



# HEALTH & SAFETY POLICY



## **M.E.A.T (Ipswich) Limited**

|                        |  |
|------------------------|--|
| Prepared by:           | Elaine Wright – General Manager and Safeguarding |
| Status & review cycle: | Officer  |
| Date approved:         | April 2024                                       |
| Review date:           | June 2025  |

### **Introduction**

MEAT is fully committed to developing and delivering against a Health, Safety and Welfare system providing for an environment which is safe and maintains individual's welfare.

This policy has been developed and is available on [MEAT website](#). From time to time additional or revised safety policies, procedures, codes of practice and other information related to specific issues or activities will be issued and incorporated during the review process.

All staff has access to an electronic copy of this Health and Safety Policy and are required to comply with any safety instructions relevant to their area of work; hard copies are available on request. Learners and others who may require it will be given relevant information and training pertaining to the policy.

### **Summary**

MEAT's Health and Safety Management System and associated processes have been developed under the principles outlined in [Health and Safety Guidance \(HSG\) 65 "Plan, Do, Check, Act"](#). MEAT is responsible for health, safety and welfare, through its Health and Safety System it delegates responsibility to those within the organisation.



## **Statement of Intent**

Commitment towards providing a safe and healthy working environment for staff, learners, consultants and visitors. It also acknowledges the important role and relationship between operating the organisation and controlling and understanding the associated risks.

## **Health, Safety & Welfare - 'Plan'**

The health, safety and welfare policy, identifies key post holders delegated responsibilities and details the expected behaviours of staff to maintain both the safety of themselves and others. Effective policy implementation requires a planned and systematic approach to how the organisation functions and its safe working and learning environment.

## **Performance Measurement- 'Check'**

The proactive approach continues through into performance measurement through developing and actively monitoring performance and to ensure how effective we are in identifying and mitigating risks. Performance indicators will be identified and developed; these will provide information on:

- Activities within – including staffing, curriculum area and consultants;
- Risk Evaluations – Identification and Mitigation;
- Reactive Data – Accident Reports, Near-Misses, First Aid, etc.

## **Review and Auditing- 'Act'**

To deliver a continually evolving system review and evaluation is critical to the management system through providing Feedback. This feedback is used in a number of areas:

- Policy and procedure development;
- To support review and evaluation.

Auditing of the processes and systems are a part of the Health and Safety and will be an evidence-based system. In cases this will be achieved through internal auditing complimented where deemed necessary with audits. In some cases, evidence will be based upon documentation, interview or observation.

## **Health and Safety Statement of Intent**

MEAT is fully committed to ensuring a safe and healthy working environment for all staff, learners, visitors and consultants working or visiting the premises. MEAT will continue to maintain and develop working conditions and practices which are safe and assessed to mitigate risk.

MEAT acknowledges its responsibility to ensure through its policies and procedures:

1. The provision of adequate information, processes, instruction, supervision and training;
2. A safe and healthy working environment with adequate arrangements for welfare are provided and maintained;



3. The continued development of its policies and procedures in both a proactive and, if necessary, following an incident, reactive manner;
4. Equipment and systems of work are safe, and present minimal risk to health and safe operation;
5. The control and safe use, handling, storage and movement of articles and substances.

MEAT will maintain effective consultation with staff and appointed Safety Representatives on matters relating to health and safety.

Management and staff are required to observe and comply with current Health and Safety legislation within the workplace and to do all that is reasonably practicable to avoid and/or minimise risk to themselves and others.

The requirements of this policy shall apply to the main office and workplaces that MEAT may use.

## **Health, Safety & Welfare Organisation 'Plan'**

### **The Plan**

This sets out the organisations structure for implementing its health and safety management policy, identifies responsibilities and details the expected behaviours of staff. We have a planned approach to how MEAT functions to ensure a safe learning and working environment. It is the responsibility of all staff to promote a positive health and safety culture through taking a personal and proactive interest in safety.

