FORWARD FUTURES

GROUP

Health and Safety Policy

Safe working and learning arrangements across Forward Futures Group premises and activities

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Document Control

Version	Date	Summary of Changes	Reviewed By	Approved By
1.1	September 2026	Revised for Forward Futures Group and aligned with current health and safety requirements. Expanded roles, risk assessment, premises, off-site delivery, first aid, fire, incident reporting, work equipment, substances, welfare and monitoring arrangements.	Founder & CEO	Founder & CEO

Approval

This policy must be formally approved before issue. The Founder and CEO is responsible for ensuring that supporting risk assessments, procedures, inspections, training and emergency arrangements remain current and aligned with it.

Reviewed by / role	Brooke Wager - Founder and CEO
Approval date	15 September 2026
Founder & CEO approval	Brooke Wager

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1 Policy statement

Forward Futures Group Ltd will, so far as is reasonably practicable, protect the health, safety and welfare of employees and others who may be affected by its work, including learners, service users, visitors, contractors, partners and members of the public. Safe practice is part of planning, delivery and decision-making and is not separate from safeguarding or quality.

Forward Futures Group will:

- provide and maintain safe premises, equipment and systems of work;
- identify hazards, assess risks and implement proportionate controls;
- provide suitable information, instruction, supervision and training;
- consult staff and encourage prompt reporting of hazards, incidents and near misses;
- maintain suitable welfare, first-aid, fire and emergency arrangements;
- review performance and act on learning from inspections, concerns and incidents.

2 Scope

This policy applies to employees, directors, workers, volunteers, agency staff, contractors and anyone acting on behalf of Forward Futures Group. Learners, service users and visitors are expected to follow reasonable safety instructions appropriate to their age, understanding and needs.

It covers the premises at 140 Church Road, Skegness; delivery at schools, colleges and partner venues; outreach, community activity, home visits where authorised, travel, educational visits, work-related driving and remote or home working. A host organisation retains responsibility for matters under its control, but Forward Futures Group will satisfy itself that arrangements are suitable for its staff and learners.

3 Legal framework

This policy is informed by applicable requirements, including:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Health and Safety (First-Aid) Regulations 1981;
- Regulatory Reform (Fire Safety) Order 2005;
- Control of Substances Hazardous to Health Regulations 2002;
- Provision and Use of Work Equipment Regulations 1998;
- Manual Handling Operations Regulations 1992;
- Health and Safety (Display Screen Equipment) Regulations 1992;
- Electricity at Work Regulations 1989 and other requirements relevant to particular activities.

The organisation will apply later amendments, replacement legislation and authoritative guidance as they take effect.

4 Responsibilities

4.1 Founder and CEO

The Founder and CEO has overall responsibility for health and safety and will:

- set expectations, allocate suitable resources and appoint competent assistance where needed;
- ensure significant risks and required controls are recorded;
- maintain arrangements for premises, equipment, first aid, fire safety and emergencies;
- ensure reportable incidents are considered and notified by the responsible person where required;
- consult staff, monitor compliance and approve this policy and supporting arrangements.

4.2 Managers and activity leads

Anyone leading staff, a site, visit or activity must:

- plan the work, check the environment and apply the relevant risk assessment;
- confirm that staffing, supervision, equipment, competence and emergency arrangements are suitable;
- brief participants and stop or adapt work when conditions are unsafe;
- report and follow up hazards, defects, incidents and safeguarding concerns.

4.3 Staff workers and volunteers

All staff, workers and volunteers must:

- take reasonable care of themselves and anyone affected by their actions;
- follow instructions, training, risk assessments and agreed safe systems of work;
- use equipment and protective measures correctly and not interfere with safety equipment;
- report hazards, defects, injuries, ill health, near misses and unsafe practice promptly;
- work only within their competence and seek advice where they are unsure;
- cooperate with health surveillance, occupational health or other measures where required.

4.4 Learners service users and visitors

Learners, service users and visitors will receive clear, accessible instructions and appropriate supervision. They must follow reasonable safety directions, use facilities and equipment appropriately and report hazards, accidents or concerns. Failure to understand or follow an instruction will be managed in a supportive, proportionate way and will not remove the organisation's responsibility to control foreseeable risk.

5 Consultation competence and training

Forward Futures Group will consult employees directly and, where applicable, through elected representatives. Staff will be able to raise concerns without disadvantage. Health and safety information will be included in induction and refreshed when roles, activities, equipment, risks or legal requirements change.

