



Health & Safety Compliance

Service Proposal

Uppingham Town Council

Prepared for: Sharon Coe

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Brilliant Health & Safety Support

Act as your named legally-required Competent Person.

We will assign a highly-qualified field-based, DBS-checked Health & Safety Consultant to visit your premises 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.

Support to match your particular requirements.

We will make an initial visit to your premises to understand your organisation and your current health and safety systems and procedures, needs and challenges.

Visits.

Each year, we will visit your organisation and identify areas of risk and actions required. We will review your Health & Safety Policy and Employee Handbook and your General Risk Assessments.

Suggested H&S visit schedule: 3 visits in year 1, an annual visit in year 2 and year 3, 2 visits in year 4 and an annual visit in year 5.

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.

A General Risk Assessment.

We will 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.

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.

An annual audit of your ongoing health and safety compliance.

Each year 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;
- ✓ Update your Health & Safety Journey Plan and objectives; and
- ✓ Work to certify your organisation as health and safety compliant.

Health & Safety Software.

You will have access to our award-winning cloud-based 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 confidently 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;
- ✓ Maintain a register of all your statutory compliance certification to ensure that re-examination is undertaken;

- ✓ 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](#).

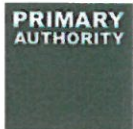
Regular news and topic specific webinars / webcasts.

We will help to upskill you and your managers 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.

Assured advice you can trust



Our Health & Safety clients receive advice that has been assured by a local regulator acting as a Primary Authority (PA). This means that our processes, procedures and level of expertise have been reviewed, approved and signed off by Cheshire West and Chester Council to allow us to enter into a 'co-ordinated partnership'.

Our advice can be used with confidence across your business. Whether you operate from a single site or have premises that span multiple local authorities, a relationship with a PA ensures that other authorities wishing to inspect WorkNest clients will be required to firstly engage with the PA before making contact with you.

We are the first Health & Safety Consultancy in the UK to be approved to provide assured advice, which is testament to our quality of service. All this offers significant benefits to our clients.

Providing you follow our advice, your business should:

- ✓ Be protected against the risk of enforcement, scrutiny or action from authorities that have different views on what you should be doing to achieve compliance;
- ✓ Benefit from a strengthened ongoing relationship with both regulators and future interactions with businesses throughout England, Wales and Scotland; and
- ✓ Be viewed as being 'in safe hands' when you join us – both within your business and from those looking in.

Some organisations choose to gain PA status themselves working with a local authority directly. This can be time-consuming and is usually only undertaken by large companies. If you join WorkNest, we've already done the hard work for you and you benefit in the same way.

Join us and gain access to a single source of advice that you can immediately trust and implement across your whole business.

Brilliant Online Staff Health & Safety Training

LearningNest has 5 different ways of learning so you can be sure to find the best way for your employees to absorb the training along with providing supporting communication resources.

Immersive learning:

Scenario-based courses which place the learner at the centre of the experience and test their ability to make the right decisions. These courses are highly interactive and designed to promote learner engagement and motivation.

Microlearning:

Short 5-10 minute learning vignettes focused on key topics and designed to promote knowledge retention of key information. These can be rolled out quickly in response to immediate training needs.

Adaptive learning:

A new, innovative approach to our longer, detailed study courses. An upfront assessment enables learners to discover areas of competence and weakness. The course pathway then adapts to the learners' needs based on areas of weakness identified. The adaptive learning approach is estimated to save up to 45 minutes per employee in unnecessary study time.

Diagnostic Assessment:

An AI-powered assessment to measure the learner's understanding of particular topics and to offer follow-up microlearning designed to fill any gaps in knowledge. The assessment is also useful for evaluating individual training needs for each employee.

Toolbox talk:

An eLearning asset that enhances the learning experiences of face to face training by providing an engaging course with facilitation notes and breakout points for instructor-led training.

Communication Resources:

Engaging resources which can be printed out and displayed in the workplace, or shared digitally on an intranet, newsletter or display screen. This resource is designed to promote a culture of compliance by reinforcing key behaviours in the day to day work environment.

Health & Safety, Compliance and Employment Law/HR skills.

Course areas include:

- | | |
|-----------------------------|--|
| ✓ Workplace Safety | ✓ Noise |
| ✓ Risk Assessments | ✓ Driving |
| ✓ Lone Working | ✓ Environmental Awareness |
| ✓ PPE | ✓ DSE/Computer Safety |
| ✓ Fire Safety | ✓ LOLER & PUWER |
| ✓ First Aid | ✓ Information Governance |
| ✓ Manual Handling | ✓ Discrimination and Harassment in Workplace |
| ✓ Slips, Trips & Falls | ✓ Drug & Alcohol Awareness |
| ✓ Working at Height | ✓ Equality & Diversity |
| ✓ RIDDOR | ✓ Performance Management |
| ✓ Management of Contractors | ✓ Making Appraisals Count |
| ✓ Managers Overview of H&S | ✓ Anti Bribery & Corruption |
| ✓ Premises Management | ✓ Mentoring |

You can download full details of our available courses [here](#).

