



**Wilkins  
Safety Group**

**Award Winning Health & Safety  
Consultants and CDM Specialists**



# Competent Person Service Packages



*Tailored especially for your business*

**The Wilkins Safety Group** is a Health & Safety and CDM consultancy. Our Head Office is in Somerset but we also have offices in Birmingham, Wales and Scotland.

A corner stone of our business is the provision of ongoing **Health and Safety support** to our customers who cannot justify the expense of employing a full time Health & Safety Manager

We also provide full **CDM support services** enabling us to act as 'Principal Designer' as well as CDM support for Architects and Designers and as CDM support to Principal Contractors.

We deal with various aspects of Health and Safety including Construction Safety, Manufacturing Safety, Agricultural Safety, Catering Safety and Hygiene.

**Health and Safety Training** is a large part of our business and we run courses covering various aspects of Health and Safety including: Managing Safety & Working Safety Courses, Construction Safety Courses, First Aid Courses and the CIEH Food Hygiene Courses.

If you need help with Risk Assessments, COSHH Assessments, Health and Safety Policies or any Safety management records call us.

### **Within our team we have members of:**

The Institution of Occupational Safety and Health, **IOSH**

The International Institute of Risk and Safety Management, **IIRSM**

The Association of Project Safety, **APS**

The Institute of Acoustics, **IOA**

National Proficiency Tests Council, **NPTC** Chartered

Institute of Environmental Health, **CIEH** Institute of Fire Engineers, **IFireE**

### **The Management of Health and Safety at Work Regulations 1999**

(The Management Regulations) generally make more explicit what employers are required to do to manage health and safety under the Health and Safety at Work Etc. Act 1974.

Like the Act, they apply to every work activity. The main requirement on employers is to carry out a risk assessment. Employers with five or more employees need to record the significant findings of the risk assessment.

Besides carrying out a risk assessment, employers also need to:

1. make arrangements for implementing the health and safety measures identified as necessary by the risk assessment;
2. **appoint competent people to help them to implement the arrangements;**
3. set up emergency procedures;
4. provide clear information and training to employees;
5. work together with other employers sharing the same workplace.

# Our Competent Person Service

The **Wilkins Safety Group** has put together a number of recurring **competent person service** packages, which enable businesses to comply with their duty to appoint a competent person. This service can be tailored to suit the needs of all types of SME. These range from the:

**Bronze package** at only **£528** a year which is for companies with less than 5 employees

**Silver package** at only **£1,248** a year which is for companies with 5 to 20 employees

**Gold Package** at only **£2,050** a year which is for companies with 20 to 50 employees

**Platinum Package** which is aimed at companies with over 50 employees

ALL PRICES SUBJECT TO VAT

**Whatever the size of your company and regardless of the industry you are in, you will benefit from enrolling on one of our recurring competent person service packages.**

**Ease the worry and enjoy the support of a dedicated team of specialists now**

## Membership Conditions

Membership is not for the sake of it. It is intended as a pro-active approach toward improving your company's safety culture year after year. Our good name and offer of support is intended **to give comfort to your management, employees and clients alike.**

We reserve the right to expel members who abuse our good name, which we offer in all good faith, or who demonstrate a lack of care in their attention to Health and Safety

## Benefits of Membership

- You receive an initial review of the Health & Safety condition of your company. This audit will highlight any shortfalls in your safety management system and advise you of the steps to be taken to address them.
- A Membership certificate will be issued valid from the day your company joins.
- You will be entitled to display or market Membership using our well-known name as acting professional advisors on your behalf
- You will receive information on matters relating to Health and Safety legislation changes or updates and detailed information on our courses and services on offer.

- Telephone and e-mail support on Health and Safety will be available to you free of charge
- A tailor made Health & Safety Policy, updated annually **(Not at Bronze level)**
- Generic Risk Assessments **(Not at Bronze level)**
- Complimentary Online Training credits **(Not at Bronze level)**
- Discount on Consultancy rates and Training rates. **(Not at Bronze level)**

Our **Competent Person Service packages** mean you can **keep your overheads down** by not employing a full-- time member of staff to deal solely with health and safety issues but have that **reassurance of being able to ask for all the professional help and advice you need.**

Give YOU the control over the level of support that is right for your business for a monthly fee giving you control over your budgets being able to plan costs for year – knowing that support and advice is **only a “telephone call away”.**

