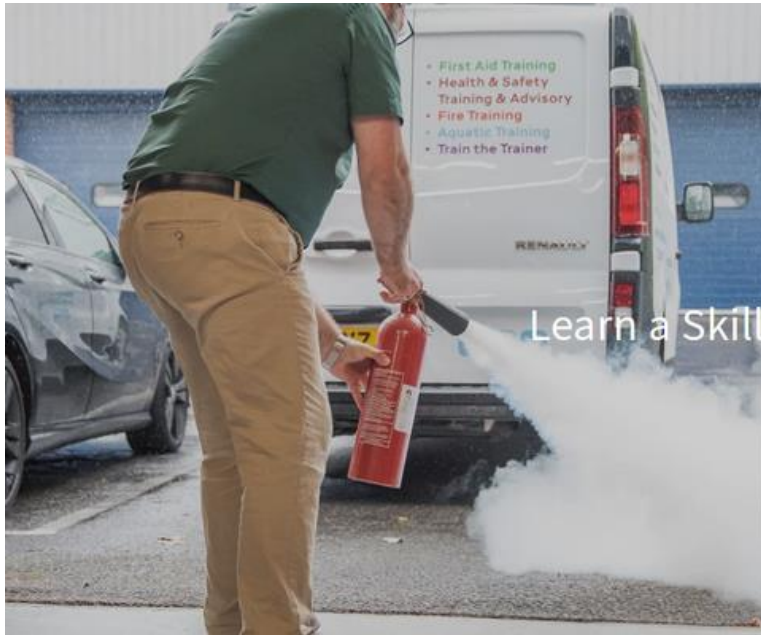




Client Proposal

Health and Safety Support Services
April 2023 – March 2024



Learn a Skill - Save a Life



First Aid – Health & Safety – Fire – Event Medic - Aquatic training – Health & Safety Services

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My Skills for Life Limited
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Monkton Hill
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SN15 1EE

Client Proposal: Health and Safety Support Service

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1. Executive Summary

My Skills for Life Limited (MSFL Ltd) is a safety management consultancy that provides compliance training, health & safety support and advice and, where necessary, event safety and quality assurance for your business. The team at MSFL Ltd offers unrivalled levels of expertise, with the experience and skills giving confidence in the successful delivery of consultancy advice and support.

MSFL Ltd is now 10 years old, however in the past 6 years we have created a track record and reputation that now speak for itself. We remain grounded with our mission focussed on our continued desire to provide a world class service.

1.1 Our team;

Our team builds successful partnerships and relationships, along with the delivery of advice, experience and knowledge. We are in business to help unravel complex legislation and make it easy to understand. Our priority is to understand the challenges our clients face and consequently provide solutions through our highly skilled team.

This is our very experienced team

- Bryan Slade Managing Director
- Carol Noakes Business & Course Administrator
- Georgia Phipps Social Media & Marketing Coordinator
- Robin Phipps Fire Risk Assessor & Health & Safety Advisor

1.2 Other Advisors and Associates

MSFL Ltd will engage with other Associates and Trainers and, as part of our due diligence checks, we will ensure all trainers are competent, trained, skilled and qualified to the necessary requirements they are due to deliver. As part of your due diligence checks we are happy to provide a copy of their relevant Certificates and/or Insurance.

1.3 Our knowledge;

Our knowledge and service are innovative and leading edge, but most importantly our team has the ability to interpret legislation into the business environment. This ensures effective delivery in varying environments globally.

1.4 Our reputation;

Our team have earned a great deal of trust and respect throughout all industries, including Town and Parish Councils as well as the sport, leisure and event sectors. Our high standards of delivery, attention to detail and cost-effective service have been the main driving force behind this. We are widely known for being 'driven by excellence and inspiring new standards' for major projects, services and training courses.

1.5 Insurance and Health & Safety Requirements

We have £10 million Malpractice, Public & Product Liability Insurance and current Risk Assessment. Any updated and/or new documents will be sent to you before their expiry date and any additional Method Statements and/or Safe Systems of Work will be sent if required.

