



Health & Safety Policy

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Position:	Managing Director
Date:	25/7/2021
Signature:	

**** Due to Covid-19 this policy will be reviewed on a monthly basis by the Health and Safety Committee until at least March 2022**

This document incorporates how we will as a business:

- Promote the policy – reference – 1.2,
- Get commitment to the policy – reference – 5.1, 3.1, Appendix 2
- Train its employees on implementing the policy – reference – 3.9, 5.4
- Cover apprentices in its care – reference – 3.10
- Have people who are responsible for health and safety – reference – 3.1 – 3.10
- Identify and manage health and safety concerns – reference – 4, 3.10, Appendix 3
- Have a procedure for accidents or ill health apprentices – reference – 3.6, 4.3, 5.8, Appendix 1
- Review the policy and how often (include the last review date) – reference – 5.2

Guard Business Solutions Limited (GBS) Health & Safety Policy (Health & Safety at Work etc. Act 1974)

General Statement of Policy

It is the policy of GBS to provide and maintain safe and healthy working conditions, equipment and systems of work for all its employees, apprentices and learners, and to provide such information, instruction, training and supervision as is necessary for this purpose.

The Company fully accepts its responsibilities for the health and safety of other persons who may be affected by our activities; whether this is in house or off site. Due care and attention is given to accident prevention by performing risk assessments, safety audits and accident action reports as well as mandatory training courses for all employees. Employees are required to participate in mandatory health and safety practices as and when deemed necessary by the Senior Management Team so that they are aware of best practice including how to report hazards and unsafe working practices and to ensure the ongoing safety of apprentices and learners.

The nature of our work requires a high level of safeguarding and for this reason, safeguarding is covered under its own policy.

Objectives for this policy include:

- Any risks to the health and safety of anyone directly or indirectly working for or with GBS, and apprentices and learners being trained by GBS are understood, acknowledged and minimised.
- The relevant resources to ensure that health and safety are at the forefront are readily available and accessible for all.
- Policies comply with legislation and applicable laws and are updated as and when required paying due attention to version control for audit purposes.
- Evacuation procedures are displayed throughout the business in case of emergency.
- Accidents and near misses are documented and acted upon so that lessons can be learnt.
- Ensuring that the Team are supported by Fire Marshals, First Aiders and Mental Health First Aiders through specialist training to upskill existing members of staff.

This policy will be displayed for all staff, apprentices, learners and visitors to see and will be regularly monitored to ensure that objectives are achieved. It will be reviewed annually and, if necessary, revised to take account of legislative changes and extraordinary circumstances, such as a global pandemic.

1 Introduction

1.1 Every employer with five or more employees must by law record its policy for their safety, health and welfare and ensure that it is brought to the attention of all their employees.

1.2 By reading this policy, GBS hope that its employees will recognise management commitment to health and safety and will, in turn, be expected to show their willingness to promote with management in order to achieve and maintain a healthy and safe working environment.

This policy covers the following:

- Safety Management Teams and Committees
- Responsibilities of Directors
- Responsibilities of advisors
- Responsibilities of employees
- Specific arrangements for risk assessment
- Specific arrangements for safety inspections
- Specific arrangements for first aid
- Policy implementation
- Policy review

2 Legal Framework

2.1 The legal framework which determines the way in which GBS work includes but is not limited to:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Working Together to Safeguard Children 2018
- Management of Health and Safety at Work Regulations 1992
- The Health and Safety (DSE) Regulations 1992
- The Regulatory Reform (Fire Safety Order) 2005
- RIDDOR 1995
- The Working Time Regulations 1998

3 Responsibilities

3.1 **The CEO** has overall and final responsibility for health and safety at Guard Business Solutions Ltd, including ensuring companywide commitment to the policy. The CEO has responsibility for co-ordinating the Risk Management Strategy and for reporting to the Board on risk management issues.

3.2 **The Office Manager** is responsible for ensuring that all venues used for training provide a safe environment for staff, apprentices and learners. They are also responsible for working with the **IT Manager** to ensure that all equipment used in

training is maintained in good condition and that defective material is replaced to this end.

3.3 The IT Manager will ensure that equipment is checked after every training event and ensure that they receive a report from the trainer identifying any potential defective equipment and whether it is fit to be used at another training session. All equipment must be fit for purpose or will be automatically removed from service if deemed unsafe for staff, apprentices and learners to use.

3.4 CEO and Operations Director have overall responsibility for all areas under their direct management, including equipment, office, the maintenance of fire-fighting equipment and for ensuring that contractors working on company premises and company staff working off-site comply with company policies including use of permits to work where appropriate.

3.5 The Health and Safety Management Team is responsible for co-ordinating fire and safety training and for coordinating and monitoring the safety inspection programme. They will also continually monitor the implementation and working arrangements of the policy in order to assist in its revision. The team are also responsible for identifying areas of concern and investigating where needed.

3.6 Safety Advisor

The CEO and Operations Director are classed as 'competent persons' (as required by Regulation 6 of the Management of Health and Safety and Work Regulation 1992), and will delegate out duties to qualified, fully trained personnel (internal and external) when needed. This may include:

- Advice on legislative requirements and its best practice
- Contributing to the formulation and review of policies and procedures
- Investigating accidents when requested
- Visiting sites when requested to perform a full risk assessment/safety audit
- Sit on the Health and Safety Management Team
- Carry out an annual fire risk assessment
- Provide fire safety training for all company employees on a biennial basis
- Provide other health and safety training as required
- Be responsive to health and safety concerns from apprentices and learners
- Monitor apprentices and learners on site to ensure that they are working in a safe manner

3.7 Directors

Directors have responsibility for the management of health and safety within their department. They are responsible for:

- Ensuring that this policy, and any other safety related policy, is cascaded and implemented within their area of responsibility
- Preparing local safety procedures and safe systems of work
- Ensuring that risk assessments are carried out and records maintained
- Ensuring that all equipment, plant and substances are suitable for the task and are kept in good working condition.

- Providing adequate instruction, training and supervision to ensure that work is conducted safely
- Monitoring the workplace to ensure that any risks are eliminated or controlled, so far as is reasonably practicable.
- Ensuring that all employees attend biennial fire safety training

3.8 Employees

All employees must:

- Take reasonable care for their own health and safety
- Complete annual health and safety refresher training
- Consider the safety of other persons who may be affected by their acts or omissions
- Work in accordance with information and training provided and observe and practice safe systems or work
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety purposes
- Report any hazardous defects in plant and equipment, or shortcomings in safety arrangements, to a responsible person without delay
- Not undertake any task for which authorisation and/or training has not been given
- Attend biennial fire safety training
- Ensure that they 'speak up' if they are ever unsure about a situation, process or procedure.

3.9 All members of the GBS Team are responsible for completing the mandatory training, maintaining knowledge and adhering to the procedures with regards to reporting safeguarding issues; this reporting procedure is documented under the Safeguarding Policy which can be obtained from the GBS Safeguarding Team or GBS website.

3.10 GBS has a duty of care to all of its learners and Apprentices in its care, particularly those under 18. The requirements governing health and safety are contained in the ESFA funding guidance and briefly comprises:

3.10.1 for new apprentices, we must complete a health and safety visit and report on the employer premises to ensure it is a safe working environment

3.10.2 we must not allow any apprentices or learners to commence employment with employers where we believe the working environment is un-safe. Where this is the case, the staff member undertaking the review must report this to the Managing Director

3.10.3 the report of our health and safety visit should be shared with the employer and the apprentice within 4 working days of completion

3.10.4 we must obtain details of appropriate insurance cover (detail is contained in the health and safety visit checklist) before an Apprentice or learner can commence on site

3.10.5 where there is an apprentice or learner that is 'in-situ' – the above processes should still be conducted and reporting processes in 3.10.2 followed

3.10.6 the welfare of our apprentices and learners are paramount:

3.10.6.1 for every review visit we must discuss health and safety issues with the apprentice and learner and report any concerns they may have

3.10.6.2 we must review health and safety issues at every employer visit and report formally any concerns

3.10.6.3 in any event we must undertake a formal annual review of health and safety with all of our employers, report formally and follow the reporting processes contained in 3.10.2

4 Specific Arrangements

4.1 Risk Assessments are the responsibility of the Health and Safety Lead and involve an assessment of operational tasks undertaken by staff, within the relevant work environment. Assessments will also be completed for any areas of the building in which apprentices and learners will be expected to occupy. Assessments must be documented according to the Risk Assessment Schedule and identified risks must be prioritised and addressed where feasible. Unresolved risks should be reported through to the Directors of the Business so that where possible, a temporary workaround can be implemented. Re-assessments should be undertaken on a regular basis where significant continuing risks are identified, and where a change in activity is proposed.

If risk assessments highlight the need for any personal protective equipment, it will be issued in accordance with acceptable guidelines.

Assessments for use of hazardous substances are required by the 'Control of Substances Hazardous to Health Regulations 1994' and will be carried out in accordance with the COSHH regulations in mind.

Manual handling assessments as required by the 'Manual Handling Operations Regulations 1992' will be carried out in accordance with the necessary directive and full training on manual handling will be given to any member of the Team who has to manual handle.

Workstation assessments as required by the 'Display Screen Equipment Regulation 1992' will be carried out in accordance with acceptable guidelines. Where the individual is homebased or remote working, it is the responsibility of the individual to complete the risk assessment.

4.2 Safety Inspections

All premises undergo a Safety Inspection by the Health and Safety Lead (or designated deputy) and a Safety Representative annually. The results from inspections are recorded on the inspection form, indicating actions proposed and estimated dates of implementation. The findings from the inspection are also discussed as part of the

Health and Safety Committee Meeting, held monthly by the full Health and Safety Committee.

4.3 First Aid

Risk assessment will identify the need for provision of first aid equipment and trained first aiders. At present, we have 2 first aiders on site and a fully stocked first aid kit which is checked on a weekly basis. The first aid area is clearly marked on the building layout document. We also have 2 Mental Health first aiders who champion personnel needing support with any mental health difficulties.

The First Aid procedure will apply to anyone on site; from GBS Staff to Apprentices and Learners, through to Parents, Carers and Guardians. This will apply whenever someone has an accident, a near miss or sudden ill health. The individual will firstly receive the necessary first aid, and then an accident form will need to be completed for further investigation into the concern. The storage of the accident form and any subsequent documentation will be subject to Document Maintenance procedures.

If a risk assessment identifies that more first aiders are necessary, a sufficient number of first aiders, qualified to HSE approval standards, will be provided. Where risk assessments identify that a first aider is not necessary, an 'appointed person' will be identified to take charge of the first aid arrangements and to take control in emergency first aid situations.

Where appropriate (e.g. in remote areas where there may be a delay in provision of emergency medical treatment), they will be trained in emergency first aid procedures.

4.4 Specific Hazards

GBS has the following policies and procedures in place to cover specific hazards:

- Health & Safety Policy
- Safeguarding Policy and Procedures
- Fire Action Plan and Procedures
- Fire Safety Policy

5 Policy Implementation

5.1 Company Board

The implementation of any and all health and safety related policies is reinforced by the Directors of the Business. The Directors are responsible for drawing commitment from all levels through ensuring that the policies and procedures are displayed, up to date and that knowledge is shared. The safety of our staff, apprentices, learners and visitors is paramount and as such, the policies are signed off at the highest possible level once all relevant parties have agreed on the details. Parties at all levels are required to understand and follow all best practices and safety procedures at all times.

5.2 Policy Review

5.2.1 Health and safety matters are considered at every Board meeting – monthly

5.2.2 An annual report is considered by the board – annually

5.2.3 The Health and Safety Policy is reviewed by the board annually – last reviewed April 2021

5.3 Heads of Departments

The policy is distributed to Directors serving as Heads of Departments, who are responsible for the distribution of the policy to the relevant staff within their department.

