

# Health and Safety Policy



## 1. General Background

At Rock School Bus, the safety and welfare of our staff, contractors, and anyone engaged in or working with our business is of the utmost importance. Our Health and Safety Policy sets out the standards we apply to protect everyone involved in our activities. It is essential that all staff read and understand this policy. Any questions should be directed to your line manager or the designated responsible person. This policy is not part of any employment contract and may be amended as needed to reflect changes in legislation or business practices.

## 2. Policy Details

This policy applies to all employees, contractors, workers, and anyone affected by the work we undertake. Our primary aim is to identify and manage health and safety risks arising from our activities and to implement appropriate control measures. We are committed to consulting employees on health and safety matters, providing and maintaining safe plant and equipment, ensuring the safe handling of substances, and providing necessary information, instruction, and supervision. Staff will be trained to perform their tasks safely and competently. Preventing accidents and work-related ill health, maintaining safe working conditions, and regularly reviewing this policy are core objectives of our approach. Additional business-specific objectives can be included as required.

## 3. Responsibilities

The ultimate responsibility for health and safety within our business lies with Amber Sinclair. They are supported by a delegated person, Abbi Thompson, Director, who ensures that the policy is implemented in practice. Specific responsibilities, such as first aid, fire safety, vehicle and equipment maintenance, health and safety training, and premises maintenance, are assigned to Amber Sinclair. All employees, contractors, and volunteers are expected to co-operate fully with managers and supervisors on health and safety matters, to avoid interfering with safety provisions, and to take reasonable care of their own health and safety as well as that of others. Any concerns should be reported promptly to Amber Sinclair.

## 4. Arrangements

Employee consultation on health and safety is provided by Amber Sinclair. Risk assessments will be carried out by Amber Sinclair, with actions implemented and reviewed by the designated individuals. Vehicles and equipment will be maintained under the responsibility of Amber Sinclair, with any issues reported promptly. COSHH assessments for handling substances are undertaken by Amber Sinclair, and findings are communicated and reviewed by Abbi Thompson, Director.

All employees are provided with relevant information, instruction, and supervision. Training is provided to all new employees as part of their induction. Records of all training are maintained by Amber Sinclair.

## 5. Accidents, First Aid, and Work-Related Health

Health surveillance is arranged for activities that require monitoring, coordinated by Amber Sinclair, and records are retained by the designated staff member. First aid equipment and boxes are located on the vehicle and under the stage with designated first aider Amber Sinclair. The accident book is maintained online, and any accidents, incidents, or near misses are reported to Amber Sinclair. Investigations are carried out by Abbi Thompson. Routine inspections of workplaces are undertaken by Amber Sinclair.

## 6. Emergency Procedures, Fire, and Evacuation

Fire risk assessments are undertaken by Amber Sinclair. Fire extinguishers, exit routes, and doors are checked regularly, the fire extinguisher on the vehicle is checked yearly and the fire alarm is tested monthly at Bromley Memorial Hall. In the event of an emergency, staff and visitors assemble at the designated assembly point as chosen by the Event Organiser, or in the car park of Bromley Memorial Hall. Staff are trained in evacuation procedures and their responsibilities during emergencies.

## 7. Review

This policy will be reviewed regularly to ensure that it remains up to date and relevant to the needs of the business and its employees. Any changes will be communicated promptly to all staff.

**Signed:** \_\_\_\_\_

**Author Name & Job Title:** Amber Sinclair, Director

**Date Signed:** \_\_\_\_\_

**Next Review Date:** Dec 2026