



Health and Safety Policy

| | |
|------------------------|--|
| Date: | Spring 2013 |
| Lead person(s): | Lesley Heath – Health & Safety Officer |

Trustee Signature:

A handwritten signature in black ink, appearing to read 'David Court', is written over a light gray rectangular background.

1. General Policy 'Statement of Intent'

2. Responsibilities

- 2.1 [Chief Executive Officer](#)
- 2.2 [Executive Members](#)
- 2.3 [Heads of Department](#)
- 2.4 [Health & Safety Officer](#)
- 2.5 [Employees](#)

3. Arrangements

- 3.1 [Monitoring and Review of Health & Safety Policy](#)
- 3.2 [Information to Employees](#)
- 3.3 [Policies / Procedures](#)
 - 3.3.1 [Reporting of Accidents, Incidents and Dangerous Occurrences](#)
 - 3.3.2 [Bomb Threats](#)
 - 3.3.3 [Control of Substances Hazardous to Health \(COSHH\)](#)
 - 3.3.4 [Diseases and Dangerous Occurrences Regulations' \(RIDDOR\)](#)
 - 3.3.5 [Display Screen Equipment \(DSE\)](#)
 - 3.3.6 [Drugs and Alcohol](#)
 - 3.3.7 [Environmental Protection and Waste Control](#)
 - 3.3.8 [Fire and Emergency](#)
 - 3.3.9 [First Aid](#)
 - 3.3.10 [Hazard/Warning Signs and Notices](#)
 - 3.3.11 [Manual Handling and Lifting \(MHO\)](#)
 - 3.3.12 [Noise](#)
 - 3.3.13 [Personal Protective Equipment \(PPE\)](#)
 - 3.3.14 [Plant, Machinery, Work and Electrical Equipment](#)
 - 3.3.15 [Risk Assessments \(RA\)](#)
 - 3.3.16 [Safe Place of Work](#)
 - 3.3.17 [Security of site](#)
 - 3.3.18 [Smoking Policy](#)
 - 3.3.19 [Stress at Work](#)
 - 3.3.20 [Training](#)
 - 3.3.21 [Vehicles](#)
 - 3.3.22 [Welfare Arrangements](#)

1. General Policy 'Statement of Intent'

Sunfield Special Children's Home (Sunfield) has a duty under the Health and Safety at Work etc. Act 1974, Health, Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999 to ensure the health, safety and welfare of its employees and others during work activities or whilst on Sunfield premises.

The Company accepts its legal responsibilities and shall take all reasonably practicable measures to meet these objectives with the co-operation of employees.

Sunfield has health and safety as one of its declared objectives. The Board of Trustees and Chief Executive Officer are resolved to take all necessary measures to promote this objective across the organisation.

It is therefore; the policy of Sunfield, so far as is reasonably practicable, to ensure that, facilities, equipment and the environment are safe for the benefit of employees, students, contractors and visitors, whilst on Sunfield premises.

Sunfield will take all reasonably practicable steps to provide the necessary resources to ensure:-

- safe facilities, plant and equipment are provided and maintained
- safe methods of working are developed and maintained
- safe arrangements are implemented for the use, handling, storage and transportation of articles or substances
- provision of sufficient information instruction, training and supervision to ensure safe working conditions
- site access and egress are maintained in a safe condition
- provision and maintenance of welfare facilities and a healthy working environment
- consultation with employees on matters affecting their health and safety
- implementation and maintenance of an effective 'Health and Safety Management Structure' in which responsibilities and accountability are clearly defined and understood
- application of risk assessment techniques to identify hazards and associated risks ensuring the provision of appropriate resources are allocated and priorities set for action to remove such hazards
- promotion of a positive health and safety culture, communicated / cascaded across the organisation
- develop and maintain objectives whereby Sunfield can measure performance against current legal standards
- advice and assistance on health and safety matters as necessary from the Health and Safety Officer and other competent independent specialists; recognises the value of joint consultation with nominated representatives of the staff

Ultimate responsibility for health and safety within Sunfield rests with the Chief Executive Officer.

The Chief Executive Officer will regularly appraise the effectiveness of the Health and Safety Policy and ensure that revisions are undertaken.

The Chief Executive Officer will provide annual reports on health and safety performance to the Board of Management.

The Chief Executive Officer shall ensure the effective implementation of the Health and Safety Policy, in line with the responsibilities, duties and arrangements set out in this document.

