

SITE SURVEY REPORT

Subcontractor Prequalification

Prepared for	Cotham Yard Homes LLP
Date	26 Oct 2026
Site	Cotham Yard, Bristol
Prepared by	H. Marchetti

FORM

Subcontractor Prequalification

1. Subcontractor, trade and scope

Project	Cotham Yard, Bristol: subcontractor prequalification (completed example)
Project or site address	Cotham Yard, 40 Wexcombe Lane, Bristol BS6 9QX
Client or project	Cotham Yard Homes LLP
Location (GPS)	51.4689, -2.5952
Prequalification date	26 Oct 2026
Assessed by	H. Marchetti, commercial manager
Your company (main contractor)	Avonmere Construction Ltd
Where is the work?	United Kingdom
Subcontractor legal name	Kestrel Groundworks Ltd
Trading name, if different	Kestrel Civils
Company registration number	EXAMPLE-0001234
Tax or VAT reference	VAT EXAMPLE-01
Registered address	Unit 7, Ferncombe Trading Estate, Bristol
Contact name and role	D. Pryce, contracts director
Email	d.pryce@example.com
Years trading	14
Direct employees	22
Trade	Groundworks and civils
Scope of work for this appointment	Foundations, below-ground drainage, service trenches, roads and footpaths for 12 houses.
Estimated value of the work	486000
Will they subcontract any of it?	Yes
What, and to whom	Kerbing and surfacing to Hartcliffe Surfacing Ltd.

On UK projects, whoever appoints a contractor must take reasonable steps to satisfy themselves that the contractor has the skills, knowledge and experience and, as an organisation, the organisational capability to do the work safely (Construction (Design and Management) Regulations 2015 reg 8(1) and (3)). This form is one way to record those steps. It does not decide what is reasonable.

2. Insurance

Policies 1: Employers' liability

Type of cover	Employers' liability
Insurer	Example Mutual Insurance
Policy number	EL-EXAMPLE-01
Limit of cover	10000000
Limit you require for this work	10000000
Expiry date	28 Feb 2027
Days to expiry	125
Expiry	In date
Against your requirement	Meets it
Confirmed with the insurer or broker?	Yes

Policies 2: Public liability

Type of cover	Public liability
Insurer	Example Mutual Insurance
Policy number	PL-EXAMPLE-01
Limit of cover	10000000
Limit you require for this work	10000000
Expiry date	13 Nov 2026
Days to expiry	18
Expiry	Expires within 30 days
Against your requirement	Meets it
Confirmed with the insurer or broker?	Yes

Policies 3: Contractors' all risks

Type of cover	Contractors' all risks
Insurer	Example Underwriting plc
Policy number	CAR-EXAMPLE-01
Limit of cover	250000
Limit you require for this work	500000
Expiry date	15 Mar 2027
Days to expiry	140
Expiry	In date
Against your requirement	Below it
Confirmed with the insurer or broker?	No
Policies listed	3
Expired	0
Expiring within 30 days	1
Below your required limit	1

Some cover expires within 30 days. Ask for the renewal certificate before that date.

In Great Britain, employers must insure against liability for injury or disease to their employees (Employers' Liability (Compulsory Insurance) Act 1969 s.1), for at least GBP 5 million for any one occurrence (Employers' Liability (Compulsory Insurance) Regulations 1998 reg 3), unless the Act exempts them.

3. Licences, registrations and accreditations

Licences and registrations 1: Waste carrier registration

Licence, registration or scheme	Waste carrier registration
Number	CBDU-EXAMPLE-01
Issued by	Environment Agency
Expiry date	30 Jun 2027
How it was checked	Checked on the official online register
Date looked up	26 Oct 2026

Licences and registrations 2: CSCS cards, 6 operatives

Licence, registration or scheme	CSCS cards, 6 operatives
Number	Card numbers on the gang list
Issued by	CSCS
How it was checked	Original document seen

Licences and registrations 3: Plant operator cards, excavator and dumper drivers

Licence, registration or scheme	Plant operator cards, excavator and dumper drivers
Number	3 cards
Issued by	Card scheme as shown
How it was checked	Copy received, not checked
Listed	3
Not checked against the issuer	1
Expired	0

4. Health and safety

Health and safety policy	Satisfactory
Risk assessments and method statements for this scope	Satisfactory
Training and competence records for the people who will do the work	Satisfactory
Supervision: who will run their work on site, and their experience	Satisfactory
Accident and incident reporting and investigation	Satisfactory
Plant, tools and access equipment inspection records	Satisfactory
Health surveillance and occupational health arrangements, where the work needs them	Not provided
What needs doing, or why not checked	No health surveillance records sent for hand-arm vibration, and breakers are used most days. Asked for their arrangements.
Any enforcement action, prosecution or citation in the period you ask about?	No

Incident and enforcement figures are common prequalification questions, not legal tests. Ask for incidents reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Safety statistics by year 1: 2023

Year	2023
Hours worked	41200
Incidents reported under RIDDOR	0
Enforcement notices received	0

Safety statistics by year 2: 2024

Year	2024
Hours worked	44800
Incidents reported under RIDDOR	1
Enforcement notices received	0
What happened and what changed	Operative broke a wrist stepping off a dumper. Three-point contact briefing and step checks added to plant inspections.

