

Quality Assurance Policy Manual

MRG Services UK Ltd

MRG SERVICES UK LTD - HEALTH & SAFETY POLICY ORGANISATIONAL CHART MANAGEMENT CHAIN (PART II)

- 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 Provider, Part IV 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 John Bradshaw, Health & Safety Manager.
- 3.0. 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

MANAGING DIRECTOR

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

HEALTH, SAFETY MANAGER

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 & HEADS OF DEPARTMENTS

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 MANAGER

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. In conjunction with the Provider's Health and Safety Manager prepare risk assessments covering the departments work area. Act as the link between the Health & Safety department and team members.

Ref No:	PL16	Originator:	John Bradshaw
Section:	4 - H&S & Safeguarding	ISO Ref:	4.2.3.2
Date:	03/09/2018	Approved:	Julian McInerney
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Safety Representatives responsibilities

Name & position	Responsibility
<p>John Bradshaw Health, Safety</p> <p>Contact Details Mobile: 07710 665 388 E-mail: john.bradshaw@mrgservices.org.uk</p>	<p>Responsible for the implementation of the business health & safety policy, carries out health & safety audits on programmed visits.</p> <p>Manages the H&S department. Assists all company personnel in all health, safety & safeguarding issues.</p> <p>Prepare 'best practice' policies in relation to environmental issues surround the business operation.</p> <p>Conducts accident investigation.</p> <p>Liaises with the Skills Funding Agency, Health & Safety Executive and all other enforcing bodies when required.</p> <p>Facilitate and Chair Department meetings and Company H&S Committee Meetings to disseminate updated legislation and best practice.</p>

- 4.0. Employees are the vital link in preventing incidents and accidents and must:-
 - 4.1. Co-operate with supervisors and managers on health & safety matters.
 - 4.2. Not interfere with anything provided in the pursuance of health, safety and welfare.
 - 4.3. Take reasonable care of their own health & safety; and report all health & safety concerns to an appropriate person (as detailed in this policy - consultation).
- 5.0. Employee's Health, Safety and Welfare Concerns should be noted on the Provider Health & Safety 'Eyes and Ears Form, FM174 (obtained from the Provider Intranet) and submitted to the health & safety co-ordinator who is based in Dacre Street, Liverpool.

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