



Woburn Safety Services, Waters Green House, Waters Green, Macclesfield, Cheshire SK11 6JF  
Tel: 01625 503333 ● Fax: 01625 434079 ● email: info@woburnsafety.co.uk

## Home

Woburn Safety Services provide a cost effective service, assisting businesses in all sectors to comply with the health and safety duties placed upon them, by legislation

Working mainly in the UK, and able to undertake projects throughout the world, our clients include organisations with household names of both national and international standing. Woburn Safety Services offer the services below to assist you in complying with Health and Safety legislation, and control of unnecessary costs:-

- Developing Safety Management Systems
- Provision of Health and Safety Training tailored to the specific need of clients and, where required, carried out at their premises, or at venues provided by them
- Provision of Health and Safety Advice / Assistance
- Carrying out General and Task Risk Assessments, also those for COSHH, Fire Risk, DSE Workstation and Manual Handling
- Health and Safety Auditing
- Retained Health and Safety Adviser Service
- Retained Competent Person Service
- Carrying Out Health and Safety Workplace Inspections
- Developing Method Statements
- Developing Pre-tender and Construction Phase Health and Safety Plans
- Vetting Method Statements and Health and Safety Plans Developing and Reviewing Health and Safety Policies
- Representing Clients in discussions with, for example, Enforcement Agencies and Insurance Companies
- Providing free Telephone Advice to clients retaining our services
- Generous discounts on all work undertaken for clients retaining our services

Clients retaining the services of Woburn Safety Services are authorised to use our name in all in matters relating to Health and Safety during the term of the retained period.

We Have The Time And Experience To Assist You



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## About Us

Woburn Safety Services have over 40 years experience and have an extremely wide client base. We are retained by numerous organisations, in various business sectors, as their Health & Safety Advisers / Competent Person.

Working mainly in the UK, although we will undertake projects throughout the world.

We act for clients in most sectors, including:

- Commercial
- Construction
- Engineering
- Leisure
- Print
- Service Industry
- Sport
- Warehousing

Our clients include organisations with household names, of both national and international standing.

The Consultancy enjoys continuous positive growth, much of which results from recommendations by satisfied clients. The type of work undertaken includes:

- Retained Health and Safety Adviser / Competent Person Service
- Health and Safety Auditing
- Health and Safety Training
- Carrying Out Workplace and Site Inspections
- Undertaking Risk Assessments, and Training Risk Assessors
- Writing Method Statements and Safety Plans
- Providing Health and Safety Advice and Assistance
- Writing Health and Safety Policies
- Writing Standard Operating Procedures
- Contact us to discuss your particular Health and Safety needs

## Training Advice

### **Health and Safety Responsibilities**

This programme highlights the personal responsibilities of managers and staff, also the effect the law can have on businesses and individuals in the event of injury accidents or reportable incidents occurring at the workplace. Included are inputs on the Health and Safety at Work Act and the various Regulations subordinate to it.

### **Loss Control**

Examines the profits lost through accidents, Lost Time - Loss of Product or Market Share - Damaged Plant and Equipment etc. caused by ineffective communication and numerous other reasons and explains how these losses can be reduced by understanding Risk Management through identification and quantification of risk, assessment techniques and prioritisation of remedial actions.

### **Accident Prevention / Accident Investigations**

Almost all accidents are preventable, but still we have them. Learn techniques, which can assist in reducing these. In addition, understand how to investigate those accidents that do occur, which should be construed as failures, enabling action to be taken to ensure that similar situations do not occur again.

It must be remembered that the consequences of accidents cannot be pre-determined.

### **Risk Assessors**

The law requires Risk Assessments to be made by "Competent Persons", the Consultancy can train members of your own staff to fill these roles. Training Events are held for General / Task Assessors also those required to carry out the various other Assessments such as COSHH - Manual Handling - Display Screen - Fire etc.

### **Safety Awareness / Safe Behaviour**

The causes of the majority of workplace accidents include an element of human error. Embark on a change of culture with your staff, which will help make them aware that they can personally have a positive effect on accident reduction.

### **Other Training Requirements**

Woburn Safety Services can provide Tailor Made Training Events and Workshops for your specific needs. We are happy to include your own Health and Safety systems in these if required

## Risk Assessment

Woburn Safety Services can assist employers to comply with the various requirements for Risk Assessments, either by carrying out the assessments on their behalf, or training employees to do so.

### **Health and Safety Risk Assessment General / Task Assessment**

The Management of Health and Safety at Work Regulations require every employer to make a suitable and sufficient assessment of all tasks where a specific risk assessment is not required under any other set of Regulations. The employer must assess all risks that cannot be eliminated to ensure the Health and Safety of employees. Additionally, the employer must assess the risks to the Health and Safety of persons not in the employment of the business, which arise out of, or in connection with, that business.

### **Manual Handling Assessments**

The Manual Handling Operations Regulations require employers to make a suitable and sufficient assessment of the risks associated with handling loads in the workplace

### **COSHH Assessments**

The Control of Substances Hazardous to Health Regulations require employers to make a suitable and sufficient assessment of the risks associated with substances used or produced in the workplace.

