



MAGNUM OPUS TRAINING

ALTERNATIVE EDUCATION

Health and Safety Policy

Last Review Date: September 2024

Next Review Data: September 2025

Signed:

Mr S King

Education Director

Contents Page

1. Organisation chart
2. Employee/ Volunteer confirmation of reading
3. Section 1: Health and Safety Policy Statement of Intent
4. Section 2: Responsibilities
5. Section 3: Risk Assessments
6. Section 4: Display Screen Equipment (DSE)
7. Section 5: The Control of Substances Hazardous to Health (COSHH)
8. Section 6: Manual Handling
9. Section 7: Equipment
10. Section 8: Lone Working
11. Section 9: Young Persons at Work
12. Section 10: Management of Contractors
13. Section 11: Home working
14. Section 12: Violence and Aggression
15. Section 13: Mobile Phones
16. Section 14: Driving for Work
17. Section 15: Summary of Information, Instruction, Training & Supervision
18. Section 16: Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR)
19. Section 17: Emergency Procedures, Fire and Evacuation
20. Section 18: Work- related stress
21. Section 19: Smoking
22. Section 20: Alcohol and drugs
23. Section 21: Insurance

Organisation Chart

The Education Director ultimately holds responsibility of health and safety matters of all staff, volunteers and members of Public of who may come in contact with the activities of the organisation.

The Education Director holds the right to delegate responsibility to the Centre Administrators for the implementation of day-to-day policies and procedures.

The Education Director expects all staff, volunteers and members of the public to assume some responsibility in regard to their own Health & Safety around the site.

Section 1: Health and Safety Policy Statement of Intent

Magnum Opus Training is fully committed to ensuring the Health, Safety and Welfare of all our employees, volunteers and those other parties that may be affected by our activities. This statement of intent should be read in conjunction with our Health and Safety Policy and Procedures Manual.

We will endeavor to always maintain a safe and healthy working environment on our premises and, as far as reasonably practicable, any place where we carry out work activities away from our own premises.

We will ensure that the Health and Safety system is reviewed to ensure that it complies with legislation, is relevant and is suitable and sufficient for the needs of Magnum Opus Training. This policy will be reviewed annually or where there are changes to legislation or changes in personnel who hold specific Health and Safety responsibilities.

We will also ensure that the objectives are clear and that all changes to legislation will be understood and implemented.

We will strive to provide information, instruction, training and supervision to all employees and volunteers and provide competent staff to carry out their duties within the organisation.

Magnum Opus Training requires all employees to ensure they carry out their duty under the Health and Safety at Work etc. Act 1974 and all other relevant legislation. All employees (and volunteers) must co-operate with the organisation to carry out their health and safety responsibilities. To neglect these responsibilities would be seen as a direct infringement of the Health and Safety policy and will be dealt with through disciplinary procedures.

Name of person: Scott King

Title: Education Director

Signature:_____

Date: September 2024

Section 2: Responsibilities

Sections within this document specify responsibilities for the different aspects of Health and Safety in Magnum Opus Training However, in general, the following responsibilities apply:

1. Strategic overview is the responsibility of the Directors.

This includes:

- Ensuring that suitable and sufficient resources are provided as required and agreed. These would include: -
 - ☐ Finance
 - ☐ Training (including that of competent people)
 - ☐ Supervision
 - ☐ Information
 - ☐ Instruction
- Ensure that the organisation strives to maintain a healthy and safe working environment.
- Controlling the development and review of policy

2. Ongoing day to day implementation and monitoring of this policy is delegated to the staff.

As outlined in the above Statement of Intent, all employees / volunteers have a responsibility to cooperate with the organisation in health and safety matters, in the interests of themselves and others whom their actions or omissions may affect. They must never intentionally or recklessly misuse or interfere with the Health and Safety provisions.

Competent Advisor

Azoth Solutions will act as the organisation's competent advisor for the duration of their contract. They will help the the Education Director to fulfil their duties by providing advice and guidance in the said area and offer help and advice to all staff of the organisation.

Section 3: Risk Assessments

Risk assessment involves identifying all hazards, assessing the risks, and putting in place measures to reduce risk to an acceptable level and we constantly assess risks in our day-to-day life.

As an employer with a duty of care, Magnum Opus Training arranges the undertaking of risk assessments and conveys findings to those concerned before work commences. Risk assessments are a ***suitable and sufficient*** assessment of risk to employees, volunteers and others who could be affected by our activities and identification of control measures necessary to make the activity as safe as possible to undertake.

Risk assessment records

Magnum Opus Training maintains the significant findings of risk assessments as follows:

All risk assessment records can be found in the risk assessment folder saved on the companies shared Microsoft Teams Cloud Files [Risk Assessments](#).

General process

- Risk Assessments will be carried out in all areas where a significant risk is identified by staff.
- The findings of this assessment will be reported to Azoth Solutions and its Directors.
- This person will approve the action required to eliminate, rectify or make safe any risks identified.
- Assessments will be reviewed every 12 months or as changes to working practices or staff occur.
- All assessments will be kept electronic, and copies will be secured on computers onsite.
- Information about risk assessments will be conveyed to employees/volunteers through regular Staff meetings.

The following sections of this Policy and Procedure Manual contain information on key risk areas common to all organisations, which are governed by specific legislation.

They are:

- Display Screen Equipment
- Control of substances hazardous to health
- Manual handling
- Equipment
- Young people
- Lone Working
- Fire and Emergency Procedures

New and expectant mothers

New and expectant mothers are a key area identified in the Management Regulation updates of 1999 and require specific risk assessment to ensure that both the mother and the unborn child are not placed at risk.

