

1. HEALTH AND SAFETY POLICY STATEMENT

The Board of Directors of Linden Management UK Limited regards the promotion of health and safety as a mutual objective for management, employees at all levels, learners and Employer customers. The Management Team continually review and improve our management system and performance as necessary to meet changing business to ensure that our statutory duties are met at all times.

- 1.1 The following is produced in pursuance of the Company's obligations under, section 2(3) of the Health and Safety at Work Act.
- 1.2 The Company will take all reasonable and practicable steps to ensure that the Health, Safety and Environment considerations affecting employees, Learners including apprentices, the general public and any other persons who may be affected by its activities are controlled.
- 1.3 Linden Management UK Limited will undertake all risk assessments as required under The Management of Health and Safety at Work Regulations and make suitable and sufficient assessment of the risks to health and safety of their employees and Apprentices, to which they exposed while they are at work, and the risks to health and safety of persons of, or in connection with, the conduct by them of their undertaking for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by, or under the relevant statutory provisions and Regulations. Linden Management UK Limited use a standard approach to undertake risk assessments for both training delivery on its own premises and use the same standard approach to assess all delivery premises and places of work for all apprentices and other learners undertaking work placements.
- 1.4 All employees must abide by the Company's Policy and the organisation and arrangements for implementing the policy, and must accept and carry out their individual responsibilities to ensure work is carried out in a safe and environmentally responsible manner. Associates working on behalf of Linden management UK Limited will be required to undertake the same assessments including those undertaken of Customer Premises. Linden Management UK Limited will undertake all training required for employees, to ensure a safe and healthy environment. Employees are encouraged to participate in implementing safe systems of work. All management and supervisory staff who authorise work to be carried out must ensure that all statutory obligations are taken into consideration when formulating their instructions.
- 1.5 The Company will ensure facilities exist for effective management and consultation on matters of Health, Safety and Environment between management, employees and Apprentices. Employees will accept and fulfil their duties under section 7 and 8 of the Health and Safety at work Act where they are required. Team Meetings and Management meetings are undertaken to support the implementation of this Policy and supporting Procedures.
- 1.6 Linden Management UK Limited has a designated Health and Safety Officer, responsible for all matters of Health and Safety. The responsible officer is Training Director, Ryan Bell.
- 1.7 In the case of apprentices, Employers Health and Safety requirements are set out in Appendix D of the Apprenticeship Agreement, and form part of the contractual agreement between Linden Management UK Limited and the Employer.

HEALTH AND SAFETY POLICY and PROCEDURES



- 1.8 Fire Evacuation is managed under the Landlords evacuation policy as detailed in reception. The fire system is tested every Friday morning, you will be notified of any changes by the building Fire Warden.
- 1.9 To take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions. To co-operate with management to enable them to fulfil any statutory requirements. Not to interfere with or misuse anything provided for their health and safety.
- 1.10 Provide a working environment where the foreseeable risks have been assessed and appropriate control measures put in place.
- 1.11 Systematic reviews of all incidents and sharing of key findings, to improve current working practices and to prevent future recurrences are standard practice. This is carried out at Linden Management UK Limited's Delivery Team Meeting, with any key incidents and changes to policy or procedure escalated to Linden Management UK Limited's Management Team meetings.
- 1.12 To provide sufficient information, training, instruction and supervision to enable employees to perform their work competently, safely and efficiently. Further detail on how this will be provided can be found in Appendix A.
- 1.13 The Health and Safety at Work Act and The Management of Health and Safety at Work Regulations and all associated statutory legislation and any works, rules or procedures must be complied with at all times and all employees must contribute to making the Company's work areas as safe and environmentally friendly as possible. This statement on Company policy's is applicable to all operations.
- 1.14 The Managing Director will give their full support to all those who endeavour to implement and carry out the Company policy, the company also receives support and advice from the Senior Consultant who annually reviews our Health & Safety requirements to monitor performance and conduct risk assessments. The company will promote the concept of the 'Safe Learner' both within Linden Managements offices and also at employer sites whilst on applicable training courses. This will include an initial assessment and Health and Safety Vetting that identifies their health, safety and welfare needs and any additional support they may require and the development of an individual learning plan which is reviewed regularly. The company will review and revise this policy as necessary at regular intervals.
- 1.15 Information on the actions required in the case of learner ill health or an accident are provided in the accompanying procedures in Appendix A. Emergency procedures for the Training Centre are included in Appendix B.