What Our Clients Say



Thornbury Town Council

"When I took on the role of Town Clerk I could see that there were health and safety issues that needed addressing but did not know where to begin! Employing WorkNest (previously Ellis Whittam) has been exactly what we needed. Colleen Hickey has been a joy to work with, she has always offered clear advice and the response time is great.

It feels like you have a health and safety advisor as part of your working team, the advice is pragmatic and always put in a way so that you do not feel overwhelmed. I would definitely recommend her services to any organisation seeking advice."

Brandon Town Council

"We can absolutely recommend WorkNest (Previously Ellis Whittam).

The availability of professional support gives us the confidence to meet the demands of implementing local authority policies and procedures."



Fee Summary

60-month Support Agreement

Health & Safety Compliance
exclusive of VAT

£2,712 per annum

36-month Support Agreement

Health & Safety Compliance
exclusive of VAT

£2,855 per annum

Other

LearningNest Core - 5 Users
exclusive of VAT

FREE for the first 12 months
then £215 per annum

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 no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.

Our Terms

Our honest approach to doing business.
Our fees are as set out in the Fees Summary.

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. You can access a full copy of our insurance terms [here](#).

Contact

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

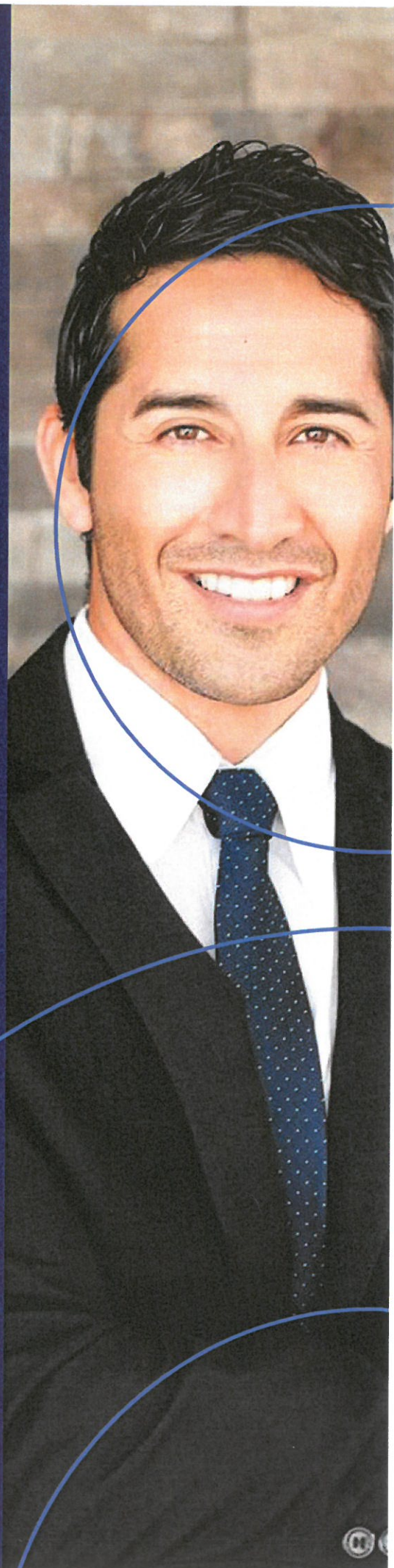
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learning

nest

from worknest

LearningNest Core



LearningNest Core delivers innovative online training, designed to provide your organisation with highly engaging content.

Health and Safety Courses

MicroLearning Courses

- 01 - Active Shooter Microlearning
- 02 - Avoiding Slips and Trips Microlearning
- 03 - Bomb Threat* Microlearning
- 04 - Can You Spot the Hazard?* Microlearning
- 05 - Checking Your Vehicle Before Driving at Work* Microlearning
- 06 - Civil Unrest* Microlearning
- 07 - Don't Get Burnt* Microlearning
- 08 - DSE: Working With Dual Screens* Microlearning
- 09 - Explosion* Microlearning
- 10 - Fire: Can You Handle It?* Microlearning
- 11 - Identifying Stress in Your Team* Microlearning
- 12 - Know Your Safety Signs* Microlearning
- 13 - Medical Emergency* Microlearning
- 14 - New Mothers in the Workplace* Microlearning
- 15 - Personal Protective Equipment* Microlearning
- 16 - Preparing for Your Journey* Microlearning
- 17 - Preventing Extremism and Radicalisation Detailed Study
- 18 - Preventing the Spread of Infection* Microlearning
- 19 - Spinal Awareness! Microlearning
- 20 - Spinal Awareness: Improving Your Posture*! Microlearning
- 21 - Spinal Awareness: Managing the Risks*! Microlearning
- 22 - Spinal Awareness: Stretching Exercises*! Microlearning
- 23 - Spinal Awareness: Toolbox Talk*! Toolbox Talk
- 24 - Spinal Awareness: Understanding Your Spine*!
- 25 - Suspicious Items* Microlearning
- 26 - Working During Pregnancy* Microlearning

