

COMPANY **POLICY**

Health & Safety Policy

Version: 3, 2023

The Magic of Learning

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Statement of Intent

This is the health and safety policy statement of **Merlin Business Consultancy Ltd.** (hereafter referred to as Merlin Consultancy).

Our health and safety policy aims to:

- prevent accidents and cases of work-related ill health
- manage and mitigate health and safety risks in our workplace
- provide clear instructions, information and adequate training to ensure employees are competent to do their work and not posing any risk to themselves or others
- provide personal protective equipment where necessary or appropriate
- consult with our employees on matters affecting their wellness or health and safety
- provide and maintain a safe environment for learners/apprentices during the delivery of training, including but not exclusive of;
 - preventing exposure to, or the funding of, extremism or extremist views under ESFA funding rules and the Counter-Terrorism and Security Act 2015.
 - safeguarding of learners under the ESFA funding rules and the Care Act 2014.
- maintain safe and healthy working conditions in all sites and venues
- implement emergency procedures, including evacuation, in case of fire or other significant incident
- review and revise this policy on an annual basis or, if required, sooner
- Promote a proactive, and open culture where concerns can be raised, and ensure that this policy is applied.

Responsibilities for Health and Safety

Overall and final responsibility for health and safety:

- **Dr Hilary Cooke**, Secretary & Director
- **James Cooke**, Director

Day-to-day responsibility for ensuring this policy is put into practice:

- **Dr Hilary Cooke**, Secretary & Director
- **James Cooke**, Director

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- **Dr Hilary Cooke**, Secretary & Director: safety, risk assessments, consulting employees, accidents, first aid and work-related ill health or changes in wellness.
- **James Cooke**, Director: monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation
- **Chris Howe**, Development Manager: reviewing the H&S Policy in consultation with Operational Directors

All employees should:

- co-operate with Directors and managers on all health and safety matters;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a Director or appropriate person (as detailed above).

Arrangements for Health and Safety

Identification

- On an annual basis as part of engagement with our people, we proactively look for any areas of work or tasks that are undertaken that could provide risks that need to be assessed.
- Any previous accidents or near misses are recorded on an HSE regulated process and reviewed as part of this process.

Risk Assessment

- We will complete relevant risk assessments and take action where risks are identified.
- We will review risk assessments when working habits or conditions change, including but not exclusive to remote working, lone working etc.
- We will review current Government guidance regarding the health, safety and wellness of our people where relevant.

Training

- We will provide specific and tailored health and safety induction training and appropriate training for their role for all employed staff, self-employed staff and subcontractors under our responsibility
- We will provide personal protective equipment where required or relevant for safety.
- We will make sure suitable arrangements are in place for employees who work remotely so that work places are safe and health and safety practices maintained.

Consultation

- We will consult with all employees and associates routinely on health and safety matters as they arise and formally when we review health and safety practices and policies.

Evacuation

- We will make sure escape is in place when using a venue for delivery, and that all staff have an evacuation plan in place for their place of work.
- Evacuation plans are tested from time to time and updated if necessary.

The Health and Safety of Learners/Apprentices

When we have people in our care for training delivery, it is important to create a safe environment in which to learn. All our learners are in employed status and therefore covered by the H&S requirements of their employers. The venues we use for our training are hotels and hospitality sites where the procedures for their employees are the same as for their own clients and members of the public – therefore of a high standard. When agreeing to venues for training and through consultation with the relevant stakeholders, venue owners and employers, we establish the following criteria for any delivery or engagement:

- We will check for all requirements and provision at the point of booking learners onto programmes, including access issues, food or other allergies and preferences.

- We ensure that the venue/employer has all appropriate insurances – with a request for copies where relevant
- We undertake a visual health and safety assessment of the room and accompanying space to identify any potential risks or hazards on the day, where this risk has not been mitigated we would then consult with our contact on the day in order to ensure this risk is eliminated or minimised.
- We identify if any fire alarm tests or practise evacuations are due to take place on the day of delivering and in the case of an alarm test, what time this is due to take place so that we were aware if any action needs to be taken.
- We will ensure we are fully briefed on the process for emergencies and evacuation,
- We will identify a point of contact in case of an incident or medical emergency, as well as identifying who would be the first aider should they be required.
- Should an incident occur during delivery or engagements we take responsibility for the group and ensure that everyone was present and accounted for through the attendance register for the session, and liaise with the relevant person to confirm that all are accounted for.
- Should any communication with a next of kin be required, we would do this ourselves where we are authorised to have this information, or we would engage with the appropriate stakeholder, such as HR or General Manager to allow them to do this.

Health and Safety Procedures

Remote Working

In the style and nature of Merlin’s business; colleagues will routinely work from home or premises that are not controlled by Merlin Business Consultancy Ltd. It is our policy that colleagues should:

- Conduct a risk assessment in their own premises and discuss with their line manager with a review each year in line with our review policy.
- When working at Merlin offices, abide by all safety instructions given by the premise controller and make themselves familiar with the local arrangements in place for managing risks
- Remain in contact with their Line Manager on a minimum weekly basis
- Report any accidents, incidents or near misses to their Line Manager and adhere to the Company Accident Reporting process below.

Reporting of Accidents

Any accident involving a colleague or learner must be reported to James Cooke, Director, without delay. In the case of learners, the colleague is also responsible for reporting the accident to the relevant contact at the venue / employer.

James Cooke shall determine whether the accident requires further investigation and will be responsible for conducting any identified investigations.

James Cooke shall inform Hilary Cooke of any RIDDOR incidents involving learners or colleagues and will be responsible for liaising with external agencies i.e., HSE, Local Authority, Police and etc.

Learner ill-health will be monitored by Merlin Consultancy, with support available from the learner’s employer and the main provider where relevant.

Agreement to follow this Policy

The essence and intention of the health and safety policy is fully promoted by senior management and has been co-created and agreed with all employees.

Any concerns about health and safety of themselves or others can be raised by anyone at any time and will be subjected to rigorous investigation by either of the Directors.

How we promote our Health & Safety Policy

We promote our policy and the need for safe practice for learners at the commencement of every workshop that we run. A hyperlink to the policy is included in all relevant training materials.

We also actively promote it at induction and throughout employment for employees and associates.

This policy is available to download from our website to ensure transparency for employers, learners and main providers we are supporting through our delivery. Health and Safety and their principles are promoted internally through our workplace culture, on-going development practices and communications, and externally through our work with our clients and third parties.

How We Get Commitment to the Policy

It is a requirement of employment within Merlin Consultancy that colleagues should ensure that they have completed on-going development in this area on an annual basis. All policies within Merlin Consultancy are subject to peer review, with colleagues encouraged to contribute to ensuring we are compliant under the Health and Safety at Work Act 1974.

How We Train Employees in Implementing the Policy

All employed staff, self-employed staff and subcontractors will receive a comprehensive health and safety induction and receive appropriate training including, but not limited to, Health and Safety at Work principles, fire and evacuation, wellness, stress, PPE, accident reporting, risk assessment, travel and screen working. Compliance of this is monitored by Dr Hilary Cooke, Director of Merlin Business Consultancy Ltd

How this policy will be reviewed annually

The policy will be reviewed on the date identified below, by the Development Manager, before being signed off and approved by Dr Hilary Cooke, Director of Merlin Business Consultancy Ltd.

Review date	Reviewed by	Signed off and approved by
14 th February 2023		
<i>Latest date of next review</i>	Chris Howe Development Manager	Hilary Cooke Director
28 th January 2024		