

JOHN DIX TRAVEL

Health and Safety

Policy

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**Health & Safety
Policy & Procedures Manual
Record of Amendments**

Date	Issue	Amended By	Comments/Details
January 2016			First Issue by SHSS

Employees are encouraged to bring to the attention of their manager, any aspect of this policy which in their opinion is inadequate or unworkable. All such comments will be considered and evaluation prior to the policy being updated. The Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Section 1

Company Statement of Intent



Health & Safety Policy

General Statement of Intent

John Dix Travel believes that excellence in the management of health and safety is an essential element within its overall business plan. A good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

John Dix Travel is committed to ensuring that it complies with all relevant Health and Safety Legislation, as well as Road Safety Legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

John Dix Travel is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- To provide adequate control of the Health and Safety risks arising from our work activities that may affect employees, clients/passengers, the general public or other road users;
- To consult with Employees and Clients on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment, including all company fleet vehicles and those hired in;
- To ensure safe handling and use of substances;
- To provide information, instruction and training;
- To ensure all Employees and Sub-Contractors are competent to do their tasks, in particular to operate PCV's.
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed.....

Job Title _____

Date:.....

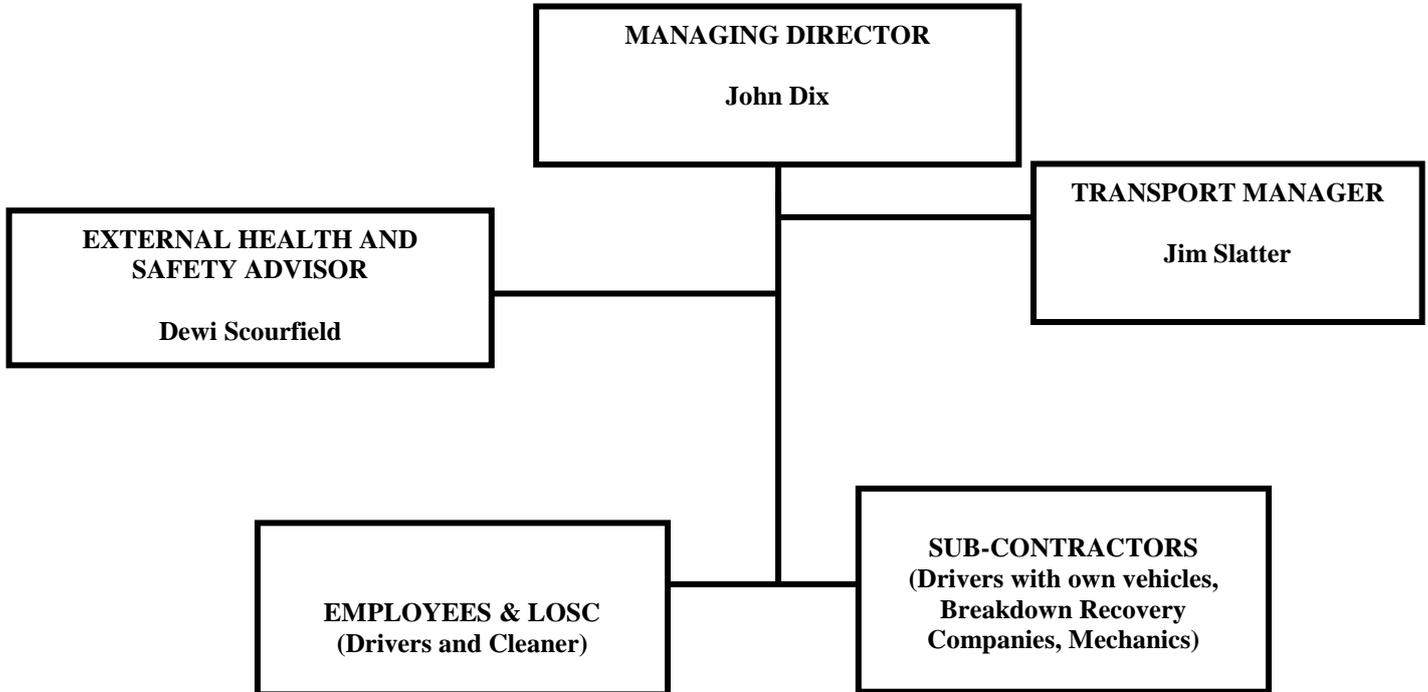
Review Date:

Section 2

Organisation & Responsibilities

2.1 ORGANOGRAM

Management



2.2 ORGANISATION

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or in the passenger carrying vehicles, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their experience and training.

Senior Management both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed and engaged (LOSC and Sub-Contractors) by the company are kept fully informed of its content.

To assist the company in fulfilling its duties and obligations, an external Health and Safety Advisor has been appointed to provide health and safety advice and assistance to the management and employees of John Dix Travel Ltd. The contact details for this person will be clearly displayed on the company notice board and Health and Safety Law Poster.

2.3 IMPLEMENTATION OF THE POLICY

Whilst overall responsibility for the implementation of the Health and Safety Policy is vested with the Managing Director, responsibility for the day to day application of the policy is delegated to the Transport Manager. Duties of all members of management can be delegated, but responsibilities cannot.

To clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominated employees or external consultants and must be carried out.

Duties	Responsible Person(s)
Induction Training	Managing Director/Transport Manager
Toolbox Talks/In-House Training	Managing Director/Transport Manager H&S Consultant
COSHH Assessments	H&S Consultant
Company Risk Assessments and Safe Systems of Work Procedures	H&S Consultant/Managing Director
Fire safety	H&S Consultant/Managing Director
Fire Marshals	List: 1. 2. 3. 4. 5.
First Aiders	List: 1. 2. 3. 4. 5.
Accident Reporting	Employees, LOSC, Sub-Contractors, Transport Manager & Managing Director.
PPE Inspections	PPE Users, Supervisors & Departmental/Senior Management
Statutory Inspections and Documentation of Company Fleet Vehicles and Drivers (MOT's, Services, O Licences, Driving Licences (Cat D), Insurances)	Transport Manager/Managing Director
Inspections of Passenger Carrying Vehicles (Safety Inspections)	Transport Manager
Pre-Use Checks of Passenger Carrying Vehicles	Drivers (Employees, LOSC and Sub-Contractors), Transport Manager
Periodic Inspection and Audit of Health and Safety Management System	H&S Consultant

All individuals are however expected to:

- Take reasonable care for the health, safety and welfare of themselves, fellow personnel and anyone else that may be affected by their acts or omissions.
- Co-operate with others in the discharge of their duties.
- Work in accordance with all safety procedures.

John Dix Travel Ltd. will implement the following organisation and arrangements for health and safety management under the following recognised system:

Plan – Do – Check – Review

This will be achieved in the following way:

Planning the direction of health and safety – Plan

This health and safety policy is being established to assist the Managing Director and the Company as a whole, in attaining an effective health and safety management system. With a clear intent on the safety and health of employees, LOSC, Sub-Contractors, Clients/Passengers, Members of the Public, Visitors and any other persons who may be affected by the company's undertakings.

The Managing Director is aware of the significant risks faced by the organisation and understands the importance in establishing a safe and healthy environment. In producing this policy, the Managing Director is leading the way in health and safety management.

The Managing Director will use recognised methods to communicate, promote and lead health and safety.

The policy is a 'living' document and will therefore be amended when required.

To ensure health and safety remains a high priority the following actions will be taken:

- Health and safety will appear regularly in management meetings.
- The Company have appointed an external health and safety consultant to ensure compliance.
- The Company will set targets, which will be explained to all employees. These are included in the statement of intent.

Delivering the plan for health and safety - Do

To ensure the delivery of an effective health and safety management system, the company will provide a safe place of work and do everything that is reasonably practicable to achieve this. The Company aims to protect people whilst they carry out

their work by introducing safe working practices that deal with risk in a sensible, responsible and proportionate way.

