

Jim Gant Associates

Health & Safety Training & Consultancy

HEALTH & SAFETY ASSISTANCE: COMPETENT PERSON

The Management of Health & Safety at Work Regulations 1999 requires employers to appoint one or more competent persons to assist him in complying with their legal obligations.

The Health & Safety Advisor package includes.

1. INITIAL meetings / INSPECTIONS

- To identify present management procedures & work factors which may affect health & safety. (Establish datum position / familiarisation). This will be based on the requirements of HSE document HS (G) 65. "Successful Health & Safety Management"
- Health & safety initial management audit/inspection/meetings & tour of workplace.
- Written health & safety report & action plan taking into account the level of health & safety support presently in place & that required.

2. BASIC RETAINER SERVICE, (ONGOING SUPPORT): MONTHLY FEE

- Entitlement to list "Jim Gant Associates" professional details on relevant documents, as providing competent health & safety advice, in accordance with the requirements of the Management of Health & Safety at Work Regulations 1999
- To provide health & safety phone / e-mail help-line advice & support to your organisation. This will include advice out of standard consultancy / working hours.
- To provide updates to health & safety policy & health & safety manual (safe working practices)
- To provide advice regarding new / update of Regulations, guidance & current issues.
- Update meetings with Client during the course of the year.
- To receive information from your organisation regarding factors that may affect health & safety.

3. ADDITIONAL ONGOING CONSULTANCY SERVICES AS REQUESTED

This may include:

- Site visits / inspections & provision of report where appropriate
- Meetings with managers, supervisors & staff
- Advice on statutory accident reporting to the HSE (RIDDOR)
- Liaison with enforcement agencies & support in discussions with the HSE
- Monitoring & reviewing health & safety management systems & policy documents
- Provision of specimen or dedicated health & safety documents
- Undertaking risk assessments
- To assist with the completion of complex pre-tender documents
- Accident investigation & report service
- Induction training for staff
- Other training / assistance/ support as required