

P&H Online Risk Assessment

No.	Question	Document attachment required
1	Company Number (Business Registration Number)	NO
2	Country where the company is registered	NO
3	Job Title of person completing this questionnaire	NO
4	Quality contact name, email and telephone number	NO
5	Health & Safety contact name, email and telephone number	NO
6	Environmental contact name, email and telephone number	NO
7	Packaging contact name, email and telephone number	NO
8	Ethical sourcing contact name, email and telephone number	NO
9	HR/People contact name, email and telephone number	NO
10	Data Protection contact name, email and telephone number	NO
11	Who are your main contacts in our business(es)?	NO
12	Are you a new supplier to us? (Y/N)	NO
13	What is your organisation type? (select all that apply)	NO
14	What is your company website address?	NO
15	How many years has the company been trading?	NO
16	Name of Chief Executive / Managing Director?	NO
17	Which of these Business Units is the highest spend client for your business? Select one. (Or, if you are a new supplier, which business are you primarily engaged with?)	NO
18	Please confirm all regions used for the manufacture or sourcing of products or equipment supplied to us (Tier 1) (select all that apply)	NO
19	Please confirm all regions used for the manufacture or sourcing of products or equipment supplied to us (Tier 2+) (select all that apply) Please use the "Remarks" box to confirm whether your selection covers all regions back to the furthest tier of your supply chains (i.e. the raw materials), or whether your selection contains all <i>known</i> regions but you are aware there will be others if your selection has not traced all products back to the raw materials.	NO
20	Do you have Product Liability Insurance? (Mandatory) If "yes", please press "Submit" and upload a copy of the insurance document, to include, the insurer, policy number, start and end date and limit of indemnity Note we expect minimum £10m cover per claim	YES
21	Do you have Public Liability Insurance? (Mandatory) If "yes", please press "Submit" and upload a copy of the insurance document, to include, the insurer, policy number, start and end date and limit of indemnity Note we expect minimum £10m cover per claim	YES
22	Do you have Employers Liability Insurance? (Mandatory) If "yes", please press "Submit" and upload a copy of the insurance document, to include, the insurer, policy number, start and end date and limit of indemnity	YES
23	Do you have any Industry Affiliations, Trade association memberships & Accreditations? If "yes", please attach copies of certificates where relevant (for example, CHAS, SAFEContractor, RoSPA, Hire Association Europe (HAE), BVAA British Valve and Actuator Association, etc)	YES
24	Have you received any negative press in the last 12 months due to quality, safety, environmental or social issues? If yes, click "Submit" and provide details on the incident and the press releases	YES
25	Have you read and understood and do you formally agree with our Supplier Commitments and Supplier Manual which detail what we expect of our suppliers?	NO
25.1	Have you shared the Safety Commitments Driver Information Card with your drivers (and any third party haulier)?	NO
26	What branding is on the products that you sell to us (select all that apply)?	NO
27	Please select all categories that you supply to us (select all that apply)? Also, in the "Remarks" box, please confirm any other product categories that you manufacture/supply but which we do not currently purchase from you. Please attach any appropriate sales literature	NO
28	Do you have Product Recall Insurance? (Optional) If "yes", please press "Submit" and upload a copy of the insurance document, to include, the insurer, policy number, start and end date and limit of indemnity	YES

29	Do you have Professional Indemnity Insurance? If "yes", please press "Submit" and upload a copy of the insurance document, to include, the insurer, policy number, start and end date and limit of indemnity	YES
SECTION 1: ENVIRONMENTAL RESPONSIBILITY		
ENVIRONMENTAL MANAGEMENT SYSTEM		
31	Do you have an Environmental Policy? If "Yes" please press "Submit" and then upload a copy	YES
32	Do you have a documented environmental management system?	NO
32.1	If 32 = yes, is it certified by an accredited 3rd Party, whether to ISO 14001 or to your own standard? (select which applies) If yes, please click "Submit" and attach a copy of the certification	YES
32.2	If 32 = no, is certification planned/intended?	NO
33	Do you hold all relevant environmental operating permits and licences and are they valid and available for review on request?	NO
34	Are all emissions, effluents and waste from your own facilities measured to ensure they are within the legal limits?	NO
