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MPCTTM

Motivational Preparation College for Training

HS001 - CEO Health and Safety Statement and Policy



Authorised by Chief Executive Officer
Reviewed by Director of Risk Management

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CHIEF EXECUTIVE OFFICER GENERAL STATEMENT ON HEALTH AND SAFETY FOR THE MOTIVATIONAL PREPARATION COLLEGE TRAINING (MPCT)

1. The term MPCT is used throughout this document to refer to all parts of the company, including APCymru Ltd, MPCT Ltd, The Training Agency Ltd and Black Mountain Embroidery Service (BMES).
2. Overall responsibility for health, safety and environmental matters within The Motivational Preparation College Training (MPCT) is vested in me, R Huw Lewis MBE, by virtue of my appointment as Chief Executive Officer of the Company.
3. This Safety, Health, and Environmental (SHE) Policy Statement, which is to be observed and adhered to throughout the company and by all staff, regardless of job role, reflects the importance that I attach to safeguarding the health, safety and welfare of all employees of MPCT and all learners. This includes all personnel whom come into contact with our organisation, such as visitors, inspectors, contractors, sub-contractors, and the general public.
4. MPCT is fully committed to meeting its responsibilities under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated protective legislation, both as an employer and as a company. MPCT also consider and abide by the legislation and guidance of particular relevance to safeguarding, Children Act 2004, Safeguarding Vulnerable Groups Act 2006 and the Children's and Families Act 2014, including National and local Government compliance across the UK. We abide by and work with each Local Authority in England and Wales, when reviewing and implementing the Health and Safety policy controls.
5. To achieve those objectives, I have appointed the Director of Risk Management (DRM) to be responsible for Health and Safety; to keep workplace Health and Safety and Safeguarding and Welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep MPCT CEO, DCEO, and its Board of Directors and Governors informed of new legislation, directives, regulations and British Standards. This ensures ongoing compliance with the law and to continue to strive for improvements in all areas of Health, Safety and Welfare.
6. MPCT will be regularly reviewing ways to improve levels of Health and Safety (H&S) and reduce workplace accidents and ill health.
7. The main responsibility for H&S lies with the CEO, DCEO, Director of Risk Management, Board of Directors and Governors. MPCT is bound by any acts and/or omissions of the CEO/DCEO any executive directors or managers, giving rise to legal liability, provided only that such acts and/or omissions arise out of, and in the course of MPCT business.

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8. To comply with its statutory and common law duties, MPCT has arranged insurance against liability for death, injury and/or disease suffered by any of its employees or public arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of MPCT.
9. To be effective in what we do and ensure that we create a safe learning and working environment, it takes commitment from all employees and learners to develop a cultural awareness of H&S, including safe learning, safe work practices and all that we undertake is compliant with good Safe System of Work (SSW). This requires competence of all individuals to recognise responsibilities, risks and ensure effective precautions to prevent injury to themselves or others. To do this we must ensure that control is well maintained especially of higher risk activities and protection of those people who are most vulnerable in our care.
10. MPCT employees (including all instructional staff conducting training on behalf of MPCT) agree, as part of their contract of employment, to comply with their individual duties under both the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and will co-operate with their employer to enable the company to carry out its duties under the Act and Regulations.
11. Failure to comply with H&S duties, regulations, work rules and procedures regarding any H&S, on the part of any employee, will lead to investigation and where required disciplinary procedures taking place.
12. In the case of serious breaches of H&S duties, or in the event of repeated breaches of less serious issues, any staff may be instantly dismissed.
13. In support of achieving excellent support for staff, and ensuring compliance, the MPCT invests The Action Manager (TAM) system for the management of H&S. TAM is overseen and run by the DRM. Every member of staff has an individual accounts on TAM and has access to all the H&S policies, regulations and procedures within their own library. All staff undergo TAM Training and continue checks and reviews using TAM on H&S.
14. Training is paramount and is the greatest control measure we have is the staff running activities using SSW. All staff will complete H&S training in line with their job roles with DRM. This will form part of their Initial and Continued Training Plan (ITP/CTP), including an online H&S course qualification dependent on their role, via the LMS.
15. Reports will be completed and the SLT (H&S Committee) will review all incidents as required. They will have updates on training and any outstanding areas and concerns raised by the DRM.

