



Palpung Changchub Dargyeling

Tibetan Buddhist Meditation Centre

&

Palpung Maitri House

House of Friendship

Community Venue

Updated 13th April 2022

Health and Safety Policy

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1. Statement of General Policy

The Centre is, through its Trustees and staff, committed to ensuring, so far as is reasonably practicable, that:

- All Staff, Volunteers and Attendees are safeguarded fully in respect of health, safety and welfare whilst at the Centre and Maitri House Wellbeing Centre.
- Members of the public who enter our premises as contractors' employees, visitors, or centre users are not exposed to health and safety risks during the course of their business or interaction.
- No work is carried out by the Centre that is liable to expose staff, volunteers, or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.

The Trustees have the ultimate responsibility for the implementation of this policy and risk assessment will ensure that the requirements of all health and safety legislation are established. The Centre Staff are responsible for the implementation of this policy within their respective departments. Matters that cannot be resolved at this level will be referred to the Centre Manager.

Through its Trustees, The Centre's objectives are:

- To provide conditions of work for all Staff / Volunteers which prevent a danger to health. This requires that risk assessments be carried out, as appropriate, to ensure that hazards and risks are to be identified to enable the standards of safety to be adapted and enforced.
- To ensure that all buildings, equipment, etc is maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff, volunteers or the public.
- To provide information, and where appropriate, instruction and supervision - with the object of ensuring, so far as is reasonably practicable, the health and safety at work of every staff member and volunteer.
- To ensure that the health, safety and welfare of all staff, volunteers and visitors are under continuous review by the Trustees.

2. Health and Safety Responsibilities of the Trustees

The Trustees of the Centre have the ultimate responsibility for ensuring that at the Palpung Buddhist Centre and Maitri House, the requirements of the Health and Safety at Work Act 1974 and all relevant subsequent legislation are met.

The Trustees expect that all users of Palpung Buddhist Centre and Maitri House will have continuous awareness of safety requirements, be alert to existing and potential hazards and risks, and to act accordingly to minimise potential danger.

Health and safety is also the responsibility of all personnel in the organisation and every staff member, volunteer and visitor is charged, under both Statute and Common Law, with a duty of care for their own safety, that of fellow participants and of any person in the activity or work area.

In order to promote the development and maintenance of good health and safety practices the Centre will, where necessary, provide and/or obtain any necessary technical and advisory assistance required.

3. Organisational Arrangements

While the Trustees are ultimately responsible, as far as is reasonably practicable, for the health and safety of all users of Palpung Buddhist Centre and Maitri House premises, the designated Health and Safety Officer (the Centre Manager) is responsible for the day-to-day co-ordination of and compliance with health and safety policy and procedures.

The Trustees and Health and Safety Officer (the Centre Manager) are also responsible for implementing this Health and Safety policy, ensuring compliance with health and safety procedures by any contractors or suppliers working on the premises, and for ensuring staff and volunteers are given adequate induction and training.

4. Individual Responsibilities

In addition to the specific responsibilities detailed above, all staff, volunteers and visitors must:

- Take reasonable precautions in safeguarding the health and safety of themselves and others who may be affected by their work or activity
- Observe all health and safety rules and procedures as laid down by the Palpung Buddhist Centre and Maitri House and use the health and safety equipment that may be provided.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety and hygiene.
- Co-operate with the Management in providing a safe place and system of work whilst ensuring that good housekeeping standards are maintained.
- Report to the Centre Manager all accidents, incidents or dangerous occurrences, in order that they can be investigated and, where necessary, remedial action taken to prevent recurrence.
- Seek advice or report to the Centre Manager when unsure of a particular work requirement, or when visiting unfamiliar work/activity areas.