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During the last five years, our record speaks for itself having delivered our services and training across the following businesses;

1.6 Our clients

Arval	GWF Nutrition
ADEY	Heywood Prep
Aloeric	HML Group
Aqua Suna	HR Hislop
Atwell Motor Museum	KFR
Blackland Lakes Health Club	Littelfuse
Bluestone Resort	Logiq
Boomerang	Lower Mill Estate
Bowood Estate	Norland College
Calcot Manor & Spa	Pickwick Academy
Calne Town Council	Reeds Construction
Chippenham Town Football Club	Rio Pools
CMS	Snapdragons
Combe Grove Manor	Stonegate
Corsham Town Council	The Brunel Swindon
Cotswold Country Park and Beach Resort	tws Plumbing and Heating
Crapper and Son	Vysiion Ltd
Deceuninck	Wadswick Green
Dorothy House	Wild Thyme Designs
Fidelius Ltd	Wiltshire Council
fleetcor	Wiltshire Cricket
Gaigers	Wiltshire Fire & Rescue
Grant UK	Zoo Events

2. Initial Meeting & Review:

2.1 Review of the Health and Safety Management System (HSMS)

Our first approach is for our Lead Consultant to meet with relevant Manager, Owners, CEO's etc., to introduce ourselves and what our aims are going forward to make health and safety effective. MSFL Ltd check to see what current Health and Safety Management System (HSMS) are in place, based on the following criteria:

- Health and Safety Framework (Plan, Do, Check, Act HS(G)65)
- Compliance with current Health and Safety Legislation, Regulations, guidance and industry best practice
- Identification of strategic strengths and weaknesses, highlighting any weak processes or gaps within core health and safety management procedures.

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3. Core Services:

3.1 Administration and Support

Service Bronze	
Health & Safety Meetings & Services	<ul style="list-style-type: none"> • Review of the Health and Safety Management System (HMS) 2 Hours • Undertake the role as the organisation’s principal external Advisor & Consultant in respect to its duties for the effective management of Health & Safety • An MSFL Ltd Consultant (normally the Lead) will then be on call for advice (between 09:00 – 17:00 Monday to Friday). We aim for someone to get back to you within four hours) • Appoint a Health & Safety Consultant (normally the Lead) who will attend the Safety Leadership Team meetings, again normally 2 hours a month • Complete Health & Safety Advisory and Services (2 hours) per Month and can include: - <ul style="list-style-type: none"> ○ Notify any necessary and appropriate changes in legislation, regulation, etc. ○ Notify and make recommendations of good industry practice in the execution of the organisation’s management of health and safety ○ Support Line Managers and Senior Managers with Health & Safety related issues. ○ Health & Safety Presentation as to the progress of Health and Safety Compliance ○ Question and Answer Sessions ○ Advice and Support on Events and other Services ○ Attend WOSHA meetings as a guest of My Skills for Life Ltd ○ Attend and contribute to the Trustees Health and Safety Committee providing appropriate guidance in the monitoring and reviewing role of this forum ○ Attend and support the Health & Safety Seminars for venue personnel providing advice in the execution of venue’s health and safety management obligations ○ Provide support in dealing with Enforcing Authorities both via correspondence and in person. • 200 Training Credits per year for the first year (see below for break down, there is an additional cost for this service)

Service Silver	
	<ul style="list-style-type: none"> • Review of the Health and Safety Management System (HMS) 3 Hours • Undertake the role as the organisation’s principal external Advisor & Consultant in respect to its duties for the effective management of Health & Safety • An MSFL Ltd Consultant (normally the Lead) will then be on call for advice (between 09:00 – 17:00 Monday to Sunday). We aim for someone to get back to you within two hours) • Appoint a Health & Safety Consultant (normally the Lead) who will attend the Safety Leadership Team meetings, again normally 2 hours a month • Complete Health & Safety Advisory and Services (3 hours) per Month as Bronze • 400 Training Credits per year for the first year (see below for break down, there is an additional cost for this service)

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Service Gold
<ul style="list-style-type: none"> Review of the Health and Safety Management System (HMS) 4 Hours Undertake the role as the organisation’s principal external Advisor & Consultant in respect to its duties for the effective management of Health & Safety An MSFL Ltd Consultant (normally the Lead) will then be on call for advice 24/7. We aim for someone to get back to you within one hour) Appoint a Health & Safety Consultant (normally the Lead) who will attend the Safety Leadership Team meetings, again normally 2 hours a month Complete Health & Safety Advisory and Services (4 hours) per Month as Bronze 800 Training Credits per year for the first year (see below for break down, there is an additional cost for this service)

