

## training services

Health and safety law states that employees must be trained and clearly instructed in their duties and that employers and host companies must ensure contractors are properly trained to work safely.

Acton Jennings is approved to provide the following training courses:

### *IOSH Accredited Training Courses*

The Institution's range of health and safety training courses has been developed to address the training needs of the non-health and safety expert.

*Managing Safely* – This is a basic qualification in safety and health for managers and supervisors in all organisations. Its aim is to "ensure that safety requirements are appreciated by people employed as line managers and enable them to review their own departmental systems for safety, introducing new controls or implementing changes as appropriate to make their workplace safer".

### *Courses validated by the CIEH*

*Basic Health and Safety* - is a one-day taught course followed by a written examination.

### *Courses accredited by City & Guilds*

*National Vocational Qualifications Levels 3 & 4 in Occupational Health and Safety.*

These are work-based qualifications, designed for those who are appointed to provide such health and safety assistance in organisations with significant hazards and complex risks. Please note we screen applicants by interview for this qualification to ensure they can meet the entry criteria.



To achieve the certificate candidates must demonstrate competence in a number units.

Our Assessor will carefully guide candidates through the standards and identify future potential evidence to meet the performance criteria.

We offer the units as stand alone courses, if this is required.

In addition to these accredited courses, Acton Jennings is able to provide a wide and varying range of bespoke health & safety training programmes, all of which are specifically designed to meet the particular needs of the client.

Some of the more popular ones are:

#### *Asbestos awareness*

Asbestos awareness training is required to be given to those employees whose work could foreseeably expose them to asbestos. Our standard asbestos awareness course includes the range of topics as recommended by the Health & Safety Commission in their Approved Code of Practice and guidance on the Control of Asbestos Regulations 2006.

#### *Health & safety awareness*

This course is designed to provide delegates with an appreciation and understanding of Health and Safety legislation and duties, how this is put into practice and the impact it has on us as individuals whilst at work. The course structure follows a modular style approach that will allow the delegates to gain a basic knowledge of health and safety topics that are relevant to all workplaces.

#### *Risk assessment and control*

Risk assessments are required by the Management of Health & Safety at Work Regs and other Regulations. Employers must evaluate how work activities can give rise to accidents and ill health and subsequently decide how to control the risk. The course is designed to provide delegates with the tools required to be able to carry out risk assessments in the workplace and manage the implementation of any identified control measures.

#### *Manual handling*

Our manual handling course is designed to give delegates an understanding of basic manual handling. This is achieved by ensuring delegates have a knowledge of the legislation governing manual handling activities, facts and figures related to back injuries, injury avoidance, a basic understanding of the anatomy of the back. The course then includes some practical exercises.

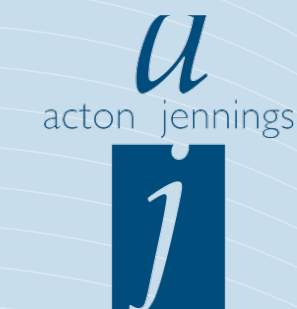
## past or present clients of acton jennings include:

- *Home Office (HM Prison Service)*
- *Ministry of Defence (Royal Navy)*
- *Leeds NHS Trust*
- *GVA Grimley*
- *Imperial Tobacco*
- *Everards Brewery*
- *City of Bradford Metropolitan Council*
- *States of Jersey*
- *York City Council*
- *BSkyB*
- *Peninsula Business Services*
- *Wakefield Metropolitan District Council*
- *Asda*

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## Risk Management Solutions



## controlling & managing risk



## a little bit about us

Acton Jennings is an organisation dedicated to furthering the interests of employers.

We have over 15 years' experience in providing practical, cost effective solutions to health & safety and personnel problems.

We have extensive experience of working in a wide range of industry sectors throughout the whole of the UK.

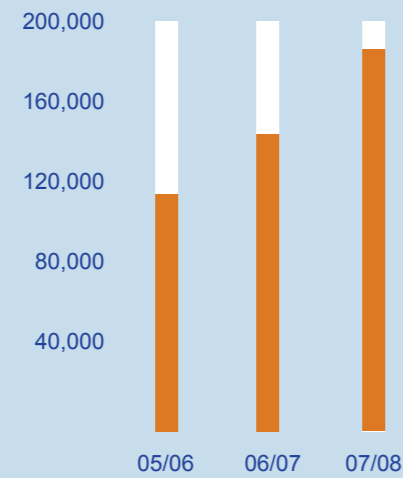
Through our associated companies, we also provide health and safety training, analytical services and asbestos surveying services.

Our aims are:

- to enable our clients to comply fully with the complex obligations placed upon them by employment law and by health and safety law;
- to provide cost effective, practical solutions, to the health and safety and people management problems faced by employers;
- to reduce the risk of legal action being pursued against our clients by providing a continuing professional support service;
- to defend our clients in the criminal courts or in an Employment Tribunal.



## tribunal cover



*"Now that employees have more rights than ever before, are better informed than ever before and are more litigation minded than ever before, shouldn't you protect your business?"*

*Claims to Tribunal are increasing year-on-year.*

It usually costs employees nothing to go to tribunal. No matter what your expenditure has been in defending the case, employees are seldom held liable for any costs incurred by you. In addition there are many legal firms aggressively advertising their willingness to take on cases on a no-win no-fee basis, so a claimant's costs will be next to nothing.

The maximum compensatory award in Employment Tribunal is well in excess of £60,000. It will be updated each year. There is no upper limit on the awards in cases of sex, race and disability discrimination.

