



The Building Safety Group

# Summary of Services



# The Building Safety Group

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## INTRODUCTION

I am pleased to be able 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 BSG Online Services/Documents. 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.

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 that reads "Michael Setter". The signature is written in a cursive style with a long horizontal flourish underneath.

M P Setter FCIQB  
Chairman

## **How We Administer Your Membership**

The Building Safety Group's subscription periods run from 1<sup>st</sup> June to 30<sup>th</sup> November and from 1<sup>st</sup> December to 31<sup>st</sup> May each year.

Once you have paid your joining fee and initial subscription, we will send you a 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.

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.

New Members will receive their access code and password for the BSG Online Services for the documents listed in Appendix 1A upon receipt of the payment of the joining fee and first 6 months subscription.

## **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.

## **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 BSG Online Services/Documents containing the information 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 ALL SUBSCRIPTION PACKAGES**

#### **1. Provision of Documentation**

- a) Model Health & Safety Policy
- b) Model Risk Assessments
- c) Model COSHH Assessment Template and Guidance
- d) Model Method Statement
- e) Model Permits to Work (available on request)
- f) Model Environmental Management System
- g) Model Construction Phase Health and Safety Plan
- h) Model Health and Safety Management System (available on request)

Those documents not accessible via BSG Online Services can be obtained by contacting our Head Office.

#### **2. Helpline**

#### **3. Discounted Members' rates for BSG Training Courses**

#### **4. Access to the BSG Online Documentation and Statistics Portal at [www.bsgonlineservices.co.uk](http://www.bsgonlineservices.co.uk)**

#### **5. Access to the BSG Risk Assessment software.**

#### **6. Access to Information, Documentation and Alerts via the BSG Members' Secure Area at <http://www.bsgltd.co.uk/secure/>**

(Members' personnel will be issued with a password for the secure area after registering individually at <http://www.bsgltd.co.uk/secure-request/>. Please note that only email addresses in the members' official format will be accepted for access to the secure area.)

## **SUMMARY OF SERVICES INCLUDED WITHIN MEMBERSHIP**

### **1. Provision of Documentation**

#### 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 Online Services/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 Risk Assessment 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 Online Services/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.

#### d) Method Statements and Permits to Work

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 Online Services/Documents.

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 and Plan

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) 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 Online Services 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. Provision of Information**

We provide regular information through a monthly newsletter, BSG News, 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 Members' Secure Area at <http://www.bsgltd.co.uk/secure-request/> .

## **4. Discounted Members' Rates for BSG Training Courses**

All members receive discounted rates for our training courses; please contact our Training Department for details.

## **SUMMARY OF SERVICES INCLUDED WITHIN MEMBERSHIP PLUS**

### **1. Provision of Documentation**

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#### b) Model Risk Assessments

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#### d) Method Statements and Permits to Work

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 Online Services/Documents.

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 and Plan

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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) 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. **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 and send it to our Head Office by e-mail, fax or post. (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 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 Health and Safety Report will be e-mailed to your Head Office a short time 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 £40.00 plus VAT per site visit for sites within the M25 ring).

**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 inspections you receive or increasing your subscription so you can achieve the number of site inspections you require.

### **3. 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.

### **4. Accident and Non-Compliance Statistics**

We collate all the information 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 own unique Username & Password you can access the database and print off reports and statistical data relating to your company (similar to on-line banking). You will find a simple step by step guide how to access the statistical data via BSG Online Services at Appendix 1B.

### **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. Accident and Dangerous Occurrence Investigation**

Should you be unfortunate enough to suffer a major accident as described in Regulations 4.1; 5; 6 of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or incident as described in Schedule 2 of the regulations, we will carry out an investigation on your behalf. We will prepare a written report based on our investigation which is confidential between yourselves 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.

Please note that investigations which do not exceed 8 hours work in total (including the production of our report) will be included within your membership package, any time spent in excess of this limit will be charged at the rate of £95.00 + VAT per hour.

### **7. 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 Online Services 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.

