



## Health and Safety Statement

MITSkills regard the active and continual promotion of Health and Safety measures as a mutual objective for management, employees and learners at all levels and will strive to do everything that is reasonable to prevent personal injury and property damage and to protect all, including the public, from foreseeable work hazards.

All staff will receive structured Health and Safety induction and will be expected to fully comply with our written Health and Safety procedures.

The health, safety and welfare of learners are a fundamental value of MITSkills. All learners are entitled to learning that takes place in a safe, healthy and supportive environment. In addition, we consider that safe learning is essential to maximise learners experience and achievement.

We expect all training partners to fully meet their legal obligations and will seek assurance that they have suitable and sufficient arrangements for learner health & safety. We will take appropriate actions when standards are not met.

We consider health & safety to be an integral part of quality. Those we subcontract with are expected to have in place an effective health and safety management system.

The Policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed annually; any amendments that may be deemed necessary during the year will be attached to this policy and brought to the attention of the workforce and training partners.

Hisham Zubeidi  
Managing Director



# Health and Safety Policy

<b>Date established:</b>	May 2001
<b>Updated:</b>	Jan 2018
<b>Reviewed:</b>	Annually 090119
<b>Purpose:</b>	To assist the Directors of MITSkills to manage its duties under the Health and Safety at Work, etc. Act 1974 and the related legislation for the health and safety of its employees, enrolled learners, members of the public and any others who may be affected by its operations. To set out processes to provide adequate and timely information and training for employees to ensure their health and safety and to safeguard learners, members of the public and others.

## Risk Assessment

A systematic approach will be used to identify risks or hazards associated with all aspects of MITSkills activity. Risks will be eliminated where possible or minimised and where necessary resources will be allocated to minimise these risks.

## First Aid

MITSkills will ensure arrangements are in place to provide learners, employees and members of the public with first aid facilities. These facilities will include a first aid box with statutory contents and an identified, appointed person or persons to take charge of any emergencies.

## Fire Precautions

The Directors of MITSkills will ensure that adequate fire precautions are in place at any location it uses. These will include a clear means of escape in case of fire, with appropriate signs and emergency lighting if appropriate. There should also be a well-publicised means of giving the alarm. This may, in the case of small venues, be done verbally. Fire extinguishers will be inspected by a competent person within a 12 month period.

Staff and Learners will be made aware of emergency procedures. This should be covered during induction.

A copy of the Health and Safety Policy Statement may be found in the Company's Quality Folder.



## 1. Management of Health and Safety

### 1.1 Management Responsibility

The Managing Director Hisham Zubeidi accepts overall responsibility for all matters including those regarding health and safety and will ensure that the offices and surrounding areas are monitored to ensure that safe conditions are maintained. The Management will ensure that all accidents and 'near misses' are recorded and reported.

In recognition of its statutory and common law duties the company has taken out insurance against liability for death, injury and/or disease suffered by any of its employees and arising out of and in the course of employment. Provided that it was caused by the negligence and/or breach of statutory duty on the part of the company. This certificate of insurance must be prominently displayed and be available for inspection at all reasonable times by employees and relevant inspectors.

The company will maintain up to date records on Health and Safety changes. All employees will be notified by internal memo of relevant changes.

### 1.2 Employee Responsibility

Employees must act in a reasonable and thoughtful way at all times, not only in taking care of their own health and safety but also the health and safety of other staff and visitors. They must report potential risk to the safety and health of any person to Management. Employees should not undertake any task for which necessary or appropriate training has not been given or where legally required supervision is not in place.

### 1.3 Management of Health and Safety Regulations 1992

As demanded by Regulation 6 of the above, the Management states that the following are responsible for complying with this policy and for those learners and staff within their area:

Hisham Zubeidi  
Hugh Hebborn

Surrey  
Staff Representative

## 2. Learner Health and Safety Arrangements

### 2.1 Placement Vetting and Monitoring

A field team member of MITSkills undertakes placement pre-vetting for health and safety prior to a candidate being placed. The judgement of the member of staff will normally be accepted but the appropriate Funding Agency, may be called to assist in making the decision whether to accept the company. The status of the placements safety and insurance is then monitored at annual intervals.

MITSkills Assessors will inspect the current copy of the insurance certificate. This is then re-inspected on the health and safety monitoring visits.



Prior to a learner being placed, placement providers are inspected for evidence of OSR1, F9 and F10 Registration Forms will the relevant Enforcing Authority.

