



Health and Safety Policy -

Contents

- Statement of Intent
- Job Role Responsibilities
- Table of Responsibilities
- Special responsibility for advising and alerting people with disabilities and/or learning difficulties
- Staff Training
- Monitoring of Policy and Processes
- The Monitoring Cycle
- First Aid
- Accident/ Incident and Near miss Reporting
- Evacuation
- Company Assessments
- The Safe Learner Concept
- Audit
- Risk Assessment
- Fire Risk Assessment
- Fire Precautions
- House Keeping
- Display Screen Equipment Regulations
- Electrical Equipment
- Control of Substances Hazardous or Harmful (COSHH)
- Personal Protective Equipment (PPE)
- Stress
- Driving
- Personal Security
- Advice on stress
- Common High Risk Areas of Hazard
- Standing Agenda Item
- Breaches
- Complaints/ Concerns

Statement of Intent – 01/2017

This policy represents the way in which MBKB Training conducts itself with regard to Health and Safety. It has been created and put in place to ensure a safe working environment for all employees of MBKB together with ensuring safe working environments for all people who take part in MBKB's training programmes irrespective of their funding stream, type of program or length of course. A copy of this policy is made available to all our staff, clients, suppliers and anyone else whom it may concern.

This policy is MBKB's formal commitment to operating a business in accordance with the Health and Safety at work act 1974, and all applicable regulations made under the act, so far as is reasonably practicable. Health and Safety is ranked with equal importance to all other elements of the business such as sales and production. Therefore, where a process may contravene Health and Safety, the process must be stopped, Health and Safety will take precedent in all occasions. Any such issues need to be immediately reported to the Health and Safety Manager.

The policy will only work if fully implemented, and a 'buy in' is achieved by all of MBKB's team. Although the management of MBKB accept responsibility to create a safe environment as far as is reasonably practicable, each member of the team has an important part in achieving our aims, as such Roles and Responsibilities and hierarchy of reporting, monitoring and managing health and safety are demonstrated within the policy, to clarify each element of successful implementation.

The Policy is reviewed at 12 month intervals, with a provision for immediate revision should the need arise due to change in legislation, accident investigation or other reason. This document forms part of the induction process for all new staff and is regularly referred to. Formal training is ensured for all staff, so they may understand the basics of Health and Safety.

Job Role Responsibilities

It is the responsibility of all MBKB's employees, including freelance and sub contract Teaching and Learning Advisors to co-operate with the Management to ensure effective implementation. There are 4 levels of Responsibility within MBKB, each have different levels of responsibility and roles, in relation to implementing and Monitoring of Health and Safety. For the benefit of Clarification, the 4 levels of Health and Safety Responsibility for staff are listed below to clarify which job role fits into which category.

Health and Safety Manager - Chief Executive

Senior Health and Safety Consultant – IQA's

Health and Safety Consultant – Teaching and Learning Advisors, Business Development Advisors

Health and Safety Support – Administrators, Sub Contract Workers.

As Health and Safety involves implementation and constant monitoring, there are many facets to providing an effective policy. To clarify this a table of elements and the level of job role relation has been created below, to map your way through your individual duties. You will see either a P or an S in each category. P means that this person has primary responsibility and failure to achieve this will be a breach of their contract of employment, S is for secondary, which means whilst you should be aware of this element it is not your

direct responsibility. Although you may have secondary responsibility you do have a duty to report issues caused by another's non-compliance, as outlined in the 'whistle blowing policy' within the staff handbook.

Special responsibility for advising and alerting people with disabilities and/or learning difficulties

Each person who has a disability or learning difficulty must be separately briefed on the hazards in their working or training area. This must be carried out on a one-to-one basis to ensure proper understanding. All staff should be aware that general hazard notices displayed may not be sufficient to guarantee the full understanding of all staff or learners. Furthermore, hazardous material may trigger adverse reactions in individuals – such as asthma. Vulnerable children or adults may need constant supervision.

Evacuation planning for individuals with mobility, understanding or other limitations, must be carried out using a Personal Evacuation Plan. – PEP. These forms are held by the Health and Safety Manager and shall be completed as soon as the person arrives at MBKB training and Development.

Staff Training

All employees are being given an introduction to Health and Safety, our policies and procedures within their induction program. This includes a detailed explanation of our policies and how they affect each individual, a full copy of this policy is issued at induction. PUWER training is carried out, as is basic training in Manual Handling techniques, together with staff being issued with a guidance book.

Manual handling has been covered within our risk assessment. We therefore have ensured all staff and learners are given training and information to ensure that safe methods are used during such physical effort. All staff (apart from Health and Safety Support staff) will undertake the CIEF Health and Safety Training, to allow competent assessment of workplaces. A full training session on the use of MBKB's documents is carried.

Health and Safety

Table of Responsibilities

	H & S Manager	Senior H & S Consultant	H & S Consultant	H & S Support
Take good effective care of own wellbeing in matters of Health and Safety	P	P	P	P
Ensure your behaviour does not contribute to a breach in Health and safety	P	P	P	P
Monitor Health and Safety Conditions at every external visit	P	S	P	S
Monitor Health and Safety conditions internally	P	P	P	P
Ensure each learner has a good basic understanding of Health and Safety	P	S	P	S
Ensure PEP's are completed where necessary	P	P	P	P
Immediately report all accident/ incidents/near misses involving learners	S	S	P	S
Immediately report all accident/ incidents/near misses involving yourself	P	P	P	P
Report any concerns with Health and Safety to H&S Manager	P	P	P	P
Make H&S Manager aware of any potential breaches	P	P	P	P
Ensure MBKB Staff are sufficiently trained on H & S Issues	P	S	S	S
Implement H & S action Plans	P	P	P	P
Include H & S Strengths and Weaknesses in SAR	P	S	S	S
Ensure appropriate accidents are reported to SFA	P	S	S	S
Ensure appropriate accidents are reported to Riddor	P	S	S	S
Ensure H & S Policy reviewed annually	P	S	S	S
Ensure Annual Risk Assessment Completed	P	S	S	S
Ensure Annual Fire Risk Assessment Completed	P	S	S	S
Complete and Review COSHH Assessment	P	S	S	S
Complete and Review Stress Risk Assessment	P	P	S	S
Ensure Electrical Equipment Testedd Annually	P	S	S	S
Ensure Fire Fighting Equipment Tested Annually	P	S	S	S
Complete Pregnancy Risk Assessments	S	P	S	S
Carry out Company Vetting's	S	S	P	S
Ensure Company Vetting's are approved	P	S	S	P
Question Learners Understanding and H & S Issues at Visits/ reviews	S	S	P	P
Monthly Checks on MBKB	P	S	S	S
Investigating accidents/ incidents, near misses	P	S	S	S
Provide advice and guidance	P	S	S	S

Monitoring of Policy and Processes

Our Policy is continually monitored, we have external influences that require monitoring, such as legislation change, contractual requirements, together with internal changes to processes that could impact on Health and Safety. We have already mentioned within this policy how we effectively monitor Health and Safety in our placements. As this policy is constantly improving and developing we have also assigned a sub section within our Self-Assessment to reflect the importance of Health and Safety and set appropriate targets. To better demonstrate our monitoring, reviewing, implementing and evaluation I have drawn a flow chart to show each are, how it relates to our business and to give it a full cycle.

The Monitoring Cycle

In order to effectively manage Health and Safety, we have a policy of a continuous cycle.

Monitor – Review – Plan – Implement – Monitor.

Monitoring is where we carry out our normal monitoring, both internally and externally, review is where we review our effectiveness, then we plan how to further improve, once this is complete we implement the changes, then start to monitor all over again. This cycle is one of constant development, which is also linked to our Self-Assessment Plan.

The input or triggers to review are such things as Legislation Changes, funding contracts, outcomes for investigations or other issues brought forward. We can measure the effectiveness or outcomes by considering how safe our Place, Plant, Procedures and People are.

First Aid

The Health and Safety Manager is responsible for First Aid whilst on the MBKB Office premises. Where we are carrying out training within the workplace or have placed a learner with a company whether full time or partially for work experience, MBKB will ensure that the First Aider on those premises has been identified.