Section 4: Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 (Amended 2002) include specific requirements for risk assessment for users of computers and liquid crystal display equipment, including laptop computers (if used as the main machine), as well as microfiche and process control screens, except for screens used predominantly for viewing television or film pictures.

Magnum Opus Training undertakes to identify all employees (and volunteers) classed as users and conduct DSE assessments as required by law.

Work Related Upper Limb Disorders (WRULDs)

The ergonomics of the workstation and equipment are important when working with display screen equipment, with bad design and incorrect equipment potentially leading to WRULDs. Whilst normally associated with secretarial roles, increasing use of DSE equipment leads to increased risk for all DSE users.

Common factors implicated in onset of WRULDs:

- Badly designed or incorrect workstation or equipment
- Repetitive actions
- Poor working posture
- Excessive time at a given task or in a specific position
- Psychosocial factors

Any potential symptoms of WRULDs must be reported to The Education Director.

Display Screen Equipment Users and Assessments

- The Responsibility for identifying people who are users of display screen equipment rests with The Education Director.
- Responsibility for ensuring assessments conducted rests with The Education Director.
- All assessments will be conducted annually or as-and-when the activity is changed, e.g. new employee, desk, workstation, office or software.
- If an issue arises, employees/volunteers should consult The Education Director.
- All DSE assessment records will be retained electronically.
- All employees (and volunteers) will receive training to a level of competency for the job at hand regarding the safe use of DSE equipment and software. This will be provided through CPD Staff initial training.

Section 5: The Control of Substances Hazardous to Health (COSHH)

The use, transportation and storage of chemicals and other hazardous substances in the workplace is regulated by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Identification, assessment and communication

- The person responsible for identifying all substances requiring a COSHH Assessment and for undertaking such Assessments is the The Education Director.
- The person responsible for informing all relevant employees about COSHH Assessments is the The Education Director.
- The person responsible for ensuring that any new substances will be assessed as required and all relevant employees made aware of the findings is the The Education Director.
- COSHH data sheets and Assessments will be kept electronically.
- Only competent people may use chemicals in the work area. A competent person in this instance is someone who has been trained in the use of the specific substance.

Section 6: Manual Handling

The Manual Handling Regulations 1992 (amended 2002) cover all aspects of load handling in the workplace.

Magnum Opus Training manual handling tasks will typically include:

- Boxes of various equipment
- Box Files
- Tables / Chairs
- Gym equipment

Manual handling Risk Assessments and control measures

- Risk Assessments carried out will have identified those operations that include manual handling and those that require a full Manual Handling Assessment.
- The risk assessment will include the identification of control measures required.
- Within the risk assessments, consideration will be given to avoiding manual handling where possible and appropriate. Where manual handling cannot be avoided, control measures in the risk assessment will include Support aids when lifting / professional guidance.
- Additional specific risk assessments will be undertaken as necessary for individual employees at risk e.g. pregnant women, those with injuries or medical conditions. The person responsible for carrying out such risk assessments for individuals is the line manager and this will be done through consultation with the individual by the Education Director resulting in drawing up the risk assessment.
- Completed risk assessments are located in the risk assessment file, in the online area. [Risk Assessments](#)
- The person responsible for identifying all areas requiring a full manual handling operation and ensure manual handling risk assessments are undertaken is the Education Director.
- The person responsible for ensuring that all relevant employees (and volunteers) are informed about the risks associated with manual handling in the tasks undertaken is the Education Director.

Instruction and training

- The following general manual handling awareness instruction will be provided for all staff: Manual Handling Training provided in the first week of induction.
- Manual handling instruction at an appropriate level will be given to all employees (and volunteers) at risk.

Marking weight

Nearly all commercial deliveries, e.g. of stationery supplies, are marked with a weight. If the organisation creates a load which is significant it will be marked with a weight or warning such as heavy item/ requires two people to carry.

Section 7: Equipment

All equipment used or purchased must be “fit for purpose” and comply with all relevant regulations relating to the area it is to be used. This affects all pieces of equipment for use at work and these are covered by the Provision and Use of Workplace Equipment Regulations 1998 (PUWER). There are a number of other regulations which also relate to equipment used at work, including electrical safety, CE marking, machine guarding and the Road Traffic Act.

Purchasing equipment

All equipment purchased must conform to the relevant safety standards as dictated for that equipment at the time of use.

- The person who carries the responsibility of ensuring that the equipment conforms to the required standards is The Education Director.

Existing equipment

- All existing equipment must comply with PUWER (Provision and Use of Work Equipment Regulations) i.e. is fit for the purpose it is intended for and complies with the current relevant legislation related to that type of equipment. Old electrical equipment may not comply with current legislation and therefore it should not be used. Any guards identified must be fitted before use and protective equipment must be made available. The person responsible for ensuring that guards are available, in place and that any protective equipment is made available is The Education Director.
- Before using equipment, employees/ volunteers should carry out the following basic process: inspection of equipment safety.
- Defective or unsafe equipment must be marked as such and removed from circulation until repaired by a competent person or destroyed.
- The person to whom any failures and defects should be reported is The Education Director.
- Instructions on the safe use of all equipment will be given as identified by risk assessments. Any instructions will be presented in written form as a safe system of work or method statement, or through demonstration.
- If further instruction is required, employees/ staff should seek additional guidance from The Education Director.

Testing electrical equipment

- The frequency for testing portable and transportable equipment will be determined by risk assessment. In low-risk environments e.g. an office, a visual inspection will normally suffice, in higher risk environments (out in all weathers, or used in extremes of temperature) more frequent and thorough testing will be required.
- A scheme/ timetable for inspection and testing of electrical equipment in the workplace will be drawn up by The Education Director. HSE guidelines below will be used in drawing up the scheme

for assessment.

