



Peninsula

# Health & Safety Face2Face Support

United Kingdom

August 2022



# Success Starts Here

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**Peninsula support businesses in complying with their health and safety legal obligations through the provision of management systems, action plans, guidance and health and safety advice.**

However on occasion, our clients need more than our core services to either improve health and safety performance or to meet their legal obligations.

We have identified a number of the most relevant additional service options and these range from training services, to construction support to specialist surveys such as asbestos and legionella.

Should you have a need for a specific health and safety service, we will endeavour to find a solution.

## Contents

<b>Asbestos</b> .....	<b>5</b>
Asbestos Management Survey .....	5
Refurbishment and Demolition Surveys.....	5
<b>Legionella</b> .....	<b>6</b>
Risk Assessment .....	6
Water Hygiene Services .....	6
<b>Fire Risk Assessment</b> .....	<b>7</b>
<b>Safety Schemes in Procurement (SSIP)</b> .....	<b>8</b>
Remote Support.....	8
On-Site Support.....	8
<b>Construction Support</b> .....	<b>10</b>
Construction Site Inspections .....	10
Construction Site Audits .....	10
Construction Health & Safety Management System.....	10
CDM Consultancy.....	11
Contractor Management Services .....	12
<b>ISO Quality Management</b> .....	<b>13</b>
ISO Gap Analysis.....	13
<b>Food Safety</b> .....	<b>14</b>
Food Management System (HACCP) .....	14
Food Hygiene Audits.....	14



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# Asbestos

## Asbestos Management Survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs (Asbestos Containing Materials) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

**What is included:**

The survey will usually involve sampling and analysis to confirm the presence or

## Refurbishment and Demolition Surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all Asbestos Containing Materials (ACM's) in the area where the refurbishment work will take place or in the whole building if demolition is planned.

**What is included:**

The survey will be fully intrusive and involve destructive inspection, as absence of ACMs. However, a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming. Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment).

Please ensure that every area requiring access meets all requirements specified under the terms of the Health & Safety at Work Act and subsequent regulations.

necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out all ACMs to be removed as far as reasonably practicable before major refurbishment or final demolition. Removing ACMs is also appropriate in other smaller refurbishment situations which involve structural or layout changes to buildings (e.g. removal of partitions, walls, units etc.).

# Legionella

## Risk Assessment

The Legionella Risk Assessment entails a detailed site survey and report to ensure the maintenance of hygienic conditions and to keep them in compliance with current operational requirements, including those in Approved Code of Practice L8, BS8558:2011, COSHH. Regulations and Water Regulations 1999.

### What is included:

A surveyor will attend your site and review and trace all water systems, they will complete a report which will include detailed system information relating to domestic hot and cold water systems and any other systems or devices likely to present a risk with regard to Legionellosis. A detailed schematic diagram is included within the report.

Any relevant recommendations for remedial action and ongoing monitoring made in the report will be cross-referenced to recognised codes of conduct, regulation and accepted operational practice and will reflect the most effective and appropriate methods by which to remove or reduce any identified risk.

Please ensure that every area requiring access meets all requirements specified under the terms of the Health & Safety at Work Act and subsequent regulations under the terms of the Health & Safety at Work Act and subsequent regulations.

## Water Hygiene Services

We can provide support for your on-going maintenance of your hot and cold water

systems to ensure your system is clean, hygienic and safe. This includes bespoke support for:

- Emergency sterilisation and cleaning services
- Cleaning, chlorination and disinfection programs for water systems and supplies.
- Disinfections for uninterrupted water supplies
- System monitoring, including microbiological and chemical sampling and analysis
- System renovations, upgrades and refurbishments
- Planned, preventive maintenance programmes

# Fire Risk Assessment

A Fire Risk Assessment is a systematic look at your premises and the activities carried out within it. It includes identifying fire hazards and who may be affected by fire. Where necessary, the responsible person may need to take action to reduce the risk from fire.

Completing a Fire Risk Assessment is the first step to making your premises safer from fire and is a requirement by law under Article 9 of the Regulatory Reform (Fire Safety) Order 2005.