**For a breakdown of what you receive, please refer to the following chart:**

<b>What you get</b>	<b>Platinum £NEG p/m</b>	<b>Gold £175.00 p/m</b>	<b>Silver £104.00 p/m</b>	<b>Bronze £44.00 p/m</b>
Certificate of membership	✓	✓	✓	✓
An initial health and safety review to establish a baseline with a report identifying how well you are complying with health and safety legislation.	✓	✓	✓	✓
Prepare a bespoke Health & Safety Policy detailing staff, roles and responsibilities all updated on an ongoing and regular basis	✓	✓	✓	✗
Prepare generic risk assessments. (Number included)	✓ Neg	✓ 20	✓ 10	✗
Number of Online training credits included	✓ Neg	✓ 20	✓ 10	✗
Entitled to designate us as your "Competent adviser" on company literature, pre-qualifications.	✓	✓	✓	✓
<b>Unlimited advice via advice line &amp; email</b> answering your health & safety queries between the hours of 9.00 – 5.30 Mon – Fri. *	✓	✓	✓	✓
Newsletters, emailed monthly with up to date & relevant guidance on legislative, industry & best practice changes.	✓	✓	✓	✓
Assist with pre-qualifications and tender questionnaires <b>2Nr p/m where included time charges applies thereafter</b>	✓	✓	✗	✗
Review your fire risk assessments & evacuation processes ensuring they are up to date.	✓	✗	✗	✗
Flexible office visits per year to discuss issues arising and deal with any Health & Safety issues proactively	Neg	2	Time charge	Time Charge
Perform accident investigations & compile reports liaise with enforcing authorities.	Time Charge	Time Charge	Time Charge	Time Charge
Workplace, Health, Safety and Welfare inspections backed up with a report	Time Charge	Time Charge	Time Charge	Time Charge
Discount on further consultancy or training rates against the rates listed below	15%	10%	10%	✗

Telephone support is restricted to advice only. Enquiries leading to more than 15 minutes of work by **The Wilkins Safety Group Ltd** then this work will be invoiced accordingly at an agreed rate.

**The following fees apply if you require consultancy services in addition to your package.**

### **Fees and Expenses Schedule**

If in any circumstance the practice refers to hourly rates these shall be as follows:

1.	Jonathan Wilkins our CEO	=	£125.00/hr
2.	Principal Designer	=	£ 75.00/hr
3.	Health & Safety Consultant	=	£ 75.00/hr
4.	Fire Safety Inspector	=	£ 75.00/hr
5.	Asbestos Surveyor	=	£ 70.00/hr
6.	Scaffold Inspector	=	£ 60.00/hr
7.	Associates / Other fee earning staff	=	£ 60.00/hr
8.	Support and admin	=	£ 45.00/hr

Please note: these hourly rates are exclusive of VAT

### **Expenses and Disbursements**

Expenses and disbursements made on behalf of the Client, will be charged at net cost plus a handling charge of 10%

Where applicable, travel will be charged at £0.60 per mile

### **Training Courses**

Most “open” training courses are run at local hotels or conference centres and the price per person includes for all course notes, certificates, mid-morning and mid-afternoon coffee and tea and a lunch.

The average course fee is £170 per person per day although this may change depending on the course.

“In house” courses work out cheaper per person, depending on the number of delegates. But you are required to provide the venue, coffee, tea and lunch. We will provide course notes, certificates, laptop, projector, flipchart and screen.

**Please note: Bespoke Competent Person Service is also available upon request which can be a mixture of the services available across the packages. If you do not find a solution that matches your requirements above, please contact us for more information on our bespoke service – 01458 253682 or e-mail [info@wilkinssafety.co.uk](mailto:info@wilkinssafety.co.uk)**

All costs subject to current rate of VAT.

**APPLICATION FORM**

Company Details:

Company/ business name:.....

Address.....

.....

Post Code.....

Tel No.....Fax No.....Email.....

Contact Name.....Position.....

Membership package required:	Bronze	@	£ 528
	Silver	@	£1,248
	Gold	@	£2,050
	Platinum	@	£TBA
			All subject to VAT

Date Membership required from.....2020

Description of business/company's main activities.....

.....

.....

.....

No of Employees.....

Name to appear on Membership Certificate (If different from above)

.....

**Membership Statement**

Please accept my/our application for enrolment on your Competent Person service. I/we agree to pay the sum of **£99 (£118.80 inc VAT)** representing the set-up fee.

**Please note that we no longer accept cheques**

I also agree to pay the first quarter in advance followed by a direct debit monthly or quarterly.

I also understand that I/we will only be able to cancel this agreement with 6 months prior written notice. Please sign and date this and return it to us. If for any reason you do not return it to us duly signed your continuing instructions to us will amount to your acceptance of these terms.

Signed.....Position.....

Printed..... Date.....

