

Health, Safety & Welfare Policy

[2025/26]

Health and Safety Policy Statement

MISDC recognises and accepts its responsibility to comply with current legislation and as both a good employer and the management body will:

- Provide for its staff and learning centre staff, so far as is reasonably practicable, a healthy and safe working environment and positively promote the elimination of risk and prevention of accidents.
- Establish safe working practices and procedures and through its staff development policy, ensure that staff receive appropriate training in their implementation and in avoiding hazards.
- Establish and implement effective procedures for use in case of emergency Lockdown and for evacuating the premises.
- Recognise its responsibility to persons other than staff and will ensure, so far as is reasonably practicable, that the health and safety of such persons is not put at risk while on company premises or employers' premises.
- When appropriate, ensure that learners receive relevant health and safety training.
- Identify staff responsibility for ensuring familiarity with and proper implementation of the policy.
- Require third parties, working for or on behalf of the centre, to be familiar with and comply with the policy
- MI and its staff to ensure employer is aware of its responsibilities in the context of work experience in respect to health and safety, accident reporting or safeguarding and prevent reporting
- Employers working with MI Skills Development Centre has primary responsibility for the health and safety of the learner and should be managing any risks
- MISDC should take reasonable steps to satisfy itself that the employer is managing the risks and understands the specific factors relevant to employing young people
- MISDC should keep checks in proportion to the level of risk, which will vary in relation to the type of working environment involved
- MISDC should keep record of its completed HS risk assessment before a learner is placed on work-experience with an employer.

The Board of Directors gives full support to this policy, which is aimed at ensuring the health, safety and welfare of all who attend or work at premises within the centre.

Signed:
Chief Executive
Date Aug 2025



Date Implemented: July 2006, with annual review	Future Review Dates					
	2016	2017	2018	2019	2020	2021
Date reviewed	Dec	Dec	Dec	May	Aug	Aug

	2022	2023	2024	2025		
	Aug	Aug	Aug	Aug		

Health and Safety Policy

Methods

The member of staff responsible for health and safety is Bola Sobowale, competent to carry out these responsibilities. They have undertaken health and safety training and regularly update their knowledge and understanding. We display the necessary health and safety poster.

Risk assessment

Our risk assessment process includes:

- Checking for hazards and risks indoors and outside, both in partners and in our activities and procedures. Our assessment covers post 16 and adults
- Deciding which areas need attention; and
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

Risk assessment for a public health incident

- Checking for hazards and risks indoors and outside, both in partners and in our activities and procedures
- Checking for display visual signage in each classroom and around all centers
- Provision of appropriate PPE for learners and staff to promote safety
- Review Health and Safety induction for learners, staff and visiting members of the public
- Developing an action plan which specifies the action required, the timescales for action, and the person responsible for the action.
- Monitoring national progress reports and guidance, with regular updates to staff

We maintain lists of health and safety issues which are checked:

- Monthly – PPE and Risk Assessment review and discussion at Organisation and team meetings
- Quarterly - And discussion at team meetings and Partners Steering Group Meetings
- Annually - Full Risk Assessment is carried out during Partnership Contract Compliance Visit

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed.

Yearly visit – in ensuring Ensures all Partners do have policies displayed and its currency

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety and public health issues so that all adults are able to adhere to our policy and understand their shared responsibility for infection control, and health and safety. The induction training covers matters of learner and employee well-being, including PPE, reporting public health concerns, safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety and public health issues are explained to learners so that they understand the part they play in the daily life of the learning centre and their own well-being and safety.
- As necessary, health and safety and public health training are included in the annual training plans of staff and health and safety and public health is discussed regularly at staff meetings.
- We have a no smoking policy and a Social Distancing Policy is put in place when this is required during public health incidents.
- Trainees are made aware of public health, well-being, health and safety issues through discussions, planned activities, and routines.

Disclosure and Barring Service Checks

All staff and volunteers in contact with learners or vulnerable adults are subject to check through the DBS Enhanced Disclosure. This is a standard part of the procedure for recruitment working for the organisation and Partnership. The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work with MISDC.

For most appointments, an enhanced DBS check with barred list information will be appropriate. When the DBS has completed its check, a DBS certificate is sent to the applicant. The applicant must show the certificate to MISDC before they take up post or as soon as practicable afterwards. Alternatively, if the applicant has subscribed to it and gives permission, MISDC may undertake an online update check through the DBS Update Service to ensure the information contained within a previously issued certificate remains current. MISDC will consider any information contained in the certificate and provided by the update service as part of their wider decision on an individual's suitability.

An offer of appointment to a successful candidate will be conditional on satisfactory completion of pre-employment checks including seeking references.

Board members and provider proprietor must have an enhanced criminal records certificate from the DBS.

All volunteering opportunities involving young people or vulnerable adults automatically require a DBS checks Disclosure. All checks are carried out by external organisation before employment or volunteering can begin.

- All learners are always supervised by adults.
- Whenever learners are on the premises at least two adults are present.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the learners.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and the students are taught not to touch them.
- Storage heaters are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and learners and
 - Practiced regularly at least once every six months.
- Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

At least one member of staff with a current first aid training certificate (relevant to young adults and adults) is on the premises. The first aid qualification includes first aid training. Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to authorized adults; and

We will administer hypoallergenic plasters if the need arises. Learners who are aware of an allergy should advise the learning centre when completing their registration form.

Our Accident Book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

DFE, GLA, and LA is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a learner.

Any injury requiring General Practitioner or hospital treatment to a learner, parent, volunteer or visitor is reported to the local office of the Health and Safety Executive.

We meet our legal requirements for the safety of our employees by complying with RIDDOR. We report to the local office of the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a General Practitioner or hospital; and
- any dangerous occurrences (i.e. an event which does not cause an accident but could have done).

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- During public health incidents, a secured screen is available at all reception
- PPE is made available to all staff, learners, and visitors in line with required guidance
- Staff and or learners with temperature are encouraged to stay and or work from home.
- Sickness of staff and or learner during a public health incident is record and reported to the Health Department and LA, in line with required guidance.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.

1. STAFF RESPONSIBILITIES

1.1 All Staff

It is the responsibility of all staff to:

- Take reasonable care of their own health and safety and that of other persons who may be affected by their actions.
- Co-operate with his/her employer or any other person, to enable them to satisfy any duty or requirement imposed under statutory provision.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of statutory provision.
- Be familiar with the Centre Health and Safety Policy, as appropriate.
- Be familiar with the Centre public health procedures and reporting processes
- Be familiar with emergency evacuation procedure and implement it when necessary.
- Be familiar with the procedure for the provision of first aid and implement it when necessary.
- Know and apply the safety measures and arrangements required in his/her area of work.
- Exercise good standards of housekeeping and cleanliness.
- Use and not wilfully misuse, neglect or interfere with equipment provided for his/her safety and/or the safety of others.
- Co-operate with other staff in creating a positive approach to safety in the Centre.
- Co-operate with other staff in the discharge of responsibilities identified in this policy.

1.2 The Board

The Board is responsible for:

- Ensuring that its premises and Learning Venue premises provide a healthy and safe working environment for staff, learners and other persons that might be affected by its operation.
- Ensuring that the centre has in place an effective Health and Safety Policy together with related policies.
- Monitoring the implementation and effectiveness of the public health guidance, and Health and Safety Policy.
- Reviewing the Health and Safety Policy annually.
- Ensuring that the centre provides appropriate health and safety and public health training for its staff.
- Ensuring that learners receive relevant health and safety, public health and safeguarding information and training as appropriate.
- Making appropriate funds available for the implementation of the Health and Safety Policy.

1.3 Centre Manager

The Centre Manager will:

