



## H&S-012-1.0a Health & Safety Policy

September 2025

### 1. STATEMENT OF INTENT

The Chief Executive Officer of Midland Group Training Services Limited recognises and accepts that under the Health and Safety at Work Act 1974, MGTS has a legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of employees across all training centres, and that MGTS has certain duties towards learners, the public and people who from time to time use the premises.

MGTS is committed to:

1. **Providing and maintaining safe and healthy places of work** and systems and methods of work, with adequate facilities and arrangements for the welfare of all employees and learners, and to protect all employees, learners, and visitors in so far as they come into contact with foreseeable work hazards.
2. **Providing all employees and learners** with the information, instruction, training and supervision that they require to work safely and efficiently.
3. **Developing safety awareness** amongst all employees and learners through comprehensive training programmes and ongoing communication.
4. **Providing a safe environment** for all visitors to the training centres, bearing in mind that these visitors may not be aware of the risks arising from aspects of use of the organisation's facilities.
5. **Encouraging full and effective consultation** on health and safety matters through all employees in the organisation and through the Health and Safety Committee. This consultation will take place on a day-to-day basis on immediate needs with the appropriate employee.
6. **Ensuring this policy is used as a practical document** and that its contents are fully publicised through appropriate communication channels and training programmes.
7. **Keeping details of this policy under constant review** and in line with changing health and safety practices and current legislation.

Information about specific aspects of Health and Safety contained in circulars or other documents from time to time must be brought to the attention of the organisation's Health and Safety Committees and through them to the attention of all relevant employees.

The Chief Executive Officer wishes to remind all employees that, under Section 7 of the Health and Safety at Work Act 1974:

*"It shall be the duty of every employee while at work:*

- *To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and*
- *As regards any duty or requirements imposed on their employer or any other person by or under any relevant statutory provisions, to co-operate with them as far as it is necessary to enable that duty or requirement to be performed or complied with."*

The Chief Executive Officer bears ultimate responsibility and provides leadership. Operational responsibilities are delegated to the Senior Management Team. The Senior Leadership Team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy

environment in which its employees, learners, contractors, and others can work.

## 2. OVERALL AND FINAL RESPONSIBILITY FOR HEALTH AND SAFETY

### Chief Executive Officer (David Bridgens)

#### Responsibilities of the Chief Executive Officer

The overall and final responsibility for health and safety is that of the Chief Executive Officer of Midland Group Training Services Limited. This person is responsible for personnel decisions and for formulating policy, therefore it is incumbent upon the Chief Executive Officer to act within the Health and Safety policy, and to work in partnership in supporting the management team in their responsibilities.

This will be achieved by the Chief Executive Officer by:

1. **Ensuring that the organisation's Health and Safety Policy** is implemented and monitored within the organisation
2. **Providing leadership** in developing a positive Health and Safety culture throughout the organisation
3. **Appointing a Health and Safety Committee** which will review and report upon matters of health and safety
4. **Ensuring that health and safety** is a regular item on the Health and Safety Committee's agenda
5. **Ensuring that the policy is reviewed** annually or when legislation changes require amendments to working methods
6. **Allocating adequate resources** for health and safety management and improvement initiatives
7. **Ensuring compliance** with all relevant health and safety legislation and regulatory requirements

## 3. RESPONSIBILITIES OF THE MANAGEMENT TEAM

### Senior Management Team

All Senior Managers (including Centre Leads, Team Leaders and Coordinators) have a responsibility to ensure compliance with Health and Safety legislation for the day-to-day running of each centre. Any delegation of responsibility for implementation to another employee must be approved by the Chief Executive Officer prior to any action.