4. Training Credits

4.1 As well as offering Health & Safety support and advice, we can also offer the following credits that can be exchanged for compliance training courses

Bronze	Silver	Gold
200 credits =	400 credits =	800 credits =
2 x learners FAAW	4 x learners FAAW	8 x learners FAAW
Or 5 x learners EFAW	or 10 x learners EFAW	or 20 x learners EFAW
or 1 x learners IOSH	or 2 x learners x IOSH	or 4 x learners IOSH
or 5 x learners Fire Marshal	or 10 x learners Fire Marshal	or 20 x learners Fire Marshal

Work Activity	Bronze* £4,800.00 Per annum	Silver* £7,116.00 Per annum	Gold* £10,050.00 per annum
Initial Meeting			
Review of the Health and Safety Management System (HSMS)	✓	✓	✓
Core Services			
Administration and Support: Safety Leadership Team Meetings & Setting Leadership Objectives for Health & Safety	✓	✓	✓
Training Credits			
Training Credits	200	400	800

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Without Credits			
	Bronze £3,500.00 Per annum	Silver £4,810.20 Per annum	Gold £6,010.20 per annum

Credits will last for one year. After the first year, the annual fee is reduced to the “Without Credits” amount as shown above. Any additional training required in years 2 & 3 will be discounted as per below. When requalification is required in year 4, there will be the option to return to the original annual fee, or continue to use a “pay as you go” option using the discounted rates shown below.

If you do not wish to have training credits applied, but compliance courses are still required, the discounted pay as you go option will be available from year one.

	Bronze 5% PP	Silver 10% PP	Gold 15% PP
--	------------------------	-------------------------	-----------------------

Contract Terms

- This agreement is an annual rolling contract, commencing on the 1st April each year.
- The contract fee is to be invoiced once a month and settled within 14 days’ subject to supply of the appropriate invoice.
- Health & Safety Audit and Fire Risk Assessment duration is based on completion in 1 day

5. Additional Support & Advice

5.1 Health & Safety Audit:

If the venue Management requires MSFL Ltd to do so, we will carry out a formal Health and Safety Audit of the venue during the season, to report on the functionality of the venue’s safety arrangements.

- The process will be ‘Announced’ to ensure maximum benefit is gained from the process
- MSFL Ltd will produce a proforma to complete in advance of the audit function. This proforma is to include the pre-audit questionnaire, who will be the audit lead Manager for the venue and which staff are to be interviewed (min. 5 staff)
- The completed proforma is to be sent to the relevant Manager and MSFL Ltd in advance of the audit taking place
- MSFL Ltd will produce a e-learning auditing guidance package for all managers, which will provide information relating to the audit function
- The audits will focus on the underpinning knowledge of staff on site, key risks, staff competency, staff culture and other selected relevant safety criteria.

The Scope of the Audit:

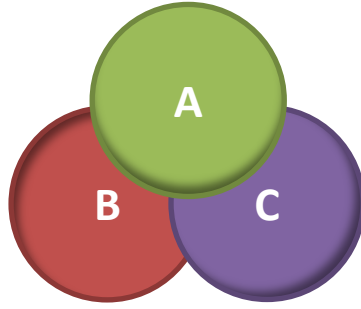
We propose a three-stage approach for any sampling of documents, interviewing and observation of work practices

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A = Review of safety management documentation

Interviewing Individuals,
Examining Documents

B= Interview with management and staff

Interviewing Individuals, Examining
Documents

C= Site tour and inspection

Visual Observations,
Examining Documents

The Auditing process will involve:

- Collecting information about the health and safety management systems
- Making judgment about its adequacy and performance
- Seek worker feedback using the 'HSMS Review Form'
- Normally 1 day process, detailed or complex H&S Audit/Properties may incur additional costs may incur additional costs

Post Health & Safety Audit

Following the audit, a meeting will be scheduled at the venue to present the review and discuss content and next steps. The strategic review will highlight the way forward with key deliverables. As part of this program, we will need to visit the venue in order to evaluate and quantify the high-risk areas and activities.