### **The Managing Director**

The Managing Director has responsibility for the management of health, safety and welfare matters for MEAT. In practice, all staff will have day to day responsibility in assisting the Managing Director and General Manager in discharging their statutory duties.

The Managing Director will be expected to ensure all relevant policies, procedures and other arrangements have been put in place to discharge their legal absolute and statutory duties, and that due regard is placed on achieving best practice and high health, safety and welfare standards in all areas. They will ensure that sufficient time and budget has been assigned to this goal, that a positive health and safety culture is promoted at all times, and that staff are supported in their task.

The Managing Director will ensure the team are suitably and sufficiently trained in health, safety and welfare standards and that they implement MEAT policies and procedures while providing feedback on the success of these.

In the absence of the Managing Director, the General Manager will be assigned the day-to-day responsibility for health, safety and welfare.



## **The General Manager**

The Health and Safety Lead appointed as 'competent person' to oversee the safety, health and welfare of the staff, learners, consultants and visitors to MEAT or any of its buildings or activities under its charge. They will support with providing safety advice to the organisation and arrange its approach to all health, safety and welfare matters.

The responsibilities of the Health and Safety include the following:

- Leading on matters of health, safety and welfare and related issues;
- Ensuring that all staff complete and record all reports and assessments that are required to comply with health, safety and welfare legislation and to support staff in preparation of such reports and assessments;
- Ensuring risk control is in place and where appropriate maintaining records;
- Staff receive the appropriate health and safety training.

## **Management Responsibility**

The Managing Director and Manager are responsible for ensuring that staff are working safely and that learners are studying safely.

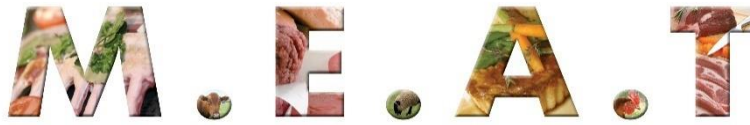
The responsibilities include the following:

- To ensure the safety of staff, learners and visitors. They must ensure they are adequately supervised as required;
- To ensure procedures and risk assessments are sufficient and in place, with controls implemented;
- To ensure staff are trained and competent, with safe methods and procedures are used and carried out when undertaking the task. Where necessary identifying training needs, including induction, of staff within their area responsibility;
- So far as is reasonably practicable, ensure that machinery, equipment and substances under their control are in a safe condition, that safety rules and statutory requirements are displayed and observed and that Personal Protective Equipment (PPE/C) is worn as required;
- Responsibilities for specific aspects of health, safety and welfare entrusted to identified individuals within their area are re-assigned when the individual is unavailable (illness, etc.).

## **General training:**

**All relevant employees will be briefed and receive training in the following:**

1. accident prevention in the operation of machinery and equipment;
2. accident prevention and health hazards when dealing with chemicals;
3. accident reporting/accident investigation and using HSG245;
4. fire emergency procedures;
5. good housekeeping and work code of conduct;
6. responsibilities under the current health and safety legislation;
7. the Agencies Health & Safety Standards;
8. the Health and Safety Policies and procedures manual.



All consultants, visitors and learners will 'sign in' and 'sign out' of M.E.A.T (Ipswich) Ltd premises via the Visitors Book held within the reception area.

MEAT will ensure that all Consultants, Visitors and learners are aware of, and conversant with, the Health and Safety Regulations and the Fire Safety Procedures within the Company's premises.

### **Compliance with general procedures:**

All Consultants, Visitors and learners will acknowledge their compliance with the Company's procedures by the 'signing in' and 'signing out' process as described above.

### **Training and instructions:**

All consultants, and their employees, visitors, learners and other persons will be given any necessary training or instruction required before commencing any work or activities on the Company's premises

### **Staff and learners**

All staff and learners have a responsibility to ensure the safety of themselves and others affected by their acts and omissions. Have a duty to co-operate with the Health and Safety Manager and/or the trainer, and any person upon whom a statutory duty is imposed for health, safety and welfare.

All learners completing their Apprenticeship Programme work towards Health & Safety and Food Safety L2 within the first three months of learning with MEAT.