To achieve good leadership in regards to health and safety the following practices will be undertaken:

- The managing director will lead by example. They will adhere to the health and safety codes of practice and company rules.
- Risk assessments will be carried out and communicated to employees. Safe systems of work will be produced from these and implemented throughout the company.
- A procurement strategy to purchase goods, equipment, vehicles and services will be adopted, to ensure no new hazards are introduced.
- The health and safety arrangements of key suppliers and contractors will be assessed regularly to ensure they comply with set regulations and the company health and safety policy and procedures.
- Worker involvement is paramount for a successful health and safety management system. Encouraging participation and consultation will provide a good health and safety culture, that everyone is a part of.

Monitoring Health and Safety Performance – Check

To ensure that all the arrangements in this policy are met and that safe systems of work are adhered to, the company must monitor/check performance in comparison to the model set up by this policy. The following processes must be adopted to ensure performance is monitored:

- **Managing Director/Transport Manager** will carry out informal and formal inspections of the workplace. The manager will perform informal checks of the work area and work activities and will consult with the workforce over any issues raised. Health and Safety observations or concerns will be documented and noted in monthly meetings. Any remedial action will be carried out in the recommended timeframe.
- **External Health and Safety Consultant** will carry out periodic inspections and audits on an annual basis. The consultant will be informed of any immediate danger posed by any hazards raised by employees or managers. He will be copied in on all inspection report data, and his advice will be sort for remedial action. The consultant will carry out an audit of the management system to ensure it remains in alignment with this policy.
- **The Managing Director** will be provided with inspection reports and kept up to date with the management performance in regards to health and safety.
- **Employees** will be involved in the monitoring process through direct consultation and through other means such as suggestion boxes and hazrep sheets (Hazrep sheets will be explained further in the arrangements section of this policy.)

The monitoring process must coincide with the content of this policy. Where there are any shortcomings, they must be addressed and the policy updated.

The monitoring process can be part of the appraisal system, whereby good health and safety practice is celebrated.

Reviewing Health and Safety Performance - Review

The review of health and safety performance must be carried out at senior management level. The review should establish whether the essential health and safety principles have been embedded in the organisation. These principles include:

- Strong and active leadership
- Worker involvement
- Assessment and review

The review of health and safety should be carried out at least once a year.

The review process will:

- Examine whether the health and safety policy reflects the organisations current priorities, plans and targets;
- Examine whether risk management and other health and safety systems have been effectively reported to the Managing Director;
- That health and safety remains on the agenda of management meetings.
- Produce an action plan for any areas of non-compliance.
- Provide a report to the Managing Director to ensure risk management remains a priority of the company.

Control of Health and Safety

The control of health and safety is a function that must be adopted by management in the same way other key factors of the company are controlled such as production, quality and work performance. Health and safety goes hand in hand with these other factors and can be controlled as a single factor where required. To achieve control, personnel within the company must be held responsible and accountable. The section below on responsibilities provides a list of health and safety responsibilities for key members of management and employees in general.

To facilitate the control of the health and safety management system, all personnel involved in the company must be aware of the following:

- Job descriptions to include health and safety responsibilities
- Performance appraisals which will look at individual contributions
- Arrangements for dealing with poor performance;
- The enforcement of disciplinary procedures.

These methods of control must be communicated to all members of staff. To install such a management system of control, all personnel must be aware of the standards that have been set and everyone, including the Managing Director and Senior Managers, must adhere to them.

2.4 Responsibilities

Managing Director

The Managing Director is responsible and accountable for the following:

- The overall implementation of the company's Health and Safety policy to prevent injury, ill health and damage.
- The development of a strong, positive health and safety culture throughout the company. This starts by ensuring all managers, employees, LOSC and Sub-Contractors have a clear understanding of their health and safety responsibilities.
- Ensuring that adequate financial provisions are made available for the implementation of the policy.
- Agreeing performance targets for the reduction of accidents.
- Ensuring that Management are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Encouraging training for all levels of employees.
- Ensuring that safety directives (new legislation, etc) are conveyed through all management levels to employees.
- Reviewing and approving the health and safety policies, procedures and programmes developed by both managers and the external H&S Consultant.
- Ensure that health and safety is included as an agenda topic at all formal senior management meetings.
- Review, on a regular basis, all health and safety reports and performance statistics.
- Evaluate the health and safety performance of all contractors and suppliers used by the company. Ensure that each contractor and supplier has been assessed for health and safety management and resources.
- Take disciplinary action against those who do not abide by the company rules or safety procedures. Report issues with individual poor performance but also report good performance for appraisal purposes and safety management success.
- Setting a personal example when at work, particularly when driving Passenger Carrying Vehicles, by adhering to all national occupational standards and legislation. They must wear appropriate company clothing and protective clothing and equipment deemed necessary. They must comply with all company rules and ensure that the management team are made aware of any potentially unsafe conditions or practices which he may come across.

Transport Manager

The Transport Manager is responsible and accountable for the following:

- Being responsible and accountable for the health and safety performance of the Company.
- Frequently discuss health and safety standards with the Managing Director (daily).
- Knowing and promoting the company's policy for Health and Safety and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Ensure new starters are competent to fulfill their tasks, or are supervised appropriately for the work they are carrying out. All new starters must be taken through induction training by a member of senior management, in accordance with the arrangements for induction training. Previous experience and training must be submitted for review prior to employment.
- Develop a training plan that includes specific job instructions for new or transferred employees and provide follow up training. Copies of training records will be kept by the Transport Manager.
- Ensure that any machinery, equipment or vehicles used within the department are maintained, correctly guarded and meet agreed health and safety standards. Copies of records of all maintenance, statutory and insurance inspections must be kept by the Transport manager.
- Insisting that best working practices are adopted throughout the company, as referred to within Codes of Practice, safe systems of work, and that work is planned and carried out in accordance with the statutory provisions.
- Ensure that all fire and other emergency equipment is adequately maintained and that all members of staff are aware of the fire and emergency procedures in each building occupied.
- Ensure that there is adequate first aid cover on all shifts and first aid kits are adequately stocked on a regular basis.
- Ensure that any accident/Incident which results in an injury to any person (not just employees) and/or damage to plant, equipment or vehicles is reported in accordance with company policy. This includes the reporting of any near miss/dangerous occurrences where an injury is not sustained.
- Assist supervisors in any investigatory work in regards to accidents or incidents. Receive the accident report form from the supervisor and issue a copy to the Managing Director and Health and Safety Advisor, to determine what measures should be taken.
- Promoting the liaison between all members of staff in regards to health and safety.
- Setting a personal example when walking around site by wearing the appropriate protective clothing and equipment, whilst complying with all company rules and

ensuring that all employees are made aware of any potentially unsafe conditions or practices which he may come across.

- Ensure all contractors that are used by the company are competent and adequately resourced in regards to Health and Safety. All contractors must be inducted onto site by a member of senior management. They must submit evidence of their competence in their field of expertise.
- Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements etc. (Management Meetings)
- Ensuring the allocation of adequate resources to cover sound working methods and reasonable welfare facilities.
- Take disciplinary action against those who do not abide by the company rules or safety procedures. Report issues with individual poor performance but also report good performance for appraisal purposes and safety management success
- Ensuring that registers, records and reports are up-to-date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed.
- Ensure that all drivers of Passenger Carrying Vehicles adhere to the *National standard for driving buses and coaches, Rules on Drivers' Hours and Tachographs and the Guide to maintaining roadworthiness.*
- Where necessary, issue written instructions setting out the method of work. Use the dynamic risk assessment and method statement to achieve this. This is in addition to the risk assessments and safe systems of work already in place.
- Accompanying any HSE or DVSA Inspector and acting on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Managing Director immediately.

