

Health and Safety Policy and Procedure

1. Statement of Intent

Linden Management are committed to maintaining a safe, healthy, and supportive environment for all learners, staff, and stakeholders. Health and safety is a shared responsibility, and we aim to continually improve our practices in line with legal duties and sector best practice.

2. Legal Framework

- This policy and procedure aligns with the following legislation and guidance:
- Health and Safety at Work etc. Act 1974 – Sections 2(3), 7, and 8
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Consultation with Employees) Regulations 1996
- Education and Skills Funding Agency (ESFA) Funding Rules – where applicable
- Equality Act 2010 – ensuring inclusive and accessible safety practices

3. Responsibilities

3.1 Employer (Organisation)

- Provide a safe learning and working environment
- Conduct and review risk assessments
- Ensure staff are trained and competent
- Maintain safe systems of work and emergency procedures
- Monitor compliance and investigate incidents

3.2 Employees

- Take reasonable care for their own and others' health and safety
- Cooperate with policies and procedures
- Report hazards, near misses, and incidents promptly

3.3 Learners

- Follow safety instructions and report concerns
- Participate in induction and training
- Respect safety signage and emergency protocols

4. Safe Learner Approach

We adopt the Safe Learner concept, ensuring that learners:

- Receive health and safety training in the workplace
- Have individual needs assessed and supported
- Are supervised appropriately where applicable
- Understand their rights and responsibilities as an apprentice and employee

5. Risk Assessment and Control

- Risk assessments are conducted for all activities, premises, and learning environments via the health and safety vetting process
- Control measures are implemented and monitored site specific
- Reviews occur annually or following significant change

6. Incident Reporting and Investigation

- All accidents, near misses, and dangerous occurrences must be reported
- RIDDOR-reportable incidents are escalated to the HSE
- Investigations are conducted to identify root causes and prevent recurrence
- Findings are shared with relevant stakeholders

7. Emergency Procedures

- Fire evacuation plans are displayed and rehearsed
- First aid provision is maintained and reviewed
- Emergency contacts and responsibilities are clearly assigned

8. Training and Supervision

- Staff receive role-specific health and safety training
- Learners are inducted and supervised based on risk level
- Refresher training is provided annually or as needed

9. Monitoring, Review, and Communication

- Health and safety performance is monitored via audits and feedback
- This policy is reviewed annually or following legislative change
- Updates are communicated via staff briefings, learner platforms, and stakeholder channels

Sign: Ryan Bell Date: 04/09/2025
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