

Welcome to Inspectas Compliance.

We provide a technology-led approach utilising industry-leading software to deliver our services allowing clients access to record, monitor, review, prioritise and maintain their ongoing compliance. Highly robust digital data collection ensures a secure digital repository of relevant, useable, and instantly accessible compliance data.

Known for our flexibility and responsiveness, we also hold all the relevant ISO, UKAS, and individual accreditations for competency and what you'd expect from a long established, responsible company that is built on the professionalism of its people. This document gives more details about the services we offer.

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Fire Compliance.



Why you must be on top of it

Our expertly trained Institute of Fire Safety Managers (IFSM) and Institute of Fire Engineers (IFE) affiliated staff are highly experienced Fire Safety Assessors. They are here to work with your organisation to achieve compliance.

We are BAFE (British Approvals for Fire Excellence) SP205 (Life Safety Fire Risk Assessment) **Gold** Standard Accredited for Fire Risk Assessments, which align with the industry benchmark PAS79-1:2020 Scheme.

Our experts support your compliance journey by undertaking Fire Risk Assessments, Fire Door Surveys, Compartmentation Surveys, Fire Strategy and Planning, and co-ordinating repairs detailed in your compliance action plans. We offer a "technology-led" approach, utilising industry-leading software to deliver our services providing you a digital repository to record, monitor, review and maintain compliance.

We are with you every step of the way.

Fire Risk Assessments.

What is a Fire Risk Assessment?

The Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person of any non-domestic premises to carry out a Fire Risk Assessment (FRA). The Assessment must be undertaken by a "competent person" and is an inspection and report on a building to assess its fire risk and offer recommendations to make the building safer, if necessary.

- It should identify the fire hazards in your premises, as well as identify the people at risk. The FRA must be carefully recorded and then take the form of a Review.
- A set of recommendations comprising an Action Plan is then prepared, based on the hazards identified and their severity – Low, Moderate or High Risk.
- You will then be able to decide whether the risks identified are acceptable or whether you need to take steps to reduce or remove them, as reasonably as is practicable.



When should an FRA be undertaken?

It is recommended this is reviewed every 12 months, or when layouts and / or occupants change, or when material amends are made to the building fabric, or if the purpose of the building is altered.

Our BAFE SP205 **Gold** Standard Accreditation and PAS79 Scheme proformas ensure we follow the highest industry FRA benchmarks.

Fire Door Surveys.

What is a Fire Door Survey?

A Fire Door Survey establishes the condition and suitability of a fire door, whilst also providing context and risk ratings based upon the implications of any failures of doors on the general fire safety of a building for safe evacuation and property protection.

Why are these inspections important?

Fire doors are an integral part of fire compartmentation, safety, and protection measures for any building. Their purpose is to work with other measures to contain fire and smoke, giving people time to move or escape. However, as functional elements, fire doors are also used regularly, making them susceptible to wear and tear and damage. Over time, this will compromise the quality of fire protection they provide. The regulatory framework includes Article 17 of the Regulatory Reform (Fire Safety) Order 2005 which stipulates that Fire Doors are appropriately maintained.

How are Fire Door Surveys done?

Our ABBE Level 3 (BRE) Accredited Surveyors will examine elements such as:

- Does the fire door have the correct rating for its location?
 - Review the door for compliance with establish relevant standards such as BS8214 and BS476 Part 22.
- Is it fitted properly to maintain the buildings fire compartmentation?
- Is it damaged in any way that reduces its performance in the event of a fire?
- Does it have the correct intumescent strips?
- Does it have the correct hardware and closers, and do they all function correctly?
- Does it have the correct type of glazing and has it been fitted properly?

Upon completion of the survey, we can help you maintain compliance by organising any remedial works. We ensure our supply chain use products tested to current standards by a UKAS testing house and that works are carried out by FIRAS certified installers, following the Warrington Fire FIRAS Scheme.

Fire Compartmentation Surveys.

What is a Fire Compartmentation Survey?

