

## Freelance HR and H&S Services

Pay as you go. Let us help you solve a particular problem or work on a specific human resource or health and safety project.

We offer a wide range of services including:

- Health & Safety Services
- Employment Contracts
- Business Support & Growth
- Employers' Essential Training
- Disciplinary & Grievance Advice
- Absence Management Guidelines
- Employee Relations Support
- Employment Legislation Guidelines
- Recruitment & Selection Support
- Learning & Development Structures
- Staff Handbook Writing & Implementation Service
- Tribunal Representation

Your initial consultation is free of charge. All other freelance work is charged by the minute, not by the hour. Click here to contact us and arrange your consultation. Health & Safety Services It is a legal requirement for all employers with five or more employees to have a written safety policy, which must be signed by the senior executive and dated. It must also be reviewed on a regular basis, and revised to account for any changes in the law or in working procedures. Every employer is under a statutory duty to arrange for a "competent person" to assess all risks arising at the workplace, or created by work activities. Some risks are of a general nature, but others will need to be considered against more specialised legislation. SCRS can provide your business with a comprehensive health and safety policy and will conduct relevant risk assessments and audits to reduce accidents at work. We can also provide training to give your staff the knowledge and skills to be able to health and safety their departments. Employment Contracts Full terms and conditions must be given to employees within 2 months of them starting work with you. We will design a full contract of employment with terms and conditions that suit your needs. Business Support & Growth Ranging from business advice, planning and coaching on a one-to-one basis with MDs and senior personnel, we will help guide individuals through challenging times and help businesses plan the way ahead. By offering support services, we don't just tell you what you should be doing, we support you by doing it with you. So if you have essential work which you just don't have the time to do (or the in-house staff to do it), we will take it off your hands and complete it for you – short, medium or long term projects. Other support services include market research via customer surveys, telephone polls and focus group work. This service aims to help companies to use customer feedback in order to keep them. Not only can it help you to identify areas of concern, it can also help with areas of product development so that you can improve quality and customer satisfaction levels. The service includes questionnaire design, statistical analysis and final presentation. Employers' Essential Training SCRS have designed a range of short training courses to cover a variety of employment matters facing local employers. SCRS can also provide dedicated training to your company supervisors and managers to suit the needs of your business. Our consultants will work with you to identify your training needs and deliver a bespoke training package.

### Disciplinary & Grievance Advice

Support your employees through the disciplinary and grievance procedures. SCRS can provide a simple guidance document for you to follow in cases of disciplinaries or grievances. We can also offer assistance and support in handling all stages of a disciplinary or grievance from the investigations to the interviews and the outcomes.

### Absence Management Guidelines

Simple steps that can reduce absence levels creating better productivity and raising staff morale. SCRS can write and implement a policy that will suit the needs of your business. We will provide training for managers and team leaders to support your absence management procedures.

### Employee Relations Support

Guidance and training for managers on how to handle employee issues such as maternity rights, managing conflict, dismissal advice and employment contracts. SCRS can also assist in negotiations with recognised unions and preparing for redundancies.

### Employment Legislation Guidelines

Taking the jargon out of legislation and providing a simple, easy to use guidance document that will ensure your business is working within the limits of the law.

### Recruitment & Selection Support

Guidance and training for recruiting staff to help choose the right candidate for a position. This will enhance the quality of

your workforce and save costs in staff turnover. We will look at job descriptions, person specifications, and advertising and interview skills. This can be continued to include the induction process. Learning & Development Structures  
Creating a talented work force to give your business the competitive edge needed to win and keep valuable customers. SCRS can provide training or help you to source the training that your workforce needs. We can also provide guidance on how to get Free training.

#### Staff Handbook Writing & Implementation Service

A range of policies that will meet statutory requirements and be written in a plain, understandable language to provide guidance for management and staff alike and tailored specifically for your business. This can be implemented to meet the ever increasing employment legislations, or simply for best practice. Tribunal Representation

SCRS can represent you at tribunal cases or assist in preparing a compromise agreement. Our employment lawyers will look at your case and provide advice on the best course of action to reduce any likely costs. If the case does go to tribunal, our employment law experts will provide your company with the best representation possible.