- Ensure that an effective policy exists together with a suitable organisational structure through which it can be implemented.
- Ensure that the policy and organisational structure are regularly reviewed to reflect changes in the centre and statutory requirements.
- Positively promote the policy and its implementation, ensuring that it receives a high profile within the centre.
- Be responsible for establishing, implementing, and monitoring a Centre Health and Safety Policy
- As far as is reasonably practicable, maintain a healthy and safe working environment within the Centre.
- Maintain all equipment within the Centre in a fully operative and safe condition, ensuring that all necessary safety checks are carried out on a regular basis.
- Ensure that regular Risk Assessments are carried out and action taken to minimize unacceptable levels of risk, informing the board of directors if this cannot be achieved locally.
- At least once a term, inspect the Centre premises and resources and take action to rectify any health and safety concerns.
- Promote a positive approach to health and safety amongst staff and learners.
- Be responsible for ensuring that new members of staff receive and familiarise themselves with the Centre Health and Safety Policy.
- Be responsible for communicating relevant information on health and safety to their staff and for ensuring that statutory regulations, notices and signs, are displayed in the Centre, as necessary.
- Be responsible for ensuring that learners within the Centre receive the necessary safety advice.
- Ensure that third parties working within the Centre are aware of the policy and their responsibility to others.
- Co-ordinate the distribution of health and safety information to staff.
- Provide appropriate health and safety publications within the Centre.
- Maintain and analyse records of accidents, near misses and corrective/preventative actions.
- Investigate accidents and make recommendations for appropriate action.
- Auditing the health and safety provision within the Centre.
- Report to the Board on the outcome of Centre reviews of health and safety matters.
- Within his/her budget responsibility, determine the funding allocation for health and safety matters.
- Report on health and safety matters to the MISDC Training Board Bring to the attention of the Board any health and safety matter that they cannot resolve themselves.

1.5 Learning Support Staff

Learning Support Staff will:

- Be responsible for the health and safety of learners in their charge.
- Responsible for the well-being and safety of learners in their charge
- Maintaining Social Distancing in promoting health and safety of learners
- Maintain the resources for which they are responsible in a clean, tidy and safe condition.
- Bring to the attention of the Venue Manager matters of health and safety that they cannot resolve themselves.
- Effectively supervise learners in their charge, giving clear instructions on health and safety requirements, as often as is necessary. Reliance on notices, posters and handouts is not sufficient.
- Promote a positive approach to health and safety amongst learners and colleagues.
- Implement emergency evacuation procedures when necessary, exercising effective supervision of learners in their charge.
- Keep abreast of health and safety legislation and directives.
- Assist, as required, in safety inspections and the process of risk assessment associated with their area of work.
- Follow all general organisation safety rules and follow all additional rules which are notified and apply to their particular area of work

1.6 **Contractors' and Visitors' Responsibilities**

Contractors, whether self-employed or employed by another organisation, are required to follow all the organisation's Rules including adherence to our public health procedures. All visitors must also follow these rules. They are also required to:

- Use of Sanitisers, gloves and facial mask and maintaining the 6ft social distancing
- Take reasonable care for the Health & Safety of themselves and of employees and contractors
- Co-operate with management in the performance of their duties
- Avoid intentionally or recklessly interfering with or misusing anything provided in the interests of their health, safety and welfare.

Before beginning work, contractors may be required to provide a Safe System of work with public health in consideration. In this event no work must be carried out until this document has been completed and approved.

1.7 **Information and Communication**

The organisation will ensure that all appropriate information regarding health, safety, public health and welfare is provided to all appropriate staff, elected representatives and other persons concerned. Statutory notices will be displayed as appropriate.

2. EMERGENCY PROCEDURES (Evacuation and Lockdown)

2.1 Evacuation

The centre must have in place a published procedure for evacuation of the Centre premises, in case of fire or other reasons.

All venue staff must familiarise themselves with the evacuation procedure, which is displayed in all public and work areas, and ensures that it is brought to the attention of learners and visitors they are responsible for.

Unless previously notified of a test, when the evacuation warning is given the premises should be vacated immediately.

2.2 Lockdown

In the event of an attack the centre may implement a lockdown procedure rather than evacuation. All staff must familiarise themselves with the lockdown procedure, which is displayed in all public and work areas, and ensure it is brought to the attention of learners and visitors they are responsible for. Guidance is also in the learner handbook.

Unless previously notified of a test, when the lockdown warning is given staff must direct their learners to safety, ensure all windows and doors are locked. Wait until notified by staff or police that it is safe to move.

2.3 First Aid

The centre must have in place a published procedure for the action to be taken in the case of an accident. The location of first aid boxes and guidance on the action to be taken in case of an accident must be displayed in all public and work areas.

All staff must familiarise themselves with this guidance.

3. MONITORING

The policy will be monitored to establish implementation and effectiveness.

The Centre Manager will establish that:

- Risk assessments are being carried out and regularly reviewed.
- Health and safety inspections are being carried out and findings reported and acted upon.
- Safe Working Practices and Procedures have been produced and are in operation.
- Appropriate Health and Safety information is available and is being effectively communicated to staff and learners.
- Relevant training is being carried out for staff and learners.
- Health and safety material is being appropriately reviewed to reflect changes in legislation, Ofsted requirement or centre requirements.