The Senior Management Team will ensure that:

#### Policy Implementation and Management:

- The Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- A Health and Safety plan of continuous improvement is created and that progress in achieving agreed targets is monitored
- All staff are trained in how to access Atlas and the health and safety documents
- Employees designated with Health and Safety responsibilities are provided with training and support to enable health and safety objectives to be met

#### Culture and Communication:

- A positive Health and Safety culture is promoted and that employees develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- A system of communication and consultation with employees is established
- Meetings are held where Health and Safety issues can be discussed, progress made against objectives monitored, and actions decided in conjunction with the Chief Executive Officer

#### Risk Management:

- Risk assessments are completed, recorded, reviewed regularly and any changes are brought to the attention of employees who may be affected
- Completed risk assessments are implemented and any action required is monitored
- Health surveillance as identified by COSHH assessments is carried out
- Health and safety records are kept up to date and easily accessible

**Incident Management:**

- Health and safety notices are displayed in appropriate locations
- Accidents, ill health and 'near miss' incidents are reported, recorded and investigated, where relevant by the managers in conjunction with the appointed competent person, to the Chief Executive Officer and to the enforcing authority
- Contact with external organisations such as the emergency services is coordinated
- Adequate arrangements for fire and first aid are established, including maintaining the Fire Logbook and Accident Book

**Reporting and Improvement:**

- A procedure is established for the reporting of Health and Safety issues and that issues raised are considered for action
- An annual report on the safety performance of the organisation is prepared by the Health and Safety Committee and presented to the Board of Trustees
- Learners have opportunity within the curriculum to be informed of health and safety issues and encouraged to promote a safe and secure environment

**4. RESPONSIBILITIES OF EMPLOYEES**

To achieve and maintain high standards of health and safety within the organisation, all employees shall, in accordance with sections 7 and 8 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999:

**Personal Safety and Care:**

- Take reasonable care of their own health and safety and that of others and observe fully any safety rules and abide by the safety policy at all times
- Neither intentionally, nor recklessly interfere with nor misuse anything provided to safeguard health and safety and will avoid any improvising that may lead to unnecessary risks
- Not operate machinery that they are not competent or authorised to use and ensure they use the correct tools and equipment for the job and use any safety equipment and protective clothing provided

**Equipment and Tools:**

- Keep tools and equipment in good condition and report any defects immediately
- Cooperate with management on matters of health and safety
- Report all incidents, accidents or dangerous occurrences to their manager or Directors whether injury is sustained or not
- Report to their supervisor immediately, any defects in plant or equipment, or any obvious health risks

**Training and Procedures:**

- Attend any training designed to further health and safety knowledge and competence
- Be aware of fire and emergency procedures for all sites they work at
- Work to the highest possible standards of safety with regards to learners and service users
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use

**Note:** Non-compliance with health and safety policy or procedures may result in disciplinary action, which if appropriate can lead to dismissal.

**5. COMPETENT PERSON**

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999, the organisation engages the services of **Citation** as the competent health and safety advisor.

**Citation Services Include:****Policy and Procedure Development:**

- Assist the organisation in formulating the policy and procedures required to comply with health

- and safety legislation
- Assist the organisation to identify the risks and hazards which are associated with MGTS's work activities
- Assist the organisation to produce the appropriate risk assessments and safe systems of work required as a result of work activities

#### **Monitoring and Support:**

- Monitor the effectiveness of the organisation's health and safety management systems through site audits
- Monitor incident and accident statistics and investigate incidents where required
- Provide assistance to the organisation in provision of training for employees upon request

**Designation of Internal Health and Safety Competent Person:** In addition to Citation's services, MGTS has designated **David Bridgens** as the internal Health and Safety Competent Person with responsibility for:

- Day-to-day health and safety coordination and advice
- Liaison with Citation and other external health and safety professionals
- Internal health and safety training coordination
- Incident investigation and reporting
- Health and safety committee coordination

## **6. COMMUNICATION, TRAINING AND CPD FOR STAFF**

### **Induction Training**

**All new employees receive comprehensive health and safety induction training covering:**

- Overview of MGTS Health and Safety Policy and their responsibilities
- Site-specific hazards and control measures
- Emergency procedures including fire evacuation and first aid arrangements
- Risk assessment procedures and how to access relevant assessments
- Accident and incident reporting procedures
- Use of personal protective equipment where required
- Atlas system training for health and safety documentation access

### **Ongoing Training Programme**

#### **Annual Requirements:**

- All staff complete annual health and safety refresher training
- Fire safety training and evacuation drill participation
- First aid training for designated first aiders (refreshed every 3 years)
- Health and safety committee training for designated representatives

