2024

Resource Brochure

Holloway
Insurance Services
Looking after your business like it's our own

Our agency 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 brochure 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
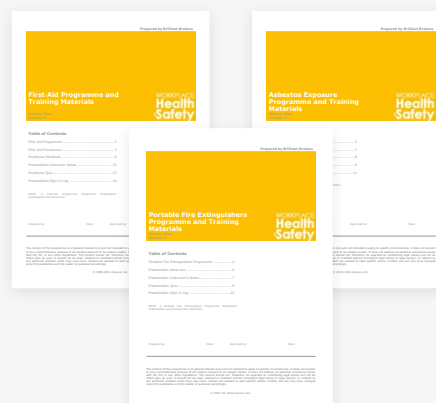Find UK-specific safety regulations in this series.

- Workplace Health and Safety Guide – Health and Safety 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 meeting sign-in log, instructor's notes, and an employee handout and quiz.

- First-aid Programme and Training Materials
- Portable Fire Extinguisher Programme and Training Materials
- Asbestos Exposure Programme and Training Materials

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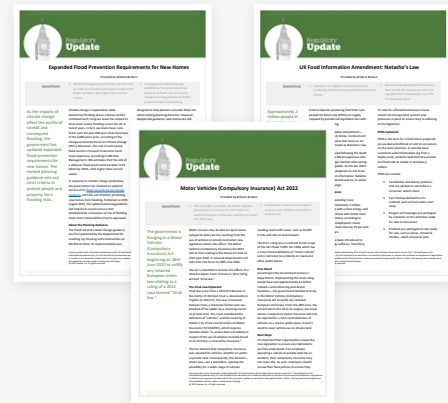Keep up to date on UK employment statutes with this document series.

- Employment Law Summary: Criminal Record Checks
- Employment Law Summary: Types of Employment Status
- Employment Law Summary: Statutory Maternity Leave and Pay

Regulatory Updates and Overviews

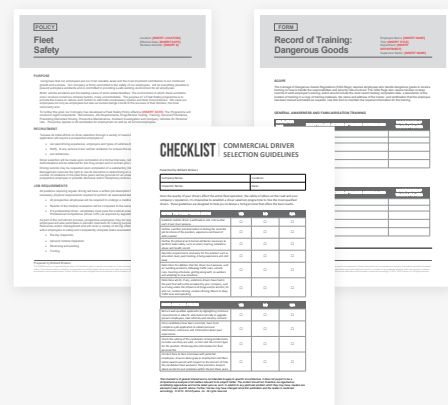Keep up to date on UK legislative changes.

- Expanded Flood Prevention Requirements for New Homes
- Motor Vehicles (Compulsory Insurance) Act 2022
- Natasha's Law

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
- Large Goods Vehicle Driving Licence Requirements
- Checklist: Commercial Driver Selection Guidelines
- Record of Training: Dangerous Goods
- Defensive Driving Training for Fleets Presentation

Educational Materials

Cover Overviews

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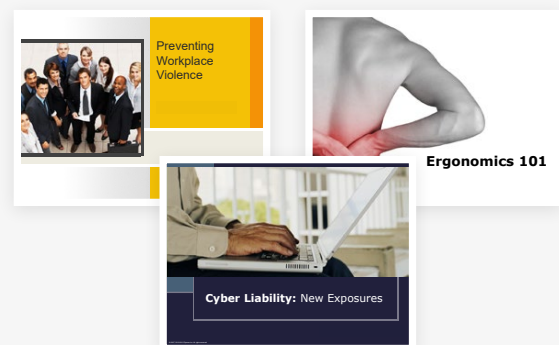
- Cover Overview: Business Interruption

- Cover Overview: Employment Practices Liability Insurance

- Cover Overview: Directors' and Officers' Liability Insurance

- Cover Overview: Product Liability Insurance - Protection for Your Business

- Cover Overview: Do You Need GAP Insurance?

