



# Health & Safety Policy

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## Section 1: Definitions and Descriptions

### 1. Health and Safety at Work Act 1974

All employers have a duty to maintain a safe working environment 'so far as reasonably practicable' for their employees under the Health and Safety (H&S) at Work Act. This means that employers are expected to protect their workers against risks to their H&S.

The Act also expects that the working environment is safe and that training to ensure the H&S of workers is carried out. These requirements cover office-based, remote and lone worker staff and the environments they encounter in their duties.

### 2. Management of Health and Safety at Work Regulations 1999

The regulations make it clear what employers must do under the H&S at Work Act, the main requirement of which is to assess all the risks to the H&S of their employees and, if the organisation have more than five employees, to record the outcomes of the assessment. The risk assessment should identify the risks associated with lone working, outline any safety measure that can help to reduce the risk and ensure that the safety measures are put into practice and reviewed regularly to make sure they are still valid.

If the risk assessment shows that the risk is too hazardous for one lone worker to manage alone, other arrangements will need to be introduced. The regulations also expect employees to take reasonable care for their own personal safety.

### 3. Health and Safety (First Aid) Regulations 1981 (updated 2015)

The regulations require employers to provide first aid equipment so that emergency first aid can be received by employees if needed. This could include the provision of first aid equipment in the car for lone workers travelling alone in case they are involved in accidents and incidents.

### 4. Provision and Use of Work Equipment Regulations 1998

If lone workers use equipment during their working day, the regulations require the risks to the H&S of employees to be assessed. This is to ensure that the equipment is safe, suitable, regularly maintained and is used only by those who have been specifically trained in its use.

It is the responsibility of Genius People to ensure all employees, apprentices (including apprentices at work) and associates are in a safe working environment. Due to the nature of the business, there are many instances when remote and lone working may be necessary.

## Section 2: How will Genius fulfil its responsibilities for H&S?

### 5. Leadership

It is our policy to comply with all H&S legislation, including Regulations, Codes of Practice and other guidance. We will endeavour to provide a safe and healthy working environment including, premises, equipment and systems of work that are safe and without risks to health, as far as is reasonably practicable.

Genius People places a fundamental importance on the health, safety and welfare of apprentices, staff and other stakeholders.

We consider that all learners are entitled to development that takes place in a safe, healthy and supportive environment. We are committed to providing suitable and sufficient arrangements for H&S as a critical element of our legal Health & Safety legislation and company obligations. We see this as essential both to maximising a positive experience of learning and to promoting achievement.

The 'safe learner' concept is central to our policy, and we consider H&S to be an integral part of our quality delivery of training. We will promote risk awareness and the learning of H&S as an integral part of any learning and seek to encourage and support all our apprentices in becoming safe and healthy workers.

We will provide suitable and sufficient information, instruction and training for employees and apprentices to ensure our policy is understood and implemented. Employees and apprentices must comply with any training and information which is given and follow safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) that may be affected by our business.

This policy will be discussed with all the staff, apprentices and employers with whom we work to ensure that they are aware of their own responsibilities for H&S.

The policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect H&S.

This policy can be viewed on our website.

### 6. Health & Safety Responsibilities at Genius People

Overall responsibility for H&S in the Company lies with the Managing Director who leads on H&S matters and will ensure that this policy is carried out effectively.

The H&S Lead (HSL) will ensure regular inspection and risk assessment regarding all Genius People delivery sites as well as related activities following a regular planned review programme, to include the responsibility to report any failures of policy, hazards, dangerous events and take immediate, appropriate action.

## **First Aid**

Scott Neil is the designated appointed person for Genius People. They have a First Aid appointed persons certificate which will be renewed every 3 years. The First Aid appointed persons and locations of first aid equipment and materials in the workplace are identified within the H&S vetting procedures. The Employer must advise the provider of a workplace accident concerning our apprentices and ensure correct reporting regarding Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), 2013.

## **Meetings**

H&S will be discussed at all formal meetings including learner and staff supervision, where appropriate, and information will be circulated to all relevant people. Reviews with apprentices and employers ensure that our staff monitor the health, safety and welfare of those within the workplace and there are clear reporting procedures if concerns are raised.

## **Employees**

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must co-operate with the Company on H&S matters and report any unsafe conditions to the HSL. They must follow safe systems of work and keep their workplaces clean and tidy always. Employees have a primary role in promoting increased learner awareness of Health & Safety in the workplace. They will promote safe working practices and review their application throughout the learning programme and especially during reviews.

