

## SPECIAL OFFER FOR PRACTICE PLAN MEMBERS

# Dental Employment Law

### Employment Law Check List

- ? Do you have Contracts of Employment for your employees?
- ? Do your employees have Job Descriptions showing functions and principal accountabilities required within their role?
- ? Are you familiar with the procedures on Disciplinary, Dismissal and Grievance as required under the ACAS code of practice?
- ? Are you aware of discriminatory behaviour in relation to recruitment?
- ? Do all new employees undergo an Induction Process?
- ? Do you have a policy in place to minimise lateness and absenteeism?
- ? Are there occasions when a dispute has arisen within your workplace?

**WOULD YOUR PRACTICE BENEFIT FROM TAILORED GUIDELINES IN RELATION TO ANY OF THE ABOVE?**

### Employment Law Package

What is included within our Employment Law Package?

- ✓ **Review of Existing Systems & Documentation**
- ✓ **Drafting of Contracts of Employment**
- ✓ **The Management Guide to Employment**
- ✓ **Employee Handbooks**
- ✓ **Insurance Indemnity (optional extra)**



Limit £100,000 per incident in respect of legal costs and awards.  
£1 million in total per year in respect of tribunal awards.

- ✓ **Telephone Help-line**

All clients have access to expert advice on any issues concerning Employment Law 24 hours a day, 7 days a week.

### Special Offer Price to Practice Plan Members ONLY

The price of each package is £499 per year (based on a 3 year contract)  
Usual price Employment Law - £625 per year - **£126 saving to PP Members**  
Usual price Health & Safety - £695 per year - **£196 saving to PP Members**

## SPECIAL OFFER FOR PRACTICE PLAN MEMBERS

# Dental Health & Safety

### Health & Safety Package

Following agreement for works to commence, our consultant will attend your practice and will be there with you for about 3 hrs. It will not be necessary to close the practice and no disruption to your patient list will be necessary.

Included within this package: -

- ✓ Health and Safety Audit of your Practice and Business
- ✓ Health and Safety Policy
- ✓ Cross Infection Control recommendations and Policy completion
- ✓ Full set of COSHH assessments provided
- ✓ Sterilisation advice and sterilisation Policy written for your practice
- ✓ Risk Assessments completion to cover all activities
- ✓ Disability Discrimination (DDA) Audit
- ✓ RIDDOR advice and information
- ✓ Fire Risk Assessments, Audit and Action Plan completed
- ✓ Ionising Radiation Audit
- ✓ Asbestos Certificate



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# 0800 028 7083



6 Willow Drive, Sendmarsh, Ripley, Surrey GU23 6LF

Tel: 01483 225550 Fax: 01483 212572

Email: [enquiries@safetypriorities.co.uk](mailto:enquiries@safetypriorities.co.uk) [www.safetypriorities.co.uk](http://www.safetypriorities.co.uk)