

## APPOINTED SAFETY ADVISOR SUPPORT SERVICE

*'The Advisor Service means no more trawling the internet for the answer to a safety question or to find a specialist consultant or a trainer. Simply pick up the phone!'*

Incorporated in 1990, Envex provides a variety of safety, health and environmental consultancy services. In addition we also provide training services for safety, risk assessments and the environment. Our consultants have a wealth of practical experience in the areas we cover as well as an understanding of business management which enables us to exactly fit the needs of your business.

Our strength is in the flexibility and ability that Envex offer and in providing the expert support to solve the health problems that your organisation has encountered.

Our experience includes small, medium and large enterprises and covers all market sectors from engineering to offices, from software to computers, from service industries to educational and governmental establishments.

### About the service

This service has been devised in response to the needs of our clients. Put simply, it;

- provides ongoing support for those who do not employ a health and safety professional, or
- is used as a back-up by those employers who already have existing in-house expertise.

### Why do you need the Advisor Service?

- It's a legal requirement to have a designated competent person and your insurance company will look favourably upon you for appointing a professional advisor.
- The service gives you access to an entire team of safety professionals, without the cost of employing them. You can contact us as much as you like for advice and guidance, saving you time and effort in trying to find the answers yourself.
- The service gives you control and complete flexibility over how you use the inclusive 'days'. If you find that you need a task completed or some training delivered, you simply contact us, book the work and we deduct the time from your account.
- You can spread the cost of paying for your safety tasks and training, even if you need the work done now. **This spreads the costs over the whole year and help cash-flow.**

**As an Advisor Service client, you can feel confident that you have all of the support that you could ever need**

### The contract for advisory services:

- Entitlement to designate Envex Company Limited as an Appointed Safety Advisor. **This helps you comply with requirements within the Management of Health and Safety at Work Regulations 1999** for designated competent personnel to be available.
- An allocation of consultancy or training time to be used within each contract year, on such work as the Client may require<sup>1</sup>. Contact us for a scale of charges.
- Access to telephone/e-mail advice on an unlimited number of occasions.
- Quarterly briefing on legal developments, proposals and relevant news.
- Framed Certificate of Appointment.
- Assistance with sourcing safety supplies and services.
- Priority over non-contract clients.
- Annual fees invoiced in equal quarterly instalments.
- Minimum initial term: two years.
- 15 % discount from our standard daily rate for all additional health and safety services.
- Use of our Expert Witness Service at preferential rates.

**Quality:** Envex operate an internal quality system. Our parent company, PHSC is registered to BS EN ISO 9001 for the provision of health and safety consultancy and training.

**Insurance:** All consultants are covered by professional indemnity, third party, and employers' liability insurance.

**Resources:** You also get access to skills and resources of the other PHSC plc group companies (see below)

 <p>RSA Environmental Health Limited</p>	 <p>Personnel Health &amp; Safety Consultants</p>	 <p>Adamson's Laboratory Services Ltd</p>
---	--	--

### What else do you get?

To give you that little bit of extra support, as an Advisor Service client we can provide you with lots of extra benefits, many of them free, that make safety management that little bit easier. For instance, we can provide checklists, risk assessment formats, generic policies and we have a pro forma for just about anything that you might need to document. You can use these straight away or even use them as a base from which to design your own, rather than starting with a blank sheet of paper. All at no extra cost!

We can read and check internally prepared documents, policies or risk assessments and give you expert feedback before you publish them or hand them to your boss. This gives you a rubber stamp and the confidence to tackle tasks that you might have thought twice about before.

<sup>1</sup> Excludes the Managing of Risk Course (MORU)