

MEMBER SERVICES

We are YOUR Safety Department





MEMBER SERVICES



Introduction

HCS Safety Member Services gives your company access to qualified, experienced and friendly advisors who will help you to achieve, maintain and improve your safety standards.

At HCS Safety, we are committed to providing the best possible service to our clients in order to reduce accidents and ill health at work.

We want our clients to have health and safety standards that they can be proud of, and we know how important it is to achieve this with you.

It is a legal requirement for all companies under The Management of Health and Safety at Work Regulations 1999 to have access to competent health and safety advice.



The following services are available to our member clients ONLY, and are all included in the retainer fee.

MEMBER SERVICES



Annual Review Meeting

We feel very strongly that in order to provide the best possible service, we must have regular face to face contact with our member clients. We will arrange an annual meeting, at your premises or ours, whichever you prefer; in order to discuss:

- *Updates needed to your policy*
- *Your company's current safety standards and legal compliance*
- *Your training needs*
- *Your aims and objectives for the following year*
- *Accidents/incidents that may have occurred*
- *New technology and ideas that are relevant to your business*
- *Any documentation that may be needed*
- *Any concerns you have about health and safety*

Following the meeting, we will provide you with a straightforward appraisal of your needs and an action plan for the coming year.

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Updated Health & Safety Policy

It is a legal requirement that your health and safety policy is kept up to date. We aim to provide your company with a safety policy that is concise, relevant and accurate.

We will review your policy for you every year, following our annual meeting. There may be changes in legislation that affect you, or we may need to alter other aspects of your safety arrangements.

We guarantee that we will update your policy within one month of our annual review meeting.

We will also ensure that you have documentation in place to assist you with health surveillance, workplace monitoring, work equipment inspections, workforce consultation and other issues required by health and safety legislation.

MEMBER SERVICES



Telephone Advice



If you or any of your employees has a safety query, just call us at the office and we will get to the bottom of it for you.

If we can answer your query straight away, then of course we will, otherwise we will research until we have found a satisfactory solution.

We will state in your policy that all employees have access to this service. We encourage our member clients to distribute our phone number to all of your site staff.

023 80 894695

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Specialist Seminars

Throughout the year, we will be offering **free** training in the form of specialist seminars and workshops.

These will usually start early with breakfast and be finished by tea break to allow attendees to get to site, minimising disruption and enabling as many people as possible to benefit.

They will be on specific subject areas that are important to our clients. Popular sessions can be repeated if requested. Sessions have included:

- Making risk assessments site specific
- Directors' Duties
- Silica and Fit Testing



Ideas for workshops are welcome and we can arrange for small group discussions as well as larger sessions at our venue at Chevron Park.

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Training Discounts

We believe that we offer the best health and safety training around. We have invested in our facilities, in our teacher training methods and in our presentations.

We are accredited to run CITB Site Safety Plus, NEBOSH Certificate qualifications, First Aid courses and UKATA approved Asbestos Awareness training.



We can also offer training in other specialist areas such as **work at height** and **scaffold inspection**, **manual handling**, **abrasive wheel safety** and much more.

Our prices are already very competitive, but we can offer our **member clients** an additional **15% off** both open and in house courses.

For more information on course content, dates and prices please see the website: www.hcssafety.co.uk

MEMBER SERVICES

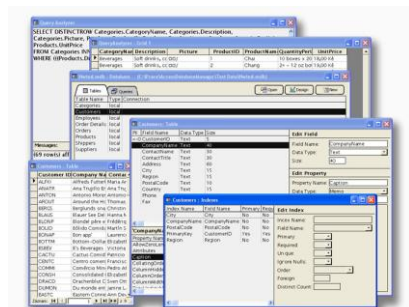


Training Matrix

It is important to keep records of the training that you have carried out for your organisation.

Managing this efficiently will ensure that you are not wasting money by letting training expire, and that nobody gets forgotten.

We can help you to create a training matrix which will identify who needs to do what, and when it needs renewing.



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Annual Safety Forum

An annual get-together for our members. We ask that a representative from each company attends the forum as this is a valuable opportunity for us to talk to everyone at once, and also an opportunity for you to meet and talk to other members on issues that affect you. The forum will last for a couple of hours and will include the following:

- Law Update
- Annual Review of H & S
- Round table discussion on issues raised by you.
- Address from the HSE (subject to confirmation)



Together, HCS Safety Member Clients represent a large number of organisations and thousands of workers. It is important that we use our voice to talk to the HSE and other policy makers.

MEMBER SERVICES



Monthly Newsletter

Health and safety moves fast, our monthly newsletter will enable you to stay up to date with the latest news. We gather the latest information from the HSE, SHP (IOSH Magazine), Construction News and others, as well as sharing our opinions on what we have seen and heard.

The newsletter is also an opportunity for us to share news of forthcoming events here at HCS Safety, including seminars and workshops.

We will email the newsletter directly to you, and if you would like a few copies to send out to your employees, just give us a call and we will post them to you.



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Accreditation Assistance

Our long term aim is for all of our clients to hold an accreditation with CHAS or another member of the SSIP (Safety Schemes in Procurement Forum).



Being accredited with these organisations improves your standing when tendering for work as it is an excellent indication of health and safety competence.



An increasing number of both Clients and Principal Contractors will only use accredited companies.



When you decide to take the first step (or if it's time to renew your accreditation), give us a call, and we will help you through your application.



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Accident Investigation

Unfortunately, despite all the efforts that companies make to manage their health and safety effectively, accidents do still occur. In the event of an accident or incident, it is important to establish why it happened and to see what can be learned to prevent similar events in the future.

If an incident occurs that is reportable to the HSE under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) then we will carry out an investigation for you and provide a report.



It is essential that you inform us **IMMEDIATELY** to allow us to get to site as soon as possible.

We can also report your accident to the HSE for you using the HSE's online reporting system.

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web area and links



The HCS Safety website contains a members' area that allows you access to documents, links to useful websites and other items that you may need. We will give you a password that allows you access to this area.

There is also a section containing a list of all our member clients that can be accessed by anyone wishing to confirm that we provide your advice. We can show your logo here and add a link to your own company website from ours.



The website also contains details of all of our training courses and other consultancy services.

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023 80 894695

info@hcssafety.co.uk

*Get in
touch...*

Unit 7 Chevron Business Park
Lime Kiln Lane
Holbury
Hampshire
SO45 2QL

www.hcssafety.co.uk

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