



HALESWORTH AREA COMMUNITY TRANSPORT

Health and Safety Policy

Introduction

The Health and Safety at Work etc Act 1974, together with *The Management of Health and Safety at Work Regulations 1999*, subsequent amendments, other associated health and safety legislation and Codes of Practice impose duties on all employers in respect of health and safety at work. These duties extend to Halesworth Area Community Transport (HACT), its employees, volunteers and other persons who may be affected by HACT work activities. As the employer, HACT has a health and safety statement of intent to include these duties. All HACT employees and volunteers should carefully read this statement of intent.

Objectives

To eliminate or minimise, as far as is reasonably practicable, the risk of injury to:

- all HACT employees, staff, volunteers, agency workers and trainees;
- all non-employees of HACT, including the general public, passengers, visitors to HACT premises;

any other person who may be affected by the activities or undertakings of HACT or its employees at work.



Statement of Intent

HACT recognises that the health, safety and welfare at work of all employees and volunteers, whether on its premises or carrying out its business elsewhere, is primarily the responsibility of HACT. In addition, duty of care extends to other persons while they are on HACT premises or affected by its activities. To achieve this effectively HACT will implement risk assessment by:

- identifying hazards of its work activities and assessing the risks to the health and safety of employees and other persons;
- recording the management action required to effectively reduce the risks of injury and ill health;
- providing and maintaining safe premises of work;
- ensuring safe methods of using, handling, storing and transporting harmful substances;
- providing appropriate and sufficient information, instruction, training and supervision;
- providing and maintaining a safe working environment with adequate welfare facilities;
- providing and maintaining the workplace, safe conditions, with safe access to and egress from a place of work and procedures for evacuation in an emergency;
- providing adequate and suitable personal protective equipment when required;
- identifying individuals with responsibility for health and safety management and advice;
- providing codes of practice and systems to cover all aspects on health, safety and welfare matters;
- arranging for the provision of competent advice on health, safety and welfare matters.

HACT reminds all its employees of their duties under the *Health and Safety at Work Act 1974* to give due care to their own safety and that of others. They should also cooperate with management to enable them to carry out their responsibilities successfully. A copy of this statement of intent and the following organisation and summary of arrangements will be drawn to the attention of employees and volunteers. All relevant documents will be added to or modified as legislation or the local situation changes.

HACT, as the employer, is ultimately responsible in law for:

Halesworth Area Community Transport
Registered Charity Number 1189556
Registered Office: The Railway Station, Station Road, Halesworth, Suffolk IP19 8BZ
VAT registration no 637 8645 94
office@hactbus.co.uk
01986 875900 www.hactbus.co.uk



- the health, safety and welfare of HACT employees at work;
- the conduct of HACT to ensure the health, safety and welfare of the public and other persons not employed by HACT;

To meet these responsibilities HACT will ensure that:

- there is an effective overall policy for the health, safety and welfare of employees;
 - the policy is reviewed regularly and any necessary changes made;
- adequate funds are available to meet any requirement;

HACT activities do not have a detrimental effect on the health, safety and welfare of the general public;

the general public are made aware of any situations that arise which may affect their health, safety and welfare and, where necessary, take steps to eliminate such situations;

HACT is organised and has sufficient numbers of competent staff to meet its responsibilities for health, safety and welfare.

Day-to-day responsibilities for health and safety matters are delegated as set out below.

Health and Safety Management Responsibility

The Nominated Lead for Health and Safety will be decided by the Management Committee and the responsibilities are to ensure that:

- HACT has in place the appropriate arrangements to ensure compliance with legislation and local policies on health, safety and welfare;
- HACT employs a competent person to provide advice and assistance on health and safety matters, as required by the *Management of Health and Safety at Work Regulations 1999*, who will, in turn, have full access to the Management Committee and ensure the Management Committee consider health and safety matters as and when necessary or as requested by a safety representative;
- arrangements are made for joint consultation with all employees and volunteers.

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Responsibilities

The person with overall responsibility for health and safety is the Chair of the Management Committee, who acts on behalf of HACT.

Nominated Lead

The Nominated Lead will be responsible for all matters relating to health, safety and welfare within HACT. They will ensure that guidance and instructions relating to health and safety are practised and information relating to regulations and codes of practice are disseminated. They will also ensure that safe working practices are used at all times and any necessary controls maintained.

Others with Responsibility

All incidents relating to the following should initially be reported to the Administrator who will inform the Nominated Lead:

- the use and location of the office-based fire extinguishers;
- the use and location of vehicle-based fire extinguishers;
- all vehicle related safety hazards and all motor accidents, occurring in the course of HACT business;

all non-motor accidents occurring in the course of business;

- all other safety hazards.

HACT is entitled to elect a Safety Representative and will then have a legal duty to consult with that person on all issues affecting health and safety in the work place.



All Employees

Employees have a duty to co-operate with their employer as far as is necessary to enable the employer to comply with their legal obligations. All safety rules and arrangements relating to HACT activities will fall within the framework of legal obligation and all employees will be required to:

- comply with any procedures, safe working practices or instructions that have been initiated by management for their health, safety and welfare;
- take reasonable care for their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at work;

not mis-use or damage any article provided in the interests of health and safety;

report to the Administrator all injuries and hazards or defects in equipment without delay.

Failure to comply with these responsibilities may lead to appropriate action under the HACT Policy.

Summary of Arrangements

The following health and safety arrangements apply to all HACT operations and activities. The Management Committee must ensure that the arrangements are adhered to.