Risk Assessments

- 01 - Display Screen Equipment! Detailed Study
- 02 - Display Screen Equipment Challenge! Immersive
- 03 - Display Screen Equipment Risk Assessment! Risk Assessment Tool
- 04 - Driving at Work* Detailed Study
- 05 - Driving at Work Challenge* Immersive
- 06 - Driving at Work - Annual Risk Assessment* Risk Assessment Tool
- 07 - Driving at Work - Journey Risk Assessment* Risk Assessment Tool
- 08 - Expectant Mothers Risk Assessment Risk Assessment Tool
- 09 - Home Working Risk Assessment* Risk Assessment Tool
- 10 - New and Breastfeeding Mothers Risk Assessment
- 11 - Risk Assessment! Detailed Study
- 12 - Risk Assessment Challenge! Immersive

Manager's Guides

- 01 - Introduction to Premises Management Detailed Study
- 02 - Management of Contractors Detailed Study
- 03 - Managers Overview of Health and Safety Detailed Study



* denotes courses that are CPD Certified



! denotes courses that are RoSPA Approved

Workplace Hazards

- 01 - Advanced Legionella Detailed Study
- 02 - Asbestos Management*! Detailed Study
- 03 - Electrical Safety*! Immersive
- 04 - Environmental Awareness*! Detailed Study
- 05 - Environmental Awareness (Global)*! Detailed Study
- 06 - Fire Safety*! Detailed Study
- 07 - Fire Safety Challenge*! Immersive
- 08 - Food Safety Level 2*! Detailed Study
- 09 - Food Safety Level 3*! Detailed Study
- 10 - Fire Safety Toolbox Talk*! Toolbox Talk
- 11 - Hand Arm Vibration*! Detailed Study
- 12 - Hazardous Substances*! Detailed Study
- 13 - Introduction to Working Safely*! Detailed Study
- 14 - Introduction to Working Safely Challenge*! Immersive
- 15 - Legionella and Water Safety*! Detailed Study
- 16 - Manual Handling! Detailed Study
- 17 - Manual Handling Challenge! Immersive
- 18 - Noise Exposure*! Immersive
- 19 - RIDDOR (Accident Reporting)*! Detailed Study
- 20 - Slips and Trips! Detailed Study
- 21 - Slips and Trips Challenge! Immersive
- 22 - Working at Height Advanced*! Detailed Study
- 23 - Working at Height Essentials*! Detailed Study
- 24 - First Aid for Non-First Aiders Immersive

Personal Safety

- 01 - Managing Personal Stress Challenge*! Immersive
- 02 - Managing Personal Stress*! Immersive
- 03 - Managing Stress In Your Team*! Immersive
- 04 - Managing Stress in Your Team Challenge! Immersive
- 05 - Personal Safety! Detailed Study
- 06 - Remote Working! Detailed Study
- 07 - Travel Safe Immersive
- 08 - Violence and Aggression! Detailed Study
- 09 - Your Health and Safety! Detailed Study
- 10 - Your Health and Safety Challenge! Immersive

Health, Safety, Security and Environment (HSSE)

- 01 - Abrasive Wheels Detailed Study
- 02 - Food Allergies Detailed Study
- 03 - CDM Regulations Detailed Study
- 04 - Cold Weather Awareness Detailed Study
- 05 - Confined Spaces Awareness Detailed Study
- 06 - Health and Safety for Directors Take 5
- 07 - Hot Weather Awareness Detailed Study
- 08 - Lab Safety Detailed Study
- 09 - Lift Truck Safety Detailed Study
- 10 - Lockout / Tagout Detailed Study
- 11 - LOLER Detailed Study
- 12 - PUWER Detailed Study
- 13 - Working with Young People Detailed Study
- 14 - Young People in the Workplace Detailed Study
- 15 - Confined Spaces Challenge Take 5

Safeguarding

- 01 - Awareness of Safeguarding Adults* Detailed Study
- 02 - Awareness of Safeguarding Children* Detailed Study
- 03 - Introduction to Safeguarding Adults* Detailed Study
- 04 - Introduction to Safeguarding Children* Detailed Study

