



**Management Training and Development Limited**  
(t/a MTD Training)

## **Health & Safety Policy**

<b>Policy Owner</b>		<b>Position</b>		
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<b>Signature</b>			<b>Date</b>	
<b>Review History</b>				
04V1	Approved	January 2021	Review	March 2022
04V2	Addition of statement that the policy covers apprentices in MTDs care.  Inclusion of the following sections <ul style="list-style-type: none"> <li>• Identifying and Managing Health and Safety Concerns inc.</li> <li>• Control of Substances Hazardous to Health 2002 (COSHH), Driving at Work, Display Screen equipment (DSE), First Aid, Fire, Plant, Tools and Equipment (work equipment), Personal Protective Equipment (PPE), Welfare.</li> <li>• Hazard Reporting</li> <li>• Procedure for Accidents and Work/Learning Related Ill Health. (page 4-6)</li> <li>• Addition of Communication Promotion and Engagement section (page 4)</li> </ul>	March 2022	Review	March 2023

## Introduction

This document is a statement of the organisation's Health and Safety Policy and as such also covers apprentices in MTDs care.

The details are below.

This policy is not part of your employment contract, and it is not legally binding except where it is a statement of the law. The policy is applicable to staff, stakeholders and apprentices.

You must be aware of and apply this policy and procedure; failure to do so may result in disciplinary action being taken against you.

You should consult your manager if there is anything that is not clear or you are unsure about any aspect of this policy.

## Policy Statement

- To provide adequate control of the health and safety risks arising from our work activities;

- To consult with you on matters affecting your health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for you;
- To ensure you are competent to do your tasks, and to give adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

The person with overall legal responsibility for health and safety is the Managing Director.

This person is also responsible for ensuring the day-to-day implementation of this policy unless it has been formally delegated to someone else.

- You are responsible to take reasonable care for your own acts or omissions and the effect that these may have upon the safety of yourself or any other person
- You must use safety equipment or clothing provide to you in a proper manner and for the purpose intended
- If you intentionally or recklessly misuse anything supplied in the interests of health and safety you will be subject to disciplinary procedures
- You must work in accordance with any health and safety procedures, instruction or training that has been given
- You may not undertake any task for which they have not been authorised and for which they are not adequately trained
- You are required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment
- You are under a duty to familiarise yourself with this policy.
- You must ensure that your area of responsibility is kept in a safe state and is in good repair and inspected on a regular basis
- Implementation of this policy in his or her own department and bringing it to the attention of all employees.
- Ensuring that all risks which are presented by the work for which they are responsible are assessed and recorded, with suitable controls implemented.
- Ensuring compliance with safety precautions that apply to his or her department.
- Ensuring that all new employees are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures.
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless they have been properly and fully instructed.
- Ensuring that all staff are aware of the location of all fire fighting equipment and alarm call points in the department and are conversant with their effective use.
- Ensuring that any legal requirements relating to the operation of the department are fully complied with, including (but not limited to):
  - (a) Inspection of all fire fighting equipment
  - (b) Safe use of electrical equipment
  - (c) Maintenance of all appropriate records
  - (d) Necessary safety training of staff
  - (e) Statutory inspections of plant and equipment
  - (f) Provision of first aid equipment and a trained first aiders.
  - (g) Accident investigation
  - (h) Arrangements for maintenance and cleaning
- Ensuring that any responsibilities delegated to subordinate staff are clearly identified.
- Ensuring that access to the premises by customers or other members of the general public is strictly limited to safe areas.
- Ensuring that suitable arrangements are in place to safeguard the premises against intruders.
- Ensuring that their area of responsibility is kept in a safe state in good repair and inspected on a regular basis.

This document is a statement of the relevant law where appropriate together with the Company's policies on the subject.

The Company reserves the right to amend any non-statutory parts of this policy

## **Communication Promotion and Engagement**

This policy is available on the MTD website and is summarised in the Learner and Employer Handbooks, issued to apprentices at enrolment. The policy is discussed with apprentices and employers during IAG sessions prior to enrolment. The contents of the policy are embedded where appropriate in learning activities and discussed in learning reviews.