Should First Aid be required the learner or staff member will be taken to the staff room, if appropriate to move them. The first aider will retrieve the first aid kit from the administration office, then administer first aid. Alternatively, arrangements for an ambulance, or a work colleague to take the injured person to Russell's Hall Hospital will be made by the first aider. The first aider will then complete MBKB's Accident book, which is located with the first aid kit. An email log of the accident is sent to the Health and Safety Manager, who will then investigate the accident.

Accident/ Incident and Near miss Reporting

All incident/accidents and near misses involving a MBKB's Employee, a trainee/learner on a program with MBKB or a visitor to MBKB must be reported to the Health and Safety Manager. An Accident book is kept at the Administration office. This must be completed as soon as is reasonably practicable, so that an investigation may take place. The purpose of

such an investigation is to prevent a recurrence of the accident. The document for recording this is reference DOC-HS5.

In the event of an accident becoming reportable under the guidelines of RIDDOR, the Health and Safety Manager is to complete such a report and notify the appropriate bodies. The accident/ incident or near miss will be fully investigated looking at all possible causes, implications for future conduct and preventative measures. Each report will be fed back into Staff meetings to disseminate health and safety awareness. All reports will also be considered against current policies, procedures and/or risk assessments to allow for updates and amendments should they be required.

Where the accident occurs to a learner on the government work-based funded training, the local SFA will be informed of the severity of the accident if appropriate to do so. The Health and Safety Manager will then assist the SFA with any information or investigations they may carry out.

Evacuation

A Means of Escape map is situated within every room at MBKB and all visitors to the training facilities will have the emergency exits shown to them, during the Domestic discussed prior to all meetings/training sessions. There is a signing in sheet located in the reception area and all visitors are requested to sign in and out. It remains the responsibility of the person being visited to ensure the guest has a safe exit from the building in the event of an emergency. The emergency assembly point is shown on the office plans.

Where a course is taking place at an external venue, it is the responsibility of MBKB to explain the domestics and ensure safe evacuation if required. During a fire or other hazardous emergency: you are reminded that it is illegal to leave a disabled person or a person with learning difficulties in an evacuated building to wait rescue by the fire service while other evacuees go to the assembly point. All mobile and non-mobile persons must be evacuated as part of the fire plan, ideally within three minutes. Fire refuges can only be used as temporary respites on the way out of the building.

All disabled persons and those with learning difficulties must be issued with a Personal Evacuation Plan (PEP) by the Health and Safety Manager prior to starting work as staff or entering training as learners.

Company Assessments

Before a learner is placed in any company, that particular branch or store will be subject to a full Health and Safety Vetting. A Company Vetting document DCR35 is completed by either a Recruitment or Teaching and Learning Advisor, answering each question in full, and seeking evidence to support the answers. This visit is to ensure that a safe working environment is provided. Where there may be a breach, advice and guidance is given - by way of issuing an Action Plan to allow the company the opportunity to meet the required standards. Where a company is considerably below the required standard or persistently fails to improve once an action plan has been issued, training there will cease. This decision to cease training is at the discretion of the Health and Safety Manager. All completed Vetting forms are given to the Health and Safety Manager who will approve, or refer the company.

Details of all areas checked are shown on the vetting form itself. We review Health and Safety within each company annually, whilst checking Insurance Eligibility throughout the year to ensure current cover. We hold up to date files on such information.

The Safe Learner Concept

All Work Based Learners are being given a full induction, which includes key information on Health and Safety. Where a learner is placed in a company we will ensure they are aware of that individual companies' policies, procedures and personnel. Where an employed learner comes to our training, we will check they have access to the correct level of Health and Safety.

The learner induction includes Health and Safety, Equal Opportunities training and introduction to their rights and responsibilities, completion of a Health and Safety Checklist. This represents the initial learner Health and Safety training.

During the first 3 months of training the WBL learners are required to complete an ERR (Employee Roles and Responsibilities) workbook, this takes the form of training, self-research and support. Once completed a good basic level of Health and Safety has been achieved.