35	Have you faced prosecution or civil sanction or been served any enforcement or abatement notices for any breach of environmental legislation in the past 5 years? If yes, click "Submit" and provide details and supporting information, including any actions pending	YES
36	Has your company received any attention from environmental pressure groups? If yes, click "Submit" and provide additional information	YES
37	Do you require your suppliers to have a documented environmental management system?	NO
38	Do you check that all relevant permits and licences are in place throughout your supply chain?	NO
39	Do you check that your suppliers measure their emissions, effluents and waste to ensure they are within the legal limits?	NO
40	Has any company in your supply chain faced prosecution or civil sanction for any breach of environmental legislation in the past 3 years If yes, click "Submit" and provide details and any supporting information.	YES
TIMBER MANAGEMENT		
41	Do you supply timber, or products that contain timber?	NO
41.1	If 41 = yes, do you import any timber or products that contain timber into the EU?	NO
41.2	If 41.1 = yes, do you have a documented Due Diligence process in place?	NO
41.3	If 41 = yes, do you fully comply with the requirements of the EU Timber Regulations?	NO
41.4	If 41 = yes, Do any of the products you supply contain tropical hardwoods?	NO
41.5	If 41 = yes, Does the timber in the products you supply to us come from any of the following locations? (select all that apply)	NO
41.6	If 41 = yes, Is your business certified to FSC, PEFC, both or neither? Please attach your certificates	NO
41.7	If 41 = yes, are all timber products that you supply to our business(es) either FSC, PEFC or mix (with a minimum 70% claim) with full Chain of Custody?	NO
41.8	If 41 = yes, do all of your invoices and delivery notes to our business state your own FSC or PEFC certificate number and the % certification claim?	NO
41.9	If 41 = yes, Have you signed and returned our Timber Declaration form (add link)? Please attach the completed and signed copy	NO
NATURAL MATERIAL EXTRACTION		
42	Are any of the products that you supply natural minerals that are extracted or mined?	NO
42.1	If 42 = yes, Are you directly responsible for the extraction?	NO
42.2	If 42 = yes, do the minerals originate from any of these locations?	NO
42.3	If 42 = yes, do you undertake Environmental Impact Assessments (EIA)? If yes, please attach an example EIA	NO
42.4	If 42 = No, do you require your suppliers to provide an EIA for any natural minerals that they extract or mine?	NO
CARBON (ENERGY & FUEL)		
43	Do you formally measure and reduce energy consumption in your company? (Please provide details in the "Remarks" box, including whether you are certified to ISO50001 Energy Management System)	NO

44	Do you know the carbon footprint of your company? If yes, click "Submit" and confirm your carbon footprint (scope 1 and 2) for your most recent reporting year, including the unit of measure (i.e. tonnes of carbon).	NO
45	Do you have clear targets to reduce carbon in your operation? If yes, click "Submit" and state your targets, baseline year, target year and scope.	YES
46	Do you know and actively reduce the embodied carbon of the products you supply?	NO
47	Do you encourage your suppliers to reduce energy and carbon?	NO
WATER MANAGEMENT		
48	Do you measure how much water is used in your own operations? If Yes, Use the "Remarks" box to describe how you work to reduce the amount of water used in your company	NO
49	Do you encourage your suppliers to reduce water usage?	NO
50	Does the use of your products involve the conduit of water? If Yes, Use the "Remarks" box to describe how you innovate and promote reduced-water options (or state if not applicable)?	NO
WASTE MANAGEMENT & RECYCLING		
51	Do you measure and actively manage the amount of waste generated in your operations (reducing, reusing or recycling wherever possible)? If yes, click "Submit" and confirm the percentage of the waste produced by your company which is recycled?	YES
52	Is hazardous waste clearly identified and disposed in accordance with local regulations? Please provide details in the "Remarks" box	NO
53	Do you promote the use of recycled material in the products or equipment you supply to us? If yes, Please use the "Remarks" box to provide further detail	NO
54	Do you provide customers with suitable information to recycle the products or equipment? If yes, Please use the "Remarks" box to provide further detail	NO
55	Do you have targets for the reduction and increased recycled content of packaging for the products you purchase / supply for us? Please use the "Remarks" box to provide further detail with specific information on proposed packaging improvements for products supplied to us.	NO
56	If your products are wrapped in any form of plastic packaging, does the plastic contain a minimum of 30% recycled content? (likely to be required by law from 2022)	NO
