

Health & Safety Policy 2026/2027

Introduction

This document contains MJTS's health and safety policy and the underlying principles of how Michaeljohn Training will make arrangements to manage health and safety. MJTS is a main provider of funded delivery, however, should it ever subcontract with another organisation, the Directors understand it would be obliged to follow lead providers' policies and procedural arrangements if requested. The policy sets out our commitment to ensure health & safety is pro-actively and professionally managed for and by employees, for learners, work placement providers, site visitors and contractors. The Policy will be promoted to staff, learners and users of services to underpin a culture of health and safety. This will be achieved through:

- a structured health and safety management framework, which defines the Health and Safety Policy, Risk assessment and method statements as well as upholding standards through quality procedures supporting the safe delivery of provision and services
- The identification and the reduction of risk and harm reasonably and practicably
- Compliance with all relevant legislative requirements of the HSE and relevant working and occupational sectors.
- Demonstrate leadership in safety and wellbeing to ensure that all employees take personal responsibility for safety and wellbeing as part of their role.
- Provide employees and learners with appropriate safety and wellbeing information, instruction, training and supervision.
- Engage with employees, and employers where appropriate, on matters affecting safety and wellbeing on MJTS site and learner workplaces.
- Provide access to appropriate Health and Safety advice within our provision and appropriate resources to fulfil our commitment to promote the Health & Safety Policy.
- Continuously improve our health and safety systems via data collection, evaluation and communication with employees, learners and learner employers to identify and establish our annual objectives.

The Policy will recognise and consider how we may better implement and promote the principles and scope of environmental and Sustainability into health & safety arrangements.

MJTS will manage health and safety as an integral part of organisational management using the HSE Plan, Do, Check, Act approach: plan proportionate arrangements, implement controls and involve people, monitor performance and investigate incidents, then review and learn to drive continual improvement.

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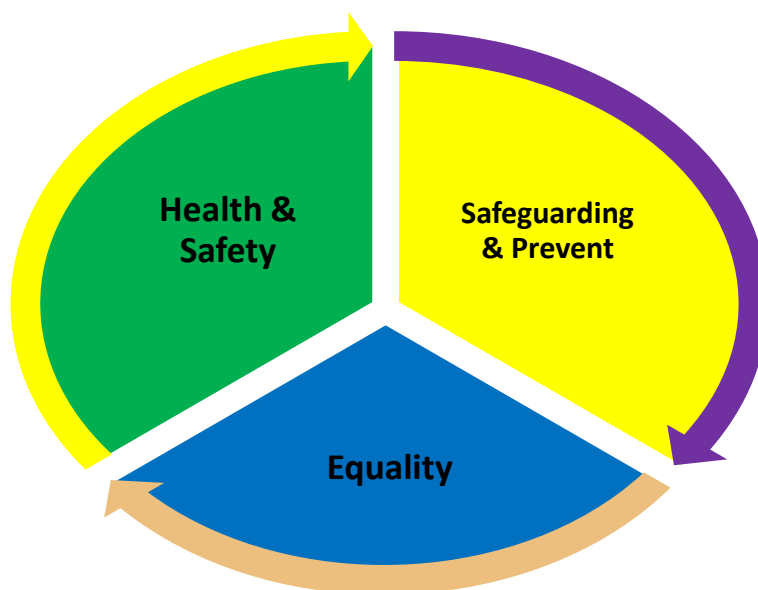
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1

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The Triangulation of responsibility, awareness, support, safety and wellbeing.

Introduction

This is the health & safety policy of Michaeljohn Training as required by Section 2 (3) of the **Health & Safety at Work Act 1974**.

This policy will cover:

The business as based at **77-83 Oldham Street Manchester M4 1LW** and our work by responsible persons off site.

The Health & Safety Policy is intended to act as a guide and encourage employees and learners to act in a reasonable and responsible manner as it outlines the duties and responsibilities of all employees and learners when working with or representing Michaeljohn Training School. The policy requires MJTS to review and outline how we control policy, procedure, assess risk and outline 'the methods of work' so that employees and learners are as safe as what is reasonably practicable.

MJTS's employees and learners may be involved in a wide variety of activities. Once inducted, employees and volunteers must observe the contents and requirements of the policy. A health & safety policy alone will not in itself ensure that the environment in which we work will be safe. There can be no substitute for common sense. We must all contribute toward a constant awareness of the things we do and the ways in how they are performed. How we work and abide to health & safety policy and procedure could affect the health & safety of employees and others involved with and affected by business operations.

The reasons for having the policy are:

- To outline the **management and approach of MJTS with regard to health & safety**.
- To outline the **roles and responsibilities of health & safety management and individual roles identified throughout MJTS**.
- Where relevant any other persons with authorised access to the Michaeljohn Training School premises will be identified.

To identify how performance will be monitored and managed, the following will be specified in regard to:

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- P.1 Health & Safety across MJTS
- P.2 Adherence to this policy
- P.3 Implementation of MJTS Method Statements, risk assessments and management of health & safety
- P.4 Detailed practical arrangements specific to achieving a healthy and safe working environment
- P.5 The effective management of health and safety in accordance with UK legislation and the contractual obligations to the funding body and inspectorate.
- P.6 The policy will be closely monitored to ensure effective management. Annual review of policy will be scheduled, and revisions implemented in light of any legislative or organisational changes.

EQUALITY AT MJTS

It is MJTS's intention to make sure that nobody is discriminated against because of a protected characteristic. We will make reasonable adjustments as applicable.

POLICY IMPLEMENTATION

All employees will be given access to the H&S policy at staff induction. Learners will receive a summary at learner induction and be made aware of content and required compliance. A signed statement of receipt will be kept on file. The policy will be displayed on MJTS notice boards and held on training floors for the reference of all users. It is the role of Directors and Managers to actively ensure compliance under Health & Safety Management.

HEALTH & SAFETY POLICY STATEMENT OF INTENT

Michaeljohn Training is committed to cover the health, safety and welfare of all its employees' apprentices and learners in our care and other people affected by its undertakings. Policy commits to have people who are responsible in post and act accordingly to their undertakings for health & safety as well as to identify and manage health & safety concerns of MJTS in our undertakings. MJTS is also committed to ensuring its statutory duties are met, or exceeded, at all times as far as is reasonably practicable.

Effective health and safety management requires the commitment of MJTS as well as commitment from its employees, learners and placement providers. Commitment to the principles of the health & safety policy also requires that the partners and business working with MJTS are committed appropriately in making associations and partnerships work.

To achieve commitment to the policy, MJTS will:

- P.7 Define within the policy the responsibilities and duties for all directors, managers, supervisors, employees, learners, placement providers and any other people connected with MJTS.

The policy will be used to train employees in implementing the policy and report:

- P.8 Commit to annual training of all employees to implement and disseminate the policy (annual as a minimum, employees will receive update training according to legislation or organisational change)
- P.9 Communication with employees, learners and other stakeholders within MJTS on matters of safety to ensure we cover learners in our care with this policy and commitment.
- P.10 Maintenance of the management structure and systems to monitor and review the effectiveness of the health & safety arrangements and procedures.