Employees (Including Labour Only Contractors and Agency Workers)

Employees responsibilities include:

- Employees are responsible for their own health and safety;
- Employees must ensure that their actions or omissions do not jeopardise the health and safety of other employees, visitors, members of the public or anyone else.
- Obey any safety rules, particularly the pre-use checks of vehicles, use of PPE and other safety equipment;
- Learn and follow the operating procedures and rules for the safe performance of your assigned job;
- Must correct (if competent to do so), or report to the Transport Manager, any observed unsafe practices or conditions;
- Cooperate with management to maintain a healthy and safe place of work;
- Make suggestions to improve any aspects of health and safety;
- Maintain an active interest in health and safety;
- Follow the accident reporting procedure if one was to occur. Report an accident to the Transport Manager immediately. For further detail see the arrangements section on accident reporting.
- Report any absence from the company caused by illness or an accident at work.

Employees are reminded here that a breach of safety procedures may result in disciplinary action being taken by the company, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and understand the company Health and Safety Policy and carry out their work in accordance with its requirements
- Use the correct tools, equipment and vehicles for the job
- Keep tools, equipment and vehicles in good condition
- Adhere to safety signs and signals and the statutory legislation in regards to operating passenger carrying vehicles.
- Work in a safe manner at all times. Do not take risks which could endanger yourself or others. If possible remove hazards yourself, eg remove the boxes stacked in the walkway
- Warn other employees, particularly new employees and young people, of particular known hazards.

- Do not use plant or equipment on work for which it was not intended, or if you are not trained or experienced to use it.
- Drivers of Passenger Carrying Vehicles must carry out the Pre-Use Checklist of the vehicle. They must fill out the company pre-use check sheet and submit the yellow copy to the Transport Manager.
- Drivers of Passenger Carrying Vehicles must adhere to the *National standard for driving buses and coaches, Rules on Drivers' Hours and Tachographs and the Guide to maintaining roadworthiness.*
- Report to the Transport Manager any damage to company fleet vehicles
- Do not play dangerous practical jokes or "horseplay"
- Report to your supervisor any person seen abusing welfare facilities provided.
- Suggest safer methods of working.

External Health and Safety Advisor

The external health and safety advisor has been appointed to carry out the following services:

- Monitor the effectiveness of the company's Health and Safety Policy against the safety performance of the company. Initiating any changes, developments and amendments to the policy as and when necessary.
- Promoting an interest and enthusiasm for health and safety matters throughout the company and fostering, within the firm, an understanding that injury and illness prevention are an integral part of business and operational efficiency.
- Ensuring that the Managing Director, Transport Manager and Employees are aware of their responsibilities and that each administers the requirements of this policy.
- Reporting to the Managing Director and Transport Manager on all matters relating to safety and training, new safety directives and legislation and seek to establish the company's response. As a result instigate the necessary changes throughout the company.
- Assisting staff with implementation of the policy through:
 1. Obtaining copies of the legislation and any codes of practice for issue to management.
 2. Assistance in the Arrangement of training for employees.
 3. The distribution of posters, slides, films and other media to promote an awareness of injury prevention and hazards to health.
 4. Regular inspections to see that only safe methods of working are in operation and that all regulations and procedures are being observed.
- Receiving information on new safety legislation or changes in existing legislation and liaising where applicable with the Managing Director, Transport Manager and Employees, with regards to the interpretation of safety legislation and the actions required in order to comply with statutory legislation.
- Informing the HSE of all notifiable accidents. Assisting in the investigation of notifiable accidents or dangerous occurrences and recommending means of preventing recurrence.
- Supervising the recording and analysis of information on injuries and ill-health, assess accident trends and review overall safety performance.
- Setting a personal example when walking around site by wearing the appropriate protective clothing and equipment, whilst complying with all company rules and ensuring that the management team are made aware of any potentially unsafe conditions or practices which he may come across.
- Advising senior management of any new safety legislation or changes in existing legislation

- Providing general assistance to the company in the fulfillment of its obligations and duties as set out in statutes.
- Providing assistance in the formulation of safe systems of work.
- Providing an interpretation of safety legislation so that the management fully understands the actions required in order to meet the requirements.
- Recommending to senior management ways to improve working conditions
- Carry out pre-arranged inspections, as required by the company.
- Carry out an annual audit of the Company's Health and Safety Management Systems and provide an action plan to comply with all relevant pieces of legislation. The audit will be passed on to the Company Managing Director for review and implementation.

The Health and Safety Advisor will ensure that regular systematic inspections are carried out through scheduled and un-scheduled visits where requested to do so. Formal inspection reports will be completed for all such inspections and issued to the Managing Director. Such reports will not only identify potential hazards and comment on the operatives' compliance with the safety policy and procedures, but will also recommend improvements to working methods and any training considered necessary for the employees and supervisory teams.

The visiting Health and Safety Advisor shall, wherever possible, be accompanied by the Managing Director or other responsible person when making his inspections.

The Health and Safety Advisor will keep and analyse inspection reports and concentrate on weaknesses that may become evident from such reports. The Health and Safety Safety Advisor will stop work if, in his opinion, the place, condition or method of work is dangerous.

Section 3

Arrangements

3 GENERAL ARRANGEMENTS

This section details the arrangements that we will use to help implement our Health and Safety Policy and ensure compliance with current Health and Safety Legislation.

3.1 Training

All staff shall receive appropriate training in their responsibilities as defined in this policy. Training will be updated at regular intervals and whenever changes in legislation or working methods require. The level of training of employees will be assessed prior to employment. Any areas where training is required

Sub-contractors are required to demonstrate that their employees, where required, have undergone similar appropriate training and are competent to undertake the specific work. Whilst appropriate qualifications are required by the company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

The company will provide such staff training as is appropriate and necessary for the requirements of their duties. All training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

The company training plan and training matrix can be viewed on request at the office.

All employees are encouraged to continually develop their skills. If you would like any additional training in trade based learning or health and safety, please contact Dewi Scourfield for further information and assistance.

Induction Training

All John Dix Travel employees will be inducted into the Company on a week long induction course. The Company induction is provided to everyone, whether they are office staff or Passenger Carrying Vehicle Drivers. The induction programme will be undertaken by the Company Managing Director or Transport Manager, and all relevant aspects of the Health and Safety Policy will be discussed with the new starter. During induction the main hazards and risks to the new starter will be discussed along with Company rules and codes of conduct. The inductee will provide information on their previous experience, qualifications/training already been given to them, any medical conditions that the Company should be aware of, and emergency contact details in the event of injury or illness.

All PCV Drivers will have to submit and allow permission to use their personal details so that regular checks can be made of their driving licences and DBS disclosure

The induction programme can be found in the induction training folder in the main office.

3.2 New Starters

New starters are vulnerable to health and safety hazards when they start a new job. This is both in the driving activities of the Company and the office based part. During induction, the new starter will be briefed on this health and safety policy along with relevant risk assessments, method statements and safe systems of work in regards to their work and work that may affect them. The generic risk assessments are communicated and explained to the new starter. Specific risk assessments, method statements and safe systems of work will be provided for each contract.

To ascertain the competence of the individual, certain tests and questionnaires are provided for them to fill out. These questionnaires are used to show any ill-health, injuries or medical conditions that may affect their work activities. The following policies, questionnaires and forms are given to the new starter in a starter pack:

- Contract and Company Staff Handbook
- Health and Safety Policy
- Environmental Policy
- Alcohol and Drugs Policy
- Smoke Free Policy
- Driving Policy
- Medical Questionnaire
- Emergency Contact Details
- Disciplinary Procedures Policy

As for the measuring of the individuals health and safety competence, the week long induction will assess the day to day competence of new starters. The induction requires supervision by the Managing Director or Transport Manager whilst the PCV driver operates the different vehicles and familiarizes themselves with controls. The induction allows the new starter to familiarize themselves with the routes that they will be taking.

From the induction training and questionnaires a detailed training plan is generated for the individual.

Any new starter has the same amount of responsibility as all other employees in regards to health and safety. It is made clear to new starters that all health and safety precautions are in their best interest and if they do not abide by the rules and procedures of John Dix Travel, they will receive the same disciplinary procedures as all other employees, as set out in the Disciplinary Procedures Policy.

3.3 Protection of the Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974.

Consideration will be given at the planning stage to any operation for the protection of the public.

