



COMPASS DIRECT QUESTIONNAIRE

To enable us to provide you with a bespoke Health & Safety Policy, please provide as much information below as possible. Send this and a cheque payable to **Compass Management Solutions Limited** to **8 MARKET PLACE, ADLINGTON, CHORLEY, LANCASHIRE PR7 4EZ**. Your documents will be developed and forwarded to you within 7 days of clearance of payment on a CDM-Rom in an editable version of MS Word. Please indicate if a hard copy of the documents is required.

Name of Business:

Main Office Address:

Other business addresses:

Type of Business:

Description of Business Activities:

Location of fire assembly point(s): please indicate if at different premises

Location of first aid equipment: please indicate if at different premises

Location of accident book(s): please indicate if at different premises

Job titles of employees :

(most senior on the top) – please also provide names for senior staff at Manager level and above.

There are sections within the policy that will be included automatically (for example accident reporting, smoking at work). The following items will only be included if you indicate it is applicable to your activities.

Health & Safety Arrangements are required for: (please tick where appropriate)

- Noise at Work
- Vibration at Work
- Working at Height
- Working from Stepladders
- Working from Ladders
- Lone Working
- Violence and Harassment
- Working with Hazardous Substances
- Working with Biohazards (please list)
- Working with Asbestos
- Working with Electricity
- Display Screen Equipment (computer work)
- Company Vehicles and Mobile Phones
- Confined Spaces
- Working on Roofs
- Power Tools (please list)
- Plant & Equipment (please list)
- Working as Construction Contractor
- Working as a Construction Main Contractor
- Other – please give details:

Additional information you feel needs to be considered when developing your H&S Policy:

Included on your CD Rom will be:

- A bespoke health & safety policy
- Sample risk assessments
- The following blank forms:
 - Induction record form
 - COSHH assessment
 - Risk assessment
 - Accident report form
 - Display Screen Equipment (DSE) Assessment
 - Method statement
 - Generic Permit to Work

Costs	
<input type="checkbox"/> CD-Rom only (£295 + vat)	£339.25
<input type="checkbox"/> CD-Rom and hard copy (£315 + vat)	£362.25