



The Managing Director's Column



Health & Safety compliance is crucial in the recession

In these difficult economic times, there may be a temptation for businesses to try and cut corners and save money wherever possible. When it comes to the Health and Safety of your staff however, cutting corners that may lead to non-compliance cannot be an option.

The Health and Safety Offences Act has led to a significant rise in the levels of punishment that can be imposed against employers if they do not comply with Health and Safety legislation, including unlimited fines and even imprisonment. The Health and Safety Executive (HSE) have also stepped up the number of spot checks on businesses in their attempt to enforce this Act.

If your business does not comply with legislation, you run the risk of significantly damaging your reputation should a preventable accident occur but more importantly, there is a far greater chance of an injury occurring to a member of your workforce.

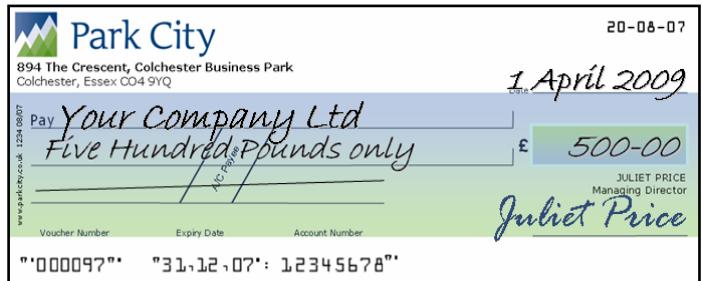
Park City's bespoke Health and Safety training courses are an excellent way to ensure that you and your staff are conscious of all the risks associated with their day-to-day business, even in these difficult economic times. Our expert Health and Safety consultants have a combined total of over 90 years experience and will ensure that you know how to comply with all relevant aspects of current legislation.

Park City can offer many different Health and Safety training courses (www.parkcity.co.uk/health-and-safety-management) including IOSH 'Managing Safely' and IOSH 'Directing Safely'. We can also provide specialist training such as PASMA and asbestos awareness courses.

In these testing times, Health and Safety may be something that nobody wants but everyone needs. I strongly urge all our readers to contact Park City today to see what training we can offer your business and how we can help you to have an efficient and safe workforce. After attending a Park City training course, you and your employees will know exactly what must be done to comply with any aspect of Health and Safety legislation relevant to your business.

I hope you enjoy reading Park City's latest updates.

Juliet Price
Managing Director, Park City Consulting Ltd
Chairman, IoD Essex Branch
www.julietprice.co.uk



Park City's Referral Scheme

Each time you recommend Park City to a friend or a contact in your network & pass the name and contact details of the referral to a member of the Park City Team, we promise to follow up that referral in an exceptionally professional way.

When the referral becomes a retained client, with the security of our service support, we want to thank you with more than a thank you card. **It is that straight forward to receive...**

- A £500 voucher for use towards a Park City training session or project
- OR
- A case of wine
- OR
- A half case of champagne

Special Report: Stress in the workplace

In a recent Chartered Institute of Personnel and Development (CIPD) Employee Outlook Survey, it was found that the proportion of people in the UK who are satisfied with their job has increased from 26% in 2006 to 46% in 2009. However, the survey also suggests that the current economic climate is affecting employees' morale and commitment, with 3/4 of employees claiming that their company has been affected by the recession. Over half of the respondents (52%) claim that an increase in work-related stress has been the consequence.

There has also been an increase in the proportion of people who say that they are worried as a result of their job and 60% of respondents stated that they are worried by the future. 37% of employees are worried about being made redundant which is understandable as 36% of respondents reported that their organisation has made redundancies or is planning to cut jobs as a result of the economic downturn.

The Outlook Survey has also shown that employers are cutting back on training (17% of respondents) and 18% have frozen pay. The report also illustrated that less than 1/5 of employees agree that they trust senior managers. As a result of this report, Park City would like to suggest some potential strategies for employers who fear that stress in their workforce may rise and become a problem, especially in the current economic climate.

