



Use of Contractors & Subcontractors

1. Introduction

The Lakethorne Group has a legal health and safety responsibility to protect all persons, employees and contractors who come into contact with their activities. In order to ensure this The Lakethorne Group requires all sub-contractors working on behalf of Lakethorne to be responsible for themselves, their employees and sub-contractors employed by them for:

- Complying with all regulatory requirements;
- Complying with Lakethorne health, safety, fire, security and client site instructions, rules and procedures;
- Ensuring all equipment brought onto site is safe and fit for purpose and used in accordance with legal requirements;
- If any dangerous equipment or substance etc. is to be used in an area where Lakethorne employees are working or where client employees, visitors or members of the public may be affected, then Lakethorne must be informed of the hazard and any control measures to be implemented, prior to the work starting;
- All accidents, incidents and dangerous occurrences must immediately be reported to the senior Lakethorne representative on site.

In addition sub-contractors must go through our approval process which includes completing our Sub Contractor Questionnaire and supplying as a minimum:

- Details of health and safety training provided for operatives;
- Method statements and risk assessments for activities carried out on clients sites
- Names and details of persons responsible for health & safety on behalf of the Contractor on site;
- Appropriate insurances for all tasks to be carried out

2. Aims & objectives

Lakethorne will ensure that:

- Where contractors and sub-contractors are employed by or on behalf of the company, the responsible person must ensure that every contract awarded contains within its provisions that contractors and subcontractors be covered by the appropriate insurance and shall adopt safe systems of work.
- Any sub-contractors used to undertake works i.e. window cleaning, floor polishing; will be required to provide their health and safety policies, risk assessments and method statements.
- The responsible person will ensure that the contractor selected to do the job irrespective of price, is competent to undertake the works in a safe manner and without risks to others.
- Where a contractor or subcontractor fails to comply with the requirements of the contract with regards to health and safety matters this will be brought to the attention of the contractor by the responsible person. Any contractor or subcontractor, who repeatedly fails to meet acceptable health and safety standards while carrying out work on behalf of this company, will find themselves excluded from tendering for company works in the future. Managers and responsible persons will take the required action where it is necessary.
- Where a sub-contractor is utilised on a frequent or on-going basis, a planned programme of review will be implemented for them. This will usually take the form of review meetings, performance analysis and analysis of any non-conformance.

3. Policy review

The Managing Director undertakes to periodically review this policy in light of current and planned future activities, on an annual basis, and more frequently when legislation or industry best practice dictates.

Signed: 
Richard Bent
Managing Director

Date: January 2019

Next review date: January 2020

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POL0007 (V3)	Richard Bent	March 2010