



Statement of Requirement for Health & Safety Compliance For the General Optical Council

Procurement Reference:

Issue Date: May 2024

Procurement Lead: Jacob Sanchez

GENERAL OPTICAL COUNCIL | 10 Old Bailey, London EC4M 7NG

Statement of Requirement

1. Introduction

- 1.1 The General Optical Council (GOC) is conducting a Procurement for Health & Safety Compliance services. This procurement is run on behalf of the GOC, referred to as 'the Authority'.
- 1.2 This procurement is being run under the GOC Contracts and Procurement policy (open procedure).
- 1.3 The Authority is looking to commence contracts in July 2024. The Contract will be for an initial period of 3 years, with the option for the Contract to be extended in increments of at least 12 months, with a maximum Contract duration of five (5) years in total.
- 1.4 We require the successful bidder to be able to undertake a H&S compliance audit within 4 weeks of the commencement of the contract.
- 1.5 The estimated contract value is £8,000 over 5 years including VAT and any price increases.
- 1.6 The Authority is looking to award contracts to one Supplier.

2. The Authority

The General Optical Council

- 2.1 The GOC is the UK-wide statutory regulator for the optical professions in the UK and our mission is to protect and promote the health and safety of the public. We currently register around 33,000 optometrists, dispensing opticians, student optometrists, student dispensing opticians and optical businesses. For more information, please visit our website: <https://www.optical.org>.
- 2.2 The GOC is a registered charity and is overseen by a Council of 12 members - 6 lay and 6 optical professionals.
- 2.3 Our charitable purpose and statutory role are to protect and promote the health and safety of members of the public by promoting high standards of professional education, conduct and performance among optometrists and dispensing opticians and those training to be optometrists and dispensing opticians. We have four core functions:
 - setting standards for optical education and training, performance and conduct;
 - approving qualifications leading to registration;

- maintaining a register of individuals who are qualified and fit to practise, train or carry on business as optometrists and dispensing opticians; and
 - investigating and acting where registrants' fitness to practise, train or carry on business is impaired.
- 2.4 Patients and the public should be confident that the treatment they receive is provided by an optical professional who is properly trained and qualified and who meets our standards. Where there are concerns about the quality of care or treatment, or the behaviour of an optical professional, we will investigate and take action if appropriate.
- 2.5 In addition, we fund the Optical Consumer Complaints Service (OCCS), which provides a free and impartial service to support patients and optical professionals in using mediation to resolve complaints about private optical care.
- 2.6 For further information on the GOC, please visit our [website](#).

3. Objectives

- 3.1 The objective of the Contract is for an independent Health & Safety (H&S) Consulting and Auditing firm to:
- undertake annual Health & Safety compliance audits covering the GOC's H&S management system in line with industry standard guidance on safe practices. The audit should result in a comprehensive report, covering any problems or issues and identify any training needs.
 - Complete documented assessments of the GOC's health and safety systems and procedures, to provide assurance that employees are working in a safe environment and that the organisation is compliant with applicable laws and legislation.
 - Help enhance the overall quality of the H&S practices of the GOC.

4. Scope of Services

- 4.1 We are looking for a professional H&S consultancy capable of undertaking H&S audits to a very high standard and, importantly, with expertise in the areas to be audited, sufficient to provide a professional and knowledgeable view of the GOC's practices.
- 4.2 We are seeking an audit provider who:
- offers a professional service that meets recognised standards.
 - applies risk-based methodologies.
 - can demonstrate sound management and quality assurance processes.

- 4.3 The H&S audit service required will include, but not be limited to:
- the planning, management, and execution of the annual H&S audit for the GOC.
 - providing tailored advice on H&S law, compliance, and requirements.
 - assess risks to employees in the workplace.
 - review and assess the GOC's relevant policies.
 - accident investigation.
5. We require the successful Supplier to have in place robust processes for quality assuring their audit service.

Key Deliverables/Outputs

6. The key Deliverables of this Service are:
- Presentation of an annual audit report to the GOC lead.
 - Recommendations for any improvements or gaps identified.

GOC Offices

7. The Authority has one office at 10 Old Bailey, London EC4M 7NG. The Facilities team is located here.

Sources of information

8. The following sources of information may support your knowledge of GOC and the requirement:
- [The GOC Contract and Procurement Policy](#)

Management arrangements

9. The Supplier is required to provide a representative who will be responsible for the delivery of the Service. The Supplier's Manager will liaise with GOC's Facilities Manager.
10. The GOC will provide access to the necessary staff, systems, and equipment in facilitation of the Contract.

Invoicing and payments

11. The Authority will pay correctly addressed and undisputed invoices within 30 days on acceptance of the relevant Deliverables. The minimum requirements for an invoice for the Authority includes:

- An itemised description of the good/services supplied.
- The Authority's Purchase Order number is included.
- Invoices must be submitted to finance@optical.org