



Arch B, The Link
Bazalgette Way
Thamesmead, London
SE2 9BS
Tel: 0208 310 1730
Email: info@archwayproject.org

HEALTH SAFETY WELFARE & 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 shown separately
2. You must not take any action that could threaten the health and safety of yourself, other employees, customers or members of the public
3. Protective clothing and other equipment, which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
4. You should report all accidents and injuries at work, no matter how minor, in the accident book, which can be found in each office. Each centre manager has to report all accidents to head office immediately.
5. The name(s) of our first aider(s) are posted on the notice board

A. Refreshment – Making facilities/Leisure room

We provide refreshment making facilities and a leisure room for your use, which, must be kept clean and tidy at all times and may only be used during authorised breaks.

B. Smoking Policy

As it is our responsibility to ensure your welfare at work, the Project operates a non-smoking policy within its offices/premises, which must be observed at all times. Smoking will be permitted outside of our premises.

C. Alcohol & Drugs Policy

Under legislation we, 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 similarly you have responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

The effects of alcohol and drugs can be numerous:- (these are examples only and do not constitute an exhaustive list).



Arch B, The Link
Bazalgette Way
Thamesmead, London
SE2 9BS
Tel: 0208 310 1730
Email: info@archwayproject.org

- a. Absenteeism (e.g. unauthorised absence, lateness, excessive levels of sickness, etc)
- b. Higher accident levels (e.g at work, elsewhere, driving to and from work)
- c. Work performance (e.g difficulty in concentrating, tasks taking more time, making mistakes, etc)

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

D. Hygiene

Any exposed cut or burn must be covered with a first-aid dressing

- 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.
- Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

Date Reviewed: July 2023