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CONSULTANCY GUIDE

SAFE MEMBERSHIP SERVICE CDM SERVICES
ENVIRONMENTAL POLICY HEALTH & SAFETY
POLICY PREPARATION RISK ASSESSMENT
HEALTH & SAFETY MANAGEMENT REVIEWS
ACCIDENT INVESTIGATION NOISE & VIBRATION
ASSESSMENTS PORTABLE APPLIANCE TESTING
TRAINING NEEDS ANALYSIS ENVIRONMENTAL
REVIEW AUDIT & RISK ASSESSMENT PLATINUM

RELAX... WE'VE GOT IT COVERED



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RELAX, WE'VE GOT IT COVERED

WHY CHOOSE SSG?

At SSG we pride ourselves in exceeding our clients expectations. Through our health, safety and environmental training and consultancy services we believe that we can make a positive difference to the management of safety in today's workplace.

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Our aim is to develop rewarding partnerships with our clients through both innovation and exceptional customer service

Mark Salmon - SSG Managing Director

OUR TEAM

Our team works hard to develop rewarding partnerships with our Clients through their commitment to:

- promoting sensible and practical HSE management in the workplace
- thinking innovatively when devising solutions for our Clients
- providing a professional, personal and friendly service
- adding value

WORKING WITH SSG

There are 4 easy ways to enquire about our consultancy services or book onto our training courses:

T: [08700 43 47 43](tel:08700434743)

F: [08700 43 47 42](tel:08700434742)

E: contact@ssg.co.uk

W: www.ssg.co.uk

OUR PROMISE

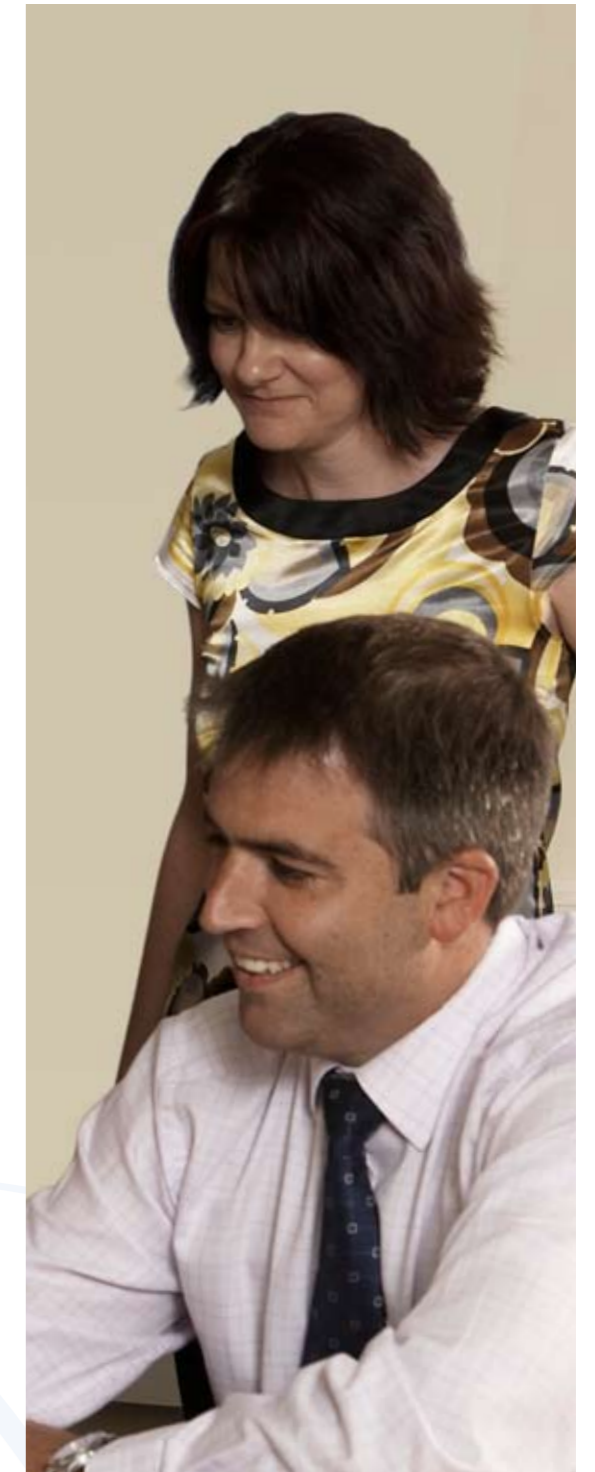
At the heart of our customer service experience is our 5 star promise which ensures that high levels of care and attention are maintained at all times.

