

CONTRACTOR

HEALTH AND SAFETY CONSULTANT SERVICE FEE PROPOSAL

**Ref.No.: EFP_101 DCS
ECCONE LTD**



Occupational Health and Safety Management and Compliance Services

Dear Client

Welcome to the **ECCONE** Service Schedule for Health and Safety. This offer contains all of the information you will need about our service.

The schedule is split into two parts; one for the core provision which is charged as an annual rate based on your payment plan requirements and the other is enhanced services which are payable through a 'Pay as You Use' rate.

At **ECCONE**, we help organisations conform to legislation and achieve high performance in health and safety, and the environment and sustainability. Our Health and Safety and Environmental Consultants work with you to provide practical and cost-effective solutions delivering tangible improvements and demonstrating to all your stakeholders that you have minimised the risks of accidents and legal action.

The Health and Safety Team will support the client in fulfilling their statutory requirement for the provision of competent persons within the organisation to comply with the Management of Health and Safety at Work Regulations 1999.

"As an employer, under the Management of Health and Safety at Work Regulations 1999 (Reg 7), you must appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety."

The **ECCONE** Health and Safety Team are committed to providing a high quality, comprehensive health and safety service to ensure that organisations comply with all aspects of Health and Safety Legislation.

All organisations with five or more employees are required by UK law to have:

- A documented health and safety policy
- Documented risk assessments for all significant hazards
- Access to competent health and safety advice (either internally or by using external health and safety consultants)
- Documented arrangements for the planning, organisation, control, monitoring and review of health and safety arrangements (i.e. health and safety manual)
- Adequate health and safety training for managers and employees.

We provide a friendly, accessible, professional service. The **ECCONE** team are highly qualified across a wide range of health and safety areas including (Chartered Membership Royal Institution of Chartered Surveyors), CMIOSH (Chartered Membership Institute of Occupational Health), MIIRSM (Member of International Institute of Risk and Safety Management), Grad IOSH, Diploma in Occupational Health and Safety Practice and Asbestos Proficiencies.

We are always keen to work with our customers to meet their specific needs, so please let me know if we can assist in making the service more bespoke to your project.

We would appreciate it if we could be considered for your project to work as a Health and Safety Consultant.

I look forward to hearing from you, in the interim, if you have any questions, then please do not hesitate in calling me directly.

Kind Regards,


Rafal Gierszewski MIIRSM GradIOSH AssocRICS AaPS
Senior Health and Safety Consultant / Management
Executive Team

ECCONE LTD

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 <https://www.instagram.com/ecconegroup/>

