

# UCL Heresafe System – How to Complete a H&S Questionnaire

## Version Control

Version	Date	Nature of revision	Author	Approved by
v1.0	15.04.26	New document	Compliance & Performance Team	

**Note:** Heresafe continues to develop the product in-house. Consequently, certain screenshots may vary slightly; however, the functionality remains unchanged.

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**Approval and Queries .....33**

## Introduction

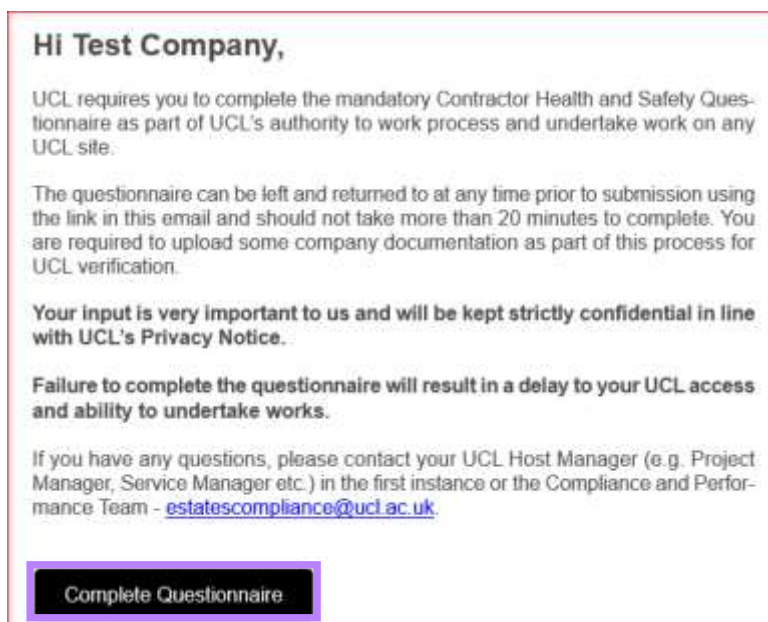
UCL operate a contractor management, authorisation, and permit to work system hosted by Heresafe.

The system is used to control all works being undertaken across the UCL Estate.

As part of the system, main contractors are required to provide basic health & safety information.

## How to Complete the H&S questionnaire

Click on 'Complete Questionnaire' within the link in the email to complete the H&S questionnaire:



**Hi Test Company,**

UCL requires you to complete the mandatory Contractor Health and Safety Questionnaire as part of UCL's authority to work process and undertake work on any UCL site.

The questionnaire can be left and returned to at any time prior to submission using the link in this email and should not take more than 20 minutes to complete. You are required to upload some company documentation as part of this process for UCL verification.

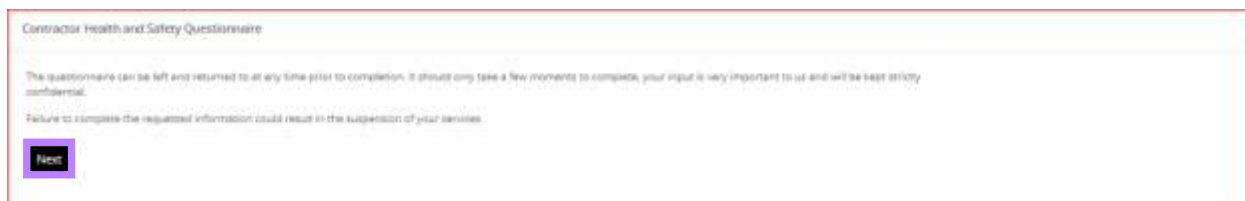
**Your input is very important to us and will be kept strictly confidential in line with UCL's Privacy Notice.**

**Failure to complete the questionnaire will result in a delay to your UCL access and ability to undertake works.**

If you have any questions, please contact your UCL Host Manager (e.g. Project Manager, Service Manager etc.) in the first instance or the Compliance and Performance Team - [estatescompliance@ucl.ac.uk](mailto:estatescompliance@ucl.ac.uk).

**Complete Questionnaire**

Then click on 'Next':



Contractor Health and Safety Questionnaire

The questionnaire can be left and returned to at any time prior to completion, it should only take a few moments to complete, your input is very important to us and will be kept strictly confidential.

Failure to complete the requested information could result in the suspension of your services.

**Next**

# 1) Main service you will provide at UCL

This is a compulsory requirement.

Enter the description, and click on ‘Save & Next question’:

The screenshot shows a web form titled "Contractor Health and Safety Questionnaire". It features a large text input field for "Please describe the main service(s) you will provide at UCL" and a smaller "Additional Notes" field. At the bottom, there are two buttons: "Save Now & Submit Later" and "Save & Next question". A note at the bottom states: "The questionnaire can be left and returned to at any time prior to completion."

# 2) Professional Indemnity Insurance

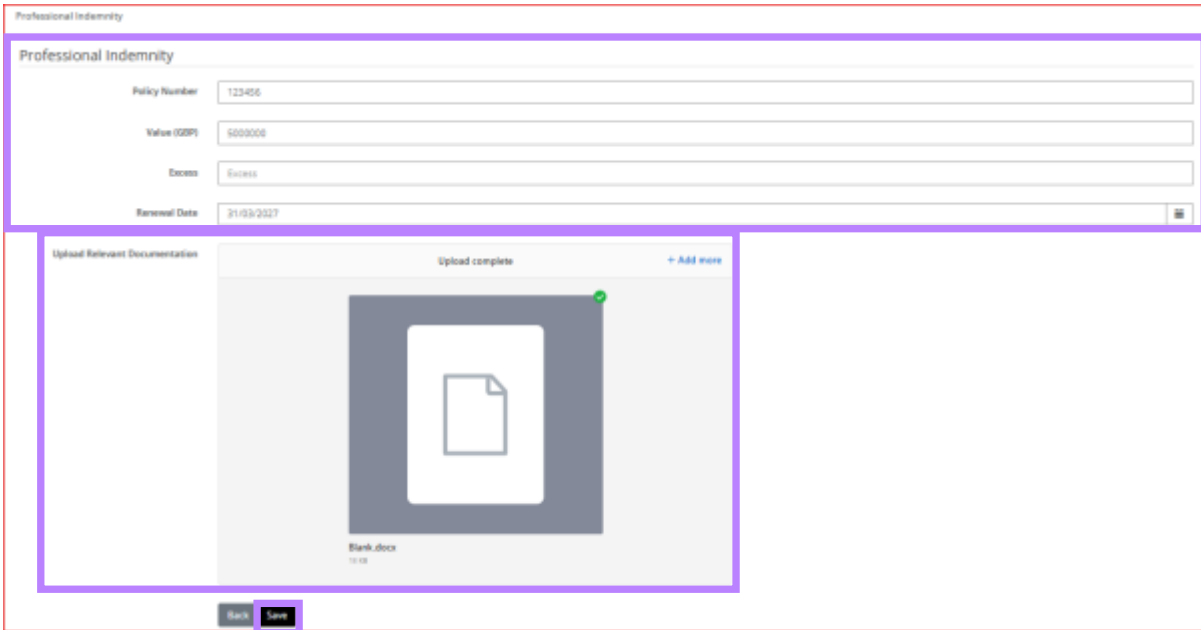
This is a not compulsory requirement but will be dependent if providing some sort of professional advice. Click to check - [UCL Insurance requirements](#).