This report (written to PAS79:2012 standard) will detail a prioritised action plan on how to minimise identified risks. The assessment usually takes between ½ day and a full day. The Fire Safety Order places the responsibility for fire safety on the employer or 'responsible person' for the building or premises.

In reference to Fire Risk Assessments the law states: The Responsible person at any premise must have a suitable and sufficient fire risk assessment carried out by a competent person. The competent person will create a written report which will include a detailed action plan. The responsible will maintain the responsibility to ensure all recommendations are actioned within the allotted time periods.

The definition of 'competent' is where a person has had sufficient training to carry out that role, this will be a H&S consultant of Peninsula. Competence is demonstrated through sufficient training and experience (all our appointed consultants are trained Fire Risk Assessors many hold the Advanced qualification for complex buildings and residential properties). The 'responsible person' is the person/s who owns or controls the business.

This is also the owner of the property. If the two are different they must share responsibility and are obliged to co-operate.

## **What is included:**

A consultant will attend your premises and will inspect all areas, upon completion they will prepare the Fire Risk Assessment report. This report will outline the current control measures in place and where applicable you will be provided with a corrective action plan for any areas where improvements are required.

Please ensure that every area requiring access meets all requirements specified under the terms of the Health & Safety at Work Act and subsequent regulations.



# Safety Schemes in Procurement (SSIP)

Safety Schemes in Procurement are used by many large employers and construction companies to benchmark the adequacy of the safety management systems and arrangements of a business supplying them with services. Proof that the supplier is accredited to a safety in procurement scheme is often required as a pre-qualification before any tender or contract is considered. In many cases scheme membership will not only pre-qualify a contractor but also qualify them as an approved or preferred supplier.

SSIP schemes are predominant in the construction, transport, service industries and local authority sectors. They currently include CHAS, SMAS, FORS, SafeContractor, Constructionline and others.

Many small businesses do not have the knowledge or expertise to work their way through the process and gain accreditation. Nor do they have the time; it can take a full day to complete an application even when all the systems are in place.

## Remote Support

If you are an existing Peninsula H&S client with a H&S management system – Our technical team will be able to access your current H&S documentation, review and upload all required evidence to the required standards. Once completed the application will be ready for your review prior to submission to the scheme.

### What you will receive:

For both services, you will be appointed a single point of contact within our technical team, who understands the evidence

requirements of each scheme to ensure you achieve the right standard quickly.

They will:

- Identify the needs and requirements;
- Review existing documentation and guide members in improving it, as necessary, to meet the required standards
- Complete the scheme application form (obtained and paid for outside of our contract) for our members to submit

This service enables you to demonstrate:

- That you effectively manage health and safety at site level;
- A high level of compliance with health and safety law;
- That you have the experience and resources to carry out the specific work being tendered for;
- That you will be able to provide competent method statements and specific risk assessments, along with references; and
- Provide examples of previous similar work along with details of workforce training and skills.



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# Construction Support

## Construction Site Inspections

Our Site Inspection Service provides the basic support and evidence of monitoring required to evidence on-going safety management. It will enable you to maintain your accredited status and continued inclusion on approved contractor schemes.

### What is included:

A construction qualified Health and Safety Consultant (CSCS Card holder) will attend your site and perform a site inspection. They will produce an inspection report with any findings and recommended actions. Any support and guidance on any topics will be provided on the day – this includes tool-box talks and briefings.

## Construction Site Audits

The audit process involves both an examination of the current site activities and also the statutory documentation that is required for the day to day running of a construction site. Audits are undertaken with the Site Manager or other authorised person. We walk the site with the member's representative and discuss not only the current health and safety situation, but also how the site will develop and ongoing health and safety management issues.

### What is included:

On completion of a site audit our Consultant will give immediate verbal advice to the Site Manager or Representative. They will explain the details of any problems that have been observed during the inspection and offer practical solutions. They will also answer any questions or issues that have arisen since the previous visit. A written report will be provided, identifying any hazards and risks requiring attention and sets out any shortfalls in the documentation.