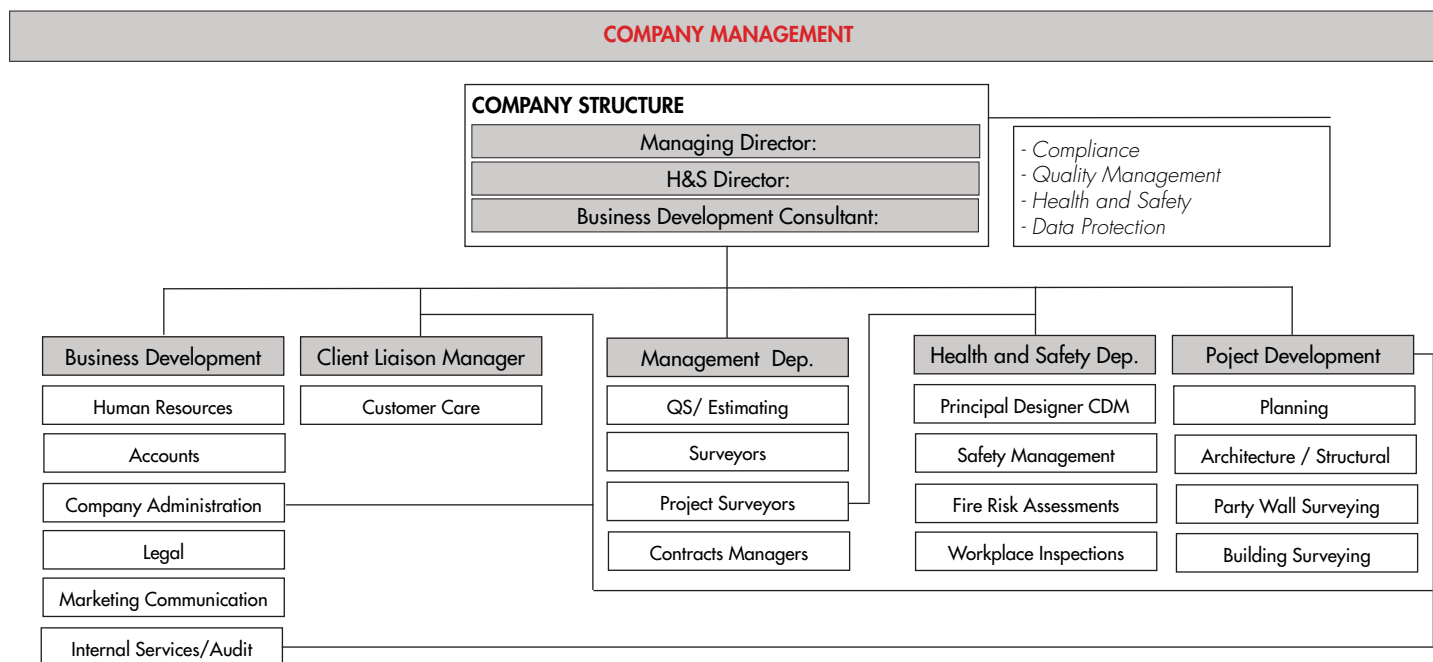
 <https://www.facebook.com/econestore/>

ECCONE ORGANIZATION

Understanding the ECCONE organization and its context

ECCONE is leading professional multidisciplinary companies with specialists in project and construction management, engineering, management and health and safety consulting providing a wide range of services to both private and construction sector clients in UK. Our team is formed of experts who are either specialise in construction sectors, such as civil engineering, health and safety , process engineering. In addition, Eccone Ltd consultants are member of numerous UK professional associations. (RISC , IIRMS, IOSH, APS)

Figure 1 – Organization Eccone Group



INDIVIDUAL RESPONSIBILITIES OF OUR TEAM

Specific areas of responsibility include:

Occupational Health and Safety Manager:

- Health and Safety Team
- Occupational Health Team
- Provide leadership and management support to both teams.
- To review contractual agreements, when necessary.
- Manage feedback from customers.

Duty Health and Safety Officer:

- Provide a timely and responsive telephone or email service.
- To review any accident forms that are received by the team for monitoring and reporting purposes.
- To support the initial advice for significant accidents and assist you with support to secure the site and start your initial investigation of the incident.
- Provide initial timely, accurate and legally sound advice in response to queries from the construction sites.
- Provide support for accessing and clarifying any Council H&S policy or project condition documentation.

Health and Safety Officer:

- Provide timely, accurate and legally sound advice in response to queries from the construction sites.
- Create and update policies, ensuring that best practice and legal requirements are met.
- To offer support and recommendations for accident investigations.
- To provide timely information to enable construction sites to keep up to date with changes in legislation, etc.
- To provide a timely summary overview of Accident data, if accident forms monitored.

Health and Safety Trainers

- To deliver agreed courses.
- To provide information to allow course participants to engage and to ask questions.
- To record attendance at training courses.
- To undertake preparation and administration as necessary for the smooth delivery of the courses.

Health and Safety Store Support Assistant

- Participate in the collection and collation of safety data and provide timely statistical information on request.
- To provide administrative support for product documentation data.



“ECCONE **consultants** are your health and safety resources providing guidance and support when needed at minimum cost compared to a full time employed specialist.”

OUR SERVICES

Approved Consultant Services provides multidisciplinary services to its clients from inception to completion, with the ability to provide flexibility and add value to any scheme.

ECCONE can help you review, improve and formalise your Health and Safety procedures and put in place recognised management system to ensure compliance in critical areas of your business. Our consultancy services are all tailored to the specific needs of each client to ensure that they are both practical and affordable.

We can support you through the process of identifying your needs, filling gaps, implementing new procedures and maintaining your performance.

Our services include:

- H&S Strategies
- Management Systems
- Legal Compliance Advice
- RIDDOR
- COSHH
- RAMS
- Company Health and Safety Audits
- Supply Chain Management
- Construction Management Plan
- Construction Phase Health and Safety Plan
- CDM 2015
- Asbestos Survey
- Traffic Management Plan

OUR OBLIGATIONS AND REQUIREMENTS

What we will do for you:

- Unlimited provision of health and safety advice over the telephone. This service provides assistance with both simple and complex health and safety queries.
- Monthly inspections to ensure you operate accordingly with Health and Safety requirements.
- Prepare and provide access to health and safety policies in line with necessary regulations.
- Provision of necessary advice (by email and phone) if any when required in case of any health and safety incident or accident (incl. RIDDOR 13) reporting requirements, health and safety related claim or litigation or visits and enforcement action by HSE or Local Authority for the duration of any related to the above works. This excludes any visits to the site or conducting any incident or accident investigation, filling in the RIDDOR form or any other forms or creation of any documentation.
- Monitoring of accident forms – each form submitted will be checked by the Duty Safety Officer and any concerns will be raised with the authorised officer.
- Prepare and review documentation for each registered project at pre-construction stage (the charge for Site Health and Safety Management Folder with documentation applies) See Table One for Charges.
- Providing the site team with all the current draft documentation for health and safety procedures.
- Attending a monthly site inspection and Contractor Team group meeting.
- Notifying HSE of project details and updating the projects with 'F10' certificate.
- Health and Safety advisor available for the whole duration of your project.
- Provision of necessary competent advice (by phone or email) to the Client and Principal Contractor on health and safety-related matters (in accordance with Regulation 7 of Management of Health and Safety at Work Regulation 1999) for the duration of and related to the above works. This excluded creation of any documentation or non standard matters and fair use limit applies.
- A review of your existing management systems. Handling of all communication between the client, contractors, and designers
- A briefing and detailed written report to management on key issues at the end of the review.
- Risk assessment and management: Job hazard/ job/task safety analysis; Emergency, Response Assessment; Incident investigations/root cause analysis; Risk Management Plans.
- Regular newsletter's providing updates on who's in court, H & S Legislation, useful safety tips and articles etc.
- Accident/Incident Investigation and analysis.
- Permit to work systems
- Provide Contractor Health and Safety Management Folder with all information.



WHAT WE REQUIRED FROM YOU...

Meeting Team

As the first part of a Compliance Review or Audit, we undertake a gap analysis of your health and safety, and environmental and sustainability system against recognised standards i.e. Quality Management Systems or internal company standards and report on the areas that need to be addressed.

Full Health & Safety Management Systems – Eccone has expertise in designing comprehensive and integrated health and safety management systems, which have the capability to 'adjust' with any company enlargement and/or diversification.

In addition, we have experience at reviewing existing systems and identifying any shortcomings.

ECCONE SITS INSPECTION AND REPORTING

Helping you identify hazards

We're here to help you comply with legislation and to establish the best solution for your requirements. Our qualified surveyors can carry out professional site surveys to help determine the way forward. We're happy to meet you on site to discuss your safety concerns and requirements and to carry out a thorough site survey to determine the most cost-effective solution for your requirements.

The Complete Solution

Once the hazards have been identified, we will provide you with a breakdown of our recommended safety solution, including any required training and annual inspection and recertification of the system to ensure continued compliance.

Following-up after an inspection

- We will explain the reasons for any follow-up action.
- On a monthly basis, we will have the opportunity to inspect again so our Safety Inspectors can check if the issues raised got appropriate attention.
- Share the follow-up action taken throughout the workplace and other relevant parts of the business, including the health and safety committee where there is one.

Report

Our detailed reports cover the full range of site activities. The example below is a report on an inspection of the client site provided by Eccone Inspector. The findings of the inspection are presented on 33 pages. The key points for our report are:

- Find out if the requirements of the local health and safety policy are being met;
- Note what is right as well as what is wrong;
- Agree with any remedial actions which are required.



CONSULTANT HEALTH AND SAFETY SITE INSPECTION REPORT

This report is to be utilized to inspect, review and correct any site conditions or hazards that may endanger personnel, contractors or members of the public. Site Safety Inspections are necessary to check your operations against established expectations.

PROJECT ADDRESS:	CLIENT NAME:	DATE OF THE INSPECTION:
PREPARED BY:	APPROVED BY:	TIME OF THE INSPECTION:
CONTRACTOR NAME:	PROJECT MANAGER:	REPORT / INSPECTION NO.:
SITE MANAGER / SUPERVISOR:		PROJECT NO.:

SCORE LEVEL	SCORE POINTS / %	DESCRIPTION
VERY GOOD	2000 - 2096	93 - 94%
GOOD	1500 - 1999	62 - 82%
FAIR	1000 - 1499	42 - 51%
POOR	500 - 999	21 - 41%
UNSATISFACTORY	100 - 499	5 - 20%
UNACCEPTABLE	0 - 99	0 - 4%

AVAILABLE POINTS	2000
POINTS SCORED	1860

CHECKED	COMPANY DIRECTOR / HEALTH AND SAFETY CONSULTANT	SIGNATURE	DATE	STATUS
<input type="checkbox"/>	John A. Kavanagh			Reviewed? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Site Manager			Reviewed? <input type="checkbox"/> YES <input type="checkbox"/> NO

I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS FORM REPRESENTS AN ACCURATE RECORD OF THE WORK INSPECTED ON SITE.

SUPERVISOR NAME: Sam O'Brien SIGNATURE: [Signature] DECLARATION

INSPECTION REPORT

INDEX	AREA	TASK	COMPLIANCE VERIFICATION	ACTION REQUIRED DETAILS	ACTION TAKEN	COMPLIANCE	EVIDENCE REFERENCE
1.0	Administration	Documentation	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.1		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.2		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.3		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.4		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.5		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.6		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.7		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.8		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100
1.9		Check inspection reports are filed in accordance with the local authority's requirements.	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Substantive? <input type="checkbox"/> Inspected/Condition/Action Required	Completed	100

COMPLIANCE SCORED DURING INSPECTION:

Total available score: 100

POINT SCORED: 100

MANAGER, SIGNATURES - NONE APPLICABLE

EVIDENCE (Photos): [Photos of site inspection]

CONSULTANT HEALTH AND SAFETY SITE INSPECTION REPORT

This report is to be utilized to inspect, review and correct any site conditions or hazards that may endanger personnel, contractors or members of the public. Site Safety Inspections are necessary to check your operations against established expectations.

SUMMARY

Point Score: 1000 (100% level of compliance above standard) 100%

CORRECTIVE ACTION

0/000 100% compliance

ADDITIONAL COMMENTS

The site was inspected on 20/10/2022. The site was found to be in full compliance with the relevant legislation and standards. No corrective actions were required.

CHECKED	COMPANY DIRECTOR / HEALTH AND SAFETY CONSULTANT	SIGNATURE	DATE	STATUS
<input type="checkbox"/>	John A. Kavanagh		20/10/2022	Reviewed? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/>	Site Manager			Reviewed? <input type="checkbox"/> YES <input type="checkbox"/> NO

I HEREBY CERTIFY THAT THE INFORMATION SHOWN ON THIS FORM REPRESENTS AN ACCURATE RECORD OF THE WORK INSPECTED ON SITE.

