



SUNDIAL
Venues and
events group

Health & Safety

Statement of General Policy

Sundial Group's main priority is the Health and Safety of all staff, guests and people in its surrounding grounds.

It is the objective of management to make all employees aware of their own safety, and the effect that their actions have on others. Each employee is given full Health and Safety training upon joining Sundial Group so that they are able to recognise hazards in the workplace and create a safe environment for everyone. In doing this, feedback to Managers and the Safety Officer is encouraged. We ask that employees and guests follow all safety rules and regulations and do not endanger themselves or others.

The Directors and Managers will take Health and Safety into consideration at all times – from the purchasing of new equipment to setting up new work practices and processes. Sundial Group seeks the help of external Health and Safety consultants where necessary and inspections are carried out annually with access to ongoing telephone support. New staff will be trained in existing safety measures and all staff will be trained further where new chemicals or processes are involved. Managers will continually monitor safety practices to ensure they are adhered to and working effectively.

All employees are encouraged to consult with managers regarding any Health and Safety problems that may arise and also any initiatives that may improve health and safety at work – these ideas will be readily considered. Sundial Group also welcomes suggestions from guests using the facilities. Departmental meetings are held each month with Health and Safety on the Agenda, and Health and Safety meetings are also held every three months. The outcome of these meetings is communicated to employees for future reference. Any appropriate training and information will be given to employees in respect of risks to their health and safety, which may arise out of their work, or work place. If the need should arise, any expert advice will be obtained regarding health and safety at work.

By adhering to this safety policy and reviewing it at regular intervals or when circumstances change, a progressive improvement in health and safety will be obtained at each centre.

Organisation

Each department manager will be responsible for health and safety in his or her own department. Any member of staff must feel free to discuss any matter regarding health and safety with their Department Manager, who may then bring it to the attention of the Safety Officer. It is the responsibility of each department manager, to organise any training of staff that is relevant to his or her own department. They are also to respond to any employee initiatives or concerns regarding health and safety.

Sundial Group Ltd is registered in the UK no: 3432674 and its registered office is Highgate House, Creaton, Northampton, NN6 8NN

This policy also applies to Sundial Group's subsidiary companies.

Issue 2.00 | May 08

Further information may be obtained by calling +44 (0)1604 731731, emailing info@sundialgroup.com or visiting www.sundialgroup.com