



THE IVERS

PARISH COUNCIL

45B High Street, Iver, Buckinghamshire, SL0 9ND
www.iversparishcouncil.gov.uk

Agenda Item	11.2																
Meeting Date	Full Council – 16 December 2024																
Report Title	Health & Safety Provider																
Recommendation/s	<div>1. To appoint Phoenix Health & Safety as the Council’s H&S support provider for an initial twelve-month period at a cost of £995 + VAT per annum</div> <div>2. To commission a Health & Safety Audit for Spring 2025 at a cost of £1395 + VAT from Phoenix Health & Safety</div> <div>3. To agree that H&S audits will be arranged every two years.</div>																
Appendices to Report	<div>1. Phoenix H&S Quote</div> <div>2. Croner H&S Quote</div> <div>3. Citation H&S Quote</div>																
Prepared By	Shaun Fishenden PSLCC – Clerk & Responsible Financial Officer																
Detailed Information																	
<p>Since the Council terminated the combined HR and H&S provider; WorkNest. The Council has already replaced the HR aspect of the contract through the appointment of Council HR & Governance Support for a five-year contract.</p> <p>It was previously noted at the November meeting that officers would seek alternative providers for H&S support. Quotes were obtained based on an annual support contract including a compliance audit, the following were received</p> <table><tr><td></td><td>Annual Support Package</td><td>Audit</td><td>Total per annum</td></tr><tr><td>Phoenix Health & Safety</td><td>£695.00 per annum</td><td>£1395.00 per audit</td><td>£2090.00</td></tr><tr><td>Croner</td><td></td><td></td><td>£6604.08</td></tr><tr><td>Citation</td><td></td><td></td><td>£5124.00</td></tr></table> <p>The officer’s recommendation is to proceed with the quote from Phoenix Health & Safety, whilst there is a fairly significant difference in the pricing. It is felt that their proposal is still sufficient for the needs of the Council. This is because the other Croner and Citation packages also include other aspects that are unlikely to be used such as discounted training, which we already source via independent training providers.</p>			Annual Support Package	Audit	Total per annum	Phoenix Health & Safety	£695.00 per annum	£1395.00 per audit	£2090.00	Croner			£6604.08	Citation			£5124.00
	Annual Support Package	Audit	Total per annum														
Phoenix Health & Safety	£695.00 per annum	£1395.00 per audit	£2090.00														
Croner			£6604.08														
Citation			£5124.00														
Key Implications																	

Financial	We have a budgeted underspend of £5150 which can be utilised when a new H&S advisor is identified and appointed.
Legislative and Policy	<p>The recommendations in this report are compliant with the agreed policy framework of the Council to act as responsible employers.</p> <p>The report also complies with the Financial Regulations to ensure value for money within council contracts.</p> <p>Adopting the recommendations will ensure the Council is compliant with its duties as an employer as set out in the Employment Rights Act 1996 and the Health and Safety at Work Act 1974</p>
Equality Assessment	The decisions recommended through this report have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.
Net Zero	There are no Net Zero issues arising from the recommendations of this report.

