

# OUR SERVICES



**AKEVA HELPS YOU TO IDENTIFY YOUR HEALTH AND SAFETY REQUIREMENTS, THEN WORKS WITH YOU TO PROVIDE PRACTICAL SOLUTIONS THAT ARE INDIVIDUAL TO YOUR COMPANY.**

## **AKEVA RELIEVING YOU OF THE HEALTH AND SAFETY BURDEN**

Akeva will help you to make the right choices to raise and maintain your company's health and safety standards. We offer a high standard of practical experience, knowledge and cost effective solutions.

The services we offer are:

- Develop Health & Safety Policy to reflect your company's individual needs and organisation.
- Develop Safety Management Systems.
- Carry out Risk Assessments or train your staff to do so.
- Work with your staff to develop Safety Systems of Work such as method statements, permits to work, isolation procedures, etc.
- Provide a range of health and safety training courses at different levels, which can be tailor made to your company's needs. We also provide the Site Safety Plus Courses.
- Provide safety monitoring such as Safety Inspections, Policy Compliance Audits, Fire Inspections etc.
- Assist clients with compliance to the Construction (Design & Management) Regulations 2015.
- Carry out accident investigations.
- Liaise with HSE / Local Enforcing Authorities.
- Assistance with the preparation of documentation for accreditation with outside agencies, such as CHAS, Construction Line, Considerate Contractor, SSIP.
- Face Fit Testing or training your staff to do so.

For more details of our services please call us for a brochure or see our website [www.akevasafetysolutions.com](http://www.akevasafetysolutions.com).



# MEMBERSHIP BENEFITS



Whether a new or well established company, you may need help in keeping up to date with the vast amount of health and safety legislation that has come onto the statute books, Akeva Safety Solutions will inform you of these changes, their effects and advise on necessary actions therefore giving you peace of mind.

The enforcing authorities and clients are making more demands on companies, contractors and suppliers to prove their competence.

As well as helping you to comply with your legal duties under the Management of Health and Safety at Work Regulations 1999, whereby you are required to employ competent safety advice, membership with Akeva also offers the following further benefits:

- First and foremost, experienced advice at the end of a telephone.
- A Certificate of Retention that gives you priority assistance over non-members and shows your customers, clients, supply chain etc. that you have appointed a professional company to provide you with competent safety advice.
- Assistance in dealing with Principal Contractor's / Client Questionnaires and tender documents.
- Representation in meetings with Clients, Principal Contractors and the Statutory Undertakers (HSE, Local Authorities etc.).
- The ability to call upon on us to visit sites at short notice in case of accidents / incidents with the subsequent development of an in depth report.

## COMMERCIAL BENEFITS

Having a successful Health & Safety Management System in place and access to competent safety advice can increase your commercial opportunities when tendering for new contracts. Most clients / Principal Contractors will be more willing to appoint a contractor who has these systems in place as it reduces their liabilities.

Furthermore, successful Safety Management Systems will reduce the down time and additional uninsured costs that all accidents and cases of occupational ill-health bring, therefore increasing the profitability of your company whilst reducing the risk of litigation.



# HEALTH & SAFETY DOCUMENTATION

## HEALTH AND SAFETY POLICY DEVELOPMENT

The Health and Safety at Work etc Act 1974 specifies that a company employing 5 or more people must have a written health and safety policy. There are further pressures by clients and customers for company's employing less than 5 persons to have a policy.

Akeva will work with your company to develop a Health and Safety Policy that is specific to your requirements and then review it as needed. Akeva can then assist the organisation with the subsequent implementation of the health and safety policy and procedures into your everyday management systems and practices.



## SAFETY MANAGEMENT SYSTEMS

Once an organisation has its health and safety policy in place it can further develop this into a safety management system. Akeva can continue to offer professional assistance to develop and implement a health and safety management system 'tailor-made' to your organisation.

Safety management systems may include one or more of the following:

- The aforementioned health and safety policy.
- A manual of generic risk assessments that can be used as a time saving tool.
- A management manual which includes the forms, that your organisation may need to fulfil its duties under relevant safety legislation, and an aide memoir advising managers what needs to be carried out.
- A catalogue of safety talks, commonly known as 'toolbox talks'.
- The development of a training matrix tailored towards the needs of your business.
- Any other documents that your organisation needs e.g. method statements, construction phase health and safety plans etc.

