



Policies and Procedures

Operations Department

Health and Safety Policy

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Health and Safety Policy

1. Principles and Policy

An excellent organisation is by definition a safe organisation. As Future Focus is committed to excellence in teaching and learning, research and innovation and all related activities, it follows that the minimisation of health and safety risks to those who study, work and visit the centre is inseparable from all other aims and objectives. It is therefore everyone's responsibility to promote and maintain a safe and healthy working environment.

It is the policy of Future Focus to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all staff, students and visitors in accordance with the relevant statutory requirements. Smoking in all areas of the building is strictly prohibited both for employees and for third parties.

2. Management of the Health and Safety Procedure

Future Focus promotes and sustains safe and healthy working conditions for all the staff and students by following principles of prevention. These include:

- i. Avoidance of risk;
- ii. Identification of hazards associated with work;
- iii. Evaluation of risks that cannot be avoided;
- iv. Taking of all necessary measures to reduce risk by replacing hazardous with the non-hazardous or less hazardous;
- v. Giving collective protection measures priority over individual protection measures;

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- vi. Adapting work to the worker with regard to design of workplace, choice of work equipment and choice of working and production methods.

It is also the duty of the staff and students to safeguard their own safety and health and that of other persons who can be affected by reason of work being carried out by him. It is the duty of all to stay in line with the health and safety principles and procedures.

Future Focus provides protective equipment and ensures that the equipment is in good working order and satisfactory, hygienic, and in good condition by means of necessary maintenance, repair and replacements.

3. Preventive Measures

At Future Focus it is the policy, within the context, to:

- i. Improve health and safety and welfare at work considerations to the benefit of Future Focus and all who use its premises.
- ii. Provide and maintain plant and systems of work that are safe and without risks to health.
- iii. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- iv. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of all staff, students and visitors.

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- v. Maintain any place of work under its control in a condition that is safe and without risks to health, and to provide and maintain means of access to and egress from it that are safe and without risk.
- vi. Provide and maintain a working environment for all staff, students and visitors that is safe and without risks to health, and to provide and maintain adequate facilities and arrangements for their welfare.
- vii. Co-operate in safety matters with other employers located on Future Focus premises.
- viii. Require the use of such protective clothing and equipment as is necessary to ensure the health and safety of its staff and students.

Future Focus encourages all staff to develop and maintain high standards of safety within teaching and research, adding to the student experience and allowing students to leave Future Focus with an attitude of mind, which accepts good safety practice as normal.

4. Compliance

Staff at Future Focus is educated about the proper use of health and safety measures and they are informed about the risks against which it protects.

This is done via information and instructions specific to the workstations and tasks assigned to the worker.

This guidance is provided:

- i. On recruitment;
- ii. On transfer or a change of job or task;
- iii. Upon the introduction of new work equipment or a change in equipment;



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- iv. On the introduction of any new technology;
- v. On the introduction of new work practices.

All education and information is regularly updated and adapted to take account of new or changed risks. Training is provided to the workers and workers' representatives at the expense of Future Focus and it takes place during working hours.