

55 Tufton Street, London, SW1P 3QL

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Health & Safety Audit

What is a Health & Safety Audit

A health and safety audit is an independent, objective and systematic review of health and safety management including the policy, planning and implementation, organisation, measurement and review of performance.

Why Undertake a Health & Safety Audit?

Under the Health & Safety at Work Act etc. 1974, a general duty is placed on employers, so far as it is reasonably practicable, to:

- ensure the health, safety and welfare at work of their employees
- maintain safe premises and systems of work including the provision of a written statement of safety policy
- provide any necessary information, instruction training and supervision.

A regular audit or examination of a company's health and safety management system is therefore necessary to ensure compliance with all current legislation, including the above.

What is involved

To determine a company's current compliance and knowledge of its responsibilities under the legislation, an inspection visit will be arranged and a plan for corrective action prepared.

How can the BWF Help

The BWF has negotiated exclusive rates with experienced health & safety advisors to bring you a simple value for money package. The package includes a site visit at your place of work, undertaking the Health & Safety Audit and then afterwards producing a report that will not only suggest where your health and safety needs to be improved, but also how to achieve it. While undertaking the audit, the advisor will also spend time with a representative of your company, providing them with guidance on how to achieve the audit internally.

Cost

	BWF-Members	non-BWF members
Health & Safety Audit	£ 795	£875
Includes		
	- On-site full audit of your workplace	
	- Full written report	

Application for Health & Safety Audit

Contact Details

Company Name
Address
..... Post Code
1ST Contact Position
2nd Contact Position
Telephone Fax
e-mail Website
Factory Address (if different)
.....

Factory Information

Please list the activities of your company
.....
Number of employees
Number of work sites
Do you have a written Health & Safety Policy y / n
Please list woodworking machines currently in use.
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.....
.....

We hereby apply to the BWF to carry out a Health & Safety Audit of our work premises and produce a report providing advice on how to improve our Health and Safety practises.

Signed Date
Name Position

Please return the application to the BWF Services Manager
55 Tufton St, London, SW1P 3QL
Fax: 0870 458 6949

Terms & Conditions

1. The attached prices are valid until 31/12/2007. We reserve the right to alter this quote if accepted after that date.
2. Prices are quoted on the assumption that the quoted company will provide the necessary information and do the background work as instructed by the British Woodworking Federation (BWF) or its consultants within a reasonable time. Failure to do this could result in additional consultants' time and subsequent costs.

Terms of Reference

3. The quoted services will be managed by the BWF and conducted by companies contracted to the BWF.
4. All work will be undertaken as defined and agreed jointly by the quoted company and the BWF.

Invoices

5. Prices shown are in Pounds Sterling.
6. Prices Shown are exclusive of VAT. VAT will be charged at the UK rate unless the client is also registered for VAT in his/her home country, when EU rules will apply.
7. All services will be invoiced by the BWF and must be paid within 30 days of the invoice date.
8. If the quoted work extends past 2 months from the acceptance of the quote the BWF reserves the right to invoice for all costs incurred and work carried out to that stage. This will also apply for each following 2 month periods.

Contractual Agreement

In accepting the quote, the manufacturing company agrees that:

9. Should it at any stage of the process decide to postpone, suspend or terminate the application, it will be invoiced to cover any work carried out to date, expenses incurred and cancellation costs of any booked services.
 10. Any work undertaken on its behalf will be treated confidentially, except where information is available in the public domain. It authorise the BWF and its service managers to release any information necessary to the service providers to achieve the services quoted.
 11. The work undertaken includes, but is limited to, the items specified in the scope of work attached to this quote.
 12. The BWF, its service managers and service providers cannot be held responsible for the results of the services undertaken and cannot guarantee any specific results.
 13. The BWF and its service providers will use its best endeavours to comply with any time or date specified for the completion of the project; any time or date specified is estimated and not guaranteed. Any delays in completion of the project shall not entitle the client to rescind the contract.
 14. The Client agrees to give full assistance to the BWF and its service providers in terms of the provision of information and of accessibility to staff and premises, and when the service providers are working at the Client's premises will provide reasonable office accommodation, telephone and minor secretarial services without charge.
 15. Neither the BWF or its service providers shall be liable for damage or loss of whatever nature arising from the work done by them whether due to negligence or any other cause whatsoever, neither shall it or any of its servants or agents be liable for damage or loss of whatever nature in respect of indemnity claims by other parties arising from any delay, defect or error in any work undertaken by it, its servants or agents save to the extent that any attempted exclusion of liability would be contrary to the law of the United Kingdom.
 16. Prices shown are based on 1 worksite. Additional costs will be incurred if the audit has to be undertaken in more than 1 site.
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