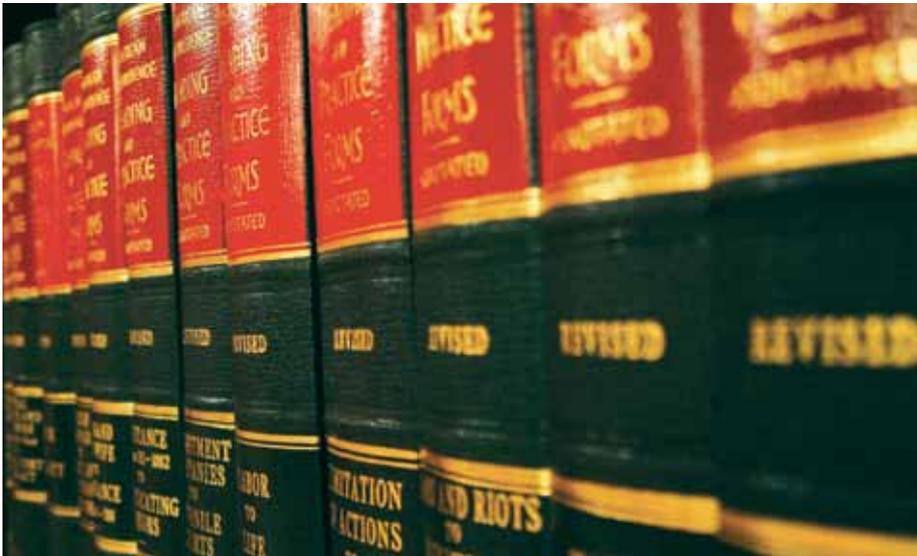


Lowering the cost of compliance – Part 2 of 2

A range of free resources can help in implementing management systems and making legal compliance affordable, says **Jodie Read**

BY THE BOOK



While few could argue that structured management systems bring genuine business improvement, increased business opportunities and cost savings once they are operational, business owners are often worried about the costs associated with implementing such systems. In the previous issue, we explored some means of reducing the costs associated with consultancy support, without doing away with professional expertise altogether. In this issue we provide details of some free seminars, forms and websites that can assist with the implementation of management systems.

FREE SEMINARS

Not sure if a management system is right for you? Not sure of the key steps involved? Find out more via a free seminar at www.penarth.co.uk/#FreeSeminars.

USEFUL FORMS

You probably already have forms within your business that help to control some aspects of work, such as purchasing, works orders etc. If you are trying to devise a management system that meets the requirements of standards such

as ISO9001, ISO14001 and OHSAS18001, but don't know where to begin with some of the peripheral management type forms, you can download some templates free of charge as a starting point to be personalised for your own business – visit www.penarth.co.uk/about/resources.

USEFUL WEBSITES

There are some websites that provide excellent free information that are invaluable when managing quality, environmental, health and safety systems.

- The Chartered Quality Institute (CQI) has a Book of Knowledge on its website, which can be a useful resource for people new to ISO9001 and quality – <http://thecqi.org/Knowledge-Hub/Knowledge-portal/>
- For ISO14001 environmental systems the Environment Agency's website www.environment-agency.gov.uk/ is extremely useful. Here you can check details of waste carriers, find Pollution Prevention Guidance (PPG), check your flood risk and a whole lot more besides.
- For OHSAS18001 or other Health and Safety Systems, the Health and Safety Executive (HSE) website provides information, including free copies of Approved Codes of Practice and templates for key documents such as health and safety policies or risk assessments. See www.hse.gov.uk/.
- Legislation is not optional, and must be adhered to, regardless of whether a company has chosen to implement a Standard or not. While the HSE and Environment Agency websites provide useful interpretations and guidance, it is sometimes necessary to refer back to the source legislation which can be found at www.legislation.gov.uk.

KEEP IT SIMPLE

For many companies, evaluating compliance with legislation via a comprehensive internal audit is an effective means of demonstrating how well they comply with legal requirements. Simpler alternatives could be a compliance calendar which could be produced via a simple spreadsheet or an electronic calendar, such as Microsoft Outlook, which many businesses already have available.

ABOUT JODIE READ



Jodie Read is the Managing Director of Penarth Management Limited; a company which specialises in the provision of compliance consultancy and training for quality, environmental, and health and safety management.

Jodie and her colleagues assist companies in implementing and maintaining management systems, such as ISO9001 (Quality), ISO14001

(Environmental) or OHSAS18001 (Health and Safety). Penarth is an affiliate member of BALI (British Association of Landscape Industries) and Jodie is one of only a few approved ROLA health and safety trainers in the country.

If readers have any queries regarding health and safety in landscaping, they are welcome to contact Jodie via e-mail: jodie@penarth.co.uk or by telephone on 029 2070 3328.