#### **Role-Specific Training:**

- **Teaching Staff:** Workshop safety, COSHH training, manual handling
- **Technical Staff:** Machinery operation, welding safety, electrical safety
- **TDAs:** Workplace health and safety, risk assessment in employer premises
- **Management:** Health and safety leadership, incident investigation, legal compliance
- **Support Staff:** Display screen equipment, manual handling, lone working safety

### **Continuing Professional Development**

- Regular updates on health and safety legislation and best practice
- External training courses and conferences for health and safety specialists
- Sharing of good practice across departments and centres
- Integration of health and safety considerations into all job-related training
- Professional qualifications support for health and safety coordinators

## **7. ARRANGEMENTS FOR IMPLEMENTATION**

### **Employer's Liability Insurance**

The Chief Executive Officer is responsible for insuring the activities of the organisation. MGTS will at all times maintain valid employer's liability insurance for a minimum of £10 million (exceeding the statutory minimum of £5 million).

Insurance certificates shall be displayed in prominent locations at both training centres where they can be read by employees, or made available electronically to employees through the Atlas system. A complete record of MGTS's employer's liability insurance history will be maintained for audit and legal purposes.

### **Atlas Health and Safety Management System**

Atlas is a web-based system that provides a comprehensive approach to Health and Safety management. The system is designed to:

#### **Documentation Management:**

- Record and store accident information with comprehensive incident tracking
- Produce, hold and manage risk assessments with regular review capabilities
- Maintain clear due diligence trails and policy documentation
- Store all work equipment records and advise of impending checks and maintenance

#### **Training Management:**

- Manage all employee training including provision of e-learning tutorials
- Store details of external training and certification
- Track training compliance and renewal requirements
- Provide competency assessment and skills matrix functionality

#### **All employees have personal logins to Atlas enabling them to:**

- Access risk assessments relevant to their work areas
- Complete mandatory health and safety training modules
- Report incidents and near misses
- Access health and safety policies and procedures
- Receive notifications of health and safety updates

### **Risk Assessment**

In line with the duty placed upon MGTS by the Management of Health and Safety at Work Regulations 1999, the organisation will ensure that comprehensive risk assessments are carried out for all work activities which pose a risk to employees and others. The principle 5 steps to risk assessment will be followed:

1. **Identify the hazards**
2. **Decide who might be harmed and how**
3. **Evaluate the risks and decide on precautions**
4. **Record significant findings and implement them**
5. **Review and update assessments regularly**

#### **Risk Assessment Management:**

- Risk assessments will be reviewed at least annually or when circumstances change
- All risk assessments relating to MGTS activities are held on Atlas
- Generic/Model risk assessments are available as templates but must be adapted to specific circumstances
- Where assessors cannot minimise risk to an acceptable level, findings will be reported to the Chief Executive Officer immediately
- All significant risk assessments require management approval before implementation

## **8. ACCIDENT/INJURY REPORTING PROCEDURES**

MGTS is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking. Although every effort will be made to prevent accidents at work, comprehensive procedures are in place for recording, reporting and investigation.

### **Reporting Process**

#### **Immediate Response:**

- All accidents, incidents and near misses occurring during MGTS activities will be reported/recorded on the Atlas system by the relevant first aider or Manager
- Reporting should be completed as soon as is reasonably practical after the incident

- Serious accidents requiring hospital treatment must be reported immediately to the Senior Management Team

#### **Atlas System Recording:**

- Minor incidents, accidents and near miss forms are completed under the Accidents and Ill Health module
- Accidents to non-students, hospital referrals, head injuries, unconsciousness, or equipment-related injuries are logged with enhanced detail
- Upon completion, Citation receives automatic email notification and advises on further action required
- Citation will determine if accidents are reportable under RIDDOR 2013 and submit reports on MGTS's behalf

#### **Investigation and Learning**

- MGTS is committed to investigating all accidents and incidents as a fundamental part of improving safe working practices
- Citation will aid with major accident investigations and recommend remedial action
- Investigation findings will be used to improve safety systems and prevent recurrence
- Annual analysis of accident trends will inform health and safety improvement planning

### **9. FIRST AID ARRANGEMENTS**

MGTS is committed to providing sufficient first aid provision to deal with injuries that arise at work or as a consequence of organisational activities.