It is the responsibility of the Company being Audited and Management team to; prioritise the actions identified, delegate responsibilities and to apply an appropriate timeline for completion

Please note MSFL Ltd.'s remit is to check that relevant documents, policies, procedures and risk controls measure are in place and are based on the above work place regulations. The responsibility of compliance still lies with the duty holder.

6. Risk Management

6.1 Fire Risk Assessment

MSFL Ltd will conduct a fire risk assessment (FRA) for the Premises*. The scope of the FRA will be based on PAS79 and will be completed by MSFL Ltd Fire Safety Consultant.

The detailed FRA will cover all aspects of fire risk and safety, providing prioritised recommendations for action to rectify problem areas and strengthen existing fire safety procedures. The FRA will also inform the development of the venue fire plans, evacuation plans and contingency plans.

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Normally a 1-day process, however detailed or complexed Fire Risk Assessments/Properties may incur additional costs

**Depending on the size and complexity of the premises, we reserve to add additional costs if this is case*

6.2 Due Diligent checks on Risk Assessments

Our advisor will review (but not approve) your company's written Risk Assessments*, give constructive feedback on their contents and if applicable check they meet certain legal thresholds.

Our advisor will also support in the writing of the Risk Assessments, help construct them and help with the contents and formatting of them. This can be completed using our templates or we are happy to work with yours

Normally 1 day process, detailed or complexed Risk Assessments may incur additional costs

**Depending on the size and complexity of the premises, we reserve to add additional costs if this is case*

7. Tools and Template

We can offer up to 20 Health & Safety templates and tools to help improve quality and operational / venue management standards with forms, sources of information and procedures necessary to run an efficient management system. Examples of templates include: -

- Safe Systems of Works Observations, (RAMS)
- Health & Safety Presentation to other Employees (Induction Training)
- Risk Assessments
- Safe Systems of Work (SSOW)
- Support with Other relevant Documents
- Support in the completion of these Templates to a generic stand and advice on specific Risk Assessments*

8. Corporate Manslaughter and Corporate Homicide Act 2007

This is a one-off presentation delivered to Directors and Board Members. The course is designed to inform these Senior Managers and Board Members of their legal duties under the Act. How poor leadership can result in fine and or custodial sentences when found guilty under Gross Negligence manslaughter.

The duration of this course is normally 3 to 4 hours and it will include, where necessary, incidents, scenario and case studies

9. Fire Extinguisher Service

We are able to offer this service as first fit out and as annual service. The correct number and Class (type) will be as per the Fire Risk Assessment.

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10. Legionella Risk Assessment and Water Testing

We work together with a local expert to support employers, or someone in control of premises, including landlords, you must understand the health risks associated with legionella.

Duties under the Health and Safety at Work etc Act 1974 (HSWA) extend to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations (MHSWR) provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent or control the risk from bacteria like Legionella and take suitable precautions.

We work with our experts to give support, advice and clarity of the Approved Code of Practice: Legionnaires' disease: The control of Legionella bacteria in water systems (L8) contains practical guidance on how to manage and control the risks in your system.

11. Legal Duties

All organisations have management processes or arrangements to deal with payroll, human resources, finance, and quality control – managing health and safety is no different. The Management of Health and Safety at Work Regulations 1999 require employers to put in place arrangements to control health and safety risks. As a minimum, you should have the processes and procedures required to meet the legal requirements, including:

- A written health and safety policy (if you employ five or more people)
- Assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by your activities – and record the significant findings in writing (if you employ five or more people). Any risk assessments must be 'suitable and sufficient'.
- Arrangements for the effective planning, organisation, control, monitoring, and review of the preventive and protective measures that come from risk assessments.
- Access to Competent Health and Safety advice.
- Providing employees with information about the risks in your workplace and how they are protected.
- Instruction and training for employees in how to deal with the risks.
- Ensuring there is adequate and appropriate supervision in place.
- Consulting with employees about their risks at work and current preventive and protective measures.

It is in MSFL Ltd's remit to check that relevant documents, policies, procedures and risk control measures are in place and are based on the relevant workplace regulations. The responsibility of compliance still lies with the duty holder.

Every effort has been made to ensure that the information given is accurate and not misleading, but MSFL Ltd cannot accept responsibility for any loss or liability perceived to have arisen from the use of any such information. Only Acts of Parliament and Statutory Instruments have the force of law and only the courts can authoritatively interpret the law.

