

2020



CONTRACT

OF SERVICES



SAFETY

Health & Safety Consultancy Plan

Review, improve and formalise your Health and Safety procedures and put in place recognised management systems to ensure compliance in key areas of your business. Our consultancy services are all tailored to the specific needs of each client to ensure that they are both effective and affordable. We can support you through the process of identifying your needs, filling gaps, implementing new processes and maintaining your performance.

We offer you the peace of mind in knowing that your Health and Safety is 100% fit for purpose, with our hugely experienced consultants here to protect your team and boost your business credentials. **Sign for our Health & Safety Consultancy Plan to unlock all benefits.**

SERVICES INCLUDED IN THIS PLAN

- 01** Legal Compliance Audit
- 02** Health and Safety Procedures / Site Set Up Handbook
- 03** Company Health & Safety Policy Manual Package
- 04** Access to Health & Safety Documentation
- 05** CDM Compliance and Notification
- 06** Site Fire Risk Assessment + Fire Management Plan
- 07** Project Health & Safety Compliance Hardcopy Folder
- 08** Liaison with external bodies
- 09** Site Safety Information Board (for one site)
- 10** Accident / Incident Investigation
- 11** Phone and e-mail support
- 12** Monthly Site Inspection and Report (up to 12 visits in total)

Health & Safety Consultancy Plan: **Endless benefits**



Complete Health & Safety
Documentation



Access to professional
Health & Safety specialists



Affordable monthly
Fee

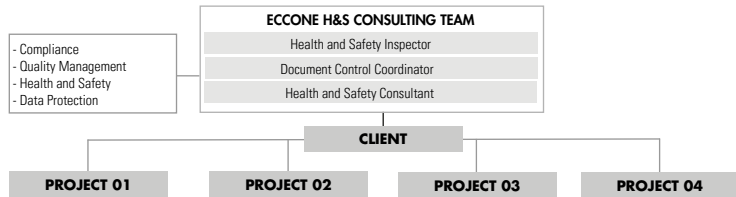


12 months
support

- ✔ Not every organisation needs to have Health and Safety System Specialists in – House **but if you want to perform at the highest level then access to this audit is essential.**
- ✔ We offer a complex service, from an initial review to a comprehensive approach to ensure your organisation remains compliant with Health & Safety legislation at all times.
- ✔ Our consultancy services are all tailored to the specific needs of each client to ensure that they are **both effective and affordable.**
- ✔ We can support you through the process of identifying your needs, filling gaps, implementing new process and managing your performance.
- ✔ This service starts with a **review of your current documentation** which builds into the development of a **Health and Safety Policy Manual and Site Health and Safety Management Package.**
- ✔ You get a thorough review of your Health and Safety documentation and recommendations, **a site visit with audit, report and action plan.**
- ✔ We maintain all documentation to ensure that it is always up to date and compliant with legislation. In addition, you will receive an monthly site visit where we will conduct a full Health and Safety audit followed by a detailed report of our findings and a practical action plan for you to implement.
- ✔ You can access your health and safety documents at any time, giving you full control. Our remote support, during and outside office hours, will give you the expert guidance you need to develop safe systems of work for your organisation.
- ✔ You get unlimited access to a qualified Health & Safety practitioner by email and phone as well as an monthly site visit (up to two sites) , CDM Compliance and notification service, Accident and Incident investigation service.
- ✔ Our support ensures that you do not miss any hazards and have in place ways to address any that you have.
- ✔ Our secure online project documentation ensures that you can access your documents at any time, giving you full control.
- ✔ The package (interactive documents set) can be used every time you start a new projects, which means massive cost reduction.
- ✔ Our documents are prepared by professionals and industry experts

PROJECT SERVICE STRUCTURE AND OPTIONS 12 MONTHS CONTRACT

ECCONE PROJECT H&S CONSULTING STRUCTURE AND PROCEDURES



COMPANY AUDIT

- Gap Analysis Report on areas of noncompliance in Health and Safety Legislative requirements in your organisation.
- Back up health and safety advise/support - by email and phone.
- Preapre and review or create your Health and Safety statement including company Health and Safety Policy.

PRE - CONSTRUCTION STAGE

- Health and Safety meeting consultation and co-ordination - agenda setting, conducting, safety meeting , planning condition.
- Prepare Health and Safety Procedures - Preparing standard site safety and operating procedures.
- Assistance in preparation of site health and safety documentation using Eccone Safety Management Folder.
- Assistance in preparation of Site General Risk Assessment and Method Statement.
- The provision of early CDM Regulation advice. (CPP, CPHSP, F10)

PROJECT START - SITE SET UP

- Site visit and assistance in preparation of Site Safety / Set Up.
- Site specific assistance on complex work activity.
- Issue of the Health and Safety Management File with all documentation at the start of the site work.
- Assistance in preparation of General Risk Assessment and Method Statement and COSHH, ToolBox Talk
- The provision of early Site Fire Safety advice.

CONSTRUCTION PHASE

- Site Fire Safety Compliance and Assessment.
- Site Training for Managers.
- Provision of necessary competent advice (by phone or email) to the Client on health and safety related matters related to the above works.
- Undertaking periodic site inspection to check contractor safety performance on-site and continuously improving all activities during the construction process. * Total of 12 Site Safety Inspections per year by competent Health and Safety Professional - one Visit per month on selected site. - Additional inspection fee apply. Refer to Additional Costs Conditions)
- Develop a culture of safety on site with Principal Contractor
- Liaison with the Contract Administrator, Architect , Principal Contractor and Client and project team.

