

Health & Safety Services Office Audit Programme

What Is It?

The EBS Health & Safety Office Audit programme has been specifically designed for Directors and Senior Managers who want to protect both their businesses and the healthy well-being of their employees.

The programme has been designed to ensure that you are fully meeting the Health & Safety obligations you owe to your employees who work in an office environment. It will also provide you with the necessary skills to ensure that you can maintain a safe working environment for all of your employees – and any visitors to your premises.

What are the advantages to my organisation?

- **Being Legally Compliant:** All employers are required by law to provide a safe working environment for their employees in offices as well as in more hazardous environments. Where necessary the employer must undertake appropriate risk assessments, record them and make them available to relevant people. This is to ensure that suitable measures can be put in place to protect their workforce. An EBS Health & Safety professional will ensure that your office environment is a safe working area and that you have the appropriate policies and procedures in place to meet your legal requirements.
- **Prevention is Better than Cure:** A small amount of time keeping an eye on health & safety issues can significantly reduce the risk of a costly absences from work. The EBS Health & Safety professional will put in place an ongoing programme that will allow you to fully comply with, and stay compliant with, the relevant regulations.
- **Best Fit for Your Organisation:** Whilst we are guided by best practice, any solution we recommend will be designed around the individual needs of your organisation. If you do not have suitable policies in place, we will never try to shoehorn a standard document or policy into your organisation; we will always customise such documentation to fit your needs.

What Is Included?

A fully qualified EBS Health & Safety expert will commence the audit with a full walk-around of your offices, to evaluate your current state of compliance.

This includes looking for risks such as trip hazards, potential for spillages, manual handling requirements, electrical equipment usage as well as storage of boxes, papers, other office items and food handling (if relevant).

This initial assessment will also include discussions with members of your workforce, to gain an understanding of their attitudes to Health & Safety and their knowledge of current policies and procedures. Any significant risks discovered are discussed with you at the time of this assessment.

This initial assessment is then followed by a detailed review of your existing Health & Safety documentation to determine its adequacy, prior to the final report being written and presented to you.

The final report will consider the following areas:

- Fire Precautionary Arrangements
- First Aid Provision
- Food Hygiene (including company provision of food for meetings etc.)
- Recommended Risk Assessments
- Manual Handling Issues
- Chemical and other hazardous substances requiring control
- Electrical Appliances
- Display Screen Equipment
- General Safety Awareness

What Does It Cost?

The tried and tested EBS Health and Safety Office Audit programme is offered at a fixed price of **£980 + VAT** for companies with 100 employees or less based in a single office location. We are happy to provide a fixed price quotation for a multi site operation.

Where the report concludes that there is a lack of a detailed Management System, your EBS Health & Safety professional will discuss with you your options for putting such a system in place.

If you commission EBS to provide Health & Safety support to you, we will provide a tailored Health & Safety Policy Statement of Intent that will 'evidence' the acceptance by your Management Team of their responsibility to ensure that Health & Safety is applied to all your business activities. This Management System will indicate how the undertakings presented in the Statement of Intent are to be implemented. It will also clarify each management individual's responsibilities, together with the Health & Safety role allocated to each category of staff within the organisation.

The introduction of this Management System will prove that all aspects of current legislation are covered. This will include all the necessary forms (internal and external) which may be used to ensure an adequate control of health, safety and food hygiene requirements.

Separate costings for any such Management System required will be provided, in writing, as part of the Health & Safety Audit Report.

About EBS Health & Safety Services

EBS Health and Safety is a specialist area of service from EBS Management Resources, a multi-disciplinary provider of business support services to companies with 15 - 100 employees. Service portfolios are provided for the key functions of Human Resources, Occupational Health, Health and Safety, Marketing, Sales, Financial and General Management. EBS clients cover a wide range of industries and include Dayla, Bucks Net Services, Nottingham Forest Football Club and Red Door Communications.

The complete set of Health and Safety services includes:

- Health, Safety & Food Hygiene Management System Creation
- General Risk Assessments for all Work Areas
- Health & Safety Induction and other Training
- Serious Accident Investigation & Causation Analysis
- Health & Safety Support for Contractors
- On-Going Technical Support

For more information on these and other related services, please contact us on 01844 211084 or visit www.ebs-healthandsafety.co.uk.

Prices given above are correct as of 10/06