After each further 3-month period a formal review takes place, Health and Safety questions relating to the learners understanding, practice and wellbeing are asked. Any concerns raised are immediately reported to the Health and Safety Manager.

At the end of each program, a full exit review is completed which analyses the learners distance travelled in terms of learning in relation to Health and Safety.

Additional analysis also takes place as Health and Safety and wellbeing are discussed at monthly visits, and Internal Verification visits. As with reviews any issues brought up are reported to the Health and Safety Manager.

Audit

All files pertaining to Health and Safety Vetting will be made available to the Local SFA's for purpose of audit and compliance. All files show the audit trail from first vetting to current. Learner files are also available to demonstrate our implementation of the Safe learning steps. Full Training takes place with all staff on completion and safe storage of documents. Original documents are held on the server, and can be produced by admin should you require one. Each company will have its own Company File, which we store copies of its vetting forms, all other health and safety forms will be specific to a learner and as such will be stored within the learners personal file, kept at MBKB's offices at all times.

Risk Assessment

The MBKB office has a fully completed Risk Assessment, which is also reviewed annually, with provision to make immediate changes if the need arises. This assessment also forms part of the induction program with all new staff. The purpose of the Risk Assessment is to ensure the working environment is as conducive to Health and Safety as is reasonably practicable. It is especially important to check risks and explain risks carefully where people with disabilities or learning difficulties are concerned.

Fire Risk Assessment

The MBKB office has also completed a Fire Risk Assessment, which is reviewed annually, with provision to make immediate changes if the need arises. This assessment also forms part of the induction program with all new staff. The purpose of the Fire Risk Assessment is to ensure the working environment is as conducive to Health and Safety as is reasonably practicable. It is especially important to check risks and explain risks carefully where people with disabilities or learning difficulties are concerned. The fire risk assessment has been completed with external assistance from Delta Fire Services.

Fire Precautions

The same policy applies here as shown within the evacuation procedures. MBKB has a supply of firefighting equipment, which may be used providing the fire is small, you have been trained on the use of the equipment and you consider tackling the fire to be the appropriate course of action. You should look to evacuate the building immediately if this is more appropriate. Only the Health and Safety Manager may re-enter the building. You are to: Evacuate the premises leaving behind all belongings and contact the emergency services, under no circumstances attempt to tackle the fire. During a fire or other hazardous emergency: you are reminded once more that it is illegal to leave a disabled person or a person with learning difficulties in an evacuated building to wait rescue by the fire service. All mobile and non-mobile persons must be evacuated as part of the fire plan. Fire refuges can only be used as temporary respites on the way out of the building.

All disabled persons and those with learning difficulties must be issued with a Personal Evacuation Plan (PEP) by the Health and Safety Manager prior to starting work as staff - or entering training as learners.

The equipment is checked annually in January of each year. A certificate is kept by the Health and Safety Manager to document the check.

House Keeping

Every Member of MBKB's team has a responsibility to ensure the workplace is kept safe and clear from clutter, each member has their own desk, together with all being responsible for common areas, walkways and exits. Good housekeeping is a mandatory requirement, which is discussed at induction, within this policy and within the staff contractual terms and conditions. To supplement the full annual check of MBKB's office, a monthly recorded housekeeping check is carried out after each staff meeting, the details of this are found within the minutes.

Display Screen Equipment Regulations

To comply fully with the Display Screen Equipment Regulations of 1992, we have carried out a full assessment, and put into place several practices to protect our staffing team from issues caused by prolonged use of DSE equipment. Following the audit completed in 2005, all screens have now been replaced with low emission flat LCD screens, which give out less radiation and are anti-glare. All users are instructed to take a ten-minute break after every full hour of use for DSE equipment.

Electrical Equipment

Due to the large number of Electrical equipment we use, every year in December a PAT (portable Appliance Test) is carried out on all our electrical items. A full inventory is kept, together with each item having a dated sticker attached. A certificate of completion is all kept for documentation. All staff are instructed not to use any equipment that they may have a concern about, and to report this immediately to the Health and Safety Manager, who will then organise a replacement.

