

Health and Safety Policy

Policy Approval

Approval Required	Indicate with a tick (✓)		**Annual Review Required**	Indicate with a tick (✓)	
	Yes ✓	No		Yes ✓	No
Approval Panel	Loren Janes				
Approved by	Name: Loren Janes		Signature: 	Date: September 2025	
Policy Review Date	September 2026				
Policy Writer/s:	Charlotte Manford				

Policy Overview

Futures Changing Ltd is committed to ensuring the health, safety, and welfare of all learners, staff, visitors, and contractors. We recognise that creating a safe environment goes beyond physical safety to include emotional and psychological wellbeing, particularly for children, young people, and vulnerable adults.

This policy sets out our approach to managing health and safety risks in line with statutory requirements, best practice, and the guidance provided in Keeping Children Safe in Education (KCSIE 2025). All staff, learners, and visitors are expected to take reasonable care of their own safety and that of others.

Introduction

Futures Changing are committed to maintaining the health and safety and wellbeing of all our stakeholders.

We will ensure that the objectives of this policy are communicated to our employees and learners, initially through our induction training and our relevant handbooks. We will also monitorprogress towards our health and safety and wellbeing objectives at senior leadership level and wewill review them annually in consultation with our employees and other interested parties.

The policy is supported by our health and safety management organisation and responsibilities.

We are aware that senior leaders within the company are individually and collectively responsible for health and safety.

The Managing Director is the person with overall responsibility for health and safety. The ManagingDirector is supported by members of the senior leadership teams who are responsible for managinghealth and safety matters on a day-to-day basis; the senior leadership team may also be assisted by local managers as delegated.

The senior leadership team will manage our health and safety programme, ensuring that all the essential elements of the system are implemented, monitored and reviewed. However, we are aware that we can only meet our objectives through the efforts of our employees and learners;therefore, we have established clear lines of communication and encourage our employees and learners to cooperate with us in achieving our objectives.

We recognise that the key to successful health and safety management is to ensure each employeeand learner is competent and to carry out their responsibilities. To this end we have developed andimplemented a training policy which clearly defines who is responsible for training and identifies what training each individual needs, based on the results of our risk assessments.

Scope

This policy applies to all employees, learners, stakeholders and provision and services undertaken by Futures Changing.

Health and safety measures will be implemented in conjunction with our safeguarding policies. Staff must be vigilant for risks to learners' welfare, including bullying, abuse, or harassment. Any safeguarding concerns identified during routine H&S checks must be reported immediately to the Designated Safeguarding Lead (DSL). All H&S procedures will reflect the needs of protected groups and vulnerable learners, ensuring a safe and inclusive environment.

Dissemination And Implementation of Policy

- Employees will be made aware of our Health and Safety policy and procedures through employee inductions, employee handbook and annual training.
- Learners will be made aware of our Health and Safety policy and procedures through learnership induction programme, learnership handbook and health and safety working practices across all our training environments.
- Employers will be made aware of our Health and Safety policy and procedures through employer learnership

handbook and health and safety working practices across all our training environments.

Policy Statement

- To provide adequate control of health and safety risks arising from our workactivities
- To consult with you on matters affecting your health and safety
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for you
- To ensure you are competent to do your tasks, and to give adequate training:
- To prevent accidents and cases of work-related illnesses;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

The person with overall legal responsibility for health and safety is the Managing Director.

This person is also responsible for ensuring the day-to-day implementation of this policy unless ithas been formally delegated to someone else.

- You are responsible for taking reasonable care for your own acts or omissions and theeffect that these may have upon the safety of yourself or any other person
- You must use safety equipment or clothing provided to you in a proper manner and forthe purpose intended
- If you intentionally or recklessly misuse anything supplied in the interests of healthand safety, you will be subject to disciplinary procedures
- You must work in accordance with any health and safety procedures, instruction ortraining that have been given
- You may not undertake any task for which they have not been authorised and forwhich they are not adequately trained
- You are required to bring to the attention of a responsible person any perceivedshortcoming in our safety arrangements or any defects in work equipment
- You are under a duty to familiarise yourself with this policy
- You must ensure that your area of responsibility is kept in a safe state and is in goodrepair and inspected on a regular basis
- Implementation of this policy in his or her own department and bringing it to theattention of all employees
- Ensuring that all risks which are presented by the work for which they are responsibleare assessed and recorded, with suitable controls implemented
- Ensuring compliance with safety precautions that apply to his or her department
- Ensuring that all new employees are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures
- Ensuring that no person is permitted to work at any kind of machinery or hazardous task unless they have been properly and fully instructed
- Ensuring that all staff are aware of the location of all fire-fighting equipment and alarmcall points in the department and are conversant with their effective use
- Ensuring that any legal requirements relating to the operation of the department are fullycomplied with, including (but not limited to):