## a) Yes Answer Response

Click on ‘Yes’ and then click on ‘+ Add Professional Indemnity’ to enter the details:

The screenshot shows the same "Contractor Health and Safety Questionnaire" form. The question "Do you have Professional Indemnity Insurance?" has the "Yes" radio button selected. Below this, there is a "+ Add Professional Indemnity" button. A table with columns for "Status", "Policy Number", "Value (GBP)", "Renewal Date", and "Upload Relevant Documentation" is present, with "No Credentials" listed below it. An "Additional Notes" field is also visible. At the bottom, there are three buttons: "Back", "Save Now & Submit Later", and "Save & Next question". The same note about returning the questionnaire is present.

Enter the details, upload the relevant documentation, and click on 'Save':



Professional Indemnity

Professional Indemnity

Policy Number: 123456

Value (GBP): 5000000

Excess: Excess

Renewal Date: 31/03/2027

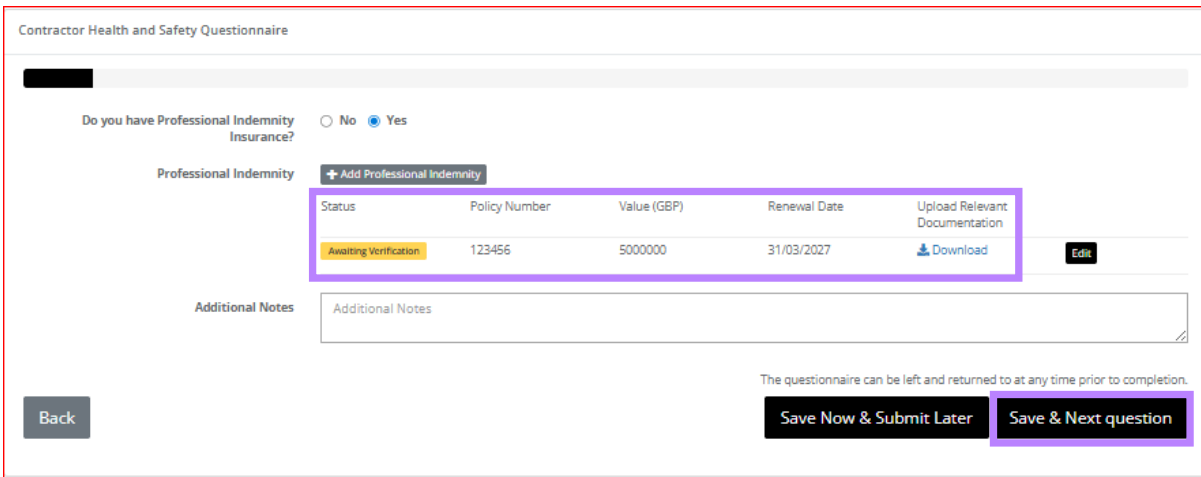
Upload Relevant Documentation

Upload complete + Add more

Blank.docx 10 KB

Back Save

The relevant documentation has been uploaded, click 'Save & Next question':



Contractor Health and Safety Questionnaire

Do you have Professional Indemnity Insurance?  No  Yes

Professional Indemnity + Add Professional Indemnity

Status	Policy Number	Value (GBP)	Renewal Date	Upload Relevant Documentation
Awaiting Verification	123456	5000000	31/03/2027	Download

Additional Notes: Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back Save Now & Submit Later Save & Next question

### b) No Answer Response

Click on 'No', enter the reason, and click on 'Save & Next question':

The screenshot shows the 'Contractor Health and Safety Questionnaire' interface. The question 'Do you have Professional Indemnity Insurance?' has the 'No' radio button selected. Below the question, there is a text input field for 'Please provide a reason why your company does not have this insurance cover...'. An 'Additional Notes' field is also present. At the bottom, there are three buttons: 'Back', 'Save Now & Submit Later', and 'Save & Next question'. A note at the bottom right states: 'The questionnaire can be left and returned to at any time prior to completion.'

### 3) Public Liability Insurance

This is a compulsory requirement. Click to check - [UCL Insurance requirements](#).

Click on 'Yes' and then click on '+ Add Public Liability Insurance' to enter the details:

The screenshot shows the 'Contractor Health and Safety Questionnaire' interface. The question 'Do you have Public Liability Insurance?' has the 'Yes' radio button selected. Below the question, there is a '+ Add Public Liability Insurance' button. A table with columns 'Status', 'Policy number', 'Value (GBP)', 'Renewal Date', and 'Upload Relevant Documentation' is visible. Below the table, there is a 'No Credentials' label and an 'Additional Notes' text input field. At the bottom, there are three buttons: 'Back', 'Save Now & Submit Later', and 'Save & Next question'. A note at the bottom right states: 'The questionnaire can be left and returned to at any time prior to completion.'

Enter the details, upload the relevant documentation, and click on 'Save':

Public Liability Insurance

Policy number: 123456

Value (GBP): 5000000

Excess: Excess

Renewal Date: 31/03/2027

Upload Relevant Documentation

Upload complete + Add more

Blank.docx 11 KB

Back Save

The relevant documentation has been uploaded, click 'Save & Next question':

Contractor Health and Safety Questionnaire

Do you have Public Liability Insurance?  No  Yes

Public Liability Insurance + Add Public Liability Insurance

Status	Policy number	Value (GBP)	Renewal Date	Upload Relevant Documentation
Awaiting Verification	123456	5000000	31/03/2027	Download

Additional Notes

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back Save Now & Submit Later Save & Next question

## 4) Employer's Liability Insurance

This is a compulsory requirement. Click to check - [UCL Insurance requirements](#).

Click on 'Yes' and then click on '+ Add Employer's Liability Insurance' to enter your details:

Contractor Health and Safety Questionnaire

Do you have Employer's Liability Insurance?  No  Yes

Employers Liability Insurance [+ Add Employers Liability Insurance](#)

Status	Policy Number	Value (GBP)	Renewal Date	Upload Relevant Documentation
No Credentials				

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

Enter the details, upload the relevant documentation, and click on 'Save':

Employers Liability Insurance

Policy Number

Value (GBP)

Excess

Renewal Date

Upload Relevant Documentation

Upload complete [+ Add more](#)

11 KB

[Back](#) [Save](#)

The relevant documentation has been uploaded, click ‘Save & Next question’:

Contractor Health and Safety Questionnaire

Do you have Employer's Liability Insurance?  No  Yes

Employers Liability Insurance [+ Add Employers Liability Insurance](#)

Status	Policy Number	Value (GBP)	Renewal Date	Upload Relevant Documentation
Awaiting Verification	123456	500000	31/03/2027	<a href="#">Download</a>

Additional Notes

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

The questionnaire can be left and returned to at any time prior to completion.

## 5) Product Liability Insurance

This is a not compulsory requirement but will be dependent on nature of your business. Click to check - [UCL Insurance requirements](#).

