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MPCTTM

Motivational Preparation College for Training

HS001 - Health and Safety Policy



Authorised by Director of Risk Management -
Steve Williams

Reviewed by Head of Quality and Policy - Gary West

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Date reviewed - May 18

HS001 - Version 1.0

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e.g. 0.1 is the first draft of this document. Subsequent amendments are indicated by 0.2, 0.3 etc, until the document is live.

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Document and policy version number starting with the number 1 or above indicate that they are live.

e.g. Version 1

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Health and Safety

1. Introduction

1.1 MPCT takes very seriously its obligations and responsibilities under Health and Safety Legislation. The objective is to provide everyone with a safe working environment and a Safe System of Work (SSW).

1.2 MPCT also takes serious considerations when reviewing its policies to consider the 'Guidance for Safe Working Practice for the Protection of Children and Adults in Education Settings'.

1.3 MPCT is committed to set high standards and regularly measure health and safety performance. MPCT regularly reviews its working practices including the general working environment and individuals' work stations to ensure the best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonable practicable are avoided. MPCT regularly monitors the safety of any equipment or machinery provided for use by employees. Maintenance is regularly and scrupulously carried out and proper records are kept. All equipment and machinery provided by the College complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used.

1.4 MPCT statement of general policy is:

- a. To provide adequate control of the health and safety risks arising from our work activities;
- b. To consult with our employees on matters affecting their Health and Safety;
- c. To provide and maintain safe plant and equipment;
- d. To ensure safe handling and use of substances;
- e. To provide information, instruction and supervision for employees;
- f. To ensure all employees are competent to do their tasks and to give them adequate training
- g. To prevent accidents and cases of work related ill health
- h. To maintain safe and healthy working conditions; and
- i. To review and revise this policy as necessary at regular intervals and as a minimum reviewed annually.

2. Scope

2.1 This policy is applicable to all MPCT employees while carrying out MPCT
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duties as part of their job role.

2.2 It applies to all learners who attend MPCT and they are to be made aware through Learner induction of their responsibilities towards H&S as well as MPCT responsibility to their safety while taking part in the programme.

2.3 Any visitors or contractors are also to receive a safety brief on visiting MPCT locations and relevant H&S guidance to the site and they are to abide by MPCT policy and procedures to ensure their own safety.

3. Responsibilities

3.1 MPCT will ensure Health and Safety guidance is given to all new employees upon joining MPCT and regular refresher sessions are held for existing employees.

3.2 MPCT expects the full co-operation and participation of all employees.

3.3 All employees who use or supervise the use of such equipment or machinery are properly trained in its use including Health and Safety considerations.

3.4 Regional Operations Managers are to spot check and ensure that all Learners have received an induction where H&S, Safeguarding and Security is covered and evidenced.

3.5 All employees/visitors also have legal responsibilities to take care of the health and safety of themselves and others, and to cooperate with MPCT to help comply with the law. They are obliged to take reasonable care for their own safety and for others who may be affected by their acts, or omissions.

3.6 Employees must:

- a. Adhere to the prescribed Safe System of Working (SSW).
- b. Report any faults or defects in machinery or equipment immediately to MPCT Director of Risk Management (DRM) Steve Williams.
- c. Report any safety concerns immediately to the DRM.
- d. Cooperate with supervisors and managers on health and safety matters.
- e. Not interfere with anything provided to safeguard their health and safety.
- f. Take reasonable care of their own health and safety.
- g. Report any injuries work related illnesses and any near misses as directed and seek advice from the safety officer (DRM) if any doubt/concerns.

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h. Staff must be aware of what is reportable to the Health and Safety Executive (HSE) under RIDDOR and any incidents/occurrences reported also to local government, authorities as well as to the Director of Risk Management following MPCT Directives and Policies.

i. Lead Instructors/managers are responsible for reporting incidents to HSE, LSC and Local Authority under guidance of the Safety Officer, the DRM.

j. Only those qualified to do so and employed for that purpose may carry out repairs or maintenance to machinery or equipment.

k. Only trained staff may run activities such as Physical Training unsupervised.