Post Lockdown Staff Health and Safety Induction Questionnaire

Please describe your understanding

Name: Click or tap here to enter text.	Line Manager: Click or tap here to enter text.
Department:	Click or tap here to enter text.
QUESTIONNAIRE	Answer (describe)
1. I know how to keep myself and others safe	Yes ☐ No ☐
2. I know where to find the PPE	
3. I know what to do if someone is getting closer than 2 meters from me?	
4. I Know where to find the hand sanitiser in the centre?	
5. I know what to do and whom to report to when I start displaying public health symptoms?	
6. I know what to do and whom to report to when I observe breach of Post Lockdown Health and Safety rules?	

I have taken part in the induction training and understand the new health and safety rules in the workplace post-lockdown.

Staff Signature: _____

Date: Click or tap to enter a date.

Learner/Group Induction Checklist

Course Title:	
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Tutor:		Start date:		End date:		
CHECKLIST					Yes/No	Date
1. Have you checked that all learners in your class have completed an enrolment form?						
2. Have you discussed the Learner Handbook with your learners and provided them with a copy?						
3. Have you discussed with learners the Course Information Sheet and provided them with a copy?						
4. Have you checked if your learners have disclosed a disability/learning difficulty and have you put the support required in place or referred the learner to the relevant person or organisation?						
5. Have you identified learners needing additional support and have you put the support required in place or referred the learner to the relevant person or organisation?						
6. Have you checked that all names on the register are correct?						
7. Have you informed learners about safeguarding (inc. County Lines) procedures and have you checked learners know how to declare any issues or concerns and who to report them to?						
8. Have you informed learners about health and safety ? Have you included RUN, HIDE, TELL and informed learners what to do if there is a lockdown and/or evacuation?						
9. Have you informed your learners where to find PPE and hand sanitiser ?						
10. Have you informed your learners what to do if someone is closer than 2 metres from them?						
11. Have you informed your learners of the procedure for sanitising their work area at start and end of course?						
12. Have you informed your learners the procedure if they start displaying symptoms during a public health incident?						
13. Have you informed your learners the procedure if they observe a breach of Post Lockdown Safety rules?						
14. Have you explained the PEEP procedure to learners and completed the form for learners who need support?						
15. Have you informed your learners about equality and diversity , i.e. respect and equal access for all regardless of ethnicity, faith, sexual orientation, disability, pregnancy, gender and age?						
16. Have you informed your learners of any adaptive equipment available in the centre, including disability access?						
17. Have you informed learners of key course dates and breaks?						
18. Have you informed learners of the course demands and the expectations on attendance and punctuality, and why it is important to attend regularly and punctually?						
19. Have you informed learners of the policy for absences, and provided contact details of who to inform when they miss a class?						
20. Have you informed your learners about the complaints procedures and what to do if they wish to make a complaint?						
21. Have you informed your learners where they can access the centre Policies: Equality and Diversity, Safeguarding and Prevent, Health and Safety, E-Safety and Complaints ?						
22. Have you informed learners about the Information, Advice and Guidance available to them and reviewed the IAG Framework with them?						
23. Have you informed learners of their rights and responsibilities and asked them to sign the Learner Rights and Responsibilities agreement?						

24. Have you informed learners that the Education & Skills Funding Agency (ESFA) is also a co-funding organisation and uses European Social Funds (ESF) from the European Union to directly or indirectly part-finance their learning activities?		
25. Have you informed learners that the Greater London Authority Adult Education Budget (GLA ASF/FCFJ), funds their learning activities?		

Participant Health & Safety Checklist

During your induction you will receive information about the Health and Safety arrangement at Learning Centre. Please read through the checklist below and tick all the areas that have been covered. Then sign to confirm that you have received this information. If there are any gaps please ask a member of the training team.

FIRE
How would you raise the alarm in the event of a fire?
Where are the fire assembly points?
Where is the nearest fire exit?
Have you been shown the location of the fire extinguishers?
FIRST AID
Have you been informed of First Aid & accident reporting procedures?
Where are the First Aid Box and Accident Book located?
Who is the First Aider or the Appointed Person?
HEALTH & SAFETY POLICY
Has the organisation Health & Safety Policy been explained to you? Where is the Health & Safety Policy kept?
Have you seen the Health & Safety Law Policy displayed in the office? Where is the Health & Safety Policy kept?
WELFARE
Have you been shown where the toilets are?
Do you have washing facilities?

