

# SELECTING YOUR SUPPLIER

Learn more at: [www.essa.uk.com](http://www.essa.uk.com)



Choosing who works with you on your exhibition project is an important decision.

You want a company that understands your business, products and services. A company that can deliver to a high standard, on time, within budget and as stress free as possible.

What you need to consider when selecting a contractor or supplier.

Cost, ability and availability are usually first on the list but did you know that you have legal responsibilities?

You have a legal responsibility to appoint a **competent** exhibition contractor.

This doesn't need to be scary or complicated. The Construction Design Management Regulations 2015 require you to appoint contractors with the suitable skills, knowledge and experience.

You can find more information about the CDM Regulations and your legal duties on <https://www.cdm4events.org.uk/>

"Skills, Knowledge, Experience"

You must take reasonable steps to satisfy yourself that those who will carry out the work have the skills knowledge and experience to do so without risks to health and safety.

Reasonable steps to take?

What do these reasonable steps look like and how can you prove that you have done them? This involves enquiring about the competence of the contractor...



# WHAT TO ASK

The Health and Safety Executive (HSE) recommends that you ask the following questions to help you assess the competence of your potential contractors...

What arrangements will you have for managing the work?

For example, who will be responsible? How will work be supervised? What checks do you make on equipment and materials etc?

Do you use subcontractors and if so how do you check their competence?

What is your recent health and safety performance?

how many accidents and cases of ill health have you had, has the Health and Safety Executive taken any enforcement action against you?

Do you have a written health and safety policy?

This is only a requirement if the company employs five or more people.

Can you provide existing risk assessments done for similar jobs?

Again, this is only a requirement if the company employs five or more people.

What qualifications, skills and experience do you have?

What safety information and training do you provide to your workers?

Do you have the correct insurances?

Do you have Employers and Public Liability Insurance?



# HOW WE CAN HELP

Learn more at: [www.essa.uk.com/accredited/essa-accredited](http://www.essa.uk.com/accredited/essa-accredited)

One way that companies can demonstrate their health and safety competence is by undergoing an independent third party assessment which ask these questions for you!

ESSA runs the industries health and safety assessment scheme...

## ESSA Accredited

ESSA stands for Events Supplier and Services Association.  
All ESSA Members observe a strict Code of Conduct and Quality Charter, which covers service, ability, experience and business practice.



In addition, ESSA Accredited companies have attained an annual company-level H&S qualification for event suppliers and contractors.



Independently audited, it provides demonstrable proof that a company is operating at the required level to meet industry standards.



For those constructing stands, it also assesses against stage one requirements of assessing competence under Construction Design & Management (CDM) 2015.

Save time. Save Resources.  
Help meet your legal duties.  
Use an ESSA Member.

All ESSA members will be able to provide you with an up to date certificate of membership and logo.  
You can find ESSA Accredited companies here <https://www.essa.uk.com/accredited/accredited-members>