

## Health and Safety Policy

Magic Beans Group Ltd is committed to achieving high standards of Occupational Health, Safety and Welfare for all its employees and learners. The Company shall provide adequate facilities, resource and funding to ensure that its statutory duties are met and that all employees recognise their own duty to co-operate and comply with all Occupational Health and Safety requirements, so as to assist the Company in meeting its legal obligations as determined by the Health and Safety at Work Act 1974 and associated legislation.

Each employee and learner shall be given information, instruction and training to ensure the safe performance of their work activities and the safety of other individuals who may be affected by their acts or omissions. Competent people shall be appointed to assist the company in meeting statutory duties, including if required, specialists from outside the Company.

Magic Beans Group also recognises its responsibilities towards persons working on its behalf and to the safety of other individuals who may be affected by such works. To this end the Company shall monitor and review the Occupational Health and Safety activities of any contractor companies, nominated service partners, visitors to our premises and members of the public who may be materially affected by our business activities, and to help minimise where reasonably practicable and foreseeable, the risks presented by their work and activities.

To support continuous improvement, consultation shall take place directly with employees of Magic Beans Group via regular meetings, aiding the setting of the Companies Health and Safety Objectives and Targets. The overall Health and Safety Policy will be reviewed annually and / or amended as and when necessary subject to legislation, operational or other affecting circumstances.

### **2. ORGANISATION**

The overall responsibility for compliance with the Health and Safety at Work etc Act 1974 and regulations made there under rests with Clare Parker-Doyle, Managing Director, in respect of any policy decisions, which may affect the health and safety of the employees of the company.

The Director will, as specified in Regulation 7 of the Management of Health and Safety at Work Regulations 1999, be the competent person responsible for implementing the company's H&S policies on a day to day basis and to provided practical advice on the requirements of The Health and Safety at Work etc. Act 1974, and any other related legislation or approved codes of practice that which apply.

It is a fundamental of the Company Policy, to encourage employees in recommending and adopting measures, which aim to assist and improve health and safety at work. To this end, the Company will ensure that all employees receive the appropriate and comprehensive training to enable them to achieve this.

All employees are required to co-operate in implementing the requirements of all health and safety legislation, and related codes of practice. They must refrain from doing anything, which constitutes a danger to themselves and /or others. They also have a duty to point out any unsafe acts or conditions that may lead to a “near miss” or an accident.

### **3. RESPONSIBILITIES FOR HEALTH AND SAFETY MATTERS**

The company Designated Health & Safety Director is Clare Parker-Doyle who has delegated responsibility for Health and Safety matters, and shall:

Determine and support the Health and Safety Policy of the Company. Review the effectiveness of the Policy annually or earlier if required. Monitor the effectiveness of the Policy.

Ensure that all risks in the Company have been evaluated relating to health and safety at work, loss or damage to Company property, and risk to the public through Company activities.

Ensure that safety, health and environmental training needs have been identified and undertaken, and that sufficient funds are allocated for health and safety matters.

Ensure that only persons who are trained, authorised and competent shall undertake work within the limitations of the level of their expertise, with due regard to the awareness of the hazards associated with that work.

### **4. COMPANY EMPLOYEES**

Company Employees shall:

Familiarise themselves with, and conform to the Company’s Health and Safety Policy.

Always observe rules and safe working practices.

Visually inspect any equipment before use; reporting any defect to supervision as soon as practicable.

Always use the correct tools and equipment for the job.

Report to their supervisor all accidents, damage and “near misses”, whether persons are injured or not.

Take an active interest in health and safety and direct suggestions to improve health and safety to their supervisor.

Co-operate with supervision and management in preventing health risks to themselves, other employees, visitors and members of the public.

Be aware that wilful disregard for safety shall result in disciplinary procedures being invoked.

It shall be a disciplinary offence to attend the workplace where in the opinion of the management, employees are with sound basis, suspected to be under the influence of alcohol or drugs that shall impair their judgement, capabilities and potentially expose others to risk as a result of their actions.

This may include prescription or other legal 'over the counter' type drugs. Employees must inform management should they be taking any such medication.

## **5. CONSULTING EMPLOYEES ON HEALTH AND SAFETY**

The Health and Safety (Consultation with Employees) Regulations 1996 require all employers to consult with their Employees who are not represented by Safety Representatives under the Safety Representatives and Safety Committees Regulations 1977 Regulations.

The Company recognises the importance of, and benefits to be gained by consultation with its employees on all matters relating to health and safety.

Consultation with employees shall be via regular meetings. Records of any meetings shall be maintained, with action areas and responsibilities clearly defined.

The consultation shall include the ongoing process of routine H&S monitoring inspection audits. The H&S Director shall be responsible, to arrange and undertake such inspections and for imparting the results and findings to the ESR's, management team and employees. The communication media will be via formal minutes, notices, email bulletins and dialogue.

## **6. INFORMATION, INSTRUCTION AND TRAINING**

The company is mindful that most Health and Safety prosecutions lie in this field.

The Company shall ensure that all employees receive suitable and sufficient information, instruction training and supervision.

All new employees shall receive basic H&S Training at induction covering;

- H&S AT Work – Poster - What you should know?
- Emergency Preparedness and Arrangements for Fire / First Aid

Health and Safety Policy (v1.0)

Created: 13/10/17 Published 13/10/17 Review Date: 12/10/19

Document Responsibility: Amy Harris General Manager

- Company H&S employee Handbook
- Company H&S Policy Organisation/ Arrangements
- Hazards specific to their job function
- Specific training as required.

The company H&S Director in conjunction with the Departmental / Line Manager shall be responsible for identifying H&S Training needs, implementation, monitoring and effectiveness. The Company shall ensure that funds and resource are available to meet this commitment.

## 7. **DISPLAY SCREEN EQUIPMENT (DSE)**

Display Screen Equipment is any work equipment that has a screen and displays information

On rare occasions prolonged use of such equipment can lead to adverse health effects and therefore all users are required by law to complete an assessment of their use of Display Screen Equipment and their associated work area.

On completion of the DSE assessment the results are recorded and collated. Any issues will be investigated and reviewed by your line manager

The assessment is to be reviewed:

- When a substantial change is made to an existing workstation (or the way it is used)
- If it is no longer suitable for example, if you start to experience pain or discomfort

The (Display Screen Equipment) Regulations 1992 apply to staff that habitually use DSE for a significant part of their normal work. In most cases problems do not arise directly from DSE themselves, but from the way in which they are set up and used, and are usually solved by providing simple ergonomic solutions to the workstation.

“Workstation” means an assembly comprising of DSE, any optional accessories to the DSE, any other equipment peripheral to the DSE and the immediate work environment around the DSE”.

The H&S Director shall ensure that Under Regulation 2, the Company shall implement suitable and sufficient workstation assessments with regards to the risks of health and safety to any user or operator, thereby reducing the risks to the lowest extent as reasonably practicable.

Areas for consideration shall include hardware, software, lighting, space, glare, furniture and ambient temperature.

Staff will be informed of the risks arising from the use of DSE, for example prolonged use without breaks, and management will provide information, instruction and training on the correct usage of Display Screen Equipment.

New and expectant mothers may experience physical and emotional changes during and post pregnancy. This requires a review of the DSE assessment, and of the New and Expectant Mothers risk assessment (see Sect 30 re pregnancy). The member of staff should initially liaise with their line manager to discuss and address any concerns

See also DSE Policy.

## **Laptops**

Laptops are often used in places where it is difficult to adopt the correct working posture such as in trains, planes and hotel rooms.

Following the advice below will help reduce DSE related risks

- Avoid using a laptop for long periods especially on trains, planes and hotel rooms
- Use a full- sized keyboard along with a laptop docking station situated on riser blocks whenever possible to avoid working with the head in a bowed position
- Never us a laptop as a permanent substitute for a desk top workstation

Accordingly, employees covered by the regulations, shall be advised of their legal right to request an eye and eyesight test. This shall be provided free of charge by the company and normally carried out by an Optometrist. Should the employee require special corrective appliances, (spectacles) prescribed for the distance at which the screen is used, a basic set shall also be supplied without charge.

## **8. DRUG MISUSE AND ALCOHOL ABUSE AT WORK**

Studies show that 30% of drug misusers are in employment, that makes it a workplace issue.

Drug misuse is the use of illegal drugs and the misuse of, intentionally or not, prescribed drugs and substances.

Drugs can affect different people in different ways, and although tobacco and alcohol are regarded in a different light than, for example, cocaine, it must be remembered that alcohol is, as are other drugs, carried in the body for a great deal of time.