Issues to note in respect of the public are:

- Collisions between John Dix Travel Vehicles and other road users
- Collision between John Dix Travel Vehicles and Pedestrians
- Injury to passengers

3.4 Documentation

The Transport Manager will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety policy are made available at the workplace for reference. A copy of the current Employer's Liability Insurance Certificate and company rules will also be issued for display.

All necessary statutory notices, regulations, registers and accident report forms will be issued to and maintained in the company office.

A list of information that is required to be displayed at the workplace can be found below (List not exhaustive):

- Health and Safety Law Poster
- Consultation flowchart
- Company structure
- Insurances – Public, Employers, Fleet
- Health and Safety Policy statement
- Plant and Equipment Register with PAT testing results
- Health and Safety Inspection Records

- Fire Safety Plan
- Fire procedures and precautions
- Company rules
- Emergency numbers/services numbers
- Accident reporting and first aiders
- Directions and map to nearest A&E hospital
- Health and safety information relevant to current activities

The Transport Manager must ensure that all Licences, Registers, Safety Inspections, MOT's, Servicing and Pre-Use Checks are carried out and records kept.

3.5 Management of Health and Safety at Work

The management of health and safety is covered by the Management of Health and Safety at Work Regulations 1999.

Further information is contained in the appropriate Approved Code of Practice.

The company will, in accordance with the above regulations, carry out the following activities to provide health and safety for their employees.

- Assess the risks to the health and safety of each employee and of anyone else who may be affected by the work activity. The identification of all foreseeable hazards and risks will enable the necessary preventive and protective control measures to be implemented.
- Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.
- This risk assessment will be recorded and copies issued to all those affected.
- Appoint a competent person(s) to assist in health and safety matters.
- Ensuring that effective arrangements are put in place for the planning, organisation, control and monitoring & review of health and safety.

- Develop plans and procedures for dealing with emergencies and for work in dangerous areas.
- Provide adequate information and training, and consultation with employees on health and safety matters

The Transport Manager and Managing Director will bring to the attention of the workforce all the necessary precautions detailed within the risk assessment.

The Transport Manager will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

The company will make arrangements and/or liaise with contractors for putting into practice all the control measures which have been identified as being necessary in the risk assessment and any associated method statements.

A health surveillance programme for employees will be provided where the risk assessment shows it to be necessary.

Emergency procedures will be set up to provide employees with information they can understand concerning health and safety matters.

Temporary, new and young workers will be given particular health and safety information to meet their special requirements. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

3.6 Risk Assessments

John Dix Travel have a duty to make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work. John Dix Travel also have a duty to assess the risks to the health and safety of persons not in employment with John Dix Travel, arising out of in connection with the conduct of John Dix Travel.

The general principles of a risk assessment are five key points to be undertaken. These five steps to a risk assessment are:

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

Risk assessments should be read by all personnel effected by the hazards identified in the risk assessment. If some hazards cannot be controlled, further safe systems of work are required in the form of a method statement or permit to work system.

3.7 Children and Young Persons

Children and young people may be more at risk to their health and safety at work and whilst being transported in John Dix Travel vehicles, due to lack of experience, lack of awareness of existing risk or immaturity.

Definitions

- **Young person** – An employee or work placement student who has not attained the age of eighteen. Young people are part of our vulnerable groups policy which is attached in appendix A.
- **Child** – Person who is not over the compulsory school leaving age (16)

The 'Health and Safety at Work etc Act 1974' requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The 'Management of Health and Safety at Work Regulations 1999' require employers to assess work-related risk of all their employees, and require a specific assessment of risks to young persons.

Usually the measures taken to protect the workforce as a whole should be sufficient to protect young persons. However where this is not the case additional measures should be determined and implemented before the young persons commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant healthy and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc Act 1974 employees have a responsibility for their own health and safety. This needs to be significantly emphasised to young persons as they are potentially more likely to 'mess about' or play practical jokes, etc without being aware of the possible consequences.

The "Management" Regulations require employers to take the following factors into account when undertaking a young persons risk assessment:-

- their inexperience and immaturity

- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range, use and handling of work equipment
- the way in which processes and activities are organised
- any health and safety training given or intended to be given
- risks associated with certain specified agents, processes and work activities

Where Children or Young Persons are transported by John Dix Travel, the Client must carry out risk assessments for them. The driver of the Passenger Carrying Vehicle will be fully DBS Compliant.

3.8 New and Expectant Mothers

Where there are women employed of child bearing age, a detailed risk assessment must be carried out, to determine whether certain aspects of their job are detrimental to the health and safety of themselves, their unborn child, or their new born child.

The major hazards associated with John Dix Travel, would be if an expectant mother was to come into contact with large amounts of Exhaust Fumes, Contact with oils and any heavy lifting.

The Company risk assessment for new and expectant mothers can be viewed on request. Every assessment would be different for each individual. This must be taken into account, as an expectant mother in the head office would be at a low risk compared to an expectant mother driving vehicles.

3.9 Monitoring Policy

Employees are encouraged to bring to the attention of their immediate supervisor areas in which, in their opinion, this policy appears inadequate. All such comments will be passed to the safety committee for their consideration and review.

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

3.10 Company Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These regulations only apply to the Main Office which is at the following address:

The following issues will be monitored in accordance with the Workplace (Health, safety and welfare) Regulations 1992:

- Maintenance of workplace, and of equipment, devices and systems;
- Ventilation (Passive and Local Exhaust)
- Temperature of indoor workplaces (At least 16 Degrees Celsius in the office environment);
- Lighting;
- Cleanliness and waste materials;
- Room dimensions and space;
- Workstations and seating;
- Conditions of floors and traffic routes:
- Falls or falling objects;
- Ability to clean windows etc safely;
- Welfare facilities (Toilets, washing facilities, drinking water, facilities for rest and to eat meals)

Fire precautions and prevention plans will be in compliance with the Regulatory Reform (fire safety) Order 2005. We will also adhere to the building regulations 2000 in accordance with fire safety for means of warning, escape routes; internal and external fire spread.

The Health and Safety Advisor, (or alternatively a nominated person), will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at six monthly intervals. The date of the drill and comments will be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by the manufacturer. All fire alarms will be checked weekly and the test recorded. All fire exits will be checked at the start of each day by the nominated responsible person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

3.11 The Workplace (Health Safety And Welfare) Regulations 1992

The Workplace (Health, Safety and Welfare) Regulations 1992 replace the main requirements of the Factories Act 1961 and the Offices, Shops and Railways Act 1963.

Further information is contained in the appropriate Approved Code of Practice.

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

The company's Safety Consultants will provide advice on the requirements.

All work will take into account the requirements of the above regulations.

The Health and Safety Advisor, will ensure that the welfare and first-aid requirements are provided.

The Health and Safety Advisor, will ensure that all the facilities and equipment are maintained to the required standards through regular inspections.

The company will provide working conditions in accordance with the regulations, in particular:

Temperature

All offices will be maintained at a minimum temperature of 16°C.

Ventilation

All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

Lighting

Suitable and sufficient lighting will be provided and, where possible, this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

Working Areas

Sufficient space will be provided in the workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations will be provided for each employee according to the nature of the work involved.

Floors and traffic routes will be kept free from obstructions at all times.

Effective measures will be taken to prevent persons being struck by falling objects etc.

Wherever possible regularly used and heavy files, boxes etc, will not be stored at high level.

All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

3.12 Welfare and First-Aid

The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each workplace.

All work will be planned to take into account the requirements of the above regulations.

A First Aid box is provided in the office. The contents will be monitored and maintained by the company's Appointed Person (John Dix) for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for ensuring that they are fully stocked prior to each shift/journey.

The company will carry out a first aid risk assessment to determine the number of trained first aiders to be employed by the company. Additional first aiders will be provided in accordance with HSE guidance and subsequent first aid risk assessments.

Welfare Facilities

Sanitary conveniences

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit. So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

Washing facilities

Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.

Washing facilities shall be provided in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and in the vicinity of any changing rooms.

Washing facilities shall include a supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable); soap or other suitable means of cleaning; and towels or other suitable means of drying. Rooms containing washing facilities shall be sufficiently ventilated and lit. Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

Minimum number of facilities

The Workplace Regulations provide the following table for the minimum number of facilities in accordance with the number of people likely to be in the workplace at any one time.

Number of People at Work	Number of Water Closets	Number of Washstations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

Drinking water

An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Changing rooms and lockers

Changing rooms will be provided where it may become necessary for an employee to change their clothing due to the work processes taking place. These rooms will be separate in the case of men and women. Seating will be provided in the changing room along with facilities to dry their own personal clothing or effects as well as any special clothing to do with work. Lockers will be provided to lock away clothes and any personal effects.

Facilities for rest

Suitable and sufficient rest rooms or rest areas will be provided or made available at readily accessible places. These will be equipped with an adequate number of tables and seating with backs for the number of persons at work likely to use them at any one time. Smoking is prohibited in such areas but a designated smoking area will be provided away from areas that may affect non-smokers. The rest room should also provide suitable facilities for a pregnant woman or nursing mother to rest lying down. The area should provide suitable means for the preparation and eating of food and meals. An appropriate temperature should be maintained and the means for boiling water provided.

3.13 Display Screen Equipment (DSE)

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Assessment factors considered include:

- I. The identity of persons at risk.
- II. The duration of exposure to DSE risks.
- III. Provision of breaks, task rotation and requirement for constant information transfer.
- IV. Ability of the 'user' to dictate the pace of the work.
- V. The physical environment such as: temperature; level of desk clutter; adjustability of furniture/monitors and glare factors.
- VI. Software features such as: ability to recover from errors; colour contrast; size of fonts
- VII. Individual factors such as health, level of training/experience and pre-existing health conditions.

The company does not underestimate the impact of such factors (if adverse) on the health of employees and shall endeavour to control such risks by means as stringent as is reasonably practicable.

All workstations should be subject to a DSE assessment, this should be carried out by a competent person and the findings of the assessment shall be communicated to those affected.

The safe use of Display Screen equipment and workstations in general are covered in the Health and Safety (Display Screen Equipment) Regulations 1992.

Further information is contained in the appropriate Approved Code of Practice.

The use of display screen equipment and workstations should be planned so that there are regular breaks or changes of activity. All display screen equipment and

workstations should be subjected to a specific risk assessment and any identified risks should be dealt with appropriately.

Ensure that workstations satisfy the minimum requirements which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software. Display screens, seating and workstations should all be fully adjustable to suit the individual.

The Managing Director (or other nominated person) will be responsible for ensuring that the requirements are adhered to.

The company will provide all information and training necessary to comply with the relevant regulations.

The company will provide appropriate eye and eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

3.14 Electrical Risks

In accordance with the Electricity at Work Regulations 1989 electrical risks must be assessed and controlled by the use of:

- I. Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
- II. 5 yearly statutory inspection and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.
- III. Any power tools used, including drills etc are to be of low voltage type and must be stringently inspected and maintained.
- IV. Prohibition of any employee to access live electrical installations.

The PUWER or equipment register must be filled in for all items and equipment that are powered by an electric supply.

The Managing Director will fill out the Equipment Register on a regular basis after initial and subsequent inspections of equipment.

VISUAL INSPECTIONS BY THE USER

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of hand held and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off

first!!). **Checks must be made for:**

- i) Damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering;
- ii) Damage to plug, eg the casing is cracked or the pins are bent;
- iii) Non-standard joints including taped joints in the cable;
- iv) The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- v) Equipment that has been used in conditions where it is not suitable, eg a wet or dusty workplace;
- vi) Damage to the outer cover of the equipment or obvious loose parts or screws;
- vii) Signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to the Managing Director and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment which exhibits intermittent faults eg sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

TESTING OF PORTABLE ELECTRICAL EQUIPMENT

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections

- a) Whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection);
- b) After any repair, modification or similar work;
- c) At regular intervals.

A visual inspection must also be carried out in conjunction with the electrical testing. Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

FREQUENCY OF INSPECTION

Higher Risk Environments

The HSE suggest that in industry formal visual inspections need to be carried out every 3 months and combined inspection and electrical tests every 6-12 months.

3.15 Construction (Design and Management) Regulations 2015

John Dix Travel will comply with the Construction (Design and Management) Regulations 2015 in regards to any construction work which may take place on the premises. Construction work may include the following:

- Building works to extend, refurbish or repair the fabric of any building under the control of John Dix Travel.
- Installation of large fixed plant machinery.

The Regulations apply to all types of construction activity and as a Client, John Dix Travel has a duty under the regulations to ensure that health and safety is given enough emphasis in proportion to the works being carried out. The majority of work will be non-notifiable projects.

The definition of a notifiable project is as follows:

Construction work that is expected to:

- Last Longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- Exceed 500 Person Days

Whether the project is notifiable or non-notifiable, John Dix Travel as a Client will have a set of duties to perform. These duties are listed in the table below:

Client

The Regulations recognise the influence and importance of the client as the head of the supply chain and they are best placed to set standards throughout a project.

Client Duties:

Make suitable arrangements for managing a project.

This includes making sure:

- other dutyholders are appointed;
- sufficient time and resources are allocated;

Making sure:

- relevant information is prepared and provided to other dutyholders;
- the principal designer and principal contractor carry out their duties;
- welfare facilities are provided.

3.16 Fire Precautions

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 (main office) and the management of Health and Safety at Work Regulations 1999.

A fire risk assessment will be completed for each of the company's premises, including vehicles. The fire risk assessment will be regularly reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively. A fire evacuation plan drawing will be displayed at the office and distributed to all personnel in the main office. These drawings indicate the positions of fire extinguishers, call points, smoke/heat detectors and escape routes.

The company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

3.17 Emergency Procedures

The office emergency procedure will require the full evacuation of the building. Due to the small size of the building (Approximately 3 rooms) the battery operated smoke/heat detectors will be activated or if someone detects a fire visually they will shout fire and ensure everyone is aware of the fire in the building. A manually operated air horn can be used as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all employees and visitors where necessary (if left unsupervised). The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas. The fire evacuation procedure and fire safety management plan will be on display in the office.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of fire extinguishers.

Identified personnel, must be briefed to unlock gates, doors, etc in the event of an alarm. The following information is the emergency procedure for the main office. Additional emergency procedures must be submitted to drivers in the event of an emergency in the passenger carrying vehicles. Such procedures must include the identification of a fire at the earliest opportunity, adequate means of escape such as hammers to break glass and fire exit doors are functional. A fire extinguisher should also be on the PCV and drivers trained to operate them.

3.18 Accident Reporting

All injuries resulting from accidents at work however minor must be reported to the Transport Manager, and the Accident Report Form must be filled in and kept in the office. This applies to injuries received by members of the public, visitors, sub-contractors etc as well as company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Health and Safety Executive must be notified immediately by the Transport Manager, Managing Director or Health and Safety Manager. Only fatalities are now reportable by telephone. All other reportable accidents, illnesses or dangerous occurrences should be done online.

You must report:

- deaths;
- specified injuries;
- over-7-day absence– where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

To report the incidents listed above you must inform the HSE in a number of ways:

For Fatal & Specified Injuries Only – Contact the Incident Contact Centre on 0345 300 9923 without delay. You can also report a death or specified injury online.

Dangerous Occurrences, diseases, dangerous gas fittings and a gas incident must be reported immediately. (Diseases must be reported immediately after diagnosis has been given).

Over 7 day absence injuries or ill-health must be reported to the HSE within 15 days of the incident. (Not including the day of the incident)

For all other reportable incidents, such as an injury causing over 7 day absence, dangerous occurrence, disease, flammable gas incident or dangerous gas fitting can be reported online at the following web link (Do not contact the HSE by phone for these incidents anymore):

<http://www.hse.gov.uk/riddor/report.htm>

A list of incidents that are reportable under RIDDOR 1995, can be found on the link below:

<http://www.hse.gov.uk/riddor/what-must-i-report.htm>

An accident book is available and maintained at the company office to ensure any injuries or ill-health can be recorded and acted upon.

All fatalities, specified injuries, dangerous occurrences and other notifiable accidents will be recorded in a Register. These records will be kept permanently by the company in a safe place. All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material forwarded to the company insurers or legal advisers. This Investigation Report is privileged information and will not be issued to any other person without permission of the company insurers or legal advisers.

All accidents resulting in damage to premises or plant and machinery must be investigated by the Health and Safety Manager and members of the Company Safety Committee, and details reported to the company.

3.19 Hazard Reporting and Defect Reporting

All operatives are urged to report any hazards, near misses or dangerous occurrences to the Managing Director, the Transport Manager or the Health and Safety Consultant. Due to statutory legislation, every employee has a duty of care to report any defects or hazards that may cause injury to themselves and others. The *Health and Safety at Work etc. Act 1974*, states in section 7 (a) that all employees must take reasonable care for the health and safety of themselves and that of others who may be affected by their acts or omissions. Other regulations such as the *Management of Health and Safety at Work Regulations 1999*, which states that employees must not interfere with any article that has been provided in regards to health and safety. This can refer to guards on machines, PPE or carrying out engine repairs when not authorized to do so.

With regards to the legislation referred to, all employees have a duty to report any hazards or defective articles as to not report them would be to breach regulations referring to acts or omissions. In not reporting hazards or defects, employees are endangering themselves and others from an omission or not acting in peoples best interests.

In addition to the hazard reporting procedures above, there will also be near miss/dangerous occurrences report forms. They must be filled in immediately after a near miss or dangerous occurrence has happened. The Company Health and Safety Advisor must be contacted immediately to determine whether the near miss/dangerous occurrence has to be reported to the HSE under RIDDOR 1995.

3.20 Health And Safety Signs

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain **safety signs** where there is significant risk to

health and safety that has not been avoided or controlled by other means (e.g. safe systems of work) provided that the use of a sign can help reduce the risk. They also require, where necessary, the use of **road traffic signs** in workplaces to regulate road traffic and pipework markings where **pipework** contains dangerous substances.

Health and Safety Signs normally consist of the following types of signs:

Colour	Meaning or Purpose	Instruction & Information	Intrinsic Features	Example
RED	Prohibition/ Danger	Dangerous behaviour; stop; shutdown; emergency cut-out devices; evacuate	Round shape; black pictogram on white background; red edging and diagonal line; red part to be at least 35% of the area of the sign	
YELLOW	Warning	Be careful; take precautions; examine	Triangular shape; black pictogram on yellow background with black edging; yellow part to be at least 50% of the area of the sign	
BLUE	Mandatory	Specific behaviour or action e.g. wear personal protective equipment	Round shape; white pictogram on blue background; blue part to be at least 50% of the area of the sign	
GREEN	Emergency escape; first aid. No danger	Doors; exits; escape routes equipment and facilities Return to normal	Rectangular or square shape; white pictogram on green background; green part to be at least 50% of the area of the sign	
RED	Fire fighting equipment	Identification & location	Rectangular or square shape; white pictogram on red background; red part to be at least 50% of the area of the sign	

3.21 Work Equipment (Provision and Use of Work Equipment

Regulations 1998) and Lifting (Lifting Operations and Lifting Equipment Regulations 1998)

The PUWER regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

These requirements also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

The company will make sure that all equipment is suitable for its intended use whilst taking into account the local environment, working conditions and hazards in the workplace.

The company will provide adequate information, instruction and training for the use of all work equipment and will ensure that all equipment conforms with the EC product safety directive.

The company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in a good state of repair.

All lifting equipment and lifting gear must be accompanied by a thorough examination certificate before being allowed to be used. Currently, there is no lifting equipment being used by the company.

Vehicles are classed as work equipment, which must be maintained in good working order. The Transport Manager will ensure that the following is carried out for each vehicle:

- Operators Licence in place for the vehicle
- MOT in Date
- Service in Date
- 6 weekly safety inspection carried out on each vehicle.
- Pre-Use Checks carried out by Drivers and documented.
- Drivers are qualified to drive PCV's with Category D Licence.

3.22 Personal Protective Clothing and Equipment

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

The Personal Protective Equipment at Work (PPE) Regulations 1992 (as amended 2002)

The Provision and Use of Work Equipment Regulations 1998

The Construction (Design and Management) Regulations 2015

The Construction (Head Protection) Regulations 1989

The Control of Asbestos at Work Regulations 2012
Noise at Work Regulations 2005

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on company sites will be in accordance with the appropriate European Standard.

All work will be planned to take the above standards into account.

Before work starts, the Managing Director will ensure that adequate supplies of all necessary protective clothing, or equipment is available for issue, as required, and that when issued to employees a record is kept.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example by wearing all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting client sites.

All persons issued with protective clothing, or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

Safety Helmets

Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these regulations.

Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturers recommendations.

Safety helmets may have to be worn based on the results of a risk assessment, where there is a risk of something falling on the persons head or making contact with something.

Safety Footwear

Safety footwear may have to be worn where there is a risk of materials or equipment falling on the persons feet. The majority of time the wearing of suitable footwear will be acceptable.

The main feature of safety footwear is the metal/synthetic toe cap that protects against impact onto the foot. Other features are available such as pierce resistant midsoles, anti-static properties and energy absorbing heels. The level of protection is determined by the work activities as an anti-static boot will be a must in an explosive or volatile atmosphere.

High Visibility Clothing

High visibility clothing must be worn under the following circumstances (List not exhaustive):

- When moving around the depot (Around and between coaches)
- When exiting the vehicle onto a highway when broken down
- When moving around the vehicle when parked on a highway
- When moving around other depots or the Clients premises where there are other vehicle movements or if it is a company rule of the Client.

It is important that the high visibility clothing conforms to British and European Standards.

Eye Protection

Eye protection must be utilized to prevent any particles, liquids, or mists entering the eye and causing irritation, damage or even blindness.

There are obviously different types of eye protection for different substances. It is therefore vital that you use the correct type.

All eye protection must conform to European Standard EN 166. The different types of eye protection can be for:

- Occasional, intermittent or continuous work
- High, medium or low impacts
- Liquids, large dust particles, gas and fine dust, short circuit electric arc or molten metals and hot solids.

The main activities of John Dix Travel requiring eye protection include:

- Using a jet washer
- Using substances that may cause eye irritation or burns.

Ear Protection

Ear protection is probably the most commonly overlooked piece of PPE. For further details on noise at work, refer to the section in this handbook on noise control at work. Additional information can be found in the Company risk assessments where noise is assessed and control measures are needed to be put in place.

Ear protection must conform the European Standards EN352. Again, there are different parts of the standard for different types of ear protection. There are:

- Ear muffs
- Ear plugs
- Helmet mounted ear muffs

And many more.

A simple table can determine whether the noise levels are greater than 85dB(A) (the level at which you must wear ear protection). If you do not wear ear protection this may result in irreversible hearing loss or tinnitus (a constant ringing noise in the ears)

Make sure you are given adequate ear protection that reduces the amount of decibels to an acceptable level around 75dB(A).

Ear protection must be worn in the following circumstances or work activities:

- Using the jet washer
- Noisy activities assessed before works start.

Respiratory Protection

There are many types of respiratory protection and it is vital that the correct one is used. All face fitted protection such as dust masks, half and full face mask respirators must be fitted to the individual using a qualitative or quantitative test system. This test can determine whether the individual is protected from the contaminant.

All types of respiratory protection must conform to European Standards EN149. There are three types:

- Dust Masks (3 types that are usually non-reusable)
- Respirators (Have filter cartridges and are usually reusable)
- Breathing Apparatus (Usually used in confined space work)

The different types of dust masks can be misleading but remember that the highest protection FFP3 for particles is the most compliant. Make sure anyone who uses any respiratory protection have been face fit tested.

Organic vapours/mists/fumes filters should be used when spray painting or creating vapours, fumes or mists.

The main activities of John Dix Travel requiring respiratory protection include:

- Working around a vehicle with engine on (This must be outside as an any internal work must have adequate direct extraction systems in place)
- Using substances that may cause respiratory irritation

3.23 Manual Handling

The following regulations apply to the manual handling of materials:

The Manual Handling Operations Regulations 1992

The current regulations require the following three steps:

1. Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically for example by forklift truck or with some form of craneage.
2. Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way a task is carried out, for example the handler's posture, the working environment, eg is it cramped or hot, and the individual's capability, eg is unusual strength required. Unless the assessment is very simple a written record is required.
3. The general guidance will include some guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem, but will also point to where the problem lies.

The Managing Director will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required, he will also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The company does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc; lead to Scoliosis, Kyphosis, Lordosis
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, beat conditions

- Bruised or broken toes or feet
- Various sprains, strains, etc

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

The company shall assess the risks posed by assessing relevant risk factors. Elements affecting the risk of injury include:

- I. Load factors such as size, weight, rigidity, movement, centre of gravity, shape and surface factors.
- II. Task factors such as: duration, repetition and the requirement to make awkward bending or twisting movements.
- III. Environmental factors such as route length, lighting, obstruction, weather effects, floor surfaces and distractions.
- IV. Individual factors such as health, level of training, mobility and pre-existing injuries.

The likely manual handling operations to be adopted by employees includes:

- Lifting and placing luggage into the compartment below the PCV
- Lifting and placing luggage above the seats.

Correct kinetic lifting techniques must be adopted by drivers if required to lift luggage into these storage areas.

3.24 Lone Working

Due to the nature of the work activities, employees will have to work alone at some points during the day (Between pick ups and drop offs when no one is on the PCV). When this is the case, the following is mandatory:

- I. Access to contacting assistance (mobile phone or radio device in areas without signal)

- II. The employee is required to inform his immediate line manager of where he is going and for how long. Details shall also be entered into the office diary which is kept by the administrative staff.
- III. No employee shall enter an area alone if there is a significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed.
- IV. No employee shall enter an empty premises alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists.
- V. Employees are required to call the office on a regular basis to confirm their whereabouts.

The lone worker daily contact log information sheet must be filled out at regular intervals by a competent person

LONE WORKER DAILY CONTACT LOG
<u>Name of Lone Worker</u>
<u>Contact Telephone Number</u>
<u>Premises or Location Details</u>
<u>Duration of Lone Working:</u>
<u>Date of Lone Work:</u>
<u>Emergency Contact Details</u>

TIME OF CONTACT	CONTACT SIGNATURE

Contact with lone worker should be made at 2 hourly intervals for the duration of lone working and recorded above. Contact to be made at the end of the work and when the operative is at home.

If contact with lone worker is not made within specified time use emergency contact details above.

The details below should be entered on completion of lone working period:

COMPLETION TIME	CONTACT SIGNATURE

3.25 Driving

When driving a vehicle for work purposes (whether it is your own car or company vehicle), you are classified as being at work during working hours. Therefore, the Company has put in place a driving risk assessment for all employees to read and understand.

As you are driving for work purposes, John Dix Travel has a duty to protect you whilst at work and they must also be satisfied that you are eligible to drive and you have a valid licence. At three monthly intervals the Transport Manager will validate all employees driving licences.

When driving passenger carrying vehicles the driver has a responsibility for themselves, other road users, passengers and the general public.

It is important that all drivers adhere to the following standards and guidance:

- *Guide to maintaining road worthiness.*
- *National standard for driving buses and coaches*
- *Highway Code*
- *Rules on Drivers' Hours and Tachographs.*
- *PSV drivers' walk around check'*

Based on the standards and guidance above, the main hazards associated with driving PCV's are:

- Malfunction of the vehicle due to poor maintenance and inspection
- Driver (Error, Medical, Fatigue, Under the Influence of Alcohol or Drugs and Distractions)
- Passenger Safety (Not wearing seatbelts, moving around PCV and distracting the driver)
- Stress and Violence
- Manual Handling and Ergonomics

For further details please refer to the Company Driving Policy.

Company Vehicles

Company vehicles should be specific to their tasks and be safe to use. All operators should be insured to use such vehicles and of substantial age if required. For example, certain insurance and types of vehicles require individuals to be over 21 or over 25. Every company vehicle must be subjected to a full service when required by the manufacturer and a yearly MOT.

Vehicles should be routinely inspected and the findings documented. All defects should be rectified immediately and any maintenance issues should be brought to the attention of Transport Manager and the faults should be rectified immediately.

The Following Inspection and Testing Regime must be adopted for each passenger carrying vehicle and Driver:

Item	Frequency	Checked by
MOT	Annually	Jim Slatter
Service	Mileage (as specified by manufacturer)	Jim Slatter
Safety Inspection	6 Weekly	Jim Slatter
Pre-Use Checks by Drivers	Prior to each journey	Jim Slatter
Driving Licences (Cat D)	Quarterly	Jim Slatter
Medical Record Form	6 Monthly	Jim Slatter
Tacograph and Hour Checks	Daily/Weekly	Jim Slatter

Any defects must be reported to Jim Slatter immediately. See the Company Driving Policy for further details.

Due to the vehicles being company vehicles, when driving such vehicles, operators are classified as being at work. Therefore, the risk assessment for driving company vehicles must be issued to every driver and communicated to all. Even if the vehicle is a personal vehicle, employees/contractors will still be classified as being at work in their vehicles during working hours.

3.26 Control of Noise

Noise is covered by the Noise at Work Regulations 2005 and also the Health and

Safety at Work etc Act.

All tasks and work activities will be planned and arranged to take the above regulations into account.

The main areas where employees will be exposed to high levels of noise will be when they are moving around the exterior of a coach or minibus when the engine is running and when the employee is operating the electric jet wash equipment.

The Transport Manager must ensure that information on the noise level of any plant/vehicles, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Transport Manager will ensure that full information is obtained on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified and provided for use.

Regular monitoring of noise levels and frequencies will be planned as required.

Instruction and training will be provided to operatives required to work in premises, or with plant/vehicles, which is likely to result in exposure to high noise levels.

The Transport Manager will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise above 80dB(A).

The safe system of work to be adopted whenever noise is a potential problem is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Consider if works can be re-programmed when the noise problem will no longer be present
- Consider alternative methods of working
- Provide suitable noise control mechanisms and personnel protective equipment
- Ensure suitable warning notices are clearly displayed around the affected area

- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

3.27 Control of Vibration at Work

John Dix Travel will comply with its duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are 2 main forms of vibration hazard which can affect those working in the transport industry, they are:

Hand-arm Vibration (HAV) – Hand transmitted vibration from tools, equipment and certain processes that produce vibration. Steering wheels can generate large amounts of vibration.

Whole Body Vibration (WBV) – Vibration that is transmitted to the body through the seat of the vehicle or the feet of the operative.

Controlling the Risk

The risk of permanent damage depends on a number of factors including:

For HAV:

- How high the vibration levels are.
- How long the equipment is used for.
- How awkward the equipment is to use.
- How tightly the equipment is gripped.
- How cold or wet the operative gets using the equipment.

For WBV consideration should also be given to:

- Operative's posture.
- The design of the controls.
- The driver visibility.
- Personal factors i.e. level of fitness, etc.

The risk assessment should consider the following hierarchy:

Elimination – Seeking alternative ways of carrying out the task (**Only purchasing new vehicles**)

Reduction – several methods should be employed, including:

- making sure that all new vehicles have vibration control built in; (Seats with suspension)
- modifying existing vehicles to reduce vibration levels;
- use of the right tools for the job;
- keeping all vehicles in good working order;
- personal factors like cutting down on smoking (smoking affects blood flow);
- exercising hands, fingers and legs to improve blood flow.

Isolation – Job rotation.

Control – methods include:

- information, instruction and training
- recognition of early symptoms of injury;
- arranging advice and routine health checks if the use of high vibration tools is unavoidable;

assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.

