

Health, Safety & Welfare Policy

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1. Health & Safety Policy Statement

Genius People / Genius Education places fundamental importance on the health, safety, and welfare of apprentices, staff, and all stakeholders.

We believe that all stakeholders are entitled to learning and work in a safe, healthy, and supportive environment. We are committed to providing suitable and sufficient arrangements for health and safety as part of our legal obligations under UK Health & Safety legislation and our company responsibilities. Maintaining a safe environment is essential both to maximise the quality of learning and to support achievement and success.

The “safe learner” concept is central to our approach. Health and safety is considered an integral part of our training delivery. We actively promote risk awareness and embed health and safety learning into all programmes to encourage apprentices to become safe, competent, and responsible workers.

This statement forms part of our Health & Safety Policy, which sets out:

- The organisation’s responsibilities for health and safety
- Completion of risk assessments
- Implementation of protective and preventive measures
- Compliance with all relevant legislation and guidance

It is our policy to comply with all health and safety legislation, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Display Screen Equipment Regulations 1992
- Control of Substances Hazardous to Health (COSHH) 2002
- Health and Safety (First Aid) Regulations 1981 (updated 2015)
- Equality Act 2010

- Working Time Regulations 1998

We will provide a safe working environment, including premises, equipment, and systems of work that are safe and without risks to health, as far as reasonably practicable.

We commit to providing suitable and sufficient information, instruction, and training for employees and apprentices to ensure that this policy is understood and effectively implemented. All staff and apprentices are expected to:

- Follow safe systems of work
- Use appropriate personal protective equipment (PPE) where required
- Comply with any health and safety training or instructions provided

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

This policy will be communicated to all staff, apprentices, and employers we work with and reviewed at least annually, or sooner if there are significant changes to work practices, equipment, or legislation. The current policy is available on our website.

2. Risk Assessments and Health and Safety Vetting

Genius People / Genius Education will ensure that workplace and employer risk assessments are completed before any apprentice or learner placement to ensure safety, compliance, and suitability of the environment.

Health & Safety Vetting

- An experienced and competent member of provider staff will complete the appropriate health and safety vetting form.
- Risk assessments will be reviewed to ensure that all potential hazards are identified and that control measures are in place to safeguard apprentices, staff, and visitors.
- Completed risk assessments will be recorded, monitored, and updated in line with this policy.

Frequency of Reviews

- Risk assessments will be reviewed at least annually, or sooner if there are significant changes to equipment, processes, work practices, or the learning environment.

- Employers are responsible for ensuring that risk assessments cover all employees, including apprentices under 18 years of age, who may have restricted activities or additional safety requirements.
- Periodic monitoring visits will be conducted throughout the apprenticeship to ensure ongoing compliance and safety.

Scope of Vetting and Monitoring

- Vetting includes fire safety, first aid provision, PAT testing, and any other relevant workplace safety measures.
- Assessors and Tutors visiting employer sites will complete health and safety monitoring forms to track risks throughout the learning journey.

Apprentice Engagement and Safeguarding

- Apprentices will have multiple opportunities to raise concerns about safety, including during induction, progress reviews, and learner questionnaires.
- The provider will ensure that appropriate support and safeguarding measures are in place if safety concerns are identified.
- Health and safety considerations are embedded into the curriculum and learning activities, helping apprentices to develop awareness of hazards and safe working practices.

Training and Instruction

- Employers and Genius People / Genius Education staff will provide training, instruction, supervision, and information as required to ensure apprentices and employees can perform tasks safely.
- All measures will follow the principles of “as far as reasonably practicable” and comply with relevant legislation, including the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, and COSHH 2002 (as amended).

3. Organisation & Responsibilities

Overall Responsibility

The Managing Director holds overall responsibility for Health & Safety at Genius People / Genius Education. They ensure that this policy is effectively implemented, monitored, and reviewed in line with current legislation and best practice.

Health & Safety Lead

The Health & Safety Lead is responsible for:

- Conducting regular inspections and risk assessments across all delivery sites and related activities
- Reporting any failures of policy, hazards, or dangerous events
- Taking immediate and appropriate corrective action
- Maintaining accurate records of inspections, incidents, and corrective measures

First Aid

- Colin McNee and Jack Thomson are the designated First Aid appointed persons.
- Certificates are renewed every three years.
- Locations of first aid equipment and materials are identified in the health and safety vetting procedures before apprentice placement.
- Employers must notify Genius People / Genius Education of any workplace accidents involving apprentices and ensure compliance with RIDDOR 2013.

