

Sioma Limited

# RESOURCE BROCHURE



**0208 205 3000**

**www.sioma.co.uk**

# TABLE OF CONTENTS

<b>Compliance</b>	<b>1</b>
Workplace Health and Safety Guides	1
Workplace Health and Safety (HSE) Training Programmes	1
Employment Law Summaries	1
Regulatory Updates and Overviews	2
Transport and Fleet Safety Checklists and Reference Materials	2
<b>Educational Materials</b>	<b>3</b>
Cover Overviews	3
Newsletters	3
Presentations	3
Risk Insights	4
Continuity Planning	4
Loss Control	4
Claims Cost Containment	5
Checklists	5
<b>Employee Communications</b>	<b>6</b>
Employee Resources	6
Playing it Safe Flyers	6
Target on Safety Flyers	6
Safety Matters 'Toolbox Talks'	7
Safety Focused Employee Newsletters	7
Health and Safety Policies/Safety Manuals	7
Workplace Policies	8
<b>Constant Innovation</b>	<b>9</b>
Cyber Liability	9
Social Media	9
Enterprise Risk Management	9
<b>Service and Renewal Tools</b>	<b>10</b>
Strategic Plans	10
Servicing Tools	10
Renewal Tools	10

Sioma Limited has resources to support your loss control, claims management, safety and compliance efforts. Our employee communications, workplace policies and industry-specific risk management tools will protect your business and increase your bottom line. This resource portfolio provides an overview of our content offerings with sample titles organised by topic. Read on to find out what we can do for you.

# COMPLIANCE

## WORKPLACE HEALTH AND SAFETY GUIDES

Find UK-specific safety regulations in this series.

- *Workplace Health and Safety Guide – Risk Assessments*
- *Asbestos Exposure Programme and Training Materials*
- *Workplace Health and Safety Guide – Reporting Accidents, Injuries and Incidents*

## WORKPLACE HEALTH AND SAFETY (HSE) TRAINING PROGRAMMES

Explore our customisable training packets; each includes a presentation, instructor's notes, meeting sign-in log and employee handout and quiz.

- *First Aid Programme & Training Materials*
- *Portable Fire Extinguisher Programme & Training Materials*
- *Asbestos Exposure Programme and Training Materials*

## EMPLOYMENT LAW SUMMARIES

Keep up to date on UK employment statutes with this document series.

- *Employment Law – National Minimum Wage*
- *Employment Law – Types of Employment*
- *Employment Law – Maternity Leave*





## REGULATORY UPDATES AND OVERVIEWS

Keep up to date on UK legislative changes.

- The Employer Apprenticeship Levy
- EU General Data Protection Regulation
- An Update on Higher Health and Safety Fines After 1 Year



## TRANSPORT AND FLEET SAFETY CHECKLISTS AND REFERENCE MATERIALS

Make sense of transport regulations, driving regulations, and fleet safety using easy-to-understand checklists, forms and materials.

- Fleet Safety Policy
- LGV Driving Licence Requirements
- Daily Vehicle Checklist Form
- Dangerous Goods Handling Tips for Transport Workers
- Drivers' Hours Guidelines



# EDUCATIONAL MATERIALS

## COVER OVERVIEWS

Plain-language explanations of cover and risk transfer options will help your team understand the cover you're considering.

- *Cover Overview: Business Interruption Insurance*
- *Cover Overview: Charity Insurance*
- *Cover Overview: Employers' Liability*
- *Cover Overview: Professional Indemnity*



## NEWSLETTERS

Our newsletters highlight timely risk management and health and safety topics.

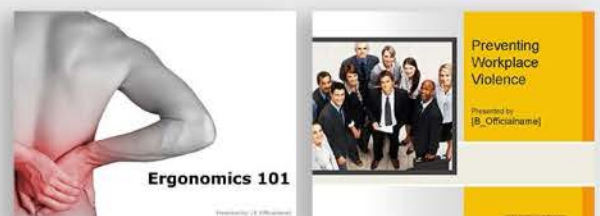
- *Commercial Insurance Pro-File*
- *Cyber Risks and Liabilities Newsletter (Bi-Monthly)*
- *HSE Safety Cornerstones Newsletter*
- *Safety Focused Employee Newsletter*
- *Motor Trade Commercial Insurance Pro-File*
- *Charity/Not-for-Profit Commercial Insurance Pro-File*
- *Personal Lines Perspectives Newsletter*



## PRESENTATIONS

We share strategies to advance safety and loss control efforts with educational presentations and webinars.