A Fire Compartmentation Survey is an assessment of the compartmentation of a building in respect of its suitability in containing smoke and fires and protecting escape routes. The objective is to assess whether the existing fire compartment walls (including the doors within them), as well as the floors and ceilings within the property are likely to restrict the potential spread of fire and smoke for the required period of time to enable safe evacuation. Compartments are provided for life safety and property protection.

The legislative framework is Approved Document B (Building Regulations 2019) and BS9999, supported by industry body codes. These include the Association for Specialist Fire Protection (AFSP), Red Book TGD-17 – Code of Practice for installation and inspection of fire stopping systems in buildings and the Fire Protection Association (FPA).

Learn more

Our compartmentation surveys include:

A visual inspection of all areas where a fire could potentially spread. This includes assessing the condition of compartmentation features including walls, ceilings and floors and a detailed inspection of hard-to-access areas, including loft voids and air ducts.

- Assessment of fire-resistant materials used in construction to ensure these meet the required fire safety standards.
- Verifying that partition walls are fire-rated and provide adequate fire breaks.
- Reviewing service penetrations and HVAC duct fire dampers.
- Providing a written report, including a plan of the area and an action plan detailing the required improvements.

On completion of the survey, we can help you maintain compliance by organising any remedial works. We ensure that our supply chain use products tested to current standards by a UKAS testing house and that works are carried out by FIRAS certified installers, following the Warrington Fire FIRAS Scheme.

Fire Planning & Management.



What is Fire Planning & Management?

Fire Planning is assisting you to manage and maintain the property or estate to safely evacuate people from the building. Our Fire Planning team can review your current training regime, escape strategy, documented fire plans / CAD drawings and passive and active fire measures to help you achieve compliance. This often includes a broader **Fire Strategy** review.

What's involved in Fire Planning?

Inspectas Fire Safety Services are able to undertake a comprehensive review of your Risk Assessments, Fire Door Surveys and Compartmentation surveys, along with any documented Fire Strategies to evaluate how you manage Fire Training, Evacuation and Documentation. We follow the principles of BS999 Fire Safety in the Design, Management and Use of Buildings. Our Fire Management Planning includes:

- A thorough visual inspection of the building.
- Discussions and interviews with Fire Marshalls,
 Facilities Managers, and the Responsible Person for the building.
- Review of on-site documents, training manuals, plans, maintenance regimes and assessments associated with Fire Safety.
- Production of new Fire Plans.
- Recommendation report along with help and training to improve Fire Management.

Construction Compliance.

Our wealth of experience extends deep into project managing wider related property and project solutions. In short, we are big on integration, which means we are "on point" when it comes to delivering most types of construction, refurbishment, compliance, decoration or change of use projects, as a single point solution.



Specifically, what do we offer?

- Principal Designer & Client Advisor, in accordance with the CDM (2015) Regulations.
- Clerk of Works and Construction Monitoring.
- Preparation of specifications and tender packages.
- Drafting contract documents (JCT & NEC).
- Procuring and appointing contractors and sub-contractors.
- Monitoring and managing works (Contract Administration).
- Valuations and Certification.
- Asbestos re-instatement planning and Project Management.

How do we make it all happen?

Learn more

Whatever your requirements, our Principal Project Lead will provide a professionally tailored service from inception to completion of the project, either following the RIBA 2020 Plan of Work or another agreed work plan. They will also be the main contact point for dealing with relevant stakeholders including tenants, contractors, local authority, and landlord, and ensure the appropriate specialists are appointed.

They will oversee all the milestones and processes, and coordinate everything via regular meetings with you and your other key team members, no matter how small or large the project.

Financial control is provided, together with management of all health and safety matters; leaving us to do what we do best and giving you peace of mind. High standards of work are achieved through rigorous contractor selection along with robust on-site monitoring.

CDM Consultant to the Principal Contractor.

The Principal Contractor is responsible for health and safety management during the construction phase of a project. Our CDM Consultant service to the Principal Contractor supports our client by providing assistance with both documentation and on-site safety management.