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16. In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), MPCT has instituted a system for reporting accidents, diseases and dangerous occurrences to the HSE and local authorities as required, in addition to its statutory duty to provide an accident book; this will be completed using MPCT TAM.

17. MPCT will comply with its duties towards employees under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 so far as is reasonably practicable, in order to:

- a. Provide and maintain plant and systems of work that are safe and without risk to health, a safe place of work and a Safe System of Work (SSW).
- b. Ensure the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
- c. Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- d. Make regular risk assessments available to employees and our clients prior to events or activities.
- e. Ensure all employees engaged in tuition/instruction conduct confirmatory risk assessment procedures prior to conducting any form of instruction/activity and abide by MPCT Risk Assessment Policy.
- f. Take appropriate preventative/protective measures.
- g. Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.
- h. Comply with the Regulations of the Health and Safety at Work Act 1974, MPCT will use relevant Approved Codes of Practice and HSE Guidance notes. This includes any local legislation from Local Authorities (LA's) to ensure the maintenance of continual best practice within the organisation and that compliance is met.
- i. Meet its obligations towards the general public and all lawful visitors to any of MPCT's premises or event locations. MPCT will pay strict attention to its duties under the Health and Safety at Work Act and the Occupiers' Liability Acts of 1957 and 1984, also guided by The Health and Safety Information for Employees Regulations 2009.
- j. Make all staff aware of their own responsibility within the workplace and their own safety; to take reasonable care of themselves and ensure that any act or omission on their part does not place others at risk. This also applies to ensuring that Learners are also fully aware of their responsibilities during initial induction

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onto the course as above.

18. This policy has been prepared in compliance with Section 2(3) of the Health and Safety at Work Act 1974 and binds me as the CEO and DCEO, Directors, Managers, Employees, Learners and any clients. We request that our Clients and Visitors respect this Policy, a copy of which can be obtained on demand.

19. All staff must familiarise themselves with MPCT H&S policy and each area of responsibility they are responsible for. This CEO statement should be read in conjunction with MPCT H&S Policy.

20. To support any incidents or occurrences in regard to H&S, security, or any other event that may affect the business, I will instigate the Business Continuity Plan (BCP), and this will allow control and direction to support the business focusing on the following.

a. Protecting life.

b. Securing the critical infrastructure and facilities including data protection and Information Technology.

c. Resuming the normal services to our staff and clients (learners).

21. Any queries in regard to this policy or any issues in regard to any safety issues or concerns should be directed to the Director of Risk Management in the first instance.

Signed:  Date: January 2022

Mr. R Huw Lewis MBE Chief Executive Officer MPCT

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' workstations to ensure the best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonably 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 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.

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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.

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 DRM 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 Chief Executive Officer (CEO) 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 practices 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.

f. Regional Operations Managers are to work with DRM to ensure the policies are effective and procedures being carried out to ensure staff and learners are adhering to the SSW put in place for Centres and activities.

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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. MPCT TAM supports the management of all H&S including the following:

- a. Health and Safety Policy.
- b. Health and Safety Law Posters (Specific to each location).
- c. Employers' liability Insurance.
- d. Accident Reporting.
- e. Hazard Spotting/recording actions.
- f. Risk Assessments.
- g. Chemicals and COSHH.
- h. Safe Systems of Work.
- i. Health and Safety Meetings.
- j. Fire Risk Assessment, Fire Safety and Maintenance.
- k. Personal Protective Equipment.
- l. First Aid actions.
- m. MPCT Covid-19 SOP's for Covid secure awareness/secure measures.

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 practice 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 Logbooks 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.

