



Health and Safety Policy

Staff Responsibilities

It is the duty of every member of staff, whether employed, contractor, intern or volunteer, at all levels to exercise responsibility for their personal safety and to take reasonable care for the safety of others including the general public who may be affected by their actions.

Accordingly, it is the duty of each to:

- 1 Comply with all Statutory Health and Safety legislation.
- 2 Comply with all relevant safety instructions.
- 3 Make yourself familiar with procedures in case of fire or accident, including use of fire extinguishers, and location of first aid materials and first aiders.
- 4 Co-operate with PeCAN as to enable it to carry out its own responsibilities successfully.
- 5 Not wilfully misuse any building or location in which you are working nor interfere with any equipment and report any defect immediately.
- 6 Wear appropriate safety/protective equipment when provided and use it in accordance with supervisory and the manufacturers' instructions as appropriate.

Risk Assessments

- 7 The organiser of PeCAN activities that need a risk assessment, such as stalls and public events, should complete a risk assessment before the activity takes place (see example below).
- 8 Make sure that you have read any relevant risk assessments prepared for the activity that you are undertaking.

Lone Working

- 9 If you are working out in the community make sure someone knows where you are going.
- 10 Take a mobile phone with you.
- 11 Tell someone, at work or home, when you expect to return.
- 12 Do not hesitate to stop the activity that you are doing if you feel at risk or uncomfortable with a situation and need to leave. PeCAN will be happy to reimburse any additional costs in such a situation, for instance a taxi.

Last revised and approved by PeCAN Trustees on 31 May 2023

EXAMPLE RISK ASSESSMENT

Risk assessment. PECAN and PASH Stalls at Petersfield Eco Fair. 17 July 2022

What is the risk?	Who is affected?	What action needs to be taken?	By whom
Covid-19 infection	Everyone	Recommend volunteers and staff take lateral flow test and only attend if that is negative. Remember to maintain minimum of 1m distance when talking to the public. Hand sanitiser should be used regularly by volunteers. Members of the public taking pledges, printing, doing treasure hunt should be asked to use hand sanitiser before holding pens, clipboards, and pieces of the Carbon Calculator house	Everyone
Gazebo or boards taken by a gust of wind and cause injury	Staff, volunteers and general public	Four poles of gazebo to be weighted. Display boards to be secured to the trestle table, and will be taken down in high winds. Staff and volunteers do not leave the stall unattended	Staff and Volunteers
Injury to backs and fingers when carrying, setting up and taking down tables	Staff and volunteers manning stall	Take care when setting up and taking down the trestle tables. Do not carry tables alone.	Staff and Volunteers manning stall
Tables obstructing the public thoroughfare and causing trip hazard.	General public walking around the Heath	Make sure tables are set well back not obstructing walkways	Staff and Volunteers
Boxes and bags left behind tables causing trip hazard.	Staff and volunteers manning the stall	Make sure all boxes and bags are tucked away under tables.	Staff and Volunteers
Theft of donation tin	PeCAN charity	Keep tin at back of stall unless receiving a donation	Volunteers

Printing ink on clothing and hands	Children and anyone printing	Printing ink is washable with soap and water which will be provided for hands. Parents should be warned that newly printed flags can transfer ink to clothing.	Volunteer running the printing
Falling off bikes used to power Scalextrix track	Children	Children to be supervised by an adult (parent/guardian) while using the equipment.	Staff and volunteers manning the stall
Getting fingers or clothing caught in bicycle mechanism	Children	Children to be supervised by an adult (parent/guardian) while using the equipment.	Staff and volunteers manning the stall
Overheating of children riding scalextrix bicycle	Children	Bicycles to be sited in the shade (under gazebo or parasol)	Staff and volunteers manning the stall
Littering	Everyone	Have black bin bags to put any rubbish in.	Staff and Volunteers
Heatstroke or exhaustion due to forecast heatwave	Staff and volunteers manning the stalls	Staff and volunteers encouraged to take adequate rest breaks. Additional water to be available on PASH stall	Staff and volunteers

Risk Assessment

Date:

Signed: