

# THE XACT WAY TO COMPLIANCE

**Xact services** are tailored specifically to the sector and deal with all of the best practice and compliance issues an optometry practice will face including a full suite of services to assist with GOC requirements.

Our services provide support for issues such as risk assessments in sector specific areas including a full suite of COSHH assessments, abrasive wheels, lasers and infection control etc. In the HR area our support would include sector specific contracts of employment, employee handbooks and job descriptions.

## Outline of Services

**Business Assist Elements** is our online health & safety, HR management and employment law compliance, best practice and guidance solution, which we provide our clients access to totally free of charge. It's jargon-free, easy to use and can give you with the means to manage staff employment and workplace safety, more effectively and more profitably providing advice and best practice on all health & safety, HR management and employment law related topics.

**Business Assist** is an upgrade from Business Assist Elements. The system includes all template documents, letters, guidance notes, risk assessment templates required to assist any business to conduct your own Health and Safety / HR issues and ensure compliance. The system is user friendly with step by step guides for each topic.

**Business Assist Advice +** will give you full access to Business Assist which provides all of the best practice information, risk assessment templates, guidance notes, template documents and letters. By upgrading to Business Assist Advice+ you will receive.

- 12 hours of specialist HR / employment law / health & safety advice.



## Health & Safety External Provider

- Complete:
  - Health & safety policies and procedures.
  - Health & safety risk assessments.
- Provide all of the advice needed to comply including control measures and action plans.
- Conduct regular audits (off and on site).
- Provide 24 / 7 cover.



## Human Resource & Employment Law External Provider

- Provide you with external HR manager.
- Provide help with detailed issues relating to grievance, disciplinary, absence, TUPE, redundancy and termination.
- Provide advice in writing.
- Provide an indemnity for costs and awards arising out of an employment tribunal.
- Provide 24/7 cover.



## Employee Training

All employers have a legal responsibility to protect the health, safety and wellbeing of employees. Our sector specific e-learning system will help you to meet your obligations. The effectiveness, relevance to the sector and flexibility of our e-learning will help you to provide a culture of safety in your business reducing the likelihood of prosecution and personal injury claims. Features / Benefits of the system are;



## Employer

- Can reduce health & safety training costs.
- Provides proof of health and safety training
- Training by employee can be completed online at work, or at home.
- Course content always up to date.
- Reduces chances of costly litigation & compensation claims.

## Employee

- 24 / 7 access, with the ability to complete training in more than one session.
- A downloadable certificate of competence.
- Counts towards annual CPD training hours.
- Helps employee become risk aware.
- Provides a safer working environment.
- Can help to reduce absences.

For further detailed information on the above services and other available services please contact us;

**Tel No: 0330 332 2636**

**Email address: [enquiries@xact.uk.com](mailto:enquiries@xact.uk.com)**