

SHaW – Detailed scope of services

SHaW Basic Package (free to community schools)

Subject to a reasonable usage limit of 12 hours per annum; use over this limit will incur additional charges.

Service	Deliverable
Access to 'competent' SHaW advice	<ul style="list-style-type: none"> provide H&S assistance to meet Regulation 7 of the Management of Health and Safety Regulations provide advice on H&S legislation guidance documents and government initiatives, including the application and interpretation of national and local health and safety policies and procedures assist with Trade Union consultations on SHaW issues assist in the identification of SHaW training needs.
Access to SHaW policy documents	<ul style="list-style-type: none"> we will maintain corporate SHaW policies/procedures, which incorporate schools we will provide SHaW bulletins we will provide guidance notes on topical issues where the need arises.
Provision of a system for reporting accidents/incidents	<ul style="list-style-type: none"> use of an online accident or incident report form and system, with support advice and guidance on RIDDOR reports.
Investigation support	<ul style="list-style-type: none"> we will support the investigation of major accidents and incidents provide advice on remedial action.
Liaison with Enforcing Authorities	<ul style="list-style-type: none"> liaise with the enforcement authorities including Ofsted, HSE and Fire Authority advice on compliance with enforcement notices (except legal advice) advice on any prosecutions (except legal advice).

SHaW Full Package (includes items in Basic Package)

Service	Deliverable
Access to more in-depth competent person advice, including on-site support	<ul style="list-style-type: none"> as for the basic package, plus advice on setting up project work or procurement and an increase in the usage limit to 24 hours per annum. Use over this limit will incur additional charges.
Fire Risk Assessment	<ul style="list-style-type: none"> we will carry out or review your annual Fire Risk Assessment in line with PAS 79:2012 standard using one of our suitably competent Fire Risk Assessors or this can be exchanged for another specialist assessment,(subject to negotiation and dependent on type of assessment being requested).
Water Hygiene Review (Legionella)	<ul style="list-style-type: none"> Review the L8 Water Hygiene Risk Assessment (Legionella) in accordance with management arrangements in place.
Training	<ul style="list-style-type: none"> we will provide one place on a half-day corporate course, for example Working at Height and Ladder safety training for site

	managers, DSE Risk Assessors or Fire Marshal etc.
Annual SHaW audit and inspection or review	<ul style="list-style-type: none"> • we will conduct or review an annual audit of your SHaW management system including a health check on your premises compliance against regulations and policies. We will review and comment on your SHaW related documentation, producing a report with recommendations for improvement and a certificate of compliance • we will carry out an annual inspection of your school • we will produce/review your management action plan.
Meet the Headteacher and Governor	<ul style="list-style-type: none"> • we will meet with the Head and Governor to discuss school H&S strategy or on any H&S topic of your choice.
Accident and incident trend analysis and prevention plan	<ul style="list-style-type: none"> • analysis of reported accident and incidents • identification of trends • recommendations for the prevention of accidents and actions to tackle developing trends.
Advice with conducting complex risk assessments	<ul style="list-style-type: none"> • advice in the assessment of complex and technical risks • advise on measures to eliminate or control risk • co-ordinate provision of specialist risk assessments including fire and asbestos, for example.

Flexible PAYG package

The following services can be provided under the 'flexible service' but will be chargeable on a 'pay-as-you-go' basis. These services will not be actioned until formal agreement to the total costs of the service has been received from the school.

Service	Deliverable	
Management consultancy	<ul style="list-style-type: none"> • Health and Safety Consultant • Health and Safety Specialist. 	Hourly rate
Fire Risk Assessment	<ul style="list-style-type: none"> • production of an annual Fire Risk Assessment. 	Price on application
Water Hygiene Review (Legionella)	<ul style="list-style-type: none"> • Review the L8 Water Hygiene Risk Assessment (Legionella) in accordance with management arrangements in place. 	Price on application
Asbestos Services	<ul style="list-style-type: none"> • carry out a Management Survey in line with Survey Guidance HSG264 by UKAS accredited surveyors • carry out an annual re-inspection • compile an Asbestos Management Plan • design and manage Asbestos Remediation works • half day asbestos awareness training • one day duty to manage asbestos training. 	Price on application

Audit and inspection	<ul style="list-style-type: none"> • audit of the school's safety management systems and documentation • inspection of the school production of reports and management action plan. 	Fixed price
Assist with specialist risk assessments	<ul style="list-style-type: none"> • assessment due to medical condition • pregnant worker assessment • technical risk assessments such as Legionella, Glazing, DSE, Noise • ergonomic risk assessments (DSE manual handling) • others on request. 	Generally an hourly rate, for example, DSE but some specialist assessment will be priced on application.
Employment of competent contractors	<ul style="list-style-type: none"> • assist in the selection of competent contractors • advise on suitable monitoring regime. 	Hourly rate
Swimming pool audits	<ul style="list-style-type: none"> • audits on school swimming pools • produce management action plan. 	Hourly rate
E-learning online / DVDs	<ul style="list-style-type: none"> • provide access to a learning management system and online content. 	Per employee license arrangement minimum 10 over two year contract
Bespoke training	<p>The design and provision of bespoke SHaW training for example:</p> <ul style="list-style-type: none"> • Fire Risk Assessment • Fire wardens/marshals • Use of extinguishers • Managing safety • Managing premises • Risk assessment • Health and safety awareness • Managing contractors • First aid/emergency treatment • Managing Medicines • Safety for Caretakers • IOSH training courses • CIEH training courses • Food Hygiene • Water quality training (Legionella) 	<p>Hourly rate</p> <p>Course costs available on request.</p>
Projects	<p>ShaW advice including:</p> <ul style="list-style-type: none"> • input at planning stage • meetings with contractors 	Hourly rate or price on application, dependent on service.

	<ul style="list-style-type: none"> • advice on areas of special risk such as asbestos hot working • CDM projects. 	
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