



**MNA**  
Group  
Limited

# Health & Safety

Building & Construction | Roofing & Cladding | Heights Safety | Support Services

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The logo for MNA Group Limited is a black triangle pointing to the right, with a yellow and orange jagged border on its left side. The text 'MNA' is in large white letters, 'Group' is in yellow, and 'Limited' is in smaller white letters below it.

**MNA**  
**Group**  
Limited

## **MNA Group (East Yorkshire) Limited**

Many organisations designate MNA Group as their competent person to enable them to have more time to focus on their core business. Our Health and Safety division focuses on the provision of Health and Safety support services to a number of clients in varying sectors.

Our aim is to provide our clients with a service that is clear, understandable, and compliant in order to establish a safe working environment for our clients and their workforce.

Our highly qualified and knowledgeable consultants can assist with bespoke projects and are able to provide outsourced health and safety support in the form of the legally required competent person role. Our consultants ensure their service delivery is proportionate to the size of the organisation, cost effective, relevant to the working environment and above all clear to understand and implement within our client's businesses.



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- Fire Safety Solutions
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## Support Features:

- Development & implementation of a Health and Safety System, including policies, management arrangements and company forms suite.
- Help & advice on risk assessment formulation, as well as formulation of documents on request.
- Evaluation of training needs, including provision, and outsourcing when required.
- Safety audits and inspections at facilities.
- Review of PPE to ensure it meets with risk assessment requirements.
- Attendance of Health and Safety meetings on a pre-established basis.

# Competent Person Role



As part of our Health and Safety Support Services we adopt the role of Competent Person, as required under the Management of Health and Safety at Work Regulations 1999.

When you choose MNA to become your external Health and Safety advisors you are choosing a bespoke service that is right for your organisation and personnel. We possess 30+ years of experience and knowledge in the industry as well as being Chartered Members of IOSH (CMIOSH).

We pride ourselves on having a professional relationship with our clients whilst remaining approachable and friendly. We help you navigate Health & Safety to ensure you and your business have full understanding and compliance.





## Cloud Based Safety Management System

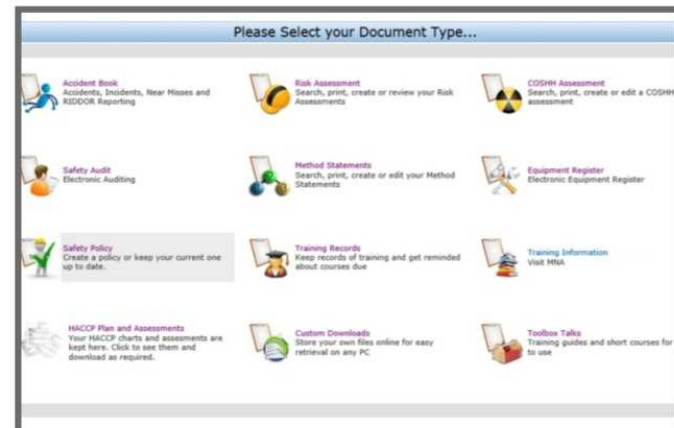
Health and Safety software is a centralized, cloud-based system that enables the management and the sharing of compliance data, tasks and actions across an entire company.

Our cloud-based software means that you have all your Health and Safety documentation available at your fingertips.

The software enables users to edit pre-loaded documents as well as create their own and send them directly from the system to your workforce for signing off. The system also informs you of any documentation that is out of date or due for renewal to help ensure you remain compliant.

## System Features:

- Accident book logging and reporting.
- Risk assessment formulation and editing.
- COSHH assessment formulation and editing.
- Electronic safety auditing tool.
- Equipment and tool register.
- Method statement formulation and editing.
- Workforce training records library.
- Company safety policy.
- Tool box talks.





## Benefits:

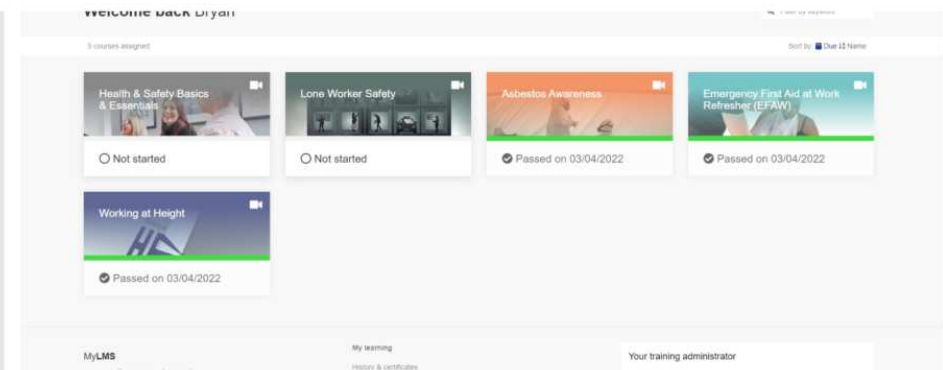
- Access and setup of Learner Management System (LMS). Whether you have 10 staff or 1000 staff, we make it hassle free.
- System tracking to keep admins aware of users who have started, finished and are partial way through training.
- Reminders for users who require refresher training.
- Certificates available to print and download instantly.
- Reporting functionality to enable reports on staff, courses and keywords.
- Assessment tools within courses such as Display Screen Equipment and Stress which highlights issues that users may have.
- Learner Management System is set up with clients branding.
- Integrated emailing functionality for admin users to send reminders and prompts to users.
- Reminder notifications to admins, highlighting users who haven't started or completed training.
- Additional users and training credits can be added at any point.
- Support and Assistance from MNA Group all year round.