The HSE have published "Management Standards" for work-related stress which state that if stress is not properly managed, the possible results may include poor health and well-being for employees, lower productivity and potentially; increased sickness absence. The Management Standards cover the 6 primary sources of stress at work;

1. **Demands** – the workload, work patterns and work environment
2. **Control** – how much control employees have in the way they can undertake their work
3. **Support** – the sponsorship, encouragement and resources provided by managers and colleagues in the workplace
4. **Relationships** – how unacceptable behaviour is handled and promoting positive working
5. **Role** – whether employees have conflicting roles and whether they understand their role within the firm
6. **Change** – how organisational change is managed and communicated in the firm

The HSE recommend that employers regularly undertake risk assessments for individual employees, allowing a good assessment of the current working situation. Employers should work with employees, building relationships and trust and decide on practical improvements that can be made.

In correlation with this approach, the CIPD argue that training is the key to reducing work-related stress. Managers must learn how to detect the early signs of stress and learn how to help vulnerable employees to cope. Park City can offer both of these methods recommended by the HSE and the CIPD to help employers deal with stress.

Dealing with work related stress – 1. Risk Assessments

Park City's consultants can work with clients to undertake risk assessments with any employees who might be struggling to cope with work-related stress. These risk assessments will help to evaluate the underlying causes of stress and offer suggestions to both the employer and employee on methods to prevent the problem from escalating. Risk assessments are also an excellent way for managers to gauge their current performance in tackling the key causes of stress.

Dealing with work related stress – 2. Training

The government recently proposed that an investment in skills training must be a priority to help the UK recover from the negative downturn in the economy. In this respect, an increase in people management skills training is crucial to enable managers to learn how to detect the early signs of stress.

Park City offer many varied and bespoke training courses for employers and employees. For example, Park City's 'How-to' Workshops and Executive Briefings provide an excellent way for employers to gain the knowledge and skills required to manage their people in line with current employment law and best practice.

In the current economic climate it appears inevitable that stress will be a problem for many businesses and employees. Please do not hesitate to contact Park City today, to find out how we can help you and your business cope with the demands of day-to-day business, not just in the present but for many years to come.

Holiday Pay Ruling for Long Term Absentees

In January, Park City reported that the European Law Courts had ruled that workers can accrue holiday pay while being absent from work due to ill-health and must be allowed to take it on their return or in lieu if their employment ends.

Last month, the House of Lords gave the long awaited judgement for the case that raised this issue in the first place (*Stringer vs HMRC*). Whilst agreeing with the precedent set by the European Courts, the Lords also dictated that workers that have previously been denied holiday pay on long term sick leave can claim back these unauthorised deductions from wages as far back as 6 years.

Whilst heaping further costs onto employers' sick pay bills (already at £100bn per year), the ruling could pave the way for hundreds of tribunal claims. It is also believed that many employers will now try and sack staff on long-term sick leave to save themselves any potential costs.

It should be noted that Park City had been recommending this procedure as best practice for many years before this ruling was passed. Park City suggest that this ruling emphasises the importance of getting a doctor's note from sick employees as soon as possible. Moreover, employers have a duty to look for possible adjustments and alternatives for sick employees as soon as the issue arises. If the employer cannot accommodate or re-deploy the employee elsewhere in the organisation, then the employee can be released due to capability issues.

It is not the case however, that employers can instinctively release an employee without following the necessary steps or collating the correct information. This will definitely lead to unwanted tribunal claims. For any more advice on this ruling or other employment law issues, do not hesitate to contact Park City today.

HSE's Fatal Injury Statistics 2008 - 2009

The HSE have released their summary for the number of fatal injuries that occurred between 2008 and 2009. The provisional figure for the number of workers fatally injured is 180. This figure is 22% lower than the average for the past 5 years (231). The fatal injury rate for Great Britain is consistently one of the lowest in Europe.

In 2008/09 there were 94 members of the public fatally injured in accidents connected to work; this doesn't include railways-related incidents. This figure highlights the employer's duties of not just protecting their own workforce but also safeguarding all those who may visit the site or place of work.

The HSE also reported that, of the 180 deaths that occurred in 2008/09, 63 occurred in the services industry (0.3 per 100,000 workers), 53 were in the construction industry (2.4 per 100,000), 32 occurred in the manufacturing industry (1.1 per 100,000) and 26 were in the agricultural sector (5.7 per 100,000).