(a) Inspection of all fire-fighting equipment
(b) Safe use of electrical equipment
(c) Maintenance of all appropriate records
(d) Necessary safety training of staff
(e) Statutory inspections of plant and equipment
(f) Provision of first aid equipment and training first aiders.
(g) Accident investigation
(h) Arrangements for maintenance and cleaning

- Ensuring that any responsibilities delegated to subordinate staff are clearly identified
- Ensuring that access to the premises by customers or other members of the generalpublic is strictly limited to safe areas
- Ensuring that suitable arrangements are in place to safeguard the premises againstintruders.
- Ensuring that their area of responsibility is kept in a safe state in good repair andinspected on a regular basis

Employees and Learners

It is the duty of all employees and learners to take all reasonable care for the health and safety of themselves, and any other persons who may be affected by their acts or omissions at work. Theymust also co-operate with senior leaders and other employees in fulfilling our objectives and statutoryduties.

They must:

- Comply with the training, information and instruction they have been given
- Not attempting to carry out hazardous work or use hazardous machinery unless they have been trained and authorised to do so
- Carry out their work safely and without undue risk to themselves, colleagues and otherswho may be affected by their actions, and not intentionally interfere, misuse or ignore arrangements, controls and items provided for health and safety purposes
- Check tools and equipment before using them, and not use equipment which they know to be faulty
- Ensure that any damaged equipment is reported immediately to theirmanager/supervisor and removed from service until it is repaired
- Not bring any equipment, tools, radios, etc. onto premises without first obtainingpermission from their supervisor/manager
- Conduct themselves in a responsible manner while on the Futures Changing business, bealert for hazards and refrain from any form of horseplay
- To prevent accidents and cases of work-related ill health
- Comply with the arrangements for reporting accidents and ill health
- Comply with the arrangements for emergencies and fire as they have been instructed
- Use personal protective equipment, clothing or safeguards provided and ensurethat personal protective equipment is stored correctly and kept in good condition
- Co-operate with management, colleagues, safety representatives and advisorspromoting safe working practices
- Keep their work areas tidy and clear of hazards
- Report accidents, incidents and hazards they observe to their manager/supervisor

SEND Learners

Additional safety measures must be considered for learners with special educational needs and disabilities (SEND).

Risk assessments and adaptations should reflect learners' specific needs, ensuring equitable access to training while maintaining safety.

Staff must be trained in support strategies and safeguarding awareness for SEND learners.

Visitors and Contractors

As an educational setting visitor, guest speakers and contractors may need to attend our centre in person. As it is our legal obligation to ensure the welfare of all on site, visitors Including members of the public will have access to the H&S policy in the reception area.

Where possible, all visits should be planned, the member of staff expecting a visitor should advise the member of staff on reception who they are expecting and at what time this is planned. Visitors Including members of the public should be advised to report to main reception on their arrival. The staff member on reception duty should check ID available where appropriate (if the visitor is attending in a professional capacity). Visitors Including members of the public should be asked to sign in and provided with a visitor badge. Visitors Including members of the public should then be asked to wait in reception until the staff member collects them. Visitors Including members of the public should be always chaperoned when appropriate. All visitors Including members of the public should be asked to note the emergency notice within the reception area.

All visitors Including members of the public must follow basic principles of good conduct when on the site. These principles are:

• Speak to all in a respectful manner;

• Act in an orderly way;

• Adhere to school rules. Smoking (including e-cigarettes), consuming alcohol or any illegal substance is always prohibited throughout the site. No dogs are permitted anywhere on the site.

• All visitors Including members of the public are responsible for any children accompanying them on site and such children should not be

Permitted into the workshop area;

• If a visitor wishes to make a complaint, they are advised to follow the Complaints Procedure, which can be found in reception and will be emailed at their request.

In the event of a fire or fire drill, the member of staff accompanying the visitor should remain with them to direct to the nearest fire exit. The fire warden will call out the roll call from the sign in sheet on which the visitor signed on arrival. They may only access the building when it is safe to do so.

If a visitor or contractor has an accident or near miss whilst on the premises the accident process should be followed in full as detailed within this policy.

Visitors Including members of the public must sign out (or have their representative do so) at the time of their departure recording a true and accurate time. Once the visitors Including members of the public log has been updated with an exit time, they must sign back in to gain further entry to the premises.

