



HEALTH AND SAFETY POLICY

Policy Statement

This is a statement of a general health and safety policy and arrangements for Manchester Digital, including specific considerations and arrangements for the delivery of Level 4 digital apprenticeship programmes. This will be reviewed annually or as required.

Manchester Digital will comply with the Health and Safety at Work etc Act 1974, other statutory instruments, and industry codes of practice and company standards that apply to our activities.

The aim of our policy is to ensure as far as reasonably possible, the health and safety of all persons who may come into contact with our works, including staff, subcontractors, visitors, volunteers, learners and the general public.

Policy Purpose

- To comply with the requirements of relevant legislation
- To identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks
- To ensure that employees (and others as appropriate) are adequately informed of the identified risks and where appropriate receive instruction, training and supervision
- To consult with employees' (and others as appropriate) health and safety matters
- To provide and maintain safe and healthy premises and work equipment
- To ensure that employees are competent to do their tasks, providing training where necessary
- To maintain appropriate health and safety management and arrangements
- To monitor and review the effectiveness of the safety management and arrangements and where appropriate implement improvements.

Responsibilities

- Katie Gallagher, Managing Director has overall and final responsibility for health and safety within the organisation.
- Lynne Crook, Skills Coach and Curriculum Lead has day-to-day operational responsibility for apprenticeship programme health and safety related matters.
- Myles Hamilton, Membership Executive, has day-to-day business wide operational responsibility for ensuring this policy is put into practice and is a designated First Aider
- Lydia Clayton, Project Manager, designated First Aider

Statement of general policy	Who is responsible	Actions/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.	Katie Gallagher, Managing Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk Assessments reviewed when working habits or conditions change.)
	Membership Executive	Undertake risk assessments for specific events/business activities that entail possible H&S risks or hazards.
	All staff with line manager responsibilities	Ensure Display Screen Equipment assessment undertaken for all staff and ensure staff are aware of safe working practices.
	All staff	Ensure all staff are aware that they are responsible for undertaking their duties in accordance with H&S law that avoids accidents and ill health to themselves or others.
	All staff	Ensure compliance with Covid-safe measures within the workplace.

Provide clear instructions and information, and adequate training where appropriate, to ensure employees are competent to do their work.	Katie Gallagher, Managing Director Membership Executive	Staff and subcontractors/volunteers/visitors given necessary health and safety induction and provided with appropriate training as appropriate. Ensure designated health and safety leads have adequate first aid training.
Engage and consult with employees on day-to-day health and safety conditions.	Katie Gallagher, Managing Director Membership Executive All staff	Staff will be consulted on health and safety matters as they arise but also formally consulted as part of the policy annual review, or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incidents.	Bruntwood Sci Tech ¹	Bruntwood Sci Tech Escape routes well signed and kept clear at all times. Evacuation plans are tested periodically and updated as necessary by Bruntwood Sci Tech. A copy of the emergency evacuation/fire evacuation procedures is provided by Bruntwood Sci Tech, and all staff are made aware of them.
Maintain safe and healthy working conditions, provide and maintain office equipment.	Bruntwood SciTech, landlord/property operator Membership Executive	Toilets, washing facilities and drinking water provided. Ensure system in place for routine PAT testing of equipment and machinery and for ensuring that action is promptly taken to address any defects. Ensure current Covid-safe measures are in place and that instructions/guidance are displayed and shared with all tenants/visitors.
Maternity risk assessments	Katie Gallagher, Managing Director	A risk assessment of the employee's working environment is carried out by the line manager:

¹ Manchester Digital operates from a shared office space managed by property landlord/operator, Bruntwood SciTech.

