



*Helping Our Clients
Make Sense of Safety, Health and Fire*



Charlton Ross

www.charltonross.co.uk

020 8339 1285



Fire Risk Assessments

On 1st October 2006 the Regulatory Reform (Fire Safety) Order 2005 (the Order) was implemented in England and Wales. The Order replaces previous fire safety legislation, which as of 1st October 2006 was repealed. The Order requires that all employers and persons in control of workplaces and premises undertake a fire risk assessment.



A fire risk assessment is an organised and methodical look at the premises, the activities carried on within the premises and the likelihood that a fire could start and cause harm to those in and around the premises.

The primary aims of the fire risk assessment are:

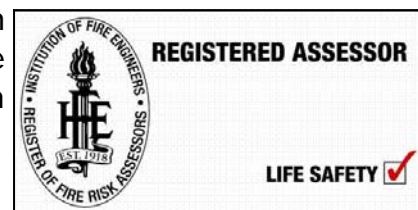
To identify the fire hazards.

To reduce the risk of those hazards causing harm to a level as low as is reasonably practicable.

To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises and the immediate area.

Adopting the methodology set out in PAS79: 2007 our consultant will undertake the fire risk assessment of your premises and produce a written report which will clearly set out the measures that are already in place to control fire risks and any further measures which may be deemed to be reasonably practicable.

If you would like to know how we can help you with your fire risk assessment, or would like some guidance on the implementation of findings from your own fire risk assessment call us today.



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Health & Safety Risk Assessments

The Management of Health and Safety at Work Regulations 1999 requires that all employers carry out suitable and sufficient risk assessments of their undertaking. The risk assessment process should not be overly complicated, although, do you know where to start?



Charlton Ross can help you. Using the approach suggested by the Health and Safety Executive, in their guide *5 Steps to Risk Assessment*, our consultant will visit your workplace to gain a full understanding of the activities and processes which need to be subject to risk assessment.

We will then prepare a written report, adopting the risk rating set out in BS8800: 2004 Occupational health and safety management systems. By adopting recognised standards for our reports it means our clients can have confidence in the advice which we deliver and know that the reports will stand up to scrutiny.

Health and safety risk assessments should be considered as part of the very life blood of any organisation's overall health and safety management system. Completed by a competent safety professional our assessments will provide an organisation with the opportunity to reduce risks to both their staff and others, to the lowest levels reasonably practicable.

It is recommended that this risk assessment is reviewed at least annually, or where there is a material change in circumstances, or reason to suspect it is no longer valid. Reasons for review may include changes in staff, working practices, equipment used and in site layout together with accidents or related incidents.

If we can help you with your risk assessments please call us today.

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Health & Safety Audit

Whether your business is a well established company with a good safety record or a recently formed business, formally auditing your health and safety performance provides you with the peace of mind that you know the risks faced by the business and what you can do to mitigate those risks.

An independent audit gives you added confidence that any gaps have been identified.



Charlton Ross can undertake an audit of your health and safety management system; OHSAS 18002:2000 defines an audit as:

A systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organisation's policy and objectives.

Our audit reports will look at each element of your management of health and safety, including your organisational arrangements, planning, implementation, performance monitoring and reviewing.

Having identified the key stakeholders in your organisation we will establish an audit plan with specific milestones and key performance indicators, set dates for interim presentations to your team and agree the formal outputs. Typically the audit will be accompanied by an action plan, with specific, measurable, achievable and realistic goals set over a period of time.

Call Charlton Ross now to find out how an independent health and safety audit can help your business reduce risk.

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DSE Assessments

Since 1992 employers have had a duty to assess all workstations within their organisation. With the incredible advances in technology and modern ways of working, hot-desking and home-working the challenges are now very different to those in 1992!



Charlton Ross can work with you from policy through to implementation to re-view your approach to the use of display screen equipment for your business.

From initial design and equipment specification, through to individual face to face assessments of each workstation we can help you meet your legal obligations and reduce risk.

Charlton Ross can work with you to review the available "on line" and electronic DSE assessment packages on the market to identify the one which best suits your business need.

DSE assessments must, as with any other risk assessment, be reviewed if they are suspected to be no longer valid, that could be a change of staff, change of working practice, new office layout, new software, or new equipment.

You may have decided that it is better for your business to train key members of staff to undertake the DSE assessments in house. We can help here too, by providing DSE assessor training and a helpline for their ongoing support. Training can be given on a one to one basis, at your premises, using your workstations and providing your team with the confidence they need.