Meetings & Communication

- Health & Safety matters will be discussed at formal meetings, including supervision sessions where appropriate.
- Information will be circulated to all relevant staff.
- Reviews with apprentices and employers provide opportunities for staff to monitor health, safety, and welfare and ensure clear reporting procedures if concerns arise.

Employee Responsibilities

All employees are expected to:

- Act responsibly and not put themselves or others at risk
- Cooperate with the Company on Health & Safety matters
- Report unsafe conditions to the Health & Safety Lead
- Follow safe systems of work and maintain clean, tidy workplaces
- Promote learner awareness of Health & Safety in the workplace

- Regularly review the application of safe working practices, particularly during learner progress reviews

Apprentice Responsibilities

All apprentices are expected to:

- Act responsibly and not put themselves or others at risk
- Report unsafe conditions to the Health & Safety Lead
- Cooperate with the Company on all Health & Safety matters
- Follow safe systems of work and help maintain a safe learning environment for themselves and others

Illness or Absence

- Apprentices must inform both their employer and their Assessor/Coach if they are unable to attend work or off-the-job training due to illness or other reasons.
- Employer and provider policies and procedures must be followed in all instances of absence.

4. Health & Safety Responsibilities at Genius People / Genius Education

Key Roles

- **First Aid Appointed Persons:** Colin McNee & Jack Thomson
- **Fire Warden:** Sheona Russell
- **Accidents / Reporting to HSE:** John Thomson

Fire Safety

- If a fire is discovered, employees or learners must follow the instructions on the 'Fire Action' notice.
- Untrained staff must not attempt to tackle a fire; they should proceed safely to the assembly point using designated escape routes.
- The Fire Warden is responsible for ensuring the safety of all staff, apprentices, and visitors on site and will contact emergency services if required.

- Fire routes and exits must be kept clear at all times.
- Genius People / Genius Education complies with all Fire Precautions Regulations and maintains regular fire drills and equipment checks.

Accidents and Incidents

- All employees, apprentices, visitors, and contractors must report accidents, work-related illnesses, or near misses to the Health & Safety Lead immediately.
- The Managing Director will notify the Health and Safety Executive (HSE) of any reportable incidents under RIDDOR 2013.
- The Health & Safety Lead will investigate all accidents/incidents, identify causes, and implement appropriate corrective measures.
- Near misses must also be reported to allow for preventative action.

Dangerous Occurrences

- Any dangerous occurrence must be reported immediately to the HSE, and Form F2508 will be submitted by the Health & Safety Lead.

RIDDOR Compliance

- The Company fully complies with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- This includes reporting injuries, occupational diseases, and dangerous occurrences affecting staff, apprentices, or others impacted by Company activities.

Emergency Services and First Aid

- In an emergency, the appointed first aiders will contact emergency services and provide care until help arrives.
- In workplaces, apprentices and staff must follow guidance from designated responsible personnel.

- Health and safety vetting forms identify all personnel responsible for emergency actions.

Recording and Documentation

- A record of first aid treatment will be maintained in the Health & Safety file.
- All incidents, accidents, and near misses will be accurately documented for review and compliance purposes.

Regulatory Compliance

- The Company meets the requirements of:
 - Health and Safety (First Aid) Regulations 1981 (updated 2015)
 - Fire Precautions Regulations
 - RIDDOR 2013
 - Relevant sections of the Health and Safety at Work Act 1974

5. Well-being

Genius People / Genius Education is committed to promoting the well-being of all employees and apprentices, recognising that well-being and performance are closely linked. A healthy, supportive, and safe work and learning environment enables individuals to flourish, manage pressure effectively, and balance work and personal life, which benefits both the individual and the organisation.

Core Commitments

We are committed to:

- Supporting personal resilience and the capacity to manage challenges
- Eliminating behaviours that undermine personal effectiveness or self-esteem, including bullying and harassment
- Recognising that personal circumstances can affect performance and providing appropriate support

- Ensuring the work environment is well-ordered, comfortable, safe, and conducive to productivity
- Promoting good physical and mental health
- Identifying, monitoring, and responding to well-being indicators or “hot spots”
- Providing multiple channels for raising concerns regarding well-being

Definitions and Approach

Well-being at work means creating an environment that supports contentment, engagement, and the ability to reach one’s potential. Our approach combines practical support, structured supervision, and proactive interventions to foster a mentally healthy and supportive culture.

Personal resilience and self-esteem

- Supervision, performance management, and contribution review processes support measures to prevent and manage well-being risks.
- Training for employees and line managers promotes mental health awareness and equips staff to manage stress effectively.
- Apprentices are regularly monitored through reviews, surveys, and questionnaires to ensure appropriate support is provided.