57	Does your plastic packaging clearly identify the grade of plastic? (The resin ID code, including cellulose / biodegradable plastic)	NO
58	Have you provided our packaging compliance company with accurate information on your packaging materials and weights?	NO
59	Do you supply Travis Perkins with products that fall under the WEEE regulations? If Yes, click "Submit" and please attach a list of the relevant product codes (yours and ours, if possible) and their relevant WEEE categories and provide the name and email address of your key contact for WEEE queries.	YES
60	Do you supply Travis Perkins with batteries or products containing a battery? If "Yes" please press "Submit" and then upload an attachment with a list of the relevant product codes (yours and ours, if possible)	YES
HEALTH AND SAFETY		
61	Do you have a written health and safety policy which includes compliance within your business and throughout your supply chain? If "Yes" please press "Submit" and then upload a copy	YES
62	Do you have a documented health and safety management system?	NO
62.1	If 62 = yes, is it certified by an accredited 3rd Party, whether to ISO 45001 or to your own standard? (select which applies) If yes, please click "Submit" and attach a copy of the certification	YES
62.2	If 62 = no, is certification planned/intended?	NO
63	Who is responsible for providing competent Health and Safety advice to your organisation as defined in the Management of Health and Safety at Work Regulations (for those outside of the UK, refer to this and provide equivalent)? (Include name, qualifications and experience of the person)	NO
64	Do you have a process to risk assess work that is carried out? (if "Yes" please press "Submit" and then upload a copy one of your risk assessments as an example)	YES

65	Do you have safe systems of work? If XX = yes, Please provide copies relevant to - your loading/offloading activities at our sites - safe working with machinery - fire safety - hazardous substances control - safe distance operations for COVID control	NO
66	Do you have training records covering Health and Safety and other risk areas relevant to your business and does this include induction training?	NO
67	Do you outsource your delivery activities? If yes, Click "Submit" and describe the controls you have in place with your third party delivery provider to ensure safe deliveries to our sites?	YES
68	Is your product delivered to our sites on an open bed vehicle? If yes, does the bed of the vehicle need to be accessed by a person to offload the product?	NO
69	Do you (or your outsourced transport providers) use a vehicle mounted forklift or crane to offload your vehicle AND/OR use your own MOFFET or crane to offload?	NO
70	Please list how many injuries as defined under RIDDOR has your company experienced in the past 3 years Provide your data as follows: Fatalities: 2018, 2019, 2020 Specified Injuries: 2018, 2019, 2020 Statutory Reportable (Over 7 days) Injuries: 2018, 2019, 2020 Statutory Recordable (Over 3 days) Injuries: 2018, 2019, 2020 Dangerous Occurrences: 2018, 2019, 2020 Reportable Occupational Diseases: 2018, 2019, 2020	NO
71	Please list any enforcement action taken against your organisation by the Health and Safety Executive (HSE), Local Enforcement Authorities or the Fire and Rescue Service in the last 3 years?	NO
PEOPLE, HUMAN RIGHTS, ANTI-SLAVERY AND HUMAN TRAFFICKING		
73	Do you comply in full with all applicable legislations? (i.e. labour discrimination, representation, consultation, and remuneration and any other terms and conditions of employment)	NO
74	How many employees work in your business? (Total headcount, not Full Time Equivalent)	NO
75	Please provide a breakdown of the number of female and male workers (whole business)	NO
76	Please confirm your gender pay gap (%) (whole business) And in the "Remarks" box, state progress in the last 2 years.	NO
77	Where ethnicity information is known for your employees, please confirm the % that are white (including white ethnic minorities) and the % from all other ethnic groups.	NO
78	Are contracts of employment provided to all employees <i>If "Yes" please press "Submit" and then upload a copy of the template(s) contracts that are used</i>	YES
79	Do workers provide photographic identification during the employment process <i>Please provide a basic overview of what is included in this process in the "Remarks" box. If workers are NOT providing photographic identification, what process is used to validate the workers' "Right to Work"</i>	NO
80	Are there any employees in your company that receive less than the Local / National Minimum Wage? Please describe how you comply with minimum wage legislation Please state if you are accredited by the Living Wage Foundation	NO