Safety management systems can be developed in accordance with known systems such as the HSE's (Health and Safety Executive's) HSG 65 or OHSAS 18001. The systems developed by Akeva are in compliance with HSG 65 unless otherwise requested.





Various pieces of legislation, including the Health and Safety at Work etc Act 1974, require employers to monitor their work activities to ensure they are being carried out in accordance with their policies, procedures, safe systems etc.

It is often said that 'What gets measured, gets done'. Akeva can assist your organisation in the development and implementation of an effective monitoring regime which may include:

#### **GENERAL SAFETY INSPECTIONS**

The main type of 'proactive' monitoring would be by carrying regular, systematic, workplace safety inspections. Effective safety inspections will identify all the hazards, or potential hazards, associated with the area being inspected.

Akeva will carry out regular safety inspections as requested by our customers. On completion of the safety inspection our consultant will produce an electronic report identifying areas of compliance, as well as non-compliance. To assist the site manager, each non-compliance will receive a priority rating indicating the urgency of the action required. An audit score will also be given which is useful for benchmarking.

#### **POLICY COMPLIANCE AUDITS**

To ensure that your health and safety policy is not only being implemented but is effective, Akeva can carry out a 'Policy Compliance Audit'. Policy compliance audits involve an in-depth look at your policies and procedures along with visits to various work areas to ensure that employees of all levels are, not only aware of their duties, but complying with them.

The policy compliance audit will provide the senior management with a 'warts and all' look at their company providing them with a benchmark of where they are at a given point and recommend actions that need to be taken for improvement.

#### **FIRE AUDITS / INSPECTIONS**

Under the Regulatory Reform (Fire Safety) Order 2005, there is a requirement for those who have responsibility for work premises to ensure that a fire risk assessment has been carried out by a competent person. Our experienced consultants have received specific training through the Fire Protection Association or NEBOSH Fire Risk Management to carry out fire risk assessments/fire audits/fire inspections producing a detailed report recommending the actions needed to ensure your company is complying with the above mentioned legislation.

#### **SAFETY REVIEW MEETINGS**

We strongly recommend our customers to have a safety review meeting on an annual basis as a minimum to review the past year's performance, discuss any business changes and how they wish to move forward. Many of our customer's, particularly those in the construction industry have more frequent safety review meetings. The Akeva representative attending the meeting can provide the following reports, depending on the involvement Akeva has had and the information provided by the company concerned:

- Average audit / inspection scores for the Company, Manager and / or Location.
- A list of the issues (non-conformities) raised.
- Training provided by Akeva.
- Accident Statistics.

These reports can be used to identify trends and training needs, whilst also being useful for benchmarking and KPI's (Key Performance Indicators).



# RISK ASSESSMENTS & METHOD STATEMENTS

## RISK ASSESSMENTS

There is a specific legal requirement for risk assessments to be carried out for all work activities. The employer must ensure that sufficient time is allowed for the risk assessment process prior to the work activity commencing. The employer must ensure that those expected to carry out the risk assessments are competent to do so.

Akeva can either carry out the risk assessments for your company or train your staff to carry them out themselves (for further information on training, see the 'Training' section of this brochure).



To assist your staff Akeva can develop a manual of generic risk assessments specific to your business. The manual can be used to either speed up the risk assessment process or simply used as a guide.

Other risk assessments that Akeva can carry out include:

- Manual handling assessments
- DSE (Display Screen Equipment) assessments
- Fire risk assessments
- Work at height assessments
- CoSHH assessments

## METHOD STATEMENTS / SAFE SYSTEMS OF WORK

Once the risk assessment process has been carried out, there may be a need to develop a 'safe system of work' which may include method statements, permits to work, isolation procedures etc. The safe system of work provides those carrying out the work the necessary information they need to carry it out safely.

The consultants from Akeva cannot instruct your managers, supervisors or employee how to do their jobs. What our consultants will do is work with your representatives to use the findings of the risk assessments and their knowledge of the process and develop these into a working document.





