



THE LINK TRAINING ACADEMY

HEALTH, SAFETY, WELLBEING AND WELFARE POLICY

2026-2027

Health and Safety Lead – Director-Benjamin Lodge

DOCUMENT CONTROL

Item	Detail
Policy Title	Health, Safety, Wellbeing and Welfare Policy
Version	HSWW_V1_2026-2027
Policy Owner	Directors
Responsible Lead	Health & Safety Lead
Approved By	Board of Directors
Review Date	August 2027
Applies To	Employees, Learners, Apprentices, Associates, Contractors, Volunteers and Visitors

VERSION CONTROL

Version	Date	Author	Summary of Changes
HS_V1_25-26	August 2025	Amanda Lodge-Stewart	Annual Review
HSWW_V1_26-27	August 2026	Amanda Lodge-Stewart	Complete review reflecting remote learning, workplace learning, safeguarding, wellbeing, lone working and learner welfare arrangements

POLICY STATEMENT

The Link Training Academy is committed to providing a safe, healthy and supportive environment for employees, learners, apprentices, employers, contractors, volunteers, associates and visitors.

The Link Training Academy recognises that health and safety extends beyond the prevention of accidents and includes:

- Physical health
- Mental health
- Emotional wellbeing
- Safeguarding
- Learner welfare
- Adult safeguarding
- Remote working
- Lone working
- Digital safety
- Workplace safety

The Link Training Academy will meet its legal duties and continually improve arrangements to ensure risks are managed effectively and proportionately.

Health, safety, wellbeing and welfare are everyone's responsibility.

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1. Purpose

This policy outlines how The Link Training Academy manages health, safety, wellbeing and welfare across all areas of operation.

The policy supports compliance with:

- Health and Safety at Work Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Equality Act 2010
 - Care Act 2014
 - Safeguarding legislation
 - Data Protection legislation
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2. Scope

This policy applies to:

- Directors
- Governors
- Employees
- Contractors
- Associates
- Agency Workers
- Volunteers
- Learners
- Apprentices
- Visitors

whether activity takes place:

- Online
 - At home
 - In the workplace
 - In rented venues
 - In hospitals
 - In care homes
 - In community settings
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3. Roles and Responsibilities

3.1 Directors

Directors have overall responsibility for health, safety, wellbeing and welfare arrangements.

They will:

- Provide leadership and resources.
 - Review accidents and incidents.
 - Monitor compliance.
 - Ensure legal obligations are met.
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3.2 Managers

Managers will:

- Support staff wellbeing.
 - Ensure risk assessments are completed.
 - Investigate concerns.
 - Encourage safe practice.
 - Monitor compliance.
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3.3 Staff

All staff must:

- Follow policies and procedures.
- Report accidents and hazards.
- Act safely.
- Support learner welfare.

- Report safeguarding concerns.
 - Follow lone-working arrangements.
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3.4 Learners

Learners are expected to:

- Act responsibly.
 - Follow safety instructions.
 - Report concerns.
 - Respect others.
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3.5 Competent Person for Health and Safety

The Link Training Academy will appoint a competent person to provide advice and guidance on health and safety matters.

Responsibilities include:

- Advising on legislation.
 - Supporting risk assessments.
 - Investigating incidents.
 - Providing professional guidance.
 - Supporting compliance activities.
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3.6 Staff Consultation

The Link Training Academy recognises the importance of involving staff in health and safety matters.

Health and safety will be discussed through:

- Team meetings
- Supervision meetings
- Policy reviews
- Staff surveys
- Risk assessment reviews

No employee will be disadvantaged for raising genuine concerns.

4. Our Delivery Model

Learning may be delivered through:

- Employer premises
- Online learning
- Microsoft Teams
- Workplace visits
- Home working
- Rented training rooms
- Community venues
- Hospitals
- Care homes

Risk management arrangements reflect these delivery methods.

5. Health and Safety Risk Management

Risk assessments will be completed for:

- Young workers.
- Learners under 18.
- Work experience placements.
- Higher-risk workplaces involving young workers.
- Employer premises
- Learner workplaces
- Rented venues
- Home working
- Lone working
- Vulnerable learners
- Pregnant employees
- Pregnant learners
- Online learning
- Community visits
- Pregnant employees
- Pregnant learners
- New mothers and breastfeeding employees where required

Risk assessments will be reviewed:

- Annually
- Following incidents
- Following environmental changes
- Following legislative updates

6. Learner Welfare

The Link Training Academy recognises that learner welfare forms part of health and safety responsibilities.

Staff will:

- Promote wellbeing.
 - Monitor welfare concerns.
 - Signpost support services.
 - Escalate safeguarding concerns.
 - Support learners appropriately.
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6.1 Professional Curiosity

Staff should remain professionally curious where:

- Behaviour changes unexpectedly.
- Attendance declines.
- Welfare concerns arise.
- Information appears inconsistent.
- Vulnerability is identified.

Staff should never assume another person has taken action.

Concerns should be reported promptly.

