

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors



SOP for SUBCONTRACTORS

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

SOP Number 003/2021

SOP Title Subcontractors

	NAME	TITLE	SIGNATURE	DATE
Author	Caroline Millea Downing	Director		
Reviewer	Ron Prince	Director		
Authoriser	Caroline Millea Downing	Director		

Effective Date:	01/01/2021
------------------------	-------------------

Review Date:	01/07/2021
---------------------	-------------------

READ BY			
NAME	TITLE	SIGNATURE	DATE

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed on every job or assignment with subcontractors working with or for All4 Logistics Ltd.

We appreciate that you may not think that these relate to you, but you must be aware of these policies and know what your responsibilities are as an employee. Each of these policies is available on request from All4 Logistics Management Office.

2. SCOPE

This SOP applies to jobs and assignments conducted by or for All4 Logistics Ltd and involving subcontractors. The policies below need to be communicated to all our subcontractors.

Job documents related to this SOP are consent contracts, assignment contracts, custom related documentation, cargo information sheet, informed consent forms, and, where applicable, special permits and licences regarding what is being transported. Others include but are not limited to case report forms, travel diaries, departmental and client-specific SOPs, organisation chart, training documentation and workflow instructions.

3. HEALTH & SAFETY POLICY

3.1 Commitment

All4 Logistics Ltd recognises and accepts its legal responsibilities as an employer under the Health and Safety at Work Act 1974 and associated legislation and Codes of Practice and:

- a. Undertakes to comply with all statutory health Legal, and other and safety requirements
- b. Gives its total commitment to do everything, so far as is reasonably practicable, to protect the safety, health, and welfare of all its employees and any other persons (visitors, sub-contractors, client, public) whose health and safety may be affected by the company's business activities.
- c. Acknowledges that people are a vital resource and that promoting health and safety is a mutual objective for the company and its employees at all levels; therefore, adequate financial, technological, human, and other resources will be made available to ensure effective communication and implementation of this policy.

3.2 Managing Health & Safety

All4 Logistics Ltd is a leading provider of specialist UK transport and global logistic coverage, in house vehicles, warehousing and freight forwarding services. All4 Logistics is licensed to carry all classes of Hazardous Freight throughout the UK and Europe, including Class 7 Radioactive and Class 1 Explosives.

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

Each job or assignment is carefully considered before deploying any staff, and any risks/hazards are continually monitored and managed from collection, during transportation and upon delivery.

To reduce risks and ensure that we work safely and comply with applicable statutory, regulatory and other relevant requirements, our activities are managed through a robust control management system that:

- a) Complies with the requirements of ISO9001.
- b) Is maintained by a dedicated Control Manager.
- c) Contains all the information, policies, processes, procedures, guidelines, assessments, and information required to safely and effectively undertake all our activities.
- d) Underpins everything that All4 Logistics Ltd does.

We have established objectives and targets against which we measure our performance and the commitments made in this policy to deliver continual improvement to All4 Logistics Ltd, our subcontractors, our customers, and persons potentially impacted by our activities.

3.3 Strategic Aims

The following key objectives will be achieved by several focussed and continuous efforts (detailed within the policy), which the business will commit to, and individuals will take ownership and responsibility for delivering.

- 1) To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- 2) To encourage, maintain and develop a positive Health & Safety culture within the business and mindset within employees.
- 3) To comply and surpass industry requirements, our QMS addresses and supports our strategies for delivering UK transport and global logistic coverage, in house vehicles, warehousing and freight forwarding services

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

4. ENVIRONMENTAL POLICY / DUTY OF CARE

ALL4 Logistics Ltd is committed to providing safe, fast and specialised transportation and logistics services and solutions that help its clients increase efficiency and improve environmental performance.

All4 Logistics recognises its responsibility to minimise its impact on the environment and is committed to continuous environmental improvement and operating sustainably. This will be achieved through the implementation of the following objectives:

1. Compliance

- Comply with or exceed the requirements of current environmental legislation, codes of practice and client requirements. Where no regulations exist, we shall aim to set our own exacting standards.
- Measure impact on the environment and set objectives and targets for environmental improvement, enabling us to monitor, review continually, and improve our environmental performance.

