PENINSULA

Success starts here

Benchmark FF & E Solutions Ltd t/a Benchmark Products

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Monday, November 18, 2024

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TO WHOM IT MAY CONCERN

I write to advise you that Benchmark FF & E Solutions Ltd has entered an agreement with Peninsula to advise them on all aspects of health and safety at work. This will provide them with a written Health and Safety Policy together with written procedures and arrangements for the management, monitoring and control of risks. The business is supported by access to a 24-Hour Advice Service, an on-line health and safety system. The agreement started on 17th December 2015.

We have, therefore, prepared this summary of the Health and Safety Services & Support provided to Benchmark FF & E Solutions Ltd by Peninsula to give you assurance that health and safety management is being adequately monitored and controlled.

Health and Safety Policy

The policy has three main sections:

General Policy Statement

The General Statement is a declaration of the organisation's intention to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. There is also recognition by the organisation of its responsibility for the health and safety of people, other than employees, who may be affected by its activities.

Organisation and Responsibilities

This section describes and details the health and safety responsibilities and monitoring duties of individual managers and supervisors within the organisation. It provides a system of documented audits to demonstrate that the managers and supervisors are properly implementing the organisation's procedures.

Safety Arrangements

This section of the Policy, establishes the procedures and arrangements for controlling and monitoring risks, and includes:

- Accident and Incident Reporting
- Hazard Reporting
- Accident Investigation
- Fire and Emergency Arrangements
- Risk Assessments
- Occupational Health
- Welfare and Working Environment
- Electrical Safety
- Purchasing
- Equipment Use & training
- First Aid
- Consultation

This section also includes other specific arrangements appropriate to the business.

The Policy and Procedures Documentation also includes arrangements to allow the organisation to carry out the practical safety management tasks including:

- General Risk Assessments
- Fire Risk Assessments
- Display Screen Equipment Assessments
- Manual Handling Assessments
- New and Expectant Mothers Assessments
- Young Persons Assessments
- Control of Substances Hazardous to Health Assessments

Compliance Evaluation

Business Safety Consultants will periodically visit the business's premises to evaluate and review their health and safety management system. The review of their health and safety documentation will identify its suitability, effectiveness and use; the site evaluation will identify any shortfalls in compliance and in management standards. Discussion of the outcomes at the end of the visit will lead to an agreed Action Plan. The Action Plan contains items and actions pertinent to the improvement of health and safety management.

Training

Business Safety Consultants provide initial training and instruction to nominated managers and other designated employees on:

- Relevant health and safety law and its implications for the business.
- The health and safety responsibilities of line managers and monitoring controls.
- The implementation and use of the safety management documentation system.
- Risk management and implementation of an effective risk assessment system.
- Additional training on these and some other topics can be provided at cost.

24 Hour Advice

Our clients have immediate access to business safety advice through Peninsula Business Services 24 Hour Telephone Advice Service. The 24-Hour Advice Service is able to provide up-to-date, pragmatic advice on health and safety issues.

If you have any further queries, please do not hesitate to contact us on 0844 892 2772.

Yours faithfully

Health and Safety Department