



UKST Health and Safety Policy Statement

This is the Health and Safety Policy Statement of UK Shaolin Temple Limited Charity No. 1150698

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work and volunteering activities;
- To consult with our employees/volunteers on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees/volunteers;
- To ensure all employees/volunteers are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Responsibilities:

Overall and final responsibility for health and safety is that of:

The Directors of UK Shaolin Temple Ltd.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Jennifer Chen.

To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

<i>Name</i>	<i>Responsibility</i>
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All employees/volunteers have to:

- Co-operate with supervisors and managers on health and safety matters;
- Correctly use work items provided, including personal protective equipment; in accordance with training or instructions.
- Not interfere with anything provided to safeguard their health and safety or welfare;
- Take reasonable care of their own health and safety; and that of others.
- Report all health and safety concerns to the appropriate person (as detailed in this policy statement).

Health and Safety Risks arising from our work activities:

- Risk assessments will be undertaken by all senior management staff.
- The findings of the risk assessments will be reported to all appropriate employees/volunteers.
- Action required to remove/control risks will be approved by all senior management staff.
- All senior management staff will be responsible for ensuring the action required is implemented.
- All senior management staff will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Consultation with employees/volunteers:

- The Employee/Volunteer representative is: Jennifer Chen.
- Consultation with employees/volunteers is provided by The Resource Centre Manager.
- In order to encourage and facilitate consultation with employees/volunteers, there will be an agenda item for health and safety at every staff/volunteer meeting.
- Health and Safety will be an agenda item at every Directors monthly management meeting.

Safe plant and equipment:

- The Resource Centre Manager will be responsible for identifying all equipment/plant needing maintenance.
- The Resource Centre Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- The Resource Centre Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with facilities/equipment should be reported to The Resource Centre Manager.



- The Resource Centre Manager will check that new facilities and equipment meets health and safety standards before it is purchased.



Safe handling and use of substances:

- The Resource Centre Manager will be responsible for identifying all substances which need a COSHH assessment.
- The Resource Centre Manager will be responsible for undertaking COSHH assessments.
- The Resource Centre Manager will be responsible for ensuring that all actions identified in the assessments are implemented.
- The Resource Centre Manager will be responsible for ensuring that all relevant employees/volunteers are informed about the COSHH assessments.
- The Resource Centre Manager will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every 6 months or when the work activity changes, whichever is soonest.

Information, instruction and supervision:

- The Health and Safety Law poster is displayed in the office / leaflets are available from The Resource Centre Manager.
- Health and safety advice is available from The Resource Centre Manager.
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the appropriate manager.
- The appropriate manager is responsible for ensuring that all employees/volunteers working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training:

- Induction training will be provided for all employees/volunteers by their line manager.
- Job specific training will be provided by each employees/volunteers line manager.
- Specific jobs requiring special training are listed in the risk assessment.
- Training records are kept by the employees/volunteers line manager.
- Training will be identified, arranged and monitored by the employees/volunteers line manager.

Accidents, first aid and work-related ill health:

- First Aid boxes are located in the office, the treatment room and meditation room.
- Information about appointed First Aiders is available from The Resource Centre Manager and is stated next to the First Aid boxes.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the filing cabinet located in the office.
- The person/s responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority are the appropriate managers.



Monitoring:

- To check working conditions and ensure safe working practices are being followed, The Resource Centre Manager will make spot checks of specific risk areas which have been identified.
- There will be an annual review of the Health and Safety Policy (including risk assessments).
- The person responsible for investigating accidents is The Resource Centre Manager.
- The person responsible for investigating work related causes of sickness absence is The Resource Centre Manager.
- The person responsible for acting on the findings of the investigation to prevent recurrence is The Resource Centre Manager.

Emergency procedures – fire and evacuation:

- The person responsible for ensuring the fire risk assessment is undertaken and implemented is Jennifer Chen.
- Escape routes are checked by appropriate staff every day.
- Fire extinguishers are maintained and checked by Yanmin Chen.
- Alarms are tested weekly by The Resource Centre Manager.
- Emergency evacuation will be carried out annually – this is coordinated by The Resource Centre Manager.
- The Resource Centre Manager is responsible for ensuring this is done.