Senior Team and Health and Safety Executive members will promote a positive health and safety culture, safe working environment; provide information, instruction, training and supervision necessary to achieve the objectives of the Health and Safety Policy.

Employees have a duty under the Health and Safety at Work etc Act 1974 to take reasonable care with regard to the health and safety of themselves and others; to read, understand and co-operate in the implementation of Sunfield's Health and Safety Policy, associated Procedures, statutory documents and codes of practice, to ensure a safe working environment and report any health and safety concerns to the appropriate person or, ultimately to the Board of Trustees.

Sunfield requires co-operation from its employees in regard to health and safety, to minimise the potential for accidents, injury or ill health occurring to themselves or others.

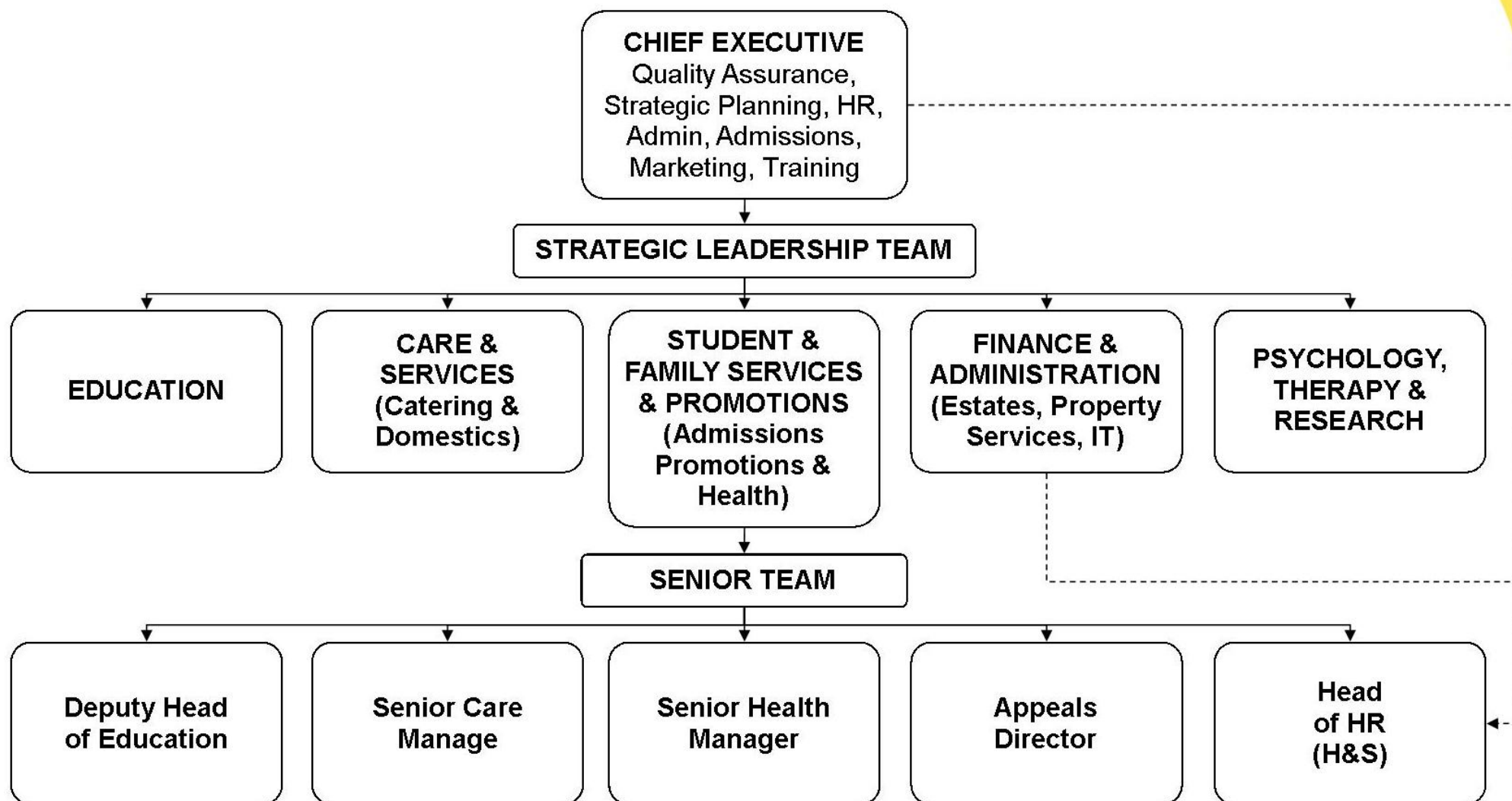
Signed
Chief Executive Officer

Date



ORGANISATION CHART

Strategic and Senior Teams



2. Responsibilities

2.1 Chief Executive Officer:

The ultimate responsibility for health and safety within Sunfield rests with the Trustees and the Chief Executive.

