

Limitrisk Service Level Proposal

Over 15 years' experience in high-risk industries as a health and safety professional, Limitrisk provide a range of competent, health, safety, and risk management advice, suitable for your company, budget, and business requirements. Our tailored service will be cost effective giving you peace of mind as an employer.

The Health and Safety Executive expect most businesses will appoint a responsible person either within their organisation or out-sourced. We can assist you if you do not have the time or resources to do it yourself.

If you designate us as your competent person, we require a full understanding of your business to ascertain your level of compliance. This would be ascertained during a meeting with you and selected staff members. Once established, we can discuss which consultancy package suits your business requirements to limit risk, address the issues identified and compliment what you already have.

In order to get you compliant, we will advise on the number of days consultancy as a minimum for the first year, which would be split accordingly over the year, with document creation bespoke to suit your business needs. Thereafter, we will review consultancy options (days required) after the first year.

Prior to my Visit

Please make available (if applicable) health and safety documentation including:

- Existing health and safety policy, statement, and risk assessments in place
- Staff training records and certification
- PPE and enforcement records (example if applicable)
- Accident book ([click here link to purchase via HSE website](#))
- Fire Risk Assessment
- First Aid Appliances
- Traffic management and pedestrian access within the premises

Overview of consultancy packages, options, and prices:

Packages	Half and full day (visits to premises)	Monthly Direct Debit (DD)	Annual Total DD	Annual Payment	Saving £	Monthly DD + Vat	Annual Total DD + Vat	Annual Payment + Vat	Saving £
1-day	Max 2	£50	£600	£550	£50	£60	£720	£660	£60
2-days	Max 4	£90	£1080	£1,000	£80	£108	£1296	£1,200	£96
3-days	Max 6	£125	£1500	£1,375	£125	£150	£1800	£1,650	£150
4-days	Max 8	£175	£2100	£1,925	£175	£210	£2,520	£2,310	£210
5-days	Max 10	£210	£2520	£2,310	£210	£252	£3,024	£2,772	£252
6-days	Max 12	£250	£3000	£2,750	£250	£300	£3,600	£3300	£300

1. We **WILL NOT** tie you down with long term contracts and numerous days options for more than you need each year.
2. We **WILL** advise on maximum number of days to get you up to speed, which is wholly dependant on the size of your business and risk.
3. We **WILL** review each year how your requirements will have changed
4. We **WILL** be fully visible and helpful with your health and safety requirements
5. We **WILL** not simply steer you to an online –Do it yourself system

Consultancy will include the following:

- One year phone/email support to assist with any enquires
- Initial half day visit with full inspection of your premises
- Review of all health and safety related documentation
- **Fully comprehensive** health & safety policies for your business
- Review/update your current risk assessments (if applicable)
- Supply of generic risk assessment forms for work related and general hazards
- Assistance with completing /creating risk assessments
- Assistance with completing /creating Safe Systems of Work (SSoW)
- Follow up half and full day visits to assist and ensure compliance
- Liaison with enforcing authorities and accident/incident investigation report carried out using Kelvin TOPSET®
- Health and safety checklists
- Advice and training identified after review to ensure compliance
- End of year audit with recommendations

Limitrisk will visit your premises at a time that suits you and collectively we will review, create, adapt, and amend accordingly your health and safety documentation to suit your business requirements and maintain compliance to limit risk in your workplace.

Limitrisk – It's what we do

SERVICE LEVEL AGREEMENT FOR HEALTH AND SAFETY

Responsibility

The appointment of a competent person for your business is stipulated in Section 7 of the Management of Health and Safety at Work Regulations 1999 which requires an employer to appoint one or more competent persons to assist in compliance with Health and Safety Law relevant to their workplace and its activities.

The competent person (Limitrisk Ltd) will assist and support you on all health and safety matters, keep them informed of all legislative requirements, changes and amendments, assist with the drafting of risk assessments, policies, procedures, method statements and guidance notes from the Health and Safety Executive and relevant trade body representative to their business sector, in order to implement the clients health, safety and wellbeing policies and assist in the creation and promotion of a safe working environment and culture.

The competent person will at all times provide guidance to ensure that any risks associated with your activities are controlled through the risk assessment process, using the hierarchical control process were these risk are either removed or minimised to limit risk.