- Inspections will take place on the following basis annually, using HSE guidelines.

Inspection and Testing of Portable and Transportable Electrical Equipment in a Low Risk Environment

Equipment / environment	User checks	Formal Visual Inspection	Combined inspection and testing
Battery operated (less than 20 volts)	No	No	No
Extra low voltage (less than 50 volts AC) e.g. Telephone equipment, low voltage desk lights	No	No	No
IT e.g. Desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Photocopiers, fax machines NOT handheld, rarely moved	No	Yes 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated equipment NOT hand-held, moved occasionally e.g. Fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated equipment HAND-HELD e.g. Some floor cleaners, hairdryers.	Yes	Yes 6-12 months	No
Earthed equipment (Class 1) e.g. electric kettles, some floor cleaners	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Cables (leads) and plugs connected to the above, extension leads (mains voltage)	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to
--	-----	---	--

Notes:

1. *This guidance is for equipment used in low-risk environments only. Frequency and testing regimes in higher risk environments should be defined by risk assessment.*
2. *Source: HSE*

Portable Appliance Testing (PAT) testing

A competent body specialist PAT company or individual, or electrician) will carry out PAT inspections in accordance with the scheme/timetable devised.

Equipment from uncontrolled sources

The position of the organisation regarding use of electrical equipment brought in from uncontrolled sources e.g. from employee/ volunteer homes is as follows: all external equipment brought on the premises of Magnum Opus Training has to be PAT tested before use.

Mains electricity testing

- In addition, mains electricity testing will be done on a 5 - 10 years basis by a competent person. Responsibility for arranging the mains testing rests with the Education Director.

Section 8: Lone Working

This section identifies the way in which Magnum Opus Training will ensure that lone workers are not exposed to additional risks by virtue of their lone working and identifies a process to ensure that risks are assessed and that control measures are in place.

Guidance for lone workers

- The following situations may require lone working within our organisation: 1-1 coaching sessions, wellbeing conversations, DSL meetings.
- Employees (and volunteers) are expected to follow the following general advice to minimise risks involved in lone working: in the instance of lone working all employees (and volunteers) are required to ensure they have a mobile phone / contact device on their person at all times. Employees (and Volunteers) are required to ensure First Aid equipment (such as a box / pouch) is accessible. If Employees (and Volunteers) are unsure or doubt any Risks or Health and Safety issues, Employees (and Volunteers) must contact a senior member of Staff. Should a meeting be required 1-1 with a student, the door should be left open where appropriate with a member of staff close by.

Prior to making a visit:

- Identify possible risks from initial reference, i.e. potential trouble spot areas, requested time of appointment, mental health problems etc.
- Ensure that all clients' names, addresses, appointment times, etc are noted with a colleague/ in the organisation's diary and that they know to check you have returned.
- It may be appropriate for you to be accompanied by a colleague in certain cases
- If you have serious concerns about your safety on any spell of lone working, then discuss these with The Education Director.

When making a visit:

- Ensure that you have your mobile phone with you
- When travelling in your car, keep valuables hidden and pay particular attention at traffic lights and times when you are stationary.

In the event of an incident occurring:

- Notify the office immediately. 07972870530.
- If felt appropriate, contact the police on 999.
- Try to avoid confrontation.
- If violence is threatened or you feel uncomfortable, withdraw from the situation as soon as possible
- It may be possible to re-arrange a visit with an accompanying colleague.
- Notify your Manager (or relevant person) of any incident.

When working alone in the office:

- Ensure all doors are securely locked where appropriate.
- Do not allow entry to any unknown person.
- Should an incident occur, contact the police immediately.
- In addition to the guidelines above, a risk assessment will be carried out if it is identified that employees are at risk when lone working, and the likelihood of this occurring.
- The risk assessment will take into account the nature and type of the operation that is being undertaken, emergency procedures, the risk of violence and the level and type of supervision available.
- This risk assessment will be undertaken with the cooperation of those who work alone, and will be recorded in the risk assessment folder.
- The risk assessment will be updated and reviewed annually, or when a different situation for lone working occurs or if new information relating to the risk is received.

Section 9: Young Persons at Work

Young workers (under the age of 18 are seen as being particularly at risk because of their possible inexperience, lack of awareness of existing or potential risks, and immaturity.

We recognise that children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings such as factories, construction sites, except when on work experience schemes approved by the local education authority.

As required in The Health and Safety (Young Persons) Regulations 1997, our organisation will take the following measures to protect young workers:

- Assess risks to young people under 18 years old before they start work.
- Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity.
- Conduct specific risk assessments for the work they will undertake
- As appropriate, provide information to the work experience coordinator/ parents about the risk and the control measures introduced.
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities. This will include taking into account whether the task is necessary for their training, whether risks have been reduced as far as is practical and the amount of supervision to be provided by a competent person.

Section 10: Management of Contractors

The Management of Health and Safety at Work Regulations 1999 are of particular importance in any client/contractor relationship. We recognise that as well as being responsible for employees and clients using your premises, the organisation also has a duty of care to contractors. This not only covers making sure that your premises are safe for the contractor to work there, but also making sure that they employ safe working practices.

Magnum Opus Training and its contractors have legal responsibilities under health and safety regulations dealing with specific hazards (e.g. the Control of Substances Hazardous to Health Regulations 1999, the Control of Lead at Work Regulations 1998 and the Control of Asbestos at Work Regulations 1987).

