

Health and safety policy

This is the statement of general policy and arrangements for: <input type="checkbox"/> ICANGO (LEE)		
Paul Twine – Chair of Trustees		has overall and final responsibility for health and safety
Cliff Rook (Transport Manager)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Mini bus drivers	Trained to MIDAS Standard and basic knowledge of first aid and use of a defibrillator.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Cliff Rook, Transport Manager Paul Twine, MiDAS Assessor	Maintenance and checks of minibuses and equipment MIDAS Trainer and Driver assessor includes wheel chair lift operation and passenger assistance
Engage and consult with employees on day-to-day health and safety conditions	Cliff Rook, Transport Manager Liz Roberts, Transport co-ordinator	Record all incidents for investigation by the Transport Manager/ Executive Chair
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Mini bus driver	Ensure safety disembark passengers. Call relevant authorities. Operate safety equipment carried on board as appropriate
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Transport manager Mini Bus Driver	The vehicles are regularly maintained, In date for MOT seat belts checked and applied. Safety checks carried out prior to departure or on a daily basis..

Signed: * (Employer)	Paul A Twine, Chair of Trustees	Date:	03 April 2024
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	In vehicles
First-aid box is located:	In vehicles and includes a defibrillator
Accident book is located:	Held by Transport Coordinator

Risk assessment

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: Lee ICANGO (Community Transport)

Date of risk assessment: April 2024

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including vehicle steps and ramps. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways,	Driver awareness training. Regular inspections	All staff, supervisor to monitor Manager	From now on	Ongoing
Equipment failure (wheel chair lifts)	Disabled/elderly passengers. Unable to embark/disembark.	Daily checks of operation. Regular maintenance	Maintenance and checks by authorized contractor every 6 months.	Transport Manager	Ongoing schedule	Ongoing schedule
						Hint, tab here for new row

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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