

# College of Integrated Chinese Medicine

## HEALTH AND SAFETY POLICY

### General Statement of Policy

Our policy is:

- To provide safe and healthy working conditions, equipment and systems of work for our employees.
- To provide adequate information, training and supervision to ensure this.
- We undertake to operate with due regard to health and safety of persons who are not our employees.

This policy will be reviewed regularly and employees advised of any changes.

### Responsibilities

1. The Management Committee (MC) retains overall responsibility for establishing and monitoring health and safety arrangements at 19 & 21 Castle Street, Reading.
2. All employees must co-operate to achieve a safe and healthy workplace and take reasonable care for themselves and others.
3. Any employee discovering a health or safety problem that they cannot correct must inform the person named above, in writing.
4. There will always be a member of Admin staff available who has an “Appointed Person” first aid qualification.

### Section 3

#### General Arrangements

#### First Aid

First aid boxes are located throughout both buildings. The receptionist is responsible for re-stocking them.

#### Accidents

The accident book is held in reception. All accidents must be entered into this book.

## **Fire Safety**

Admin staff and teaching staff have all attended Fire Training.

Fire evacuation drills are held twice yearly.

Fire extinguishers will be located at marked fire points. The caretaker undertakes monthly inspections to ensure equipment is properly located. Maintenance of equipment is carried out annually.

## **Fire Action**

Action to take on discovering a fire:

- Raise the alarm by shouting
- Call the fire brigade

Action to take on hearing the alarm bell:

- Evacuate the building (if treating a patient make sure they leave the building also)
- Fire wardens check each floor to make sure everyone is out.
- Fire wardens check everyone has assembled in the car park.

When students are present the Receptionist will act as fire warden for the ground floor and basement and each teacher will act as a fire warden for the floor on which they are teaching. If there is only a clinical group in the building, the clinical supervisors will be the acting fire wardens. When patients are being treated it is the responsibility of the practitioner to make sure their patient leaves the building.

## **Training**

The Office Manager will ensure all new employees and teaching staff are given details of the safety policy.

## **Patients and Students**

All patients must report to reception before receiving treatment and sign in.

Students – the class tutor will be responsible for knowing the whereabouts of all the students in their class. For clinical students the clinical supervisors will be responsible.

All visitors and contractors must report to reception and sign in.

## **SECTION 4**

### **Specific Hazards**

## **Housekeeping and Premises**

A maintenance book is kept in reception to record any defects. Peter Mole is responsible for ensuring the work is done.

All fire doors must be kept closed at all times.

## **Electrical Systems**

Portable electrical equipment is checked and certified by a trained electrician.

## **Hazardous Substances**

Cleaning products are kept in a lockable metal cabinet in the basement storeroom. All other substances used in the College are not considered hazardous by COSH.

## **Manual Handling**

Tables and chairs are re-arranged frequently and deliveries of stationary also need to be handled. To ensure that this done in the safest way manual handling training is given to relevant staff.

## **Lone Working**

Reception is manned Monday 9.00 – 18.00, Tuesday 09.00 – 18.00, Wednesday 09.00 – 21.00, Thursday 9.00 – 18.00 and Friday 9.00 – 18.00, Saturday 8.00 – 18.30 and on Sunday 8.30 – 17.30. Self-employed practitioners, who choose to work at the College outside these hours, do so at their own risk. The College has restricted access to the building at all times (doors open on a door release system only) and all practitioners are warned of the potential dangers of working alone.