

MVP WORKSHOPS HEALTH & SAFETY POLICY

The relevant legislation is the Health and Safety at Work Act (1974)

1.1 MVP Workshops provides high quality work based after curricular courses in the creative industries for young people. This training should prepare learners for the realities of the work place and use the creative careers that attract disenfranchised young people as a vehicle to re-engage them in learning and to improve educational achievement, basic and key skills and their own confidence and motivation.

1.2 Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe premises and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for workers
- to ensure all workers are competent to do their tasks and to give them adequate training
- to prevent accidents and work-related ill health
- to maintain safe and health working conditions
- to review and revise this policy as necessary at regular intervals

1.4 All employees must:

- co-operate with supervisors and managers on health and safety matters
- not interfere with anything provided to safeguard their health and safety
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed in this policy statement)

2. Health and safety risks arising from MVP Workshops activities

- Risk assessments will be undertaken by the relevant member of staff
- The findings of the risk assessment will be reported to all relevant staff
- Action required to remove/control risks will be approved by the course manager
- The Manager will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks
- Risk assessments for educational visits and trips will be completed by Training staff and submitted to the senior management team for approval at least four weeks ahead of the planned trip taking place.
- Our assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

3. Health and safety risks arising from apprenticeships, traineeships and work experience placement activities

3.1 Managers responsible for the placement of MVP project attendees in apprenticeship and work placements will ensure have appropriate H&S arrangements in place and will ensure the following documentation is on file;

- Copy of employers H&S policy
- Copy of employers liability insurance and expiry date
- Completed risk assessment for activities where required / judged as an additional requirement – for example lone working, video shoot etc.

External / Industry Events

Where BCT students are involved in a volunteering / work experience capacity at external industry related events a risk assessment will be undertaken by the relevant contract manager / course manager / lead tutor and submitted to a senior manager for approval a minimum of 48 hours ahead of the event taking place and action required to remove / control risks will be undertaken before approval can be given.

Our assessments will be reviewed every 24 months or when the work activity changes, whichever is soonest.

4. Safe Premises

4.1 We consult with our employees by self-assessment report, all staff emails and staff meetings

4.2 The Workshop Manager will be responsible for:

- identifying all premises / equipment needing maintenance
- ensuring effective maintenance procedures are drawn up
- ensuring that all identified maintenance is implemented
- any problems found with premises/equipment should be reported to Manager
- the Manager will check that new premises and equipment meets health and safety standards before it is purchased

4.3 The Workshop Manager will be responsible for:

- identifying all substances, which need a COSHH assessment, undertaking COSHH assessment and ensuring that all actions identified in the assessments are implemented and checking that new substances can be used safely before they are purchased
- ensuring that all relevant workers are informed about the COSHH assessments
- Assessments will be reviewed every 24 months or when the work activity changes, whichever is soonest
- Relevant information can be found at: <http://www.hse.gov.uk/coshh/index.htm>

4.4 The health and safety law poster is displayed in a publicly viewable place at MVP Workshops locations. Health and safety advice, leaflets and other information is available from the senior management team.

4.5 All learners will receive a Health & Safety induction as part of their induction

4.6 Supervision of young workers and trainees will be arranged/undertaken by the relevant manager

4.7 The relevant manager is responsible for making sure that our employees working at other locations under the control of other employees are given relevant health and safety information

4.8 Induction training for all new employees will be provided and job specific training will be provided if deemed necessary

4.9 Training records will be held centrally and training will be identified, arranged and monitored annually.

5. Accidents, first aid and work related ill health

5.1 Health surveillance is required for workers in teaching, administration and management roles. Health surveillance will be arranged by the Workshop Manager for management staff, tutors and trainers at each centre and the records held centrally.

5.2 MVP Workshops will have at least two registered first aiders, who can be contacted at any time during the working day.

5.3 All accidents and cases of work related to ill health are to be recorded in the accident book.

5.4 The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the Governing Body.

5.6 MVP Workshops will inform the EFA and LEA of injuries and diseases to Learners within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 and fatal road traffic accidents. This shall be done by: in the case of education and training related fatal accidents and 'major injuries' (as defined in RIDDOR) - informing the EFA by email as soon as practically possible when the Training becomes aware of the event. For all RIDDOR events the Training will send to the EFA a completed Learner Incident Record Form and HSE 2508 within ten days of the provider becoming aware of the event. (HSE 2508 <https://extranet.hse.gov.uk/lfservlet/external/F2508DOE>).

6. Monitoring

6.1 To check our working conditions, and make sure our safe working practices are being followed we will develop a culture of Health and Safety that runs across all company activities and delivery services. The Workshop Manager is responsible for:

- Reporting accidents
- Investigating work related cases of sickness absence in liaison with the MD
- Acting on any investigation findings to prevent a recurrence

7. Fire and emergency

7.1 The Workshop Manager is responsible for making sure that a fire risk

7.2 APPENDIX A: ACCIDENT REPORTING PROCEDURE

MVP Workshops has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, to report certain types of accidents and incidents to the enforcing authority. In addition, Regulations 25 and 88 of the Social Security Act 1975 requires that an Accident Book is kept where 10 or more people are employed at the same time.

The Training system of reporting all accidents occurring to anyone at any of the sites where it carries out its undertakings provides the basis for our full compliance with the law.