Call now to find out how we can help you with your DSE assessment programme.

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Health & Safety Training

Health and safety training is not only a specific legal requirement but it lies at the heart of any successful health and safety management system.

Train your staff effectively and you will be better placed to reduce risk.

At Charlton Ross we passionately believe that health and safety training need not be a chore, or something to be endured!

It should be relevant, engaging, up to date and delegates must recognise that it relates to their role and that they have a part to play in managing health and safety and reducing risk.

Charlton Ross believe that prior to delivering training it is important for us to understand our clients' business, their ethos and approach to managing risk. Typically one of our team will visit your premises prior to the training delivery to discuss it with you, get an understanding of the business and the premises so that we can meet both our own standards and your expectations.

Courses include:

- General health and safety awareness training
- Risk assessment
- Manual handling
- DSE assessor
- Health and Safety for Directors
- Fire safety management

Whether you are looking for a short and concise briefing for Senior Executives, or more detailed risk assessment training for your team Carlton Ross can help.



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Fire Safety Training

Following the implementation of The Regulatory Reform (Fire Safety) Order in 2006 employers have had a specific duty to ensure that staff are suitably trained in fire safety, in as far as it relates to their business.



Consultants at Charlton Ross have been delivering fire safety training for over 15 years. From fire warden training, to supervising fire evacuation drills and emergency evacuations, and training staff in their specific roles and responsibilities in the event of a fire emergency and in general fire safety management.

Our fire safety courses for staff all include:

- Action on discovering a fire
- Action on hearing the fire alarm
- Means of escape in case of fire
- Means for fighting fire
- Assembly point and reporting procedures
- Fire prevention and fire protection measures
- General fire safety awareness
- Staff roles and responsibilities

We can also deliver live practical fire extinguisher training, allowing your staff to get hands on experience of using portable water, foam and CO2 extinguishers, using the latest environmentally friendly training simulators.

Our training can be delivered at your premises, or at one of our selected training venues across the country.

Call us now to book your fire safety training course.

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Competent Person

The Management of Health and Safety at Work Regulations 1999 requires all employers to have access to a "competent person" to provide health and safety advice to the business.



Having access to competence is not only a legal requirement but provides you with confidence and peace of mind. Charlton Ross can act as your competent person helping you effectively manage health and safety.

Often business owners, Directors and managers find it very difficult to balance the ever increasing demands of growing and managing their businesses while taking account of their health and safety and fire safety responsibilities. Charlton Ross can help, allowing our clients to concentrate on their core business activities.

We can tailor our support package to your business need and we can grow with you. From having access to a health and safety helpline and bi annual updates on legislation, through to a fully outsourced health and safety service we are able to respond to your business needs and operational demands.

As your competent person we can include a range of services including:

- Strategic advice
- Accident/incident investigation
- Quarterly updates
- Attendance at health and safety committee meetings
- Liaison with enforcing authorities
- Management of your health and safety library

Every business is different, we understand that one size doesn't always fit all, and we will work with you to establish the right package. Support can be delivered by telephone, email and in face to face meetings.

Call Charlton Ross now to find out how we help your business.

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Disclaimer

The information contained in this brochure is provided for general interest only and must not be relied upon in isolation by anyone, or any organisation. You must always ensure that you have sought competent advice about your own unique circumstances.

Charlton Ross prepare our report outputs based upon the information gained through documents sighted and provided by our clients, during discussions with Client's representatives, and site visits. Although we are experienced and trained to the highest professional standards, we have no powers under any statutory order to demand entry and the production of documents or information. The advice in the reports is therefore given in good faith based upon the evidence seen, the information given and the points discussed at the time of the visits. No guarantee can be given that during any subsequent visit by inspectors with statutory powers other non-compliances may not be found. Charlton Ross will not accept responsibility for any loss arising from such a discovery.

Whilst every care is taken to interpret the Acts, Regulations and Approved Codes of Practice, these can only be authoritatively interpreted by Courts of Law.

Confidentiality

Charlton Ross recognise that we may be provided with commercially sensitive documents and material/ records of a confidential nature while undertaking work for clients. This information will be treated in the strictest confidence at all times and will not be divulged to any 3rd party without the express written permission of a Director of the client company.

Company Information

Charlton Ross,
80 Manor Road North,
Hinchley Wood,
Esher, Surrey,
KT10 0AD.
www.charltonross.co.uk
tel: 020 8339 1285
fax: 01372 353 377

Registered in England and Wales 4988039

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