

Health and Safety Policy Statement For Portsoy Community Enterprise (PCE)

Introduction

1. PCE is committed to protecting the health, safety and welfare of staff, visitors and the general public as an integral part of its operations, as far as is reasonably practicable. This statement of Health and Safety policy for PCE activities will be reviewed and revised as necessary, and at least annually. The health and safety of staff, visitors and the general public is an integral part of PCE operation. Consequently, PCE considers the establishment and maintenance of high standards of care and safety is vital in all of its operations so that staff, visitors and the general public are not put at risk.
2. In this policy statement and in the associated risk assessments the word “staff” includes those working paid and volunteer members of staff working in any PCE area.

Health and Safety Responsibilities

3. Under the Health and Safety at Work Act 1974 PCE has a duty to comply as far as is reasonably practicable with legal requirements relating to health and safety at work. To meet these responsibilities and comply with relevant legislation PCE will:
 - a. Ensure the health, safety and welfare of all staff, visitors and the general public by the provision of the most suitable environment and conditions of work from a health and safety perspective.
 - b. Consult with staff in order to co-operate in promoting, developing and monitoring the effectiveness of measures undertaken by us to ensure health and safety at work.
 - c. Conduct our undertaking in such a way as to ensure, so far as is reasonably practicable, that visitors and others not employed by STBF Ltd are not exposed to risks to their health and safety.
 - d. Ensure that PCE activities are provided in such a way that passengers and the general public are not exposed to avoidable risks to their health and safety.
 - e. Provide information, instruction, training and supervision necessary to ensure health and safety at work for all staff.
 - f. The maintenance of premises, artefacts, equipment and training materials in safe condition and without risk to health and safety.

Health and Safety Objectives

4. As an integral part of its Health and Safety Policy PCE has identified the following objectives, to:
 - a. Identify foreseeable hazards which present a risk to the health and safety of staff and visitors.
 - b. Take action to eliminate or minimise health and safety risks by use of the appropriate control measures.
 - c. To encourage the involvement of staff in health and safety and in the setting and maintaining of suitable standards.
 - d. Develop safe systems of work which are practical and appropriate to the experience and training of staff involved.
 - e. Provide the appropriate information, instruction, training, re-training, and supervision in order to ensure all staff understand our health and safety standards, and their role in achieving them.
 - f. Regularly monitor health and safety standards and the operation of safe systems of work in order to ensure that these aims have been met.
 - g. Investigate and take positive remedial action on any health and safety problems which are identified.
 - h. Provide appropriate and suitable protective equipment and clothing.
 - i. Obtain expert advice and services that may be desirable for the maintenance of higher standards of health and safety.

Roles and Responsibilities

5. The PCE board is responsible for implementing the H&S Policy. All staff are to:
 - a. Take reasonable care for the health and safety of themselves and others who may be affected by their actions.
 - b. Carry out any task allocated to them as far as is reasonably practicable within the requirements of this policy.
 - c. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Guidelines for Good Practice

6. Staff can meet their obligations under the Health and Safety at Work Act and assist PCE in meeting its obligations by:
 - a. Complying with the PCE policy, procedures, rules and other forms of instruction and guidance on health and safety.
 - b. Taking a responsible attitude to health and safety, and giving due attention to health and safety in all work activities.
 - c. Acting immediately to remedy any hazard which is within their scope to remedy, and ensuring that they report any hazard or potential hazard to the TO without delay.
 - d. Making themselves aware of any relevant safety rules, observing them, and following any instruction from the appropriate sub group.
 - e. Ensuring any tools and equipment are in good working order and reporting any faulty items to the appropriate sub group.
 - f. Refraining from using any faulty or makeshift tools or equipment.
 - g. Ensuring that any protective clothing and equipment is correctly worn and used to when appropriate.
 - h. Making full use of any training opportunities.