6.2 Learners Under the Age of 18

The Link Training Academy recognises that learners under the age of 18 are children under safeguarding legislation and may require additional support, supervision and protection.

The Link Training Academy will:

- Take account of age and maturity when assessing risks.
- Ensure appropriate safeguarding arrangements are in place.
- Promote the welfare of children and young people.
- Work with parents, carers and employers where appropriate.
- Ensure learning environments are safe and suitable.
- Consider the needs of young learners when planning activities and support arrangements.

All staff working with learners under the age of 18 must follow the Safeguarding and Child Protection Policy and report concerns immediately.

7. Safeguarding, Welfare and Adults at Risk

7.1 Our Commitment

The Link Training Academy is committed to safeguarding adults who may have care and support needs and who may be unable to protect themselves from abuse, neglect, exploitation or harm.

All staff have a responsibility to identify concerns, respond appropriately and report concerns without delay.

Safeguarding adults is everyone's responsibility.

7.2 Adults at Risk

An adult at risk may be a person aged 18 or over who:

- Has care and support needs.
- Is experiencing or is at risk of abuse or neglect.
- May be unable to protect themselves due to their circumstances.

This may include individuals affected by:

- Physical disability.
 - Learning disability.
 - Mental ill health.
 - Illness.
 - Cognitive impairment.
 - Substance misuse.
 - Social isolation.
 - Domestic abuse.
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7.3 Types of Abuse

Staff should be aware of:

- Physical abuse.
- Emotional or psychological abuse.
- Sexual abuse.
- Financial or material abuse.

- Neglect and acts of omission.
 - Self-neglect.
 - Domestic abuse.
 - Discriminatory abuse.
 - Organisational abuse.
 - Modern slavery.
 - Exploitation.
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7.4 Safeguarding and Health Relationships

Health, safety, welfare and safeguarding concerns are often linked.

Particular consideration should be given where concerns involve:

- Self-neglect.
- Domestic abuse.
- Exploitation.
- Mental health deterioration.
- Substance misuse.
- Financial abuse.
- Discriminatory abuse.

The welfare and safety of the individual will remain the primary consideration.

7.5 Reporting Concerns

Any concern regarding an adult at risk must be reported immediately through safeguarding procedures.

Staff should:

- Record concerns accurately.
 - Report concerns promptly.
 - Seek safeguarding advice where appropriate.
 - Never investigate concerns themselves.
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7.6 Professional Curiosity

Staff should remain professionally curious where:

- Circumstances appear unusual.

- Information appears inconsistent.
- Welfare concerns arise.
- A person appears increasingly vulnerable.

Staff should not assume somebody else has reported a concern.

7.7 Further Guidance

Further guidance can be found within the organisation's:

- Safeguarding and Child Protection Policy
- Staff Handbook
- Lone Working Policy
- Whistleblowing Policy
- Safer Recruitment Policy

8. Remote Working

Most Link Training staff work remotely.

Staff must:

- Complete home-working assessments.
- Maintain safe workstations.
- Take regular breaks.
- Follow DSE guidance.
- Report concerns.

Managers will:

- Conduct wellbeing discussions.
 - Monitor workloads.
 - Support staff wellbeing.
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8.1 Home Working Standards

Employees working remotely should ensure:

- Suitable seating.
- Appropriate lighting.
- Safe electrical equipment.

- Clear working areas.
- Secure storage of information.

Reasonable adjustments will be considered where required.

9. Lone Working and Personal Safety

Many Link Training staff work alone.

Examples include:

- Home working
 - Employer visits
 - Care home visits
 - Hospital visits
 - Community meetings
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9.1 Personal Safety During Visits

Staff undertaking visits should:

- Follow lone-working arrangements.
- Keep a charged mobile phone available.
- Inform colleagues of whereabouts.
- Assess risks continuously.
- Leave situations that feel unsafe.

Personal safety takes priority over completing any planned activity.

9.2 Dynamic Risk Assessment

Staff should continually assess:

- The environment
- Individuals present
- Travel arrangements
- Time of day
- Emergency arrangements

Where risks become unacceptable, staff should withdraw and inform management immediately.

10. Online Learning and Digital Safety

Staff delivering learning online must:

- Use approved platforms.
- Maintain professional boundaries.
- Protect confidentiality.
- Follow safeguarding procedures.
- Report concerns immediately.

Learners will receive guidance regarding:

- Online conduct
 - Online safety
 - Reporting concerns
 - Digital wellbeing
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11. Mental Health and Wellbeing

The Link Training Academy recognises the importance of mental health and wellbeing.

Support may include:

- Wellbeing meetings
- Supervision
- Flexible working arrangements
- Mental health awareness
- Additional support measures

Managers are expected to monitor wellbeing and respond appropriately.

12. Reasonable Adjustments and Accessibility

The Link Training Academy recognises its duties under the Equality Act 2010.

Reasonable adjustments may include:

- Adapted equipment
- Additional support
- Flexible arrangements
- Alternative communication methods

- Accessible resources

Requests will be considered individually and confidentially.

