



# **Annual Contracts for health & safety services - for all sectors**

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## **ENSURING THAT YOUR HEALTH & SAFETY IS COMPLIANT**

Most companies cannot justify the cost of having a permanent person dealing with health and safety and rely on the fact that they haven't had any problems - so everything must be OK! However, the penalties for failing to comply with legislation are punitive - not just in terms of money and the possibility of a Director going to prison but also to an organisation's reputation.

### **So, how can you be seen to be pro-active towards health and safety but at a cost that is economically viable?**

We offer a range of services which can be delivered when and if you require something but for that peace of mind that comes with having professional advice on tap, we have developed a package called **'Safe & Sure'** that will give you:-

1. Us as your professional Designated Health & Safety Advisors
2. An annual review of your Policies and Procedures
3. A help-line for all of your health and safety queries
4. Regular up-dates on anything related to health and safety
5. Depending on the level of service, 'activities' that you can use for anything health and safety related (see below what this can cover)

### **What We Can Do for Your Organisation**

There are a vast number of Regulations with which you must comply or face being fined, or even have people imprisoned. Complying with them all, or preparing for new regulations, can be a burden on your organisation which we can take away from you.

We will take the place of an in-house person (which is often a position that most businesses find is economically difficult to substantiate) at a fraction of the cost, so that you have support with any problems.

#### **Policies & Procedures**

- ⇒ We can update your existing Health & Safety Policy and Procedures, or write new ones, relevant to your organisation and help with writing Staff Handbooks or Manuals and induction training
- ⇒ We know how to interpret the complex Health and Safety legislation and can provide full guidance to ensure that you have a robust health and safety management system.
- ⇒ Acting as though you have your own internal resource, our Health and Safety Advisors with their specialist knowledge and efficient service, can keep your documentation up-to-date and compliant.

## **Accreditations**

Many organisations are required by their Clients to have their Health & Safety systems accredited by one of the national schemes such as CHAS.

- ⇒ Applying for these means a lot of form filling and documentation and, from our experience, dealing with the requirements raised by an Assessor often means altering or adding to Health & Safety policies, procedures and systems.
- ⇒ For many businesses this is a distraction and can mean a senior person having to spend hours of valuable time dealing with complex forms and questions about which they probably lack the knowledge required to deal with them appropriately.
- ⇒ We can take on all of this work for you, either within our 'Safe & Sure' contract or at a fixed cost that covers all of the work necessary to get you accredited - even if it means us dealing with vast amounts of questions from Assessors.

## **Health & Safety Assessments, Audits & Inspections**

Is your office, warehouse, construction site or other location, safe?

- ⇒ We can undertake general Health & Safety inspections to make sure that your premises are safe for your people and that they are compliant with legislation.
- ⇒ We can carry out the Fire Risk Assessment that your building requires, by law.
- ⇒ If you have water storage systems, we can organise a Legionella Assessment.
- ⇒ For construction sites, we can undertake one-off, or regular Site Inspections and provide reports.
- ⇒ Although you may have managed OK up to now, an audit of your existing Health & Safety system often throws up deficiencies which could cause problems.

## **Training**

We can deliver a range of classroom courses in-house for you, or provide you with the latest, comprehensive range of 40+ health and safety and HR e-learning courses.

For a full list of classroom courses, please go to:-

**<https://helmsmanservices.co.uk/sectors/health-and-safety/>**

The full list of our e-learning courses is on the pages that follow but you can view the full content and see previews at:-

**<https://helmsmanservices.co.uk/sectors/e-learning-industry/#courses>**

**It's all so straightforward - when you know how.!**

## 'Safe & Sure' Service Levels

'Safe and Sure' annual contracts give you the peace of mind that all of your Health & Safety needs are being met to the highest possible standards, adding value to your business and ensuring a safer environment for you and your staff.

Simply select one of the following annual packages to suit your business, or contact us to discuss your requirements.

12 months of TOTAL health and safety cover from Helmsman Safety Services	'CARBON FREE' £55 per month	BRONZE £90 per month	SILVER £120 per month	GOLD £180 per month
'Activities'- used for anything health and safety related:- training, preparing risk assessments or documentation, Fire Risk Assessments, inspections, audits, or meetings and preparation of documentation in our offices	-	1 per year	2 per year	4 per year
Annual review of all your health and safety policies and procedures				
Regular legislation updates to ensure you understand and implement, on time, the legal requirements of health and safety that affect your organisation				
Advice on all aspects of training (statutory and best-practice) for new and existing staff				
E-mails keeping you up-to-date on best practice and relevant health and safety matters				
On-tap advice from our health and safety hotline. Whenever you have a question or need, our team are available to give you the best possible advice from qualified practitioners **				
Preparing Method Statements and safe working procedures (within activities)	-			
Carrying out annual Fire Risk, general health and safety and any other risk assessments required e.g. DSE, COSHH, Water or Asbestos (via accredited providers) (within activities)	-			
Assisting with applications for accreditation such as CHAS or SafeContractor	-			
Responding to and investigating any accidents or incidents (within activities)	-			
Attending internal and external meetings on your behalf as required (within activities)	-			
Preparing reports, statistics and other information for senior management	-	-	-	

\*all prices correct at 1st December 2018 and subject to the addition of VAT.