Presentations

We share strategies to advance safety and loss control efforts with educational presentations.
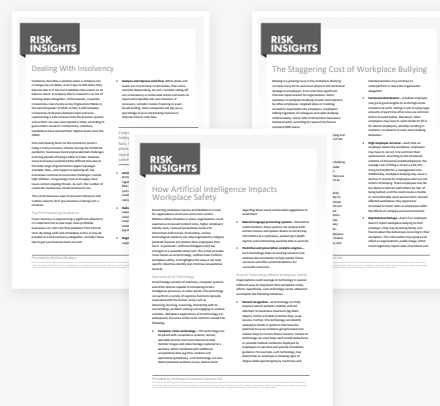
- Preventing Workplace Violence Presentation

- Ergonomics Presentation

- Cyber Liability New Exposures Presentation

Risk Insights

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

- Risk Insights: How Artificial Intelligence Impacts Workplace Safety

- Risk Insights: The Staggering Cost of Workplace Bullying

- Risk Insights: Dealing With Insolvency

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
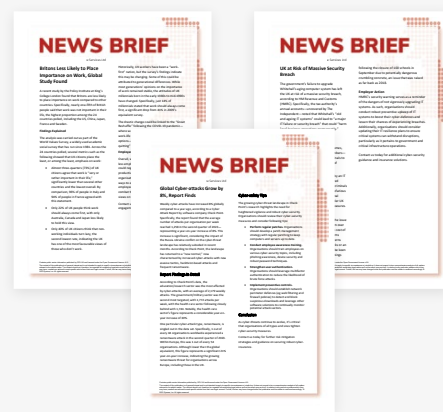
Minimise costs in the event of a claim.

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

News Briefs

Stay apprised of noteworthy developments relevant to your organisation with these short articles.
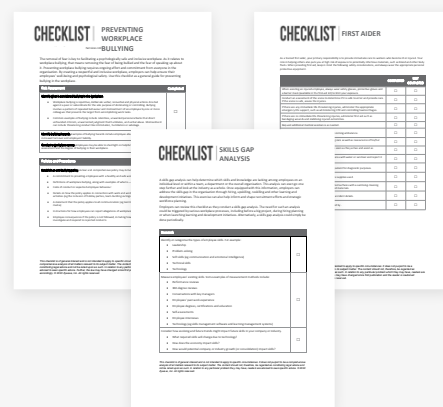
- News Brief: UK at Risk of Massive Security Breach
- News Brief: Global Cyber-attacks Grow by 8%, Report Finds
- News Brief: Britons Less Likely to Place Importance on Work, Global Study Found

Checklists

Cover-specific and general checklists are essential for supporting your overall risk management and loss control initiatives.

- Business Flood Preparation Checklist
- Vehicle Inspection Checklist
- First-aider Safety Checklist
- Preventing Workplace Bullying Checklist
- Skills Gap Analysis Checklist
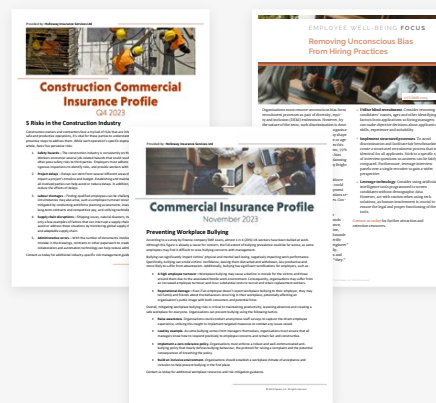- Crisis Management Plan Checklist

Employer Communications

Employer Newsletters

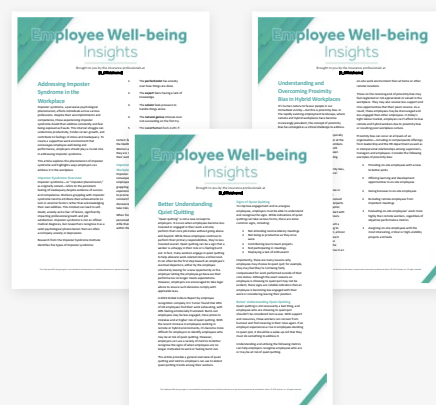Our newsletters highlight timely risk management and health and safety topics.

