Futureworks

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	Minor updates to roles and contact details, removal of VDU in section 5.11, addition of links to external policies and guidance		11/08/25	Operations Team
	Rewrite of section 4 to better reflect specific job roles at Futureworks. Removal of 5.8 for clarity.		10/07/26	Board of Directors

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Futureworks

Health and Safety Policy

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1 Introduction

Futureworks regards the promotion of health and safety measures as a collective objective for staff, students and others at all levels and is committed to maintaining and improving the health, safety and welfare of those who may be affected by our activities. We recognise the important role strong strategic leadership and effective management plays in establishing a positive safety culture and preventing incidents, work-related ill health and accidents. Our staff and students are our key resource. It is therefore imperative that health and safety risks are properly controlled through an institutional partnership approach. It is our policy to maintain and improve these controls by continually reviewing their operation against developing activities, legislation and codes of practice, including inter alia:

- Health and Safety at Work Act (1974).
- Workplace (Health, Safety & Welfare) Regulations (1992).
- Control of Substances Hazardous to Health Regulations (2002).
- Control of Noise at Work Regulations (2005).
- Working at Height Regulations (2005).
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013).
- Building Safety Act (2022)
- First Aid at Work Regulations.
- Manual Handling Operations Regulations.
- Display Screen Equipment Regulations.
- Fire Precautions Regulations.

This Policy identifies the intention, organisation and arrangements regarding the safety and health of employees, students and others whilst on Futureworks premises, including for educational and/or occupational training. Specific risk assessments and operational policies support this Policy

and set out the health and safety arrangements that Futureworks will implement. These are used to mitigate risks to staff, students and visitors wherever practicable.

2 Statement of Intent

Futureworks is committed to high standards in health, safety and welfare for all staff, students and others who may be affected by our activities. We accept that reducing risks in the workplace reduces costs and that good health and safety is good business. We will take all practicable steps to meet this commitment.

3 Objectives

In order to achieve compliance with the statement of policy, Futureworks has set the following objectives that apply to staff, students and others, where appropriate.

- To set and maintain high standards for health and safety at all operational sites. We will provide:
    - A working environment within each of its operational premises that is safe, without significant risk to health.
    - Adequate facilities and arrangements for the welfare of those at work.
    - Means of access and egress that are safe and without risk.
    - Systems of work that are safe and without significant risk to health.
    - Information, instruction, training and supervision as is necessary to ensure the health and safety of staff undertaking their working activities, operating equipment and handling materials.
    - Arrangements for ensuring safety and absence of significant risk to health in connection with the use, handling, storage and transportation of articles and substances.
- To identify risks and set in place procedures to remove or mitigate these risks.

- To communicate this Policy and relevant information on safety and health issues via induction and on-going training sessions.
- To provide protective clothing and equipment where necessary to meet the needs arising out of activities undertaken by staff, students and others.
- To provide first aid facilities and training for nominated personnel responsible for the administering of first aid; and to implement incident investigation and record outcomes.
- To have emergency procedures in place and nominated, trained personnel to facilitate the evacuation of staff under such circumstances.
- To monitor health and safety operations at all sites.
- To review, revise and add, where necessary, to this Policy and operational procedures to ensure that current arrangements, legislation and best practice are incorporated. Any such revisions or additions will be brought to the notice of staff and others to whom they apply.

Futureworks also recognises its duty to conduct its business in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment, but who may be affected thereby, are not exposed to unreasonable risks to their health or safety.

4 Responsibilities

The names of individual post holders can be found in the appendix.

4.1 Strategic Leadership: The Board of Directors hold overall responsibility for health and safety at Futureworks, ensuring that all relevant legislation and guidance is adhered to. They will provide direction and oversight and agree the objectives on health and safety

The Board of Directors will:

- Assure the development and implementation of an appropriate health and safety policy. Receive sufficient information and, where necessary, training to enable them to actively discharge their corporate responsibility for health and safety.
- Assure that its actions and decisions reinforce the messages contained within the health and safety policy.