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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.

3.16 MPCT will also instigate drills and training on 'lockdown' procedures for staff and learners within each location. The lockdown Policy and procedures to be followed and practiced at least each quarterly and recorded on MPCT TAM. All staff will receive the training which will be recorded on TAM.

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 all 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.

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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. All accidents/injuries no matter how minor/insignificant are reported on MPCT TAM as directed by DRM. This ensures we are able to correctly monitor the types of injury and investigate as required. This also enables us to link any trends or feedback any learning outcomes or required changes to controls or processes during activities showing good use of PDRA (Plan, Do, Review, Act) to ensure SSW remain in all that we do.

6.2 It is also 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.

6.3 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), place a legal duty on:

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

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

6.5 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.

6.6 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.

6.7 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.

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- 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 with any lessons learned and actions taken to mitigate future risks.
- 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. Consent forms should be uploaded onto Learners MyConcern profile and then hard copies can be disposed
- h. 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 learners 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 at MPCT. Company Risk assessments for normal day to day activities can be found in the issued MPCT Instructors' Risk Assessment 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 within the policy and flow chart. Any further guidance required should be directed to the Safety Officer.

8.4 All staff taken through risk assessments through company induction training as part of their ITP. All staff carrying out activities must ensure that they follow the risk assessments controls to be in place to ensure SSW in place and as safe as reasonably practicable.

8.5 Cleared activity codes give permission from DRM to carry out the activities taking place so long as instructors ensure that the controls required are adhered to as per the respective risk assessment. Further direction can be sought through MPCT Risk Assessment Policy.

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 7years.
- b. Once Instructors have verified the PARQ & Consent Forms they must annotate the Yes on the Register checks that these are complete and checked.
- c. PARQ's are completed on FCA when enrolling new learners.
- d. Consent forms are to be completed and uploaded onto learners' profile on MyConcern. Any concerns raised during completion of consent forms or PARQs with any information divulged should be discussed with DRM.
- e. No Learner is to take part in robust physical activities without PARQ and Consent forms completed, and all instructional staff are responsible for checking these are in place.
- f. If any changes to consent or any injuries known that may affect physical activity then new forms to be completed and submitted.

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 lone worker policy by 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/Manager 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).

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 people 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 workstations comfortable for the user.

d. Employees must take regular breaks away from their workstation (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 Logistics Manager as part of asset registers.

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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 and recorded on TAM.
- b. Any concerns are to be reported to the management and Logistics Manager 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.
- 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 any 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. Virtual walkarounds Centre with DRM can also be applied with use of TEAMs, What's App as directed by DRM/ROM.

c. Safety sampling. Systematic sampling of all activities, processes or areas.

d. Safety surveys. General inspections of particular dangerous activities, processes or areas.

e. 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 Health Safety Officer (DRM) 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. Any serious breach of safety could result in instant dismissal after investigation of any MPCT staff.

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 Any queries to this policy or H&S within MPCT please refer to DRM.

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

- a. HR41 Safeguarding and Health and Safety handbook
- b. MPCT Policies library
- c. HR system
- d. MPCT TAM

18. Related Policies and Procedures

- 18.1 Safeguarding of Learners.
- 18.2 Risk Assessment Policy.
- 18.3 Lone Working Policy.
- 18.4 Adverse Weather Policy.
- 18.5 MPCT Heat stress Policy.
- 18.6 MPCT Visitors Policy & Procedures.
- 18.7 Accident Reporting Policy.
- 18.8 Business Continuity Policy (BCP).

19. Legislation and Regulations

19.1 The following regulations (as amended) have been considered 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.

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- 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.
- u. Keeping Children Safe In Education (KCSIE 2019) & KCSIE 2020 from Sept 2020.
- v. Welsh Assembly Government's Department of Education and Skills, Health and Safety Code of Practice for Contracted Provision.
- w. Local Authority legislation to coincide with all of the above.
- x. Covid Regulations as required during the Pandemic.