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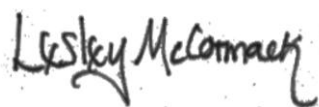
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- P.11 Appropriate health & safety training, instruction and information is delivered at least annually, to all employees, learners and, where appropriate, work placement providers (via health & safety monitoring and vetting of placements).
- P.12 The policy is brought to the attention of all employees, learners and contractors.
- P.13 Method Statements, risk assessments and risk control procedures are established and made available to employees, learners and visitors to remove or reduce risk of injury or harm.
- P.14 Ensure a safe healthy environment, safe access and egress for employees, learners, visitors, clients and contractors.
- P.15 As essential commitment, we aim to promote a positive culture where learners are able to learn and develop safely. We are committed to the principles and ethos of Personal Development, Behaviour & attitude, Safeguarding and the prevention of extremism and radicalisation.
- P.16 Provision and safe storage of materials and substances within the Training School
- The policy is regularly reviewed annually or revised in light of legislative or organisational changes.

We wish to create an environment that is safe and welcoming to all learners. This includes robust safeguarding arrangements. We recognise that we have a duty of care to learners, and we will ensure that their wellbeing and health and safety is a priority.

Approved by:



Lesley McCormack, Managing Director

Date: September 2026

This policy will be updated annually, or sooner due to changes in legislation, or company changes of responsibility.

WHAT DOES THE POLICY CONTAIN?

The policy will identify the named persons responsible for health & safety and their Individual Roles & Responsibilities as well as considerations toward users of the policy:

Managing Director

Finance Director

Education Director

Health & Safety Officer

The Quality Manager

External Safety Consultants

Emergency First Aid & Mental Health First Aid Officers

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Employees / Learners

Placement Providers (Employers) and the Role Of MJTS (Provider)

Directors Who Engage Contractors

Contractors

Visitors / Public

The policy will ensure further provisions made for Health & Safety Arrangements

Accident Management

Asbestos

Blood Borne viruses

Civil Disturbances / Unrest

Construction Design and Management

Contractors

Consultation with Employees

Control of Substances Hazardous to Health (COSHH)

Disabled Persons

Display Screen Equipment

Internet Safety & Acceptable use of IT

Workstation assessment

Eye tests

Driving

Drugs and Alcohol

Work Equipment

Work placement Providers

Young Persons

Electricity

Fire Management

First Aid

Housekeeping

New & Expectant Mothers

Legionella

Manual Handling

Mobile Phones

Peripatetic Workers Lone Working

Personal Development

Personal Protective Equipment

Risk Assessment

Safeguarding Young People

Safety Signs

Smoking

Training

Visitors

INDIVIDUAL ROLES & RESPONSIBILITIES

Managing Director

The Managing Director is the most senior person within MJTS management structure and will ensure to have people who are responsible for health and safety as listed here within the policy. The Managing Director will ensure a Health & Safety manager with relevant knowledge and skills to manage health and safety concerns is appointed to role. It is ultimately their responsibility for all health & safety issues arising from the work activities undertaken by and for the business. With the support of the Finance Director and the Health & Safety Officer, the Managing Director will ensure:

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- P.1 The policy will inform of the named individuals representing health & safety management within MJTS, outlining their responsibilities to identify health and safety concerns and to ensure the intent, implementation and impact meet legislative requirements of health & Safety management.
- P.2 Ensure the health & safety policy fully reflects the relevant legislative provisions and requirements.
- P.3 Ensure that the policy is brought to the attention of all employees, learners and contractors directly under their control.
- P.4 Ensure the effectiveness of the health & safety policy and ensure that sufficient resources in terms of money, time and personnel are allocated to meet the requirements of the health & safety policy.
- P.5 Ensure that the commitment to health & safety is being properly maintained by all managers and to hold them accountable for their performance in such respects.
- P.6 Be responsible for the management of any planning for the evacuation and safety of the premises for staff, learners, visitors and public, evacuation or invacuation relating to emergency incident or civil disturbances.
- P.7 Be responsible as the **Designated Manager** for Safeguarding Young People.
- P.8 Ensure that adequate training information and instruction is given in health & safety to all employees and learners and where appropriate to placement providers to enable them to undertake their responsibilities under this policy.

The Finance Director will:

- P.9 Ensure adequate financial resources are made available to the Managing Director, so health and safety of Michaeljohn Training School is compliant, displays organisational commitment and promotes best practice at all times.
- P.10 Ensure there is provision and appointment of the necessary competent persons within MJTS structure.
- P.11 Ensure that risk assessments for all processes and activities have been carried out by the designated person and that the appropriate risk reduction methods have been implemented as part of the health & safety policy, planning and implementation.
- P.12 Ensure the required level of insurance cover, validity and annual update relating to the management of insurances; Employer Liability Insurance, Public Liability Insurance and any other relevant insurance cover is in place.
- P.13 Satisfy themselves on a regular basis that the arrangements made for the planning, organisation, control and monitoring of health & safety is adequate and being given appropriate attention by appointed responsible persons.
- P.14 Ensure that appropriate procedures and competent personnel are appointed for the control of situations which present serious or imminent danger.
- P.15 Ensure that there are suitable arrangements made for the provision of first aid and Mental health and that the first aiders/ Appointed Persons hold current valid certificates to undertake their assigned responsibility.
- P.16 Monitor the effectiveness of the health & safety standards by ensuring that regular auditing is carried out in line with MJTS's audit schedule.

Who are the Emergency First Aiders?

Gayle Carrington, Senior Operations Manager
Chloe Robinson, Trainee Educator

Emergency first aiders will:

- P.17 Be trained and have refresher training and named in section (P.19)
- P.18 Treat any injury in accordance with first aid training received.

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- P.19 Record all accidents in the accident book.
- P.20 Assist in any accident investigation where necessary.
- P.21 Ensure that the first aid boxes have the appropriate contents at all times.
- P.22 Ensure where any accident results in the casualty losing blood, that all appointed persons use the appropriate protection required to prevent the risk of contracting blood borne viruses (i.e., AIDS, Hepatitis etc.). Therefore, MJTS will provide any such protective equipment (surgical nitrile gloves etc.).
- P.23 Inform the Health & Safety Officer of the need for any further training outside of annual training schedules and appraisal.
- P.24 Appointment of Mental Health First Aid Officers:

The current mental health first aider is **Gabriella McCormack**

First aiders of mental health will:

- P.25 Not be considered as a mental health professional and not be considered trained to diagnose mental health conditions or deliver mental health interventions. The role will be one of:

Raising awareness and supporting staff awareness to ensure:

In the immediate or first instance, oversee the help MJTS offers/ gives to learners with mental health problems.

Raise awareness and support staff to spot learners who may show signs of mental health problems.

Offer advice to staff and learners about mental health, sign posting supporting agencies/ partners.

Where required and in line with DSL or DS advisor, make reference of learners to specialist services.

- P.26 Support for vulnerable groups, individual support plans (PEEPS), support provision and relevant materials pertaining to a healthy environment for all users.
- P.27 Undertake monitoring of work placements to ensure good standards of safety and compliance with health and safety regulations.
- P.28 Advise staff and assist them in performing their responsibilities as required within their role and in accordance with appropriate legislation for the sector and occupational skills.
- P.29 Monitor the schedules for the vetting of work placements, prior and during learners' stay of employment with the employer.
- P.30 Ensure that the appropriate communication processes are in place for health & safety matters.
- P.31 Audit that all health & safety training is recorded and evaluated by employees, learners and work placement providers.
- P.32 Assist the Managing Director to ensure all employees who undertake driving activities as part of their work have current valid driving licenses, business insurance cover for driving and where appropriate Current MOT certificates.
- P.33 Ensure safer recruitment policies and procedures are kept up to date and revised as required by nonpractice or legislation changes.

The Health & Safety Officer will:

- P.34 Where applicable and under contractual obligation, incidents will be reported to DfE, HSE by MJTS leadership.

