



Health and Safety Policy

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1. HEALTH AND SAFETY POLICY STATEMENT

The Link Training is committed to ensuring the Health and Safety and Welfare of all its employees, apprentices' and learners as far as is reasonably practical. We take steps to ensure that our statutory duties are always met and comply with the Health and Safety Act 1974.

We promote the policy to employers, apprentices', learners, stakeholders and visitors, leading by example with open access to the most recent policy on our website. Engagement with the policy will be checked as part of The Link Training Academy's quality cycle and management will ensure staff awareness and training is planned, effective, timely and consistent.

Each employee, apprentice and learner will be given information, training and instruction as necessary to enable the safe performance of work and training activities.

The overall responsibility for the implementation of the policy rests with the Management Team. The Director has responsibility for the safety performance of the company.

Adequate facilities and arrangements will be maintained to enable employees, apprentices' and learners to raise issues relevant to Health, Safety and Welfare.

Promotion and successful implementation of this policy requires the active cooperation of all employees, sub-contractors, apprentices' and learners. It is their duty, while at work and

in training, to take reasonable care of the Health and Safety of themselves and all other persons who may be affected by their acts or omissions and to use any protective equipment provided.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed annually as part of the quality cycle and if necessary revised in the light of legislative or organisation changes.

We have a planned approach to Health and Safety, all policies, procedures and risk assessments are reviewed annually. We have health and safety as a regular agenda on all team meetings, where we discuss implementation and any incidents or accidents and record any actions required. Administration staff members are trained and accredited from the Institution of Occupational Safety and Health (IOSH managing safely)

With the issue of the Health and Safety Policy, the company recognises that the promotion of Health and Safety is an essential function of good management. One of the principal objectives of these arrangements is to involve everybody at the workplace and thus achieve a high standard of health and safety which is essential to the efficient operation of the Company. These aims and objectives are doubly important in the teaching and training of all employees, apprentices' and learners.

All accidents are recorded appropriately in the accident book and incident report form including near misses are completed. Where relevant all legally reportable accidents, incidents and ill-health will be reported to the enforcing authority.

We currently have nine staff members trained in Emergency First Aid.

2. RESPONSIBILITIES:

- The Directors are responsible for the Health and Safety of TLTA.
- Business and coaching coordinator is responsible for the day to day running of apprenticeship programmes and workplace health and safety checks.
- Health and Social Care lead is responsible for the day to day running of apprenticeship programmes and workplace health and safety checks.
- The training team are accountable to their team lead for Health and Safety matters relating to training programmes conducted on Employers' premises
- Instructors, tutors, assessors have a direct responsibility to ensure that learners and apprentices are fully aware of the safety regulations that are appropriate to their area. Adequate supervision of learners will be always maintained.
- Whenever training staff, support staff or other employees become aware of Health and Safety problems they must inform their line manager immediately.
- All line managers are accountable to the Operations Director.

- Qualified Health and Safety staff will advise all persons of matters of Health and Safety as and when requested or required. Health and Safety issues are to be included as an agenda item on termly staff meetings.

The prime responsibility for safe operations and safe place of work rests clearly on all sectors of staff. This principle must be pursued with diligence. Management cannot exercise this responsibility without the active co-operation of all the employees.

3. Risk Assessment

Risk Assessments will be completed and reviewed annually and reactively, when changes in legislation happen and as a minimum, on an annual basis and additionally when changes in processes or equipment are initiated the assessment will be carried out by the Director assisted by designated staff. Risk assessments allow us to identify any health and safety concerns and put measures in place to manage these concerns.

Individual risk assessments are completed for

- Pregnant learners and reviewed regularly.
- Vulnerable Learners where special needs have been identified.

Assessments for key risks include Mental Health, Stress at work, Loan working, Manual Handling, Remote working, Display Screen Equipment, Workstation suitability, Personal/Protective Equipment, Slips, trips and falls, COSHH, Fire, evacuation due to incidents.

4. Health & Safety of apprentices

All new students have an induction to ensure they are aware of Health and Safety and their own responsibilities. During induction learners will be made aware of Health and Safety issues and rules. Induction covers issues such as mental health, stress at work, smoking, PPE, behaviour and conduct, safeguarding, and the fire procedure.

Health & Safety in the workplace is covered as part of the apprenticeships for all apprentices and covered as part of personal development for all other learners.

We complete a health and safety assessment in each workplace prior to placing students there ensuring they have all relevant up to date insurance policies. Actions plans are set for employers if they need support with Health & Safety in the workplace.

Learners are aware of who to contact if they have any concerns regarding their or others safety.

5. Procedure for Accidents, incidents and ill health

In accordance with regulations, Workplaces are checked for the correct notices on the premises, outlining the arrangements for First Aid and the location of the equipment and designation of suitable persons.

