

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.

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Consalia's complaint policy

1. Statement of Intent.

Consalia is a global sales performance company. 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 affected by our work, and we design our systems accordingly. In addition, we actively encourage and support all our staff, students and contractors to engage and cooperate on workplace matters, in particular 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). Recognising that stress is something that many sales people can experience we included a theme of Resilience in our 2018 Global Sales Transformation event and an agenda item to raise awareness of anxiety and mental health challenges in the sales sector.

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.

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, cohort 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 taking part in Consalia controlled activities must also take care of their own and others' health and safety. Students 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 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 and we are extra vigilant to ensure that our students understand their potential escape routes, should the worst happen, and forced evacuation proves necessary. a class in Dubai on the 26th floor of the office building.

As a main provider on the RoATP we have to ensure the health and safety of Apprentices in their workplaces. We will do this by requesting a copy of the apprentice's employer health & safety audit(s) during our regular review sessions with their employers and discussing health and safety as a regular, agenda item on the 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 Officer.
- 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 for its employees and representatives at all levels.
- **Subcontractors** who are engaged for lengthy periods are taken through the same procedures as our staff.

Accidents and ill health at work are reported under RIDDOR
<http://www.hse.gov.uk/riddor>