Well-being Support Measures

We provide:

- Training and guidance on stress awareness and management
- Development of competencies necessary for personal resilience, such as problem solving and assertiveness
- Access to external advice, guidance, and expert resources
- Regular opportunities for one-to-one discussions with line managers
- Anonymous and formal channels for raising concerns, including staff surveys
- Clear standards of mutual respect and professional behaviour, reinforced through policies and ongoing communication

Work-Life Balance

- Flexible working arrangements, adjusted hours, special leave, and home working will be supported wherever operationally viable.
- Employees and apprentices are signposted to sources of help and guidance, which are continually updated based on feedback.

A Suitable Work Environment

- Workplaces are regularly audited to identify hazards or factors impacting well-being.
- A clean, organised, and well-maintained environment supports mental health, productivity, and personal control.
- Measures include:
 - Maintaining essential equipment
 - Conducting Display Screen Equipment (DSE) assessments where required
 - Ensuring confidential spaces are available for discussions about well-being
 - Promoting safe working practices and risk management among employer partners

Communication

- Line managers, employers (for apprentices), employees, and apprentices regularly discuss training, well-being, and development needs.
- Training needs are reviewed particularly during periods of organisational change to ensure individuals can adapt to new demands.
- All employees are expected to communicate effectively, using the most appropriate medium (team meetings, one-to-one sessions, email, or organisation-wide communications).
- During significant organisational changes, the Company will expand communication and consultation with all staff and apprentices.

6. Training

Employer Responsibilities

- Employers must ensure all employees, apprentices, and volunteers receive:
 - Adequate induction on health and safety relevant to their role
 - Ongoing information, instruction, and training on health & safety matters
- **Employers are responsible for:**
 - Identifying, recording, and reviewing significant risks
 - Implementing safe systems of work to minimise risks
 - Completing risk assessments for apprentices and employees
- Genius People / Genius Education ensures that employers meet these obligations through monitoring and workplace assessments.

Pre-Contract Assessment:

- Before agreeing a training contract, a representative from Genius People / Genius Education will visit the workplace to assess Health & Safety arrangements and complete a risk assessment.
- An action plan may be required to address gaps before training begins.

Typical employer responsibilities include:

- Fire instructions, evacuation procedures, assembly points, and fire-fighting appliances
- Fire drills and testing schedules
- Key personnel (supervisors, first aiders, fire wardens, safety advisors)
- Supervision and reporting of hazards or faulty equipment
- Risk assessment implementation and control measures
- Accident, incident, and illness reporting, including first aid arrangements
- Provision and use of personal protective equipment (PPE)
- Safe handling of hazardous substances and manual handling procedures

- Safe use of work equipment, machinery, and transport
- Housekeeping, storage, and general workplace tidiness
- Personal safety, welfare, and hygiene arrangements
- Any site-specific rules, restricted areas, or tasks

Genius People / Genius Education Responsibilities

- Provide guidance and advice to employers on health and safety legal obligations.
- Conduct workplace assessments by competent and trained staff.
- Assess whether training and assessment can proceed, and communicate:
 - Accepted
 - Accepted with action plan (with objectives, timescales, and review dates)
 - Rejected
- Identify and document any significant risks to staff or apprentices.
- Staff working at remote employer sites must report hazards or concerns to their line manager.

Reporting and Supervision

- Employers and partner organisations must record all accidents, incidents, near misses, and bullying/harassment reports involving apprentices.
- Supervision levels must reflect risk, capability, and experience of apprentices and staff.
- Apprentices receive ongoing information, instruction, and training aligned with their learning plan.

Apprentice Assessment and the “Safe Learner” Concept

A safe learner will demonstrate:

- **Hazard Awareness:** Recognises risks in their environment and activities and understands responsibilities to others
- **Understanding:** Knows hazard and risk concepts and measures to control them
- **Confidence:** Can work safely and challenge unsafe situations while knowing personal limits
- **Contribution:** Provides input to work and learning activities
- **Behaviours:** Demonstrates safe, professional, and transferable practices

Induction, Monitoring, and Evaluation

- Apprentices are informed of rights, responsibilities, and health & safety policies during induction.
- Initial assessments identify training and support needs.
- Assessor/Coach ensures apprentices demonstrate safe practice and arranges additional training if required.
- During reviews, Assessor/Coach:
 - Checks understanding of the Safe Learner concept
 - Assesses how safe apprentices feel in their environment
 - Provides a private channel for raising bullying or harassment concerns
 - Reports any health and safety or safeguarding concerns to the Designated Safeguarding Lead or Health & Safety Lead
- Apprentices complete induction and final evaluations, feeding into the Self-Assessment Report (SAR).
- Random on-programme interviews monitor safety awareness, bullying/harassment experiences, and overall well-being.