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- P.35 Ensure the training school premises are checked and inspected to ensure good standards of safety compliance and all compliance is undertaken such as fire alarms, emergency lighting, PAT testing etc
- P.36 Be responsible as the Advisor for safeguarding young people and acting as the deputy designated manager in the absence of the designated manager.
- P.37 Ensure that information/statistics on hazards, accidents etc. are collected and disseminated to those who need to be informed of results and actions.
- P.38 Ensure all contractors are suitably briefed on health and safety issues before commencement of any work.
- P.39 Ensure procedures for accident reporting are in line with regulation guidelines
- P.40 Ensure all accidents that fall under RIDDOR 2013 are recorded and are investigated and reported online using HSE resources
- P.41 Undertake risk assessments in conjunction with the safety advisor and ensure these are sent for review to the Quality Manager for monitoring before issue to staff, learners and employees and any other stakeholder
- P.42 In conjunction with and with accountability to the Managing and Finance Directors, ensure that all health & safety training needs are identified, and the necessary training made available.
- P.43 Ensure that the appropriate communication processes are in place for health & safety matters.
- P.44 Ensure all new employees and learners receive the appropriate health & safety induction
- P.45 Ensure that all health & safety training is recorded and evaluated by employees, learners and work placement providers.
- P.46 Ensure all correspondence and communication with the landlords' representative are undertaken such as compliance testing and allowing the representatives access to the premises.
- P.47 Induct contractors into the training school where undertaken work that falls under CDM 2015
- P.48 Assists the managing director and finance director in ensuring clients duties are met under CDM 2015
- P.49 Ensure suitable and sufficient asbestos surveys are in place for the training with subsequent maintenance plans for the meaning of any identified ACMS
- P.50 Assist the Managing Director in contingency planning for incident management (emergency evacuation/ Invacuation) such as fire, civil disturbances, declared incidents.
- P.51 Ensure that all maintenance plans are kept up to date for training locations
- P.52 Assists the Managing Director that employees who undertake driving activities as part of their work have current valid driving licenses, business insurance cover for driving and where appropriate Current MOT certificates
- P.53 Ensure all work equipment is in good working order, and any faulty equipment is removed from service
- P.54 Ensure all PAT testing is undertaken in line with the schedule
- P.55 Ensure all fire safety management systems are in place and recording of tests and evacuation drills are undertaken and recorded
- P.56 Assist the Managing Director in updating the Prevent duty risk assessment

EXTERNAL SAFETY CONSULTANT

- P.57 Ensure annual review of the Policy as a minimum requirement or in response to legislative change or updates from Government departments e.g., Prevent/ Safeguarding
- P.58 Assist MJTS and Directors in the management of Health and Safety in the role of Health & Safety Advisor, designating a named deputy to support the role.
- P.59 Provide professional advice to the Managing Director and Finance Director, employees, learners and work placement providers that will enable them to discharge their responsibilities under this policy.
- P.60 Assist MJTS in vetting and reviewing contractors safety documentation such as CPP and RAMS

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- P.61 Liaise with external regulatory enforcement agencies and officers as necessary.
- P.62 Ensure that any accidents reportable under the Reporting of Injuries, **Diseases and Dangerous Occurrences Regulations 2013** are reported to the appropriate enforcing body and where appropriate the regional government funding body.
- P.63 Ensure there is a system for fire precautions and fire management in accordance with the Regulatory reform Fire Safety Order (2005) and ensure the fire risk assessment is kept under review.
- P.64 Undertake where directed, safety training to individuals, groups, learners, and placement providers.
- P.65 Provide the Directors with professional advice on matters relating to health and safety.
- P.66 Undertake any safety training as requested for Directors employees, placement providers and learners.
- P.67 Undertake any safety reports relating to compliance of health and safety including any annual safety audits to measure safety compliance.
- P.68 Investigate any accidents incidents as requested and assist the Health & Safety Officer as required.

The Quality Manager

- P.69 The Quality Manager, with the Health & Safety Officer will regularly monitor those processes and procedures are carried out via audit.
- P.70 Ensure that through audit, the development of health & safety systems, procedures and training are updated in line with the quality procedures including audits of procedures relating to accident reporting health and safety monitoring and vetting of work placements.
- P.71 Ensure all returns on required Disclosure and Barring checks for employees and other relevant personnel within MJTS are compliant with legislation and report the findings to the Designated Manager/Advisor.
- P.72 Ensure that regular maintenance checks and relevant audits are carried out by appointed persons in line with the health & safety management.
- P.73 The named Deputy will take responsibility for all Health & Safety matters in the absence of the Health & Safety Officer. Ensure all staff work in accordance and in compliance with the procedure for Accidents and/or Ill Health of Apprentices.
- P.74 Undertake reviews of risk assessments to ensure they are suitable and sufficient and SSOW are in place
 - a. Data collection and analysis of apprentice accidents as part of annual health & safety management review.
 - b. The employer holds main responsibilities in relation to the health and safety of its employees in the workplace, MJTS ensure compliance of employer premises at the point of engagement, through engagement at progress review and annual monitoring.
 - c. Monitor the potential effects of dermatitis on learners by undertaken health surveillance required and monitoring on an ongoing basis liaising with the learner's employer.
- P.75 Have sufficient and suitable number of trained emergency first aid staff to cover absence and holidays.

EMPLOYEES will (GENERIC):

- P.76 Ensure compliance toward annual H&S training and update of annual CPD/ PDP applicable to their role and promote/commit to the principles of the policy and implementation.
- P.77 Where appointed and required, assist and act as assistants to the Managing Director and the Safeguarding assistant relating to safeguarding young people
- P.78 Where appointed and with relevant industry experience, reviewers are to undertake the vetting and monitoring of work placements in line with organisational requirement and procedural compliance.

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- P.79 Co-operate with MJTS by undertaking H&S instruction issued by the Management to enable compliance with MJTS's statutory duties of health & safety law.
- P.80 Ensure all accidents are reported to a First Aider/Appointed Person, and the appropriate treatment is obtained.
- P.81 Reporting of any personal medical examinations or tests that may be required to inform risk assessments/ methods statement under statutory provisions covering health & safety issues.
- P.82 There will be no wilful or reckless acts of behaviour constituting or presenting risk of injury or harm to an individual.
- P.83 Any failure to observe health & safety instructions will be regarded as a breach of MJTS's disciplinary rules and will be dealt with accordingly.
- P.84 Where conduct is a direct infringement of H&S law, this may be considered as gross misconduct and leading to dismissal.

EMPLOYEES AND LEARNERS will (GENERIC):

- P.85 Ensure learners undertake training and commit to MJTS's health & safety management provision via induction and compliance in training and learning.
- P.86 Learners promote compliance to policy and procedure evidenced in teaching & learning sessions, qualification assessment, generic roles, responsibility in the workplace.
- P.87 Read and agree to comply to the health & safety policy/ summary, in particular where it relates to their specific role and responsibilities.
- P.88 Employees and learners are required to perform their tasks in such a manner that they create no unnecessary risk to themselves or others (Health & Safety at Work etc. Act 1974, Sections 7 & 8).
- P.89 Report unsafe aspects regarding the site, tools and equipment and any unsafe practices or methods of work to their Supervisor / Manager or directly to the Health & Safety Officer.
- P.90 Report all accidents and near miss incidents which occur on the site to the appropriate organisation personnel in accordance with the accident reporting policy.
- P.91 Not alter or attempt any unauthorised repair of any tools or equipment.
- P.92 Take notice of all warning and advisory signs.
- P.93 Ensure to store, handle, use and dispose of substances covered by COSHH as per risk assessment, method statement and manufacturer's instructions.
- P.94 Co-operate in undertaking necessary health & safety training.
- P.95 Assist in the maintenance of good housekeeping standards and ensure work areas are safe and of good hygienic standards before and after each period of work.
- P.96 Assist in the investigation of accidents where required by MJTS.
- P.97 Refrain from 'horse play' or any other similar potentially dangerous act.
- P.98 Obtain, use and store correctly all personal protective equipment and report any loss, damage or replacement.