The Chief Executive Officer shall:

- Be aware of the duties imposed on the Trustees, Chief Executive Officer and Sunfield as an organisation and its employees under current health and safety legislation
- Promote a positive health and safety culture at all times, communicated / cascaded throughout the organisation
- Ensure that a Health and Safety Policy is implemented and maintained together with any supporting Policies and Procedures
- Arrange for periodic appraisal of the Health and Safety Policy and associated Policies and Procedures
- Ensure that any revisions to any health and safety documentation, deemed necessary are undertaken; in a timely manner; ensure that appropriate standards for health and safety are set, maintained and monitored
- Be conversant with Sunfield's Health and Safety Policy and associated Policies and Procedures
- Arrange for the provision of resources to meet the requirements of current legislation and Codes of Practice where applicable
- Delegate specific responsibilities as appropriate to the Executive Members, Department Head's and employees, to ensure compliance with current legislation
- Arrange for the monitoring and auditing of health and safety performance to be included on the annual Board of Trustees safety performance report
- Delegate specific health and safety responsibilities to Senior Management and the Health and Safety Officer
- Ensure that the HSE 'Law Poster' has been displayed across site in prominent areas
- Ensure that suitable and sufficient training is provided to employees, to ensure the safety of themselves and others and that training records are stored, as necessary and in line with current legislation and organisational policies and procedures

2.2 Executive Members

Executive members are accountable to the Chief Executive Officer for health and safety matters within their areas of control and for the effective implementation of Sunfield's Health and Safety Policy and associated Policies and Procedures.

Executive Members shall:

- Be aware of the duties imposed on Executive Members, Sunfield and its employees under current health and safety legislation and Codes of Practice
- Promote a positive health and safety culture, communicated / cascaded throughout the organisation
- Be conversant with Sunfield's Health and Safety Policy, associated Policies and Procedures
- Ensure the effective implementation of Sunfield's Health and Safety Policy and associated Policies and Procedures and make arrangements to identify the nature and extent of hazards and risks and the means and resources necessary to overcome them
- In consultation with the Health and Safety Officer; provide supplementary statements, written procedures and risk assessments relating to areas within their control
- Delegate, as appropriate, responsibilities to others and ensure that instructions are clear and understood and that there is a strict line of accountability

- Ensure adequate liaison with the Health and Safety Officer on all matters relating to health and safety, including policy reviews, new processes, methods and disciplinary action where staff fail to discharge their health and safety responsibilities
- Ensure the provision and maintenance of buildings, places of work, means of access and egress, plant, equipment and systems of work, working environment and arrangements for use, methods of handling, storage and transport of articles and substances as appropriate that are safe and without risks to health
- Carry out and assist in the investigation of accidents, dangerous occurrences or ill health in consultation with the Health and Safety Officer. Ensure that reporting is in accordance with Sunfield's Health and Safety Policy, associated Policies, Procedures and statutory requirements
- Ensure the provision and use of Personal Protective Equipment (PPE) and provide employees with suitable and sufficient training for the fitting or use of said PPE
- Ensure in accordance with Sunfield's Health and Safety Policy and associated Policies and Procedures that appropriate disciplinary action is taken for failure of employees to discharge their health and safety responsibilities
- Ensure that employees under their area of control are provided with sufficient information, instruction, supervision and training necessary to carry out their duties and responsibilities, without endangering themselves or others
- Ensure that employees are allocated work in accordance with their ability
- Ensure that employees within their area of control are aware of their responsibilities and liabilities under Sunfield's Health and Safety Policy, associated Policies and Procedures
- Ensure that employees understand the nature and extent of the work to be undertaken, the hazards that may arise and the precautions to be taken
- Ensure that employees under their area of control are familiar with the procedures for serious and imminent danger including fire, means of escape and the location and use of first aid fire fighting equipment
- Ensure that employees are aware of welfare facilities provided e.g. first aid
- Ensure, in consultation with the Health and Safety Officer and / or other functional specialists, that health and safety factors are taken into account when new methods, processes, machines, substances or changes in activities are introduced. Specific hazards relating to premises or activities shall be progressively identified and eliminated, or controlled by the introduction of detailed safe systems of work and procedures. New procedures will be incorporated in Sunfield's Health and Safety Policy. Specific hazards or risks that cannot be resolved by Executive Members shall be referred to the Health and Safety Officer and ultimately the Chief Executive Officer
- Undertake bi-annual formal inspections of the premises / area for which they are responsible. Take positive remedial action on unsafe working conditions or practices or refer to the Health and Safety Officer any of those for which they cannot achieve a satisfactory solution with the resources available to them
- Ensure that adequate arrangements are made to ensure the safety of any contractor or visitor who uses a place of work; under the control of Sunfield ensuring that the health and safety of employees is not adversely affected by the contractors activities
- Ensure maintenance of health and safety records in accordance with Sunfield's Health and Safety Policy and related Procedures and in line with current legislation
- Arrange for the provision of sufficient resources to meet the requirements of current legislation and Codes of Practice, where applicable

