

URBAN THEOLOGY UNIT

Statement of Health & Safety at Work Policy
(In accordance with the Health & Safety at Work
Act 1974)

Issued February 2009

1. General

The Organisation is committed to providing for the health, safety and welfare at work of all the employees of the organisation and of other users.

The Organisation will observe the Health and Safety at Work Act 1974 and all relevant regulations and codes of practice made under it from time to time. The Organisation will take into account any recommendations made by the Health and Safety Executive with regard to health and safety issues. The statement of the procedures will be reviewed at the beginning of each year by the Human Resources Committee or other persons appointed by the Managing Trustees. A report on the review, with any proposals for amendment to the statement or procedures, is to be made to the next following ordinary meeting of the Trustees.

2. Statutory Duty of the Organisation

The Organisation has a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of its employees and, in particular to:

- a) Assessing the risk to the health and safety of employees and others who may be affected and identifying what measures are needed to comply with its health and safety obligations
- b) Provide and maintain equipment and systems of work that are safe and without risks to health
- c) Arrange for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- d) Provide information, instruction, training and supervision in safe working methods and procedures
- e) Provide and maintaining a healthy and safe place of work and providing a means of access there from
- f) Provide and maintain a working environment for the employees that is safe, without risk to health and adequate as regards facilities and arrangements for their welfare at work
- g) Promote the co-operation of employees to ensure safe and healthy conditions and systems of work by discussion and effective joint consultation
- h) Establish emergency procedures as required
- i) Monitor and review the management of health and safety at work
- j) Keep this safety policy under review and make any revision it deems necessary from time to time. All such revisions will be brought to the attention of employees

The above policy needs the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others.

3. Statutory Duty of Employees

- a) Comply with any safety instructions and directions issued by the Organisation
- b) Take reasonable care of their health and safety and the health and safety of other persons (e.g. other employees, volunteers, contractors, users of the organisation) who may be affected by your omissions at work, by observing safety rules which are applicable to you
- c) Cooperate with the Organisation to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the Organisation by or under any of the relevant statutory provisions is complied with
- d) Not wilfully misuse nor interfere with any item provided in the interests of health, safety or welfare
- e) Report and co-operate in the investigation of any accidents, incidents or dangerous occurrences that have led or may lead to injury, including those involving the public and participants in activities organised by UTU
- f) Use equipment or protective clothing provided in accordance with the training you have received
- g) Report any potential risk or hazard or malfunction of equipment to the appropriate authority (the Support Services Manager in the first instance)

4. Health & Safety Rules

All employees must exercise ordinary care to avoid accidents in their activities at work and comply with any aspect the Organisation's health and safety rules and procedures.

Accidents & First Aid – All accidents, however trivial, should be reported and recorded in the Organisation's accident book, which is kept in the UTU Administration office.

If an accident occurs, see the first aider and/or if appropriate dial 999, giving your name, location, and brief details of the problem.

Fire Procedures – All employees must familiarise themselves with fire escape routes and procedures and follow the directions in relation to fire. Fire drills carried out are important and must be taken seriously.

On discovering a fire:

- Raise the alarm by alerting others in the building
- Call 999 and report the location of the fire
- Evacuate the building immediately and go to the designated point (the corner of Abbeyfield Road and Scott Road)
- Do not stop to take personal belongings
- Do not re-enter the building unless informed that it is safe to do so

Equipment & Appliances – No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of UTU and any directions for the use of such must be followed precisely.

Safety Clearways – Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance – Defective equipment, furniture and structures must be reported as such without delay.

Hygiene and Waste Disposal – Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene – When handling or preparing food there are specific hygiene requirements.

- a) Regularly wash hands before and during food preparation but especially after using the toilet
- b) Tell your supervisor of any skin, nose, throat, stomach or bowel problem
- c) Ensure cuts or sores are covered with waterproof high visibility dressings
- d) Keep long hair away from your face
- e) Keep yourself clean and wear clean clothing
- f) Never cough or sneeze over food
- g) Clean as you go. Keep all equipment and surfaces clean
- h) Prepare raw and cooked food in separate areas
- i) Make sure raw meat is and kept and returned to the bottom of the fridge and stored in sealable containers
- j) Cover food and avoid handling as much as possible
- k) Do not prepare any food which is past its 'use by' date
- l) Make sure food is cooked or reheated right through and is piping hot in the middle. Do not reheat more than once and cook leftovers quickly
- m) Clean knives and utensils thoroughly after use with raw food
- n) Tell your supervisor if you cannot follow the rules
- o) Advise your supervisor of any defects or concerns regarding the facilities e.g. uncleanness, refrigeration malfunction, cracked food preparation surfaces

Display Screen Equipment – UTU recognises its responsibility to ensure the wellbeing of worker who habitually use display screen equipment for a significant part of their normal work. Employees are advised to take a five minute break from the display screen equipment once an hour. Employees experiencing any visual problems or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment have a right to an eye test at UTU's expense.

Alcohol, Drugs and Tobacco – Smoking within UTU and the use of drugs (except under medical supervision) on UTU's premises are prohibited at all times. The use of intoxicants is prohibited

during working hours and no employee may undertake their duties if under the influence of alcohol or drugs except under medical supervision.