



The Building Safety Group

Summary of Services



The Building Safety Group

INDEX

- Introduction to The Building Safety Group Ltd by the Company Chairman
- How We Administer Your Membership
- If You Decide to End Your Membership

1. **SUMMARY OF SERVICES (included within your subscription)**

All Membership Packages
Standard Membership
Membership Plus
Standard Membership & Site inspection Bundle
Manufacturing/Plant Membership
Designers Membership

Appendices

- 1A Index of BSG Hub Health & Safety Documents
- 1B Operational Structures

2. **TRAINING SERVICES**

Appendices

- 2A Training Services

3. **ADDITIONAL SERVICES (supplied at extra cost)**

Appendices

- 3A Site Safety Folder Contents
- 3B Stationery Price List
- 3C Compliance Audit Request Form

INTRODUCTION

I am pleased to welcome you as a member to The Building Safety Group Ltd.

You should remember that The Building Safety Group Ltd is owned by members, run by members, for the benefit of members.

Our range of services are being regularly reviewed and improved to ensure that each and every member receives a service that is relevant to their needs, of a high standard and at a cost that represents real value for money.

This document sets out details of the services and publications that are available and can be found on the BSG Hub. Further information can be obtained by speaking to our Membership Services Department on 0300 304 9070.

Regular safety training is one of the most effective means of achieving safe sites and we offer a wide range of training courses and I would encourage you to discuss your training requirements with our Training Manager, Steve Beckwith on 0300 304 9080.

Please take the time to read the contents of this document. It has been introduced and designed to provide you with advice and guidance that is essential for you to have when conducting your business from a health and safety point of view.

I am confident that you will find your membership of BSG to be very worthwhile and we are always pleased to receive any comments or suggestions that you might have.

Thank you for your support – your membership is very important to us.

A handwritten signature in black ink, appearing to read 'Neil Sherreard', is placed on a light blue rectangular background.

Neil Sherreard
Chairman

How We Administer Your Membership

The Building Safety Group's subscription periods run from 1st June to 30th November and from 1st December to 31st May each year.

We will send you a Half Yearly Return to complete a month or two before the next and each subsequent subscription period begins. We will base your subscription fees for the next period on the information you provide.

The return will ask you for the workforce levels of various groups to whom you have a responsibility under Health and Safety legislation, not just those directly employed on construction sites – please ensure that you complete this as accurately as possible to enable us to assess the correct level of membership for your organisation and check that you will be eligible for the level of service you require.

NOTE: If we do not receive this return by the due date we will estimate your total workforce level and this figure will be used to calculate your subscription for the next period.

Please note that we do monitor the number of sites and visits requested by our members and reserve the right to contact you regarding further charges should it appear that you have underestimated the size of your workforce. Additionally, we have a duty to all members of the Building Safety Group to ensure that site inspections are carried out in an economically viable manner for all our members. Therefore, should the cost of providing you with site inspections within your subscription fall below a point where the Building Safety Group's costs are not covered, we will contact you to arrange a meeting to discuss the way forward. This may entail placing a limit on the number of inspections you receive or increasing your subscription so you can achieve the number of site inspections you require.

As a new member, the person from your company who is registered as the main contact with us, would have been emailed their personal log in details for the BSG Hub and the company login details for Site Report Manager.

If You Decide to End Your Membership

Please note that 6 months' written notice is required to resign your membership of the Building Safety Group.

In the event of subscriptions not being paid or becoming overdue, then all service will be suspended until the subscription payment has been received and cleared.

1. **SUMMARY OF SERVICES**

The Building Safety Group provides a range of services, some of which are included within your membership subscription.

One of the services included within all members' subscription is the provision of our online documentation detailed at Appendix 1A and which aids the acceptable management of health and safety within your company.

The Risk Assessments and the Health & Safety Policy have an explanation of the legal requirements for producing them, together with a guide to their production.

Particular emphasis must be made in respect of the Health and Safety Policy and assessments that are provided by The Building Safety Group. They are in generic format and must be made specific by you so as to reflect your business aspirations and management of health and safety in respect of your policy. Should you need extra advice or guidance in the compilation of these documents, please ask the Safety Adviser who covers your office or site and they will be only too pleased to advise you.

SUMMARY OF SERVICES INCLUDED WITHIN STANDARD MEMBERSHIP AND ALL OTHER MEMBERSHIP PACKAGES

1. Provision of Documentation

Access to information, documentation and alerts via the BSG Hub at www.bsqltd.co.uk

RAMS

(Software to enable you to produce you own documents online using the templates provided).

Risk Assessment
Method Statements
COSHH Assessments

BSG InTel

BSG Bytes (H&S advisory videos)
BSG Podcasts
HSE Blitz Notices
Safety Alerts
New Legislation Updates
BSG Information and Media Pack

Health and Safety Documentation

Online access to over 200 health and safety document templates including:

- a) Model Health & Safety Policy
- b) Model Risk Assessments
- c) Model COSHH Assessment Template and Guidance
- d) Method Statement Template
- e) Model Environmental Management System
- f) Model Health and Safety Management System (available on request)

Those documents not accessible via the BSG Hub can be obtained by contacting the Membership Services team 0300 304 9070.

a) Model Health and Safety Policy

This must be made specific to your company. Our Safety Adviser who attends the initial meeting with a new member will be pleased to advise further on this topic.

b) Model Risk Assessments

The model risk assessments cover most activities encountered on construction sites, in workshops and in the office. Risk Assessments must be specific to the individual task and whilst our Risk Assessments are generic, the format has been designed so that they are straightforward to complete and will then be regarded as 'site specific'. Full instructions are included within the BSG Hub Health & Safety Documents.