Note: The Executive Members to whom this section applies are:

| | |
|----------------------------------|--|
| Administration: | Head of Administration |
| Appeals: | Director of Appeals & Development |
| Care: | Head of Care |
| Catering: | Catering Manager |
| Domestics: | Domestic Manager |
| Education: | Head of Education |
| Estates: | Estates Manager |
| Finance: | Director of Finance |
| Health and Safety: | Health and Safety Officer |
| Human Resources: | Head of Human Resources |
| Property Services: | Property Services Manager |
| Training and Development: | PDC Administration Manager |

2.3 Heads of Department

The Heads of Departments are accountable to the Chief Executive Officer for health and safety matters within their areas of control and for the effective implementation of the Sunfield's Health and Safety Policy and related Procedures.

Heads of Departments shall:

- Be aware of the duties imposed on Executive Members, Sunfield and its employees under current health and safety legislation and Codes of Practice
- Promote a positive health and safety culture, communicated / cascaded throughout the organisation
- be conversant with Sunfield's Health and Safety Policy and associated Policies and Procedures
- Ensure the effective implementation of Sunfield's Health and Safety Policy and associated Policies and Procedures and make arrangements to identify the nature and extent of hazards and risks and the means and resources necessary to overcome them
- In consultation with the Health and Safety Officer; provide supplementary statements, written procedures and risk assessments relating to areas within their control
- Delegate, as appropriate, responsibilities to others and ensure that instructions are clear and understood and that there is a strict accountability
- Ensure adequate liaison with the Health and Safety Officer on all matters relating to health and safety, including policy reviews, new processes, methods and disciplinary action where staff fail to discharge their health and safety responsibilities
- Ensure the provision and maintenance of buildings, places of work, means of access and egress, plant, equipment and systems of work, working environment and arrangements for use, methods of handling, storage and transport of articles and substances as appropriate that are safe and without risks to health
- Carry out and assist in the investigation of accidents, dangerous occurrences or ill health in consultation with the Health and Safety Officer. Ensure that reporting is in accordance with Sunfield's Health and Safety Policy, associated Policies, Procedures and statutory requirements
- Ensure the provision, use and of Personal Protective Equipment (PPE) and provide employees with suitable and sufficient training for the fitting or use of said PPE
- Ensure in accordance with Sunfield's Health and Safety Policy and associated Policies and Procedures that appropriate disciplinary action is taken for failure of employees to discharge their health and safety responsibilities
- Ensure that employees under their area of control are provided with sufficient information, instruction, supervision and training necessary to carry out their duties and responsibilities, without endangering themselves or others
- Ensure that employees are allocated work in accordance with their ability
- Ensure that employees within their area of control are aware of their responsibilities and liabilities under Sunfield's Health and Safety Policy, associated Policies and Procedures
- Ensure that employees understand the nature and extent of the work to be undertaken, the hazards that may arise and the precautions to be taken
- Ensure that employees under their area of control are familiar with the procedures for serious and imminent danger including fire, means of escape and the location and use of first aid fire fighting equipment
- Ensure that employees are aware of welfare facilities provided e.g. first aid
- Ensure, in consultation with the Health and Safety Officer and / or other functional specialists, that health and safety factors are taken into account when new methods, processes, machines, substances or changes in activities are introduced. Specific hazards relating to premises or activities shall be progressively identified and eliminated, or controlled by the introduction of detailed safe systems of work and procedures. New procedures will be incorporated in Sunfield's Health and Safety Policy.

