

## **Contractors Assessment Policy**

**1. Introduction:** This policy outlines the requirements and responsibilities for commissioning contractors to work on behalf of Patrolsec.

### **2. Purpose:**

- Ensure consistent contractor management.
- Uphold legal requirements and safety standards.
- Assess, control, and monitor risks associated with contractor services.

**3. Risks of Non-Compliance:** Failure to comply with this policy may result in:

- Legal non-compliance.
- Absence of safe working procedures.
- Inconsistent policy implementation.
- Potential prosecution and penalties.

### **4. Definitions:**

- **Contractors:** Individuals or organizations not employed by Patrolsec, commissioned for specific duties.
- **Client:** Patrolsec.
- **Method Statement:** Details work operations.
- **Risk Assessment:** Evaluates work hazards and precautions.

### **6. Roles & Responsibilities:**

- **Patrolsec:** Ensure safety for all stakeholders.
- **Directors:** Responsible for safety, management of contractors, and local procedures.
- **Contractors:** Provide method statements, risk assessments, and follow health & safety rules.
- **Managers:** Ensure compliance, induction, and risk assessments.
- **Employees/Security Officers:** Follow health & safety policies and safe work methods.

### **8. Procedures:**

- Advisers provide advice for risk assessment.
- Managers ensure contractor induction and compliance.
- Contractors must share safety documents.

### **9. Monitoring Compliance & Effectiveness:**

- Managing director monitors compliance.
- Performance evaluation aligns with responsibilities.

### **10. References:**

- Adherence to relevant legislation, standards, and Patrolsec's policies.

**11. Review of Policy:** The policy will be reviewed annually or sooner if required by legal standards or procedural changes.

Approved  
Managing Director  
*M. Naeem*

Patrolsec Ltd.  
Review date: 12/10/23