PLACEMENT PROVIDERS (EMPLOYERS) AND THE ROLE OF MJTS (PROVIDER)

- P.99 The employer has the same responsibilities for apprentices who are under 18 as they would for any other young workers. As the Training Provider, MJTS recognise it as our same legal responsibility to ensure learners are accommodated by employers under this obligation.
- P.100 The employer has the primary responsibility for the health and safety of the apprentice and should be managing any significant risks in accordance with legislation. MJTS take the required reasonable steps to satisfy that the employer is doing this at the initial point of onboarding with provision, further monitored

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by questions at progress review with the apprentice and annual monitoring of the workplace setting. Checks ensure the apprentice knows how to raise any H&S concerns

- P.101 Discussion and monitor with the employer ensures:
- the workplace is a safe and healthy working environment for its employees/learners in compliance to current H&S law.
 - The employer provides adequate and sufficient supervision for Apprentices at all times.
 - Access to MJTS's representatives, funding body personnel or associated government representatives for health and safety monitoring safeguarding checks
 - To abide by the terms of the MJTS placement contract when a learner is in placement.
 - know how to report accidents or concerns to the Health & Safety Officer and provider which may be reportable under RIDDOR.

Directors engaging contractors will:

- P.102 Ensure all on site visitors are aware of MJTS 'Site Safety Regulations' when entering the premises.
- P.103 Ensure prior to engagement; contractors have been assessed to suitability to carry out work for MJTS (method statements etc.)
- P.104 Ensure the contractor has suitable and sufficient public liability insurance cover for works carried out.
- P.105 Ensure that method statements have been submitted and approved prior to work commencing (where necessary)
- P.106 Ensure that all contractors are monitored on their health & safety compliance whilst on site and that where a contractor's safety performance is not up to the standard, they are prevented from further work until MJTS has reviewed the situation.
- P.107 Ensure that there is adequate control over any risk to personnel and property arising from the activities of contractors, their vehicles, plant, tools and equipment.
- P.108 Ensure that contractors' employees are advised of any risks to themselves arising from MJTS activities and copies of any relevant information or procedures are provided to the contractor where necessary.
- P.109 Ensure, so far as is reasonably practicable that the contractors' personnel have the appropriate competence to carry out their tasks safely.

CONTRACTORS AND MAINTENANCE OF THE BUILDING

- P.110 The following arrangements will be employed when independent contractors are engaged on site. As far as possible undergo a basic pre-qualification questionnaire.
- P.111 Adhere as a site visitor to MJTS 'Site Safety Regulations' prior to signing into the premises.
- P.112 Provide risk assessments and method statements that meet where appropriate the requirements of the Health & Safety at Work etc. **Act 1974 and where appropriate CDM 2015 Regulations**
- P.113 Conform to any local health & safety rules, procedures and policies for the areas in which they are engaged to work. MJTS will ensure that the contractor is advised or given copies of such rules.
- P.114 Ensure that any hazardous substance brought onto an organisation site is done so with prior agreement with the business. It is the responsibility of the contractor to ensure that the requirements of the Control of Substances Hazardous to Health Regulations (as amended in 2002) have been met in relation to these substances.
- P.115 Provide for use, any personal protective equipment as is necessary to safeguard their health & safety.
- P.116 Report all accidents and near miss incidents which occur on the site to the appropriate organisation personnel in accordance with the accident reporting policy.

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- P.117 Be responsible for ensuring the adequacy of the first aid arrangements for their staff as required by the Health & Safety (First Aid) Regulations 1981.
- P.118 Under no circumstances use the tools and equipment of MJTS unless expressly authorised to do so.
- P.119 Ensure that all equipment used or introduced to an organisation site is maintained so that it is safe and without risks to health.
- P.120 Ensure that any vehicle under their control is not left in a manner liable to cause obstruction or any other hazard.
- P.121 Dispose of all waste in accordance with the **Environmental Protection Act 1990**, any other regulation made under this Act and in accordance with the guidance issued by the waste management company.
- P.122 Co-operate with MJTS in exercising its right to monitor or inspect any activities taking place on MJTS's premises.
- P.123 Ensure that a permit to work system is in place where the activity is of a particularly high-risk nature or where MJTS requires

VISITORS /PUBLIC

The organisation accepts its responsibility to ensure the health & safety of all persons who come directly or indirectly into contact with MJTS or the consequences of its activities.

The following arrangements are to enable this responsibility to be effectively discharged:

- P.124 Ensure all on site visitors are aware of MJTS 'Site Safety Regulations' prior to signing into the premises
- P.125 Employees of MJTS who are responsible for any person(s) on site must take steps to ensure adequate supervision is maintained at all times whilst the visitor is on site.
- P.126 All visitors must complete the required details in the register/visitor's book and issued 'Safeguarding Site Safety Regulations' (SA17 Safeguarding Site Safety Regulations)
- P.127 All visitors must be able to produce adequate ID to confirm their identity
- P.128 All visitors must wear an MJTS visitors' badge
- P.129 All visitors must sign out on leaving MJTS and hand back their badge
- P.130 Members of the public attending the premises for appointments to facilitate training and assessment of learners must be recorded in the appointment book and their attendance acknowledged.
- P.131 All visitors must be advised/ supervised of the risks to which they are exposed to whilst on site and the emergency arrangements, including the location of assembly points
- P.132 Where necessary visitors / public will be required to use any personal protective equipment that is necessary to safeguard their health & safety.
- P.133 Accidents and near miss incidents which involve visitors / public must be reported and informed to the Health & Safety Officer within the appointed persons absence.

HEALTH & SAFETY ARRANGEMENTS

Accident / Incident Management

Reporting and Investigation of Accidents/Incidents

All accidents, dangerous occurrences or near misses will be reported to the Health & Safety Officer and the details recorded in the accident book.

Where deemed necessary, accidents, dangerous occurrences or near misses will be investigated by the Health & Safety Officer.

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REPORTING PROCEDURES TO THE HEALTH AND SAFETY EXECUTIVE / FUNDING BODY

MJTS will ensure reportable work-related deaths, specified injuries, over-seven-day injuries, occupational diseases and dangerous occurrences are notified and recorded in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), using the current HSE reporting service. Where contractually required, the Department for Education (DfE) or other relevant funding body will also be informed. RIDDOR 2013 remains the current legislation at the date of this review; MJTS will monitor the outcome of HSE's 2026 consultation and update this policy when any changes come into force.

APPOINTMENT OF CONTRACTORS

Electrical and gas installation remediation work will only be carried out by competent persons. MJTS will as far as is reasonably practicable, ensure that all contractors engaged to carry out electrical work on MJTS's behalf are of sufficient competence.

ARRANGEMENT OF THE CONTRACT

Prior to the awarding of any contract, MJTS will ensure the applicability or otherwise of the **Construction Design & Management Regulations 2015**.

Prior to the contracted work commencing, MJTS will ensure that both MJTS and the contractor fully understand the nature of the work and suitable and sufficient controls arranged.