## **Apprentices and apprentices**

Apprentices have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. They must report any unsafe conditions to the HSL and co-operate with the Company on all Health & Safety matters. They must follow safe systems of work and help maintain a safe learning environment always, both for their own benefit and that of others.

## **7. Risk Assessment**

Genius People will ensure that workplace/employer risk assessments are completed prior to the induction of an apprentice/ learner to ensure safety and compliance. The appropriate H&S vetting form will be completed by an appropriate and experienced member of provider staff and risk assessments will be examined to ensure all risks have been identified and measures put in place to safeguard both apprentices and visiting staff on employer premises.

On completion of risk assessments, any issues will be reviewed, and relevant control measures identified, recorded and monitored in line with this policy. Risk assessments will be reviewed annually or earlier if significant changes take place.

These are completed where appropriate, and monitoring visits are carried out periodically on a regular basis throughout the duration of the apprenticeship. This will include the vetting of the learning environment by appropriately qualified Genius People staff where necessary. Training, information, instruction and supervision will be provided as required to employees and apprentices.

This vetting also includes information on fire, first aid, PAT testing information. Assessors and Tutors who visit the employer will complete H&S monitoring forms to ensure risk is monitored throughout the learning journey.

Our contracting process with employers will check their H&S Policy, ensuring that risk assessments for employees are carried out and that appropriate safety measures for the apprentices we work with are in place.

Within the learning journey, whether delivered onsite or remotely, there are several additional opportunities for apprentices to identify whether they feel safe (induction/ reviews/ learner questionnaires, embedded themes within curriculum), and appropriate support and safeguarding measures identified.

## 8. Illness or absence

Apprentices must inform the employer/ workplace as well as the apprenticeship Assessor/ Coach if illness or absence occurs and they are unable to attend either work or off the job delivery sessions by the provider and/ or workplace reviews. Both employer and provider policy and procedures must be followed.

## 9. Dangerous Occurrences

Any dangerous occurrence will be reported immediately to HSE and form F2508 will be sent by the H&S Lead.

## 10. Emergency Services

The Company will fulfil the requirements of the H&S (First Aid) Regulations 1981 (updated 2015).

At Genius People the HSL, a registered first aider, will call the emergency services and ensure the comfort of any injured person, where applicable. In the workplace apprentices/ apprentices will follow appropriate advice and guidance from identified personnel. The H&S vetting form will identify those within the workplace who have responsibility.

A record of first aid will be kept on the appropriate form in the H&S file.

## 11. Well-being

Stress can build up over time and the causes can be work-related or from other issues. Whatever the cause, we recognise that it is important that an employee gets help as soon as possible, and we support them to do so. The Genius People approach to well-being is based on the commitment:

- to promote and support personal resilience and capacity to cope with problems
- to eliminate behaviours that undermine personal effectiveness and self-esteem e.g., bullying and harassment
- to recognise and take account of the fact that individuals have issues in their personal lives that may impact adversely on their performance at work
- to ensure that the work environment is well ordered, pleasant, comfortable and safe
- to promote good health
- to identify and monitor key performance indicators and feedback relevant to well-being and respond to any 'hot spots', or issues that are identified
- to provide a range of opportunities for employees to raise concerns regarding well-being.

Genius People recognises that well-being and performance are linked. Improving ability to handle pressure and for individuals to balance work and home life will ultimately lead to improved individual and organisational performance.

Our Performance Management process includes supervision and supports measures to prevent and manage risks to employee well-being, together with appropriate training and individual support. We also seek to foster a mentally healthy culture by incorporating these principles into line manager training and running regular initiatives to raise awareness of mental health issues at work. For apprentices at work, regular monitoring including reviews, learner surveys/ questionnaires ensure apprentices have the right support to progress and achieve. We will:

- Conduct a psychosocial risk assessment and create an annual wellbeing strategy
- Provide training and practical guidance on stress awareness and managing stress
- Provide training around competencies necessary to personal resilience e.g., problem solving and assertion skills
- Provide external information for expert information, advice and guidance
- Ensure that there are regular opportunities to review practice and work pressures, one to one with line managers, and in an appropriate environment via the supervision process
- In addition to supervision meetings, provide a range of opportunities for employees to raise concerns i.e., staff surveys
- Ensure that standards of behaviour and mutual respect are set out and reinforced both via policies and other forms of communication and that action is taken where individuals fall short of these requirements

## 12. Work Life Balance

Genius People provides a range of policy approaches to maximise opportunities for flexibility and to take account of short and long-term pressures that individuals experience during their lives. We will try wherever operationally viable to support individuals to achieve an appropriate work life balance including changing work patterns, hours, and enabling periods of special leave and/or home working in accordance with the relevant policies.

