

PACT Health and Safety Policy

Introduction

Penrith Action for Community Transition (PACT) is committed to the implementation and maintenance of an effective Health and Safety Policy in relation to all its members, volunteers and the public.

This policy underlines the commitment of the PACT to minimise all risks which could result in injury, of any type, to its members or volunteers.

Scope

- This policy applies to all personnel, engaged as Steering Group members or volunteers of PACT.

Legal Framework

The legal framework is outlined in the Health and Safety at Work Act 1974 and is supplemented by various Statutory Instruments. In essence the Act seeks to

- a) make the workplace safe and eliminate or control risks to health;
- b) ensure plant and machinery are safe and that safe systems of work are set and followed;
- c) ensure articles and substances are moved, stored and used safely;
- d) provide adequate welfare facilities;
- e) give workers the information, instruction, training and supervision necessary for their health and safety;
- f) consult workers on health and safety matters.

In reality items (a), (e) and (f) are currently most relevant to our small voluntary organisation.

Policy Statement

The organisation will ensure that before undertaking any type of activity is undertaken the risks are assessed and appropriate action taken to ensure they are eliminated or minimised. A draft risk assessment document is available to assist with this process. It is the responsibility of the Action Group or Project leader to ensure that

- a) All risks are properly assessed. (Risk Assessment)

- b) Appropriate action is taken to minimise risk e.g. luminous jackets to be worn when litter picking.
- c) All volunteers are assessed and appropriately trained, including on job training, to undertake the task (taking account of levels of expertise and experience). It is also important to ensure that all activities are effectively supervised.

It is the Treasurer's responsibility to ensure that the organisation, volunteers and members of the public are appropriately insured (Employers Liability Insurance and Third Party Insurance)

Monitoring and Review

This policy will be available to all volunteers and will be monitored for its effectiveness in achieving its objectives.

The policy will be reviewed by the Steering Group on an annual basis

Dated February 2011