Staff should not operate equipment or drive a vehicle for business use whilst under the influence of alcohol or drugs.

Staff will be advised on the policy the Company has adopted and the measures that will be taken should abuse etc be found.

It can be the cause of sickness, accidents, absenteeism, poor quality work, low production, difficult working relationships and possibly crime

Signs of misuse are, for example, sudden mood changes, unusual irritability or aggression, abnormal fluctuations in concentration and energy impaired job performance, a tendency to become confused, dishonesty and theft, poor timekeeping deterioration of colleague relationships and increased sickness absence.

You can be prosecuted if you allow drug related activities in the workplace and you fail to act.

## 8. ELECTRICITY

Electricity is a major hazard - it can cause physical injury and can kill. The passage of current through the body can also cause burning of the skin at the points of contact and underlying tissue. Severe injury can also occur from exposure to a flash over without actual bodily contact. Hazards can be caused by:

Poor or damaged insulation on power cables

Walking on or running over equipment power leads with trolleys etc. The use of unauthorised extension leads / plug adaptors

Knowingly using defective electrical equipment Misuse of electrical equipment

Failure to isolate circuit(s)

The deliberate bypassing of safety devices. e.g. RCB's

Ignorance or disregard of safety regulations / codes of practice

This list is by no means exhaustive.

Staff are to ensure that at all times, they carry out a visual inspection prior to using any Electrical equipment, and they shall not use any equipment for which they have not been trained.

Before using portable electrical equipment, staff must carry out a visual check. This is applicable to all equipment and extension leads. The check consists of the following:

Is there damage to the cable sheath other than light scuffing?

Is the plug damaged in any way e.g. Cracked, broken or bent pins? Are there any taped joints in the cable or other inadequate joints?

Are the inner coloured cables showing outside the plug top or into the equipment?

Is there damage to the external casing of the equipment or any loose or missing screws or parts? Is there evidence of overheating i.e. burning marks or discolouration?

If you have not seen any defects, plug in (always keep your fingers away from the pins) and switch on. If you suspect anything is wrong or does not work, switch off, unplug and report it immediately. Remember to prevent others from using it. Affix a warning label or remove the item.

## **ELECTRICAL INSTALLATIONS AND TESTING**

Combined inspection and testing will be carried out at the start of its maintenance period, to establish the initial condition of the equipment.

The inspection of electrical installations / portable electrical equipment will only be undertaken by a competent person / authority.

The frequency of Portable Appliance Testing, often referred to as PAT testing, is determined by Risk Assessment and will for instance, take into account the type of use, and working conditions. The level of inspection and testing required will be determined by management, who will take into account the equipment, environment in which it is used and the relevant ACOP's.

## **INSPECTION**

Equipment can be visibly checked, after disconnecting it, for obvious defects such as the equipment being damaged itself, cracked plugs, damaged flexes, flexes pulling away from plugs and signs of overheating e.g. burn marks or discolouration. Faulty or suspect electrical equipment should be immediately taken out of service. All staff should be made aware of this rule.

## **COMPANY APPOINTED SUB CONTRACTOR**

The Company H&S Manager shall ensure that a competent electrical contractor is employed to carry out all PAT Testing / fixed wiring testing. A register of all portable electrical equipment (including power leads) and records of appropriate tests undertaken shall be maintained in an Asset Register.

Where other regulations overlap, e.g. Construction (Design) Management Regulations, when requested, appropriate plant / equipment records shall be provided to the Planning Supervisor / Principle Designer & Principle Contractor for the H&S file.

## 10. EMPLOYEE COMPLIANCE

Employee's duties:

Under Sections 7 and 8 of the Health and Safety at Work etc Act 1974, the employee is given specific duties that ensure they comply with the employer's measures towards the Company Health and Safety Policy measures.

Section 7 requires that all employees must:

"Take reasonable care for the Health and Safety at work of themselves and others who may be affected by their act and or omissions".

"Co-operate with their employer and others to enable their compliance with statutory duties and requirements".

Section 8 requires that:

"All employees must not intentionally or recklessly interfere with, or misuse anything provided by the employer in the interest of health, safety and welfare at work".

If an employee has not acted within their duty under the Act then they too could be held liable within the criminal and civil justice system. Through the above sections, the employee may be regarded liable should their act or omission cause harm. They could also be regarded liable should they be injured through work where the employer has done all that is reasonable.

Definitions:

- "act and or omission" mean's "what you have done or failed to do".
- Statutory duty is what you must do under law.



## 11. EMPLOYERS DUTIES TO EMPLOYEES AND OTHERS

The Company will at all times aim to comply with The Health and Safety at Work etc Act 1974, and it recognises these duties with regards to its employees and others placed upon it by Section 2 of the Act.

Sections:

2 (1) “Places employers under a general duty to ensure, so far as is reasonably practicable, the health and safety of all their employees whilst at work.

2 (2) Sets out the duty required by 2 (1)

The provision and maintenance of plant, equipment and systems of work that are safe and without risk to health.

Arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances used at work.

The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all its employees.

To maintain any place of work under the employer’s control, in a condition that is safe and without risks to health, and to provide and maintain means of access and egress that are safe and without such risks.

To provide and maintain a working environment which is safe and adequate with regard to facilities and arrangements for employee’s welfare at work.

Where persons may be affected by the Company’s undertaking, it will provide them with all relevant information about the aspects of our undertaking that may affect their own health and/or safety.

## 12. MANUAL HANDLING

More than a quarter of all accidents reported to the enforcing authorities are associated with manual handling, i.e. the transporting or supporting of loads by hand or bodily force. Although fatal manual handling accidents are rare, fractures, sprains and strains etc are common and can result in physical impairment or even permanent disability. Due to the operational activities of the Company, manual handling in some form will be inevitable.

The Company recognises its' duty with regard to the Manual Handling Regulations 1992. We shall, so far as is reasonably practicable, eliminate or reduce Manual Handling operations within the Company. Where this is not possible, "appropriate mechanical means" e.g. trolley, sack truck etc, shall be provided after due consideration with the Risk Assessment and its findings.

### **INDIVIDUAL CAPABILITY**

An individual's capability shall be considered when they are required to carry out any manual handling operation(s). An individual's physical capability varies with age, declining gradually between the ages of 40 and 50 and more markedly thereafter.

Allowances shall also be made for any health problem, which might have a bearing on the individual's ability to carry out manual handling operations in safety. If it is suspected that their state of health (whether permanent or during or after sickness) could increase the risk of injury, medical advice shall firstly be sought.

Be aware that it is not just lifting, carrying, pushing, pulling but also twisting and stooping etc that is classed as manual handling, therefore, never assume when risk assessing that these activities are not relevant.

It is the Company policy not to allow any person to carry out a manual handling operation should they not feel capable or have received appropriate training for the task. In such a case, the delegated person should report these facts to their immediate supervisor. Under no circumstance should they commence or continue with the task.

### **13. NEW EMPLOYEES**

All new staff are required to undertake health & safety training at induction, regardless of their previous employment experience. This should be undertaken at the earliest opportunity. Young and inexperienced people will require additional information.

The induction will cover the following points as a minimum:

- The Company's safety policy and arrangements regarding Health & Safety issues,
- The employer's and employees responsibilities,
- Fire and evacuation procedures,
- Accident procedures and reporting,
- Specific job hazards,

In addition, we shall provide training on any specific equipment that staff may be required to use. Staff, are not allowed to operate any equipment unless they have been trained in its' safe use e.g. shredding machine and guillotine.

Training shall be provided if & when staff are exposed to new or increased risks.

The Company shall provide refresher training to keep skills up to date especially in areas not often used, such as dealing with emergencies or operating of specialised equipment that is infrequently used.

Records of all training courses, including induction training that staff have received, shall be kept and updated as required. This will provide evidence that the training has been carried out to specified criteria and shall assist with skills training needs and development of the individual.

Please inform your line manager, in the first instance, if you feel you are performing tasks without adequate training

#### 14. **NOISE**

The Magic Beans Group work environment is an "Office" type environment of around 40 – 50 dB (A) and as such does not utilise noisy equipment/machines that may be found in industry. Under normal operating conditions, it is anticipated that noise levels will not reach those levels under the Regulations where action must be taken. i.e. the levels of exposure to noise of employees averaged over a working day or week and the maximum noise (peak sound pressure) to which employees are exposed in a working day.

- Lower exposure action values: daily/weekly exposure of 80dB. Peak sound pressure of 135dB.
- Upper exposure action values: daily/weekly exposure of 85dB. Peak sound pressure of 137dB.

