

Purpose of Life - Health, Safety, Welfare and Hygiene Policy

A) SAFETY

- 1) You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as provided to you from time to time.
- 2) You must not take any action that could threaten the health or safety of yourself, other volunteers, employees, customers or members of the public.
- 3) You should report all accidents and injuries at work, no matter how minor, in the accident book.
- 4) You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

B) ALCOHOL & DRUGS POLICY

Under legislation we, as the trustees of the charity and where applicable as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and volunteers and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the charity and/or the health and safety of our volunteers and employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

C) BODY PIERCINGS

It is against our policy to openly display certain forms of body piercing such as eyebrow/stomach piercing as it may be deemed a safety hazard, therefore the wearing of such items is prohibited in accordance with health and safety policies.

D) HYGIENE

- 1) Any exposed cut or burn must be covered with a first-aid dressing.
- 2) If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- 3) Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

E) NO SMOKING POLICY

Smoking is only permitted in the designated outside areas of the offices and on your authorised breaks only. This includes e-cigarettes.

F) FITNESS FOR WORK

If you arrive for volunteering or work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

G) MANUAL HANDLING

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.