### a) Yes Answer Response

Click on ‘Yes’ and then click on ‘+ Add Product Liability Insurance’ to enter your details:

Contractor Health and Safety Questionnaire

Do you have Product Liability Insurance?  No  Yes  
(If Applicable)

Product Liability [+ Add Product Liability](#)

Status	Policy Number	Value (GBP)	Renewal Date	Upload Relevant Documentation
No Credentials				

Additional Notes

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

The questionnaire can be left and returned to at any time prior to completion.

Enter the details, upload the relevant documentation, and click on 'Save':

The screenshot shows a 'Product Liability' form with the following fields: Policy Number (123456), Value (GBP) (5000000), Excess (Excess), and Renewal Date (31/03/2027). Below the form is a confirmation box titled 'Upload Relevant Documentation' with a sub-header 'Upload complete'. It features a document icon and the text 'Blank.docx 11 KB'. At the bottom of the confirmation box are 'Back' and 'Save' buttons.

The relevant documentation has been uploaded, click 'Save & Next question':

The screenshot shows the 'Contractor Health and Safety Questionnaire' with the question 'Do you have Product Liability Insurance?' and radio buttons for 'No' and 'Yes' (selected). Below this is a table of Product Liability details:

Status	Policy Number	Value (GBP)	Renewal Date	Upload Relevant Documentation
Awaiting Verification	123456	5000000	31/03/2027	Download

Additional Notes: Additional Notes

Buttons: Back, Save Now & Submit Later, Save & Next question

The questionnaire can be left and returned to at any time prior to completion.

## b) No Answer Response

Click on 'No', and then click on 'Save & Next question':

Contractor Health and Safety Questionnaire

Do you have Product Liability Insurance?  No  Yes  
(If Applicable)

Additional Notes

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back Save Now & Submit Later Save & Next question

## 6) Environmental Policy

This is a not compulsory requirement.

### a) Yes Answer Response

Click on 'Yes' and then click on '+ Environmental Policy' to enter your company's details:

Contractor Health and Safety Questionnaire

Does your company have an environmental policy?  No  Yes  
If yes, please provide an electronic copy

Environmental Policy

+ Add Environmental Policy

Status	Reference	Issued Date	Expiry Date	Upload Relevant Documentation
No Credentials				

Additional Notes

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back Save Now & Submit Later Save & Next question

Enter the details, upload the relevant documentation, and click on 'Save':

**Environmental Policy**

Reference:


Issued Date:

Expiry Date:

---

Upload Relevant Documentation

Upload complete + Add more



Blank.docx  
11 KB

The relevant documentation has been uploaded, click 'Next':

**Contractor Health and Safety Questionnaire**

Does your company have an environmental policy?  No  Yes

If yes, please provide an electronic copy

Environmental Policy + Add Environmental Policy

Status	Reference	Issued Date	Expiry Date	Upload Relevant Documentation	
Awaiting Verification	123456	03/03/2026	03/03/2027	<a href="#">Download</a>	<input type="button" value="Edit"/>

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

## b) No Answer Response

Click on 'No' and then click 'Save & Next':

Contractor Health and Safety Questionnaire

Does your company have an environmental policy?  No  Yes

If yes, please provide an electronic copy

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

## 7) ISO 14001 or Equivalent Standard

This is a not compulsory requirement.

### a) Yes Answer Response

Click on 'Yes' and then click on '+ Add ISO 14001' to enter your company's details:

Contractor Health and Safety Questionnaire

Is your company registered to ISO 14001 or equivalent standard?  No  Yes

If yes, please provide a copy of your current registration certificate

ISO 14001 [+ Add ISO 14001](#)

Status	Reference	Issued Date	Expiry Date	Upload Relevant Documentation
No Credentials				

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Save Now & Submit Later](#) [Save & Next question](#)

Enter the details, upload the relevant documentation, and click on 'Save':

**ISO 14001**

Reference:


Issued Date:

Expiry Date:

---

Upload Relevant Documentation

Upload complete + Add more



**Blank.docx**  
13 KB

The relevant documentation has been uploaded, click 'Next' to move to the next question:

**Contractor Health and Safety Questionnaire**

---

Is your company registered to ISO 14001 or equivalent standard?  No  Yes

If yes, please provide a copy of your current registration certificate

ISO 14001 + Add ISO 14001

Status	Reference	Issued Date	Expiry Date	Upload Relevant Documentation
Awaiting Verification	123456	03/03/2026	03/03/2027	<a href="#">Download</a> <input type="button" value="Edit"/>

Additional Notes:

The questionnaire can be left and returned to at any time prior to completion.

## b) No Answer Response

Click on 'No' and then click 'Save & Next question':

Contractor Health and Safety Questionnaire

Is your company registered to ISO 14001 or equivalent standard?  No  Yes

If yes, please provide a copy of your current registration certificate

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Save Now & Submit Later](#) [Save & Next question](#)

## 8) Registered Waste Carrier

This is a not compulsory requirement but will be dependent on nature of your business.

### a) Yes Answer Response

Click on 'Yes' and then click on '+ Add Waste Carrier' to enter your company's details:

Contractor Health and Safety Questionnaire

Is your company a registered waste carrier?  No  Yes

If yes, please supply registration number

Waste Carrier [+ Add Waste Carrier](#)

Status	Supply Registration Number	Upload Relevant Documentation
No Credentials		

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

Enter the details, upload the relevant documentation, and click on 'Save':

Waste Carrier

Supply Registration Number: 123456

Upload Relevant Documentation: Upload complete + Add more

Blank.docx 13 KB

Back Save

The relevant documentation has been uploaded, click 'Save & Next question':

Contractor Health and Safety Questionnaire

Is your company a registered waste carrier?  No  Yes

If yes, please supply registration number

Waste Carrier + Add Waste Carrier

Status	Supply Registration Number	Upload Relevant Documentation
Awaiting Verification	123456	Download

Additional Notes: Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back Save Now & Submit Later Save & Next question

## b) No Answer Response

Click on 'No' and then click 'Save & Next question':

Contractor Health and Safety Questionnaire

Is your company a registered waste carrier?  No  Yes

If yes, please supply registration number

Additional Notes

Back

Save Now & Submit Later

Save & Next question

The questionnaire can be left and returned to at any time prior to completion.

## 9) Health & Safety Policy

This is compulsory for any company with 5 or more employees – refer to [HSE guidance](#).

Click on 'Yes' and then click on '+ Add Health & Safety Policy' to enter your company's details:

Contractor Health and Safety Questionnaire

Does your company have a Health & Safety policy?  No  Yes

If yes, please provide an electronic copy

Health & Safety Policy

+ Add Health & Safety Policy

Status	Reference	Issued Date	Expiry Date	Upload Relevant Documentation
No Credentials				

Additional Notes

Back

Save Now & Submit Later

Save & Next question

The questionnaire can be left and returned to at any time prior to completion.

