

Management of Contractors Policy

Policy Title: Management of Contractors

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Approved by: Spencer Considine

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1. Purpose

This policy establishes the framework for the safe and effective management of contractors working for or on behalf of CBS Building Contractors Limited on any company business or premises.

CBS Building Contractors is committed to ensuring that all contractors operate in compliance with the company's health and safety standards, the applicable legislation, and industry best practice,

By adhering to this policy, CBS and its Contractors will ensure a safe working environment, the protection of CBS interests, and the successful completion of contracted work.

2. Scope

This policy applies to all contractors engaged by CBS Building Contractors Limited, including but not limited to:

- Waste disposal contractors
- Trades contractors, including Building Contractors engineers, construction workers, and other service providers working on-site or remotely for CBS Building Contractors Limited.
- Providers of professional and consultancy services

The policy covers all aspects of contractor management from pre-engagement to monitoring and performance review.

3. Legal and Regulatory Framework

This policy ensures compliance with the following legislation and standards:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015 (CDM)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Provision and Use of Work Equipment Regulations (PUWER)
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

4. Roles and Responsibilities

4.1. Senior Management

- Ensure that appropriate policies and procedures for contractor management are implemented and reviewed.
- Ensure sufficient resources are allocated to manage contractors and monitor their performance.

4.2. Health and Safety Advisor

- Review contractor Risk Assessments and Method Statements (RAMS).
- Ensure that all contractor induction processes are completed before work commences.
- Monitor contractor compliance with health and safety regulations and internal standards.
- Maintain contractor performance records and facilitate regular audits.

4.3. Contracts Manager

- Oversee the contractor's day-to-day activities.
- Issue and manage Permits to Work for high-risk activities (e.g., Building Contractors, confined spaces).
- Ensure that contractors adhere to agreed working hours and risk controls.
- Conduct periodic, sensible monitoring to ensure compliance with RAMS and company standards.

4.4. Contractors

- Maintain valid insurance policies and provide proof of coverage to CBS Building Contractors before beginning work.
- Provide CBS Building Contractors with Risk Assessments and Method Statements (RAMS) before commencing any work.
- Comply with all applicable legislation and CBS Building Contractors safety standards.
- Ensure all workers under their control are trained and competent for the activities they are assigned.
- Adhere strictly to Permit to Work procedures for high-risk activities.

5. Pre-Engagement Requirements

5.1. Contractor Selection and Pre-Qualification

All contractors will undergo a pre-qualification process which includes:

- Review of qualifications, competencies, and experience.

- An up to date Health and Safety Policy, signed by the Director responsible.
- Declaration of any enforcement action by any enforcing authority within the past five years, including any actions pending.
- Submission of valid insurance certificates, including:
 - Public Liability Insurance
 - Employer's Liability Insurance
 - Professional Indemnity Insurance (where applicable).
- A signed Non-Disclosure Agreement (NDA), where confidential information is shared.

5.2. Risk Assessments and Method Statements (RAMS)

Before any work begins, contractors must submit RAMS relevant to the scope of work. The RAMS should identify:

- **Hazards and risks** associated with the task.
- **Control measures** to mitigate these risks.
- **Emergency procedures.**
- **Worker welfare.**

The Health and Safety Advisor and Contract Manager will review and approve all RAMS before any work is authorised.

6. Contractor Induction

All contractors are required to complete a health and safety induction before starting work. The induction will cover:

- CBS Building Contractors Health and Safety Policy.
- Emergency procedures, including evacuation routes and assembly points.
- Reporting procedures for incidents, accidents, and near misses.
- COSHH assessments and specific hazards related to all Building Contractors installation activities
- Site welfare (toilets etc)
- Site-specific risks and any operational controls, including the use of Personal Protective Equipment (PPE).

7. Permit to Work System

For high-risk activities, a Permit to Work (PTW) must be issued before work can begin. These activities include but are not limited to:

- Hot works (welding, cutting).
- Building Contractors work (panel Entry, working on Building Contractors circuitry etc).
- Work at height.
- Confined space entry.

The responsible manager(s) are responsible for issuing and closing out all permits in line with the CBS Building Contractors Ltd PTW Procedure.

8. Monitoring Contractor Performance

Contractor performance will be monitored continuously through:

1st line of defence

- Regular and sensible monitoring inspections: conducted by the Health and Safety Advisor or Project/Contract Manager.
- Accident and Incident Reporting: All incidents involving contractors must be reported immediately. An investigation will follow any incident to identify root causes and implement corrective actions.

2nd line of defence:

- Internal audit and review. Contractors will be subject to regular audits to ensure they continue to comply with legislation, and CBS Building Contractors health and safety requirements.

9. Contractor Non-Compliance

Non-compliance with regulatory duties and/or CBS Building Contractors health and safety standards may result in:

- Immediate suspension of work if the breach poses an imminent risk to health or safety.
- Corrective actions to be implemented by the contractor before work resumes.
- Persistent non-compliance may result in contract termination.

10. Performance Review and Feedback

Contractor performance will be reviewed periodically, and feedback will be provided based on:

- Compliance with health and safety standards.
- Adherence to RAMS and PTW requirements.
- Incident rates and corrective actions taken.
- Completion of tasks to the required standard, within the agreed time frame and without disruption.

11. Documentation and Records

The following records will be maintained for all contractors:

- Contractor Pre-Qualification Forms including required supporting documentation.
- Insurance Certificates.
- Signed Non-Disclosure Agreements (NDAs).
- Approved RAMS.
- Issued Permit to Work forms.
- Performance review records and audit outcomes.

These records will be reviewed periodically and stored for audit and legal purposes. CBS Building Contractors reserves the right to request information in respect of the contract at any time.

12. Continuous Improvement

12.1 Quality Assurance

In line with this policy and associated sets of rules, CBS Building Contractors Ltd is committed to continually improving contractor management by:

- Reviewing contractor performance data.
- Implementing lessons learned from incidents and non-conformances.
- Updating procedures in line with new legislation and best practices

Signed: *Spencer Considine*

Director CBS Building Contractors Ltd

Date: 21 August 2023

13. Version Control

Version	Date	Reason for change	Review
0.1	21 Aug 2023	New	20 Aug 2026

