



# BAKEWELL & EYAM COMMUNITY TRANSPORT HEALTH & SAFETY POLICY

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## **SECTION 1 : GENERAL STATEMENT OF POLICY**

*Bakewell & Eyam Community Transport (BECT) recognises its legal duty, so far as is reasonably practicable, to*

- *Provide and maintain a safe place of work, safe systems of work, safe equipment and a safe and healthy working environment*
- *Ensure all foreseeable hazards are identified and regular assessments of risk are undertaken*
- *Provide information, instruction and training as is necessary to ensure staff, volunteers and others are assured of a safe and healthy working environment*
- *Promote awareness of health and safety and encourage health and safety best practice throughout the organisation*
- *Take appropriate protective and preventative measures to control risk*
- *Have access to competent advice and the ability to secure compliance with our statutory duties*

In order that we can achieve these stated objectives and ensure our staff and volunteers recognise their duties under health and safety law, we make them aware through training and information of their duty to take reasonable care of themselves, and others who might be affected by their activities.

## **SECTION 2 : RESPONSIBILITIES**

*Under criminal and civil law, the ultimate accountability and responsibility for the health, safety and welfare of staff, volunteers and anyone else affected by our activities rests with the Trustees acting in committee, jointly and severally. Their responsibilities are delegated, as detailed, to the Chief Executive, Operations Manager and Car Scheme Manager as appropriate.*

### **1. TRUSTEES**

The Trustees' key responsibilities are as follows:

- 1.1 To have overall responsibility for the safety performance of BECT.
- 1.2 To ensure that arrangements are made to review and, as necessary, revise the Policy at regular intervals.
- 1.3 To seek to ensure that adequate resources are available for the effective implementation of the Policy.

### **2. SCHEME MANAGERS**

*The Chief Executive's key responsibilities are as follows :*

- 2.1 To ensure that arrangements are made for ensuring that the Health and Safety Policy is adequate and effective, with a clearly stated organisation and arrangements section for the implementation of the Policy so that, as far as is reasonably practicable, there is no unacceptable risk to staff, volunteers, contractors and others who may be affected by BECT's activities.
- 2.2 To identify and review all relevant current and potential Regulations and Codes of Practice relating to health and safety, and make arrangements for the preparation and dissemination of procedures via the Health and Safety Policy and associated risk assessments to all staff and volunteers affected.
- 2.3 To bring to the attention of the Trustees any requirements for policy development as and when they arise and facilitate implementation of these developments through staff and volunteers.
- 2.4 To prepare and present an annual report to the Trustees, briefing on the following areas:
  - Health and Safety Performance during the previous year
  - Accidents, incidents & ill-health
  - Current and potential Issues
  - Training
  - Implications of new legislation.

- 2.5 To ensure that the organisation assesses all foreseeable risks to staff and to those not employed but who may be affected by BECT's activities, and record the results of the assessments as required by the Management of Health and Safety at Work Regulations 1999. Where significant risks have been identified from the assessments, she shall make recommendations for remedial action to the Trustees.
- 2.6 To ensure appropriate arrangements are made for the provision of training, information and instruction as are identified as necessary in the Health and Safety Policy or any findings arising from risk assessments carried out.
- 2.7 To ensure appropriate investigation is carried out of any accidents, reportable conditions or near misses within the organisation and to maintain the relevant records . Where applicable, the Chief Executive shall notify the relevant authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and recommend remedial action on the above if appropriate.
- 2.8 To ensure appropriate and comprehensive induction training is provided for all new staff and volunteers.
- 2.9 To ensure all staff and volunteers are aware of their duties in the event of an emergency evacuation, organising and evaluating fire drills as and when necessary.
- 2.10 To ensure the maintenance of all documents and records in accordance with relevant statutory provisions, including Company Accident Book, current Health and Safety Policy and Risk Assessments and RIDDOR 95 reports.
- 2.11 To procure competent health and safety advice in order to assist BECT to fulfil it's obligations under the Policy.
- 2.12 The Operations Manager and Car Scheme manager will assist the Chief Executive as detailed in section 3

### **3. STAFF & VOLUNTEERS**

***Staff and volunteers have a legal duty to co-operate in the aims and objectives of this Policy. In particular this is to be achieved by:***