Even a successful employer at Employment Tribunal would spend many hours of valuable time preparing a case for hearing. Tribunal directions in England and Wales often require witness statements to be prepared, exchanged and cross referenced to the trial bundle. Acton Jennings undertake all this preparatory work. We then engage a barrister on behalf of our client.

Acton Jennings provides a full legal expenses indemnity service which covers directors and business owners and their organisation against any Tribunal award, legal costs and witness costs.

Acton Jennings LLP is authorised and regulated by the Financial Services Authority.

## personnel management support

### Documentation

Many employers, even in successful medium sized companies, have either not issued the required legal documentation or have inadequate or inaccurate documentation. There are three good reasons for ensuring that all your employees are issued with their main terms and conditions of employment.

First, it is a legal requirement.

Secondly, without clear contractual rules committed to writing management's authority within the workplace is severely weakened.

Thirdly, there are financial penalties for employers who have not issued these employment particulars.

We create and supply these written particulars of the individual's terms and conditions of employment. Because the written particulars do not cover all aspects of the employment relationship, we design and supply a company handbook for each individual employee within the Company.

You do not need to have an equal opportunities policy but any employer faced with a sex discrimination Employment Tribunal application that does not have an equal opportunities policy and a sexual harassment policy will find it very difficult to win their case. This is a very costly area to get wrong. We provide equal opportunities policies including procedures that protect your organisation.

### Advice

Wouldn't it relieve some of the stress of running your own business if at any time of the day you could just pick up the 'phone and get up-to-date, accurate personnel advice? We provide a 24 hour employment law advice line.

Our advisors have many years of experience in dealing with a wide range of personnel problems.

Not only do we try to provide practical solutions to our clients' problems, we also draft employment related correspondence and agreements as well as dealing with statutory reporting forms.



## asbestos surveys, sampling & management services

If you control, manage, own, occupy, or have responsibilities for workplace premises, you are a dutyholder.

Under The Control of Asbestos Regulations 2006 (CAR 2006) dutyholders must:

- take reasonable steps to locate materials likely to contain asbestos;
- assume that any material contains asbestos unless there is evidence that it does not;
- keep an up-to-date written record of the location of these materials;
- monitor the condition of these materials;
- assess the risk of exposure from asbestos and presumed asbestos materials;
- prepare and implement a management plan to control these risks; and
- provide information to anyone liable to come into contact with asbestos.

Acton Jennings provides a full asbestos management service including all types of surveys and sampling. Our laboratories are UKAS accredited.

### Management

Once you have determined the presence, nature and extent of asbestos containing materials (ACMs) in your property, under CAR 2006 you have a duty to manage that asbestos. This does not mean that ACMs need to be removed.

Acton Jennings, as part of the survey report, provides specific advice with regard to the best course of action to take in respect of each instance of ACM we find in your premises.

Unlike many asbestos surveying companies we have no ties with asbestos removal contractors. Therefore our advice about the management of asbestos in the workplace is entirely objective.

### Monitoring

Whilst in many cases this is a relatively straightforward exercise, some businesses, particularly those with multiple premises, might have difficulty in implementing suitable monitoring regimes. Acton Jennings can provide a comprehensive monitoring and management service, tailored to client specific requirements.

## health and safety management support

Legislation came into force in January 2009 which hugely increased the level of fines that the magistrates' court can impose for health and safety offences. More worrying is the substantial increase in the the number of health and safety offences that now attract a jail sentence. It is not being alarmist to say that one can no longer be certain that a criminal prosecution for a serious health and safety incident will not lead to a jail sentence for a director or senior manager. More than ever, then, it is crucial that employers deal properly with health and safety in their business.

However, though the consequences of failure could be severe both in legal terms and of course in human terms, few employers have the time, knowledge or resources to deal proficiently with the demands of health and safety legislation.

Acton Jennings' clients have found our approach to be a practical, cost effective way to meet their obligations in law.

Our clients are provided with:

- Written health and safety policy / documentation
- A health and safety handbook for each employee
- A health & safety audit of the workplace
- Health & safety monitoring visits
- Site visits as required
- Telephone advice and other external support
- Construction phase health & safety plans
- Assistance with risk assessments / method statements

We fulfil the role of external competent person.

All our work is underwritten by insurers and in the event of any enforcement action including prosecutions by the Health & Safety Executive or other enforcement agency we provide legal representation at Court.

Often, as a consequence of the improvements we make to health and safety management in the company, underwriters are prepared to reduce the premiums for employers' liability insurance. If they are not, then through our access to insurance companies, we can usually negotiate a decrease in premiums.

Our health and safety consultants are chosen for their experience and knowledge in their respective fields.

Our approach has proved successful because of the personal support we give to each and every client.

## analytical services

Many so called health and safety consultancies have no internal occupational hygiene expertise. If they carry out occupational hygiene work at all, it is through the use of sub-contractors. Acton Jennings LLP on the other hand has an occupational hygiene department which provides a wide range of services to our clients.

Our services include:

- Local exhaust ventilation (LEV) testing and examination
- Air monitoring of dusts, gases, vapours, mists and fumes
- Environmental air monitoring
- COSHH assessments
- Noise at work assessments
- Environmental noise impact assessments
- Building health management surveys ("sick building syndrome")

Our qualified staff will be more than pleased to discuss your particular occupational hygiene requirements and to arrange a no-obligation consultation, please contact our offices.

For clients who subscribe to our full service, we can often include the occupational hygiene service in our monthly fees.