Whether this means assisting you with preparation of the Construction Phase Health and Safety Plan or conducting site safety inspections of the whole site or a particular activity, we use our team of safety professionals who have years of site safety experience behind them to help you.

If you are a Principal Contractor on a Design and Build project, you may be asked to also undertake the role of Principal Designer. Where this is the case, we can assist you in both these CDM duty holder roles.

How can we assist you as the Principal Contractor:

- Provide a dedicated CDM Advisor throughout the project.
- Sub-Contractor H&S assessments / pre-qualification.
- Attendance at project teams meetings.
- Site Safety Inspections and Monitoring.
- Formation of Construction Phase Plans.
- Review of Risk Assessments / Method Statements.
- Onsite training and toolbox talks.
- Health & Safety File production.
- Collating O&Ms.

Support Services for Architects and Designers.

Inspectas have developed a package of services for Architects and Designers who undertake the role of Principal Designer or Designer.

Architects and Designers may not have the capacity or the capability to undertake these roles in-house. Our outsourcing service works in exactly the same way that other specialist professionals – such as Structural Engineers, Landscape Designers, or M & E Engineers – are appointed as a member of the Principal Designer's team.

The list of Support Services that we offer to Architects and Designers includes:

- Assistance with the preparation of the Design Risk Register, and reviewing of Risk Registers produced by other designers involved with the project.
- Attendance at design team meetings.
- Production of the Pre-Construction Information Pack.
- Assistance with co-ordinating other designers on the project, including ensuring such designers are complying with their duties under the CDM Regulations.

- Collation of the project Health and Safety File upon completion of a project, including gathering information from specialist trade contractors. The File can be issued in an agreed format ie. electronic or web-based.
- We also undertake the role of Principal Designer and Client advisor if required, on most types of projects.

As well as assisting with CDM-related matters we also offer the following specialists services that are often required on a construction project:

- Contractor and consultant pre-qualifications to SSIP standards.
- Asbestos surveying to UKAS accredited standards.
- Asbestos project management for remedial works.
- Fire Risk Assessments.
- Construction site safety inspections.
- Land remediation works.

CDM Awareness Training.

The Construction (Design and Management)
Regulations 2015 place specific responsibilities on duty
holders; Clients, Principal Designer, Principal Contractor,
Designers & Contractors, and makes them accountable
for the consideration and management of health and
safety on construction sites.

Here at Inspectas we understand the difficulties that some may have understanding the Construction (Design and Management) Regulations 2015 (CDM) or may need to update themselves on specific requirements and duties they have to discharge under the Regulations.

We can offer bespoke CDM training specific to each of the duty holders or as a general overview to enable learners to fully understand their duties and also provide practical examples of how duties can be discharged.

Our courses briefly cover:

- CDM 2015 overview.
- Duty holder responsibilities and appointments:
 Clients, Principal Designers, Designers, Principal
 Contractors and Contractors.
- Notification of projects.
- Preparation of the client brief.
- Preparation of pre-construction information.
- The elimination, reduction and control of risks through design.
- Planning, managing and monitoring construction work.
- Construction Phase Plan requirements.
- Application of CDM Part 4 'General requirements for all construction sites'.
- Health and Safety File requirements.

Construction Phase Plans.

Under the Construction (Design and Management)
Regulations 2015 (CDM), where a contractor is
appointed as a Principal Contractor under Regulation
12 they must develop a Construction Phase Plan. The
Construction Phase Plan is required to detail how the
Principal Contractor will plan and manage health and
safety during the construction phase.

We have a team of CDM Consultants who have extensive knowledge of the CDM Regulations and the associated application of the regulations. Where a Principal Contractor requires assistance in developing the Construction Phase Plan, one of our Consultants will firstly gain an understanding of the project and site constraints by reviewing the client's Pre-Construction Information or, where required, by visiting the site.

Often a Construction Phase Plan will require appendices such as site establishment plans, fire plans or traffic management plans – all of which we can develop on your behalf.