#### **First Aid Personnel**

##### **Qualified First Aiders:**

- MGTS will appoint and train a suitable number of qualified first aid personnel to ensure at least one qualified first aider is present at each training centre during operational hours
- Contingency plans ensure first aid cover continues when qualified first aiders are absent or accompanying educational visits
- First aid training will be refreshed every three years with annual update training
- Additional training provided where required to deal with specific first aid hazards

##### **Additional First Aid Provision:**

- In higher risk areas such as training workshops and welding areas, at least one person trained to emergency first aid level will be available when areas are in use
- Adequate first aid provision for out of hours activities will be assessed and arranged
- First aid needs risk assessments conducted for educational trips and off-site activities

#### **First Aid Equipment and Facilities**

##### **First Aid Boxes:**

- All training centres have sufficient first aid supplies including clearly marked, readily accessible first aid kits
- First aid containers available within specific curriculum areas where increased risk exists
- Travel first aid kits maintained in minibuses and other MGTS vehicles
- First aid kits contain sufficient quantity of suitable materials and nothing else (no medications)
- Regular checks and replenishment of first aid supplies with records maintained

##### **Defibrillators (AEDs):**

- Each training centre has a defibrillator as part of first aid equipment
- Local ambulance service informed of make, model, location and access arrangements
- Defibrillators positioned within 2 minutes brisk walk of areas most likely to need them
- Clear signage indicating location and that no training required for use
- Weekly checks conducted with records maintained
- Staff receive periodic awareness briefings on AED use

##### **Blood and Body Fluid Spillage Kits:**

- Spillage kits available at each centre to deal with blood and body fluid spillages
- Centre Leads responsible for checking and replenishing kits regularly

- Staff trained in safe spillage management including use of protective equipment

## **10. SUPPORTING LEARNERS WITH MEDICAL NEEDS**

MGTS policy is to support learners who have medical conditions to attend their training. The organisation will support short and long-term medication needs and medical techniques where necessary for learners to continue their training.

### **Specific Medical Conditions**

#### **Epilepsy:**

- Parents/guardians (for under 18s) notified if learner has seizure while at MGTS training centres
- Staff awareness of learners with epilepsy while ensuring full participation in training activities
- Individual care plans developed for learners with complex needs

#### **Diabetes:**

- Identification and support systems for learners with diabetes
- Staff training on recognising diabetic emergencies
- Secure storage arrangements for medication with appropriate access procedures
- Emergency response procedures for diabetic comas or hypoglycaemic episodes

#### **Asthma and Allergies:**

- Staff awareness of learners with asthma and severe allergies
- Emergency medication storage and administration procedures
- Environmental controls to minimise trigger exposure where possible
- Clear emergency response procedures including emergency services contact

### **Educational Visits and Medical Needs**

- Reasonable adjustments considered to enable learners with medical needs to participate fully and safely
- Visit risk assessments specifically consider learners with medical conditions
- Medical emergency procedures established for off-site activities
- Appropriate supervision and support arrangements for learners with complex medical needs

## **11. SPECIFIC HEALTH AND SAFETY ARRANGEMENTS**

### **Training Centres and Workshops**

#### **Equipment Maintenance:**

- All equipment subject to routine maintenance ranging from hand tools to machine tools
- Only competent persons undertake maintenance of gas or electrical equipment
- Equipment isolated from power supply during maintenance through interlocking switches or unplugging
- Pre-use equipment checks recorded on appropriate forms

#### **Welding Operations:**

- Welding fumes collected by vacuum systems with appropriate filtration
- Local Exhaust Ventilation (LEV) available in all welding bays to remove fume at source
- Alternative LEV systems used when welding away from designated bays
- Weekly inspections of extraction systems with 14-monthly LEV examinations
- Staff and learner training on correct use of extractor hoods

### **Display Screen Equipment**

Assessment and control of health risks from display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992:

- Suitable and sufficient workstation analysis for all users
- Training/instruction on ergonomics and safe working practices via Atlas e-learning
- Free eye tests for habitual users with vision correction appliances where needed for DSE work
- Workstation risk assessments with adjustments provided where required