Consultancy Services	Cost	Tick to select
<p>Health & Safety Audit</p> <p>A full audit of health and safety management in the organisation. A report will be produced detailing all observations made and an action plan with any required recommendations.</p> <p>A qualified and experienced auditor will assess the level of legal compliance from examination of current documentation, discussion with key staff and physical inspection of a chosen location for The Ivers Parish Council . *Based on all sites working to the same Health & Safety Management System, we would only need to visit one site as the current documentation should be the same across all sites*</p> <p>The audit will be carried out against the standards required by the Health & Safety at Work etc. Act 1974 and associated regulations, and the principles contained in the Health & Safety Executive guidance HSG65 "Successful Health & Safety Management".</p>	<p>£1395 plus VAT</p> <p>*Based on one site and remote based report writing*</p>	
<p>Policy Documentation</p> <p>Following the Audit, if any documentation does require creation or amendment, our consultants can assist with this if required</p>	<p>£695 + VAT per day of work</p>	
<p>Annual Support</p> <p>12 months unlimited telephone/email support – All contact dealt with by a fully qualified health and safety consultant.</p> <p>Included within this support will be the provision of a regular newsletter to keep clients up to date with changes in legislation, recent court cases etc.</p> <p>Clients also have access to client area of Phoenix website, where a variety of health and safety forms and templates can be accessed.</p> <p>We act as your competent health and safety advisor and will provide help with CHAS applications or other health and safety questionnaires.</p>	<p>£995 + VAT per annum based on 11 offices and open spaces for The Ivers Parish Council</p> <p>*Please be advised that other consultancy services such as site visits & Policy reviews are not included in the Annual Support and would be at a separate cost*</p>	

Details for Consultancy
Address (where services will take place):
Date and time for consultation:
Site contact:
Site contact number:
Site contact email address:
Parking available?
Projector available? (If training required):

Invoice details

Company Name:

Invoice Address:

Email Address (where invoice is to be sent):

Acceptance - I hereby confirm that I wish to book the services as described above and accept the terms and conditions.

Print Name

Signature

Date

Why choose Consultancy from Phoenix?

☐ Competent Advice

You can benefit from our comprehensive knowledge across the fast-changing field of health and safety legislation.

☐ Industry Experts

We are one of the UK's leading providers of health and safety training. All our expert team are widely experienced across the full range of industries and business types.

☐ Tailored approach

We understand that every business is unique, so we provide a menu of services that can be tailored to your organisation's precise requirements. Every consultancy package is tailored to your organisation and quoted in advance. And we promise that we will not bombard you with unnecessary or confusing paperwork.

☐ Local support

Wherever you are in the UK, there is always a Phoenix consultant nearby, ready to solve problems and answer queries. And you can be confident that our advice will always be legally compliant, practical, and commercially aware.

Terms & Conditions

Full terms & conditions can be found at:

www.phoenixhsc.co.uk/terms-and-conditions

Please return your completed booking form via email to your designated Account Manager.



Employer Solutions

Supporting Small Businesses for Over **80 Years.**

PREPARED FOR:

IVER PARISH COUNCIL

PREPARED BY:

Martin Vodden

Business Development Partner



Welcome to Croner

The modern workforce throws up big HR challenges. Not to mention health & safety demands. Free up your time and focus on what you do best...

In the ever-changing world of employment law, keeping on top of it all can feel like an endless battle. That is not what you started your business for.

Luckily, that is exactly why Croner started theirs.

You don't have to worry about being an expert in employment law, or a fully qualified health & safety practitioner. We are on the other end of the phone 24/7, 365 days a year, ready with expert advice from qualified professionals and on-site based support when required.

Whether you are facing an imminent challenge, or just want to remain compliant, Croner is your go-to for support.

And the best part? You can start receiving this advice today. Get access to our helplines the moment you sign up with Croner, and start focusing on what you do best, immediately.

Before reviewing our proposal summary, please see a copy of our detailed information relating to the products and services that we provide including the optional insurance provided by a third party insurer Irwell Insurance Company Limited.

Please see a copy of our insurance service documents which tells you more about us, our service, the product we offer, additional information about the insurer, how we earn commission and how to make a complaint, [click here](#).

Attached is a copy of the insurance product information document which provides you with the significant features and benefits of the policy and the exclusions for you to make an informed decision. [click here](#)

Proposal Summary

We are delighted to submit our proposal based upon our recent meeting.

The purpose of this proposal is to deliver detailed information relating to the proposed Croner products and services, and the wider solution benefits. It should also give you continued confidence that Croner has understood your key organisational drivers/requirements and has demonstrated a solution which can deliver on the overall business needs.