We promise to:

- Provide a friendly, professional service and deliver all our promises
- Respond to all enquiries quickly and efficiently
- Deliver a service that is straightforward and problem free
- Tailor a solution to meet your needs
- Listen, learn and improve all aspects of our service

OUR GUARANTEE

We actively demonstrate our commitment to providing the best customer service experience through our 100 % guarantee. This simply means if you genuinely feel that we did not meet your expectations we will either fix the problem; offer you an alternative service of equivalent value or give you your money back.



CONSULTANCY SERVICES

HEALTH AND SAFETY POLICY PREPARATION

A documented Health and Safety Policy is required by law for companies employing 5 or more employees. The Policy must contain a signed statement of intent, roles and responsibilities and specific arrangements for the management of health and safety within the company. SSG will work with you to prepare a policy specific to your requirements or review and update your existing policy.

CONDUCTING RISK ASSESSMENTS

Risk assessment is central to safety management and an absolute legislative requirement. SSG are able to conduct all necessary assessments including general workplace, CoSHH, DSE, manual handling, fire and work equipment.

Our experienced consultants will ensure that assessments are specific to your needs and in line with current legislation and best practices. When necessary workplans will be drafted to ensure that any gaps are identified and recommendations made.

HEALTH AND SAFETY MANAGEMENT REVIEW AND AUDIT

At some point most companies will benefit from a health and safety management review. This process can help identify areas of compliance and non-compliance with the ultimate aim of providing an action plan to ensure conformance with legislation.

A full management system audit can be designed and tailored to meet the requirements of a specific organisation and are based on standards such as HSG65 and OHSAS 18001. Full audits are much more detailed than the general review and identify levels of compliance with a management system standard or a company's own management system.

A detailed corrective action plan is produced and discussed so that actions can be prioritised and resources allocated.

Safety is of paramount importance to Brittany Ferries. Working in partnership with SSG has helped ensure that we achieve the highest level of workplace safety in everything that we do.

*Chris Kemp - Health and Safety Manager
- Brittany Ferries*

INFORMATION HELPLINE 08700 43 47 43
WWW.SSG.CO.UK

MANAGEMENT SYSTEMS AND IMPLEMENTATION

SSG work closely with clients to design and implement health and safety management systems following a step-by-step approach. Systems can be in line with recognised standards or specific to the company.

In each case an experienced consultant works directly with management, supervisors and employees to ensure everyone has the knowledge and tools to achieve successful implementation. SSG also provide management system design and implementation as a part of our SAFE Membership Schemes.

TRAINING NEEDS ANALYSIS

Information training and instruction are integral to the management of safety in the workplace and a specified employer's duty in the Health and Safety at Work Act 1974. SSG have an in-depth understanding of health and safety training requirements for Directors, Management and Employees. We can undertake a full review of your company's training needs and advise on an appropriate and prioritised training plan.

ACCIDENT INVESTIGATION

Effective management of health and safety requires that lessons are learnt when things go wrong. An immediate, thorough investigation of all incidents is essential to accident prevention and continual improvement.

SSG can provide a rapid response in the event of an accident to identify the immediate and root causes, recommending sensible actions to prevent re-occurrence.

NOISE AND VIBRATION ASSESSMENTS

SSG consultants undertake detailed noise and vibration surveys and assessments in most working environments. All surveys are supported by a documented report including recommendations that will reduce noise and vibration in the workplace to acceptable levels in compliance with legislative action values.

ACCESS EQUIPMENT INSPECTIONS

The Working at Height Regulations 2005 require that ladders, steps and towers are subject to regular inspections at suitable or defined intervals. Our inspectors will advise on appropriate inspection schedules and ensure that these are fully supported by documentary evidence.

PORTABLE APPLIANCE TESTING

A full on site testing service complete with comprehensive reports is available to assure compliance with current HSE Guidance. Frequency of testing is subject to risk assessment and a test schedule and retest dates are advised accordingly.



SAFE MEMBERSHIP SERVICES

We are committed to the health and safety of all our team members. When we were introduced to the SAFE Scheme Platinum package we could clearly see the instant benefits it would have for our people. We have worked closely with SSG to establish a positive approach to health and safety within our working environment and feel this system will make our life a lot easier.

John Harrison - Kingfisher (Brixham) Ltd



MEMBERSHIP SERVICES

Our SAFE membership scheme is your total solution to Health and Safety Management in the workplace. SAFE can provide you with the management documentation, workplace systems, guidance and support required to help you achieve compliance with current legislation.