\*\*during normal office hours (8.30am - 5.30pm Monday to Friday)

## Non-Construction Course Titles

With our system, you purchase 'credits' and can use them for any of these subjects  
For full details of courses go to - [www.helmsmanservices.co.uk](http://www.helmsmanservices.co.uk)

<p><b>Social Care &amp; NHS</b></p> <p>Accident Reporting</p> <p>Anaphylaxis &amp; Allergies</p> <p>Anti-Bribery</p> <p>Anti-Money Laundering</p> <p>Asbestos Awareness</p> <p>Assessing Mental Capacity</p> <p>Asthma Awareness</p> <p>Bomb Threats and Suspicious Packages</p> <p>Bullying &amp; Harassment at Work</p> <p>Bullying and Harassment for Managers</p> <p><b>Conflict Resolution - coming soon</b></p> <p>Consumer Rights for Service Providers</p> <p>COSHH</p> <p><b>Customer Service - coming soon</b></p> <p>Cyber Security</p> <p>Deprivation of Liberty (DoLS)</p> <p>Diabetes Awareness</p> <p>Display Screen Equipment (DSE)</p> <p>Driver Awareness</p> <p>Drug &amp; Alcohol Awareness</p> <p>Electrical Safety</p> <p>Environmental Awareness</p> <p>Epilepsy Awareness</p> <p>Equality &amp; Diversity</p> <p>Eye Protection</p> <p>Fire Awareness (Care)</p> <p>Fire Warden (Care)</p> <p>First Aid Appointed Person</p> <p>First Aid Requirements &amp; RIDDOR</p> <p>Food Allergy Awareness</p> <p>Food Safety &amp; Hygiene (Level 1)</p> <p>Food Safety &amp; Hygiene (Level 2)</p> <p><b>Fraud Awareness - coming soon</b></p> <p>GDPR Essentials (Data Protection)</p> <p>GDPR for Management</p> <p>Health &amp; Safety Essentials</p> <p>Health &amp; Safety for Managers</p> <p>Infection Prevention &amp; Control</p> <p>Ladder Safety</p> <p>Legionella Awareness</p> <p>Lone Worker in the Workplace</p> <p>Lone Worker Out of the Workplace</p> <p>Manual Handling</p> <p>Mental Health Awareness</p> <p>Mental Health Awareness for Managers</p> <p><b>Modern Slavery - coming soon</b></p> <p>Moving &amp; Handling People</p> <p>New &amp; Expectant Mothers at Work</p> <p>Personal Protective Equipment (PPE)</p> <p>Risk Assessment</p> <p>Safeguarding Vulnerable Adults</p> <p>Safeguarding Children</p> <p>Sexual Harassment Awareness</p>	<p><b>Retail</b></p> <p>Accident Reporting</p> <p>Anti-Bribery</p> <p>Anti-Money Laundering</p> <p>Asbestos Awareness</p> <p>Bar (Licenced Premises) Staff</p> <p>Bomb Threats and Suspicious Packages</p> <p>Bullying &amp; Harassment at Work</p> <p>Bullying and Harassment for Managers</p> <p><b>Conflict Resolution - coming soon</b></p> <p>Consumer Rights for Digital Businesses</p> <p>Consumer Rights for Goods Retailers</p> <p>COSHH</p> <p><b>Customer Service - coming soon</b></p> <p>Cyber Security</p> <p>Display Screen Equipment (DSE)</p> <p>Driver Awareness</p> <p>Drug &amp; Alcohol Awareness</p> <p>Electrical Safety</p> <p>Equality &amp; Diversity</p> <p>Fire Awareness</p> <p>Fire Marshal &amp; Warden</p> <p>First Aid Appointed Person</p> <p>First Aid Requirements &amp; RIDDOR</p> <p>Food Allergy Awareness</p> <p>Food Safety &amp; Hygiene (Level 1)</p> <p>Food Safety &amp; Hygiene (Level 2)</p> <p><b>Fraud Awareness - coming soon</b></p> <p>GDPR Essentials (Data Protection)</p> <p>GDPR for Management</p> <p>Health &amp; Safety Essentials</p> <p>Health &amp; Safety for Managers</p> <p>Infection Prevention &amp; Control</p> <p>Ladder Safety</p> <p>Legionella Awareness</p> <p>Lone Worker in the Workplace</p> <p>Lone Worker Out of the Workplace</p> <p>Manual Handling</p> <p>Mental Health Awareness</p> <p>Mental Health Awareness for Managers</p> <p><b>Modern Slavery - coming soon</b></p> <p>New &amp; Expectant Mothers at Work</p> <p>Personal Protective Equipment (PPE)</p> <p>Risk Assessment</p> <p>Sexual Harassment