A blank risk assessment is included to assist in the preparation of activities not covered within the model risk assessments.

You can also prepare risk assessments online using the BSG RAMS Software.

c) Model COSHH Assessment Template and Guidance

The model COSHH Assessment template, like the Risk Assessments, must be made “site specific” and full instructions are included within the BSG Hub Health and Safety Documents.

The COSHH Assessment template has been formulated to comply with Regulation 6 of The Control of Substances Hazardous to Health Regulations (COSHH) which requires a site specific, suitable and sufficient assessment to be carried out of the risk created by exposure to the substance being used. Using our template in conjunction with the information contained in the substances Safety Data Sheet (SDS) and your knowledge of where, when and how the substance is to be used is the most efficient way to meet this requirement.

You can also prepare COSHH Assessments online using the BSG RAMS Software.

d) Method Statements Template

The Method Statement should take into account the conclusions of risk assessments made under the Management, Control of Substances Hazardous to Health and the Manual Handling Operations Regulations. It can also help other contractors working on site to understand the effects work will have on them.

If potentially hazardous activities are to be undertaken then method statements should be prepared. If the work is to be carried out by sub-contractors then they should prepare and issue the Method Statement.

The Method Statement must be adhered to and kept up to date. In order to assist, a pro-forma Method Statement is included in the BSG Hub Health and Safety Documents.

You can also prepare Methods Statements online using the BSG RAMS Software.

Permits to Work are used as a control to implement a Method Statement or safe system of work for a potential high risk task. Several different pro-forma Permits to Work are available on request from our head office.

e) Model Environmental Management System

The Model Environmental Management System (EMS) has been developed for companies predominately operating within the construction industry. It has been developed to assist in the successful management of the environmental impacts created during the construction process and associated activities. The Model Environmental Management System can be incorporated into all areas of the business, covering construction processes and activities under your control and include offices, workshops, stores and yards.

It is important to understand that the Model Environmental Management System will have to be adapted to suit the specific company environmental impacts. This system should be independently audited at a minimum of three year intervals.

f) Model Health and Safety Management System

The Building Safety Group have developed a Model Health and Safety Management System to assist members in managing their health and safety. The system is based on HSG65 and whilst it will be necessary for members to adapt the system to their own needs, this should be fairly straight forward. The Model Health and Safety Management System is available free of charge to members on request, further information can be obtained by calling our Office on 0300 304 9070.

2. Helpline

Our staff are available at all times during office hours to answer your queries. Mobile telephone numbers of all Safety Advisers are detailed in the Operational Structure at Appendix 1C. Current details are maintained in the Summary of Services provided in the BSG Hub Health and Safety Documents. If you have a technical query you can either telephone one of the Safety Advisers who visit your sites and/or office, or telephone our Office. Emergency cover is provided throughout the Christmas Break.

3. Incident Support

In the unfortunate event of an accident or near miss on site please call our dedicated support team on 0300 304 9070 (office hours Monday to Friday) for advice and guidance with regards to the correct steps to take including help with decision making as to whether an incident needs reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Our expert team will also provide verbal advice, assistance and guidance with carrying out and documenting an accident investigation as well as practical advice around mitigating or preventing re-occurrence.

If you would like BSG to carry out an accident investigation on your behalf and prepare a written report based on our investigation and findings, this service is available at additional cost. Please refer to section 3. Additional Services below for more details.

4. Provision of Information

We provide regular information through a regular newsletter, which includes new legislation and useful information on Health and Safety matters. In order to receive this newsletter together with HSE Blitz Notices, Safety Alerts and BSG Seminar and Webinar information, please ensure that you have registered for the BSG Hub at <https://bsgltd.co.uk/bsg-hub-registration-page/>

5. Discounted Members' Rates for BSG Training Courses

All members receive discounted rates for our training courses; please contact our Training Department for details – 0300 304 9080.

SUMMARY OF SERVICES INCLUDED WITHIN MEMBERSHIP PLUS

If you subscribe to the Membership Plus package you will receive the services outlined in pages 6-8 and also benefit from the following:

1. Site Inspections

We have Safety Advisers strategically based in most parts of England, Wales and Scotland and your sites will be visited by the nearest available Safety Adviser. In order for site inspections to be carried out it is necessary to complete a Site Notification Form which can either be completed and submitted online or by downloading the form in the Members Documents section of the BSG Hub and sending by email to info@bsgltd.co.uk. Complete the site address as fully as possible and include the post code in order to assist our Safety Adviser when locating the site and also a contact name and telephone number. Site inspections will commence up to a maximum of 3 weeks after commencement of the project; however we will try to assist where a more urgent visit is required, subject to a Safety Adviser being available. Please note that site inspections will be carried out between the hours of 8.00am and 5.00pm Monday to Friday.

