



Management of Subcontractors

This policy applies to all companies within the Relyon Group.

Relyon Services is fully committed to safe selection, management and control of its subcontractors, so far as is reasonably practicable, in such a manner to reduce risks to any client's property, assets and people. Relyon Services aim to delivery this commitment by:

- Carrying out appropriate checks of each of its contractors prior to the letting of any contract to ensure, so far as is reasonably practicable, that it only engages suitably competent contractors to carry out works on its behalf. This includes but is not limited to checks of insurances, risk assessments, method statements, health and safety and environmental policies, training records, certificates of accreditation and governing bodies, evidence of works eligibility to work in the UK, evidence of disclosure and enforcement and referencing.
- Providing its contractors with the necessary information, induction and supervision to undertake their work in accordance with this policy and all other relevant legislative requirements that might apply.
- Providing its contractors with suitable and sufficient asbestos information, to enable them to plan and deliver their work without risk of exposure to, or the uncontrolled release of asbestos fibres.
- Only allowing contractors to commence work once they have provided suitable and sufficient risk assessments to manage any significant risks associated with their work.
- Overseeing and monitoring contractor works undertaken.
- Ensuring Permits to Work are issued by the relevant site contact where the work undertaken is either high risk or being completed within a high-risk environment.
- Monitoring contractor performance at appropriate intervals and taking corrective action where issues have been identified.
- Implementing arrangements to ensure all contractors provide any necessary information, documentation or certificates in order to ensure that Relyon can meet its general and specific health and safety responsibilities.

A general database of all approved subcontractors is held and is constantly reviewed by the Compliance and Performance Manager. Purchase Orders can only be raised against approved suppliers.

In the event of any incident or a subcontractor falling short of the standards expected by Relyon Services, a detailed investigation and subsequent action will be taking which may include the subcontractor being prohibited from future employment.