COMMISSION PHASE

- Provision of necessary advice (by email and phone).
- Handover Documentation : issue of teh final Project Owner's manuals or Health and Safety File on satisfactory completion o the work on site. (We recommend this H&S File be retained at property with all other statutory documents for future reference.)
- Provide and prepare an Annual Health & Safety Audit

PROPOSED SERVICE SCHEDULE

Ref.	Section/Service
EHSP 1	PARTNER H&S Consultancy Plan - 12 Month Contract <small>Total Sum: £6400</small>
	- Register 4 " LIVE" site with our Safety Team.
	- Monthly Inspection and report (12 site visits annually)
	- Access to health and safety site documentation
	- CDM 2015 compliance.
	- Phone and email supports
	- H&S Procedures site set - up handbook
	- Legal compliance audit
	- Company Health and Safety Policy Package
	- Site Fire Risk Assessment + Site Fire Management Plan
	- Liaison with external bodies
	- Provide site safety information board for registered site
	- Accident / Incident Investigation

ADDITIONAL SERVICES (OPTIONAL)

Ref.	Section/Service
AHSS 1	Health and Safety Management System
AHSS 2	Documentation ●
AHSS 3	Site Inspection and Monitoring ●
AHSS 4	Project Safety Management ●●
AHSS 5	Site Safety Information Board ●
AHSS 6	Health and Safety/ CDM Compliance ●●
AHSS 7	Site Training for Managers ●
AHSS 8	Site Fire Safety Compliance ●
AHSS 9	Additional charges (traveling expenses) ●

REQUIRED ●
OPTIONAL ●●
REQUIRED- On Appointment ●●

TOTAL SERVICES FEE

12 MONTHS CONTRAC

Ref.	Section/Service
EMS 400	PARTNER CONTRACT
EMS 400	PAYMENT TERMS
	Monthly Payments: An initial payment for the balance of the sum presented on appointment "first month's contract", followed by an advance payments on the first day of each following month on Eccone account.

4 NO. REGISTERED PROJECTS

Total Contract **£6300**

Tailored to the specific needs of your organisation and priced accordingly, this package includes a complete Health and Safety Policy Manual based on our initial assessment and any recommendations we make.

Your advisor will make an annual site visit to carry out a complete audit and prepare a report and action plan.

You can access your documentation at any time on our fully secure portal.

Note: Provision of necessary competent advice (by phone or email) to the Client on health and safety related matters related to the above works.

This excludes creation of any specific project documentation or non standard matters and excludes creation of the specific design documentation related to traffic order or non standard project procedures.

FEE BASIS & INVOICING SCHEDULE

FEE BASIS & INVOICING SCHEDULE

Example of payment schedule.

(Including additional fees and charges)

Description		Invoice
PARTNER H&S Consultancy Plan - 12 Month Contracts	Total Sum: £6300	
(1) Invoice 1 - Purchase Health and Safety Management Folder/System	(AHSS 1)	- £600
(2) Invoice 1 - Including Additional Fee	(AHSS4,AHSS5, AHSS7)	- £900
(3) Invoice 1: On Appointment - Month 1	(EHSS 1)	- £400
(4) Invoice 2: 30 days against item (3) - Month 2	(EHSS 1)	- £400
(5) Invoice 3: 30days against item (4) - Month 3	(EHSS 1)	- £400
(6) Invoice 4: 20 days against item (5) - Month 4	(EHSS 1)	- £400
(7) Invoice 5: 20 days against item (6) - Month 5	(EHSS 1)	- £400
(8) Invoice 6: 30 days against item (7) - Month 6	(EHSS 1)	- £400
(9) Invoice 7: 20 days against item (8) - Month 7	(EHSS 1)	- £400
(10) Invoice 8: 20 days against item (9) - Month 8	(EHSS 1)	- £400
(11) Invoice 9: 20 days against item (10) - Month 9	(EHSS 1)	- £400
(12) Invoice 10: 30 days against item (11) - Month 10	(EHSS 1)	- £400
(13) Invoice 11: 20 days against item (12) - Month 11	(EHSS 1)	- £400
(14) Invoice 12: 20 days against item (13) - Month 12	(EHSS 1)	- £400

ADDITIONAL SERVICES	Ref.	Section/Service	Ref.	Section/Service
	AHSS 1	Health & Safety Management System	AHSS 5	Site Safety Information Board
	AHSS 2	Project Start Documentation	AHSS 6	Health & Safety / CDM Compliance
	AHSS 3	Site Inspection and Monitoring	AHSS 7	Site Training for Managers
	AHSS 4	Project Safety Management	AHSS 8	Site Fire Safety Compliance

ACTION PLAN



BENEFITS

- Your Health & Safety Documentation completed with ease
- Health & Safety advisor available for the whole duration of your project
- Compliance Audit to find areas that need improvement
- Documents checked and organised, In line with necessary regulations.
- Assistance with site set up + Site set up Handbook
- Monthly Inspections to ensure you operate accordingly with H&S requirement



Let's work together

ECCONE.COM | ECCONESTORE.COM

 **ECCONE LTD**

71 - 75 Shelton Street
Covent Garden
WC2H 9JQ London

t: 033 3577 8301
e: info@eccone.com

w: eccone.com

 **ECCONE STORE LTD**

71 - 75 Shelton Street
Covent Garden
WC2H 9JQ London

t: 033 3577 8301
e: sales@ecconestore.com

w: ecconestore.com