

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	17 th February 2019	Internal review
V1.4	18 th February 2019	Formatting amendments

HEALTH & SAFETY POLICY	3
1. Statement of Intent	3
2. Promoting Health & Safety	3
3. Our policy	3
4. Health & Safety of our Apprentices and Students	4
5. Off-Site Health & Safety	5
6. Managing Health and Safety Risk	5
7. Incident Reporting and Investigations	6
8. Our Health & Safety Officers	6
Appendix 1	7

Health & Safety Policy

1. Statement of Intent

Consalia are committed to providing a safe, healthy and supportive environment for our apprentices, students and corporate delegates (considered to be Consalia students) and a safe, healthy and supportive environment for our staff.

Consalia is committed to a process of continuous improvement in risk control and the management of health and safety and wellbeing in all areas of work and study and actively promotes and supports wellbeing for apprentices, students and staff and students.

Consalia fully accepts the responsibility placed on it by law for the health, safety and welfare of its apprentices, students and staff and students and in particular acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

2. Promoting Health & Safety

We bring our health and safety policy to the attention of our employees to ensure that staff know what is expected of them and each year we have a refresher session on our policies. All new employees receive induction training on health and safety and we promote our health and safety policy in the office with relevant notices. We run a health and safety overview at the beginning of each training session, which includes advising of the fire and evacuation procedures.

All policies relevant to our apprentices and students are able to view and download on the Consalia website in the 'policies' section.

3. Our policy

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, apprentices, students 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).

Whilst recognising that stress may not always have its origins in the workplace, we acknowledge a responsibility and value in offering appropriate support. Stress reduction strategies include: open communications, regular meetings, promotion of a healthy lifestyle and weekly yoga classes are held at the Consalia office open to all staff.

We also appreciate that stress is something that many sales people can experience and promote mental health and well-being through our policies and aspects of our curriculum delivery. We included a theme of Resilience in our 2018 Global Sales Transformation event with an agenda item to raise awareness of anxiety and mental health challenges in the sales sector.

Everyone in Consalia has a responsibility for their own safety and that of their colleagues, apprentices and students 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.

We also 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 operate a no smoking policy at our premises.

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. Subcontractors who are engaged for lengthy periods are taken through the same health and safety procedures as our staff.

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.

4. Health & Safety of our Apprentices and Students

We are committed to ensuring the health and safety of our apprentices and students. We achieve this in the following ways:

- we regularly assess our training environment conditions to ensure regular health and safety audits have taken place for each venue and first-aid support points are identified for off-site training venues
- risks are identified before each training session.
- we run a health and safety overview at the beginning of each training session, which includes advising of the fire and evacuation procedures
- we ensure we review and have a copy of the health and safety policy for each employer involved in our apprenticeship programmes
- we ensure apprentices will receive appropriate safety instruction as an integrated part of their programme
- risks in the workplace are discussed with employers and health and safety are covered in the regular meetings with the employer to ensure the apprentice is working in a safe environment in the work-place
- we encourage an open and supportive culture within our training environments so that apprentices feel able and free to talk to us about any concerns they may, regarding health and safety in the workplace and their well-being at work
- we appreciate there may a need for greater advice for apprentices around occupational health, stress and wellbeing issues and monitor this accordingly (Source: The RoSPA Inquiry into Apprentices, May 2016).
- Tutors have an open-door policy with published office-hours

In the case of an accident or ill-health of an apprentice we have a tri-partite dialogue with the apprentice, employer and training provider. We identify a solution which is in the best interests of the apprentice to ensure they are able to progress with the apprenticeship, to the planned and current programme timelines or as a deferral with a formal break in learning.

If the former is a preferred option, we agree an individual training programme with the employer and apprentice to ensure full cover of any missed training, learning activities and assessments. The apprentices' well-being and ability to progress with the apprenticeship programme is always at the fore-front of this dialogue and the solution.

Finally, in partnership with our delivery partners, Middlesex University, and Leeds Trinity University we fully accept the responsibility placed on us by law for the health, safety and welfare of our apprentices and 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.

Any accidents and ill health at work are reported under RIDDOR (see section 7).

5. Off-Site 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, apprentices and students taking part in Consalia controlled activities must also take care of their own and others' health and safety. Apprentices and 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 apprentices and 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 apprentices and students understand their potential escape routes, should the worst happen, and forced evacuation proves necessary.

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.

6. Managing Health and Safety Risk

Risk management is central to our Health and Safety management system. We undertake all necessary risk assessments to manage the health and safety of staff, apprentices and students, and others by protecting against reasonably foreseeable hazards and risks.

- All risk assessments shall include a statement of what is being assessed, the routine actions needed, and emergency actions needed in the event of foreseeable issues.
- If significant risks are identified the risk assessments shall be recorded.
- Where training and/or supervision is identified as a control measure within the assessment it shall define what is required.
- Where the assessment only relates to a small group of persons then the assessment only needs to be made available to that group of people.

7. Incident Reporting and Investigations

Accidents and ill health during Consalia training programmes including apprenticeship delivery are reported under RIDDOR <http://www.hse.gov.uk/riddor>. This is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. The information enables enforcing authorities to identify where and how risks arise and to investigate serious accidents.

The scope of our reporting procedure includes major injuries (see appendix 1) and occupational ill-health to persons on our property and to those in other locations engaged in activities related to Consalia. It applies to employees and non-employees i.e. apprentices, students, staff, members of the public, visitors. (Please note: reporting of serious incidents to contractors engaged on our premises is the responsibility of the contractor's employer).

If an accident occurs, please note that **the first priority must be** to render first aid, take remedial action to deal with injuries and render the situation safe.

Then for certain serious accidents the Health & Safety Executive (HSE) must be notified **immediately** as an Inspector may wish to have the opportunity to visit the scene as soon as possible, before anything significant has been disturbed. Serious and fatal accidents during training programmes are reported immediately to the LSC National Health and Safety Team (Tel: 02476 823239).

Please access www.riddor.gov.uk for further information. <http://www.hse.gov.uk/riddor>

Investigations will be undertaken into incidents or observed patterns of health and safety data.

8. Our Health & Safety Officers

Consalia's Health and Safety Officer is familiar with the provisions of the Health and Safety at Work Act and appropriate regulations relevant to their activities, and ensures that such information, instruction and training as is necessary is available to members of staff within their areas of responsibility.
Our Health and Safety Officer is Yvonne Green.

Our Academy Director has responsibility for Health & Safety of our apprentices and students and ensures that such information, instruction and training as is necessary to support the provisions of the Health and Safety at Work Act is available to all learners.

Any concerns they may have can be registered with the apprenticeship team on academy@consalia.com

Appendix 1

Definition of major injury

Major injuries include:

1. Any fracture, other than to the fingers, thumbs or toes
2. Any amputation
3. Dislocation of the shoulder, hip, knee or spine
4. Loss of sight (whether temporary or permanent)
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products⁰ leading to unconsciousness, resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury leading to hypothermia, heat induced illness, unconsciousness, resuscitation, or admittance to hospital for more than 24 hours
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.
9. Acute illness requiring medical treatment
10. Loss of consciousness arising from absorption of any substance by inhalation or ingestion or through the skin
11. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material