Enter the details, upload the relevant documentation, and click on 'Save':

Health & Safety Policy

Reference: 123456

Issued Date: 03/03/2026

Expiry Date: 03/03/2027

Upload Relevant Documentation

Upload complete

Blank.docx  
11 KB

Back Save

The relevant documentation has been uploaded, click 'Next' to move to the next question:

Contractor Health and Safety Questionnaire

Does your company have a Health & Safety policy?  No  Yes

If yes, please provide an electronic copy

Health & Safety Policy [+ Add Health & Safety Policy](#)

Status	Reference	Issued Date	Expiry Date	Upload Relevant Documentation
Awaiting Verification	123456	03/03/2026	03/03/2027	<a href="#">Download</a>

Additional Notes

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back [Save Now & Submit Later](#) [Save & Next question](#)

## 10) ISO 45001 or Equivalent Standard

This is not compulsory.

### a) Yes Answer Response

Click on 'Yes' and then click on '+ Add ISO 45001' to enter your company's details:

Contractor Health and Safety Questionnaire

Is your company registered to ISO 45001 or equivalent standard?  No  Yes

If yes, please provide a copy of your current registration certificate

ISO 45001 **+ Add ISO 45001**

Status	Reference	Issued Date	Expiry Date	Upload Relevant Documentation
No Credentials				

Additional Notes

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back Save Now & Submit Later Save & Next question

Enter the details, upload the relevant documentation, and click on 'Save':

ISO 45001

Reference: 123456

Issued Date: 03/03/2025

Expiry Date: 03/03/2027

Upload Relevant Documentation

Upload complete + Add more

Blank.docx 11 KB

Back Save

The relevant documentation has been uploaded, click ‘Save & Next question’:

Contractor Health and Safety Questionnaire

Is your company registered to ISO 45001 or equivalent standard?  No  Yes

If yes, please provide a copy of your current registration certificate

ISO 45001 [+ Add ISO 45001](#)

Status	Reference	Issued Date	Expiry Date	Upload Relevant Documentation
Awaiting Verification	123456	03/03/2026	03/03/2027	<a href="#">Download</a>

[Edit](#)

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

## b) No Answer Response

Click on ‘No’ and then click ‘Save & Next question’:

Contractor Health and Safety Questionnaire

Is your company registered to ISO 45001 or equivalent standard?  No  Yes

If yes, please provide a copy of your current registration certificate

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

## 11) Health and Safety Assessment Scheme

This is not compulsory.

### a) Yes Answer Response

Click on 'Yes', enter the details, and click 'Save & Next question':

The screenshot shows the 'Contractor Health and Safety Questionnaire' interface. At the top, there is a progress bar. Below it, the question is: 'Are you a member of a Health and Safety Assessment Scheme? CHAS, Safe Contractor, NHBC Safemark'. The 'Yes' radio button is selected and highlighted with a purple box. Below the question, there is a text input field labeled 'Please provide details' containing the text 'Safe Contractor', also highlighted with a purple box. Below that is an 'Additional Notes' text area. At the bottom, there are three buttons: 'Back', 'Save Now & Submit Later', and 'Save & Next question', with the latter highlighted in purple. A note at the bottom right states: 'The questionnaire can be left and returned to at any time prior to completion.'

### b) No Answer Response

Click on 'No' and then click 'Save & Next question':

The screenshot shows the 'Contractor Health and Safety Questionnaire' interface. At the top, there is a progress bar. Below it, the question is: 'Are you a member of a Health and Safety Assessment Scheme? CHAS, Safe Contractor, NHBC Safemark'. The 'No' radio button is selected and highlighted with a purple box. Below the question, there is a text input field labeled 'Please provide details' which is empty. Below that is an 'Additional Notes' text area. At the bottom, there are three buttons: 'Back', 'Save Now & Submit Later', and 'Save & Next question', with the latter highlighted in purple. A note at the bottom right states: 'The questionnaire can be left and returned to at any time prior to completion.'

## 12) Employees trained and routinely assessed

This is compulsory.

Click on 'Yes' and then click on '+ Add Training Matrix' to enter your company's details:

The screenshot shows a web form titled "Contractor Health and Safety Questionnaire". At the top, there is a progress bar. The main question is "Are your employees trained and routinely assessed in the tasks / work that they would be undertaking for our organisation?". There are two radio buttons: "No" and "Yes". The "Yes" button is selected and highlighted with a purple box. Below the question, there is a "Training Matrix" section with a "+ Add Training Matrix" button highlighted in purple. Underneath, there are fields for "Status" and "Upload Relevant Documentation". Below that, it says "No Credentials". There is also an "Additional Notes" text area. At the bottom right, there is a note: "The questionnaire can be left and returned to at any time prior to completion." At the bottom left is a "Back" button, and at the bottom right are two buttons: "Save Now & Submit Later" and "Save & Next question".

Upload the relevant documentation, and click on 'Save':

The screenshot shows the "Training Matrix" upload screen. The title is "Training Matrix" and the subtitle is "Upload Relevant Documentation". There is a "+ Add more" link. The main area shows a document icon with a green checkmark in the top right corner, indicating successful upload. Below the icon, it says "Blank.docx" and "11 KB". At the bottom left, there are "Back" and "Save" buttons. The "Save" button is highlighted with a purple box.

The relevant documentation has been uploaded, click ‘Save & Next question’:

Contractor Health and Safety Questionnaire

Are your employees trained and routinely assessed in the tasks / work that they would be undertaking for our organisation?  No  Yes

Training Matrix [+ Add Training Matrix](#)

Status	Upload Relevant Documentation
Awaiting Verification	<a href="#">Download</a>

[Edit](#)

Additional Notes

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

### 13) Overall responsibility for Health, Safety & Environmental Compliance

This is compulsory, name and job title must be included.

Enter your details, and click ‘Save & Next question’:

Contractor Health and Safety Questionnaire

Who in your company has overall responsibility for health, safety and environmental compliance? Please provide their full name (first name and surname) and job title.

John Smith - Director

Additional Notes

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

## 14) Trade Association/Professional Body Membership

This is not compulsory.

### a) Yes Answer Response

Click on 'Yes', enter the details, and click 'Save & Next question':

The screenshot shows the 'Contractor Health and Safety Questionnaire' interface. At the top, there is a progress bar. The question is 'Is your company a member of a trade association or professional body?'. The 'Yes' radio button is selected and highlighted with a purple box. Below the question, there is a text input field labeled 'Please provide details' containing the word 'Detail', also highlighted with a purple box. Below that is an 'Additional Notes' text area. At the bottom, there are three buttons: 'Back', 'Save Now & Submit Later', and 'Save & Next question', with the last one highlighted in purple. A note at the bottom right states: 'The questionnaire can be left and returned to at any time prior to completion.'

### b) No Answer Response

Click on 'No' and then click 'Save & Next question':

The screenshot shows the 'Contractor Health and Safety Questionnaire' interface. At the top, there is a progress bar. The question is 'Is your company a member of a trade association or professional body?'. The 'No' radio button is selected and highlighted with a purple box. Below the question, there is a text input field labeled 'Please provide details' which is empty. Below that is an 'Additional Notes' text area. At the bottom, there are three buttons: 'Back', 'Save Now & Submit Later', and 'Save & Next question', with the last one highlighted in purple. A note at the bottom right states: 'The questionnaire can be left and returned to at any time prior to completion.'

## 15) Generic RAMs

This is compulsory.

