

## PROPOSAL

### HEALTH & SAFETY REVIEW & AUDIT AND ADVISORY ASSISTANCE

#### **STANDARD LEVEL - £120 PER MONTH**

The standard level is inclusive of 4 hours a month working with or on behalf of your Company and includes items 1 to 5 below, any additional hours will be agreed in advance and charged at £35 per hour.

- 1 Full review of all existing Health & Safety documentation as detailed below:
  - Health & Safety Policy
  - Risk Assessments
  - Safe Systems of Work
  - Accident, Incident & Near Miss Reporting System
  - Review of existing Health and Safety training and induction with advice on minimum requirements
  
- 2 Inspection of Work Places
  - It is proposed that this would be carried out at your site/place of business as required
  - Written report with actions and recommendations
  
- 3 The aim of the inspection and review would be to:
  - Identify any deficiencies and advise on improvement where necessary
  - Ensure that a sensible balance of Health & Safety management is reached
  - Minimise excessive paperwork
  - Identify significant hazards and ensure that sufficient controls are in place
  - Ensure that key roles and responsibilities are identified, documented and cascaded as appropriate
  - Ensure a suitable platform for discussion, consultation and feedback of all health and safety issues is available to the key parties (i.e. staff, employee representatives, trade union safety representatives and management). If required chair and minute regular Health and Safety forums/meetings
  - Recommendations for inclusion in the Company's Health and Safety improvement plan
  
- 4 Provision of periodic Health and Safety audits:
  - These can be carried out by either key company staff or Engaging Safety Ltd as agreed to industry accepted timescales. It is widely accepted that senior management should carry out audits on a regular basis providing dialogue between staff and management
  
- 5 Notice of relevant changes in Health and Safety legislation, bulletins and alerts:
  - Assistance in the preparation of alerts and bulletins to the Company's preferred format or the provision of a template format which will highlight key points and improvements

*All prices are subject to VAT at the prevailing rate, minimum contract period 12 months.*

**Engaging Safety Limited**

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