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## 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>	Nov 2021
<b>Reviewed:</b>	<b>Review at least Annually</b> last reviewed 01/04/22
<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.

- The Health and Safety of our employees, learners, (including Apprentices) and visitors as well as the wider public attending our centres is the priority of our Directors and Managers. Our Directors and Managers collaborating with our staff and learners aim to maintain a safe environment for everyone in our community. **This policy covers all staff, learners including Apprentices in our care, and visitors, but does not replace an employer duty of care for their Apprentice as the employer.** We want everyone to go home safe every day. We will promote this policy via staff and learner inductions, staff training in this policy, including implementation of this policy and good practice (CPD), via learner and employer handbooks, publish it on our website and on SharePoint for staff and subcontractors. We will publish and promote the policy along with its associated aims within our premises.
- We will gain commitment from staff, subcontractors' employers, and learners to this policy by our Directors and Management collaborating with our staff to ensure Health and Safety is always seen as a priority and the aims of the policy are a living part of our ways of working. **Employers, and Apprentices will confirm they have read and understood our Health and Safety Policy, as part of completing the commitment statement, and employers confirm they have carried out individual risk assessment for each Apprentice.**
- . Consideration of this policy will be included in our recruitment, training and support for staff and learners, and our support for employers and subcontractors. **All staff/employees will receive training and on implementing our Health and Safety Policy as part of their induction and ongoing CPD. Updates to the policy will be communicated to staff by Management, and Sector Leads the policy will be made available on our Staff SharePoint.** We will have a named Responsible Person that is responsible for leading Health and Safety. The Responsible Person will actively promote awareness and ensure adherence to our policy and processes with staff, learners, suppliers, employers' subcontractors, and work

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with external bodies ensuring any feedback is used to improve our policy and processes to improve everyone's safety.

### **Risk Assessment**

A systematic approach will be used to identify risks, **safety concerns and** hazards associated with all aspects of MITSkills activity. Risks, safety concerns and hazards will be eliminated where possible or minimised and where necessary resources will be allocated to minimise these risks. Staff and employees will be trained in identification of risks, safety concerns and hazards and how to report concerns. MITSkills management will risk assess in line with the requirements of Management of health and safety at work regulations 1999 and the appropriate guidance by the HSE. Risk Assessment in our own facilities will be carried out by trained staff and managers on an agreed cycle with aim of eliminating risk or reducing as far as reasonably practicable.

Employers of Apprentices will be asked to complete a structured Risk Assessment and identify potential risks safety concerns and hazard for each Apprentice as they are required to do as employers and provide evidence this has been completed as prior to MITSkills agreeing to train their Apprentice.

**All Apprentices/ learners will receive training health and safety via our course content and they will encourage to report any safety concerns to their employer or staff as appropriate.**

**Our staff will be trained to ask learners and Apprentices about any Safety Concerns as part of regular learner reviews.**

**Staff, Learners, (including Apprentices), and employers can report safety concerns at any other time directly to the company responsible person using the form on Appendix A this includes near misses at, send it by email marked "Urgent Health and Safety Concern" this does not replace an accident report. These will be managed as part of our Risk management system.**

**Our Staff can decline an employer sign up where they believe the employer is not keeping and Apprentice safe and/or the Risk Assessment and Actions contained in it indicated the employer has not taken steps to keep the Apprentice safe as their employee. This will be reported to Senior management.**

<https://www.hse.gov.uk/toolbox/>

### **COVID-19**

MITSkills will continue to have a COVID 19 risk assessment that complies with the Department of Education Operational Guidance and Government Guidance this will be updated as required based on update to that Guidance. See Hyperlink below

Employees, learners' staff will be update on the current Guidance, via SharePoint, our website and signage within our delivery sites, or briefing where appropriate.



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***The government has removed remaining domestic restrictions in England. There are still steps you can take to reduce the risk of catching and spreading COVID-19:***

- [Get vaccinated](#)
- Let fresh air in if meeting indoors, or meet outside
- Consider wearing a face covering in crowded, enclosed spaces

The Government States (March 2022)

“Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school, college, or childcare when they no longer have a high temperature, and they are well enough to attend.”

MITSkills policy is that those with Covid symptoms should stay at home and avoid contact with people where they can. Please ensure you report your absence, and we will agree how best to support you on an individual basis, Apprentices should report this to their employer.

### **Vaccination**

MITSkills will encourage COVID 19 vaccination in lines with Government guidelines.