### **Eyesight testing:**

All employees defined as users of Display Screen Equipment shall, upon request be provided with an appropriate eyesight test, free of charge. Basic spectacles will be provided free of charge if required.

### **Maintenance:**

**Display Screen Equipment shall be maintained in an efficient state, in efficient working order and in good repair so that:**

1. screen image is stable.
2. all controls are easily adjustable.
3. the screen tilts/swivels easily.
4. the seat is fully adjustable.

### **Workstation Training:**

All employees defined as users of Display Screen Equipment shall be given sufficient and suitable training and/or instruction regarding ergonomics and such working practices. All employees will be instructed to organise their workload, and to ensure regular breaks from screen work.



The responsibilities of staff and learners include the following:

- To ensure all activities are assessed, planned and adequately resourced. That documented risk assessments have been carried out, appropriate control measures introduced and personnel involved are adequately trained, instructed, protected (PPE) and supervised;
- To ensure that “near misses”, incidents and accidents are properly reported and recorded;
- To ensure all persons are aware of the First Aid procedure, Fire Precautions, emergency procedures and to ensure special arrangements are available for people with disabilities, including visitors, to enable their safe evacuation in an emergency;
- To follow the training received, the procedures created, and the instructions provided (in whatever form they take);
- Take reasonable care of own and other people’s health, safety and welfare;
- Comply with all aspects of health, safety and welfare legislation.

## **Alcohol and Drugs**

MEAT have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all employees, learners and similarly all those mentioned have a responsibility to one another. The use of alcohol and drugs may impair the safe and efficient running of the company and/or the health and safety of employees.

### **The effects of alcohol and drugs can be numerous; the list goes on:**

- Absenteeism (unauthorised absence, lateness, excessive levels of sickness)
- Higher accident levels (at work, elsewhere, driving to and from work)
- Work performance (difficulty in concentrating, tasks taking more time, making mistakes)

If performances or attendance at work is affected as a result of alcohol or drugs, individuals may be subjected to disciplinary action and, dependent on the circumstances, this may lead to dismissal.

It is Company policy to remove any persons under the influence of alcohol and drugs from the premises immediately.

## **Consultants and Employers**

Other employers and consultants attending MEAT have a responsibility to look after their own health, safety and welfare and that of their employees and not to put others at risk through their activities.

Whilst on MEAT’s premises consultants and visitors must:

- Take reasonable care of themselves and others who may be affected by their actions or omissions and co-operate with MEAT staff;
- Comply with the MEAT Health & Safety Policy and any associated procedure, codes of practice, guides or other instructions issued in respect of health, safety and welfare matters;
- Report all “near misses”, incidents and accidents, ensuring they are properly reported to the Health & Safety Manager and/or, the appointed MEAT contact.



## Members of the Public / Visitors

All members of the public and visitors to MEAT have a responsibility to look after both their own and others health, safety and welfare when they are on site. They must comply with warning signs and health, safety and welfare directions and instructions given to them by staff. MEAT expects them to report to a member of staff any concerns, accidents/incidents, near-misses or unsafe circumstances of which they become aware. Visitors are not expected to be left alone unless relevant safety induction training is given.

## Arrangements

MEAT to meet its duties under the Health and Safety at Work etc. [Act 1974](#) and associated legislation. MEAT has seven staff members who are all appointed First Aiders.

Trained staff and qualified First Aiders can be found at the following locations:

| <b>First Aiders</b> | <b>Location</b> |               |          |
|---------------------|-----------------|---------------|----------|
| Dave Munden         | Office 1        | Elaine Wright | Office 2 |
| Kevin Jaggard       | Office 1        | Hannah Denson | Office 2 |
| Stuart Davis        | Office 1        |               |          |
| Andrew MacDonald    | Office 1        |               |          |

We assess the risks to health, safety and welfare, implement appropriate controls and provide any necessary training and information. Health and safety management is kept under regular review.