We can produce and develop the necessary documentation, process and procedures on a project-by-project basis, taking the hassle out of this legal requirement on your behalf.

How can we assist you as the Principal Contractor:

- Provide a dedicated CDM Advisor throughout the project.
- Sub-Contractor H&S assessments / pre-qualification.
- Attendance at project teams meetings.
- Site Safety Inspections and Monitoring.
- Formation of Construction Phase Plans.
- Review of Risk Assessments / Method Statements.
- Onsite training and toolbox talks.
- Health & Safety File production.
- Collating O&Ms.

Health & Safety Support.

Service Level Agreements

Here at Inspectas we can offer Health & Safety Support via our Standard SLAs, or via a bespoke service level agreement which fits with a client organisation.

Bronze Package:

- The Client can identify Inspectas as their source of competent health and safety advice, as detailed in the Management of Health and Safety at Work Regulations 1999 (Reg 7)
- Telephone health and safety support
- Email health and safety support
- Develop a health and safety policy or carry out an annual review of an existing policy
- Inspectas will draft risk assessments for basic tasks as identified by the Client and/or carry out an annual review of existing risk assessments

Year 1 - £1,400 plus VAT. Year 2 onwards £1,200 plus VAT.

50% payment will be required in advance, the remaining 50% payable of submission of policies and other documentation detailed in this agreement

Silver Package:

- Bronze Package Plus...
- Attendance at an annual safety review meeting at the Client's premises
- Quarterly attendance to conduct activities such as toolbox talks, site inspections, safety documentation preparation as required

Year 1 - £3,950 plus VAT. Year 2 onwards £3,450 plus VAT.

Gold Package:

- Bronze Package Plus...
- Attendance at an annual safety review meeting at the Client's premises
- Monthly attendance to conduct activities such as toolbox talks, site inspections, safety documentation preparation as required

Year 1 - £7,500 plus VAT. Year 2 onwards £6,950 plus VAT.

Clerk Of Works.

Our in-house construction experts act as an Independent Inspector and Works Supervisor on behalf of our customers.

Our surveyors have more than 25 years' experience in Construction Management, Site Audits and Project Management and are members of the Institute of Clerk of Works.

A clerk of works is "a person whose duty is to superintend the construction and maintenance of buildings, or other works for the purpose of ensuring proper use of labour and materials".

Specifically, what do we offer?

- We monitor, identify, highlight and record issues before they become a problem.
- Provide a photographic record of the construction process.
- Monitor safety measures on site.
- Provide defects and snagging inspections during the building works.
- Witness Mechanical, Electrical and Building testing.
- Work with the design and construction team to identify workmanship and materials which do not comply with the contract standards.

Asbestos Compliance.

Whatever the complexity of your asbestos responsibilities you can rely on us to keep you on the right side of compliance.

Some businesses mistakenly assume they are complying with the law because they've commissioned an asbestos survey. Assuming you're compliant or waiting for the worst to happen can be costly and dangerous. When you have Inspectas on your side nothing will be left to chance and you can have complete peace of mind.



A comprehensive compliance service

Our full compliance service is perfect for larger organisations or those handling a portfolio of properties. It's designed to bring into one place all of your asbestos compliance activity and documentation.

Our easy-to-use cloud-based management EMS system is included at no cost to Inspectas customers. This state-of-the-art service helps you keep track of multiple properties at the click of a button – even when you're on the go – by providing:

- Live progress reports.
- Instant access to historical data.
- The ability to update records.

Asbestos Consultancy.



As your fully UKAS-accredited asbestos consultant we will manage the entire process for you, to ensure your ongoing legal compliance.

We shoulder all of the key responsibilities whilst also taking care of the finer details, such as providing:

- Advice tailored to your specific circumstances and business environment.
- Cost-efficient solutions.
- Tender process management to ensure the best contractors for the job.
- Answers and clarification we'll be on site from the outset to comprehensively manage the project.
- Paperwork to ensure you have all the documentation you need.

Everything we do at Inspectas is done in accordance with the Health & Safety Executive requirements.