2. Environmental Impact

- To maintain its commitment to preventing pollution first by minimising hazardous materials used, spills, waste generation, and conserving natural resources.
- Minimise waste generated by our activities and re-use or recycle where possible.
- Minimise energy and water consumption in our buildings, vehicles, and operational processes to conserve supplies and minimise our consumption of natural resources.
- Purchase, operate and maintain company vehicles with due regard to environmental issues and minimise environmental impact by replacing vehicles with more technically advanced and efficient alternatives and encouraging alternative means of transport when advisable.
- Reduce and render harmless, wherever practicable, all emissions to air, land, and water.
- Where possible, purchase products and services that do the least damage to the environment.
- Assess the environmental impact of any new processes, products, or services we intend to introduce in advance and implement any necessary controls to minimise impact.
- Consider and practise sustainability in all our business activities.

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

5. Communication

- Ensure our employees have sufficient awareness of environmental issues, experience, and training to meet their environmental responsibilities and support/contribute to the achievement of our environmental objectives.
- Encourage our customers, suppliers, and sub-contractors to adopt similar principles to support our environmental commitment.
- Communicate this policy to all employees (and to external bodies or the public on request).
- All management and staff within **All4 Logistics** are committed to achieving continuous environmental improvement by implementing this policy, which will be reviewed at least annually and updated as necessary.

Quality Policy

All4 Logistics Ltd is committed to providing high-quality service in everything that we do. This will be achieved by continuously improving and developing:

- Customer Care/Service

Complete customer satisfaction is our primary objective which we hope to achieve by recognising, understanding, and evaluating our:

- Clients' needs and expectations whilst striving to exceed them continually.
- Clients' goals whilst striving to align them with All4 Logistics business goals to ensure common focus and collective outcomes.

Business Management System

All4 Logistics strives to operate an effective and efficient Business Management System (BMS) based on the requirements of ISO 9001. The BMS ensures that we comply with all applicable statutory, regulatory, and other relevant requirements and is supported by a complete set of processes and procedures for undertaking all of our business activities.

Our Quality system ensures that our services fulfil the client's needs and that we guarantee our staff, suppliers, and sub-contractors are competent and adequately resourced, that they understand the need for individual responsibility and that our communications are effective. The BMS defines how we; inspect, audit, correct and review our work.

Our Environmental system ensures that we limit the impact and prevent pollution to land, air and water and nuisance to local communities by ensuring that any discharges to the environment are eliminated or controlled. It ensures that we make efficient use of natural resources and states how we aim to improve the environmental quality of our work locations.

Our Safety and Health system is intended to help avoid incidents and prevent harm to employees, sub-contractors, employers and persons impacted or affected by our works.

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

We have established objectives and targets against which we measure and monitor our BMS performance to deliver continual improvement to All4 Logistics staff, clients, and customers.

Resource Management

Continuous professional development and enriched personal satisfaction of all All4 Logistics employees is a priority which will be achieved via committed investment in core principles of skills training, competence development, supervision, monitoring, and mentoring coupled with regular communication with employees.

Communication

Each employee will be made aware of the importance and content of this policy and will be actively encouraged to contribute towards the success of the BMS and the improvement and development of quality within the business.

Accident / Incident Reporting

In the event of an Accident/incidents, ensure no one else gets hurt (including you), call emergency services if necessary, make the area safe, then call and inform the All4 Logistics Manager for the work ASAP.

Take pictures of the site and surrounding area IF it is SAFE and APPROPRIATE. Note that PROMPT reporting is vital.

For internal reporting, "INCIDENT" also covers:

- Pollution
- Accident to visitor (client)
- Accident to member of the public
- Property / Vehicle Damage
- NEAR MISSES

Near Miss Reporting

Near Misses and Hazard Spots are to be reported to the All4 Logistics Job Manager at the time of recognition to prevent any accidents.

A record of the hazard/ near miss should then be recorded in an All4 Logistics Near Miss File. Any trends or reoccurring incidents which can be monitored to prevent any future accidents should be addressed by All4 Logistics Management and or responsible person.

PPE Policy

All operatives working for All4 Logistics are required to adhere to the All4 Logistics PPE Policy. The equipment worn on-site for All4 Logistics operatives is the minimum requirement; however, some clients may require additional PPE.