Site inspections will be carried out regularly, unannounced, at periods of up to 20 working days. Your Site Manager should accompany our Safety Adviser around the site when carrying out inspections in order that they can discuss issues on site. Should the Site Manager be engaged e.g. in a site meeting, your Site Manager should nominate someone else on site to accompany our Safety Adviser. A copy of the Site Inspection Report will be emailed to your Head Office after the visit, therefore it is essential that you provide a Head Office email address to which all copies of the site inspection reports should be sent. (Please note that there is an additional charge of £43.00 plus VAT per site inspection for sites within the M25 ring).

Using your company username and password you can access the Site Report Manager and print off Site Inspection Reports for current and closed sites.

NOTE: We have a duty to all members of the Building Safety Group to ensure that site inspections are carried out in an economically viable manner for all our members. Therefore, should the cost of providing you with site inspections within your subscription fall below a point where the Building Safety Group's costs are not covered, we will contact you to arrange a meeting to discuss the way forward.

This may entail placing a limit on the number of site inspections you receive or increasing your subscription so you can achieve the number of site inspections you require.

Chargeable Not on Site Visits

When we attempt to carry out an inspection at one of your sites and our Safety Adviser is unable gain access, or is turned away from the site or there is no one available to accompany the Safety Adviser we will make nominal charge of £100+ VAT.

To avoid paying this charge, we ask members to do their best to ensure that sites are always available for inspection when a BSG Safety Adviser calls. If this is not possible, please can we ask members to provide advance notice when a site is not accessible. You can do this by calling our Membership Services team 0300 304 9070 or by emailing info@bsgltd.co.uk.

2. Office Inspections & Workshop Inspections

We will carry out a Health & Safety Inspection of your Head Office on an annual basis and if you have a workshop we will carry out an inspection three times a year (upon request).

3. Incident Support

In the unfortunate event of an accident or near miss on site please call our dedicated support team on 0300 304 9070 (office hours Monday to Friday) for advice and guidance with regards to the correct steps to take including help with decision making as to whether an incident needs reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Our expert team will also provide verbal advice, assistance and guidance with carrying out and documenting an accident investigation as well as practical advice around mitigating or preventing re-occurrence.

If you would like BSG to carry out an accident investigation on your behalf and prepare a written report based on our investigation and findings, this service is available at an additional cost. Please refer to section 3. Additional Services below for more details.

4. Accident and Non-Compliance Statistics

Available to compile from site inspection reports to provide accident and non-compliance statistics. These statistics highlight possible areas which require attention and/or staff training.

Using your company username and password you can access the Site Report Manager and print off reports and statistical data relating to your company.

5. Members Annual Health & Safety Review

We recommend you take advantage of our “Annual Health & Safety Review” whereby one of our Safety Advisers will meet you at a pre-arranged time at your office to run through health & safety matters, including a review of your safety policy, health & safety procedures, statistical data, training records and other issues. Please contact our Head Office on 0300 304 9070.

6. Construction Phase Plan

We are able to supply a template for a generic Construction Phase Plan free of charge. This is available to download from the BSG Hub.

SUMMARY OF SERVICES INCLUDED WITHIN STANDARD MEMBERSHIP & SITE INSPECTION BUNDLE

If you subscribe to Standard Membership & Site Inspection Bundle you will receive the services outlined in pages 6-8 and also benefit from the following:

1. Site Inspections

Site inspections are purchased in pre-agreed bundles and paid for in advance in conjunction with BSG Membership.

Member companies with this membership level can draw down against a pre-purchased number of inspections at frequencies agreed with our Servicing Teams. Once the allocated number of inspections has been used you can purchase subsequent bundles of inspections to reflect your current/ongoing inspection requirements.

We have Safety Advisers strategically based in most parts of England, Wales and Scotland and your sites will be visited by the nearest available Safety Adviser. In order for site inspections to be carried out it is necessary to complete a Site Notification Form which can either be completed and submitted online or by downloading the form in the H&S Documents section of the BSG Hub and sending by email to info@bsgltd.co.uk. Complete the site address as fully as possible and include the post code in order to assist our Safety Adviser when locating the site and also a contact name and telephone number. Site inspections will commence up to a maximum of 3 weeks after commencement of the project; however we will try to assist where a more urgent visit is required, subject to a Safety Adviser being available. Please note that site inspections will be carried out between the hours of 8.00am and 5.00pm Monday to Friday.

Site inspections will be carried out regularly, unannounced, at periods of up to 20 working days or at frequencies agreed with our Servicing Teams. Your Site Manager should accompany our Safety Adviser around the site when carrying out inspections in order that they can discuss issues on site. Should the Site Manager be engaged e.g. in a site meeting, your Site Manager should nominate someone else on site to accompany our Safety Adviser. A copy of the Site Inspection Report will be emailed to your Head Office after the visit, therefore it is essential that you provide a head office email address to which all copies of the site inspection reports should be sent. (Please note that there is an additional charge of £43.00 plus VAT per site inspection for sites within the M25 ring).