## Fire Drills:

Fire drills will be conducted at a minimum of twice per year. Records of all fire drill will be kept.

| <b>Fire Marshalls</b> | <b>Location</b> |
|-----------------------|-----------------|
| Elaine Wright         | Office 2        |
| Kevin Jaggard         | Office 1        |
| Andrew MacDonald      | Office 1        |

## Fire Precautions

MEAT has conducted a Fire Risk assessment and employees will comply with the Fire Regulations and Fire Procedures.

- 1. Means of Escape:**
  - a. All employees will be made familiar with all means of escape from all the building in which they work and the fire assembly point (overflow car park).
- 2. Action in the event of Fire:**
  - a. All employees will be instructed in the actions to take in the event of fire.
- 3. Means of raising the Alarm:**



- a. All employees must be familiar with the means of raising the alarm.
  - b. All employees must be familiar with the sound of the evacuation signal and must evacuate as soon as the signal is given.
4. **Location and use of Fire Appliance:**
- a. All employees must know the location of the nearest fire appliances to their normal working station, and the general layout of appliances in the building.

No employee must use any fire appliance, unless they have been fully trained in its use or risk is deemed too high.

### **Workstation Training:**

All employees defined as users of Display Screen Equipment shall be given sufficient and suitable training and/or instruction regarding ergonomics and such working practices. All employees will be instructed to organise their workload, and to ensure regular breaks from screen work.

### **Employers premises/Work Placements**

The Government has standard health and safety clauses in all funding agreements and contracts. The clauses in essence require those that they fund to:

- Ensure learning takes place in a safe, healthy and supportive environment;
- Promote the safe learner concept; and operate an effective health and safety management system;
- Have adequate supervision;
- Ensure workplaces comply with relevant legislation.

MEAT Ltd will apply these clauses throughout the Organisation and to all Work Placements through a Service Level Agreement. Employers will be monitored and audited regularly to ensure that they meet at least the basic minimum requirements and are seeking to continuously improve their management of Learner health and safety.

No Learner on a government funded scheme will start their apprenticeship until a suitability assessment of that location has been carried out by a 'competent person'. Records shall be kept of all Health and Safety checks, monitored, checked and updated.

All work Employers Premises (Placements) are Risk Banded in accordance with M.E.A.T (Ipswich) Ltd Risk Banding system.

MEAT will ensure that Learners have adequate supervision, based on an assessment of risk and the specific needs of the individual Learner.

Employers who have government funded learners are required to comply fully with the health and safety reporting requirements under [RIDDOR](#). They are also required, in line with agreed terms and





conditions within their contract, to ensure that MEAT (Ipswich) Ltd competent person is informed of any accidents or dangerous occurrences or diseases that may have been incurred by learners on a government funded scheme.

MEAT competent person should receive all relevant information in relation to the accident within 24 hours, of the Employer becoming aware of the occurrence or in the event of a fatality the Government must be informed by the quickest means possible (Telephone, E-mail). The competent person will then undertake the necessary investigation using the Learner Incident Management System and HSE guidance.

## **Assessments and Hazards**

### **Workplace Risk Assessments:**

MEAT will make a suitable and sufficient risk assessment of the risks to employees who may be exposed to hazards whilst they are at work, and also to persons not in their employment whilst on M.E.A.T premises.

### **Risk Assessments Records:**

MEAT will maintain records of all risk assessments conducted: - the assessments will record sufficient detail to satisfy the Inspectorate if required. If circumstances change the risk assessment will be reviewed and modified as necessary. All risk assessments will be reviewed annually.

### **Preventive and Protective Measures:**

MEAT will take all measures necessary by following the risk assessment hierarchy of control:

- a) Eliminate hazard
- b) Reduce hazard
- c) Prevent contact
- d) Safe system of work
- e) Wear PPE
- f) Form a coherent policy and approach.

### **Attendees 1-day Course:**

All attendees are required to undergo basic Health & Safety training. Records must be signed, completed and filed.

## **General Housekeeping**

### **Cleanliness:**

MEAT will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.