Training Records

- All employees and apprentices are informed of policies, risk assessments, and control measures.

- Training records are kept in individual personnel/training files.
- Staff and apprentices are coached in safe equipment use before operation.
- Training is tailored based on risk assessment outcomes, including:
 - Health and safety arrangements
 - Employee/apprentice responsibilities
 - Control measures from risk assessments
 - Safe use of equipment (including DSE and electrical safety)
 - Accident and first-aid arrangements
 - Fire safety procedures

Guidance

- Employees or learners unsure of how to perform a task safely must ask a responsible person.
 - Further health and safety training can be requested at any time.
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7. Machinery & Equipment

Standards and Safety

- All equipment provided by Genius People / Genius Education or employers must meet current safety standards, including Portable Appliance Testing (PAT) where applicable.
- All safety devices and controls must be used at all times by employees and apprentices.

Reporting and Maintenance

- Any fault, defect, or malfunction must be reported immediately to the Health and Safety Lead or other designated responsible person.
- Equipment must not be used until it has been repaired and confirmed safe.

- Employees and apprentices are expected to check equipment before use to ensure it is safe.

Advice and Guidance

- Any employee or learner who is unsure about the safe use of equipment, controls, or safety features must seek guidance from the responsible person before use.

Regulatory Compliance

- Genius People / Genius Education will comply with the Provision and Use of Work Equipment Regulations 1998 (PUWER), ensuring all equipment is safe, suitable, and maintained.

8. Hazardous Substances

Risk Assessment and Control

- Risk assessments must be completed for all hazardous substances, where applicable, and records maintained in the Health and Safety file.
- Employees and apprentices must follow all control measures identified in these risk assessments to prevent exposure to harmful substances.

Reporting Illness or Exposure

- If an employee or apprentice feels unwell due to a hazardous substance, they must report it immediately to the nominated responsible person.
- All incidents must be recorded in the accident book and investigated promptly to identify causes and prevent recurrence.

Advice and Guidance

- Employees or apprentices who are uncertain about the safe use of a substance must seek guidance from the nominated responsible person before use.
- Training and information on hazardous substances will be provided as part of induction and ongoing health & safety training.

Compliance

- Genius People / Genius Education will comply with the Control of Substances Hazardous to Health (COSHH) Regulations 2002, ensuring safe storage, handling, and use of substances.
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9. Manual Handling

Safe Handling Practices

- Employees and apprentices must not attempt to lift, carry, or move any load that they believe could cause injury.
- Two-person lifts or mechanical aids should be used wherever practical to reduce risk.
- Safe manual handling methods and techniques will be included in induction and ongoing training for employees and apprentices as required.

Reporting Incidents

- Any employee or apprentice injured during a manual handling activity must report it immediately to the nominated responsible person.
- All incidents must be recorded in the accident book and investigated to prevent recurrence.

Compliance

- Genius People / Genius Education will comply with the Manual Handling Operations Regulations 1992, ensuring that risk assessments are conducted, control measures are implemented, and employees are trained appropriately.
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10. Employee and Learner Responsibility

Basic Health & Safety Rules

All employees and apprentices are expected to:

- Keep work areas clean, tidy, and free of hazards.

- Use equipment only as instructed.
- Follow safety procedures and risk assessment measures, seeking guidance when uncertain.
- Never interfere with equipment, electricity, or any safety features.
- Report defects, damage, or hazards immediately to the nominated responsible person.
- Avoid horseplay, substance misuse, or other behaviours that could put themselves or others at risk.

Duty of Compliance

- Compliance with health and safety rules is a requirement of employment or apprenticeship.
- Serious or repeated breaches of safety rules may result in disciplinary action or removal from the programme.
- Genius People / Genius Education encourages all employees and apprentices to suggest improvements and actively promote good health and safety practice.

Hazard Reporting

- Employees and apprentices must report any hazards immediately to the Health and Safety Lead or responsible person.
- All reports will be reviewed and addressed promptly to maintain a safe working and learning environment.

11. Electricity

Safe Use of Electrical Equipment

- Any defects, damage, or faults in electrical equipment must be reported immediately to the nominated responsible person.
- Anyone who suffers an electrical shock must report it as an accident immediately.
- Only a competent electrician or approved contractor may carry out electrical repairs; employees must not attempt repairs themselves.

