

The background of the page is a repeating pattern of the Woodward Group logo. The logo consists of a stylized letter 'W' formed by three overlapping, slanted rectangular shapes. The top-left shape is light green, the top-right is light purple, and the bottom is a darker purple. The pattern is arranged in a grid across the entire page.

*Woodward  
Group*

*Consultancy and  
Auditing*

*2009/2010*

June 2009

# Introduction



**June 2009** Brochure

Woodward Group  
Esk Suite  
Harraby Green Business Park  
CARLISLE  
Cumbria  
CA1 2SS

## **What we can do for you:**

The legal methodology has moved towards a non-prescriptive self regulatory system for Health and Safety, Fire, Construction and Environmental Management. No longer can you rely on external government representatives to rubber stamp your business and be sure that you are legally compliant.

### **Now you must complete your documentation yourself !**

Woodward can provide guidance and advice for you to complete your risk assessments, safety policies and other mandatory documentation. We can tell you which areas of the law are relevant to your business and what you need to do to give them appropriate consideration.

We are not out to scare you - our approach is to work in partnership with our clients to help protect them.

Our complete and comprehensive package of skills in one place means that the final management systems you put in place will be much more complete and cohesive rather than trying to juggle a number of different professional advisors.

The cost for this work depends on your requirements, the number of sites your company has and the amount of work that needs to be done. Please contact us to discuss your requirements so we can tailor the work we do for you to your bespoke requirements.

If you require any further details on any of the courses shown in this brochure, or any further details about how the courses work, please do not hesitate to contact us.

Tel: 01228 592614 Fax: 01228 593769

Email: [info@woodwardgroup.co.uk](mailto:info@woodwardgroup.co.uk)

Website: [www.woodwardgroup.co.uk](http://www.woodwardgroup.co.uk)



# Audit Services

---

## Audit Services

A good health and safety record is a competitive advantage and a reflection of management strength. By auditing current performance, informed decisions can be made, actions prioritised and resources allocated. Furthermore, regular reviews of safety performance will lead to a culture of continuous improvement.

The following is one example of the services we can offer

### A Health and Safety Review

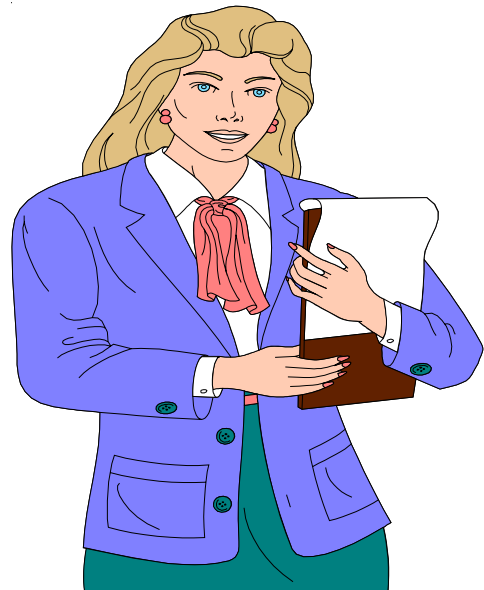
Find out where you are now and what you need to do next. Ideal for all organisations, regardless of size or sector. The review uses a snapshot in time as a basis from which to formulate a prioritised action plan.

This extremely flexible service can focus on any health and safety topic area, depending on your organisational objectives or on the recommendations of a Woodward consultant who will be happy to advise. The review can incorporate:

- ~ An assessment of policies and procedures
- ~ An assessment of the effectiveness of the safety management system
- ~ An overview of any areas which do not comply with legal requirements
- ~ In-depth analysis of specific areas of risk
- ~ Training needs analysis
- ~ Recommendations and an action plan prioritising next steps

There is no delivery timeframe as this service is entirely driven by the needs of you, the client. A Woodward Consultant will be selected whose skills and experiences best match the needs of your organisation.

This service means you will be adhering to the requirement to carry out an 'independent assessment' of your safety management systems as outlined by the Health and Safety Executive.