13. Learning Venues and Employer Premises

Before learning takes place The Link Training Academy will:

- Undertake appropriate venue checks.
- Review employer health and safety arrangements.
- Confirm relevant insurance is in place.
- Confirm safeguarding arrangements are in place.
- Assess any identified risks.
- Implement additional controls where appropriate.

13.1 Young Workers

The Link Training Academy recognises that young workers may lack experience, awareness of risks and maturity.

Before placing or employing young workers, consideration will be given to:

- Physical and psychological demands.
- Level of supervision required.
- Training requirements.
- Workplace hazards.
- Equipment used.
- Working hours.
- Lone-working arrangements.

The Link Training Academy will work with employers to ensure suitable arrangements are in place.

14. Hospitals, Care Homes and Community Settings

Infection Prevention and Control

Where activities take place in healthcare, social care or community settings, staff and learners must follow local infection prevention and control procedures.

This includes:

- Hand hygiene.
- PPE requirements.
- Isolation procedures.
- Reporting of infectious illness.
- Site-specific requirements.

Staff working in these settings must:

- Follow local procedures.
 - Follow infection prevention measures.
 - Follow safeguarding arrangements.
 - Follow lone-working arrangements.
 - Complete dynamic risk assessments.
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15. Accident, Incident and Near Miss Reporting

All accidents, incidents and near misses must be reported. Incident trends will be reviewed periodically as part of quality improvement, safeguarding oversight and risk management arrangements.

This includes:

- Injuries
- Aggressive behaviour
- Vehicle incidents
- Safeguarding-related welfare incidents
- Unsafe practice
- Online safety incidents

Learning points will be identified and acted upon.

Reporting Concerns Involving Young People

Any accident, incident, welfare concern or safeguarding concern involving a learner under the age of 18 must be reported immediately and considered alongside safeguarding procedures.

Health and safety concerns involving children should always be reviewed in conjunction with safeguarding risks.

RIDDOR

The Link Training Academy will comply with all applicable RIDDOR requirements.

The Managing Director will determine whether external reporting is required.

16. Fire and Emergency Procedures

Staff using employer or hired premises should familiarise themselves with:

- Fire exits
 - Assembly points
 - Emergency contacts
 - Evacuation arrangements
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17. First Aid

Suitable first aid arrangements will be maintained.

Staff should be aware of local arrangements when:

- Visiting employers
- Using rented venues
- Delivering face-to-face training

Medical Emergencies

Where a serious injury or medical emergency occurs:

- Emergency services should be contacted immediately.
- Local first aid arrangements should be followed.
- Managers should be informed as soon as practicable.
- Incidents should be reported in accordance with organisational procedures.

17.1 Visitors

All visitors to Link Training premises, hired venues or Link Training activities must:

- Follow local health and safety arrangements.
- Report accidents or concerns immediately.
- Follow fire and emergency procedures.

- Be accompanied where appropriate.
- Comply with safeguarding requirements.

Staff hosting visitors are responsible for ensuring appropriate arrangements are in place.

18. Work Equipment and Display Screen Equipment

Staff must:

- Use equipment safely.
- Maintain good posture.
- Take screen breaks.
- Report defects promptly.

19. Training and Induction

All staff will complete training appropriate to their role.

This may include:

- Health and Safety
- Safeguarding
- Adult Safeguarding
- Prevent
- Lone Working
- Remote Working
- Data Protection
- Equality, Diversity and Inclusion
- Wellbeing Awareness

19.1 Culture of Vigilance

The Link Training Academy promotes a culture where:

- Safeguarding is everybody's responsibility.
- Health and safety is everybody's responsibility.
- Concerns are raised promptly.
- Unsafe practice is challenged.
- Learner welfare comes first.

20. Monitoring and Review

The Link Training Academy will monitor:

- Accidents
- Incidents
- Near misses
- Risk assessments
- Training compliance
- Welfare concerns
- Safeguarding concerns

Lessons learned will be used to improve practice.

21. Further Guidance

This policy should be read alongside the organisation's wider safeguarding and governance framework, including:

- Staff Handbook
- Safeguarding and Child Protection Policy
- Safer Recruitment Policy
- Equality, Diversity and Inclusion Policy
- Lone Working Policy
- Whistleblowing, Fraud Prevention and Anti-Bribery Policy
- Data Protection Policy
- Risk Assessment Framework
- Learning and Development Framework
- Information Technology, Cyber Security, Online Safety and Acceptable Use Policy

Requirements relating to:

- Safeguarding Children
- Adult safeguarding
- Behaviour management
- Professional conduct
- Professional boundaries
- Low-level concerns
- Managing allegations against staff
- Remote working

are incorporated within the Staff Handbook and Safeguarding Framework.

Where there is any conflict between policies, safeguarding duties and legal obligations will take precedence.

Appendix A - Reporting Concerns

Plain Text

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Accident / Incident / Near Miss

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Report to Manager

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Record on Incident Form

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Investigation

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Actions Implemented

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Review and Learning