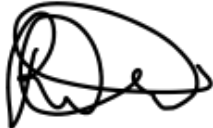




Multi Trades Training

Health & Safety Policy

Review Date: August 2024

Approved by	RK Jones	Position	Director
		Date	15 th June 2023

Document Control

Date	Revision	By
01/09/22	Addition of reporting changes	Quality Lead
15/06/23	Policy stored in RecordMy for staff and in Quals Direct and reference to Governor responsible for monitoring H&S.	Quality Lead

Policy Statement for Multi Trades Training Ltd (MTT)

The Directors of MTT are committed to ensuring that all staff, apprentices and visitors enjoy a safe and healthy environment whilst at the Company. To enable this, all-relevant legislation, regulations and codes of practice are observed. The Directors intend through this policy to ensure that health and safety is promoted within all learning programmes.

The policy will be made available to all staff. It will be annually reviewed and updated to reflect any changed circumstances. Any revision will be brought to the attention of employees and will be stored in RecordMy for staff and in Qualls Direct for learners and their employers.

This policy recognises that responsibility for health and safety not only rests on the employer but also lies with the employee. Constant attention to matters of safety will be emphasised not only by staff who are working in practical situations but also to those who are in supervisory or managerial positions. All staff should take reasonable care of their own health and safety and that of others who may be affected by their own acts or omissions, and must co-operate with their employers on health and safety matters.

Advice, training and facilities will be provided to ensure the safe use of premises, equipment and substances, in order to avoid risks to employees and other persons.

Aim of the Policy

This policy aims to ensure that MTT is a healthy and safe environment for staff, learners, visitors and sub-contractors. That apprentices are safe in their workplace.

Scope of the Policy

The policy covers the following duties and activities under the Health and Safety at Work Act 1974.

- To ensure as reasonably practicable, the health, safety and welfare at work of Company employees.
- The compliance of apprentice employers.
- The maintenance of plant and systems of work.
- The use, handling, storage and transport of articles and substances.
- The provision of information, instruction, training and supervision of Company employees.
- The maintenance of the Company premises and maintenance of safe means of access to and egress.
- The provision and maintenance of a working environment for Company employees including welfare facilities.
- To prepare and revise this Policy and inform employees of its content and any revisions.
- To conduct the Company business in such a way as to ensure, so far as is reasonably practicable, that persons not employed by the Company are not exposed to risks to their health or safety and to provide information about aspects of Company activities where these might affect their health and safety.

It is the combined responsibilities of employees and Apprentices to ensure a healthy and safe Company.

Who should be aware of this policy?

All Management, staff, apprentices and contractors.

- Staff will receive information about this Policy through induction and contracts.
- Apprentices will receive information about this Policy through their program induction.

The Management accept their collective role in providing health and safety leadership and their individual contribution.

- will ensure that all decisions reflect the intentions of this Policy.
- acknowledge the legal responsibility for health and safety rests with the Employer
- recognise their role in engaging active participation of employees in improving health and safety.
- will keep all staff and candidate informed of and alert to, relevant health and safety risk matters, and will appoint one Director to be the Director with Responsibility for Health and Safety i.e., Craig Barwick.

By accepting this responsibility the Management will, as far as reasonably practicable, endeavour to:

- provide and maintain plant and equipment and systems of work that are safe and without risk to health;
- ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees;
- provide and maintain places in a condition that is safe and without risks to health, including means of access to and egress;
- provide and maintain work environments that are safe without risk to health with adequate facilities and arrangements for employees' welfare at work;
- ensure that Company employees are fit for the work they are required to do, ensuring that disability is prevented and a loss of working time due to injury or illness is minimal.
- Ensure that employers of apprentices are compliant with the request of MTT to renew their commitment to H&S annually (at the point of insurance renewal).

In order to meet the objectives of this Policy and to discharge the collective and individual responsibilities of the Management, the Manager responsible will:

- evolve and sustain safety awareness and responsible attitudes by all staff
- install and uphold healthy and safe working practices and procedures
- encourage the observance of these practices by all employees and Apprentices through the provision of suitable information, training and supervision
- have consultation with employees in the fulfilment of the aims of the Company Health and Safety Policy
- ensure that all health and safety information and codes of practice are notified to employees and adhered to

- observe the efficiency of the Policy in achieving the objective of sustaining a good standard of health, safety and welfare throughout the Company
- update, supplement, review and revise this Policy annually to ensure that this reflects the current priorities of the Management
- review the organisation's health and safety performance regularly, and make changes when circumstances require, such as re-structuring
- ensure Management systems provide for effective monitoring and reporting of the organisations health and safety performance, including significant health and safety failures and be informed of the outcome of investigations into the causes
- ensure that the health and safety implications of Management decisions are addressed
- ensure periodic audits take place to confirm operation of this Policy and effectiveness

The Director responsibilities are:

- ensuring that safe working procedures are in place, and that all staff are aware of all relevant legislation and their responsibilities under them;
- ensuring that new and existing staff receive adequate safety training;
- ensuring that arrangements are in place for the protection of staff and members of the public whilst on the Company premises;
- ensuring that there are adequate accident, fire and emergency procedures in place;
- ensuring that non-compliance with this Policy is treated in accordance with the Company disciplinary procedures;
- will have and maintain the necessary competence to achieve the objectives of, and fulfil his/her responsibilities described in this Policy and those of other Management.

