

HEALTH & SAFETY POLICY (Part 2) ARRANGEMENTS

- 1.0. The following procedures are considered to be reasonably practicable in meeting the obligations set out.
- 2.0. **Risk Assessments.** The company will undertake risk assessments whenever required. The co-ordination and collation will be through health & safety.

3.0.

Name	Risk assessment area
Health & Safety Coordinator	Southport – Communal Areas
Training Location	Various – To be controlled by the resident property. Tutor / Assessors are to be diligent in working within their guidelines

- 4.0. Health & Safety Coordinator will report the findings of continual non-compliance to the CEO.
- 5.0. The CEO on advice from Health & Safety Coordinator will approve action required to remove/control risks.
- 6.0. The findings and remedial action will then be passed onto all employees/learners of the company.
- 7.0. Health & Safety Coordinator will check that the implemented actions have removed/reduced the risks.
- 8.0. **Risk Assessments Reviews.** Risk assessments will be reviewed immediately following an accident in the workplace, on a yearly basis or when the work activity changes, whichever is soonest. Arrangements for the review and any adjustment of a risk assessments if an employee has special needs, a disability, learning/language difficulty or is a young or vulnerable person'. This will be identified at the interviewing process and passed onto Health & Safety once confirmation that the offer of employment has been accepted.
- 9.0. Due to the sensitive nature concerning expectant and New Mothers the Health & Safety with the aid of a female staff member and in line with the company policy will in the first instance carry out the necessary risk assessment for staff members with advice/assistance from Health & Safety and student services will conduct the same for any learner
- 10.0. **Consultation with employees.** The Health & Safety Coordinator will consult employees on matters affecting their health & safety in the workplace.

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Health & Safety Committee meetings	Overview of MRG Services UK Ltd proactive Health & Safety Policy
CEO	Overview of MRG Services UK Ltd Proactive Health & Safety Policy and further action points
Health & Safety Coordinator	Agenda at all meetings to cover H&S issues pertaining to own work and any issues with Learners H&S.
Representative	Administration Office
Representative	Delivery Staff

11.0. The role and aims of the committee are to: -

11.1. Meet twice a year and allow the committee representatives to bring the associated health & safety problems within the workplace to the attention of management in a formal company procedure and a record of recorded minutes of the meeting.

11.2. The committee will investigate all accidents within the workplace and analyse the causation factors and the control measures implemented to reduce all accidents in the workplace.

12.0. Other information will be made available at regular staff meetings. In addition to the “Management Chain” the health and safety committee provides a direct link between every employee and the Board of Directors overall health and safety at work matters.

13.0. Learner forums are the best way to get learners to include health and safety as issue to add into their meeting agendas and MRG health and safety to be advised/invited to give advice and help on any issue of concern with health, safety, welfare and vulnerable learners’.

14.0. **Changes to the Policy.** All changes to the policy will be made on the company internal Intranet site and Health & Safety will brief personnel affected by the change/addition.

15.0. Training maybe required for a new post or change of individual role and this will be made through the Staff Development Manager. Changes will also be sent to all Managers to cover at team meetings and this will also be noted on all Health & Safety notice boards.

16.0. **Safeguarding of learners.** Selecting new employees with due regard Regulated Activity and personal attributes necessary for the position to be filled with due regard to Safeguarding

17.0. Training for all staff in health and safety to be completed by all employees.

18.0. Consideration at all times of the safety of learners from arrival to departure including break periods.

19.0. **Safe Plant and Equipment.** All delivery staff within the remit of their work or instruction of employees/learners with powered equipment will be responsible for identifying all equipment/plant requiring close supervision, training and the maintenance of the tool being used.

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- 20.0.** It will be the responsibility of the managers for ensuring an effective maintenance procedure is implemented and maintenance records are maintained.
- 21.0.** Any problems found with equipment should be reported to the Health & Safety Coordinator.
- 22.0.** It is a requirement of the company that managers overseeing employees or learners using powered tools or plant equipment will check and routinely inspect them
- 23.0.** **Safe Handling and Use of Substances.** No chemicals or substances must be used in any MRG setting unless a full Control of Substances Hazardous to Health (**COSHH**) assessment has been completed by the Health and Safety Coordinator.
- 24.0.** **COSHH** assessments will be available from health & safety. COSHH assessments will be reviewed on a yearly basis or when the work activity changes, whichever is soonest.
- 25.0.** **Information, Instruction and Supervision.** The health & safety law poster is displayed in the staff kitchen. Health & safety leaflets pertaining to the work conducted by the company will be issued / available from health & safety/ on the company intranet
- 26.0.** Health & Safety advice is available from MRG's Health & Safety Consultant, through the Health & Safety Coordinator
- 27.0.** Supervision of young workers/learners will be arranged, undertaken, and monitored by the manager whose department they work under. This must conform to the relevant risk assessment conducted and the training of the young person in conjunction to the findings in the assessment.
- 28.0.** Employees of MRG Services UK Ltd will be expected to attend a period of instruction during the year as this will update and reinforce the business policy on Safety, health & welfare. The health & safety coordinator will conduct this and update individuals training records accordingly.
- 29.0.** **Co-ordination and liaison.** Co-ordination and liaison with outside agencies will be ongoing to ensure the Health & Safety Executive has confirmed the safety advice as given. Health & Safety information and literature is available to all MRG Services UK Ltd personnel from Head Office / Intranet resources.
- 30.0.** **Competency for tasks and training.** MRG will arrange induction training for all new employees. This will include the completion of the company induction forms by the new employee. and is the company nominated person to carry out the induction process.
- 31.0.** Job specific training will be given /organised by the designated person.
- 32.0.** Specific jobs requiring special training will be organised as soon as possible. The following competencies are identified in relation to Health and Safety.