5.4 New Staff

The policy will be introduced to all new staff on induction and a policy summary issued to them as part of their employee handbook.

5.5 Health and Safety Lead

The Health and Safety Officer/Lead will continually monitor the contents and working arrangements of the policy in order to assist in its revision.

5.6 CEO

The CEO will review the policy each year with the assistance of the Managing Director, taking into consideration any recommendations from Directors or staff.

5.7 Company Policy Documents

Copies of the Policy, Procedures, Risk Assessments and Staff Induction will be held centrally in the Company Policies Files in the offices of the administration office. Relevant and in date versions will be displayed at various points around the office and on the website. Where amendments need to be made, superseding rules will be followed and the documents will be archived and maintained for a minimum of 7 years.

5.8 First Aider

The First Aiders on site are responsible for ensuring that Staff, Apprentices, Learners and Visitors complete an Accident Form following an accident or near miss on site. They are also responsible for ensuring that the Staff Member, Apprentice, Learner or Visitor receives the care and help needed at the time. The First Aider will also liaise with the Emergency Services if deemed necessary.

6 Appendix 1

Health and Safety Management Team Constitution

1. Membership

Chair: Health and Safety Lead
Members: Nominated Employees

2. Terms of Reference

- 2.1 Draw up Safety Policy
- 2.2 Carry out assessment of risks
- 2.3 Monitor adequacy of health and safety communications and publicity
- 2.4 Assist in development of safety rules and safe systems of work
- 2.5 Analysis of accidents, dangerous occurrences and diseases
- 2.6 Examine audit report
- 2.7 Consider reports from the enforcing authority
- 2.8 Consider reports from safety representatives

6. Accident Reporting

6.1 GBS shall maintain an accident reporting register including a separate register for reporting Apprentice and Learner Illnesses

6.2 this register must be updated weekly – and in any event within 24hours of an accident or illness occurring and becoming known to GBS

6.3 the register will be maintained by the Managing Director of the Business

6.4 a report of all incidents and illnesses will be reported to the Board of Directors each month

6.5 – Riddor – where the incident is reportable to the H&SE, we shall do this within the context of the required timelines (reporting no later than 24 hours) and we shall at all times follow the direction of the H&SE where required.

6.6 the business has a separate procedure following COVID 19 which is set out in Appendix 3 to this document which is helpful in the context of procedures to be adopted.

6.7 Any incidents occurring on GBS premises or reported to GBS will be reported to the employer within 12 hours of them becoming known to GBS staff

7 Appendix 2

Terms of Reference

1. INTRODUCTION

This document sets out the Constitution of Guard Business Solution Limited's Health and Safety Management Team and states the purpose of the group.

2. FUNCTIONS

The basic aims of the team are:

- 2.1 The promotion of co-operation between management and staff in initiating, developing and effectively maintaining measures needed to ensure the health, safety and welfare at work of all employees within the company and those who use the services provided.
- 2.2 To provide the focal point for effective staff consultation and participation in all aspects of health and safety, occupational health and in the improvement of safe working conditions.
- 2.3 To make recommendations to the Board to enable the above aims to be successfully achieved.
- 2.4 To regularly review accident and incident statistics and trends and consider details of significant accidents and incidents so that recommendations for corrective actions can be made to.
- 2.5 Monitor the implementation and effectiveness of the health and safety inspection programme.
- 2.6 Consider and comment on health and safety related policies prior to them being agreed.
- 2.7 Consider reports from specialists and technical advisors.
- 2.8 Receive information on and consider changes in health, safety related legislation.
- 2.9 Monitor the effectiveness of safety training programmes and make recommendations for improvements.
- 2.10 Initiate, develop or improve as necessary safety rules and safe working procedures to comply with legislative requirements.
- 2.11 Consider reports and factual information issued by Health and Safety Inspectors, the Health and Safety Commission and the Executive.
- 2.12 Keep under review the effectiveness of communications with staff on safety matters and publicity generally, advising on special safety campaigns as appropriate.
- 2.13 Consider particular health, safety and welfare problems referred to the committee from any source and make recommendations.

3. CONSTRAINTS

- 3.1 The team is responsible for providing advice to management. It is, however, the Company's responsibility to ensure that adequate arrangements exist for the implementation of the Health and Safety at Work Act and EC Directives and to take any executive action that may be necessary.
- 3.2 Nothing in this document shall prejudice the normal rights of an individual trade union or any individual employee to make direct representation to management.

4. MEMBERSHIP OF THE COMMITTEE

- 4.1 The Committee shall consist of safety representatives nominated to represent all employees in the company.
- 4.2 **Officers**
 - (i) The Chair shall be the Health and Safety Officer in post at the time.
 - (ii) The Committee may arrange for the attendance, in a consultative capacity only, of advisors with specialised knowledge of a particular subject on the agenda of a meeting. Such attendance of advisors will be subject to the agreement of the board.

5. SAFETY MANAGEMENT TEAM PROCEDURE

- 5.1 Regular meetings of the team will be held not less than four times a year during normal working hours, with interim meetings if considered necessary by the Chairperson.
- 5.2 Items for inclusion on the agenda shall be submitted to the board not less than ten days prior to each meeting.
- 5.3 The agenda will be circulated to all members of the team.
- 5.4 Extraordinary meetings may be called to discuss urgent issues, which cannot reasonably be deferred until the next regular meeting of the committee by agreement with the board. Such extraordinary meetings will normally be held within three working days of the request being received.

6. MINUTES

- 6.1 Minutes of the meetings of the committee shall be produced and agreed by the Chairperson before distribution and be presented for confirmation at the next meeting of the committee.

8 Appendix 3

Safety Inspections at GBS

Why?

Safety inspections are a very important tool for the management of risk. A good safety inspection will be able to:

- recognise hazards before a serious incident occurs
- help with risk assessments
- ensure that safe systems of work are put into place
- raise the profile of Safety Representatives and ensure that employees know who they are.

What?

In general terms, a safety inspection is a thorough check of an area, looking for hazards (a hazard is defined as 'something that has the potential to cause harm'). An inspection should involve the Director of the area (or designated person) and should also include a check of safety management systems (e.g. policies, COSHH assessments). It is also important to involve other people who work in the area, by asking them if they are aware of any problems, by confirming their awareness of the policies and procedures in place and by checking if they are aware of what is being done for their safety.

Where?

All buildings accommodated by GBS, Employer/client premises where apprentices and Team members will be stationed and any other areas where GBS conduct work require inspections. This will be the responsibility of the CEO supported by the Operations Director and all or part of this procedure may be delegated to the relevant person provided they are qualified and competent.

When?

Safety inspections within GBS should be carried out prior to working in any and all areas where GBS is conducting training.

Who?

Any member of staff who represents GBS is responsible for ensuring that they are following safety procedures and safe working practices at all times. GBS will ensure that all of its Team are inducted and up to date on the relevant regulations and procedures.

How?

There is an inspection form, including a checklist, which should be used for the inspections. The form ensures that the same things are checked in each area as well as acting as a reminder to check for certain things (e.g. trailing cables).

Before carrying out an inspection of an area, it may be useful to look at previous inspections to see if they raised any issues (if available).

The inspection should be carried out from the top down i.e. start with the ceilings, lighting, windows, etc and work down to the slip and trip hazards on the floor. It is important to consider the area as a whole and include factors such as the number of people accessing an area, the size of the space, the temperature, the air flow, the lighting and the humidity.

Questions should be asked of the Director or designated person and the staff members who work in the area (e.g. do they know what they should do in a fire? Where is their COSHH information)? This will help to establish how health and safety is managed and whether employees are aware of the procedures that are in place. It will also highlight any problems that may not be obvious from a simple inspection.