- The person(s) responsible for appointing and monitoring contractors is The Education Director.
- To carry out our duties under Health and Safety Law, this person will:
- **Identification of work:** Ensure that the work is clearly identified
- **Competence:** Check that the chosen contractor has a suitable level of competence for the task to be undertaken i.e. sufficient skills and knowledge to do the job safely and without risk to health and safety. This will be done by asking them for their health and safety policies/ asking them to adopt our policy, details of their qualifications, training records and references from previous clients.
- **Assess the risks of the work:** A risk assessment will be done and the results shared with the contractor. The contractor will be expected to carry out their own assessments and to share them with Magnum Opus Training We will agree an overall risk assessment and the preventative and protective steps that will apply when work is in progress. This includes the possible health and safety effects of our activities on contractors.
- **Provide information, instruction and training:** We will provide employees with information, instruction and training regarding the health and safety implications of the work being undertaken by the contractors and will expect all our contractors to do the same.
- **Co-operation and co-ordination:** We will ensure that there suitable and sufficient means of liaison with our contractors including regular meetings and briefings. They will; be informed of who to contact regarding any Health and Safety issues on site and given relevant information about the premises. We will also ensure that any other parties who may be affected by any work undertaken, e.g. neighbours are kept informed.

- **Consulting the workforce:** We will ensure that we consult all employees and volunteers as necessary reading any work that may have implications for health and safety either through direct contact, team meetings and informal discussions.
- **Management and supervision:** We will manage and supervise contractors to a level proportionate to the level of risk associated with any work. Relevant issues include:
 - equipment to be used
 - personal protective equipment provided by whom) and used
 - working procedures, including any permits-to-work;
 - the number of people needed to do the job;
 - Reporting of accidents and safekeeping of records and plans.

If any contractor does not meet any legislative standards or agreed health and safety standards, we will suspend the work until shortcomings are investigated and standards are met.

Section 11: Home Working

It is recognised that some employees/ volunteers carry out work from home. The organisation is aware that under the Health and Safety at Work Act, employers have a duty to protect the health, safety and welfare of their employees including home workers. Most of the Regulations under the HSWA apply to home workers as well as to employees working at the workplace.

These include;

- General management of Health and Safety
- Display Screen Equipment
- General equipment
- COSHH

Activities carried out from home which may have Health and Safety implications include:

- Handling Loads (lifting boxes, repetitive tasks etc)
- Using work equipment at home (computers, printers etc)
- Using electrical equipment for work at home (any electrical equipment used for work such as computers, printers, irons, heat sealers for packing)
- Using substances and materials for work at home (items that come under COSHH for example)
- Working with VDUs

Measures that the organisation takes regarding home working include:

- Carrying out risk assessments, complying with Section 3 of this policy and recording the appropriate action
- Checking on assessments on an ongoing basis or if there is a change in working conditions.
- Providing necessary instruction to staff
- Setting reasonable targets for completion of work

- Carrying out DSE checks

Section 12: Violence and Aggression

The Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 impose duties on organisations, including assessing the risk of violence, such as assault or verbal abuse, and protecting employees and volunteers from those risks as far as reasonably practicable.

Magnum Opus Training will endeavour to eliminate or reduce the likelihood of violence at work, recognising its risk to the individuals concerned and the detrimental effect on staff morale and the reputation of the organisation.

We will assess the risks to all our staff/volunteers and introduce all reasonable steps to minimise and control the risk of violence, verbal abuse or intimidating behaviour. These control measures within the risk assessments could include:

- Physical controls such as higher reception desks to reduce vulnerability
- Alarm points in rooms.
- Equipment might be issued such as personal alarms or mobile phones.
- Providing specific instruction or training to enable staff to minimise the risk
- Procedures in place for lone working (cross refer to the section)
- Restrictions on lone working in high-risk situations

Magnum Opus Training accepts that, in general, facing aggressive behaviour or excessive violence is not part of an employee's job/ volunteer's role and the reporting of such incidents will not reflect badly on employees/ volunteers.

- Employees/ volunteers should report to The Education Director if they experience any incident that subjects them to:
 - Physical assault, whether injury results.
 - Verbal abuse, shouting or swearing.
 - Threatening behaviour, with or without any form of weapon.

- Anything that they feel might damage their health through anxiety or stress.

Section 13: Mobile Phones

It is an offence to use a handheld mobile phone or similar device while driving or in certain other circumstances. The use of a handheld phone even when stationary, i.e. in a traffic jam at the traffic lights, is also an offence.

It is also an offence to use a device interactively to access any sort of data including internet, text or other images while driving. Using a personal digital assistant either with a data card inserted or connected to another mobile device via Bluetooth, infrared or any other means while driving may well be an offence.

Employees/ volunteers caught breaching this ruling will be personally liable to both a fine and penalty points on their license, as issued by statutory authorities.

Requiring our employees/volunteers to make or receive calls whilst driving is an offence. Therefore, the organisation does not require any staff to make or receive calls, except on hands-free equipment, whilst doing business for us.

When driving on company business

- All mobile phones (other than those in a fixed hands-free cradle) **must** be turned off.
- Hands-free equipment should only be used when the driver judges it is safe to do so).
- Whilst driving, you can make or receive calls whilst the phone is being held in a cradle.
- You can make a 999 call on a handheld phone if it would be unsafe for the driver to stop.
- We recommend that you record a personal message on your mobile phone voicemail, e.g. stating that you are unavailable/ driving and will return the call within 2 hours.

General Use

The link between mobile phone use and significant illness is not proven and there are opposing views, therefore common-sense precautions must be taken.

- Retrieve messages only when parked and engine turned off.
- Minimise mobile phone use and use landlines where possible.
- Avoid contact with the phone or antenna when making a call (personal hands-free kits will be provided where appropriate).

