

Chartered Institute of Environmental Health

Request for Fee Proposal for Health & Safety Consultancy, London

Introduction

The Chartered Institute of Environmental Health (CIEH) is the UK's professional body and registered charity for Environmental Health. The organisation employs approximately 60 staff across the UK. The majority of the staff are full time home workers.

The CIEH holds a long lease on a five-storey Grade II Listed former warehouse building in Southwark, London which provides around 32,00 sq ft of office and meeting space. The lower ground and ground floors, around 11,000 sq ft, are occupied and used by CIEH for meetings and events with a small office for the building management team. The meeting rooms are available for external hire through a venue hire business www.15hatfields.com. The three upper floors are let on commercial leases to a serviced office provider and are not under CIEH direct control. The address of the building is:

Chadwick Court
15 Hatfields
London SE1 8DJ

CIEH wishes to appoint a competent, accredited Health & Safety Consultant to assist them with risk assessment and the development of their Health & Safety policies and procedures for their office, meeting rooms and event space at Chadwick Court and their remote workers.

Services Required

Please provide a fee proposal for the following:

1. A fixed fee to review and update CIEH's Health & Safety Policy
2. A fixed fee to carry out a Health and Safety Risk Assessment at 15 Hatfields to include the areas in the building occupied and managed by CIEH
3. A fixed fee to audit CIEH's H&S procedures
4. A fixed fee to draw up an action plan to address any deficiencies to achieve compliance with all relevant legislation
5. An hourly rate for providing ongoing ad hoc Health & Safety support to CIEH

A fire risk assessment and water risk assessment has been carried out at Chadwick Court within the last 12 months.

Please provide details of the personnel who would carry out this work and evidence of their knowledge and experience that evidences their competency to provide the advice.

Timescale

Questions regarding this request for proposal or visits to the building may be emailed to Nicky Debecker, Facilities Officer n.debecker@cieh.org

Proposals to be emailed to Justin Turner j.turner@cieh.org by **Friday 20 February 2026**

Appointment to be confirmed by **Friday 27 February 2026**

Work to be completed by **27 March 2026**