These figures demonstrate the importance of having up to date Health and Safety management systems and procedures in place in all groups of industry. The significance of having a knowledgeable and competent workforce is also illustrated. Contact Park City today, to find out how we can help your business manage its Health and Safety systems and train your workforce to be aware of all their Health and Safety responsibilities.

Department for Business, Innovation and Skills

Just as we had got used to the change of identity of the former DTI (Department of Trade and Industry) to BERR (Department for Business Enterprise & Regulatory Reform), the most recent government changes have brought about the merger of BERR with the former DIUS (Department for Industry, Universities and Skills), to create **BIS - the Department for Business Innovation and Skills**.

The aims of the new department will be to meet the needs of British business, promote enterprise and encourage innovation, ensure alignment of skills developed within the education sector with changing business needs and overall, strengthen the UK's global economic position. The new website can be found at www.bis.gov.uk

Importance of Training and Risk Assessments

On 10th June 2009, SF (UK) Ltd was fined £35,000 and £65,000 costs for a breach of the Health and Safety at Work Act 1974 and regulations relating to the Management of Health and Safety at Work Regulations 1999, leading to the death of an engineer who was electrocuted whilst attending a residential call-out.

The HSE found that the induction training provided by SF (UK) Ltd was insufficient and there had not been sufficient risk assessments undertaken for the task.

As part of the 1974 Act, employers have to ensure, *so far as is reasonably practicable*, the health, safety and welfare at work of all employees. Moreover, the 1999 Regulations state that the employer has a duty to make appropriate arrangements for the planning, organisation, control, monitoring and review of preventative and protective measures.

This case demonstrates the importance of training your employees correctly in all aspects of Health and Safety at work. It also highlights that employers must take positive action to manage their Health and Safety and understand the importance of good risk management and induction procedures.

Contact Park City today to see how our bespoke training courses and Health and Safety services can help employers become competent with all aspects of their Health and Safety management.

The HSE Myth of the Month: Health and Safety is a threat to village fetes



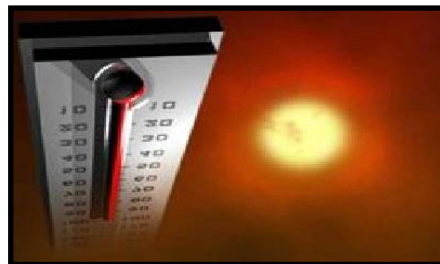
The Reality:

If you believe everything you read, Health and Safety is to blame for lots of fun events being cancelled. Plastic duck races, village fetes and even Morris dancing have all allegedly fallen victim to excessive Health and Safety regulations.

People often assume that the rules are so complex they make it too much effort to organise an event. But when managed sensibly, Health and Safety shouldn't (and doesn't) stop things happening.

As part of a well-run event, good planning and practical actions help to make sure that things go smoothly. The important thing is to make sure that health and safety is fit for purpose and acted upon. It certainly isn't about cancelling events – we're here to save lives, not stop them.

(Source www.hse.gov.uk)



Hot Weather Working


With the summer upon us and the recent heat wave experienced across the UK, Park City would like to remind employers of their responsibilities towards employees with regards to temperature in the workplace.

Employers must provide their employees with a reasonable working temperature of at least 16 degrees Celsius or 13 Celsius (for more strenuous work). If a comfortable temperature cannot be maintained throughout each work room, then a local cooling (or heating) system must be supplied. It must be noted that these heating systems must not give off any dangerous or offensive levels of fume. There is no maximum temperature stipulated but it needs to be within the requirement of a 'reasonable working temperature'.

When working outdoors, an employee's welfare can be seriously affected if the risks of the weather in this environment have never been considered. The impact on an employee may not be immediate but can occur over a long term period, such as sunburn, skin ageing and skin cancer. There are 50,000 new cases of skin cancer every year in the UK.

In order to lessen the effects of working outdoors employers could; ensure that employees have frequent rest breaks, take breaks in the shade or provide a shaded area where work tasks are being undertaken.

If you are concerned by any of these issues raised, then contact Park City to discuss the options available to you, such as a workplace temperature risk assessment and/or a heat stress risk assessment. Further information is also available at www.hse.gov.uk/temperature/issuesandrisks.htm.