81	Are you aware of any child labour in your supply chain?	NO
82	Do you use any prisons or correctional facilities for any of your products or services?	NO
83	Do you use agencies or labour providers? If "Yes" please press "Submit" and then upload a copy of the contract you have with the labour provider / agency	YES
84	Do you have clear due diligence requirements of your labour providers and agencies, and the right to audit, to ensure that there is no exploitation of the workers? If "Yes" please press "Submit" and then upload evidence.	YES
85	Do you have an Employee Handbook <i>If "Yes" please press "Submit" and then upload a copy of the Employee Handbook</i>	YES
86	<u>Do you have a non discrimination and/or equal opportunities policy, which covers the nine protected characteristics of the Equality Act 2010? If "Yes" please press "Submit" and then upload copies (if this is not already included in your employee handbook)</u> Note the policy should be dated to confirm last review https://www.equalityhumanrights.com/en/equality-act/protected-characteristics	YES

87	Do you have a Disciplinary and/or Grievance policy? If "Yes" please press "Submit" and then upload a copy of the Disciplinary Policy if this is not included in the Employee Handbook	YES
88	Do you have a Working Hours and Overtime Policy? If "Yes" please press "Submit" and then upload a copy of the Working Hours and Overtime policy if this is not included in the Employee Handbook	YES
89	Do you have a Human Rights policy and/or a Code of Conduct? If "Yes" please press "Submit" and then upload a copy	YES
90	Do you have an Anti-slavery and Human Trafficking policy? If "Yes" please press "Submit" and then upload a copy	YES
91	Is your annual turnover in the UK greater than £36M? (The threshold above which you are required to publish a Modern Slavery statement)	NO
92	Do you publish an annual statement under the UK Modern Slavery Act 2015? If "Yes" please press "Submit" and then upload a copy	YES
93	Does your company have an ethical sourcing policy (and specific supplier requirements) which covers the principles of the ETI Base Code? (including the protection of workers' rights, freedom of association, forced & bonded labour, wages, working hours, child labour, discrimination, safety and working conditions and environmental compliance) If "Yes" please press "Submit" and then upload a copy	YES
94	Do you require <i>your suppliers</i> to confirm their compliance with your ethical sourcing policy or (if no policy is in place) that they comply with human rights and modern slavery laws?	NO
95	Do you assess human rights, slavery and trafficking risk within your <i>own business</i> and <i>your supply chain</i> , including temporary, agency and contract workers, service partners and any other parties that operate on your behalf? Please describe how you do this and provide copies	NO
96	Do you undertake ethical audits at all of your <i>own manufacturing sites</i> ? e.g. Internal audits, TP Group audits, SMETA, BSCI, etc? (Please provide details in the "Remarks" box. If 'no' because not applicable as your company does not manufacture, please confirm)	NO
96.1	If 96 = Yes, How frequently are these audits undertaken?	NO
96.2	If 96 = Yes, Are the audits announced, semi-announced or unannounced?	NO
96.3	If 96 = Yes, Are the audits conducted by an independent, expert auditor?	NO
97	Have your management employees, particularly those in charge of recruitment or supply chain management, been trained to understand and mitigate the risks of human rights and anti-slavery and human trafficking?	NO
98	Is your company a member of the Ethical Trading Initiative (ETI) or any other Ethical Trading programmes? If yes, please provide details in the "Remarks" box	NO
99	Are you or any of your manufacturing sites members of the Suppliers Ethical Data Exchange (SEDEX)? If yes, please use the "Remarks" box to confirm your Sedex Membership number/ID.	NO
100	Do you require <i>your suppliers</i> to undertake ethical audits at their manufacturing sites, in line with the ETI Base Code?	NO
101	Do you have a procedure for dealing with human rights non-conformances identified within your business or your supply chain?	NO
102	Do you source any materials, products, packaging or equipment from these countries (select all that apply)?	NO
103	Can you map your supply chain for Goods for Resale back to the raw materials? We need this to comply with the Modern Slavery Act 2015 If "Yes" please press "Submit" and then upload a copy of your supply chain map, listing factory names, locations and contact details.	YES
104	Do you operate a whistleblowing line to allow workers to anonymously raise concerns?	NO
CONFLICT MINERALS		
105	Do any of your products contain the minerals Tin, Tantalum, Tungsten, Gold or Cobalt? (Select all that apply)	NO