### **8. Construction Phase Plan**

We are able to supply a template for a generic Construction Phase Plan free of charge. This is available on request, please contact our Head Office.

## **9. Provision of Information**

We provide regular information through a monthly newsletter, BSG News, 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 Members' Secure Area at <http://www.bsgltd.co.uk/secure-request/> .

## **10. Discounted Members' Rates for BSG Training Courses**

All members receive discounted rates for our training courses; please contact our Training Department for details.

## **SUMMARY OF SERVICES INCLUDED WITHIN WORKSHOP MEMBERSHIP**

### **1. Provision of Documentation**

#### 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 activities encountered in workshops and 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 'task specific'. Full instructions are included within the BSG Online Services/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 Risk Assessment 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 Online Services/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.

#### d) Method Statements and Permits to Work

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 staff 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.

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 Online Services/Documents.

Permits to Work are used as a control to implement a Method Statement or safe system of work for a potentially high risk task. Several different pro-forma Permits to Work are available on request from our head office.

e) Model Environmental Management System and Plan

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, however it can still be a useful tool for those not directly involved in the construction process. 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) 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.

## **2. Workshop Visits**

We have Safety Advisers strategically based in most parts of England and Wales and your workshop(s) 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 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. Your workshop or health & safety manager should accompany our Adviser around the site when carrying out inspections in order that they can discuss issues on site. (Please note that there is an additional charge of £40.00 plus VAT per site visit for sites within the M25 ring).

## **3. Office Inspections**

We will carry out a Health & Safety Inspection of your Head Office on an annual basis.

## **4. Accident Statistics**

We collate the information from workshop inspection reports to provide accident statistics. These statistics highlight possible areas which require attention and/or staff training.

Using your own unique Username & Password you can access the database and print off reports and statistical data relating to your company (similar to on-line banking). You will find a simple step by step guide how to access the statistical data via BSG Online Services at Appendix 1B.

## **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. Accident and Dangerous Occurrences Investigation**

Should you be unfortunate enough to suffer a major accident as described in Regulations 4.1; 5; 6 of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or incident as described in Schedule 2 of the regulations, we will carry out an investigation on your behalf. We will prepare a written report based on our investigation which is confidential between yourselves 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.

Please note that investigations which do not exceed 8 hours work in total (including the production of our report) will be included within your membership package, any time spent in excess of this limit will be charged at the rate of £95.00 + VAT per hour.

## **7. 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 provided in the BSG Online Services 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.

## **8. Provision of Information**

We provide regular information through a monthly newsletter, BSG News, 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 Members' Secure Area at <http://www.bsgltd.co.uk/secure-request/> .

## **9. Discounted Members' Rates for BSG Training Courses**

All members receive discounted rates for our training courses; please contact our Training Department for details.

## **SUMMARY OF SERVICES INCLUDED WITHIN DESIGNERS' MEMBERSHIP**

### **1. Provision of Documentation**

#### 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) CDM Guidance for Designers

CDM 2015 places legal duties on virtually everyone involved in construction work. Those with legal duties are commonly known as 'duty holders'. This guidance document explains who the duty holders are and what their duties are.

#### c) Designers Risk Evaluation

CDM 2015 places duties on designers to eliminate or minimize the risks to health and safety of their designs. This document will help to evaluate and act upon those risks.

#### d) Model Risk Assessments

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#### e) Model Fire Risk Assessment

This document provides a systematic, step by step assessment of the risks from fire on your site. It must be completed by someone who has the relevant skills (Competent Person).

#### f) Model COSHH Assessment Template and Guidance

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#### g) Prequalification Questionnaire for Designers

All Designers will be assessed to ensure they are competent to undertake any given task by completing and submitting the Pre-Qualification Questionnaire for Designers.

#### h) Contractor Approval/Rejection

If you are responsible for appointing contractors you need to satisfy yourself that contractors are competent (ie they have sufficient skills and knowledge) to do the job safely and without risks to health and safety. This document will help when vetting potential contractors.

#### i) Method Statements and Permits to Work

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.

