



PITSTONE PARISH COUNCIL

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Pitstone Community Car Scheme

Health and Safety Policy

It is the policy of the scheme to provide and maintain safe and healthy working conditions, equipment, and systems of work for all volunteers, trustees, users and visitors. In order to achieve this aim, the scheme undertakes to provide any such information, training, and supervision as is necessary.

All volunteers and clients are responsible for ensuring that they do not endanger the health and safety of others.

The allocation of duties for safety matters and detailed arrangements for implementation are set out below. Allocation and arrangements will be reviewed annually to ensure that they remain appropriate to the scheme.

The scheme undertakes to co-operate fully with the Health and Safety Executive (HSE) and, if required, will provide them with facilities and information to enable them to carry out their duties.

The implementation of this policy shall be carried out in conjunction with all other scheme operational policies.

A copy of this policy will be issued to all volunteers, who must confirm, by signature, it has been received, read, understood, and will be complied with. The Health & Safety Policy will be explained during the induction process. A copy of this statement will be kept on file along with supporting Health and Safety policies. The statement will be made available on request.

1. Responsibilities

All volunteers and clients have a responsibility to co-operate with the Car Scheme to ensure a healthy and safe workplace, and to take reasonable care of themselves and others.

2. Moving and handling

In accordance with the Manual Handling Operations Regulations 1992, no volunteer should be asked to move unreasonably heavy loads (taking account of their size & height).

If you are lifting something heavy, eg a wheelchair, please follow safe lifting guidelines eg bend your legs and keep your back straight. Do NOT attempt to lift anything outside your comfortable capability.

3. Violent situations/ Working safely outside your home

See Lone Worker and Personal Safety Policy.

Review

These Guidelines were adopted by Pitstone Parish Council on *25 February 2021*.....
minute reference *332/20*..... and will be reviewed on at least an annual basis.

Signed on behalf of Pitstone Parish Council by:

D Nicholls

Chairman