Croner is committed to delivering a valuable solution to meet all of the current requirements detailed in this document, however Croner is also aware that as companies grow and change, so do their requirements. This is why we have a comprehensive review and account management process designed to make sure we continue to meet your changing needs.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is focused on helping you to support your employees should they encounter any personal problems that may impact their productivity and efficiency in the workplace, enabling you to get the most from your team of employees.

By offering an EAP wellbeing package to your employees, they will have direct access to the following:

- Confidential telephone helpline available 24/7, 365 days a year, offering practical information and emotional support
- Supporting mental health and other issues such as alcohol/drugs, debt, personal legal issues, family issues, housing, childcare, tax, bereavement, relationships, domestic abuse/violence and eldercare etc.
- Up to 6 sessions of telephone, online (video or online CBT) and face to face inc applied techniques and/or online CBT via our counsellors
- Support available for the employee, partner or spouse and dependents (between the ages of 16-24 in full time education within HMRC guidelines)
- Active Care - Day 1 intervention by a clinician for stress and reducing absence via clinician intervention
- Online Health Portal www.healthassuredeap.com providing access to extensive wellbeing resources including four-week programs, videos and webinars.

Health & Safety Service

Health & Safety

H&S is a comprehensive framework, which allows you to manage health & safety in your workplace and keep your business, your employees and the general public protected.

This Health & Safety service includes:

- A principal site appointment for the preparation and installation of a bespoke health & safety management system. The system is developed specifically for your business, and includes the organisation, safety arrangements and monitoring procedures required for its effective implementation followed by a second appointment.
- A compliance review conducted by a qualified Health & Safety Consultant. This review will identify areas of non-compliance within your industry specific legal requirements. A written report will be provided along with an executive summary and an action plan with pragmatic advice on how to achieve legal compliance and best practice standards.
- An optional insurance policy that protects against legal expenses in the event of enforcement action by the health & safety authorities. We will provide a solicitor to attend interviews with you under caution or to defend any safety prosecutions or enforcement action.
- You will be registered to our online health & safety management tool. This will allow you the flexibility to manage all of your health & safety records and provide full access to our comprehensive technical reference library and stationery store.
- You and your staff will receive training on the use of our online health & safety management tool. You will receive on-going access to online videos, which will help walk you through the step by step process of creating new risk assessments and how to manage your records. You will also have access to a dedicated online service desk, to help with any queries you may have.
- One appointment per annum by a qualified Health & Safety Consultant to service your management system. They will also provide advice and support on maintaining legal compliance.
- Access to a 24-hour telephone advice service supported by qualified Health & Safety Consultants, 365 day a year.
- The management system, made available online will be inclusive of the following (if applicable to your business):
 - Workplace Risk Assessment
 - Machinery Risk Assessment
 - Organisation and Responsibilities
 - Risk Management Pack
 - Safety Policy
 - Safety Records
 - Specific Arrangements
 - Technical Guidance Notes
 - Visitors Safety Record
 - Employee Responsibilities, Rules & Procedures
 - Employers Health & Safety Responsibilities
 - Fire Risk Assessment Software
 - Health & Safety at Work
 - Health & Safety Guidance
 - Health & Safety Policy & Procedures
 - Health & Safety Risk Assessment

BrightSafe Software

Fully hosted, secure and smart digital service that makes it easier for you to meet your health & safety compliance requirements. Includes:

- Ability to create general risk assessments

- Ability to tailor risk assessments from our library of templates
- Bespoke online health & safety documentation along with access to reference documentation
- Role based log-in, so you can restrict or grant access
- Provision of training for you and your staff on all features
- Access to our dedicated online service desk

Health & Safety Insurance

The inclusion of an optional insurance policy, which covers legal expenses up to £200,000 per insured event. There is a maximum of £2 million in any one-policy year, for incidents that may occur following you becoming a client.

This cover includes legal support in responding, defending and appealing against formal health & safety notices, as well as interviews under caution and representation in court, should the need arise. As with any insurance cover, the policy conditions must be followed.

