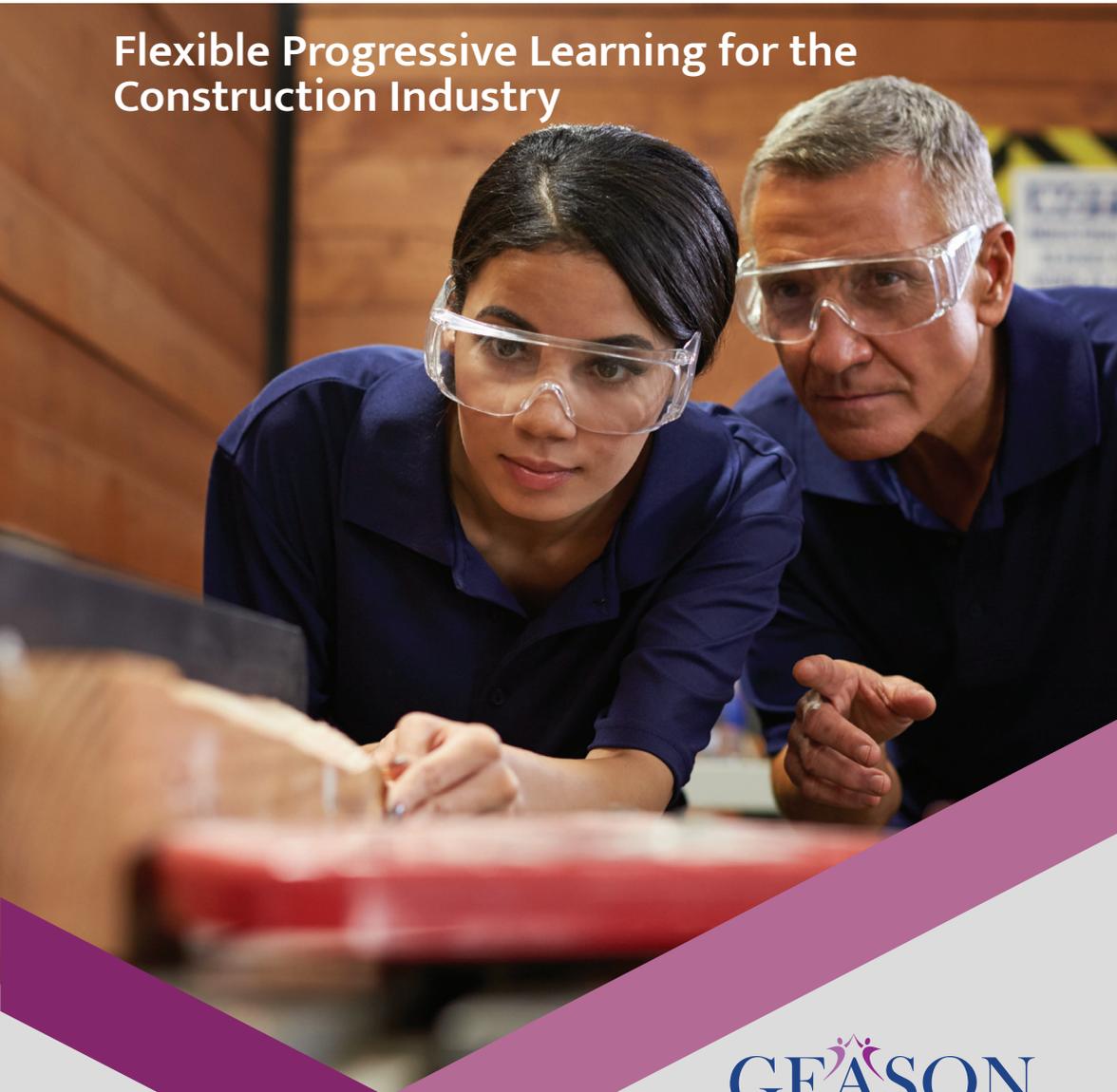


# Staying Safe

with Geason - A Speedy Business

Flexible Progressive Learning for the  
Construction Industry



**GEASON**  
— A Speedy business —

## Introduction

### A warm welcome to your Apprenticeship Programme delivered by Geason - A Speedy Business.

As a Geason apprentice your health, safety and well-being is very important to us.

Our aim is to safeguard all our learners to make sure that we help you to achieve your full potential whilst on your Apprenticeship Programme.

