

Fact Sheet 11 – Policies & Procedures

Policies and procedures are important for two reasons. Firstly, some are legal requirements, such as having an Employers Liability Insurance policy, and secondly they can help make things easier, such as by having a clear process for undertaking a Health and Safety risk assessment.

They are also important as many external organisations, such as commissioning bodies or funders, will want to see that you have policies and procedures in place.

What are Policies and Procedures?

Policies and procedures are an essential, and sometimes tedious, part of your day-to-day operations. There are a vast number of policies and procedures that can be created for your business, reflecting the specific areas of what you do, such as the particular service you offer. While policies tend to relate to documenting your adherence to a specific issue, such as by having a Data Protection policy, procedures tend to relate to how you go about doing something, such as by having a risk assessment process.

Employment

Your business will be affected by a number of legislative provisions in relation to employment law, which can be very complex and which must be abided by. You may find the following points of particular interest:

- **Contract of Employment.** This exists as soon as a candidate accepts your offer whether in writing or not, and as an employer you must provide a written statement of terms and conditions of employment within two months.
- **Hours, Leave and Pay.** You must comply with statutory requirements, such as a maximum 48 hours average working week, a minimum of four weeks paid leave, maternity and paternity leave and national minimum wage.
- **Employee Rights.** Employees have the right to belong to a trade union and are entitled to a reasonable degree of privacy and protection and must be given a pay statement and are entitled to a notice period after one month.
- **Disciplinary.** Section 35 of the Employment Act 2002 requires all employers to provide employees with accurate written particulars dealing with company disciplinary procedures and how these will be implemented.
- **Non-Smoking.** You will need to show that you are committed to upholding the smoke-free law. On July 1st 2007, England introduced a law to make virtually all enclosed public places and workplaces in England smoke free.

Equal Opportunities

Discriminating against someone is illegal. A key method of avoiding discrimination is through the development of an Equal Opportunities Policy. Key points to include are:

- A statement of intent (including clear aim and objectives)
- Who the policy applies to
- The specific actions which will be implemented
- How the policy will be implemented (including who is responsible)
- How the organisation's approach is monitored
- How complaints are dealt with
- How and when the policy is reviewed

Health and Safety

Health and safety law is administered by the Health and Safety Executive (HSE) and is a legal requirement. Health and safety law is extremely complex and as an employer you must, for example, have a Health and Safety Policy (if you employ five

For further details about how Pulse Regeneration can help, please contact us.

Pulse Regeneration Limited, The Corn Exchange, Fenwick Street, Liverpool L2 7RB

t 0151 475 7000 f 0151 475 3000 e info@pulseregeneration.co.uk w www.pulseregeneration.co.uk

Fact Sheet 11 – Policies & Procedures (Continued)

people or more) and carry out Health and Safety Risk Assessments regularly to identify any hazards.

Fire Safety

The current legislation with regards to Fire Safety is the Regulatory Reform (Fire Safety) Order 2005 which states that a designated 'responsible person' must carry out a fire safety risk assessment and implement and maintain a fire management plan.

Data Protection

All businesses that keep any information on living and identifiable people must comply with the Data Protection Act 1998. The Act applies to computerised personal information and some manual records that may be held. It is your responsibility when collecting the data to inform the individuals about how the information is to be used, and you are liable to face criminal proceedings if you breach the Act.

Insurance

As soon as you start a business, you have legal obligations to your employees, customers and the general public. By law all businesses (except those employing only close family or where the owner is the sole employee) must have Employers' Liability Insurance. Another commonplace insurance held is Public Liability Insurance.

For further details about how Pulse Regeneration can help, please contact us.

Pulse Regeneration Limited, The Corn Exchange, Fenwick Street, Liverpool L2 7RB

t 0151 475 7000 f 0151 475 3000 e info@pulseregeneration.co.uk w www.pulseregeneration.co.uk