### **General:**

Additional cleaning will be provided when necessary to clear up spillages or other soiling. Workstations will be kept free from waste. Care will be taken during cleaning operations not to expose any persons to risks arising from use of cleaning agents, trailing cables etc. The control of chemicals or other hazardous substances will be assessed as to comply with the [COSHH Regulations 2002](#).

### **Waste Disposal:**

The Company will comply with the Waste Management Regulations. It will ensure that all waste stored on the premises will be suitably protected and stored so as not to pose a health and safety risk either to staff, the public or the environment.

### **Recycling:**

All recycling must be placed in correct bins provided and emptied regularly.

### **Environment**

All staff dedicated to reducing their carbon foot print by ensuring monitors and equipment are switched off when not in use and aim to save energy.

### **Hazardous Substances**

MEAT will provide a safe working environment and safe procedures for the handling of hazardous materials and equipment as far as is practical. All employees will be advised of the Hazardous materials and equipment used and given suitable training in their safe use, storage and handling. All employees and contractors shall abide by the COSHH Regulations involving the use of hazardous substances and understand the hazards and safety precautions involved.

### **Other Inclusions: M.E.A.T (Ipswich) Ltd policy includes:**

1. the provision of an inventory of any chemicals in use (including those used by contractors) and identifying the use for each chemical.
2. provide Hazard Data Sheets from the manufacturers of each substance.
3. will/may seek advice from a Health and Safety consultant in respect of the COSHH records, and updating of records.
4. to provide suitable Personal Protective Equipment in accordance with the risk assessments.
5. to provide suitable Personal Protective Clothing in accordance with the risk assessments.

### **Work Equipment:**

#### **Basic Job Training:**

All employees and learners will be trained in the operation of machinery and equipment specific to their function, and employees are required to use all equipment correctly, utensils and in accordance with the training and manufacturers recommendations, suitable records must be kept.



### **All employees shall:**

1. Never remove, make in-operative or reduce the effectiveness of any equipment or machinery guard.
2. Never operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be made in-operative/or repaired at once, or removed from the premises.

### **Maintenance:**

MEAT will ensure that all work equipment is maintained in an efficient state, in efficient working order and good repair.

No young person under 18 years old or high needs learners to use/clean any dangerous machines.

No persons to use any machinery unless trained to do so.

### **Electrical Equipment**

MEAT will comply with the Electricity at Work Regulations with regard to electric shock and portable appliances, socket outlets, plug tops and switches.

MEAT will comply with the Electricity at Work Regulations and ensure that all wiring circuits are checked by a competent person at intervals as determined by legislation from time to time.

Only trained persons may be allowed to work with or near electrical equipment. Any contractor that is employed to work on or with electrical equipment must be qualified and have appropriate training before starting work.

### **Electrical Appliances:**

All electrical appliances must be earthed or double insulated. All frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must not be used until repaired by a competent person. Appliances that are suspect e.g., smoking, sparking or becoming excessively hot must not be used - isolate – attach signage and checked by an electrician.

Machines that have guards must never be used with guards removed or safety features by passed.

### **Portable Appliances:**

All portable appliances must be checked/ tested in accordance with British Standards and Health & Safety.

### **Manual Handling**

It is MEAT policy to have safe working procedures, and to comply with the Manual Handling Operations Regulations.



### **Assessment:**

A suitable and sufficient assessment of the Manual Handling Operations for the purpose of assessing the health and safety risks will be carried out by the competent person involving those that may undertake the function.

### **General:**

All employees will be given suitable and sufficient training in manual handling techniques, records in personnel files. Employees must not lift any items if they are unsure of the correct way to lift and they are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe and sharp without assistance.

### **Proactive Planning and Implementation – ‘Do’**

The arrangements for planning and implementing policy will be supported through:

- Safety policies and procedures – developing processes for MEAT use;
- Codes of Practice – guidance related to specific activities;
- Safety information – information of a general nature.