Fire /Emergency

We are all responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with emergency procedures
- Taking appropriate and effective action if a fire or emergency occurs
- Identifying hazards in the workplace and recording and reporting their observations
- Ensuring that escape routes and doors are kept clear and are available for use
- Ensuring fire doors are kept closed
- Checking suitable and sufficient notices are displayed
- Ensuring appropriate extinguishers are in place and are subject to regular maintenance
- Ensuring fire alarms and emergency lighting is checked and serviced
- Ensuring the visitors Including members of the public on site to meet with you are signed in and aware of the procedures should the fire alarm sound.
- Ensure that visitors Including members of the public sign out on their departure of the building.
- Ensure all accidents and incidents are reported to the appropriate person, if unsure who this may be please report to the Centre Manager.

If a fire is discovered, you should:

- Ensure that the alarm has been raised
- Evacuate from the building or area involved and check that any staff or learners orvisitors Including members of the public with disabilities are assisted as planned
- Ensure the fire service has been called
- Go to the designated assembly point
- Conduct a roll call
- Ensure all persons have been accounted for and remain in the roll call area until instructedotherwise
- Report to the senior leader to confirm all persons are accounted for and report any personsmissing

Illness/Accident

Futures Changing has made adequate arrangements and reporting procedures for dealing with accidents, incidents and serious illness of all service users, including employees and learners. These arrangements include:

- The provision of first aid
- Adequate arrangements for first aid materials have been made.
- Adequate arrangements for first aid personnel have been made.
- All accidents and first aid treatments rendered are recorded.
- Arrangements exist for employees to report to management accidents/near misses and so on to enable suitable remedial action.
- All legally reportable accidents, incidents and ill-health are or will be reported to the enforcing authority and investigated.

- Accident, incident, ill-health and first aid arrangements are made known to all employees,employers and learners through the employee handbook and induction process, learner handbook and learner induction programme and progress reviews and employer handbook and health and safety risk assessmentFirst Aiders

First Aiders are responsible for, in addition to any duties set out in this document or elsewhere, assisting in meeting the objectives of the health and safety policy, and in particular:

- Being familiar with the emergency procedures and ensuring suitable and sufficient notices are displayed detailing the procedures
- Maintaining a valid first aid at work certificate issued by an HSE approved first aid training center
- Attending appropriate additional courses to maintain their expertise as required remain up to date on the latest treatments
- Being aware of the various hazards is likely to be the cause of injury and the appropriate first-aid treatment necessary
- Taking charge when someone is injured or falls ill and providing treatment or advicewithin the limits of their training and experience and referring any cases of doubt toa hospital or doctor
- Checking that appropriate and sufficient first-aid boxes are sited about the premises,and they are properly stocked and maintained
- Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained
- Recording details of all accidents and treatments in the appropriate incident log
- Ensuring the Relevant Manager is advised of all accident and incidents to ensure the appropriate investigations can be completed

Accident And Emergency Procedure

- Do not leave the patient alone and render first aid, if possible, but only if you aretrained to do so.
- Contact the first aider

- They will arrange help for the patient or organise transport to the Accident andEmergency Department if required

Following An Accident

Complete an Accident, Incident or Dangerous Occurrence Reporting Form and submit to Health andSafety Lead, and relevant member of the Senior Leadership Team.

Report the accident immediately to a member of the Senior Leadership Team.

Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations

The Health and Safety Rep must be informed immediately in the event of a serious accident or incident, including a near miss and when an employee, learner or self-employed person working under Futures Changing's control remains absent for more than seven consecutive days, following an accident at Futures Changing or if they have been detained in hospital.

(a) Following an accident, a member of staff must complete an Accident, Incident or Dangerous Occurrence Reporting Form, which must be submitted to their line manager and then the Health and Safety Lead immediately.

(b) When completing an Accident, Incident or Dangerous Occurrence Reporting Form regarding an accident to a learner. If a learner is funded through an externalcontract, this fact must be recorded on the form. All Accident forms must be completedin full; notifying their Line manager

(c)

Reporting Of Injuries, Diseases and Dangerous Occurrence Regulations

All injuries, diseases and dangerous occurrences as specified within the above Regulations shall be reported without delay to the Health and Safety Lead or in their absence the Managing Director, who shall advise the Health and Safety Executive within the specified time schedule.

The Health and Safety Lead will take appropriate reporting action in accordance with the Reportingof Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR 2013.