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#### k) Health and Safety Management System

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### **4. Accident and Dangerous Occurrence Investigation**

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## INDEX TO BSG ONLINE SERVICES/DOCUMENTS

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- 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

**005 COSHH ASSESSMENTS**

- CoSHH 12 Point Plan
- CoSHH Register
- CoSHH Risk Assessment Template
- CoSHH Hazard Statements and Precautionary Statements

- 006 RISK ASSESSMENTS**
  - Index to Risk Assessments
  - 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
  
- 007 METHOD STATEMENT**
  - Method Statement for Safe Working
  - Method Statement Record
  
- 008 PRE-QUALIFICATION QUESTIONNAIRE FOR CONTRACTORS**
  - Pre-qualification Questionnaire for Contractors
  - Pre-qualification Questionnaire for Designers
  - Pre-qualification Questionnaire Guidance
  
- 009 APPLICATION FOR ACCREDITATION**
  - Summary of Profit and Loss Account
  - Employers Liability Insurance Certificate
  - Public & Employers Liability Certificate
  - The Building Safety Group CV
  
- 010 FIRE PLAN**
  - Premises Survey
  - Fire Site Safety Plan
  - Fire Notice (General)
  - Fire Notice (Site)
  - Fire Prevention
  
- 011 TOOLBOX TALKS**
  - Toolbox Talks Index
  - Toolbox Talk Overview
  - Toolbox Talk Delivery Log
  - Toolbox Talk Feedback Form
  - Toolbox Briefing Record

List of Toolbox Talks available:

<b>A</b>	<b>Legal and Management</b>	
	<b>Health and safety law</b>	
	Legal duties – What they mean to you	A01
	<b>Construction (Design &amp; Management) Regulations</b>	
	CDM Regulations – What they mean to you	A02
	Site Set up and security	A03
	<b>Developing a health and safety management system</b>	
	Company health and safety policies – What they mean to you	A04
	Personal competence	A05
	<b>Risk assessments and methods statements</b>	
	Risk assessments and method statements	A06
	Young people on site	A07
	<b>Leadership and worker engagement</b>	
	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
<b>Accident reporting, emergency procedures and first aid</b>	A13
Accident and incident reporting	A14
First aid	

## **B Health and Welfare**

<b>Health and welfare</b>	
Skin protection	B01
Sun protection	B02
Weil's disease	B03
Alcohol and drugs	B04
Needlestick injuries	B05
General health and wellbeing	B06
Welfare arrangements, including personal hygiene	B07
<b>Respiratory risks</b>	
Dust and fumes	B08
Asbestos	B09
Silica dust	B10
<b>Noise and vibration</b>	
Noise	B11
Hand-arm vibration	B12
<b>Hazardous substances</b>	
COSHH	B13
Lead, lead paint and lead dust	B14

## **C General Safety**

<b>Personal protective equipment</b>	
Personal protective equipment	C01
Eye protection	C02
Respiratory protection	C03
<b>Work equipment and hand-held tools</b>	
Plant and equipment	C04
Abrasive wheels	C05
Diamond blades	C06
Cartridge-operated tools	C07
Compressed gas tools	C08
Woodworking machines	C09
Portable, hand-held electrical tools	C10
<b>Electrical safety</b>	
Underground and overhead services	C11
<b>Site transport safety</b>	
Site transport and pedestrian segregation	C12
Mobile plant	C13
<b>Fire prevention and control</b>	
Fire	C14
LPG and other compressed gases	C15
Petrol and diesel	C16
<b>Statutory inspections, checks and monitoring</b>	
Checks and inspections	C17

## **D High Risk Activities**

<b>Manual handling</b>	
Manual handling	D01
Material storage	D03
Slips, trips and falls	D03
<b>Working at height</b>	
Working at height	D04

Working on scaffolds	D05
Mobile towers and access equipment	D06
Low-level access equipment (trestles, podiums and hop ups)	D07
Ladders and stepladders	D08
Mobile elevating work platforms	D09
Fall arrest and suspension equipment	D10
Working over safety nets or soft-landing systems	D11
<b>Excavations and buried services</b>	
Excavations	D12
Buried services	D13
<b>Confined space working</b>	
Confined spaced	D14

## **E Environment**

<b>Environmental management</b>	
Being a good neighbour	E01
Environmental nuisance	E02
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
<b>Waste management</b>	
Waste	E11

## **F Specialist Activities**

<b>Specialist activities</b>	
Piling	F01
Road and street works	F02
Trackside safety	F03
Demolition safety	F04
Hydro demolition	F05
Steel erection	F06
Water jetting	F07

### **012 TEMPORARY WORKS PROCEDURE**

#### **013 DESIGNERS**

CDM Guidance for Designers
CDM R-A-G List
CDM The General Principles of Prevention
Designers Risk Evaluation (Blank)
Designers Risk Evaluation (Example)
MS04 Contractor Approval/Rejection Form
MS36 Pre-Qualification Questionnaire for Designers

#### **014 ARTICLES OF ASSOCIATION**

#### **015 ACCIDENT CATEGORIES**

**016 OCCUPATIONAL HEALTH**

Occupational Health Procedure & 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

**017 SCORE MATRIX**

**018 CONSTRUCTION PHASE PLAN**

CPP Plan – What you need to know

Construction Phase Plan

Concise Construction Phase Plan

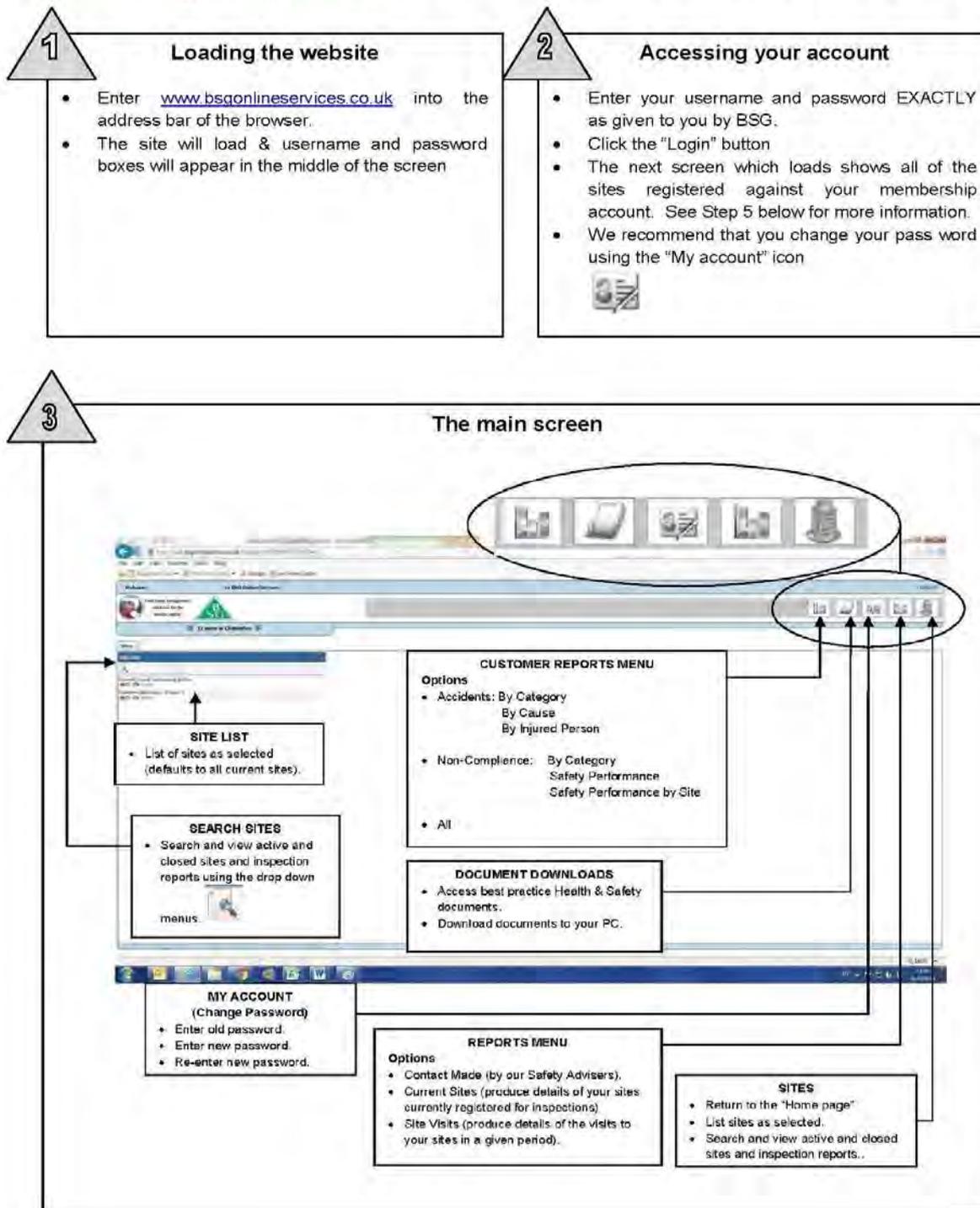
BSG ONLINE SERVICES/DOCUMENTS – USER GUIDE



The Building Safety Group

BSG Online Services

Member Company User Guide





# Member Company User Guide

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## Running reports

- Select a date range using the calendar icon 
- Select the report type from the drop down or tick list.
- Click the "Submit" button.
- Individual reports can be submitted to Excel or PDF by clicking on the appropriate icon.
- If the "ALL" option is selected for accident and non-compliance reports, the system will generate a zip file containing a series of PDF files of the reports. When prompted to "Open" or "Save", select "Save" to save the file at a location of your choice on your PC.
- Use Windows Explorer or other zip file utility to open and view the reports.

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## View site information and inspection forms

- Sites are shown with the most recently registered at the top of the list.
- Click on a site to view visit (and contact) dates in chronological order, Safety Adviser attending, comments and accidents.
- Click on the  icon to view the site inspection report.
- To view comments or accident details registered for the site click the green and white "plus" icon to the left of the visit date. To hide the details click on the "minus" icon.



Date	Cause / Injury / Notes	Safety Adviser	Contact
12-11-2015		PAUL RIBBING	
11-11-2015		PAUL RIBBING	Contact Made
21-10-2015		PAUL RIBBING	
28-09-2015		PAUL RIBBING	
27-08-2015		PAUL RIBBING	
06-08-2015		PAUL RIBBING	
10-07-2015		PAUL RIBBING	
10-07-2015		PAUL RIBBING	
19-06-2015		PAUL RIBBING	
21-05-2015		PAUL RIBBING	
29-04-2015		PAUL RIBBING	
28-04-2015		PAUL RIBBING	Contact Made



# Member Company User Guide

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## Document Downloads

Documents are updated throughout the year to reflect changes in legislation, good practice and revised industry guidance. This means that Members benefit from instant and continued access to the latest documentation throughout their Membership.

- Documents can be accessed by clicking on the **name** of the folder in the left hand pane (click the + sign to expand the folder list). Documents appear in the right hand pane and can be downloaded from the system to your computer by clicking on the **name** of the document. The file extension indicates the type of file – e.g. .doc for Microsoft Word.

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## Logging out

- Click on the "LOGOUT" option in the top right hand of the screen.



## OPERATIONAL STRUCTURE

Managing Director - Paul Kimpton  
0300 304 9070

### North Region Regional Manager – Mick Byrne 07768 826285

#### SCOTLAND

**Safety Adviser**  
C McCarter 07779 433912

#### NORTH

**Principal Safety Adviser**  
J Brereton 07768 826289  
**Safety Adviser**  
A D Harper 07768 826283

#### NORTH WALES

**Principal Safety Adviser**  
A Parry 07768 826297

#### MIDLANDS

**Principal Safety Adviser**  
M Byrne 07768 826285  
**Safety Advisers**  
P Blakeman 07768 826290  
S Gillum 07790 849231  
R Jackson 07773 052441  
D Wormington 07712 792109

### Bristol & South Wales Region Regional Manager – David Dursley 07712 793776

#### BRISTOL WEST

**Principal Safety Adviser**  
D Dursley 07712 793776  
**Safety Advisers**  
C Jones 07773 251678  
J Lawson 07768 826296  
P Robbins 07768 826284  
P Williams 07920 237198

#### BRISTOL EAST

**Principal Safety Adviser**  
R Dyer 07890 533468  
**Safety Advisers**  
J Bridge 07811 762503  
K Perrett 07721 920600  
N Ody 07970 805218

#### SOUTH WALES

**Principal Safety Adviser**  
N Blignaut 07825 847430  
**Safety Advisers**  
K Davies 07768 826293

### London & Central Region Regional Manager – Andy Harper 07824 492781

#### CENTRAL

**Principal Safety Adviser**  
A Harper 07824 492781  
**Safety Advisers**  
S Ponting 07767 255929  
C Reeves 07816 859511  
S Ross 07767 255927

#### LONDON & SOUTHEAST

**Principal Safety Adviser**  
T Walden 07768 826301  
**Safety Advisers**  
P Edmonds 07870 834154  
P Marsh 07824 492780  
J O'Connor 07500 003224  
L Rabiou 07890 534657  
J Sollis 07712 792945  
C Wojszwillo 07768 826298

### South West Region Regional Manager – Chris May 07712 792944

#### SOUTH WEST

**Principal Safety Adviser**  
C May 07712 792944  
**Safety Advisers**  
C Bennett 07712 198377  
K Gass 07768 826300  
N Harris 07767 255928  
R Homer 07768 826286  
T Payne 07768 826287

#### SOUTH

**Principal Safety Adviser**  
M Stevens 07768 826288  
**Safety Advisers**  
E Mason 07790 574833  
S Masson 07973 864067

## OPERATIONAL STRUCTURE

Managing Director - Paul Kimpton  
0300 304 9070

### Support Services

#### HEALTH & SAFETY TRAINING

<b>Head Office, RudgeWAY</b>	<b>0300 304 9080</b>
Steve Beckwith, Training Manager	07810 886758
Chris Cooksley, Trainer	07768 826298
Paul Mackley, Trainer	07767 255926
Catherine Dyke, Training Co-ordinator	0300 304 9080
Trisha Huntridge, Training Co-ordinator	0300 304 9080

#### SALES & MARKETING

<b>Head Office, RudgeWAY</b>	<b>0300 304 9090</b>
Mark Johnson, Communications and External Affairs Manager	
Emma Garside, Marketing Assistant	

#### MEMBERSHIP DEVELOPMENT

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

#### TECHNICAL SUPPORT

<b>Head Office, RudgeWAY</b>	<b>0300 304 9070</b>
Chris Chapman, Head of CDM Services & Technical Support Manager	

#### MEMBERSHIP SERVICES

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

#### ACCOUNTS

<b>Head Office, RudgeWAY</b>	<b>0300 304 9060</b>
Tracey Turner, Management Accountant , Credit Control	

### Head Office Department Telephone Numbers

<b>ACCOUNTS</b>	<b>0300 304 9060</b>
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 centre for CITB, NEBOSH Construction Certificate, City & Guilds, Independent Asbestos Training (IATP) and First Aid Industry Training Body approved First Aid courses.

Other courses that we can deliver nationally include:

- CDM 2015 Awareness
- Scaffold Inspection
- Mobile Towers
- Asbestos
- Manual Handling
- Plant and Machinery Training
- Confined Spaces

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 [training@bsgltd.co.uk](mailto:training@bsgltd.co.uk).

### **3. ADDITIONAL SERVICES – supplied at extra cost**

#### **1. CDM 2015**

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.

#### **2. Health & Safety Audits**

An Audit is designed to give an accurate appraisal of your organisations current Health & 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.

#### **3. 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.

#### **4. 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 £75.00 plus carriage and VAT. The contents sheet of the Site Safety Folder can be found later in this document at Appendix 3A.

#### **5. Health and Safety Law Poster**

Required by law at every work place, 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.

#### **6. Investigation of Accidents Not Already Included Within Membership**

We can offer the service of Accident Investigation and reporting at a cost of £95.00 per hour, subject to a minimum charge of £95.00.

## **7. Additional Site Inspections**

We aim to visit sites approximately every three weeks which is sufficient in most instances. Should you require more frequent visits, this can be arranged at an additional cost of £205.00 + VAT per visit, plus travel. (Please note that there is an additional charge of £40.00 plus VAT per site visit 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.

## **8. Site Inspections outside Mainland England, Scotland or Wales (e.g. Isle of Wight)**

As these visits 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.

## **9. 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 left with you. Our charge for this service would be £205.00 + VAT.

## **10. 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. We are able to provide this service at a cost of £60.00 + VAT.

## **11. School Talks and Presentations**

We have been asked on many occasions when working in proximity to schools or colleges to talk, on behalf of members, in order to raise awareness of safety issues resulting from construction works. Our charge for this service is £150.00 + VAT.

## **12. Fire Risk Assessments**

Several of our Safety Advisers have moved to the Building Safety Group after a career in the Fire Service. We are therefore uniquely placed to offer broad and specific advice regarding fire prevention and Risk Assessment. We would be happy to provide a quotation for this service following a detailed discussion with you to ascertain your requirements.

## SITE SAFETY FOLDER CONTENTS

### Site Safety Folder ~ Health and Safety Information includes:

#### Administration:

- Contact Information
- Site Administration Checklist
- Contract Risk/Hazard Identification
- Suggested Site Notice Board Layout
- Site Induction Format and Checklist
- Site Induction Information
- Record of Safety Induction
- Operative Information / Competency Report
- Visitor Register
- Health, Safety & Welfare Monitoring Report
- Personal Protective Equipment Register
- Safety Action Report
- Toolbox Talk Register
- Training Register

#### Emergencies:

- Emergency Contact Information
- Fire Prevention
- Fire Notice (Site Office)
- Fire Notice (General Display)
- Site Fire Safety Plan

#### Accidents:

- Reporting Accidents and Incidents at Work
- Accident Book
- Accident / Incident Report Form

#### General Information:

- Permit: Hot Work
- Permit: Confined Space Entry
- Permit: Special Work
- Permit: To use a Ladder/Stepladder
- Permit: To Dig/Excavate
- Method Statement for Safe Working
- Risk Assessment
- COSHH Assessment
- Manual Handling Assessment
- Noise Assessment
- Traffic Management Method Statement
- Mobile Crane Operations

#### Site Inspection Reports:

- Reports and Inspection – Scaffold/Excavations
- Records of Inspection – PUWER
- Record of Inspection – LOLER
- Record of Inspection – EAW
- Poster – COSHH
- A4 Poster – Leptospirosis
- A4 Poster – HAV Limits and Guidance
- A4 Poster - Manual Handling

## STATIONERY PRICE LIST – MEMBERS 2018

ITEM	HARD COPY
Accident Book	£9.25
COSHH Regulations Poster	£1.40
Fire Notices	£2.00
BSG Sticker	£2.00
Health & Safety Law Poster	£16.00
Records of Inspection Book (PUWER)	£9.25
Reports of Inspection (Scaffolding)	£9.25
Site Safety Folder	£75.00

- 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.

To find out more about the **BSG Compliance Audit** simply complete and return the form below.

I would like to know more about the **BSG Compliance Audit system**.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

For further information contact The Building Safety Group Limited

t: 0300 304 9070 | e: [info@bsgltd.co.uk](mailto:info@bsgltd.co.uk) | W: [www.bsgltd.co.uk](http://www.bsgltd.co.uk)