SUPERVISOR NAME: Sam O'Brien SIGNATURE: [Signature] DECLARATION



Documenting your Safety Management System can demonstrate that you are doing your very best to provide a place of safety for your employees.

This documented system demonstrates your commitment to achieving a safe working environment by stating your policies, demonstrating your planning, recording your risk assessments and control measures.



CONTRACTOR HEALTH AND SAFETY MANAGEMENT FOLDER



The Folder..

This folder is a legal requirement under Management of Health and Safety at Work Regulations (MHSWR), any shortfalls such as missing or poorly managed documentation is a breach of those regulations, and as a result, a fine can be imposed on the individual responsible as well as the company, an enforcement notice can be placed on the site if this folder is not kept up to date, this results in work on-site stopping until it is in good order.

Every single piece of health and safety information should be added to this folder; you may have sub-contractors information stored in other files, in fact, it is common practice for each sub-contractor to have their own file with their relevant information contained within it.

This is where the HSE, emergency services, accident investigators, H&S consultants will expect to see all matters pertaining to health and safety; this legal file **MUST** be kept up to date at all times.

Currently, there are 16 sections; it is likely to spread over two by the time the site is complete, ensure each folder as it develops is indexed correctly.

This package includes:

SECTION 1 - CDM 2015

Pre - Construction Information File
Construction Phase Health and Safety Plan
F10 Certificate
CDM External Reports

SECTION 2 - Company Legal Documents

Legal Company Documents
Company Health and Safety Policy
Company Environmental Policy
Company Procedures
Alcohol and Drugs at Work Policy
Equal Opportunities Policy
Health, Safety and Welfare Policy Statement

SECTION 3 - Contractor Site Induction

Site Induction Register
Company Induction File
PPE Register Schedule
Employees Training Sheet
Staff Performance Appraisal Form
Time Sheet

SECTION 4 - Sub - Contractor File

Contractor A:
Sub Contractor Site Induction Register
Contractor Induction File
Contractor Qualification Questionnaire
Contractor's Evaluation Form

SECTION 5 - Emergency Procedures

Emergency Procedures File
Local Hospital

SECTION 6 - Fire Safety Procedures

Construction Fire Safety Management Plan
Construction Site Fire Risk Assessment
Fire Safety Site Procedures
Fire Fighting Equipment
Fire Alarm Inspection
Fire Inspection Register

SECTION 7 - Company Site Safety Inspection

Site Manager Health and Safety Inspection
Site Hoarding Site Inspection
Small Tools Inspection
Project Weekly Fire Inspection
Daily Plant Inspection

SECTION 8 - External Safety Inspections

External Consultant Safety Inspection
HSE
Fire Safety Consultants Report
Asbestos Report

SECTION 9 - Scaffold and Tower Inspection / Reports

Internal Scaffold Inspection Report
Internal Tower Inspection Report
Ladders and Steps Inspection
Scaffold Design
Scaffold Handover Certificate
External Scaffold Inspection Reports

SECTION 10 - Hand and Arm Vibrations

Hand and Arm Register

SECTION 11 - Permits

Permits Register Pack
Permit to Works - General
Hot Works Permit
Permit to Lift
Lone Works Permit
HAV Works Permit
Confined Space Permit
Works at Height Permit

SECTION 12 - Manual Handling Assessments

Manual Handling Assessment Register

SECTION 13 - Risk Assessment and Method Statement

RAMS REGISTER - Package of 29 documents

SECTION 14 - Control of Substances Hazardous to Health

COSHH - Package of 40 documents

SECTION 15 - Toolbox Talk

ToolBox Talk - Package of 18 documents

SECTION 16 - Accident and First Aid Procedures

Accident and First Aid Procedure Pack
Environmental Incident Report
Record of Injuries to include cuts, illness under 3 days
Internal Accident Report Form
Internal Accident Investigation Report
Accident Witness Statement
First Aid Treatment Record
Near Miss Report Form
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