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MSFL Ltd agrees to treat as secret and confidential and not at any time for any reason to disclose or permit to be disclosed to any person or organisation or otherwise make use of or permit to be made use of any information relating to the Clients affairs, processes and finances or any such information relating to a supplier, customer, employee or client throughout the term of this agreement, and upon termination of this agreement, MSFL Ltd will deliver all our clients materials provided to them or prepared by their pursuant to this agreement

12. Contract Fee

		Bronze *	Silver *	Gold *
Additional Support and Advice	Service Level	BRONZE	SILVER	GOLD
Health and Safety Audit				
Health & Safety Audit:		£500.00 ^{1 2}	£400.00 ^{1 2}	£350.00 ^{1 2}
Risk Assessment Services				
Fire Risk Assessment		£500.00 ^{1 3}	£400.00 ^{1 3}	£350.00 ^{1 3}
Due Diligent checks on Risk Assessments		£500.00 ^{1 2}	£400.00 ^{1 2}	£350.00 ^{1 2}
Other Health and Safety Services				
Tools and Templates		£250.00	£200.00	£175.00
Tools and Templates (support on how to complete them)		£450.00 ²	£360.00 ²	£315.00 ²
Corporate Manslaughter and Corporate Homicide Act 2007 Training		£325.00 ¹	£260.00 ¹	£227.50 ¹
Fire Extinguisher Supplies and Services		£please enquire	£please enquire	£please enquire
Legionella Risk Assessment and Water Safety Checks		£please enquire	£please enquire	£please enquire
Total Fee Proposal excl. VAT		£2,525.00	£2,020.00	£1,767.50

¹ Additional charge may apply for travel and any overnight accommodation, expenses etc.

² This would normally take 1 or 2 days to complete, we advise how long this can take, additionally charges may apply

³ Will depend on the square foot of the premises

**Prices will be subject to an increase each year in line with the annual Consumer Price Index (CPI) as published by the [Office for National Statistics](#) in January of that year and effective from April of that same year. The above fee includes the CPI for June 2023 of 10%*

Assumptions: In order to provide the service described in this document for the above fee, MSFL Ltd has made the following assumptions:

- Information requested for review is made readily available on request and within a reasonable timescale within the period of this commission

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- Relevant client information is readily available
- Appropriate personnel have been briefed and are available for meetings / interviews / user groups etc.
- Documents drafted by MSFL Ltd will be turned around within 14 working days of issue
- Our fees **exclude** VAT and travelling expenses. Value Added Tax, where appropriate, will be added at the current rate
- Our consulting fees for any additional work will be charged at £500.00 per day
- A minimum fee of the quoted day rate will be charged for all work.

Expenses:

Expenses will be in addition to the fees described above. This will include travel costs (flights etc), accommodation and meals, taxi fares and any incidental expenses.

Mileage will be charged at 45p per mile.

Any other costs identified will be made known to the client as soon as practically possible

Value Added Tax, where appropriate, will be added at the current UK rate.

13. Confidentiality

MSFL Ltd agrees to treat as secret and confidential and not at any time for any reason to disclose or permit to be disclosed to any person or organisation or otherwise make use of or permit to be made use of any information relating to Client's affairs, processes and finances or any such information throughout the term of this agreement.

Upon termination of this agreement, MSFL Ltd will deliver all material provided to us or prepared by us pursuant to this agreement.

14. Signed Agreement

If this proposal is acceptable, please sign and date the form below and return a copy to My Skills for Life Limited;

The Responsible Person or Duty Holder	Signed:	
	Print Name:	
	Position:	
	Date:	
	Purchase Order or Reference:	

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Signed for, on behalf of MSFL Ltd Limited;

MSFL Limited	Signed:	
	Print Name:	
	Position:	
	Date:	

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Terms & Conditions of Service

1.1 GENERAL

"MSFL Ltd" means My Skills for Life Limited (company number 8395450) which has its registered office at 42 Hardens Close, Chippenham Wiltshire SN15 3AA

These terms apply to all work carried out by MSFL Ltd and can only be varied when agreed in writing by you and MSFL Ltd

MSFL Ltd shall use reasonable skill and care in carrying out its contractual obligations to you.

