

# PACE Manningtree – Health and Safety Policy

## 1. Introduction

This policy states the commitment of PACE Manningtree to the Health, Safety and Welfare of all volunteers (and staff if appointed) and members of the public whilst engaged in PACE activities.

The policy is to provide, as far as is reasonably practicable, a safe and healthy working environment, safe equipment and work systems for volunteers and all those involved in PACE activities and to provide appropriate information, training and supervision.

All volunteers must comply with this policy and co-operate with colleagues to achieve high standards of health and safety. Responsibilities and arrangements are outlined in this document to ensure our policy objectives are met.

This policy is a legal requirement under the Health and Safety at Work Act (HASAWA) 1974 and complies with this legislation. PACE needs to comply with Health and Safety Regulations – to fail to do so can be a criminal offence.

## 2. Scope

- To ensure that all activities are being carried out safely without risk to health, so far as is reasonably practicable.
- To ensure there is an effective management of Health and Safety throughout PACE activities.
- To ensure there is an effective system of risk assessment and that appropriate precautions are taken as a result of these assessments.
- To ensure there are effective Health and Safety procedures covering PACE activities.
- To ensure all existing and new volunteers are aware of their own personal responsibilities.
- To ensure the public, contractors and suppliers comply with relevant Health and Safety requirements.
- To ensure that volunteers understand how to report a concern regarding Health and Safety issues.
- To provide appropriate training regarding Health and Safety matters.
- To keep up to date with any changes in Health and Safety legislation and standards and make any necessary changes to this policy or practices relating to PACE activities.

## 3. Purpose of the Policy

3.1. **Part 1:** Policy Statement of Intent sets out the General Policy Statement for PACE which must be brought to the attention of all volunteers.

3.2. **Part 2:** Sets out the organisational arrangements.

3.3. **Part 3:** Sets out the arrangements for implementing this policy.

3.4. **Part 4:** Relates to Safeguarding Young Persons, Children and Vulnerable Persons.

Questions concerning this policy should be referred to any of the PACE Trustees who can refer to the PACE Trustee for Health and Safety, or to the Chair of Trustees.

#### 4 PART 1: Policy Statement of Intent

- 4.1. This policy states the commitment of PACE to high standards of Health and Safety. Although the Chair of Trustees has ultimate responsibility for implementing this policy, day to day operational responsibility is delegated to the Trustee for Health and Safety. All volunteers must recognise their responsibility for working within this policy.
- 4.2. The policy of PACE is to ensure that all activities are carried out in ways which do not adversely affect the Health and Safety of any person. PACE will protect the Health and Safety of volunteers on PACE activities and establish and maintain the highest practical standards of safety and accident prevention.
- 4.3. PACE will comply with its responsibilities under all relevant Health and Safety legislation.
- 4.4. PACE recognises its duty of care to its volunteers and will aim to protect them from any risks to their health and safety as far as is reasonably practicable.

It will achieve this by:

- a) Identifying and assessing risks to which volunteers are likely to be exposed.
  - b) Adopting safe working practices and other measures to minimise risks.
  - d) Providing appropriate instruction, training and supervision.
  - e) Checking that instructions and precautions are being followed.
- 4.5. If staff are appointed, then PACE will provide staff with the same standard of protection as volunteers.
- 4.6. PACE will endeavour to ensure that all practicable measures are taken to minimise risks to members of the public who may be involved in PACE activities.
- 4.7. PACE will endeavour to ensure that contractors undertake their work in ways which do not create risks to volunteers, or the public, or contractors themselves.
- 4.8. PACE will maintain systems which collect and record appropriate information on any accident or incident, reportable disease, dangerous occurrence or near miss event, and will ensure correct accident reporting procedures as required by law and statutory legislation. PACE will take any remedial action to prevent any recurrence. PACE will undertake investigations where any incident, injury, accident, disease, dangerous occurrence or near miss event warrants this.
- 4.9. PACE will have appropriate ways of checking that precautions relating to health and safety are followed including spot checks where appropriate.
- 4.10. PACE will review performance relating to Health and Safety and will be open to internal and external audit where this is considered appropriate by the Board of Trustees.
- 4.11. This Statement of Intent should be read in conjunction with Parts 2 and 3 and 4 of the Health and Safety Policy.

