

Whitby & District Community Transport



Health & Safety

1st January 2019

**Registered Charity No: 1129855
Company Ltd by Guarantee Reg. No 6749402**

It is the policy of Whitby & District Community Transport to take all steps which are reasonably practicable to ensure the health, safety and welfare of all employees, volunteers and visitors to Whitby & District Community Transport's office.

Whitby & District Community Transport's policy is as follows:

- To give the greatest importance to the safety of its employees and volunteers
- To regard the provision of Government legislation in the respect of health and safety as the minimum standard acceptable, and to provide health and safety facilities which exceed this standard wherever possible
- To provide safe working conditions by means of regular inspection to verify that standards are being maintained
- To instruct every new employee at the time of his/her induction in the general safety procedures and practices
- To ensure that fire prevention standards are maintained and evacuation procedures in the event of a fire are effectively followed
- To provide ongoing training and support for employees and volunteers to ensure safe practices are observed at all times
- To ensure procedures for reporting accidents are observed. Accident report book on office shelves with first aid box
- To provide first aid facilities. First aid box on office shelves

Employees are reminded that they are equally responsible for their own health and safety and for the health and safety of any other person who might be affected by their actions.

ALL EMPLOYEES MUST THEREFORE:

- Comply with all instructions for safe working at all times
- Comply with MORR policy
- Behave in a reasonable manner at all times
- Comply with health and safety rules at all times

- Adhere to No Smoking policy
- Adhere to Lone Working policy
- Comply with Manual Handling policy
- Comply with CoSHH policy
- Comply with PPE policy
- Make themselves familiar with arrangements made in case of fire or accidents and follow these arrangements.
- Report any potential risks or hazards to health, safety and welfare of any person immediately to the Manager.
- Maintain a clean and tidy place of work

Whitby & District Community Transport named First Aider is Alan Lund WDCT Manager

The overall and final responsibility for health and safety is that of the Chair of Trustees – Colin Taylor. In accordance with the Management of Health and Safety at Work Regulations 1999 the following competent persons have been appointed with day-to-day responsibility for ensuring this policy is put into practice:

Alan Lund – Manager

Christine Weatherill - Administrator