Limit exposure by ‘changing ear’ at short, regular intervals.

Section 14: Driving for Work

Staff / Volunteer Drivers

Staff and volunteers have a responsibility not to put themselves and others at risk and to co-operate with the organisation to ensure their own safety and the safety of the people they are working with, both other staff and volunteers and clients. Since over 3,000 people die on our roads every year, driving is a hazardous activity, and drivers should take every care to protect themselves and others by following the policies and the management system of the organisation.

They should:

- Report any organisation owned vehicle defects to the Director.
- Not drive a defective vehicle
- Be aware of what action needs to be taken in an emergency
- Participate in and implement the knowledge and skills gained from the driver training provided
- Inform their line manager of any health problems or personal circumstances, which could make driving hazardous
- Ensure that they are physically fit to drive
- Do not drive while under the influence of alcohol or drugs. (Drugs which adversely affect the ability to drive can be illegal, prescription or over the counter medicines.) Staff should check with their doctor or pharmacist if the drugs they are taking will affect their ability to drive safely
- Have their eyes tested regularly and ensure that any necessary corrective eyewear is worn
- Comply with the ban on mobile phone use while driving
- Ensure that line managers are aware of hazards and delays on regular routes so that journey times can be extended to take account of the circumstances
- Drive within speed limits and to the speed dictated by conditions, which can be less than the limit.
- Follow advice on route planning supplied by line management
- Allow sufficient time for planning the route, driving the route and the breaks needed to prevent fatigue
- When appropriate extra journey time and breaks should be built into the journey plan, to allow for bad weather, for example

- Be aware that fatigue will be more of a problem at certain times (there is an increased likelihood of falling asleep at the wheel in the afternoon and in the early hours of the morning)
- Stay calm and relaxed while driving and try to avoid situations which could lead to stress or road rage

Section 15: Summary of Information, Instruction, Training & Supervision

Consultation and communication

All employees (and volunteers) will be consulted regarding health and safety issues involving the activities they are taking part in, and all issues should be dealt with at source and at the time. Consultation/ communication will be through team meetings, one to one meetings & briefing sheets.

Display of Health and Safety information is via poster/leaflet, located on premises. This poster/leaflet contains details of employers' legal obligations, the local enforcing authority and the nominated competent person within the company.

This information should be read in conjunction with Section 2 of this Health and Safety policy, entitled Responsibilities.

Health and Safety advice can be obtained from the Health & Safety Executive (Director) as displayed on the Health and Safety Law information.

Instruction, training and supervision

- Any required training will be identified by The Education Director and arrangements made as soon as practicable.

Where an employee identifies a safety training need then they should raise it for consideration with line manager / The Education Director.

Training records will be kept electronically on the companies shared files.

Supervision will be provided at the level deemed necessary for the employees / volunteers, (e.g. young and inexperienced employees / volunteers, will have a higher degree of supervision than those who are more experienced).

Supervision will be provided by the directors and will take the form of Staff / Team Meetings. One-to-one management meetings. On job observations. Checks may also be carried out to ensure that risk assessment controls are being followed through observation of activities

Section 16: Accidents (including Reporting of Disease and Dangerous Occurrences Regulations RIDDOR)

First aid

- Magnum Opus Training has nominated staff trained in the use of first aid.
- First aid equipment is in the office.
- The person with responsibility for replenishing first aid kits is The Education Director.

Reporting accidents

- All accidents and first aid treatments, plus near misses, no matter how minor, will be reported in the accident logbook which is held in the teams shared location electronically and this is also to be reported to the The Education Director immediately.
- Any accidents requiring the use of the emergency services must be dealt with prior to recording in the logbook.
- Serious injury involving emergency services or absence from work for more than 3 days should be reviewed and reported to the HSE under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations). Informing the HSE for reportable incidents will be undertaken by Scott King. Accidents or near misses can be reported in the following ways:

Telephone 0845 3009923
Fax. 0845 3009924
E-mail riddor@natbrit.com
Web site www.hse.gov.uk/riddor/

Asbestos and Lead at work are covered by specific legislation and should be treated accordingly. (Further information can be obtained from the HSE website at www.hse.gov.uk)

Categories of accidents covered by this reporting procedure are as specified on the HSE RIDDOR website <http://www.hse.gov.uk/riddor/guidance.htm>

The responsibility for ensuring that accidents are reported, investigated and that counter measures are taken to prevent a reoccurrence lies with the Directors.

Near Miss Incidents

A near miss incident represents an event that does not cause injury or damage to property but has the potential to cause significant injury or property damage. The person responsible for carrying out investigations of near miss incidents is the The Education Director. The person responsible for ensuring other parties are informed and will monitor the progress of any actions to be taken to prevent a recurrence is the The Education Director.

Dangerous Occurrences

A dangerous occurrence represents an event that normally involves damage to property and has the potential to cause serious injury. Dangerous occurrences are clearly defined within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, Schedule 2. Employees and volunteers should report dangerous occurrences to the Directors as soon as practicable. Where the occurrence is reportable under RIDDOR, the person responsible for ensuring that the HSE are informed is The Education Director.

Potentially Disabling or Disabling Accidents

Potentially disabling injuries represent any injury suffered whilst at work, which requires the injured party to seek treatment from a qualified medical practitioner. A disabling injury represents an injury where the injured person is unfit for work on the day following that on which the injury occurred. Potentially disabling or disabling accidents will be reported to the Directors as soon as is practicable and will be the subject of an immediate investigation. The person responsible for ensuring that the Health and Safety Executive is informed as deemed necessary is The Education Director.