Specific hazards or risks that cannot be resolved by Executive Members shall be referred to the Health and Safety Officer and ultimately the Chief Executive Officer

- Undertake bi-annual formal inspections of the premises / area for which they are responsible. Take positive remedial action on unsafe working conditions or practices or refer to the Health and Safety Officer any of those for which they cannot achieve a satisfactory solution with the resources available to them;
- Ensure that adequate arrangements are made to ensure the safety of any contractor or visitor who uses a place of work; under the control of Sunfield ensuring that the health and safety of employees is not adversely affected by the contractors activities;
- Ensure maintenance of health and safety records in accordance with Sunfield's Health and Safety Policy and related Procedures and in line with current legislation;
- Arrange for the provision of sufficient resources to meet the requirements of current legislation and Codes of Practice, where applicable;

2.4 Health and Safety Officer

The Health and Safety Officer is accountable to the Chief Executive Officer for all matters relating to health and safety.

The Health and Safety Officer shall:

- Act as Sunfield's appointed competent person to assist the Chief Executive Officer and Senior Management in fulfilling its health and safety responsibilities
- Be aware of the duties imposed on the Health and Safety Officer, Sunfield and its employees under current health and safety legislation
- Be conversant with Sunfield's Health and Safety Policy and related Procedures
- Review and advise on any updates required to documents relating to health and safety
- Advise on new and proposed legislation, EC directives and Codes of Practice relating to health and safety
- In consultation with the Executive Members supplement the Health and Safety Policy with further statements and procedures relating to work in specific locations
- Liaise with the Health and Safety Executive Inspectors, Environmental Health Officers, Fire and Rescue, Fire Authority and other outside bodies as and when necessary
- Make arrangements to periodically audit and inspect Sunfield documentation and buildings
- Provide annually a health and safety report to the Chief Executive Officer, relating to health and safety performance and agreed standards
- Provide the Chief Executive Officer, Directors and Executive Members with an up to date advisory service including information on hazards, actual and probable risk, and preventative control measures and appropriate standards using specialist advice and support where necessary
- Assist in the investigation of accidents / incidents, dangerous occurrences when required, and liaise with staff across site as and when appropriate
- Report accidents / incidents or dangerous occurrences in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
- Maintain appropriate records e.g. RIDDOR, Fire Risk Assessments, fire drills, audits and inspections
- Provide accident / incident reports as and when required and for specific meeting groups e.g. JNC
- Provide staff training in health and safety related subjects to ensure compliance with Sunfield's Health and Safety Policy, related Procedures and in line with current legislation

2.5 Employees

As an organisation and employer Sunfield must ensure that employees adhere to agreed policies and procedures and current health and safety legislation.

Section 7 - The Health and Safety at Work Act 1974 (HASAWA) states:

**“It shall be the duty of every employee while at work- (General duties of employees at work)
(a) to take reasonable care for the health and safety at work of himself and of other persons who may be affected by his acts or omissions at work”**

Employees shall ensure:

- They have read, understand and comply with Sunfield’s health and safety policies and procedures to ensure that Sunfield as an organisation is compliant with current legislation
- Co-operation with management at all times with regard to health and safety matters
- Safe working and observe any safety rules or instructions relevant to particular work or location and use safety equipment and protective clothing provided by their employer
- Protective clothing provided by the employer is be suitable and sufficient and fit for purpose. (Please refer to Sunfield’s Dress Code Policy).
- Ensure that hazards, risks, accident or dangerous occurrence are reported to their line management, an Executive Member or Department Head.
- Seek advice when uncertain about any aspect of health and safety from their line Manager, Executive Member or Department Head
- Ensure that unsafe conditions, methods of work, practices, tools, plant or any other situation that might represent a serious or imminent danger are reported to their line Manager, Health and Safety Officer, Executive Member or Department Head.
- Familiarisation with Sunfield’s Fire Evacuation Policy and Procedure, and all procedures for serious and imminent danger know, the location of fire alarms, manual call points and first aid fire fighting equipment.
- Use machinery, equipment, substances, transport equipment means of production or safety devices provided by Sunfield in accordance with any training received or instructions provided by their employer
- Co-operate in the investigation of any accidents that may occur with the objective of introducing preventative measures
- Acceptable standard of ‘good housekeeping’ and cleanliness are upheld.