- Commercial Insurance Profile (Monthly)
- Cyber-risks and Liabilities Newsletter (Bimonthly)
- HSE Safety Cornerstones Newsletter (Quarterly)
- Personal Lines Perspectives Newsletter (Quarterly)
- Employee Well-being Focus Newsletter (Bimonthly)
- Manufacturing Commercial Insurance Profile (Quarterly)
- Construction Commercial Insurance Profile (Quarterly)

HR Materials

Stay abreast of the latest workplace trends to lessen workplace risk and reduce the chances of employment tribunals.
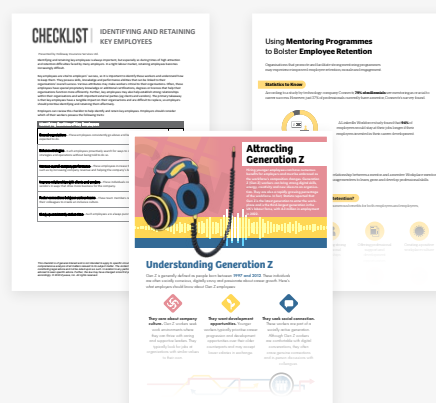
- Understanding and Overcoming Proximity Bias
- Better Understanding Quiet Quitting
- Addressing Imposter Syndrome

Attraction and Retention Resources

Understand how best to attract and retain workers to bolster organisational resilience.

- Infographic: Using Mentoring Programmes to Bolster Employee Retention
- Infographic: Attracting Generation Z
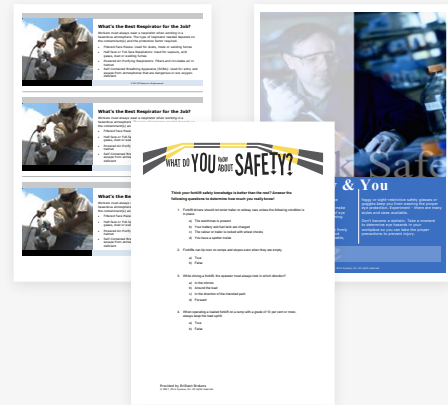- Identifying and Retaining Key Employees Checklist

Employee Communications

Employee Resources

Keep safety top of mind in the workplace with materials to distribute to employees, such as leaflets and employee quizzes.
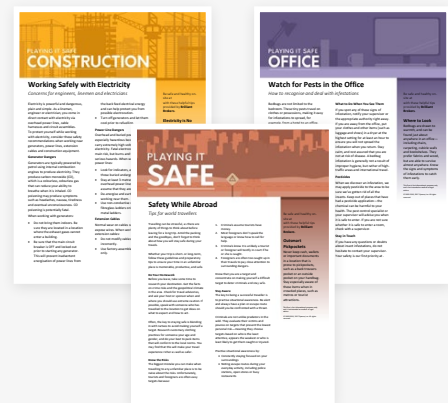
- What's the Best Respirator for the Job?
- Quiz: Forklift Safety
- Eye Safety and You Poster

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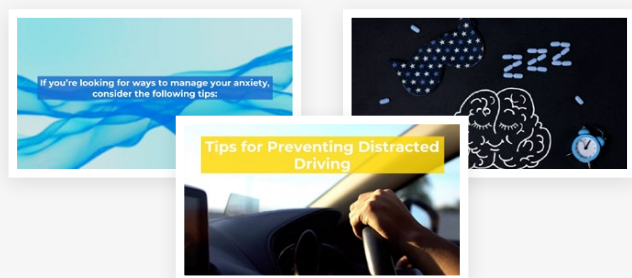
- Construction Playing It Safe: Working Safely with Electricity
- General Industry Playing It Safe: Safety While Abroad
- Office Playing It Safe: Watch for Pests in the Office

