

# Health and Safety Policy



# The Link Training Academy

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### 1. HEALTH AND SAFETY POLICY STATEMENT:

The Link Training (TLTA) is committed to ensuring the Health and Safety and Welfare of all its employees and learners as far as is reasonably practicable. We will take steps ensure that our statutory duties are met at all times and comply with the Health and Safety Act 1974.

Each employee and learner will be given such information, training and instruction as necessary to enable the safe performance of work 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 and learners to raise issues relevant to Health, Safety and Welfare.

The successful implementation of this policy requires the active co-operation of all employees, sub-contractors and learners. It is their duty, while at work, 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 in particular to use any protective equipment which may be provided.

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

We have a planned approach to Health and Safety and all policies, procedures and risk assessments are reviewed annually. We have Health and Safety as a regular agenda on the our team meetings, where we discuss any incidents or accidents and record any actions required. We employ an academy

support manager who is trained and accredited from the Institution of Occupational Safety and Health (IOSH managing safely) who takes responsibility for this.

With the issue of the Health and Safety Policy, the company recognised that the promotion of Health and Safety is an essential function of good management. One of the principle 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 and learners.

All new students have an induction to ensure they are aware of Health and Safety and their own responsibilities.

We complete a health and safety assessment in each salon prior to placing students there ensuring they have all relevant up to date insurance policies.

All accidents are recorded appropriately in the accident book and incident report form uncluding near misses are completed.

We currently have four members of staff trained in Emergency First Aid.

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.

### ***RESPONSIBILITIES:***

1. The Director is responsible for the Health and Safety of TLTA. The Salon manager is responsible to the Director for Health and Safety matters related to the Salon on a day to day basis.
2. The training team are responsible to the Director for Health and Safety matters relating to training programmes conducted on Employers' premises
3. Instructors, tutors, assessors have a direct responsibility to ensure that learners who are seconded to their section are fully aware of the safety regulations that are appropriate to that section. Adequate supervision of learners will be maintained at all times.
4. Whenever training staff, Salon staff or other employees become aware of Health and Safety problems they must inform the Director immediately.
5. 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 monthly staff meetings with the team.

## Risk Assessment

Risk Assessments will be undertaken 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.

Individual risk assessments are completed for ;

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

Regular walk throughs are undertaken in the building by the academy support manager ensuring compliance with policy and rules and ongoing vigilance will identify and remedy any risks that arise.

Assessments for key risks include: Manual Handling, Personal/Protective Equipment, Slips, trips and falls, COSHH and Fire.

## *Accidents, incidents and ill health*

In accordance with regulations, notices are displayed outlining the arrangements for First Aid and the location of the equipment and designation of suitable persons. Four members of the team are currently trained in emergency Aid.

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

The record of accidents reported in accordance with the regulations (RIDDOR) is kept by the Director.

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.

Accident book and Incident report forms are kept in the main office upstairs.

The records of accidents reported in accordance with the regulations (RIDDOR) are kept by the Director. She will ensure that all accidents on employers premises that result in an over three-day injury are reported.

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.

Learners are instructed to notify the Academy in the event they are unwell and not attending college. An email is then sent out to employers notifying them of the absence.

Learners becoming unwell whilst at the Academy will be supported and advised. Depending on the nature of the illness encouraged to seek help and advice and make appointments with medical professionals. Support and advice 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 from the academy and place of work regular contact would be established to support where appropriate and possible break in learning would be an option to consider.

## **FIRE SAFETY**

A Fire Risk Assessment will be carried out by the Director - The general fire safety procedure and evacuation will be as detailed on the notices posted throughout the salons and offices.

The fire alarm/drill will be tested at regular intervals. It is the responsibility of all learners, employees and sub-contractors to ensure alarm points, gangways, staircases, fire exits and fire extinguishers are kept unobstructed at all times.

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

## **HSE local offices**

### **Leeds**

The Lateral  
8 City Walk

#### **LEEDS**

LS11 9AT

Fax No: 0113 283 4382 (general enquiries)

Fax No: 0113 283 4296 (completed F10 forms)

## **INDUCTION TRAINING**

During induction learners will be made aware of Health and Safety issues.

Contractors and employees will be made aware of all H&S policies and procedures for TLTA

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***

***(PUWER)***: 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 be issued with a copy of the HSE booklet 'Essentials of Health and Safety at Work'. The advice given should be used as a minimum on which to base our standards.

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

Isolation points in the case of emergency for all services in the building, gas, electricity and water are clearly displayed on all notice boards.

**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 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 and 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 who are seconded to their section are fully aware of the safety regulations that are appropriate to that section. Adequate supervision of learners will be maintained at all times.

## Health and Safety Policy

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

The centre is committed to providing a safe environment and will:

- a) provide guidance on safe working practices for staff and learners;
- b) incorporate health and safety knowledge into all learner activities;
- 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.

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**Those responsible within the centre are:**

Name AMANDA LODGE-STEWART

Name VICKY HENDERSON

**The centre agrees to comply with the health and safety policy as outlined above:**

Signature: \_\_\_\_\_ Position: ..... Date: .....

Signature: \_\_\_\_\_ Position: ..... Date: .....