Tutors are responsible for monitoring arrangements for health and safety in employer's premises and these are checked when employer vetting is completed.

Accident book and Incident report forms are kept in the main office. The record of accidents reported in accordance with the regulations (RIDDOR) is kept by the Director.

All accidents will be reported to the competent person for Health and Safety for further investigation. If there are lessons learnt then changes will be implemented and policies reviewed and discussed in the next team meeting, actions are implemented into the quality improvement plan. The Director will ensure that all accidents that result in an over seven-day injury are reported to the H&SE using 0845 300 99 23.

Apprentices' and Learners are instructed to notify their tutor/assessor in the event they are unwell and not attending training. An email is then sent out to employers notifying them of the absence.

Apprentices' and Learners becoming unwell or suffering from ill health, whilst in training will be supported and advised. Depending on the nature of the illness encouraged to seek help and advice and make appointments with medical professionals. If learners are under the age of 18 parents/guardians may be informed if appropriate. They may be required to collect the learner if they are unfit to be left alone.

All Apprentices' and learners are requested to provide details of an emergency contact in the event of ill health, an accident or incident. The emergency contact will be contacted if necessary or required. The emergency contact will know that they are their contact details have been supplied to the Academy.

Support and advice are given to employers regarding absence or illness of apprentices and how best to support them at work.

In exceptional circumstances if the health of the learner meant long term absence work, regular contact would be established to support where appropriate and possible break in learning would be an option to consider.

6. FIRE SAFETY

A Fire Risk Assessment will be carried for a competent person, usually the Director - The general fire safety procedure and evacuation will be as detailed on the notices posted throughout the offices.

The fire alarm/drill is tested weekly by the landlord. It is the responsibility of all learners, employees and associates to ensure alarm points, gangways, staircases, fire exits, and fire extinguishers are always kept unobstructed.

Fire evacuations in the offices are undertaken at a minimum of every term and recorded appropriately including the time taken to safely leave the building.

7. Bomb Threat

Most bomb threats are hoaxes designed to cause alarm and disruption. As well as the rare instances of valid bomb threats, terrorists may also make hoax bomb threat calls to intimidate the public, businesses and communities, to draw attention to their cause and to mislead police. While many bomb threats involve a person-to-person phone call, an increasing number are sent electronically using email or social media applications.

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

It is important that potential recipients - either victims or third parties used to pass the message - have plans that include how the information is recorded, acted upon and passed to police.

Actions to consider

Responsibility for the initial decision making remains with the management of the location being threatened. **Do not delay your decision-making process** waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans exist, they should be event and location specific. Venue options to manage the risk include: -

The Link Training Academy assembly point is Cambridge Road Car Park

8. Working remotely

All employees at our organisation work remotely from time to time. To ensure health and safety compliance in remote settings, the following measures are implemented:

Remote Risk Assessments: Each employee completes a home working risk assessment to identify potential hazards.

Equipment Safety: Employees are provided with appropriate equipment (e.g., laptops, ergonomic chairs) and guidance on safe setup.

Mental Health Support: Access to mental health resources, virtual check-ins, and designated mental health first aiders is available.

Communication Protocols: Regular team meetings, one-on-one check-ins, and digital communication tools are used to maintain engagement and monitor wellbeing.

Data Protection: Employees are trained on secure handling of data and use of company-approved platforms.

Incident Reporting: Any health and safety incidents occurring during remote work must be reported through the standard procedures.

9. Working with Vulnerable Adults in Hospitals and Care Homes

Staff working with vulnerable adults in hospitals and care homes must adhere to safeguarding protocols as outlined in the Care Act 2014 and relevant local authority guidelines. All staff must complete enhanced DBS checks, receive safeguarding training specific to vulnerable adults, and follow infection control procedures. Risk assessments must be conducted for each care setting, and staff must report any concerns to the Designated Safeguarding Lead (DSL).

10. Lone Working in the Office

Lone working in the office is governed by our Lone Working Policy. Staff must notify their line manager when working alone, ensure emergency contact procedures are in place, and complete a lone working risk assessment. The office must be equipped with first aid supplies, and staff must have access to communication devices. Regular check-ins are required to ensure safety.

11. Lone working offsite

When working offsite, staff must adhere to the offsite lone working policy, ensuring they have informed someone where they are going and what time they expect to be leaving. They must check in before and after the visit and have a mobile phone with them and charged up.