We will signpost our staff to sources of help and assistance and will add to these resources in response to feedback and experience.

### 13. Suitable Work Environment

We recognise that aside from the H&S risks posed by an unclean, hazardous, uncomfortable or noisy environment, a disorganised environment makes the conduct of work more difficult and can lead to a sense of a loss of personal control which will, in turn, have a negative impact on well-being. In recognition of the vital importance of environment on well-being, we will:

- Conduct regular audits of the condition of workplaces, and the issues with the greatest potential to impact on well-being, and respond to any issues identified
- Promote the benefits of a well organised work environment for mental health
- Provide practical guidance on initiatives and actions that can improve employees experience of their work environment
- Ensure that all employees and apprentices have reasonable access to confidential environments when needed
- Maintain essential equipment
- Enable display screen equipment assessments take place promptly where a need is identified
- Ensure that the employers we work with have a commitment to keeping apprentices safe by ensuring regular vetting, risk assessment, monitoring and communication.

### 14. Home working

Genius has the same health and safety responsibilities for people working at home as for any other worker. This includes employees who:

- work at home long term
- routinely split their time between their workplace and home (hybrid working).

In our risk assessments we consider:

- risk of violence
- stress and poor mental health
- using equipment like computers and laptops safely
- their working environment.

We discuss home working/remote/hybrid working arrangements with each staff member, as working from home may not be suitable for everyone. For example, some people may not have an appropriate place to work or may prefer to come into the workplace for their wellbeing, mental health or other reasons.

Those working at home can sometimes work longer hours, making them tired and stressed. Speak regularly about workloads, demands and training needs.

We encourage home workers to take regular breaks and use their annual leave. We also check that people do not need to work long hours to meet unrealistic deadlines or feel obliged to answer emails outside normal working hours.

## 15. Communication

Line managers, employers (for apprentices), employees and apprentices will regularly discuss individual training needs to ensure that they have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change. A robust initial assessment of apprentices will ensure they have the identified starting point and individual learning plan targets to complete their apprenticeship, including off the job training.

All employees are expected to be aware of the importance of effective communication and to use the media channel most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and organisation-wide methods.

We train our staff on how to use the technology we have effectively in ways that improves their ways that they work and reduces cognitive demands.

## 16. Training Contracts

### **Employer Responsibilities**

Our apprentices are employed, and we are contracted by their employer to deliver learning and development in line with apprenticeship standards. It is the responsibility of the employer to ensure that their employees including apprentices and volunteers receive an adequate induction into H&S, and on-going information, instruction and training in matters relating to health & safety in connection with their job role. The employer is responsible for ensuring that significant risks are identified, recorded and reviewed and for putting in place safe systems of work to minimise risks to the safety of individuals.

Risk assessments for apprentices must be carried out. Genius People is responsible for ensuring that employers have discharged these duties through the monitoring of H&S of employer workplaces. H&S matters reside with the Employer and will vary from site to site. Normally these include:

- Fire instructions
- Evacuation procedures and assembly points

- Fire-fighting appliances
- Fire drills and tests
- Information on key people e.g., supervisor, first aider, fire warden, safety advisor or representatives
- Supervision arrangements and the procedure for reporting hazardous or faulty conditions or work equipment
- The risks identified by risk assessments, and the measures in place to prevent or control the risks for all the tasks to be undertaken
- Arrangements for reporting an accident, incident or illness and for obtaining first aid assistance
- Arrangements for the provision, use and wearing of personal protective equipment and clothing
- Precautions and instructions for the safe use of hazardous substances
- Measures in place for preventing or reducing risks associated with manual handling or lifting
- Details of the controls in place for the safe use of work equipment and machinery and the safe operation of workplace transport
- The importance of good housekeeping, keeping the work area tidy and safe storage of materials
- Arrangements for personal safety, welfare and personal hygiene arrangements
- Details of any prohibited or restricted tasks, activities, areas or work equipment.