Click on 'Yes' and then click on '+ Add Risk Assessment and Method Statements':

The screenshot shows a web form titled "Contractor Health and Safety Questionnaire". At the top, there is a progress bar. Below it, a text prompt asks the user to provide generic risk assessments and method statements. A button labeled "+ Add Risk Assessment and Method Statements" is highlighted with a purple box. Below this button, there are fields for "Status" and "Upload Relevant Documentation". A "No Credentials" message is displayed. An "Additional Notes" text area is also present. At the bottom, there are three buttons: "Back", "Save Now & Submit Later", and "Save & Next question". A note at the bottom right states: "The questionnaire can be left and returned to at any time prior to completion."

Upload the relevant documentation, and click on 'Save':

The screenshot shows the "Risk Assessment and Method Statements" upload interface. It features a "Upload Relevant Documentation" section with a "Upload complete" status and a green checkmark. A document icon is shown with the filename "Blank.docx" and a size of "13 KB". A "+ Add more" link is visible in the top right. At the bottom, there are "Back" and "Save" buttons, with the "Save" button highlighted by a purple box.

The relevant documentation has been uploaded, click 'Save & Next question':

Contractor Health and Safety Questionnaire

Please provide a copy of generic risk assessments and method statements for the types of work you will be completing for UCL

Risk Assessment and Method Statements

[+ Add Risk Assessment and Method Statements](#)

Status	Upload Relevant Documentation
Awaiting Verification	<a href="#">Download</a>

[Edit](#)

Additional Notes

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

[Back](#) [Save Now & Submit Later](#) [Save & Next question](#)

## 16) Electrical Works

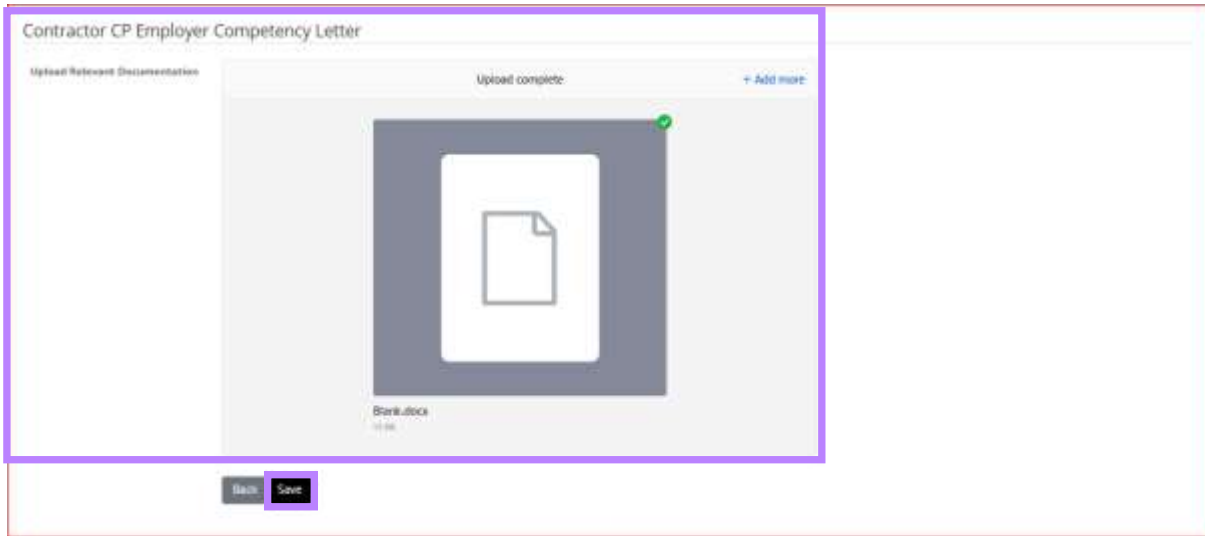
### a) Yes Answer Response

The contractor downloads the attachment and then transfers the information to their company letterhead and complete 1 copy for each operative who will be working at UCL. This includes a copy of the ECS card (front and back) as minimum evidence of competency.

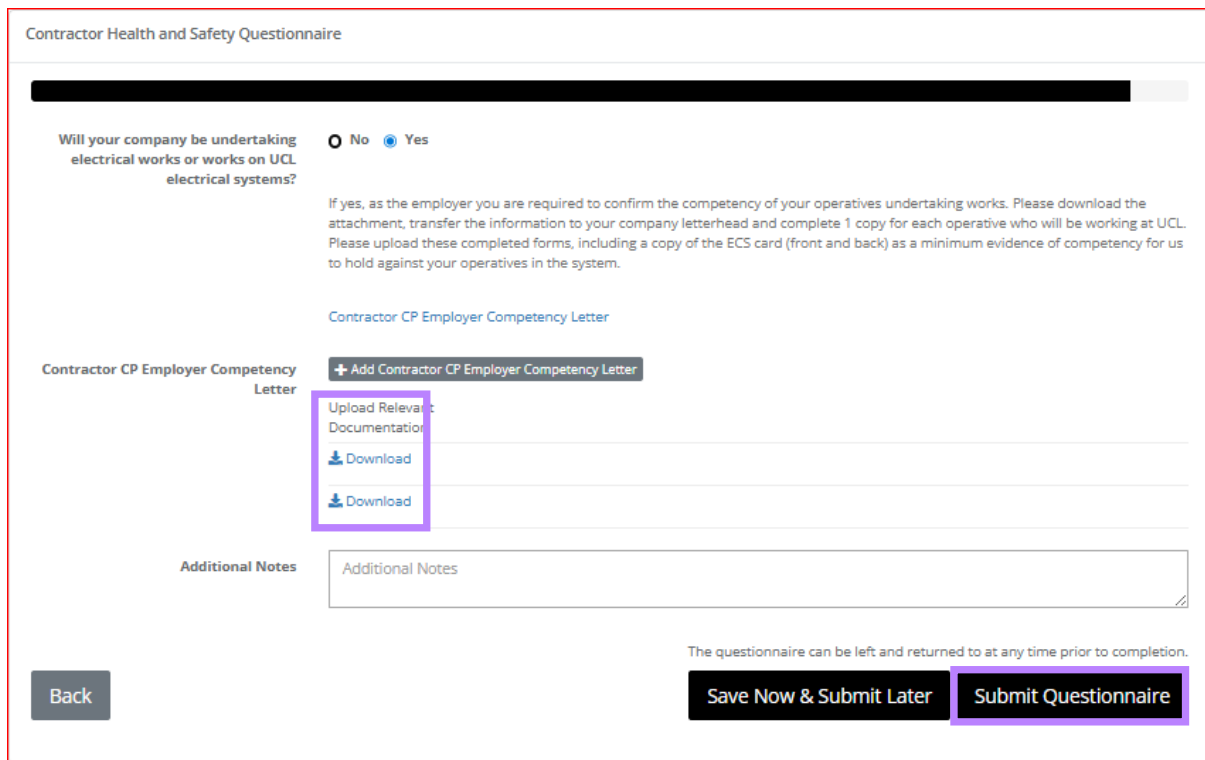
Click on '+ Add Contractor CP Competency Letter' to upload these completed forms:

