

# Genuine Futures CIC – Health & 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 ensuring, so far as is reasonably practicable, the health, safety, and welfare of all staff, volunteers, service users, and visitors. We aim to provide safe and healthy working conditions, equipment, and systems of work. The organisation recognises that effective health and safety management is integral to achieving our mission and maintaining the confidence of our staff, volunteers, and the communities we serve.

## 2. Legislative Framework

This policy is based on the following UK legislation and guidance: • Health and Safety at Work etc. Act 1974 • Management of Health and Safety at Work Regulations 1999 • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • Control of Substances Hazardous to Health (COSHH) Regulations 2002 • Manual Handling Operations Regulations 1992 • Workplace (Health, Safety and Welfare) Regulations 1992 • Electricity at Work Regulations 1989 • Fire Safety (England) Regulations 2022 • Equality Act 2010 • HSE Stress Management Standards

## 3. Scope and Purpose

This policy applies to all staff, volunteers, contractors, and service users participating in Genuine Futures CIC activities. Its purpose is to promote a proactive safety culture where everyone takes responsibility for their own safety and that of others. The policy ensures compliance with legislation and defines how risks will be managed, reported, and reviewed.

## 4. Roles and Responsibilities

- **\*\*Board of Directors:\*\*** Holds ultimate responsibility for health and safety compliance and ensures adequate resources are allocated.
- **\*\*Responsible Person:\*\*** Manages day-to-day health and safety implementation, including building safety, incident response, and training.
- **\*\*Managers/Supervisors:\*\*** Conduct risk assessments, brief teams, and ensure compliance with control measures.
- **\*\*Staff and Volunteers:\*\*** Must follow all safety instructions, use equipment correctly, and report hazards or incidents immediately.
- **\*\*Contractors:\*\*** Must provide their own risk assessments and adhere to **Genuine Futures CIC** safety procedures at all times.

## 5. Arrangements for Health & Safety

To ensure safety across all operations, **Genuine Futures CIC** will: • Conduct regular risk assessments for all activities and premises. • Maintain safe equipment and provide appropriate personal protective equipment (PPE) where needed. • Display emergency procedures clearly in all venues. • Provide and maintain first aid facilities and ensure qualified first aiders are available. • Ensure accident and incident reporting procedures are followed in line with RIDDOR 2013. • Promote good housekeeping, safe manual handling, and infection control practices.

## 6. Risk Assessment and Control

All work activities will be risk assessed using the five-step process set out in the HSE's guidance. Control measures will be implemented and reviewed regularly to ensure their effectiveness. The Responsible Person will ensure that risk assessments are updated when circumstances change, following incidents or annually as standard.

## 7. Training and Supervision

All staff and volunteers will receive appropriate health and safety induction training before undertaking any duties. Refresher training will be provided annually or when procedures change. Managers are responsible for ensuring adequate supervision of less experienced staff and volunteers. Specialist training (e.g. first aid, fire safety, manual handling) will be provided where required.

## 8. Accident, Incident, and Near-Miss Reporting

All accidents, near misses, and dangerous occurrences must be reported immediately to the Responsible Person or line manager. An Incident Report Form must be completed for all cases, and serious incidents will be reported to the Health and Safety Executive (HSE) under RIDDOR 2013. The Responsible Person will investigate incidents to identify causes and prevent recurrence. Records will be kept securely in accordance with the Data Protection Act 2018.

## 9. Welfare and Workplace Environment

**Genuine Futures CIC** will ensure all workplaces are maintained to meet the standards of the Workplace (Health, Safety and Welfare) Regulations 1992. This includes: • Adequate ventilation, lighting, and temperature control. • Clean, safe, and hygienic welfare facilities. • Access to drinking water and rest areas. • Provision of accessible facilities for staff and volunteers with disabilities. • Regular maintenance checks and prompt repair of defects.

## 10. Mental Health and Wellbeing

**Genuine Futures CIC** recognises that mental health is equally as important as physical safety. We will: • Promote a supportive environment that reduces stigma and encourages open discussion about mental health. • Follow the HSE Stress Management Standards to identify and reduce work-related stressors. • Provide access to wellbeing resources, mental health first aiders, or external support where appropriate. • Ensure that workloads and expectations are managed fairly and reviewed regularly. • Treat mental health concerns confidentially and in accordance with the Equality Act 2010.

## 11. Monitoring and Review

The Responsible Person and Board will review health and safety performance annually or following any serious incident. Regular inspections and audits will ensure compliance with this policy and identify opportunities for improvement. Last reviewed: 01 Nov 2025 Next review due: 01 Nov 2026

## 12. Linked Policies

• Building Safety Policy • Risk Assessment Policy • Safeguarding & Child Protection Policy • Equality, Diversity & Inclusion Policy • Environmental and Sustainability Policy