# Desktop Reviews



## Desktop Reviews

The following is a couple of examples of the services we can offer:

### Policy Review

This key consultancy service will assess your current health and safety policies and procedures and provide a clear, concise action plan drawn up by one of our highly qualified consultants. If you don't have a suitable health and safety policy, our consultant can draft one for you.

The amount of support Woodward provides is entirely up to you and the needs of your organisation. If you have a specific risk area you would like to concentrate on, e.g. manual handling, the Woodward consultant can ensure this is the area of focus during the project.

### Health and Safety Training Needs Analysis

The Woodward Consultant will review existing methods for identifying and addressing health and safety training needs and produce a report summarising this and outlining an action plan for future improvements. The consultant can also work with you to help you implement this action plan.

The Woodward consultant can also identify the health and safety duties of all employee positions. These will be synthesised into a matrix and classified as "mandatory", "good practice" and "as required". The latter will include activities for which the organisation has a legal or critical operational obligation to ensure that it has a sufficient number of competent persons to carry out key tasks at all times. As well as a matrix, a set of fundamental objectives will be provided against each identified training need.





# Onsite Reviews

---

## **Onsite Reviews**

The following is a couple of examples of the services we can offer:

### **Hazard Spotting**

Woodward can provide organisations with the capability to identify, monitor and control hazards effectively.

The Woodward consultant will visit your premises, assess the current situation and provide practical advice and support including mentoring the workforce, identifying priorities, discussing the appropriate controls, and advising on the variety of reporting mechanisms available.

### **Noise Assessment**

One of our consultants, which is a fully competent noise assessor (recognised by the Institute of Acoustics), will visit your premises to determine noise exposures using appropriate instrumentation, calibration, measurement and analysis techniques.

Results are analysed and presented to incorporate immediate and future actions. The Woodward consultant will also make recommendations on the selection of appropriate PPE, health surveillance and hearing protection programmes.

### **Fire Risk Assessment**

Woodward's fire risk assessment service has been designed by an experienced senior fire safety professional specifically to help you comply with the law, whilst also prioritising areas for future attention. This thorough assessment is carried out by a fully competent Woodward consultant and considers the following:

- ~ Sources of ignition
- ~ Means of escape
- ~ Emergency planning and training
- ~ Fire-fighting equipment
- ~ Sources of fuel
- ~ Detection and warning systems
- ~ People at risk
- ~ Structural features and the spread of fire

The findings are reported in a easily digestible management report, which is legally compliant

---

## **Accident Investigation**

A Woodward consultant will help determine both the immediate and underlying factors as well as the effectiveness of your current accident response arrangements.

A detailed report will describe the accident causes and outline a prioritised action plan, which the Woodward consultant can, if required, help you to implement.

## **Manual Handling**

A Woodward Consultant will assess the level of manual handling risk, and compliance with related legislation. We will provide an action plan for improvement, can assist in the implementation of the plan and verify by audit that objectives have been achieved.

We can review the effectiveness of existing manual handling risk assessments and facilitate additional risk assessments where necessary.

## **Management of Contractors**

In light of the Construction (Design and Management) Regulations, it is now critical to demonstrate due diligence when contracting out work.

Woodward can help ensure that all contracted work is carried out in a safe and diligent manner by advising on the selection process, developing management controls or carrying out detailed health and safety management audits of potential or existing contractors.

## **Managing Stress and Violence**

Woodward can assist organisations to manage stress and violence at work by reviewing current measures and recommending improvements. Woodward will then work with you to achieve valuable outcomes such as increased staff confidence, reduced staff turnover and improved productivity due to less staff sick leave, greater staff efficiency and a better company image.







---

**Woodward Safety, Health and Environment Ltd**

Esk Suite

Gallery House

Harraby Green Business Park

CARLISLE

Cumbria

CA1 2SS

Tel: (01228) 592614

Fax: (01228) 593769

Web: [www.woodwardgroup.co.uk](http://www.woodwardgroup.co.uk)

E-mail: [info@woodwardgroup.co.uk](mailto:info@woodwardgroup.co.uk)

