

Health and Safety Policy

Purpose of Policy

1. Limitless Futures CIC (the **Organisation, we, our** or **us**) takes health and safety issues seriously and is committed to protecting the health and safety of our team members and all those taking part in our activities and attending our premises. This policy is intended to help the Organisation achieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.
2. This is a statement of policy only and does not form part of your freelance contract. This policy may be amended at any time by the Organisation at its absolute discretion. The Organisation will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who Is Responsible for Workplace Health and Safety?

1. Achieving a healthy and safe workplace is a collective task shared between the Organisation and its team. This policy and the rules contained in it apply to all team member, irrespective of seniority, tenure, and working hours, including all employees and directors, consultants and contractors, trainees, homeworkers, freelancer and any volunteers. Specific responsibilities of each and every individual team member are set out in the section headed "Responsibilities of team members" below.

Organisation Responsibilities

1. The Organisation is responsible for:
 - a) Taking reasonable steps to safeguard the health and safety of everyone affected by its business activities, those that work for it, accessing its services and people visiting its premises.
 - b) Identifying health and safety risks and finding ways to manage or overcome them.
 - c) Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
 - d) Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
 - e) Providing safe arrangements for the use, handling, storage and transport of articles and substances.
 - f) Providing adequate information, instruction, training and supervision to enable the team to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Organisation will give you the opportunity to ask questions and advise who best to contact if you are unsure about how to safely carry out your work.
 - g) Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
 - h) Providing a health and safety induction and ensuring you have appropriate safety training in place for your role, which could include:
 - a. Manual handling.
 - b. Control of substances hazardous to health (COSHH).
 - c. Fire safety.

- d. First aid.
 - i) Promoting effective communication and consultation between the Organisation and the team concerning health and safety matters.
 - j) If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to the team and steps to be taken to minimise the risk of infection.
 - k) Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of the team.
2. Overall responsibility for health and safety lies with the Board of Directors and day-to-day responsibility for health and safety matters has been delegated to the Health and Safety Lead.
3. Any concerns about health and safety matters should be communicated to Emma Herd, the Health and Safety Lead.

Responsibilities of All Team Members

General Team Responsibilities

1. Everyone must:
 - a) Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
 - b) Co-operate with the Health and Safety Lead and the Organisation generally to enable compliance with health and safety duties and requirements.
 - c) Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
 - d) Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
 - e) Keep the workplace tidy and hazard-free.
 - f) Report all health and safety concerns to the Health and Safety Lead promptly, including any potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
 - g) Co-operate in the Organisation's investigation of any incident or accident which either has led to injury or which, in the Organisation's opinion, could have led to injury.

Team Responsibilities Relating to Equipment

1. All team members must:
 - a) Use equipment as directed, following any instructions given verbally by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
 - b) Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Lead, who is responsible for maintenance and safety of equipment.
 - c) Ensure that health and safety equipment is not interfered with.
 - d) Not attempt to repair equipment unless suitably trained and authorised.

Team Responsibilities Relating to Accidents and First Aid

1. All team members staff must:
 - a) Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Lead so that details can be recorded in the Accident / incident records and / or Near Miss records. They must also cooperate with any associated investigation.
 - b) Familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the Health and Safety Lead and on posters around the site.
 - c) If an accident occurs, contact the duty first aider, giving name, location and brief details of the problem, only carry out first aid you have been trained to administer.
 - d) The Health and Safety Lead is responsible for investigating any injuries or work-related illnesses, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Team Responsibilities Relating to National Health Alerts, Including the Coronavirus (COVID-19) Pandemic

1. If an epidemic or pandemic alert is issued, all team members must comply and co-operate with all instructions, arrangements and advice issued by the Organisation and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the Health and Safety Lead.
2. Given the historic outbreak of Coronavirus (COVID-19), it is important that all team members follow the guidelines set out in this policy to ensure maximum safety and to minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with Government guidance.

Team Responsibilities Relating to Emergency Evacuation and Fire

1. All team members must:
 - a) Familiarise themselves with the instructions about what to do if there is an unexpected or out of control fire which are available on the HR portal library and from the Health and Safety Lead.
 - b) Ensure they are aware of the location of fire extinguishers, and alternative ways of leaving buildings and the site in an emergency.
 - c) Comply with the instructions of fire warden (Emma Herd) if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
 - d) Co-operate in fire drills and take them seriously (ensuring that any visitors to the site do the same). Fire drills will be held at least once every 12 months.
 - e) Ensure that exits are not obstructed at any time.
 - f) Notify the Health and Safety Lead immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the



Health and Safety Lead to discuss a personal evacuation plan for you, which will be shared with the fire wardens and team members you work with.

2. On discovering a fire, all team members must follow the detailed evacuation procedure. In summary:
 - a) Immediately raise the alarm and, if time permits, call 999 and notify the location of the fire.
 - b) Attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated team members will be trained in the use of fire extinguishers.
3. On hearing the fire alarm, all team members must:
 - a) Remain calm and immediately evacuate the site, walking quickly without running, and following any instructions of the fire wardens.
 - b) Leave without stopping to collect personal belongings.
 - c) Remain off the site until notified by a fire warden that it is safe to re-enter.
4. The Health and Safety Lead is responsible for ensuring that fire risk assessments take place, that changes are made where required, and for making sure there are regular checks of fire extinguishers, ways of raising the alarm, escape routes and signage where relevant.