Commitment, engagement and promotion of this policy will be monitored during Observations of Teaching Learning and Assessment, learner and employer interviews and delivery staff performance reviews.

The commitment to promoting Health and Safety is detailed in MTD staff's Contract of Employment of which an agreed signed copy must be returned to MTD before employment commences.

All MTD staff will be required to read and acknowledge the reading of this policy in the first week of induction.

MTD will consult and communicate with their employees to meet the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and to ensure that any issues or concerns over health and safety are effectively dealt with.

The company will consult employees when there are:

- Changes to the company health and safety policy and procedures
- Changes in legislation or best working practices
- Plans for Health and Safety training
- Changes in the company's activities or processes
- New equipment or technologies that could affect their health and safety
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## **Identifying and Managing Health and Safety Concerns**

### **Control of Substances Hazardous to Health 2002 (COSHH)**

Where possible MTD will prevent the risks to health from exposure to hazardous substances by substituting the products it uses for those with non-harmful properties. Where exposure cannot be prevented then control measures will be used that will reduce the risk to as low as reasonably practicable. Any substances to be used will be company approved products only and must be accompanied by the manufacturers Safety Data/ Technical Sheet. In addition, a COSHH risk assessment will be completed for each substance. All substances must be logged and used by authorised persons only. Authorised persons are those persons who have received sufficient training in the use of the substance, including handling and storage. Any personal protective equipment identified in the COSHH assessment as being required must be worn when using the substance

### **Driving at Work**

MTD has a duty under the Health and Safety at Work Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks which cannot be eliminated. MTD will take all reasonable steps to manage the health and safety of those employees who drive on company business using either a company vehicle or their own private vehicle. This is to ensure that we comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work.

## Display Screen Equipment (DSE)

MTD will ensure that: Information, instruction and training are provided on the use of DSE. The workstations of all employees, who habitually use DSE for a significant part of their work, are assessed. Any risks identified from the assessment are reduced. All areas such as hardware, software, workstation, the environment, nature of the work and any other factors specific to individuals using the equipment i.e. health conditions, are considered. Under the Health and Safety (Display Screen Equipment) Regulations 1999, workers who habitually use DSE for a significant part of their normal work are covered by these regulations. It is recommended that a DSE assessment be carried out every year for all employees by their line manager or the health and safety team and any recommendations made will be actioned where appropriate.

## First Aid

MTD will ensure that suitable first aid provision is provided across our centres there will be signage displayed for the location of first aid kit/s. Where necessary the health and safety team will carry out an accident/ incident investigation in line with The Management of Health and Safety at Work Regulations 1999, regulation 5.

## Fire

Fire Risk assessments will be undertaken in accordance with the Regulatory Reform Fire Order 2005. UK legislation places duties on MTD to implement effective arrangements for emergency evacuation of all apprentices and staff including those who may need some assistance to manage their escape to a place of safety.

Managers and or Fire Wardens/Marshals will therefore be responsible to ensure a Personal Emergency Evacuation Plan is completed for any staff members or apprentices who will need assistance in the event of an emergency evacuation. Employees and learners must ensure that all emergency escape routes are always maintained and free from obstruction. This includes all final exit routes which must not be obstructed by personal belongings or plant/machinery. Firefighting equipment shall be provided where required. Should the need to use a fire extinguisher arise, then the SMT team must be notified in order that it can be replaced.

## Plant, Tools and Equipment (Work Equipment)

Under the Provision and Use of Work Equipment Regulations 1998 all employers are required to ensure that all items of work equipment provided and/or used by their employees and any self-employed persons working on their behalf meet the requirements of these regulations.

MTD will ensure that:

- All work equipment is suitable for the purpose for which it is provided.
- All work equipment is maintained in an efficient state, efficient working order and in good repair.
- Risk assessments are undertaken for all work equipment.
- All work equipment is where necessary, inspected prior to use and at regular intervals to ensure its ongoing safety for use.
- Where specific risks exist, MTD will ensure that the use of such equipment is restricted to authorised persons. Where necessary, appropriate signage is provided warning of specific risks associated with the relevant work equipment.
- Relevant, regular and refresher training is provided to persons operating work equipment.

