

## **LEG-22 Sub-Contractor Management Policy (v1.0)**

### **1. Purpose**

The purpose of this policy is to define the procedures and responsibilities for selecting, managing, and monitoring subcontractors working on behalf of Blackoak Contracts. The goal is to ensure that all subcontractors meet our high standards for **health & safety, quality, compliance, and performance**.

### **2. Scope**

This policy applies to all subcontractors and sub-subcontractors engaged by Blackoak Contracts on any project, whether directly or indirectly.

### **3. Objectives**

- Ensure all subcontractors are competent, compliant, and qualified.
- Reduce risk to health, safety, environment, and project delivery.
- Maintain clear lines of communication and accountability.
- Ensure all legal and regulatory obligations are met.
- Promote continuous improvement and high performance among subcontractors.

### **4. Legal & Regulatory Compliance**

Blackoak Contracts will ensure subcontractors operate in compliance with:

- **Health and Safety at Work etc. Act 1974**
- **CDM Regulations 2015**
- **Employment Law and Right to Work checks**
- **Environmental Protection Act 1990**
- Any other relevant local or national legislation



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## **5. Responsibilities**

### **5.1. Managing Director / Contracts Manager**

- Approves final selection of subcontractors.
- Ensures strategic alignment of subcontractor performance with company goals.

### **5.2. Site Managers / Supervisors**

- Oversee subcontractor activities on-site.
- Ensure proper induction and supervision.
- Monitor performance and report issues.

### **5.3. Health & Safety Officer**

- Vet subcontractor health & safety documentation.
- Conduct audits and site inspections.
- Lead incident investigations involving subcontractors.

## **6. Subcontractor Selection Process**

All subcontractors must undergo a **pre-qualification process**, including:

- Proof of insurance (Public Liability, Employers' Liability, etc.)
- Health and Safety Policy & Method Statements
- RAMS (Risk Assessments and Method Statements)
- Evidence of relevant training and qualifications (e.g. CSCS, CPCs)
- References or portfolio of recent similar work
- Proof of right to work in the UK
- Evidence of regulatory or industry certifications (e.g. CHAS, SMAS, ISO if applicable)

No subcontractor will be permitted on site without being pre-approved.

## **7. Induction and Site Access**

- All subcontractors must attend a **site induction** prior to beginning work.
- Inductions cover health and safety procedures, emergency protocols, site rules, and reporting lines.



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- Records of completed inductions will be maintained on-site.

## **8. Subcontractor Performance Monitoring**

Subcontractors will be monitored continuously against the following criteria:

- Compliance with health & safety requirements
- Quality of workmanship
- Timeliness and reliability
- Conduct and communication
- Environmental impact

**Site supervisors** will complete regular **performance reviews**, and any non-conformance will be logged and acted upon.

## **9. Non-Conformance and Disciplinary Measures**

- If a subcontractor fails to comply with company or legal requirements, corrective action will be taken immediately.
- This may include:
  - Verbal/written warnings
  - Suspension from site
  - Termination of contract
  - Reporting to relevant authorities (e.g. HSE)

## **10. Communication and Coordination**

- Clear lines of communication will be maintained between Blackoak staff and subcontractors.
- Daily briefings, toolbox talks, and coordination meetings will be used to ensure alignment.
- Changes to work plans or risks must be communicated and agreed upon before continuing work.

## **11. Documentation and Record Keeping**



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The following documents will be retained for all subcontractors:

- Pre-qualification forms
- Insurance certificates
- Induction records
- RAMS and safety documentation
- Performance reviews
- Incident reports (if applicable)
- Contracts and agreements

All records will be stored securely in line with GDPR and internal data policies.

## **12. Continuous Improvement**

Blackoak Contracts will:

- Review subcontractor performance data regularly.
- Provide feedback and support to help subcontractors improve.
- Update this policy annually or in response to regulatory or operational changes.

## **13. Policy Review**

This policy will be reviewed annually, or sooner in the event of significant incidents, legal changes, or performance issues.

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