Genius People will provide information advice and guidance to employers about their H&S and other legal responsibilities when required.

## 17. Apprenticeship Development

The learner's developing understanding and awareness of key H&S and welfare issues is assessed and evaluated on an on-going basis. A safe learner will be aware of the hazards within their environment, their activities and the work being carried out around them and their responsibilities to others. Safe apprentices will:

- understand the concepts of hazard and risk and the measures that are required to control risks
- be confident, not only in their ability to learn and work safely, but also to challenge any situation or instruction that could be unsafe to them or other people
- know their limitations and when to seek further advice.

By developing these skills and knowledge, safe apprentices will be able to contribute ideas and input into their learning and work, and become more involved in the day-to-day operation of the organisation and their learning activity.

## 18. Learner Induction, assessment, and monitoring procedures

Genius People will ensure that apprentices are informed about their rights and responsibilities as part of their induction onto their learning programme. Additionally, learner initial assessment will be carried out and documented and will consider the individuals training and support needs in relation to H&S and safeguarding.

The Assessor/Coach will ensure that the learner has received an induction into working safely by their employer before assessment takes place. The induction will consist of ensuring that the learner is aware of their own organisations policies and procedures and establishing their current level of understanding and identifying any training they may require.

The Assessor/Coach will ensure that apprentices demonstrate a good understanding of H&S as well as demonstrate safe practice and safe behaviours in their work and learning. It is the responsibility of the Assessor/Coach to establish any additional training or support needs and arrange this with the employer throughout the learning programme.

The Assessor/Coach will ascertain at meetings with apprentices if they have been involved in any accidents at work and will check if this has been reported and relevant documentation completed (i.e., accident and incident reports, RIDDOR reportable) and will discuss with the manager any investigation carried out and the outcomes. It is however, expected that employers and apprentices will notify Genius People immediately of any accidents and incidents that apprentices are involved in.

The Assessor/ Coach will also check the apprentices understanding of H&S and the concept of the safe learner during the formal progress reviews by asking specific questions and will document their responses. The Assessor/ Coach will also ask the learner how safe they feel in their work environment and give them the opportunity to raise concerns around bullying or harassment and give them the opportunity to be able to speak to someone privately about this subject. The Assessor/Coach will identify if the learner needs further training, advice or guidance in relation to H&S and safeguarding. Any concerns about H&S must be reported immediately to the HSL who will take appropriate action.

Apprentices will be invited to complete induction and final evaluations which helps Genius People to monitor the effectiveness of inductions and learning programmes in providing information, advice and guidance about H&S and in establishing if apprentices understanding of H&S has been raised. Results will inform the self-assessment report (SAR).

On programme interviews will also be carried out with learner randomly and questions are asked about how safe apprentices feel in their environment, if their awareness of H&S has been raised, and what could be improved. They are also asked if they have experienced any form of bullying and harassment in their workplace. This information is analysed and reported to the Managing Director through the learner voice and inform the self-assessment report (SAR).

All employees including apprentices and apprentices will be informed of this policy, risk assessments and control measures. All new employees will complete a programme and have H&S arrangements explained to them by their line manager.

Employees and apprentices will be coached in the correct use of equipment prior to its use, where appropriate. The employer will ensure that employee apprentices can carry out every required task in H&S terms to the required standard, demonstrating competency.

## 19. Risk Assessments

Specific training and instruction will be provided as appropriate to the employees and apprentices as identified in risk assessments. This will include training, as appropriate, in:

- H&S arrangements
- employee/learner responsibilities
- control measures following risk assessments
- safe use of equipment (including display screen equipment where appropriate and electrical safety)
- accident and first-aid arrangements
- fire arrangements.

Any employee/learner who is uncertain of how to do a job safely must ask the relevant responsible person. Anyone who wants further training in H&S is encouraged to request it.

## 20. Machinery & Equipment

All equipment provided by the Company and employer will be to the correct safety standards. This includes PAT testing. All safety devices and controls must always be used by employees and apprentices.

Genius People will fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations.

## 21. Hazardous Substances

Risk assessments for all hazardous substances will be completed, where appropriate, and kept in the H&S file. Employees and apprentices must follow guidance identified following the completion of risk assessments to ensure they do not expose themselves or others to an unacceptable level of risk.

If an employee or learner feels ill because of using a substance, they must report it to the nominated responsible person, who will record this in the accident book so that the matter can be investigated.