Employee Educational Videos

Educate employees on a variety of subjects with short videos on safety, well-being, personal finance and more.
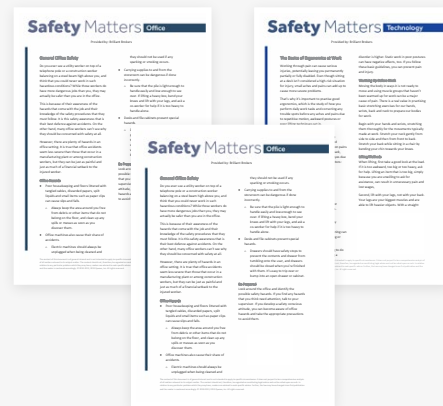
- Video: 5 Tips for Managing Anxiety
- Video: Tips for Preventing Distracted Driving
- Video: Sleep and Mental Health
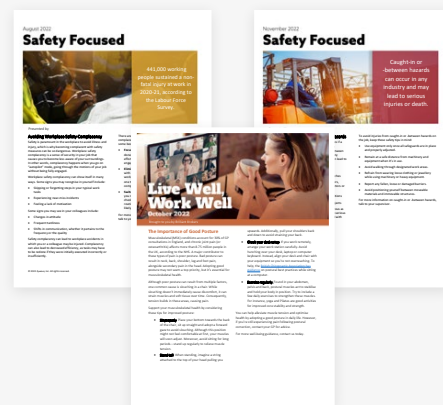
Safety Matters "Toolbox Talks"

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
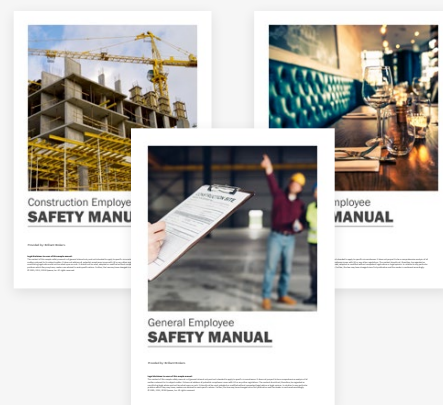
Employee Newsletters

Our monthly employee newsletters promote health and safety both in the workplace and beyond.

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.
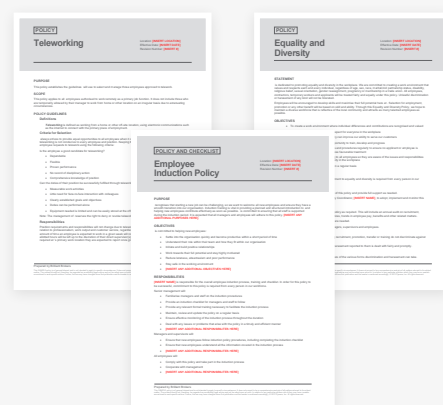
- Construction Employee Safety Manual
- General Employee Safety Manual
- Restaurant Employee Safety Manual

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.
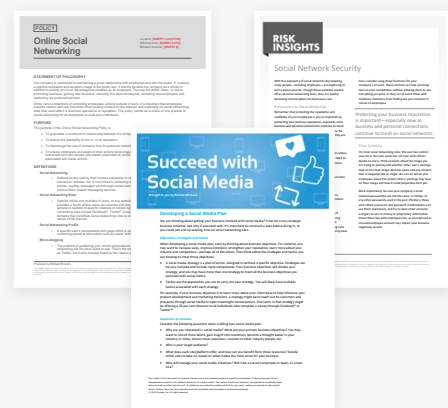
- Bimonthly Cyber-risks and Liabilities Newsletter
- Cyber-risks & Liabilities: The Risk of Shadow IT
- Cover Overview: Cyber-liability Insurance

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
- Developing a Social Media Plan
- Risk Insights: Social Network Security

Emerging Risks

New or developing risks can lead to unforeseen loss unless you implement proactive risk-mitigation measures. Avoid unnecessary liability by understanding the latest emerging risks with a range of articles, videos and checklists.

- AI in the Workplace Checklist
- Risks Insights - Leveraging AI in Employment Decisions: Balancing Benefits and Risks
- Video: Overview of ChatGPT Workplace Applications