- Have a responsibility to be kept informed and alert to relevant health and safety risk management issues.
- Be kept informed about any significant health and safety compliance violations and the outcome of the investigations into their causes.
- Consider the health and safety implications of all its decisions.
- Provide support to managers and staff during periods of organisational change by:
    - identifying the stress risk factors;
    - deciding who might be harmed and how;
    - evaluating the risks;
    - recording their findings;
    - monitoring and reviewing their action plans

  in-line with the HSE publication, "How to tackle work-related stress: A guide for employers on making the Management Standards work."

4.2 Principal**:** On behalf of the Board of Directors, the Principal is responsible for operational oversight of health and safety.

The Principal will:

- Delegate health and safety matters to appropriate members of staff or committees whilst retaining oversight.
- Ensure sufficient resources (staff, budget, equipment) are made available for health and safety measures to be delivered effectively.
- Ensure health and safety is integrated into institutional risk-management processes.
- Promote a culture of safety at all levels of the institution.

4.3 Operations Team**:** The Operations Team is responsible for advising and supporting the Principal in his oversight of Futureworks' operational management including health and safety.

The Operations Team will:

- Implement and periodically review the health and safety Policy and any related or sub-policies.
- Receive the findings of risk assessments and oversee completion of resulting actions.
- Monitor health and safety risks and escalate risks to the institutional risk register where appropriate.
- Ensure staff across the institution receive regular health and safety awareness training.

4.4 Facilities Manager**:** The Facilities Manager is responsible for the day-to-day management of health and safety across Futureworks.

The Facilities Manager will:

- Maintain health and safety systems (including fire-safety systems, first aid kits and evacuation equipment) and ensure inspections and testing take place in-line with relevant legislation and guidance.
- Keep detailed and accurate compliance records.
- Ensure risk assessments are completed regularly.
- Manage contractors to ensure they follow safe working practices.
- Oversee appointment and training of Fire Wardens and First Aiders and ensure they understand their responsibilities.
- Act as Coordinator during evacuations and incidents.

4.5 Fire Wardens: Fire Wardens are largely Facilities Support Technicians but staff from across the institution may be appointed as Fire Wardens. Fire Wardens are responsible for the safe evacuation of building occupants in the event of a fire.

Fire Wardens will:

- Read and familiarise themselves with the Futureworks Fire Evacuation Plan and other supporting guidance.
- Sweep the building during an evacuation to ensure all occupants have safely evacuated.
- Check refuge points for any occupants who require additional assistance to evacuate.
- Report areas cleared and any issues to the Fire Coordinator.
- Operate evacuation equipment where trained to do so.
- Operate fire-fighting equipment where safe to do so.
- Act as Fire Coordinator in the absence of the Facilities Manager.

4.6 First Aiders: First Aiders are largely Facilities Support Technicians but staff from across the institution may be appointed as First Aiders. First Aiders are responsible for the treatment of minor injuries and for providing immediate lifesaving care to injured or ill building users whilst waiting for emergency services to arrive.

First Aiders will:

- Read and familiarise themselves with the Futureworks Health and Safety Policy and other supporting guidance.
- Treat minor injuries such as small cuts, burns, etc.
- Assess more serious injuries and call emergency services if deemed necessary.
- Provide immediate lifesaving care whilst waiting for emergency services to arrive.
- Complete incident reports.

- Maintain first aid kits and other first aid equipment.

4.7 Staff: All staff members, regardless of role, have a responsibility to follow the Futureworks Health and Safety Policy and work safely to minimise the risk of injury.

Staff will:

- Familiarise themselves with and follow the Futureworks Health and Safety Policy.
- Follow all instructions from Facilities staff, Fire Wardens and First Aiders.
- Participate in fire evacuation drills and training.
- Maintain clear and tidy workspaces and implement working practices which limit the risk of injury.
- Report hazards to the Facilities department immediately.