In addition to the legal responsibilities for reporting accidents, the collection, collation and analysis of all accidents and 'near misses' occurring at the Training will help in the future prevention of such incidents.

Failure to report an accident may result in financial loss to the injured person.

The following procedures enable the Training to both fulfil its legal requirements and provide sufficient information for future accident prevention. Staff, students and contractors must become familiar with their own responsibilities under the procedure and ensure that they are fully implemented.

What needs to be Reported?

All accidents involving personal injury, no matter how slight, must be reported.

This means all accidents occurring at any of the sites MVP Workshops operates from, or while travelling between those sites, and involving any person whether staff, student, member of the public or contractor etc.

In addition, when an incident occurs that where but for providence an injury would have happened that too must be reported. For example, if a cupboard falls over or a tile blows off a roof, but nobody was injured on this instance, but might next time a report should be made.

All accidents and 'near misses' should be reported to the Building Manager and recorded in the accident book

Responsibilities of Students

Students must report as soon as possible all accidents in which they are involved to either the tutor in charge or another member of staff. The member of staff will ensure the accident is reported to the Workshop Manager

Students who witness an accident or 'near miss' should bring the incident to the attention of the 'tutor in charge' or another member of staff as soon as possible. Where there is any doubt as to whether the incident has been reported they must be reported to the Workshop Manager

In the event of a First Aider or other member of staff asking for an area to be cleared following an accident, students should vacate the area immediately.

Responsibilities of Staff

Accidents involving death or serious major injury (See Appendix Two) should be reported immediately by phone to the Managing Director and the Workshop Manager.

Major injuries are defined as follows:

- any fracture, other than to the fingers or toes
- any amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (whether temporary or permanent)
- penetrating injury to the eye
- any injury resulting from an electrical shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- any other injury leading to hypothermia or to unconsciousness, requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

Who will report an accident?

While any member of staff can report an accident, the primary duty lies with the immediate line manager in the case of accidents to staff and the 'tutor in charge' in relation to students. This will not always be possible and the completion of the accident form should not be delayed waiting for the appropriate person being available.

Whenever possible, staff who have had an accident should check with their line manager whether it has been reported. Accident claims can be delayed or refused if no record of the incident has been recorded.

Who will report a 'near miss'?

Any member of staff can report a 'near miss' without the necessity of informing their line manager. Obviously where the 'near miss' may affect other employees or student in the area the line manager should be told.

What needs to be recorded?

The form is designed to record the minimum details of an accident so that MVP Workshops can fulfil its legal duty, provide information for analysis and ensure that people injured are properly cared for. It will not always be possible for all information to be recorded at the time of the accident, but staff should endeavour to complete as much as possible without causing unnecessary delay or further distress to the injured person. The completed, or partially completed, form should be sent off without delay.

Information not available at the time of the accident should be collected as soon as possible after the event and forwarded to the Buildings Manager.

Any correspondence or further information relating to the accident should also be sent to the Buildings Manager.

Where should the form be sent?

Send the form as soon as possible to your line manager and the Workshop Manager.

Further Responsibilities of Staff

Staff have a further responsibility to co-operate with any investigation of an accident whether carried out by their line manager, Workshop Manager or outside agency. In addition, staff should not destroy, make alteration to, or throw away any object, material or substance that may be relevant to an enquiry as to the causes of an accident. Contact the Workshop Manager if you are unsure of what might be evidence.

Responsibilities of Line Managers

In addition to the reporting duties outlined above, line managers are responsible for notifying Training authorities of absences resulting from accidents and where injured persons are undertaking light duties.

In the case of an absence from work, or where the injured person is not doing their whole job for three days (not including the day of the accident itself), the line manager should report immediately the relevant facts to Buildings Manager.

Responsibilities of the Workshop Manager

The Buildings Manager is responsible for:

- where necessary, the investigation of accidents and 'near misses' that occur on Training property
- the collation and analysis of all accidents
- the reporting of all accidents, dangerous occurrences and employment related sickness throughout the Training to the enforcing authorities,
- the provision of a regular report to the Governing Body on the accident statistics,
- the provision of information for Solicitors and insurance companies relating to claims
- providing advice to the Training SMT on accident prevention.

Responsibilities of Staff Off Site

Staff in external hired spaces and other permanent external sites should report all accidents to the Workshop Manager.

Where 10 or more employees work at a site an Accident Book must be kept in addition to sending the Riddor 1 Form. (Accident Books can be obtained from the Buildings Manager).

Staff working in other people's establishments, such as evening classes in schools, should notify the providers/managers of the premises of any accident in addition to reporting the accident to the Training.

Reporting of Certain Diseases

In addition to accidents, the Training has a legal duty to report certain types of diseases to the enforcing authorities where the condition may have arisen from work activity. Any employee, student or trainee diagnosed as suffering from any of the diseases listed below should immediately provide the Buildings Manager with a copy of a written statement prepared by a registered medical practitioner.

<http://www.hse.gov.uk/riddor/>

MVP Workshops - Responsible staff as of September 2018

Managing Director – Samuel Vasanth
Director of Partnerships and Recruitment – Joanna Vasanth
Creative Director – Justin Bayley

Last updated	Next review	Person responsible
November 2019	November 2021	JV