Awareness</p> <p>Slips, Trips &amp; Falls</p>	<p><b>Education</b></p> <p>Accident Reporting</p> <p>Anaphylaxis &amp; Allergies</p> <p>Anti-Bribery</p> <p>Anti-Money Laundering</p> <p>Asbestos Awareness</p> <p>Asthma Awareness</p> <p>Bomb Threats and Suspicious Packages</p> <p>Bullying &amp; Harassment at Work</p> <p>Bullying and Harassment for Managers</p> <p><b>Conflict Resolution - coming soon</b></p> <p>COSHH</p> <p><b>Customer Service - coming soon</b></p> <p>Cyber Security</p> <p>Diabetes Awareness</p> <p>Display Screen Equipment (DSE)</p> <p>Driver Awareness</p> <p>Drug &amp; Alcohol Awareness</p> <p>Electrical Safety</p> <p>Environmental Awareness</p> <p>Epilepsy Awareness</p> <p>Equality &amp; Diversity</p> <p>Fire Awareness (Education)</p> <p>Fire Warden (Education)</p> <p>First Aid Appointed Person</p> <p>First Aid Requirements &amp; RIDDOR</p> <p>Food Allergy Awareness</p> <p>Food Safety &amp; Hygiene (Level 1)</p> <p>Food Safety &amp; Hygiene (Level 2)</p> <p><b>Fraud Awareness - coming soon</b></p> <p>GDPR Essentials (Data Protection)</p> <p>GDPR for Management</p> <p>Health &amp; Safety Essentials</p> <p>Health &amp; Safety for Managers</p> <p>Infection Prevention &amp; Control</p> <p>Legionella Awareness</p> <p>Lone Worker in the Workplace</p> <p>Lone Worker Out of the Workplace</p> <p>Manual Handling</p> <p>Medication Administration (Schhols)</p> <p>Mental Health Awareness</p> <p>Mental Health Awareness for Managers</p> <p><b>Modern Slavery - coming soon</b></p> <p>New &amp; Expectant Mothers at Work</p> <p>Recruitment in Education</p> <p>Risk Assessment</p> <p>Safeguarding Children</p> <p>School Trips - Managers</p> <p>School Trips - Organisers and Supporters</p> <p>Sexual Harassment Awareness</p>	<p><b>Manufacturing &amp; Warehousing</b></p> <p>Abrasive Wheels</p> <p>Accident Reporting</p> <p>Anti-Bribery</p> <p>Anti-Money Laundering</p> <p>Asbestos Awareness</p> <p>Bomb Threats and Suspicious Packages</p> <p>Bullying &amp; Harassment at Work</p> <p>Bullying and Harassment for Managers</p> <p><b>Conflict Resolution - coming soon</b></p> <p>Confined Spaces (use as refresher only)</p> <p>COSHH</p> <p><b>Customer Service - coming soon</b></p> <p>Cyber Security</p> <p>Display Screen Equipment (DSE)</p> <p>Driver Awareness</p> <p>Drug &amp; Alcohol Awareness</p> <p>Electrical Safety</p> <p>Environmental Awareness</p> <p>Equality &amp; Diversity</p> <p>Eye Protection</p> <p>Fire Awareness</p> <p>Fire Marshal &amp; Warden</p> <p>First Aid Appointed Person</p> <p>First Aid Requirements &amp; RIDDOR</p> <p>Food Allergy Awareness</p> <p>Food Safety &amp; Hygiene (Level 1)</p> <p>Food Safety &amp; Hygiene (Level 2)</p> <p><b>Fraud Awareness - coming soon</b></p> <p>GDPR Essentials (Data Protection)</p> <p>GDPR for Management</p> <p>Hand Arm Vibration (HAVS)</p> <p>Health &amp; Safety Essentials</p> <p>Health &amp; Safety for Homeworkers</p> <p>Health &amp; Safety for Managers</p> <p>Infection Prevention &amp; Control</p> <p>Ladder Safety</p> <p>Legionella Awareness</p> <p>LOLER (Lifting Operations &amp; Equipment)</p> <p>Lone Worker in the Workplace</p> <p>Lone Worker Out of the Workplace</p> <p>Manual Handling</p> <p>Manual Handling Including Tyres</p> <p>Mental Health Awareness</p> <p>Mental Health Awareness for Managers</p> <p><b>Modern Slavery - coming soon</b></p> <p>New &amp; Expectant Mothers at Work</p> <p>Noise Awareness</p> <p>Personal Protective Equipment (PPE)</p> <p>PUWER (Work Equipment Regs)</p> <p>Risk Assessment</p> <p>Sexual Harassment Awareness</p> <p>Slips, Trips &amp; Falls</p>
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All Online Training Courses



