



Welcome to  
Primed

Online

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Part of the Outset Group

**outset.**

# Welcome to Primed

**Thank you for signing up to a free trial of Primed – our risk and compliance cloud-based service.**

Through our online knowledge system, you can access over 300 fundamental resources that will help you manage the complexities of employment law & HR, health & safety, information security and cyber essentials.

From template contracts, policies and documentation to comprehensive guidance and FAQs, Primed provides you with the essential information you need to manage your business effectively. In addition, you have the assurance that the information available is regularly updated by experts and legally compliant.

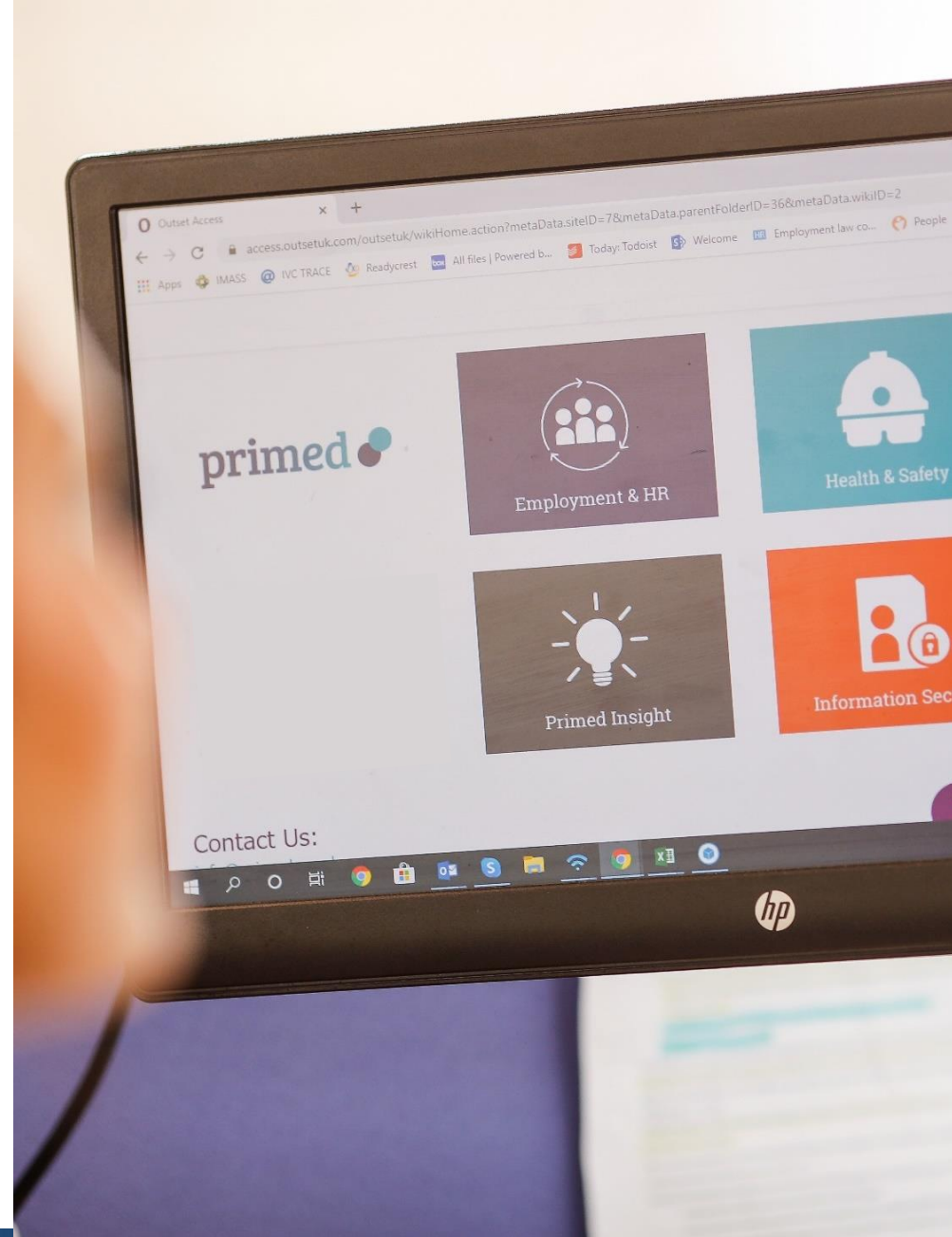
**Your free trial will end in 30 days.** After that time you will have the opportunity to sign up to a full subscription, or you can do this at any time by visiting the 'Bolt Ons and Upgrades' area of the site.