Health & Safety Consultancy Days

We will make additional appointments to your other identified premises as agreed based on the number of Health & Safety Consultancy Days chosen, to carry out a review to support your organisational needs.

Service Fee

Our consultancy service as described in this proposal will be tailored to your specific needs. The proposed service fee is:

Service Term	Monthly Fee
12 Months Health & Safety Service / BrightSafe / H&S Insurance / Employee Assistance Programme / H&S Consultancy Additional 1/2 Day (On Site) / H&S A5 Handbook	£ 550.34
36 Months Health & Safety Service / BrightSafe / H&S Insurance / Employee Assistance Programme / H&S A5 Handbook / H&S Consultancy Additional 1/2 Day (On Site)	£ 466.90
60 Months Health & Safety Service / BrightSafe / H&S Insurance / Employee Assistance Programme / H&S A5 Handbook / H&S Consultancy Additional 1/2 Day (On Site)	£ 404.61

Our fee, including the optional insurance, is based on your current size and will be fixed for the duration of the initial agreement term with no provision for Croner to increase the fee due to inflation, tribunal claims, service usage or organic growth in your employee numbers etc.

*Fees quoted are valid for 14 days from the date of issue and are subject to VAT & IPT

Your Proposal

Now that you have seen what Croner can do, we would be delighted to become your trusted advisor. This proposal is a basic outline of the services we discussed at our recent meeting and along with the details of the service fees.

If you have any questions, please do not hesitate to contact me.

Martin Vodden

Business Development Partner

Tel:

Email: martin.vodden@croner.co.uk

What our clients say...



Feedback is a vital element to learning and development, but sometimes it's just nice to hear the experience our clients are having when it comes to the Croner service.

[See our testimonials.](#)

croner.co.uk

Croner House, Wheatfield Way, Hinckley
Leicestershire, LE10 1YG





Your service proposal

Prepared for: The Ivers Parish Council

Date: 03/12/2024

Created By: Carole McLean

Position: BDA

Email Address: carolemclean@citation.co.uk

Phone:

Workplace Expert

Guaranteed compliance with scheduled inspections, document preparation and 24/7 support

Health & Safety legislation – and the to-do list that comes with it – is tough to keep on top of. From updates and changing legislation to spot checks and inspections from authorities, you didn't go into business to stress over Health & Safety.

Having an expert prepare your policies, assess your premises, help you complete your risk assessments and who will be at the other end of a phone call if you need them, would probably relieve a lot of that stress and give you the peace of mind to focus on other, business-critical tasks.

With Citation's Workplace Expert package, you get exactly that – plus lots more – to help you take real control of compliance, get that to-do list done and futureproof your business.

Here's what we'll do for you:

Welcome to the team

As soon as you sign your agreement, we'll give you access to our 24/7 advice line, set you up on our online management platform – Atlas, and arrange your first consultant visit.

In-depth inspection report

During their first visit and in subsequent years, your expert consultant will:

- Identify any hazards and risks
- Outline their findings in a detailed report
- Advise on improvements to be made

Documents crafted by professionals

Your consultant will:

- Put together your H&S Policy and create a bespoke handbook
- Store copies in Atlas for you
- Keep your documentation updated in line with legislation changes

Risk assessments

We have over 1,000 sector specific risk assessment templates in Atlas. They've been put together by our competent team of Health & Safety professionals, and will help you on the road to keeping you, your business and your employees safe. And if you need a hand filling it in, you'll have 24/7 support with our advice line.

Always up-to-date

We'll always inform you of legislation updates and incorporate relevant changes into your system. And if there are any changes to your business, just let us know and we'll reflect those in your documents too.

Here for you – 24/7

You and your nominated employees will have access to industry-leading Health & Safety professionals 24 hours a day, 365 days a year. We always provide advice bespoke to your business, and work alongside you to find the best solutions for your challenges.