MITSkills Assessors will ask the employer to complete current a learner centered placement Risk Assessments and satisfy themselves that they comply with the statutory requirements. The Employer is responsible for the safety of their staff, learners, training delivery staff and visitors in the work placement or in any location where the learner is sent as part of their employment. The employer remains at all times ultimately responsible for assessment of their workplace as a safe place of work

## 2.2 Learner Health and Safety Induction

The candidate induction training by both the placement provider and MITSkills will be directed specifically at Health and Safety, ensuring the candidate is fully aware of the placement dangers the employer remains responsible for ensuring that the learner is briefed and understands safety in the workplace appropriate to their business. In addition a Prohibitions and Restrictions clause will be signed by the learner, employer and MITSkills as part of the Learning Agreement. This is intended to reduce the number of accidents to a minimum and the risk of serious accidents to none.

Centralised induction will take place where recruitment scheduling makes it viable. At this induction the learner will be issued with:

- a. Learner Handbook
- b. Health and Safety Questionnaire

Further induction will take place at the company and will be given by the training provider and confirmed by MITSkills field staff through questioning and by use of the health and safety questionnaire. This includes:

- c. Accident Reporting
- d. First Aid Procedures
- e. Fire Procedures
- f. Risk Assessments

## 2.3 Health and Safety Audits

All Health and Safety audits undertaken by the Funding Body of both MITSkills and placement premises will be carried out following a pre booked appointment, which is confirmed with the placement and Funding Body in writing. All audits/auditors will have a representative of MITSkills to escort them to the work placement for audit purposes.

## 2.4 Provision of Safety Policies and Risk Assessment

The company displays a copy of the Health and Safety Policy Document in the offices for inspection.

All work placements will undertake company assured Health and Safety audit by the placement company prior to placing a Learner/Apprentice by MITSkills Assessor. Where it is determined that the Health and Safety systems in



place are inadequate or weak and remedial actions have not been developed or implemented over a given period of time, MITSkills will not contract with the supplier.

## 2.5 Staff Competencies

The company intends to have as many IOSH certificated staff as possible. In addition it also has access to several other NEBOSH qualified personnel.

## 2.6 Working Environment

The Managing Director Hisham Zubeidi and the senior management as set out in the company-staffing chart accept primary responsibility for the Health and Safety of all employers and whenever necessary will ensure the health surveillance of employees and learners, ensuring at all times that the management of Health and Safety at Work Regulation 1999 is addressed.

Upon starting a programme of training each learner is required to complete a medical questionnaire. Should the occupation require, the employer will be advised to give the learner health screening.

## 3. Equipment Materials and Safe Systems of Work

MITSkills abides by section 19 of the Offices, Shops, Railways Premises Act (OSRP) and agree to a Prohibition and Restriction clause in the Learning Agreement making employers and learners aware of the equipment to which they are restricted from using until adequate training has been provided.

Employers remain responsible for ensuring they are aware of any appropriate age based restriction and MITSkills will guide them to HSE guidance on placements, and apprenticeships

All employers are made aware of the need to provide protective clothing upon employing a learner. This is inspected during the induction programme and monitored throughout training. Both the employer and the MITSkills Assessor supply training in its safe use. The employer remains overall responsible at all times to ensure training is given in the appropriate use of safety equipment, and PPE as appropriate, and ensuring that learners use the equipment whilst on placement.

## 4. Learner Training

On commencement of the programme, a basic introduction to Health and Safety is undertaken. Induction takes place at the employer premises. All learners are issued with a Learner Handbook and are required to complete a Health and Safety Questionnaire.

## 5. Accidents and Disease Investigation and Reporting



All accidents are to be reported whether staff, visitors or learners these are recorded in MITSkills accident book as described in our health and safety policy under section 5 Accidents and Disease Investigation and Reporting which is aligned to RIDDOR 2013 and our obligations under the EESFA requirements

### **Reporting Procedure**

Records are held of any injury or accidents to staff, non staff, learner, including to learners in placements, whether they are employed or non-employed status. This applies to all Apprentices and Learners. These records held in accordance with legislation for a minimum of three years. Employers are responsible for ensuring that MITSkills is informed of learner accident and for complying with accident recording and reporting to the appropriate authorities in a timely fashion.