Please note that non-compliance with Sunfield’s Health and Safety Policy, any associated Policies, Procedures, statutory documents or Codes of Practice may result in disciplinary proceedings against staff.

3. Arrangements

The Health and Safety at Work etc Act 1974 (HASAWA) requires that employers should provide such information, instruction, training and supervision to ensure, so far as is reasonably practicable the health and safety of their employees, students, visitors and contractors.

This section lists the arrangements that comprise the main elements of Sunfield's 'Health and Safety Management System' consisting of the Health and Safety Policy and associated Policies and Procedures.

To this aim, the following arrangements shall apply:

3.1 Monitoring and Review of Health and Safety Policy:

Employees are positively encouraged to bring to the attention of their line Manager, Executive Member, Head of Department, Health and Safety Officer any areas where arrangements for health and safety appear to be inadequate.

3.2 Information to Employees:

- Sunfield's Health and Safety Policy Statement will be signed by the Chief Executive Officer and posted on prominent health and safety notice boards around site in line with current legislation
- Sunfield's Health and Safety Policy and related Procedures will be distributed to employees and made available via Sunfield's Intranet, other available health and safety documents e.g. risk assessments will also be available to employees via Sunfield's Intranet
- Matters relating to health and safety may be raised and discussed in team briefings, records of such discussions shall be recorded and a copy forwarded to the Health and Safety Officer
- Health and safety notices will be provided in accordance with statutory requirements
- Employees will receive appropriate health and safety training and safe systems of work
- The identity of the Health and Safety Officer will be brought to the attention of all employees on the first day of commencement of employment at Sunfield

3.3 Policies and Procedures:

The Health and Safety Policy is supported by organisational procedures which cover the following areas: -

3.3.1 Reporting of Accidents, Incidents and Dangerous Occurrences:

Certain injuries, diseases and dangerous occurrence are required by law to be reported to the Health and Safety Executive (HSE) in line with The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).

Accidents must be reported in a timely manner in line with Sunfield's Accident Reporting Policies, Procedures and Guidelines.

It is Sunfield's policy to investigate all accidents and near misses and where necessary establish the immediate and underlying causes and recommend measures to prevent a re-occurrence as part of Sunfield's 'Accident Investigation Procedure'.

The Health and Safety Officer is the competent person responsible for carrying out these assessments.

3.3.2 Bomb Threats:

Sunfield takes seriously any threat that may cause injury or harm to employees, students, or others on Sunfield premises.

In the event of a bomb threat, Sunfield has a set of procedures to guide employees and enable them to deal with this type of situation as part of Sunfield's 'Emergency Plan'.

3.3.3 Control of Substances Hazardous to Health (COSHH):

The Control of Substances Hazardous to Health Regulations 2002 requires that so far as is reasonably practicable the elimination of hazardous substances and / or the substitution with less hazardous substances.

In line with these regulations and 'Hierarchy of Control Measures' Sunfield will where reasonably practicable:

- Eliminate the exposure to hazardous substances
- Substitute hazardous substances to one less harmful to health
- Risk assess work activities
- Adequately control the exposure to any substance
- Monitor the exposure to employees
- Provide health surveillance
- Provide instruction, information training and supervision to employees exposed that may to hazardous substances
- Ensure provision of Personal Protective Equipment (PPE) and the instructions for use of the PPE

3.3.4 Diseases and Dangerous Occurrences Regulations (RIDDOR):

Employees will report to their line Manager, Health and Safety Executive Members or Heads of Departments any known reportable diseases or dangerous occurrences.

On such a report Sunfield will act accordingly in line with The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1992 (RIDDOR).

3.3.5 Display Screen Equipment (DSE):

Health and Safety Executive (HSE) states:

“VDU work does not cause permanent damage to eyes or eyesight. Eye tests are provided to ensure that users can comfortably see the screen, to work effectively without visual fatigue”.

Sunfield will ensure compliance with the Display Screen Equipment Regulations 1992 (DSE); by carrying out DSE workplace assessments on employees considered to be 'users' or, requiring a DSE assessment due to health reasons e.g. back problems.