Training and supervision will be proportionate to the work and may include first aid, fire safety, safeguarding, food safety, infection control, manual handling, display-screen equipment, lone working, de-escalation, medication awareness and activity-specific instruction. Competence will be checked before a person undertakes higher-risk or specialist work.

6 Risk assessment and safe systems of work

Suitable and sufficient risk assessments will identify hazards, people who may be harmed, existing controls and any further action required. Controls will follow the principle of eliminating hazards where reasonably practicable, then reducing and controlling remaining risk. Significant findings will be recorded and communicated to those affected.

Risk assessments may cover:

- premises, fire, security, access, slips, trips, falls and environmental conditions;
- specific sessions, cooking, gardening, practical activity and work equipment;
- substances, cleaning products, allergens, infection and food hygiene;
- manual handling, display-screen work, lone working and work-related stress;
- outreach, community delivery, educational visits, transport and work-related driving;
- individual needs where a person's health, disability, communication, behaviour or vulnerability changes risk.

An individual assessment will focus on functional needs and reasonable adjustments, not assumptions about diagnosis or disability. It will be developed with the person and relevant parent, carer, commissioner or professional where appropriate. Risk assessments will be reviewed after an incident, significant change or evidence that controls may no longer be effective.

7 Premises welfare and security

The organisation will maintain proportionate arrangements for:

- safe access and escape routes, housekeeping, lighting, ventilation and a reasonable indoor temperature;
- toilets, washing facilities, drinking water, rest arrangements and cleanliness;
- planned maintenance, defect reporting and restricting access to unsafe areas;
- electrical, gas, water and other building systems, including competent inspection and servicing where required;
- management of asbestos or other building hazards where a legal duty applies;
- site security, visitor management, opening and closing, deliveries and contractor access.

Daily awareness and scheduled checks will be supported by prompt reporting. A serious defect will be isolated, labelled or taken out of use until made safe. Staff must not attempt repairs or maintenance outside their competence.

8 Fire safety and emergencies

A suitable fire risk assessment and site-specific emergency plan will be maintained for premises under Forward Futures Group's control. Escape routes and fire doors must be kept available and effective. Fire detection, alarm, emergency lighting and firefighting equipment will be inspected, tested and maintained at suitable intervals by competent persons.

Staff and learners will receive appropriate information and drills. Personal emergency evacuation arrangements will be considered where a person may need assistance. Emergency procedures will also address serious injury or illness, utility failure, severe weather, lockdown or other credible site-specific events. Staff must call 999 where there is immediate danger.

9 First aid medical needs and medication

A documented assessment of first-aid needs will determine the equipment, facilities, trained personnel and arrangements required for premises, off-site activity and travel. First-aid supplies will be accessible, checked and replenished. Treatment and accidents will be recorded, and emergency services and parents, carers or commissioners contacted where appropriate.

Relevant medical, allergy and emergency information will be obtained before delivery where necessary for safety. Forward Futures Group does not provide personal care or specialist health support. Medication or health-related assistance will only be undertaken where it falls within the organisation's agreed role and the required consent, instructions, competence, storage, recording and emergency arrangements are in place.

10 Accidents incidents near misses and RIDDOR

Accidents, work-related ill health, dangerous occurrences, violence, near misses and safety concerns must be reported promptly and recorded through the approved system. Immediate priorities are first aid, emergency action, safeguarding, making the area safe and preserving relevant information.

The responsible manager will investigate proportionately, identify underlying causes, assign actions and share learning. The Founder and CEO, or a formally authorised competent person, will decide whether an event is reportable under RIDDOR and ensure that any required notification is made within the applicable timescale. External reporting will not be delayed while an internal investigation is completed.

11 Work equipment electricity and maintenance

Work equipment will be suitable for its intended use, positioned safely, maintained and inspected where required. Staff and learners will receive appropriate instruction and supervision. Guards and safety devices must not be removed or defeated. Portable and fixed electrical equipment will be managed according to risk; visual checks, maintenance and testing will be used where appropriate rather than relying on a single fixed testing interval for every item.

Only competent persons may install, alter or repair electrical, gas, fire or other safety-critical systems. Contractor competence, insurance, scope, site rules and completion information will be checked proportionately.

12 Hazardous substances infection and food safety

Substances such as cleaning products, paints or activity materials will be selected, stored, labelled and used safely. A COSHH assessment will be completed where exposure could create a health risk. Safety information, ventilation,

hygiene, protective equipment and disposal controls will be provided as required. Learners must not use hazardous substances without suitable controls and supervision.

