

# Service proposal

Health & Safety Compliance

For: Elaine Langridge

On behalf of: Hassocks Parish  
Council

25<sup>th</sup> November 2025

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# Brilliant Health & Safety Support

**Act as your named legally-required Competent Person.** We will assign our highly-qualified locally-based, Council expert Health & Safety Consultant to visit your premises and the areas you manage and be your primary point of contact. We will also assign one of our office-based Health & Safety Consultants to give you additional day-to-day telephone and email support with your health and safety challenges. We will become an extension of your team. We will include in our service:

**Support to match your particular requirements.** We will make an initial remote visit to understand your Council's responsibilities and your current health and safety systems and procedures, needs and challenges.

**A bespoke Health & Safety Management System.** The system will include a detailed Health & Safety Policy and Employee Handbook and all the necessary arrangements to ensure its effective implementation.

**General Risk Assessments.** Each year we will visit all your properties and the areas you manage, identify areas of non-compliance, as well as areas where you comply fully. You will receive a written report and prioritised action plan, including practical advice to remedy areas of non-compliance and apply good practice. We will:

- Identify areas of risk and actions required;
- Review your Health & Safety Policy and Health & Safety Employee Handbook;
- Give you hands-on practical support in respect of key actions/challenges;
- Advise on training requirements for staff;
- Update your Health & Safety Journey Plan and objectives; and
- Work to certify your Council as Health and Safety compliant.

**Optional Fire Risk Assessments.** Your dedicated Consultant will carry out a full Fire Risk Assessment at each of your 3 buildings and provide a report.

**Practical Guidance.** Your dedicated Consultant and office-based Health & Safety Consultant will be there to guide you through those actions arising from your General Risk Assessments and with any other day-to-day health and safety challenges you face.

**Keeping you Up to Date.** When legal changes are introduced we will not only advise you of those changes we will effect them in your management system, Health and Safety Policy and Staff Handbook. Equally when we are made aware of changes from within we will also effect them in your documentation.

**Health & Safety Software.** You will have access to our award-winning Health & Safety Software, that will revolutionise your approach to risk and safety management. This simple and secure way to manage compliance will allow you to meet your legal requirements through a number of easy to use applications. You will be able to:

- Monitor and control those actions identified in your General Risk Assessment and assign ownership to those responsible;
- Create bespoke risk assessments for specific activities, areas and items in your workplace;
- Implement your own monitoring checks at the desired frequency to proactively manage your work environment;
- Record all accidents and incidents and conduct a comprehensive investigation;
- Safely store, retrieve and modify important health and safety documentation including your Health & Safety Policy and Employee Handbook, General Risk Assessment and Action Plan;
- Access our comprehensive health and safety library of materials, including guidance documents for employers and employees and a suite of risk assessment templates and completed examples.

To find out more about our Health & Safety Software, click [here](#).

Strictly private and confidential

**Regular news and topic specific webinars / webcasts.** We will help to upskill you and improve your internal capacity to manage effectively, ultimately saving time and cost.

**Serious accident and emergency support.** In the event of a serious accident or emergency, we will support your investigation and liaise with the enforcing authority. We will be there to help mitigate damage, to guide you and to support you.

**Insurance against the risk associated with regulatory enforcement.** Our FCA-regulated legal expenses insurance (LEI) provides peace of mind and financial security. It covers the cost of:

- Legal representation, including in court, to defend you against prosecution;
- Appealing against the serving of an improvement or prohibition notice; and
- Fee For Intervention (FFI) charges imposed by the Health and Safety Executive and for initial representation.

If a case goes to court, we will support you with the highest-quality representation and present the strongest possible defence. Our standard cover is £150,000 per claim made with a total cap of £1million per annum. LEI is provided subject to the insurer's standard terms of insurance cover. Please see our Fee Summary and Terms.

## Service and Visit Schedules

### Year 1

#### Fact-Find Visit

Initially our consultant will carry out a Fact-Find visit to establish the nature of your operation and your existing documentation, including all operational risks. This will allow us to commence work on the Health & Safety Policy whilst we arrange the General Risk Assessment visit.

#### General Risk Assessment Visit

We will carry out a General Risk Assessment covering all your sites and managed areas, followed by evolving support thereafter.

#### Optional Fire Risk Assessment Visits

We will carry out a Fire Risk Assessment at your pavillion followed by evolving support thereafter

#### Your Bespoke Health & Safety Management System

Following the General Risk Assessment, we will prepare and install a Health & Safety Management System which will include a bespoke and detailed Health & Safety Policy, Employee Handbook together with all the necessary arrangements to ensure its effective implementation.

#### Onboarding

Your Client Experience Co-Ordinator will train all employees whom you wish to have access to the platform in its functionality, this can be over more than one session if necessary.

### Years 2 to 3 (and 4 and 5 if taken out)

You will continue to have access to all your support services described above.

#### General Risk Assessment Visit

In subsequent years, we will continue to carry out an annual General Risk Assessment.

#### Fire Risk Assessment Reviews

Should we have carried out a Fire Risk Assessment at your pavillion in the first year we will review this as part of each General Risk Assessment visit.

# Assured advice you can trust

## PRIMARY AUTHORITY

WorkNest has formed a direct Primary Authority partnership with The Council of the City of Wakefield to benefit our clients through the provision of 'assured advice'. **Although it is the one Primary Authority providing the accreditation, it protects all our clients nationally.**

This means that all our outputs - including policies, handbooks, audits and inspection templates, and our SafetyNest software platform - have been approved by the Primary Authority as 'assured advice', helping to keep you compliant.

### What is a Primary Authority?

The Primary Authority (PA) initiative enables a business to form a legal partnership with a local authority that then provides assured advice on health and safety regulations that other local authorities must respect, even if they interpret the regulations differently. This ensures a consistent approach to regulation and enforcement in England.

### How does this benefit you?

When you become a WorkNest Health & Safety client, you automatically receive advice from WorkNest that has been assured by our Primary Authority. This means that whether you operate from a single site (within or outside of the Council of the City of Wakefield) or have premises that span multiple local authorities, our Primary Authority partnership provides you with an extra layer of confidence and support.

Should you be visited by the regulator from your local authority, you should inform them of WorkNest's direct Primary Authority partnership - especially if they have different views on what you should be doing to achieve compliance. Other independent regulatory bodies, such as the HSE, may also consider Primary Authority assurance when engaging with your business.

# Brilliant Online Staff Training

**Innovative e-Learning.** Created to help you protect and improve the welfare and safety of your people.

**Risk management and compliance.** By requiring your staff to complete this training, you will help to protect their health, safety and wellbeing and help protect your organisation from prosecution.

**An extensive library.** With more than 100 RoSPA and CPD courses available, the course library is continually updated to meet your business needs. Relevant course additions include GDPR, Computer Security and Modern Slavery.

**Complete control.** Each member of staff will receive their own log-in details to complete the required modules. You can set your organisation's own pass mark for each of the courses and, at a glance, you can see which members of staff have completed the training and who has failed and needs to re-sit.

**Certificates to confirm completion for your records.** When employees have passed a module, they will receive a certificate for their files and your records. This is an excellent, cost-effective way of you demonstrating to your staff that you take their development and wellbeing seriously.

**Saves time and money.** You can save up to 80% in costs and down time, when compared to traditional classroom based training methods.

**Health & Safety, compliance and Employment Law/HR skills.** Over 100 courses include:

- Workplace Safety
- Fire Safety
- First Aid
- Manual Handling
- GDPR
- Driving Safely
- Equality & Diversity
- Computer Safety
- Health & Wellbeing
- Slips, Trips & Falls

Please see attached course brochure.

# Fee Summary

## 60-month support agreement (with 36-month break clause)

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<b>Health &amp; Safety Fixed Fee Service</b> <small>exclusive of VAT</small>	£1,875.00 per annum
<b>Health &amp; Safety Fixed Fee Service including Fire Risk Assessment</b> <small>exclusive of VAT</small>	£2,100.00 per annum

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## 36-month support agreement

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<b>Health &amp; Safety Fixed Fee Service</b> <small>exclusive of VAT</small>	£2,150.00 per annum
<b>Health &amp; Safety Fixed Fee Service including Fire Risk Assessment</b> <small>exclusive of VAT</small>	£2,475.00 per annum

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## Optional Other

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<b>Standalone General Risk Assessment, Policy &amp; Handbook</b> <small>exclusive of VAT</small>	£1,375.00 one off payment
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## Online Fixed Fee Health & Safety Training

FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at [elearning@worknest.com](mailto:elearning@worknest.com) no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss

FREE full suite of courses for the first 12 months then £215.00 per annum (exclusive of VAT)

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# Terms

## Our honest approach to doing business.

Please find a copy of our full Service Agreement Terms [here](#) The document explains WorkNest's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered.

It is an important document and should be read and understood by you because it will form part of the agreement between us. WorkNest is authorised and regulated by the Financial Conduct Authority, registration number 310779.

Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover.

## Contact

To gain access to quality advice, brilliant service and professional support from day one, please contact me.

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