# Online Training & User Management

MNA provide a vast range of online training courses as well as a user management platform that enables your company to track, report and view progress of your workforce's training.

We provide a vast array of courses that are applicable in a range of sectors, including Care, Construction, Education and more. Our courses range from health and safety to HR and business compliance training.

Training is delivered in an online video format that is clear and user friendly meaning your workforce are engaged and constantly developing their skills and knowledge.





## Services

- Quantitative testing via a Portacount machine, as it provides a more accurate result, with no interference from either party.
- Training users on the reasons and benefits for using the Quantitative method of testing.
- Training users on the correct donning of masks and daily checks that are required prior to each use.
- Provide certificates and fit cards to both the organisation and operatives.
- Advise on best masks for each user, taking into consideration the fit as well as comfort.
- Provide testing services at our offices in Goole, as well as delivery on site at your premises.

## Face Fit Testing (FFT) Service

Face Fit Testing is the method of checking that wearers of tight- or close-fitting face masks are protected against hazardous materials by ensuring equipment fits wearers features and seals adequately to their face.



Under the COSHH Regulations 2002 it is a legal requirement that any wearer of tight or close fitting RPE, including, disposable half mask, re-usable filter or cartridge half masks, powered respirators, full face filter or cartridge masks undertakes FFT to ensure a correctly fitting device.



## Fire Risk Assessments

The fire risk assessment is a five step process that should:

- 1) Identify the hazard
- 2) Consider who may be at risk
- 3) Evaluate the risk, eliminate or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk
- 4) Create a plan to deal with any emergency, keep a record of your findings and train staff what to do in the event of an emergency
- 5) Review your findings when necessary

# Fire Safety Solutions

MNA offer professional, expert fire safety solutions to all clients. With our quality assurance core we aim to provide the framework to keep businesses and communities safe.

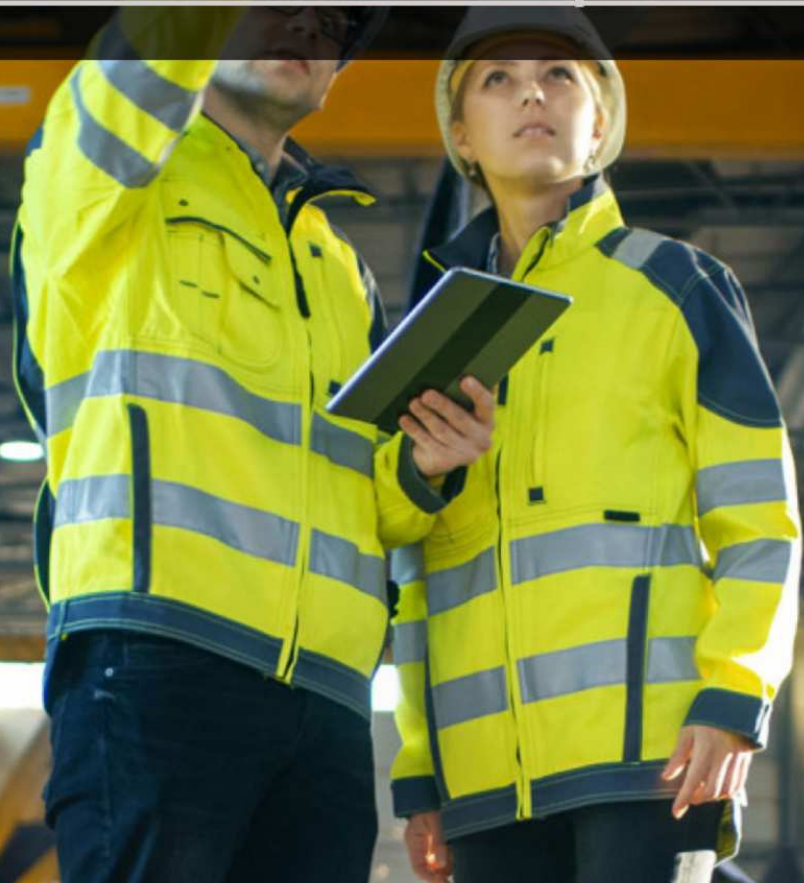
## Fire Risk Consultancy

The safety of you and your employees is paramount. We work with businesses to equip them with the relevant skills, expertise and competence to implement safe systems of work and operate safely.





