



Health & Safety Specialists  
**SPECIFIC FOR NURSERIES**



Contains all required health and safety paperwork, which is supplied by Benmore to customers and clients. Specialist paper based tool box which our professionally qualified risk assessors unpack and complete on your behalf. Includes risk assessments; general and specific, policy and management handbook covering legislation your team need to be aware of.

### **SUMMARY OF SERVICE:**

#### **HEALTH & SAFETY POLICY**

Reliable and business specific Health & Safety Policy written on the company's behalf and introduced to your employees so that they understand their responsibility under the Health & Safety at Work (NI) Order.

- HS01 Survey, report & Policy document

#### **RISK ASSESSMENT**

Report and Action Plan drafted outlining the Risks specific to your business, the work environment, systems and processes conducted within your business premises and other areas affecting staff.

- HS02 Survey, report & remedial action

#### **EVACUATION PROCEDURES & FIRE POLICY**

Reliable and business specific Fire Policy written up on the company's behalf and introduced to your employees so that they understand how to minimise risk and follow set evacuation procedures protecting both property and lives of your employees and your customers.

- HS04 Survey, report & Policy document

#### **ASBESTOS MANAGEMENT REPORT**

Presumptive report and analysis of potential areas of asbestos within the building with photographs and scoring algorithms. Management of the risks along with detailed paperwork to control the risks and communicate them with potential contractors.

- HS09 Survey & report for managing asbestos



Training packages covering Risk Assessment Awareness for staff and management; Manual Handling technique for staff with individual risk assessments; Fire awareness training for staff.

#### **FIRE AWARENESS TRAINING**

Covers background to fire safety, current legislation regarding fire safety, evacuation procedures, use of fire extinguishers and fire fighting and the dangers of smoke.

- HS07 Half day training session including in-house certificate



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The following details highlight some of the hazards that may exist in your premises. They are by no means exhaustive and will vary depending on your own particular business.

	<b>MAIN TYPES OF HAZARD</b>	<b>MANAGING THE RISK</b>
<b>STORAGE</b>	Incorrectly stacked goods may fall injuring staff below and overloading shelves/ racks may lead to collapse. Persons climbing on racking to retrieve goods may fall and injure themselves.	Racking should be capable of supporting intended loads and be properly fixed (e.g. Bolted to the floor). Goods should be properly stacked with heaviest items at the bottom. Provide proper safety ladders and training on their use.
<b>MANUAL HANDLING</b>	Lifting and moving stock may cause back injury or muscular strain.	Avoid lifting items which are too heavy - use trolleys, lifts or other devices where possible. Train staff in proper lifting techniques.
<b>MACHINERY AND EQUIPMENT</b>	Persons working with electrical and gas equipment may get a shock or over come by fumes from faulty equipment. Fires, heaters, electric sockets, wires and leads all pose a risk of fire from electrical equipment.	Ensure all electrical / gas equipment conforms to safety requirements and is checked regularly. Carryout PAT Testing on all portable appliances at least annually and fixed wire tests every 3 years to help reduce the risk of fire.
<b>HAZARDOUS SUBSTANCES</b>	Some items of stock ad chemicals used for cleaning, can be harmful.	Store all hazardous chemicals in original containers. Provide staff with training, gloves etc to enable cleaning chemicals to be used safely.
<b>FIRE</b>	Obstructed exit routes, for example by stock and/ or accumulations of packaging, can prevent escape and provide fuel for fires.	Keep all escape routes and fire exits clear, and make regular checks to ensure this is the case. Clear rubbish regularly.
<b>SLIPS, TRIPS AND FALLS</b>	Uneven, slippery or obstructed floor surfaces and trailing cables may lead to accidents and injury.	Keep passageways, delivery areas and stairs clear. Clear up spillages immediately and display warnings of wet surfaces. Fasten cables securely to the floor or en-route overhead if possible.
<b>VIOLENCE TO STAFF</b>	Robbery of goods or cash may place staff at risk of violence	Consider the use of CCTV panic alarms and other security measures.



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**PACKAGES**

## BronzePackage

The bronze package that we offer will include the **BeSafe** products for Health and Safety policy, Fire policy, Fire Risk Assessment and Asbestos management report. All this is in the bronze package for a small business and is a one off service. One half day will be spent on site to complete the Fire Risk Assessment and Health and Safety Policy, then one half day spent in the office to type up and complete ready to present back in a folder to the client. No training is available to staff in this offer and the risk assessments for the site are to be completed by a competent member of staff.

## SilverPackage

The silver package will offer more detailed **BeSafe** products and a more comprehensive overview of risks and hazards to the client. The Be Safe products include a Health and safety policy and risk assessments specific to the client, Fire Risk Assessment and Fire Log and Asbestos Management report. All this paperwork will be completed by Benmore and comprehensive to management for Medium and Larger businesses. Under the silver package Benmore's Be Aware products are available for the client. This is at a cost of £10.00 per head for staff and management. Along with this Portable Appliance Testing is offered for clients at £1.50 per plug which will reduce the risk of a fire hazard in the premises. One Half day will be spent on site to carry out the Be Safe paperwork, then one half day in the office to complete the risk assessments and package up a detailed folder that leaves the client fully compliant. The **BeAware** products require one more half day on site to carry out the training and Portable Appliance Testing as well as the Fire Log. All training attendees are awarded with in-house training certificates.

## GoldPackage

The gold package opens up all of Benmore's products that are bespoke to the client and leave them fully compliant with all legislation and all paperwork is updated by Benmore to take the hassle, stress and strain away from staff and management for them to focus more on their business. The **BeSafe** products include a Health and Safety policy and Risk Assessments specific to the client, Fire Risk Assessment, Fire Log and Asbestos Management report. All this paperwork will be completed by Benmore and comprehensive to management for Medium and Large businesses. This will also include Benmore's **BeAware** products that are required for the client providing in-house certificates for all attendees on the course for 10 members of staff (£10 per head for additional staff). The gold package includes free Portable Appliance Testing, report and certificate for the client. Benmore will be accessible to all Gold package holders in case of emergencies. For example if an accident occurs on client's premises and an accident investigation needs to be carried out. A full range of Benmore's HR products is also available to clients when needed. Benmore will visit the client 3-4 times in the year to ensure all paperwork is kept up to date and everything has been maintained.

	Health & Safety	Fire Policy	Asbestos	Risk Assessments	Fire Log	Portable Appliance Testing	Telephone Support	Training
Bronze	Yes	Yes	Yes	No	No	No	No	No
Silver	Yes	Yes	Yes	Yes	Yes	Extra	No	Extra
Gold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	From	From	From					
Bronze	£250	£175	£195	No	No	No	No	No
Silver	£525	£175	£195	Free	Free	£1.50	No	£10
Gold	£750	£200	£250	Free	Free	Free	Free	Free