### **General**

The arrangements for implementation of the Health, Safety and Welfare Policy consists of systems and procedures that have been established to meet the aims and objectives outlined in the “Health and Safety Statement of Intent”. Additionally, some are in response to legislative requirements (statutory, absolute duties or otherwise) or examples of good practice.

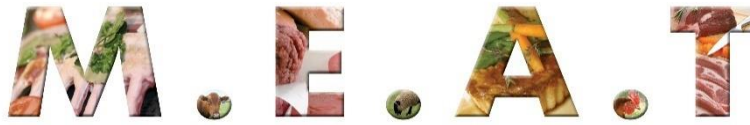
### **Consultation**

The need to involve all members of staff in health, safety and welfare matters is recognised as being essential for successful implementation of this Policy. Informal consultation should happen as a matter of course during normal day-to-day teaching and learning and delivery of all other tasks. In addition, staff and learners are encouraged to identify health, safety and welfare issues within their area.

### **Procedures, codes of practice, guidance and safety instructions**

Where (as a result of risk assessments) control measures are developed which meet legislative requirements or result in good health, safety and welfare practice, they will be adopted into daily use. These will be replicated and disseminated within MEAT.

The purpose is to ensure, so far as is reasonably practicable, consistency across MEAT. It may be necessary to adapt them to meet specific requirements of individual areas. All Procedures, Codes of Practice and Safety Instructions will be reviewed regularly and may be amended if there are changes in circumstances, accepted good practice or changes in statutory requirements.



## **Educational Trips, Visits & Work Experience**

### **Educational Trips & Visits**

MEAT takes the health, safety and welfare of its learners and staff very seriously in relation to Educational Trips and Visits and a suitable risk assessment process and procedure must be put in place and the trip managed by Trainers and the Managing Director. A suitable risk assessment of every trip and visit, must be undertaken in advance of MEAT Trip or Visit taking place, including providing details of these where necessary for the relevant learners. Forward planning and training are essential for successful trip organisation, and pre-visits may be required for complex occasions.

### **Implementing**

MEAT will decide on risk controls and put them into place. Relatively minor risks can be dealt with by a number of simply stated general rules and will usually be available to all staff in the form of the generic risk assessments.

MEAT will ensure that all staff have the necessary competency to carry out their task and to supervise them to make sure arrangements are followed. The Managing Director and Manager will all have responsibilities to ensure staff are adequately supervised as needed and that there is compliance with the arrangements.

Trainers hold a Level 3 Award in Review Health and Safety procedures in the Workplace.

### **Performance Measurement - 'Check'**

The proactive approach continues through into performance measurement through actively monitoring performance to ensure how effective we are in identifying and mitigating risks. Performance indicators will be identified and developed to a pre-determined standard; these will provide information on:

- The Environment – what's going on around us;
- The Past – what's happened so far;
- The Potential – what problems or dangers we might face.

These performance indicators reveal where improvements are needed. The success of action taken to control risk is assessed through active self-monitoring involving a range of techniques. These include examinations of both hardware (premises and substances) and software (people, procedures and systems), including behaviour.

### **Monitoring**

Day to day responsibility for monitoring the effectiveness of MEAT's Health & Safety Policy should follow normal managerial lines. However, there is a need for more formal monitoring with evidence being provided to ensure that the aims and objectives of the Policy are being met. The ways in which monitoring will be undertaken include:

- Reviewing risk assessments and the implementation of policies and procedures related to health, safety and welfare;



- Analysis of accident, ill-health, incidents, near miss and dangerous occurrence and investigation statistics;
- Failures of control are assessed through reactive monitoring which requires thorough investigation of any accidents, ill-health or incidents with the potential to cause harm or loss. In both active and reactive monitoring, the objectives are not only to determine the immediate causes of the sub-standard performance but, more importantly, to identify the underlying causes and the implications for the design and operation the health and safety management system as a whole, or in sections.

## **Review – ‘Act’**

To deliver a continually evolving system review and evaluation is critical to the management system through providing Feedback. This feedback is used in a number of areas:

- For internal consumption and management strategy;
- System and procedure development;
- To support external review and evaluation.