Accident/Incident & Near Miss Reporting

HACT will provide a system for recording all accidents, dangerous occurrences and communicable diseases, and for reports of violence and other incidents that occur in premises, work areas and through activities controlled by HACT involving employees, volunteers, appointed contractors, visitors, member of the public and others.

First Aid at Work

HACT will provide suitable first aid facilities and equipment should employees or other persons become ill or injured whilst at work, or owing to any work activities carried out by HACT.



Fire

HACT will take all reasonable steps to prevent or minimise the possible occurrence of fire within the premises that it owns and controls, will provide appropriate detection/warning systems and equipment, and establish emergency and evacuation procedures (where necessary). Fire risk assessments of premises will be carried out, appropriate instructions will be displayed, training given and information on fire prevention issued to all employees and volunteers.

Risk Assessment

HACT will ensure that a systematic approach towards risk assessment is carried out to identify and manage hazards in HACT activities and those at risk from those hazards. It will include the identification of all activities, the hazards and risks associated with them and a review of the method by which they are being managed.

Safe Working Practice

Safe working practices and formal procedures will be provided for managing risks associated with HACT activities identified through risk assessment.

Control of Substances Hazardous to Health

HACT will ensure that a systematic approach is carried out to identify and manage hazardous substances that occur as part of HACT activities, and to reduce the risk of injury or ill health to employees and others who may be exposed to the substances.

Electricity Safety

HACT will ensure that arrangements are in place to ensure electrical safety for portable equipment, fixed installations, appliances and electrical work activities and the safe disposal of unwanted electrical equipment.

Office Workstations

HACT will ensure that arrangements to identify and assess office workstations and the working environment, including display screen equipment and its users, are established. Arrangements will include eye or eyesight tests for users of display screen equipment.



Personal Protective Equipment

HACT will ensure that suitable personal protective equipment is provided for employees and volunteers where work carried out presents health and safety risks that cannot be adequately controlled through other means. Employees will be instructed and trained in the safe use of their personal protective equipment and the arrangements for maintenance, cleaning and replacement.

Communicable Disease Control

HACT will identify those employees and volunteers who may be exposed to communicable diseases and make appropriate arrangements. HACT will ensure adequate control measures and procedures to reduce the risk of infection.

Noise at Work

HACT will implement measures to control noise exposure to employees and others whilst HACT activities are undertaken.

Young Persons at Work

HACT will provide arrangements to ensure the health, safety and welfare of young persons who are employed or on work experience with them.

Plant Machinery and Work Equipment

HACT will ensure that all plant, machinery and work equipment is suitable for its proposed use, and is inspected and maintained by a competent person to ensure its safety when used in accordance with the manufacturer's instructions. HACT will ensure that all operators of such equipment will be suitable, trained and competent. The Administrator will keep records of all maintenance and the training of the operators.

Violence and Aggression at Work

HACT will take all reasonable steps to minimise the risk that employees and volunteers are subjected to violence or aggression whilst undertaking HACT activities. These will include risk assessment, monitoring HACT activities in potentially dangerous situations, a system for reporting incidents, safe working practices, appropriate training and the provision of support facilities e.g. counselling.

Management of Water Systems



HACT will ensure arrangements are in place to manage and control any water based systems and equipment within its buildings to prevent and control the risk of exposure to employees and others of water-borne disease and the hazards from high-temperature water, and will ensure the provision of drinking water.

Contractors and Contracted Works

HACT will ensure that persons carrying out contracted works on or in HACT premises, land or structures are assessed in respect of their competence, with special attention towards their compliance to health and safety matters.

Arrangements will be put in place for the management of contracted works and monitoring of the contract, to include the provision of information to contractors, the implementation of systems and monitoring of performance in relation to health and safety.

Manual Handling

HACT recognises the latent and inherent risk of manual handling injuries in many work activities. Risk assessment will be undertaken to ensure that any risk of injury from lifting and carrying activity will be eliminated or reduced so far as is reasonably practical. Review of safe working practices and training will be carried out as necessary.

Audits, Monitoring and Inspections

The monitoring of compliance with health and safety legislation and HACT policies and procedures will be carried out by appropriate assessment, audits and inspections.

Lone Working

HACT will ensure procedures are established to minimise the risk to persons undertaking HACT activities on their own. Where necessary appropriate means of communication and information will be provided to employees and volunteers and systems of monitoring, both during normal working hours and outside those times, put in place.



Training

HACT will ensure that suitable and adequate health and safety training is provided for all employees and volunteers within its authority, to ensure that they can carry out their responsibilities and work activities in a competent and safe manner. Appropriate additional training will be provided as necessary.

HACT will take account of the capabilities of employees and volunteers and the level of their training, knowledge and experience when allocating work to employees and volunteers, and will ensure that the demands of the role do not exceed the ability of the employees and volunteers to carry out the work without risk to themselves or others.

Review

The effectiveness of the Health and Safety Policy will be measured by on-going monitoring, assessment and audit of the activities of HACT as detailed above.

The Health and Safety Policy will be reviewed annually or as a result of any changes, either to the legislation or within HACT or any of its activities, that have an effect upon its arrangements for health and safety. Reviews will be conducted by the Trustees and notification of any changes circulated.

Signed on behalf of HACT Trustees:

Signed.....*JM Howell*.....

Position.....Operational Manager.....

Dated.....24/01/2023.....