



# South Wales Safety Consultancy Limited

## Information and order form for supply of interactive health & safety policy & procedures manual

The health & safety policy & procedures manual devised by South Wales Safety Consultancy Ltd is intended to be used as central reference point for an organisation's health & safety management system. It is not intended to be used in isolation, nor will it serve its purpose by being left on a shelf and only used to show that a policy exists. The more the manual is used, the more effective it will become, especially when used in the correct manner (ie. for guidance and information, as well as to satisfy certain legal requirements).

To order a manual, please read through the following 11 points and, if you wish to proceed, complete the form on page 3, returning it to us with your cheque and copies of your corporate images and identity (an up to date letterhead will usually suffice). We will then process your order as soon as possible

Client Name:

*The above named client, by signing this form, agrees to the following:-*

1. South Wales Safety Consultancy Limited (SWSC) will provide, at a cost of £1,500.00 plus VAT at the current rate, an interactive health and safety policy and procedures manual for the client named above. The document will be provided, in our usual format and using our own information and layouts, as a paper copy and as an interactive CD ROM. SWSC will determine the content of the manual. The price includes the provision of a single paper copy and two copies on CD ROM. One CD ROM copy must be designated the master copy and must remain with the original version of the paper copy.
2. We will endeavour to supply the manual within 30 working days of the date of signature above or the date of receipt (or agreement) of artwork by our I.T. department, whichever is the later. The invoice for the supply of the manual must be settled in full on or before the date of supply.
3. Additional copies (both paper and electronic) can be supplied by SWSC according to our current price list at the time of supply. The client may make as many copies of the document (or any part of it) as is necessary to enable them to manage their health and safety effectively, but on the strict understanding that any such copies must remain in the format supplied (ie. with the client's and/or SWSC's corporate identity still plainly visible). The reason for this is to protect the intellectual property and copyright of the entire contents of the manual and all its supporting documentation, which shall remain the sole property of SWSC at all times, unless covered by other such rights.
4. SWSC will endeavour, for a period of three years from the date of signature above, to provide the client with our Newsletters, as and when they are produced, relating to health and safety matters. We may also provide information in other formats and via our website. These may be provided on paper or electronically. *N.B. Employers and the self employed are obliged to keep themselves informed of relevant health & safety issues, such as changes in legislation, best practice and effective safe systems of work. SWSC Newsletters may help in meeting these responsibilities, but will not be sufficient in isolation. Clients are recommended to subscribe to information services provided by their trade association, the HSE, other organisations (e.g. ROSPA, British Safety Council) and the trade press in general.*



5.  
SWSC will endeavour, for a period of three years from the date of signature above, to provide the client with assistance on health and safety matters. This may take the form of SWSC answering telephone or email enquiries, attending office or site meetings or any other means of assistance considered appropriate. SWSC reserves the right to charge for these services at our usual hourly rate, currently eighty pounds per hour, plus VAT at the current rate. We may also charge for our travel time and travel expenses (fuel, parking & tolls etc.), but this will usually be by prior agreement. SWSC do not guarantee to produce newsletters at fixed or any other intervals.
6.  
For this three year period, the client is entitled to name SWSC as their external health and safety advisors. We will, if requested, confirm to third parties that SWSC provides health and safety assistance on an ad-hoc basis, according to the client's specific requirements at any time.
7.  
From time to time, legislative or other changes may result in SWSC re-drafting information which may be contained in the client's manual. SWSC will provide, for a period of three years from the date of signature above, significantly re-drafted sections to the client at no extra cost, on the following understanding:-
  - a. SWSC will provide the new sections as and when prepared, but only after the client's specific request. We do not guarantee to provide the new sections without being asked, although we will endeavour to include details of changes to legislation etc. in our newsletters. It is then for the client to determine if such changes will significantly affect the client's business and, if so, to request from us the changed section(s).
  - b. The extent of the free service is to provide updated sections as a hard copy and/or an electronic (pdf) version. The updated version will not contain the client's corporate image, nor will it be accessible from the menu of the client's interactive manual. It will be a completely independent, 'stand alone' document.
  - c. Minor changes can be noted on the form at the front of the hard copy of the manual.
8.  
The client may purchase, for a period of three years from the date of signature above, individual updated sections for their manual, as and when they are prepared, with their corporate image attached. The cost for providing this service will be equivalent to one hour of our time (currently £80.00). This updated section will not be accessible from the menu of the client's interactive manual. It will be a completely independent, 'stand alone' document. However, it can be printed and inserted into the hard copies of the manual.
9.  
Within five years of the date of signature above, the client may purchase a completely new manual (in hard copy and as an interactive CD ROM), at our usual price at the time, less a discount of 40%. As an example, a client who purchased a manual from us in 2004 would be able to have it completely replaced for only £900.00, if the order was placed at today's prices.
10.  
The client understands that purchasing this manual is not sufficient for him to be considered as discharging his duties under health and safety law. Other documents and publications will almost certainly be needed. This manual is intended purely to assist in the client's implementation of his own safety management systems.
11.  
Please note that we are unable to provide the manual, or any part of it, in formats which allow the content or presentation of the manual to be altered or edited. All formats and file types provided will be solely our decision.



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Client Name:		
Address:		
Post Code:	Telephone:	Fax:
Email:	Website:	Contact:
Type: <i>Ltd. Co./ Partnership/ Sole Trader/ LLP/ PLC</i>		Av. No. of Employees
Type of Work:		
Person Responsible for H&S:		Position:
Sub-Contractors Engaged? <i>None/ Labour Only/ Companies</i>		Principal Contractor: <i>Yes/ No</i>
Date Artwork Provided (or Agreed)	Signature of client (confirming acceptance of the conditions listed on page 1 and 2 of this form) and date of signing:	
<b>Special Instructions</b>		
SWSC Use Only		
Date passed to IT Dept:	Date completed:	Date Delivered:
Date Added to Database:	Postal or Email Database:	Version Supplied:
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