- 3.1 taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions;
- 3.2 assisting BECT to fulfil any statutory requirement imposed upon it;
- 3.3 reporting any incidents or health and safety problems which have led, or may lead, to injury or damage;
- 3.4 adhering to BECT procedures, jointly agreed on their behalf, for securing a safe workplace;

- 3.5 assisting in the investigation of accidents with the object of introducing measures to prevent recurrence;
- 3.6 not intentionally or recklessly interfering with, or misusing anything provided in the interests of health, safety and welfare.
- 3.7 reporting to the Operations Manager or Car Scheme Manager any defective equipment, premises, damage or hazards as soon as practicable. Staff and volunteers should not attempt to operate, adjust, maintain or alter any apparatus or equipment for which they have not been given sufficient information, training or instruction.

## **SECTION 3 : SPECIFIC REQUIREMENTS**

### **1. ACCIDENT & INCIDENT REPORTING**

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*  
*Social Security (Claims & Payments) Regulations 1979*

- 1.1 All work-related accidents, incidents, near misses and ill health involving staff, volunteers, site contractors or visitors shall be reported in the first instance to the Operations Manager or Car Scheme Manager
- 1.2 The incident shall be recorded in the Accident Book (B1 510), which is kept on site.
- 1.3 If appropriate, the Chief Executive, advised and supported by the external Health & Safety Advisor, shall carry out an investigation and recommend any remedial action that should be taken to prevent a similar incident recurring.
- 1.4 In addition, BECT is legally required to report certain injuries and events to the local Enforcing Authority where they are work-related.

These are as follows;

- Any Fatality
  - A 'Major Injury' to a person at work, including fractures (except fingers or toes), amputations, dislocations, injuries that give rise to more than 24 hours in hospital, hot metal or chemical burns to the eyes, being rendered unconscious.
  - Absence from work for more than three days
  - Certain dangerous occurrences e.g. lift failure, scaffold collapse
  - Specified occupational disease such as repetitive strain or dermatitis
  - Member of the public taken directly to hospital as a direct result of an accident or emergency event.
- 1.5 The responsibility for reporting the event under RIDDOR rests with the Chief Executive who shall retain a copy of the report form (F2508) for at least three years.

### **2. CAR SCHEME SAFETY**

***It is BECT's legal duty to operate the community car scheme safely and to minimise risk to its staff, volunteers and users.***

- 2.1 All volunteer drivers shall be provided with a comprehensive induction into the scheme and shall be required to provide evidence of a clean, current UK driving licence.
- 2.2 Volunteers shall undergo a Criminal Records Bureau disclosure check prior to commencing any work for the scheme.

- 2.3 The Car Scheme Manager shall be responsible for ensuring that all passengers using the scheme are assessed for suitability with regard to their personal mobility, health and access to their residence.
- 2.4 The above assessments shall be recorded and retained by the Car Scheme Manager.

### **3. CHILD PROTECTION & VULNERABLE ADULTS**

***BECT has a legal duty to protect children and vulnerable adults from abuse while in its care***

- 3.1 ***The definition of a vulnerable adult is a person who is 18 years of age or over and who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation.***

***Refer to BECT vulnerable adults policy for further guidance***

- 3.1 Drivers may be requested to transport children or adults who may be termed “at risk”. Such drivers shall be required to undergo Criminal Records Bureau checks, the cost of which will be met by BECT.
- 3.2 The Operations Manager and Car Scheme Manager shall be responsible for investigating all allegations of abuse and shall, in the first instance, instigate any remedial action as appropriate. .
- 3.3 A designated group of staff and volunteers shall be assigned to this particular client group and they will receive additional training and induction.
- 3.4 It is BECT policy that volunteers work in pairs whenever possible with this client group.
- 3.5 In order to assist and accompany clients to the toilet, a volunteer of the same gender as the child or vulnerable adult shall be available, if appropriate.

### **4. CONSULTATION**

*Health & Safety (Consultation with Employees) Regulations 1996*

- 4.1 BECT have a legal duty to consult with its staff and volunteers on any matter which significantly affects their health and safety.
- 4.2 The method chosen by the organisation shall be by means of the Health and Safety Advisory Group as well as regular informal updates from the Chief Executive

## 5. DISPLAY SCREEN EQUIPMENT (DSE)

*Display Screen Equipment Regulations 1992 as amended 2002*  
*Provision & Use of Work Equipment Regulations 1998*

- 5.1 All workstations used by BECT staff and volunteers shall be assessed using a self-assessment questionnaire to determine the level of risk arising from using DSE.
- 5.2 The Operations Manager and Car Scheme Manager shall be responsible for ensuring that all staff are provided with the right equipment for the task including PC, mouse, keyboard, desk and chair.
- 5.3 Those staff members who are identified as being high risk users shall be offered regular free eye tests. Where the optician is of the opinion that the user needs corrective appliances to use DSE, then the basic cost shall be met by BECT
- 5.4 Those using display screens shall be expected to take regular short breaks away from keyboarding and ensure that their workstations are set up correctly to prevent muscular disorders and repetitive strains.

## 6. ELECTRICAL SAFETY

*Electricity at Work Regulations 1989*  
*Provision & Use of Work Equipment Regulations 1998*

***BECT has a legal responsibility to ensure that the electrical system and any equipment used are safe.***

- 6.1 Arrangements shall be made for the electrical system, including the wiring, to be subject to a 5 yearly inspection and to be tested as recommended under the IEE Wiring Regulations 16<sup>th</sup> Edition.
- 6.2 Access to any electrical supply isolation cabinets and circuit breakers shall be restricted to authorised personnel only.
- 6.3 Staff and volunteers shall carry out a visual inspection of any electrical appliance prior to use to ensure that it is free from any obvious defect.
- 6.4 Any equipment deemed unsafe, defective or obsolete shall be taken out of service immediately and either disposed of or marked as such to prevent re-use until repaired.
- 6.5 The Operations Manager and Car Scheme Manager shall be responsible for liaising with the landlord to ensure that an up-to-date register of all portable electrical appliances used is kept and for ensuring that all items are subject to periodic inspection and testing by a competent person.

6.6 No privately owned items shall be brought onto site for BECT use.

## 7. FIRE SAFETY

*Management of Health & Safety at Work Regulations 1999  
Regulatory Reform (Fire Safety) Order 2006*

***BECT has a legal responsibility to ensure that there are adequate arrangements in place to prevent fires starting and to ensure that, in the event of a fire, staff and any others affected can escape safely.***

7.1 All premises used or occupied shall be assessed for the risk of fire and measures taken to minimise and control the risk. The Operations Manager and Car Scheme Manager shall liaise with the landlord to ensure that a copy of the risk assessment is kept on site.

### **Fire Prevention arrangements**

7.2 A no-smoking policy operates in all BECT premises and vehicles

7.3 Sufficient receptacles shall be provided for waste and these shall be regularly emptied to prevent build-up of combustibles

### **Fire Emergency arrangements**

7.4 Designated Fire Doors shall be kept shut at all times.

7.5 Fire Routes and Fire Exits shall be clearly signed with illuminated emergency lighting for escape routes. These shall be kept clear at all times.

7.6 All staff shall be responsible for ensuring they understand the relevant fire emergency procedures including a knowledge of all the following;  
-how to raise the alarm  
-where their nearest Fire Exit is  
-where the Assembly Point is.  
-If trained, where the fire fighting equipment is and how to use it

## 8. FIRST AID

*Health & Safety (First aid) Regulations 1981*

***It is BECT's legal duty to provide adequate first aid facilities for its staff and volunteers.***

8.1 All foreseeable injuries and emergencies arising shall be considered when assessing the first aid facilities provided on site and in vehicles.

- 8.2 The Operations Manager and Car Scheme Manager shall be responsible for assessing the risk and ensuring that an adequate number of staff members and volunteers are trained to an appropriate level in first aid.
- 8.3 The Operations Manager and Car Scheme Manager shall be responsible for ensuring that sufficient first aid kits of the appropriate type are provided, kept well stocked and are maintained.