If an employee or learner is uncertain about the use of any substance, they must seek advice from the nominated responsible person before using it.

## 22. Manual Handling

Employees and apprentices must not move any load, which they think may cause them an injury. Training will be given to employees in safe working methods, where appropriate.

Any employee or learner who is injured during any manual handling operation must report it to the relevant person who will record it in the accident book.

Two person lifts are to be encouraged, where practical. The Company will fulfil the requirements of the Manual Handling Operations Regulations.

## 23. Display Screen Equipment (DSE)

All workstations are laid out with standard equipment and all staff will complete a workstation risk assessment during induction, with adjustments identified where necessary. Control measures will be put in place as identified by HSE to reduce the risk from the use of DSE and other potential risks, i.e. employees and apprentices are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE.

Employees and apprentices will be shown how to use DSE properly and how to make appropriate adjustments to their workstation. This includes apprentices within both their workplace and training room environment. Any other relevant information and training will be provided. The Company will meet the requirements of the Display Screen Equipment Regulations 1992.

## 24. Maintenance of Premises

The HSL will liaise with staff and employers to ensure all premises are always maintained in a safe and healthy condition. Employees must take responsibility for general housekeeping, cleanliness and tidiness.

Adequate welfare facilities, toilets, drinking water, washing facilities, etc. will be provided at all delivery sites including satisfactory working environment with adequate temperature, ventilation and lighting. Any defects or damage to the premises or its fixtures and fittings, must be reported by employees and apprentices to the relevant manager as well as to the premises' facilities manager if appropriate.

## 25. Covid 19 (Coronavirus)

Genius People respond to Covid advice from the Government to minimise risks to our employees, learners and stakeholders. We constantly review all our response and actions with each new piece of guidance.

After putting stringent safety measures in place, our offices have re-opened. Visitors to our offices must pre-arrange via telephone or e mail. Where access to our office is unavailable, we advise our customers, clients and partners that we can offer a very extensive range of remote and distance learning options.

Apprenticeship Provision programme response to Covid has been reviewed in Jan 2022. Following guidance on the apprenticeship programme response published on 6<sup>th</sup> January 2022 to support those returning to work and education provision.

We have considered:

- the actions required for the return of apprentices
- as apprentices return to work, assessment centers and educational settings, training providers, employers and EPAOs, how best to minimise the risks of coronavirus transmission when determining how and when training and assessment takes place
- taking advantage of more than one delivery method to balance any identified risks from coronavirus
- how much apprentices from different employers mix with other learners and staff when training in an educational setting or undertaking assessment
- additional information on local outbreaks, contingencies for outbreaks, and links to the wider FE guidance.

Genius SLT team require staff to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does.

They will ensure that students, staff and other adults do not come into site if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 5 days to reduce the risk in education settings and further drive down transmission of coronavirus. Anyone developing those symptoms while on site is sent home.

All settings must follow this process and ensure all staff are aware of it.

If anyone on site becomes unwell with a new any suspected symptom's they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they should self-isolate for at least 5 days and should arrange to have a test to see if they have coronavirus. They must test conduct a Lateral Flow Test on day 5 and 6 if these are negative they can resume normal life.

Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless:

- they develop symptoms themselves (in which case, they should arrange a test etc.)
- the symptomatic person subsequently tests positive.

Everyone must wash their hands thoroughly for 20 seconds with soap and hot running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.

## Face coverings

The government is not recommending face coverings are necessary for education settings generally because a system of controls, which are applicable to all education environments, provides additional mitigating measures.

In the event of new local restrictions being imposed, we will communicate quickly and clearly to staff, students, employers that the new arrangements required.

Some individuals are exempt from wearing face coverings. For example, people who:

- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- are speaking to or aiding someone who relies on lip reading, clear sound or facial expression to communicate.

Our site has sufficient hand washing or hand sanitiser 'stations' available so that staff can clean their hands regularly.

We will clearly communicate our procedures to learners and staff.

## Section 3: Processes for Staff

### 26. What are my responsibilities for H&S as a Genius staff member?

Below is a list of some of the basic rules for employees to follow:

- keep your work area clean and tidy, particularly from things likely to cause injury
- always use equipment the way described in instructions
- follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain
- never interfere with equipment, electricity or any safety features
- report any defects or damage to equipment
- do not put yourself or others at risk by engaging in horseplay or substance misuse.

