

# Quality Assurance Policy Manual

## MRG Services UK Ltd Policy

### LEARNER'S HEALTH & SAFETY POLICY

#### 1. INTRODUCTION.

- 1.1 MRG Services UK Ltd embraces the Safe Learner Blueprint and will ensure that all learners are in a 'Safe, Healthy and Supportive Environment.
- 1.2 The Safe Learner blueprint sets out the health and safety information that should be covered by training providers and employers of individuals in work-based learning. The intention of the Safe Learner blueprint is to influence learners' safety behaviours in work as well as in the learning situation, by increasing their health and safety knowledge and awareness of the actions they should take.
- 1.3 This is reflected with the Company 'Health & Safety Policy' Part IV, the whole policy will be explained during the induction period for all programmes.
- 1.4 This document is to outline the main requirements and information to help all learners in safe, health and welfare issues or details on safeguarding of vulnerable learners, harassment and bullying.
- 1.5 In accordance with the Health and Safety at Work Act etc 1974 and all other relevant Statutes, Regulations and Orders including MRG Services UK Ltd acknowledges its responsibility to provide and maintain, so far as it is reasonably practicable, that all Learners participating in training programmes run by MRG Services UK Ltd, are working in an environment that provides a healthy, safe and supportive environment as per the '*Safe Learner Blueprint*'.

#### 2. ASSESSORS/TUTOR/HEALTH & SAFETY OFFICER.

- 2.1 Every learner will have a dedicated assessor, tutor whom they can discuss any concerns they have during the programme or any health and safety or safeguarding issues. A member of the health & safety will conduct frequent monitors with the employers. All learners can contact the Company health and safety office on (0151) 944 1744.

#### 3. LEARNER OWN SAFETY

- 3.1. Every learner must have a supervisor and be able to communicate workplace safety issues. Learners MUST not conduct any work that they have not been trained in or any work that you feel may hurt you or any other work colleagues.

#### 4. BEHAVIOUR

- 4.1 Behaviour must at times be at a high standard, poor behaviour can be the starting point of a serious incident or accident.

#### 5. ACCIDENTS

- 5.1 Any accident no matter how small must be reported to the Company health & safety office (0151) 944 1744

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#### 6. REPORTING ACTS OF HARASSMENT OR BULLYING

- 6.1 MRG Services UK Ltd aims to ensure the learning environments are supportive, where all individuals are treated with courtesy and respect and their contribution to the learning process is valued.
- 6.2 The Company will not tolerate harassment and bullying in any form with learners on 'in Company' programmes or incidents involving 'Work Based learners' and will take firm and decisive action to protect the interests of its learners whenever incidents are identified.
- 6.3 Some forms of harassment are illegal, for example discrimination under terms of the Disability Discrimination Act 2005, the Equality Act 2010, the Sex Discrimination Acts 1975 and 1986 and the Race Relations Act 1974, and incidents which result in violations of the Health and Safety at Work Act 1974.
- 6.4 All concerns expressed by a learner to any member of MRG Services UK Ltd staff in areas such as Bullying, Sexual Discrimination, Pay or anything outside the individual training plan, must be logged and reported directly to: **MRG Safeguarding (soonest)**.
- 6.5 Discuss it with your Personal Tutor, assessor or another member of staff of MRG Services UK Ltd. They will be able to assist you to find the help you need and will welcome the opportunity to help you to improve the way you and others behave towards each other in the Company or workplace.

#### 7. SAFEGUARDING

- 7.1 We want all learners to be, **Safe** from abuse, **Safe** from accidental injury and death, **Safe** from bullying and anti-social behaviour in and out of Company and **you** have security, stability and are cared for. If you have any worries or concerns about yourself, a young person or vulnerable adult, please report it to; **the Company Safeguarding (soonest)**,

**Telephone:** 0800 085 3598

8. On no account will a member of MRG Services UK Ltd staff try to resolve a problem on the spot. A reporting Performa is available FM146.

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