Working in an office environment:

- To avoid tripping hazards, all office accommodation and associated store rooms and stairs must be maintained in a neat and tidy condition and access and egress to all areas must remain unimpeded by any files, equipment or other items.
- No objects should be stored on the treads of any staircase. Cables must be routed so as to avoid creating tripping hazards or must be protected with suitable cable covers to reduce the tripping hazards and to prevent damage to the cable.
- Storage facilities must be organised in such a way that files or other materials can be stored and retrieved without risk. Only lightweight goods should be stored above shoulder height or below knee height. Where goods are stored at high level, means must be provided so that they can be reached safely, that is office steps. Where such equipment is provided it must be maintained in good order.
- Filing cabinets can tip if more than one drawer is opened at any one time. Drawers should be kept closed when not in use. Whenever possible, heavy/bulky files should be stored in the lower half of the filing cabinet.
- All furniture and equipment should be maintained in a good state of repair. Defective furniture and equipment, particularly sharp edges on metal furniture, can be hazardous. Any such defects must be reported to management without delay.



- Many items of electrical equipment are in use in the office environment. No worker should attempt to rectify any electrical defect. All servicing and maintenance of electrical equipment should only be undertaken by a suitable and qualified competent person. Records must be kept of such servicing and maintenance.

Working at Computer Workstations:

- UKST will provide appropriate equipment to reduce the risk of injury, including wrist rests, footrests, document holders, appropriate seating and work stations as requested or appropriate.
- UKST will pay for annual eye tests for all employees/volunteers who use VDUs. The responsibility for arranging such a test lies with individual employees/volunteers. The fee must be in line with the standard NHS fee.

The following guidelines should be followed by all employees/volunteers to reduce the risk of injury/damage to health, regardless of the amount of time spent working at computer work stations:

- To reduce the risks of visual fatigue and repetitive strain injury: take regular breaks from the screen (at least once an hour): when possible, try to vary the type of work you do on the VDU so that you are not, for example, inputting data for long periods of time. This is to reduce the risks of visual fatigue and repetitive strain injuries.
- Adjust your seat or stop working if you feel uncomfortable.
- If you develop physical symptoms which could be associated with working at a computer work station (e.g. headaches, problems with vision, sore hands and/or wrists, back pain) you should report these to your line manager.
- Follow guidance to ensure your work station is set up correctly and that you are sitting properly.

Guidelines on Manual Handling:

There is some lifting and handling involved in most employees/volunteers tasks [e.g. carrying display boards, boxes of leaflets]. In order to reduce the risk of injury the following guidelines should be followed by all workers:

- Employees/volunteers are not required to lift or handle any object which they perceive would put themselves at risk of injury. Assistance or guidance should be sought from another employee/volunteer.
- Where possible use mechanical aids, e.g. sack cart.
- Use common sense to minimise risk, e.g. carry the minimum weight possible, minimise the amount of time you spend walking with the load by involving other people in a "human chain".
- Follow the good handling techniques as advised.
- If in doubt, don't lift the object and speak to your line manager for guidance.

Guidelines on Working Alone:

Employees/volunteers are not required to enter into or continue working in any situation where they feel at risk. If an employee/volunteer feels at risk or to have been at risk in a particular situation they must report it to their line manager.

Home Visits:



If you are intending to make a home visit, another employee should be informed of where you are going and when you are expected to have completed your visit. Details of the client's address and telephone number should be easily accessible.

When you are carrying out a home visit:

- Try to ensure that you have easy access to an unlocked exit at all times (for example, take the seat nearest the door).
- If they are causing you concern, ask that any dogs (or other pets) be removed to another room.
- Record and report any indication of your client having had a history of violent or abusive behaviour. Record and report any perceived threat of violent or abusive behaviour.
- Leave the premises quickly if your client (or any other person present) becomes aggressive or threatening.
- Obtain support and guidance after any situation in which you feel threatened.
- Carry a mobile phone and/or personal alarm.
- Do not give out your personal address or telephone number.

Working Alone in the Building and Personal Safety:

UKST will try and ensure that the times when employees/volunteers work alone are kept to a minimum, particularly outside usual office hours (i.e. 9.00am – 5.00pm).

There are various precautions which can be taken to reduce the risk to an employee/volunteer working alone. These precautions will include any or all of the following depending on the individual situation, and employees/volunteers should use their own judgement about which of the following apply:

- If you are intending to work outside office hours, another member of staff (preferably your line manager) should be informed.
- Keep the external door locked, and only open it to a caller if you judge that this does not present undue risk to yourself. If you decide not to open the door, ask the caller to make an appointment to come back when there are other people present, or to use the telephone to communicate with the organisation.
- Be aware of your personal safety if you are working alone, particularly in the evening, including leaving the office premises, and take appropriate action to safeguard this.
- Be aware of your personal safety if you are attending external meetings on behalf of UKST in the evening. Try to walk to car parks or public transport stations with other people you know, or call a taxi if you perceive you could be at risk.

Signed:

Date:

Review date: 09 / 02 / 2015