The following levels of noise must not be exceeded:

- daily / weekly exposure of 87dB.
- Peak sound pressure of 140dB –

These exposure limit values take into account reduction provided by hearing protection.

The Company recognises and understands that Regulations place a duty on employers to ensure that a competent person carries out a suitable and sufficient noise assessment.

As a rule of thumb, we shall probably have to initiate measures to control the risk from noise should you be required to raise your voice to carry out a normal conversation when about two meters apart for at least part of the day. All noise risk assessments will be recorded and kept until such time as a further assessment is required.

Where practicable, the source of noise shall be eliminated and where this is not possible, it shall be controlled in such a manner as to limit the exposure. Where the levels are on or above the first action level, the Company policy is that all persons exposed to the noise shall be provided with and instructed to wear, company issue hearing protection in the designated areas.

Employees delivering training in a learning or working environment that exceeds the exposure limits shall be provided with protective equipment as identified on a risk assessment. Full training on the use of the protective equipment will be recorded.

## 15. EMPLOYERS NOTES ON STRESS

The Health and Safety Executive has defined health and safety as both the physical and mental well being of all persons employed by a Company.

It is important to be able to identify early indications that an employee is suffering from stress to allow interventions to be effective and reduce the likelihood of absence.

Although sickness absence highlights the problem, other indicators may include reduced work performance, behavioural change and physical ailments such as repeated headaches, lethargy and lowered resistance to infection.

### CAUSES OF STRESS

Causes of stress can be from either single or multiple stressors that may not necessarily be isolated to or caused by the work or the private life of the employee. The aim, irrespective of the cause of the stress, is to support the employee through their illness enabling them to maintain an effective and balanced work / life situation.

Stress is usually brought about by an accumulation of minor irritations, which cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be a single event or set of circumstances that combine to provide the additional stress overload.

Examples of possible causes(s) can be environmental conditions such as noise, temperature, over-crowding and humidity. Others can be work related conditions such as tight deadlines, over working, under challenged, change, promotion prospects, racial or sexist remarks, personal relationships with superiors and other members of staff, excess travelling, job dissatisfaction, harassment, confrontation, prejudices, likes and dislikes.

## **THE EFFECTS OF STRESS**

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear.

The effects of stress may be short term where appropriate remedial action is taken. However, where the stress is outside the individuals' ability to cope and they become ill, the absence from work may well be long term.

Stress can show itself in many ways for example, the inability to cope, anger, frustration, general feeling of being unwell, over indulgence in drinking, smoking, eating, withdrawal behaviour, nausea, sleeplessness, anxiety, palpitation, loss of energy, reluctance to get up and go to work, lack of confidence, excessive mistakes and poor concentration.

## **REPORTING STRESS**

The main problem with stress is the self-realisation that we are actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosey.

## **MANAGERIAL RESPONSIBILITY**

Through appropriate training, Managers need to recognise potential signs of stress and to introduce measures that reduce perceived levels of stress for all employees, thereby ensuring that attendance, capability and work performance is not impaired.

It is the Company policy to address all work-related illnesses, including stress, and to control, reduce or eliminate them so far as is reasonably practicable.

It is the responsibility of company management to undertake risk assessments and to eliminate all unnecessary and unreasonable workplace pressures. Whilst accepting that certain pressures are inevitable in today's modern business environment and that some employees respond positively to these pressures, conversely, management need to be aware that some staff will react differently and be ready to manage such events. These risk assessments will be included as required under the Management of Health and Safety at Work Regulations 1999.

It is the responsibility of the Company to ensure that managers are competent to manage staff proficiently e.g. performance management, attendance management and discipline. Training may include stress awareness and basic counselling skills.

Learners completing a qualification with us may suffer from stress. Assessors and trainers are trained to recognise signs of stress and understand that this forms part of the safeguarding policy and procedure.

## 16. COMPANY POLICY STATEMENT ON STRESS

The Company is committed to protecting and promoting the health of all employees and in conjunction with other initiatives and policies, seeks to support those employees experiencing stress. Employees will not knowingly be exposed to unnecessary levels of pressure, particularly where there is a risk of ill health (physical or mental).

The Company recognises that its personnel are its most valuable assets and that any problem associated with work related stress is a management duty. Staff should report to their immediate supervisor if they believe they are suffering from work related stress. As an employer, the Company will seek to ensure that no discrimination is shown to those needing support and, in addition, endeavour to find solutions through early recognition and intervention, rehabilitation back into the contracted post and when necessary medical redeployment. As for all personnel issues, confidentiality shall be maintained.

### THE EFFECTS OF STRESS

It is recognised that all jobs carry a degree of stress and that employees require training and support relevant to their responsibilities and duties in order to eliminate the effects. With ever increasing demands made upon the organisation by the market place to deliver both volume and quality, inevitably, a degree of burden is placed upon all company employees to help meet these targets.

### EMPLOYEE RESPONSIBILITY

Employees should be aware of their own levels of stress and understand that they have a responsibility to take care of themselves including taking actions to prevent deterioration in their health. Additionally they must co-operate with managers in stress reduction measures, including attending any training provided, and to follow guidance regarding work related stress.

Employees who experience work-related stress, can expect to receive, in confidence, support from their managers, colleagues and when appropriate, professional advisers.

All absences resulting from work related stress will be monitored in accordance with the Companies policy on the management of all areas of absence.

## 17. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) includes all safety equipment and clothing that is intended to be worn or used by a person at work, including helmets, gloves, footwear, high visibility clothing, eye or face protectors, harnesses, gas detectors and radiation monitors

### PURPOSE AND SCOPE

The company H&S Director has responsibility to ensure the Company systems for identifying and providing Personal Protective Equipment requirements are in accordance with the Personal Protective Equipment at Work Regulations 2002.

Personal Protective Equipment, appropriate to the task being undertaken, is issued via the H&S Director following the findings of a Risk Assessment and where the element of risk cannot be further lowered. Where PPE is required, staff will have received appropriate information, instruction and training in its care, use and maintenance. Effective protection can only be achieved when PPE is suitable, correctly fitted, maintained and properly used.

Once issued, PPE shall be worn at all times for the duration of that task.

The designated supervisor shall take the responsibility to ensure the above is complied with prior to issuing the task and during the task and ensure that you fully understand the reasons why it is being provided and the risks that are being guarded against.

Where risks to health and safety exist, the Company will first consider using engineering controls and safe systems of work as a means to reduce those risks to a minimum. The Company recognises that PPE should always be deemed as a last line of defence and never used as an alternative where the risk can be lowered sufficiently thus negating the need for PPE.

When selecting equipment those persons purchasing PPE on behalf of the Company will always take into account the environment that it is to be worn in, the physical effort required to do the job and the requirements of visibility and communication, and If different items of PPE are to be worn at the same time, they must be compatible and not interfere or reduce the effectiveness of other PPE.

Employees have a responsibility to wear all protective equipment provided and to use all safety equipment that is necessary.

## **HAND PROTECTION**

This includes gloves and barrier creams, which are designed to provide protection against a range of hazards including cuts and abrasions, extremes of temperature, skin irritation and dermatitis, contact with toxic or corrosive liquids etc.

Barrier creams should only be used as an aid to skin hygiene they should not be relied upon to provide protection when working or coming into contact with chemicals etc.

When selecting gloves, those purchasing on behalf of the Company will refer to the manufacturer's recommendations for appropriate use and level of protection.

If gloves become contaminated with oil and grease, they should be discarded. Failure to maintain a high standard of hygiene with gloves can lead to dermatitis problems.

You should:

- Always use PPE as instructed
- Always visibly examine the PPE before use and at other specified times
- Report defective or missing items of PPE immediately to your line manager
- Do not use damaged PPE
- Use suitable storage facilities to maintain PPE in a hygienic condition

## **PROTECTIVE CLOTHING FOR THE BODY**

Types of clothing worn to protect the body include overalls, aprons, coveralls etc, to protect against chemicals and other hazardous substances and clothing to protect the person such as high visibility clothing.

## **SPECTACLES**

Where identified on a risk assessment, safety spectacles or goggles will be issued.



## 18. WORK EQUIPMENT (POWER)

The scope of “work equipment” is extremely wide. It covers almost any equipment used at work including knives, photocopiers, hand held power tools and even ladders. It does not include for substances such as acids or cement or structural items such as walls and stairs.

“Use” means starting, stopping, programming, setting, using, transporting, repairing, modifying, maintaining, servicing and cleaning, and any related expressions.

The Company recognises its obligations to all staff using work equipment in the workplace and shall undertake a suitable Risk Assessment to identify any residual hazards that may be present. Before issue, the equipment provided must be assessed as:

- Suitable for its intended use
- Safe for use
- Maintained in a safe condition and, in certain circumstances inspected in line with any associated statutory regulation.
- Only used by people who have received adequate information, instruction and training.
- Accompanied by suitable safety measures such as guards, markings and warning measure.

Where the use of equipment poses a specific risk, staff will be provided with adequate health and safety information and written instructions. Persons who use, supervise or manage the use of work equipment will be adequately trained. Equipment will only be repaired and serviced by a competent person who has been adequately trained.

## 19. RISK ASSESSMENT (MHSW REGULATIONS)

The primary aim of risk assessments is to identify hazards associated with your job so control measures can be implemented to reduce the likelihood of any harm, injury or damage to yourself or property occurring

It is incumbent on the company Health and Safety Director to either undertake/arrange for competent persons or organisations to carry out the risk assessments process. Where required specialist organisation shall be employed. Appropriate management control measures and safe

Health and Safety Policy (v1.0)

Created: 13/10/17 Published 13/10/17 Review Date: 12/10/19

Document Responsibility: Amy Harris General Manager

systems of working shall be taken and implemented as a result. Records of Risk assessments shall be maintained and reviewed as & when changes to working practices, materials and legislation are made. The process format must identify between hazards (the ability to cause harm / personal injury) and risks (likelihood of occurrence of the hazard) with recommended control measure taken to reduce the risk.

Although a low risk office environment, there are still a number of hazards associated with the works undertaken by employees. It is in everybody's interest to ensure that all risks are eliminated or reduced to the lowest practicable level, or suitable control measures instigated.

Common hazards in the work environment are not limited to poor housekeeping. Other hazards may include but are not limited to: -

Fire

Restriction of access, egress and evacuation electricity,  
substances, poor storage,  
other trades and people, inadequate lighting, standing on chairs,  
extremes of temperature, poor ventilation, obstructed walkways, carrying/lifting/moving objects  
etc.

Where risks are identified they must be reported to supervision and the company H & S representative for the appropriate remedial action to be taken.

#### **LINE MANAGERS / SUPERVISORS ARE RESPONSIBLE FOR:**

Ensuring the contents of the risk assessments are compatible with the operation to be carried out.

Ensuring that where significant hazards and risks have been identified, adequate control measures have been devised and implemented.

Ensuring that the findings of all risk assessments and the control measures have been communicated to employees and others who may be affected by the operation and that the signatures of the respective employees /staff have been obtained indicating their understanding of the work system.

Consulting with employees to ensure they are satisfied with the control measures imposed by risk assessments.

## **EMPLOYEES**

Employees are responsible for:

Ensuring that they are aware of the risk assessment for any task that they have to undertake, and complying with any control measures indicated in the risk assessment.

Highlighting to management any suggested changes to control measures which they consider would improve the safety of an operation.

Certain tasks undertaken by employees are of a similar nature, with the same hazards and risks present, - therefore generic risk assessments may be used in these circumstances. Most tasks undertaken by employees within the company remain constant, however the location in which they are to be carried out may present variables.

The Company uses a two-tier system of risk assessment:

1. Generic Risk Assessments for common tasks.
2. Site/Task Specific Risk Assessments.

## **GENERIC RISK ASSESSMENTS FOR COMMON TASKS**

For those tasks that are of a similar nature, the company H&S representative / competent person shall prepare model risk Assessments.

Should in the opinion of the employee they consider that the assessment does not fully identify the hazards and risks or provide for satisfactory control measures, they are to contact the company H&S representative who shall arrange for the necessary re-assessment to be carried out.

The contents of the generic risk assessments are to be communicated to the employees prior to the operation being carried out for the first time by an employee. The employee will then sign the record sheet to acknowledge he has fully understood the Assessment.

Should the control measures outlined in the assessment indicate the work could impact on others, a copy of the assessment is to be passed to the relevant parties.

Generic Risk Assessments will be formally reviewed, and if necessary amended, particularly where changes in legislation, accident review, and industry best practice are made.

### **SITE / TASK SPECIFIC RISK ASSESSMENTS**

Where a more detailed assessment is necessary for a specific task not covered by a generic risk assessment, then a full risk assessment for the task will be carried out. The appropriate control measures must then be decided upon, written down and implemented. Control measures shall take into account those identified in other assessments. They should result in a system of work that will prevent injury.

Consideration is to be given to any imported risks.

Control measures are to be communicated to all employees who are involved in the operation and to others who may be affected before the operation commences.

## **20. ACCIDENTS AND DANGEROUS OCCURRENCE REPORTING**

The need for accurate recording, investigation and reporting of accidents, injuries, occupational diseases and dangerous occurrences is essential for a number of reasons.

There is a statutory requirement under the Social Security Regulations to ensure that all accidents and injuries to people at work are recorded and investigated. Claims for compensation may depend upon incidents being recorded promptly and accurately.

There is a statutory requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (amended) (RIDDOR) to ensure that major incidents arising out of, or in connection with work are formally recorded and reported.

The company H&S Director is responsible for reporting and investigating accidents / incidents as required under the regulations.

The conclusions reached by subsequent investigations may prevent similar incidents occurring in the future.

## **DEFINITIONS:**

### **OCCURRENCES**

A dangerous occurrence is an event, which, may or may not result in injury or property damage but has a high potential for doing so and has to be reported.

### **INCIDENTS**

A near miss situation is an event, which does not necessarily result in injury or property damage but requires investigation to prevent recurrence.

### **INJURIES**

All injuries at work, however trivial, must be reported and recorded in the Accident Book. These should include: cuts, abrasions, bruising, strains to joints and muscles, particles in the eye or any impairment of physical or mental well-being.

All accidents must be reported as soon as practicable to the Health and Safety Manager, who will carry out an initial investigation to determine the cause. Corrective action will be introduced as necessary in order to eliminate a re-occurrence. Items involved in any incidents and /or accidents must not be interfered with or reused until released by the Health and Safety Manager.

A fatality, major injury, dangerous occurrence or “near misses”, as defined under RIDDOR 1995 will be recorded and reported as per the regulations. The Health and Safety Executive will be notified as soon as practicable.

All RIDDOR events are reported to the Incident Contact Centre (ICC) in Caerphilly. How to report:

Online at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone- all incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the incident Contact Centre on 0845 300 9923 (Monday to Friday 8.30am to 5pm)

### **REPORTABLE MAJOR INJURIES ARE:**

Any fracture, other than to fingers, thumbs or toes; any amputation

dislocation of shoulder, hip, knee or spine; loss of sight (temporary or permanent); chemical or hot metal burn to the eye or any penetrating injury to the eye;

electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hrs;

any injury leading to hypothermia, heat induced illness or unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent; acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;

acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material;

### **REPORTING OVER SEVEN DAY INJURIES**

A report will be sent to the enforcing authority if the injured person is incapacitated from work for more than seven consecutive days (excluding the day of the accident but including any days which would not normally be classed as working days e.g. Bank holidays and weekends). The regulation is not confined to cases of incapacity which keep injured people away from work, for example, if an injured employee turns up for work immediately following an accident and is, for more than three days, put on light duties which are not part of their normal work, then the injury must be reported. Any other accident involving incapacity for normal work for more than seven days (including non-work days) shall be reported in writing within ten days and will include transfer of work onto light work.

### **RECORDING THREE DAY INJURIES**

Records will be kept of any accident resulting in the injured person is incapacitated from work or them not being able to conduct their normal duties for more than three days.

### **DANGEROUS OCCURRENCE**

The HSE must also be informed of any dangerous occurrence, as defined by RIDDOR on Company premises. Dangerous occurrences relevant to the Company include:

The failure of electrical equipment due to short circuit or overload resulting in a fire or explosion which renders the equipment unusable for 24 hours or more, or if the incident has the potential to cause death.

The collapse or partial collapse of the floor or any wall of any building used as a place of work (includes walls being hit by vehicles).

An explosion or fire due to the ignition of any materials which results in the suspension of normal work activities for more than 24 hours.

The failure of any closed vessel or associated pipe work where the failure has the potential to cause the death of any person. This applies to fixed or moveable vessels, positive or negative pressure, whatever the contents (air, water or any other gas vapour or liquid). Incidents with the 'potential to cause death' would include scalding or burns arising from contact with steam, hot water or chemicals etc, or in the event of an explosion, someone being struck by the vessel or other projectiles.

## **OCCUPATIONAL DISEASES**

Where a person at work suffers from any of the occupational diseases specified under RIDDOR and his work involves one of the activities also specified against the corresponding disease, the responsible person will, having received a written statement prepared by a registered medical practitioner diagnosing the disease as one of those specified, forthwith send a report either on a form F2508A to the relevant enforcing authority or by some other means approved by the Executive. If any employee should be diagnosed as above and the diagnosis is one of the diseases listed below, guidance must be sought immediately so as not to delay reporting procedure if deemed necessary.

Reportable diseases include: Certain poisonings

Some skin diseases such as occupational dermatitis Lung diseases

Infections such as leptospirosis

Other conditions such as musculoskeletal disorders

The full list of Reportable Diseases is contained in the Regulations. **REPORTING & RECORDING ON SITE.**

Where the Company is acting as sub-contractor, all accidents shall be recorded in the Magic Beans Group site accident book with the Client / Principle Contractor notified accordingly should they require to record the accident details for their own purposes. In the absence of a specific site procedure, an accident investigation shall be carried out by Magic Beans Group H&S Director, and where required under RIDDOR, reported to the HSE (following the above / site procedure). Copies of all documentation shall be retained and distributed to the Client and Principle Contractor as necessary.

## 21. SITE SUPERVISORS

Site Supervisors will receive adequate H&S training to enable them to undertake this particular area of their job function and responsibility and to provide the necessary knowledge required in dealing

with breaches of health and safety with regard to the workforce under their jurisdiction. They will also report any other such breaches to the management representative of the principle contractor where they have no direct control.

- Ensure that precise instruction is given to the workforce with regards to the Site Rules.
- Where sub-contractors are used, these shall be assessed by the H&S Manager / nominated person in order to assess their skills competency, suitability and H&S Arrangements prior to works being commenced.
- Site Supervision will ensure that a safe system and method of works has been furnished by all sub-contractors in the form of Risk Assessment & Method Statements, and that all contractor personnel have read, and signed to indicate their understanding of them.
- Ensure that all work carried out within their jurisdiction is done so with minimum risk to the workforce, equipment and materials.
- Ensure that contractors and visitors to the premises are briefed of their responsibility to adhere to company rules and procedures. e.g. Site H&S Induction
- Ensure that all persons under their jurisdiction are trained and competent to enable them to carry out their task in a safe and efficient manner.
- Ensure that all notices required by legislation, are properly displayed and maintained.
- Ensure that PPE is available, appropriate, issued, maintained and correctly used.
- Ensure that accidents involving injury near misses and / or plant damage are recorded and the incident is reported to their line manager as soon as possible.
- To liaise and co-operate with Officers of the Enforcing Authorities.
- Ensure that staff are kept fully updated as to changes in rules and procedures.



## 22. THE WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS 1992

The Directors are responsible for ensuring adequate funds are available to provide the correct level of welfare facilities as required by the Workplace (Health, Safety & Welfare) Regulations 1992.

These Regulations cover a wide range of basic health, safety and welfare issues, and are intended to protect the health and safety of everyone in the workplace, and to ensure that adequate welfare facilities are provided for people at work.

All workplaces will be adequately ventilated. Fresh, clean uncontaminated air should be drawn from an outside source. Where mechanical ventilation systems (LEV) are used, they will be regularly maintained and up to date records kept.

Individual personal preference makes it difficult to specify a thermal environment that satisfies everyone. For workplaces where the activity is mainly sedentary, the temperature should normally be at least 16°C. If work involves physical effort it should be at least 13°C. Other Regulations and or processes may dictate alternate norms in work temperatures.

The Company will consider personal and environmental factors when making an assessment of the risk to staffs' health from working in either hot or cold environments.

Lighting will be sufficient to enable all people to work and move about safely. If necessary, local task lighting will be provided. Lighting and light fittings should not create any hazard. Portable lighting shall be restricted to 110v

Automatic emergency lighting should be provided where sudden loss of light would create a risk.

Workplaces, furniture and fittings will be kept clean and will have enough free space to allow people to move about with ease.

There are sufficient traffic routes, of sufficient width and headroom, to allow people to circulate safely with ease.

Floors and traffic routes are sound and sufficiently illuminated and the relevant signage in place. Avoid using these areas as temporary storage facilities. These often become permanent, and end up creating a hazard for visitors and staff.

The Company will ensure an adequate supply of fresh wholesome drinking water.

Suitable and sufficient numbers of washing facilities and sanitary conveniences are provided for all people working on the premises. These will be regularly cleaned and maintained.

## 23. YOUNG PERSONS IN THE WORKPLACE

### DEFINITION

For the purpose of the Management of Health and Safety at Work Regulations, young persons are those people who have not reached the age of 18 i.e. in their 16th or 17th year. Children are those people who are below the national school leaving age i.e. in their 15th or 16th year.

### RESPONSIBILITIES

Departmental Managers are responsible for interviewing and employing new employees. They will ascertain their age during interview. If they fall into the definition of children they are not to be offered employment. If they fall within the definition of young persons they will consider carefully the proposed work to be undertaken and the supervisory arrangements to be put in place.

The Management of Health and Safety at Work Regulations 1999 impose special duties on employers to ensure that suitable & sufficient Risk Assessments are carried out prior to any young person's commencing employment. This includes children on work experience.

Assessments will take into consideration the following:

The inexperience, immaturity and lack of awareness of risk of young persons the nature and degree of exposure to harmful tasks and substances

The form, range and use of work equipment and the way in which it is handled the organisation and process of activities

The extent of the Health & Safety Training to be provided i.e. job training, the company's overall approach to Health & Safety.

A specific risk assessment of the proposed employment of the young person will be carried out to determine what training and level of supervision he considers will be necessary.

Should the young person be employed, they will only be permitted to carry out those tasks for which a specific risk assessment has been carried out and then only in accordance with the control measures contained in it.

Where the Company offers a facility for school children to undertake work experience, it will carry out a specific induction course and design a suitable work program that will reduce the possibility of injury to that person. They will be written to allow for maximum training and supervision

Magic Beans Group as a company goes the extra mile and partakes in a stringent Governmental Safeguarding scheme which aims to protect Young persons, Apprentices and Vulnerable Adults from all kinds of mental and physical abuse to which they could be exposed to in the workplace

See Magic Beans Group Safeguarding and Recruitment Policies for more details

## **24. FIRE & EMERGENCY ARRANGEMENTS**

### Fire & Emergency

The H&S Director shall ensure that satisfactory and adequate emergency arrangements are in place in the event of a fire / emergency situation developing. Currently these are as per Regulatory Reform (Fire Safety) Order 2005 (RRFSO). A risk assessment of each site will be carried out and implemented at each site.

The premises are protected by smoke detectors / break-glass operated fire alarm systems that are routinely maintained by the service provider in shared offices or a sub contracted service provider in accordance with the manufacturers' recommendation and Fire Plan.

The Risk Assessment Fire Plan will be reviewed as and when any changes occur to the building fabric, business process, personnel, new technology or other factor(s) that may affect Fire / Emergency preparedness.

Adequate portable firefighting equipment is provided throughout the premises and serviced via a maintenance contract.

Fighting of fires is discouraged and is only to be carried out if:

- You have sounded the alarm if it has not already been activated
- The fire is very small and it is safe to do so
- You have been trained in the use of the firefighting equipment and you have have a clear emergency exit route to use if the fire should grow out of your control
- You are using the fire extinguisher to aid escape and evacuation

Adequate emergency lighting is provided on all exit routes. Records of checks on Fire Exit doors and Emergency lighting are retained in the Fire Log.

Fire Wardens are appointed, and trained in Fire Marshal Techniques via Approved providers. Training is renewed accordingly (2 years).

Arrangements for raising the alarm, whom and where to contact, responsibilities, evacuation routes in the case of a fire are displayed throughout the organisation.

Fire Exit signage of appropriate type and design depending upon the work environment, points to the nearest escape route and the identified muster point.

Where special processes occur, e.g. Chemical / substances, Local Authorities / specialist agencies will be involved in the Fire Plan.

It is vitally important that upon hearing the fire alarm all staff make their way to their designated Fire Assembly Points so that the Fire Marshall can properly brief the Fire Brigade on their arrival as to who may or may not have evacuated. Fire Brigade lives have been lost searching for persons who have safely evacuated and not bothered to report to the Fire Assembly point.

All staff working at third party sites, such as assessors and trainers, must ensure they receive adequate Fire Safety Training on site in order for them to evacuate safely if there is an emergency. All staff must follow the emergency procedures outlined by the site in which they are working.

In the event of a fire or emergency evacuation, the lift must not be used.

## 25. **FIRST AID & WELFARE**

### First Aid

Immediate and proper treatment of injuries and sudden illness can save lives and it is essential to reduce pain and aid quick recovery.

However, first aid must only be administered by appropriately trained and appointed first aiders

The Director will ensure that suitable and sufficient arrangements for First Aid at Work are in place. An appropriate number of people will be trained in first aid techniques and be available at each location (site and office). Additional provision will be made following assessment of the individual work place locations and increased as necessary. The assessment will take into account any specific hazards associated with the employee's workplace. All employees shall be informed of the availability, location and identity of the first aid person and facilities available at each location.

All appointed First Aiders shall be trained in accordance with the requirements of the Health & Safety (First Aid) Regulations. Renewal / refresher courses shall be undertaken to maintain validity of First Aid Certificates.

Routine checks on the contents of first aid boxes shall be undertaken by the nominated first aiders to ensure that they are compliant with the recommended contents for that size of box and that no item(s) have exceeded their use by date. Replacement contents shall be obtained via the approved supplier.

## First Aiders/Appointed Persons

Larger sites have first aiders and emergency first aiders who have received appropriate training

At all sites there must be at least one “appointed person” who is nominated to call the ambulance, police or fire brigade

Their names and contact details should be prominently displayed on notices on the premises

However, if the injury is serious, or if you have doubts about the person’s condition call an ambulance

### Key Points:

- Know how to summon a first aider/ appointed person
- Call for help immediately
- Bring the help to the casualty, not the casualty to the help
- Check to see the casualty is breathing
- Do not move an injured person except if they are in danger
- Do not administer any medicines
- If you believe the injury or sudden illness is serious or no first aider is available, call for an ambulance

## Occupational Welfare Facilities.

Should the occasion arise, the use of a competent external source will be sought in order to administer any occupational Welfare and Health requirements, e.g. inoculations, eyesight / audiometric screening, nursing, counselling services etc.

## 26. COSHH

The Magic Beans Group working environment is low risk office. Consequently, we do not use or produce any hazardous substances in our normal operations.

Staff working on third party premises may work in more hazardous environments which have been assessed and appropriate controls put in place.

However, contractors sometimes have to use Hazardous Substances labelled as harmful, toxic, corrosive, irritant, sensitising or inflammable and we make every effort to reduce their use by eliminating or substituting them with safer products

Should this situation change, in order to manage and control any hazardous materials and substances within the operations, the Director shall manage a control regime in line with the requirements of the COSHH (2002) Regulations. (Control of Substances Hazardous to Health)

To avoid the exposure to these hazardous substances most office cleaning is by cleaning contractors and is carried out after hours. Cleaning materials are to be locked away in the cleaner's cupboards

Information, instructions, and training shall be provided to all employees, should materials/substances and processes be introduced.

#### Contractors

Any subcontractors employed shall be expected to operate in line with the regulatory requirements in that every COSHH substance introduced over the premise threshold has to be COSHH assessed.

Sub-Contractors must provide documentation on the hazards/risks of all materials/substances brought on to project site. This information must be provided to Office / Site Management prior to the material/substance being delivered.

## 27. ASBESTOS

So far as is reasonably practicable, Magic Beans Group shall as required under the Control of Asbestos at Work Regulations, endeavour to protect our employees and other persons potentially exposed to asbestos, bearing in mind the risk to individuals' health arising from such exposure.

Exposure will be minimised through the safe management of any Asbestos Containing Materials (ACM's) in the workplace. This will fall under the responsibility of the H&S Director and shall take the form of Risk Assessment, written plan of control, limiting access to areas where ACM's are present, monitoring, maintenance and emergency procedures with the provision of information and warning systems should accidental exposure occur.

We shall determine if there is asbestos in any of its premises, its type, amount, and condition by commissioning an Asbestos Survey by a recognised and licensed (accredited) contractor.

The presumption will be that unless evidence is available to the contrary, the suspect material is an ACM. Should employees suspect the presence of ACM's, they are instructed to report this immediately to their line manager and H&S Director for investigation.

An up to date record will be kept in the form of an Asbestos Register. This will be used as an information source for workers and contractors in warning of the presence of ACM's where there is a foreseeable risk of a worker coming into contact with or possible asbestos products.

A plan will be established on how the risk will be managed. e.g. warning signs, repair and replacement procedures, approved contractors etc.

Where work with ACM's cannot be avoided, only HSE Licensed contractors will be engaged. Risk Assessments and Method Statements describing the control measures to be put in place, description of materials and equipment to be used within the Safe System of Working, and protective measures for asbestos workers and those in the vicinity shall be produced

Similarly for disposal of asbestos waste, only licensed waste contractors will be employed. The employee safety group will be consulted on all matters regarding ACM's.

Appropriate records of training, maintenance, inspections will be maintained, together where applicable, any occupational health surveillance information.

## 28. **MOBILE PHONES**

Mobile phones are often used at work and bring the added benefits of safety, efficiency and convenience to Magic Beans Group and its associates.

The following guidance should be followed when using a mobile phone

- Use a landline whenever possible
- Keep calls short
- Swap the use from one ear to the other from time to time to reduce muscle fatigue and localised overheating



A far greater risk is created by using mobile phones when driving.

Where possible:

- The use of mobile phones whilst driving is prohibited
- When driving, switch your mobile phone off or to stand-by
- If need be, ensure you park your vehicle before checking any messages and making calls
- Please note that if you are using a mobile phone and become involved in a road traffic accident, it will be taken into account by the police when considering any offence committed

## 29. **AGRESSION & VIOLENCE**

Our people have the right to perform their duties without fear of abuse or violent acts. We wish to protect and support you as far as possible whilst at work.

However, it is important to consider the possibility of being exposed to aggression and violence in the work place or when visiting other buildings.

Where such a risk exists suitable risk assessments are required and all individuals exposed to such risks should be made aware of their findings.

Appropriate training will be provided to relevant staff in order for them to recognise and deal with potential violent occurrences. This training will be periodically refreshed.

Should you find yourself in an aggressive situation:

- Remain calm
- Listen and ask questions
- Be honest
- Avoid crowds where it might escalate the situation
- Avoid resorting to violence
- Get help if the situation escalates beyond your control
- Report the incident to your line manager

NOTE The above is not to be confused with the Magic Beans Group Safeguarding Policy which offers a much greater range of not only physical protection particularly for younger persons and vulnerable adults – See Magic Beans Group Safeguarding Policy

### 30. **PREGNANCY**

Pregnancy is not an illness and the majority of pregnant women can work normally during their pregnancy, with full and proper support.

Certain physical conditions occur during pregnancy that should be taken into account when deciding whether the work poses a particular risk to expectant mothers for example, morning sickness and backache

The risk of injury resulting from manual handling activities can also increase as ligaments are often weakened by hormonal changes that occur during pregnancy

Increasing physical size may result in the need to review the amount of working space needed or the ability to wear PPE clothing

If you become pregnant you should notify your line manager as soon as possible so that any potential risks to you or your unborn child can be assessed and avoided. A pregnant worker risk assessment will be undertaken to ensure that work is not causing any risks to you or your baby.

As pregnancy is a dynamic, ever-changing condition it will be necessary to monitor your ability to undertake your work safely as your pregnancy progresses. You should, therefore inform your line manager of any changes during your pregnancy which may affect your work.

### 31. **DISABILITIES**

It is essential that the needs of people with disabilities are catered for in day-to-day activities and emergency situations.

Centre line managers must discuss individual requirements with the member of staff and learners to identify potential barriers to work or learning across their activities and within the premises they are located

Specific reasonable adjustments can then be identified and control measures implemented. The evacuation needs of the member of staff must also be considered and the appropriate personal evacuation plan developed.

Centre line managers are responsible for ensuring that people with a permanent or temporary disability (eg broken bone) have an up to date Personal Evacuation Plan (PEP)

Where staff are hosting a meeting or visitor on site, consideration must also be given to safe evacuation in the event of an emergency. The host should ascertain, prior to attending site, if any visitors require assistance and then make the required arrangement on site (eg consider the location of the meeting, evacuation requirements etc). Arrangements for the evacuation of visitors should be discussed with the site manager

For further information see the Equality Act 2010 or HR

NOTE It is only discriminatory to deny access to services and not to locations

## 32. SUSPICIOUS PACKAGES & DEVICES

It is essential that we all understand the related threats, risks and procedures in place to deal with suspect packages and devices

Anyone who has concerns over a parcel or a package should warn others not to touch the item and to contact their line manager who will advise the police.

You should be prepared to give the following information:

- Your name and location
- The exact position of the package or device
- Your suspicions regarding the package or device

If you receive a telephone threat you should :

- Let the caller finish the call without interruption
- Record or write down the message exactly and, if possible get it repeated

If the caller is prepared to carry on a conversation, encourage them to do so and try to ascertain:

- Where the device has been put
- What time it will go off
- Why it has been placed
- When and how it was placed

Follow any advice given by the police, fire wardens or other persons involved in the management of such a situation but also:

- Be prepared to follow emergency procedures when instructed (via public address or alarm)
- Listen carefully to the message or alarm signal being given
- Act positively and without panic

### 33. **PERSONAL SAFETY**

When working away from your normal place of work, notify your line manager or colleagues of your whereabouts and when you expect to return

Consider whether the time and method of travel pose unnecessary risks and avoid travelling late at night or in the dark

When working outside your normal work environment you must familiarise yourself with your host's health and safety arrangements.

Considerations when meeting people or visiting isolated or high-risk properties or locations should include:

- If you have to meet someone or visit an isolated premise alone and you are unsure, take a colleague with you
- Ensure your whereabouts is known at all times
- Always carry a personal alarm or mobile phone
- A risk assessment pre- departure may be necessary in higher risk undertakings
- The suitability of women or young people who may be at greater risk
- Medical issues
- Illness or accidents

#### Travelling

- Plan the journey
- Travel at times when there are likely to be lots of people around
- Never pick up hitch hikers
- Try to disguise or hide any valuables that you may be carrying e.g. laptop and iPods etc

#### 34. HOME WORKING

Home workers are employees who have been authorised to work from home. This excludes people who take work home occasionally, though they should of course work safely and correctly.

Irrespective of your work base status, the area of workspace set aside for home working is regarded as an extension of the company's premises from a health and safety point of view during the workers normal working hours.

Before becoming an authorised home worker, you will need to conduct an assessment of your work environment and have this passed to your line manager for approval. Alternatively arrange a home visit to ensure that you can work safely and effectively. To qualify as a home worker, you must ensure your work area is adequately lit, you have enough space and the area is free from any obvious hazards. Your desk, seating and storage should be safe and fit for purpose.

As a home worker you are required to complete the annual workplace assessment and DSE assessment for your workplace just as you would in the office and they would be reviewed by your line manager

Magic Beans Group is responsible for testing any electrical equipment supplied including Portable Appliance Testing (PAT)

### 35. **HOUSEKEEPING**

Neglecting good housekeeping can lead to accidents, fire and health hazards

All waste material should be cleared away regularly and particular attention must be paid to the storage of paper and other combustible materials.

Keeping the office safe and healthy is a shared responsibility. If you notice anything which you think is a potential hazard, you should not assume that someone else is dealing with the problem. Do your best to clear it yourself.

You can contribute to good housekeeping by:

- Keeping passageways clear, especially fire exit corridors and fire doors
- Not leaving desk drawers open
- Stacking and storing materials safely and not storing on top of cupboards
- Disposing of waste in bins provide
- Adopting a clear desk policy, and keeping workstations tidy
- Addressing trip hazards e.g. trailing cables, boxes, frayed carpets, faulty nosing's on stairs, personal items such as handbags or briefcases
- Cleaning spillages up as soon as they occur, including spilt beverages and oils
- Taking pride in your work area
- Taking some responsibility for communal areas
- Ensuring clear and unobstructed space is maintained around equipment and machinery

## 36. HEALTHY LIVING

The challenges that people face at work, home and through leisure pursuits can promote personal growth and improve individual performance. This usually contributes to our overall success. If, however an individual is faced with excessive demands that they feel unable to meet, then the positive aspects of pressure may be outweighed by the negative symptoms of stress

Reorganisation of your lifestyle, including the way you work, can help to relieve stress or reduce it to acceptable levels

Improving your wellbeing, taking exercise and reviewing your diet, alcohol and cigarette intake, can lessen the effects of stress on your body. Being able to relax is also beneficial

Magic Beans Group advises that if you feel stressed:

- Acknowledge that your stress may be a problem that needs help
- Allow time for relaxation
- Increase your physical exercise levels
- Talk things over with a colleague, manager or someone in the HR team
- Consult the Magic Beans Group Stress policy

### **Learner Health and Safety Policy**

The health and safety of learners is a fundamental value of Magic Beans Group and of the various Funding Bodies. Learners are entitled to learning that takes place in a safe, healthy and supportive environment. We also believe that safe learning is essential in order to maximise learner experience and achievement.

As a provider, we have a primary “duty of care” for the health and safety of learners. We have four guiding principles:

1. We will fully meet our legal obligations and duty of care to learners
2. We will ensure that our arrangements for health and safety are suitable and sufficient
3. We will take appropriate action where standards are not met or maintained by ourselves or work employers

4. We will promote the raising of standards for learner health and safety through support and if need be through challenging the employer as appropriate

## Organisation

Overall responsibility for Health and Safety in the company rests with Clare Parker-Doyle, Managing Director.

Day-to-day management of learner health and safety rests with Kam Chauhan. They are responsible for assessing the H&S standards within the organisation and for the organisation of Health & Safety Pre-vetting and monitoring of employers premises.

Academy and Centre Managers are responsible for the health and safety management and issues in the areas under their control.

Programme and Area Managers have overall responsibility for ensuring that their assessment staff meet their health and safety responsibilities in relation to learners.

## Entitlement

Learners are entitled to:

- Learning that takes place in a healthy and supportive environment    Competent supervision and support for their health and safety
- Appropriate and timely information, instruction and training
- A health and safety induction when starting their programme and when in any new workplace (including being shown round and having any health and safety matters pointed out to them).
- Information and training on any significant findings from an employer's risk assessment and any control measures.
- Regular reviews and assessment of health and safety understanding and practical application    Personal protective equipment and clothing when required free of charge to the learner
- Information in respect of what to do in the case of an emergency or in the case of an accident or ill health
- Information on the employer's health and safety policies and procedures
- Suitable and proper equipment and materials to use if part of the learning programme. Information on any restrictions or prohibitions that apply to them in terms of process, equipment, areas, vehicles etc.
- Be consulted on health and safety matters and participate in health and safety decisions as they affect them and their learning programme.
- Report any dangerous occurrence and refuse to do anything they feel is putting them in danger.



## **Responsibility**

Learners are responsible for:

- Co-operating with the employer for reasons of health and safety. Following health and safety rules and procedures.
- Following the information, instruction and training they are provided with. Not doing anything that would put them or others at risk
- Contributing to health and safety by reporting defects, dangerous situations or where they think health and safety can be improved
- Co-operating with their supervisor and following instructions given. Observing any restrictions or prohibitions that apply to them.
- Reporting any bullying or harassment to them.
- Wearing when required any personal protective equipment or clothing
- Not damaging or misusing anything provided for purposes of health and safety. Keeping their work area clean and tidy.
- Participating in any necessary health and safety training.

## **Competence**

Magic Beans Group Staff:

For certain functions such as formal health and safety audits and risk assessments, Magic Beans Group have an internal team which has a number of experienced health and safety practitioners who manage the health and safety systems for Magic Beans Group.

Magic Beans Group may recruit competent staff to perform internal and external health and safety duties, providing training as appropriate.

Assessors will receive specific training in respect of their health and safety responsibilities in relation to learners and employers.

## Learners:

Health and Safety is a specific topic in the learner induction programme, learner health and safety is re-enforced at the workplace through the assessment process for their qualification and through Employment Rights and Responsibilities as part of the Technical Certificate. Learner Health & Safety is a specific topic of the review process and is discussed with assessment staff.

## Control

### Employers and Learners

Magic Beans Group will conduct an Employer Health and Safety Assessment (pre-vet) for all new employers who must have a satisfactory health and safety management system before employed learners are signed up. If required the employers are provided with health and safety advice at this point.

As part of this assessment, Magic Beans Group will seek to assure itself that adequate supervisory controls are in place for learner health and safety.

As a result of this assessment each employer will be placed in a risk banding for follow-up monitoring visits. The control of this process is managed within Health and Safety Quality Assurance system.

Assessors have a key role to play. They are all occupationally competent and know the risks associated with their occupational sector. Learners are contacted or visited regularly during which the assessors have a responsibility to note any health and safety issues that may arise and bring these to the attention of the employer and the H&S department who may consider it necessary to arrange a monitoring visit.

