



## **P001 Health and Safety Policy**

### **Overview:**

This document sets out the Health and Safety policy of MBKB. MBKB promote this policy at all times by encouraging safe working practices and raising awareness of Health and Safety amongst all team members, employers, apprentices and third parties. MBKB are committed to ensuring our Health and Safety policies and procedures are compliant with current legislation and guidance.

At staff induction they are trained on, and introduced to this policy, they are also issued with a team handbook and copy of all our policies. At every team meeting we take a specific topic on Health and Safety to train and work through with our staff, together with updating the team on changes in practice, legislation and any new/ further guidance. Health and Safety reports are created quarterly by our Performance Director for dissemination into our Senior Team Meetings and Quality Improvement Plan. Staff training and updates are also discussed later within this policy.

All employers are required to complete the MBKB ONA (Organisational Needs Analysis) within this we question their understanding of and commitment to Health and Safety, the results are analysed and when required they are trained by our Health and Safety lead. Each employer must also commit to comply with our Health and Safety, as detailed in our Apprenticeship Services agreement. All apprentices complete an 'Apprentice Initial Health and Safety' Assessment which is Tutor marked to ensure they are fully aware of their roles, their rights and responsibilities in relation to a safe working environment, this is completed as part of Onboarding Phase 1, prior to program start.

Within our Onboarding phase we issue and explain our policy as part of a detailed induction, to both the Apprentice and Employer; a copy of our policy is also stored in the e-portfolio system we use, together we being available on our website.

Health and Safety knowledge and awareness is further checked by our Quality Assurance Team when they carry out observations and also by our customer surveys, the results of both these feed into our quality improvement progress and update our team training schedule.

Health and Safety training is embedded within every programme we deliver, this includes training sessions, 12 weekly monitoring and relating Health and Safety protocols directly to the apprentices employment and role. Our 12-week impact and progress reviews discuss and challenge Health and Safety topics.

MBKB Training is committed to achieving a safe learning environment for all team, apprentices and clients.

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## **Promotion and Commitment to our Health and Safety Policy**

Health and safety are at the forefront of all our programmes, we effectively engage our team, employers, and apprentices to ensure a safe and healthy working environment is provided for all. We actively promote our policies and protocols at inception, throughout and post programme. Part of our initial discussion with Employers highlights the importance of Health and Safety and MBKB's role in relations to this.

Health and Safety is reviewed prior to commencing any programme, this is achieved by ensuring every employer completes our ONA document, which analyses their understating of, and commitment to Health and Safety. The ONA is reviewed and only signed off when all elements are fully completed. Commitment to our policy and protocols is further confirmed with the employer prior to commencing an apprenticeship in our apprenticeship training agreement.

Apprentices complete a health and safety analysis prior to commencing an apprenticeship to ensure they are aware of their role, rights and responsibilities and know what do to should an event occur, together with knowing where they may seek support from the employer and MBKB.

We have a [welfare@mbkbgroup.com](mailto:welfare@mbkbgroup.com) email, which is permanently monitored, this can be used for emergency contact. Employers and Apprentices confirm their commitment to our policy and protocols at the completion stage of Onboarding, where our customer liaison team again discuss this and re-iterate how we will monitor HS throughout, three party completion of the commitment statement formally agrees this.

As part of our commitment to provide a healthy and safe programme throughout we have several touchpoints, these are explained fully within this policy, bullet pointed here for clarity.

### ***Employer:***

- Completion of MBKB Organisational Needs and Policy analysis
- Provide copy of Insurance documents
- Committing to annual HS review with MBKB
- Have, update and review 'own' Health and Safety Policy.
- Commitment to provide safe working environment and PPE, if required.
- Engagement in 12 week progress reviews (including completion HS section)
- Agree to update MBKB on any changes in working conditions, job role

### ***Apprentice:***

- Complete Health and safety initial assessment
- Confirmation of Employer led Health and Safety Induction
- Commitment to operate in safe working manner and comply with relevant polices.
- Engagement in 12 week progress reviews (including completion HS section)
- Agree to update MBKB of any accident, incidents, ill health , near miss events that occur.

## **Statement of Intent**

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 programme or length of course. A copy of this policy is made available to all our team, apprentices, employers, 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 (CEO).

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 team and is regularly referred to. Formal training is ensured for all team, so they may understand the basics of Health and Safety.

## **Job Role Responsibilities**

It is the responsibility of all MBKB's employees to cooperate 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 the team are listed below to clarify which job role fits into which category.

Health and Safety Manager - Chief Executive

Senior Health and Safety Consultant – Directors and Operations Managers

Health and Safety Consultant – Tutors and CLE Team

Health and Safety Support – Administrators

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, where either a P or an S is assigned in each category. P means that this person has primary responsibility, S is for secondary; all team members are aware of each others responsibility and have a duty to report issues caused by another's non-compliance, as outlined in the 'whistle blowing policy' within the team handbook.

### **Special responsibility for advising and alerting people with additional needs.**

Any apprentices, team member or employer, who has an additional need is separately briefed on the hazards in their working or training area. This is carried out on a one-to-one basis to ensure proper understanding. All our team are aware that general hazard notices displayed may not be sufficient to guarantee the full understanding of all team or apprentices. 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.