Learner Entitlements

The Company will ensure the following entitlements are delivered to its Apprentices:

- learning takes place in a safe, healthy and supportive environment either in the mobile workshop or on site.
- competent supervision and support for Learner health and safety
- appropriate and timely information, instruction and training where required.
- health and safety induction when starting a programme and when conditions change, such as attending work experience, work placements or participating in Company sponsored activities outside of the Company
- information and training on the significant findings of the programme risk assessment(s) and on the applicable control measures
- regular reviews and assessment of health and safety understanding and practical application
- personal protective equipment and clothing when required, free of charge, or as stated in the applicable programme risk assessment
- information of what action to take in the event of an emergency or ill health
- information of the Company health and safety policies and procedures in so far as these may affect Apprentices
- suitable and proper equipment and materials to use when part of the learning programme

- information on any restrictions or prohibitions that apply to Apprentices in terms of processes, equipment, areas, vehicles etc.
- consult Apprentices on health and safety matters and participate in health and safety decisions as they affect the Apprentices and their learning programme
- be able to report any dangerous situations of occurrences and refuse

Monitoring - How will we evaluate and review this policy?

The Director responsible will monitor the effectiveness of this Policy by reviewing reports to ensure health and safety is continuously monitored at all levels within the MTT structure and within the structure of employers who employ apprentices.

Yearly Review

This will contain the minutes of the Health and Safety meetings carried out by the Directors raised through the reporting system 'Recordmy'.

The annual report will be discussed at Governance level and will give appropriate weight to reporting preventative information such as training and maintenance programs as well as incident data, accident and sickness / absence rates. The Governor responsible for Health & Safety will feed into the processes.

The report will

- contain audit information of the effectiveness of the management structure and risk controls for health and safety.
- comment on the impact of changes such as the introduction of new procedures, work processes and any major health and safety failures. The latter will be reported to the Management as soon as practicable but included in the year-end report.
- inform Management of procedures to implement new and changed legal requirements and to consider other external developments and events.

Specific Actions for Directors

On receipt of the annual report. Management will carry out the following specific actions:

- examine whether the health and safety policy reflects the Company's current priorities, plans and targets;
- examine whether risk management and other health and safety systems have been effectively reporting to the board;
- report health and safety shortcomings and the effect of all relevant board and management decisions;
- decide actions to address any weaknesses and a system to monitor their implementation
- consider immediate reviews in the light of major shortcomings or events.

Responsibilities

Director with H&S Responsibility

The Director with H&S Responsibility is Craig Barwick who will advise on all matters relating to Health and Safety within the Company, with, but not limited to, the following responsibilities:

- To advise on best practice with regard to Health and Safety.
- Be a standing member of the Company Health and Safety meetings.
- To advise that the Company Health and Safety Policy, procedures, and systems meet the current statutory requirements and codes of practice relevant to the business of the Company.
- To carry out safety inspections and monitor the H&S compliance of the employers.
- Accompany and assist HSE Inspectors in any visits or investigations which they may make to the Company. Ensuring that written risk assessments are undertaken for Company-wide activities, where these are not within the direct responsibility of any one Manager.
- Ensuring that the risk assessments are subject to suitable review and implement any recommendations and additional control measures as a result.
- To carry out incident/accident investigations, building safety audits, inspections, and other safety monitoring exercises, on behalf of the Manager Responsible for Health and Safety.
- To provide general health and safety induction training to all new and transferred employees.
- Ensure that all emergency and other safety equipment is correctly positioned and maintained where this is not the direct responsibility of any one Manager.
- Setting a personal example with respect to health and safety at all times.

The Director will be competent. This will require the following skills or qualities but not limited to:

- an appropriate Health and Safety qualification
- an understanding of the Employer's business; and capacity to apply this to the tasks undertaken by the Employer;
- an understanding of relevant current best practice;
- awareness of the limitations of experience and knowledge; the willingness and ability to supplement existing experience and knowledge.
- Monitoring and maintenance, safe use of equipment, manual handling operations and employee illness.
- Liaison with Employers responsible for Health and Safety over the full range of duties and responsibilities with respect to inspections, audits, reports and recommendations in businesses employing apprentices.
- Ensuring adequate communication systems are in place to disseminate information on health and safety.