ASBESTOS

MJTS will take reasonable steps to find out if there are materials containing asbestos, and if so, its amount, where it is and what condition it is in. This will be undertaken by a competent person carrying out asbestos surveys in line with HSG264

Presume materials contain asbestos unless there is strong evidence that they do not.

Make, and keep up to date, a record of the location and condition of the asbestos containing materials - or materials which are presumed to contain asbestos.

Assess the risk of anyone being exposed to fibres from the materials identified. Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

BLOOD BORNE VIRUSES

There has been a great deal of concern about the spread of blood borne viruses such as HIV and hepatitis. MJTS will encourage employees and learners who have been diagnosed as HIV positive to obtain counselling advice and support from a responsible person. Disclosure of such information will be treated in the utmost confidence, and employment rights will not be affected.

MJTS will take all suitable precautions to secure the safety of such personnel whilst at work and of those working in close contact with the infected person. Based upon existing research and knowledge of the virus there is very little, if any, risk of employees becoming infected with this virus through contact with an infected employee however, MJTS recognises that there is a residual risk from exposure to blood spillages arising from accidents or from exposure to contaminated sharps.

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It is MJTS intention to ensure that such risks are kept to a minimum. Suitable information and training will be provided to personnel regarding measures to deal with the risks presented by blood borne viruses in the workplace. MJTS will: Prevent employees and learners from coming into contact with blood spillages and make arrangements to isolate the area until it has been cleared.

Ensure that spillages are cleared by a responsible and authorised person who should use suitable personal protective clothing to prevent direct skin contact and splashes, etc. Provide appointed persons with information about dealing with spillages of blood and used sharps during first aid training and ensures that the first aid boxes contain disposable gloves to protect against contamination whilst handling an injured person.

Allow the use of sharps at the workplace only for designated purposes (employees or learners using sharps at the workplace for any reason other than for designated purposes may be subject to disciplinary action). Ensure the privacy and always maintain confidentiality of medical records and medical details. Make suitable arrangements for storage and disposal of sharps. If an employee or learner reports a blood borne virus condition, treat this information with utmost confidentiality.

CIVIL DISTURBANCES/UNREST

All Staff receive annual training in regard to the triangulation of health & safety, safeguarding (Prevent) and Equality under Staff Training protocols. Where required or in response to legislation, this will be more frequent.

Health & Safety commitment in conjunction with Prevent looks to train and make staff aware of the signs and dangers of Prevent, under the duty of care in regard to H&S and the mitigation of risk and harm. Supporting the promotion of the **Prevent Policy** and getting employees to commit to the **Prevent Duty** and **MJTS Prevent protocols**, The Health & Safety Policy commits to protecting employees, learners, clients and users against potential harm that may arise in the event of an Emergency Incident via the 'Emergency Incident Planning Checklist'. The Health & Safety Officers commits to planning and preventing harm or injury through an understanding of the:

HS76a The Site Plan (entry, exits, chemicals, utilities and shut offs, security, safe invacuation etc.)

HS76 Self-Assessment Emergency Incident Planning Checklist (consideration of what is established, what may be improved and how collective actions assessed in advance of a potential incident may be assessed to reduce potential injury or harm, what may take place in such an event and how to respond during and after an incident)

Potential Outage and business interruption

Lessons learned between March 2020 and April 2021 is that business interruption may come via many unforeseen possibilities. Emergency incidents and evacuations may be short experienced however, there are new possibilities which need to be considered. Longer term planning through the use of technology and remote working are considerations under:

Remote Working

Cyber security and the security of data

Emergency incident planning and response

In the event of an emergency incident, Directors commit to the safety of employees, learners and users. Networking with partners and agencies keeps us aware as an organisation, planning looks to reduce the risk of harm or injury but in the event of an incident, planning must be clear, robust and responsive.

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In the event of an incident, MJTS will ensure that it uses contemporary and diverse media to monitor any potential likelihood of civil disturbances/ unrest. Contact with the emergency service and following of their guidance is essential wherever possible. The Directors of MJTS will liaise with external organisations such as the Police to formulate and implement any contingency planning for imminent danger posed by such disturbances to their employees and learners when such disturbances impact on the Training School.

The Directors will make informed decisions as to the suitable course of action to take to reduce the risk of harm to employees and learners according to the scenario.

Such contingency actions may include:

- The closing and securing of the premises in advance where possible.
- Ensuring employees may leave with expedience with alternate home working arrangements already established to reduce the potential of outage and communication with learners and employers (over the protracted time)
- Allowing the employees and learners to leave early to avoid any potential conflict with perpetrators of civil unrest.
- Associated Policies of H&S and Prevent (under safeguarding) have considered the scenarios and inform of the protocols for response.

CONSULTATION

MJTS will consult with employees, learners and work placement providers on all matters affecting health and safety. This will be achieved through both direct communication, meetings, Learner Liaison Officers and through indirect media such as notice boards, newsletters, e-mails etc.

CONSTRUCTION DESIGN AND MANAGEMENT 2015

The company will have duties as set out as in line with L153 CDM guidance as clients. The company and its nominated safety advisor and other appointed persons will ensure client duties are met under these regulations and will assist contractors ensure preconstruction information is passed to them or where a Principal Contractor is engaged that information will be given to the appointed Principal Designer

CONTRACTORS

The use of contractors on site poses risks to MJTS, not only in terms of protecting the safety of the contractors and our own employees but also in terms of protecting damage to our premises or that of our neighbours. Therefore, MJTS is committed to ensuring careful selection, vetting and monitoring of contractors so as to reduce any risks to the lowest level practicable to ensure they meet their obligations and duties under CDM 2015 such as skills experience and where appropriate organization capability such contractors will provide Construction phase plans and RAMS for undertaken on site

COSHH (Control of Substances Hazardous to Health)

All reasonable steps will be taken to prevent or adequately control exposure to substances hazardous to health in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH), as amended.

COSHH ASSESSMENTS

COSHH assessments will be carried out on all processes involving hazardous substances, risks identified, and appropriate risk reduction measures implemented where reasonably practicable.

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The results of COSHH assessments will be formally recorded. The findings of the COSHH assessments will be communicated to all appropriate personnel.

For hairdressing activities, COSHH assessments will specifically consider wet work, shampoos, colours, bleaches, cleaning products, persulphates, sprays and other substances that can cause dermatitis, skin allergy or occupational asthma. Controls will include suitable ventilation, substitution where practicable, appropriate non-latex disposable gloves for wet/chemical work, hand-care arrangements, skin checks and health surveillance where indicated by the risk assessment.

DISABLED PERSONS

MJTS recognises its obligations towards employees, learners and the wider community and will make reasonable adjustments for disabled people in accordance with the Equality Act 2010. Health and safety risk assessments will consider individual needs without using health and safety as a reason for unjustified exclusion. Where required, a Personal Emergency Evacuation Plan (PEEP) will be completed, reviewed and shared with the people responsible for supporting the individual during evacuation or invacuation.

DISPLAY SCREEN EQUIPMENT

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, MJTS will protect workers who use DSE daily for continuous periods of an hour or more. This includes fixed-site, mobile, hot-desk, home and hybrid workers where the Regulations apply.

DSE users will receive a suitable workstation assessment, information and training, planned breaks or changes of activity, and an eyesight test on request. Assessments will cover each regular work location and will be reviewed when workstations, equipment, working arrangements or individual needs change, or where discomfort is reported.

DRIVING

It will be expected that Directors and some employees engage in driving activities as part of their job role. MJTS therefore deems it a requirement to have in place risk assessments and ensure all employee vehicles and organisation vehicles used for business are roadworthy have current tax and where applicable have a current and valid MOT certificate.

MJTS will ensure it keeps copies of current and valid driving licences of all employees who are engaged in driving as part of their job role.

Where an employee is driving from home to the business premises this will not be considered as driving on organisation business. If, however, employees are driving from home to a remote location, this will be deemed as driving on organisation business.

Employees must inform the Health & Safety Officer of any accidents or driving incidents that they have been involved with whilst on organisation business.

Employees using their own vehicles must ensure they hold valid and sufficient motor insurance including business cover. MJTS will keep a record on file of all such insurance for employees and alert when expiry is due.

The use of mobile phones is prohibited by MJTS when driving. GPS systems where used are not to be programmed or re programmed when driving

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Changes to the Highway Code from January 2022 will be followed by personnel driving on company business including Dutch Reach method when leaving parked vehicles, Persons crossing at road junctions and giving extra space to other road users such as horse riders and cyclists

DRUGS & ALCOHOL

It is the policy of MJTS that the working environment will be free from the influence of drugs or alcohol (see ST16 – Alcohol and drug abuse policy).

The following rules will be strictly enforced. No employee, learner, contractor, visitor or member of the public will:
Report or try to report for work when unfit due to the illegal use of alcohol or drugs or due to substance abuse.

Be in possession of alcohol or drugs for illegal use whilst on MJTS premises or on organisation business.

Consume alcohol or illegal drugs or abuse any substance whilst at work.

Contravention of these rules is a very serious matter, and MJTS will take disciplinary action, which may well include dismissal. In addition,

Possession of or dealing in illegal drugs on organisation premises will, without exception, be reported to the Police.

MJTS will endeavour to ensure that advice and specialist help are made available to employees or learners who feel they have a problem with alcohol or drug misuse.

Employees or learners who are concerned that a colleague is exhibiting symptoms of an alcohol or drug-related problem should notify their manager / supervisor. Any comments will be handled in a strictly confidential manner.

MJTS will ensure that identified staff are offered the appropriate training in how to deal with matters relating to alcohol and drug abuse.

ELECTRICITY

All reasonable steps will be taken to secure the health and safety of employees and learners who use electrical equipment. Equipment will be maintained so far as is necessary to prevent danger under the Electricity at Work Regulations 1989. Visual checks, user checks, inspection and electrical testing (including portable-appliance testing where appropriate) will be carried out at intervals determined by risk, equipment type, environment and manufacturer information rather than by a fixed legal PAT interval.

EYE TESTS

Employees who are DSE users are entitled to an appropriate eye and eyesight test on request, paid for by MJTS. Where the test shows that special corrective appliances are needed specifically for DSE work, MJTS will meet the reasonable cost of the basic appliance required for that work.

FATAL ACCIDENTS

In the event of a fatal accident (anyone on site) the major incident document procedures should be followed immediately after the accident.

- Notify the emergency services using the emergency 999 facility

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- Notify the Directors
- Notify the Health & Safety Executive and if applicable (should the incident be a learner) appropriate funding agencies (DfE)
- Preservation of the scene of the accident and screen the area as much as possible to limit the distressing event.
- Obtain written statements from any witnesses
- Photograph the scene as soon as practicable
- Do not move the fatality until authorised to do so by police

FIRE SAFETY

MJTS will take the appropriate steps to prevent or minimise the risk of all causes of fire so far as reasonably practicable. In particular, MJTS will:

- Carry out and keep under review a suitable and sufficient fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005, as amended.
- In line with the fire-safety duties introduced by Section 156 of the Building Safety Act 2022, MJTS will record the fire risk assessment in full, record its fire-safety arrangements, record the identity of any person appointed to undertake or review the assessment, provide relevant fire-safety information to employees, and cooperate and coordinate with any other Responsible Person who shares duties for the premises.
- Ensure the fire alarm system and fire protection systems are checked on a regular basis and a record kept of all checks carried out on the system.
- Ensure all fire extinguishers are inspected on an annual basis.
- Ensure formal fire drills are carried out three times a year (to cover each training day) to evaluate the effectiveness of the emergency plan.
- Ensure procedures are in place to carry out full emergency lighting test every six months.
- Persons with mobility issues are to be seated close to the fire exits (where possible, commit to a PEEP)

General Procedure

On Discovering a Fire:

- Raise the alarm immediately.
- Do not attempt to fight the fire (unless it is a small fire easily containable with the appropriate fire extinguisher) People know where you are, you have received training and you feel safe to use the extinguisher
- Proceed immediately to the assembly point, escorting visitors/public if appropriate.
- Do not return to your place of work unless given the all clear by the Fire and Rescue Service
- **ON HEARING THE FIRE ALARM**
- Proceed immediately to the assembly point - the corner of Hilton Street and Oldham Street.
- In the event of a serious incident meet at – the corner of Oldham Road/ Thompson Street. Do not return to your place of work unless given all clear by the Fire and Rescue Service, Police Officer or the Health and Safety Officer.

Document Control

- MJTS ensure documentation is kept secure and in an acceptable format for inspection where necessary (*Documentation is kept in a secure, controlled offsite location which is only available to authorised personnel to monitor, manage and audit*). This is in line with MJTS fire risk assessment.

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However, documentation will be made available upon request from completion or withdrawal from the programme.

FIRST AID INCLUDING MENTAL HEALTH FIRST AID

MJTS is committed to providing adequate and appropriate first-aid equipment, facilities and trained personnel in accordance with the Health and Safety (First Aid) Regulations 1981 and current HSE guidance. The first aid needs assessment will consider physical risks, the number and needs of workers and learners, work patterns and locations, employees' mental health needs, and whether there is a foreseeable risk of life-threatening bleeding. In particular, MJTS will ensure:

- There are appropriate Emergency First Aid Trained persons and mental health first aiders within MJTS to take charge of an accident or injury.
- First Aid boxes are provided within the workplace to ensure that these are maintained and re-stocked when necessary.
- Ensure adequate procedures are in place for dealing with HIV and other blood borne viruses should an injury occur.

HOUSEKEEPING

MJTS will ensure that adequate standards of housekeeping are achieved in order to reduce the risk of injury and to prevent unnecessary fire hazards.

Slips, trips and falls have a high potential to cause serious accidents; therefore, the importance of good housekeeping must not be understated. It is the responsibility of all employees and learners to ensure good housekeeping is maintained, particularly the condition of the floor. Therefore, MJTS will ensure that periodical workplace monitoring within general observations of training delivery is undertaken.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Managing Director. All employees are obliged to commit to and promote the policy and ensure all learners in our care are protected and supported. All staff are aware of who is responsible for health & safety and the associated responsibilities (Equality & Safeguarding) and can identify those responsible for health, safety & wellbeing, Equality and Safeguarding and who to report any concerns to. All staff commit at induction to support the implementation of the policy. The Health & Safety Officer will inform all existing employees and contractors of the policy and their role in the implementation and monitoring of the policy. MJTS will also give information on the smoking policy to all employees on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles in accordance with legislation.

INTERNET SAFETY & ACCEPTABLE USE OF IT

The use of technology as a significant component of many safeguarding issues will be managed under the scope of the health & safety through policies, procedure and audit to inform and assess the risks associated.

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Misuse of the IT must be monitored as poor management may contribute to incident of Child sexual exploitation; radicalisation and sexual predation, to name a few. Unmanaged technology often provides the platform that facilitates harm. Effective monitor and audit empower MJTS to protect and educate staff and learners in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

Health & safety management through Internet safety and the correct use of information technology policies and procedure considers safety under the four areas of risk identified in KCSIE 2026 and the related dangers associated with the use of online and technology informed in guidance:

- Content
- Contact
- Conduct
- Commerce

Refer to Keeping Children Safe in Education 2026 and MJTS Online Safety and Acceptable Use arrangements.

LEGIONELLA

The Training School has a direct main supplying cold water to all cold outlets with the exception of backwash units. There are also point of use water heaters and radiator system. The site has had a professional assessment that call for regular flushing and use of the water systems. The site is of a low risk when regularly managed.

MAINTENANCE

MJTS will ensure that work equipment is maintained in a safe condition and periodic maintenance is carried out where required.

MAINTENANCE, INSPECTION AND PURCHASING

Electrical equipment will be maintained to prevent danger. The frequency and type of user checks, formal visual inspection and electrical testing will be determined by risk, taking account of the equipment, how and where it is used, manufacturer information and previous inspection/test results. Portable-appliance testing (PAT) will be used where appropriate; HSE guidance does not require every portable appliance to be tested annually.

New electrical equipment will be obtained from reputable suppliers, be suitable for the intended use and environment, carry the appropriate conformity marking and documentation where required, and be checked before being put into service.

MANUAL HANDLING

MJTS will carry out manual handling risk assessments of all significant handling activities in accordance with the Manual Handling Operations Regulations 1992 (amended 2002) and:

- ensure that all handling risks identified by the risk assessment are fully assessed and evaluated.
- avoid manual handling wherever possible by seeking other methods.
- reduce risk of injury through manual handling tasks to the lowest level reasonably practicable
- provide information and training on proper handling techniques and appropriate systems of work.

The results of all manual handling assessments will be formally recorded.

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MOBILE PHONES

The use of mobile phones is essential to ensure communication throughout MJTS; however, their use also carries specific risks which need to be addressed i.e., their use whilst driving

MJTS states that it is a contravention to this policy to use a mobile phone device when driving under any circumstance. Anyone who must receive a call on their mobile should find a safe place to park.

NEW AND EXPECTANT MOTHERS

MJTS will manage risks to pregnant workers and new mothers in accordance with the Management of Health and Safety at Work Regulations 1999 and current HSE guidance.

When a worker notifies MJTS in writing that they are pregnant, have given birth within the previous six months or are breastfeeding, MJTS will complete an individual risk assessment, take account of medical advice, share the findings, and review the assessment as the pregnancy progresses or circumstances change. Where a significant risk cannot be controlled, working conditions or hours will be adjusted, suitable alternative work considered, or suspension on full pay used where legally required.

NON-COMPLIANCE

Local disciplinary procedures will be followed if any employee does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

PERIPATETIC WORKERS (OFF-SITE WORKERS)

Where employees are required to work at locations away from their normal base, MJTS will ensure, so far as is reasonably practicable, that all steps are taken to ensure their health and safety. MJTS will achieve this through the process of risk assessment.

MJTS will give peripatetic workers the appropriate level of training to enable them to carry out a generic assessment of risks and how to ensure they adopt Safe Systems of work.

It will be the duty of employees engaged on peripatetic work to report any unsafe conditions prior to starting work in the particular location.

Where staff work alone, off site or at another employer's premises, the risk assessment will consider foreseeable violence/aggression, travel and road risk, stress and wellbeing, medical suitability, communication and emergency arrangements. MJTS will provide appropriate training and supervision, maintain agreed contact/check-in arrangements, and ensure there is a clear response where contact is missing or an incident occurs.

PERSONAL DEVELOPMENT

MJTS will continue with our initial whole organisational commitment approach to Personal Development. Personal Development is at the heart of everything MJTS does through its curriculum, lessons, staff selection and training the environment of the training School and what they do outside of the Training School.

MJTS has robust policies and procedures in place to organise, plan, implement, measure, review and audit performance in this key area. Safeguarding arrangements will have regard to Keeping Children Safe in Education 2026, including Part One for all staff and the relevant whole-organisation, online safety, child-on-child abuse and safer-working provisions.

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will only be used where risks cannot be adequately controlled by higher-level measures. In accordance with the Personal Protective Equipment at Work Regulations 1992, as amended by the Personal Protective Equipment at Work (Amendment) Regulations 2022, suitable PPE will be provided free of charge where required to employees and any limb (b) workers within scope. PPE will be compatible, maintained, correctly stored and supported by suitable information, instruction and training.

MJTS will: -

Identify requirements for PPE usage as part of the risk assessment process

Provide PPE when the risk presented by work activities cannot be controlled by other means, free of charge.

Ensure any PPE is suitable for its purpose.

Provide training on the use of PPE.

Ensure that details of all items of PPE issued are recorded.

PURCHASING/HIRING

MJTS will ensure that work equipment is suitable for the purpose it is intended and is safe.

PURCHASING PROCEDURES

It will be the responsibility of anyone purchasing or ordering any substances to:

Consider what it is to be used for.

- Determine whether it is hazardous, irritant, corrosive or toxic.
- Determine whether it can be substituted for anything less hazardous.
- Ensure staff are aware of precautions required for materials in use.
- Ensure that a hazard data sheet is obtained
- Prior to new substances being introduced into MJTS, a COSHH assessment must be carried out.

RISK ASSESSMENTS

In accordance with the Management of Health and Safety at Work Regulations 1999, MJTS will carry out suitable and sufficient assessments of risks to employees, learners, contractors, visitors and others who may be affected by its activities. Risks will be eliminated where reasonably practicable and otherwise controlled so far as is reasonably practicable, using the hierarchy of controls.

All general risk assessments will be carried out by competent risk assessors, and the details of each risk assessment will be formally recorded. Risk assessment likelihood and consequence will be controlled using the 5 x 5 matrix.

Risk assessments will be reviewed on a regular basis (at least annually) or sooner if there are any changes in working practices, legislation or in light of an incident or accident. Risk assessments will use where appropriate the product of likelihood and consequence to evaluate the risk

WORK-RELATED STRESS AND MENTAL HEALTH

MJTS recognises work-related stress as a health and safety risk. Organisational risk assessment and management will consider the HSE Management Standards areas of demand, control, support, relationships, role and change.

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Employees will be consulted, concerns acted upon promptly, and controls reviewed where workload, working arrangements, change, bullying, violence or other work factors may create a risk to physical or mental health.

WORKPLACE TEMPERATURE AND EXTREME WEATHER

MJTS will provide a reasonable indoor working temperature and assess temperature as a workplace risk under the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999. There is no statutory maximum temperature; during hot or cold weather MJTS will consult workers and use proportionate controls such as ventilation, shading, local heating/cooling, drinking water, adjusted work patterns or breaks, and additional measures for people who may be more vulnerable to heat or cold stress.

SAFEGUARDING YOUNG PEOPLE CHILD PROTECTION

Michaeljohn Training maintains a separate Safeguarding, Child Protection and PREVENT Policy which is reviewed against current statutory guidance, including Keeping Children Safe in Education 2026 (in force from 1 September 2026) and other relevant Department for Education and Home Office guidance.

Michaeljohn Training appoints designated individuals who have responsibilities under safeguarding of young people. These responsibilities are set out within MJTS managed by the Designated Safeguarding Lead, Advisor and Designated Officers.

MJTS has separate safeguarding policies and procedures which include:

- statement of intent, scope of the policy
- Legal context
- Organisational responsibilities Directors, Managers employees
- arrangements for safeguarding including
- Record Keeping
- Details of external agencies
- Review measurement and audit

Disclosure and Barring (DBS) checks will be undertaken on all Michaeljohn Training Staff in accordance with guidance. Staff working with learners of a non-employed status will also require an enhanced DBS. Details are in accordance with guidance in MJTS's Safer Staff Recruitment Selection and Equal Pay Policy

SAFETY SIGNS

Safety signs and signals are used in the workplace to warn and instruct employees, learners, contractors and visitors/public of risks to their health and safety. Despite reducing risks wherever practicable we accept there will always be circumstances in which hazards remain which require warning notices and signs.

MJTS will, therefore, ensure sufficient and appropriate building and equipment safety signs are provided and maintained in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. Each sign is colour coded as follows:

- Black on a yellow background means 'warning'
- Red on a white background means 'prohibited'
- Blue on a white background means 'mandatory – you must do'

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- Green on a white background means 'the safe way'

All safety signs must be adhered to at all times.

SMOKING POLICY

This policy has been developed to protect employees, learners, contractors and visitors from exposure to second-hand smoke and to support compliance with the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006.

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

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. MJTS will support employees should they seek to stop smoking.

TRAINING

MJTS will ensure health and safety training needs are identified on a regular basis and appropriate training programmes delivered to ensure needs are met. MJTS will provide health & safety training across the following areas:

- *Induction training*
- *Management and Supervisory*
- *Job Specific Specialist training such as safeguarding and Personal Development, Behaviour & attitudes*
- *General Awareness*
- *Refresher*
- *All Health & Safety training for MJTS employees, learners and work placement providers as given by MJTS, will be recorded and evaluated.*

VISITORS / PUBLIC

MJTS has a responsibility to ensure the health and safety of all persons who visit our premises including contractors, members of the public and other visitors. All visitors must report to reception and be signed in. Members of the public attending the Training School to facilitate the training and assessment of learners must be recorded in the appointment book.

The host of the visitor should make them aware of the fire and emergency procedures, what to do in the event of an accident and any specific risks to which they may be exposed whilst on site.

WORKSTATION ASSESSMENT

Workstation risk assessments will be completed for DSE users using a suitable checklist or individual assessment. They will be reviewed when there is a significant change to the workstation, equipment, work location or work pattern, when an individual reports discomfort or a relevant health issue, and periodically as part of MJTS monitoring arrangements.

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24

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WORK EQUIPMENT

MJTS is committed to selecting, installing, using, inspecting and maintaining work equipment so that it is suitable and safe. Work equipment will be managed in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and, where relevant to supplied machinery, the Supply of Machinery (Safety) Regulations 2008, as amended.

Work equipment includes accelerators, photocopiers, shredders, scissors, Hairdryers, dispensing machines and IT equipment.

WORK PLACEMENT PROVIDERS

MJTS will carry out an initial vetting of any work placement prior to the learner commencing any Government funded training. The frequency of further health and safety monitoring of work placements will be determined by the risk band allocated to that placement.

All employers will be risk assessed annually and results recorded to MJTS's MIS. The suitability of the health and safety arrangements for work placements will be assessed against the nine procurement standards. Where necessary an agreed action plan will be issued to the placement outlining improvements necessary to reduce the placements risk band. Where necessary further assessment may be carried out until MJTS is satisfied of employer suitability. Placement providers will be updated and invited to training events on health and safety. Salons will undergo observation/monitor of in salon training including health and safety compliance.

Health and safety issues will be communicated to placement providers by newsletters which are published twice a year as a minimum, more frequent as information updates or reviews.

MJTS operates a help line for work placement providers, which includes free health and safety guidance or referral to a competent external safety consultancy.

Where a placement provider's health and safety arrangements are assessed to be putting a learner at unacceptable risk, MJTS will instigate a close out procedure.

YOUNG PERSONS

Young persons and children may be exposed to additional risks due to their lack of knowledge, experience and possible immaturity. Therefore, MJTS will:

- Carry out specific risk assessments or review existing ones where young people (school leaving age to 18 years old) or children (under school leaving age) work within MJTS or are on placement with an employer which will take account of specific vulnerabilities.
- Provide induction training to explain health and safety rules, hazards and risks identified in the assessment and precautions that must be taken.
- Supervise young persons and children to ensure they progress towards an understanding of safe working procedures.
- Where appropriate health surveillance will be undertaken and prohibitions on identified work put in place. The recommendations will be communicated to the young person's employer.
- Consult with young persons on health and safety issues by means of regular reviews and via the learner focus group.
- Inform young persons of health and safety matters via training sessions, questions as progress review and during curriculum enrichments.

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25

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Version/Revision	Date	Change	Author
REV21	01/07/2020	Clarity in guidance for the return to work under Covid was committed to and aligned with the Covid Policy and Covid return to work plan. Named persons responsible updated and clarified.	Simon Stuart
REV 22	13/08/2020	Review of roles and responsibilities of staff, responding to government guidance and updated MJTS COVID SECURE arrangements (Covid Champions) and the ventilation of the building in response to government guidance.	Simon Stuart
REV 23	30/09/2020	Responsive to the key changes in KCSIE 2020 with specific relevance to H&S: Coronavirus arrangements including awareness of online security and the threat ICT, Mental health (staff & Learners) and support available. Responsible persons named.	Simon Stuart
REV 24	29/06/2021	Responsive to changes in Government guidance, new arrangements for common areas and learning sites in regard to masks, social distancing and testing (specific to the Covid Appendix within the policy)	Simon Stuart
REV 25	26/11/2021	Inserted in response to the KCSIE arrangements established in September 2021, further arrangements made in regard of the recently revised 'Self-Assessment Emergency and Incident Planning Checklist' and accompanying revised 'building plan' outline the responsibility of the H&S Officer within the Policy. Response is also relevant to Prevent duty.	Simon Stuart
Rev 26	13/12/2021	updated Plan B adjustments where required according to government guidance	Simon Stuart
Rev 27	27/01/2022	Updated the Covid arrangements for the move back to plan A on the 27 th January. Government guidance aligned to the policy and explanation to continue social distancing where possible at all times of MJTS arrangements to maintain mask wearing where social distancing is not possible.	Simon Stuart
Rev 28	01/03/2022	Updated in accordance to Government Guidance the NHBF 01/03/2022. Working Safely during COVID-19, close contact services. https://www.gov.uk/guidance/working-safely-during-covid-19/shops-branches-and-close-contact-services	VLM

Rev 29	30/09/22	Update of COVID 19 controls and Safeguarding, Vulnerable Learner & Child Protection Policy and roles and responsibilities	CAH
Rev 30	05/05/2023	Review of Roles and Responsibilities including additioning the Operations Director.	AB & CAH
Rev 31	August 2023	Change of branding. Updating title change.	AB
Rev 32	May 2024	Amended branding Remove reference to traineeships	PS
Rev 33	July 2025	Change of roles and responsibilities	AB
Rev 34	March 2026	Changes of roles & responsibilities including the additional 2 first aiders.	AB
Rev 35	September 2026	Annual review against current HSE and government guidance. Updated fire-safety duties, first-aid needs assessment, RIDDOR status, COSHH hairdressing controls, DSE/home and hybrid working, pregnancy/new-mother risk assessment, lone working, PPE 2022 duties, work-related stress, workplace temperature/extreme weather, current KCSIE 2026 references and corrected legislation references.	AB

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27

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