Notification And Reporting of Injuries and Dangerous Occurrences

The Regulations require that the relevant enforcing authority is notified 'by the quickest possible means e.g. telephone', and subsequently an official F2508 report will be generated either by the enforcing authority of by the Safety, Health and Environment Advisor regarding incidents including:

a) The death of any person because of an incident arising out of or in connectionwith work

b) Any person at work suffering a **specified major injury*** because of an accidentarising out of or in connection with work

c) Any person who is not at work suffering an injury because of an accident arisingout of or in connection with work and where that person is taken from the site of the accident to a hospital for treatment in respect of that injury

d) Any person who is not at work suffering a specified injury because of an accident arising out of or in connection with work at Futures Changing

e) Where there is a dangerous occurrence

f) Incidents of non-consensual physical violence

g) Where, because of an accident arising out of or in connection with work, a person is absent from work for more than 7 consecutive days.

The Health and Safety Lead must also report as soon as practicable, and in any case within 10 days of the accident/incident, using the approved form, any situation where a person at work is incapacitatedfor work of a kind, which they might reasonably be expected to do.

*A specified injury is defined as:

- fractures, other than to fingers, thumbs and toes
- amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internalorgans

Serious burns (including scalding) which:

- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vitalorgans
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

Control of Contractors working within centre

Contractors are selected based on References, Training and skills certification, Examples of previous work, Membership of accreditation schemes. Contractors are not to be in areas where they are 1-1 with students.

New contractors are considered based on the checklist as per “Record of Competence Assessment Form”.

Where a contractor holds a current a valid SSIP Accreditation then this is taken as adequate evidence of competence and suitability to undertake the task/work required.

General Rules

A contractors’ work area may on agreement be fenced, roped or taped and have no admittance notices displayed. When fenced the area will be the contractors’ responsibility and not Futures Changing’s responsibility.

- Contractors must provide adequate supervision of their workforce at all times.
- Contractors must be suitably and sufficiently trained for the task they are to perform.
- Contractors must be made aware of the signing in and out procedures.
- Work should be carried out outside of teaching hours where at all possible.
- Contractors must be made aware of the Safeguarding & Child protection policy in place within the business in addition to the code of conduct in place to adhere to the same stipulations as staff when on site.

Tools and Equipment

- All equipment or tools brought on to Futures Changing premises by contractors must be of sound construction and should meet the statutory requirements applicable to these tools or equipment.
- A contractor cannot use any of Futures Changing tools, machinery or equipment unless authorised to do so by the Operations Manager or his representative.
- Futures Changing employees are prohibited from using contractors’ tools, machinery or equipment. Except when assisting the contractor with the permission of the Production Manager or Engineering Manager.
- All lifting equipment must carry a current certification, which should be available for inspection on request by management. The lifting equipment must also comply with Futures Changing company standards.

- All portable electrical equipment must comply with Futures Changing Company standards and conform to the 1989 Electricity at Work Regulations.
- All ladders used must be of type 1 or 2 and not domestic ladders. Ladders are to be in a safe condition and are used in accordance with company standards.
- The erection of scaffolding must be carried out by qualified scaffolders and must comply at all times with statutory legalisation including those relating to periodic inspection.
- Scaffolding must provide safety for persons using it and safety of those passing beneath it.

Protective Equipment

- Contractors must provide their employees with safety equipment and protective clothing.

Fire

- Contractors are advised to take notice of the fire evacuation procedure, and of the assembly points you should report to in the event of a fire.

COSHH

- Contractors must not introduce any hazardous substance without the prior approval of the Health and Safety Department onto Futures Changing premises.

Noise

- Contractors are reminded to control noise levels of any activities carried out on site and must not expose anyone, to noise levels above 85dB(A).

Accidents

- All accidents must be reported to Futures Changing. An accident means any injury to personnel, damage to property, or event, which may have led to such an occurrence.
- The company may wish to investigate all accidents that occur on its sites and expect the co-operation of the contractor and his employees in ascertaining the true cause in an effort to prevent a similar accident.
- Accidents and dangerous occurrences must be reported in accordance with Report of Injury, Disease or Dangerous Occurrences Regulations.

Breaches of Rules

The contractor acknowledges that any breach of this Code of Practice, or any relevant provision by contractors/sub-contractors or their employees shall be deemed to be fundamental breach of contract. Which entitles the company to terminate the contract without prejudice to any right to the company to claim damages in respect of the breach of the Code of Practice.

Risk Assessment

The Management of Health and Safety Regulations 1999 requires formal risk assessments to be done, as they form a basis for deciding control measures. The regulations require that the significant findings are to be recorded and that the risk assessments are updated if anything changes.

Risk assessments cover all aspects of the company and managers have the responsibility to do risk assessments for their areas.