Sign:

Ryan Bell
TRAINING DIRECTOR

Date: 09/08/2019

HEALTH AND SAFETY PROCEDURES

APPENDIX A

1. **ARRANGEMENTS** *The following arrangements are set out to ensure that the Company's Health and Safety Policy is fully implemented:*

- 1.1 At Team Meetings, the responsible staff will submit a verbal / written report to the Director on health & safety and welfare matters concerning the area of the Company's operations for which they are specifically responsible. This meeting, chaired by the Training Director will confirm which issues are to be considered Key Issues and be escalated to Linden Management UK Limited Management team Meetings.
- 1.2 The Team Meeting will be used particularly to identify any specific trends and/or highlight areas of particular concern to be escalated, and to identify any required changes in the operation of the Company's Health and Safety Policy to be agreed.

2. **HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES**

The Company firmly believes that a good record in health, safety and environmental protection is evidence of efficient management. The following individuals have overall responsibility for Health and Safety at Linden Management UK Limited.

2.1 Training Director

- 2.1.1 To ensure that all legal requirements are adhered to. Similarly, to ensure that all statutory changes are determined, communicated and acted upon.
- 2.1.2 To evaluate all risks which are encountered by the Company's activities in relation to the Company's Employees and Apprentices. To advise on the risks which the Company should insure against.
- 2.1.3 To determine any trends in the Company's safety performance and advise of any necessary corrective action.
- 2.1.4 To ensure that the Accident book is properly maintained.
- 2.1.5 To ensure that the Health and Safety Policy is kept up to date and is adjusted for any short falls found in the Company's policy and also any changes in the Health and Safety Legislation.
- 2.1.6 To ensure that the company provides adequate facilities and support for the management of the health & safety system.
- 2.1.7 To ensure site safety by carrying out a vetting inspection.

2.2 Managing Director

The Managing Director will advise on and generally co-ordinate all aspects of the Company's safety effort. They will advise on the introduction and maintenance of safe systems or working procedures to ensure health and safety practices are carried out appropriately.

They will liaise and advise Centre Manager with regard to day-to-day safety functions on their respective sites or workplaces and specifically as follows:

- 2.2.1 Carry out inspections of the places of work of all employees/Apprentices, premises etc... in the company with the person immediately responsible for that section and advise on all aspects of health, safety and welfare.
- 2.2.2 Ensure that relevant safety legislation is being complied with and that statutory registers are being maintained.
- 2.2.3 Advise on safety training matters and assist in identifying safety training needs for employees and Apprentices
- 2.2.4 Investigate all reportable accidents, and as far as reasonably practicable, enquire into the cause of non-reportable accidents.
- 2.2.5 Receive and circulate published material concerning safety matters and maintain adequate reference publications for the use of all employees.
- 2.2.6 Ensure that the requirements concerning first aid, personnel and equipment are met and regularly reviewed.
- 2.2.7 Health and Safety checks of an Employer premises where Apprentices work are carried out to check H&S requirements, insurance, operating equipment, welfare facilities, PPE.