Signed: Chair of Trustees of PACE Manningtree. Date. 11 July 2024



## 5. PART 2: Organisation

This section sets out the principal responsibilities for the management of Health and Safety within PACE. Before running an event on behalf of PACE you must

- plan what you are going to do;
- carry out a Risk Assessment preferably using the Risk Assessment Form so that you identify any significant risks and precautions which would reduce those risks;
- adjust your plans according to the precautions you have identified;
- consult any relevant policies or Health and Safety Trustee or Safeguarding Trustee and if necessary, adjust your plans further;
- inform any other volunteers or outside personnel who will assist you in organising and running the event of any precautions that need to be implemented, and if they have comments, incorporate these into your plans;
- consider what would be necessary in the event of an unforeseen emergency;
- make sure that you and your fellow volunteers do run the event taking into account the precautions and adjustments you have identified;
- if there is an accident or incident, despite your best made plans and precautions, then deal with this professionally and calmly, and make sure you make a record of what happened, and if necessary, submit an Accident or Incident report to a PACE Trustee so that we can all learn from this and take improved precautions in future;
- thank all your volunteers for their contributions to running an event in ways which are well organised.

## 6. Part 3: Arrangements

6.1. Responsibilities of the Trustee for Health and Safety (or the Chair of Trustees in the absence of a specified Trustee).

The Trustee retains the overall responsibility for the implementation of this policy but day to day operational responsibility for the implementation of this policy will be delegated to specific Trustees or lead volunteers.

The Trustee will establish the importance of Health and Safety objectives in relation to the other objectives of PACE.

In Particular the Trustee for Health and Safety (or the Chair of Trustees):

- Will ensure that the Board of Trustees, or other governance groups and volunteers are kept informed of the Trust's Health and Safety performance, and relevant Health and Safety matters.
- Will, in conjunction with the Board of Trustees, set Health and Safety objectives and targets and monitor PACE's progress towards their achievement.
- Will include as appropriate a section on Health and Safety plans and performance within an Annual Report to the Board of Trustees.
- Will ensure that this policy is reviewed by the Board of Trustees annually and that the most up to date version is accessible on the PACE website [www.pacemanningtree.org.uk](http://www.pacemanningtree.org.uk)
- Will ensure that risk assessments are completed, recorded, actioned and shared with appropriate volunteers.
- Will ensure there are effective systems for communication and consultation with volunteers on Health and Safety matters.

- Will ensure that, where necessary, severe accidents or incidents are reported to the Health & Safety Executive in a timely manner and that such accidents or incidents are subject to an Accident Investigation.
- Will ensure high standards of Health and Safety are demonstrated by Trustees and leaders of PACE activities.
- Will ensure that first aid procedures exist, including where relevant, the provision of first aiders and appointed persons, and that volunteers are aware of the arrangements. All necessary training will be supported by PACE.
- Will ensure that Health and Safety matters which cannot be resolved are raised with the Board of Trustees.
- Will, if necessary, form a Health and Safety Committee of PACE Trustees and Volunteers which will assist in reviewing and advising on Health and Safety matters.

## 6.2. Responsibilities of those Volunteers in Charge of a PACE activity

Any individual in charge of a PACE activity has responsibility as follows:

- To ensure that all volunteers who work with them are aware of PACE's current Health and Safety procedures and that these are available on the PACE website.
- To ensure a safe working environment as far as is reasonably practicable.
- To ensure that any tools, equipment, vehicles or appliances are in good condition and appropriately maintained.
- To ensure volunteers under their control are adequately trained, informed, instructed and supervised.
- To ensure all accidents/incidents are recorded and reporting procedures are carried out.
- To monitor/report on all matters pertaining to Health and Safety.
- To carry out Risk Assessments, Fire Assessments and other assessments relating to the activity.
- To ensure there is appropriate first aid provision at all times.
- To ensure the safety of the public and contractors in ways which are reasonable and practicable.
- To ensure where necessary that appropriate Personal Protective Equipment (PPE) is made available and worn according to instructions.
- To ensure that where organising work on others' land or in others' buildings that Risk Assessments are carried out and that, where necessary, the insurance of the Trust is checked to ensure it covers these activities.
- To be aware of fire and emergency procedures.

## 6.3 Responsibilities of Volunteers

- All volunteers must be made aware that this Health and Safety policy statement is available on the PACE website.
- Every volunteer has a duty of care, both for his/her own personal safety, and the safety of others who might be affected by his/her actions or omissions.
- Should volunteers come into contact with any defective equipment or hazardous situations this must be reported to Leader of the activity, and he/she should also stop work if the nature of the defect or situation involves risk of serious injury to any person.
- If a volunteer encounters work being carried out by other volunteers, or contractors on PACE business in an unsafe manner the PACE expects that they will report the circumstances immediately to the Leader of the activity or to a PACE Trustee.