5. Responsibilities of Other Service Providers

All organisations and individuals which rent out or provide services from Palpung Buddhist Centre and Maitri House must:

- Sign a contract in relation to use of the Centre's buildings.
- Hold current Employer's Liability, Public Liability Insurance and Professional Indemnity Insurance as appropriate.
- Provide details of their Health and Safety policy. If there is no Safety Policy Statement, then advice and assistance will be given by the Centre Manager.
- Take reasonable precautions in safeguarding the health and safety of themselves and others who may be affected by their work, including good housekeeping practices.
- Observe all health and safety rules and procedures as laid down by The Management (of Palpung Buddhist Centre and Maitri House) and use any health and safety equipment that may be provided.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, and hygiene.

- Report to the Centre Manager all accidents, incidents or dangerous occurrences, in order that they can be investigated and, where necessary, remedial action taken to prevent recurrence.
- Seek advice or report to the Centre Manager when unsure of any issues around compliance of policies and procedures.

6. Good Housekeeping

Good housekeeping standards should be maintained and the premises will be inspected on occasions by the Centre Manager.

7. All service providers

Fire and First Aid Provision

- Familiarise yourself with the Fire Regulations of the building you are operating in.
- Fire doors and escape routes are clearly marked and should never be obstructed.
- Fire instructions are prominently displayed and should never be obstructed.
- Familiarize yourself of the location of the First Aid box First Aid instructions in the premises.

Floors and Passageways

- Floors should be smooth and level with no broken or uneven areas.
- Oily or wet floors should be attended to as soon as is practical.
- Carpets and tiles should be in good repair.
- Passageways are well lit, unobstructed and clearly defined.

Stairs and Landings

Stairs and landings should be well maintained, have non-slip surfaces, good handrails, be well lit and unobstructed.

Work Areas

- Work areas should be tidy.
- Kept at a reasonable temperature with good lighting and ventilation.
- The number of persons per room should be monitored and seating provide where necessary.
- Tools and equipment should be safely put away after use.

Welfare

- Toilets and washing facilities should be kept clean and tidy with hot water, drinking water, soap, toilet paper, hand towels, etc available.
- Kitchen and eating areas should be kept clean and tidy with waste bins provided.
- We are a None smoking Organisation.

COVID

- We are a COVID Aware organisation and will strictly adhere to the latest guidelines at all times. We all have a mutual responsibility to keep each other safe.
- Specific details of the present up to date COVID guidance will be highlighted to all staff, volunteers and centre users as and when changes to COVID routines are recommended through national guidelines.

8. Risk Assessment

Responsibility for risk assessment is an integral part of health and safety management, and they play an important role in the identification and reporting of potential hazards in the workplace.

- A hazard is something with the potential to cause harm (this can include substances or machines, methods of work and other aspects of work organisation);
- A risk expresses the likelihood that the harm from a particular hazard may be realised;
- The extent of the risk covers the population that might be affected by a risk (i.e. the number of people who might be exposed, and the seriousness of the consequences).
- Risk, therefore, reflects both the likelihood that harm will occur and its severity.

Any hazards should be reported to the Centre Manager who will carry out a Risk Assessment and decide on appropriate action to reduce or as far as possible eliminate the risks.

However, anyone identifying serious hazards should take **immediate** remedial action, which may include shutting down of equipment, vacation of premises, etc, without risk to themselves or others.

The Centre Manager will strive to carry out a 'suitable and sufficient assessment of risks' to the health and safety of staff, volunteers and others, and this assessment will record groups specifically at risk, including children and young people, inexperienced staff, young workers, new and expectant mothers, etc.

9. Accident Recording, Reporting, and Investigation (RIDDOR 2013)

Palpung Wales will carry out Health and Safety processes as relevant and in line with Regulations, ensuring that internal procedures are in place.

All groups using Maitri House must demonstrate a basic understanding of their H&S responsibilities.

10. Control of Substances Hazardous to Health (COSHH 2002) Regulations

The law on COSHH relates to the workplace: within the main King Street centre and Maitri House, internal procedures will be provided which cover relevant and appropriate aspects.

In Maitri House, any substances hazardous to health (eg cleaning materials) will be managed and stored as required by the COSHH 2002 Regulations, and including clear risk assessment and control measures for these substances.