## 9. HOUSEKEEPING

*Section 2(2) Health & Safety at Work Act 1974  
Workplace (Health, Safety & Welfare) Regulations 1992*

***BECT has a legal duty to provide a safe and healthy working environment free from the risk of slips and trips.***

- 9.1 Staff and volunteers shall be responsible for the general tidiness of their particular work areas and vehicles
- 9.2 In particular, they shall ensure:
- that articles are not left in main walkways;
  - that there are no trailing cables;
  - that articles are stored in designated places; and
  - any spillages are promptly dealt with
- 9.3 Wherever possible, materials shall be stored in appropriate storage areas provided.
- 9.4 Sufficient waste receptacles shall be provided and regularly cleared.
- 9.5 The Operations Manager and Car Scheme Manager shall be responsible for monitoring their respective teams to ensure a reasonable standard of housekeeping.

## 10. LIFTING EQUIPMENT

*Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)*

***BECT has a legal duty to ensure that any lifting equipment used is fit for purpose and properly maintained.***

- 10.1 Staff and volunteers shall report any obvious visible defect in lifting equipment and its attachments immediately.
- 10.2 The Operations Manager shall be responsible for ensuring that arrangements are made to carry out a statutory inspection and examination of all lifting equipment annually or biannually, as appropriate.

## **11. MANUAL HANDLING**

*Section 2(2) Health & Safety at Work Act 1974  
Manual Handling Operations Regulations 1992 as amended 2002*

***BECT has a legal duty to avoid any manual handling which exposes staff and volunteers to significant risk of injury.***

- 11.1 The Operations Manager and Car Scheme Manager shall be responsible for assessing the risks arising from all manual handling tasks. They shall ensure that the risks are minimized by redesigning the task, providing an alternative system of work or by providing any necessary lifting aid or device.
- 11.2 Staff and volunteers should avoid hazardous lifting, handling loads or carrying activities beyond their personal limitation, as far as is reasonably practicable.
- 11.3 Where mechanical aids and equipment are provided for staff, they shall be used in accordance with any instructions and training given.
- 11.4 Persons with genuine physical or clinical reasons to avoid manual handling shall inform either the Operations Manager or Car Scheme Manager. Such persons shall not be required to undertake hazardous lifting or carrying tasks.
- 11.5 Where the manual handling task cannot be avoided, staff and volunteers shall be provided with suitable training and instruction in safe lifting.

## **12. MINIBUS SAFETY**

*Health & Safety at Work Act 1974  
Workplace (Health, Safety & Welfare) Regulations 1992*

- 12.1 All BECT minibus drivers shall be registered under the CT Association Minibus Driver Awareness Scheme (MIDAS).
- 12.2 Drivers (staff & volunteers) shall be required to declare any health problems or physical restrictions which may put themselves or others at risk whilst driving and/or escorting third parties.
- 12.3 Staff and volunteers escorting members of the public shall receive comprehensive Passenger Assistance training in order to minimise the risks to themselves and others in their charge.
- 12.4 Drivers shall be expected to carry out pre-journey routine checks on vehicles in their charge including tyres, oil levels, windscreen wash levels, condition of mirrors, lights, signals.

- 12.5 Staff and volunteers shall be required to present themselves at work in a fit state to undertake their duties. It is the policy of BECT to enforce zero tolerance with regard to drugs and alcohol use during working hours.
- 12.6 If the Operations Manager or Car Scheme Manager has any reason to suspect an employee or volunteer to be under the influence of drugs or alcohol they shall be required to instruct such staff to leave site immediately and report the incident to the Chief Executive or a member of the Trustees.

### **13. SEATBELTS**

- 13.1 Drivers and passengers in BECT vehicles shall wear seatbelts at all times.
- 13.2 The driver of the vehicle is responsible for ensuring that all passengers are wearing seatbelts. Approved child safety restraints shall be used for all children of age, size or weight for which such restraints are prescribed by law.
- 13.3 No driver shall operate a vehicle in which any safety belt in the driver's seating position is inoperable. No passenger shall be transported in a seating position in which the safety restraint is inoperable.
- 13.4 No driver shall modify, remove, deactivate or otherwise tamper with the vehicle safety belts except for vehicle maintenance and repair and not without the permission of the Operations Manager.

