

Quality Assurance Policy Manual

MRG Services UK Ltd Policy

(PART III)

HEALTH & SAFETY POLICY ARRANGEMENTS

- 1.0. The following procedures are considered to be reasonably practicable in meeting the obligations set out.
- 2.0. **Risk Assessments.** The health and safety officers in conjunction with the head of departments will undertake risk assessments. Risk assessments are to be compiled on form FM189. The co-ordination and collation will be through health & safety.

Name	Risk assessment for area/machine/process
John Bradshaw	Liverpool Head Office – Communal Areas
MRG Centres & Skill centres	All Managers are to co-ordinate all the risk assessments for the whole centre, the departments within the organisation and forward to the health and safety to be placed in the business Risk Register. Copies of risk assessments are to be brought to the attention of learners and staff including the displaying of risk assessments in prominent positions to where the assessments are controlling the hazards.

- 3.0. Health & Safety will report the findings of continual non-compliance to the Managing Director.
- 4.0. The Managing Director on advice from Health & Safety will approve action required to remove/control risks.
- 5.0. The findings and remedial action will then be passed onto all employees/learners of the company.
- 6.0. On directions from the Managing Director, Health & Safety will be responsible for ensuring the action(s) required are implemented.
- 7.0. Health & Safety 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 work place, 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

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10.0. Consultation with employees. The Health & Safety Manager or through the named elected representative will consult employees on matters affecting their health & safety in the work place, Health, Safety, Welfare and Safeguarding are included on the agenda of all Departmental meetings.

Consultation With Employees Provided By The Following Representative	Work Location
Managing Director in consultation with the Health & Safety following health & safety committee meetings or immediately on high risk incidents.	Overview of MRG Services UK Ltd proactive Health & Safety Policy
John Bradshaw, Health & Safety.	Overview of MRG Services UK Ltd Proactive Health & Safety Policy and further action points
John Bradshaw, Health & Safety.	Agenda at all meetings to cover H&S issues pertaining to own work and any issues with Learners H&S.
Manager	Administration Office and Receptions
Manager	Skill Centres
Manager	Peripatetic Assessors

11.0. Health & Safety Committee. The health & safety committee is made up of the following employees and headed by Health & Safety.

- Chairman – Health & Safety
- Health & Safety Co-ordinator – Minutes
- Quality Department
- Department Managers
- Skill Centre Managers
- Peripatetic Assessors Manager
- Marketing – New Business

12.0. The role and aims of the committee is to: -

12.1. Meet twice a year (April and October) and allow the committee representatives to bring the associated health & safety problems within the work place to the attention of management in a formal company procedure and a record of recorded minutes of the meeting.

12.2. The committee will investigate all accidents with in the work place and analyse the causation factors and the control measures implemented to reduce all accidents in the work place.

13.0. 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.

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- 14.0.** 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'.
- 15.0.** **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.
- 16.0.** 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.
- 17.0.** **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 Children: Safer Recruitment and Selection in Education Settings.
- 18.0.** Training for all staff in health and safety to be completed by all employees.
- 19.0.** Consideration at all times of the safety of learners from arrival to departure including break periods.
- 20.0.** **Safe Plant and Equipment.** All heads of departments 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.
- 21.0.** It will be the responsibility of the managers for ensuring effective maintenance procedures is implemented and maintenance records are maintained.
- 22.0.** Any problems found with equipment should be reported to the health & safety department with the use of the hazard defect report Form 108.
- 23.0.** It is a requirement of the company that managers over seeing employees or learners using powered tools or plant equipment will check and routinely inspect them. It is also a requirement that any new plant and equipment meets health & safety standards before it is purchase.
- 24.0.** **Safe Handling and Use of Substances.** No chemicals or substances must be used in any MRG workplace setting unless a full Control of Substances Hazardous to Health (**COSHH**) assessment has been completed by the health and safety office.
- 25.0.** **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.
- 26.0.** **Information, Instruction and Supervision.** The health & safety law poster is displayed in the staff canteens or in a suitable location for all employees to see. Health & safety leaflets pertaining to the work conducted by the company will be issued /available from health & safety.
- 27.0.** Health & Safety advice is available from John Bradshaw, Health & Safety.

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- 28.0.** 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.
- 29.0.** 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 officers in each respective location will conduct this and update individuals training records accordingly.
- 30.0. 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 health & safety at head office.
- 31.0.** The co-ordination and safety of all employees at work will be co-ordinated with a booking in and out system through the respective offices. This co-ordination will also form a crucial part of the company emergency planning.
- 32.0. Competency for tasks and training.** MRG HR 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.
- 33.0.** Job specific training will be given /organised by the Staff Development department manager.
- 34.0.** Specific jobs requiring special training are: -

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

- 35.0.** Employees training records are kept at MRG HR Staff Development office and maintained by the HR department.
- 36.0.** Training will be identified following the initial induction procedure and there after future staff development will be identified during the staff annual appraisal. Further identification of training will be given if any changes are made to an employee's job role or when employee requests further job role training.

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- 37.0. 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
Head Office	Reception	Violence at work

- 38.0.** Managers are to arrange health monitors/surveillance with their area of responsibilities on a weekly basis.
- 39.0.** MRG HR will keep health surveillance records in the employee's personnel files when required.
- 40.0.** The first aid box(es) are kept at the main reception area at each College location.
- 41.0.** The appointed person(s) first aider (s) is/are: -

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

- 42.0.** All accidents and cases of work-related ill health are to be recorded in the accident book.
- 43.0.** The location of the accident book is to be kept by the receptionist at each location with confidential information kept by MRG HR.
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- 45.0. 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.
- 46.0.** Health & Safety 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**.
- 47.0. Monitoring.** To check and confirm our working conditions, and ensure our safe working practices are being followed, we will: -
- 47.1. Actively:** Health & Safety will carry out inspections and complete reports for submission to the Director. 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.
- 47.2. Reactively:** Health & Safety will be responsible for investigating all accident and sickness

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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.

- 48.0. Emergency Procedures – Fire and Evacuation.** The Centre Manager at each location is responsible for ensuring the fire risk assessment and emergency plan is undertaken and implemented. Assistance in both assessments is to be obtained from the health & safety department.
- 49.0.** 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.
- 50.0.** Escape routes are to be checked by a designated person at each company location daily. At head office this will be carried by the caretaker and at all other training venues, it is the responsibility of the MRG tutor to carry out a daily check of the escape routes.
- 51.0.** 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 manager/facilitator.
- 52.0.** 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.
- 53.0.** Alarms are tested at Head Office every Monday at 10:30am and recorded in the fire logbook. All other MRG Services UK Ltd locations are also to conduct the same procedure with the office manager/ appointed person.
- 54.0.** Emergency evacuation will be tested at a minimum of once a year and recorded in the fire logbook.
- 55.0.** 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.
- 56.0.** The procedure for evacuation and fire drills is posted at each fire point throughout MRG Services UK Ltd locations of operation.
- 57.0.** In conjunction with the emergency procedure, all employees of the company will be required to answer a simple set question paper on the fire and emergency procedure, which will be set by the health & safety co-ordinator. Records will be kept in the personnel training file held by the Staff Development Department.
- 58.0. Welfare Arrangements.** A staff rest room is available within the head office complex, for all other locations facilities exist for hot/cold drinks and a seating area only.
- 59.0.** Toilet/washing facilities male and female are available at each office location, which are maintained and cleaned by contract cleaners.

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- 60.0.** Heating, lighting, ventilation and workspace are all monitored and amended when required.
- 61.0.** Designated areas at each office complex are established for employees who smoke. 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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