

# WE'RE HERE TO PROTECT YOUR BUSINESS

## PENINSULA BUSINESS SERVICES

Peninsula Business Services is the leading Employment Law and Health & Safety Consultancy in the UK and Ireland. With over 20 years experience, we have immense credibility in our field and are a company that you can trust.

## TRIBUNAL REPRESENTATION

Should you become involved in a Tribunal which is often unavoidable in today's climate, we visit your premises, take statements and collate the facts, prepare the case, brief witnesses, undertake research and represent you at Tribunal.

## EMPLOYMENT LAW

We provide tailor made statements of main terms of employment i.e. contracts of employment. We write your company hand-book for employees and also provide updates for your documentation when changes in legislation demand. Personnel training can be included if required. All personnel stationery is provided within the consultancy agreement.

## HEALTH & SAFETY AT WORK

Our service provides you with all the documentation, advice and individual help to ensure your company is complying with H&S legislation.

We visit your premises, carry out an audit and write a general H&S policy incorporating line management and employees responsibilities along with emergency procedures.

We offer advice 24 hours a day, fully supported by an insurance indemnity, protecting your business against legal costs or avoiding H&S prosecutions

## 24 HOUR ADVICE SERVICE

You and any of your nominated staff, could have access to our 24 Hour Advice Service. This would ideally involve all line managers, individuals with responsibility for personnel/payroll and anyone who has to deal with employees on a day-to-day basis, particularly those with responsibility for recruitment and discipline. The 24 Hour Advice Service is not based on an answer phone outside normal working hours; you will always be able to speak directly to a Consultant to discuss any employment law/health & safety matter that requires attention.

## INDEMNITY SCHEME

We take out an insurance Indemnity policy on your behalf, with an authorised insurer, which provides for two tiers of service. Firstly, the legal costs in defending Employment Tribunal proceedings or Health & Safety criminal prosecutions, which can in most cases be very costly, are all paid for under the indemnity scheme.

Secondly, compensation awarded at Employment Tribunals in cases of unfair dismissal arising out of conduct, capability and redundancy are funded, as are any appropriate settlements, if the advice guidelines are followed.

**PLEASE TURN OVER FOR THE RISK MANAGEMENT HEALTH CHECK OR FOR MORE INFORMATION ON OUR SERVICES PLEASE CONTACT CLAIRE KENDRICK on 0161 827 8530 or e-mail: [claire.kendrick@peninsula-uk.com](mailto:claire.kendrick@peninsula-uk.com) [www.peninsula-uk.com](http://www.peninsula-uk.com)**





# PENINSULA BUSINESS SERVICES

## Risk Management Health Check

Do you meet the **minimum level of compliance** required as an employer to meet your legal obligations and prevent potentially damaging litigation by your employees or the regulatory authorities?

### HEALTH & SAFETY

- Do you have a written Health & Safety Management Policy?
- Do you update this on a regular basis?
- Are all employees trained and guided through this upon induction?
- Do you have ongoing training for existing staff on Health & Safety matters?
- Do you have designated Health & Safety officers?
- Are staff and management aware of their Health & Safety responsibilities?
- Are Health & Safety posters prominently displayed?
- Do you carry out risk assessments and follow this up with monitoring procedures?
- Do you have a system of accident reporting and recording?
- Do you have 24 hour access to specialist advice on Health & Safety matters?
- Do you comply with the terms and conditions of your liability insurance?

### EMPLOYMENT LAW

- Do all of your employees have a contract of employment/written statement of terms and are these reviewed/amended at least on an annual basis?
- Do you have an Employee Handbook/written policies and procedures covering all aspects of work and is this kept up to date in line with current legislation?
- Are all changes to the Employee Handbook communicated to staff?
- Are copies of handbooks/policies and procedures available for staff inspection?
- Do you have written grievance and disciplinary procedures?
- Have the relevant investigating/disciplinary officers been provided with adequate training in managing grievance & disciplinary procedures?
- Do you have unlimited 24 hour access to practical and legal advice on implementing your policies and procedures?
- Do you have insurance against representation at Tribunal and potential awards to employees?

### CAN YOU TICK ALL THE BOXES?

**NO** - Then you should be talking to us.

**YES** - Then still talk to us as we can possibly provide you with better systems & greater protection.

**DOCUMENTATION • 24 HOUR ADVICE • REPRESENTATION • INDEMNITY**

All from the UK's leading Employment Law and Health & Safety consultancy.

### REPLY NOW

Call Claire Kendrick on: 0161 827 8530 Fax: 0161 839 8631 or E-Mail [claire.kendrick@peninsula-uk.com](mailto:claire.kendrick@peninsula-uk.com)

- Please call & tell me how Peninsula can help protect my business
- Please send me information on Peninsula's Personnel and Health & Safety Services

My Name ..... Business Name .....

Business Address .....

.....

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Tel No ..... E-Mail .....