### **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 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 always act in a reasonable and thoughtful way, 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. Employees should participate in training, read safety updates, including staff training in this policy, its implementation and good practice (CPD) that support Health and Safety of all staff, learners, (including Apprentices) when asked to do so. Staff are responsible for reporting all accidents or reportable illnesses, as well as near misses to as these are potential accidents.

All near misses should be reported to your line manager and the Responsible person Hisham Zubeidi within 24 hours of the incident. (Email [Hisham.Zubeid@mitskills.com](mailto:Hisham.Zubeid@mitskills.com) )

### **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	The Responsible Person
Hugh Hebborn	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.

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 always remains 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**



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All Health and Safety audits undertaken by the Funding Body of both MITSkills, and placement premises will be conducted 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, 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, always ensuring 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



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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 always remains overall responsible to ensure training is given in the appropriate use of safety equipment, and PPE as appropriate, and ensuring that learners use the equipment whilst

#### **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.

Training Providers Classroom and Workshops: - Classroom and Workshops should be locally risk assessed by the appropriate delivery lead with local management. Tutors and Assessor delivery staff should make themselves aware of the local health and safety requirements of a classroom or workshop prior to delivery if they are intending to use additional equipment and or consumable, they should advise local management and agree any additional risk assessment required. Planning for safety prior to delivery also include any specific equipment already within or additional equipment or materials the delivery staff intend to use within the classroom or workshop and ensuring there is PPE for themselves and learners where appropriate. Tutors and Assessor will ensure that learners are briefed of local health and safety requirements in line with risk assessments, relevant local guidance documents, safety signage, and as appropriate specific safety for the delivery including ensuring learner wear appropriate PPE.

Briefs should include PPE requirements, fire procedures, and good safety practice for the training being undertaken.

#### **5. Accidents and Disease Investigation and Reporting and Illness**

All accidents are to be reported whether staff, employer's visitors, or learners, (including Apprentices) 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. Note that we have included the RIDDOR 2013 guidance and RIDDOR COVID -19 guidance as part of this policy management and staff should follow this additional guidance where appropriate. Policy updates will be communicated to Staff and Learners via SharePoint and our website.

##### **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



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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.

**Employers should contact us on the number below as soon as possible – please clarify the details and if your Apprentice need support and/or learning needs need to be suspended as a result of the accident or illness,**

[Hisham.Zubeid@mitskills.com](mailto:Hisham.Zubeid@mitskills.com) or 01932 341416 or out of hours on 07702 258409

MITSkills staff are responsible for flagging any accident that is reported to them by a learner or by an employer as having happened to a learner in a placement or whilst in training. This includes Apprentices. This includes accidents reported at any three-way reviews for apprentices.

**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. (Where staff do not have access to the accident book due to working at a distance, they should report by email stating clearly “Accident not recorded in company accident book.”)

Accidents or reportable illness should be reported within as soon as possible and no later than 24 hours after being reported by the learner or employer – serious occupational injury or death should be reported immediately once the learner and the member of staff is made safe

The accident or reportable illness 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.

Line Managers must report all accident or reportable illnesses to the Responsible Person – Hisham Zubeidi via email or immediately by phone if they are made aware of a serious injury, hospitalisation, or death. **Please use Appendix B Accident report and send it to Hisham at the email below as soon as possible and ideally no later than 24 hours – (The report is available on Sharepoint and on our website)**

They can be contacted on [Hisham.Zubeid@mitskills.com](mailto:Hisham.Zubeid@mitskills.com) or 01932 341416 or out of hours on 07702 258409

## **6.Review of the accidents**

Managers will be responsible for reviewing the accident and liaising with the Responsible person Hisham Zubeidi to agree timescales for any review – and recommendations from their review. Where other learners, staff, or visitors are likely to be in danger of a similar accident the manager and or tutor should take action to keep other safe. Unless otherwise agreed reviews should be returned to the responsible person no later than 5 days of the initial accident report. Any findings and action will be agreed, including risk assessment updates as required.

### 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 statuses (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.

**Covid 19** is reportable only in specific circumstances of *occupational exposure* see the RIDDOR guidance below.

#### Over-seven-day injuries to workers

- This is where an employee, or self-employed person, is away from work or unable



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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 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 MITSKILLS 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 MITSKILLS of any accidents or serious incidents immediately as defined in the Company Agreement/Employer Handbook.

It is the responsibility of MITSKILLS 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.



## **7. Accident and Illness Reporting**

MITskills will have an effective reporting system. Accident reporting procedures is clearly established in writing in this policy with individual reporting responsibilities specified. Staff will 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 principal 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

In respect of injury causing accident of dangerous occurrence, the records 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.

