Statement of Work – HSE Consultancy

Site safety, compliance and training services under the Master Services Agreement

This Statement of Work (the **"SOW"**) is part of the Master Services Agreement (the **"MSA"**) between **Ataman Consulting Ltd** (company number 13597881) (the **"Provider"**) and the client named in the Contract Acceptance Form (the **"Client"**). The MSA applies to this SOW, and words defined in the MSA have the same meaning here.

ENGAGEMENT DETAILS

Item	Where it is recorded
Service line	HSE Consultancy (brand: HSE Coaching)
Client, contacts, start date and duration	Contract Acceptance Form
Fees, payment term and invoicing	Contract Acceptance Form; otherwise the invoice terms apply
Site address and main contractor	Contract Acceptance Form or accepted proposal
Visit frequency	Contract Acceptance Form or accepted proposal
Competent person appointment (yes / no)	Contract Acceptance Form or accepted proposal
Milestones (where relevant)	Accepted proposal or project plan

1. SCOPE OF SERVICES

1.1 The Provider shall provide the following Services, as selected for the engagement:

(a) site safety inspections and audits;

(b) preparation or review of risk assessments and method statements (RAMS);

(c) CHAS and SSIP accreditation support and pre-assessment audits;

(d) health and safety policies, procedures and site documentation;

(e) recovery support following an enforcement notice (Prohibition or Improvement Notice);

(f) toolbox talks, site inductions and short training sessions;

(g) incident investigation support;

(h) competent health and safety advice, where appointed.

1.2 Any additional scope or exclusions are recorded in the Contract Acceptance Form or an accepted proposal. Work not described there or in this SOW is out of scope and requires a change agreed under the MSA.

2. DELIVERABLES

(a) a written inspection or audit report within 5 Business Days of each visit;

(b) an action plan with priorities, responsible persons and target dates;

(c) documents prepared or reviewed as agreed;

(d) training attendance records, where training is delivered.

3. FEES

3.1 Fees may be charged as a fixed price, day or visit rate, monthly retainer or per session, as recorded in the Contract Acceptance Form. Unless otherwise stated there, the payment terms shown on the invoice apply.

4. CLIENT RESPONSIBILITIES

4.1 The Client shall give the Provider safe site access, a site induction and its PPE requirements before each visit.

4.2 The Client shall provide current documents, such as policies, RAMS, registers, permits and previous reports.

4.3 The Client shall nominate a site contact who can act on findings, and shall close out actions within the agreed timescales.

5. SERVICE-SPECIFIC TERMS

5.1 The Client and its contractors remain responsible for managing health and safety on site. The Provider does not supervise or direct the works and does not take on any CDM 2015 duty holder role (such as Principal Designer or Principal Contractor) unless the Contract Acceptance Form expressly states otherwise.

5.2 If the Provider observes a serious and imminent danger, it may advise that the activity stops and shall inform the Client's site contact immediately. The decision to stop work remains with the Client.

5.3 Findings reflect the conditions observed on the date of each visit and the information provided.

5.4 Where the Contract Acceptance Form records a competent person appointment, the Provider is appointed to assist the Client under regulation 7 of the Management of Health and Safety at Work Regulations 1999 for the agreed scope only.

5.5 The outcome of any accreditation or certification is decided by the relevant scheme or body and is not guaranteed.

5.6 The Provider may take site photographs for its reports. It shall not publish them without the Client's written consent.

6. PERSONAL DATA

6.1 Where the Provider processes personal data on the Client's behalf under this SOW, the Data Processing Agreement applies.

ACCEPTANCE

This document is accepted by signing the Ataman Consulting Contract Acceptance Form, electronically or by hand. The version accepted is the version shown in the footer and published at atamanconsulting.co.uk/legal/sow-hse-consultancy.pdf on the date the form is signed. The Client's details, the agreed fees and any special terms are recorded in that form.

A typed name with confirmation of acceptance through the Provider's signing platform is an electronic signature and has the same effect as a handwritten signature.