### **Fire Risk Assessments**

The Regulatory Reform (Fire Safety) Order requires employers to carry out Fire Risk Assessments at any workplace under their control. Organisations working within a multi-occupancy building being responsible for the assessment within their own premises.

### **Display Screen Assessments**

The Health and Safety (Display Screen Equipment) Regulations requires employers to make a suitable and sufficient analysis of workstations, identify the Users and Operators and assess the Health and Safety risks to which those persons are exposed.

### **Personal Protective Equipment Assessments**

The Personal Protective Equipment at Work Regulations requires employers to provide P.P.E. to employees who may be exposed to risks to their Health and Safety whilst at work where it is not Reasonably Practicable to protect them from harm by another means. P.P.E. must be regarded as the “Last Resort” in terms of protection

In all cases where employees are at risk, employers must provide protection from the relevant hazards, the employer must also inform employees of the outcome of any Risk Assessment affecting them, of the controls provided, train employees in their use where necessary, provide adequate supervision and ensure that the controls are effective and used.



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## Method Statements

### **Writing Method Statements**

The service provides clients with a tried and tested product that has been used and adapted over many years. The documents provided are allied to the relevant Risk Assessments, these being provided by either the Client, or ourselves.

### **Advice on Method Statements**

We will assist Clients to devise their own Method Statements, using our experience with the major Contractor organisations within the UK also leading edge organisations whose premises our Clients will be undertaking projects

### **Vetting Method Statements**

We will vet Method Statements and Risk Assessments provided to our Clients by Contractors working at their premises. This assists the host organisation with the control of contractors during construction projects.

### **Health & Safety Plans**

We will write Construction Phase Health & Safety Plans for Clients, or assist them in the writing of these. Again our experience over many years enables us to produce these economically, within an acceptable time frame and of a quality that is accepted by Host Clients, Planning Co-ordinators and the Enforcement Agencies



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## H&S Audits

### Independent Health and Safety Audits

Woburn Safety Services are able to assist employers with Health and Safety compliance by undertaking a systematic examination of the organisations arrangements.

An example of the elements examined during an Audit of the Health and Safety Management System include :

- The Health and Safety Policy
- The Organisational Structure
- The Management of Contractors
- Workforce Involvement (Consultation)
- Risk Assessments
- Accident / Incident Reporting and Follow Up
- Emergency Procedures and Training
- Workplace Inspections
- Fire Safety and Fire Precautions
- Health and Safety Expenditure
- New Acquisitions (Work Equipment and Premises)

Prior to the Audit taking place the Auditor visits the Client to discuss, in depth, their specification and their expectations. A complete list of the documentation required for inspection during the Audit is forwarded to the Client. This will be used to help determine compliance with both legislation, and their own Policies and Rules. In addition the Auditor will to speak to employees at all levels during a workplace inspection, to determine the culture within the organisation, their perception of the current standard of health and Safety and whether they understand that they have legal responsibilities for ensuring the employer can comply with the law.

## Advice on Request

### What are the Benefits?

Health and Safety Advice on Request Advice is provided by telephone, as / when required. Smaller businesses who do not require the services of a full time Health & Safety Adviser, but who require Health and Safety Advice on an occasional basis, can use this service to assist them in compliance with the Management of Health and Safety at Work Regulations

Clients taking advantage of this service have their own Health & Safety Adviser on call, and are authorised to use our name in that context as necessary. They build a working relationship with a known person and determine what other services they require, allowing them to budget accordingly

### Charges

Payment for the Advice on Request Service is by one annual payment, rated to the needs of the clients business. Payment becomes due on the initial day of the provision of the service, and annually thereafter, for the life of the agreement

### Discount Benefits

Organisations taking advantage of the Advice on Request Service benefit by becoming eligible for discounts on our regular charges, should they need Health and Safety Assistance in other areas including the following list

### Current Health and Safety Legislation

Woburn Safety Services will answer the questions that regularly occur due to changes in legislation, interpreting the various aspects for our Clients

### Health and Safety Policies - Safety Management Systems

The law requires every business with more than five employees to have a written statement of Health and Safety Policy, which must be regularly updated, and brought to the attention of all employees. We can provide a policy for your organisation, also, under our retained Health and Safety Adviser package, ensure that it is kept up to date

### Machinery Guarding

You are required to protect any person from contact with dangerous parts of machinery; the Consultancy can carry out a survey of your workplace and advise on compliance

### Safe Systems of Work

Woburn Safety Services can assist you in drawing up, and implementing, systems to protect from harm any person who may be affected by the work you carry out. This includes Contractors who may be working at your premises, Visitors or even "Neighbours". Safe Systems of Work are an absolute necessity; compliance failures can lead to heavy fines

### Safety Considerations at Design Stage

Planning in safety at design stage is a legal requirement, it is also less costly than making changes once buildings are constructed, or plant and machinery is in place. We can assist you in defining the inherent hazards, and advise on designing these out, including consulting with your designers, thus reducing costs to your business