



Consalia Limited

Health & Safety Policy

Version number	Date of issue	Reason for update
v1.0	15/8/2017	
v1.1	15/8/2018	Annual review
v1.2	8 th January 2019	Review for ROATP
v1.3	8 th May 2021	Updated. Review and rebrand.
v1.4	2 nd November 2021	Update in line with Pandemic
v1.5	18 th February 2022	Internal review, minor changes

Contents

1. STATEMENT OF INTENT.	3
2. OFFSITE HEALTH & SAFETY.	4
3. STATEMENT OF GENERAL POLICY	4

Consalia's Health and Safety policy

1. Statement of Intent

Consalia is a Sales Business School. We help international companies optimise their sales performance, through consultancy and customised solutions. Our mission is to make sales the most sought-after profession. We offer a range of innovative, work-based sales education programmes including bespoke employer programmes, degree apprenticeships to masters programmes.

We are committed to ensuring the highest reasonably practicable standards of health and safety. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

Accordingly, we are committed to ensuring the health and safety of our employees, students, sub-contractors and members of the public who may be affected by our work as much as is reasonably practicable, and will regularly assess and alter our work conditions, systems and equipment where necessary to ensure their health, safety and wellbeing.

We aim to ensure that all staff are competent to carry out their work safely and without danger to others by assessing their capabilities and providing additional training as appropriate. We bring our health and safety policy to the attention of our employees at induction to ensure that staff know what is expected of them. This is updated as appropriate. We operate a no smoking policy at our premises.

We genuinely care for our staff and others involved with our work, and we design our systems accordingly. We actively encourage and support all our staff, students and contractors to engage and cooperate on workplace matters with respect to health and safety. (For example, a number of our staff have undertaken First Aid at Work training, and all have received instruction on how to operate our fire extinguishers). Appreciating that stress is something that impacts many we have provided bespoke training for our staff in 2021 on managing your way to success in the workplace, with a focus on wellbeing and self-awareness.

We recognise that everyone in Consalia has a responsibility for their own safety and that of their colleagues, under health and safety legislation. No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Visitors (including contractors or visiting public), are required to comply with Consalia policy at our office, codes and procedures and report any problems to Consalia staff whilst on Consalia premises.

Consalia measures health and safety performance regularly, by means of an auditing programme to ensure that policy and practices are effective and to ensure continual improvement. A health & safety risk assessment and audit is conducted annually, and any recommendations actioned. A review of the policy is also conducted annually.

Government guidelines are implemented where applicable and should guidelines change, visitors and staff are asked to follow them e.g., pandemics or other health issues.

2. Offsite Health & Safety

In operations off site, Consalia will comply with our supplier Health and Safety regulations. We ensure that a Health & Safety audit is up to date for every premise we use.

As part of our preparation for any off-site, student / apprentice training we conduct risk assessments of external facilities and liaise with suppliers to ensure that they have run their own Health & Safety audits, adopt rigorous policies, and have the correct procedures and insurance in place. All staff and students / apprentices taking part in Consalia controlled activities must also take care of their own and others' health and safety. Students / apprentices must comply with Consalia, our partner's and other off-site provider instructions and policies and procedures and report hazards or dangerous situations to their cohort supervisors or staff. All students / apprentices will receive appropriate safety instruction as an integrated part of their studies.

When conducting training programmes we always commence the event with a safety briefing, paying particular attention to the fire and evacuation procedures.

As a main provider on the RoATP we must ensure the health and safety of Apprentices in their workplaces. We do this by ensuring that apprentices' welfare and health & safety as a regular, agenda item at regular review meetings.

3. Statement of General Policy

Consalia recognises its responsibility to:

- Provide and maintain safe and healthy systems of work, equipment and working conditions and to observe statutory requirements.
- Provide information, training, and support to enable employees to perform their work safely and efficiently either at company premises, client sites or in their own home.
- Make available all necessary safety and protective equipment and devices.

- Provide appropriate tools to enable employees to undertake their tasks.
- Measure health and safety performance regularly, by means of an auditing programme to ensure that policy and practices are effective in ensuring continual improvement. Active monitoring embraces concern for physical and mental well-being. This will be reviewed annually.
- Adopt a no smoking policy.
- We recognise the need to assign one or more competent person(s), a Health and Safety (H&S) Adviser and potentially a Health and Safety Officer, to ensure compliance with legislation. If anyone has any queries they will be directed to contact the Health & Safety Adviser.
- In partnership with Middlesex University, and Leeds Trinity University we fully accept the responsibility placed on us by law for the health, safety and welfare of our students, by ensuring that there are effective channels of communication and consultation for the health, safety and welfare of its employees and representatives at all levels.
- **Subcontractors** who are engaged for any extended periods are taken through the same procedures as our staff.

Accidents and ill health at work are reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and further information on this can be accessed using the hyperlink.

<http://www.hse.gov.uk/riddor>

Signed by



Philip Squire
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