

ALCUMUS



# ALCUMUS ADDITIONAL SERVICES

Supporting SMEs to overcome their  
People and Health & Safety challenges.

To find out more visit  
[alcumus.com](http://alcumus.com)

Info Exchange ISOQAR Sypol **PSM** SafeSupplier

 **Alcumus**<sup>®</sup>  
Safer, Healthier, Stronger



# INTRODUCTION

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**Alcumus PSM has been supporting SMEs to overcome their HR and Health & Safety (H&S) challenges for over 30 years.**

All businesses go through change and can face unexpected challenges. We understand that you'll not always be equipped to deal with these alone.

Here at Alcumus we're able to offer you a wide breadth of additional support to ensure you're fully prepared.

Whether you're an existing PSM client or not, our expert consultants are on hand to support you with a variety of HR and H&S matters.



Contact your dedicated consultant or the PSM Sales Team on 01484 439930 or email [psm.enquiries@alcumus.com](mailto:psm.enquiries@alcumus.com) to find out more.

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\*provided via business partner



# TRAINING

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We know how important it is for your staff to have an understanding of HR and H&S procedures. So, we've developed a range of courses to help your business and people grow.

All our courses are delivered by experienced trainers who have in-depth knowledge and expertise in their chosen fields. Each course can be tailored to meet your needs to ensure you get the most from them.

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## HR courses include:

- Disciplinary and Investigations
- Handling Grievances
- Managing Performance
- Absence Management
- Managing Conflict and Difficult Conversations
- Equality, Diversity and Inclusion
- Statutory Obligations
- Recruitment and Selection
- Managing Appraisals
- Mental Health and Wellbeing in the workplace

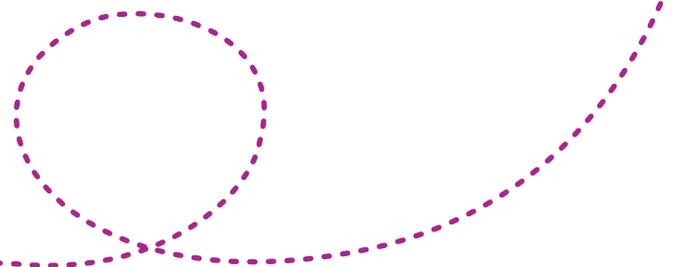
## Health and Safety courses include:

- COSHH Awareness
- Fire Marshall
- Fire Safety Awareness
- Health and Safety Awareness
- Manual Handling
- Manual Handling: Train the trainer
- Risk Assessment: Methodology, Practice etc
- Workplace Violence and Aggression
- Working at Height
- DSE Assessor Training
- Confined Spaces Awareness
- Construction Design and Management Overview
- Asbestos Awareness
- Noise/Vibration Awareness
- PUWER

Looking for accredited training such as IOSH and NEBOSH courses?

Find out more or request a copy of the Alcumus PSM Training brochure by emailing

[psm.enquiries@alcumus.com](mailto:psm.enquiries@alcumus.com)





# LEGAL EXPENSES INSURANCE

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Having legal expenses insurance is invaluable when the unexpected happens. Some businesses may have never needed to call on that insurance to pay out compensation to an unhappy employee, but this doesn't mean it will never happen.

Legal Expenses insurance provides cover for example:

- unfair dismissal
- discrimination at work
- injury from an accident

So, should you be involved in a tribunal case or need to cover the legal costs of defending a prosecution by the HSE in the event of an accident, you'll be covered.