Supervisor's Name: **Date:**

Supervisor's Signature:

Participant's Name: **Date:**

Participant's Signature:

Important

If you see any unsafe conditions you should report it to your tutor. If you experience any Health and Safety or public health symptoms problems that you consider are not being resolved, please notify MISDC Training Centre. Remember to record any accident no matter how trivial in the accident book.

Health & Safety Monitoring Form	MISDC Training
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Company Name

Address

Telephone Contact

Occupational Areas Scheme

Management of Health & Safety

Are you registered with the HSE or Environmental Health Department?

Are you public health Secured with appropriate PPE in place

Is a copy of the H&S Law Poster displayed or leaflet issued?

Is public health poster displayed in the centre and classroom

Is there protective screen in place

Is there Social Distancing Classroom considered

Is a copy of the Employers Liability Insurance (ELI) available?

Policy Expiry date
No

Is a copy of the Public Liability Insurance (ELI) available?

Policy Expiry Date
No

Safety Policy and Risk Assessment

Is there a written safety policy in place? (5 or more employees)

Has the policy been drawn to the trainee's attention?

Are there risk assessments and control measures in place according to the MHSWR to cover Manual Handling, Noise & Electrical, COSHH and VDU's?

Staff Competencies

Who is the named competent person? _____

Are suitable and sufficient publications and literature available to the named competent Person? _____

Working Environment

Are the following in place and of adequate standard?

Housekeeping standards	_____	Temperature control	_____
Floors	_____	Furniture	_____
Safety Signs	_____	Welfare arrangements	_____
Lighting	Suitable _____	Sufficient	_____
Workspace	Suitable _____	Sufficient	_____
Ventilation Control	_____	Eating & Drinking	_____
Workstation	_____		

Health & Safety Induction/Assessment

VDU

Is an initial assessment carried out with new staff? _____

Are eyesight tests available and funded? _____

Are any corrective appliances (glasses) provided? _____

Has a written H&S induction been carried out with staff and learners? _____

If yes was it carried out at a) Company headquarters _____ or b) on site _____

Accident investigating / reporting

Are you aware of the Reporting of Diseases & Dangerous Occurrences Regulations? (RIDDOR) _____

Where is the accident book located? _____

Emergency Planning

Are there any qualified First-aiders in the company?

If yes please give names

If no please give names of appointed person/s

Where is the first-aid box located?

Is there a Fire certificate displayed?

Are there suitable and sufficient Fire Notices displayed?

Are there suitable and sufficient Emergency Evacuation Notices displayed?

Other signage

Is there a record of Fire Alarms and Drills?

Have fire extinguisher checks been carried out on time?

Are fire extinguishers:- a) Sufficient b) Appropriate

Are Assembly points clearly and sufficiently identified?

		Highest Occupational Risk Level		
		Low	Medium	High
Organisational Risk Level	Low	Low	Low	Medium
	Medium	Low	Medium	High
	High	Unsatisfactory until improvements are made.		

For the company:

Name Signed Date

Position in company

For MISDC Training

Name Signed Date

Position in company

MI ComputSolutions Training

MISDC Training

Placement/Employer Health & Safety Action Plan

Company Name:

Area of concern	Action Required	By Whom	By When	Re-Checked	Comments

For the
company:

Signed _____ Date _____

Name _____ Position _____

For
MISDC
Training

Signed _____ Date _____

Name _____ Position _____

MI ComputSolutions Training

Modern Best Practice Updates:

- MISDC is committed to complying with all relevant UK Health & Safety legislation including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and RIDDOR 2013.
- The policy incorporates lessons learned from the pandemic but now adopts a broader 'Public Health Infection Control and Business Continuity' approach.
- Wellbeing is recognised as a key part of health and safety; mental health support, stress management, and reasonable adjustments form part of our commitment.
- Regular training will include Equality, Diversity and Inclusion (EDI) alongside safeguarding and Prevent Duty awareness.
- Digital safety is included where technology forms part of the work or learning environment.