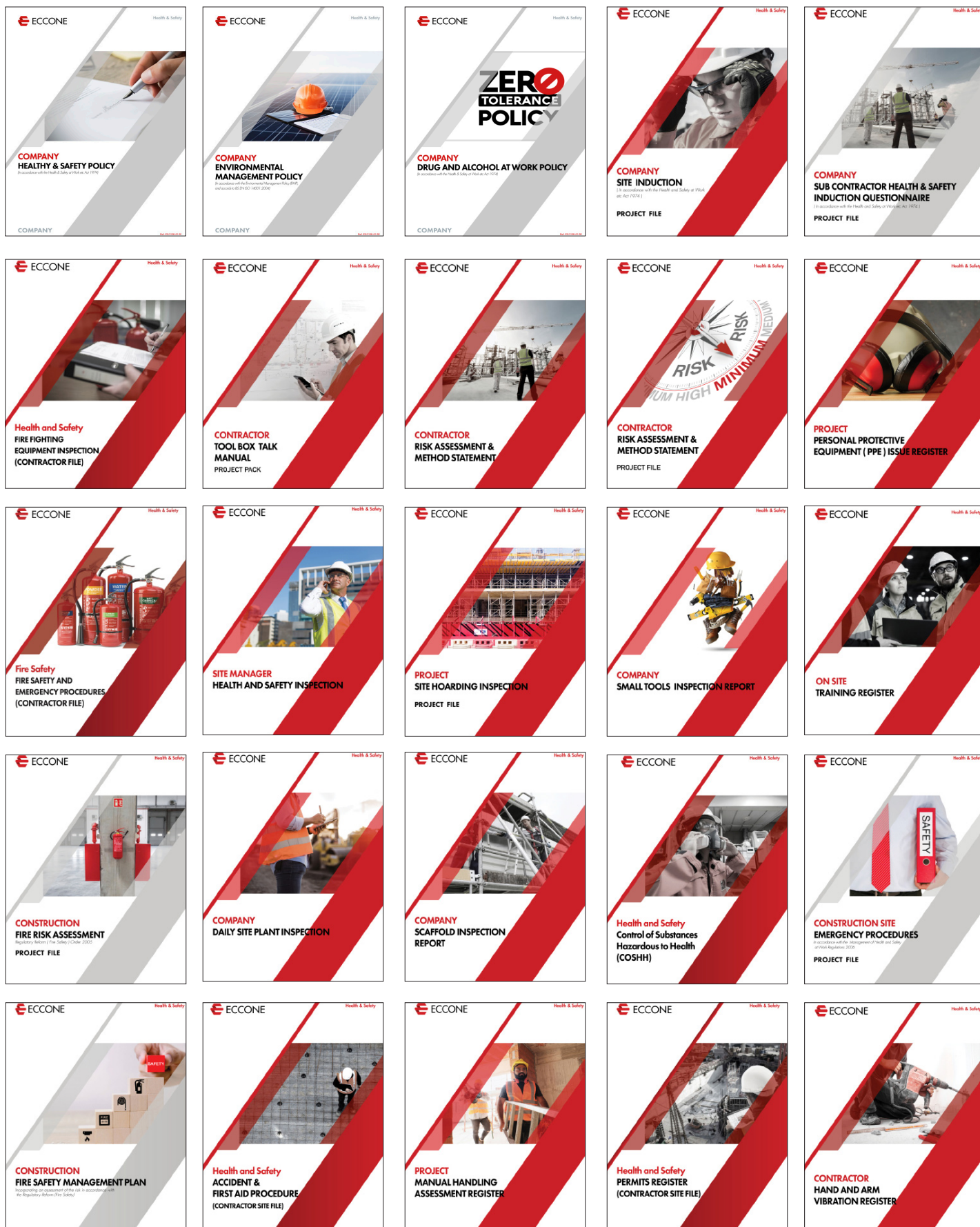
What is in the folder...

Imagine being able to handle all your documentation with ease...

We know how hard it is to manage both your paperwork and your team on site.

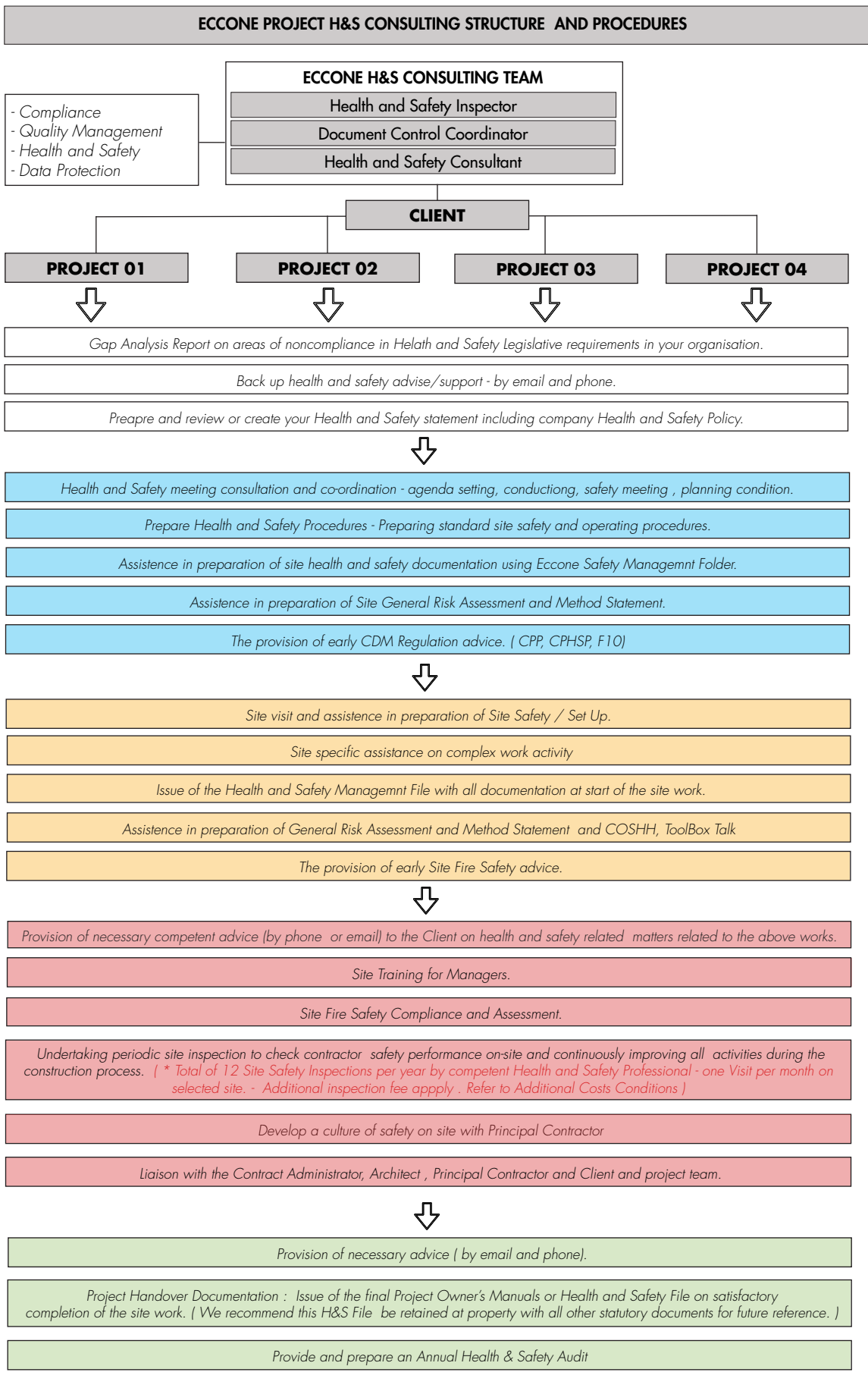
To make things easier for you, we combined our knowledge and experience into complete packages.