3.7 Health & Safety Officer. Overall responsibility for MPCT Health and Safety rests with the Managing Director who has delegated the monitoring of all Health and Safety matters to Steve Williams, DRM, who is the Health & Safety Officer for the Company.

a. The Health and Safety Officer will carry out checks of all Health and Safety areas during Centre visits and record the findings on the checklist. He will also check on working practises to ensure that procedures and policies are being adhered to and check on MPCT TAM for all accidents reported and follow up and investigate as required. Ensure that all checks/actions are being carried out as per MPCT Directives.

b. Ensure that SSW (Safe Systems of Work) are being applied to all activities within MPCT and oversee all Risk Assessments in line with MPCT Risk Assessment Policy.

c. DRM is also responsible and the point of contact for all staff regarding asking for any advice or guidance for any accidents that happen within the company working hours. He is to control all reports to RIDDOR and local authorities as required under Health and Safety Executive guidelines.

d. Day to day responsibility for ensuring this policy is put into practice is delegated to DRM by monitoring to ensure health and safety standards are maintained and improved as required.

e. The day-to-day running of all centres, including Health and Safety issues is the responsibility of the Managers/Lead Instructors.

3.8 To support MPCT's H&S Policies and Directives the Company invests into The Action Manager (TAM) H&S Management system software. MPCT TAM, is to be used to record all checks and training, across the company for H&S. MPCT TAM can also be used by all staff to access all H&S documents and policies as well as used for tracking of all incidents reported with any investigation records. MPCTTAM supports the management of all H&S including the following:

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- a. Health and Safety Policy
- b. Health & Safety Meetings
- c. Health & safety Law Posters (Specific to each location)
- d. Employers' liability Insurance
- e. Accident Reporting
- f. Hazard Spotting/recording actions
- g. Risk Assessments
- h. Chemicals & COSHH
- i. Safe Systems of Work
- j. Fire Risk Assessment, Fire Safety & Maintenance
- k. Personal Protective Equipment
- l. First Aid actions.

3.8 MPCT Fire Policy and Evacuation Procedure. In the event of a fire or evacuation all staff must evacuate the building immediately and ensure all Learners and any visitors are safely out of the building and emergency services called.

3.9 It is the responsibility of all instructors to have an up to date register for each training session, and to use this register to check for the presence of all students in the event of an evacuation.

3.10 All staff and Learners are to vacate the building via the nearest fire exit and assemble at the evacuation point as designated at the location working from.

3.11 All staff and Learners have training and practise the fire drill during induction. There are also regular checks completed and regular fire drills take place and recorded on MPCT TAM.

3.12 There is to be at least one fire drill per month and recorded in the fire safety Logbook & MPCT TAM.

3.13 Weekly and monthly checks are kept live on MPCT TAM. Fire Log books are also to be updated, with any training and external checks, equipment serviceability checks to be recorded and kept locally within the H&S Folders.

3.14 Fire Marshals. The designated Fire Marshals for each Centre is the Lead Instructor/Centre Manager or, in their absence, the delegated Fire Marshal as

stipulated in the Centre Fire Drill Orders.

3.15 Checks on Fire safety will also get carried out during Company centre inspections and any safety issues will be reported and rectified.

4. Attendance Registers

4.1 Attendance registers for each Centre for MPCT to be completed twice daily AM & PM after parades. If away from centres hard copies to be taken and recorded and update the online register on return at earliest opportunity.

4.2 Registers are not only for recording attendances, but also used as part of MPCT Fire Safety Policy enabling accurate records of learners in each centre in case of emergency and evacuation required.

4.3 Registers' are also used for Safeguarding of learners knowing where locations are and any concerns raised on welfare logs.

4.4 Also, used for External Evaluation of work submitted for learners to check work submitted and completion dates may also use registers to validate.

4.5 Refer to MPCT Attendance & Punctuality Policy for more details.

5. First Aid

5.1 First Aiders; Every centre/location has designated first aid trained persons and majority of the staff have completed and hold a first aid training certificate. These are to be displayed within the centre and copy held within their personal files by HR and First aiders in each location to be recorded on TAM

5.2 All injuries or dangerous occurrences must be recorded on MPCT TAM.

5.3 A list of all First Aid trained staff for the centre is to be placed on the H&S Board.

5.4 If any person falls ill in the College and requires medical attention, the first aid representative(s) will arrange for a Doctor or Emergency services to be called, or arrange for the person to be taken to the Accident and Emergency Department at the nearest hospital and inform NOK as required.

6. Reporting of Accidents/Incidents, Work related Illnesses or Near Misses

6.1 It is important that all staff and including learners understand the importance of reporting any injuries/incidents, near miss occurrences. It is obligatory that by law we must report certain injuries, illnesses or near miss occurrences that fit into the reportable criteria guided by HSE under RIDDOR.