[Click here to login.](#)

## **Not yet activated your account?**

Please look out for an email from **noreply-outset@highq.com** which contains a link to activate your account.

If you have not received your login email within two days of receiving this document, please check your Junk folder or email us at **subscriptions@primed.co.uk**.



# Primed Online Knowledge System

The Primed online knowledge system contains all the policies, templates and documents you need to manage your business and maintain compliance.

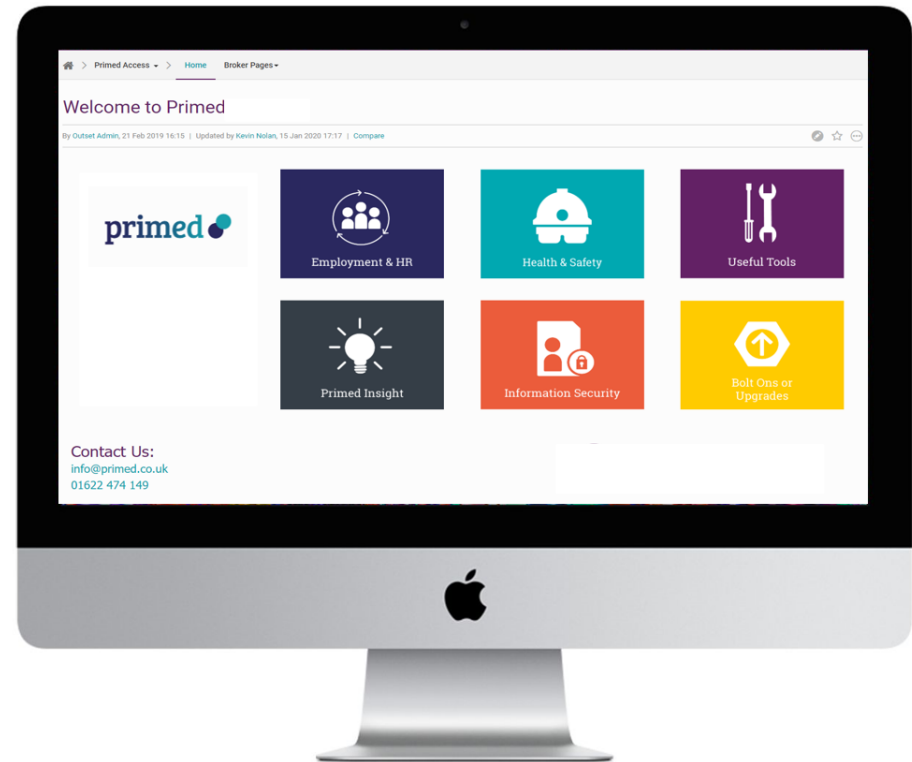
After logging in for the first time, it may prompt you to create a user profile. This is not mandatory and you can simply close or skip this step. You can always update this at a later time, if you wish.

You'll then see the homepage which displays the following categories.

- Employment & HR
- Health & Safety
- Useful Tools
- Primed Insight
- Information Security
- Bolt-Ons and Upgrades

Click on an icon to navigate through the site.

The following pages break down the content you will find within each of these areas.