### **14. ALCOHOL AND DRUGS**

- 14.1 It is illegal to drive whilst under the influence of drugs or medicines. When taking prescribed medicines, drivers should check with their doctor that they are safe to drive.
- 14.2 Drivers shall not drink whilst on duty. Drivers shall not drive BECT vehicles or for the car scheme whilst under the influence of alcohol. As a minimum 12 hours should elapse after consumption; drivers should not report for driving if there is any likelihood that their ability to drive has been impaired.

### **15. NEW & EXPECTANT MOTHERS**

*Regulation 19 Management of Health & Safety at Work Regulations 1999*

***It is the legal duty of the BECT not to expose any new or expectant mother to any significant risk to herself or her child.***

- 15.1 Upon written notification from a staff member or volunteer, the Operations Manager or Car Scheme Manager shall be responsible for re-assessing the risks arising from the individual's work tasks.
- 15.2 Where there is a significant risk identified, the Operations Manager or Car Scheme Manager shall consider the following options;

- offer suitable alternative work tasks
- adjust the working conditions and hours of work
- suspend her from work on paid leave for as long as necessary

15.3 The Operations Manager and Car Scheme Managers shall be responsible for recording the findings and outcome of the assessment made.

## 16. RISK ASSESSMENT

*Management of Health & Safety at Work Regulations 1999*

***It is the legal duty of BECT to assess all the risks arising from its activities as they affect staff, volunteers and anyone else who may foreseeably be affected.***

16.1 The Operations Manager and Car Scheme Manager shall be responsible for identifying and assessing risk, and for establishing systems for controlling the risk, so far as is reasonably practicable.

16.2 The significant findings of the risk assessments shall be recorded in a suitable format and be retained by the Operations Manager and Car Scheme Manager

## 17. SUBSTANCES HAZARDOUS TO HEALTH

*Health & Safety at Work Act 1974*

*Control of Substances Hazardous to Health Regulations 2002 as amended 2004*

***It is the legal duty of BECT to ensure that staff, volunteers and others are not adversely affected by the handling, use, storage and disposal of any substance hazardous to health.***

17.1 The Operations Manager and Car Scheme Manager shall be responsible for obtaining the relevant Material Safety Data Sheets for all substances used in order to assess the likely risk to staff and volunteers.

17.2 Staff and volunteers shall be given sufficient information, training and instruction to recognise which chemicals are harmful and why. They shall also be informed of the necessary control measures that apply.

17.3 Where the risk assessments have identified that personal protective equipment shall be worn, (gloves, eye protection, overalls, face masks) training shall be provided in how and when to wear it.

17.4 Staff shall be responsible for wearing PPE in accordance with instructions, as well as storing it appropriately. Replacement items shall be available on request.

17.5 All chemical substances shall be stored in their original containers and never transferred and/or diluted and stored in unmarked vessels.

## 18. TRANSPORTING OXYGEN CYLINDERS

- 18.1 A risk assessment must be conducted to establish whether the cylinder can be safely transported by car scheme drivers or in BECT vehicles.
- 18.2 Only bottles that are small enough to be handled safely may be transported.
- 18.3 Bottles must be firmly secured in the vehicle. Bottles must not be fastened to wheelchairs.

## 19. WELFARE

*Health and Safety at Work Act 1974*  
*Workplace (Health, Safety & Welfare) Regulations 1992*

***It is BECT's legal duty to provide adequate welfare facilities for its staff and volunteers***

- 19.1 All premises shall be adequately lit, well heated and ventilated, as far as reasonably practicable.
- 19.2 All staff and volunteers, male and female, shall have access to clean, well lit and ventilated sanitary conveniences, together with associated hand washing facilities, including soap and hand drying.
- 19.3 All staff and volunteers shall have access to a source of drinking water.

## 20. MONITORING OF THE HEALTH AND SAFETY POLICY

- 20.1 The Chief Executive in conjunction with the Operations Manager and Car Scheme Manager shall monitor and review the implementation of the Health and Safety Policy at least annually. More frequent review may be carried out if an occurrence highlights a potential practice.
- 20.2 If an incident occurs the review period may be more frequent.
- 20.3 The Chief Executive shall procure an external consultant to review the policy document and practices on an annual basis.

Appendix a – Organisation Chart