Unless otherwise agreed our inspections are carried out on an unannounced basis because our members believe this gives a true representation of a sites safety performance. If the site team refuses our Safety Adviser access to the site or none of your operatives are on site or unavailable at the time of our visit then the visit will still be counted as an inspection and reported as a not on site and viewed as a completed visit.

Using your company username and password you can access the Site Report Manager and print off Site Inspection Reports for current and closed sites.

This service is conditional upon concurrent membership of BSG and, in the event of the membership subscription not being paid or becoming overdue, then all service will be suspended until the subscription payment has been received and cleared.

SUMMARY OF SERVICES INCLUDED WITHIN MANUFACTURING/PLANT MEMBERSHIP

If you subscribe to the Manufacturing/Plant Membership package you will receive the services outlined in pages 6-8 and also benefit from the following:

1. Inspection Visits

We have Safety Advisers strategically based in most parts of mainland UK and your premises will be visited by the nearest available Safety Adviser. The sites to be visited will be identified at the commencement of your membership and the dates of visits subsequently arranged with your local Safety Adviser.

A total of three visits per year will be carried out as part of your membership, either to one location or spread over several. One of your management team should accompany our Safety Adviser around the site when carrying out inspections in order that they can discuss issues on site. A copy of the inspection report will be emailed to you a short time after the visit. (Please note that there is an additional charge of £43.00 plus VAT per site visit for sites within the M25 ring).

2. Office Inspections

We will carry out a Health & Safety Inspection of your Head Office on an annual basis.

3. Incident Support

In the unfortunate event of an accident/ incident or near miss on site please call our dedicated support team on 0300 304 9070 (office hours Monday to Friday) for advice and guidance with regards to the correct steps to take including help with decision making as to whether an incident needs reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

Our expert team will also provide verbal advice, assistance and guidance with carrying out and documenting an accident investigation as well as practical advice around mitigating or preventing re-occurrence.

If you would like BSG to carry out an accident/ incident investigation on your behalf and prepare a written report based on our investigation and findings, this service is available at additional cost. Please refer to section 3. Additional Services below for more details.

4. Accident Statistics

Available to compile from the information from within the inspection reports to provide accident statistics. These statistics highlight possible areas which require attention and/or staff training.

Using your company username and password you can access Site Report Manager and print off reports and statistical data relating to your company.

5. Members Annual Health & Safety Review

We recommend you take advantage of our “Annual Health & Safety Review” which is available on request, whereby one of our Safety Advisers will meet you at a pre-arranged time at your office to run through Health & Safety matters, including a review of your Safety Policy, Health & Safety procedures, statistical data, training records and other issues. Please contact our Head Office on 0300 304 9070.

SUMMARY OF SERVICES INCLUDED WITHIN DESIGNERS' MEMBERSHIP

If you subscribe to the Designers Membership you will receive the services outlined in pages 6-8 and also benefit from the following:

1. Provision of Documentation, including:

Designer Health and Safety Policy - Template

CDM ACoP L153 - Guidance on Regulations

CDM Industry Guidance for Clients

CDM Industry Guidance for Principal Designers

CDM Industry Guidance for Principal Contractors

CDM Industry Guidance for Designers

CDM Industry Guidance for Contractors

CDM Industry Guidance for Workers

CDM R-A-G List 2020

CDM The General Principles of Prevention

BSG CDM Guidance for Designers

Designers Risk Evaluation - Template

Designers Risk Evaluation - Worked Example

MS 04 Contractor Approval Rejection Form

MS 36 Pre-qualification Questionnaire for Designers

2. Office Inspections

We will carry out a Health & Safety Inspection of your Head Office on an annual basis (upon request).

3. Members Annual Health & Safety Review

We recommend you take advantage of our "Annual Health & Safety Review" whereby one of our Safety Advisers will meet you at a pre-arranged time at your office to run through Health & Safety matters, including a review of your Safety Policy, Health & Safety procedures, statistical data, training records and other issues. Please contact our Head Office on 0300 304 9070.

BSG HUB INDEX**BSG InTel****C O N T E N T S**

HEALTH & SAFETY DOCUMENTATION (see Index of H&S Documentation below)

BSG BYTES (H&S ADVISORY VIDEOS)

BSG INFORMATION & MEDIA PACK

BSG NEWSLETTER

BSG PODCASTS

BSG SAFETY ALERTS

BSG SUPPORT: TEL & EMAIL

DIGITAL MEMBERSHIP CERTIFICATES

HSE BLITZ NOTICES

NEW LEGISLATION UPDATES

I N D E X – HEALTH & SAFETY DOCUMENTATION

1. **BSG HUB & DOCUMENTATION INDEX**
2. **BSG DOCUMENT REVIEW (Latest Updates)**
3. **BSG HUB USERGUIDE**
4. **BSG SITE REPORT MANAGER USERGUIDE**
5. **ACCIDENT CATEGORIES**
6. **APPLICATION FOR ACCREDITATION**
 Summary of Profit and Loss Account
 Employers Liability Insurance Certificate
 Public & Employers Liability Certificate
 The Building Safety Group CV
7. **ARTICLES OF ASSOCIATION**
8. **COSHH ASSESSMENTS**
 CoSHH 12 Point Plan
 CoSHH Register
 CoSHH Risk Assessment Template
 CoSHH Hazard Statements and Precautionary Statements
Coshh Assessment Software Templates available on BSG Hub

