

# Mode Training Ltd

[www.modetraining.co.uk](http://www.modetraining.co.uk)



## Health, Safety and Welfare Policy

Copies of all Mode Policies and procedures can be obtained in large print. Please call 0151 709 4640 to request a large print copy or alternatively e-mail [admin@modetraining.co.uk](mailto:admin@modetraining.co.uk)

To be read and understood by staff, learners, work experience providers, school mentors and all relevant partners.

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## Section 1

### Policy Statement of Intent

The senior person with responsibility for health and safety at Mode Training Limited (MODE) is Debbie Carney, Company Director who will review this policy with Emma Sinnett, Health and Safety Manager.

#### 1. Aims

- Ensure that all employees (both paid and volunteers) understand their legal and moral obligations to ensure all children, young people and vulnerable adults have the opportunity to be trained in a healthy and safe environment
- Develop a safe and healthy culture and environment for all employees and learners
- Ensure that all employees understand their responsibility to work to the standards and procedures set out within MODE quality assurance system
- Ensure that all employees understand their obligations to report any concerns they may have, report all incidents/accidents immediately to the appropriate person
- Provide opportunities for all employees to develop their skills and knowledge to ensure there is safety culture adopted
- Ensure all employees are aware of arrangements and responsibilities for health and safety
- Ensure that children, young people and vulnerable adults are enabled to express their ideas and views on a wide range of issues and will have access to the organisations complaint's procedure
- Promote health and safety with parents/carers to ensure they have access to all guidelines, policies and procedures affecting their children

#### 2. Mode Training Commitments

**MODE is fully committed to ensuring the health, safety and welfare of employees and learners in accordance with the Health and Safety at Work Act 1974. In particular:**

- Safe equipment and procedures
- The safe use, handling, transport and storage of substances and articles
- Providing information, instruction, training and supervision
- Safe place of work, entry and exit
- Safe working environment and adequate welfare facilities
- A written health and safety policy
- Consultation with safety representatives
- To safeguard those not in our employment but affected by our undertaking. This includes members of the public, contractors, customers and learners

**In accordance with The Management of Health and Safety at Work Regulations 1999 we will also:**

- Provide written risk assessments
- Employ competent persons to comply with health and safety duties
- Develop emergency procedures and ensure all employees understand them
- Provide health and safety information

- Provide employees with relevant training
- Provide temporary workers with health and safety information
- Protect new and expectant mothers and young persons from particular risks

### **3. Employee Responsibilities**

**In accordance with the Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, employees must:**

- Take reasonable care of themselves and others
- Co- operate with Mode on health and safety matters
- Use equipment and substances in accordance with training or instruction given by Mode
- Report to the employer any serious or imminent danger
- Report any shortcomings in protective arrangements

### **4. Promotion of and commitment to the policy**

This policy is promoted through staff and learner induction and regular training on specific health and safety topics included in the policy. The policy is included on the Mode Training website and health and safety topics are included on social media.

Commitment to the policy begins with policy consultation and training and continues through staff ownership of health and safety in their areas of responsibility. Health and safety is promoted as the role of all staff and is included in all programmes of learning. All staff are encouraged to report concerns and promote health and safety in their departments.

Training is initially provided at staff induction and continues in accordance with the annual training plan. Staff with specific health and safety roles are identified and appropriately trained for the role. This includes roles such as:

### **5. Related Policies**

- Safeguarding Including Child Protection Policy
- Lone Working Policy
- Equality and Diversity Policy
- Acceptable use of ICT Policy

## Section 2

### Organisation of Health and Safety

#### 1. Company Director

Debbie Carney

- Overall responsibility for health and safety at Mode

#### 2. Health and Safety Manager

Emma Sinnett

Responsible for:

- Setting the policy and procedures for health and safety
- Setting company aims and targets for health and safety
- Carrying out any accident/incident investigation and reporting
- Giving advice to departmental managers on compliance issues
- Providing health and safety training and information
- Audit of health and safety
- Liaison with external agencies
- Ensuring compliance with relevant health and safety legislation
- Management of the learner health and safety committee
- Safe storage and update of health and safety information relating to Mode

