



# The Mantra Group Health and Safety Policy

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## A) POLICY STATEMENT

Mantra Learning Limited regards the promotion of good health and safety practices as a common objective for management and employees at all levels. Mantra Learning will promote and follow legislation from at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation, and common law duties of care.

Mantra Learning is committed to ensuring, so far as is reasonably practicable, that the health, safety and welfare of all employees, learners and other persons who may be affected by our activities, is maintained to the highest standard possible within the constraints of each working environment.

To maintain this high standard, Mantra Learning will:

- Appoint a health & safety officer who will support the business in relation to health & safety.
- Work with employees, learners, and visitors to promote health & safety.
- Carry out risk assessments at employer and subcontractor premises, where employees and learners will be working to establish safe working processes are in place and employees and learners will be in a safe working environment. This includes work placements for traineeships and employer premises where apprentices will be working and learning.



- Work with employers and subcontractors to ensure policies and procedures are in place to safeguard all employees and learners.
- Support employers and subcontractors to implement any policies and procedures that may be required because of any risk assessment actions and requirements.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure effective risk assessments for each working environment is regarded as essential prior to the start of any training.
- Endeavour to provide, and maintain, safe and healthy working conditions, equipment, and systems of work for all our employees, and to provide such information, training, and supervision as they need for this purpose.
- Ensure all employees, learners, employers, and visitors understand their roles and responsibilities in relation to Health & safety including reporting processes.
- Ensure all employees have had adequate training and any personal protective equipment (PPE) which is required for their employment.
- Provide all learners with PPE and training that may be required during training and learning on Mantra Learning premises.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Ensure articles and substances are moved, stored, and used safely.
- Have adequate first aid facilities across all sites.

## **B) HEALTH & SAFETY OFFICER**

It is everybody's responsibility to identify and report new or additional 'risks' as they become apparent. Mantra Learning Limited has a health and safety officer. The purpose of the health and safety officer is to:

- Work in partnership with employees, learners, and visitors to promote health and safety on all Mantra Learning Limited workplaces.
- Ensure health and safety legislation is adhered to and policies and procedures are adopted by all staff and learners.
- Carry out risk assessments at least annually and monitor general health and safety issues.
- Review, promote, plan, implement, monitor, and review the health and safety measures the Company has put in place to protect the working and learning environment.
- Address any issues brought to their attention by staff or learners and support with any investigations.
- Undertake regular CPD to keep up to date with required legislation.
- Be the main contact for any near misses and accident reporting and ensure processes are in place and effective for reporting and recording all near misses and accidents.
- Update and maintain a health & safety manual.
- Ensure all signage and equipment is in place and up to date.
- Provide all new employees with induction into Health & safety policies and processes at start of employment.
- Conduct fire drills and evacuations across all sites.
- Conduct annual CPD Health & safety update to all Mantra Learning employees.



- Ensure all first aiders and fire marshals across Mantra Learning have up to date training.
- Report any RIDDOR related accidents to the appropriate organisations.
- Maintaining data protection processes for all reports and documentation.
- Respond to any concerns, near misses and accidents immediately.

Mantra Learning's Health & Safety officer is Nigel Richardson and can be contacted by emailing [Nigel.Richardson@mantralearning.co.uk](mailto:Nigel.Richardson@mantralearning.co.uk).

### **C) RISK ASSESSMENTS**

Risk assessments will be carried out across all business areas at least annually by the Health & Safety officer. The risk assessments must:

- Identify what could cause injury or illness
- Decide how likely it is that someone could be harmed and how seriously
- Identify safeguarding risks
- Identify any other risks of harm
- Identify actions to reduce likelihood of injury or illness
- Take action to eliminate the hazard, or if this isn't possible, control the risk

When hazards and actions are identified these must be recorded and must be actioned asap following the risk assessment and outcomes updated on risk assessment.

Risk assessment must be stored in the specified area and available for audit when required.

All employers offering work placements to apprenticeships and traineeships will undergo a risk assessment by the Mantra Learning sales representative. Where actions are identified, these must be discussed and actioned with the employer before placement can commence. Where it is identified there is a risk of harm, employer cannot offer a placement to an apprentice and/or traineeship.

### **D) REPORTABLE INCIDENTS**

The below list outlines all the incidents that must be reported including an accident, disease or dangerous occurrence involving any employee, learner, apprentice, or visitor:

- Death
- Major or minor injury
- Trips
- Falls
- Cuts
- Burns
- Ill health
- A notifiable disease- if a doctor notifies you that an individual suffers from a reportable work-related disease
- A dangerous occurrence which does not result in an injury, but may have done
- Chemical spillage



- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Electric shock
- Plant or equipment coming in to or nearly coming into contact with individuals or structures
- Collapse, overturn, or failure of load-bearing parts of lifts and lifting equipment
- Explosion or fire causing suspension
- Blocked or restricted access to fire exits

## **E) NEAR MISS INCIDENTS**

A near miss is an event not causing harm, but has the potential to cause injury, ill health and/or could have led to any incidents outlined in section C of this policy.

All near misses' incidents must be reported and investigated following the reporting procedures outlined in this policy.

## **F) FIRE SAFETY**

Mantra Learning will carry out a fire safety risk assessment at least annually and will be kept up to date. This shares the same approach as health and safety risk assessments and can be carried out either as part of an overall risk assessment or as a separate exercise.

Based on the findings of the assessment, Mantra Learning will ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

To help prevent fire in the workplace, the risk assessment will identify what could cause a fire to start, i.e., sources of ignition (heat or sparks) and substances that burn, and the people who may be at risk.

Mantra Learning will take all precautions to reduce the likelihood of a fire occurring and train all staff during their induction on fire safety.

All Mantra Learning sites will have adequate signage and equipment to deal with fire occurrences. If equipment is missing, inadequate or not working, this must be reported to the Health & safety lead immediately.

## **G) FIRE DRILLS AND EVACUATION PROCEDURE**

Fire drills will be undertaken at all Mantra learning sites, to ensure smooth evacuation of the site in the event of a real fire.

Fire drills will be conducted at least annually and coordinated by the health & safety lead. Findings and actions from each drill will be kept and monitored to address any concerns or changes to any of the processes outlined in this policy.

On the sound of the fire alarm staff, learners and visitors must:



1. Leave the building via the nearest and safest fire exit- do not collect any personal belongings
2. Assemble at the nearest fire evacuation point
3. Health & safety lead and designated fire marshal(s) to ensure all staff, visitors and learners are present
4. Do not enter any buildings
5. Follow all directions given by health & safety lead and fire marshal(s)
6. Only re-enter any buildings when informed to do so

All staff, learners and visitors will be informed of the fire evacuation process during induction or when visiting any Mantra Learning sites.

## **H) SUSPICIOUS OBJECTS AND VEHICLES PROCESSES**

All staff, learners and visitors must be aware of the process for dealing with a suspicious object or vehicle when attending Mantra Learning sites.

In the event of a suspicious object and/or vehicle the 4 C's protocol must be followed:

### **1. CONFIRM**

- Is the object hidden or been place deliberately concealed?
- Is it obviously suspicious- it has wires, circuit boards, batteries, tape, liquids or putty like substances visible
- Is it a typical object/vehicle- it is not typically meant to be where it has been discovered

### **2. CLEAR**

- Clear the immediate area
- Do not touch or approach the object/vehicle
- Do not use a mobile phone near the area
- Cordon the area

### **3. COMMUNICATE**

- Call police on 999- inform them of suspicious item/vehicle
- Follow all instructions given by the police
- Inform health & safety lead and a member of the SMT immediately

### **4. CONTROL**

- Control the area and ensure no one approaches the immediate area
- Await police

## **I) ACCIDENT AND NEAR MISS REPORTING PROCEDURES**

### **I1- Accident or near miss reporting**

In the event of any accident or near miss the following process must be followed:

1. Email the Health & safety officer at [Nigel.Richardson@mantralearning.co.uk](mailto:Nigel.Richardson@mantralearning.co.uk). immediately detailing:



- Location of accident/near miss
- Date and time of accident/near miss
- Individuals involved
- Details of accident/near miss
- Contact details for those involved
- Any injuries sustained

In the event of an emergency where there is any injury or illness, the emergency services should be contacted in the first instance.

In the event the accident/near miss is in relation to a learner, whether this be on site or at employee premises, the above information must also be provided to the safeguarding team by emailing [safe@mantrelearning.co.uk](mailto:safe@mantrelearning.co.uk).

2. Health & safety officer will review information and contact reporter
3. Health & safety officer will conduct full investigation, fill out all relevant documentation and complete a full report, including any actions and recommendations required following incident
4. Reports and all incident documentation will be logged onto central log
5. Where required, health & safety officer will report incident to senior management team as well as an external reporting organisation, such as RIDDOR incidents.

## **I2- Fire discovery procedure**

1. On discovery of a fire- sound the nearest alarm
2. Ring emergency services and inform senior management
3. All fire marshal trained staff must follow their training and support with the evacuation of building(s)/area(s)
4. All individuals must evacuate the building(s) by the nearest safe fire exit and go to their nearest fire assembly point
5. Fire marshal(s) must check all staff, learners and visitors are accounted for and inform the emergency services if anyone is not accounted for
6. No-one should leave the assembly point with the permission of the emergency services or a member of senior management

## **J) HEALTH AND SAFETY EQUIPMENT**

All Mantra Learning sites will have appropriate health and safety equipment including, but not limited to:

- Fire extinguisher(s)
- Access to personnel with First Aid training
- Access to water and a telephone



- First aid box(s) (BS 8599-1:2019 approved)
- Eye wash station(s)
- Ice Pack
- Fire blanket(s)

Where required, Mantra learning will provide staff and learners with Personal protective equipment (PPE), which is required to carry out their role or learning, this can include:

- High visibility clothing
- Safety helmets (hard hats)
- Safety footwear
- Safety gloves
- Eye protection
- Ear plugs/defenders
- Protective coveralls

In the event of equipment being damaged, missing or out of date, this must be reported to the Health & safety lead immediately.

If staff require any additional PPE, this must be requested through the HR department.

## **K) HEALTH AND SAFETY MIDDLETON SITE LAYOUT**

Please refer to Appendix A, which shows the health and safety information required when working/visiting the Mantra Learning Middleton site.

All health and safety signage and equipment should be placed throughout the buildings. In the event of discovering missing signage and/or equipment, this must be reported to the health & safety lead immediately.

## **L) TRAINING AND COMMUNICATION**

Communication and consultation at all levels within the organisation will take place to ensure that health and safety standards are maintained, improved, and committed to. It is our aim to continually improve the environment in which employees, learners and customers work, both at Mantra Learning and in our client companies.

Mantra Learning Limited will seek to highlight and promote health and safety in our learning resources, including all learners, apprentices and employees receiving an introduction into Mantra Learning health & safety policy and their responsibilities.

Mantra Learning Limited will continue to find innovative ways to promote and implement better health and safety activity practices in our own sites and at employer and subcontractor premises.

Mantra Learning Limited has a health and safety manual, which is periodically updated to reflect changes in the working environment. The health and safety manual provides a detailed framework illustrating how the health and safety policy is implemented.





This policy will be reviewed at least annually.

### **M) CONTRAVENTATION OF THIS POLICY**

Failure to comply with any of the requirements of this policy is a disciplinary offence and may result in disciplinary action being taken under Mantra Learning Limited disciplinary procedures.

APPENDIX A