Cleaning, hand hygiene, ventilation, illness response and waste arrangements will be proportionate to infection risk. Food activities will follow food-hygiene and allergen controls, including suitable supervision, separation, cleaning, temperature management and emergency information.

13 Manual handling display screens and work at height

Hazardous manual handling will be avoided where reasonably practicable. Where it cannot be avoided, the load, task, environment and individual capability will be assessed and suitable equipment, assistance or changes provided. Staff must not lift or restrain a person unless this is part of an authorised role supported by appropriate assessment, training and arrangements.

Display-screen users will receive suitable workstation assessment, information and adjustments. Work at height will be avoided where possible and planned using suitable, inspected access equipment. Chairs, tables or improvised equipment must not be used for access.

14 Lone working outreach visits and transport

Lone working and outreach must be authorised and risk assessed. Arrangements will consider the person, location, communication, travel, check-in and escalation, access to assistance, safeguarding, known behaviour or environmental risks and what to do if contact is lost. A staff member may leave or end an activity if they feel unsafe. Home visits will only take place where necessary and under the agreed safeguarding and lone-working arrangements.

Educational visits and community activities require a proportionate plan covering leadership, staffing, supervision, consent and information, accessibility, travel, weather, first aid, medication arrangements within scope, emergency contacts and contingencies. Anyone driving for work must hold the correct licence, insurance and vehicle documentation and must not drive when impaired, excessively fatigued or distracted.

15 Behaviour violence and personal safety

Foreseeable risks from distress, conflict, aggression, violence or harassment will be assessed and managed through suitable environments, staffing, information, relationship-based practice, de-escalation, communication and emergency support. Staff must not use physical intervention unless it is lawful, necessary, proportionate and within their role, competence and organisational arrangements.

Incidents will be recorded and reviewed for both health and safety and safeguarding implications. Support will be offered after a serious incident, and police or emergency services will be contacted where required.

16 Safeguarding equality and reasonable adjustments

Health and safety controls must support, and never replace or undermine, safeguarding duties. A concern about abuse, neglect, exploitation, missing behaviour or unsafe professional conduct must be reported under the safeguarding arrangements as well as any relevant incident process.

Risk management will be inclusive and proportionate. Reasonable adjustments will be considered for disability, health, communication, sensory, mobility or other needs. A person will not be excluded merely because they require an adjustment; however, Forward Futures Group will clearly identify support outside its role or competence and will not accept an activity or placement that cannot be delivered safely.

17 Health wellbeing and work related stress

Forward Futures Group will assess and manage foreseeable work-related stress alongside physical risks. Staff should raise excessive workload, fatigue, bullying, harassment, traumatic exposure or other wellbeing concerns promptly. Managers will consider workload, role clarity, support, change, relationships, working patterns and appropriate adjustments or specialist advice. Confidentiality will be respected, subject to safety and safeguarding responsibilities.

18 Monitoring records and review

Health and safety performance will be monitored through proportionate arrangements such as:

- premises and equipment checks, servicing, testing and maintenance records;
- risk-assessment actions and completion checks;
- training, induction and competency records;
- accident, incident, near-miss, sickness and concern trends;
- fire drills, first-aid checks, contractor information and staff feedback;
- review after incidents, enforcement contact, complaints or material operational change.

This policy will be reviewed at least annually and sooner following significant change, a serious incident, evidence that arrangements are not effective or a relevant legal or regulatory development. Changes will be communicated to staff and reflected in procedures, training and risk assessments.

19 Related documents

- First Aid Policy and First Aid Needs Assessment
- Fire Safety and Emergency Arrangements
- HSPR-003 Manual Handling Procedure
- HSC-002 Display Screen Equipment Self Assessment
- Lone Working and Home Visits Procedure
- Educational Visits and Off Site Activities Procedure
- Medical Conditions and Medication Policy
- Food Safety and Allergen Arrangements
- SGP-001 Safeguarding and Child Protection Policy
- SGP-004 Online Safety Policy
- SGPR-002 Missing Child and Young Person Procedure
- OPS-007 SEND and Additional Needs Statement
- HRP-013 Staff Code of Conduct and Professional Boundaries Policy
- IGP-002 Confidentiality and Information Sharing Policy

20 Contact and reporting

Hazards, defects, accidents, near misses and health and safety concerns must be reported promptly to the Founder and CEO or the person leading the site or activity. In an emergency, call 999 and follow the relevant site or activity emergency procedure.

General contact: Brooke Wager, Founder and CEO, Brooke@forwardfuturesgroup.com, Forward Futures Group Ltd, 140 Church Road, Skegness, Lincolnshire, PE25 2QJ.