SAFE will:

- Provide you with access to a team of Chartered Health and Safety Practitioners
- Answer all those difficult questions – no more health and safety headaches
- Give you instant access to everything you need to manage health and safety within your company
- Tailor your membership to your requirements
- Be your named, competent advisor in all health and safety matters.

The benefits of SAFE membership are:

- Savings in time and money
- Provision of all the policies, procedures and forms you will need to manage health and safety
- Assistance and advice in management system implementation
- Assistance in complying with the law
- A reduction in your company's risk of accidents
- A demonstration to clients and insurers of your commitment to health and safety

Our Construction Module can include:

- Templates for Health and Safety Plans, plant and workplace inspections, best practice risk assessments and method statements
- Site visits on a three weekly cycle or by arrangement
- Site visit reports identifying breaches in legislation and working practices likely to cause harm as well as planning for future activities and advising on control measures necessary
- Liaison with management on safety issues
- Ongoing advice and guidance in relation to the sites being visited.

OUR SAFE PACKAGES

Silver Package:

- Telephone and email support network available through membership helpline
- Access to the latest legislative and regulatory information through newsletters, e-bulletins and other membership literature
- Certificate demonstrating company commitment to Health and Safety in the Workplace
- SSG will be your retained Health, Safety and Environmental advisor which can be beneficial in the tendering process.

Gold Package:

All services detailed in the Silver package

PLUS

- A tailored, comprehensive Health and Safety Policy to be completed by an experienced member of our consultancy team
- Annual review and update of your policy
- A dedicated Customer Service Manager with an understanding of your business will be available to deal with your enquiries promptly and efficiently.

Platinum Package:

- All services detailed in the Silver and Gold packages

PLUS

- A complete Health and Safety review to be undertaken by a senior consultant to determine existing compliance and to include a review of training
- A comprehensive, easy to use Safety Management System with documentation tailored to your company:
- General policies including smoking, PPE and stress
- Guidance and templates for Risk Assessment i.e. General Workplace, Young Persons, Pregnancy, CoSHH, Manual Handling, Display Screen Equipment and Fire
- Best practice risk assessments
- Guidance and procedural information for First Aid, Accident Reporting and Emergency Response
- Guidance and templates for maintenance of plant and work equipment and procedures for carrying out workplace inspections
- Additional guidance and forms including electrical safety and contractor management

TRAINING SERVICES

SSG can also provide an extensive range of training courses to complement our portfolio of consultancy services. Many of these can be tailored to meet a client's exact requirements and all courses are delivered in training centres across the South West and nationally.

Course certification is by SSG or nationally accredited organisations including NEBOSH, IOSH, CIEH, ConstructionSkills, City and Guilds, PASMA and the HSE.

Some of our courses are presented in association with Cornwall College. A copy of the College Charter is available on request.

For more information please consult our Training Guide.



We are happy to use SSG as providers of our Health and Safety courses as the process is very easy, courses are run regularly and information/ joining instructions provided quickly. There is always a friendly person on the end of the phone!

N Parker - Toshiba Information Systems (UK) Ltd

Abrasive Wheel Mounters course	First Aid Skills Update
Accident Investigation	Health and Safety in the Office
Asbestos Awareness	IOSH Directing Safely
Basic Fire	IOSH Managing Safely
Breathing Apparatus	IOSH Managing Safely Refresher
CDM - An Overview of Legislation Changes and Duties	IOSH Working Safely
CDM for Designers	Managing Asbestos
CDM Workshop	Manual Handling (Kinetic Lifting Techniques)
CIEH Level 2 Award in Health and Safety in the Workplace	Manual Handling Instructor Training
City and Guilds NVQ in Utility Operations (5831 Confined Space)	NEBOSH Certificate in Construction Safety and Health
Confined Space Training	NEBOSH Fire Safety and Risk Management
ConstructionSkills Health and Safety Awareness Course	NEBOSH General Certificate
ConstructionSkills Site Management Safety Training Scheme	New Roads and Streetworks Act Assessments
ConstructionSkills Site Management Safety Training Scheme Refresher	PASMA
ConstructionSkills Site Supervisor Safety Training	Portable Appliance Testing
CoSHH	Risk Assessment Workshop
Display Screen Equipment Assessments	Safety in the Use of Woodworking Machinery
Driving Safety Awareness	Safety Management for Work Related Driving
Electrical Safety Awareness	Scaffold Inspection
Fire Warden Training	Signing Lighting and Guarding Assessments
First Aid Appointed Person	Site Waste Management Plans
First Aid At Work	Working Safely at Heights
First Aid at Work - Refresher	

Call 08700 43 47 43 for more information or visit www.ssg.co.uk to book a course online