



EGLAC
EAST GREENWICH LEGAL ADVICE CLINIC

Health and Safety Policy

This policy outlines our commitment to ensuring the health, safety, and wellbeing of all staff, volunteers, clients and visitors involved in our legal advice services, whether delivered in person or remotely.

Scope

This policy applies to:

- All employees and volunteers;
- Clients attending in-person sessions;
- Remote participants (staff, volunteers and clients); and
- Any third parties working with or on behalf of the charity.

Responsibilities

- Trustees: Oversee implementation and review of this policy.
- Staff and Volunteers: Follow safety procedures and report concerns.
- Clients and Observers: Respect safety guidelines during sessions.

In-Person Sessions

We are committed to providing a safe and accessible environment at all physical locations.

Venue Safety

- Premises must be clean, well-lit, and accessible.
- Fire exits must be clearly marked and unobstructed.
- First aid kits must be available and regularly checked.
- Risk assessments will be conducted annually or when venues change.

COVID-19 and Infectious Disease Control

- Staff and clients must not attend if symptomatic or unwell.

Lone Working

- Volunteers will never be left alone with clients during an in-person clinic session.
- Volunteers should never arrange to meet clients away from the clinic without the prior knowledge and approval of the Clinic Director.

Incident Reporting

- All accidents, injuries, or near misses must be reported to the Clinic Director as soon as reasonably practical.
- Serious incidents must be reported to trustees within 24 hours.

Remote Sessions

We aim to ensure safety and professionalism during virtual advice sessions.

Digital Safety

- All devices used must have up-to-date antivirus protection.
- Staff and volunteers must use secure platforms approved by the charity.
- Confidentiality must be maintained at all times.

Mental Health and Wellbeing

- Staff and volunteers will be encouraged to take regular breaks.
- Support will be offered for those experiencing stress or burnout.
- Clients will be signposted to appropriate support services as far as possible if needed.

Safeguarding

Any safeguarding concerns raised during remote sessions must be reported immediately following our Safeguarding Policy.

Training and Awareness

- New joiners will be briefed on this policy during induction.
- Clinic hosts will be briefed on basic health and safety considerations.
- Trustees will be briefed on EGLAC's Emergency Plan.

Review

This policy will be reviewed annually by the trustees or sooner if required by changes in legislation or operational needs.

Date adopted:	30 th September 2025
Date of last review:	30 th September 2025
Next review due:	30 th September 2026