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Metanoia Institute Health and Safety Policy

Metanoia Institute

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Metanoia Institute Health and Safety Policy

Foreword by the Chair of the Board of Trustees

The Board of Trustees at The Metanoia Institute have the ultimate responsibility for health and safety at the Institute and take its role in this regard very seriously. The health and safety of the Institutes staff, students and visitors is of paramount importance and the board members embrace our health and safety responsibilities. The Board provides leadership in the development of health and safety strategy and makes every effort to meet our legal duties for the health and safety of employees and others affected by the Institutes activities.

The Board of Trustees' aim is for a continually improving system of health and safety management that drives the Institutes to zero reportable incidents/accidents. The Board aims to achieve this by:

- Providing Leadership;
- Having a formal role in developing Health and Safety strategy;
- Ensuring adequate resources are provided to meet requirements;
- Ensuring all decisions reflect the statement of intent;
- Monitoring Health and Safety performance;

Operational responsibility is delegated by the Board of Trustees to the Chief Executive Officer of the Institute. The CEO is responsible for implementing and maintaining a health and safety management system and the Head of Operations is responsible for organisational arrangements necessary to fulfil the requirements of the policy.

The policy applies to all employees, students and visitors, including those travelling in the UK and overseas: to all premises owned by, used by and under the control of the Institute; and to all activities related to the functioning of the Institute.

The Institute aims to create and maintain a stimulating and vibrant working environment that promotes excellence in academic achievement and its professional services. It is a fundamental principal that all parties follow the requirements of this policy.

The Board of Trustees expects all Institute managers and employees to commit to the achievement of this policy.

Chair of Metanoia Institute

Statement of Intent

In addition to meeting its legal obligations, Metanoia Institute recognises that a safe and healthy environment in which to work and study is essential for nurturing excellence, supporting wellbeing and engaging staff and students with the culture and values of the Institute.

Metanoia Institute is committed to achieving continuous improvement in health and safety performance leading to the achievement of the highest standards for the health and safety of its staff, students, partners, members of the public and others involved and affected by its activities.

Metanoia Institute recognises its responsibilities as 'the Employer' as specified in the Health and Safety at Work etc. Act 1974 and in all subsequent legislation and directives that impact on the activities of the organisation.

Metanoia Institute is committed to providing a safe place to work and study. It is our policy to plan for, and safeguard, the health, safety and welfare of everyone who works or studies at or visits the Institute and who is likely to be affected by our operations. We will do everything that is reasonably practicable to:

- Ensure that our buildings, equipment, facilities, materials, transport and working practices are safe and without undue risk to health;
- Help our staff and students to meet their duty of care by involving them, and encouraging their cooperation, in the management of their own health and safety, through appropriate information, instruction and training;
- Provide support to managers to continuously improve and maintain a high standard of health and safety management in their areas of responsibility;
- Reduce risks to the lowest extent reasonably practicable by eliminating hazards to reduce health and safety risks, and;
- Make a positive commitment to meet the legal requirements of relevant health and safety legislation.

Metanoia Institute will fulfil its duties by:

- Providing adequate resources for the implementation of this policy;
- Supporting a culture where raising concerns can be done without fear of reprisals;
- Fostering and supporting a positive health and safety culture where the health, safety and wellbeing of staff, students and visitors are viewed as a key management function;
- Ensuring that our staff, students and visitors are equipped with the necessary information, instruction, training and supervision to carry out their responsibilities;
- Making Metanoia Institute an institution where the of health, safety and wellbeing is embedded in routine management practice and into our core business objectives;
- Providing and maintaining safe and healthy working conditions and maintaining safe plant and equipment;
- Providing suitable and sufficient assessment of the health and safety risks to staff, students and visitors and where required ensure that safe working instructions are available at the point of use;
- Working to prevent work-related accidents, incidents, near misses and cases of work-related ill health;

- Helping staff to contribute positively to their own health and safety at work, and
- Reviewing and revising this policy, as necessary.

Implementation of the Policy

Managers are responsible for the management of health and safety activities they and their department undertake and are therefore responsible for putting clear health and safety practices in place for line managed staff and students within their faculty.

Review

The policy will be reviewed every three years or following an event that requires further implementation or procedures.

Health and Safety Organisation and Responsibility

1. The Board of Trustees have delegated the Chief Executive Officer with management for health and safety within the Institute. The operational duties reside with the Head of Operations. The board of Trustees will ensure that there are sufficient resources to implement key objectives.
2. The Head of Operations responsibility covers the maintenance of safety records, investigations of incidents/accidents and near misses, monitoring of legislation and reports directly to CEO. A full investigation will be carried out by the Head of Operations in any incident/accident and reviewing of risk assessment to mitigate/exclude any further occurrence. The staff handbook will set out information, ensuring all staff are informed of safety and emergency procedures as well as training in first aid and fire procedures.
3. Programme leads and teaching staff have responsibility to provide leadership and to promote positive attitudes towards health and safety, each Faculty Head will ensure that:
 - All staff and students are aware of safety procedures
 - Keep up to date on health and safety procedures applicable to the Institute
 - Assist the Head of Operations into investigations as appropriate
 - Ensure faculty staff and students are fully aware of procedures in the event of an emergency evacuation of premises.

All employees have a responsibility to do everything they can to prevent injury to themselves, fellow employees or others affected by their actions or omissions. Employees are expected to report any incidents which may have/had led to injury or damage.

- Employees must ensure they use electrical equipment provided and report any damaged or broken equipment to Facilities;
 - Inform Facilities, Line Managers or Programme lead concerning serious or imminent danger;
 - Know the evacuation of the building's procedures in the event of an emergency
 - Be prepared to administer first aid where needed following training.
4. Students and Visitors have a responsibility to do everything they can to prevent injury to themselves and any others who may be affected by their actions or omissions whilst at the Institute. Students are expected to follow instructions and acquaint themselves with the Institutes emergency evacuation procedures and take part in campus evacuation drills.
 5. Students on placement have a responsibility to themselves and others including clients to do everything they can to prevent injury to themselves and any others who may be affected by their actions or omissions whilst at the Institute. Placements students will be responsible for
 - Ensuring safe egress to clients in the event of an emergency evacuation.
 - Alert a member of staff to clients showing egregious behaviour.
 - Familiarise themselves with alarm procedures for emergency assistance.
 - Ensure reporting of incidents to Clinical Director/Head of Operations

Administration and Procedures

- All staff, students and visitors must report to reception.
- A risk assessment will be carried out and reviewed annually.
- A lone worker policy will be available and reviewed annually for lone staff and MCPS practitioners.
- Any Incident/accident must be reported to the Head of Operations to undertake a full investigation.
- Any egregious behaviour of staff or students will be reported and dealt with accordingly

Health and Safety Arrangements

First Aid

In the event of an accident-causing injury or a person becoming unwell ensure the casualty is not moved and send for a first aider. The first aider will assess if an ambulance is called.

- First aid boxes are located in the foyer and hall of each floor in both campuses.
- A Defibrillator is located in Library
- First aid staff names and details of location are displayed in the foyer of each campus
- The accident book is located in a hanging folder in the foyer of each campus and the Head of Operations will undertake any reporting under RIDDOR.

Fire

In the event of a fire students and staff are required to evacuate the building, do not stop to collect personal items but make your way immediately to the nearest fire exit. Facilities Manager, Reception staff are responsible for contacting the fire brigade.

If you suspect/see a fire:

- Operate the nearest fire alarm call point immediately
- Fire appliances are located throughout the buildings but do not try to tackle a fire without the appropriate training or by putting yourself at risk
- The location of fire exits will be shown during induction
- Fire drills will be conducted at the beginning and throughout the academic year
- Maps detailing fire procedures and fire exits are displayed in each room

Office Staff

Staff using display screen equipment will be given training annually.

Accidents and Incidents

All accidents and incidents however minor they appear should be reported to the Onsite First Aider/ Head of Operations Manager/Weekend training staff.

This policy is made under the fulfilment of the requirements of The Health and Safety at Work Act 1974 and any other relevant legislation and regulations.