These documents are designed by professionals who used their knowledge and experience in construction, management, administration and design to prepare the tools which enable you to work more efficient.





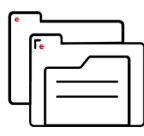
“ We offer you the peace of mind in knowing that your Health and Safety is 100% fit for purpose, with our hugely experienced consultants here to protect your team and boost your business credentials too.”



PRE - CONSTRUCTION STAGE



PROJECT START - SITE SET UP



CONSTRUCTION PHASE



COMMISSION PHASE



ADDITIONAL SERVICES

AHSS 1	Additional Site Inspection
AHSS 2	Project Start Documentation
AHSS 3	Project Handover Documentation

AHSS 4	Site Safety Information Board
AHSS 5	Site Training for Managers
AHSS 6	Additional charges: Traveling costs / miles

PAYMENT PLAN

Sign for our Health and Safety
Consultancy Plan

Yearly Plan tailored to your needs.

Your business can benefit from a selection of the following services from **ONLY £ 400/month**

PROPOSED SERVICE SCHEDULE

Included in this Contract *Provision of necessary health and safety services added to 12 month contract.*

Ref.	Section/Service	Description	QTY	Item	Unit £	Costs £
EHSP 1	PARTNER H&S Consultancy Plan - 12 Months Contract	Tailored to the specific needs of your organisation and priced accordingly, this package includes a complete Health and Safety Policy Manual based on our initial assessment and any recommendations we make. Your advisor will make an annual site visit to carry out a complete audit and prepare a report and action plan. You can access your documentation at any time on our fully secure portal.	12	month	£ 400	£ 4800
	<i>Note: Provision of necessary competent advice (by phone or email) to the Client on health and safety related matters related to the above works. This excludes creation of any specific project documentation or non standard matters and excludes creation of the specific design documentation related to traffic order or non standard project procedures.</i>					
		- Register 4 "LIVE" site with our Safety Team.				<i>Included in H&S Plan</i>
		- Monthly Inspection and report (12 site visits annually)				<i>Included in H&S Plan</i>
		- Access to health and safety site documentation				<i>Included in H&S Plan</i>
		- CDM 2015 compliance.				<i>Included in H&S Plan</i>
		- Phone and email supports				<i>Included in H&S Plan</i>
		- H&S Procedures site set - up handbook				<i>Included in H&S Plan</i>
		- Legal compliance audit				<i>Included in H&S Plan</i>
		- Company Health and Safety Policy Package				<i>Included in H&S Plan</i>
		- Site Fire Risk Assessment + Site Fire Management Plan				<i>Included in H&S Plan</i>
		- Liaison with external bodies				<i>Included in H&S Plan</i>
		- Provide site safety information board for registered site				<i>Included in H&S Plan</i>
		- Accident / Incident Investigation				<i>Included in H&S Plan</i>

ADDITIONAL SERVICES

Optional Services:

The fees to be paid by Client to Eccone for the Additional Services as provided for in the Additional Services Schedule.

