



In Association with

Mentor Services



Health and Safety Risk Management Protection for Small and Medium Sized Businesses

Affordable 24/7 support for
a fixed monthly fee

arco[®]



What if...

...you don't keep up with the complex and changeable risk compliance legislation or you need to upgrade your Health and Safety training? Make the wrong choice and you could find yourself on the wrong side of the law.

All the help you need with safety risk management and training, from a single "expert" source.

Arco has been at the forefront of the UK safety business for over a century and has earned the respect and confidence of many people for its knowledge and expertise. Working in partnership with some of today's leading Health and Safety training organisations, Arco now offer an unrivalled range of safety risk management and training services.

Call the Arco SRMS Team on

0870 129 8525

Email

srms@arco.co.uk

or visit

www.arco.co.uk/srms

arco[®]

If you run a small or medium sized business, can you afford to risk everything by getting your health and safety management wrong?

At Arco we realise that running your own business is never easy, and if you have employees, business premises, vehicles or work on other people's site, it gets even more complex. With all the current risk assessment requirements and changing legislation, health and safety law can be a minefield, but we can help you manage the ever growing number of rules and regulations that you have to follow.

What the law says

It is a legal requirement for every company, irrespective of size to have a Health and Safety Policy.

It is a legal requirement to consult your staff on health and safety matters and you are legally required to report certain types of accidents and incidents to the enforcing authority. As well as any specific health and safety compliance issues that are associated with risk within your workplace, an employer has a legal duty to protect the hearing, sight and safety of employees. Provide adequate first aid needs and any personal protective equipment and training that circumstances require.

What about self-employed people? If a person working under your control and direction is treated as self-employed for tax and national insurance purposes, they may nevertheless be treated as your employee for health and safety purposes. You may need therefore to take appropriate action to protect them. If you do not wish to employ workers on this basis, you should seek legal advice. Ultimately each case can only be decided on its own merits by a court of law.

Arco can help you deal with all health and safety compliance issues, for a single, cost effective monthly payment with RBS Risk Mentor Services .

RBS offer four different options dependent on the size of your company and the risk it faces. All of the packages help you prepare important documentation, ensure expert advice is never more than a phone call away and should the worst happen, provide you with FREE specialist insurance cover to protect your business.

Risk Remedy is designed for the smaller business with **five or less employees**. This revolutionary new service enables you to cope with a range of legal issues - without resorting to expensive solicitors and could give you cover for as little as £1 a day.

Risk Mentor gives support on three levels based on the number of your employees and the level of risk your work poses.

Services Available

It's simple to get the right safety risk cover for your business, choose from the four services shown below then contact the Arco Risk Management Team for more information.

Risk Remedy Cover - For companies with 5 or less employees
Risk Mentor Service Level 1 - Ideal for companies with a low level of risk
Risk Mentor Service Level 2 - For those engaged in work that has a medium risk
Risk Mentor Service Level 3 - Maximum cover for high risk operations



Risk Remedy Cover

Health and Safety risk cover for people who operate small businesses

Designed for companies with 5 or less employees.

With the RBS Risk Remedy package you can be confident that your company has the tools needed to help your business comply with the latest employment law and health and safety regulations. Risk Remedy enables you to quickly and easily prepare quality Health and Safety Risk Management Documentation, ensures that legal advice is never more than a phone call or email away, and, should the worst happen, provides specialist cover to protect you and your business. It all adds up to less red tape and more peace of mind.

What you will receive

Document preparation

The comprehensive range of web-based legal documents, policies and procedures help you make sure your business is legally compliant. Our revolutionary new system lets you create tailored documents either via the web or on your PC, and includes:

- An employment agreement, so your employees are fully informed about the main terms and conditions of their employment.
- An employee handbook which will ensure that your business has all the personnel policies and procedures it needs to protect itself.
- A health and safety compliance review and policy creator to ensure your business takes all the steps it needs to comply with health and safety legislation.

You'll also benefit from access to a range of other invaluable employment law and health and safety documents.

Legal document review

The specialist team of lawyers and other appropriately qualified consultants will review any legal documents you create using our service.

Legal advisor

You get instant access to expert legal advice, 24 hours a day, 365 days a year. One call is all that's required to put you in touch with one of the specialists, who will guide you through the maze of employment and health and safety legislation and help you find a workable solution to problems you may have.

Legal library

The comprehensive and searchable web-based law guide gives you instant access to a wealth of information on employment and health and safety issues.

