

Our team of highly qualified and experienced advisors specialise in providing competent support to organisations in a wide range of industries, allowing you to effectively manage risks, protect workers and the public, and to produce the necessary documentation required to be legally compliant, gain accreditations, win contracts, meet insurance requirements and protect against litigation.

## **Part 1: The Management System**

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

- Health & Safety Policy
- Risk Assessments
- COSHH Information
- Employee Handbook & Training
- Maintenance & Monitoring Checklists
- Accident Investigation Procedure
- Subcontractor Assessment Form
- Fire Prevention and Control

The system is presented following an on-site **gap-analysis audit**, along with a detailed risk report and prioritised action plan, typically undertaken within 2-4 weeks of order confirmation. Documents are issued electronically via our Gateway web portal (also available in hard-copy presentation binder if required).

We charge a single one-off fee for this service, starting from **£680 + vat**.

As a further demonstration of commitment to H&S, we can extend this service to fully meet the requirements for certification to the international standard **ISO 45001**. 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 certification. 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 consultation visits and remote support, 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. Bespoke support packages are available by quotation, but to keep things simple, we offer three standard levels of service:

	Bronze	Silver	Gold
Consultation Meeting Frequency (half day)	Annually	Quarterly	Monthly
Appointed Chartered Safety and Health Advisor, with certificate of service, to act as your 'competent person' in law	●	●	●
Annual Compliance Audit with detailed risk report and prioritised action plan	●	●	●
Regular Policy Review and Procedural Updates reflecting any changes in legislation and industry best practice	●	●	●
Telephone, Email, and Face-to-Face support at our offices with priority response to accidents/incidents *	●	●	●
Assistance with annual SSIP contractor assessment: (CHAS, SafeContractor etc.)	●	●	●
Site Safety Monitoring Inspections including delivery of 'Toolbox Talk' training	○	●	●
Review and Development of Project Documentation: Risk Assessments / Method Statements / Construction Phase Plans	○	●	●
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)	£85	£161	£357

● = 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.

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 And Quallsafe qualifications.

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.