9. CONSTRUCTION PHASE PLAN

CPP Plan – What you need to know
Construction Phase Plan
Concise Construction Phase Plan

10. DESIGNERS

Designer Health and Safety Policy - Template
CDM ACoP L153 - Guidance on Regulations
CDM Industry Guidance for Clients
CDM Industry Guidance for Principal Designers
CDM Industry Guidance for Principal Contractors
CDM Industry Guidance for Designers
CDM Industry Guidance for Contractors
CDM Industry Guidance for Workers
CDM R-A-G List 2020
CDM The General Principles of Prevention
BSG CDM Guidance for Designers
Designers Risk Evaluation - Template
Designers Risk Evaluation - Worked Example
MS 04 Contractor Approval Rejection Form
MS 36 Pre-qualification Questionnaire for Designers

11. ENVIRONMENTAL MANAGEMENT SYSTEM

Environmental Management System – MASTER

Appendices:

- 1 Glossary
- 2 Environmental Aspect & Impacts Register
- 3 Environmental Risk Assessment & Guidance Notes
- 4 Register of Legislation
- 5 Extracts from the List of Wastes (EWC)
- 6 Contractors Environmental Policy Declaration
- 7 Site Waste Management Plan
- 8 Planned Audit Schedule of EMS
- 9 Audit Report Form
- 10 Emergency Response Plan
- 11 Emergency Procedure Poster: Spill

Information Sheets:

- | | |
|-------|--|
| Inf0 | Ecological Calendar |
| Inf1 | Identification & Management of Badgers |
| Inf2 | Identification & Management of Bats |
| Inf3 | Identification & Management of Dormice |
| Inf4 | Identification & Management of Great Crested Newts |
| Inf5 | Identification & Management of Otters |
| Inf6 | Identification & Management of Reptiles |
| Inf7 | Identification & Management of Water Voles |
| Inf8 | Identification & Management of Nesting Birds |
| Inf9 | Identification & Management of False Widow Spiders |
| Inf10 | Management of Trees and Hedgerows |
| Inf11 | Invasive & Injurious Plants – Japanese Knotweed |
| Inf12 | Invasive & Injurious Plants – Giant Hogweed |
| Inf13 | Invasive & Injurious Plants – Himalayan Balsam |
| Inf14 | Invasive & Injurious Plants – Ragwort |
| Inf15 | Management of Archaeology & Heritage |
| Inf16 | Management of Pollution |
| Inf17 | Management of Waste |
| Inf18 | Working on Brownfield or Contaminated Land |

- 12. FIRE PLAN**
 - Premises Survey
 - Fire Site Safety Plan
 - Fire Notice (General)
 - Fire Notice (Site)
 - Fire Prevention

- 13. HEALTH & SAFETY POLICY**
 - Health & Safety Policy
 - List of Changes to Safety Policy

- 14. METHOD STATEMENT**
 - Method Statement for Safe Working
 - Method Statement Record
 - Method Statement Software Template available on BSG Hub*

- 15. OCCUPATIONAL HEALTH**
 - Occupational Health Procedure

 - Occupation Health Forms:
 - HS1 Construction Site 1
 - HS2 Construction Site 2
 - HS3 Office
 - HS4 Stress
 - HS5 Visitor to Site
 - HS6 Safety Critical Workers Assessment – Form 1
 - HS7 Safety Critical Workers Assessment – Form 2
 - HS8 Occupational Health Materials Register
 - HS9 Task Hazard Register
 - HS10 Plant and Tools Register

- 16. PRE-QUALIFICATION QUESTIONNAIRES**
 - Pre-qualification Questionnaire for Contractors
 - Pre-qualification Questionnaire for Designers
 - Pre-qualification Questionnaire Guidance

- 17. RISK ASSESSMENTS**
 - Index to RA Word Templates
 - Index to RA Software Templates available on BSG Hub*
 - Guide to Using BSG Risk Assessment Templates
 - Section 1: Working at Height
 - Section 2: Plant and Lifting Equipment
 - Section 3: Power Tools
 - Section 4: Site Based Hazards
 - Section 5: Fire
 - Section 6: Asbestos
 - Section 7: Occupational Health
 - Section 8: Office
 - Section 9: Woodworking
 - Section 10: Special Groups
 - Section 11: Miscellaneous

- 18. SITE INSPECTION SCORE MATRIX**

- 19. SITE NOTIFICATION FORM**

20. SUMMARY OF BSG SERVICES

21. TEMPORARY WORKS GUIDANCE & REGISTER

22. TOOLBOX TALKS

Toolbox Talks Index
Toolbox Talk Overview
Toolbox Talk Delivery Log
Toolbox Talk Feedback Form
Toolbox Briefing Record

List of Toolbox Talks available:

A Legal and Management

Health and safety law

Legal duties – What they mean to you A01

Construction (Design & Management) Regulations

CDM Regulations – What they mean to you A02

Site Set up and security A03

Developing a health and safety management system

Company health and safety policies – What they mean to you A04

Personal competence A05

Risk assessments and methods statements

Risk assessments and method statements A06

Young people on site A07

Leadership and worker engagement

Worker engagement A08

Fairness, inclusion and respect – Your responsibilities A09

Fairness, inclusion and respect – Health, work and wellbeing A10

Fairness, inclusion and respect – Respect A11

Fairness, inclusion and respect – Acceptable language A12

Accident reporting, emergency procedures and first aid

Accident and incident reporting A13

First aid A14

B Health and Welfare

Health and welfare

Skin protection B01

Sun protection B02

Weil's disease B03

Alcohol and drugs B04

Needlestick injuries B05

General health and wellbeing B06

Welfare arrangements, including personal hygiene B07

Respiratory risks

Dust and fumes B08

Asbestos B09

Silica dust B10

Noise and vibration

Noise B11

Hand-arm vibration B12

Hazardous substances

COSHH B13

Lead, lead paint and lead dust B14

Covid-19 B15

C General Safety

Personal protective equipment

Personal protective equipment	C01
Eye protection	C02
Respiratory protection	C03

Work equipment and hand-held tools

Plant and equipment	C04
Abrasive wheels	C05
Diamond blades	C06
Cartridge-operated tools	C07
Compressed gas tools	C08
Woodworking machines	C09
Portable, hand-held electrical tools	C10

Electrical safety

Underground and overhead services	C11
-----------------------------------	-----

Site transport safety

Site transport and pedestrian segregation	C12
Mobile plant	C13

Fire prevention and control

Fire	C14
LPG and other compressed gases	C15
Petrol and diesel	C16

Statutory inspections, checks and monitoring

Checks and inspections	C17
------------------------	-----

D High Risk Activities

Manual handling

Manual handling	D01
Material storage	D03
Slips, trips and falls	D03

Working at height

Working at height	D04
Working on scaffolds	D05
Mobile towers and access equipment	D06
Low-level access equipment (trestles, podiums and hop ups)	D07
Ladders and stepladders	D08
Mobile elevating work platforms	D09
Fall arrest and suspension equipment	D10
Working over safety nets or soft-landing systems	D11

Excavations and buried services

Excavations	D12
Buried services	D13

Confined space working

Confined spaced	D14
-----------------	-----

E Environment

Environmental management

Being a good neighbour	E01
Environmental nuisance	E02
Emergency spill control	E03
Cement, concrete and plaster	E04
Pumping, over-pumping and washing down plant	E05
Fuel and oil	E06
Energy and water efficiency	E07

Wildlife	E08
Invasive plants	E09
Working around trees and hedgerows	E10
Waste management	
Waste	E11

F Specialist Activities

Specialist activities

Piling	F01
Road and street works	F02
Trackside safety	F03
Demolition safety	F04
Hydro demolition	F05
Steel erection	F06
Water jetting	F07

23. Register of UK Health and Safety Law & Regulations

24. Lift Plans

- Basic Lift Plan for use of Forklift
- Basic Lift Plan for use of Telehandler (non-suspended load only)
- Basic Lift Plan for use of Telehandler (suspended load)

OPERATIONAL STRUCTURE

Managing Director – Stephen Bell
0300 304 9070

North Region Regional Manager – Mick Byrne 07768 826285	
SCOTLAND	
Safety Adviser	
NORTH	
Safety Adviser	
Vicky Bilsbury-Robinson	07768 826289
MIDLANDS	
Area Manager	
Mick Byrne	07768 826285
Safety Advisers	
Wayne Bennett	07825 847430
Paul Blakeman	07768 826290
Paul Edmonds	07870 834154
Reece Ramsey	07790 849231
NORTH WALES	
Safety Adviser	
Alison Fricker	07768 826297

Bristol & Wales Region Regional Manager – David Dursley 07712 793776	
BRISTOL WEST	
Area Manager	
David Dursley	07712 793776
Safety Advisers	
Rachel Chambler	07901 129392
Paul Robbins	07768 826284
Paul Williams	07920 237198
BRISTOL EAST	
Area Manager	
Rob Dyer	07890 533468
Safety Advisers	
Matthew Baber	07970 805218
John Bridge	07811 762503
Gary Prosser	07712 792109
WALES	
Safety Advisers	
Kevin Edwards	07768 826293
Stuart Thomas	07768 826287

London & Central Region Regional Manager – Mark Stevens 07768 826288	
CENTRAL	
Area Manager	
Mark Stevens	07768 826288
Safety Advisers	
Shane Ponting	07767 255929
Colin Reeves	07816 859511
LONDON & SOUTHEAST	
Area Manager	
Charlie Wojszwillo	07768 826298
Safety Advisers	
Kevin Kidd	07773 052441
Paul Marsh	07824 492780
Jim O'Connor	07500 003224
Lukmon Rabi	07890 534657
Tim Walden	07768 826301

South West Region Regional Manager – Chris May 07712 792944	
SOUTH WEST	
Area Manager	
Chris May	07712 792944
Safety Advisers	
Neal Harris	07767 255928
Robert Homer	07768 826286
Paul Walters	07773 251678
SOUTH	
Area Manager	
Eliot Mason	07790 574833
Safety Advisers	
Matthew Lemmer	07973 864067