Control of Substances Hazardous or Harmful (COSHH)

To assist our team in effectively dealing with substances that are hazardous or harmful a COSHH assessment has been carried out, this is reviewed annually or sooner should the need arise. This is disseminated to our team at induction and covered within staff meetings, to update and retrain when required. The COSHH assessment is kept within the Health and Safety Managers File.

Personal Protective Equipment (PPE)

At present none of our job roles directly involves the use of PPE, should this alter then MBKB training and Development will provide all necessary protective equipment. Our Learners however are required to use and wear PPE most notably, within the Early Years sector. Our company vetting checks adequate arrangements are in place for the learners.

Stress

All staff and learners are advised that our Health and Safety is affected by high or unexpected stress levels. Stress at work – and stress at home which spills over into workplace situations causes many accidents each year. Some pressure is good for you. It keeps the body and mind on top form. However, please do not hesitate to tell us if you do feel stressed over and above the normal requirements of the busy work-place. Please do not be offended if we ask you privately if you feel stressed. Please read Annex A to this policy.

Driving

As part of each employee's role they will be required to drive to and from differing places of work, as much of our training takes place in the individuals' company or place of work. The following is a brief list of things to be considered and is not meant as an exhaustive 'do's and don'ts of driving:

- Make sure the appointment is booked to avoid unnecessary travel
- Do not drive if you are unwell
- Ensure the vehicle is roadworthy
- Try to avoid peak times
- Take into account weather and other travelling conditions
- Take regular breaks and avoid driving more than 100 miles in one day

- Never use a hand-held Mobile Phone whilst the vehicle is moving
- Do NOT Drink and Drive
- Do not drive under the influence of drugs- except when prescribed by a doctor and considered not to have an adverse effect on driving.

Personal Security

As much of our employees' roles involve meeting new people and working in different environments, we advise them on personal security issues. Below we have listed guidelines that should be considered – again, this is not exhaustive: -

- Be confident and develop communication skills
- Use your instincts to assess a situation
- Avoid confrontation
- Ensure visits are booked and an Itinerary is available
- Do not give personal information such as own mobile or address to clients
- Avoid actions, which may appear aggressive
- Avoid meetings after hours or in secluded places
- Do not leave personal possessions on show
- Talk to people who have previously met or visited the person or place.

We want to know about your concerns. All staff are encouraged to consider actions and implications of personal security and are advised to discuss any issues for concern directly with the Health and Safety Manager.

Advice on stress

We are committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the company and managers are responsible for implementation and the company is responsible for providing the necessary resources.

Definition of stress -The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

MBKB will:

- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- Consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- Provide training for all managers and supervisory staff in good management practices.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.

- Provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Risks and hazards which cause many accidents. A hazard is anything which can cause harm – like a chemical, electricity, or working on a ladder. A risk is the chance - either high or low – that someone like you will be harmed by the hazard.

Common High Risk Areas of Hazard

The greatest risks are detailed here, Health and Safety leaflets are available from the HSE, if you would like further guidance on any areas please consult with the Health and Safety Manager.

Slips, trips and falls, Asbestos, Hazardous substances, falls from a height, Musculoskeletal disorders, Display Screen Equipment, Noise, Electricity, Work equipment and machinery, Maintenance and building works, Workplace transport, Pressure systems, Fire and explosion, Radiation, Stress.

Standing Agenda Item

Health and Safety is an agenda item on all team meetings. At every meeting all staff are given the opportunity to raise any queries in relation to Health and Safety, matters arising are discussed such as accident reports and data. This agenda item also allows us to disseminate wider details such as revisions to our policies, procedures, staff training and any other business pertaining to a safe environment. The Health and Safety Agenda point will act as an Aide Memoir, to carry out a monthly spot check on MBKB training and Development's office. Results of which will be included within the minutes.

Breaches

Breaches of Health and Safety are serious and are discussed within the contract of employment. As Health and Safety is a priority it is likely breaches will result in disciplinary, following an investigation as per the terms of employment and staff handbook.

Complaints/ Concerns

Any person wishing to make a complaint or raise a concern, related to Health and Safety should do so to their Teaching and Learning Advisor, who will carry out a full and detailed investigation using the complaint procedure shown in MBKB Service.