Stone Federation	☐	Air	☐	Health & Safety Training	☐
Constructionline	☐	Asbestos	☐	EXOR	☐
CITB	☐	Classified Materials	☐	OTHER:	
OTHER:		Heat	☐		
		Height	☐		
		Waste Disposal	☐		
		Abrasive Wheel	☐		
		OTHER:			

ASBESTOS AWARENESS TRAINING

- Have you / your site staff passed accredited *Asbestos Awareness Training**?
YES: ☐ **NO:** ☐ **SOME:** ☐ **N/A:** ☐

(*Includes properly accredited on-line training courses offering certification)

- If you answered '**NO**' or '**SOME**' above, would you be prepared to undertake this?
YES: ☐ **NO:** ☐

Please Note:

- On-line training is inexpensive, not at all time-consuming and there are many providers available. We are happy to pass on the details of the provider we use.

This is NOT the same as the complex and highly specialist training and qualifications required to become licensed to HANDLE & REMOVE asbestos

ADDITIONAL INFORMATION

Please add anything else you would like us to know [use additional sheet(s) if required]:

REFERENCES

If you have not worked with Prelude Stone Ltd before,
please add the contact details of two clients from the last two years:

I confirm this completed form provides a true picture of my // the Company's current position:

PRINT NAME:

POSITION:

SIGNED:

DATE:

//

// 2024

Please return, with enclosures, to:

The Health & Safety Representative
Prelude Stone Ltd., Unit 2, Westerham Trade Centre, The Flyers Way, Westerham, Kent, TN16 1DE
info@preludestone.co.uk