Ref.	Section/Service	Description	QTY	Item	Unit £	Costs £
AHSS 1	Health and Safety Management System	Purchase of Company H&S Management Folder	1	item	£600	£ 600
AHSS 2	Documentation	Site specific assistance on complex work activity assessments and procedures, e.g. Covid 19	4	item	£120	included
		<i>REQUIRED</i>				
AHSS 3	Site Inspection and Monitoring	Undertaking additional site inspection to check contractor safety performance on-site and continuously improving all activities during the construction process. We confirm that our inspection service is planned to achieve the health and safety performance standards for HSE. We will issue our inspection contact plan at the appropriate time.	0	visit	£275	additional
		<i>OPTIONAL</i>				
AHSS 4	Project Safety Managemnt	Initial set up of Health and Safety Site Folder - hard copy	1	site	£200	£200
		<i>REQUIRED- On Appointment</i>				
		Prepare Site Sign IN/OUT Folder	1	site	£25	included
		Set Up Project Cloud Folder with Documentation	12	month	£5	included
AHSS 5	Site Safety Information Board	Internal Site safety Information Board - One Project Only	1	site	£125	£ 125
		<i>REQUIRED</i>				
		External Site Safety Information Board- One Project Only	1	site	£125	£ 125

PAYMENT PLAN

Ref.	Section/Service	Description	QTY	Item	Unit £	Costs £
AHSS 6	Health and Safety/ CDM Compliance <i>REQUIRED- On Appointment</i>	The provision of early CDM Regulation advice.	4	site	£100	included
		The submission of the F10 Notice. This informs the HSE that Eccone have been appointed as a Principal Contractor to provide CDM Regulation control for the work.	0	site	£600	by others
		The checking of submitted drawings at the plan stage and advising of the CDM Regulations requirements and prepare Pre-Construction File.	0	site	£500	excluded
		Liaison with the Contract Administrator, Architect, Principal Contractor and Client.	4	site	£250	included
		Prepare Health and Safety File / Manual File on satisfactory completion of the site work. (We recommend this H&S File be retained at site with all other statutory documents for future reference.)	1	site	£350	excluded
		Develop a culture of safety on site with Principal Contractor and project team.	4	site	£150	included
AHSS 7	Site Training for Managers <i>REQUIRED</i>	Competent training on health and safety aspects and use of Health and Safety Folder. Planned and regular site inspections are required to ensure standards are maintained, and safety arrangements are suitable and sufficient. We will show you how to maintain this manual to ensure that it is always up to date and compliant with legislation. The Health and Safety documentation we offer to our clients enables them to create working environments that are confidently compliant.	1	visit	£450	£450
		Prepare Construction Phase Health and Safety Plan for each project	4	site	£300	included
AHSS 8	Site Fire Safety Compliance <i>REQUIRED</i>	The provision of Site Fire Safety advice.	4	site	£350	included
		Undertaking site fire safety inspection and issue of the Fire Risk Assessment	4	site	£550	included
		Prepare Fire Management Plan	4	site	£250	included
AHSS 9	Additional charges: <i>OPTIONAL</i>	Above costs are exclusive of travelling expenses which will be charged at 0.45 pence per mile.	0	miles	£0.45	additional

TOTAL SERVICES FEE

12 MONTHS CONTRACT FOR THE PROVISION OF HEALTH AND SAFETY CONSULTANCY SERVICES

- 4 NO. REGISTERED PROJECTS

Ref.	Section/Service	Description	Total Contract
EMS 400	PARTNER CONTRACT	Tailored to the specific needs of your organisation this Contract of services includes a complete health and safety documentation and services based on our initial assessment and any recommendations we make. Our advisor will make a monthly site visit to carry out a complete audit and prepare a report and action plan. You can access your documentation at any time on our fully secure portal.	£6300
EMS 400	Payment Terms	Monthly Payments: A initial payment for the balance of the sum presented on appointment "first month's contract", followed by advance payments on the first day of each following month on ECCONE Account.	Monthly Payment of £1900 + VAT
			Monthly Payment of £400 + VAT

FEE BASIS & INVOICING SCHEDULE

(Including additional fees and charges)

Example of payment schedule.

(excluding additional fees and charges)

Description		Invoice
PARTNER H&S Consultancy Plan - 12 Month Contracts	Total Sum: £6600	
(1) Invoice 1 - Purchase Health and Safety Management Folder/System	(AHSS 1)	- £600
(2) Invoice 1 - Including Additional Fee	(AHSS5, AHSS7)	- £1200
(3) Invoice 1: On Appointment - Month 1	(EHSS 1)	- £400
(4) Invoice 2: 30 days against item (3) - Month 2	(EHSS 1)	- £400
(5) Invoice 3: 30days against item (4) - Month 3	(EHSS 1)	- £400
(6) Invoice 4: 20 days against item (5) - Month 4	(EHSS 1)	- £400
(7) Invoice 5: 20 days against item (6) - Month 5	(EHSS 1)	- £400
(8) Invoice 6: 30 days against item (7) - Month 6	(EHSS 1)	- £400
(9) Invoice 7: 20 days against item (8) - Month 7	(EHSS 1)	- £400
(10) Invoice 8: 20 days against item (9) - Month 8	(EHSS 1)	- £400
(11) Invoice 9: 20 days against item (10) - Month 9	(EHSS 1)	- £400
(12) Invoice 10: 30 days against item (11) - Month 10	(EHSS 1)	- £400
(13) Invoice 11: 20 days against item (12) - Month 11	(EHSS 1)	- £400
(14) Invoice 12: 20 days against item (13) - Month 12	(EHSS 1)	- £400