4.8 Students: All students play a role in minimising the risk of fire occurring at Futureworks.

Students will:

- Follow health and safety rules in all areas of Futureworks.
- Participate in fire evacuation drills and health and safety training, including inductions.
- Follow all instructions from Facilities staff, Fire Wardens and First Aiders.
- Report hazards or concerns to staff immediately.

5 Health and Safety

There are a number of health and safety issues over which some control will need to be exercised.

5.1 Fire Precautions: All buildings have fire alarm systems to warn occupants to leave the building in the case of fire. Many buildings have smoke and heat detection systems that will automatically trigger the alarm system, giving early warning of a possible fire. Once a fire takes a hold, it will continue to develop as long as there are fuels and oxygen to support combustion. This is why it is

so important not to have easily combustible materials in escape routes, and unnecessary stored combustible materials such as paper, cardboard, or plastics in offices and storerooms. The heat from a well-established fire can reach extreme temperatures, and smoke from fires is often extremely toxic. Any flammable office materials should be stored in appropriate flammables containers and volumes kept to a minimum. The principal causes of fires in buildings are smoking and electrical hazards. Smoking shall not be permitted in any of the buildings. There are designated smoking areas located outside of the buildings, which are identified to all staff and students during induction, along with a request to ensure that all matches and cigarette ends are extinguished and disposed of in appropriate receptacles. Electrical equipment should be switched off at the end of the day unless there are valid technical or operational reasons for leaving an appliance switched on. Vaping is permitted in the staff and student common rooms.

5.2 Emergencies: Upon discovery of a fire, staff, students and others should sound the alarm by activating the Fire Alarm call points, which are situated on every floor and near exit doors. Phone the emergency number immediately from the nearest phone and give the fire brigade the correct name and address of the building. The emergency services have all been provided with the names and addresses of all buildings. If there is time, phone the Facility Team on 101 or 0161-214-4600. Facilities staff are trained to assist in these cases. In the event of fire or alarm, all occupants must follow the procedures shown on the Fire Action Notices displayed by all building exits and on the inside of all doors. Know your way out of the building, and remember it may not be possible to exit the way you came in, so become familiar with alternative exit routes. Whenever you evacuate the building, make your way to the refuge point shown on the fire action notices, and wait for permission to re-enter the building, or other instructions that may be given. Do not wait immediately outside of the building.

5.3 Electrical Risks: The integrity and safety of the electrical installation from supply into the building to the electrical socket outlets is the responsibility of Bruntwood. The responsibility for the safety of equipment from the electrical socket to equipment is normally the responsibility of the Facilities Manager. This means that we should purchase electrical appliances and equipment from reputable suppliers, manufactured to an appropriate standard and, where possible, they must be CE marked. The equipment should be used correctly and not abused, there should be no unauthorised repairs and the equipment should be periodically subject to a Portable Appliance Test (PAT Testing). Nearly 75% of electrical faults are caused by faulty leads

or plugs. An occasional visual check is all that is required to identify the majority of faults. No unauthorised electrical equipment is permitted on Futureworks premises.

5.4 Lighting: Offices require sufficient light to enable work to be undertaken without risks to the occupants. There are standards contained in Health and Safety Executive (HSE) publications that offer guidance to the lighting levels in workplace environments. The provision of adequate light can be by natural or artificial means. Where possible, natural light should be utilised, but because the quality of light in this country is variable, and often poor during the autumn and winter months, there is a great reliance on artificial means. Any artificial lighting should be fully diffused where DSE equipment is in use. The level of luminance can be measured using a suitable light meter. The quality of light is important and a mixture of good natural light and artificial systems is the best method of providing the correct lighting level. It is also important that the direction of natural light can be controlled to ensure an absence of reflections on the DSE screens.