## Construction Health & Safety Management System

If you hold a Peninsula Health & Safety Management system, this Construction Health & Safety Management System is available as an add-on. The system contains key specialist documents and templates designed specifically for the construction industry.

### What is included:

A construction qualified Health and Safety Consultant (CSCS Card holder) will attend and will develop a Construction Phase Plan and identify all checklists and templates required for your project.

What's included within the Construction System:

- Construction Phase Plans
- Site Plans
- Sub-Contractor Questionnaires
- CRAMS (Construction Risk and Method Statements) Templates
- Construction H&S Employee's Handbook
- Construction Risk Assessments Template Pack
- H&S Site Induction
- H&S Site Inspection Report Templates
- Tool-Box Talks
- Waste Management Plan Template
- Task Method Statement Templates

The above are not included as standard documents within the standard Brightsafe online system.



## CDM Consultancy

Plan, manage, monitor and coordinate health and safety in the pre-construction phase, taking account of relevant information (e.g. an existing health and safety file) that might affect design work both before and during the construction phase;

- Help and advise employers by pulling together pre-construction information and sharing it with designers and contractors;
  - Work with any other designers on the project to eliminate foreseeable health and safety risks from the work and, where that is not possible, take steps to reduce or control those risks;
  - Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required; and
  - Liaise with the Principal Contractor, keeping them informed of any risks that need to be controlled during the construction phase.
- Consult and engage with workers about their health, safety and welfare;
  - Ensure suitable welfare facilities are on-site from the start to the end of construction;
  - Check that anyone they appoint has the skills, knowledge, experience and organisational capability to carry out their work safely and without risk to health;
  - Ensure all workers have site-specific inductions, and the information and training they need;
  - Prevent unauthorised access to the site; and
  - Liaise with the Principal Designer - sharing information relevant to the planning, management, monitoring and coordination of the pre-construction phase.

### The Principal Contractor must:

- Plan, manage, monitor and coordinate the entire construction phase;
  - Take account of and control the health and safety risks to everyone affected by the work (including the public);
  - Liaise with contractors, including our members and the Principal Designer to ensure that all risks are effectively managed;
  - Prepare a written construction phase plan before construction begins, making sure it remains fit for purpose throughout the project;
  - Manage health and safety throughout the construction phase;
- Our Health and Safety Consultants can assist both Principal Designers and Principal Contractors:
- Advise and assist with their duties, including their duty to appoint competent workers - advising on the criteria for assessing their competence;
  - Provide assistance to identify the information to be made available under the regulations;
  - Facilitate communication between designers (supporting the duty to ensure cooperation between anyone responsible for any aspect of the project's design);
  - Advise on the suitability of the Principal Contractor's initial 'Construction Phase Health and Safety Plan' or assist with its preparation;
  - Advise on the health and safety competence and resources of the contractors; and
  - Liaise with the contractors and designers regarding ongoing design.

## **Contractor Management Services**

If your organisation has to manage contractors working on your behalf, we can perform an initial review of the management of contractors undertaking work on your behalf including:  
Assessment of contractor competence;  
safe systems of work; etc.

Principal Contractors and other contractors will usually need to employ subcontractors because they do not have the staff or expertise required for a particular piece of work. When employing subcontractors, they are under a duty to ensure that they are both competent and also able to properly manage the health and safety of their activities on site.

This means that they will need to request information about the potential subcontractors' skills, their employees' qualifications and skills, safety policies, arrangements, procedures, risk assessments and method statements. They may not have the skills to understand what is sent in to them for review or simply not have the time to properly scrutinise these submissions.

### **What is included:**

A Health and Safety Consultant will review the contractor's documentation and suitability to perform the required tasks, if necessary requesting further and better particulars. After scrutiny is complete the consultant will report on their investigations, the outcomes and make recommendations to our members.

# ISO Quality Management

## ISO Gap Analysis

Certification can be a costly business both in terms of the actual costs of audit, the certification process and also the cost of lost opportunity, lost business which results from no accreditation or loss of accreditation.

For a business considering an application for accreditation the Peninsula health and safety team can provide an initial Gap Analysis between a member's existing systems and the requirements of the relevant standard. A Health and Safety Consultant with a recognised and current competency to audit against the particular standard will consider with the member or a nominated representative the arrangements and documents intended to be used to demonstrate compliance with the standard.

We are able to provide this service for the following accreditations:

- **ISO 9001** - Quality Management
- **ISO 45001** - Occupational Health and Safety Management Systems
- **ISO 14001** - Environmental Management Systems

## ISO Preparation and implementation

Implementing ISO standards such as 45001; 14001 & 9001 can be an intimidating task, especially if you haven't sought certification before. Following an organised process and working with a professional organization like Peninsula can make it doable. It's a rather long process, so breaking it down into more manageable steps can help as well.

That's what we'll do in the next lines, starting with preparing for ISO 9001; 45001 & 14001 implementation.

Creating the plan will involve defining the actions needed to take to close the gaps identified. The more detailed the plan is, the easier it will be to implement, and the more successful it will be. The plan should include the actions to be taken, who is responsible for what tasks, how long each action will take and the order in which staff should complete them. The plan should also identify key milestones and the intended objectives of each action, so all employees can measure progress. When preparing for ISO implementation, it can be helpful to keep the big picture in mind so that we can plan for what's ahead. A business might use the five-phase approach for how to implement ISO standards, which includes:

- Planning - necessary documentation designed – policies and objectives
- System design - designing the required management system to suit the company's requirements. Identifying responsibilities
- System implementation - putting the required management system in place – interviewing and educating key staff members
- Audits, review and improvement - we conduct audits to review performance
- Certification - **we do not certify however recommend you seek UKAS certification**



A person wearing a black apron over a white shirt is shown from the chest down. Their hands are clasped together and covered in flour. The apron is also dusted with flour. In the foreground, several loaves of bread are visible on a white surface. The background is a plain, light-colored wall.

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# Food Safety

If preparing, serving or handling food a business must be able to show that it is meeting its legal obligations to maintain food hygiene standards and keep customers safe and healthy.

Our food safety service is a cost-effective service supporting businesses with an independent audit of food safety against the Food Standards requirements. Every member receives a comprehensive report of the audit including details of any action they need to take to bring their systems or arrangements up to the required standard.

## Registering as a Food Operator

You must register with your Local Authority every premises where you carry out food operations. Food operations include, selling, cooking, storing or handling, preparing and distributing food. If you make, prepare or handle food that comes from animals, for example meat or dairy products, other than for direct sale to the consumer, your premises may need to be approved by the council before you can undertake the activity. It is usual practice to register your business 28 days before you start any food operations. You may be fined, imprisoned for up to 2 years or both if you run a food business without registering.

## Food Management System (HACCP)

This is bolt-on suite of specialist food hygiene documents that differs to those already available within the Brightsafe Online system. As part of this package one of our Level 4 Food Hygiene trained H&S consultants (who all have experience

within the catering industry) will attend and review your current procedures and introduce the specialist documents to you these include:

- Food Operation Flow Diagrams
- Recording Forms e.g. Goods Inspections Record, Temperature Control / Monitoring Form, Contractor and Visitors' Food Safety Rules etc.
- Guidance Documents e.g. Personal Hygiene, Food Allergies, Waste Handling etc.
- Fitness to Work Guidance and Processes
- Complaints and Enforcement Processes

The above system will ensure your business has all the correct processes to demonstrate to a Local Environmental Health Officer (EHO) that your business has the correct processes in place.

## Food Hygiene Audits

In addition to the main system we can also offer Food Hygiene Audits – Our Consultants are trained to Level 4 in Food Hygiene and with experience of the food industry can assist and advise by undertaking routine scheduled or unannounced food safety audits at your premises. If there are any areas where improvement is required, the consultant will provide you with the support to put these actions into place. The audits will demonstrate active monitoring of your food management system to the local Environmental Health Officer.

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**If you have any questions  
or require any additional  
information about any  
of our services, please  
don't hesitate to contact  
our expert team:**

**0844 892 4408**

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