The screenshot shows a web form titled "Contractor Health and Safety Questionnaire". At the top, there is a redacted black bar. The first question is "Will your company be undertaking electrical works or works on UCL electrical systems?". It has two radio button options: "No" and "Yes". The "Yes" option is selected and highlighted with a purple box. Below the question, there is a paragraph of instructions: "If yes, as the employer you are required to confirm the competency of your operatives undertaking works. Please download the attachment, transfer the information to your company letterhead and complete 1 copy for each operative who will be working at UCL. Please upload these completed forms, including a copy of the ECS card (front and back) as a minimum evidence of competency for us to hold against your operatives in the system." Below this text, there is a label "Contractor CP Employer Competency Letter" with a purple box around it. Underneath is a button "+ Add Contractor CP Employer Competency Letter" also with a purple box. Below the button are two options: "Upload Relevant Documentation" and "No Credentials". At the bottom of the form is a text area labeled "Additional Notes". At the very bottom, there are three buttons: "Back", "Save Now & Submit Later", and "Submit Questionnaire". A small note at the bottom right says "The questionnaire can be left and returned to at any time prior to completion."

Upload the relevant documentation, and click on 'Save':



The relevant documentation has been uploaded, click 'Submit Questionnaire':



## b) No Answer Response

Click on 'No' and click 'Submit Questionnaire':

Contractor Health and Safety Questionnaire

Will your company be undertaking electrical works or works on UCL electrical systems?  No  Yes

If yes, as the employer you are required to confirm the competency of your operatives undertaking works. Please download the attachment, transfer the information to your company letterhead and complete 1 copy for each operative who will be working at UCL. Please upload these completed forms, including a copy of the ECS card (front and back) as a minimum evidence of competency for us to hold against your operatives in the system.

Contractor CP Employer Competency Letter

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back Save Now & Submit Later **Submit Questionnaire**

## Save Now & Submit Later

The H&S questionnaire can be left and returned to at any time prior to completion, click on 'Save Now & Submit Later' on any of the questions:

Contractor Health and Safety Questionnaire

Will your company be undertaking electrical works or works on UCL electrical systems?  No  Yes

If yes, as the employer you are required to confirm the competency of your operatives undertaking works. Please download the attachment, transfer the information to your company letterhead and complete 1 copy for each operative who will be working at UCL. Please upload these completed forms, including a copy of the ECS card (front and back) as a minimum evidence of competency for us to hold against your operatives in the system.

Contractor CP Employer Competency Letter

Additional Notes

The questionnaire can be left and returned to at any time prior to completion.

Back **Save Now & Submit Later** Submit Questionnaire

Click on 'Complete Questionnaire' within the link in the original email to complete the H&S questionnaire:

**Hi Test Company,**

UCL requires you to complete the mandatory Contractor Health and Safety Questionnaire as part of UCL's authority to work process and undertake work on any UCL site.

The questionnaire can be left and returned to at any time prior to submission using the link in this email and should not take more than 20 minutes to complete. You are required to upload some company documentation as part of this process for UCL verification.

**Your input is very important to us and will be kept strictly confidential in line with UCL's Privacy Notice.**

**Failure to complete the questionnaire will result in a delay to your UCL access and ability to undertake works.**

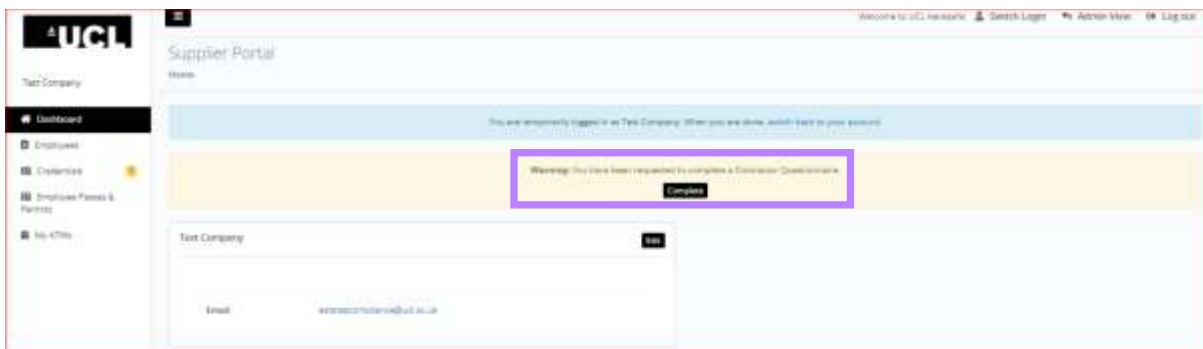
If you have any questions please contact your host manager in the first instance or the UCL helpdesk - [efdservices@ucl.ac.uk](mailto:efdservices@ucl.ac.uk) / [020 7679 0000](tel:02076790000) / UCL ext 30000.

**Complete Questionnaire**

Raw link: <https://ucl.heresafe.app/emails/OLMQjN/questionnaire>

Or

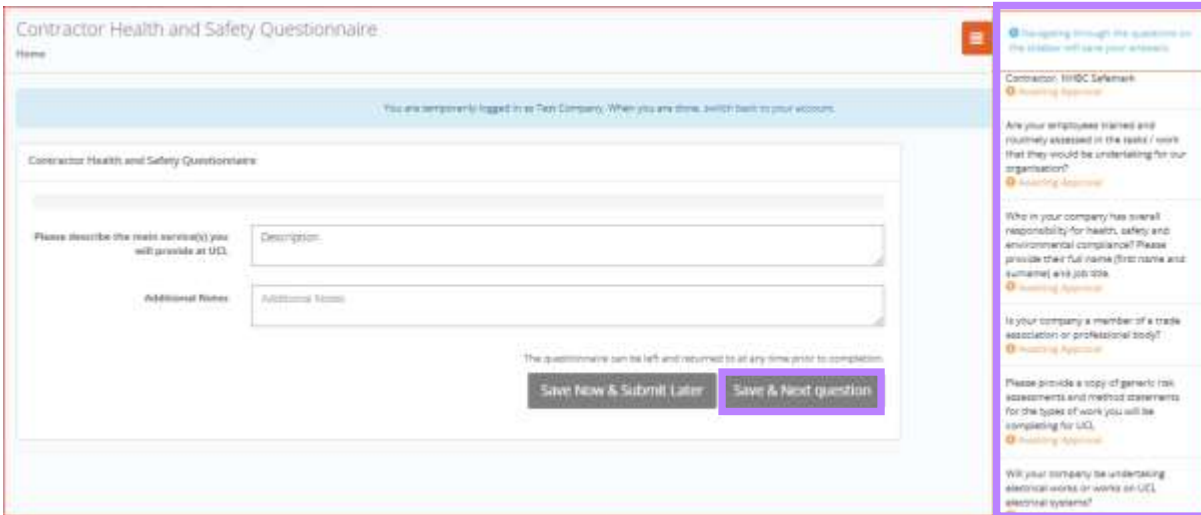
Log in under the 'Company View' and click on 'Complete' to finish and submit the H&S questionnaire for approval:



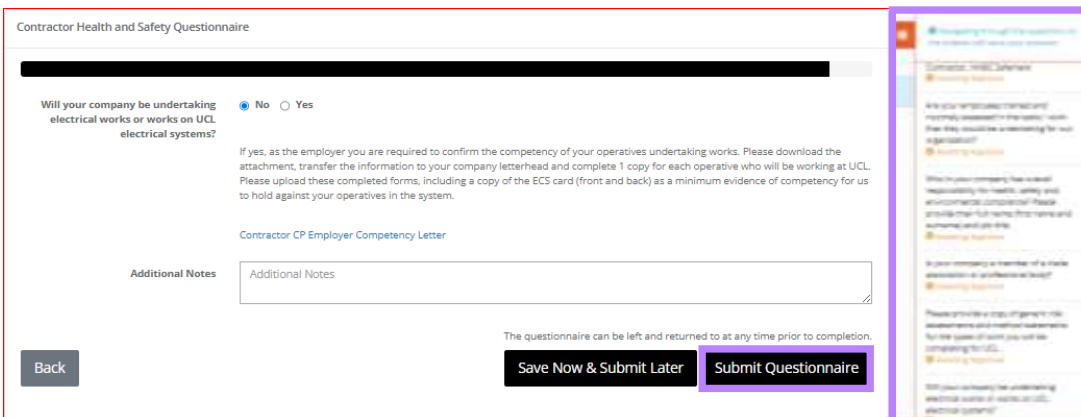
Then click on 'Next':



Scroll and click on any outstanding questions identified on the navigation bar (on the right-hand side), and click 'Save & Next question' until all the outstanding questions are completed:

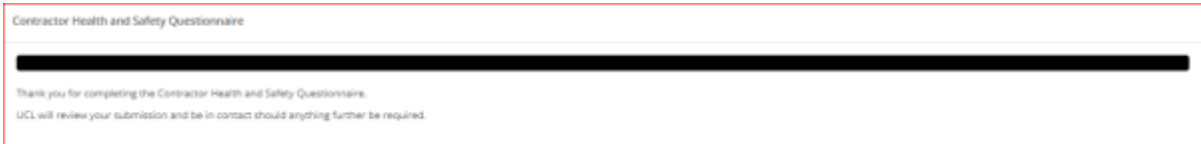


Scroll and click on the last questions on the navigation bar (on the right-hand side), and click 'Submit questionnaire':



## Approval and Queries

The UCL Compliance & Performance Team shall review the information provided and accept or reject the questionnaire:



If information is missing or incorrect the questionnaire will be rejected, with detail supplied as to why for amendment and re-submission. Click on ‘Complete Questionnaire’ within the link in the email to complete the H&S questionnaire:

**Hi Test Company,**

UCL requires some further input for the mandatory Contractor Health and Safety Questionnaire you submitted previously.

Please access the system and make the required adjustments.

**Failure to complete the questionnaire will result in a delay to your UCL access and ability to undertake works.**

If you have any questions, please contact your UCL Host Manager (e.g. Project Manager, Service Manager etc.) in the first instance or the Compliance and Performance Team - [estatescompliance@ucl.ac.uk](mailto:estatescompliance@ucl.ac.uk).

**Complete Questionnaire**

Or

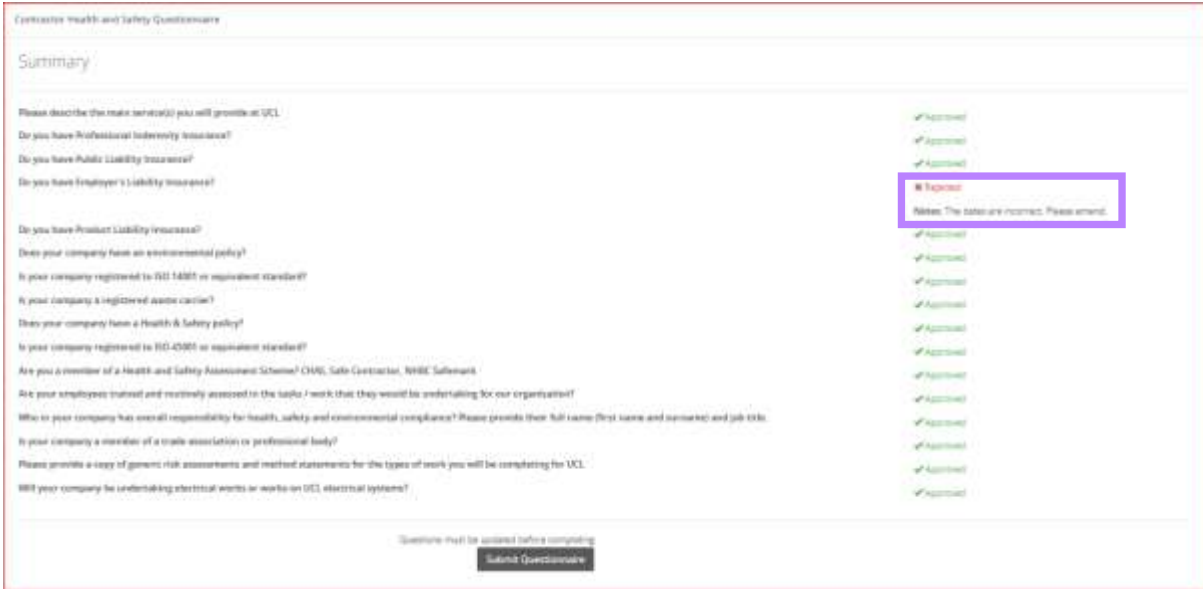
Log in under the ‘Company View’ and click on ‘Amend’ to finish and submit the H&S questionnaire for approval:



Then click on ‘Next’:



This will display a summary of the submitted questionnaire. Click on 'Rejected' to see why it has been rejected:



Contractor Health and Safety Questionnaire

Summary

Please describe the main contract(s) you will provide at UCL ✔ Approved

Do you have Professional Indemnity Insurance? ✔ Approved

Do you have Public Liability Insurance? ✔ Approved

Do you have Employer's Liability Insurance? ✘ Rejected  
 Notes: The dates are incorrect. Please amend.

Do you have Product Liability Insurance? ✔ Approved

Does your company have an environmental policy? ✔ Approved

Is your company registered to ISO 14001 or equivalent standard? ✔ Approved

Is your company a registered waste carrier? ✔ Approved

Does your company have a Health & Safety policy? ✔ Approved

Is your company registered to ISO 45001 or equivalent standard? ✔ Approved

Are you a member of a Health and Safety Assessment Scheme? CHAS, Safe Contractor, NICE SafeMark ✔ Approved

Are your employees trained and routinely assessed to the tasks / work that they would be undertaking for our organisation? ✔ Approved

Who in your company has overall responsibility for health, safety and environmental compliance? Please provide their full name (first name and surname) and job title. ✔ Approved