**Driving and Vehicle Safety****Vehicle Management:**

- Driving restricted to employees with valid current driving licence for vehicle category
- Periodic checking of employee driving licence validity
- Risk assessments for traffic movements in and around MGTS premises
- Collision reporting procedures for MGTS vehicles or vehicles carrying employees/learners

**Driver Requirements:**

- Competent and fit to drive assessment
- Annual submission of current driving licence copies
- Medical fitness requirements including eye tests every 2 years
- Immediate reporting of anything affecting driving ability (health, medications, licence changes)

**Vehicle Standards:**

- Regular maintenance to required legal standards
- Adequate insurance for vehicle, driver, occupants and third parties
- Breakdown support and recovery arrangements
- Additional tools and equipment for journey purposes
- No smoking policies in all MGTS vehicles

**Electrical Safety**

Compliance with Electricity at Work Regulations 1989:

**Installation and Maintenance:**

- Electrical installations in accordance with IEE Wiring Regulations
- Routine safety testing of fixed wiring installations
- Regular inspection and testing of portable and transportable equipment
- Competent person testing of second-hand or donated electrical equipment
- Asset register maintenance with up-to-date test and inspection records

**Safe Working Practices:**

- Isolation procedures followed when equipment not in use
- Live working prohibited unless absolutely necessary with permit system
- Only competent persons carry out electrical work
- All electrical training rigs used under appropriate supervision
- Regular PAT testing programme with clear labelling and record keeping

**Fire Safety**

Assessment and control of fire risks in accordance with Regulatory Reform (Fire Safety) Order 2005:

**Fire Prevention and Protection:**

- Appropriate firefighting equipment, detection and warning systems
- Emergency routes and exits maintained unobstructed
- Regular maintenance of firefighting equipment with suitable records
- Monthly fire safety hardware checks during site safety audits

**Emergency Procedures:**

- Emergency evacuation procedures with designated assembly points
- Termly fire drills with limited advance notice
- Special procedures for examination evacuation
- Re-entry prohibited until declared safe by fire brigade or senior person
- Staff encouraged to report fire procedure concerns

**Hazardous Substances (COSHH)**

Assessment and control of health risks from hazardous substances in accordance with COSHH Regulations 2002:

**Risk Assessment and Control:**

- COSHH assessments for all hazardous substances used
- Safe usage instructions and training for all exposed employees



- Appropriate personal protective equipment provided
- Supervisor monitoring of PPE usage
- Proper storage and handling procedures
- Spillage and contamination response procedures

### **Manual Handling**

Compliance with Manual Handling Operations Regulations 1992:

#### **Risk Reduction:**

- Mechanical devices used instead of manual handling wherever practicable
- Risk assessments for unavoidable manual handling activities
- Training covering principles of good lifting, risk assessment, and mechanical aids use
- Team lifting coordination procedures
- Load inspection and route planning requirements

## **12. HEALTH SURVEILLANCE AND MONITORING**

### **Health Surveillance**

Personnel exposed to known hazardous activities will be subject to suitable health surveillance:

- COSHH-related health surveillance for chemical exposures
- Noise-induced hearing loss surveillance for high noise exposure areas
- Hand-arm vibration syndrome surveillance for vibrating tool users
- Display screen equipment eye and eyesight testing

### **Monitoring and Inspection**

#### **Regular Inspections:**

- Citation undertakes 6-monthly site safety audits based on assessed risk
- Monthly Health and Safety inspections by designated managers using Atlas system
- Occasional spot checks by senior management team
- Annual policy review to reflect best practice and legislative changes

#### **Performance Monitoring:**

- Health and safety performance indicators tracked and reported
- Accident and incident trend analysis
- Training compliance monitoring
- Risk assessment effectiveness review
- Health and safety culture assessment through staff surveys

## **13. EMERGENCY PROCEDURES**

### **Emergency Evacuation**

#### **Fire and Emergency Evacuation:**

- Immediate evacuation upon alarm activation or emergency situation
- Assembly at designated assembly points with personal belongings left behind
- Roll call procedures to account for all persons
- Re-entry prohibited until declared safe
- Termly evacuation drills with evaluation and improvement

