



# The Building Safety Group

## Summary of Services



# The Building Safety Group

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## 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 displayed on a light blue rectangular background.

Neil Sherreard  
Chairman

## **How We Administer Your Membership**

The Building Safety Group's subscription periods run from 1<sup>st</sup> January to 30<sup>th</sup> June and from 1<sup>st</sup> July to 31<sup>st</sup> December 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. The subscription for the notice period shall be based upon the previous six months subscription.

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.bsgltd.co.uk](http://www.bsgltd.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](mailto: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 £46.00 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](mailto: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@bsg ltd.co.uk](mailto:info@bsg ltd.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 £46.00 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.

### **2. 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.

## **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 £46.00 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 InTel**

**C O N T E N T S**

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

TOOLBOX TALKS VIDEOS & PODCASTS

BSG AWARDS

NEWSLETTER

BSG UPDATES

MEMBERS DOCUMENTATION (see Index of Members Documentation below)

HSE BLITZ NOTICES

SAFETY ALERTS

LEGISLATION CDM

MEDIA PACK INCL BSG LOGOS

MEMBERSHIP CERTIFICATES

SUPPORT: TEL & EMAIL

**I N D E X – MEMBERS DOCUMENTATION**

- 1. Summary of BSG Services**
- 2. Articles of Association**
- 3. Application for Accreditation - Information:**
  - Summary of Profit and Loss Account
  - Employers Liability Insurance Certificate
  - Public & Employers Liability Certificate
  - Professional Indemnity Certificate
  - The Building Safety Group CV
- 4. Site Notification Form**

## **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. 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*
- 7. CONSTRUCTION PHASE PLAN**
  - CPP Plan – What you need to know
  - Construction Phase Plan
  - Concise Construction Phase Plan
- 8. DESIGNERS**
  - BSG CDM Guidance for Designers
  - CDM ACoP L153 – Guidance on Regulations
  - CDM Industry Guidance for Clients
  - CDM Industry Guidance for Contractors
  - CDM Industry Guidance for Designers
  - CDM Industry Guidance for Principal Contractors
  - CDM Industry Guidance for Principal Designers
  - CDM Industry Guidance for Workers
  - CDM R-A-G List
  - CDM The General Principles of Prevention
  - Designers Health Safety Policy - Template
  - Designers Risk Evaluation - Worked Example
  - Designers Risk Evaluation – Template
  - Health and Safety File - Template
  - MS04 Contractor Approval Rejection Form
  - MS36 Pre-qualification Questionnaire for Designers
  - Pre-Construction Information - Template
  - Temporary Works information for Principal Designers
- 9. 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 Planned Audit Schedule of EMS
    - 8 Audit Report Form
    - 9 Emergency Response Plan
    - 10 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

**10. FIRE PLAN**

Premises Survey  
Fire Site Safety Plan  
Fire Notice (General)  
Fire Notice (Site)  
Fire Prevention  
Fire Drill Record

**11. HEALTH & SAFETY POLICY**

Health & Safety Policy  
List of Changes to Safety Policy

**12. METHOD STATEMENT**

Method Statement for Safe Working  
Method Statement Record  
*Method Statement Software Template available on BSG Hub*

**13. 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

**14. PRE-QUALIFICATION QUESTIONNAIRES**

Pre-qualification Questionnaire for Contractors  
Pre-qualification Questionnaire for Designers  
Pre-qualification Questionnaire Guidance



## 15. 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

## 16. SITE INSPECTION SCORE MATRIX

## 17. TEMPORARY WORKS PROCEDURE & REGISTER

## 18. TOOLBOX TALKS

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- Toolbox Talk Overview
- Toolbox Talk Delivery Log
- Toolbox Talk Feedback Form
- Toolbox Briefing Record

List of Toolbox Talks available:

### A Legal and Management

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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

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<b>Site transport safety</b>	
Site transport and pedestrian segregation	C12
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<b>Fire prevention and control</b>	
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Checks and inspections	C17

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Mobile elevating work platforms	D09
Fall arrest and suspension equipment	D10
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### **Environmental management**

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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
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## **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

## **19. REGISTER OF UK HEALTH AND SAFETY LAWS AND REGULATIONS**

### **20. 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)
MS80 Space Access (Space Limitation) Permit
MS81 Classification of Lifting Operation

### **Z. INDUSTRY GUIDANCE**

0. Industry Guidance Index
1. Roof Edge Protection
2. The Management of Lifting Operations with Lorry Loaders
3. CISRS-CAP609-Information
4. Use of Nets
5. CPA-BCPG-Safe-Use-of-Concrete-Pumps-130925
6. Recommended Practice for Work on Profiled Sheeted Roofs
7. Fragile Roof Guide
8. L22 PUWER Approved Code of Practice and guidance
9. The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.
10. Construction Dust CIS36
  11. Ladder-Association-Code-of-Practice-Version-2

## OPERATIONAL STRUCTURE

Managing Director – Stephen Bell  
0300 304 9070

### NORTH REGION

**Regional Manager – Mick Byrne 07768 826285**

#### Scotland

**Safety Adviser**

Maria Watson 07436 167281

#### North

**Safety Adviser**

Vicky Bilsbury-Robinson 07768 826289

#### North Wales

**Safety Adviser**

Alison Fricker 07768 826297

#### Midlands

**Area Manager**

Mick Byrne 07768 826285

**Safety Advisers**

Paul Blakeman	07768 826290
Rachel Chambler	07901 129392
Reece Ramsey	07790 849231
Stephen Ross	07825 847430

