

# LINK19 College LTD



## HEALTH & SAFETY POLICY

Reviewed: Autumn 2024  
Review: Autumn 2025

## **LINK19 COLLEGE LTD HEALTH & SAFETY POLICY**

### **Part 1: Statement of Intent**

1. This is the health & safety policy statement of LINK19 College LTD.
2. The aim of LINK19 College's health & safety policy is to:
  - comply with all health & safety legislation and Health & safety Executive (HSE) regulations, including reporting all reportable RIDDOR incidents, investigating or assessing the circumstances of all in scope RIDDOR incidents and follow HSE guidance
  - adopt and maintain safe operating work systems and appropriate safety policies to safeguard and protect the health, safety and welfare of staff, learners and others
  - ensure all reasonable steps are taken to ensure that adequate health & safety arrangements are in place for off-site activities in places outside of LINK19 College's direct control to safeguard and protect the health & safety of learners and staff, with clearly identified and documented responsibilities and understandings
  - ensure safe access to and egress from premises
  - provide adequate facilities and arrangements for welfare
  - ensure safe use, handling, storage and transport of substances and articles
  - provide suitable information, training, instruction and supervision
  - implement emergency procedures, including evacuation
  - consult with staff regarding health & safety
  - ensure appropriate revision.

Signed

Chair, LINK19 College LTD

Dated

Review Date

### **Part 2: Health & Safety Responsibilities**

#### **1. Overall and final responsibility for health & safety:**

LINK19 College shares North Kent College premises with Ifield Sixth Form. As such, the LINK19 College Health & Safety Policy should be considered in conjunction with the North Kent College Health & Safety Policy.

#### **2. LINK19 College Health & Safety Responsibilities:**

##### **LINK19 College Board of Directors is responsible for:**

- the health & safety of staff, learners and others
- strategic health & safety leadership
- regularly monitoring health & safety
- monitoring and reviewing the LINK19 College Health & Safety Policy's effectiveness.

##### **LINK19 College Lead is responsible for:**

- operational health & safety management, ensuring compliance with health & safety

legislation and regulations

- ensuring the LINK19 College Health & Safety Policy is reviewed as often as may be appropriate, typically annually
- providing regular health & safety reports to the LINK19 College Board
- including health & safety responsibilities in job descriptions
- including health & safety actions in the LINK19 College QIP
- ensuring the completion, review (annually or as required) and notification/reporting (as appropriate) of risk assessments and approving mitigating control actions
- ensuring annual fire risk assessment is undertaken, and controls implemented
- ensuring appropriate staff, volunteer and learner instruction, training and supervision
- identifying, arranging and monitoring training and maintaining training records
- ensuring provision of first aid equipment and designated trained first aiders
- ensuring provision and periodic testing of emergency evacuation procedures
- completing regular inspections (at least three times a year) of premises, plant and equipment and ensuring remedial actions are completed
- ensuring suitable IT arrangements/DSE assessments
- ensuring COSHH assessments are completed/reviewed and notified to staff
- responding to health & safety issues or concerns
- ensuring accidents/near misses, and work-related staff absence/illness are appropriately investigated, and actions implemented
- liaising with internal & external stakeholders to resolve issues or concerns
- ensuring regulatory enforcement actions are addressed
- taking advice from other organisations or professionals, such as the Health & safety Executive, safety advisers etc., when necessary.

### **3. Employees should:**

- read the LINK19 College Health & Safety Policy
- co-operate with LINK19 College leadership on health & safety
- take care of personal health & safety and others affected by actions
- report all health & safety concerns (including practices, equipment, physical conditions) to an appropriate person (as detailed above)
- not interfere with anything provided to safeguard health & safety
- identify own personal training needs and feed this back to the LINK19 College Lead.

## **Part 3: Health & Safety Arrangements**

### **1. Information, Instruction, Training and Supervision**

LINK19 College will provide appropriate and recorded information, instruction, training and supervision (as appropriate to include fire safety and emergency procedures, first aid, risk assessment, accident reporting procedures, welfare provision, safe use of equipment/DSE, COSHH, manual handling, and annual updates). A copy of the health & safety law poster is to be displayed in the LINK19 College staffroom.

## **2. First Aid**

A list of first aiders and contact details is to be located at:

- ◆ The Main Office
- ◆ The Main Staffroom
- ◆ The Main Reception Desk.

First aid boxes are to be located as follows:

Medical Room, LINK Kitchen, all LINK19 College vehicles.

## **3. Fire & Emergencies**

All visitors are to be made aware of the arrangements in the event of an emergency. North Kent College maintains a fire logbook and performs fire alarm testing. Fire extinguishers should only be used if trained and confident to do so without putting anyone at undue risk. There should always be a clear escape available. The alarm should be raised before attempting to tackle a fire. Fire & Emergency procedures are to be provided in all offices and classrooms and throughout LINK19 College. A list of hazardous substances is to be made available to the emergency services in the event of a fire. Emergency evacuation will be tested three times a year and records retained.

## **4. Consultation**

The role of Trade Union health & safety representative is independent of management. Representatives are there to represent the interests and concerns of co-workers and respond. They provide insight, skills and resources that help employers and co-workers. All representatives can: represent the workforce on health & safety generally or make representations on potential hazards and dangers; attend training and have contact with inspectors.

## **5. Safety Representatives**

LINK19 College will routinely consult with staff as health & safety matters arise and when the LINK19 College Health & safety Policy is reviewed. Health & safety is a standing item on all staff meeting agendas.