Is your company a member of a trade association or professional body? ✔ Approved

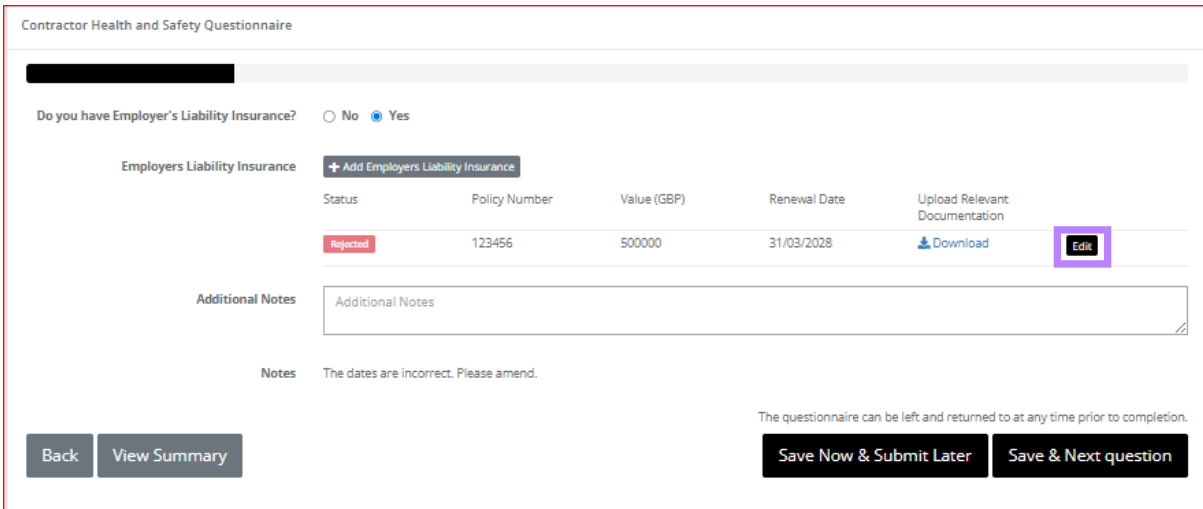
Please provide a copy of generic risk assessments and method statements for the types of work you will be completing for UCL. ✔ Approved

Will your company be undertaking electrical works or works on OES, electrical systems? ✔ Approved

Questions must be answered before completing

Submit Questionnaire

Click on 'Edit':



Contractor Health and Safety Questionnaire

Do you have Employer's Liability Insurance?  No  Yes

Employers Liability Insurance [+ Add Employers Liability Insurance](#)

Status	Policy Number	Value (GBP)	Renewal Date	Upload Relevant Documentation
Rejected	123456	500000	31/03/2028	Download

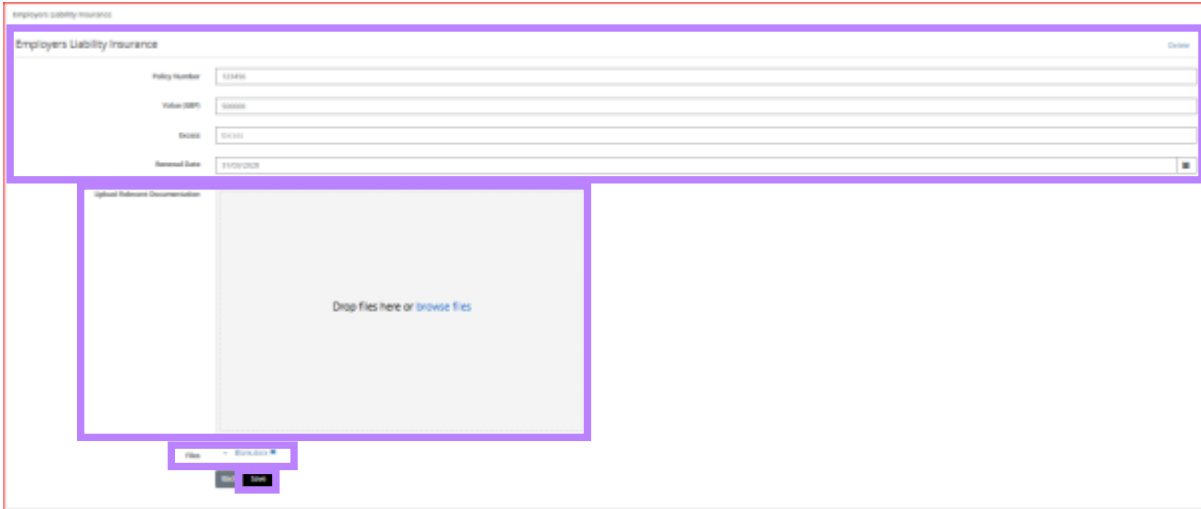
Additional Notes

Notes The dates are incorrect. Please amend.

The questionnaire can be left and returned to at any time prior to completion.

Back View Summary Save Now & Submit Later Save & Next question

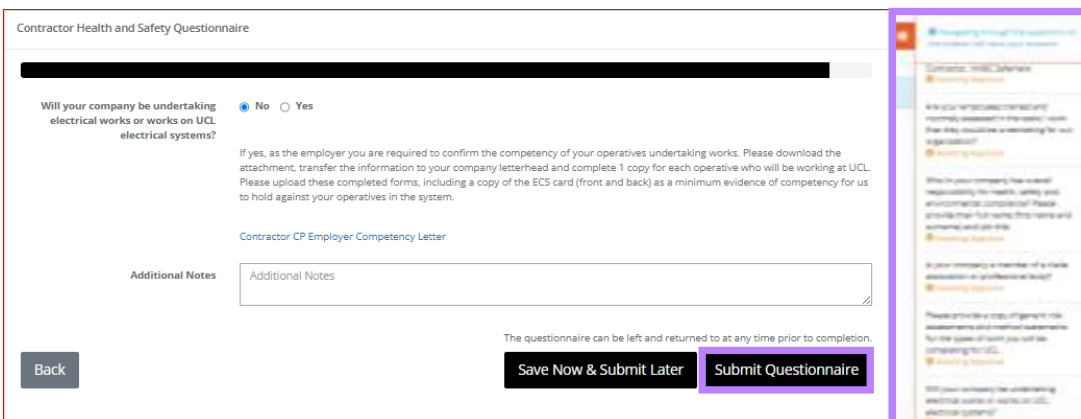
Update the relevant documentation (including the uploading of new documentation and the deletion of original document uploaded) as per the rejection note, and then click on ‘Save’:



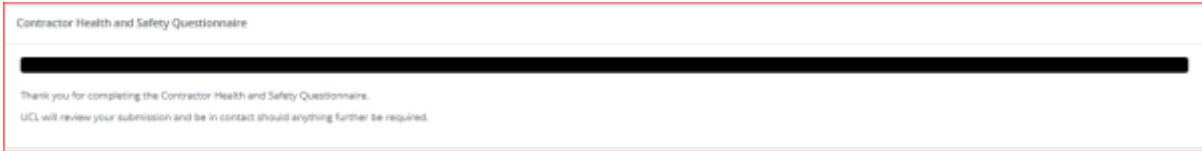
The relevant changes will be made, click on ‘Save & Next Question’:



Scroll and click on the last questions on the navigation bar (on the right-hand side), and click ‘Submit questionnaire’:



The UCL Compliance & Performance Team shall review the information provided and accept or reject the questionnaire:



Once the UCL Compliance & Performance Team have approved the H&S questionnaire, an email notification will be received to confirm that it has been approved:

