



# Health & Safety Arrangements

## **Risk assessments**

All significant hazards in the workplace are to be assessed using risk assessment forms. A hazard can be a dangerous machine, chemical or dangerous working practice or process. The risk is the likelihood of harm occurring from the hazard.

Each department is to have its own binder containing these assessments and managers are responsible for their upkeep and ensuring each employee has read them. Risk assessments are reviewed annually in March by the department managers, after which all their staff read them and sign to confirm doing so, but any new hazards introduced in between the review should be addressed at once.

## **Fire Procedure**

The emergency fire evacuation procedure will periodically be practised. A copy of the fire procedure is in every department's training manual. All fire response team members will be given fire panel training and information. Employees must familiarise themselves with their appropriate fire procedure, and if they work in different departments or overnight they must understand the relevant fire procedure for those particular departments.

## **Fire Alarms**

The fire alarms are tested weekly to ensure their correct operation, and the fire alarm system is regularly checked (Details of tests and dates can be found in a log in the builders' office).

## **Emergency Lighting**

Day to day inspections are made by staff, especially housekeeping and maintenance in the course of their departmental duties, and any failures, for example lamps not working, are reported as soon as possible. Duration tests are performed at appropriate times. (Full details of tests can be found in the emergency lighting log book in the builders' office)

## **Fire Extinguishers**

Fire Extinguishers are located throughout each complex. Most members of staff have been given instructions in the use of fire extinguishers. All training details are in their individual training records. Extinguishers are maintained by outside contractors.

## **First Aid**

All departments are covered by trained first aiders, and all employees must be familiar with the first aid procedure. Employees that are at all unsure please are encouraged to consult their manager.

## **Accident Investigation**

Any accident or near miss must be reported at once to the appropriate manager. The manager will then make a record in the accident book and complete an accident investigation form, which is then passed to the safety officer. The accident will then be investigated, and if possible a safer system of work implemented. Departmental Managers must keep the safety officer informed of any employees absent for more than three days due to a work related accident because such accidents are reportable under the R.I.D.D.O.R. regulations. Accidents or near-misses that involve a death or major injury must be reported to the Environmental Health Department as per the R.I.D.D.O.R. regulations.

## **Temporary Workers**

Departmental managers are responsible for ensuring all temporary workers receive any relevant health and safety information through completion of a Temporary Workers Induction Sheet.

## **Induction Training**

On induction, new employees will be trained in all relevant aspects of Health and Safety for the departments in which they will be working. They should also read the risk assessments for all relevant departments.

## **Equipment**

It is the responsibility of each departmental manager to ensure all equipment in their department is in good condition and so safe to use. Departmental managers must also ensure that staff members using equipment are trained to do so.

- a. Departmental managers must make six-monthly inspections of all dangerous machinery in that department, confirming it is working correctly and safely and all appropriate maintenance is up to date. A record of this will be given to the safety officer for retention.
- b. Every employee must ensure all guards and safety devices on any equipment, tools and machinery are in place and working correctly before use. If this is not the case, equipment should be marked with a "do not use" sign and isolated from any power supply if necessary. The appropriate manager should be informed at once.
- c. Employees must not use equipment unless they have received the appropriate training and are aware of its hazards.
- d. Specialised equipment must have its safety checked by outside experts – for example Oxyacetylene equipment, pressurised steam boilers and vessels.
- e. Departmental managers are responsible for issuing any personal protective equipment – which is freely available to all employees in their departments. They must also ensure the equipment is well maintained, and all staff understands its correct use & limitations.

### **Chemicals**

Each departmental manager must ensure that all dangerous chemicals are stored and used safely. Dangerous chemicals are stored in locked stores with binders containing health and safety data sheets for the appropriate chemicals. Copies of data sheets are to be retained for use in an emergency.

- a. Managers must ensure all staff are competent in the use of any chemicals they come in to contact with at work, are given any necessary instructions and have read the data sheets before use.
- b. A suitable & sufficient assessment of every dangerous chemical should be performed using risk assessment forms which should then be read by staff. Managers must also ensure that any personal protective equipment is freely available and in good working order.
- c. Each member of staff is then responsible for taking care of any protective equipment issued to them, and for reporting any loss or damage to their manager as soon as possible.

Spraying of herbicides and pesticides takes place from time to time. The staff who perform these duties are trained in the use of pesticides, modules PA 1, PA 68 and PAZA, and they have passed these modules under the scrutiny of an external examiner.

If at all possible, dangerous chemicals should be avoided. Managers must try to use the least toxic substance available, or a different working process to achieve the same results.

### **Lifting of Heavy or Awkward Loads**

Employees must not attempt to lift items beyond their capabilities, and are to ask for assistance if needed. Many members of staff (where risk assessments dictate) have been given basic instructions in lifting correctly. Further information required can be gained from the department manager, or safety officer.

The basic rules for manual handling are as follows:

- a. If there is lifting equipment available for this purpose use it
- b. Do not lift more than is safe
- c. Ensure the route is clear and visible
- d. Wear safety shoes & gloves where appropriate
- e. Remember to always bend the knees, keep a firm grip and keep the weight close to your body

### **Gas Appliances**

- a. Work on Gas Appliances will only be carried out by CORGI registered workers.

### **Electricity**

- a. Electrical repairs, no matter how small are only carried out by people trained and competent to do so.
- b. Appliances, cables and plugs are always visually checked before use
- c. Portable appliance testing is carried out at regular intervals and records are kept for reference.

### **Young People at work: New & Expectant Mothers**

All young people must be adequately supervised taking in to account their inexperience, lack of awareness and immaturity. If school age children are to be employed a work permit must be obtained from the local authority. Personal risk assessments are carried out to ensure there are no risks to expectant mothers' health & safety.

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Issue 2.00 | May 08

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