Under the Regulatory Reform (Fire Safety) Order (FSO) 2005 there is a requirement for those who have responsibility for work premises to ensure that they adequately manage fire safety.

In order to do this organisations must appoint a 'Responsible Person' who will ensure compliance with the FSO by arranging for a fire risk assessment to be carried out of the premises. Fire risk assessments should identify measures to reduce or eliminate the risk of fire and identify persons at risk. Where 5 or more persons are employed, a record must be kept of significant findings.

To help our customers comply with the requirements of the FSO Akeva can:

- Carry out fire risk assessments – producing a detailed report recommending actions that need to be carried out to comply with the FSO.
- Develop 'Fire Management Plans' specific to your organisation and premises.
- Develop 'Fire Plan Layouts'.
- Carry out Fire Marshall / Warden training.
- Develop monitoring systems for ensuring compliance with the FSO.

Our experienced consultants have received specific training in Fire Management and / or Fire Risk Assessment through the Fire Protection Association or NEBOSH (National Examination Board of Occupational Safety & Health).



## ACCIDENT INVESTIGATION

In the unfortunate event of an accident occurring in your organisation, Akeva will, in accordance with the severity of the accident, give immediate response to carry out an investigation to determine the causes. Following all accident investigations, a subsequent report will be produced giving recommendations to prevent recurrences.



Akeva will advise of which accidents and incidents need to be reported in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). Where necessary we can support you through any ensuing investigations by the HSE.

It is just as important that all minor accidents and near misses are reported as these could lead to the next major accident. Where companies don't already have a reporting system, Akeva can assist in the development and implementation of a system that suits your company's needs.

## OFFICE SAFETY

Despite common belief that the office provides a safe environment to work in, many hazards do exist that cause thousands of injuries and health problems among office workers.

Issues that affect the office environment include:

- The use of display screen equipment (DSE)
- Manual handling and storage
- Fire hazards
- Electrical safety
- Slips, trips and falls
- Ventilation, noise and lighting

Akeva can carry out office safety inspections, assist in the correct set up for workstations, carry out DSE (Display Screen Equipment) assessments and provide safety training for office staff. As necessary, we can assist in the set-up of an office induction/familiarisation system.

## AND MORE

Other services that Akeva can offer, but are not restricted to, are:

- Liaising with the HSE/Local Enforcing Authorities.
- Attending meetings with Client's customers and other contractors.
- Assisting with the preparation of documentation for accreditation with outside agencies, such as CHAS, Construction Line, Considerate Contractor, SSIP (Safety Schemes in Procurement) etc.
- Assisting with a company's application to award schemes e.g. RoSPA Awards
- Advising on the approval of contractors.
- Face Fit Testing.



# QUALIFICATIONS & AFFILIATIONS

## QUALIFICATIONS & EXPERIENCE

All our consultants are all NEBOSH (National Examination Board of Occupational Safety and Health) qualified and IOSH registered.

All work is managed by the Director who is a Chartered Member of the Institute of Occupational Safety and Health and is a registered safety consultant on the HSE's Occupational Safety and Health Consultants Register (OSHCR).

The Director has also had years of experience working as a Health, Safety & Environmental Manager in the constructions industry and as a consultant represent companies from industries such as:

- Construction
- Electrical
- Engineering
- Glass & Glazing
- Landscaping
- Manufacturing
- Quarrying and Landfill
- Retail
- Security
- IT and communications
- Property Maintenance

A curriculum vitae and proof of qualifications held can be provided on request.

## AFFILIATIONS

To keep up to date with the ever changing legislative programme and to ensure that all our clients are informed of matters affecting their undertakings Akeva are members of, or use the following organisations for sources of information:

- The Institute of Occupational Safety and Health (IOSH)
- The International Institute of Risk and Safety Management (IIRSM)
- The Royal Society for the Prevention of Accidents (RoSPA)
- The Construction Industry Training Board (CITB)
- The Association of Project Safety (APS)
- The Institute of Environmental Management and Assessment (IEMA)
- The Fire Protection Association (FPA)
- The Occupational Safety and Health Consultants Registered (OSHCR)

