



THETFORD TOWN COUNCIL
Tuesday, 12 February 2019- TTC/19/006

The Town Council is seeking tenders for a Health and Safety Consultant to advise the council. For the period April 2019 – March 2022

Thetford Town Council require costs to provide the following services:-

1. A qualified Health & Safety Consultant to act as a dedicated point of contact for officers of the council.
2. To act as the legally required Competent Person for Health & Safety on behalf of the Council
3. Undertake 4 days of onsite inspections annually, visiting premises and sites to review current arrangements and carry out a comprehensive General Risk Assessment (GRA) as required by Management of Health & Safety at Work Regulations 1999. Provide written reports of findings
4. Produce documentation for the Town Council eg Health & Safety Policy including a Fire Policy, Health & Safety Handbook and Health and Safety Action Plan identifying priority actions and timescales.
5. Access to unlimited telephone and email assistance from Health & Safety Consultant
6. Emergency assistance in the case of, for example, enforcement visits and accident investigations.
7. In event of serious accident, investigation and liaison with the authorities.
8. Access to a website providing a wide range of H&S materials; eg H&S documents (assessments, policy, inspections, action plan and handbook),
9. Access to quality Health and safety training.
10. Legal Expenses Insurance in case of Health & Safety Prosecution.

Tender Requirements:

1. A fully costed quotation for the annual cost and for the 3 years. ^
2. Details of your companies experience and qualifications (Minimum Nebosh Diploma)
3. Details of how you would provide the service listed above.
4. Details of 2 references
5. Copy of Public Liability and Indemnity Insurance.
6. Sample risk assessments and safe systems of work.

Failure to supply any of the information requested in the attached specification will result in the tenders being rejected. Contact name and number Tina Cunnell Thetford Town Council. Tenders to be received by noon, Friday 1st of March 2019.

Tender to be sent in sealed inner envelopes to be clearly marked 'Tender – Health and Safety For the Attention of the Town Clerk, Thetford Town Council

Postal Address: The Carnegie, Cage Lane, Thetford, Norfolk, IP24 2DSAP Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Should you require further information over and above the Tender requirements then please do not hesitate to call.

Yours sincerely

Tina Cunnell BSc (Hons)
Town Clerk