- *Preventing Workplace Violence Presentation*
- *Ergonomics Presentation*
- *Cyber Liability New Exposures Presentation*



## RISK INSIGHTS

Understand the need for risk management and insurance cover with industry-specific and general articles highlighting exposures.

- *Risk Insights: Employee Theft During a Recession*
- *Risk Insights: Preparing for Severe Weather*
- *Construction Risk Insights: Dial Before You Dig*

## CONTINUITY PLANNING

Is your business prepared in the event of a disaster? These guides will help you from initial planning to implementation of a business continuity plan.

- *Business Continuity Policy*
- *Business Continuity Planning Toolkit*
- *Business Continuity Planning – Sample Plan*

## LOSS CONTROL

Implement best practices for accident and injury prevention with this dedicated suite of resources.

- *10 Ways to Control Your Employer's Liability Costs*
- *Risk Insights: Acts of Workplace Violence*
- *Not-for-Profit Safety Matters: Safe Steps for Accident Prevention*





## CLAIMS COST CONTAINMENT

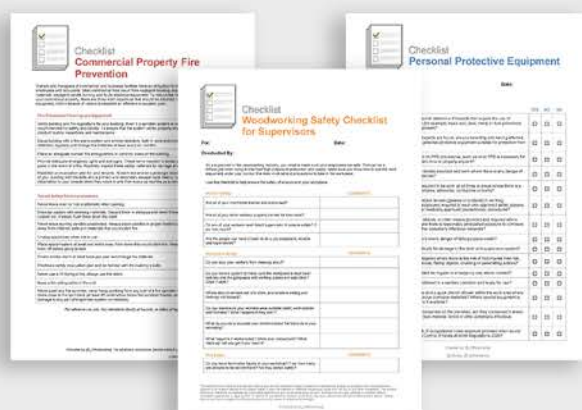
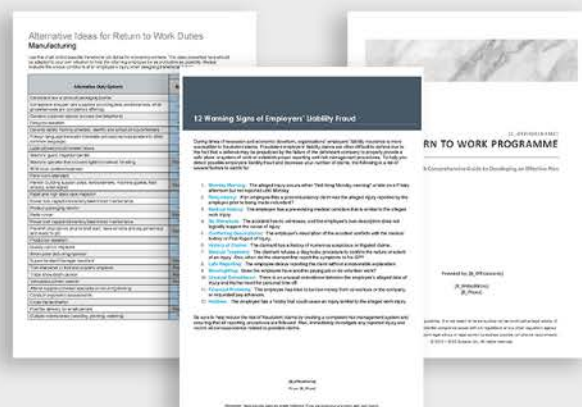
Minimise costs in the event of a claim.

- 12 Warning Signs of Employers' Liability Fraud
- Alternative Ideas for Return to Work Duties: Manufacturing
- Return to Work Programme Guide

## CHECKLISTS

Cover-specific checklists (liability, property, motor vehicle, employers' liability and exposures) that are essential for supporting your overall risk management and loss control initiatives.

- Commercial Property – Office Inspection Checklist
- Business Flood Preparation Checklist
- Vehicle Inspection Checklist
- First Aider Safety Checklist
- Restaurant Operations – Handling Money Checklist



# EMPLOYEE COMMUNICATIONS

## EMPLOYEE RESOURCES

Keep safety top of mind in the workplace with materials to distribute to employees, from payroll stuffers to employee quizzes.

- *Safety Spotlight: Drink Driving*
- *Quiz: Forklift Safety*
- *Protect Your Vision Payroll Stuffer*

## PLAYING IT SAFE FLYERS

Easy to distribute or post around the workplace, these single-page employee safety flyers focus on a variety of industry-specific safety topics.

- *Construction Playing it Safe: Working Safely with Electricity*
- *General Industry Playing it Safe: Safety While Abroad*
- *Office Playing it Safe: Watch for Pests in the Office*

## TARGET ON SAFETY FLYERS

Similar to the Playing it Safe series, Target on Safety takes a more in-depth look at safety situations that may come up in the workplace and offers solutions.

- *Target on Safety: Lifting and Stretching – Avoiding Strains*
- *Manufacturing Target on Safety: Think Safe – Work Safe*
- *Transport Target on Safety: Overview of Warehousing Hazards*





## SAFETY MATTERS 'TOOLBOX TALKS'

Our toolbox talks provide managers and supervisors with employee meeting talking points for a variety of industry-specific safety issues.

