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| **Questions you should Ask** | **Yes/No** |
| Have you identified all aspects of the work you want the contractor to do? |  |
| Have you included the health and safety implications of the work in the job specification? |  |
| Is the work construction or building work? If so, do you know what more you need to do to comply with the Construction (Design and Management) Regulations 2007? |  |
| Have you made enquiries about the competence of the contractor? If so have you checked for evidence before they get the job? |  |
| Have you assessed the risk of the work and the agreed action to control the risk with the contractor? |  |
| Have you provided the contractor and their employees about the risks? |  |
| Have you provided the contractor and their employees with your emergency procedures? |  |
| Have you provided instructions, information and training to your own employees? |  |
| Have you put arrangements with the contractor to coordinate your activities during the work? |  |
| Have you consulted your employees about the work and how they can raise any concerns? |  |
| Have you identified who will be responsible for the work that you will expect them to do? |  |
| Have you identified who will supervise the work and how? |  |
| Have you put in place arrangements to keep a check on how the work is going against what you have agreed with the contractor? |  |
| Have you agreed how the job will be reviewed to learn any lessons from it? |  |

**Contractor Health & Safety Assessment Check List**