#### 3. Departmental Managers

Amanda Clarke – Data Compliance Manager

Emma Sinnett – Curriculum and Performance Manager

Wesley Tagoe – Music Departmental Manager

Michael Flood – Hairdressing Departmental Manager

Responsible for:

- Monitoring of working practices in their areas of responsibility
- Monitoring of equipment, fixtures and fittings in their areas
- Monitoring of the health of their staff
- Reporting and staff concerns relating to health and safety
- Setting departmental and individual staff targets for health and safety
- Ensuring the health, safety and welfare of learners in their areas of responsibility
- Promoting a safe and healthy culture

#### 4. Fire Marshalls

Emma Sinnett (Deputy – Amanda Clarke)

- Ensure the alarm has been raised in all areas
- Safe evacuation of the ground floor
- Ensure all registers have been taken and all learners and staff are present
- Contact emergency services
- Liaise with emergency services
- Inform all staff and learners when it is safe to return to the building

Gemma Doyle

- Collect and take all signing in sheets to the evacuation meeting point
- Ensure assessor are given their class signing in sheets

Mike Chatterton (Deputy – Wesley Tagoe)

- Safe evacuation of outdoor classrooms
- Closing any windows and doors

## **5. First Aiders**

Emma Sinnett – Emergency First Aider

- Provide emergency first aid
- Ensure the accident book is completed and stored correctly
- Ensure first aid kits are fully stocked
- Liaise with emergency services (this may be delegated to another staff member if necessary)

Zara Worswick – Appointed Person

Michael Flood – Appointed Person

Wesley Tagoe – Appointed Person

- Provide first aid for minor cuts and injuries
- Contact emergency services

## Section 3

### Arrangements for Health and Safety

#### 1. Accident and Illness Reporting

##### Accident

- All accidents must be recorded in the accident book by the person having the accident. The accident book is the responsibility of the Health and Safety Manager and located with the first aid box in the Managers Office.
- Accidents must be reported to the Health and Safety Manager for investigation to take place.
- If the accident is RIDDOR reportable then the report will be made by the Health and Safety Manager.
- If the accident involves a learner a report will also be made to ESFA by the Health and Safety Manager.
- Learners and employee parents should be informed if the learner is under 18.
- The employer must be informed if a learner has an accident which will affect the learner in the workplace.

##### Illness

- Any illness must be reported to line managers immediately.
- If the illness is work related and a doctor's letter is provided confirming the illness, a report must be made by the Health and Safety Manager in accordance with RIDDOR.
- If a doctor's letter is not provided and the illness is believed to be work related then the employee is to be advised to consult their doctor immediately.
- If the illness is reported by a learner, the employer must be informed and advised to complete a RIDDOR report. A report will also be made by the Health and Safety Manager to the funding body.
- Learners and employee parents should be informed if the learner is under 18. The employer must be informed if a learner has an illness which will affect the learner in the workplace.

##### Learner accident and illness in the workplace

- All employers are informed that they must report **ANY** learner accident or illness to Mode.
- If required, the RIDDOR report will be completed by the employer and a copy sent to Mode.
- If necessary, the Health and Safety Advisor will carry out an investigation in the workplace.
- Any RIDDOR reportable accidents will then be reported to the funding body by the Health and Safety Manager.
- Any minor accidents will be recorded by the Health and Safety Manager locally.

## **2. Control of the spread of infectious viruses and diseases**

During normal conditions:

- A cleaner is employed to clean and disinfect all areas of the premises twice weekly.
- Hand washing facilities are provided.
- Alcohol hand gels are provided and are to be used in addition to washing hands, not to replace washing hands.
- Tissues are provided and employees and learners are encouraged to sneeze and cough into a tissue and throw it away.
- Employees are encouraged to remain at home, either on a sick day or working from home, if they feel unwell.
- Learners are encouraged to stay at home if they feel unwell.

During a local or national outbreak:

- All the above guidance applies.
- Additional cleaning of desks and equipment will be conducted at the end of each day along with the cleaning of all door handles and frames.
- Official guidance will be followed if anyone feels unwell whilst on the premises.

If an outbreak occurs on the premises:

- Employees and learners that are unwell may have to be isolated from other learners and staff, in a room with the door remaining closed.
- The Health and Safety Manager will make official contact with the necessary authorities.
- The situation will be reviewed by SMT and regular updates given to staff and learners.
- MTL will follow official guidance.
- Employees and learners must follow any instructions given by MTL SMT or by the appropriate authorities.
- The premises may be closed for several days, to conduct a deep clean.
- Official guidance will be followed for any announcements made to the public.
- It is essential that a presence of calm is maintained.

## **3. Concerns Reporting**

In accordance with Management of Health and Safety at Work Regulations 1999, employees must:

- Report to the employer any serious or imminent danger
- Report any short comings in protective arrangements

Each employee is responsible for immediately reporting any health and safety concerns they have to the Health and Safety Manager using the supplied Health and Safety Concerns form. This form can be found:

- By asking your manager for a copy
- Office 365 sharepoint

The Health and Safety Manager must investigate the concern immediately on receipt of the Health and Safety Concerns form. On completion of the investigation an action plan for completion of necessary work will be completed. Completed Health and Safety Concerns forms are held in a central file by the Health and Safety Manager.

## **4. Emergency Procedures**

### **Emergency Wardens**

Each department has a nominated emergency warden and deputy. In the event of an emergency the warden or their deputy in each department is to ensure that:

- The alarm has been raised
- Their areas have been completely evacuated
- The emergency services have been contacted
- Fire doors have been closed to prevent the spread of fire and protect escape routes

Emergency wardens and their areas of responsibility are:

**Emma Sinnett** (Deputy Amanda Clarke)

Under normal conditions fire wardens should ensure good standards of housekeeping in their areas including ensuring:

- Fire exits and escape routes are kept clear
- All fire-fighting appliances are available for use and fire points are not obstructed
- Smoking is prohibited
- All staff under their control are aware of emergency procedures
- All staff under their control know how to use the fire alarm and firefighting equipment

### **Fire**

#### **On discovering a fire:**

- Raise the alarm
- Leave the building via the nearest emergency exit
- Do not use lifts during any evacuation including drills
- Report to the fire assembly point in the car park at the rear of the building

#### **On hearing the fire alarm:**

- Leave the building via the nearest emergency exit
- Do not use lifts during any evacuation including drills
- Report to the fire assembly point in the car park at the rear of the building

### **Severe Weather and Flooding Flood**

Mode Training is situated near the river Mersey. If a flood warning is issued for the river Mersey and surrounding areas the training centre is to be closed. If the centre has to be closed:

- Amanda Clarke is to inform all schools and alternative provision of the closure
- Emma Sinnett is to contact local radio to give details of the closure for morning announcements

- Debbie Carney is to update social media

In the event of a flood:

- Emergency services to be contacted by emergency controller
- Emergency controller and emergency wardens are to assess the situation, depending on the severity of the flood and advice from emergency services, and decide if the premises are to be evacuated or assistance is required from the emergency service
- When evacuation is to take place an evacuation plan is to be put in place by the emergency controller
- Evacuate the building following the plan
- Do not use lifts during any evacuation including drills
- A safe assembly point is to be identified outside of the flood zone and communicated to all before evacuation begins

### **Snow and other severe weather**

If a severe weather warning is issued stating that people are only to travel if absolutely necessary, the training centre will be closed. If the centre has to be closed:

- Debbie Carney is to update all Mode social media presence
- Amanda Clarke is to inform all schools and alternative provision of the closure
- Emma Sinnett is to contact local radio to give details of the closure for morning announcements and update the website

In the event of severe weather during working hours:

- Emergency controller and emergency wardens are to assess the situation, depending on the severity of the weather and advice from emergency services, and decide if the premises are to be evacuated
- When evacuation is to take place an evacuation plan is to be put in place by the emergency controller
- Evacuate the building following the plan
- Emergency wardens should ensure their areas are evacuated and that all areas are shut down and locked up before leaving the building
- A safe assembly point is to be identified outside of the evacuation zone and communicated to all before evacuation begins

### **Toxic Release**

Although Mode Training does not work with toxic substances, the surrounding industrial estate may include businesses that work with these substances. In the event of toxic release:

- All windows and doors are to be closed
- Emergency wardens are to direct all learners and staff to the classrooms, closing all windows and doors
- Emergency wardens are to take charge of the areas and await instructions from the emergency services

## **Serious Injuries or Fatalities**

In the event of serious injury or fatalities:

- The emergency warden for that area is to take control of the situation until the health and safety manager arrives
- The area is to be checked that it is safe to enter for first aid
- 999 is to be called and the emergency first aider is to provide emergency first aid if needed
- The area is to be cleared of all unnecessary personnel to a safe area
- Once the incident has been dealt with by emergency services investigation is to take place in accordance with First Aid and Accident Reporting Procedures
- The area is to remain out of bounds to all personnel until investigation has been completed and the area has been made safe
- Counselling sessions will be offered to personnel

## **Dangerous Occurrences**

- The emergency warden for that area is to take control of the situation until the health and safety manager arrives
- The area is to be cleared of all unnecessary personnel to a safe area
- Health and Safety Manager is to carry out an investigation
- The area is to remain out of bounds to all personnel until investigation has been completed and the area has been made safe
- RIDDOR report is to be made by Health and Safety Advisor

## **5. First Aid**

First aid kits are in each area of ~~Mode~~

- Main Reception
- Music Office
- Managers Office

If a learner, member of staff, visitor or contractor has an accident on the premises, they are to be given first aid, if needed and the accident is to be completed.

If necessary, an investigation will be completed by the Health and Safety Manager and the findings shared with the appropriate staff.

## **6. Risk Assessments**

Risk assessments will normally be carried out and reviewed annually. Risk assessments may also be reviewed if there is an accident investigation, workplace procedures or practices change, or new products or chemicals are used.

- They will be carried out and reviewed by the Health and Safety Manager
- The result of risk assessments must be communicated to staff during departmental meetings by the relevant manager

- Learners must be informed of any findings that affect them by their assessors
- Any training identified from the assessments will be arranged and delivered within the planned timescale
- Risk assessments will be carried out in each area and any actions from the assessments will be e-mailed to the relevant managers as detailed below for action to be taken and to target the appropriate staff

## **7. Electrical Equipment**

Each manager will be responsible for electrical equipment in their areas. They must ensure that:

- Any equipment belonging to Mode Training is recorded in the electrical equipment register
- The equipment is given a local number and a red sticker is placed on the equipment stating this number
- If the equipment is damaged or removed from the centre then it has to be recorded in the register
- Any new equipment is recorded in the register before it is used
- All equipment is made available for PAT annually during the month of September by a suitably trained person
- User checks are carried out on all portable appliances each time they are used Any equipment brought to the centre belonging to staff or learners has a PAT no older than 12 months

## **8. Use of Personal Protective Equipment (PPE)**

- Risk assessments will identify when PPE must be worn
- Training will be carried out with all employees and learners who are required to wear PPE at induction
- Where risk assessments identify that PPE is required then it must always be worn
- Departmental Managers are to be informed if PPE is damaged or unsuitable and when it is running low if disposable PPE is being used

## **9. Monitoring, Inspection and Audit**

- Audit will be carried out annually by the Health and Safety Manager
- Departmental Managers are responsible for monitoring health and safety in their area of responsibility
- Departmental Managers will carry out monthly observations in their areas of responsibilities and report their findings to the Health and Safety Manager Health and Safety Manager will carry out quarterly inspections of MODE premises
- Accident reporting and accident investigation will also be analysed quarterly to identify any trends or training needs

## **10. Control and safety of Contractors and Visitors**

### **Visitors**

- All visitors must sign in at reception and receive a visitors' badge
- When signing in at reception visitors must read the visitor information provided
- It is the responsibility of the employee being visited or arranging the visit to ensure the visitor has followed the health and safety rules and signed in and out at reception
- Visitors must sign out on leaving the premises and return their visitors badge

### **Salon Clients**

- All clients must sign in at reception and receive a client badge
- When signing in at reception clients must read the client information provided
- It is the responsibility of the salon supervisor for that day to ensure the clients have followed the health and safety rules and signed in and out at reception
- Clients must sign out on leaving the premises and return their clients badge

### **Contractors**

- Before beginning work, contractors must complete a Contractor Approval Questionnaire and provide risk assessments and method statements for work to be completed
- Contractors can be issued with a temporary ID Badge for the period that they will be working in MODE but will still be required to sign in daily at reception
- Contractors will receive a health and safety induction from the Health and Safety Manager before work begins

## **11. Provision of Welfare Facilities**

- Kitchens are provided with storage for food and a food/drink preparation area for the use of employees. The kitchens should be kept clean and tidy by all users and will be cleaned twice weekly by the cleaner
- Employees who store food in the cupboards or fridge must dispose of out of date food
- Employees have access to shared areas of the building which include eating, sitting and drink preparation areas. These areas must be tidied after use and will be cleaned twice weekly by the cleaner
- Learners have access to the classrooms to eat lunches and spend break times
- Toilets are provided including hand washing facilities and sanitary disposal units
- Toilets will be cleaned twice weekly by the cleaner. No sanitary products (excluding toilet paper) are to be flushed down the toilets

## **12. Waste Disposal**

- Normal waste is to be disposed of in the bins provided. These bins are to be emptied by employees each night and taken to the waste disposal unit in the rear yard
- Food waste is to be disposed of in the bins located in the kitchen.
- These bins are emptied by the duty cleaner each night and taken to the Bin in the rear yard
- All sanitary products are to be disposed of in the units provided in the toilets and these

- will be collected regularly by arrangement of the building's owner
- Wastepaper is to be disposed of in the paper bins provided and confidential paper waste to be put in a confidential wastepaper bag

### **13. Safe Handling and use of Substances**

Where hazardous substances cannot be eliminated or substituted for less harmful substances, each substance must be risk assessed and all persons using those substances must be made aware of the outcome

Emma Sinnett is responsible for the control of hazardous substances as follows:

- identify any COSHH substances
  - carry out a COSHH risk assessment for each substance
  - collect the COSHH data sheet for each substance
  - carry out a COSHH risk assessment for any new substances before they are used on the premises
  - inform any person using the product of the outcome of the risk assessment
  - review COSHH assessments annually
  - ensure that substances are stored correctly
- Hazardous substances are to be used in accordance with the manufacturer's guidance
  - The appropriate PPE must be worn at all times
  - Products must be stored in the areas provided when not in use

### **14. Display Screen Equipment (DSE)**

Departmental managers must ensure users are identified in their departments and that DSE assessments are carried out for each user. Users are defined for these purposes as a person:

- who depends on DSE to do their job;
- who has no discretion as to use or non-use;
- who needs particular training in the use of equipment to do their job;
- who uses DSE for continuous spells of an hour or more;
- who does so on more or less a daily basis;
- for whom fast transfer of data is important for the job;
- of whom a high level of attention is required, in particular to prevent critical errors.

All users will be entitled to an eye test every 2 years or sooner if requested when a user is experiencing visual difficulties. Corrective appliances may be provided but of style and quality adequate for their function. If a user chooses a more expensive design or multi-function option, then only a proportion of the cost will be paid. Mode training will specify where eye tests can take place.

### **15. Manual Handling**

To prevent injuries from manual handling the following procedure is to be followed:

- All staff will receive in-house manual handling training and refresher training regularly
- Risk assessments must be carried out before any manual handling takes place

## **16. Working a Height**

Employees are only to work at height once they have received ladder training

Employees are only to work at height using the correct access equipment provided by MODE

Learners are not permitted to work at height

A risk assessment must take place before any work at height takes place

## **17. Health Information of Employees and Learners**

### **Employees**

- Health Questionnaires of employees will be held in the employees personal file
- Any necessary risk assessments will be carried out by the Health and Safety Manager when a new staff member completes the Health Questionnaire or when changes in the employee's health dictates
- The employees and supervisors and managers will be informed of the outcome of the assessments
- It is the responsibility of the employee to report any changes in their health to their Departmental Manager

### **Learners**

- Learners will complete Health Questionnaires at interview
- Health Questionnaires will then be held in the learner file
- The Health and Safety Manager will carry out any necessary risk assessments and put in place any procedures necessary to accommodate learner's health at MODE
- Health and Safety Manager will discuss individual learner's health with the assessor before the assessor completes the first visit in the workplace
- This information must be included in the learners Standard 10 HASPS form and the employer must have carried out any necessary risk assessments and put any necessary procedures in place

## **18. Consultation with Employees and Learners**

### **Employees**

- Employees will be consulted on new policies and procedures during staff training sessions where they will be given the opportunity to offer feedback or highlight any concerns
- Consultation with employees will also take place during departmental meetings.
- Departmental Managers will then feedback any concerns or ideas at the monthly Managers Meeting

### **Learners**

- The learner representatives will be consulted regarding health and safety matters during

the learner representatives meeting. This is the opportunity for learners to offer views and concerns of all learners regarding health and safety matters

## Section 4 – Legislative List

The following is a list of health and safety legislation by which MODE must comply:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Electricity at Work Regulations 1989
- Employer Liability (Compulsory Insurance) Act 1969 and Regulations 1998
- Health and Safety (First Aid) Regulations 1981
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety Display Screen Regulations 1992
- Information for Employees Regulations 1989
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1992
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- The Regulatory Reform (Fire Safety Order) 2004
- Workplace (Health, Safety and Welfare) Regulations 1992
- Work at Height Regulations 2005
- The Equality Act 2010
- Disability Discrimination Act 2005

## Section 5 - Signatures

This policy was written by Emma Sinnett Senior Manager Health and Safety in conjunction with Debbie Carney Company Director and will be reviewed on an annual basis.

Signed: Debbie Carney

Dated: 08/01/2024

**Debbie Carney**  
**Company Director**

Signed: Emma Sinnett

Dated: 08/04/2024

**Emma Sinnett**  
**Health and Safety Manager**

### Policy Review

Date of review	Review completed by	Overview of any updates
30/07/2020	Emma Sinnett	No changes required. Policy is still fit for purpose.
01/08/2021	Emma Sinnett	No changes required. Policy is still fit for purpose.
30/09/2021	Emma Sinnett	Included section - 'Promotion and commitment to the policy'
14/09/2022	Emma Sinnett	No changes required. Policy remains fit for purpose  Gemma Doyle replaces Georgia Taylor for collecting sig
11/09/2023	Emma Sinnett	No changes
08/01/2024	Emma Sinnett	No changes

## Section 6

### Policy Communication and Consultation

Where possible, this policy has been written in conjunction with staff, learners and employers feedback.

Staff should sign below once you have read and understood the policy. You should provide any feedback immediately to the producer of the policy, if you feel any changes should be considered. This can be done by internal e-mail.

Name	Date	I have read and understood this policy Y/N	Signature
Les Calvert			
Debbie Carney			
Amanda Clarke			
Mike Chatterton			
Gemma Doyle			
Louisa Fay			
Michael Flood			
Kelly Coughlin			
Alan Robinson			
Emma Sinnett			
Wesley Tagoe			
Summer Waters			
Zara Worswick			

## **Annex 1**

### **Smoke-free Policy**

#### **1. Aims**

Because we recognise the hazards caused by exposure to environmental tobacco smoke, it shall be the policy of MTL to provide a smoke-free environment for all employees and visitors. This policy covers the smoking of any tobacco product and the use of oral tobacco products or "spit" tobacco, and it applies to both employees and non-employee visitors.

#### **2. Mode Training Commitments**

MTL is fully committed to ensuring the health, safety and welfare of employees and learners in accordance with the Health and Safety At Work Act 1974 and The Management of Health and Safety at Work Regulations 1999. We will also:

- Provide a tobacco free work environment
- provide employees with information on the harmful effects of tobacco
- support employees who wish to quit smoking

#### **3. Employee Responsibilities**

In accordance with the Health and Safety At Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, employees must co-operate with MTL on health and safety matters. Employees must also:

- follow the procedures laid out in this policy
- attend any sessions delivered regarding the effects of tobacco

### **Arrangements for Smokers**

#### **1. Smoking Permitted Areas**

Smoking will be allowed in permitted areas as follows:

- No smoking of tobacco products will be allowed within the building at any time
- No smoking is permitted at the front entrance of the building
- Secret Warehouse provide a communal smoking area, a safe distance to the left of the entrance to the building. This is the only area smoking may take place
- All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers

#### **2. Smoking in Personal Vehicles**

There will be no tobacco use in personal vehicles when transporting persons on MTL authorised business.

### **3. Breaks**

- Additional breaks will not be permitted for smokers.
- Breaks will be agreed with departmental managers on commencement of employment of all staff and will be reviewed regularly

### **4. Giving Up**

Any employee who wishes to quit smoking will be supported by MTL. Further help and support can be found:

- from departmental managers
- [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk)

### **5. e-cigarettes**

e-cigarettes are not permitted to be smoked on MTL premises and must be used in the designated smoking areas.

# Drug and Alcohol Policy

## 1. Aims

It is the policy of MTL to provide a safe and healthy working environment. This policy covers the use of drugs and alcohol and it applies to both employees and non-employee visitors.

## 2. Definitions

At MTL drug misuse or abuse is defined as the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents. ‘

Alcohol misuse or abuse is defined as the misuse of alcohol or products containing alcohol.

## 3. Management Commitments

MTL is fully committed to ensuring the health, safety and welfare of employees and learners in accordance with the Health and Safety At Work Act 1974 and The Management of Health and Safety at Work Regulations 1999. We will also:

- Provide a safe and healthy work environment
- provide employees with information on the harmful effects drug and alcohol misuse
- support employees who misuse drugs or alcohol

## 4. Employee Responsibilities

In accordance with the Health and Safety At Work Act 1974 and The Management of Health and Safety at Work Regulations 1999, employees must co-operate with MTL on health and safety matters. Employees must also:

- follow the procedures laid out in this policy
- attend any sessions delivered regarding the effects of drug and alcohol misuse

Under The Road Traffic Act 1988:

- not to be in charge of a vehicle or attempt to drive a vehicle under the influence of drink or drugs

Under the Misuse of Drugs Act 1971:

- must not produce, supply or possess controlled drugs on MTL premises except in certain specified circumstances (for example, when they have been prescribed by a doctor).

## Section 2

### Arrangements

#### 1. Drug and Alcohol Use

Whilst undertaking work for MTL the following rules apply:

- alcohol is not to be consumed
- drugs are not to be consumed on the premises unless prescribed by a doctor
- employees are not to be under the influence of alcohol or drugs
- employees are not to be in charge of a vehicle or attempt to drive a vehicle under the influence of alcohol or drugs
- there must be no production, supply or possession of controlled drugs on MTL premises except in certain specified circumstances (for example, when they have been prescribed by a doctor)
- written permission must be given from departmental managers to bring controlled drugs or alcohol onto the premises

Failure to follow these rules may result in disciplinary action

#### 2. Special circumstances

There are some working circumstances when the consumption of alcohol will be permitted but prior permission must be sought from departmental managers.

#### 3. Support for Drug and Alcohol Misuse

MTL will support any person who wishes to seek help voluntarily or agrees to seek help after drug or alcohol misuse is identified. Support can be accessed by approaching your departmental manager. Support can also be found at:

- National Drugs Help Line 0300 123 660082111
- Addaction

#### 4. Disciplinary

Disciplinary action will be taken in the following circumstances:

- if help is refused and/or impaired performance continues
- in cases of gross misconduct
- possession/dealing will be reported immediately to the police and there is no alternative to this procedure