105.1	If 105 = any minerals selected, Do you source components from countries of concern (Select all that apply)?	NO
105.2	If 105 = any minerals selected, are you ready to comply with upcoming UK Conflict Minerals regulation and conduct adequate due diligence?	NO
ANTI-BRIBERY AND CORRUPTION		

106	Do you have an Anti-Bribery & Corruption policy? If "Yes" please press "Submit" and then upload a copy	YES
107	Do you have a process for monitoring bribery and corruption?	NO
108	Do you train your employees in anti-bribery and corruption?	NO
109	Have you or has anyone within your supply chain been convicted of Bribery or Corruption offences in the past 3 years? If yes, click "Submit" and please provide details	YES
110	Do you monitor corruption levels in the countries you source from and require your suppliers to manage the risk of bribery and corruption?	NO
	COMPETITION LAW COMPLIANCE	
111	Are you aware of and do you comply with UK/EU competition laws which prohibit anti-competitive agreements?	NO
112	Have you or any company in your Group faced prosecution or civil sanction for any breach of competition law in the past 5 years? If yes, click "Submit" and please provide details	YES
	DATA PROTECTION	
113	Please confirm that you have read, understood and accepted our Data Processing Requirements?	NO
113.1	Please confirm the scope of personal information belonging to Travis Perkins Group companies that you expect to handle in the course of supplying Travis Perkins Group companies with goods and/or services by reference to the categories below: (select one) Category 1 and 2 Employee personal data only - i.e. Employee related Personal Data limited to any of the following only: name, user name, employee ID, work email, work location/address, job title, line management, phone number Category 1 and 2 Customer personal data - i.e. Customer related Personal Data limited to any of the following only: name, user name, IP address, device ID, address, email, phone number Category 3 and 4 Employee personal data - i.e. any of the Employee related Personal Data included in the previous categories plus any of the following: CV, appraisal, holiday, absence and leave records (without reasons), time and attendance, training records and certifications, diversity information, copy passport/ID documents, medical details, reasons for absence (sickness, injury), maternity/paternity/adoption leave, OHS records, accident reports, disability, salary and benefits, bank account details, pension entitlement, NINO, next of kin, disciplinary and grievance records, performance improvement plan, vehicle tracking records Category 3 and 4 Customer personal data - i.e. any of the Customer related Personal Data included in the previous categories plus any of the following: order details (where those order details exceed the details referred to in Category 1 and 2 Customer personal data), transaction history, marketing choices, complaints, enquiries, identity documents (e.g. copy passports), credit checks, payment card details, bank account records, disability, medical details, behavioural analysis	NO
	BUSINESS CONTINUITY	
114	Do you have a business continuity plan including details on the continued supply to our business? (Please provide details in the "Remarks" box, including whether the plan has been tested and if the plan is certified to ISO22301)	NO
	SECTION THREE - QUALITY AND PRODUCT	
	QUALITY MANAGEMENT	
115	Do you have a documented quality management system? If "Yes" please press "Submit" and then upload a copy	YES
115.1	If 115 = yes, is it certified by an accredited 3rd Party, whether to ISO 9001 or to your own standard? (select which applies) If yes, please click "submit" and attach a copy of the certification	YES
115.2	If 115 = no, is certification planned/intended?	NO
115.3	If 115 = no, Do you have an effective procedure for the control of documentation?	NO
115.4	If 115 = no, Do you have a formal, documented internal audit programme in operation? If yes, Click "Submit" and upload evidence or details	NO
116	Does the employee responsible for quality management have the authority to halt production or the dispatch of products? If yes, click "Submit" and please confirm the contact name, email and contact number	YES
	QUALITY ASSURANCE	
118	Do you hold a full technical file for all your products (whether produced on site or bought in) which demonstrate that they are compliant with all applicable legislation?	NO
119	Are you able to provide a full technical file to us on request within 48 hours in the event of a customer injury or serious damage to property?	NO

120	Do you have an effective new product development process in place which includes formal approval from all relevant functions?	NO
121	Do you undertake documented risk assessments on your products as required by the General Product Safety Regulations (GPSR)?	NO