Monitoring of the effectiveness of health and safety management on the premises will be done by inspections and audits, carried out periodically, with reports generated providing recommendations and timeframe for completion to ensure health, safety, legal compliance, and good practice.

Limitrisk Ltd shall at all times abide by the code of conduct from:

- Institution of Occupational Safety and Health [IOSH](#)
- The Institute of Risk Management [\(IRM\)](#)

Standard of Service	Levels of Service	Required from Client
<p>Provide health and safety (H&S) advice as competent person and recommend additional expert advice on specialist H&S as required, e.g., Fire, Asbestos and Legionella.</p>	<p>Respond promptly unless it is a serious matter of urgency and requires an immediate reply.</p> <p>Develop and assist with creation of all H&S related documentation.</p> <p>Be impartial and use H&S legislative requirements as foundation of advice.</p>	<p>Provide all H&S related documentation on file for review.</p> <p>Explain clearly what you require from our service.</p> <p>Consult Limitrisk for H&S advice prior to commencing tasks with high risk of injury.</p> <p>Be aware and comply with H&S risk assessments, policies, and procedures.</p>

Standard of Service	Levels of Service	Required from Client
<p>Provide H&S Policy Statement to enable you to meet the legislative requirements as defined in Section 2 (3) of the Health and Safety at Work etc. Act 1974.</p> <p>In addition to ensuring that the employer creates and follows appropriate health and safety arrangements as defined in Regulation 5 of The Management of Health and Safety at Work Regulations 1999.</p>	<p>Develop bespoke documentation for:</p> <ol style="list-style-type: none"> 1. Health and Safety Policy 2. Statement of Intent Responsibilities and Organisation for Health and Safety 3. Arrangements for Health and Safety. 	<p>Assist with defining roles and responsibilities for: overall and final, day-to-day, personnel and employer.</p> <p>Provide (if any) information and documentation on the following:</p> <p>Providing Adequate Control, Consultation with Employees, Personal Protective Equipment, Safe Plant and Equipment, Articles and Substances, Training & Competency, Accidents, Incidents & Work-Related Ill Health, Emergency Procedures – Fire & Evacuation, Environmental</p> <p>Considerations and employee acceptance.</p>

Standard of Service	Levels of Service	Required from Client
<p>Provide H&S advice and guidance on risk assessment legislative requirements to enable you to meet your obligations as defined in Regulation 3 of the Management of Health and Safety at Work Regulations 1999 and to ensure all reasonable practicable steps as defined in Section 2 of the Health and Safety at Work etc. Act 1974.</p> <p>Liaise with specialist H&S contractors on high risks, such as Fire, Asbestos, and legionella.</p>	<p>Provide risk assessment training to all employees using the 5 Risk Assessment steps:</p> <ol style="list-style-type: none"> 1. What are the hazards? 2. Who might be harmed and how? 3. Weigh up the risks and decide on precautions 4. Put the results into practice 5. Check controls stay in place, review the assessment. 	<p>Assist with explaining specific roles and work scope.</p> <p>Have all employees prior to risk assessment training, read over HSE leaflet. Risk assessment A brief guide to controlling risks in the workplace.</p> <p>List of employees and level of training and experience in their respective roles.</p> <p>Use of Specialist H&S services .</p> <p>All employees to act on identified actions from all risk assessments.</p>

Standard of Service	Levels of Service	Required from Client
<p>Provide H&S advice and guidance on legislative requirements and compliance with Fire safety duties as set out in the Fire (Scotland) Act 2005 and The Fire Safety (Scotland) Regulations 2006.</p> <p>Liaise with fire specialist H&S consultants on fire risks and assessments.</p>	<p>Review current fire risk assessment.</p> <p>Advise on fire drills and assist with one fire drill per year during visit.</p> <p>If required, liaise with Scottish Fire and Rescue Service.</p> <p>Provide regulatory guidance documentation.</p> <p>Provide action plan and report on all findings.</p>	<p>Current fire risk assessment recommended actions to be acted upon.</p> <p>To provide fire training for persons identified as fire wardens.</p> <p>Managers and staff to assist with formulation of fire risk assessment plan.</p>

