



## The SUN Network Cambridgeshire and Peterborough Health and Safety Policy

### Policy

This policy applies to all SUN Network staff, directors, volunteers, visitors to The SUN Network and those working or present in The 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 The 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 Executive Director. Day to day responsibility of people with lived experience working on project with The SUN Network is delegated to the member or members of staff working alongside them.

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 and The Maple Centre General Risk Assessment.

### Policy Review

This Policy is a living document and will be reviewed and updated following any relevant changes to the law or national guidance. In the event of no changes, it will be routinely reviewed every three years.

### 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. Everyone is 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 mental health or drug and/or alcohol challenges, we are working alongside them on a regular basis to gather their views.



Members of staff will need to make risk assessments of their work areas, including external environment, fire and trip hazards, buildings, building fabrics and furniture, members of the public, and practices such as lifting heavy items.

Each team member will complete an impromptu 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. If any risk is identified (furniture blocking fire exit, trailing electrical leads etc) then this must be addressed immediately.

The Executive Director 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.

### **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.

### **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 Executive Director any Health and Safety concerns and incidents

#### ***Executive Director:***

- 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
- Assume responsibility for health and safety within The SUN Network

- Induct, supervise and instruct employees
- Investigate complaints by any staff relating to their health, safety or welfare at work
- Investigate potential hazards and dangerous occurrences at the workplace (whether they are drawn to their 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 on our website 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

**All employees:**

- Will read and understand The SUN Network Policies and Procedures and confirm they have done so as part of the induction process
- Will observe and abide by any health and safety rules laid down and undertake training as directed
- Will report any hazards to the Executive Director if they can't 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 July 2024**

**Next Review Date: July 2027**

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

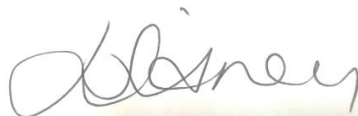
A handwritten signature in black ink, appearing to read 'K Clift'.

**Signed:**

**Kev Clift**

**Chair of Directors**

**Date: 29<sup>th</sup> July 2024**

A handwritten signature in black ink, appearing to read 'Lois Sidney'.

**Signed:**

**Lois Sidney**

**Executive Director**

**Date: 29<sup>th</sup> July 2024**

Annex 1.

Risk Assessment report

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
Example: Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. 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.  Arrange for loose carpet to be repaired/replaced.	All staff, supervisor to monitor  Manager		