



**Wilkins
Safety Group**

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

25
YEARS
ANNIVERSARY

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. They range from the Bronze package at only £483 a year through to the Platinum Package which is price negotiable for the larger SME and can be adapted around you and your business: 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 Training days **(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:

What you get	Platinum £NEG p/m	Gold £161 p/m	Silver £94.83 p/m	Bronze £40.25 p/m
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 man days training included	Neg	3	1	✗
Entitled to designate us as your "Competent adviser" on company literature, pre-qualifications.	✓	✓	✓	✓
Unlimited advice via advice line & email answering your health & safety queries between the hours of 9.00 – 5.30 Mon – Fri. *	✓	✓	✓	✓
Newsletters, emailed weekly with up to date & relevant guidance on legislative, industry & best practice changes.	✓	✓	✓	✓
Assist with pre-qualifications and tender questionnaires 2Nr p/m where included time charges applies thereafter	✓	✓	✗	✗
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	<i>Time charge</i>	<i>Time Charge</i>
Perform accident investigations & compile reports liaise with enforcing authorities.	<i>Time Charge</i>	<i>Time Charge</i>	<i>Time Charge</i>	<i>Time Charge</i>
Workplace, Health, Safety and Welfare inspections backed up with a report	<i>Time Charge</i>	<i>Time Charge</i>	<i>Time Charge</i>	<i>Time Charge</i>
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 £160 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

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	@	£ 483
	Silver	@	£1,138
	Gold	@	£1,932
	Platinum	@	£TBA
			All subject to VAT

Date Membership required from.....2018

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 **£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.

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

Office Number: 01458 253682
Email: info@wilkinssafety.co.uk
Web: www.wilkinssafety.co.uk



Your Business is
Safer in our Hands

TRUSTED ADVICE, TODAY