DSE assessments will be carried out by the Health and Safety Officer as the competent person on site.

Sunfield will pay for a 'users' eye test providing the test has been performed by a qualified Optometrist and the employee is deemed to be a DSE 'user'.

Sunfield will pay for the 'users' prescriptive eyeglasses in line with standard NHS prescription costs and providing Sunfield have been advised in writing by the Optometrist that the eyeglasses are necessary for the 'user' to perform daily DSE functions during their hours of work, or, make a contribution at the same rate towards non standard NHS eyeglasses.

Please consult the Head of Human Resources prior to placing an order for prescriptive eyeglasses.

3.3.6 Drugs and Alcohol:

Sunfield views the taking of any drug (prescribed or otherwise) or alcohol whilst at work very seriously.

Employees are encouraged to inform Sunfield via their line Manager, Health and Safety Executive Members or Heads of Department if they are taking any prescribed drugs for any short or long term medical condition.

Driving of any Sunfield vehicle is strictly prohibited during this period.

Drugs used for the well being of students are kept under lock and key and only qualified staff are allowed to administer them.

Alcohol is not permitted on Sunfield premises unless permission has been granted in writing by a member of the Senior Leadership Team.

3.3.7 Environmental Protection and Waste Control:

Sunfield will ensure, so far as reasonably practicable, that any environmental impacts from the organisations operations are minimised in line with Sunfield's Environmental Policy and associated Policies and Procedures.

3.3.8 Fire and Emergency:

Fire risk prevention will follow the requirements of The Regulatory Reform (Fire Safety) Order 2005 (RRFSO).

Sunfield will ensure the undertaking of Fire Risk Assessments of each building on Sunfield's premises.

This undertaking will be part of the Health and Safety Officers area of responsibility as the competent person on site.

Fire Risk Assessments will be updated annually as good practice, or, as and when necessary according to any changes in work practices, or, changes to any relevant legislation.

3.3.9 First Aid:

Sunfield will comply with the Health and Safety (First Aid) at Work Regulations 1981 (HSFAWR) by appointing sufficient and suitably qualified persons to perform First Aid functions, instruct employees as to the location of the 'Accident Book', location of First Aiders and First Aid Boxes.

3.3.10 Hazard/Warning Signs and Notices:

It is a legal requirement to display health and safety signage; Sunfield will ensure compliance with the Health and Safety (Safety Signs and Signals) Regulations 1996 (HSSSR).

Safety signs will be displayed in line with these regulations and employees will be trained in the observation and representation of these signs.

Employees, contractors and visitors must comply with health and safety signs and notices displayed on Sunfield premises.

Health and safety signs must be obeyed at all times and must not be tampered with or removed unless permission has been sought by a member of the Senior Team, Facilities Manager, Estates Manager or Health and Safety.

3.3.10 Manual Handling and Lifting (MHO):

Sunfield recognises that work related muscular-skeletal injuries from poor manual handling can affect employees

Sunfield will take all reasonable steps to eliminate or reduce these effects by:

- Ensuring that suitable and sufficient / specific risk assessments are performed
- Providing information, instruction, training and supervision to employees on the effect of Manual Handling
- Provide Manual Handling training to all employees

- The provision and use of suitably maintained lifting equipment where reasonably practicable and provide training on such equipment when necessary
- Changing the work environment to suit the employee and their work activity where practicable

3.3.12 Noise:

In line with the Noise at Work Regulations 2005 (NWR); Sunfield will assess the risks to employees from noise at work and will take the following action:

- Reduce the exposure from noise that produces those risks
- Provide employees with hearing protection if the noise cannot be reduced
- Reduce exposure enough by using other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health from noise pollution

3.3.13 Personal Protective Equipment (PPE):

In line with The Personal Protective Equipment Regulations 1992 (PPE), Sunfield will provide suitable and sufficient PPE for its employees and train employees in the use of any PPE which has been provided for work their activities.

3.3.14 Plant, Machinery, Work Equipment and Electrical Equipment:

Sunfield will risk assess activities and train employees in the use of work equipment. Maintain machinery, plant tools and equipment in line with Provision and Use of Work Equipment Regulations 1998, (PUWER), The Electricity at Work Regulations 1989 (EWR) and any other statutory provisions and Approved Codes of Practice.