12. INDUCTION / STAFF TRAINING

- During induction employees, apprentices' and learners will be made aware of Health Safety and safeguarding, procedures, persons responsible and contact details for emergency purposes.
- Health and Safety policies and procedures are part of all apprentices' handbooks and staff handbook and contracts. Each new member will receive a copy of this, either via email or paper booklet.
- Contractors and employees will be made aware of all H&S policies and procedures for TLTA. Initial health and safety training includes awareness of the premises, safeguarding procedures, First Aid awareness.
- Induction training is planned for reporting procedures, evacuation procedures and an agreement to read, understand and adhere to the policy.
- All employees will take part in annual Health, safety and safeguarding update and refresher training.
- All employees attend meetings through the year with health and safety high on the agenda. Health and Safety is part of the quality cycle
- all staff are observed adhering to the Health and Safety policy.

- For visitors, it will be the duty of the person who extends the invitation to ensure that the duty of care towards the guest is fulfilled. Persons in charge of any group of employees or learners will be issued with the relevant guides detailing the full requirements of the H&S at Work Act: These to include a copy of safety policy and the H.S.E. publication 'The essentials of H&S at Work'.

THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

(POWER): The places specific duties on the company regarding the safety of safe use of all work equipment. Work equipment should not give rise to risks to H&S, irrespective of its age, condition or origin.

HAZARD CONTROL: To assist in recognition and identification of hazards, all team leaders will feed into health and safety meeting to identify hazards, risks and plan mitigations to reduce the risk of accidents and incidents occurring.

ELECTRICITY: Wherever electricity is used, all apparatus and conductors will be so constructed, installed, protected, worked and maintained to prevent danger. Frequent checks will be made to reduce the chance of electric shock.

SAFE USE OF HAZARDOUS SUBSTANCES: The risk from hazardous substances used or generated by employees, learners or sub-contractors will be minimised by the good working practices. COSHH regulations 1999 (updated 12 Nov 21) require an assessment of likely health risks to be carried out, will be followed. COSHH risk assessments will be updated annually by the competent person for H&S.

HOUSEKEEPING: Good housekeeping is an essential part of accident prevention. Places of work must be kept clean and tidy; refuse must not be allowed to accumulate.

PERSONAL BEHAVIOUR AND CONDUCT: All employees, learners and sub- contractors have a duty to conduct themselves in such a manner as not to endanger themselves or their colleagues.

SUPERVISORY POLICY: Instructors, tutors, assessors have a direct responsibility to ensure that learners are fully aware of the safety regulations that are appropriate to that section. Adequate supervision of learners will be always maintained.

BUILDING MAINTAINENCE: It is the responsibility of the director of TLTA to ensure that the building and premises are maintained correctly following legislative regulations and reasonable checks on an annual basis. These include gas safety, electrical safety, pat testing, fire safety, fire extinguishers and fire alarms, general maintenance of the building.

BUSINESS INSURANCE: It is the responsibility of the director of TLTA to ensure that adequate insurance and continuity planning is in place to reduce disruption in the event of an incident, accident or national pandemic.

13. Policy Enhancements for Compliance (2025–2026)

Mental Health Risk Assessments

The organisation will conduct mental health risk assessments for staff and learners to identify potential stressors and provide appropriate support.

Designated Mental Health First Aiders are appointed and trained to support mental wellbeing across the organisation.

Whistleblowing Procedures

The whistleblowing policy includes both internal and external reporting routes.

Staff and learners are encouraged to report concerns confidentially and without fear of reprisal.

Tracking Knowledge, Skills, and Behaviours (KSBs)

Learner progress will be tracked against defined Knowledge, Skills, and Behaviours (KSBs) as part of regular reviews.

This tracking will inform personalised support and curriculum planning.

Emergency Contacts

Each learner is required to provide two emergency contacts to ensure effective communication in case of incidents.

Emergency contact information will be securely stored and regularly updated

Name of centre: **THE LINK TRAINING ACADEMY**

The centre is committed to providing a safe environment and will promote the policy by:

- a) providing guidance on safe working practices for staff and learners.
- b) incorporate health and safety knowledge into all learner activities, by providing a robust and varied personal development curriculum plan.
- c) provide information, procedures and equipment for fire and emergencies
- d) provide information, procedures and equipment for accidents.
- e) provide training and up-to-date information on health and safety to all concerned.
- f) promote a responsible attitude to health and safety throughout the centre.
- g) Provide monitoring processes for the above.

The centre will ensure that its learners:

- a) observe the centre's health and safety regulations.
- b) co-operate with others in keeping the environment safe.
- c) take care to avoid injury to themselves or others by being appropriately dressed and not misusing or causing damage to equipment, materials or the premises.
- d) Report any hazard to the person in charge or other responsible person immediately.

Those with overall responsibility within the centre are:

Benjamin Lodge – Director

HSE local offices

The Lateral, 8 City Walk, Leeds LS11 9AT: [0300 003 1747](tel:03000031747) H&SE incident reporting: 0845 300 99 23.

Last Reviewed: August 2025

Signed: Amanda Lodge- Stewart

Date: 20/08/2025

Director – The Link Training Academy Limited

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