#### **Critical Incident Management**

Clear procedures for different emergency categories:

**Emergency:** Situations requiring immediate action (fire, serious injury, death)

**Critical Incident:** Traumatic events affecting welfare or causing organisational disruption

**Lockdown:** Security preservation procedures for internal or external threats

### **Gas Safety**

#### **Annual Servicing:**

- Gas boilers and associated flues serviced annually by Gas Safe registered engineer
- Suitable reports maintained following all gas work
- Employee prohibition from interfering with gas supplies

**Gas Emergency Procedures:**

- Immediate isolation and Senior Management Team notification for leaks
- 24-hour gas emergency service contact (0800 111 999)
- Evacuation procedures for serious gas emergencies
- Police notification if public at risk

**14. SPECIFIC RISK AREAS****Working at Height**

Compliance with Work at Height Regulations 2005:

**Hierarchy of Controls:**

- Avoid work at height where reasonably practicable
- Prevent falls where work at height unavoidable
- Minimise distance and consequences of falls where risk remains

**Equipment and Procedures:**

- Preference for A-frame ladders with guard-rails over single section ladders
- Regular ladder inspection and testing with records maintained
- Permit to work system for roof access
- Competent person risk assessments for all roof work
- Scaffolding alteration only by competent scaffolders

**Lone Working****Risk Minimisation:**

- Lone working only when absolutely necessary
- Third party notification requirements
- Effective communication monitoring systems
- Secure access and egress procedures
- Prohibition from hazardous tasks or confined space entry when alone

**Personal Protective Equipment**

PPE as last level of protection within hierarchy of controls:

**PPE Management:**

- Risk assessment to ensure PPE suitability
- Free provision of all required PPE
- Maintenance, cleaning and replacement arrangements
- Training and instruction on use and care
- Storage provision when not in use
- Employee consultation at selection stage
- Signed records of issue for all PPE

**15. VULNERABLE GROUPS****New and Expectant Mothers****Risk Assessment Requirements:**

- Risk assessment upon written notification of pregnancy
- Consideration of work type and working environment
- Job role adjustments where risk considered unacceptable
- Hierarchy of risk control: adjustment, alternative work, suspension

**Specific Provisions:**

- Frequent breaks from standing with seating provision
- Heavy lifting prohibition
- Reduced shifts on demand
- Warm protective clothing in cold environments
- COSHH assessment review for chemical exposure

**Young Workers (Under 18)****Special Considerations:**

- Risk assessment considering physical strength, size, health issues, learning difficulties
- Assessment of inexperience and lack of awareness
- Adequate supervision and appropriate training
- Clear instructions on prohibited tasks
- Enhanced induction training
- Regular competency assessment

### **Employees at Special Risk**

#### **Additional Considerations:**

- Personal circumstances affecting risk (medical conditions, disability, pregnancy, medication)
- Reasonable adjustments as Equal Opportunities employer
- Regular review of individual risk factors
- Confidential disclosure and support systems

## **16. ENVIRONMENTAL CONSIDERATIONS**

MGTS policy to help protect the environment through:

#### **Environmental Management:**

- Environmental issues consideration in business planning
- Regulatory compliance and authority cooperation
- Environmentally friendly products where possible
- Customer and supplier policy communication

#### **Resource Management:**

- Energy consumption control and reduction
- Water usage monitoring and minimisation
- Waste reduction and proper disposal
- Noise, dust, light emission control
- Traffic movement minimisation
- Continuous improvement in environmental performance

## **17. STRESS AND MENTAL HEALTH**

Recognition that workplace stress may be a health and safety issue:

#### **Stress Prevention:**

- Identification and reduction of workplace stressors
- Risk assessment inclusion of workplace stress hazards
- Key stressor identification with elimination/control measures
- Sufficient employee training for role discharge
- Workload and work hours monitoring
- Bullying and harassment prohibition

#### **Support Services:**

- Confidential counselling for work or external stress factors
- Management training in stress recognition and support
- Employee assistance programmes
- Mental health awareness training
- Early intervention procedures