Risk assessments are the identification of hazards (which have the potential to harm) and the likelihood of that hazard occurring.

After a risk assessment the company has a responsibility to tell the employee of the hazards that exist, the action that is being taken to reduce the risk and any extra training required.

Employees have a duty to familiarise themselves with the risk assessment and to consider any additional risks prior to them starting work.

All training locations, classrooms, communal spaces, and offsite venues will undergo regular risk assessments**.**

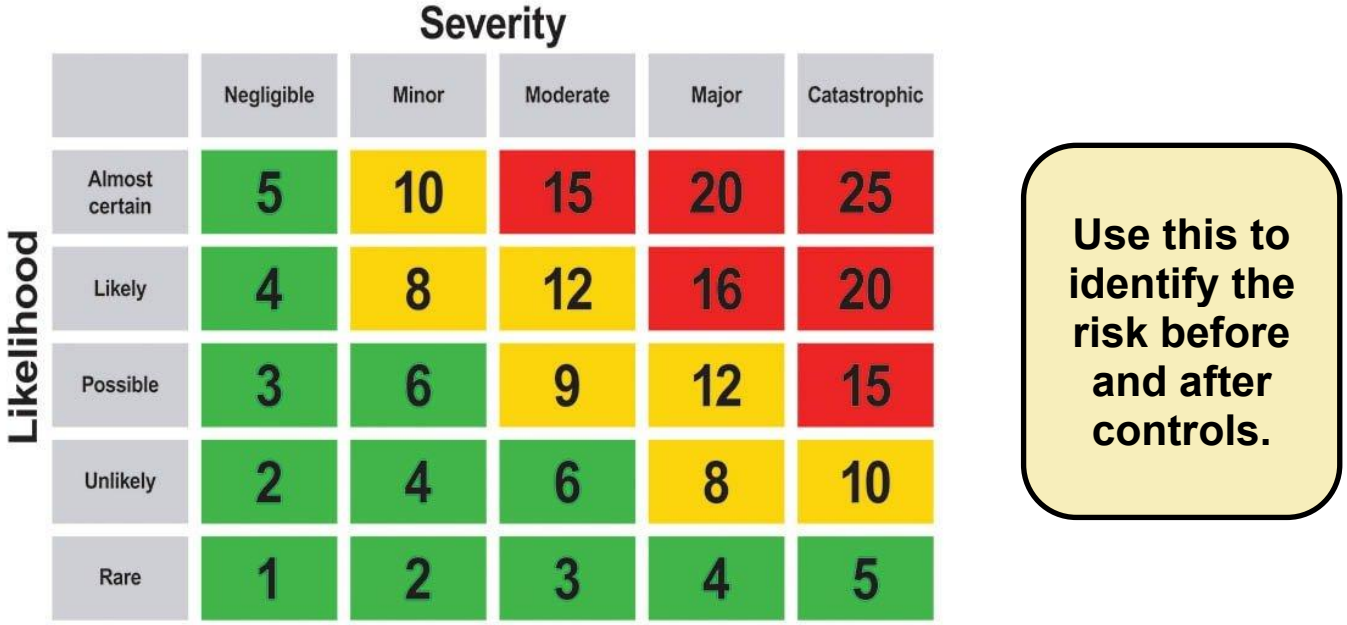
Assessments will consider:

- Physical hazards (equipment, fire safety, slips/trips)
- Safeguarding risks (child-on-child abuse, harassment, discrimination)
- SEND requirements and additional supervision needs
- Online learning platforms and virtual sessions (where applicable)

Staff must review and update risk assessments regularly and implement control measures to reduce risk.

Risk Assessment Steps

1. Identify the hazard.
2. Who is at risk – operator, other employees, .
3. Severity of risk.
4. Probability of the risk occurring.
5. Evaluate the risk
6. Corrective and Methods.
7. Record the assessment.
8. Necessary action taken.
9. Review.



Use this to identify the risk before and after controls.

Action

This area is for who to action the recommended action to.

Action Requirements			
Score	**Risk**	**Priority**	**Completion deadline**
20+	Very High	Very Urgent	Stop Until Rectified
15 – 20	High	Urgent	Completed within 2 Weeks
10 – 14	Medium	Important	Complete within 2 months
7 – 9	Low	Not Vital	Complete within 6 Months
1 - 6	Negligible	No Action	Review Only

Control Measures to Reduce the Risk

1. Eliminate the hazard – remove substance, change the process.
2. Substitution - replacement of substance with one with less risk.
3. Control - use of guards, enclosures.
4. Procedures - reduce exposure time, safe systems of work.
5. Warning Systems - signs, instructions, labels.
6. Personal Protective Equipment - is the last resort

Monitoring & Review

The effectiveness of this safety policy will be monitored regularly by means of inspections, and the extent of compliance with legal requirements, codes of practice, and the success of Company procedures. Specialist advice will be sought as necessary. Suggestions and comments from employees at all levels of the Company on ways that health and safety performance can be improved will always be considered by management.