5.5 Ventilation/Air Quality Ventilation: Bruntwood is responsible for ventilation/air quality ventilation, which refers to the rate of exchange of air in a specified area of a building. This is usually expressed in the number of air changes in a given time. Many office buildings use re-circulating air systems to provide ventilation. Suitable air filtering systems are required to ensure the quality level of the re-circulated air. The purpose of ventilation is to provide occupants with an acceptable quality of inhaled air, and to remove or dilute airborne contamination. Do not confuse ventilation with air conditioning, which is designed to provide air at the temperature and humidity required for thermal comfort.

5.6 Thermal Comfort: Thermal comfort is subjective but describes an individual's satisfaction with the temperature in their environment. There are a number of factors that can affect thermal comfort including air movement, humidity, type and amount of clothing worn, and the type of work being undertaken. The temperature in offices should normally be at least 16 degrees Celsius, unless much of the work involves severe physical effort, in which case the temperature should be at least 13 degrees Celsius. These temperatures may not however ensure reasonable comfort depending on other factors such as air movement and relative humidity. These temperatures refer to readings taken using a dry bulb thermometer close to the work station at working height and away from the windows. If you feel that you have a problem with the

temperature within your office please contact the facilities team on 101 or 0161-214-4600 or facilities@futureworks.ac.uk .

5.7 Adequate Space to Work: There is a legal minimum volumetric space requirement of $11m^3$ for persons who habitually occupy one workroom. This measurement does not take into account furniture and fittings, these must be assessed separately. This does not mean that each person must have $11m^3$ allocated on an individual basis, but it does mean that if three people are habitually occupy an office then the minimum volumetric requirement must be $33m^3$. An assessment of doorways, walkways, access to equipment, means of escape and storage must be undertaken when determining an office space and layout.

5.8 Machinery: There are a number of machines on the premises that could cause harm if used incorrectly or are poorly maintained. Apart from the electrical safety requirements that were discussed above, there are also other hazards which could be present. These machines use electrical, electronic and mechanical parts to work. Unauthorised repairs or servicing from an untrained person could create unnecessary risks and should not be permitted. Office staff should only carry out basic functions recommended by the machine supplier, unless properly trained. All machines should be subject to a regular service and maintenance contract to ensure that machines are serviced and maintained.

5.9 Noise: Noise at work is controlled by legislation to prevent harm to hearing. The level at which employers must provide hearing protection and hearing protection zones is now 85 decibels (daily or weekly average exposure) and the level at which employers must assess the health risks to staff, students and others and provide them with information is now 80 decibels. There is also an exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above which staff, students and others must not be exposed.

5.10 Display Screen Equipment: Computer monitors, television screens and similar display devices with keyboards are used within Futureworks. Futureworks facilities are compliant with all relevant display screen equipment regulation.

5.11 Accident Reporting: All accidents, however small, must be reported and an accident report form completed. Incidents that have not caused injury but had the potential to cause harm must also be reported, as well as incidents of ill health that are work related. This is done on the

Futureworks accident report forms held in each of the first aid boxes throughout the building. Any incidents that fall within the reporting requirements set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013) are reported to the Health and Safety Executive.

5.12 Manual Handling: Poor lifting and carrying technique causes injury to numerous people every year. Although there are members of staff who lift objects on a daily basis as part of their employment, nearly all staff will lift some objects during their working week. Good technique is vital in preventing injury. Manual handling guidance is available from the HSE via: http://www.hse.gov.uk/pUbns/indg143.pdf , which will help to prevent injury if implemented. If the object to be lifted is large, awkward or heavy then an assessment should be undertaken. The first part of any assessment should consider whether the object needs to lifted at all. Engineering methods e.g. lifting appliances, or trucks, etc. should be considered next. If this is not possible, a method for manual lifting with the assistance of other staff can be used. Many people use poor techniques and have escaped injury due to their general fitness and age. However there will be a risk of eventual injury as these conditions change. A serious back injury could cause substantial pain and be extremely debilitating. Some tips on efficient lifting:

- Is it necessary to lift the load?
- Assess the lift and decide if help is needed.
- Obtain a firm grip on the load (use gloves if necessary).
- Bend at the knees not from the waist.
- Use your legs not your back to thrust upwards.
- Keep the load near to your body.
- Do not twist your spine when lifting or carrying loads.