### 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 & South East

**Area Manager**

Charlie Wojszwillo 07768 826298

**Safety Advisers**

Paul Marsh	07824 492780
Jim O'Connor	07500 003224
Lukmon Rabi	07890 534657
Tim Walden	07768 826301

### WEST OF ENGLAND & SOUTH WALES REGION

**Regional Manager – Chris May 07712 792944**

#### Northern Area

**Head of Technical & CDM Support**

Andrew Harper 07824 492781

**Safety Advisers**

Matthew Baber	07970 805218
Paul Robbins	07768 826284

#### South Wales

**Safety Advisers**

Kevin Edwards	07768 826293
Stuart Thomas	07768 826287

#### South West

**Area Manager**

Chris May 07712 792944

**Safety Advisers**

Ella Tucker	07890 533468
Neal Harris	07767 255928
Robert Homer	07768 826286
Paul Walters	07773 251678
Paul Williams	07920 237198

#### South

**Area Manager**

Eliot Mason 07790 574833

**Safety Advisers**

John Bridge	07811 762503
Matthew Lemmer	07973 864067

## OPERATIONAL STRUCTURE

Managing Director – Stephen Bell  
0300 304 9070

### Support Services

#### HEALTH & SAFETY TRAINING

<b>Head Office, Rudgey</b>	<b>0300 304 9080</b>
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

<b>Head Office, Rudgey</b>	<b>0300 304 9090</b>
Mark Johnson, Communications and External Affairs Manager	

#### MEMBERSHIP DEVELOPMENT

John Puck Membership Development Officer	07973 864011
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### Support Services

#### TECHNICAL SUPPORT

<b>Head Office, Rudgey</b>	<b>0300 304 9070</b>
Andrew Harper, Head of CDM Services & Technical Support Manager	

#### MEMBERSHIP SERVICES

<b>Head Office, Rudgey</b>	<b>0300 304 9070</b>
Kim Bowen, Team Leader	
Kerstin Gaddour, Membership Services Co-ordinator	
Jackie Mellor, Membership Services Administrator	
Jane Jones, Membership Services Administrator	

#### ACCOUNTS

<b>Head Office, Rudgey</b>	<b>0300 304 9060</b>
Martina Robinson, Financial Controller	
Iulia Danalachi, Assistant Accountant	
Trisha Huntridge, Credit Control	

### Head Office Department Telephone Numbers

<b>ACCOUNTS</b>	0300 304 9060
Purchase & sales ledger, credit control, expenses	
<b>MEMBERSHIP SERVICES</b>	0300 304 9070
Membership enquiries, site inspections	
<b>TRAINING</b>	0300 304 9080
Training courses, toolbox talks	
<b>TECHNICAL SUPPORT</b>	0300 304 9070
Health and safety advice line, CDM enquiries	
<b>MARKETING</b>	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](mailto: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 organisation's 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 £225.00 + VAT per inspection, plus travel. (Please note that there is an additional charge of £46.00 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 emailed to you. Our charge for this service would be £225.00 + 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

Section	Contents
	Introduction
1. Administration	1.1 Contact Information 1.2 Site Administration Checklist 1.3 Contract Risk/Hazard Identification 1.4 Suggested Site Notice Board Layout 1.5 Site Induction Format and Checklist 1.6 Safety Induction Information 1.7 Record of Safety Induction 1.8 Operative Information / Competency Record 1.9 Visitor Register 1.10 Health, Safety & Welfare Monitoring Report 1.11 Personal Protective Equipment Register 1.12 Safety Action Report 1.13 Toolbox Talk Register 1.14 Training Register
2. Emergencies	2.1 Emergency Contact Information 2.2 Fire Prevention 2.3 Fire Notice (Site Office) 2.4 Fire Notice (General Display) 2.5 Site Fire Safety Plan
3. Accidents	3.1 Reporting Accidents and Incidents at Work 3.2 Accident Book 3.3 Accident Report
4. General Information	4.1 Permit: Hot Work 4.2 Permit: Special Work 4.3 Permit: To use a Ladder/Stepladder 4.4 Permit: To Dig/Excavate 4.5 Permit: Confined Space 4.6 Permit: Space Access (Space Limitation) 4.7 Permit: Enter a Confined Space with Serial No. 4.8 Confined Space Without Entry of Persons Checklist 4.9 Confined Space Entry RAMS Checklist 4.10 Confined Space Entry with Breathing Apparatus Checklist 4.11 Method Statement for Safe Working 4.12 Risk Assessment 4.13 COSHH Assessment 4.14 Manual Handling Risk Assessment 4.15 Noise Risk Assessment 4.16 Traffic Management Method Statement 4.17 Classification of Lifting Operation (Excavator used as a crane) 4.18 Lift Plan Template - Excavator or Telehandler
5. Reports & Posters	5.1 Reports of Inspection – Scaffolding and Excavations 5.2 Records of Inspection – PUWER 5.3 Record of Inspection – LOLER 5.4 Record of Inspection – EAW 5.5 Poster – COSHH 5.6 A4 Poster – Leptospirosis 5.7 A4 Poster – Manual Handling 5.8 Hard-arm Vibration at Work

**STATIONERY PRICE LIST – MEMBERS**

<b>ITEM</b>	<b>PRICE</b>
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@bsqltd.co.uk](mailto:info@bsqltd.co.uk) | W: [www.bsgltd.co.uk](http://www.bsgltd.co.uk)