OPERATIONAL STRUCTURE

Managing Director – Stephen Bell
0300 304 9070

Support Services

HEALTH & SAFETY TRAINING

Head Office, RudgeWAY	0300 304 9080
Steve Beckwith, Training Manager	07810 886758
Paul Mackley, Trainer	07767 255926
Catherine Dyke, Team Leader	0300 304 9080
Lucy Halliday, Training Administrator	0300 304 9080
Alexis Lewis, Training Administrator	0300 304 9080

SALES & MARKETING

Head Office, RudgeWAY	0300 304 9090
Mark Johnson, Communications and External Affairs Manager	

MEMBERSHIP DEVELOPMENT

John Puck Membership Development Officer	07973 864011
---	--------------

Support Services

TECHNICAL SUPPORT

Head Office, RudgeWAY	0300 304 9070
Andrew Harper, Head of CDM Services & Technical Support Manager	

MEMBERSHIP SERVICES

Head Office, RudgeWAY	0300 304 9070
Kim Bowen, Team Leader	
Kerstin Gaddour, Membership Services Co-ordinator	
Jane Jones, Membership Services Administrator	

ACCOUNTS

Head Office, RudgeWAY	0300 304 9060
Martina Robinson, Financial Controller	
Iulia Danalachi, Assistant Accountant	
Trisha Huntridge, Credit Control	

Head Office Department Telephone Numbers

ACCOUNTS	0300 304 9060
Purchase & sales ledger, credit control, expenses	
MEMBERSHIP SERVICES	0300 304 9070
Membership enquiries, site inspections	
TRAINING	0300 304 9080
Training courses, toolbox talks	
TECHNICAL SUPPORT	0300 304 9070
Health and safety advice line, CDM enquiries	
MARKETING	0300 304 9090
Communications & sales	

2. TRAINING SERVICES

The Building Safety Group Limited is dedicated to delivering the highest quality health and safety training, specifically designed for the building and construction industry.

As a not-for-profit business we review market prices regularly to ensure we are always providing the best value for money, our already competitive rates are further discounted for our members.

A team of highly qualified and experienced trainers located throughout the country enable us to deliver a complete range of health and safety courses nationally depending on your needs and location.

Our training centre in Bristol features scaffolding and a confined space chamber for practical course elements. We are an Approved Training Organisation (ATO) for CITB, NEBOSH Construction Certificate, City & Guilds, Independent Asbestos Training (IATP), Independent Training Standards Scheme and Register for Plant Training and First Aid Industry Training Body approved for First Aid courses.

Other courses that we can deliver nationally include:

- Directors' Responsibilities
- CDM 2015 Awareness
- Basic Scaffold Inspection
- Mobile Towers
- Asbestos
- Manual Handling
- Plant and Machinery Training
- Confined Spaces
- Mental Health Awareness

Training courses are delivered face to face in a classroom or remotely using Zoom.

In addition, many of our members find that they require a course specifically tailored to meet their exact requirements. Our understanding of the construction industry and continually changing training needs of organisations enables us to provide specific bespoke training on virtually all health and safety issues.

For course programmes, a full list of courses, prices and dates, please contact our training department on 0300 304 9080 or email training@bsqltd.co.uk.

3. ADDITIONAL SERVICES – supplied at extra cost

a. CDM Support

We are able to assist members to fulfil their roles as Client, Principal Designer and Principal Contractor under the CDM Regulations 2015. The cost of this service is based on the time involved and we will gladly provide a quotation upon receipt of details of the project.

b. Health & Safety Audits

An Audit is designed to give an accurate appraisal of your organisations current health and safety practices and assess whether you are meeting your legal duties and maintaining acceptable standards. The cost of this service is based on the time involved and we will gladly provide a quotation upon receipt of details of the project.

c. Incident Investigation Service

Accident/Incident Investigation Structure and Scale of Charges:

i) Category A, Minor or Simple Accident/Incident/ Near Miss Investigation

This lower-level category will involve a short investigation which will be carried out by a qualified BSG Safety Adviser. The adviser will assess the situation and make recommendations to prevent a reoccurrence of the accident, incident or near miss alongside any general lessons learned.

Work required: Site Visit and applicable report. Cost £399 + VAT

ii) Category B: Serious Accident Investigation

Major injury/ill health with possible claim. Possible RIDDOR or Dangerous Occurrence.

As defined in RIDDOR, Schedule 1 which may include fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours; serious injury/ill health: where the person affected is unfit to carry out his or her normal work for more than three consecutive days.

This medium level investigation will involve a more detailed review by a specially trained BSG investigator and will look for the immediate, underlying and root causes in line with HSG 245.

Work required: Site attendance, written report and peer review. Cost £1,299 + VAT

iii) Category C. Major Accident/ Incident with potential claim and HSE involvement or follow up post RIDDOR

This will involve a high-level investigation by a specially trained BSG investigator. It will be carried out under the supervision of a senior BSG Safety Professional who is also a chartered member of IOSH. The investigation will examine and identify the immediate, underlying, and root causes of the accident, which may assist your legal defence.

Work required: Site attendance, written report and peer review. Cost £1,599 + VAT.