Why choose us?

Experts you can trust

Our team of over 100 Health & Safety experts are all highly qualified. All our team maintain their professional development with external bodies and we have a quality function whom ensure our standards are maintained.

Incident support

We'll support you in the event of a major accident or emergency, and when dealing with enforcing authorities. We have consultants across the UK who can be on site as soon as you need them.

Unlimited access to elearning

We'll make sure you're always clued up by giving you unlimited access to 100s of online fact sheets, along with a suite of Health & Safety elearning modules.

Guaranteed advice

Providing you've followed our recommendations, take all our advice and notify us immediately, we'll pay the costs of defending safety prosecutions and actions taken by an enforcing authority. There's a limit of £150,000 per matter or series of related matters, and an annual limit of £1.5 million.

Your Quotation



Account Name: The Ivers Parish Council
Address: High StreetIverSL0 9NDEngland

Prepared By: Carole McLean
carolemclean@citation.co.uk

Quote Reference: Q-230811
Created Date: 03/12/24
Employees: 8
Number of sites: 2

Expiry Date: 02/01/25

5 Year Partnership (60 Months)

Monthly

Product	Quantity	Price per month
Atlas UpSkill	1	£49.00
Fire Risk Assessment - Annual Review - Up to Full Day	1	£65.00
H&S Workplace Expert	1	£270.69
* H&S Consultancy - Full Day	1	
On-Site Risk Assessment Support - Full Day	2	£39.83
Total:		£424.52

4 Free of charge months will be applied at the start of contract

VAT will be added to the above fee at the applicable rate

This quotation, services and guarantees apply to the above employee and site information.

Terms and conditions apply.



We are so appreciative of the partnership we have with Citation, their care, professionalism and 'can-do' attitude. We would highly recommend Citation and the Atlas platform to any business, and especially any small business with limited capacity for these incredibly important pieces of work.

Jane Kent,
Haig's Drains Ltd



We have used Citation for over 5 years and have always found their support and advice to be fantastic, especially when faced with repeated lockdowns. All the advisors are knowledgeable and professional and really feel like an extension of our HR team.

Chantelle Christy,
Drake and Morgan Ltd



Citation are a fantastic company to have working alongside us at Emyvale Care. Their HR advisors are friendly, and very experienced and knowledgeable in their approach to issues, be that small and complex.

The Health & Safety support is also extremely thorough but works in the context of your organisation to make sure any issues have the best solutions in place. Email support is also responded to with immediacy and the helpline will provide guidance at the point of contact.

Pauline Carter,
Emyvale Care



As an employer, we could not imagine running our business without Citation. They are always at the end of the phone, email, zoom, or face to face - whatever your question or query they will always answer it, help and guide in the right direction.

Wendy Whetlor,
Wessex Compressors Ltd

With you, wherever you are - with offices across the UK, we're never far away:

Kings Court

Water Lane
Wilmslow
Cheshire
SK9 5AR

Charles House

Albert Street
Eccles
Manchester
M30 0PW

Muspole Court

Muspole Street
Norwich
NR3 1DJ

3rd Floor

The Merchant
45 Notte Street
Plymouth
PL1 2AG

3 Arlington Square

Downshire Way
Bracknell
RG12 1WA



Workplace expert

Level-up workplace learning in your business and discover how powerful Citation's elearning platform is. With Workplace Expert you can provide effective elearning to your teams to set the foundations of Health & Safety. Citation offers a wide selection of modules covering key topics and skills, and you can always have a chat with us if you have specific requirements.