Summary

Inspections need to be carried out as required at venues being temporarily used by GBS and annually by properly trained Safety Representatives to ensure that hazards are spotted before they harm anyone. Management needs to be involved so that they know what improvements are being recommended. Employees working in the area need to be involved so that they can inform the Safety Representative of any problems, and so that the Safety Representative can check they are aware of health and safety issues in general.

It is important to remember that inspections get easier with practice.

It is important to remember that the annual safety inspections do not detract from constant vigilance and reporting of any potential or actual incident or risk by all members of staff.

9 Appendix 4

Functions of a Safety Representative

(normally a Director or trainer contracted by Guard Business Solutions Limited)

1. Investigate potential hazards and dangerous occurrences. Examine causes of accidents. Suggest new procedures to minimise risk of recurrence.
2. Examine premises used by GBS.
3. Perform Health and Safety Assessment on Employer sites.
4. Investigate complaints by any employee or Learner at the premises.
5. Make representations to the Employer on any general or specific matters affecting him or her or other persons employed/being trained.
6. Carry out health and safety inspections at GBS premises.
7. Represent staff in discussions with officials of enforcing authorities.
8. Attend meetings of the Safety Management Team.

10 10Appendix 5

COVID 19 and Continuing Effects

The start of 2020 saw an unprecedented event on a scale that no one could have imagined. The COVID19 outbreak affected everyone in one way or another and a lot of pressure was put onto the Health and Safety Team to ensure that all staff members were safe and protected.

Not only were the Health and Safety Team tasked with making sure all Team members were safely and comfortably able to work from home; but they were also responsible for providing mental health support (there was an obvious increase in the need for this, particularly when furlough was introduced) and ensuring that the COVID19 Government guidelines were followed.

For business continuity reasons and to ensure that the strain put onto members of staff is minimised, it has been determined by the Health and Safety Board members that there is a real need for a 'Business Continuity Process'. This process is to incorporate health, safety and wellbeing with business need, ensuring that safety doesn't get forgotten or missed. To do this, we will perform a full evaluation of the actions taken during the pandemic to see what went well, what didn't go to plan and what we need to improve. We will then be able to draft a Process and Plan document which we can utilise when needed.

We will use the following documentation notes to do this:

PHASE	ACTIONS/KEY CONSIDERATIONS	RELATED DOCUMENTS/GUIDANCE
<p>Phase 1:</p> <p>Immediately prior to and during lockdown</p> <p>(Feb 2020 – ongoing)</p>	<ul style="list-style-type: none"> • 27th February staff issued with Covid-19 guidance • Covid-19 posters displayed around the premises and at external events • 6th March – weekly staff Covid- 19 briefings commenced • 13th March - all staff emailed regarding new measures for remote working and delivery • 23rd March email sent to all staff regarding the office closure following the announcement of lockdown from the Government • Week commencing 23rd March all apprenticeship training transferred to remote delivery • 28th March all staff asked to complete a Covid-19 Awareness Course • Commencement of two weekly teams calls – Monday morning 10am Team Welfare Thursday/Friday Covid -19 update Teams • 2nd April WhatsApp Group set up for staff to keep in touch and support each other whilst socially isolated • April and May Health and Wellbeing Newsletter sent out to all apprentices • Ongoing – health and wellbeing emails sent out to staff, subjects included mental health support, working from home safely, emotional resilience • Regular Covid-19 updates on website • 11th May Covid-19 Safeguarding Policy update on the website 	<p>GBS Covid-19 Documents</p> <p>GBS Health and Wellbeing</p> <p>WHO Advice for Workplace</p> <p>Gov.uk Apprenticeship Covid 19 Response</p>