Asbestos Project Management & Removal

From consultation to compliance, you can expect the same level of quality throughout any job we tackle, and the asbestos removal stage is no different. We arrange for it to be swiftly removed and disposed of safely and responsibly so you can get back to business. At Inspectas we only ever work with approved and licenced asbestos removal companies who understand our uncompromising demand for quality.

We deliberately separate our consultancy from asbestos removal services to allow us the independence and flexibility to choose the right team for your project.

We'll be there each step of the way to:

- Plan the works.
- Manage the tender process.
- Oversee the work on site.
- Review the work and ensure compliance.
- Update all documentation.

Asbestos Training

The Control of Asbestos Regulation 2012 makes it a legal obligation for asbestos awareness training to be provided to anyone who may come into contact with the substance.

Our UKATA-registered asbestos trainers have decades of experience to share with your staff to ensure they are clear on what they need to know to stay safe.

Where and when we provide training is up to you. We can come to your premises, you can come to our purpose-built training centre near Leeds, or we can meet somewhere else. We also run regular courses throughout the UK that you or your employees can attend.

We can tailor our courses to suit your business's needs, but all our training covers the crucial basics including:

- Where asbestos is found.
- Health hazards it poses.
- Recognising asbestos in buildings.
- Legislation covering asbestos.
- Managing asbestos once it is identified.

Asbestos Surveying.

The Control of Asbestos Regulations 2012 places a legal duty on employers or premises owners to take steps to identify, manage and monitor asbestos-containing materials within their property.

We'll thoroughly check the safety of your premises and advise on any steps you need to take to stay protected. All of our asbestos surveys are:

- UKAS-accredited.
- Fully comprehensive.
- Cost effective.
- Tailored to your business's needs and environment.

All documentation generated by our experienced surveyors is easy to understand and available online via our web-based EMS System to access whenever and wherever you need it.

Our Management Plan comprises specific advice and comprehensively details the actions that are required, based on the conclusions and recommendations in the survey report.

We can devise a plan for each survey we do, along with an exact timescale and work schedule against each of the specific recommendations that have been identified.



We'll then work with you to tick off each item including:

- Asbestos removal/remedial services.
- Asbestos awareness training for staff.
- Legally required annual re-inspections.
- Asbestos policy implementation.

Air Testing & Reoccupation.

Responsible companies must ensure that staff aren't exposed to any asbestos fibres released into the air. That happens when asbestos-containing-materials (ACMs) are damaged or disturbed, or simply as a result of deterioration over time.

If you even suspect fibres have been disturbed – for example following renovation or building works – an essential next step is Asbestos Air Testing. This will tell you if the fibres are at a safe concentration within the air, and if further action is required.

Reassurance from Inspectas

Here at Inspectas we undertake the most rigorous, UKAS ISO 17025 accredited air monitoring and four stage clearance services in line with HSE guidance and best industry practice. Additionally, because we have been granted an extended scope by UKAS, our site vans are now accredited mobile laboratories, allowing us to count your air samples and generate your report right next to your premises, from inside our vehicles.

This also means we are close by to deal with any incidents that may need addressing.

Learn more

Our Air Testing Services

We offer the full range of air testing and four stage clearance services, covering:

- Personal Sampling.
- Compliance sampling.
- Background Sampling.
- Leakage Testing.
- Reassurance Sampling.
- Four Stage Clearance / Site Reoccupation Certification.

Swift and reliable results

All air testing results and paperwork are issued on site, while our fail-safe data capture – done electronically, via tablet and in 'real time' – is backed-up to our innovative EMS. All of these activities are undertaken by our highly trained management team who oversee operations from start to finish.

If we identify any elevated fibre levels within the air, then you can rely on us to advise or even project manage any removal works, or undertake related tender preparation and evaluations.

Accreditations.

We have all the industry certifications and accreditations you'd expect from an expert, responsible company that's built on the professionalism of its people.













Accreditations





We're just a call or a click away to take control of your compliance responsibilities.

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