

Quality Assurance Policy Manual

MRG Services UK Ltd

HEALTH & SAFETY POLICY (Part I) ORGANISATIONAL CHART MANAGEMENT CHAIN

- 1.0. Parts I and II of MRG Services UK Ltd (MRG) Policy Statement contains essential information regarding health and safety for all employees of the Company, and is designed for the health, safety and welfare of MRG Learners.
- 2.0. The day-to-day responsibility for ensuring this policy is put into practice is delegated to The
- 3.0. Health & Safety Coordinator.
- 4.0. To ensure health & safety standards are maintained/improved, the following people within the organisational chart have individual responsibility to assist the Health & Safety Manager in implementing the policy: -

HEALTH & SAFETY ORGANISATIONAL MANAGEMENT CHAIN

CHIEF EXECUTIVE OFFICER

Overall responsibility for the safety, health, welfare and safeguarding of all MRG employees and any exercised activities in conjunction with the Company operations.

HEALTH, SAFETY

Responsible for the implementation of the business health & safety policy and all health, safety & welfare activities. Focal point for all issues pertaining to health & safety.

MANAGERS & SLT

Responsible for adopting a proactive approach to health, safety within their area of management whilst maintaining safety within their supervision remit over their team members.

EXTERNAL RESPONSIBILITIES

HEALTH & SAFETY

Enforcing the health, safety policy, liaise with the enforcing authorities and the monitoring of sub-contractors

HEADS OF DEPARTMENTS

The monitoring of good health, safety and safeguarding practices and good 'safety' supervision of all team members within their department. Act as the link between the Health & Safety department and team members.

Ref No:	PY16	Originator:	Health & Safety Coordinator
Section:	Health & Safety	Reviewer:	SLT
Date:	11/19	Approved:	CEO
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Safety Representatives responsibilities

Name & position	Responsibility
<p>Health & Safety Coordinator</p> <p>Contact Details 0800 085 3598 Mobile: E-mail: info@mrgservices.or.uk</p>	<p>Responsible for the implementation of the business health & safety policy, carries out health & safety audits on programmed visits. Assists all company personnel in all health, safety & safeguarding issues. Prepare 'best practice' policies in relation to environmental issues surround the business operation. Conducts accident investigation. Liaises with the Education & Skills Funding Agency, Health & Safety Executive and all other enforcing bodies when required. Facilitate and Chair Department meetings and Company H&S Committee Meetings to disseminate updated legislation and best practice.</p>

<p>Health & Safety Coordinator</p> <p>Contact Details 0800 085 3598 Mobile: E-mail: info@mrgservices.org.uk</p>	<p>Updates the H&S intranet files and minute/publish team/committee meetings. Audits sub-contractors' files and conducts telephone reviews. Co-ordinates the delivery of all IOSH health & Safety programmes as required by the Company direction.</p>
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- 5.0. Employees are the vital link in preventing incidents and accidents and must: -
- 5.1. Co-operate with supervisors and managers on health & safety matters.
 - 5.2. Not interfere with anything provided in the pursuance of health, safety and welfare.
 - 5.3. Take reasonable care of their own health & safety; and report all health & safety concerns to an appropriate person (as detailed in this policy - consultation).
- 6.0. Employee's Health, Safety and Welfare Concerns should be notified directly to the CEO / SLT

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