



# HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

## **FUTUR FIRST LIMITED**

In accordance with HSE Document ISNDG 259 Rev 1 9/04

The company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the company to provide safe and healthy working conditions for all our employees by:

- Providing adequate control of the health and safety risks arising from our work activities.
- Consulting with our employees on matters affecting their health and safety.
- Providing and maintaining safe plant and equipment.
- Providing for the safe handling and use of substances.
- Providing adequate and sufficient information, instruction and supervision for employees.
- Ensuring all employees are competent to do their tasks, and to give them adequate training.
- Working to prevent accidents and case of work related ill health.
- To review and revise this policy as necessary at regular intervals.

It is also the intent of the Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. To this end, regular health and safety discussions will be held.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document. The Policy will be kept up to date particularly with regards any changes in activities or the nature or size of the business and will be re-issued annually.

Signed

Charles Swainston, Director

Date 09/01/2025

Re-issue Date: January 2026

## RESPONSIBILITIES

Overall and final responsibility for Health and Safety is that of: Charles Swainston

Day to day responsibility for ensuring this policy is put into practice is delegated to: Sam Wileman

To ensure Health and Safety standards are maintained/improved, the following people have responsibility in the following areas:

### OFFICE AREAS

**Sam Wileman**

Director/Office Manager  
01249 554040

### PLANT AND INSTALLATIONS

**Charles Swainston**

Managing Director  
07557 234275

### CE MARKING

**Charles Swainston**

Managing Director  
01249 554040

## CONSULTATION WITH EMPLOYEES

The Company will communicate and consult with all employees on the following issues:

- The content of this Policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alternation of new work equipment or technology
- Their own Health and Safety and that of other employees

The design and delivery of training will take account of any employees whose first language is not English.

This communication and consultation will take place directly with the employees via regular team briefings, emails, continuous reviews and management meetings. A copy of the latest version of this Policy is emailed to all employees on an annual basis. All new starters will be given a copy of the Health and Safety Policy at their induction.

## WELFARE ARRANGEMENTS

Employees are made aware during induction of any Welfare Arrangements to include:

- Toilet/washing facilities accessible on site
- Eating/resting facilities accessible on site

## HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

Risk assessments will be undertaken by:

**Sam Wileman**

The findings of the risk assessments will be reported to:

**Charles Swainston**

Action required to remove/control risks will be approved by:

**Sam Wileman/Charles Swainston**

Person responsible for ensuring action required is implemented:

**Sam Wileman**

Person responsible to check that the implemented actions have been  
Removed/reduced the risks:

**Sam Wileman**

Assessments will be reviewed every **YEAR** or when the work activity changes, whichever is soonest.

## SAFE PLANT AND EQUIPMENT

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and use of Work Equipment Regulations (P.U.W.E.R.)

Before new equipment is introduced into the working environment, an assessment will be made in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance/inspection will be based on manufacturer's guidance and industry best practice.

Person responsible for identifying all equipment/plant needing maintenance: **Sam Wileman**

Person responsible for ensuring effective maintenance procedures are drawn up: **Sam Wileman**

Person responsible for ensuring that all identified maintenance is implemented: **Sam Wileman**

Persons responsible to check that new plant and equipment meets Health and Safety standards before it is purchased: **Sam Wileman/Charles Swainston**

If any faults or damage are found on any equipment, stop using the equipment and report the fault  
To: **Sam Wileman**

## **INFORMATION, INSTRUCTION AND SUPERVISION**

The Health & Safety Law Poster is displayed in:

**MAIN OFFICE**

Leaflets are issued by:

**Sam Wileman**

Health and Safety advice is available from:

**Sam Wileman/Charles Swainston**

Supervision of young workers/trainees will be arranged/undertaken and monitored by:

**Sam Wileman**

Person responsible for ensuring that employees working at locations under the control of other Employers, are given relevant Health and Safety information:

**Charles Swainston**

## **SAFE HANDLING AND USE OF SUBSTANCES**

Before any hazardous substances are used during a work process, a Material Safety Data Sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risk from that substance will be undertaken by the Health and Safety Co-ordinator in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at Head Office. The person responsible for all COSHH assessments is:

**Charles Swainston**

Assessments will be reviewed when the work activity changes.