## Personal Protective Equipment (PPE) Policy:

It is MTDs policy to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992 and the Personal Protection Equipment Regulations 2002.

Adequate stocks of personal protective equipment are held that will be provided to all employees, apprentices and visitors where the requirement has been defined by risk assessment as a means of providing protection from risk to their health and safety while at work. Any personal protective equipment provided by the Company shall be:

- Properly fitting,
- Appropriate to the hazard,
- Issued on a personal basis and be used when required,
- Compliant with any relevant standards for the type of protection,
- Maintained in good working order,
- Recorded as having been issued to an individual employee/learner/visitor.

Any employee, apprentice or visitor provided with personal protective equipment will receive comprehensive training and information on the reason for the issue of the PPE, how to acquire replacements, its correct use, identification and reporting of defects and its maintenance.

The Managers will endeavour to ensure that all personal protective equipment provided to employees, apprentices or visitors is used properly by them and that it is maintained. The delivery team will ensure that apprentices for whom they are responsible use the PPE provided correctly within their work activity.

## Welfare

MTD will ensure that adequate welfare facilities for people at work are provided in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

- These provisions will include:
- Adequate ventilation, either natural or mechanical.
- Adequate working temperatures, normally at least 16 degrees Celsius for sedentary workers.
- Sufficient lighting to enable people to work and move about safely, and appropriate for any detailed tasks being carried out. Lighting should be natural where possible with further illumination provided artificially. Premises will also have and maintain an emergency lighting system.
- Appropriate cleaning of the workplace, furniture, furnishings and finishes.
- Appropriate storage and removal of waste.
- Adequate room dimensions and space to allow people to move about with ease.
- Suitable and ergonomically efficient workstations and seating.
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease.
- Windows and skylights that can be cleaned safely and, where required, can be opened.
- Doors and gates that are suitably constructed and fitted with safety devices if necessary.
- Suitable and sufficient sanitary conveniences and washing facilities.
- An adequate supply of drinking water.
- Suitable and sufficient, readily available rest facilities.
- Maintenance of the above.

Areas of work shall be kept clean, tidy and free from accumulating waste materials with procedures for dealing with spillages.

Floors and floor coverings shall be maintained in a safe condition, clear of obstructions to avoid slips, trips and falls especially where cables are trailed over walking areas.

Areas where there is risk of danger of anyone falling or being struck by falling objects will have effective measures in place (fencing or guarding) to prevent personal injury, including windows or ventilators that are designed to be opened.

## Hazard Reporting

MTD will endeavour to ensure that the premises that we are responsible for are maintained to a very high standard and to this end regular inspections will be carried out.

Should any persons notice any potential hazard or defect, we request that they report this situation immediately to their Line Manager who will take the necessary action.

## Procedure for Accidents and Work/Learning Related Ill Health.

MTD will ensure that:

- All accidents, involving apprentices or MTD staff, no matter how minor, will be recorded with copies being stored.
- Accidents, dangerous occurrences and near misses, involving apprentices or MTD staff, dependant on the severity will be investigated within 48 hours or less by the SMT.
- Where an apprentice or employee of another company or organisation is involved in an accident, a copy of the reporting form shall be sent to their employer.
- Any accidents/incidents/near misses (involving either apprentices or MTD staff) that fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); are reported to the Health and Safety Executive.
- Accident statistics are periodically reviewed to identify trends and common causations.

Accidents / incidents/ ill health, which occur on our premises involving an apprentice of MTD staff, must be reported to the Line Manager and the SMT and entered onto the relevant form.

Accidents / incidents/ ill health, occurring off site, involving either apprentices or MTD staff, will be reported to the Line Manager (apprentice and MTD staff) and reported in accordance with the site rules, then recorded and brought to the attention of relevant MTD staff (e.g Skills Coach) and entered onto the relevant form. For staff accident or incidents, the relevant form must also be submitted to the appropriate Line Manager.

Any injuries or ill health should be brought to the attention of the nominated first aider, either at our premises or on another site, to establish whether further medical attention is required. i.e. treatment at a hospital. Where a hospital visit is required the Line Manager must inform the SMT. Accidents and incidents dependent on the severity will be investigated by the SMT and / or Directors and your assistance may be required.