



## Health & Safety Policy

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### a. Purpose of the Policy

RJ4ALL aims to take reasonable steps to ensure the health and safety at work of all employees, volunteers and users.

This Policy is intended to set out how that will be achieved. RJ4ALL will endeavour to ensure that all relevant statutory requirements are complied with, that risk assessments will be carried out and monitored periodically, and, where risks cannot be completely eliminated, suitable personal protective equipment will be provided.

This Policy covers every employee working for RJ4ALL irrespective of their status, level or grade. It also covers all our volunteers and is fully aligned with EVS standards, principles and Charter.

This Policy is for guidance only. Neither this Policy nor any part of its contents forms part of an employment contract. RJ4ALL may alter, add to or depart from this Policy at any time. In addition, RJ4ALL is not bound to follow any particular procedural step in this Policy and may omit or jump steps at its absolute discretion. However, RJ4ALL may, if it considers it necessary, impose even more stringent health and safety standards if it deems this necessary. It is important that you read this Policy carefully and comply with its terms.

You have a duty to co-operate with RJ4ALL to ensure that this Policy is effective, and to offer all necessary assistance to ensure the health and safety at work of all employees. Any failure to do this will be treated seriously.

RJ4ALL also has a responsibility to ensure the health and safety of others who may be affected by the work activity, and reasonable steps will be taken by all concerned to ensure that this duty is observed.

The attention of all employees and volunteers is drawn to RJ4ALL' safety rules and procedures. Severe disciplinary action may be taken against any employee who violates these rules and procedures.

RJ4ALL will endeavour to consult with employees/ volunteers periodically to ascertain what measures should be taken to increase awareness of health and safety and to ensure that all necessary measures are taken to make this Policy effective.

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Restorative Justice for All, Rotherhithe Community Centre  
30 Plough Way, Rotherhithe, London SE16 2LJ, UK  
[www.rj4all.info](http://www.rj4all.info) | [admin@rj4all.org](mailto:admin@rj4all.org)





RJ4ALL will endeavour to take such measures as may be necessary to ensure proper training, supervision and instruction of all employees in matters pertaining to their health and safety, and to provide any necessary information.

**b. Personnel Responsible for Health and Safety**

The person having overall responsibility for health and safety will be the Executive Director of RJ4ALL. The Executive Director may appoint another employee representative responsible for health and safety matters on a day to day basis. Each line manager will have responsibility for health and safety matters in his/her own area of work.

**c. Arrangements for Health and Safety**

The Health & Safety Law Notice is located within the office for reference. The First Aid kit is located in the office.

**d. Safety and security Rules**

Workplaces must be kept clean and tidy with rubbish and discarded materials placed in bins and in the recycling containers provided. All materials must be properly and safely used and when not in use properly and safely secured. Care must be taken to ensure that the work place is not hazardous either to employees or visitors.

**Smoking**

The office is a non-smoking office. Smoking is prohibited at all times inside the office and on the office grounds.

**Fire**

Fire doors should be kept closed at all times and passageways clear.

The Office Administrator is the nominated fire warden for RJ4ALL. A briefing for fire wardens and a fire evacuation drill for the entire building is held twice a year.

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### Electrical Equipment

Any faulty equipment or equipment in a dangerous or worn condition must be reported by employees to the Office Administrator. You should never use equipment that is suspected to be faulty. All electrical equipment should be switched off when not in use.

### Alcohol and Drugs

Impaired ability to carry out one's role due to consumption of alcohol or non-prescribed drugs or substance abuse will be considered a serious disciplinary matter. Any employee who, in the opinion of the Executive Director, is under the influence of drugs or alcohol or has engaged in substance abuse and is unable to perform any of their duties to the appropriate standard may face action under the terms of the Disciplinary and Dismissal Procedure.

### e. Emergency Procedures

Copies of RJ4ALL' fire warning and evacuation procedure are displayed on the wall. You should familiarise themselves with fire exit routes in the building, the position of fire alarm points and the position and instructions for use of fire extinguishers. In the event of an emergency, you should not leave your work area or evacuate the building unless instructed to do so. In the event of an emergency, you are encouraged to remain calm.

### f. Reporting an Accident or Illness at Work

You are required to immediately report any work-related injury, incident, or safety hazard to the Office Administrator who should ensure that all details are entered in the accident report book.

Minor injury must also be reported immediately to the Office Administrator, who shall create and file an Incident Report. Even a minor cut or scratch may become infected. Therefore, RJ4ALL stresses the need to report every injury, however minor it may appear.

A serious illness or injury is any physical condition that requires immediate medical attention. Examples include, but are not limited to, unconsciousness, bleeding, absence of breathing or pulse rate and/or severe chest pain. In an emergency situation, you should call 999 from any available telephone and immediately alert any member of management. As soon as possible, your line manager should submit an Incident Report to the Office Administrator.

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You should consult the fire safety and evacuation procedures in the premises where you work. For the protection of all workers, RJ4ALL wants all workers to work safely and use all the safety devices provided to protect them. Safety is everybody's business, especially each worker. Everyone is expected to do their part to make RJ4ALL a safe place to work.

**g. Signing In Sheet and General Matters**

You will need to sign in and out using the RJ4ALL signing in sheet. This also applies to visitors. The Executive Director will be responsible for the proper and accurate completion of the signing in sheet. Employees who deliberately do not record the sign in and out time accurately may be investigated as part of a disciplinary process.

You should remain alert and report any practices you observe which in your opinion could constitute a hazard to themselves or others. You should take considerable care when carrying heavy items, walking on wet or slippery surfaces, using a ladder or reaching above head height to remove or place items. Trolleys should be used to move any heavy items.

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