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6.2 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), place a legal duty on:

- a. Employers;
- b. Self-employed people;
- c. People in control of premises;

6.3 To report work-related deaths, major injuries or over-seven-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

6.4 All learners and staff have training during Induction, which covers H&S and the reporting of occurrences under RIDDOR (HSE). Staff should also be aware that if they fail to report any incident that should have been reported and later the occurrence is brought up in future investigations it could lead to disciplinary action being taken against them.

6.5 Lists of reportable criteria governed by the HSE, RIDDOR guide is shown on MPCT TAM when completing reports of injuries/near miss dangerous occurrences. Further advice can also be sought from the DRM.

6.6 It is important that when staff complete MPCT report form and MPCT TAM for reporting that all the details required are completed in full, with as much detail as possible and any follow up is completed as directed before they are signed off by DRM.

- a. Each accident/Injury or Dangerous Occurrence will be internally investigated and evaluated to ensure that all reasonable safety measures were in place, along with the required risk assessments confirming that the risks have been assessed prior to any activity-taking place.
- b. Risk assessments will be revisited to see all measures in place were adequate and to make any changes to future activities and put in place any changes required to prevent further incidents occurring.
- c. Feedback and reflection will be given to staff involved in the incident as required and reports maintained on MPCT TAM and discussed at SLT level as required.
- d. The key is to raise awareness of staff and learners to report any incident.
- e. All learners starting the course are pre-interviewed to confirm no injuries prior to start of the course. They are asked prior to start of activities and at the end for anyone who has any injuries or sustained an injury during activity. They are also asked and checked on any injuries during reviews and exit paperwork
- f. Instructors should ensure that the learners/participants have completed and verified PARQ and Consent Forms before starting any robust active sessions.

g. Checks are carried out by DRM Steve Williams weekly on these to ensure that these are regulated and staff reminded as required.

7. Hazards and Safety Risks

7.1 All staff have a responsibility to report potential health or safety hazards including infectious or other diseases, accidents or injuries associated with the workplace. Examples are:

- a. Fire risks e.g. accumulation of waste, blocking or obstructing of fire doors or corridors, smoking inside buildings.
- b. Electrical problems e.g. worn cables, loose connections, and multiple connectors to power sockets, faulty wiring and trailing cables.
- c. Defective equipment.
- d. Defective flooring e.g. uneven flooring, slippery surface, worn or frayed carpet.
- e. Unsuitable loading or stacking.
- f. Broken glass.
- g. Carelessness by employees or students e.g. attempting to repair equipment without proper training.
- h. Any other risks deemed to be hazardous or may have any safety implications are to be removed or dealt with or reported to the Safety Officer for his attention.

8. Risk Assessment

8.1 Risk assessments are to be used for all activities within MPCT. Company Risk assessments for normal day to day activities Can be found in the issued MPCT Instructors' RiskAssessment booklets to this policy and issued to all staff for day to day use along with PT Risk assessments and generic tasks/activities carried out away from the classroom environment, these can also be found on the company interface where all staff can access all documents and in MPCT TAM library.

8.2 If any activity differs from activities in risk assessment booklets then staff/Lead Instructors are to complete their own risk assessment to cover the activity being carried out. This should then be forwarded with a minimum of 7 working days where possible to the DRM, who will confirm the control measures in place and ensure the risk factor for the activity is acceptable and an MPCT Activity code will be issued. Further detail on this can be found within MPCT Risk Assessment policy.

8.3 Guidelines for completing risk assessments are included with th policy and flow chart. Any further guidance required should be directed to the SafetyOfficer.

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9. Retention of Records

9.1 Risk Assessments (RA) are required for all activities within MPCT. They are to be archived and kept for a minimum of five years. Risk Assessments for activities taking place by MPCT within the programme have been completed and Instructors'/ staff responsible for the activity must sign and date to confirm control measures are in place before RA is validated.

9.2 Activities not covered by MPCT risk assessment booklet issued will require instructors'/staff to submit new ones for proof reading and signing off and then issued a 'permit to work number' (MPCT Activity Code), only then is the activity valid. For more details read MPCT Full RA Policy.

9.3 Risk assessments and relevant control measure instructions are living documents. Reviews will be carried out:

- a. If there is reason to suspect that the risk assessment is no longer valid.
- b. If there are significant changes to the activity.
- c. Changes to or new control measures required after review.
- d. Reviewed and re-signed annually.
- e. Redundant risk assessments should be retained for 5 years.