Major Accidents.

A major injury represents an injury resulting in broken bones (other than toes and digits) and any injury that results in a person being detained in hospital for a period greater than 24 hours. In the event of a major accident, all appropriate personnel will be informed as soon as practicable. The person responsible for ensuring that the Health and Safety Executive is promptly informed is The Education Director. Initial investigations at the site of the accident will be carried out to ensure that there is no disturbance of evidence or items that could have contributed to the cause of the accident. This investigation would be, where practicable, carried out by The Education Director.

The initial investigation would be followed up by a detailed investigation. On completion of this investigation, a report on the findings, including details of short- and long-term actions, together with time scales required to prevent recurrence, will be drawn up.

Fatal Accident

In the event of a fatal accident, the area of the accident will be isolated, and nothing will be moved or interfered with, except by the emergency services or where action is required to protect others who may be at imminent risk.

The person responsible for informing the Health & Safety authorities by telephone as soon as possible is the Directors. Full co-operation will be given by personnel throughout all levels of the company to the Health and Safety Executive representatives conducting any investigations.

ALL ACCIDENTS MUST BE RECORDED IN THE ACCIDENT BOOK NO MATTER HOW MINOR THEY SEEM AT THE TIME.

Section 17: Emergency Procedures, Fire and Evacuation

Fire risk assessment

It is the responsibility of The Education Director to ensure that the fire risk assessment for the building, floor, office that your organisation occupies has been completed on an annual basis.

Regular checks

- Escape routes will be checked regularly on a Monthly basis by The Education Director or by a nominated competent person.
- Fire extinguishers are serviced and maintained annually by a competent person from Magnum Opus Training. The person in the organisation responsible for organising the checks is The Education Director.
- Fire drills will be carried out regularly to ensure that evacuation procedures are effective. Records will be kept showing the following: date, time, people present and notes. The records will be kept in the online shared file.
- Fire alarms will be tested once per week on a Friday to ensure that they are functional and can be heard by all areas. Responsibility for checking fire alarms and keeping records of testing lies with The Education Director.

Training and instruction

Fire Alarm- The following process will be displayed around the club in various locations

- The alarm is to be raised by (breaking the break glass point within the premises that will activate the audible fire alarm.
- The fire assembly point for this building is the Car Park.
- On hearing the fire alarm, proceed to the nearest exit and then to the assembly point. Do not endanger yourselves or others by stopping to gather personal possessions.
- Ensure everybody evacuates to the assembly point.

- Do not operate fire extinguishers unless you have received instruction on how to do so. Do not endanger yourself or others by attempting to fight the fire.
- The senior person on site shall take a roll call at the fire assembly point.

ENSURE you follow the procedure as it could save lives, including yours.

Section 18: Work- Related Stress

Although a degree of pressure and challenge may well be beneficial and aid people in their work, the HSE defines work related stress as “the adverse reaction people have to excessive pressures or other types of demand placed on them”.

Stress may demonstrate itself in a variety of symptoms, including drop in productivity, aggression, lateness and increase in sickness days and headaches.

The following processes will help the organisation to identify factors which may lead to work related stress:

- Demands -are staff able to cope with the demands of the job?
- Control - do staff have some say in the way they do their work?
- Support - do staff have adequate information and support?
- Relationships - are staff subject to unacceptable behaviours e.g. bullying?
- Role - do staff understand their role and responsibilities?
- Change - are staff kept informed during periods of organisational change?
- Consideration of roles e.g. volunteers who befriend terminally ill people may suffer stress due to the burden of supporting the dying person and their family.
- Consultation with employees/ volunteers either through one to one meetings, having an ‘open door policy’, team meetings etc so that potential issues are raised well in advance-before they escalate. Individuals should be encouraged to raise issues sooner rather than later so that support can be put in place. Issues are usually raised with line managers. Establishing a regular opportunity for staff and volunteers to talk through workplace issues can prevent many situations getting out of control.

If an individual feels that he/she is under stress, they should raise with the line manager before it escalates.

If work related stress is identified, the support processes put in place may include:

- one to one discussion,
- analysis of work processes,
- Recuperation time or temporary or permanent role changes.
- Conduct a 'return to work' interview following absence due to stress (or sickness related absence) to check that the person is fit to work and to plan their schedule so that they can manage their workload/ tasks.
- Temporary reduction in working hours
- Temporary adjustment in working duties e.g. reduced workload if appropriate
- Additional training or support
- More flexible working arrangements
- More regular supervision if appropriate

Section 19: Smoking

This policy section has been developed to protect all employees, volunteers, service users, customers and visitors from exposure to second-hand smoke and to comply with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Smoke Free Policy

Our workplace is smoke free, and all employees have a right to work in a smoke free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace.

Implementation

Overall responsibility for policy, implementation and review rests with The Education Director. However, all staff, volunteers and visitors are obliged to adhere to and support the implementation of this nonsmoking policy.

The person responsible for informing all existing employees, volunteers and contractors of the policy and their role in its implementation and monitoring is The Education Director

Appropriate 'no smoking' signs will be clearly displayed in the following places:

- At the entrances to premises
- Within the premises

Non Compliance

If a member of staff / volunteer does not comply with this policy this may result in disciplinary procedures.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

[Information on giving up smoking can be obtained from the NHS Smoking Helpline on 0800 169 0169.](#)

Section 20: Alcohol and Drugs

It is Magnum Opus Training's aim to ensure the provision of a safe working environment and a high standard of safety for its employees, volunteers and clients. It therefore has the responsibility to recognise the potential health and safety risks within the working environment which may occur because of alcohol and drug abuse or the effects of long-term or temporary use of prescription medication.