## **18. Responsibilities Matrix**

#### **Chief Executive Officer (David Bridgens)**

- Ultimate accountability for health and safety performance
- Policy formulation and resource allocation
- Legal compliance oversight
- Board and trustee reporting
- External stakeholder engagement

**Quality and Compliance Manager (Jordan Geoghegan)**

- Health and safety policy implementation coordination
- Regulatory compliance monitoring
- Audit coordination and management
- Training programme oversight
- Documentation and record keeping

**Centre Leads and Managers**

- Day-to-day health and safety management at centres
- Risk assessment implementation
- Staff training and supervision
- Incident investigation and reporting
- Local safety culture development

**Designated Health and Safety Competent Person**

- Expert health and safety advice provision
- Risk assessment validation
- Incident investigation support
- Training development and delivery
- Citation liaison and coordination

**All Employees**

- Personal safety responsibility
- Policy and procedure compliance
- Hazard identification and reporting
- Training attendance and engagement
- Colleague and learner safety consideration

**19. RELATED POLICIES AND PROCEDURES**

This policy should be read in conjunction with:

- **Safeguarding Policy** - protecting vulnerable learners and adults
- **Equal Opportunities and Diversity Policy** - ensuring inclusive safety provisions
- **Data Protection Policy** - managing health and safety personal data
- **Whistleblowing Policy** - reporting safety concerns and violations
- **Emergency Response Procedures** - detailed emergency management procedures
- **Risk Assessment Procedures** - systematic risk assessment methodology
- **Training and Development Policy** - health and safety competency development

**20. MONITORING, REVIEW AND CONTINUOUS IMPROVEMENT****Performance Measurement****Key Performance Indicators:**

- Accident frequency and severity rates
- Near miss reporting rates
- Training completion rates
- Risk assessment completion and review rates
- Health surveillance compliance
- Employee safety culture survey results

**Review and Updates****Regular Review Schedule:**

- Annual comprehensive policy review
- Quarterly performance review meetings
- Monthly management safety meetings
- Immediate review following serious incidents
- Legislative change impact assessments

**Continuous Improvement:**

- Best practice benchmarking

- External health and safety consultation
- Employee suggestion and feedback systems
- Technology adoption for safety improvement
- Investment in safety infrastructure and equipment

## Contact Information

### Internal Contacts

**Chief Executive Officer:** David Bridgens

Email: [[david.bridgens@mgts.co.uk](mailto:david.bridgens@mgts.co.uk)]

Tel: 02476 630333, Ext. 755

**Quality and Compliance Manager:** Jordan Geoghegan

Email: [[jordan.geoghegan@mgts.co.uk](mailto:jordan.geoghegan@mgts.co.uk)]

Tel: 02476 630333, Ext. 730

**Health and Safety Competent Person:** David Bridgens

Email: [[david.bridgens@mgts.co.uk](mailto:david.bridgens@mgts.co.uk)]

Tel: 02476 630333, Ext. 755

### External Emergency Contacts

**Emergency Services:** 999

**Gas Emergency:** 0800 111 999

**HSE Incident Reporting:** 0845 300 9923

**Citation (Health and Safety Advisor):** 07921810919 (Richard Pearce)

### Training Centre Addresses

#### Coventry Training Centre:

Gulson Road, Coventry CV1 2JG

Tel: 02476 630333

#### Redditch Training Centre:

The Brook Bldg, Arrow Rd N, Redditch B98 8NN

Tel: 01527864865

*This policy demonstrates MGTS's commitment to maintaining the highest standards of health and safety for all employees, learners, and visitors. We recognise that effective health and safety management is essential for our educational mission and the wellbeing of our community.*

**Policy Owner:** Chief Executive Officer

Date	Summary of Changes	Version:	Author (Updated by):
01 August 2025	Policy 8 reviewed and added to new format. Old document control Policy 8 has now been superseded with H&S-012. Comprehensive update for regulatory compliance.	1.0	Jordan Geoghegan Quality & Compliance Manager

**Next Review:** See Document Control Register

Policy Approved By:



David Bridgens

**Chief Executive Officer**

05.09.2025