Risk Assessments, Hazardous Substances and Manual Handling

1. Risk assessments are essentially a careful examination of what in the workplace could cause harm to people. The organisation will assess any risks and consider measures to best minimise any risk. The Organisation will carry out general workplace risk assessments when required or as reasonably requested by team member. Session leads must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Health and Safety Lead is responsible for workplace risk assessments and any measures to control risks.
2. The use of hazardous substances at work will be avoided where possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided where required.
3. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
4. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Lead and where necessary training will be provided by the Organisation, but it will try to minimise or avoid the need for manual handling where there is a risk of injury.

Display Screen Equipment (DSE)

1. The Organisation is obliged to ensure that:
 - a) Risks to health and safety from DSE use (such as musculoskeletal disorders, visual fatigue and mental stress) are controlled.
 - b) Team members are aware of the potential risks to their health and safety from DSE use and the actions they can take to reduce these risks.
2. Further guidance on the use of display screen equipment can be obtained from the Health and Safety Lead.

Organisation Responsibilities

1. The Organisation will (if they have any):
 - a) Ensure DSE Assessments are carried out on each workstation and include the display screen equipment, furniture and working environment.
 - b) Where health and safety issues have been highlighted in the DSE Assessment, ensure that appropriate remedial action is taken to reduce any identified risks.
 - c) Maintain records of all DSE Assessments and risk assessments.
 - d) Encourage the early reporting by team members of any symptoms which may be related to visual display screen work.
 - e) In circumstances where an injury or ill health associated with DSE is identified, ensure that an incident or accident report is completed.
 - f) Plan the activities of users of DSE so that short, frequent breaks are taken to prevent intensive periods of on-screen activity.

Team members Responsibilities

1. All team members will (where they are in place):
 - a) Cooperate with the completion of the workstation DSE assessment and all measures/training given to promote safe working practice.
 - b) Use equipment in the intended manner.
 - c) Adopt any advice given by the Organisation to prevent intensive periods of on-screen activity.
 - d) Use any corrective glasses prescribed specifically for working with DSE.
 - e) Inform the health and safety lead immediately if they experience any problems or ill-health which could affect their ability to work with DSE.

Workstation Assessments

1. Workstation assessments must be carried out on each workstation. Responsibility for ensuring workstation assessments are carried out lies with the Health and Safety Lead.
2. As a first step, team members must complete a [DSE self-assessment](#).
3. DSE self-assessments should be carried out on:
 - a) New team members at induction.
 - b) Laptop users.
 - c) Homeworkers.
4. Team members should review their self-assessment annually, or when there are significant changes to their workstation.

Breaks from Screens

1. All team members are encouraged and will be expected to take opportunities for breaks in their work routine to prevent the onset of fatigue. See [guidance](#) for more information, or speak with the Health and Safety Lead.

Eye Tests

1. Team members are entitled to eye tests by a registered Optician when they first become a user of DSE continuously for an hour or longer per day and on the following occasions:
 - a) When requested by the team member themselves.
 - b) At regular intervals thereafter on the recommendation of the practitioner (usually every 2 years).
 - c) When a team member experiences visual difficulties attributed to display screen use.
2. Team members are currently entitled to receive financial contributions towards eye tests and DSE corrective appliances. Team members will be responsible for the initial payment of their eye test and any costs incurred on lenses or frames.
3. Please note that glasses are solely and specifically for DSE use, and cannot be combined with lenses for other uses, e.g. driving.



4. For more information, please contact the Health and Safety Lead.

Eye Testing Procedure

1. To claim for reimbursement of eye test costs and/or contributions to lenses/frames, you must complete a claim form, which can be found on the HR portal.
2. You are responsible for arranging your own appointment with the practitioner.
3. You should take the claim form along to your appointment for the practitioner to complete and authorise. Any receipts for costs incurred should be retained and attached to the claim form.
4. You will be required to complete and sign the form. Next, the health and safety lead will be required to confirm whether or not you use DSE as an essential part of your work and for a significant part of your normal working hours.
5. Once the claim form is fully completed and signed by you, the practitioner, and the health and safety lead, it should be submitted via the HR portal, along with receipts of all costs incurred relating to the eye test, frames and lenses.
6. If the claim is approved, you will be reimbursed in accordance with the stipulated contribution limits which is £50 towards eye test and basic DSE only frames

Non-Compliance With Health and Safety Rules

1. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and may result in termination of freelance employment.

Date created: 01/06/2024

A handwritten signature in black ink, appearing to read 'C Crouch'.

Catherine Crouch, Director

A handwritten signature in black ink, appearing to read 'E Herd'.

Emma Herd, Health and Safety Lead

Reviewed: 11/09/25

Reviewed by: Emma Herd

Reviewed: 20/02/26

Reviewed by: Catherine Crouch

Next Review date: Feb 2027