### 27. What should I do if I notice a H&S hazard?

Any employee or learner who notices a hazard must report it immediately to the HSL. Genius People encourages suggestions from employees and apprentices to promote good practice in H&S.

It is a requirement of employment for employees to abide by H&S rules. Any employee breaching safety rules will be subject to disciplinary procedures.

When visiting employer workplaces, the Assessor/Coach will make recommendations as to whether training and assessment can proceed in the workplace and will communicate any recommendations to the employer.

The Assessor/Coach will also identify if there are any significant risks presented to Genius People staff and will discuss risk control measures with the HSL.

All staff working on the premises of remote employers will report to their Line Manager any concerns or hazards which could put themselves or apprentices at risk. Employers and Partner organisations are required to keep records of all accidents, incidents, 'near misses' and reports of bullying and harassment involving apprentices on Genius People funded programmes.

### 28. What should I do if I spot defects or damage to electrical equipment?

Any fault or defect in a piece of equipment or controls must be notified immediately to the responsible person i.e., H&S Lead. Equipment must not be used until it has been repaired and safe to use again.

You should always check equipment before operation.

Any employee or learner who is unsure of any piece of equipment, safety feature or controls should seek advice from the responsible person.

Anyone suffering an electrical shock must report this as an accident.

A competent electrician or an electrical contractor will carry out any necessary electrical work. No employee must carry out electrical repair work for themselves.

Electrical equipment that requires testing and inspection will be marked and a record kept in the H&S file.

### 29. What should I do if I discover a fire?

If an employee or learner discovers a fire, they should follow the advice on the 'Fire Action' notice. Untrained staff should not tackle a fire but proceed safely to the assembly point via the escape routes.

The Fire Warden will be responsible to ensure the safety of all Genius People apprentices and employees, associates on site. The Fire Warden will contact the emergency services.

Employees and apprentices must keep fire routes and exits clear and not interfere with any fire safety arrangements.

Genius People will fulfil the requirements of the Fire Precautions Regulations.

### 30. What should I do if I have an accident at work?

All employees who have an accident at work or are ill because of work must report it to the H&S Lead.

The Managing Director will inform HSE of any reportable accidents.

The HSL will investigate all accidents/incidents to determine the cause and will be responsible for implementing appropriate countermeasures.

Any visitor, contractor or learner who has an accident must also report the matter to the HSL and ensure correct recording for all incidents.

All near misses should also be reported to the HSL and Director.

### 31. What actions do I need to take related to Covid-19?

#### **Safe wearing and removal of face coverings**

Follow the process for removing face coverings when face coverings are being worn in Genius work premises and client environments.

Safe wearing of face coverings requires you to:

- Clean your hands before and after touching your mask, including to remove or put it on
- safe storage of them in individual, sealable plastic bags between use.

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully.

#### **Clean hands thoroughly, more often than usual**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. You must ensure that learners clean their hands regularly, including

- when they arrive at your site
- when they return from breaks
- when they change rooms
- before and after eating.

Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that we have enough tissues and bins available to support staff to follow this routine. As with hand cleaning, we will ensure those with complex needs are helped to get this right, and all learners understand that this is now part of how our site operates.

We have introduced enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

The cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms and shared areas that are used by different groups

- frequently touched surfaces being cleaned more often than normal
- regular toilet cleaning.

Public Health England has published revised guidance for [cleaning non-healthcare settings](#). This contains advice on the general cleaning required in addition to the existing advice on cleaning those settings when there is a suspected case. We refer to this guidance to develop our approach.

Genius People minimise contact between individuals and maintain social distancing wherever possible. Minimising contacts and mixing between people reduces transmission of coronavirus and we will do everything possible to minimise contacts and mixing while delivering training and support meetings. Where possible we maintain 1 metre between people.

### 32. What are my responsibilities when lone or remote working?

You must play your part in maintaining their own personal safety by adhering to the safety measures put in place by Genius to protect you, for example, phoning in on time, using equipment correctly, reporting areas of concern.

### 33. What other resources might I find helpful?

<https://www.hse.gov.uk/legislation/>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

### 34. Genius Team

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### 35. Associated Policies

British Values Policy  
Continuity of Apprenticeships Delivery Policy  
Performance Management Policy  
Safeguarding Policy  
Whistleblowing Policy

**Policy Document Owner: Jennifer McEwan**

Signed: *Jennifer McEwan*

Date: 22/2/2022