MSFL Ltd will keep minutes or notes of all meetings with you and keep copies of all correspondence relating to the facilities concerned. Each contract will be reviewed on an annual basis.

1.2 SCOPE OF WORKS

MSFL Ltd will carry out all work as described in the Proposal.

Following the external audits and monitoring of your facilities, MSFL Ltd will provide you with a written action plan within two working weeks.

Recommendations in the action plan, which arise from audits carried out by MSFL Ltd, are only valid whilst there is no change of conditions at the facilities, which have been audited. It is your responsibility to notify MSFL Ltd of changes in conditions at the facilities.

To allow MSFL Ltd to carry out its work, you will give MSFL Ltd personnel complete access to the facilities and provide access to the appropriately qualified personnel and relevant paperwork.

MSFL Ltd will supply any telephone support described in the Proposal.

1.3 PROFESSIONAL INDEMNITY AND INTELLECTUAL PROPERTY

MSFL Ltd hold indemnity insurance, however MSFL Ltd provide a consultancy service and 'the client' are wholly responsible for all final decisions

All information obtained by MSFL Ltd from you will be kept confidential. All information given to you by MSFL Ltd is the property of MSFL Ltd and cannot be passed onto any third party or used after the end of the contract.

MSFL Ltd retains the intellectual property rights for all works conducted with the client.

The laws of England and Wales govern these Terms and you submit to the exclusive jurisdiction of the English courts.

1.4 FEES AND PAYMENT

The fees for work MSFL Ltd carry out is set out in the Proposal. All fees will be invoiced and payable annually in advance, unless otherwise agreed.

All core contract prices exclude travel expenses and accommodation.

As appropriate, VAT is charged at the current rate by MSFL Ltd in addition to any fee payable by you. (Where applicable)

Where MSFL Ltd is to provide bespoke advice to you as set out in the Proposal, if an estimate of the required timescale is stated in the Proposal, the actual time required may be more or less than the estimate. Where it is likely that more time will be required, MSFL Ltd will discuss this change with you and agree any extensions, which may be necessary.

Any further additional work, which falls outside the scope of the administration and support packages such as documentation review, attendance at meetings etc. will be charged as follows:

- **£83.00 per hour + VAT**
- **£500.00 per day + VAT**

Expenses will include travel costs (flights etc), accommodation and meals, taxi fares and any incidental expenses.

All invoices are payable to **My Skills for Life Ltd** by you **within 30 days of the date of the invoice**.

If you fail to pay any amount under these **Terms**, **MSFL Ltd** may charge you interest on the overdue amount, payable by you immediately on demand, from the due date up to the date of actual payment, after as well as before judgment, at the rate of 8% of the invoice amount. MSFL Ltd also reserves the right to claim interest under the Late Payment of Commercial Debts (Interest) Act 1998.

All fees will increase on an annual by the rate of inflation, as a minimum.

1.5 LIABILITY

This clause sets out **MSFL Ltd** entire financial liability (including any liability for the acts or omissions of our employees, agents and sub-contractors) to you in respect of any breach of these **Terms** and any representation, statement or tortious act or omission including negligence arising in connection with these **Terms**.

All warranties, conditions and other terms implied by statute or common law are excluded to the fullest extent permitted by law. However, nothing in these **Terms** excludes or limits **MSFL Ltd** liability for death or personal injury caused by its negligence or for fraudulent misrepresentation.

Your attention is drawn to this sub-clause. Subject to sub-clause, MSFL Ltd total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation or otherwise, arising in connection with the performance or contemplated performance of these **Terms** shall be limited to the fee paid by you to MSFL Ltd and MSFL Ltd shall not be liable to you for any indirect or consequential loss or damage (whether for loss of profit, loss of business, depletion of goodwill or otherwise), costs, expenses or other claims for consequential compensation (however caused) which arise out of or in connection with these **Terms**.

1.6 CANCELLATION

MSFL Ltd require the following notice for the postponement of any works agreed within this contract:

- Greater than 28 calendar days' notice, no cost
- Between 28 and 14 calendar days' notice, 25% of agreed quote

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- Between 13 and 7 calendar days' notice 50% of agreed quote
- Less than 7 calendar days' notice, 100% of agreed quote.

This contract can only be terminated at the end of the agreed contract period. All fees within the contract period are payable upon termination. All monies paid are non-refundable.

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