2.3 All staff

- 2.3.1 Carry out Induction Training & update Training Records.
- 2.3.2 Familiarise themselves with the Company Health and Safety Procedures and with their personal responsibility under the Health and Safety at Work Act.
- 2.3.3 To organise the work area so that work is carried out to the appropriate standard with minimum risk to employees / visitors, equipment and materials.
- 2.3.4 To know and to have observed the requirements of the Company policies / instructions Regulations and all other relevant legislation and approved Codes of Practice. In particular all Registers, records and reports must be in order.
- 2.3.5 To give all contractors precise working instructions or their responsibilities for correct working methods, in particular to ensure that they do not allow employees / visitors to take unnecessary risks if applicable.
- 2.3.6 Plan and maintain a tidy work area.
- 2.3.7 To make sure that protective clothing is available where appropriate and that it is used.
- 2.3.8 To ensure that the arrangements for first aid are available and that their location is known to employees. To ensure that proper care is taken of casualties and to know where to obtain medical help and Ambulance service in the event of serious injury.
- 2.3.9 To ensure all incidents are reported at Employer sites involving Apprentices.
- 2.3.10 Monitor wellbeing of Apprentices and report any issues safeguarding the learners safety/welfare

3. DUTIES UNDER THE HEALTH AND SAFETY AT WORK ACT

Having stated the Company's intention to ensure that it provides a safe working environment for its employees, it remains to explain what responsibilities are placed on managers and individuals. All employees have a duty to co-operate with the Company in its pursuit of safety.

3.1 Health and Safety at Work Act – Employees.

- 3.1.1 All employees are under a duty by law to take reasonable care for the health, safety and welfare at work of themselves and others that may be affected by their acts or omissions.

Additionally they must not intentionally or recklessly interfere with anything provided in the interests of Health and Safety.

- 3.1.2 Those persons appointed as managers must take responsibility for ensuring the health, safety and welfare of all persons under their control within the bounds of their authority. In addition they must ensure that this Safety Management System is complied with at all times. Where necessary they must be prepared to consult and liaise with safety representatives. The financial Director is also responsible for the maintenance of the offices and building in co-operation with the landlord.
- 3.1.3 Employer responsibilities for Apprentices are communicated and agreed using contract for services and commitment statement as per Appendix D

4. GENERAL DUTIES

- 4.1.1 All employees have a duty to read, understand and comply with this Health and Safety Policy at all times.
- 4.1.2 All accidents are to be reported to the Training Director or Centre Manager and entered into the accident book.
- 4.1.3 Linden Management (UK) Limited will investigate all accidents, and where necessary report to enforcing authority.
- 4.1.4 The Company will supply all employees with Personal Protective Equipment, Safety Boots, Hi-vis Jackets (Named Linden on the back) and identification which ensures all staff are easily identified on Site.

5. ISSUE / RE ISSUE

5.1 Responsibilities

It will be the responsibility of the Training Director representative to ensure that the Health and Safety Policy and Procedures are issued and maintained up to date taking account of any legislative changes. The Training Director is also responsible for ensuring all staff and Employers aware of their responsibilities and communication and escalation channels. Any changes made must be authorised by the Training Director, approved by the Management Team and version controlled.

5.2 Issue

- 5.2.1 This Health and Safety Policy and Procedures once issued must be read and complied with by all employees. A controlled copy of this document will be held at the Company's Offices. The Health and safety procedures, policies and risk assessments are electronic and available for all within the company to read.
- 5.2.2 Where appropriate individual sections of this document will be issued separately to employees with a specific task(s).

5.3 Revisions and Updates

- 5.3.1 The Health and Safety Policy and Procedures may have to be revised or updated from time to time in order to take account of the most recent legislation. Minor revisions that do not affect legal requirements or work practices will only be communicated to those employees that are affected.

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5.3.2 Major revisions, such as new legislation or regulations will be communicated to all employees by the most appropriate means.

6. INFORMATION, INSTRUCTION AND SUPERVISION

6.1 The Health and Safety Law poster is displayed: ***In the hallway at the Training Centre
Systems House, Tuxford, NG22 0NL***

6.2 Information, Instruction and Supervision queries should be sent via email to the individuals listed below. They can also be reached by phone on 01777 870887.