Reviewing health, safety and welfare performance is an on-going activity and planned appropriately to ensure it happens on a timely basis, particularly where no monitoring has stimulated it to occur.

## **Lessons Learnt**

MEAT will make every effort to share lessons learned from incidents with as many people who would benefit from it as possible. It recognises that if an incident subsequently occurred as a result from ineffective communications of similar conditions it would not only be regrettable but a failure in how the management of health, safety and welfare is conducted or controlled, or both. All efforts must be made to resolve safety matters satisfactorily and this recorded.

In some cases, incident reports may be shared with all relevant individuals. In other cases, an immediate safety alert may be issued as a result of a safety concern from staff or members of the public, or new safety information coming from statutory bodies (HSE, DfE, Environmental Control, Building Control, Fire Services, etc.). A formal action plan can be issued, and areas for improvement given to in order to structure their approach in order improve health, safety and welfare conditions over a given timeframe.

It is the responsibility of every member of staff to have due regard to the safety of others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law under the [Health and Safety at Work Act 1974](#), [Management of Health & Safety at Work 1999](#).

## **Safeguarding Young and Vulnerable Persons**

MEAT is aware of its responsibilities in this area and has a separate policy for the safeguarding of young persons and vulnerable groups, this policy is in line with the ESFA good practice guide [Safeguarding children and safer recruitment in education](#), and the [NIACE guidance Safer Practice, Safer Learning](#).

- Report any Health & Safety issues found on assessment visits;



- Maintain learner Health & Safety checklists in learner folders.

### **Responsible Persons:**

|   |   |
|---|---|
| <b>Overall Responsibility</b>           | Jane Dale   |
| <b>Position</b>                         | Managing Director   |
| <b>Responsible Deputy</b>               | Elaine Wright   |
| <b>Position</b>                         | General Manager   |
| <b>Competent Persons</b>                | Jane Dale/Elaine Wright   |
| <b>Health and Safety Audits</b>         | Jane Dale/Elaine Wright   |
| <b>Safety Inspections</b>               | Jane Dale/Elaine Wright   |
| <b>Safety Training</b>                  | Trainers - Level 3 Award in H & S and Allergen  |
| <b>Accident Investigation</b>           | Jane Dale/Elaine Wright   |
| <b>Workplace Suitability Assessment</b> | Jane Dale/Elaine Wright/Stuart Davis/<br>Kevin Jaggard/Andy Couszins/<br>David Munden/John Marshall |
| <b>Ongoing Workplace Assessment</b>     | All Trainers  |
| <b>Cyber Security</b>                   | Andrew MacDonald  |
| <b>First Aiders</b>                     | Andrew MacDonald/Dave Munden/Elaine Wright/<br>Hannah Denson/Kevin Jaggard/<br>Stuart Davis         |
| <b>Fire Marshalls</b>                   | Andrew MacDonald/Elaine Wright/Kevin Jaggard  |
| <b>Safeguarding</b>                     | Elaine Wright/Jane Dale   |

### **Please note the following Policies and Procedures fall under the remit of health, safety and welfare (the list is not exhaustive):**

- Safeguarding;
- Safety in Business Continuity Plans;
- Competence and Training;
- Hazard Reporting: Accident / Incident / Near-Miss and Ill Health Reporting;
- Risk Assessment;
- Safe Recruitment;
- Occupational Health;
- Managing Safely;

# M.E.A.T

- Stress Management / Wellbeing;
- Fire & Emergency Procedures;
- Intruder & Terror Events, & PREVENT;
- Provision and Use of Equipment at Work;
- Noise at Work;
- Workplace Equipment;
- Working at Height;
- Severe Weather;
- Educational Trips & Visits;
- Work Experience;
- Moving and Handling;
- Display Screen Equipment;
- Managing Challenging Behaviour;
- Violence & Aggression;
- Lone Working;
- COSHH;
- Slips, Trips & Falls.

Signed



**JANE DALE**

Managing Director

Reviewed: April 2024

To be Reviewed: June 2025