Specialist cover

Legal expense insurance of up to £50,000 helps you defend yourself against employment disputes and health and safety prosecutions, and includes cover for employment tribunal awards made against you.

Legal updates

The monthly bulletin will help keep you up-to-date with the latest employment law and health and safety regulations that affect you.

Risk Mentor Services

Risk Mentor Services is designed to cover growing companies with differing risk levels

As your enterprise grows the need for expert help to manage your Health and Safety risk increases, however, how do you calculate the level of risk and how do you get advice that meets the unique elements of risk within the operation of your business?

Risk Mentor Services is the answer! RBS can offer three levels of cover designed to keep your company compliant with current legislation in your day to day operations and help in the event of any unfortunate incidents.

Arco, with the help of the RBS team will help you identify the level of risk posed by the work you are involved in and guide you through the selection process to identify the factors that make you low, medium or high risk and make sure you get the right package according to your needs.

Risk Mentor Level 1 - Ideal for companies with a low level of risk

Advice: Legal and professional advice at the end of a telephone 24/7.

Documents: Help to create the documents you need to ensure compliance and fulfil your risk management responsibilities including a Health and Safety workbook.

Insurance Cover: Health and Safety Legal Defence Policy £50k per incident/£500k annual aggregate.

Updates: Keep in touch with the latest news on health and safety matters with a monthly e-mail and magazine.

Legal: We will keep you up to date with the changes in the law through regular e-mails on legal matters.

Telephone Support: Help with creating and installing the initial documentation then half yearly telephone updates.

Risk Mentor Level 2 - Ideal for companies with a medium level of risk

Advice: Legal and professional advice at the end of a telephone 24/7.

Documents: Help to create the documents you need to ensure compliance and fulfil your risk management responsibilities including a Health and Safety workbook.

Insurance: Health and Safety Legal Defence Policy £50k per incident/£500k annual aggregate.

Updates: Keep in touch with the latest news on health and safety matters with a monthly e-mail and magazine.

Legal: We will keep you up to date with the changes in the law through regular e-mails on legal matters.

Telephone Support: Half yearly telephone updates.

Face to Face Visits: Site visit to carry out a compliance audit then create the required documentation and help with installation. Annual visit to ensure the documentation remains relevant.

Risk Mentor Level 3 - Ideal for companies with a high level of risk

Advice: Legal and professional advice at the end of a telephone 24/7.

Documents: Help to create the documents you need to ensure compliance and fulfil your risk management responsibilities including a Health and Safety workbook.

Insurance Cover: Health and Safety Legal Defence Policy £50k per incident/£500k annual aggregate.

Updates: Keep in touch with the latest news on health and safety matters with a monthly e-mail and magazine.

Legal: We will keep you up to date with the changes in the law through regular e-mails on legal matters.

Telephone Support: Half yearly telephone updates.

Face to Face Visits: Site visit to carry out a compliance audit then create the required documentation and help with installation. Two annual visits to ensure the documentation remains relevant.

Mentor Services



Expert partnership

Arco have forged a partnership with the **Royal Bank of Scotland Mentor Services** to provide a range of carefully chosen products that will ensure that you keep up to date with legislation, and stay on the right side of the law.

The Royal Bank of Scotland Mentor Services is a trading name of The Royal Bank of Scotland plc. Registered in Scotland No 90312. Registered office: 36 St Andrew Square, Edinburgh EH2 2YB. The Royal Bank of Scotland plc is authorised and regulated by the Financial Services Authority.

For further information...

Call the Arco SRMS Team on

0870 129 8525

Email

srms@arco.co.uk

or visit

www.arco.co.uk/srms



arco[®]



arco[®]

Choose the **safety risk management and training services** that are right for you... call 0870 129 8525 or visit www.arco.co.uk/srms



Exposure to Hazards
Protecting you and your staff from exposure to hazardous substances



Good Health & Safety Practice Starts in the Boardroom
Occupational health, safety and wellbeing programmes developed for the directors and management of larger enterprises



Personal Protective Equipment Compliance
Comprehensive range of training and maintenance programmes for PPE



Professional Health, Safety and Environmental Qualifications



Workplace Fire Safety
Fire risk consultancy
Fire safety training
Fire extinguisher advice & maintenance



First Aid
Compliance & emergency aid training programmes



Working at Height
Training and maintenance programmes to keep people safe who work at height