## 7. Definitions

### 7.1 Reporting of Accidents and Incidents

Any accident, dangerous disease, dangerous occurrence, incident or near miss occurrence must be recorded using the Report Form for Accident or Incident (Available on the PACE website) and give/send this to a PACE Trustee as soon as possible and preferably within 24 hours of the occurrence.

### 7.2 Codes of Good Practice

Codes of Good Practice are provided by manufacturers for most items of equipment. If not, PACE will compile a Code of Good Practice. Volunteers must follow Codes of Good Practice.

### 7.3 First Aid Kits

PACE will provide first aid kits on request for any PACE activity. PACE will provide training on request for volunteers who wish to become Qualified First Aiders and Emergency First Aiders.

### 7.4 Insurance

PACE maintains insurance policies which cover all activities with regard to all persons including volunteers, trainees, and the public. Such insurance does not in any way reduce the obligation for any person to comply with this Health and Safety policy.

### 7.5 Training

PACE will provide volunteers with appropriate training for PACE activities.

### 7.6 Complying with the Health and Safety Policy

- a) PACE expects volunteers to comply with this Health and Safety policy - If a person does not, he or she will be asked to leave the PACE activity.
- b) PACE also expects contractors to comply with Health and Safety Policy – if they do not, they will be asked to stop work on the contract.
- c) Members of the public involved in PACE activities are expected to have due regard to their own Health and Safety, and that of other persons – if they do not, they can expect to be asked to leave the activity.

### 7.7 Monitoring Performance

A PACE Trustee can organise a spot check of a PACE activity to check that Health and Safety policies and procedures are being implemented; and following a spot check can recommend improvements regarding Health and Safety which the Leader of the activity must take into account.

### 7.8 Reviewing Performance.

The Trustee for Health and Safety (or Chair of Trustees) will review performance of the PACE against its Health and Safety Policy and produce an Annual Report for the Board of Trustees. As a minimum, this Annual Report will include:

- a) A review of accidents and incidents in the year and comparison with previous years.
- b) A review of Risk Assessments undertaken during the year.
- c) A review of any changes to Policies, Practices and Forms
- d) Any Safeguarding issues.
- e) Recommendations looking ahead, and improvements that must or should be implemented.

### 7.9. Display Screen Equipment

PACE is mindful of the fact that many volunteers will be using their own computers and other Display Screen Equipment from home and PACE requests that volunteers check that their equipment is set up correctly and that they do not work for very long periods on this equipment so as to prevent long term musculoskeletal issues and problems with eyesight.

#### 7.10. Electrical Equipment

To ensure the safety of our volunteers using electrical equipment on PACE activities, PACE requests that Portable electrical equipment (i.e., anything with a plug) will undergoes regular visual inspection and PAT electrical testing. PACE will reimburse the cost of PAT tests for equipment used regularly by volunteers for PACE activities.

#### 7.11. Fire/Emergencies

- a) Fire alarm and Fire equipment is put into place where appropriate. For significant events, such as the Earth Festival, a fire risk assessment must be completed, and any precautions resulting from this assessment must be observed.
- b) For events held in public halls and other venues, the Risk Assessment for the event must take in to account the Fire Precautions, Fire Fighting Equipment and Fire Emergency Procedures and these must be made clear to the attendees of the event.

#### 7.12. First Aid

First Aid is the initial management of any injury or illness. The purpose is for the first aider to maintain life and/or prevent deterioration in an emergency until professional help is available. We must ensure there are sufficient first aid trained personnel and equipment to deal with a first-aid emergency. This depends on the size of the event and the number of volunteers and members of the public involved:

- a) Basic First Aid and First Aid Kit for small events and gatherings.
- b) A trained First Aider and First Aid Kit for larger events
- c) Appointment of several trained First Aiders from St John's Ambulance (or similar) at large events like the Earth Festival.

#### 7.13. Manual Handling

Risk Assessments must identify where manual handling of larger, heavier or more awkward items could be a risk, in which case precautions must be proposed and followed.

### 8. PART 4

#### **Safeguarding of Children, Young People and Vulnerable Persons Provision**

Extra care needs to be taken regarding the health and safety of children, young people (this means anyone under the minimum school leaving age of 18) and vulnerable adults. 18–25-year-olds also require special consideration when carrying out risk assessments. Please refer to the PACE policies on Safeguarding which can be found on the PACE Website under Policies. Please contact the PACE Safeguarding Trustee if you have any questions or concerns.

#### **9. Review of this Policy**

The Board of Trustees will review this policy at least once each year.

**This policy approved by the Board of Trustees.  
Review Date July 2025**

**Date 11 July 2024**