The Company accepts that to prevent deviations from the established standards of safety in each area of the workplace, safety inspections and audits will be undertaken. Inspections will take place on a quarterly basis to identify every potential hazard in a particular area. This detailed inspection of the workplace checks maintenance, working practices, procedures and housekeeping.

Audits will take place annually to determine the true state of safety within the Company. An audit is a systematic and critical examination of every component of the total safety system, including, the policy, organisation, occupational health and safety controls, housekeeping and working practices.

Policy standards

To comply with this policy the following standards must be met.

The Head of Health, Safety & Risk will:

- Ensure that management conduct formal inspections of operations at the frequencies not normally less than 6 monthly
- Ensure that any such health and safety inspections are completed using an appropriate site-specific checklist provided by the Competent Person
- Ensure that full Safety Management System audits are arranged and conducted by the Competent Person

- Following a full safety management audit, ensure that a report is forwarded to the Head of Health, Safety & Risk and all other interested parties.
- The Head of Health, Safety & Risk with the assistance of the Competent Person, use these reports as the basis for continuing improvements in all matters relating to health and safety.

Manual Handling

The most fundamental requirement of the Manual Handling Regulations 1992 is to avoid hazardous manual handling operations so far as is reasonably practicable.

Handling methods

Risk assessments of manual handling are a requirement under the Manual Handling Regulations. These are to be suitable and sufficient and cover all manual handling operations and are updated on a regular basis.

From the risk assessments control measures will be introduced and where as far as reasonably practical the activity will be eliminated. If the operation cannot be avoided the company provides safe methods of work, protective clothing and handling equipment.

Information and training

All relevant employees receive training, instruction and information on safe manual handling practices.

It is an employee's duty to make full and proper use of any lifting equipment and system of work for safe handling. It will be disciplinary action if an employee does not use the equipment available when appropriate and prescribed.

Personal capability

All employees' have responsibility to notify their supervisor / manager of any medical condition that effects their ability to handle loads safely.

The company acknowledges that personal lifting and handling capabilities vary.

All employees are responsible for seeking help and / or advising supervision if they believe the task exceeds their safe capability.

How to Lift

Where Manual Handling cannot be avoided, a good lifting technique must be adopted:



1. **Get a firm grip**

   Decide before lifting how to hold the object, grasp it firmly not just by the fingertips. Do not change your grip while lifting

2. **Stand close to the load**

   Feet spread to shoulder width for greater stability.

3. **Bend your knees**

   Maintain your back's natural line, don't kneel or bend the knees fully as this reduces leg power.

4. **Hold the load close to your body**

   Shoulders and hips should face in the same direction; feet should point in the direction of the move.

5. **Lift with your legs not your back**

   Raise your head and shoulders first, using your legs to push your body up slowly in a smooth action.

Display Screen Equipment (DSE) Display Screen Equipment

The most fundamental requirement of Display Screen Equipment Regulations 1992 is to ensure the protection of the health and safety of users.

Workstation assessments.

Company workstations are suitably and sufficiently assessed to the requirements of the regulations and actioned as required.

Work breaks and activity changes.

It is good practice to blink regularly to prevent eyes from drying up. Screen users are to take breaks from screen activities when required. It is good practice to take a short break or change the activity every hour.

Training.

Training is provided to screen users, together with information on breaks and eye test facilities.

Eye and Eye Test

On request the company will pay for the eye test. The employee needs to apply formally for a sight test. The workstation arrangements are measured by the department head and documented on the form.

Workstation Arrangements

Position of DSE

- Adjust chair and DSE to find the most comfortable position. Your forearms should be approximately horizontal and your eyes as the same height as the top of screen.
- Adjust the keyboard, screen, mouse and documents to find the most comfortable position. A document holder may be useful to prevent a lot of awkward movements.
- Ensure you have enough space for documents and other equipment.
- Ensure you have space under the workstation to move legs freely.

Keyboard

- Adjust keyboard to get good keyboard position, if any aches and pains try readjusting the positioning.
- An area in front of the keyboard us useful for resting arms when not keying in.
- Keep wrists straight when keying in. Use a soft touch on the keyboard and don't overstretch the fingers.