## Co-operation

The company will seek to promote the co-operation of staff, employers and learners in the achievement of the "Safe Learner" goal.

## **Communication**

The primary two-way communication route with learners on health and safety issues rests with Magic Beans Group's assessors (through the learning and review process). All assessors have a mobile phone and learners can contact them at any time if they have any health or safety concerns.

Learners and employers are also supplied with Magic Beans Group's Academy / Centre and Head Office

phone numbers so that they can contact the Centre or Health and Safety Advisor directly.

## **Planning and Standard Setting**

### **Risk assessment & Risk control**

Magic Beans Group will conduct a Health and Safety pre-vet visit for all new employers who's health and safety management system must meet the requirements of the Funding Body before funded learning can take place.

In each case, having assessed and identified risk, an assessment is made of risk controls in place by discussion with the employer.

Risk assessments are also conducted on Magic Beans Group's premises, particularly in relation to use of display screen equipment. Risk controls will naturally fall out of the workstation assessment but learners and staff are also provided with training in appropriate use of display screen equipment in order to minimise risks.

## Measurement of performance

### Active measurement

Workplace reviews and inspection (Appendix 1)

As previously stated, all employer placements are “Pre-vetted” for health and safety prior to sign up. This assessment places each employer in a “risk banding” for monitoring visits as follows:

Skills Funding Agency - England

- Combined High visit within 3 months of vetting date and every subsequent 3 months unless the risk banding changes or a re-vet is required.
- Combined Medium visit within 6 months of vetting date and every subsequent 6 months unless the risk banding changes or a re-vet is required.
- Combined Low visit within 12 months of vetting date and every subsequent 12 months unless the risk banding changes or re-vet is required.
- Accepted with action plan re-assessed within 4 weeks.

### Reactive measurement

Injury/health investigation and reporting

Magic Beans Group has an established process (HSPR-12) for investigation of accidents, injuries, incidents and damage. This process is managed by the H&S Department. (Appendix 3)

Audit & Review

Ongoing effectiveness

Audit and review processes cover all aspects of the health and safety management system. Performance targets and measures will be analysed at least annually.

## Compliance

Audit and review will check compliance with the policy and legal requirements. The policy will be checked through routine audit of the H&S Departments QA system, customer feedback and staff attitude survey.

## Self-assessment and development plans

H&S is incorporated into the SAR process, and will follow the pattern of HSG65.

## Raising standards

Magic Beans Group is committed to improving its already excellent health and safety standards. We will use the various forms of data to inform continuous improvement.

## **Learner Health and Safety Policy - Appendix 1**

Ensuring the Learner Environment is Appropriate and Safe –  
Health and Safety Requirements of a New Contract (Employer)

### **Objective**

In order for a funded training provider to be able to deliver training on an employer's premises the provider must first assess the employer's ability to meet the standards set by the Funding Body in respect of Health and Safety. The Employer Health and Safety Assessment (Pre-vet) checks the employers H&S legal compliance it does not ask the employer to do anything over and above what is minimally required of them.

It is hoped the introduction of the Health and Safety Standards will ultimately raise industry standards and reduce accidents and lost time due to unsafe working practices.

Magic Beans Group will complete a Health and Safety Assessment on all organisations where it delivers training or Sub-contracted training in England. This process will be conducted prior to training being agreed because a negative H&S Assessment may result in standards not being met which contractually means training cannot be delivered.

The Assessment will involve a one to one completion, with a senior member of staff, of a Vetting document. The documents used by Magic Beans Group is a variation of one which has been recommended by the SFA, DfES & DWP thus ensuring Magic Beans Group comply with the contract requirements and accurately assess the placements standards. The key elements are the employer's management of health and safety, risk assessment, staff supervision and training. The findings of the assessment will enable the H&S Assessor to make an informed judgement on the H&S standards and if need be enable them to provide advice and guidance to further raise standards when possible.

To enable Magic Beans Group to make an informed judgement evidence will have to be provided by the employer, this will include the following:

- Number of employees
- Health and Safety Policy (where applicable)
- Completed Risk Assessment Records including COSHH (where applicable) Employer Liability Insurance
- Induction and H&S training Fire Risk Assessment
- Fire equipment provision
- Evidence of Accident Reporting Process First aid provision
- Machinery maintenance record (where applicable) PPE/C Provision, storage and replacement
- Competency of learner supervision

As well as the policies and records as stated above the Health and Safety Assessor will also observe the working environment in respect of:

Hazards that are present

Environmental hazards (such as space, ventilation, noise, lighting and cleanliness) Welfare facilities (such as rest rooms, toilet and drinking facilities)

Display of mandatory signs and other safety signs where applicable H&S monitoring and review

## **Learner Health and Safety Policy - Appendix 2**

### Learner Incident Management

As a response to the Funding Bodies requirement for funded organisation to report injuries and diseases (including fatal road traffic accidents) sustained by learners within the scope of RIDDOR. Magic Beans Group have a clearly defined reporting procedure in place to inform of such accidents and incidents.

The Employer (organisation to which the SLA applies) will be made aware of Magic Beans Group's legal and contractual requirements to inform the Funding Body of Learner incidents as described above. The employer must agree to inform Magic Beans Group of any such incidents. Notification should be made via the site assessor or Programme Manager if possible at the employer's earliest opportunity.

Magic Beans Group will follow the guidelines of the Funding Bodies Learner Incident Management process and reports the incident accordingly to their contract manager.

During the Employers Health and Safety Assessment process

1. The employer's representative will be made aware of the requirements to inform Magic Beans Group of learner incident as described under the RIDDOR Regulations. At this stage the employer is provided with contact details of the relevant person to report incidents to.
2. The employers understanding of RIDDOR will be assessed and guidance is provided if clarification is required.

Learner accidents and incidents are investigated by Magic Beans Group, following the guidance provided by the HSE 'Investigating Accidents and Incidents: A Workbook for Employers, Unions, Safety

Representatives and Safety Professionals' (HSG245) ISBN 0717628272' and the employer will be required to cooperate in this investigation if it is deemed necessary.



The employer must agree to grant access to Magic Beans Group's H&S representatives if the accident is sufficiently serious to warrant an onsite accident investigation.

The Funding Body is informed using their Learner Incident Management System or equivalent. The report will be submitted in line with contractual requirements and consideration is given to the causation factors involved, lessons learnt, emphasise is given on reassessing working practices and the environment in an attempt to reduce the likelihood of reoccurrence.

Magic Beans Group will provide advice and guidance to the employer free of charge if it required.

### **Learner Health and Safety Policy - Appendix 3**

#### Magic Beans Group Learner Standard 10 Mapping System Purpose

Funding Bodies have set standards in respect of funded learners health and safety, all Training Providers have a contractual requirement to ensure they meet these required standards. The Health and Safety Standards measure the effectiveness of the Employers Health & Safety Management System and the hazards and control measures specific to individual learners.

The assessment must capture individual information for each learner which includes the following:

- Their capabilities
- The learners working environment
- Specific hazards in the working environment
- Any Disabilities or Learning Difficulties
- Their supervisor
- Need for additional assessment or training
- Any prohibitions or restrictions
- Age and inexperience

When the standards were launched, the LSC and the Welsh Assembly produced sample H&S vetting documents which incorporated all the required areas to be assessed, these documents have been adapted by Magic Beans Group thus enabling the assessor to complete accurate assessments in

order to make an informed judgement on the employer's ability to meet H&S legislative requirements and to understand the additional needs of the learner, the hazards specific to them and any additional needs dependant on LD/D or age.

## Procedure

As a result of the Employer Health and Safety Assessment, outlined in Appendix 1, Magic Beans Group will be in a position to identify the employers Health and Safety Management System. The systems in place will identify their employees in the same way that the Standard requires for learners. For instance, the employer will identify employees:

- With a disability or learning difficulty
- Are under the age of 18
- Prohibitions or restrictions that are in place
- Line managers
- Training provided

Where possible Magic Beans Group will map the requirements under the H&S Standards with the employer's existing H&S Management Systems, ensuring suitable provision is given to ensuring identified learners have the appropriate training, assessments and any reasonable adjustment is made to facilitate the learner's employment and learning opportunities.

Auditing is carried out to ensure compliance by the employer of their own procedure. Magic Beans Group will identify learners, for example those with LD/D or under the age of 18 and seek assurance from the employer that the correct procedure has been followed and any additional controls, supervision or training has been put in place.