

## FUT006 FUTURES HEALTH & SAFETY POLICY

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1.1	1 year review			Yes

### About this policy

This policy sets out our arrangements for ensuring we meet our health and safety obligations to colleagues and anyone visiting our premises or affected by our work.

The Health and Safety Officer has overall responsibility for health and safety and the operation of this policy.

### 2. Your responsibilities

All colleagues share responsibility for:

- achieving safe working conditions;
- taking care of your own health and safety and that of others;
- observing applicable safety rules; and
- following instructions for the safe use of equipment.

Any health and safety concerns should be immediately reported to your line manager or the Health and Safety Officer, and it's your responsibility to co-operate with managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

### 3. Information and consultation

We will inform and consult directly with all staff regarding health and safety matters.

### 4. Training

We will ensure that you are given adequate training and supervision to perform your work competently and safely.

Staff will be given a health and safety induction and provided with appropriate safety training, including but not limited to manual handling, general health and safety, fire awareness, display screen equipment, and the use of personal protective equipment (PPE). Training will vary depending on your role.

### 5. Equipment

As an Autism Unlimited employee, you are obligated to use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager. Do not attempt to repair equipment unless trained to do so.

### 6. Accidents and first aid

Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

All accidents and injuries at work, however minor, should be reported to the Health and Safety Officer and recorded in the Accident Book, the location of which is displayed on site.

#### **7. Fire safety**

All colleagues should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices.

Fire drills will be held at least every 12 months and must be taken seriously. We also carry out regular fire risk assessments and regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

#### **8. Risk assessments and measures to control risk**

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of colleagues, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.

#### **9. Computers and display screen equipment**

If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.

Further information on workstation assessments, eye tests and the use of DSE can be obtained from the Health and Safety Officer.

#### **10. Operating procedures**

This Policy is supported by a set of Operating Procedures for Health and Safety within the Charity.

<Z:\Public\Health and Safety\Standard Operating Procedures>.