Mouse

- Position the mouse within easy reach and so that the wrist is straight.
- Move the keyboard if not in use, to achieve a more comfortable position.
- Support your forearm on the desk.
- Have a relaxed grip on the mouse.
- Rest fingers lightly on buttons and does not press buttons hard.

Screen

- Adjust the screen to avoid glare and reflections.
- Adjust brightness and contrast controls to suit lighting conditions of the room.
- Ensure screen is clean.
- Individual characters on the screen should be sharply focused and not flicker.

Control of Substances Hazardous to Health (COSHH)

The most fundamental requirement of the Control of Substances Harmful to Health Regulations, is to avoid exposure of hazardous substances so far, as is reasonably practicable.

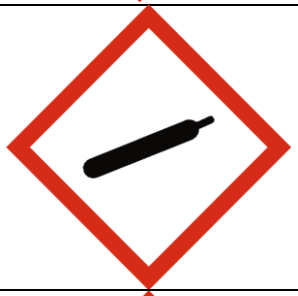
Overview

Risk assessment

- Before the introduction of any new substances a paper risk assessment will be done with the aid of the data sheet and discussions with suppliers. Futures Changing conducts COSHH risk assessments for all hazardous substances.
- Only materials approved and recorded in company records are permitted for use.
- The company will endeavour to eliminate hazardous substances as far as reasonably practicable and introduce control measures to reduce exposure.

Classification of Dangerous Substances

Type	Description	Sign/Symbol/Label Examples
Explosive Substances	has an ability to release rapid energy and cause an explosion	
Flammable or Highly Flammable Substances	May become hot or ignite when in contact with ambient temperature or a source of ignition e.g. an electric or static spark. Example of flammable substance anything kept in the flammable stores	
Harmful Substances	Enters the body and have a limited risk to health.	
Irritant Substances	Effects the skin or respiratory system. Once someone is sensitised to an irritant it can cause an allergic reaction or bring on an asthma attack. Example of irritant is isocyanates.	
Corrosive Substances	Will chemically attack other materials or people	
Toxic or Very Toxic Substances	prevent or interfere with bodily functions by various means	
Carcinogenic Substances	cause cancer.	

Mutagenic Substances	alter cell development and case changes in future generations.	
Teratogenic Substances	can cause abnormal development to an embryo.	
Narcotic Substances	produce a dependency upon the substance and interferes with the brain.	
Oxidising Substances	cause an exothermic reaction when in contact with other substances particularly flammable substances	
Anoxia Agents	reduce the amount of oxygen available in the air.	
Environmental Damage	Chemical products that are labelled as environmentally hazardous should never be poured down the drain. Toxic to aquatic organisms and may cause long lasting effects in the environment. May damage the ozone layer.	

Personal Protective Equipment

Where a hazard cannot be controlled by any other means, suitable PPE will be provided to supplement existing protective or preventative measures. Where practicable PPE will be issued on a personal basis or be readily available upon request. Employees will receive any necessary information and training on the use of PPE and their responsibilities as to its use. This equipment will be maintained, periodically inspected and replaced as necessary.

All operational areas are designated as areas requiring the mandatory wearing of personal protective equipment, examples: -

- Hearing Protection when operating machinery
- Eye Protection when operating machinery
- Foot protection

Any required PPE will be provided free of charge. In addition, the following will apply: -

- Prescription Safety Glasses

Those personnel who require prescription safety glasses will have them provided.
The company will not pay for the eye test. It will pay a contribution towards the cost of the prescription.
The individual employee will have to contribute towards the cost depending on the frame and lens type chosen.

Induction & Training

New employees before starting work will receive induction training and information specifically in emergency and safety procedures (i.e., Fire and First Aid arrangements).

Employees will not be given duties for which they do not have sufficient skill or knowledge and is likely to jeopardise the safety of themselves or others. Training will be given where in the interest of health and safety it is mandatory, considered good practice, identified in risk assessments, or as specified in this policy. Records of training will be maintained at Head Office for reference.

There are several areas to be covered on Health and Safety for induction training.

6. Emergency Procedures
7. Safety Policy
8. First Aid Facilities - who is a first aid personnel and how to contact them
9. Employees Responsibilities
10. General Safety Rules
11. Manual Handling
12. Any specific risks that they may come into contact with e.g. – COSSH
13. Company Safety Policies on Personal Protective Equipment.

All employees will receive such training and are required to sign a checklist so stating.

Safety Signs

The Safety Signs Regulations have standardised safety signs, so that any of the basic type is understood.