### **Policy all Accidents are to be recorded in the accident book and reported to management**

Staff when they become aware of any accident on a delivery site or to a learner in placement should report all accidents firstly in the accident book in MITSkills UNIT 12 and then to their line manager by email reporting the following listed element.

The accident should be reported to line management by email as soon as possible and within the same working day but the safety of yourself and any injured party comes first. Where staff have completed the accident book they should say so in any email.

### **What must be reported**

In respect of injury causing accident of dangerous occurrence, the records must contain the following information:

- a. The date and time of the event.
- b. The injured persons full name and status (i.e. learner, employed etc.)
- c. The place where the accident or dangerous occurrence took place.
- d. A brief description of the circumstances.
- e. The date on which the event was first reported to the enforcing authority.
- f. The method by which the event was reported.

Staff and the line manager must ensure the following reporting points are met.

You must keep a record of:

Any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR; and any other occupational accident causing injuries that result in a worker being:- Away from work or incapacitated for more than three consecutive days (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries to the HSE, unless the incapacitation period goes on to exceed seven days.



## RIDDOR 2013 Reportable Accidents

### Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

### Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- 

Any other injury arising from working in an enclosed space, which leads to

- hypothermia, heat-induced illness or requires resuscitation or admissions to hospital for more than 24 hours.

### Over-seven-day injuries to workers

- This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### Injuries to non-workers

- Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.
- If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above)

### Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;



- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Immediately MITSKILLSS are contacted regarding an injury causing accident or disease to a learner on one of its programmes, the HSE and the Funding Body shall receive a copy of the record as applicable.

Employers/Placement Providers are required to notify MITSKILLSS of any accidents or serious incidents immediately as defined in the Company Agreement/Employer Handbook.

It is the responsibility of MITSKILLSS to report to the relevant Funding Body, and the as outlined below and to ensure RIDDOR reporting to the HSE on becoming aware of the incident.

MITSkills shall inform THE CHIEF EXECUTIVE of the ESFA of the death of any Learner which is a result of work undertaken whilst in employment and who is undertaking a related Learning Programme.

This shall be done by:

Informing THE CHIEF EXECUTIVE'S representative by telephone or email immediately upon MITSkills becoming aware of the event. (Section quoted from Contract requirements to ESFA.

## 6. Accident Reporting

All organisations should have an effective reporting system. Accident reporting procedures should be clearly established in writing with individual reporting responsibilities specified. Staff should be trained in the system and disciplinary action may need to be taken where there is a failure to comply with it. All accidents, no matter how trivial they may seem must be reported through the internal reporting procedures.

The principle objectives of an accident reporting procedure are:

- a. To ensure compliance with current legislation e.g. RIDDOR
- b. To enable prompt remedial action to be taken
- c. To assist decision making, planning and future resource allocation
- d. To provide information to other interested parties.

Records are held of any injury or accidents to learners in placements, whether they are employed or non-employed status. This applies to all Apprentices and Learners. These records held in accordance with legislation for a minimum of three years. Employers are responsible for ensuring that MITSkills is informed of learner accident and for complying with accident recording and reporting to the appropriate authorities in a timely fashion





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## 7. Contractual Controls

All placement providers receive, agree and sign a Company Agreement/Employer Handbook that contains Health and Safety Guidance and clauses as specified in Funding Body contracts.

## 8. Vetting and Monitoring

Placement vetting is carried out once a vacancy has been recorded. The placement undergoes an inspection by a MITSkills representative who is aware of the requirements for placing a young person and completes a Health and Safety Assessment. However the employer must confirm by risk assessment that their work place / place of employment is safe for the individual learner as they ultimately are responsible for the control of risks within their business.

Monitoring will be carried out in line with progress/monitoring reviews. All placements will be effectively monitored on each assessment visit and should there be any area of concern then a record is made and the employer is made aware of the situation. Should an employer not some requirements in place the frequency of monitoring is increased in line with the seriousness of the risk.



All nominated MITSkills staff and Assessors will inspect placements prior to learners commencing work. All staff are supported and guided by the NEBOSH qualified personnel and all questions and issues relating to these operations are reported to prompt them. All staff involved with placements will have undergone various internal training from induction to specified staff development training where Health and Safety and issues of Vetting and Monitoring has been covered and areas of concern dealt (where this involves subcontracting of learning the subcontractor is responsible for ensuring their staff are trained in vetting and validating basic safety of placements) .

All learner/company files shall contain records of placement inspections and monitoring

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