<p>into the office (May 2020 to ongoing)</p>	<ul style="list-style-type: none"> • Ensure that those returning to the office are clear on the office layout and procedures in place • Manage expectations from a H&W perspective – things won't be back to normal. • Continued H&W, regular communication to alleviate any fears staff may have • Continuous review of procedures to ensure effectiveness and that they are in line with current guidance from government and HSE • Review risk assessments should any employee's physical status and circumstances change • June - a gradual return into the office for meetings where appropriate, whilst limiting numbers on site 	
<p>Phase 4: Phased commencement of face to face apprenticeship delivery 15th June 2020</p>	<ul style="list-style-type: none"> • Risk Assessment completed - • Risk Assessment and procedures communicated to all relevant parties – apprentices, employers, teaching and non-teaching staff • One to one discussion with employers and apprentices to discuss phased return of face to face delivery • Any concerns expressed were considered and plans reviewed accordingly • Employer H & S Risk assessments updated with their Covid 19 plans to ensure apprentices return to work safely • Plan the delivery timetable accordingly • Apprentice induction to be amended to include Covid -19 procedures • 15/6 Covid Update on the Website • w/c 15/6 contacted all of the academy employers, emailed the return to work risk assessment and agreed if/when apprentices to return to the academy • Display the Covid Safe posters around the academy • Although the academy is planning a phased return to face to face delivery, we are still taking part in e.g. virtual careers and job events 30/6 NEDDC Virtual Job and Careers Fair • 13/7 Perspex screens fitted on the desks in the digital training room as an additional measure to protect learners 	<p>Gov.uk Guidance for Education Providers</p> <p>Gov.uk Protective Measures in Education and Childcare Settings</p> <p>GBS Return to Work Risk Assessment Draft</p> <p>GBS Employer Return to Workplace</p> <p>www.gov.uk/government/speeches/education-secretarys-statement-on-coronavirus-covid-19-02-july-2020</p>

	<ul style="list-style-type: none"> • w/c 13/7 academy learners for digital commenced face to face delivery • 16/7 official re-opening of the academy • Continued staff Covid-19 briefings which outlines the main points of any government announcement • 20/7 Health and Wellbeing email sent to all staff regarding managing stress levels • 24/08 Attended a Covid Secure Webinar with the HSE – post webinar details saved to Covid Folder • 07/09 Received the DHSC Coronavirus Test Kits and PPE for use in the Academy and attended the guidance webinar on the 10/09 • 24/09 following the government that Covid cases are on the rise stricter measures were introduced for employees and apprentices in the office. These include, wearing masks when walking around the office/premises, eating lunch in the wellbeing room away from the desk. • 6/10 Covid Scenario Guidance emailed to all employees • 16/10 Office Covid measures emailed out to employees again • 20/10 Covid Update at the Team Meeting. Overview of the new government tier system and its impact on apprenticeship delivery. Restrictions on where tutors are to travel within tiers. • <i>26/10 Mental Health First Aid Training organised for all employees,</i> 	GBS Health and Wellbeing
Phase 5: National Lockdown 2.0 3 Nov 2020	<ul style="list-style-type: none"> • Continued staff Covid-19 briefings which outlines the main points from the government announcement • Colleague numbers permitted in the office limited further, with other staff working remotely • Establish whether Academy employers will authorise learners to attend Academy delivery on site • Online safety questionnaire to be sent to all learners 	GBS Health and Wellbeing
Phase 6: Commencem ent of face to face	<ul style="list-style-type: none"> • Website updated in line with government directive to offer training to young and vulnerable adults • Newsletter circulated to all learners and employers detailing GBS phased reopening 	GBS Health and Wellbeing

<p>apprenticeship delivery for the young and vulnerable</p> <p>4 Jan 2021</p>	<ul style="list-style-type: none"> Continued staff Covid-19 briefings which outlines the main points from the government announcement Colleague numbers permitted in the office limited, with other staff working remotely 	
<p>Phase 7:</p> <p>Opening of educational establishments</p> <p>8 Mar 2021</p>	<ul style="list-style-type: none"> Website updated in line with government directive to offer face-to-face training to all learners Continued staff Covid-19 briefings which outlines the main points from the government announcement Colleague numbers permitted in the office limited, with other staff working remotely Employers to be contacted to discuss training returning to the Academy 	<p>GBS Health and Wellbeing</p>

END.