 <p>Business Health Check</p> <p>Is your business performing to its potential? Could you do more to improve your business performance?</p>	<p>Then please visit: www.parkcity.co.uk/human-resources-management/free-health-check for a FREE Business Health Check and a FREE Business Report.</p>
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Institution of Occupational Safety and Health (IOSH) Course Dates:

IOSH Directing Safely for SMEs: 1 day *For Directors and Business Owners*

The 'Directing Safely' course is a one-day course, specifically designed for you, the directors and owners of SMEs, who are ultimately responsible for the Health & Safety of your employees and all who visit your place of work.

On completion of this course, you will gain a complete understanding of the moral, legal and business case for embracing Health & Safety management in a proactive manner, whilst also gaining a good understanding of effective risk management.

Tuesday 20th October 2009
Tuesday 1st December 2009

Price: £325.00 + VAT for **existing clients** (per delegate)
£375.00 + VAT for all other delegates

IOSH Managing Safely: 4 days *For Managers*

The 'Managing Safely' course is designed for those in your firm who are required to manage safety and effectively, in compliance with your organisation's policies and best practice in Health & Safety.

This 4 day course will ensure that safety requirements are appreciated by those people employed as managers, allowing them to review their own departmental systems for safety, introduce new controls and implement changes that will ensure that your organisation operates as safely as possible.

September 2009 – 15th/16th and 23rd/24th
November 2009 – 10th/11th and 18th/19th

Price: £395.00 + VAT for **existing clients** (per delegate)
£590.00 + VAT for all other delegates

All the above training days will be held in Park City's Training Suite. For more information or to make a booking, please email: laura.chambers@parkcity.co.uk

Advice?

For further information concerning the changes in Employment Law and Health and Safety legislation revealed in this update, do not hesitate to call us today on **01206 752100** or email: consulting@parkcity.co.uk

Free HR or H&S Consultation:

Would you like a Human Resources or Health & Safety consultation free of charge for your business? Or if you have any particular training requirements, call us now on **01206 752100** or visit: www.parkcity.co.uk/freeconsultation

www.ParkCity.co.uk

For regular news updates, seminar and training dates and comprehensive details of all the services that Park City can offer your business, please visit our website.

New First-Aid Training Arrangements

From the 1st October 2009, The Health and Safety Executive is introducing new arrangements to the first aid training regime to ensure that all employers comply with the Health and Safety (First Aid) Regulations 1981.

Whilst this legislation will not change, in order to comply with the regulations, any first-aider provided by an employer in the workplace must hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW).

The FAW qualification is now a three day course and the EFAW qualification can be completed on a one-day course. Annual refresher courses will also be required to ensure that the competency of chosen first-aiders is maintained. Please do not hesitate to contact Park City to see how we can help your business become fully compliant in this area of Health and Safety legislation.

These new arrangements have been put in place to offer employers increased training options for first-aiders and to reduce the training time required to become compliant with the legislation. Please note that the new training arrangements do not affect first-aiders who have a valid FAW certificate that was gained under existing arrangements.

'How to' Workshops - 2009 Timetable

Park City's 'How to' Workshops, run by our expert HR consultants, offer excellent coaching, practical advice and ideas for immediate implementation on current HR topics relevant to your business:

Forthcoming Workshops:

Thurs 23rd July – How to manage the recruitment process

Tues 22nd Sept – How to manage the disciplinary process

Thurs 22nd Oct – How to manage the grievance process

Tues 24th Nov – Managing Absence

TIME: 9.30am-1.00pm

VENUE: Park City Training Suite, Colchester Business Park

PRICE: £150.00 + VAT for **existing clients** (per delegate)
£175.00 + VAT for all other delegates

BOOKINGS: E-mail: catherine.willis@parkcity.co.uk

Subscribe to Park City's Latest News:

If you know anyone who might be interested to receive our latest news updates, please do not hesitate to contact Catherine on 01206 752100. Or alternatively enter the relevant details at www.parkcity.co.uk/FreeUpdates

Comments?

If you have any questions or comments to make regarding Park City's news updates (good & bad!) please do not hesitate to write to jonathan.cannock@parkcity.co.uk

Empowering Your Business

Employment Issues Health & Safety Tailored Training

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