## **COMPETENCY FOR TASKS AND TRAINING**

All employees are given training appropriate to their responsibilities in accordance with Management of Health and Safety at Work Regulations. The design and delivery of training will take account of any employees whose first language is not English. Training will be provided for the following situations:

- Induction training including Health and Safety Awareness, Company procedures, etc (Induction is covered within Module 1 of the Company Training Programme) will be provided for all employees, together with training for use of PPE and manual handling by:  
**Sam Wileman**
- Job specific training, including introduction or modification of new/existing technology or a change in employee position/work activity or responsibility will be arranged by:  
**Sam Wileman**
- Specific jobs requiring special training are as follows:

## **PRODUCT KNOWLEDGE AND OPERATION INSTALLATION OF EQUIPMENT**

Any training provided by the Company will be formally recorded, Training records are maintained and kept in the Office by: **Sam Wileman**

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice. Training is an Agenda item at every Management meeting. Development of core skills is an ongoing objective. Individuals will also receive other opportunities to improve their ongoing personal development. Any training requirements will be arranged and monitored by:

**Sam Wileman/Charles Swainston**

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and a hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

PPE procedure is also covered within Module 1 of the Company Training Programme.

Any defects or malfunction of PPE must be reported to:

**Sam Wileman**

## **MANUAL HANDLING**

Manual handling operations will be risk assessed to determine suitable control measure for the management of risk and the Company will endeavour to eliminate manual handling operations where practicable with any remaining risk being controlled by:

- Reducing weights
- Reducing the frequency of manual handling
- The use of additional manpower
- Through the provision of suitable equipment to assist in the operation

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique, etc.

Manual handling procedures is also covered within Module 1 of the Company Training Programme.

## **ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Health surveillance will be arranged by: **Charles Swainston**

Health surveillance records will be kept by: **Sam Wileman**

The first aid box and Accident Book are kept in: **MAIN OFFICE**

The appointed person/first aider is: **Charles Swainston**

All accidents and cases of work-related ill health **MUST** be reported to your supervisor and recorded in the Accident Book. Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

On Project sites – wherever possible arrangements are made with Clients/Principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

## **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENTS REGULATIONS (R.I.D.D.O.R.)**

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Any work-related injury that leads to an employee being absent from work for more than 7 working days
- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents/incidents will be investigated by senior management and/or Health and Safety Co-ordinator with the following objectives:

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

Person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is: **Charles Swainston**

Person responsible for investigating accidents to determine:

- What caused the accident and who was involved?
- When did it occur and why?
- How could it have been prevented and how can a recurrence be avoided?

**Charles Swainston**

Person responsible for investigating work-related causes of sickness absences: **Sam Wileman**

## **EMERGENCY PROCEDURES – FIRE AND EVACUATION**

It is the Company's Policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The management team are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Action to be taken upon discovering a fire

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point in the car park
- Do not re-enter the building for any purpose until the all clear has been given

Action upon hearing the fire alarm

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point in the car park and await instructions
- Do not leave the muster point until the all clear is given
- Do not re-enter the building for any purpose until the all clear is given

Person responsible for ensuring the fire risk assessment is undertaken and implemented:

**Charles Swainston**

Escape routes are checked ANNUALLY by:

**Charles Swainston**

Fire extinguishers are maintained and checked by:

**LANDLORD ARRANGED ANNUALLY**

Alarms are tested by:

**LANDLORD QUARTERLY**

Emergency evacuation will be tested every:

**6 months**

## RISK ASSESSMENT

Assessed risks for Futur First Ltd

Undertaken by Charles Swainston Date 13/01/2025 Review January 2026

| Hazards                               | Those at-risk   | Controls in place            |
|---------------------------------------|-----------------|------------------------------|
| Workstations                          | All Staff       | Guidance notes & training    |
| Fire                                  | All Staff       | Training & Service Contracts |
| Manual Handling                       | All Staff       | Guidance notes & training    |
| Site Visits                           | Mobile Staff    | PPE & Training               |
| Driving                               | Mobile Staff    | Guidance notes & training    |
| Machine Installation<br>& Maintenance | Site Engineers  | Guidance notes & training    |
| Language Barriers                     | Foreign Workers | Guidance notes & training    |