

How Citation can help



Here at Citation, we do everything we can to be your trusted partner when it comes to all your HR, Employment Law and Health & Safety requirements. This way, you can concentrate on what you do best - running your business to its highest potential, safe in the knowledge you're in capable hands. From avoiding costly tribunal claims and Health & Safety Executive (HSE) fines, to preventing workplace accidents and giving your business a competitive edge, we're here for you every step of the way - whatever your industry.



To find out more about any of our products and services listed, please visit

[citation.co.uk/
service-overview](https://citation.co.uk/service-overview)

Our core services

Set up. Advice line. Online platform.



Health & Safety

Health & Safety made simple. We provide everything you need to keep your business, employees and customers safe and compliant. Gain access to our initial Health & Safety documentation set up for quick and easy compliance, as well as our advice line for questions around risk assessments, written policies, accident reporting and more. Additionally, you'll get access to our online platform Atlas, providing hundreds of risk assessment and method statement templates alongside useful Health & Safety documentation - all designed to make your life easier.



HR

All your key HR concerns taken care of in one service. With our initial HR documentation set-up and access to our experts on our advice line, all your HR matters - including disciplinary questions, absence concerns, redundancy queries, and more - will be looked after by industry experts. Plus, our online platform Atlas makes HR processes, holiday and absence management easy with comprehensive HR document templates.

Additional services from Citation

For all your additional needs in your business.



ISO Certifications

Give your business a competitive edge over the rest and set it up for growth. We can help you achieve internationally-recognised standards in quality management, information security, environmental management, Health & Safety and many more. Show clients they can trust your work and stand out from the crowd by becoming certified with our simple processes - reaping the benefits in no time.



SMAS

Demonstrate your excellent Health & Safety standards with our SMAS Worksafe (short for Safety Management Advisory Services) accreditation. This is another cost-efficient way of gaining a competitive edge and standing out in tenders by proving your commitment to compliance, helping you to grow your business. With our Health & Safety experts taking you through the accreditation process from start to finish, you could be fully accredited in as little as a week!



On-Site Health & Safety

Put your mind at ease with our additional Health & Safety services. Delivered by our experts, you'll get hands-on support with risk assessments, method statements, and additional site inspections in between your annual checks. So, if you need help working on some time-consuming Health & Safety matters, or your clients or insurers require you to have multiple site inspections a year, we can help.



On-Site HR

Get help with tricky HR issues and benefit from expert hands-on support for redundancies, disciplinarys, grievances, exit negotiations and so much more! Our HR experts can work through these issues with you one-on-one and even conduct complicated HR meetings, saving you time, stress and worry. They can also help you work on proactive HR strategies, including training, recruitment, and employee engagement.



Fire safety services

Ensure compliance and keep your business, employees, and customers safe. From legal must-haves like Fire Risk Assessments and Fire Alarm and Extinguisher Servicing to Emergency Light Testing, our FIA-trained trained deliver a complete and cost-effective fire safety service that's BAFF accredited. We can make sure your business is safe and compliant, no matter where you are in the country.



Atlas certified elearning

Simplify employee training with our cost-effective online training solution, Atlas certified elearning. Providing unlimited online access to hundreds of CPD and RoSPA certified training modules - with exclusive First Aid, care and construction-specific modules - this product provides the flexibility and quality you need to get (and keep) your employees ready for the job and morale high.



Electrical safety services

Keep on top of your electrical safety compliance in the workplace with our market-leading electrical testing services. Delivered by NAPIT and NICEIC accredited professionals, we'll make sure your electricals and appliances meet their legal requirements to the highest standard. Including Fixed Wire and PAT Testing, we make it easier to keep everyone in your business safe from risk and harm, all while keeping you compliant.



Employee Assistance Programme (EAP)

Reduce absence or low performance due to mental health challenges in your teams. By working with Bupa, we can support your employees and their loved ones with a 24/7 confidential helpline and unlimited access to online self-help materials. Available to help with questions around mental health, wellbeing or financial and legal issues, it's the ideal way to take proactive care of your employee's health and wellbeing and avoid complications that may arise from mental health challenges.

Interested? We can't wait to help.

To find out more about any of our services please visit citation.co.uk/service-overview, fill in your details and, if possible, the name of the Citation contact who shared this service overview with you. A member of our team will then be in touch as soon as possible to discuss your specific business needs.