



## Health and Safety Policy

### 1 Policy

This policy applies to all Sun Network staff, directors, service users, volunteers and those working or present on Sun Network premises at the Maple Centre. For the purpose of this policy trainees, secondees, volunteers and individuals in work placements will be regarded as “staff” and any property let, leased, licensed to or managed by Sun Network will be regarded as “premises”.

The overall responsibility for Health and Safety lies with the Directors. Day to day responsibility for the work area and staff team is delegated to the manager.

Training will be provided to all staff commensurate with their duties. We will adopt a minimum standard whereby all staff will receive introductory training in Health and Safety, Fire Awareness and Manual Handling. Additional training will be considered dependent on role.

As tenants of The Maple Centre, Huntingdon, the SUN Network has adopted and will comply with the Health and Safety standards of Hunts Forum, the building manager.

This policy should therefore be read in the context of the Hunts Forum Policies which are available for all staff, volunteers and directors to read. These are: [Hunts Forum Health and Safety Policy](#) [Hunts Forum First Aid and Accident Policy and Procedure](#) [The Maple Centre General Risk Assessment](#).

### 2 Policy Review

This Policy is a living document and will be reviewed and updated following any relevant changes to the law or national guidance.

### 3 Risk Assessment

This policy is about the safety both of staff and of the people with whom they interact in the course of their work. Both are of the same importance and risk awareness is a core aspect of good professional practice.

We will undertake risk assessments for the offices that the organisation occupies at the Maple Centre using the template in appendix 1.

We will have a balanced approach to risk assessment in all of our work. Although we are not providing services to people with drug and/or alcohol issues and people with mental health issues, we are working alongside them on a daily basis to gather their views. We are sensitive to the fact that we could be seen to support the stigmatising idea that everyone with mental health or drug and alcohol problems is dangerous. We wish to make it clear that we understand that people with mental health problems are more likely to be victims of violence and abuse.

We will therefore make sure that staff bear in mind the possible risks presented by the people we work with, balancing this with the importance of avoiding excessively defensive practice. When potential risks presented by an individual have been identified, staff will involve that person in their risk assessment and risk management, which will be conducted in a spirit of openness, honesty and mutual respect.



Each team member will make arrangements for the assessment and management of risk each time they undertake a new task. For example: if a service is to use a new venue then this demands a building risk assessment, if they undertake a new activity with a new group the risk assessment will need to be updated. It is impossible for our procedures to be able to cover all eventualities; it is thus the stated aim of the Sun Network to provide sufficient tools in terms of procedures, and sufficient training and management to make sure that all our activities can be conducted in a safe way.

Directors and the manager will do all they can to support this aim, but we must also rely on the professionalism, diligence and good sense of all of our staff at all times.

#### **4 Procedures authorised by this policy**

The Sun Network has decided that it is not adequate to have a single Health and Safety Procedure to cover all aspects of Health and Safety. We have therefore decided to develop specific procedures which allow for sufficient specific detail and can be reviewed as and when the internal and external environments dictate.

A standard risk assessment format is included as appendix 1.

#### **5 Roles and responsibilities:**

##### *Directors*

Review and agree the Health and Safety Policy and ensure that systems are in place to

- recruit personnel sufficiently skilled to assess and manage risk;
- ensure reporting to the board of Directors of Health and Safety concerns and incidents;

##### *Project Manager*

- Take overall responsibility for health and safety matters within the organisation
- Make necessary provision for resources to be provided to allow the function to be carried out
- Undertake risk assessments, act on those assessments and review them as required
- Require staff to regard health and safety as a priority issue
- Periodically assess the performance of the organisation in health and safety matters in the light of reports, statistics etc. presented to them and take necessary action
- Allocate responsibility for health and safety within the Sun Network
- Induct, supervise and instruct employees
- Ensure that the induction sheet for all new staff in the team is completed within 5 working days
- Investigate complaints by any staff of his/her team relating to their health, safety or welfare at work
- Investigate potential hazards and dangerous occurrences at the workplace (whether they are drawn to his/her attention or not) and examine the causes of accidents at the workplace along with recommending remedial action/s.
- Ensure that the health and safety policy is available in the building and all staff in their team have read and understood its provisions.
- Actively encourage all staff to participate in the maintenance of a safe environment

The SUN Network Cambridgeshire and Peterborough

The Maple Centre: 6 Oak Drive: Huntingdon:

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[www.sunnetwork.org.uk](http://www.sunnetwork.org.uk)

Registered Company No: 11167922



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*All employees*

- Will read and understand the Sun Network Policies and Procedures and confirm they have done so
- Will observe and abide by any safety rules laid down and undertake training as directed
- Will report any hazards observed to their line manager or deal with them themselves as appropriate
- Will take reasonable care of themselves and others who may be affected by their actions
- Will not misuse or interfere with anything provided for health and safety welfare

**Approved by The SUN Network Board of Directors Date: 23 April 2018**

**Next Review Date: April 2021**

**Responsible Officer Executive Director of The SUN Network.**

Signed..... Date.....

Signed..... Date.....





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| What are the hazards?                      | Who might be harmed and how?  | What are you already doing?   | What further action is necessary?   | Action by who?                                  | Action by when? | Done |
|--|---|---|---|---|-----------------|------|
| <p><b>Example:</b><br/>Slips and trips</p> | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping.<br>All areas well lit, including stairs.<br>No trailing leads or cables.<br>Staff to keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, and offices cleaned each evening. | Better housekeeping in kitchen needed, e.g. clear up spills immediately.<br><br>Arrange for loose carpet to be repaired/replaced. | All staff, supervisor to monitor<br><br>Manager |                 |      |