Legal Obligations

The organisation would be committing a criminal offence by ignoring the principal legislation in the UK for controlling drug and alcohol abuse. There is a legal requirement under Section 2 of the Health and Safety at Work etc. Act 1974 to "ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees". Section 7 of the Act requires "employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work". In addition, the Transport and Works Act 1992 imposes strict regulations regarding the alcohol and drug levels in those staff working in "safety critical" posts, for example driving vehicles and operating machinery.

Awareness, reporting and consequences

- This policy aims to make all personnel within the organisation aware of issues relating to the effects of drug and alcohol misuse in the workplace and the need to understand the potential for some prescription medication to cause either long-term or transient effects on work capabilities.
- Staff and volunteers should not come to work if under the influence of drugs or alcohol or if they have been advised by a doctor not to undertake work activities whilst taking certain prescription medication.
- Managers and trustees should be aware of the issues arising as a result of alcohol or drug-related problems. These include absenteeism, high accident levels, impaired work performance, mood swings and misconduct.
- Employees / volunteers should not cover up for colleagues with a drink or drug problem. Collusion represents a false sense of loyalty and will result in compromising health and safety within the organisation and longer-term damage for the individual.
- If an employee/volunteer has suspicions about a colleague relating to alcohol or drug abuse, they should report to The Education Director

If an employee is known to be intoxicated by alcohol or drugs during working hours the following action will be taken: arrangements will be made to escort the individual from the premises. Disciplinary action will take place when the employee has had time to recover from the effects of alcohol/drugs, prior to returning to work. An act of gross misconduct will result in being summarily dismissed. Volunteers will also be subject to action if found to be intoxicated by alcohol or drugs whilst working within or on behalf of the organisation. This will usually be in the form of a request to go home in the first instance followed by a review meeting to address the particular incident.

Section 21: Insurance

The following insurance cover is held by the organisation:

Employer's liability insurance

This requires the employer to insure against their liability for personal injury to their employees. The regulations provide that the amount of cover should be not less than £5 million for each employee involved in any one accident.

Public liability insurance

This insurance covers the organisation in the event of injury, death, and loss or damage to the property of non-employees. It only covers legal liability, so will not provide compensation where there is an accident that is not due to negligence.

Section 22: Monitoring and Reporting

This Health and Safety policy document has outlined how records will be kept in Magnum Opus Training's centre, online drive and website to allow monitoring to ensure that the policy is being followed.

The following reporting will take place to evidence abidance by this policy Directors & employees/volunteers.

Appendix 1:

Classification of Hazardous Substances

<u>Identification of general nature of risk</u>	<u>Symbol</u> (black on orange)
---	------------------------------------

Very Toxic or Toxic



Corrosive



Explosive



Extremely Flammable or
Highly Flammable



Harmful or Irritant



Oxidising



Appendix 2: DSE Assessment Worksheet

DSE Assessment Worksheet

Name: Date:

Location / Building: Tel:

Line Manager: Email:

Assessor:

Further action required? Yes ☐ No ☐

Required Action:

.....

.....

Assessment Completed

Signed by User

Signed by Assessor

Follow-up due on:

Follow-up action completed on:

Review Date:

1. Pre-existing Issues

Does the user experience discomfort or other symptoms from their DSE? Yes ☐ No ☐

Details:.....
.....
.....

2. Display Screen

Is the image stable, i.e. free of flicker and jitter? Yes ☐ No ☐

Is the brightness and/or contrast adjustable? Yes ☐ No ☐

Separate controls are not essential, provided the user can read the screen clearly at all times.

Are the characters clear and not blurred? Yes ☐ No ☐

Change the text and background colours as necessary.

Is the screen clean? Yes ☐ No ☐

Clean as necessary.

Is the text size comfortable to read? Yes ☐ No ☐

Show user how to adjust screen resolution, right click on Desktop > Properties > Settings.

Is the screen's specification suitable for its intended use? Yes ☐ No ☐

Does the screen swivel and tilt? Yes ☐ No ☐

Swivel and tilt need not to be built in, but a separate mechanism would need to be provided.

Is the screen free from glare and reflections? Yes ☐ No ☐

Adjust blinds as necessary, or provide anti-glare screens.

Are adjustable window coverings provided and in adequate condition? Yes ☐ No ☐

Comments:
.....
.....
.....

3. Keyboards

Is the keyboard separate from the screen? Yes ☐ No ☐

Does the keyboard tilt and is stable?..... Yes ☐ No ☐

Tilt need not be built in, can be separate mechanism.

Is it possible to find a comfortable keying position?..... Yes ☐ No ☐

Ensure adequate space for arms, hands & keyboard. Users of thick raised keyboards may need a wrist rest.

Does the user have good keyboard technique?..... Yes ☐ No ☐

Hand bent up at the wrist, hitting the keys too hard, overstretching the fingers?

Are the characters on the keys easily readable? Yes ☐ No ☐

Comments:

.....

.....

4. Mouse, Trackball, etc

Is the device suitable for the task? Yes ☐ No ☐

Would a different design be more appropriate?

Is the device positioned close to the user? Yes ☐ No ☐

The device is usually best placed right next to the keyboard.

Is there support for the device user's wrist and forearm?..... Yes ☐ No ☐

Desk surface, chair arm, wrist rest.

Does the device work smoothly at a speed that suits the user? Yes ☐ No ☐

Clean the ball as necessary, check work surface, mouse mat.

Can the user easily adjust settings for speed and accuracy of pointer? Yes ☐ No ☐

Show user how to change the mouse settings in Control Panel > Mouse.

Comments:

.....

.....

.....