# Site Audits & Inspections



Health & Safety audits can cover the whole Safety Management System or particular aspects such as your Health & Safety policy, documentation, arrangements, legal compliance, risk assessments, fire safety, COSHH, PPE and the level of H&S training within your organisation

By choosing to have professionally conducted audits carried out on a regular basis, you are not only enabling the best level of protection to employees, customers, and visitors, but also safeguarding the existence of the company

Our advisors will guide you and your organisation through the Health and Safety requirements needed by your organisation in order to protect your best asset..  
Your workforce.

## Audit & Inspection Service

- Identify the hazards and levels of risk within the workplace.
- Identify strengths and weaknesses in your safety procedures.
- Assess whether your safety procedures are legally compliant.
- Identify any training needs for your workforce.
- Compare current documentation and practices against best practice and legal obligations.
- Recommend improvements in your safety procedures.
- Ensure that there are adequate resources available to manage occupational health & safety.
- Overall review of your H&S competencies and create an action plan to meet compliance.





# SSIP

## Benefits:

1. We firstly help you identify the most appropriate schemes for your sector.
2. Assist you in the completion of accreditation questionnaires which can, at times be lengthy and difficult to navigate.
3. We can, should you require, formulate appropriate documentation such as Risk Assessments, H&S Policies etc.
4. We ensure your compliance is maintained by proving updates on changing legislation and regulations.
5. We can carry out a pre-formal audit screening service to establish the level of compliance needed in order to achieve a safety accreditation.

## CHAS & SafeContractor Assistance

We provide assistance with the application of safety accreditation schemes such as CHAS and SafeContractor which are almost mandatory accreditations to possess in respect of organisations who tender and sub-contract work.

Safety accreditation through scheme certification compliance is now a preferred requirement for doing business in the UK. There are numerous bodies and schemes available and you may need to be certified by more than one. They fall under the umbrella of SSIP (Safety Schemes in Procurement) and are used by many clients and suppliers as their means of establishing organisational competence.





## Services

- Our Health and Safety experts will gather a thorough understanding of the works in question and take into consideration the risk associated with any task and the site specific requirements to ensure a comprehensive assessment is provided.
- Full MNA Group support and knowledge to define realistic control measures to prevent accidents from occurring.
- Our Health & Safety consultants will establish a safe working method and detail this in a method statement to coincide with your bespoke risk assessment.
- All of your questions regarding your Risk Assessments answered by our team of H&S experts.
- Ideal for large projects or work sites with multiple risks, contract organisations and sites with multiple workers.

## Risk Assessment & Method Statement Development

Risk Assessments, Method Statements (RAMS) play a vital role in any industry today.

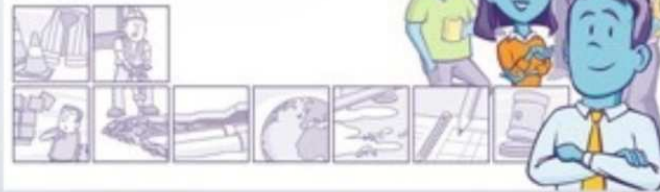
More and more cases of individuals being prosecuted due lack of documentation are coming to light in recent years. MNA can formulate suites of documentation that comply with current regulations to ensure your workforce and business compliant.



RAMS are a combined document made up of a Risk Assessment (RA) and Method Statement (MS) that details how the job in question will be carried out. It outlines what potential injuries could be sustained from this job and what is done to reduce the risk of injury to all personnel involved. It should not be a form filling exercise but a fundamental part of any job.



## Managing safely



## IOSH Training Courses

Our team of in-house training providers are IOSH qualified and provide a training delivery format that connects with delegates to ensure full understanding of training topics. Our trainers promote a training style that not only encourages delegate participation but also pulls from real life experiences and involvement within the health and safety sector.

## IOSH Working Safely

The Working Safely course is designed and delivered in a completely different way from other health and safety courses. The course is designed to give delegates a high impact programme that is fun and hands-on. The content is jargon free and based on what people need to know within their working environment.

## IOSH Managing Safely

The Managing Safely course gives people in positions of responsibility an overview of how to identify, evaluate and controls risks within the workplace environment. It helps those responsible for the safety and welfare of other workers to assess control workplace risks.

## IOSH Leading Safely

The IOSH Leading Safely course is designed for directors and other senior members of small and medium businesses with fewer than 250 employees. The course is designed to provide understanding and appreciation of workplace health and safety practices, including legal and ethical responsibilities.



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