- *Safety Matters: First Aid Basics*
- *Office Safety Matters: General Office Safety*
- *Technology Safety Matters: The Basics of Ergonomics at Work*



## SAFETY FOCUSED EMPLOYEE NEWSLETTERS

Our monthly employee safety newsletter promotes health and safety throughout the workplace and educates employees on best practices.



## HEALTH AND SAFETY POLICIES/SAFETY MANUALS

Customisable health and safety policies and safety manuals feature general safety policies and procedures to support your safety programmes. Choose from a general template or a variety of industry-specific versions.

- *Construction Employee Safety Manual*
- *General Employee Safety Manual*
- *Restaurant Employee Safety Manual*



WORKPLACE POLICIES

Develop workplace policies with these templates that include a variety of related materials, including recordkeeping forms to support your safety goals.

- Teleworking Policy
- Employee Induction Policy
- Equality and Diversity Policy



# CONSTANT INNOVATION

## CYBER LIABILITY

Cyber liability cover helps protect businesses from exposures not addressed under traditional commercial insurance. If you have any operations that use the Internet, it's especially important to explore this cover.

- *Bi-Monthly Cyber Risks and Liabilities Newsletter*
- *Cyber Risks & Liability: Managing Password Threats*
- *Cover Overview: Cyber Liability Insurance*



## SOCIAL MEDIA

Facebook, Twitter, LinkedIn and other social media tools continue to redefine the way employees and businesses relate to each other. Make sure your employees' social media use is undertaken in a way that does not expose them to unnecessary liability.

- *Online Social Networking Policy*
- *Succeed with Social Media Handbook for Businesses*
- *Developing a Social Media Plan*
- *Risk Insights: Social Network Security*



## ENTERPRISE RISK MANAGEMENT

ERM is a concept often discussed but rarely understood. Identify, quantify, assess and analyse the risks your organisation must address.

- *ERM Programme Overview (Client)*
- *ERM Client Brochure*



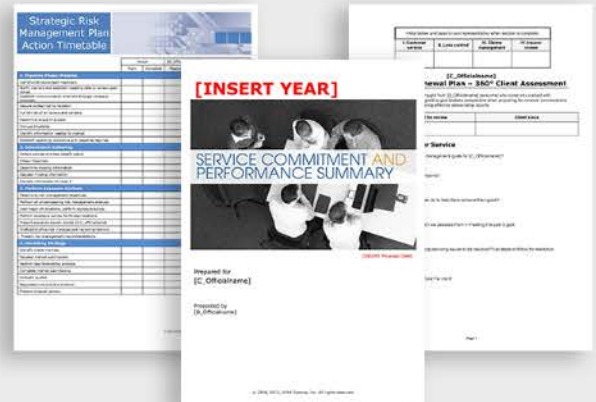


# SERVICE AND RENEWAL TOOLS

## STRATEGIC PLANS

Collaboratively address risk management with our strategic approach to service, loss prevention and cost containment.

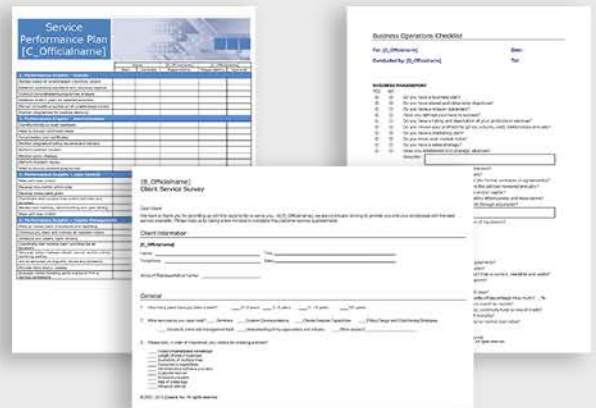
- *Strategic Risk Management Plan*
- *Strategic Renewal Plan – Client Review*
- *Stewardship Report Performance Summary*



## SERVICING TOOLS

We have a suite of tools, articles and checklists to service your account effectively and efficiently.

- *Business Operations Checklist*
- *Service Performance Plan*
- *Client Service Survey*



## RENEWAL TOOLS

Let us prove our value each renewal season; we're committed to providing evidence of our overall performance.

- *Renewal Marketing Strategy Worksheet*
- *Renewal Process Checklist*
- *Client Stewardship Report*

