



## Employment Law and Health & Safety

Due to the increased burden of legislation placed upon Employers it is important to check that you are compliant when it comes to Employment Law or Health & Safety.

As well as carrying out Risk Assessments for key processes within your business, there are statutory requirements and Insurance implications.

To assist you and us to assess if you conform please answer the questions below in order that we may update our records

### Employment Law

Have you issued Section 1 written Main Terms of Employment to all of your employees (both full time and part time) within 2 months of their start date? (Statutory requirement under Section 1 of the Employment Rights Act 1996)	Yes/No
Have you issued written Disciplinary and Grievance procedures? (Employment Act 2002 and ACAS Code of Practice Disciplinary and Grievance Procedures)	Yes/No
Do you have the contractual right to make deductions from your employees' pay? (including holiday pay in excess of accrued entitlement when an employee leaves mid year) (SS 13, 15 Employment Rights Act 1996)	Yes/No
Do you have Equal Opportunity, Anti Bullying and Anti Harassment Policies in place to reduce the possibility of costly claims under e.g. Sex Discrimination Act 1975 and Employment Race Relations Act 1976?	Yes/No

### Health & Safety

Has a competent person been appointed to achieve and assist with the management of Health and Safety? (Statutory requirement S7 Management of Health and Safety at Work Regs 1999)	Yes/No
Do you have a recognised EU/UK current Health and Safety policy? (Required under Health and Safety at Work Act 1974, if you employ more than 5 employees)	Yes/No
If applicable (i.e., you employ more than 5 employees) is it in writing and regularly updated? (Requirement under S5 Management of Health and Safety at Work Regs 1999)	Yes/No
Have you carried out statutory fire risk assessments and attended to any matters that require attention? (Required under The Fire Precautions (workplace) (amended) Regulations 1999)	Yes/No
Have you completed all other risk assessments? (Statutory requirement under Management of Health and Safety at Work Regs 1999)	Yes/No
Do you conduct regular competent inspections of your premises and working processes? (This should occur at least every 12 months)	Yes/No

Most jewellery trade companies are unlikely to have the time or the resources to undertake these measures and therefore we have sourced **MHL Support plc** ([www.mhlsupport.com](http://www.mhlsupport.com)) to offer their assistance to provide a service to assist our clients in meeting their Health & Safety obligations.

At reasonable cost, **MHL** will:

- Carry out statutory competent Health & Safety inspections of your premises and activities.
- Produce a confidential report outlining any shortfalls and produce an EU/UK health & safety policy.
- Introduce a simple and effective health and safety system, as well as train on its ease of use.
- Keep the policy and system up to date for you to ensure compliance is being maintained.

With such a contract in place this will benefit your company by:

- Ensuring that you are compliant with the law and are not at risk from fines or imprisonment.
- Providing evidence to your insurers that you have a safe system of work giving some ability to defend potential Employers Liability Claims.

Giving us the opportunity to demonstrate to insurers that you take Health & Safety seriously enabling us to negotiate and maintain the best possible terms