# Employment & HR



Employment & HR is broken down into 9 key areas:

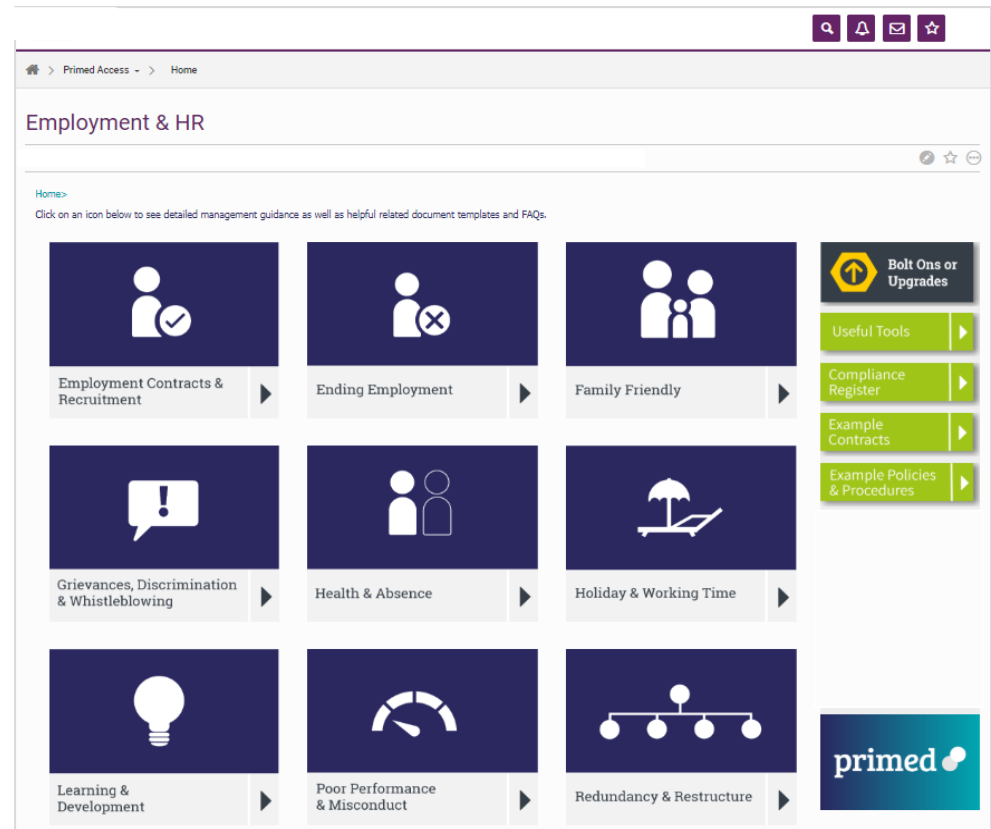
- Employment Contracts & Recruitment
- Ending Employment
- Family Friendly
- Grievances, Discrimination & Whistleblowing
- Health & Absence
- Holiday & Working Time
- Learning & Development
- Poor Performance & Misconduct
- Redundancy & Restructure

Within each area you'll find a number of related topics. Select the topic you're looking for to find guidance notes, templates, documents and FAQs.

The green tabs on the right hand side are quick links to useful tools and templates.

**Please note:**

Although you are able to access Example Contracts and Example Policies & Procedures, these are tools and templates for use by your senior management team. They are **not** your organisation's approved contracts and policies.



# Health & Safety



Health & Safety is broken down into the following areas:

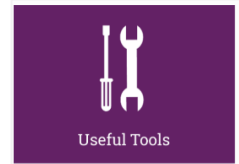
- The Basics
- Guidance
- Policy
- Procedures
- Forms
- Risk Assessments
- Method Statements
- Safety Briefings

Click on the type of document you're looking for to see a list of key topics.

The green Guidance tab on the right hand side will take you to guidance notes, templates, documents and FAQs on a number of topics.

The Safety Briefings tab contains summary documents across a number of areas which can be used to train and inform team members about potential hazards, dos and don'ts.