STANDARD CONDITIONS AND APPOINTMENT

Disbursements	Disbursements typically include, but are not limited to, the following : - travelling and living expenses - photocopying and/or printing - courier services
VAT	Eccone Ltd is a VAT registered company. Therefore VAT at the current rate , together with all disbursements will be added to our invoice.
Additional Visits:	Any additional site visit (including the travelling time to and from the site) during the process of the work, together with design team meetings and investigative, administration and management practices will be charged on time record basis at the applicable rate. If required outside of the proposed scope, we will be pleased to attend additional design team/site progress meetings. This will be charged at a separately agreed additional fee. Any fix quotation in this schedule is based on undertaking the works once only. Any changes or variations, by others that may result in amendments to our work, will be a charge on an additional time recorded basis at the applicable rate.
Responsibilities	Whilst Eccone Ltd is not responsible for construction defects or issues of the project unless agreed in writing otherwise, we assume that the Contractor/ Client will be dealing with all other aspects of the Building Regulations, including fire precautions, acoustic performance, incoming services, drainage, ventilation, plumbing, electrical, central heating and heat losses, etc.
Practical Completion	Practical Completion achieved no later than (see contract terms and condition) weeks from appointment
Collateral Warranties	No allowance for collateral warranties or any other agreement
Legal Matters	Latent claims advise excludes any form of civil legal matters
Appointment	Appointment of our services within 30 days from the date of this fee proposal
Payment of Accounts, Interest	The Eccone's fees shall be paid as set out in the Form of Agreement. The Eccone's account for fees and disbursements is due when presented. Accounts overdue by 14 days or more will be subject to interest charges as set out in the Late Payment of Commercial Debts Act..
Copyright	Payment of the Eccone's fees gives the Client the right to use, for their intended purpose only, the documents prepared by the Eccone as instruments of service. The copyright and ownership of these instruments of service remains with the Eccone and may not be used for any other project, or sold, or offered for sale (or as part of a sale of the property) by the Client unless the Eccone has given written consent accordingly.
Other Agreements	Our services will be provided in accordance with the legal requirements and industry-standard practice and do not allow for the provision of collateral warranties. Our fee does not include for a single one-off type appointment agreements or other contractual matters which result in additional liability or costs to us. If any such arrangement is required, the incurred costs will be charged additionally.



OPTIONAL

The fees to be paid by Client to Eccone for the Additional Services as provided for in the Additional Services Schedule.

Ref.	Section/Service	Description	QTY	Item	Unit £	Costs £
EHSS A	Additional Site Visit	If required outside of the proposed scope, we will be pleased to attend additional design team/site progress meetings. If required outside of the proposed scope, we will be pleased to carry out additional standard site health and safety inspections during the construction phase, at agreed regular intervals or on an as and when required basis. This will be charged at a separately agreed additional fee.	0	visit	£275	n/a
EHSS B	Specific Project Documentation	Provision of necessary competent advice (by phone or email) to the Client on health and safety-related matters related to the above works and creation of any specific project documentation or non-standard matters and excludes creation of the specific design documentation related to traffic order or non-standard project procedures. e.g. Traffic Management Plan, Asbestos Survey, Temporary Works, Underpinning RAMS and Monitoring Regime.	(POA)			

CONTRACT

Suspension of services

If the Project or the Consultant's services are suspended by the client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, the Consultant shall be compensated for all services performed and reimbursable expenses incurred before the receipt of notice of suspension. Besides, upon resumption of services, the client shall indemnify the Consultant for time incurred as a result of the suspension and resumption of its services, the Consultant's schedule and fees for the remainder of the Project shall be equitably adjusted.

If the Consultant's services are suspended for more than (40) days, consecutive or in the aggregate, the Consultant may terminate this Agreement upon giving not less than five (5) calendar days' written notice to the client.

If the client is in breach of the payment terms, health and safety responsibilities or otherwise is in material breach of this Agreement; the Consultant may suspend performance of services upon five (5) calendar day's notice to the client. The Consultant shall have no liability to the client, and the client agrees to not claim for any delay or damage as a result of such suspension caused by any breach of this Agreement by the client.

Upon receipt of payment in full of all outstanding sums due from the client, occurring of such other breach that caused the Consultant to suspend services, the Consultant shall resume services, and there shall be an equitable adjustment to the remaining project schedule and fees as a result of the suspension.

Should any of the criteria noted above alter, we reserve the right to charge additional fees.

Should payment be late, we reserve the right to charge interest in accordance with the Late Payment of Commercial Debts Act.

The terms and conditions of this proposal take precedence over any other agreement we have with you.

Should any of the criteria noted above alter, we reserve the right to charge additional fees. The terms and conditions of this proposal take precedence over any other agreement we have with you.

NEXT STEP

We trust this proposal is in line with your requirements, and the fee offer is reasonable.

Please confirm our appointment in writing (email confirmation is excellent), and we will prepare and issue fee proposal.

Once it proved and agreed we would issue the contract document and invoice as specified in contract T&C.

You will need to complete the documents and appropriate appointment payment by return.

Please do not hesitate to contact us should you wish to discuss further.

I look forward to hearing from you in due course.

"In such a work environment, employees enjoy work and motivate each other to act safely. As a result of the positive safety culture, quality and productivity on the project also improved and created a strong bond between all employees."



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