The message given in a safety sign depends on the shape and colour of the sign.

Name	Description	Sign
Prohibition Signs	Prohibition Signs have a white background with a red circular band and crossbar. Examples include no smoking, no pedestrians, do not extinguish with water, etc.	
Warning Signs	Warning Signs have black triangular bands, yellow background with symbol or text in black. Examples include risk of fire, substance toxic or corrosive, internal vehicles, noise, etc.	
Mandatory Signs	Mandatory Signs have a blue circle with a symbol or text in white. These provide instruction that must be followed. Examples include safety helmets, eye protection, etc must be worn	
Safety Information & Safe Conditions	Safety Information & Safe Conditions are indicated by a green square or rectangle with a white symbol or text. Examples include fire exits, first aid posts, eye bath station, etc	

Health and Safety Assistance

The Management of Health and Safety at Work Regulations 1999: Regulation 7: Health and Safety Assistance, requires employers to appoint one or more competent persons to assist him in undertaking the measures he needs to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by The Regulatory Reform (Fire Safety) Order 2005.

Paul Janes has been appointed as H&S Rep for the centre.

The responsibilities of the Rep include:

- Ensuring all documentation is stored and accessible in its newest format
- Fire evacuations are carried out and documented at least once every 6 months
- The fire alarms are checked weekly
- The risk assessment is regularly reviewed and updated, a minimum of once every 12 months
- The fire extinguishers are sufficient for the size of the building as advised by an appointed expert
- Fire extinguishers are checked at least once every 12 months- records to be retained
- PAT testing is carried out on all portable equipment
- If applicable, emergency lighting is regularly checked and documented
- The general H&S of the centre is regularly checked reporting any concerns to the centre manager.

Suppliers and Contractors:

The PC has the major part to play in the management of safety on site which includes the giving of direction to suppliers and contractors, this cannot be effective without the co-operation, coordination, communication, and control of those involved, therefore an obligation exists to adhere to rules contained in the plan. Information for inclusion in the health and safety file or which is reportable or notifiable must be provided to the PC.

Passage of Information:

No person is allowed to carry out work unless they have been provided with the name of the Principal Designer and Principal Contractor for the project and the relevant information from the plan relating to the work they are to carry out

Portable electrical appliances

All electrical equipment whether fixed or portable is to be subject to periodic testing and appropriate records kept.

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated hazards: -

- Shock or burns.
- Uncontrolled startup of equipment.
- Fire or explosion.
- Trips and falls.

Employee's responsibilities

- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding.
- Immediately stop work if faults are found and report any defects to the supervisor.
- Do not carry out any repairs or adjustments to equipment unless trained to do so.
- Take care of the equipment that has been provided.
- Disconnect the equipment from the supply before making any adjustments.
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

Noise & Vibration

Noise Reduction:

Noise will, where possible, be reduced at source by making changes to work processes, patterns or locations or the segregation of quiet and noisy work activities.

Personal Protective Equipment (PPE):

Where it isn't possible to reduce the noise sufficiently either by introducing physical safeguards or by changing work patterns, Personal Protective Equipment (PPE) will be necessary to protect personnel from excessive noise levels. It is essential that:

- The right hearing protection for the job is selected
- It is only used in accordance with the manufacturer's instructions; and
- Any problems with ear protection are reported

Choosing the right ear protection depends on the following factors:

- The amount of protection that is needed, the louder the sound the stronger the protection has to be.
- Comfort, protection that is hard to wear will put the user at greater risk because discomfort will distract them from the job in hand; and
- Whether the protection works effectively in conjunction with any other type of personal protective equipment used. If for example a hard hat is also needed, it might not be possible to wear earmuffs at the same time

Information and Training:

Where personnel, learners or visitors Including members of the public are likely to be exposed to noise at or above any of the action levels, Line Management should give them information on:

- The likely noise exposure and the risk the noise poses to hearing
- How to report defects in ear protectors and noise control equipment
- Their duties under the regulations; and
- What they should do to minimise the risk, such as the need to always wear ear protection, the correct way to use it and where it should be used
- The employee's legal duty

Key Contacts

Name	Title	Contact
Loren Janes	**Managing Director**	**loren@changefutures.co.uk**
Paul Janes	**Health & Safety Rep**	**paul@changefutures.co.uk**

External Support

Organisation		Link
HSE	Health & Safety Executive	https://www.hse.gov.uk/
CITB	Construction Industry Training Board	https://www.citb.co.uk/
EN	Enquire Corner	https://www.enquire.corner.co.uk/
AN	Advice Now	https://www.advicenow.org.uk/