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Job/work area	Type of special training required	Competent person special training
Health & Safety Officers	Minimum NEBOSH/NVQ Level 3	Arranged by MRG HR Staff Development
Assessors	IOSH Managing Safety Health & Safety Certificate.	Arranged by MRG HR Staff Development

33.0. Employees training records are kept at MRG HR Staff Development office and maintained by the HR department.

34.0. Training will be identified following the initial induction procedure and there after future staff development will be identified during the staff appraisal / CPD review process. Further identification of training will be given if any changes are made to an employee's job role or when employee requests further relevant job role training.

35.0. Accidents, First Aid and Work – Related ill Health. Health Surveillance is required for all employees doing the following jobs:

Location	Type of Work	Hazards
Head Office Main	Data Input - computer	RSI – Eye Strain

36.0. MRG HR will keep health surveillance records in the employee's personnel files when required.

37.0. The first aid box(es) and defibrillator are kept at the kitchen area.

38.0. The appointed person(s) first aider(s) are: -

Name	Location	Appointed/first aider
Andrew Ball	Head Office	First Aider / Defibrillator
Lauren McInerney	Head Office	First Aider / Defibrillator

39.0. All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is to be kept at Head Office, with confidential information kept by MRG HR.

40.0. Accident Investigation. All accidents will be investigated culminating with identification of any causation factors. The company accident form will outline the action to be conducted to prevent further reoccurrence.

41.0. Health & Safety coordinator is responsible for reporting accident, diseases and dangerous occurrences to the enforcing authority following an investigation and with the time frame if reportable under **RIDDOR 2013**.

42.0. Monitoring. To check and confirm our working conditions, and ensure our safe working practices are being followed, we will: -

42.1. Actively: Health & Safety will carry out inspections and complete reports for submission to the CEO / SLT whenever necessary. This will be conducted with either on the spot checks/visits or by requesting for a safety representative to conduct an inspection on a work process.

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- 42.2. Reactively:** Health & Safety will be responsible for investigating all accident and sickness absences that occur. Increased absences by employees suffering similar ailments may identify a problem with the working environment, and the necessary controls will be put in place to prevent future issues. Inspecting all accidents will be a way of reviewing the company safety systems.
- 43.0. Emergency Procedures – Fire and Evacuation.** The Health & Safety Coordinator is responsible for ensuring the fire risk assessment and emergency plan is undertaken and implemented.
- 44.0.** Emergency plans must be devised to encompass the possibility of gas explosion; arson attack and possible terrorist attacks using the process of Assess, Prepare, Prevent, React and Recover.
- 45.0.** At Head Office, this will be carried by the Health & Safety Coordinator and at all other training venues, it is the responsibility of the venue to carry out a daily check of the escape routes.
- 46.0.** Before any training commences, the action to be taken in the event of a fire or emergency must be outlined at every training event by the facilitator.
- 47.0.** Fire extinguishers are maintained and checked by a contract fire company and inspected every twelve months or sooner when requested to repair/maintain damaged or faulty equipment. The maintenance of the equipment is to be recorded in the fire logbook.
- 48.0.** Alarms are tested at Head Office every Monday at 10:30am
- 49.0.** Emergency evacuation will be tested at a minimum of once a year and recorded in the fire logbook.
- 50.0.** The use of the company booking in and out system is also to be tested on all emergency evacuation drills and taken to the assembly point by the receptionist at each location.
- 51.0. Welfare Arrangements.** A kitchen is available within the head office where facilities exist for hot/cold drinks and a basic personal cooking / food preparation function
- 52.0.** Toilet/washing facilities male and female are available at Head Office
- 53.0.** Heating, lighting, ventilation and workspace are all monitored and amended when required.
- 54.0.** All MRG Services UK Ltd buildings and offices strictly operate under a no smoking policy (this also applies to 'E-cigarettes' and other nicotine vapour products).

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