## These are just some of the other services we can offer:

**Wilkins Safety Group**  
Health & Safety Consultants

**Asbestos & Environmental Protection**

For employers, landlords or occupants of non domestic premises.

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Experienced UKAS Accredited Company

**Wilkins Safety Group**  
Health & Safety Consultants

**COMAH Support**

Control of Major Accident Hazards Regulations 2015 (COMAH).

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Experienced COMAH Support Service

**Wilkins Safety Group**  
Health & Safety Consultants

**Face Fit Testing Service**

Legal requirement for anyone who wears a close fitting mask for work.

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BSI F33887 Testers Accredited

**Wilkins Safety Group**  
Health & Safety Consultants and Fire Risk Assessment Specialists

**Fire Risk Assessments**

For employers, landlords or occupants of non domestic premises.

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Supervised as Fire Officers

**Wilkins Safety Group**  
Health & Safety Consultants

**Health and Safety for Offices and the Corporate World**

CONSULTANCY AND HANDS-ON HELP WHEN YOU NEED IT

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Professional Health & Safety Service

**Wilkins Safety Group**  
Health & Safety Consultants

**Defend yourself against accident at work claims**

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Professional Health & Safety Advice

**Wilkins Safety Group**  
Health & Safety Consultants

**Taking away the burden..**

Outsource your Health and Safety to Consultants that do the work for you!

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Health and Safety Outsource

**Wilkins Safety Group**  
Health & Safety Consultants

**Human Resource Support**

THE WILKINS SAFETY GROUP offer advice on all aspects of human resources relating to your particular business.

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Personnel Management

**Wilkins Safety Group**  
Health & Safety Consultants and Health & Safety CDM Specialists

**The Client duties under CDM 2015**

A robust answer to each of these 'Ten Questions for Clients' should deliver compliance with your responsibilities.

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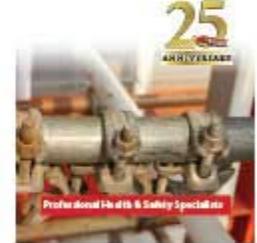


Client Duties under CDM 2015

**Wilkins Safety Group**  
Health & Safety Consultants

**Scaffold Inspection Services**

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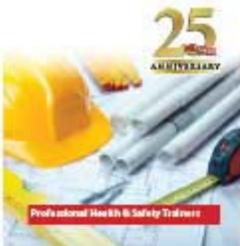


Professional Health & Safety Specialist

**Wilkins Safety Group**  
Health & Safety Consultants and Health & Safety CDM Specialists

**Construction Site Safety Support**

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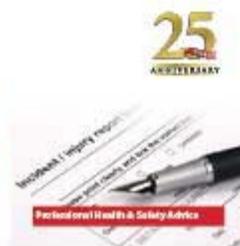


Professional Health & Safety Trainers

**Wilkins Safety Group**  
Health & Safety Consultants

**Tailored Health and Safety Documentation**

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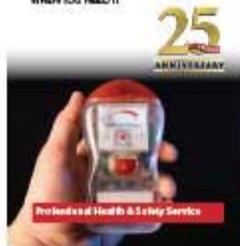
Professional Health & Safety Advice

**Wilkins Safety Group**  
Health & Safety Consultants

**Control of Electromagnetic Fields at Work Regulations 2016**

CONSULTANCY AND HANDS-ON HELP WHEN YOU NEED IT

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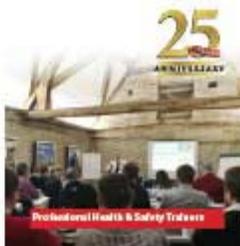
Professional Health & Safety Service

**Wilkins Safety Group**  
Health & Safety Consultants

**Health & Safety Training**

Under the Health & Safety at Work Act 1974 all relevant associated legislation, companies have a duty to train all their employees in health and safety matters

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Professional Health & Safety Trainers

**Wilkins Safety Group**  
Health & Safety Consultants

**Workforce Wellbeing**

CONSULTANCY AND HANDS-ON HELP WHEN YOU NEED IT

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Professional Health & Safety Service

**The Wilkins Safety Group Ltd Company No.11322235**  
trading as **Wilkins Safety Group** whose registered office  
**is at**  
Underhill Farm  
Low Ham  
Langport  
Somerset  
TA10 9DP

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Email: [info@wilkinssafety.co.uk](mailto:info@wilkinssafety.co.uk)  
Web: [www.wilkinssafety.co.uk](http://www.wilkinssafety.co.uk)



Your Business is  
Safer in our Hands

**TRUSTED ADVICE, TODAY**