This short booklet has been put together to provide you with information about:

- » Health and Safety
- » Safeguarding
- » Prevent
- » British Values
- » Equality and Diversity

### At Geason - A Speedy Business learners come first.

Every Geason apprentice is allocated a named apprenticeship tutor who will support and guide you throughout your apprenticeship who is always on hand to discuss any concerns or issues you may have no matter how sensitive.

## Health and Safety

**As stated in the Health and Safety at Work Act 1974 you have a duty not only to take care of your own safety but also the safety of others.**

That means that you must work in a safe manner at all times, abiding by the health and safety procedures laid down by your employer including wearing any personal protective equipment or clothing needed to carry out your work safely.

You must participate in site inductions and take notice of any risk assessments provided for your safety. If you are unfortunate to have an accident or witness an accident you must report it to your supervisor on site or a Geason tutor immediately.

As Health and Safety is a vast subject you will find that every qualification offered by Geason has an element of Health and Safety at its core.

**Your Geason tutor will also discuss Health and Safety matters with you at your periodic reviews when they visit you in the workplace.**

## Safeguarding

**Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect.**

It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

**At Geason - A Speedy Business we ensure safeguarding is a top priority by ensuring we have:**

- » Effective Policy and Procedures
- » Regular Staff Training
- » Safe recruitment and DBS Checks for our staff
- » A named designated safeguarding officer
- » Risk assessment procedures for placements and shared environments
- » Formal reporting at all levels up to executive board
- » Safeguarding embedded into your curriculum
- » Safeguarding included in our teaching observation activity
- » Formal annual safeguarding monitoring and reviews
- » Safeguarding included in our learner feedback questionnaires

# Prevent

In today's modern world the threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable people. This can include involving them in extremist activity in the UK or abroad.

The "Prevent" government agenda is about preventing people from becoming radicalised, developing extremist views and committing or supporting acts of terrorism.

People don't become radicalised overnight. There is a process of change. Prevent aims to spot this change in people and support them.

Here are some common terms that you may have come across and what they mean:

**Ideology** is a set of beliefs.

**Radicalisation** is the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

**Terrorism** is an action that endangers or causes serious violence, damage or disruption and is intended to influence the government or to intimidate the public and is made with the intention of advancing a political, religious or ideological cause.

**Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Calls for the death of British armed forces is also included.

### The British government created a set of values for Britain in 2011.

They were created as part of Prevent - an initiative to help lessen the possibility of people being radicalised and then having extreme views and beliefs which could lead to acts of terrorism. As an educational establishment, Geason - A Speedy Business will ensure that all learners are made aware of these values.

Doing so will ensure that the standards on spiritual, moral, social and cultural development is strengthened to help create a barrier to extremism.

British values are:

- » Democracy
- » The rule of law
- » Individual liberty
- » Mutual respect and tolerance for those with different faiths and beliefs

By promoting British values, we can hopefully help to lessen the hold extremism may have on the young people of Britain.

Geason actively promotes the fundamental British values and the expectation is that all Geason apprentices adopt these values as responsible citizens.

If you feel that you, or someone you know, is at risk of being radicalised please speak to your tutor, or if you prefer you can ring one of our designated safeguarding officers:

- Matt Edwards – Safeguarding Lead - 07826878867
- Brendan Knowles – Safeguarding Officer - 07818537543
- E-mail address – [safeguarding@geason.co.uk](mailto:safeguarding@geason.co.uk)

# Equality and Diversity

**Geason - A Speedy Business is fully committed to equality and diversity, and that means treating everyone with dignity and respect.**

**Diversity** is about valuing differences. Diversity recognises that you will have different needs, abilities, experiences and talents and that having people with different qualities and skills is a good thing in the workplace.

**Equality** is about people treating you fairly and ensuring that you are given a fair chance in life, work and education. Most people think that equality is about treating everyone the same, but there is a danger that if you treat everyone the same, you are not acknowledging their differences or needs, so equality means recognising the individual needs of others.

**Discrimination** It is against the law to discriminate against a person.

During your Apprenticeship Programme your apprenticeship tutor will ask you at your review meetings how you are progressing on your programme and if everything is satisfactory at work. We ask you this to make sure that if you are being discriminated against we can support and help you. Discrimination is when an individual or group is treated less fairly than another person or group based on one or more of the following:

- » Age
- » Race
- » Disability
- » Religion or Belief
- » Gender
- » Sexual Orientation
- » Marital Status and Civil Partnership
- » Gender Reassignment
- » Pregnancy or Maternity

### Bullying

Bullying can start when people pick on something about you that's different or individual to you. You may feel that this persistent behaviour against you is intimidating and it might begin to affect your confidence. Bullying can take many different forms. People can criticise you about your abilities, try to find fault for no reason, exclude you or single you out.