Testing and Inspection

- Electrical equipment requiring testing and inspection will be clearly marked, and results will be recorded and maintained in the Health and Safety file.
- Regular testing and maintenance will ensure that all equipment remains safe and compliant with relevant legislation.

Compliance

- Genius People / Genius Education will comply with the Electricity at Work Regulations 1989, ensuring safe systems of work, proper maintenance, and appropriate training for employees and apprentices.

12. Display Screen Equipment (DSE)

Workstation Setup and Assessment

- All workstations will be provided with standard equipment suitable for the role.
- Employees and apprentices must complete a DSE workstation risk assessment during induction.
- Any necessary adjustments or control measures identified during the assessment will be implemented to reduce risks.

Safe Use and Breaks

- Employees and apprentices are required to take short breaks from DSE use (e.g., 5 minutes every hour) to reduce the risk of strain or injury.
- Training will be provided on proper use of DSE and ergonomic adjustments, including in both workplace and training environments.
- Additional guidance on posture, eye strain, and workstation setup will be provided as needed.

Compliance

- Genius People / Genius Education will comply with the Display Screen Equipment Regulations 1992, ensuring safe use, proper training, and monitoring of workstation risks.

13. Maintenance of Premises

Premises Management

- The Health and Safety Lead will liaise with staff and employers to ensure that all premises are maintained in a safe, healthy, and hygienic condition.
- Employees and apprentices are responsible for general housekeeping, including maintaining cleanliness, tidiness, and safe storage of materials.

Welfare Facilities

- Adequate facilities, including toilets, drinking water, washing facilities, and rest areas, will be provided at all delivery sites.
- Working environments will be maintained to ensure adequate temperature, ventilation, lighting, and overall comfort.

Reporting Defects

- Any defects, damage, or unsafe conditions in the premises or fixtures must be reported immediately to:
 - The relevant line manager
 - The premises' facilities manager, if applicable

Compliance

- Genius People / Genius Education will adhere to all relevant health and safety legislation regarding premises maintenance, welfare, and workplace environment standards.

14. Lone Working / Remote Working

Definitions

- **Lone Worker:** An individual who works by themselves without direct supervision.
- **Remote Worker:** An employee who works away from their main office base on a regular basis, either part-time or full-time.

Risk Assessment

- All lone and remote working activities must be assessed for risks, including the risk of violence or accidents.
- Where hazards are identified, control measures must be implemented to reduce the likelihood of incidents.
- Risk assessments must be recorded (if the organisation has more than five employees) and reviewed regularly to ensure effectiveness.
- If a risk is too high for one person, alternative arrangements must be made before work proceeds.

Responsibilities of Genius People / Genius Education

- Ensure all employees, apprentices, and associates operate in a safe working environment, including those working remotely or alone.
- Provide training, guidance, and equipment to enable staff to work safely.
- Maintain first aid provision, including suitable first aid arrangements for lone or mobile workers (e.g., first aid kits in vehicles).
- Ensure that work equipment used by lone workers is safe, properly maintained, and used only by trained individuals, in line with the Provision and Use of Work Equipment Regulations 1998.
- Encourage regular communication between lone workers and their line managers to ensure support and rapid response in case of emergency.

Responsibilities of Employees, Apprentices, and Associates

- Take personal responsibility for their own safety by following all safety measures and organisational guidance.
- Maintain regular contact with the line manager or designated contact point.

- Report hazards, incidents, or unsafe conditions promptly.
- Use work equipment and safety devices correctly and only as trained.

Legal Framework

- Health and Safety at Work Act 1974: Requires employers to ensure a safe working environment “so far as reasonably practicable,” including lone workers.
- Management of Health and Safety at Work Regulations 1999: Mandates risk assessments for all employees, including lone workers, and the implementation of control measures.
- Health and Safety (First Aid) Regulations 1981 (updated 2015): Requires first aid provision suitable for the working environment.
- Provision and Use of Work Equipment Regulations 1998: Requires assessment of equipment used by lone workers to ensure safety and proper training.

Practical Measures for Lone and Remote Working

- Implement contingency plans for emergencies.
- Maintain communication systems, such as check-ins or mobile contact protocols.
- Provide training and awareness for lone working hazards.
- Ensure appropriate supervision and support where necessary.

By following these measures, Genius People / Genius Education ensures that all lone and remote workers are protected and supported, promoting a safe and compliant working environment.

Date	Version	Author	Comment
Feb 2022	1	C McNee	Created
Feb 2023	1	C McNee	Reviewed
Feb 2024	2.1	C McNee	Reviewed
Feb 2025	2.1	C McNee	Reviewed
Feb 2026	2.1	C McNee	Reviewed