3.3.15 Risk Assessment (RA):

The Management of Health and Safety at Work Regulations 1999 (MHSWR); lays a duty on every employer, to carry out an assessment of the risks to health and safety, of his employees and non employees, while they are at work.

Sunfield provides Risk Assessments for students, work and leisure activities, specifics e.g. maternity and young persons (if applicable).

Risk Assessments are recorded electronically and accessed via the Sunfield Intranet.

Sunfield provides information, instruction, training and supervision to their employees to enable them to perform risk assessments.

3.3.16 Safe Place of Work:

Housekeeping is an essential feature of accident prevention and good working practices. Sunfield will ensure that all working areas within the premises so far as is reasonably practicable are kept clean and tidy at all times, staff must co-operate at all times to ensure adherence of these arrangements.

3.3.17 Security of Site:

Sunfield takes site security very seriously to ensure the safety of employees, students, visitors and contractors.

Sunfield accept the valuable contribution and co-operation of its employees in achieving this aim, however, employees must never endanger themselves or others during pursuit of site safety.

Employees must familiarise themselves with the Procedures for site safety.

Sunfield as an employer also requires that:

- Visitors and contractors are required to **sign in** and **sign out**

- Access is denied to visitors and contractors where there are areas of sensitivity unless permitted to be in that area or accompanied by a member of staff
- Employees that are key holders to Sunfield property must take every care to ensure keys are not mislaid.
- A key holder responsible for locking up a procedure must ensure that the locking up procedure is adhered to at all times ensuring that electrical equipment and lighting is switched before leaving
- Keys must never be left on desks or in doors
- Report the loss of any keys immediately to Property Services Manager; a cost may be incurred for lost keys diagnosed
- Employees responsible for organisational keys must not under any circumstances lend their keys to unauthorised personnel
- Employees must take care of their personal property, Sunfield will not be held responsible for lost or stolen personal property
- Employees must carry with them at all times their Sunfield identity badges
- Employees must display their Sunfield sticker in their vehicle

3.3.18 Smoking Policy

Sunfield has a strict no smoking policy in place

Smoking is restricted to the designated smoking area provided, the smoking area is provided for employee use only.

Smoking is not allowed in any Sunfield vehicle or any personal vehicle which is used to transport staff, students or visitors.

3.3.19 Stress at Work:

The Health and Safety Executive define stress as ‘the adverse reaction people have to excessive pressure or other types of demands placed upon them’.

Sunfield is committed to protecting the health, safety and welfare of their employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

In order to realise this commitment, the company has identified the following aims for the effective management of stress in the workplace:

- To increase general awareness of stress and the methods available to combat its effects
- To take action to identify and endeavor to eliminate or reduce workplace stressors
- To assist employees in managing the effects of stress in others, particularly people whose work they
- Manage effectively problems that occur, including the return to work of staff who have been diagnosed with the effects of stress
- To maintain and develop appropriate services and facilities to support the health and welfare of employees diagnosed with the effects of stress.

3.3.20 Training

Sunfield provides a ‘Professional Development Centre’ (PDC) which is managed by the PDC Administration Manager.

The PDC Administration Manager makes all arrangements for health and safety training, electronically monitors and records employee training records and provides employees with ‘Certificates of Attendance’ for all training courses.

- Induction Training for new starters, which provides employees with an overview of Sunfield’s health and safety procedures on the first day as an employee at Sunfield

- 'Welcome to Sunfield'; which gives an overview of Sunfield presented by the Senior Leadership Team
- Health and Safety Full Day Awareness
- Behavioural Safety
- CALM
- Control of Substances Hazardous to Health (COSHH)
- Fire Safety
- First Aid
- Food Safety (Online)
- Manual Handling
- Risk Assessment
- Working at Heights

(This training list is not exhaustive)

3.3.21 Vehicles:

Sunfield takes seriously its 'duty of care' to employees, students and others and considers the safety of the occupants of its vehicles of paramount importance.

Sunfield's Vehicle Policy and associated Procedures sets out the requirements for employees that drive company-owned vehicles to ensure the safety of all.

3.3.22 Welfare Arrangements:

Welfare will be provided in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR) and The Health and Safety Information for Employees Regulations 1989 (HSIER), which requires employers to provide and display Health, Safety and Welfare information in the form of an approved poster (Health and Safety Law) poster or an approved leaflet.

The (Health and Safety Law) poster will be completed with the required information and displayed in prominent areas across site in line with current legislations.