6.3 Internal Health and Safety advice is available from: ***Managing Director - Geoff Burn.***
Email: Geoff@lindenmanagement.org.uk

6.4 The person responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety training and information is:

Managing Director - Geoff Burn.
Email: Geoff@lindenmanagement.org.uk

6.5 The Emergency Procedure for the Training Centre, Systems House, Tuxford, NG22 0NL, forms part of this Health and Safety Policy and Procedure (Appendix B)

7. COMPETANCY FOR TASKS AND TRAINING

7.1 Induction training will be provided for all employees by: ***Training Director - Ryan Bell.***
Email: Ryan@lindenmanagement.org.uk

7.2 Job specific training will be provided by: ***Training Director - Ryan Bell.***
Email: Ryan@lindenmanagement.org.uk

7.3 Training will be identified, arranged and monitored by: ***Managing Director - Geoff Burn.***
Email: Geoff@lindenmanagement.org.uk

7.4 Training records are kept by: ***Centre Manager - Lesley Hamer.***
Email: Lesley@lindenmanagement.org.uk

8. ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

8.1 The first aid boxes are kept in: ***The main Kitchen area in the Training Centre,
Systems House, Tuxford, NG22 0NL
All company vehicles***

8.2 The person responsible for upkeep of first aid box is: ***Centre Manager - Lesley Hamer.***
Email: Lesley@lindenmanagement.org.uk
Compliance Administrator – Polly Jones

8.3 The appointed persons / first aiders are:

Centre Manager - Lesley Hamer.
Email: Lesley@lindenmanagement.org.uk
Compliance Administrator – Polly Jones
Email: Polly@lindenmanagement.org.uk

8.4 All accidents and cases of work related ill health are to be recorded in the Accident Book and reported to the Training Director as set out below. This includes accidents and near misses involving apprentices, as well as work related illness and absence of apprentices, which are to be reported by their Employers as per the instructions in the Linden Management UK Limited Commitment Statement Main Body and Employer Apprenticeship Agreement Appendix D. All incidents are recorded on Lindens Incident/safeguarding/H&S form. Where necessary these will be escalated to the relevant authority.

8.4.1 The Training Director

Training Director - Ryan Bell.
Email: Ryan@lindenmanagement.org.uk

8.4.2 The Accident Book is kept:

**Centre Manager's Office in the Training Centre
Systems House, Tuxford, NG22 0NL**

8.5 The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of:

Managing Director - Geoff Burn.
Email: Geoff@lindenmanagement.org.uk

9. MONITORING

9.1 The responsibility for investigating accidents, work related causes of sickness absences and acting on investigation findings to prevent recurrence is that of:

Managing Director - Geoff Burn.
Email: Geoff@lindenmanagement.org.uk
Training Director - Ryan Bell.
Email: Ryan@lindenmanagement.org.uk

And

Signed:.....
Director

Date:

EMERGENCY PROCEDURE

APPENDIX B

FIRE AND EVACUATION FOR SYSTEMS HOUSE, TUXFORD, NG22 0NL

- 1. When the alarm sounds you will hear a continuous fire bell**
2. All equipment (if safe to do so) to be switched off at the mains supply and left in as safe a position as is reasonably possible.
3. Proceed to the safest / nearest exit marked FIRE EXIT and leave the building.
4. All employees will assemble IN FRONT OF THE MAIN OFFICES near the Linden Management car parking bays.
5. Exit from the building must be carried out in AN ORDERLY FASHION so as not to prevent panic or accidents.
6. The Company Fire Warden, **Polly Jones**, will then ensure ALL employees are present and accounted for.
7. Following a roll call – if the Fire warden is unable to account for any employee they **MUST IMMEDIATELY REPORT** the missing person(s) name(s) and their normal location to the responsible manager or the fire and rescue officer.
8. In the event of a FIRE, the blaze must only be tackled, IF IT IS SAFE TO DO SO, with the correct type of extinguisher in its EARLY STAGES ONLY.

9. FIRE SAFETY CHECKS

CHECKS	PERSON CHECKING	FREQUENCY
Escape routes	All employees	Daily
Fire Alarms	Fire warden	Monthly
Emergency Lighting	External Safety Officer	As per calendar entry
Fire extinguishers	External Safety Officer	As per calendar entry

10. VISITORS

ALL visitors should report to THE MAIN OFFICE and sign in and out using the register provided.