COURSE NAME	COURSE GROUP
Academy - Effective Academy Site Manager	H&S General
Asbestos Awareness	Asbestos
Asbestos Awareness NI	Asbestos
Basic Food Safety Awareness	Food
CDM Awareness for Managers and Supervisors	CDM
CDM Awareness for Managers and Supervisors NI	CDM
Coronavirus COVID-19	An Employer's Obligations
COSHH Awareness for Employees	COSHH
COSHH Awareness for Employees NI	COSHH
COSHH Awareness for Those Responsible for Completing COSHH Assessments	COSHH Reduced Access
COSHH Awareness for Those Responsible for Completing COSHH Assessments NI	COSHH Reduced Access
CPR Awareness	H&S General
Driving at Work Essentials	H&S General
DSE Display Screen Equipment	DSE
Environmental Awareness for Employees	H&S General
Environmental Awareness for Managers	H&S General
Fire Extinguisher Use	Fire
Fire Marshal Training	Fire
Fire Safety Awareness	Fire
Hand Hygiene	Hand Hygiene
Hand Hygiene for Care	Hand Hygiene

Workplace expert

COURSE NAME	COURSE GROUP
Hand-Arm Vibration Syndrome Awareness	H&S General
Health and Safety Awareness	H&S General
Health and Safety Awareness NI	H&S General
Infection Control	H&S General
Ladders and Stepladders	H&S General
Ladders and Stepladders NI	H&S General
Legionella and Legionnaires Disease Awareness	H&S General
Lone Working	H&S General
Manual Handling	H&S General
Manual Handling for Low Risk Environments	H&S General
Personal Protective Equipment - PPE	H&S General
Respiratory Protective Equipment (RPE) Awareness	H&S General
RIDDOR	H&S General
RIDDOR NI	H&S General
Risk Assessment Awareness	H&S General
Sharps Awareness	H&S General
Stress in the Workplace	Managing Sensitive Employee Issues
Work Related Skin Diseases	H&S General
Working at Heights	H&S General
Young Persons in the Workplace	H&S General

Risk Assessment Support

We know risk assessments can be a struggle for businesses of all sizes and from all sectors, but they're a necessity to keep your site safe and legally sound.

So, to make sure your business and all its systems are operating to the highest safety standards – with minimal struggle, one of our Health & Safety experts will give you hands-on help with everything you need to know to competently complete a risk assessment from start to finish.

What you get

A highly qualified consultant will work alongside you to create legally compliant risk or COSHH assessments by:

- Reviewing your business' environment and systems of work– Identifying and assessing any hazards
- Advising you of the best way to control or reduce any hazards identified
- Guiding you through the risk or COSHH assessment process in Atlas, our on-line portal
- Ensuring you fully understand the creation and reviewal process including how you can authorise and distribute your risk assessments
- Educating you on your legal responsibilities, and the ramifications of getting it wrong.

Why choose us?



All our consultants are qualified to either IOSH or IIRSM standards, and many are on the Occupational Safety & Health Consultants Register



We come with more than 20 years' of Health & Safety experience, so you can be sure you're in safe hands



We'll equip you with all the knowledge needed to be self-sufficient and replicate the risk assessment process confidently



Our service works on a one-off basis, so you can lean on us for support as much or as little as you like, and only pay for what you need.

Certified elearning designed for your workplace

What if we told you that you could increase engagement and performance in your employees, fill knowledge and skill gaps and boost your bottom line, all wrapped up in one solution?

Get ready to upskill your elearning to a new level and make learning work for you with our brand-new library of CPD and RoSPA certified training courses.

Introducing Atlas certified elearning...



upskill to accredited training courses

Courses now have a seal of approval from a range of nationally recognised bodies, including CPD and RoSPA.



upskill to constantly evolving courses

We're always updating and expanding courses to keep you up to date. Plus, we take requests for topics that would suit your business needs.



upskill with courses for consistent compliance

upskill keeps your business compliant, thanks to a wealth of expert knowledge behind the scenes, all wrapped up in engaging content.



upskill in bite-sized chunks

Courses are available as and when you need them and can be paused and restarted to suit you and your employees.



upskill your business growth

Improve service, demonstrate higher levels of compliance and boost your bottom line as your people learn and develop with your business.



























upskill employee engagement

Your people are your biggest asset. Investing in their development will help your team make the small changes that make big improvements.

