

# Health and Safety Policy

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## Why do we have a policy?

It has been and always will be Future's policy to give the greatest importance to the health, safety and welfare of all colleagues, others working on our premises and sites and people visiting our premises and sites or who may be affected by our work activities.

This policy has two basic objectives:

- To provide a safe working environment and to ensure that all operations are carried out safely.
- To secure the cooperation and involvement of all colleagues in achieving safe working.

This policy does not form part of colleagues' contracts of employment and the Company may change this policy from time to time and colleagues will be notified of any such changes.

## Who does this policy apply to?

This policy applies to all colleagues, for the avoidance of doubt, all positions detailed below are included:

Senior Managers

Officers

Directors

Colleagues (Home workers, Permanent, fixed-term and temporary, casual seasonal workers)

Consultants

Sub-contractors/Freelancers

Trainees/Apprentices

Seconded colleagues

Third Party Colleagues working on Future's behalf.

All of the above-mentioned colleagues and anyone performing services on or on behalf of Future must comply with this Policy. Failure to comply with any aspect may result in disciplinary action up to and including termination as well as criminal offences.

## General Principles

The Health and Safety at Work Act places general duties for health and safety on all people at work - employers, colleagues and self-employed people. Individuals may be prosecuted for breaches of the Act as well as organisations. All colleagues have a statutory duty to observe all health and safety rules and to take all reasonable care to promote the health and safety at work of themselves and their fellow colleagues. Set out below are our main duties and obligations as your employer, together with details of what we expect from all colleagues.

## Procedure

As your **employer**, our duties include:

- Making your workplace safe and without risks to health
- Making sure that the plant and machinery are safe and safe systems of work are set and followed
- Ensuring articles and substances are moved, stored and used safely
- Providing adequate welfare facilities
- Giving you the information, instruction, training and supervision necessary for your health and safety.

We will also:

- Assess the health and safety risks and put control measures in place
- Draw up a health and safety policy. All colleagues must read the policy and sign to this effect
- Appoint someone competent to help with health and safety responsibilities (safety officer)
- Set up emergency procedures
- Provide first aid facilities
- Make sure that your workplace satisfies health, safety and welfare requirements in areas including ventilation, temperature, lighting, toilets and rest facilities
- Make sure that work equipment is suitable and is maintained
- Take precautions against danger from sources such as flammable or explosive hazards, electrical equipment, noise, radiation, and incorrect manual handling
- Provide health surveillance which allows for early identification of ill health and helps identify any corrective action needed. Health surveillance may be required by law if your colleagues are exposed to noise or vibration, solvents, fumes, dust, biological agents and other substances hazardous to health, or work in compressed air
- Provide and maintain safety signs
- Report certain injuries, diseases and dangerous occurrences

As a **colleague**, you must:

- Take reasonable care of your own health and safety and that of others who may be affected by the things you do at work
- Cooperate with us on health and safety

- Correctly use work items provided for your use. You should use such items as trained or following instructions given
- Not interfere with or misuse anything provided for your health, safety or welfare
- Report any safety concerns to your manager. These could include, for example, trailing cables, worn cables, worn or frayed carpets, slippery surfaces, broken glass or dangerous stacking
- Report any faults in machinery or equipment to your manager
- Report all accidents and near misses to your Safety Officer
- Help us keep all emergency exits, stairs and corridors free of obstructions
- Keep the kitchen and WCs as clean and tidy as possible
- Attend health and safety training and refresher courses, as provided

### **Evacuation**

You should make yourself familiar with evacuation procedures, details of which can be found on the Health & Safety notice board

In the event of a fire you should immediately sound the alarm and notify the senior member of staff present.

### **First aid**

All accidents must be recorded in the accident book which is located in the reception, along with the First Aid Box. If you become ill at work and need medical attention, we will make arrangements to call a doctor or call the emergency services if necessary.

### **Want to know more?**

If you have any questions in relation to this policy, please contact People and Culture for further information.

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