5.13 First Aid Arrangements: Futureworks has an extensive first aid system, which features fully qualified first aiders. Qualified first aiders undertake certified training and must undergo a refresher course within three years. Notices are posted throughout the building, normally on a floor-by-floor basis, listing the names and phone numbers of first aiders.

5.14 Slips, Trips and Falls: The most common causes of accidents, not just at Futureworks, but in industry commerce and the service industries are slips, trips and falls. The following hints will prevent most of these type of accidents:

- • **Floor surfaces** - Wipe up spills immediately, wear appropriate footwear, display cautionary notices during cleaning and polishing, immediately report and ensure repairs to loose carpet and/or any damaged floor coverings.
- • **Chairs** - Routinely inspect chairs for condition, do not use chairs for climbing or working at height.
- • **Electrical leads** - Ensure leads do not cross walkways or workstations, change the office layout if necessary.
- • **Stairways** - Use handrails, report defects and damages to stairs and handrails.
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If you feel that any of these surfaces/areas are damaged or unsafe in any way please report it to the facilities team on 101 or 0161-214-4600 or facilities@futureworks.ac.uk .

5.15 Welfare Facilities: Welfare facilities include the provision of adequate toilet and washing facilities. The facilities should be in sufficient numbers and be clean, well maintained and have adequate ventilation. Hot and cold water, soap and hand drying facilities should also be in place. The provision of suitable drinking water is also a statutory requirement.

5.16 Institutional Inspections: Futureworks is obliged to undertake a safety inspection of the workplace at least annually and should organise a small team to undertake the inspection. A report must be prepared and submitted to the Vice Principal for action. A copy of the report with action taken or remedial action still required must be submitted to the Board of Directors, who monitor the site health and safety management systems.

5.17 Workplace Stress: The HSE has identified the following six factors that can lead to work/study-related stress if they are not managed properly. That they:

- **Demands** - are able to cope with the demands of their roles.

- **Control** - are able to have a say about the way they do their work.
- **Support** - receive adequate information and support from their colleagues and superiors.
- **Relationships** - are not subjected to unacceptable behaviours, e.g. bullying and harassment.
- **Role** - understand their role and responsibilities.
- **Change** - are engaged frequently by the institutions when undergoing an organisational change.

Understanding that these factors can cause stress for employees can help line/senior managers to formulate a proactive approach to preventing and managing workplace stress. To mitigate these risks, Futureworks:

- provides employees with timely information to enable them to understand the reasons for proposed changes;
- ensures adequate employee consultation on, and opportunity to influence, proposed changes;
- identifies specific responsibilities at the strategic and line management levels for ensuring that a robust risk management approach is in place and that:
    - employees understand the reasons, timetables and impact that proposed changes will have on them; and
    - employees have access to relevant support during changes.

5.18 Hazardous Substances: Futureworks has a duty to prevent, reduce and control risks to staff, students and others from exposure to hazardous substances on its premises. This duty covers material containing or emitting chemicals, fumes, dust, vapours, mist and gases. Futureworks regularly provides some staff, students and others with access to mixed media materials as part of various curricula, including inter alia water-soluble inks and paints. In addition, various substances may be used or created in the building as a result of:

- Use of cleaning materials (routine and specialist).

- Building construction and/or refurbishment.
- Fumes from work equipment during operation (e.g. photocopiers, printers, etc.).
- Use of stationary items (e.g. printer cartridges, inks, paints, glues, etc.).
- Building services (e.g. fire extinguishers, maintenance materials, etc.).

All hazardous substances are stored in accordance with Control of Substances Hazardous to Health Regulations (2002). Risk assessments are undertaken by the Facility Team as necessary to identify hazardous substances and decide on what control measures are necessary to minimise the risks as far as reasonably practicable. All risk assessments are reviewed by the Board of Directors or delegated body.