When working on-site, it is expected that all All4 Logistics operatives and operatives working for All4 Logistics wear full PPE at all times. The minimum requirement consists of; hardhat

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

(when applicable), high visibility waistcoat, work trousers, safety footwear, eye protection (when applicable), Gloves (when applicable) and facemask.

Training Policy

All4 Logistics' policy holds a minimum requirement of training and competence for those who will be under its employment or undertaking works for the company (subcontractors).

An internal induction will occur, including a briefing on All4 Logistics' document control, safe systems of work, emergency procedures, risk assessments, awareness of the equipment used, and its safe use.

Other training includes First Aid Hazardous Materials Handling and Safety.

D&A Policy

Employees should not be under the influence of alcohol or drugs or test positive for either at work or bring or consume alcoholic drinks or drugs whilst at work or on All4 Logistics work sites unless preauthorised by managers for a permitted event. Any breach of this rule will result in disciplinary action and may result in dismissal.

All employees must inform the All4 Logistics Management if they need to take any medication, which may cause drowsiness, impair reflexes or reaction times.

Driving Policy (MORR)

Employees driving on behalf of All4 Logistics must be vetted to ensure they are adequately licenced, competent, suitably trained, and medically fit to do so, including an initial eyesight check and subsequently six monthly after that.

Those required to drive an HGV at work must undergo an induction involving an initial driving assessment from an internal RoSPA qualified assessor, which should identify any remedial actions necessary plus the frequency of future assessments if any. All HGV drivers will be trained and signed off as 'competent operators' of any jetting vehicle they are required to operate.

Newly qualified drivers (less than two years), depending on the result of their initial assessment, may result in the driver being limited to the size of the vehicle to be driven for the first six months (small car derived van, not large 3.5-tonne van), authorisation to drive a larger vehicle is dependent on passing a further internal assessment.

Suspension of Work on Safety Grounds

All4 Logistics want all employees to be safe, we need positive behaviours and culture, and behaviour is not what someone says it's what they do. We ensure that we know what we are doing and who does what.

We use safe ways of working, and we make sure everyone else does too. We keep ourselves fit for work and free from drugs, alcohol and fatigue. We will not work if we don't have the right tools, welfare, information or time, as we know this will lead to harm. We do

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

not walk by or turn a blind eye - where we see possible problems, we walk over to talk, challenge positively, and break bad habits. And if it does go wrong, we remain optimistic and report close calls, injury or damage.

All4 Logistics' policy ensures that any worker does not carry out tasks where the risk to health, safety, or welfare of themselves or others is considered unacceptable.

The Directors and senior managers encourage the identification of unsafe acts and conditions and other issues related to the management of the company and its personnel to be reported without the individual's fear of disciplinary action or being disadvantaged in any way.

All4 Logistics Ltd have arrangements in place for the

1. Recording of unsafe acts, unsafe conditions
2. Managing the refusal-to-work process
3. Ensuring that the rights of worker are protected throughout the process

Working Hours policy / Extension of Working Hours

All4 Logistics requires that the working times of operatives comply with the following limits:

- The maximum number of shifts for All4 Logistics is no more than 13 shifts to be worked in any 14-day period.
- The maximum hours worked (planned) for All4 Logistics are no more than 14 hours to be worked per shift (excluding paid breaks). No more than 65 hours to be worked per week (excluding paid breaks).
- Employees are entitled to a rest period of not less than 11 consecutive hours in each 24-hour period.
- Employees have the right to an uninterrupted 24 hours without any work during each week or to an uninterrupted 48 hours during each fortnight.
- In emergency situations, to cover essential work only, and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised by a Senior Manager or Director.

6. FURTHER INFORMATION

Further information and advice on this policy can be obtained from the DIRECTOR, Caroline Millea Downing, caroline@all4logistics.co.uk, +44 (0) 345 351 2884.

Signed by

Caroline Millea Downing

DIRECTOR

POLICY FOR SUBCONTRACTORS	Logistics
	SOP No: 003
	SOP Title: Subcontractors

Signature: _____ Date: _____

Agreed by
 Ron Prince
 Board member - Director

SUBCONTRACTOR: READ AND AGREED BY

NAME		DATE	
SIGNATURE		COMPANY	