What do you get with Atlas certified elearning?

One online platform with content created by hundreds of experts, scalable to your business. Upgrade today and take advantage of many more extra features.

Features	Free	Upskill
30 starter Health & Safety courses		
30 starter HR & Employment Law courses		
Downloadable certificate		
Content updated to meet compliance legislation		
Access to over 100 workplace and sector-specific courses		
RoSPA Approved		
CPD Certified		
Audio content		
Video content		
Scenario-based learning		
Learning objectives identified		
Regularly evolving content		

If you're interested in how Atlas certified elearning can help transform your business, get in touch with us today.



Fire Risk Assessment

When it comes to keeping your business compliant, Fire Risk Assessments are a legal must-have. Not only do they keep you on the right side of the law, but they're an essential part of keeping you, your employees and your business safe.

Fire Risk Assessments can be complicated, time consuming and require specialist input, so we understand it can be tricky to keep on top of them – and that's where we come in.

What you get:

An expert assessor will visit your site(s) and:

- Conduct a robust overview of your existing fire hazards.
- Identify any hazards within your building, explain the risks involved and how they can be controlled.
- Create a bespoke action plan with recommendations for you to action on.
- Provide you with an overall risk rating for your business.
- Give you peace of mind that your business is fire-safe and meeting its legal obligations.

Why choose Citation?

- ✓ We conduct internal quality checks and all of our assessors are experienced, so you can be sure you're in safe hands.
- ✓ Your Fire Risk Assessment will be validated and reviewed by one of our specialist fire risk assessors.
- ✓ We provide expert support and advice post-assessment, too.
- ✓ All our work is 100% warranted, and we're fully insured with public liability.
- ✓ We give all our advice and recommendations in plain English, so that everyone in your team can easily understand it.

All technicians are highly qualified and hold the following accreditation:



Employment Law

A guide to Acas early conciliation

Appraisals - How to conduct an effective appraisal

Appraisals - How to implement an appraisal scheme

Bullying and harassment in the workplace - a guide for managers and employers

Bullying and harassment in the workplace - a practical guide for employees

Conflict Management Level 2 (VTQ)

Employment Tribunal - How to prepare for a hearing

Employment Tribunal - What you need to know

Employment Tribunals - What happens at a hearing

Equality Act 2010

General Data Protection Regulations (GDPR)

Hints and tips for effective recruitment and selection - Part 1 - The principles of recruitment

Hints and tips for effective recruitment - Part 2. The recruitment process

Home and remote worker data security

Information Security

Lateness and unauthorised absence

Long-term sickness absence - Part 1. Procedures, Pay and Communication

Long-term sickness absence - Part 2. When is it reasonable to dismiss?

Employment Law

Managing lateness and unauthorised absence

Modern Slavery

Personal appearance - Part 1. Personal hygiene

Personal appearance - Part 2. Dress codes

Preparing for and conducting a disciplinary hearing

Probationary periods

Return to work interviews

Short-term sickness - a practical guide to managing

The Bribery Act 2010 - An Overview

Personal development

Coaching (VTQ)

Complaint Handling Level 1 (VTQ)

Customer Service Level 2 (VTQ)

Effective home working and wellbeing

Presentation Skills Level 1 (VTQ)

Health & Safety

Abrasive Wheels Awareness

Anaphylaxis Awareness Level 2 (VTQ)

Asbestos Awareness*

Atlas for risk assessors

Banksman

Basic First Aid level 2 (VTQ)

