

Health & Safety Service Specification

Compliance

Access to competent, qualified and experienced Health and Safety Officer(s) who provide support and guidance in regard of Health

and Safety matters, in order that clients may fulfil their statutory obligations under the Health and Safety at Work etc Act 1974 (HSW Act).

Telephone / Email Advice

Unlimited access to health and safety advice, during normal office hours 0900 am – 1630 pm, Monday Friday (excluding Bank Holidays). This includes a guaranteed initial response to queries raised, within 24 hours.

School Safety Guides

Access to a library of bespoke/specific school safety guidance (SSG), developed by the PPS Health and Safety Unit. This resource will be an A-Z of H&S topics relevant to schools.

Model Policies, Guidance Notes and Risk Assessments

Access to a library of model Policies, Guidance Notes and Risk Assessment documents, held within the PPS website.

Health and Safety Management Systems

Provision of support and assistance in the development and maintenance of client Health and Safety Management Systems.

Accident Investigations

Following any serious accident/incident, the Health and Safety Unit will support the client in the completion of appropriate documentation and in any liaison with the Enforcing Authority (e.g. Health and Safety Executive, Fire Authority etc). Additional support will be provided to the client in the event of any enforcement action being taken.

In some situations, an independent investigation may be required to be undertaken to meet the requirements of the enforcing body. In such cases, PPS will provide any required additional support relating to any independent investigation conducted. Any additional support provided by PPS to be charged at the prevailing hourly rate detailed within the client Service Level Agreement.

Incident Reporting

The Health and Safety Unit will assist in the reporting of relevant accidents / incidents / ill-health and dangerous occurrences as required by the RIDDOR regulations. It should be noted that the legal obligation for reporting accidents shall remain with the client always.

Production and collation of accident statistics from client incident reports submitted to PPS. Data made available to nominated client representatives and Consultative Committees of the client, as required.

Health and Safety Full On-site Management Audit

The Health and Safety Unit will perform an on-site audit to obtain objective evidence of the client's implementation of their Health and Safety Management System. Evidence provided will be in the form of documentation, observation and client employee interviews. This service includes the production of a full Audit Report and related Action Plan.

Health and Safety Desktop Audit

The Health and Safety Unit will perform an audit to obtain objective evidence of the client's implementation of their Health and Safety Management System, evidenced by documentation. Clients will be required to supply copies of their Health and Safety Management System documents for review by the Health and Safety Unit. This service includes the production of a full Audit Report and related Action Plan.

Note: Audits, meetings and site visits will be dependent upon the COVID restrictions in place at that time.

General Fire Safety – Advice and Guidance

Provision of general advice, guidance and support in regard of Fire Safety.

Fire Risk Assessments

Provision of a full Fire Risk Assessment (level 2) document and related Action Plan, ensuring compliance with the requirements of the Regulatory Reform (Fire Safety) Orders 2005.

Safety Alerts, News Updates and Safety Newsletter

Provision of information and developments in regard of Health and Safety matters, including impending legislative changes. The prime method of communication will be via email.

Health and Safety Training Courses

Training courses booked via on-line Self-Service functionality, incorporating automated notifications via email and manager authorisation process.

On-line Health and Safety training history maintained within the system.

Access to pre-defined Health and Safety management reports.

Employee Attendance Calendar updated in regard of training courses attended.

Note: Depending on COVID restrictions it could be that face to face training may not be offered but will be replaced with virtual and/or both.

Training Course	Delegates	Duration	Delivery	Course Description
IOSH Managing Safety	N/A	Up to 6 months	eLearning	Provides an overview of the principles for managing Health and Safety including legislation, the principles of risk assessment, accident investigation and measuring H&S performance.
Emergency First Aid	Minimum 4 / Maximum 12	1 day	Classroom	An Emergency First Aid at work course, that meets care Quality Commission guidelines for staff it allows participants to achieve basic competency in emergency first aid, and is assessed by the tutor on the day, upon completion, candidates receive a certificate that is valid for 3 years.
First Aid at Work	Minimum 4 / Maximum 12	3 days	Classroom	This Course is ideal for both individuals and organizational that require qualified First Aiders in the work-Place, it teaches candidates the core skills required to enable them to work competently as the organizational' s designate First Aid.
Principles or Risk Assessments	Minimum 4 / Maximum 16	½ day	Classroom	Provides an understanding of risk assessment principles and methods, hazard identification and assessment of risks and selection of suitable controls.
CoSHH assessment principles	Minimum 4 / Maximum 16	½ day	Classroom	Provides an understanding of the CoSHH regulations, how to identify hazardous substances, interpret safety data sheets and carry out CoSHH assessments.
Accident reporting, recording and investigation	Minimum 4 / Maximum 16	½ day	Classroom	Explains the need for good record keeping, reporting incidents and the skills for investigation to identify areas for improvement to prevent recurrences.
First Aid at Work Re-Qualification	Minimum 6 / Maximum 12	2 days	Classroom	Provides an update to skills previously gained via the First Aid at work course. Reviews essential first aid and cardio pulmonary Resuscitation (CPR). Following successful completion, A certificate will be awarded.
Paediatric First Aid	Minimum 6 / Maximum 12	2 days	Classroom	Provides the necessary training to help become a qualified paediatric first aider, so that delegates may then administer first aid to children and young people, in the event of an accident or emergency.
Food Hygiene Awareness	Minimum 4 / Maximum 12	N/A	eLearning	Safe handling of foods including temperature control, Cleaning regime, storage, infection control, hygiene practices etc. There is an option to complete this course online or in the classroom.

Premise management/ Health and Safety for school Senior Leadership Team	Minimum 4 / Maximum 16	1 day	Classroom	Explains the role of a Senior Leader in regard of the management of Health and Safety. Covers requirements relating to the co-ordination of maintenance, service and repair activities in premises, the need to develop a premise log and the keeping of appropriate records for such issues as asbestos, fire, electricity, gas and water systems etc.
Fire Marshal	Minimum 4 / Maximum 16	½ day	Classroom	The management of fire safety, the cause of fires, what are fire risks and how to reduce them, types and uses of fire-fighting equipment, duties of fire marshals and fire legislation.