Managers

Managers have overall accountability for the following responsibilities but can delegate individual duties to appropriate Managers / Supervisors. The responsibilities described below apply where the

action is within their direct control. Matters wholly or partially outside of their control should be referred to the Directors responsible for Health and Safety, as applicable, to action.

- Ensuring compliance with both the Company Health and Safety Policy and the day-to day implementation of the Directorate policy and procedures.
- Ensuring that a written risk assessment is undertaken for all work activities within their control which records the significant risks, lists the acceptability of those risks, the control measures in place and any additional actions required, including any requirements for training.
- Ensuring that the risk assessments are subject to suitable review and implement any outstanding actions, recommendations, and additional control measures that result.
- Organising the work place so that operations or work carried out are to a satisfactory standard of safety resulting in minimal risk to persons, from equipment or materials.
- Ensuring complex or potentially hazardous operations are carried out safely and that written work instructions or procedures are issued and used.
- Planning and maintaining a safe working area including satisfactory access and exit.
- Ensuring that appropriate control measures are in place at all times and are operable.
- Co-operating with Health and Safety Advisors, acting on their recommendations and accompany HSE Inspectors on their visits, if requested.
- Ensuring job specific training and work instructions in safe operating procedures and specific hazards are provided to all new and transferred employees.
- Setting a personal example with respect to health and safety at all times.

Staff Responsibilities

All staff have a responsibility to:

- Take reasonable care for the health and safety of themselves, their colleagues and other users of the premises.
- Co-operate with their Employer, Managers and external site rules when working with apprentices in their place of work and in the safe performance of their duties.
- Use the correct equipment for the job.
- Keep equipment in a good state and report any defects or misuse.
- Refrain from the interference or misuse of safety appliances or anything provided in the interests of personal health and safety, and that of others.
- Follow safety procedures and use protective equipment where it is recommended
- Submit suggestions that could reduce or eliminate hazards.
- Ensure that they understand the health and safety precautions to be taken whilst undertaking their job and observe them at all times.
- Ensure that a Company Accident/Incident Form is completed on Recordmy when an accident, dangerous or violent incident, and near miss occurs.

A wilful breach of the Company Health and Safety Policy by an employee will be treated by the Directors as a disciplinary matter.

Learner Responsibilities

Apprentices should take account of their own safety and that of those around them (so far as is consistent with their status as Apprentices) and follow the Company Safety Code at the sites where they work.

A wilful breach of the Company Health and Safety Policy by a learner, will be treated as a disciplinary matter.

Policy Distribution and Communication

This Policy will be published on the website and is also posted to the Recordmy platform, where staff members acknowledge that they have read and understood this.

Learners and staff will be informed of this on induction.

Policy responsibility and review

This policy and its procedures will be reviewed annually as a minimum, to ensure it continues to meet our needs and those of our Regulators i.e., Awarding Organisations (NOCN Cskills Awards) and external stakeholders.

The address for correspondence and contact point for further advice is:

Multi Trades Training Ltd

Shalford Dairy
Wasing Estate
Back Lane
Aldermaston
Berkshire
RG7 4NB

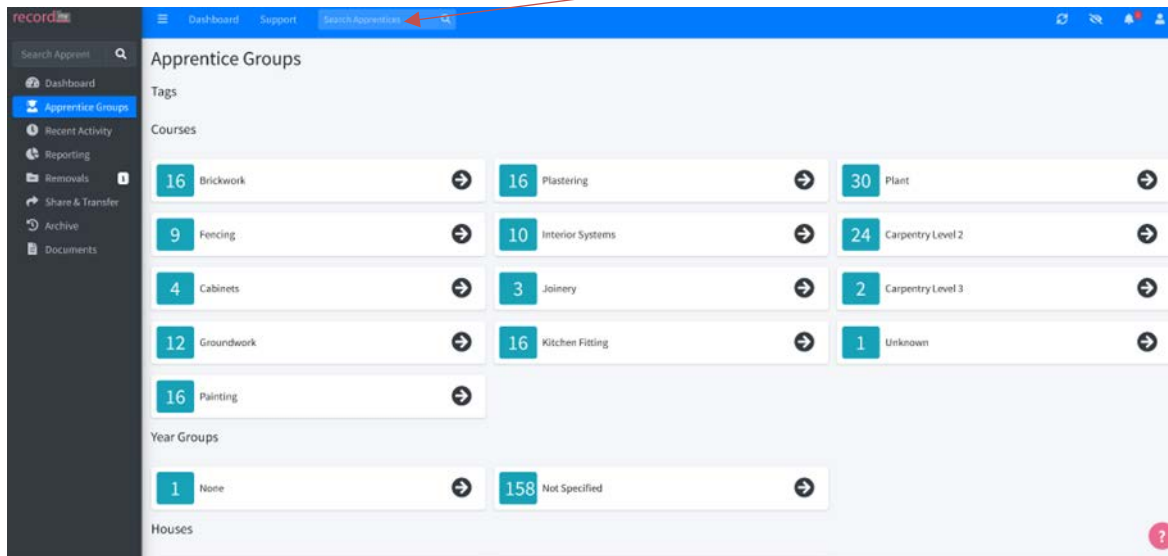
Tel: +44 (0) 2034 883801

E: info@mttraining.co.uk

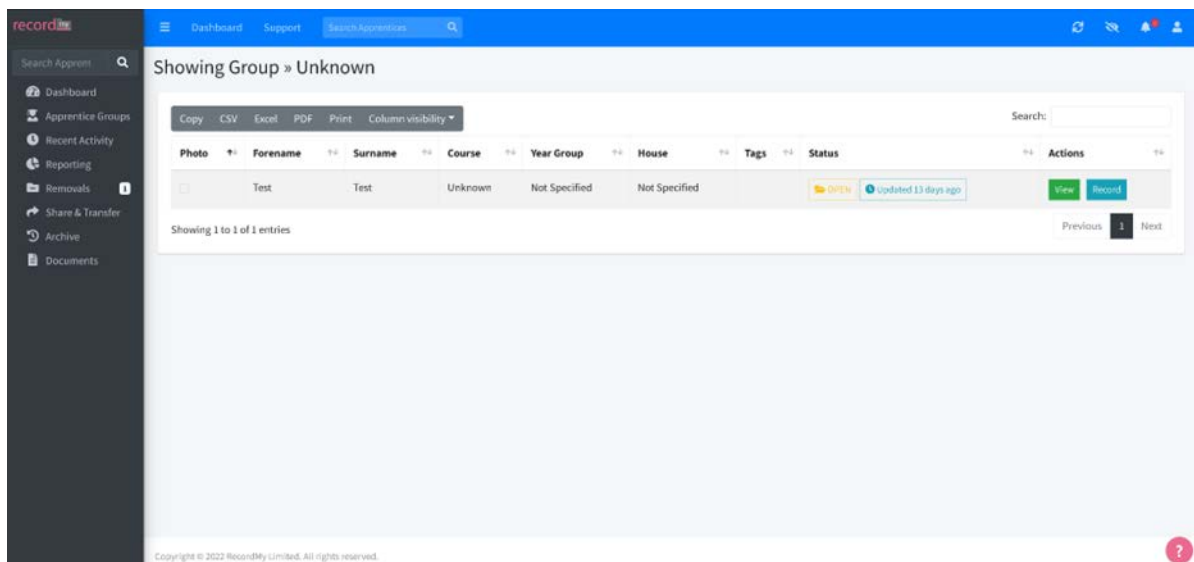
Appendix 1 - Reporting

MTT uses the Safeguarding platform RecordMy. All tutors and Skills Coaches have access and can raise a Health and Safety concern or report.

To make a report select the learner by cohort, or by searching here.



Once the learner is selected you will see this screen and then select RECORD



Once open, select the appropriate H&S form from the selection along the top.

The screenshot shows the RecordMy dashboard interface. The top navigation bar includes 'Safeguarding', 'Mental Health', 'Well Being', 'Health and Safety', 'Prevent', and 'Learners at risk of leaving course'. The 'Health and Safety' tab is highlighted. The main content area displays a form titled 'Record » Test Test' with the following sections and fields:

- Apprentice Name:** Apprentice Name
- Age of Apprentice:** Age of Apprentice
- Date of Report:** Date of Report
- Date and Time of Accident:** (with a calendar icon)
- Staff member in charge at time:** Choose option
- Exact Location of Accident:** Exact Location of Accident
- Was anyone injured?:** Was anyone injured?
- What Happened?:** What Happened?
- Nature of injury:** Nature of injury

Then just complete the prepopulated form, add any files necessary via the 'Add Files' tab like photos, and if injury occurred record on the body map.

This screenshot shows the bottom portion of the form from the previous image. The fields include:

- Nature of injury:** Nature of injury
- Was a First Aider Called?:** No
- Was hospital treatment sought immediately?:** No
- What treatment was administered and what advice was given?:** What treatment was administered and what advice was given?
- Was hospital treatment sought after the incident/accident?:** No
- Additional Information and Upload documents such as photos, statements etc.:** Additional Information and Upload documents such as photos, statements etc.
- Was a RIDDOR form submitted?:** No
- Category:** (dropdown menu)

At the bottom of the form, there are two blue buttons: '+ Add Body Map' and '+ Add Files'. An orange arrow points from the text above to the '+ Add Files' button. Another orange arrow points from the text above to the '+ Add Body Map' button. A third orange arrow points from the text above to the green 'Record' button at the bottom right of the form.

Save and report by hitting the 'RECORD' button and upon submission, the Safeguarding Support team will be notified who will follow up.

