



Health and safety at work

General policy statement

Owner	Chief Operating Officer
Approved by (role) and date	Audit & Assurance Committee – February 2022

	India	New York, USA	Singapore	UK
Health & safety officer	Director, Forum India	Director, Forum US	Director, APAC	Group HR Manager
Responsibility for day to day matters	Currently no physical office due to Covid pandemic	Team Coordinator	Senior Strategist	Office Manager

1. Introduction.....	2
2. Affiliates, trustees, contractors, partners and other visitors	2
3. Management responsibilities	2
4. Employee responsibilities	3
5. Related documents.....	4
6. Monitoring of this policy	4
7. Procedure and timing of review of this policy	4
Appendix one: relevant legislation	5
Appendix two: change log.....	6

1. Introduction

Forum for the Future recognises its health and safety duties under relevant health and safety legislation in each of our countries of registered operation. We believe that our people are our most important asset and that protection of their welfare (both physical and mental) is an essential part of achieving our mission.

Forum will keep up-to-date with current professional expertise on health and safety matters, will ensure compliance with relevant statutory provisions as the minimum standard, and will endeavour to improve upon these standards where reasonably practicable. We will take all necessary precautions to prevent accidents and dangerous occurrences, to provide and maintain a safe and healthy working environment for all employees, volunteers, workers, and visitors. We will provide information and instruction to ensure the health and safety at work of our employees and to promote awareness and understanding of health and safety.

2. Affiliates, trustees, contractors, partners and other visitors

It is our condition that our affiliates, partners, volunteers, customers and visitors respect this policy, a copy of which can be obtained on demand. Contractors shall not work on behalf of Forum or on Forum premises until the relevant aspects of this Health and Safety Policy and associated practices are understood and accepted. Contractors shall not work on behalf of Forum or on Forum premises until covered by their own insurance against risk.

3. Management responsibilities

Forum has appointed the Health and Safety Officer (HSO) as shown at the top of the statement to be responsible for health and safety, including to ensure that:

- workplace procedures relating to health and safety are kept under regular review
- induction and training to Forum staff is provided on the health and safety policy and practices
- regular risk assessments are carried out
- appropriate preventive and protective measures are taken
- Forum and its trustees are kept updated on any new legislation affecting them

- Forum complies with all relevant legislation.

Day-to-day health and safety responsibilities including for inducting newly hired staff in office, fire and first aid procedures are delegated to designated Forum staff members as shown at the top of the statement.

The HSO will report to the Chief Operating Officer who will hold senior management responsibility for health and safety. Ultimate responsibility for health and safety lies with the Senior Management Team and the trustees.

4. Employee responsibilities

All employees of Forum agree, as a term of their contract of employment, to comply with their individual duties under the relevant legislation, and to co-operate with Forum to enable the organisation to carry out its health and safety duties towards them. Failure to comply with health and safety duties, regulations, and procedures can result in disciplinary procedures, including dismissal. In particular, employees are responsible for including but not limited to:

- taking reasonable care to work in a safe manner and to avoid injury to themselves and others, including while travelling or working away from the office, including where they are working in their home
- reporting all accidents using the digital copy of the accident reporting form and seeking first aid when needed
- notifying the HSO of any health and safety hazards which they are unable to correct
- keeping hallways, stairways, gangways, passages and fire exits free from obstruction
- maintaining their own work area in a clean and safe manner
- knowing the location of fire alarms, fire exits, fire extinguishers and fire assembly point for their office
- securing the office on departure
- complying with any health and safety practices and instructions issued by the HSO

- taking personal responsibility for their own health and wellbeing and ensuring they are in a fit state for work, ensuring completing any risk self-assessments as issued to them from time to time
- checking in with colleagues who report to them on their general state of health and wellbeing.

5. Related documents

This statement is supported by the [Health & Safety practices and procedures](#) document which contains an overview of practices and procedures in place in the UK, this document has been shared with other offices as a good practice guide and the Forum's [Wellbeing policy](#). The Wellbeing policy outlines Forum's principles of fostering a sustainable positive health culture at Forum and recognises the importance of ensuring that all employees and volunteers are able to work and learn in a supportive, professional and caring environment where all individuals are valued and respected in line with our values.

6. Monitoring of this policy

An annual incident report will be presented to the Audit & Assurance Committee summarising any reported or otherwise relevant incidents since the last report.

7. Procedure and timing of review of this policy

This policy will be reviewed every two years and modified as necessary to take account of changing business circumstances and legal requirements. Employees will be informed about updates to this policy and other relevant health and safety matters.

8. Appendix one: relevant legislation

Jurisdiction	Relevant legislation
India	The Occupational Safety, Health and Working Conditions Code, 2019 (applies only to establishments with 10 or more employees)
New York, US	Occupational Safety and Health Act (OSH Act) Federal The NYS Health and Essential Rights Act (NY HERO ACT) 2021
Singapore	Workplace Safety and Health Act 2006
UK	The Health and Safety at Work Act 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 (MHSWR) and concomitant protective legislation, including the Environmental Protection Act 1990, the Environment Act 1995 and the Fire Precautions (Workplace) Regulations 1997 (amended 1999).

9. Appendix two: change log

List any major changes made since last version or between approvals

Date	Section	Brief summary
18 January 2012	Previous statement	
September 2019	Whole statement	Move to new format, expansion to cover India, New York and Singapore, removal of Cheltenham, inclusion of section on relevant documents, inclusion of new monitoring approach
February 2022	Whole statement	Minor amendments, corrections; amended personnel with designated responsibility for Health and Safety in respective offices; updated references to respective health and safety regulations in the countries where Forum has registered operations.