# Useful Tools



The Useful Tools area of the site contains:

- **How to use the platform**

*Step by step videos showing you how to use and navigate key areas of the site.*

- **Compliance Register**

*Handy place to store important dates from contracts to insurance, helping you keep on top of renewals and maintain compliance.*

- **HR Calculators & Links**

*All the calculators you'll need in one place to help you determine things like an employees sick pay or annual leave entitlement.*

- **Health & Safety Calculators & Links**

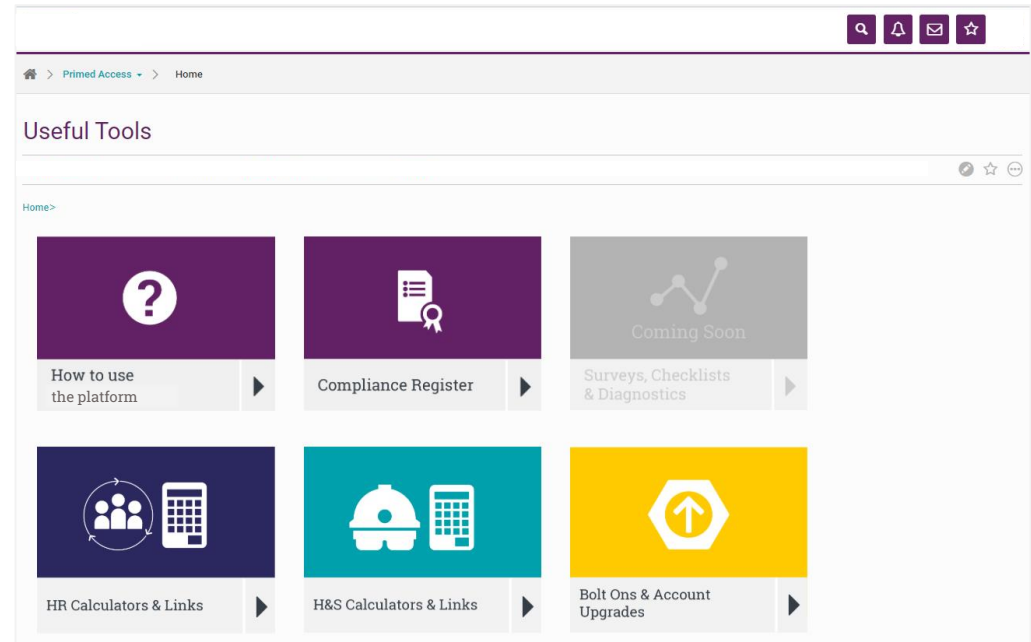
*Key health & safety calculators provided as downloadable excel spreadsheets.*

- **Bolt Ons & Account Upgrades**

*Information about the other discounted services available to you as a Primed user.*

- **Business Diagnostic – \*Coming Soon\***

*A useful tool to conduct an audit on your business and identify gaps in your compliance and procedures.*



# Primed Insight



Keep up to date with the latest employment, safety and compliance news in the Primed Insight section.

Here you'll find a selection of articles, newsletters and downloadable guides.

The screenshot displays the Primed Insight website interface. At the top right, there are icons for search, notifications, email, and favorites. The main content area is titled "Default" and lists several articles and newsletters, each with a "Read more..." button and a star icon for favorites.