### **Team Training**

All employees are being given a full 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, their role and responsibilities. A full copy of this policy is issued prior to team induction.

PUWER training is carried out, as is basic training in Manual Handling techniques, together with team being issued with a guidance book. Manual handling has been covered within our risk assessment. We therefore have ensured all team and apprentice are given training and information to ensure that safe methods are used during such physical effort.

All team will undertake the Health and Safety Awareness Training Level 2, to allow competent assessment of workplaces.

A full training session on the use of MBKB's documents is carried out, including examples of how to complete, where to seek guidance and the flow of processing these.

Health and Safety training is covered quarterly at team events, with the provision for additional training where required, should a change in policy, law or procedures require. Areas highlighted from our 'accident, incident, ill health and near miss reporting' reviews are used to inform ongoing team training and skills updating.

	Senior H			
	H & S Manager	& 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 apprentice 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/ill health/ near misses involving apprentices	S	S	P	S
Immediately report all accident/ incidents//ill health /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 Team 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 ESFA	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 Organisational needs and Policy Analysis	S	P	P	S
Ensure Organisational needs and Policy Analysis are approved	P	S	S	P
Question Apprentice 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. To better demonstrate our monitoring, reviewing, implementing and evaluation we have a flow chart to show each area, 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 an apprentice 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 apprentice or team member will be taken to the team 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 online within our secure G-Drive. An email log of the accident is sent to the Health and Safety Manager, who will then investigate the accident.

## **Accident/ Incident / Ill Health and Near miss Reporting**

All accidents, indecent, Ill Health issues and near misses involving a MBKB's team member, apprentice or employer on a programme with MBKB, or a visitor to MBKBs premises must have a report form completed and be reported to your line manager, at the earliest possible opportunity, the MBKB senior will then raise the concern with the CEO, where required.

All report forms are kept online within our G-Drive. This must be completed as soon as is reasonably practicable, so that an investigation may take place when required. The purpose of such an investigation is to prevent a recurrence of the event and ensure the safety of all by learning the lessons of the event and ensure this is correctly reported to all relevant parties at both MBKB and the employers site. 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 will complete a RIDDOR form and notify the appropriate bodies.

The accident, incident, ill health or near miss's will be fully investigated looking at all possible causes, implications for future conduct and preventative measures. Each report will be fed back into Team meetings to disseminate health and safety awareness and educate future MBKB team training events. 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 apprentice on the government work-based funded training, the ESFA will be informed of the severity of the accident if appropriate to do so. The Health and Safety Manager will then assist the ESFA 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 any person 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 people with additional needs must be issued with a Personal Evacuation Plan (PEP) by the Health and Safety Manager prior to starting work as team or entering training as apprentices.

## **Employer Assessments**

Before an apprentice is placed in any company, that particular branch or store will be subject to a full Health and Safety Vetting. The Organisational Needs and Policy Analysis is completed by every employer then evaluated by either a CL Executive or Tutor, ensuring each question is answered in full, and seeking evidence to support, where required. This 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 ONA 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 Apprentice Concept**

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

During the first 3 months of training the apprentices 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 apprentice 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 apprentice 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 ESFA for purpose of audit and compliance. All files show the audit trail from first vetting to current. Apprentice files are also available to demonstrate our implementation of the Safe learning steps. Full Training takes place with all team on completion and safe storage of documents. Original documents are held within G-Drive, copies can be issued by admin should you require . 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 apprentice and as such will be stored within the apprentice personal online file; Smart Assessor.

## **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 team. 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 team. 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 tackling the fire is the only way you may evacuate the building.

You should always look to evacuate the building immediately, without tackling any fire wherever possible. 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. During a fire or other hazardous emergency: you are reminded once more that it is illegal to leave any person 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 persons with additional needs must be issued with a Personal Evacuation Plan (PEP) by the Health and Safety Manager prior to starting work as team - or entering training as apprentices.

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, 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 team contractual terms and conditions. To supplement the full annual check of MBKB's office, a monthly recorded housekeeping check is carried out after each team 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 teaming team from issues caused by prolonged use of DSE equipment. We also have a working from home/ DSE audit, completed annually by all team members. This highlights safe working practices and ensures equipment is fit for purpose and safe working practices are followed. 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. A certificate of completion is all kept for documentation. All team 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 team 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 will provide all necessary protective equipment. Our Apprentices, however are required to use and wear PPE, where required, most notably, within the Early Years sector. Our ONA and Initial assessment HS form ensures adequate arrangements are in place for all the apprentices.

## Stress

All team and apprentices 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. Safeguarding and welfare checks form part of 12 weekly progress reviews, where stress management is discussed and self management materials are issued if needed. Tutors also refer apprentices to the welfare team should they require further support. The welfare team can also provide support to team members experiencing stress. Copies available within Smart Assessor and online here

<https://mbkbgroup.com/policies/>

We are committed to protecting the health, safety and welfare of our team, apprentices and employers, as such we recognise 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 within both MBKB and the employer we work with.

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 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 team in good management practices.
- Provide confidential counselling for team 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.

## **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 team 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.

## **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 team 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, team 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 trainings 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 team handbook.

This policy will be reviewed annually as part of our self-assessment process.

This policy along with our other key polices and protocols can be found here

<https://mbkbgroun.com/policies/>

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Review Date...08/11/2021

