

Our team of chartered advisors specialise in providing competent support to organisations, allowing you to effectively manage risks and produce the necessary documentation required to be legally compliant, gain accreditations, win contracts, meet insurers requirements and protect against 'no win no fee' litigation.

Part 1: The Management System

The starting point for all our clients is the development of an up-to-date safety management system. Reviewing and incorporating any existing documents you may wish to keep we produce a manual containing the policies, procedures and forms needed to effectively manage health and safety in the workplace. A typical system would comprise the following:

- Health & Safety Policy
- Common Hazard Risk Assessments
- Employee Handbook
- Training Records
- Safety Monitoring Checklists
- Accident Investigation Procedure
- Subcontractor Assessment Form
- Fire Prevention and Control
- Environmental Policy Statement
- Guidance Documentation

The system is presented during an initial consultation, typically within two weeks of order confirmation. A presentation binder, completed in your corporate image, is provided along with 24/7 access to all your documents via our web portal: www.safetygateway.co.uk

We charge a single one-off fee for this service of: £575 + vat

As a further demonstration of commitment to health and safety, we can extend this service to fully meet the requirements for certification to the standard **BS OHSAS 18001:2007**. As British Standards Institution (BSI) associate consultants, we have extensive experience in seeing the process through from application to assessment, with many clients retaining our ongoing services to maintain the accreditation. The cost of registration will vary for each client so we will be happy to provide a quotation upon request.



Part 2: The Management Service



Following the initial design of your safety management system we progress to an ongoing service acting as your appointed competent safety advisor, under section 7 of the Management of Health and Safety at Work Regulations 1999. Via a program of regular consultations, we will assist with the implementation and upkeep of the management system and work to pro-actively prevent accidents, develop a positive safety culture within the organisation and gain essential accreditations to demonstrate this commitment to your customers.

The greater our input time the more comprehensive the support we can provide. To keep things simple we offer three standard levels of service which are detailed overleaf.

Call Us
0800 389 5363

Email Us
enquiries@admac.co.uk

	Bronze	Silver	Gold
Consultation Meeting Frequency (half day)	Annually	Quarterly	Monthly
Appointed Chartered Safety and Health Advisor, including certificate of service, to act as your 'competent person' in law	●	●	●
Telephone, Email and Face-to-Face support at our offices with priority response to accidents/incidents	●	●	●
Annual Compliance Audit and Management System Review reflecting any changes in legislation and industry best practice	●	●	●
Assistance with contractor approval assessments including: CHAS, ConstructionLine, EXOR, SAFEcontractor	●	●	●
Site/Premises Safety Monitoring Inspections including delivery of 'Toolbox Talk' training	○	●	●
Assistance with the production of task specific: Risk Assessments / Method Statements / Safe Systems of Work	○	●	●
Chair of Formal Safety Meetings with recorded minutes and prioritised action plan	○	○	●
Presentation of certificated operative training courses: Manual Handling, Asbestos Awareness, Working at Height etc.	○	○	●
Monthly Direct Debit Fee (exc. vat)	£75	£150	£300

● = Included within service package (subject to fair usage policy)

○ = Available as an additional service

The above list gives a guide as to how our time would typically be utilised, however we appreciate that each client's requirement is unique so the service is designed to be flexible. We are happy to assist in any subject area and will only quote supplementary fees if the allocated support time is exceeded. Custom packages are available by quotation.

As an additional benefit, subscribed clients will also receive regular discounts and special offers for our range of certificated safety training courses, including the highly recognised IOSH qualifications and HSE approved first aid training.

Unlike many, we do not insist on long binding contracts - the quality of our work is enough to keep our clients! After a preliminary period of just six months our service level can be increased or decreased and all we ask is for the remainder of the month as notice period.



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