- 267 MILLION FACEBOOK USERS MAY HAVE HAD PERSONAL INFORMATION EXPOSED ONLINE**  
Posted in [Default](#)  
Extract from article published by Norton Security: What is Happening? More than 267 million Facebook users may have had their personal data exposed in an online database, cybersecurity researchers said on 19 December.\* Here's what information was exposed: Names\* Facebook IDs\* Phone numbers\* The risk for affected Facebook users? Cybercriminals could use the information for spam messaging, phishing email, etc...  
[Read more...](#)
- Workplace Newsletter – November 2019**  
Posted in [Default](#)  
Keeping you up to date with all things Employment Law, HR & Work-Based  
[Read more...](#)
- Selection and Recruitment - X not need apply**  
Posted in [Default](#)  
A Cardiff framing shop is being investigated after posting this job advert: "Full time/apprenticeship for a local school leaver, preferably a boy, must be able to stay off his phone for at least 5 minutes and away from the xbox/playstation for 8 hours. Very interesting and hands on job." Hopefully you can easily spot the obvious problem with this, but can you spot the more subtle issues which, even without ...  
[Read more...](#)
- Performance Management - Do it right**  
Posted in [Default](#)  
We often hear from clients at the point a situation with an underperforming employee has become unbearable. Managers are focused on their own day to day job and contributing to the success of the business and there are usually added factors creating a reluctance to manage performance issues; "they're really likeable" "they've worked here for a long time" "they have a history of raising grievances" "we think...  
[Read more...](#)
- Misconduct - Tis the season to be well behaved**  
Posted in [Default](#)  
With the festive season fast approaching and the social calendar starting to fill up, events fuelled with high spirits (in more than one sense) can be a recipe for disaster where employees are concerned. Inappropriate comments, language and behaviour are sadly not uncommon and in the worst cases we see employees at risk of losing their jobs for a moment of severe misjudgement. You might think a social event...

# Information Security



The Information Security area provides you with the documents and tools to maintain compliance and reduce the risk of threats.

Here you'll find many common data protection templates such as a privacy notice and subject access requests along with the fundamental guidance around cyber essentials to protect your business from online attacks.

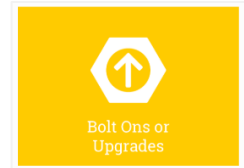
More documents and guidance will be available in due course.

*Elements 'coming soon' are highlighted on the site.*

The screenshot shows a web dashboard for "Information Security". At the top right, there are icons for search, notifications, email, and a star. Below the navigation bar, the page title "Information Security" is displayed. A "Home" link is visible. A message states: "Click on an icon below to see detailed management guidance as well as helpful related document templates and FAQs." Below this, there are six red square icons arranged in a 2x3 grid, each with a white icon and a label below it: 1. Risk Assessment (warning triangle icon), 2. Policy, Notices & Procedure (document with checkmark icon), 3. Monitoring & Maintenance (wrench and gears icon), 4. Incident Planning & Subject Access (document with warning triangle icon), 5. Education & Training (lightbulb icon), 6. Accreditation & Assurance (ribbon icon). Each icon has a right-pointing arrow below it.



# Bolt Ons and Upgrades



After your free trial, you will be offered the chance to sign up to a full subscription of the Primed service.

Whilst the Primed knowledge system provides an extensive array of employment law, HR, health & safety and compliance resources, there may be a time when you require additional support and may find that our Primed Premium service is more suitable for your business needs.

The Bolt Ons and Upgrades area of the site will provide you with information about the Primed Premium service, which offers unlimited telephone and email advice along with a multitude of other benefits such as tribunal cover and the implementation of a safety management system, depending on which package you choose. You'll also still have access to the online knowledge system but see even more features not available on the Primed subscription.

As Primed is part of the Outset Group, you are also entitled to discounted rates on our other services such as HR Consultancy, HR information system and business legal services.

The screenshot shows a webpage with a dark blue header. On the left is a yellow hexagon with a white upward arrow. To its right is the text "Get all the support you need" in yellow. On the far right of the header is the "primed" logo in white. Below the header, the text "Choose the service that's right for you" is centered. There are two main content boxes. The left box has a red header "Primed" and contains text about continuing a free trial and signing up to a full subscription. Below this text is a red button that says "Sign Up To Primed Now". The right box has a dark blue header "Primed Premium" and contains text about seeking more support and accessing expert advisers. Below this text is a dark blue button that says "Book Your Free Consultation".



We look forward to  
working with you.

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