Basic Food Safety Awareness

Beauty Therapy Infection Control Level 2 (VTQ) CDM

Awareness For Managers And Supervisors*

Construction Safety Awareness

Contractors Safety Procedures

Coronavirus - Working in a Covid world COSHH Awareness For Employees*

COSHH Awareness For Those Responsible For Completing COSHH Assessments*

CPR Awareness

Driving at Work Essentials

DSE Display Screen Equipment

Effective home working and wellbeing

Environmental Awareness For Employees

Environmental Awareness For Managers

Fire and Electrical safety when working from home

Fire Extinguisher Use

Fire Marshal Training

Fire Safety Awareness

First Aid at work annual refresher

First Aid Plus Level 3 (VTQ)

Food Allergies Awareness

Food Allergies Awareness Level 2 (VTQ)

Health & Safety

Food Safety Level 1 (VTQ)

Food Safety Level 2 (VTQ)

General Health & Safety training suitable for all employees

Hand Hygiene

Hand Hygiene for Care

Hand-Arm Vibration Syndrome Awareness

Health and Safety Awareness*

Health and Safety in the Workplace Level 2 (VTQ) Infection Control

Installing an Automatic External Defibrillator (AED) cabinet

Ladders And Stepladders*

Legionella and Legionnaires Disease Awareness Lone working

Managing Contractors

Manual Handling

Manual handling for low risk environments

Mental Health in the Workplace Level 1 (VTQ)

Mental Health in the Workplace Level 2 (VTQ)

Noise Awareness

Personal Protective Equipment - PPE

Respiratory Protective Equipment (RPE) Awareness RIDDOR*

Risk Assessment Awareness

Risk Management Awareness

Sharps Awareness

Silica and dust awareness for employers and managers Slips, Trips and Falls Level 2(VTQ)

Stress in the workplace

Vibration awareness

Welding Fumes Awareness

Work Related Skin Diseases

Working at height

Working at Height Level 2 (VTQ)

Young persons in the workplace



To see a full list of Health & Safety courses accredited by RoSPA, please request further information.

Develop your people's skills using our certified elearning modules. Safety is crucial in the construction industry, our RoSPA and CPD approved courses are a great way to make sure your employees have the skills they need to protect themselves and those around them. Many aspects of safety are covered in these modules so you can choose the skills that you want your people to build on.

Course

- Abrasive wheels awareness
- Asbestos Awareness*
- Atlas for risk Assessors
- Banksman
- Basic First Aid Level 2 (VTQ)
- CDM Awareness for Managers and Supervisors*
- Construction Safety awareness
- Contractors Safety Procedures
- COSHH Awareness for Employees*
- COSHH Awareness for Those Responsible for
- Completing COSHH Assessments*
- CPR Awareness
- Driving at Work Essentials
- Environmental Awareness for Employees
- Environmental Awareness for Managers
- Fire Extinguisher Use
- Fire Marshal Training
- Fire Safety Awareness
- First aid at work annual refresher
- First Aid Plus Level 3 (VTQ)
- General Health & Safety in Construction Industry
- General Health & Safety training suitable for all employees
- Hand-Arm Vibration Syndrome Awareness
- Health and Safety in the Workplace Level 2 (VTQ)
- Ladders and Stepladders*

Course

- Legionella and Legionnaires Disease Awareness
- Lone working
- Managing Contractors
- Manual Handling
- Manual Handling in Builders Merchants
- Mental Health in the Workplace Level 1 (VTQ)
- Mental Health in the Workplace Level 2 (VTQ)
- Noise Awareness
- Occupational Health in Construction
- Personal Protective Equipment - PPE
- Powerlines - Delivering safely
- Principles of Working in Confined Spaces Level 2 (VTQ)
- Respiratory Protective Equipment (RPE) Awareness
- RIDDOR*
- Risk Assessment Awareness
- Sharps Awareness
- Silica and dust awareness for employers and managers
- Slips, trips and falls in construction Level 2 (VTQ)
- Stress in the workplace
- Traffic Management in construction
- Vibration awareness
- Welding fume awareness
- Work related Skin Diseases
- Working at heights in higher risk activities
- Working at heights level 2 (VTQ)
- Young persons in the workplace



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