.....

5. Software

Is the software suitable for the task?..... Yes ☐ No ☐

Does the user have adequate training or experience to use the software?..... Yes ☐ No ☐

Software should respond quickly and clearly to user input.

Comments:
.....
.....
.....

6. Furniture

Is the work surface large enough? Yes ☐ No ☐

Can the user comfortably reach all equipment and papers? Yes ☐ No ☐

Are surfaces free from glare and reflection? Yes ☐ No ☐

Is the chair suitable? Yes ☐ No ☐

Is the chair stable? Yes ☐ No ☐

Does the chair have working:

- Seat back height and tilt adjustment? Yes ☐ No ☐
- Seat height adjustment? Yes ☐ No ☐
- Swivel mechanism? Yes ☐ No ☐
- Castors or glides? Yes ☐ No ☐

Is the chair adjusted correctly? Yes ☐ No ☐

Is the small of the back supported by the chair's backrest? Yes ☐ No ☐

Are forearms horizontal? Yes ☐ No ☐

Is the screen at an appropriate height and distance? Yes ☐ No ☐

Top of the screen level with or below eye level, 35 - 70 cm from user.

Are feet flat on the floor / footrest? Yes ☐ No ☐

Without too much pressure from the seat on the back of the legs.

Comments:
.....
.....

7. Environment

Is there enough room to change position and vary movement? Yes ☐ No ☐

Move, stretch, fidget.

Is the area free from cables that present a trip hazard? Yes ☐ No ☐

Is the lighting suitable? Yes ☐ No ☐

Not too bright or dim to work comfortably - shading, reposition or remove, provide desk lamp.

Does the air feel comfortable? Yes ☐ No ☐

Dry, stale, humid.

Are heat levels comfortable? Yes ☐ No ☐

Are noise levels comfortable? Yes ☐ No ☐

Comments:
.....
.....

8. Final questions to users....

Has this covered all of the user's problems working with their DSE? Yes ☐ No ☐

Advise user of their entitlement to eye and eyesight testing. Yes ☐ No ☐

Test and lenses specifically for computer use. Speak to HR.

Advise the user to take five minutes break in every hour Yes ☐ No ☐

Blink, focus on objects at different distances.

Comments:
.....
.....

9. Overall Comments

.....
.....
.....

.....
.....
.....

Appendix 3:

Risk Assessment Form

Location	Date
Name of Assessor	Job Title
Activity	
Hazards Identified	
Persons at Risk	

Risk Matrix

<u>Consequences (C)</u>	Likelihood (L)				
	Rare 1	Unlikely 2	Possible 3	Likely 4	Certain 5
1 - Negligible	1	2	3	4	5
2 - Low	2	4	6	8	10
3 - Medium	3	6	9	12	15
4 - Very High	4	8	12	16	20
5 - Extreme	5	10	15	20	25

Risk Factors

Low Risk	Moderate Risk	Significant Risk	High Risk
----------	---------------	------------------	-----------

Risk Factor before Controls in Place	<u>Risk Score (C x L)</u>
<u>Control Measures currently in place</u>	
<u>Control Measures Required</u>	
Signature / Date Assessor..... Date.....	<u>Date when Actions Completed:</u> Print Name..... Signature..... Date.....
Residual Risk Factor / Score After Measures Taken	Next Assessment Due

Explanation of Risk Matrix

The assessment of risk is based on an event occurring that constitutes a risk to: **People**, **Environment**, **Assets**, **Reputation** and **Security**. It is measured in terms of consequences and likelihood.

Risk = Consequences x Likelihood

CONSEQUENCE (C)		
Level	Descriptor	Description
1	Negligible	First-aid treatment. Small environmental damage. Moderate financial loss. Decrease in morale. Some security implications.
2	Low	Medical treatment required. Moderate environmental damage. High financial loss. Moderate loss of reputation. Security implications limit business
3	Medium	Excessive injuries or 3 day lost time injury. Major environmental damage. Major financial loss. Major loss of reputation. Security implications restrict business.

4	Very High	Single death of any person. Environmental damage restricts business. Massive financial loss. Damage to reputation restricts business. Security implications severely restrict business.
5	Extreme	Multiple deaths involving any persons. Environmental damage threatens business viability. Crippling financial loss. Damage to reputation threatens business viability. Security implications threaten business viability

LIKELIHOOD (L)		
Level	Descriptor	Description
1	Rare	The event may occur only in exceptional circumstances.
2	Unlikely	The event could occur at some time.
3	Possible	The event will probably occur at some time.
4	Likely	The event will occur in most circumstances.
5	Certain	The event is expected to occur in all circumstances.

Risk Assessment Process:

Once the Risk Assessment has been completed discuss with the Line Manager responsible for this Location / Activity about implementing appropriate control measures. Line Manager's will need to Print / Sign their name and Date to say the appropriate actions have been implemented.

If you require any assistance in the completion of this form or additional help in carrying out risk assessments please contact Darren Cox / Scott King: Directors.

Appendix 4:

Employee Confirmation of reading the Health & Safety Policy and Procedure Manual for Magnum Opus Training

I confirm that I have been made fully aware of, and understand the contents of, the Health and Safety Policy and Procedures Manual.

Copies of the Policy and Procedure Manual are available from Scott King.

Under the H & S Consultation of Employees Regulations 1996 should you have any objections or implications as to your working practices under the Health and Safety Policy please consult with Darren Cox & Scott King and indicated below.

Please complete the details below and return this completed form to Scott King.

Employee Name:

Employee Signature:

Further consultation required? Yes /No

Details of further consultation (if applicable)

Accepted: Yes / No

Dated:

Comments: