

Genuine Futures CIC – Building Safety Policy

PREVENTION OVER
PUNISHMENT:
BUILDING SAFER FUTURES
TOGETHER

Version: 1.0 Approved by Board: 01 Nov 2025 Next Review: 01 Nov 2026

1. Policy Statement

Genuine Futures CIC is committed to maintaining a safe, healthy, and sustainable environment for all staff, volunteers, service users, and visitors. We will ensure that all buildings and facilities under our control comply with UK health, safety, and environmental legislation, and are maintained in a condition that supports wellbeing and safety. Our aim is to prevent injury, ill health, or environmental harm through proactive risk assessment, maintenance, and regular review.

2. Legislative Framework

This policy complies with the following legislation and guidance:• Health and Safety at Work etc. Act 1974• Building Safety Act 2022• Fire Safety (England) Regulations 2022• Regulatory Reform (Fire Safety) Order 2005• Control of Substances Hazardous to Health (COSHH) Regulations 2002• Electricity at Work Regulations 1989• Workplace (Health, Safety and Welfare) Regulations 1992• Management of Health and Safety at Work Regulations 1999• Environmental Protection Act 1990

3. Scope and Purpose

This policy applies to all **Genuine Futures CIC** premises, temporary spaces, and any locations used for organisational activities. It covers fire safety, electrical safety, legionella prevention, maintenance, and environmental management. The purpose is to ensure compliance with law, protect all building users, and promote sustainable operational practices.

4. Roles and Responsibilities

- The Board of Directors has overall accountability for ensuring compliance with building safety law and delegating duties to competent persons.
- The designated Responsible Person oversees fire safety and building maintenance under the Fire Safety (England) Regulations 2022.
- Staff and volunteers must report defects, hazards, or unsafe conditions immediately.
- Contractors must comply with site safety procedures and provide risk assessments and method statements before commencing work.

5. Fire Safety Management

Genuine Futures CIC will ensure that:• A fire risk assessment is completed and reviewed annually.• Fire alarms, extinguishers, and emergency lighting are tested and maintained regularly.• Fire evacuation drills are carried out at least twice per year.• Clear fire signage and evacuation routes are displayed in all areas.• All staff and volunteers receive fire safety training and know the location of fire exits and assembly points.

6. Legionella Prevention and Water Safety

To control the risk of legionella bacteria in water systems, **Genuine Futures CIC** will:• Conduct regular water temperature checks and system flushing.• Keep water systems clean and maintained.• Ensure risk assessments are

reviewed annually or after significant changes. • Maintain accurate records of all water safety checks in compliance with the Health and Safety Executive's (HSE) Approved Code of Practice (L8).

7. Electrical Safety

The organisation will: • Ensure all portable electrical appliances are PAT tested annually. • Conduct fixed wiring inspections (Electrical Installation Condition Reports) at least every five years by a qualified engineer. • Keep electrical cupboards clear and locked when not in use. • Report and isolate any defective equipment immediately. • Ensure only competent persons carry out electrical work.

8. General Building Maintenance and Security

All buildings will be kept in good repair, clean, and safe for occupation. The organisation will: • Conduct regular inspections for structural integrity, lighting, heating, and ventilation. • Manage safe access and egress routes. • Maintain secure entry systems and lockable storage for hazardous materials. • Keep floors, stairs, and corridors free of obstruction. • Use approved contractors for maintenance and building works.

9. Accident and Incident Reporting

Any accidents, near misses, or building-related incidents must be reported immediately to a line manager or the Responsible Person. Reports will be logged using the official Incident Report Form and investigated to identify root causes and implement corrective actions. Serious incidents will be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

10. Environmental and Sustainability Commitment

Genuine Futures CIC recognises that environmental responsibility is integral to health and safety. We will: • Reduce waste through recycling and responsible procurement. • Use energy-efficient lighting and appliances where possible. • Minimise single-use plastics and unnecessary consumption. • Encourage active travel and low-emission transport options. • Ensure building improvements consider energy performance and carbon footprint. These commitments align with the Environmental Protection Act 1990 and our Sustainability Policy.

11. Monitoring and Review

Building safety will be reviewed annually by the Responsible Person and the Board of Directors, or sooner following incidents, inspections, or regulatory changes. Inspection records, risk assessments, and maintenance logs will be maintained for audit purposes. Last reviewed: [Insert Date] Next review due: [Insert Date + 12 months]

12. Linked Policies

• Health & Safety Policy • Fire Safety Policy • Risk Assessment Policy • Environmental and Sustainability Policy • Safeguarding & Child Protection Policy