

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 including 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.

Bomb Threat

The vast majority of 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.

The bomb threat message

Bomb threats containing accurate and precise information, and received well in advance of an actual attack, are rare occurrences. Precise motives for hoaxing are difficult to determine but may include revenge, extortion, a desire to impress, or a combination of these and other less understandable motives. The vast majority of cases are hoaxes and the intent is social engineering, to cause disruption, fear and/or inconvenience the victim.

Communication of the threat

A bomb threat can be communicated in a number of different ways. The threat is likely to be made in person over the telephone; however, it may also be a recorded message, communicated in written form, delivered face-to-face or, increasingly, sent

by email or social media (e.g. Twitter or Instagram, etc.). A threat may be communicated via a third-party, i.e. a person or organisation unrelated to the intended victim and identified only to pass the message.

Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary to consider a number of factors:-

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb visible at the location identified?
- considering the hoaxer's desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an external evacuation inadvertently move people closer to the hazard?
- is a suspicious device visible?

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:-

External evacuation

Leaving the venue will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

It is important to appoint people, familiar with evacuation points and assembly (rendezvous) points, to act as marshals and assist with this procedure. At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident or location. Where possible the assembly point should not be a car park. You may wish to seek specialist advice, which can help to identify suitable assembly points and alternative options as part of your planning. It is essential that evacuation plans exist; they should be event and location specific. Evacuation procedures should also put adequate steps in place to ensure no one else enters the area once an evacuation has been initiated.

The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

Internal or inwards evacuation ('invacuation')

There are occasions when it is safer to remain inside. Staying in your venue and moving people away from external windows/walls is relevant when it is known that a bomb is not within or immediately adjacent to your building.

If the suspect device is outside your venue, people may be exposed to greater danger if the evacuation route inadvertently takes them past the device. A safer alternative may be the use of internal protected spaces. This type of inwards evacuation needs significant pre-planning and may benefit from expert advice to help identify an internal safe area within your building. These locations should be in your plans.

If the location of the device threatened is unknown, evacuation represents a credible and justifiable course of action.

Decision not to evacuate or inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the relevant manager(s), the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered desirable to ask staff familiar with the venue to check their immediate surroundings to identify anything out of place, see search considerations below.

Checking your venue for suspicious items - Search considerations

Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'search' for suspicious items. To that end:

- ensure plans are in place to carry out an effective search in response to a bomb threat
- identify who in your venue will coordinate and take responsibility for conducting searches
- initiate a search by messaging over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, personal radio or by telephone cascade
- divide your venue into areas of a manageable size for 1 or 2 searchers. Ideally staff should follow a search plan and search in pairs to ensure nothing is missed
- ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items
- focus on areas that are open to the public; enclosed areas (e.g. cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as goods or loading bays

- develop appropriate techniques for staff to be able to routinely search public areas without alarming any visitors or customers present
- under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999
- ensure all visitors know who to report a suspicious item to and have the confidence to report suspicious behaviour

Remember: it is vital that regular drills are carried out to ensure all are familiar with bomb threat procedures, routes and rendezvous points. Disabled staff should have personal evacuation plans and be individually briefed on their evacuation procedures. Similarly all visitors should be briefed on evacuation procedures and quickly identified and assisted in the event of a threat.

Familiarising through testing and exercising will increase the likelihood of an effective response to an evacuation and aid the decision making process when not to evacuate/invacuate.

Media and communication

Avoid revealing details about specific incidents to the media or through social media without prior consultation with police. Do not provide details of the threat, the decision making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.

For further information visit www.nactso.gov.uk or www.cpni.gov.uk

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.

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:

.....

Emergency Evacuation Procedure (FIRE)

- Remain Calm and instruct students to remain calm.
- Instruct the students to leave the building by the most direct route
- Do not stop to collect personal belongings
- Take your register with you and close any fire doors behind you
- Meet at the fire assembly point (bottom of the steps to Tesco)
- Ensure all learners are accounted for and inform Fire Warden of anyone missing
- Do not return to the building until you have been instructed it is safe to do so.

If at any point the fire exit route down to the ground floor becomes unsafe;

- Instruct students to make their way to the top classroom
- Close all doors on the way and open windows in the top classroom.
- Call for help and wait for instruction from fire brigade.

Fire Warden will conduct sweep of building and will be the last to leave.

Bomb Threat Procedure (Summary)

If you receive a bomb threat notification

1. By phone

- Do not hang up
- Refer to Bomb Threat Checklist
Located on notice boards in top office, staff kitchen and bottom floor stair well.
- Notify Centre Manager immediately (whilst on the phone if possible)

2. Written Notification

- Do not delete or touch
- Treat as police evidence
- Notify Centre Manager immediately.

Call 999 and await instructions from police. If instructed to evacuate, follow Emergency Evacuation Procedure (Bomb Threat)

Firearms or weapon attacks advice

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock / barricade yourself in
- Move away from the door

TELL

Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

The police service is working tirelessly to confront the terrorist threat we all face. To do this we need the help of the public. We need them to be alert, but not alarmed. We need them to be vigilant and to report any suspicious behaviour or activity to the confidential Anti-Terrorist Hotline on 0800 789 321 or in an emergency dial 999.