

# Health and Safety Policy

## Part 1: Statement of intent

This is the health and safety policy of Rock School Bus CIC

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information so employees and volunteers are competent to do their work
- provide and maintain safe electrical equipment and instruments
- maintain healthy and safe working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy and our risk assessments regularly

## Part 2: Responsibilities for health and safety

Overall and final responsibility including day-to-day practice: Amber Sinclair

All employees and volunteers should:

- cooperate with the company on health and safety matters
- take reasonable care of their own health and safety and
- report all health and safety concerns

## Part 3: Arrangements for health and safety

Risk Assessments:

-Amber Sinclair has a continual responsibility for the elimination of hazards in order to maintain a safe working environment and will also be expected to carry out regular **risk assessments** that follow the 5 steps:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the Risks and decide on precautions
4. Record the findings and implement the precautions
5. Review the assessment and update when necessary

-The company will review risk assessments when our working habits or conditions change.

Training:

- We will provide staff and volunteers with health and safety information on induction and display caution posters in the working environment where appropriate
- We will update staff and volunteers when risk assessments are updated
- Risk assessments can be found in the company folder

### Consultation:

- The company will consult staff routinely on health and safety matters as they arise and formally when we review health and safety with the board of directors

### Evacuation:

- Amber Sinclair will make sure escape routes are clearly marked
- Staff and volunteers will ensure escape routes are kept clear at all times
- Evacuation plans will be tested from time to time and updated if necessary

All relevant Health and Safety information and equipment can be found in the following locations:

A. Health and Safety Law Leaflets can be found:

Company Folder

B. First-aid box is located:

Driver's Cab

C. Accident Book (Reported under RIDDOR) is located:

Driver's Cab

This policy is made in fulfilment of the requirements of the Health and Safety at Work etc Act 1974 and any other relevant legislation and regulations.

Signed: Amber Sinclair (Director)

Signed: Abbi Thompson (Director)

Signed Jules Jones (Director)

Date: 11th May 2022

Date to be reviewed: 11th May 2023