10. PARQ & Consent Forms

10.1 The requirement to have completed Physical Arduous Questionnaires' (PARQ) and Consent Forms for all learners and participants' is paramount before allowing them to take part on any robust active sessions such as Physical Training.

- a. Once verified these forms must be kept on file for a minimum of 7 years.
- b. Once Instructors have verified the PARQ & Consent Forms they must annotate the Yes on the Register checks that these are complete and checked.

11. MPCT Lone Worker Policy

11.1 It is the responsibility of the employee to familiarise themselves with this procedure. When working alone, within any MPCT building, all staff must follow the following:

- a. All housekeeping rules and regulations are to be adhered to. This will minimise risks of slips, falls, blocked walkways, trailing cables, wires and fire.
- b. All fire exits and routes are to be checked for clear access and egress.

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- c. All fire exits are to be unlocked and in a usable condition.
- d. All doors and windows, except those on fire exit routes, or in use, are to be closed and locked.
- e. As soon as the employee is aware that they will be working alone, they are to contact an appointed person / Manger and inform them of this fact as well as their location working / area.
- f. If an employee is working late, they must also inform their line manager and adapt the Lone Worker procedure. This includes accessing MPCT buildings on weekends or out of office hours.
- g. The employee must telephone the appointed person every 30 minutes (or duration agreed by the employee) stating they are safe.
- h. Managers can also recommend the use of the Hollie Safety App for cases of Lone Worker. The employee must have the manager as the appointed person for their own personal safety. Please refer to MPCT's MD memo introducing Hollie Guard and the link to the App: <http://hollieguard.com>
- i. The last phone call must state that the employee is locking up the building and going home, or that another member of staff has joined them.
- j. If an appointed person has not received an expected phone call at the allocated time they should attempt to contact the employee.
- k. If the appointed person contacts the employee, they are to check on their welfare and remind them of their obligation to stay in contact.
- l. If the appointed person cannot contact the employee, another member of staff must be informed and someone dispatched to check on the welfare of the employee
- m. If working alone after working hours it is the responsibility of the employee to inform their Next of Kin (NOK) and keep them informed that they are safe and inform them where they are working. If the employee has not made contact by the agreed time the appointed person should contact another member of staff to check on them. Failing this, if the NOK is unable to make contact they must contact the emergency services giving the location and last time heard they heard from their relative.
- n. If the line manager is unavailable, employees should contact the DRM, Steve Williams, and inform him of the above. The DRM will become the appointed person if working out of work hours.

12. Display Screen Equipment

12.1 MPCT abides by the regulations governed in the following Health and Safety (Display Screen Equipment) Regulations 1992.

12.2 Any member of staff who uses display screen equipment, as a significant part of their normal working day must ensure they take adequate breaks from watching the screen while carrying out other work activities.

12.3 MPCT can arrange for eyesight tests for those who regularly use display screen equipment (See MPCT VDU Eye test memo on TAM & H&S Interface G43).

- a. The College will pay for a standard pair of glasses specifically prescribed for use with display equipment only.
- b. Any other lens/glasses, eye correctional equipment, and frames or upgrades to the standard issue are to be paid for by the employee.
- c. The main problem with personnel using DSE or VDU (Visual Display Units) is the way they sit and hold their posture. MPCT will give training and information sheets for all personnel who regularly use DSE as part of their job role. MPCT will where reasonably practical provide materials/equipment to make the work stations comfortable for the user.
- d. Employees must take regular breaks away from their work station (DSE), to give their eyes a rest by going to do other tasks then return and complete work.
- e. Employees should be encouraged to take part in risk assessments, e.g. by reporting health problems. Where risks are identified, MPCT will investigate and take steps to reduce them.
- f. Further advice can be found within MPCT TAM and advice can be sought from the Company Safety Officer (DRM Steve Williams).
- g. Every workstation is to have their DSE Risk Assessment to hand to confirm assessments have been completed by staff and any actions are highlighted to line managers for their attention and any required action by MPCT then DRM Steve Williams informed and he will action as required and may consider further RA of the users DSE including equipment and ergonomics of the user.

13. Electrical Equipment

13.1 To conform to Electricity at work regulations 1989, all electrical equipment is to be checked for serviceability and an electrical equipment list is to be held at each location and master register held with the Safety Officer and MPCT Stores Manager as part of asset registers.

13.2 All electrical equipment will have a visual inspection and checks carried out regularly by users and there is no need for all equipment to be PAT (Portable Appliances Testing) tested. Visual inspections of electrical items will be recorded on TAM for each location.

