

Platinum Service Features

We will assist in every facet of your health and safety management process.

Health & Safety Audit

The audit will commence with an initial visit from one of our Specialist Consultants. This will involve

- A full review with your senior people of your existing systems and documentation (health and safety policy, risk assessments etc.).
- Discussing proposals for delegating responsibilities to other staff members.
- Identifying any special concerns or queries that you or your staff may have, particularly concerning potentially dangerous situations.

Health & Safety Inspection

A thorough premises inspection will follow the audit. This will cover:

- An in depth tour of your premises investigating every aspect of health and safety. This will involve short discussions with staff members in various departments and job functions. Any concerns will be noted and recorded.
- An evaluation of how your health and safety procedures measure up to the legal requirements.

Risk Assessments

Following on from the audit and inspection we will highlight those areas in need of a specific risk assessment and assign priorities to each one. Every aspect of health and safety will be addressed. Your organisation is responsible for carrying out these risk assessments. We offer the following support:

- Train your personnel to carry out these risk assessments.
- Advise and assist you with the process.
- Work with you to complete them.

We provide practical advice and will assess the results.

Fire Risk Assessments

A fire risk assessment must be carried out in order to identify all the fire hazards and risks in your workplace. We will carry out a specific fire risk assessment as part of the contract.

Display Screen Equipment (DSE) Workstation Assessments

All DSE assessments are included in the Platinum contract.

Management Action Plan

The inspection will allow our Consultant to formulate an Action Plan and to categorise the degree of hazard and to identify control and protection measures that should be introduced. This will be presented to you in written form.

We will prioritise:

- Urgent issues which must be addressed in order to conform to legal requirements.

- Areas that are essentially good working practice and will benefit employee welfare.
- Other beneficial improvements to health and safety policy or procedures.
- Any training deemed necessary will have been identified and will be advised.

Health & Safety Policy Document

This is a critical document that must be completed and be open to inspection by the enforcing authorities.

- A policy statement does not constitute a document.
- A policy document is a detailed organisational reference manual in which all of your health and safety procedures are recorded and documented.
- A document should cover intent, responsibilities and their application relevant to your organisation.

The documented Health and Safety Policy should consist of three parts:

1. A general statement of intent

- This should outline the organisations health and safety philosophy.
- This should list the broad responsibilities of both management and workforce.

2. The Organisation (the people and their duties)

- This outlines the chain of command in terms of Health and Safety Management.
- It should state how the policy implementation will be monitored?

3. Arrangements (systems and procedures)

- This part of the policy deals with the practical arrangements by which the policy will be implemented.

DS Consultancy can assist with the preparation of a new or revised policy document.

Review Meeting of Audit and Action Plan

Our Consultant will revisit after all audits, risk assessments, and present the report to discuss what further action may be required relating to:

- Control systems and how staff should implement them.
- Training requirements.
- Provide guidance and Action Plan.
- Prioritise elements of Safety Plan and suggested improvements.

Training

All appropriate health and safety related training required by Platinum Service clients is included on an unlimited basis (within reason). This would normally include [fire safety training](#), [manual handling](#), [DSE](#), [management training](#) etc. The client's requirements for training are on a mutually agreed basis.

Our training courses are designed to meet the specific needs of each client. They are designed to impart knowledge, appreciation and guidance as required by your organisation.

Follow-up Meetings

Platinum Service clients are entitled to repeated visits (within reason). The client can determine the purpose of any visit but in the case of Platinum clients this tends to be part of a mutually agreed agenda/improvement programme.

Accident Investigation / Enforcement Officer Visit

In the event of a serious accident and/or a visit from an enforcing authority, one of our Specialist Consultants will visit to act on your behalf.

Educational Products

1. Training Films

We have various instruction videos covering user training, manual handling, homeworking, fire and evacuation and many other aspects of health and safety.

Our new Display Screen Equipment (DSE) Assessor training film comes in VHS video, CD and DVD. The film looks at the perils of working with computers, gives advice on good working practices, advises on how to assess a workstation and highlights products which are designed to address user concerns and difficulties.

2. Publications

Data Sound has a wide range of booklets which provide information and training support. These health and safety guides give simple practical advice and encourage good working procedures.

3. Posters

Data Sound posters are designed to make employees aware of correct procedures. They reflect a pro-active approach by management to encourage good working practices.

These include:

- General Office Safety
- Fire Safety
- Manual Handling
- Working Safely with Display Screens

The DSE video/DVD, educational booklets, and posters are part of the Platinum Service package.

Legislation Updates

DS Consultancy will advise our clients of any amendments to Health and Safety Legislation which may be relevant to them together with general health and safety information.

Helpline

DS Consultancy clients are entitled to contact our Consultant Specialists at any time regarding any health and safety related matter for advice and guidance. Through the insurance indemnity the policyholder can also speak with a qualified lawyer for commercial legal advice. All employees and their immediate families can use the confidential counselling helpline.

Insurance Indemnity

All Platinum service clients will be included in our legal expenses insurance policy for the defence of prosecution or appeal against enforcement notices. This covers the costs of solicitors, barristers, expert witnesses, court fees etc. Maximum limit of £50,000 per claim and £500,000 per annum aggregate.