



## **Amita Buddha Centre ('ABC')**

### **Health & Safety Policy**

#### **1. General Statement of Intent**

The term 'worker' shall mean trustees, volunteers and paid workers.

Our policy is to provide and maintain safe and healthy working condition, equipment and systems of work for all workers, and to provide such information, training and supervision as necessary for this purpose. ABC also accepts the responsibility for the health and safety of other people who may be affected by our activities.

Contractors and visitors to ABC have a duty to take reasonable steps to protect the health and safety of themselves and those around them. ABC expects all visitors and contractors to our premises to observe our Health and Safety Policy.

When workers are visiting other areas outside of ABC it is expected that the said workers will follow the health and safety policy of that area e.g. schools, community centres, etc.

Responsibilities:

1. Overall responsibility for health and safety at ABC rests with the General Manager.
2. All workers have the responsibility to co-operate with the General Manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
3. Whenever a worker notices a health or safety problem, which they are not able to put right, they must tell the General Manager immediately.

#### **2. Training**

All prospective workers will be trained at induction and thereafter yearly by ABC trainers, with regards health and safety.

#### **3. Risk Assessment**

Cleaning materials are kept under the sink and are marked accordingly. All workers are given instructions on how to clean and maintain the premises.

#### **4. Working Face to Face:**

The General Manager will perform a risk assessment on all potential face-to-face clients during the Initial Assessment (IA). Where 1:1 classes are offered, they must be recorded in the diary including



start and finishing times. Teachers should always book an appointment when there is another worker in the building for the first 1:1 meeting.

## **5. First-Aid**

There is a first aid box and accident book in the kitchen.

The appointed person is the General Manager who will also be responsible for ensuring the first aid box is adequately stocked, and reports accidents in accordance with RIDDOR 1995. (see accident book pg ii- iv for advice).

Appropriate training on first aid should be made available to all interested workers.

## **6. Emergency procedures**

It is the responsibility of all workers to ensure that all corridors and exit routes are clear of any obstruction at all times.

The fire exits are marked they are:

1. Back door, next to the kitchen
2. The front door

The assembly point is at the garages in Nelson Road.

A fire extinguisher is in the kitchen.

WHERE POSSIBLE THE BACK DOOR FIRE EXIT SHOULD BE USED.

## **7. Health and Safety Rules and Procedures**

All workers and visitors of ABC have access to policies and procedures pertaining to ABC and are required to observe these. They can be found in the policy file on the bookcase, and copies of these will be handed out to all workers during induction.

Smoking is prohibited in all areas of the building. There is a designated area outside at the rear of the building.

This policy will be subject to an annual 'health check review' to ensure that it complies with statutory and regulatory requirements and is working in practice. If the 'health check' identifies an issue then the policy will be subject to full review.

This policy will be subject to full review at least once every three years.