The contents of the report are confidential between you and The Building Safety Group, although a copy may be requested by the HSE. If the HSE do demand a copy of the accident investigation report and we are subsequently requested to provide copies to third parties in accordance with the Freedom of Information Act, we will oppose this under Section 4.1 of the Act in order that members are not discouraged from taking advantage of this valuable accident investigation service.

d. Training

The Building Safety Group is dedicated to delivering the highest quality health and safety training, specifically designed for the construction industry.

A complete range of health and safety courses is offered at our training centre in Bristol, at your own premises or at other venues around the country. For further information please contact our Training department 0300 304 9080.

e. Site Safety Folder

“EVERY SITE SHOULD HAVE A COPY OF THE SITE FOLDER”

As well as containing Statutory Documentation which is required to be completed by law, the folder contains model fire plans, induction forms, accident report forms and other important information on Health & Safety matters.

Whilst the Site Safety Folder is, as its title implies, a document aimed at the site or Project Manager, many companies also keep a copy at their Head Office.

The Site Safety Folders are £84.99 plus carriage and VAT. The contents sheet of the Site Safety Folder can be found later in this document at Appendix 3A.

f. Health and Safety Law Poster

Required by law at every workplace, the Health and Safety Law Poster is available by e-mailing or faxing an order to our Head Office and costs £16.00 plus carriage and VAT.

g. Additional Site Inspections

Site inspections are carried out regularly, unannounced, at periods of up to 20 working days which is sufficient in most instances. Should you require more frequent site inspections, this can be arranged at an additional cost of £215.00 + VAT per inspection, plus travel. (Please note that there is an additional charge of £43.00 plus VAT per site inspections for sites within the M25 ring). Please note that site inspections will be carried out between the hours of 8.00am and 5.00pm Monday to Friday.

h. Site Inspections outside Mainland England, Scotland or Wales (e.g. Isle of Wight)

As these site inspections involve a disproportionate amount of time and can sometimes involve one off costs, like ferry charges, we make a small additional charge. We would be happy to provide costs when locations are known.

i. Annual Office Inspections of Regional or Satellite Offices

We will carry out a Health & Safety Inspection of your Regional or Satellite offices on an annual basis. An inspection report will be filled out on each occasion and a copy left with you. Our charge for this service would be £215.00 + VAT.

j. Toolbox Talks

Short and specific training sessions delivered to site based personnel (maximum number advised 10) by our Safety Advisers have proved invaluable to members who wish to deliver a particular message. If delivered during our normal site inspection visit we are able to provide this service at a cost of £60.00 + VAT.

SITE SAFETY FOLDER CONTENTS

Site Safety Folder ~ Health and Safety Information includes:

Administration:

- Contact Information
- Site Administration Checklist
- Contract Risk/Hazard Identification
- Suggested Site Notice Board Layout
- Site Induction Format and Checklist
- Site Induction Information
- Record of Safety Induction
- Operative Information / Competency Report
- Visitor Register
- Health, Safety & Welfare Monitoring Report
- Personal Protective Equipment Register
- Safety Action Report
- Toolbox Talk Register
- Training Register

Emergencies:

- Emergency Contact Information
- Fire Prevention
- Fire Notice (Site Office)
- Fire Notice (General Display)
- Site Fire Safety Plan

Accidents:

- Reporting Accidents and Incidents at Work
- Accident Book
- Accident Report

General Information:

- Permit: Hot Work
- Permit: Confined Space Entry
- Permit: Special Work
- Permit: To use a Ladder/Steppladder
- Permit: To Dig/Excavate
- Method Statement for Safe Working
- Risk Assessment
- COSHH Assessment
- Manual Handling Assessment
- Noise Risk Assessment
- Traffic Management Method Statement
- Mobile Crane Operations

Site Inspection Reports:

- Reports and Inspection – Scaffold/Excavations
- Records of Inspection – PUWER
- Record of Inspection – LOLER
- Record of Inspection – EAW
- Poster – COSHH
- A4 Poster - Leptospirosis
- A4 Poster - HAV Limits and Guidance
- A4 Poster - Manual Handling

STATIONERY PRICE LIST – MEMBERS

ITEM	PRICE
Accident Book	£10.99
Fire Notices	£3.99
Health & Safety Law Poster	£16.00
Records of Inspection Book (PUWER)	£10.99
Reports of Inspection (Scaffolding)	£10.99
Site Safety Folder	£84.99

- Prices do not include VAT or postage and packing.
- All stationery requests must be in writing and include an order number or name.

COMPLIANCE AUDIT REQUEST

COMPLIANCE AUDIT

Construction safety management is serious business!

Concerned about your health and safety procedures?

- Keeping up to date? LEGAL DUTIES
- Looking after your assets? EMPLOYEE SAFETY
- Avoiding court action? LITIGATION

The Building Safety Group Ltd can offer you a system which is designed to provide straightforward answers to key questions. This will allow you to check on the adequacy of your safety efforts and pinpoint targets for action.

The **BSG Compliance Audit** is designed to provide an accurate appraisal of your organisation's current health and safety practices and will assess whether you are meeting your legal duties and maintaining acceptable standards.

For further information contact The Building Safety Group Limited

t: 0300 304 9070 | e: info@bsgltd.co.uk | W: www.bsgltd.co.uk