

SELECTION OF SUB-CONTRACTORS

Health & Safety Management Process

Policy

Industry based standards and past experience are drawn on which help to identify hazards and assess the associated risks. This helps us decide what precautions are necessary including the selection of sub-contractors and working practices. The findings are then incorporated into the company H&S Policy, which includes risk assessments and method statements. The policy also includes arrangements for implementation and monitoring.

Assessing Competence of Sub-Contractors

Planning

The current advice from the HSE is that in shortlisting potential sub-contractors, they should take the following into consideration:

- A contractor should only be invited to tender providing they can demonstrate competence in the management of H&S (qualifications, training, policy, etc).
- Each candidate should be required to attend a pre-tender assessment to ensure that competitiveness in terms of price is not achieved at the expense of H&S.
- A contractor should be willing to provide information on past performance, policies and practical proposals for the management of H&S.
- Contractors should demonstrate that they have ready access to H&S advice.
- Contractors are required by law to prepare a H&S policy.

Action

1. Sub-contractors to complete WBL pre-qualification questionnaire.
2. Assess the completed pre-qualification questionnaire.
3. Examine their H&S policy to determine its adequacy.
4. Ensure that sub contract staff possess the necessary skills and training.
5. Ensure they have correct H&S documentation and insurance in place.

Project

1. Ensure sub-contractors have all information relating to the specific project, including information on hazards.
2. Assess contractors' site-specific Risk Assessments and Method Statements.

Measuring Sub-Contractors' Health & Safety Performance

1. Active monitoring – involving regular inspections and checking to ensure that Company standards are being implemented and management controls are working, risk assessments relevant and complied with, and method statements adhered to.
2. Reactive monitoring - involving learning from mistakes, whether they result in injuries and illness, property damage or near misses.

Health & Safety Audits and Inspections (carried out internally)

Information from monitoring is used to review activities and procedures to determine sub-contractors' efficacy. This enables us to assess H&S adequacy of both WBL and our contractors by:

- Identifying situations that create hazards that need to be addressed.
- Identifying the degree of compliance with H&S performance standards and legislation.
- Identifying areas where standards are absent or inadequate.
- Analysing injury, illness or incident data to identify shortcomings.
- Reviewing our H&S Policy.

Reviewing Sub-Contractors' Performance

WBL shall assess the competence of contractors before selection, during appointment and also review their performance annually. This includes:

- Contractor pre-selection vetting and assessment.
- On-site inspection, assessment and auditing as part of ongoing projects.
- Annual review as part of the Management System review.

In the event that any contractor is identified to be operating below expectations, this will be addressed with the contractor and any appropriate action will be taken to improve performance.

If a contractor is found to be in breach of regulatory or legal compliance, the contractor may be removed from the contract.



Richard Russell
Director



Thomas Lowe
Director

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Date to be reviewed: by August 2025