





“Competent Person” Health and Safety Retainer Service Plan Options

From 1st July 2016



| STANDARD PLANS FOR HEALTH AND SAFETY RETAINER PACKAGES | | | | |
|---|---|--|---|--|
| What is included in the annual health and safety retainer package |  Ultimate |  Advanced Plus |  Advanced |  Basic |
| Telephone and e-mail support 9.00am to 5.00pm Mon – Fri | ✓ | ✓ | ✓ | ✓ |
| Legislative updates and best practice guides | ✓ | ✓ | ✓ | ✓ |
| Newsletters and relevant industry news | ✓ | ✓ | ✓ | ✓ |
| Entitlement to designate TL Safety as your “Competent Person” on your pre-qualifications, tenders, website and company literature | ✓ | ✓ | ✓ | ✓ |
| April and October review of changes to health and safety legislation and advice on how the changes impact on your business, process and procedures | ✓ | ✓ | ✓ | ✓ |
| Priority response to helpline enquiries | ✓ | ✓ | ✓ | ✓ |
| Quarterly site inspections or compliance audits where the Advanced Plus or Ultimate package is selected | ✓ | ✓ | ✓ | ✓ |
| Monthly site inspections | ✓ | ✓ | ✗ | ✗ |
| 1/2 yearly compliance audit | ✓ | ✓ | ✓ | ✗ |
| Discount Vouchers on our first aid and fire marshal training courses and special offers | ✓ | ✓ | ✗ | ✗ |
| *Access to our “SAFETY FIRST” online portal for risk assessment, COSHH assessments, method statements, toolbox talks, safety audits, plant and equipment register and accident book | ✓ | ✗ | ✗ | ✗ |

| Health and Safety Support Packages | OPTION A One off Annual Payment | OPTION B Monthly Payment Plan |
|--|--|-----------------------------------|
|  Basic | £3,200.00 + Vat (includes 4 consultancy days and telephone support) | 12 monthly payments £285.00 + Vat |
|  Advanced | £4,200.00 + Vat (includes 6 consultancy days and telephone support) | 12 monthly payments £370.00 + Vat |
|  Advanced Plus | £10,200.00 (includes 18 consultancy days and telephone support) | 12 monthly payments £875 + Vat |
|  Ultimate | £10,500.00 (includes 18 consultancy days, telephone support and our safety first package) | 12 monthly payments £900 + Vat |

Option A payments is an annual fee that is made at the start of the contract.

Option B payments include a nominal administration charge associated with the issue of monthly invoices and allocation of payments but helps many organisations with their cashflow. The first payment is due at the start of the contract and the remaining payments are made by standing order on the first day of each month. **All contracts are subject to a minimum 12 month period and require 3 months written notice prior to expiry of the annual contract.** VAT will be added at the prevailing rate. All rates are based on a maximum of an 8 hour working day inclusive of travel time and any report writing time. These rates apply only where all site visits are in the North West area. Where any site visit is outside of the North West area additional fees may be applied and therefore a separate quotation will be provided in advance for any retainer contracts that fall outside of these standard retainer plans. Default on the monthly payments will require the balance of the annual retainer contract to be paid in full. Mileage charges at £0.45 per mile will apply to any site visits and this will be charged after completion of the visit and will be in addition to the monthly fee. Where we are requested to carry out site visits or attend meetings outside of the Northwest area additional expenses such as hotel costs, meal allowances and car parking fees may be charged. These will be discussed and agreed in advance but will be charged in addition to the monthly fee. All invoices must be paid within 7 days of invoice date.

Exclusions

Our retainer fees do not include any costs associated with the completion of any safety documentation, PQQ's, review of documentation, update of health and safety arrangements or manuals, completing safety accreditations, accident investigation, court attendance, liaising with the HSE, Local Authority or other third parties. These services are chargeable in accordance with our current day rate. Your retainer service does however include telephone support to assist you with these matters.

Bespoke Retainer Packages

You can tailor your health and safety retainer package to suit your individual needs. Simply select our basic plan and then add as many consultancy days that you require for us to carry out planned inspections or audits. We will then provide a specific quotation for your needs and agree a monthly fee.

Citation of TL Safety Limited as your Health and Safety Competent Person

You are only permitted to state TL Safety Ltd as your Health and Safety Advisors or Competent Person if you have a current retainer service in place and your payments are up to date. The minimum level of retainer service you must have in place is the "Basic Package" as defined in this pricing plan. In the event of you termination our services you agree that you will not state TL Safety as your Health and Safety Advisors or Competent Person on any PQQ, tender documentation, safety documentation or safety accreditation application or renewal. You must remove any reference to TL Safety Ltd from your website, literature, safety documentation and advise any third party including clients, insurers,SSIP members, safety accreditation bodies that we no longer represent you. We reserve the right to charge the balance of the agreed retainer fees if the required 3 month notice is not given.

Safety First

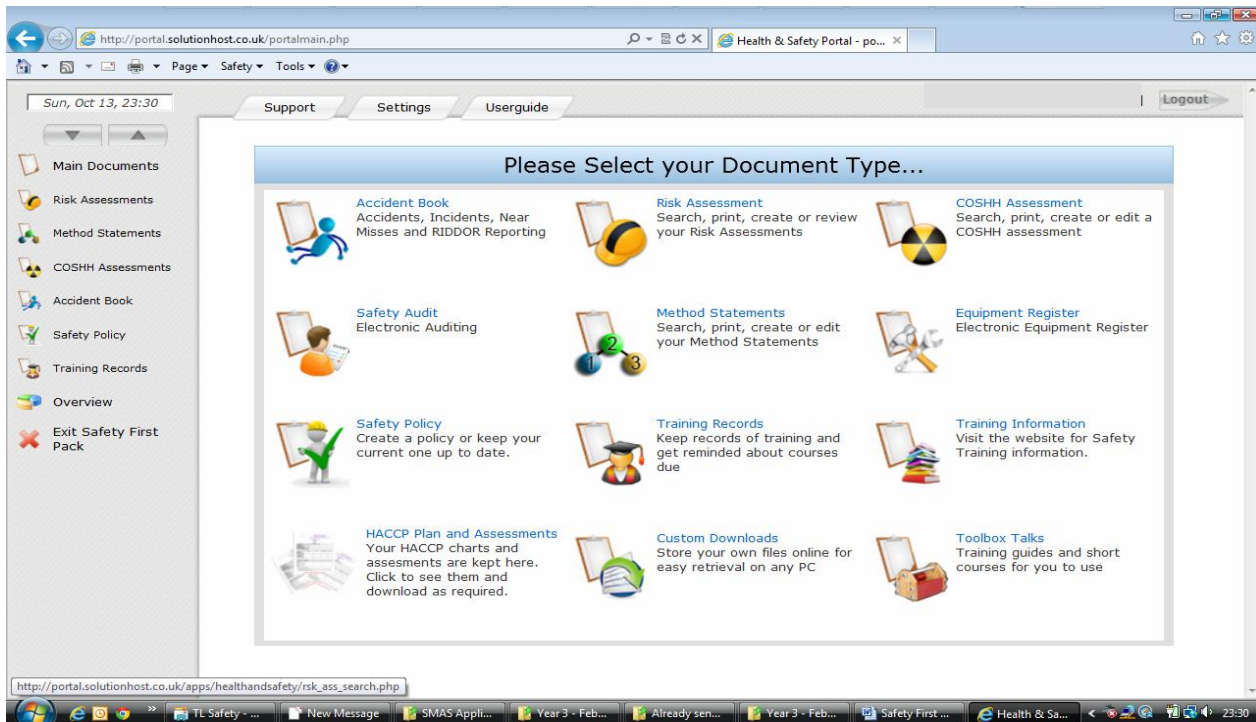
Health and Safety Package



The “Safety First” System includes;

- Purpose built online system personalised with your company logo and details
- Prepare risk assessments from the online template
- Prepare method statements from the online template
- Record training courses and competencies, upload certificates and get reminders when re-training is due
- COSHH assessments from our extensive library and the ability to create your own.
- An online accident book with the facility to allocate action items and track progress
- Auditing application, carry out audits on all relevant areas of the business with pre created audit templates. Additional audits can easily be created with automated reminders where required.
- Equipment register, creates an online storage of tools and equipment with automated reminders of inspections, maintenance and calibration when due.
- 24/7 access to the online system (cloud based)
- System improvements / bug fixing
- The annual fee includes one user licence
- Prices from £599+Vat per annum
- We can add additional documents and templates including pre-populated risk assessments and toolbox talks for £100+Vat
- Additional licenses can be added at £150+Vat per user
- Log in from any device subject to internet connection

“Safety First” Menu Page



TL Safety Ltd are

Ranked **1st** out of 712 **UK Health and Safety Consultants**