**Geason - A Speedy Business has a zero-tolerance policy on bullying and harassment.**

### Harrassment

Harassment is unwanted behaviour or conduct that may be related to any personal characteristics that you have. These could be in relation to your age, your disability or your religion.

You could also be subject to racial harassment, which could include offensive comments and remarks and include jokes and insults about your race, your religion or your sexuality. Both forms of behaviour are unacceptable and will not be tolerated. Another example is sexual harassment which might include unwanted physical contact this could be: invading your personal space, inappropriate touching, making suggestive comments, pestering you, wolf-whistling or showing or circulating sexually explicit materials.

If you feel able and confident enough, inform the person that you are not happy with their behaviour. Tell them you would like it to stop because of how it makes you feel and how serious you are. Inform them you will take it further if necessary.

## Cyber-Bullying

Although the technology available to us today has in many ways proved a great aid to our classrooms and workplaces, it has also provided new opportunities for bullies to harass their victims.

The use of digital technology to threaten or emotionally abuse someone, whether this be through emails, texts or posts on social networking sites, is known as cyber-bullying, and can cause the recipient much stress.

## Cyber-Safety

**Trolling** - Posting on the internet to generate a negative reaction from others.

**Hacking** - Illegal access to a computer or computer network to steal or corrupt data.

**Cookie** - A small amount of data generated by a website that remembers information about you.

**Phishing** - An attempt to get your personal details such as usernames, passwords and financial information.

**Flaming** - Online fights using electronic messages containing angry and/or vulgar language.

If you feel you are being affected by any of the topics in this booklet talk to your apprenticeship tutor in the first instance or our safeguarding officer **Matt Edwards** on **07826878867** or **email: [safeguarding@geason.co.uk](mailto:safeguarding@geason.co.uk)**.

## Useful Organisations and Agencies

**Safeguarding:** Advice on safeguarding

[www.gov.uk/safeguarding](http://www.gov.uk/safeguarding)

**Health & Safety:** Advice and interesting articles on H&S

[www.hse.gov.uk](http://www.hse.gov.uk)

**Prevent:** Advice and interesting articles on the government agenda

[www.gov.uk/government/uploads/system/prevent](http://www.gov.uk/government/uploads/system/prevent)

**The Alliance:** Advice on drug treatment

0845 122 8608

[www.m-alliance.org.uk](http://www.m-alliance.org.uk)

**Brook:** Provides a free and confidential service on sexual health advice, contraception, pregnancy testing and counselling

0808 802 1234 (Free)

[www.brook.org.uk](http://www.brook.org.uk)

**Cruse Bereavement Care:** For information, support and advice for young people affected by bereavement

0808 808 1677

[www.rd4u.org.uk](http://www.rd4u.org.uk)

**Get Connected:** Finds the best place in the UK that can help young people who are having problems

0808 808 4994 (Free)

[www.getconnected.org.uk](http://www.getconnected.org.uk)

**Alcoholics Anonymous:** Support groups, including a guide to “How to tell when drinking is becoming a problem”  
0845 769 7555

[www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)

**Drugscope:** Offers a database of local drug and alcohol treatment and services across the UK

0207 234 9730

[www.drugscope.org.uk](http://www.drugscope.org.uk)

**Bullying UK:** For information on bullying

0808 800 2222 (Free)

[www.bullying.co.uk](http://www.bullying.co.uk)

**Frank (Drug & Alcohol):** Provides confidential advice and help to anyone affected by drugs

0800 776 600 (Free)

[www.talktofrank.com](http://www.talktofrank.com)

**Samaritans:** Provides confidential emotional support to people

08457 90 90 90

[www.samaritans.org](http://www.samaritans.org)

**Sexual Health Line:** A 24 hour, seven-days-a-week, free and confidential telephone service with advice about HIV, AIDS, sexual health, sexually transmitted infections, local services, clinics and support services

0800 567 123 (Free)

[www.nhs.uk](http://www.nhs.uk)

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[www.geasontraining.co.uk](http://www.geasontraining.co.uk)  
or call us on  
0330 088 9671