# ADDITIONAL HR SERVICES

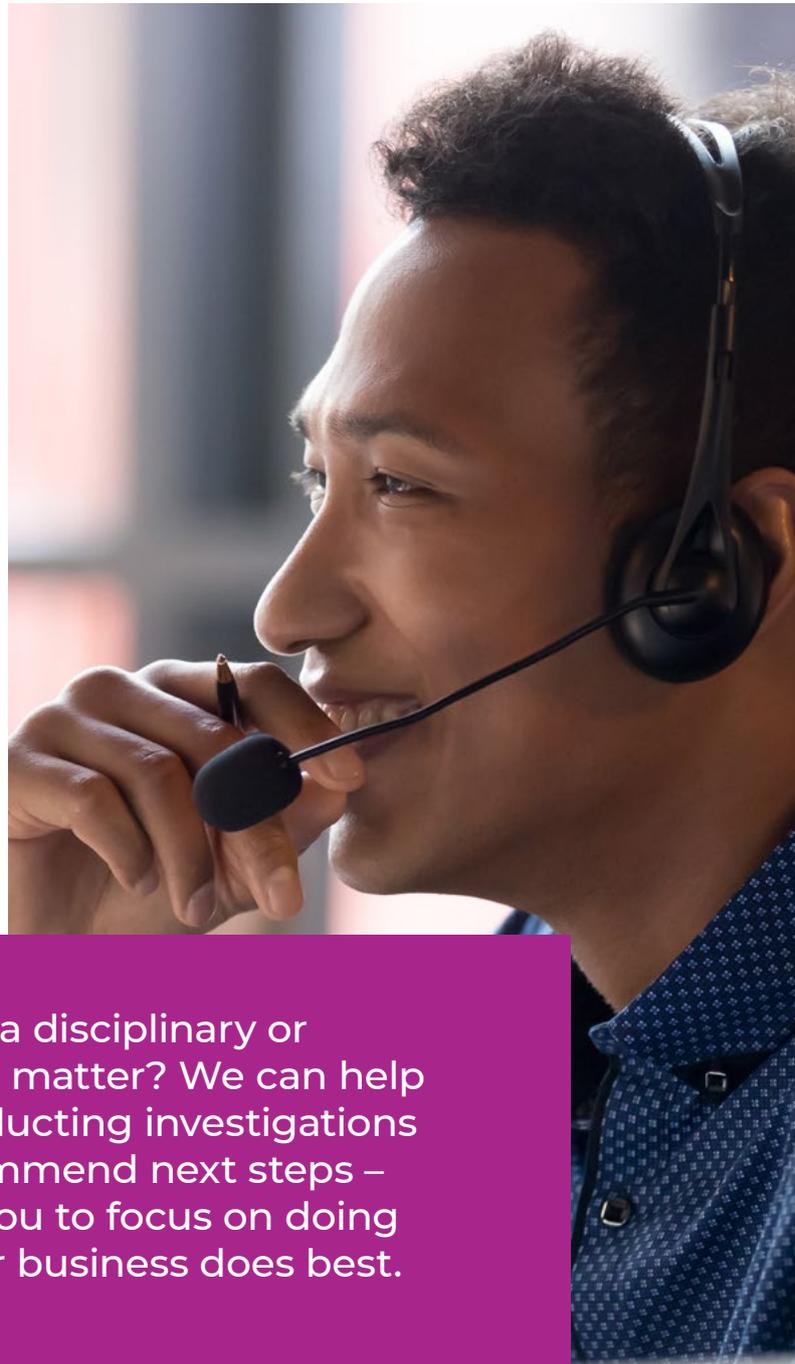
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You know what's right for your business, and so you'll know the importance of having expert support and guidance when you or your employees need support. Our consultants can act in several capacities whether it be as a facilitator, or being that impartial source of advice and support for all parties involved. So, whether you have a one-off issue or something longer term, our team of qualified HR Consultants are on hand to help.

## On site consultancy support

It can be invaluable to have an expert on site to help, should a difficult employee relation issue arise or it could be that you're looking for guidance with a restructure and need on-going support to ensure you're following the appropriate process. Our consultants can support you with a range of issues such as:

- Disciplinarys
- Grievances
- Appeal hearings
- Redundancy consultations
- TUPE consultations
- Probationary reviews and performance related meetings
- Absence review and ill-health capability meetings
- Protected conversations for settlement agreements



Handling a disciplinary or grievance matter? We can help with conducting investigations and recommend next steps – to allow you to focus on doing what your business does best.

## ACAS Early Conciliation

Most employees and employers want to take part in early conciliation to settle workplace disputes without going to an Employment Tribunal, which can be costly. This is where ACAS Early Conciliation comes in.

We will liaise with ACAS on your behalf if you do not wish to conduct the discussions yourself. This will provide you with the opportunity to offer, agree or reject settlement proposals prior to submission of an employment tribunal claim.



## Tribunal Advocacy

Attending a tribunal can be a daunting prospect. We offer a tribunal service for uninsured clients via the services of our trusted business partner, Richard Hall & Partners. We have a proven track record of successfully supporting our clients through the tribunal process.