5.19 Visits, Activities and Open Days: Futureworks regularly provides opportunities for staff and students to visit external organisations/carry our Futureworks activities in external locations. Futureworks also regularly provides opportunities for members of the public to arrive to and move around its premises, including open days and regulatory/governmental visits. Health and safety risk assessments are undertaken in advance of these activities by the event organiser to identify hazards, decide who might be harmed and how and then evaluate the risks and decide on what control measures are necessary to minimise those risks as far as reasonably practicable. They will also ensure that risk assessments are recorded and any significant hazards are communicated to relevant persons, including the arrangements in place for controlling those risks. All risk assessments will be reviewed by the Board of Directors.

6 Investigation

Futureworks carries out investigations into all work-related near misses and incidents. The purpose of an investigation is to identify the causes and consequences of an incident and why and to undertake enforcement/ prevention actions, where appropriate. Investigations normally follow this process:

- Attend to injuries.
- Preserve the scene and maintain existing control measures.
- Report incident, including next of kin/family members.

- Assemble investigation team and perform structured investigation.
- Report investigation findings to the appropriate committee and liaise with external relations.
- Investigation results and action plans are reviewed and approved by the Board of Directors or a delegate body.

7 Communication & Training

Futureworks will work to establish effective communication channels with respect to health, safety and welfare, including change management and personal resilience training. We will incorporate appropriate training into staff and student inductions as well as annual staff performance appraisals.

8 Contractors

Anyone engaging contractors to carry out work is responsible for ensuring that health and safety considerations form part of the selection criteria for the contractors, that the contractors are informed of the institutional health and safety requirements, and that the contractors comply with these requirements. Futureworks has a duty to ensure, as far as reasonably practicable, that contractors have safe working procedures and adhere to them. Contractors may be unfamiliar with potential hazards in the institution and their health and safety must be safeguarded as well as that of people exposed to their activities.

9 Auditing and Reviewing

This policy statement will be reviewed by the Board of Directors annually.

10 Consequences of Non-Compliance

Health and safety management should provide a very positive contribution to the overall efficient and effective management of Futureworks activities. Non-compliance with this policy will therefore be viewed as a serious matter, ultimately subject to disciplinary procedures for staff and for misconduct of students.

11 Websites/Further Information

Health Protection Agency – www.hpa.org.uk

Health and Safety Executive – www.hse.gov.uk

- Management Standards: Change - http://www.hse.gov.uk/stress/standards/change.htm
- How to tackle work-related stress A guide for employers on making the Management Standards Work - http://www.hse.gov.uk/pubns/indg430.pdf

Institution of Occupational Safety and Health – www.iosh.co.uk

Royal Society for the Prevention of Accidents – www.rospa.com

12 Appendix

12.1 Board of Directors

- Chris Mayo (Principle)
- Dr Ailsa Crum (Chair)
- Professor John Fairhurst
- David McIntyre
- Ben Norris (Vice-Principle)

12.2 Operations Team

- Chris Mayo (Principle, Chair)
- Ben Norris (Vice Principle, Deputy Chair)
- Rob Magoolagan (Academic Lead)
- Leanne Sheridan (Head of Student Services)
- Liz McMullan (Academic Registrar)
- Oli Walker (Facilities Manager)
- Kay Whittaker (Head of Marketing and Recruitment)

12.3 Facilities Manager - Oli Walker

12.4 Fire Wardens

- Oli Walker
- Craig Kinsella
- Tavish Cross
- Wesley Roskell
- Bailey Singleton
- Jamie Pettitt
- Jim Ehlinger
- Millie Mulvenna
- Scott Douglas
- Jodie Krakowski
- Charlie Careless
- Mark Noble
- Zoe Lo
- Macy Lomas
- Callum Laybourne

12.5 First Aiders

- Oli Walker
- Craig Kinsella
- Tavish Cross

- Wesley Roskell
- Bailey Singleton
- Jim Ehlinger
- Jamie Pettitt
- Zoe Lo