## **8 RIDDOR Guidance form the HSE**

**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



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weekends or other rest days). You do not have to report over-three-day injuries 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 admittance 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 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):



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- 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 MITSKILLS 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 MITSKILLS of any accidents or serious incidents immediately as defined in the Company Agreement/Employer Handbook.

It is the responsibility of MITSKILLS 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.

Additional COVID- 19 RIDDOR Requirements October 2021

MITSkills management will comply with the additional following advice on COVID 19 RIDDOR obligations

<https://www.hse.gov.uk/coronavirus/riddor/index.htm>

#### ***Members of the public and non-work-related cases***

There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.

The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work.



### **What to report**

You should only make a report under RIDDOR when one of the following circumstances applies:

- an accident or incident at work has, or could have, led to the release, or escape of coronavirus (SARS-CoV-2). This must be reported as [a dangerous occurrence](#)
- a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as [a case of disease](#)
- a worker dies as a result of occupational exposure to coronavirus. This must be reported as [a work-related death due to exposure to a biological agent](#)

### **Dangerous occurrences**

Dangerous occurrences are certain unintended, specified events, which may not result in a reportable injury, but which do have the potential to cause significant harm.

For an incident to be reportable as a dangerous occurrence, the incident must have resulted (or could have resulted) in the release or escape of coronavirus, that is, led to a possible or actual exposure to coronavirus.

The assessment does not require any complex analysis, measurement, or test, but rather for a reasonable judgement to be made as to whether the circumstances gave rise to a real risk or had the potential to cause significant harm.

Find out more about [what the law says](#) including some [examples of what is not and what is reportable as a dangerous occurrence](#).

### **Cases of disease: exposure to a biological agent**

When deciding if a report is required, the responsible person (usually the employer) must make a judgement, based on the information available, as to whether a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.

The report should specify a disease due to exposure to a biological agent and use the case of disease report form.

Get more information on [what constitutes a diagnosis](#) and more [guidance on making a judgement and reasonable evidence](#).

### **Work-related deaths due to exposure to a biological agent**

For an incident to be reportable as a death due to occupational exposure to coronavirus there must be reasonable evidence that a work-related exposure caused the worker's death.

The responsible person should notify the enforcing authority by the quickest practicable means, without delay, and send a report within 10 days. The report should specify death due to exposure to a biological agent using the "case of disease" report form.



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More on [work-related deaths from coronavirus: What the law says](#) and information on [making a judgement using reasonable evidence](#).

***Make a RIDDOR report online***

- [Report a dangerous occurrence](#)
- [Report a case of disease: exposure to a biological agent](#)
- [Report a work-related death due to exposure to a biological agent](#)

We will review and update regularly to reflect any changes in guidance.

## **9. 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.

## **10. 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 workplace / 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, 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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**Skills Centre**

<b>Date Reviewed</b>	010422
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<b>Approved By:</b>	  Company Director: <span style="float: right;">Date 010422</span>



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APPENDIX A Return to Hisham. [Zubeidi@mitskills.com](mailto:Zubeidi@mitskills.com) marked Urgent Safety Concern

Report Number

**NEAR MISS REPORT/SAFETY CONCERN RECORD (Delete Accordingly)**

COMPLETE A SEPARATE FORM FOR EACH ACCIDENT/INJURY/SAFETY CONCERN INCLUDING NUMBER

**1 SAFETY INCIDENT TO:** Name \_\_\_\_\_  
 address \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_  
 Occupation/Job reference \_\_\_\_\_

**2 PERSON COMPLETING THIS REPORT:** **YOURSELF** Your name (in full) \_\_\_\_\_  
 address \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_  
 Occupation/Job reference \_\_\_\_\_

**INCIDENT REPORT:**

**3 REPORT:** Site of Incident \_\_\_\_\_  
 date \_\_\_\_\_ time \_\_\_\_\_ conditions \_\_\_\_\_  
 how did it happen \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4 CAUSES:** (in your opinion) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Did you report it to staff \_\_\_\_\_  
 time called \_\_\_\_\_ staff name \_\_\_\_\_ arrived \_\_\_\_\_

**5 FOR EMPLOYER / TEACHER / MANAGER / LEARNER: USE ONLY**  
 Complete here if incident or near how likely it is to occur again  
 -Daily/Weekly/Monthly \_\_\_\_\_  
 Date reported \_\_\_\_\_ Signature \_\_\_\_\_ Position \_\_\_\_\_

**6 RETAIN A COPY AND EMAIL TO Hisham.Zubeidi@mitskills.com . AFTER 3 YEARS STORE IN ARCHIVE FILE IN CASE OF ANY RELATED PROBLEMS IN FUTURE YEARS.**



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