## Settlement Agreements

Settlement agreements can often be a useful tool when resolving workplace disputes and for bringing employment relationships to an end in a mutually agreed way.

We can advise on what to consider when thinking about offering a settlement agreement, drafting the legal agreement and advising on any subsequent discussions or queries from the employee's legal representative.





## Project Work

Would you like to get the best out of your people to take your business to the next level? Whether it be designing a Performance Development Plan Review process or implementing a new procedure, our experienced HR consultants can help.

With support from our team you can be confident that all our HR work is completed to a high standard – we even offer a popular 'pay as you go' arrangement for non-subscription clients.

## Occupational Health

We have partnered with Valentines who provide a full range of Occupational Health services.

From management referrals to health screening, health surveillance and well-being programmes, we can put you in touch with the right people to ensure that your employees are able to carry out their role safely and efficiently. As a client you will also have access to discounted rates.



## Employee Assistance Programme (EAP)

Our business partner Valentine Occupational Health are experts in this field. They offer a specialist support service that assists employees with personal problems and/or work-related problems that may impact their job performance, health (mental and physical) and emotional wellbeing.

An EAP will offer free and confidential guidance, support, independent advice and if required short-term counselling. There are a range of EAP service model options including telephone and face to face counselling support. EAP's are considered to be best practice and an excellent benefit to offer to your employees. They are also viewed very positively if you are faced with a tribunal claim.

# ADDITIONAL HEALTH & SAFETY SERVICES

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We can support you with a range of H&S matters. Our team of H&S experts are on hand to help you run your business to the very highest standards.

## Fire Risk Assessments

Is your Fire Risk Assessment up to date? We deliver a bespoke fire risk management service with a dedicated team of fire safety specialists.

We're proud to offer you a range of assessments that are fully compliant with the Articles of the Regulatory Reform (Fire Safety) Order 2005 in England & Wales, the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006 in Scotland; and in Northern Ireland the Fire and Rescue Services (Northern Ireland) Order 2006 and the Fire Safety Regulations (Northern Ireland) 2010.



## DSEAR Assessments

It is the responsibility of the employer to minimise the risks to their employees that can result from potentially explosive atmospheres (i.e. where there is presence of gases, vapours, liquids or dusts).

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) set minimum requirements for the protection of workers from fire and explosion risks related to dangerous substances and potentially explosive atmospheres in the workplace. DSEAR is the 'framework' adopted by the Health and Safety Executive (HSE) to facilitate compliance to ATEX 137 within the UK.

To offer pragmatic and practical solutions to DSEAR problems for our clients we partnered with Fire Safety and DSEAR specialists, who have expertise in operation, production or maintenance.



## Noise Surveys

All businesses have a duty to assess the risks which affect employees, understand relevant noise limits and take action to reduce exposure to health and safety risks. Noise monitoring ensures that workers are not exposed to levels of noise that could cause permanent hearing damage, such as tinnitus or hearing loss.

Our team of consultants can perform a full noise survey of your premises and give guidance on areas for improvement, ensuring you are compliant with the Control of Noise at Work Regulations 2005.

## Ad-Hoc H&S Policy/Audits and Gap Analysis

Our expert team of consultants can offer you the help and support you need to establish a high level of H&S legal compliance across your organisation. To help guide you, we will create a report identifying and prioritising those areas which require action. This not only facilitates your compliance with legislation but also demonstrates your commitment to good working practice, ensuring your workplace is safe for your employees.



## Occupational Health

We recognise that occupational health plays a fundamental part of any organisation's success, healthier employees mean increased attendance, better productivity and greater profits.

We have partnered with Valentines Occupational Health to provide an agile cost-effective solution across the UK for businesses like yours. The service is available to businesses of any size and Valentines can help you decide on the best course of action with their Manager's Occupational Health Helpline.

## ALCUMUS

### ABOUT ALCUMUS

Alcumus is a leading provider of technology-led risk management solutions providing clients with advice, expertise and support to help them identify and mitigate risks, navigate compliance and keep people safe. It supports clients with a wide range of risk management services, including products across Supply Chain Management, EHSQ Software, UKAS Accredited Certification and HR and H&S support services.

Our people are at the heart of our business, building strong relationships with our clients to understand their needs, minimise risks and navigate compliance through our in-depth knowledge of your sector, regulations and challenges.



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