Standard of Service	Levels of Service	Required from Client
<p>Provide H&S advice and guidance on legislative requirements for all employees to enable them to meet their individual obligations to co-operate with their employer as defined in <u>Section 7</u> of the Health and Safety at Work etc. Act 1974.</p>	<p>Provide and maintain health and safety information.</p> <p>Advise on safety committee structure.</p> <p>Liaise with employee elected safety representative</p> <p>Advise all employees on their statutory duty to work safely at all times.</p>	<p>Ensure suitable and sufficient risk assessments are undertaken prior to carrying out tasks.</p> <p>Pre-plan activities, allowing for adequate time for H&S involvement as required.</p> <p>All employees to be fully aware of and comply with H&S legislation which is pertinent to their respective departmental areas of responsibility.</p>
<p>Provide assistance with the management of occupational, health requirements, recommend additional expert advice on specialists as required, e.g., stress, muscular skeletal, dermatitis.</p>	<p>Provide advice and training on: manual handling, workstation, employee monitoring, environmental monitoring, health surveillance determined by monitoring.</p> <p>Employee questionnaires (<i>client discretion</i>).</p>	<p>Managers to assist as required in identifying health surveillance and employee monitoring requirements.</p> <p>Management to ensure through consultation that correct types of PPE are available and used.</p>
<p>Where necessary, advise management to initiate enforcement of requirements for health and safety in the workplace. For example: PPE, working at height, use of work equipment under PUWER and compliance with COSHH.</p>	<p>Management informed of any actions required to comply with legislative guidance or industry best practice.</p> <p>Liaise with managers on remedial actions, consult with enforcement authorities as required.</p>	<p>Any and all notices/guidance issued by regulatory or trade bodies to be addressed immediately.</p> <p>Fully co-operate with enforcement authorities and external bodies.</p> <p>Liaise with Limitrisk for advice and guidance during these interactions.</p>

Standard of Service	Levels of Service	Required from Client
<p>Provide assistance with meeting the statutory requirements under the <u>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)</u></p>	<p>Maintain a recording/ reporting system.</p> <p>Ensure RIDDOR statutory reports are completed.</p> <p>Assist management in carrying out investigations, provide root causes, recommendations, and remedial actions.</p> <p>Provide management/ owners with basic information on all H&S events to enable identification of trends and poor risk control to initiate prompt remedial actions.</p> <p>Maintain client confidentiality at all times.</p>	<p>Report all accidents, incidents and near misses (events) to Limitrisk and record in appropriate <u>Accident Book</u></p> <p>Provide past reporting of all accidents, incident and near misses.</p> <p>Provide evidence of remedial actions undertaken due to events.</p> <p>Assist Limitrisk in gathering evidence and information required for an accident investigation.</p>
<p>Advise on training requirements for all departments and staff as per specific roles in the workplace to meet the statutory requirements under <u>Section 2.2(c)</u> of the Health and Safety at Work etc. Act 1974.</p> <p>Recommend additional expert training providers as required, e.g. first aid, fire safety, work equipment usage, pressure systems and lifting equipment.</p>	<p>Advise management on H&S training needs identified for all employees.</p> <p>Liaise with management to ensure all training is regularly reviewed, reflects current legislation and industry best practice guidance.</p> <p>Limitrisk will carry out DSE assessment.</p>	<p>All employees to complete basic mandatory H&S training and refresh every 3 years.</p> <p>All employees to complete specific H&S training appropriate to their specific job role and carry out refresher training every 3 years.</p> <p>Management to ensure that all employees have completed their H&S training as required.</p> <p>Display Screen Users (DSE) to be identified.</p>

Standard of Service	Levels of Service	Required from Client
<p>Conduct H&S audits of every department and collate results to measure compliance with H&S.</p> <p>Audits interval dependent on departmental risk levels: high, medium, and low.</p>	<p>Provide managers/owners with assessment report, guidance, and advice after scheduled visits.</p> <p>Annual report to ensure legal and statutory compliance duties are met.</p>	<p>Managers to ensure departmental compliance with annual reviews of all risk assessments as a minimum.</p> <p>Promptly address compliance issues identified in reports within agreed time frame.</p> <p>Provide all H&S documentation available for audit when requested.</p>

The parties have signed the Service Level Agreement and year below:

 Patrick Gardiner for and on behalf of Limitrisk Ltd

 Date of signature

 XXXX for and on behalf of XXXXXX

 Date of signature