	All staff with line management responsibilities	immediately we are formally informed of the pregnancy and as required throughout as well as on return to work.
Lone workers Lone workers are categorised as employees working remotely, from home, or at different locations undertaking their work duties e.g. carrying out workplace visits.	All staff with line management responsibilities. All employees who undertake such work.	Instruction and guidance will be given to such employees which minimises or eliminates the risk of danger or harm as part of the induction process. All employees are asked to accept that they have a responsibility to take reasonable care of themselves and others affected by their working practices. The HSE “Working Alone in Safety” booklet is made available.
Candidates/learners and mentors on site or online for training sessions.	Lynne Crook, Skills Coach and Curriculum Lead	A risk assessment is in place for apprenticeship programme training and learning sessions. This includes having an onsite First Aider and access to a Mental Health First Aider. Accessibility considerations and provision of reasonable adjustments, including specialist kit or furniture needed for engagement in learning for all apprentices, are ensured. Individual learner risk assessments will be undertaken as required. When the venue or change of working environment/practice occurs, the risk assessment will be revised accordingly, and actions/changes to procedures will be communicated clearly to all concerned. All candidates, learners, mentors, and volunteers are introduced to premises layout, health and safety requirements, fire drills, welfare provision, and first aid procedures during induction or in their first session in the building. A reminder is given verbally at the beginning of every training session.
General health and safety, wellbeing of learners/apprentices	Lynne Crook, Skills Coach and Curriculum Lead	While off site on learning, Manchester Digital is responsible for the health and safety of learners as the first responder. Additionally, all incidents, illness, absence, or near misses related to a learner will be

	Individual employers All learners	reported to the relevant employer. Where appropriate, the learner's designated emergency contact will be informed. Learners have access to a Mental Health First Aider. While on employer premises, the health and safety policy and procedures of that employer must be followed. All incidents, illness, or near misses related to a learner, or referrals to a Mental Health First Aider or Occupational Health, will be reported to Manchester Digital. Employers are responsible for ensuring the health and safety of their apprentices while in the workplace. Annual checks will be carried out. All learners are also required to ensure they take personal responsibility for their safety and wellbeing. They are aware of their responsibility to report incidents or hazards as soon as possible, including non-attendance/absence from work and/or learning.
Accident and near miss reporting	Katie Gallagher, Managing Director All employers, visitors	All employees and visitors are advised of the accident and near miss reporting procedure. See accident report log below.

Reporting incidents

All staff are required to report any Health and Safety incidents and/or injuries at work to the designated Health and Safety lead. They must also record them in the Health and Safety Incident Log (see table and appendices below) as soon as possible.

The designated Health and Safety lead must report major injuries and fatalities at work to the Incident Contact Centre on 0345 300 9923 and can report other injuries, diseases and dangerous incidents online at www.hse.gov.uk. Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>.

Where a reporting incident or ill health / absence is related to apprentices/learners, in addition to the above, this should also be reported to the following, on the day that it occurs.

- The relevant employer
- ESFA is/as applicable

Workplace insurance cover

Manchester Digital has the appropriate employer and public liability insurance is in place. Policy number: BUK/475710

Employers on the apprenticeship programme will each have workplace insurance/liability cover and an appropriate health and safety policy. A copy of these will be obtained and recorded annually.

Key Information

First aiders	<p>The building management has an onsite designated first aider, who covers the reception area from 7am to 7pm.</p> <p>Manchester Digital has 3 designated mental health first aiders</p> <ul style="list-style-type: none"> - Mental health first aider - Ghislaine West, Kate Wilson and Roxy Stafford
Health and safety law leaflet is located:	<p>In the Manchester Digital office; and</p> <ul style="list-style-type: none"> • Shared drive
First-aid box is located:	<p>First aid kits are at the building's reception and in the cupboard in the co-working space of the tech incubator next to the big table.</p>
Accident book is located:	<ul style="list-style-type: none"> • Shared drive

Review date

Reviewed: September 2024

Next review date: August 2025 or as required.

Signed:



Managing Director

Appendix 1

- [Health and Safety Employer Leaflet – HSE](#)
- [Health and Safety Incident Log](#)
- [Health and Safety Event Risk Assessment Template](#)
- [Display Screen Equipment Workstation Assessment](#)
- [Office Risk Assessment](#)
- [HSE Lone Working Leaflet](#)

Appendix 2

See separate document, Training Sessions Risk Assessment.