Compliance Courses

Combating Financial Crime	<ul style="list-style-type: none"> 01 - Anti-Bribery and Corruption (Introduction)* <small>Detailed Study</small> 02 - Beating Bribery* <small>Immersive</small> 03 - Anti-Money Laundering in the regulated sector (UK/EU) <small>Detailed Study</small> 	MicroLearning Courses	<ul style="list-style-type: none"> 01 - Identifying Modern Slavery in the Supply Chain* <small>Microlearning</small> 02 - Modern slavery transparency statement* <small>Microlearning</small> 03 - Tackling Tax Evasion* <small>Microlearning</small> 04 - What is Modern Slavery?* <small>Microlearning</small>
Information Governance	<ul style="list-style-type: none"> 01 - Freedom of Information* <small>Detailed Study</small> 02 - Introduction to Information Security* <small>Immersive</small> 03 - Introduction to Personal Data Protection* <small>Detailed Study</small> 04 - Keeping Information Secure (Global)* <small>Immersive</small> 05 - PCI DSS (Frontline and Back Office)* <small>Detailed Study</small> 06 - Personal Data Protection* <small>Detailed Study</small> 07 - Preventing a Data Breach (Global) * <small>Immersive</small> 	Ethics and Equality	<ul style="list-style-type: none"> 01 - Preventing Discrimination and Harassment in the Workplace* <small>Immersive</small> 02 - Respect in the workplace* <small>Immersive</small>
		Online Safety	<ul style="list-style-type: none"> 01 - Social Media Awareness* <small>Detailed Study</small>

Performance Courses

Performance Management	<ul style="list-style-type: none"> 01 - Coaching Awareness <small>Microlearning</small> 02 - Making Appraisals Count <small>Detailed Study</small> 03 - Mentoring Awareness <small>Microlearning</small> 04 - Monitoring Performance Effectively* <small>Microlearning</small> 05 - Supporting Your Team's Performance* <small>Microlearning</small> 06 - The Performance Management Lifecycle* <small>Microlearning</small> 	Employee Relations	<ul style="list-style-type: none"> 01 - Managing Change*
Effective Communication	<ul style="list-style-type: none"> 01 - Having Difficult Conversations <small>Immersive</small> 02 - Understanding Communication Styles <small>Microlearning</small> 	Customer Service	<ul style="list-style-type: none"> 01 - Challenge 25 <small>Immersive</small> 02 - Providing Great Customer Service <small>Immersive</small> 03 - The Importance of Great Customer Service <small>Microlearning</small> 04 - The Three C's of Customer Service <small>Microlearning</small> 05 - Who Is Your Customer* <small>Microlearning</small>
Wellbeing	<ul style="list-style-type: none"> 01 - Drug and Alcohol Awareness <small>Detailed Study</small> 02 - Online Wellbeing <small>Microlearning</small> 03 - Support Mental Health at Work <small>Detailed Study</small> 		



learning nest

from worknest

Welcome to LearningNest, the intelligent Learning Experience Platform and complete solution to your requirements.

LearningNest helps you to supercharge your learning experiences with personalised content and smart recommendations, ensuring that your learners take the most effective learning pathway.

Features

F2F Resources

Manage face to face courses, log external training as well as internal, create an audit trail of learners entire training history. Asynchronous learning. Virtual classrooms!

Help Videos

Our platform features over 50 tutorials covering all of LearningNest's main features.

LXP Reporting

LearningNest creates a robust audit-trail for L&D managers, compliance managers and auditors, making it easy to measure results and track employee progress.

MyAstute App

The MyAstute app gives you a Learning Experience Platform at your fingertips, allowing you to take your courses at a time and place that suits you. Take your training on the move, even without an internet connection. When you're back online, the MyAstute app will quickly and seamlessly sync and record all results.

Phishing

Send simulated phishing emails to your employees.

Track and report on who opens them. Our AI driven platform will assess their learning needs.

Auto enrol employees on our Phishing and Information Security courses to make your business more secure.

Policies

Distribute learning materials and associated policies easily to your employees, and quickly track who has or hasn't completed the task at the click of a button.

Posters

Support your learning initiatives offline through LearningNest's Brand-on-Demand poster campaigns. Choose from over 500 customisable templates to reinforce key compliance messages

Risk Assessments

This feature allows your Risk Managers to identify and mitigate business risk; use standard Risk Assessments, such as DSE Risk Assessment, Home Working Risk Assessment or Driving at Work Risk Assessment. LearningNest even lets you customise or create your own risk assessment from scratch.

Scheduled Emails

Trigger/Chase emails: customisable messages can be communicated directly from LearningNest to inform learners about their learning activities, credentials, and results. Grace periods can be set in advance to remind learners of outstanding activities

Training Records

Store external or historical training records in LearningNest, enabling the platform to become a one stop shop for employee training data - set reminders for records that have an expiry data to ensure compliance.

Videos

We also offer animated video snippets that relate to some of our courses and deliver a core message about the topic. The videos are part of the free communication resources we offer alongside posters. You can upload their own versions too.

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from worknest

worknest

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worknest.com