122	Do you undertake fit for use testing?	NO
123	Do you require all your products to be tested by an accredited facility, where applicable, to ensure they conform with the relevant standards/regulations?	NO
124	Do you undertake any periodic testing on your products to ensure they remain compliant to the relevant standards/regulations?	NO
125	Do you undertake product benchmarking to ensure your products are positioned as expected in the market?	NO
126	Do you have agreed Acceptable Quality Limits (AQL) with all your product suppliers?	NO
127	Do you conduct Goods In Inspections for all products?	NO
128	Do you conduct dispatch inspections on all shipments to us?	NO
129	Are any products you supply CE Marked (or UKCA) against EC New Approach Directives (for example LVD, PED, GAR, CPR)? If XX = Yes, Please press "Submit" and upload a list of relevant products, product codes (yours and ours, if possible) and relevant Directives	YES
130	Do any of the products you supply have restrictions for sale (age or other)? (Select all that apply) If "Yes", please provide further details of restrictions.	NO
131	Do you provide products to Travis Perkins which have a shelf life? If XX = Yes, Please press "Submit" and upload a list of relevant products, product codes (yours and ours, if possible) the length of shelf life and how the products are marked to identify expiry	YES
132	Do you have a Primary Authority partnership, such as Trading Standards? If yes, click "Submit" and please provide details	YES
133	Do you have procedures to ensure that any marketing claims on your products can be substantiated and supported via market data and 3rd party verification (as per the requirements of UK Advertising Standards Authority)?	NO
134	Are you aware of our Non conformance policy and procedures?	NO
REACH / CHEMICAL MANAGEMENT		
135	Are you fully aware of and compliant with your obligations under REACH?	NO
136	Is there an employee responsible for REACH compliance? (Please provide details in the "Remarks" box)	NO
137	Do any of the products or packaging you supply to Travis Perkins contain a SVHC or restricted substance? If yes, Please press "Submit" and then upload a list of the products, product codes (yours and ours, if possible) and relevant SVHCs or restricted substances	YES
138	Do any of the products you supply to Travis Perkins contain an explosive precursor or poison? If yes, Please press "Submit" and then upload a list of the products, product codes (yours and ours, if possible) and relevant explosive precursors or poisons	YES
139	Do your products comply with the CLP Regulations and are they suitably labelled?	NO
140	If you supply a chemical (substance or mixture) have you provided a Safety Data Sheet (SDS) to us?	NO
141	Do any of the products you supply to us contain any biocides? If yes, Please press "Submit" and then upload a list of the products, product codes (yours and ours, if possible) and relevant biocides	YES
WAREHOUSING AND DISTRIBUTION		
149	Have you conducted a handling risk assessment on the products or equipment you supply, to ensure they are suitable for transition through our business? If yes, click "Submit" and please confirm the identified risks	YES
150	Do you provide clear warning information where relevant, for customers and persons involved in the handling & storage of products or equipment?	NO
151	Do you undertake any transit and drop testing of the products you supply to Travis Perkins? (Refer to Supplier Manual) If yes, Please press "Submit" and then upload copies of the testing reports	YES
152	Do your products require special storage and/or transportation requirements? If yes, click "Submit" and confirm the special storage requirements and that you have checked with us to make sure we have suitable facilities to do this	YES
153	Do you fulfil orders direct to customers on our behalf (either customer homes or building sites)?	NO

153.1	If 142 = "Yes", Can you confirm that for any delivery of a restricted product (whether by yourselves or through an outsourced transport provider) the driver conducts the checks required by law at point of delivery to the consumer? Please use the "Remarks" box to confirm which carrier(s) you use?	NO
154	Do you have a Sharps Policy and procedure (i.e. blades, pins, etc)?	NO
	PRODUCT RETURNS AND RECALL	
155	Do you have a documented recall procedure? If yes, Please press "Submit" and then upload a copy of your recall procedure	YES
156	Do you assess product returns and customer complaints to identify and design out product issues? (Please provide details in the "Remarks" box) If yes, Please press "Submit" and then upload a copy of your customer complaints procedure	YES
157	Do you monitor failure rates for your products?	NO
158	Do your products have batch codes or equivalent to aid product identification and recovery in the case of a recall?	NO