## Construction Related Course Titles

- Abrasive Wheels (IIRSM & CPD) 40 mins
- Accident Reporting (RoSPA & CPD) 15 mins
- Anti-Bribery (CPD) 25 mins
- Anti-Money Laundering (CPD) 30 mins
- Asbestos Awareness (IOSH, IATP & CPD) 30 mins
- Asbestos Awareness (UKATA) 2+ Hrs
- Asbestos Awareness refresher (UKATA) 1+ Hrs
- Bomb Threats & Suspicious Packages (CPD) 20 mins
- Bullying & Harassment - for Managers (CPD) 30 mins
- Bullying & Harassment - for Employees (CPD) 15 mins
- CDM Regulations (IOSH & CPD) 30 mins
- Confined Spaces (RoSPA & CPD) 35 mins
- Conflict Resolution - coming soon**
- Consumer Rights for Service Businesses (CPD) 30 mins
- COSHH (IOSH & CPD) 20 mins
- Customer Service - coming soon**
- Cyber Security Awareness (CPD) 35 mins
- Driver Awareness (IOSH & CPD) 50 mins
- Drug & Alcohol Awareness (RoSPA & CPD) 55 mins
- Display Screen Equipment (IOSH & CPD) 25 mins
- Electrical Safety (RoSPA & CPD) 30 mins
- Environmental Awareness (CIEH, IOSH & CPR) 40 mins
- Equality & Diversity (CPD) 30 mins
- Eye Protection (CPD) 30 mins
- Fire Awareness - Construction (CPD) 55 mins
- Fire Awareness - General (IOSH & CPD) 30 mins
- Fire Marshal & Warden (IOSH, RoSPA & CPD) 40 mins
- Fire Warden - Construction (CPD) 100 mins
- First Aid Appointed Person (RoSPA & CPD) 20 mins
- First Aid Requirements /RIDDOR (RoSPA) 15 mins
- Food Allergy Awareness (CIEH & CPD) 35 mins
- Food Safety & Hygiene Level 1 (IOSH & CPD) 45 mins
- Food Safety & Hygiene Level 2 (IOSH & CPD) 60 mins
- Fraud Awareness - coming soon**
- General Data Protection Regulations (CPD) 30 mins
- GDPR for Managers (CPD) 40 mins
- Hand Arm Vibration Awareness (IOSH & CPD) 20 mins
- Health & Safety Essentials (IOSH & CPD) 40 mins
- Health & Safety for Homeworkers (RoSPA & CPD) 50 mins
- Health & Safety for Managers (RoSPA & CPD) 40 mins
- Infection Prevention & Control (IIRSM & CPD) 30 mins
- Ladder Safety (IOSH & CPD) 25 mins
- Legionella Awareness (CIEH & CPD) 25 mins
- LOLER - Lifting Operations (IOSH) 35 mins
- Lone Working in Workplace (RoSPA & CPD) 25 mins
- Lone Worker out of Workplace (RoSPA & CPD) 35 mins
- Manual Handling (CPD) 50 mins
- Mental Health in Construction (ICPD) 40 mins**
- Mental Health Awareness for Managers (CPD) 50 mins
- Modern Slavery - coming soon**
- New & Expectant Mothers at Work (CPD) 65 mins
- Noise Awareness (IOSH & CPD) 20 mins
- PPE (IOSH, RoSPA & CPD) 35 mins
- PUWER - Work Equipment (CPD) 30 mins
- Risk Assessment (IOSH & CPD) 35 mins
- Sexual Harassment Awareness (CPD) 30 mins
- Slips, Trips & Falls Prevention (IOSH & CPD) 30 mins
- Stress Awareness (IOSH & CPD) 30 mins
- Time Management - coming soon**
- Unconscious Bias Awareness (CPD) 30 mins
- Unconscious Bias for Managers (CPD) 45 mins
- Working at Height (IOSH & CPD) 40 mins
- Workshop Safety (RoSPA & CPD) 35 mins

Initials in brackets denotes accreditation body

Timing is based on the course being carried out in one session and is only a reasonable estimate.

**e-Learning for Construction 01206 363710 info@helmsmanservices.co.uk**

**www.elearningforconstruction.co.uk**