Safety statistics by year 3: 2025

Year	2025
Hours worked	46100
Incidents reported under RIDDOR	0
Enforcement notices received	0
Not satisfactory	0
Not provided	1

5. Quality and environment

Quality procedure: how they check their own work before handing it over	Satisfactory
Inspection and test records from a recent job	Satisfactory
How they deal with defects and call-backs	Satisfactory
Certified management systems, if any	ISO 9001, certificate EXAMPLE-QMS-01, expires March 2028
Environmental policy or arrangements	Satisfactory

Waste handling for this scope: segregation, carrier, records	Satisfactory
Pollution and spill controls (fuel, concrete washout, silt)	Not satisfactory
What needs doing, or why not checked	No spill kits listed for the excavators and dumpers. They will put one on each machine.
Not satisfactory	1
Not provided	0

6. References

References 1: Northvale Homes

Client or main contractor	Northvale Homes
Contact	S. Whitlock, site manager
Project and work done	28 houses, Keynsham: drainage, roads and plots
Value of their work	720000
Finished	29 May 2026
Reference	Positive
What they said	Good drainage, passed every test first time. Slow with paperwork at the end.

Photos of their work, if you visited



References 2: Brook Lane Developments

Client or main contractor	Brook Lane Developments
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Contact	A. Faraday, contracts manager
Project and work done	Care home extension, Portishead: foundations and drainage
Value of their work	310000
Finished	14 Nov 2025
Reference	Positive
What they said	Tidy site and good supervisor. Would use again.

Photos of their work, if you visited

References	2
Positive	2
Negative	0

7. Financial

Turnover, last financial year	3850000
Turnover, year before	3420000
This work as a share of last year's turnover (%)	12.6
Accounts seen?	Yes
Year end of the accounts seen	31 March 2026
Credit check done?	Yes
Result, as the credit report states it	Low risk, as stated in the credit agency report
Notes	No court judgments shown. Payment terms 30 days as our subcontract.

8. Score

Score each section from 1 (poor) to 5 (very good) and give each a weight that reflects what matters for this work, for example 3 for health and safety and 1 for environmental. A section you do not score is left out of the overall score. Set your own pass marks. The score is your way of comparing subcontractors; it is not a legal test and does not show that a subcontractor is competent or compliant.

Insurance	3
Weight	2
Licences and registrations	4
Weight	1
Health and safety	3
Weight	3
Quality	4
Weight	1
Environmental	3
Weight	1
References	5
Weight	2
Financial	4
Weight	1
Overall weighted score (%)	73
Your pass mark (%)	75
Your mark for approval with conditions (%)	60
Against your marks	Between your two marks

9. Decision, conditions and sign-off

Gaps found	4
Result	Gaps to close before appointment

Actions 1: Send the public liability renewal certificate.

Action	Send the public liability renewal certificate.
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Priority	Before starting on site
Who will do it	D. Pryce, Kestrel Groundworks
Due by	6 Nov 2026
Status	Open

Actions 2: Raise contractors' all risks cover to the 500,000 we require, and send the certificate.

Action	Raise contractors' all risks cover to the 500,000 we require, and send the certificate.
Priority	Before appointment
Who will do it	D. Pryce, Kestrel Groundworks
Due by	2 Nov 2026
Status	Open

Actions 3: Check the 3 plant operator cards with the card scheme.

Action	Check the 3 plant operator cards with the card scheme.
Priority	Before starting on site
Who will do it	H. Marchetti
Due by	30 Oct 2026
Status	In progress

Actions 4: Send health surveillance arrangements for vibration and fit a spill kit to each machine.

Action	Send health surveillance arrangements for vibration and fit a spill kit to each machine.
Priority	Before starting on site
Who will do it	D. Pryce, Kestrel Groundworks
Due by	6 Nov 2026
Status	Open
Actions still open	4
Decision	Approved with conditions
Review date	26 Apr 2027
Approved for which trades and scope	Groundworks, drainage and external works at Cotham Yard

Up to what value of work 500000

Conditions Appointment once the all risks cover is raised. No start on site until the public liability renewal, plant card checks, vibration health surveillance and spill kits are in place.

The decision is yours. The score and counts help you compare subcontractors; they are not a legal test.

Summary for the file Strong references and safety record. Score 73%, between our two marks. Approved with conditions for the Cotham Yard groundworks package up to 500,000.

Assessor name H. Marchetti

Assessor signature

H. Marchetti

Approved by name J. Talbot, operations director

Approved by signature

J. Talbot