- a. Any equipment that does require PAT Testing because of location or usage is to be tested by trained PAT Tester under direction of DRM Steve Williams and recorded on TAM.
- b. Any concerns are to be reported to the management and or IT Department as required as soon as there are any concerns raised with electrical equipment.
- c. Any electrical equipment that is found to be faulty or any concerns highlighted should be shut down and not used again until assessed correctly and either fixed or renewed and signed off as safe and PAT tested before re-issue if the issue was electrical fault.
- d. Employees must ensure that all cables of electrical items are not in any way a potential trip hazard. Employees must ensure that there are no breaks in the wiring and the plug has no cracks or any live parts showing.
- e. Employees must not overload extension leads. They must ensure that when plugging in or taking out plugs from sockets the equipment is off and the socket is switched off before plugging in or removal of any electrical plug.
- f. Employees must be cautious with any drinks when using electrical equipment including computers, VDUs. Ensure that risks of spillage of any fluids are kept away from any electrical equipment or sockets etc.
- g. Issued and signed for Staff MPCT laptops and I-Pads can be taken home while an employee of MPCT. Staff to record on TAM as part of visual checks that the equipment being used is safe as above with no concerns electrically and to report any concerns and stop using if nay posed electrical fault possible.
- h. When plugging in at home address or hotel, ensure that the socket is safe to use and no obvious faults seen.
- i. Further guidance on how to carry out checks can be found under Company checks Visual PAT Testing electronically and in each location on MPCT TAM.

14. Inspections of the workplace

14.1 Managers along with DRM will inspect and check on locations and the workplaces to ensure that SSW is being adhered to and no major issues/concerns in regard to H&S during visits. They will be in the form of:

- a. Safety tours - general inspections of the workplace.

- b. Safety sampling - systematic sampling of all activities, processes or areas.
- c. Safety surveys - general inspections of particular dangerous activities, processes or areas.
- d. Investigations - carried out after an accident causing a fatality, injury, or near miss, or where re-occurrences happen and a trend has emerged, which could have resulted in an injury, or case of ill health and has been reported to the health and safety enforcing authority, RIDDOR, Local Government, authority or HSE.

15 Improvements

15.1 MPCT Employees are encouraged to suggest improvements to the MPCT Health and Safety policy and all suggestions should be made to the Safety Officer for all other matters or requests for further H&S Specific Policies or Risk Assessments please refer to MPCT TAM or to Director of Risk Management Steve Williams.

16. Non-Conformity

16.1 Any rule based non-conformity to MPCT H&S may lead to disciplinary action being taken and any visitors/contractors not abiding by the policy will be removed from the premises and may face legal follow up in severe breach of H&S or if anyone is injured from their actions.

17. Implementation of Policy.

17.1 The Director of Risk Management is responsible for the implementation of this policy and monitoring the understanding and application of the procedures.

17.2 This policy is contained within the following documents and libraries.

- a. Operations handbook
- b. Inspire
- c. HR system

18. Related Policies and Procedures

18.1 Safeguarding of Learners.

18.2 Risk Assessment.

18.3 Lone Working.

18.4 Adverse Weather.

19. Legislation and Regulations

19.1 The following regulations (as amended) have been taken into account and apply to this policy:

- a. Health and Safety at Work etc. Act 1974.
- b. Management of Health and Safety at Work Regulations 1999.
- c. Workplace (Health, Safety and Welfare) Regulations 1992.
- d. Employment Rights Act 1996.
- e. Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- f. The Work at Height Regulations 2005.
- g. Provision and Use of Work Equipment Regulations 1998 (PUWER).
- h. Manual Handling Operations Regulations 1992.
- i. Health and Safety (Display Screen Equipment) Regulations 1992.
- j. Control of Noise at Work Regulations 2005.
- k. Electricity at Work Regulations 1989.
- l. Regulatory Reform (Fire Safety) Order 2005.
- m. The Health and Safety (First Aid) Regulations 1981.
- n. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- o. Occupiers' Liability Acts of 1984.
- p. The Health and Safety Information for Employees (Amendment) Regulations 2009.
- q. Safeguarding Vulnerable Groups Act 2006.
- r. The Childcare Act 2006 (Local Authority Assessment) (Wales) Regulations 2013.
- s. Children Act 2004 (Every Child Matters: Change for Children, 2015).
- t. Children's & Families Act 2014

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u. Welsh Assembly Government's Department of Education and Skills, Health and Safety Code of Practice for Contracted Provision.

v. Local Authority legislation to coincide with all of the above.