

## SAFESCOPE CONSTRUCTION HEALTH AND SAFETY (INCLUDING RETAINER) SERVICES

### Initial Enquiry Form

Many thanks for your kind enquiry.

We specialise in CDM and Construction Safety and provide the following services:

1. CDM 2015 Services (Principal Designer, Client CDM Advisor and Principal Contractor Advisor)
2. Construction Health and Safety (including Annual Retainer) Services (as listed below)
3. Building (O&M) Manuals Services (Building Manuals, O&M Manuals, Residents Manuals, Health & Safety Files)
4. Construction Safety Training (current courses listed below in section 18)
5. Face Fit Testing and Training

We understand that you may be interested in our Construction Health and Safety Services (item 2 above) which are listed as follows. We will be grateful if you could please fill the information in grey boxes below in order for us to prepare the fee proposal for you.

Main activities of your company:	
Number of direct employees?	
Number of sub-contractors you regularly use?	
Company head office location?	
Where are the majority of the company sites located?	
Size of construction sites?	

**Small:** < 10 houses of below £750k, **Medium:** 10-49 houses or £750k - £2m, **Large:** 50-99 houses or £2m-£7.5m, **Very Large:** 100 + houses or £7.5m +

### Safescope Construction Health and Safety (including Annual Retainer) Services

No	Service Description	Please ✓ if required
1.	To act as your appointed "Health and Safety Competent Advisor" (on a yearly retainer basis) in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The retainer period will start from an agreed date for a full calendar year. We will issue a 'Certificate of Competent Advisor Appointment' for your display and records.	
2.	To provide necessary competent advice (by email or phone) on health and safety related matters as required during the retainer period. This excludes creation of any documentation or nonstandard matters and a fair use policy applies.	
3.	To provide necessary advice if required (by email or phone) in case of any health and safety incident or accident (including RIDDOR reporting requirements), health and safety related claim / litigation or enforcement action by Health and Safety Executive (HSE) or Local Authority during the retainer period. This excludes any site visits or carrying out any incident or accident investigation, filling in the RIDDOR or any other forms or creation of any documents.	
4.	To keep you informed of any relevant latest changes and updates to health and safety legislation during the retainer period.	

5.	<p>To provide a set of standard health and safety documents relevant to the company and its activities. The documentation generally includes the following:</p> <ul style="list-style-type: none"> <li>▪ Health and safety policies</li> <li>▪ Health and safety related procedures</li> <li>▪ Company risk assessments</li> <li>▪ Site related documentation (as required)</li> <li>▪ COSHH assessments</li> <li>▪ CDM (designer) procedures and templates (if required)</li> </ul>	
6.	To assist in carrying out investigation (if required) following any incident or accident on your site and produce a written report (on our standard template) for your information, actions and records.	
7.	To carry out (if non-existent) or review Fire Risk Assessment (FRA) at your premises annually.	
8.	To carry out an audit of your current health and safety arrangements at your premises annually (please note this audit may be useful if you have or planning to apply for CHAS etc)	
9.	To carry out (if non-existent) or review DSE Assessments for your office-based staff. We will allow for one round of DSE Assessments annually at one premises (main office). Alternatively, we can carry out one half day training session for your relevant member(s) of staff to enable them to carry out DSE Assessments for their colleagues.	
10.	<p>To carry out Site Health and Safety Inspections for your live projects. The Site Health and Safety Inspection Report will be completed following the visit on our standard site health and safety inspection template including site photographs. We will allow for attendance at sites located within the M25 perimeter or up to 60 miles travel distance from our Ipswich office. Additional fees will apply for sites located outside the above limits.</p> <p><b><i>If yes, how many sites that may need to be visited for Health and Safety Inspections? How regularly you would like us to visit the above sites (monthly, every two months etc)?</i></b></p>	
11.	To assist you in achieving (renewing) accreditation(s) such as CHAS/ SafeContractor / Constructionline etc. We will assist in completion of the relevant application form, compilation of supporting documents and evidence (as provided by you) for the application and in dealing with any queries from the assessor. Please note that we will not allow in our fees for the creation of any documentation and our fee will not include any accreditation fee directly payable to the accreditation body.	
12.	To assist in the preparation of Site/Task specific Risk Assessments and Method Statements (RAMS) for standard construction activities for your live projects during the retainer period.	
13.	To check and comment on Risk Assessments/Method Statements (RAMS) produced by the sub-contractors.	
14.	To carry out standard health and safety assessment checks on your new and existing contractors (sub-contractors).	
15.	To assist in the completion of health and safety assessment questionnaire(s) received by you.	
16.	To attend health and safety committee meetings as arranged by you and held at your main office premises.	
17.	To assist with preparation of initial Construction Phase Plans (CPP's) for your live projects.	

18.	To provide training courses. We currently provide the following training courses.		
	18.1 Asbestos Awareness 18.2 Manual Handling 18.3 Fire Safety, Fire Warden/Marshal 18.4 Working at Height 18.5 Writing Risk Assessments and Method Statements (RAMS) 18.6 CDM Regulations Awareness 18.7 CDM Training for Clients	18.8 CDM Training for Designers 18.9 CDM Principal Designer Training 18.10 CDM Principal Contractor Training 18.11 Construction Site Safety for Operatives 18.12 Construction Site Safety for Supervisors 18.13 Mask Face Fit Training (Train the Tester) 18.14 DSE Assessments (Train the Tester)	
19.	Any additional comments/information?		