



BUCKLESprotect – the plan

BUCKLESprotect is a fixed cost annual protection plan for your employment law needs. Our specialist services are provided by qualified and experienced lawyers with your commercial needs the only consideration.

Clients can choose from the following:

The **elite** package

The **executive** package

The **essential** package

The high quality information and service provided by **BUCKLES**protect can be accessed remotely through our website so you can always obtain what you need at the touch of a button, wherever you are.

All documents are maintained by our own lawyers and you will receive an alert every time a new version is available, saving you the trouble of having to keep abreast of developments in employment law.

Upon choosing your **BUCKLES**protect package, a member of our team will contact you to learn about your business and what your immediate needs are. You will meet the person who will be your primary contact and will act as your account manager for your choice of **BUCKLES**protect package.

To help you through most routine employment law processes, you will be able to access a maintained database of model letters (depending on your **BUCKLES**protect package) to assist you with issues such as offers of employment and disciplinary matters generally.

BUCKLESprotect the elite package



The elite package

This is a comprehensive service which includes an insurance policy managed by us on your behalf (allowing Tribunal representation and award cover) and includes the following features:

- Insurance provided by Temple Legal Protection, a specialist insurance provider and underwriter based in Guildford, UK
- Indemnity limit up to £250,000 or £1,000,000 in aggregate
- Price of cover is based on employer's wage-roll (first tier of cover is offered to those with wage rolls up to £249,000)
- Special terms available for special risks that need to be covered in any industry.

In addition to the insurance policy you will have access to specialist employment lawyers who will provide:

- **Specimen Contract of Employment**
- **Policies & Procedures/Employee Handbook**
- **Access to members website containing 50 + model letters**

- **Implementation, guidance and advice**
- **Regular employment law updates and seminars.**

Telephone helpline - our friendly and experienced lawyers are there to answer any telephone enquiry that you have on any employment law issue in England and Wales. There is no time limit on your phone calls and there is no limit on the amount of times you call so your business will always be **protected**. As our lawyers will be aware of your business and its needs, they will quickly be able to pinpoint the issues. We do not operate large indifferent call centres where you are unlikely to speak to the same person twice.

An annual half day training session – for your managers/staff on equal opportunities. The training can be carried out at either Buckles' office or your premises (subject to location). Upon completion of the training, your managers will each receive a **Buckles** certificate to confirm they have completed the training.

A health and safety service which includes a choice of either a bespoke health and safety policy, general risk assessment or a half day training session (choose from risk assessments, manual handling or accident investigation).

BUCKLESprotect the executive package



The executive package

This provides you with access to specialist employment lawyers who will provide for you:

- **Specimen Contract of Employment**
- **Policies & Procedures /Employee Handbook**
- **Access to members website containing 50 + model letters**
- **Implementation, guidance and advice**
- **Regular employment law updates and seminars.**

Telephone helpline - our friendly and experienced lawyers are there to answer any telephone enquiry that you have on any employment law issue in England and Wales. There is no time limit on your phone calls and there is no limit on the amount of

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A health and safety service which includes a choice of either a bespoke health and safety policy, general risk assessment or a half day training session (choose from risk assessments, manual handling or accident investigation).

BUCKLESprotect
the essential
package



The essential package

This provides you with access to specialist employment lawyers who will provide for you:

- Specimen Contract of Employment
- Policies & Procedures /Employee Handbook
- Access to a members website containing 10 model letters
- Implementation, guidance and advice
- Regular employment law updates and seminars.



The firm

Buckles Solicitors LLP provide a comprehensive range of legal solutions to business and private clients from offices ideally placed to service East Anglia and the East Midlands, and less than an hour from London. The flexible and commercially aware approach of Buckles' lawyers has enabled specialist teams to be developed and deployed into emerging client work areas. The firm is forward-thinking and innovative in its approach to delivering effective client solutions.

The firm values strong, long-term client relationships with a brief to be creative, proactive, responsive and tenacious.

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An integral part of the **BUCKLESprotect** offering is Health & Safety. The Pentire Partnership health and safety offering ensures it is flexible and relevant to your business.

Health, safety and welfare of your employees is not just good business practice, it has legal compliance too. The Health and Safety At Work Act 1974 sets the foundations for Health & Safety standards and underpins all other legislation.

There are three options available to you:

OPTION 1: Health & Safety Policy

If you have 5+ employees you are legally required to have a Health & Safety Policy which is regularly reviewed. The Policy consists of three keys areas:

- **Your company statement** – your business values and commitment to H&S
- **Your organisation** – detailing key individuals responsibilities for H&S
- **Your arrangements** – systems and procedures to deliver H&S standards on an operational basis.

This Policy provides a framework for all other aspects of H&S.

OPTION 2: Risk Assessments

Risk Assessments identify hazards in the workplace, the likelihood of their occurring and the seriousness of the risk to individuals. They are a legal requirement in your workplace. Choosing this option means that a general risk assessment is carried out at your place of work and recommendations made as appropriate.

OPTION 3: Training; max 4 hrs/6 delegates

H&S Training and information for employees is a legal requirement. Select from the following areas:

- **Risk Assessments** – how to identify hazards and put risk controls in place
- **Accident Investigation** – the practical application and legal documentation which needs completing
- **Manual Handling** – part of our every day working, but are we doing it right?

On selection we will arrange a meeting at your place of work to understand your business and tailor the support to your requirement.