3.28 Health Hazards

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health eg:

- The Control of Asbestos at Work Regulations 2006
- The Control of Lead at Work Regulations 2002
- The Construction (Design and Management) Regulations 2007
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment at Work Regulations 1992
- The Chemicals (Hazard Information and Packaging for supply) Regulations 2002

The General Guidelines to be applied are covered in HSE Guidance Notes:

- EH 18 Toxic Substances, a precautionary policy
- EH 26 Occupational Skin Diseases Health and Safety Precautions
- EH 40 Occupational Exposure Limits
- EH 44 Dust in the Workplace: General Principles of Protection

This section covers health hazards generally, other sections of the policy deal with specific health hazards. All work will be planned to take the above standards into account.

The Managing Director will ensure that, before work starts, information is obtained on any material or substance to be used, or which is likely to be encountered and could be a hazard to the health of operatives. Where possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc, must be planned and in place before any such work commences.

The Managing Director must ensure that all operatives engaged in any process involving the use of handling of any hazardous substances are given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc, as required before they start using the product.

The Managing Director will ensure that protective clothing and equipment will be issued to operatives or hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substances, and all measures necessary to protect other works and the general public from such substances or procedures will be provided and maintained.

Any necessary air sampling, medical examinations, testing etc, will be carried out as required and records will be kept on site during the operations.

Ill health effects can be obtained from hazardous or toxic substances through:

- **External contact** — corrosive, skin absorption, dermatitis etc (eg: cement, acids, epoxy resins etc)
- **Inhalation** — gases, fumes, dusts, vapours
- **Ingestion** — swallowing

Although the Company does not undertake the transporting or any hazardous substances, they must be aware that other vehicles on the road may be carrying such articles or substances. It is therefore important that all drivers have an understanding of the main hazard pictograms in the event of an emergency.

3.29 Control of Substances Hazardous to Health (COSHH)

These are the Regulations which cover the control and the safe use of all materials, chemicals and substances. Guidance on the assessments that have to be made for hazardous substances can be found in HSG97 A Step by Step Guide to COSHH Assessment.

The regulations cover the protection of people at work that may be exposed to hazardous substances in the form of solids, liquids, gases, dusts and mists. The exposure of such substances can be hazardous in the following way:

- Inhalation – Breathing in hazardous dusts, mists, gases or vapours
- Ingestion – Accidentally eating substances that may be on the persons hands.
- Absorption – Some chemicals can be absorbed through the skin causing internal ill-health or injury. Some substances may cause irritation of the skin.
- Injection – Certain substances may be accidentally injected into the body through puncturing the skin.

These regulations apply to all manufactured substances and also substances that are generated from work activities, for example, exhaust fumes produced need to be assessed as they are detrimental to employees health. Certain dusts, fumes and mists are all applicable to these regulations (but not asbestos). The HSE have produced a document that states the Workplace Exposure Limit of the majority of substances used throughout all industries (EH40/2005 Workplace Exposure Limits)

No assessment can be carried out without reference to EH 40 — Occupational Exposure Limits. Such limits are constantly reviewed and the latest limits should always be checked when undertaking any assessment. Diesel Exhaust fumes are classed as carcinogenic and can lead to death.

All work will be planned to take the above standards and guidance into account.

The company will provide written assessments for all those products that have been assessed as hazardous to health. Before work starts the Managing Director will ensure that any special protective clothing or equipment required is available for use, together with a copy of the completed assessment.

The Managing Director will ensure that, before employees are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment and manufacturers instructions. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires the Company to take the following steps to comply with the regulations:

1. Identify the problem
2. Assess it, measure it and establish the likely risks and hazards.
3. Decide on the method of solving the problem. (ie: Alternative product, method of working or personal protective equipment)
4. Implement the chosen method of solving the problem, ensuring that all necessary

equipment is present and precautions are implemented.

5. Check and control the works to ensure that the method is being implemented properly. Monitor the outcome to ensure compliance with the requirements and objectives.

Staff will be made aware of the hazards of any materials they will be asked to use, material safety data sheets will be issued for each product and control methods will be devised.

The company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The company will review the situation at regular intervals to ensure that the systems are working and that they remain adequate.

Control measures to be adopted to prevent exposure to hazardous substances will include:

Inhalation

Avoid – Change the process

Substitute – Change the hazardous substance to a less hazardous substance

Engineering controls - general ventilation, forced ventilation, local exhaust ventilation, work bench mounted extraction booths.

PPE – Dust masks, respirators, air fed face masks

Information, instruction and Training – Safety procedures, training

Ingestion

Avoid – Prevent contact by isolating the process.

Substitute - Change the hazardous substance to a less hazardous substance

Engineering controls – Enclose the process with screens and guards

PPE – Gloves, face shields, coveralls

Information, instruction and training – Hygiene standards maintained to prevent ingestion. Wash off substance immediately after contact. Do not eat, drink or smoke if hands or clothing are contaminated.

Absorption

Avoid – Keep substance in a form that cannot be absorbed. Keep the process isolated from people

Substitute - Change the hazardous substance to a less hazardous substance

Engineering controls – Enclose the process with guards and screens.

PPE – Gloves, face shields, coveralls

Information, instruction and training – Hygiene standards maintained to prevent absorption. Wash off substance immediately after contact. Report contact immediately.

Injection

Avoid – Substances to be in a form that cannot be injected.

Substitute - Change the hazardous substance to a less hazardous substance.

Reduce – Pressure levels of fluids and gas can be reduced to ensure they do not inject into employees skin causing irreversible damage and injury/illness.

Engineering controls – Enclose the process with guards and screens.

PPE – Gloves, face shields, coveralls

Information, instruction and training – Communicate the hazards to employees and the control measures to be adopted.

Hazard Warning Symbols



TOXIC. A substance which if it is inhaled, ingested or allowed to penetrate the skin, may involve serious or chronic health risks and even death.



VERY TOXIC. A substance which if it is inhaled, ingested or allowed to penetrate the skin, may involve extremely serious or chronic health effects and even death.



HARMFUL. A substance which if it is inhaled, ingested or allowed to penetrate the skin, may involve limited health risks



IRRITANT. A non-corrosive substance which, through immediate, prolonged or repeated contact with the skin, can cause inflammation.



CORROSIVE. A substance which may on contact with living tissue destroy it.



HAZARDOUS TO THE ENVIRONMENT



EXPLOSIVE. A substance which either may explode under the effect of flame or which is more sensitive to shocks or friction than disturbance.



OXIDISER. A substance which gives rise to a highly exothermic reaction when in contact with other substances, particularly flammable substances.



FLAMMABLE. A substance which is a liquid having a flash point equal to or greater than 21 degrees Celsius and less than or equal to 55 degrees Celsius.



HIGHLY FLAMMABLE. A substance either solid or gaseous which may readily catch fire in contact with air without any application of energy or is a liquid having a flash point below 21 degrees Celsius.

EXTREMELY FLAMMABLE. A liquid having a flash point less than 0 degrees Celsius and a boiling point of less than or equal to 35 degrees Celsius.

CLP Regulation

The European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures – the CLP Regulation – came into force in all EU member states, including the UK, on 20 January 2010. The CLP Regulation:

- adopts in the EU the Globally Harmonised System (GHS) on the classification and labelling of chemicals;
- is being phased in through a transitional period which runs until 1 June 2015. The CLP Regulation applies to substances from 1 December 2010, and to mixtures (preparations) from 1 June 2015;
- applies directly in all EU member states. This means that no national legislation is needed;
- is overseen by the European Chemicals Agency (ECHA);
- will replace the Chemicals (Hazard Information and Packaging for Supply) Regulations 2009 – CHIP – from 1 June 2015

The following symbols are likely to be in operation around the World by June 2015:



Acute toxicity, Very toxic (fatal), Toxic etc



Gasses under pressure



Harmful skin irritation, serious eye irritation



Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas



Explosive, self reactive, organic peroxide



Harmful to the environment



oxidising gases, oxidising liquids, oxidising solids



Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard



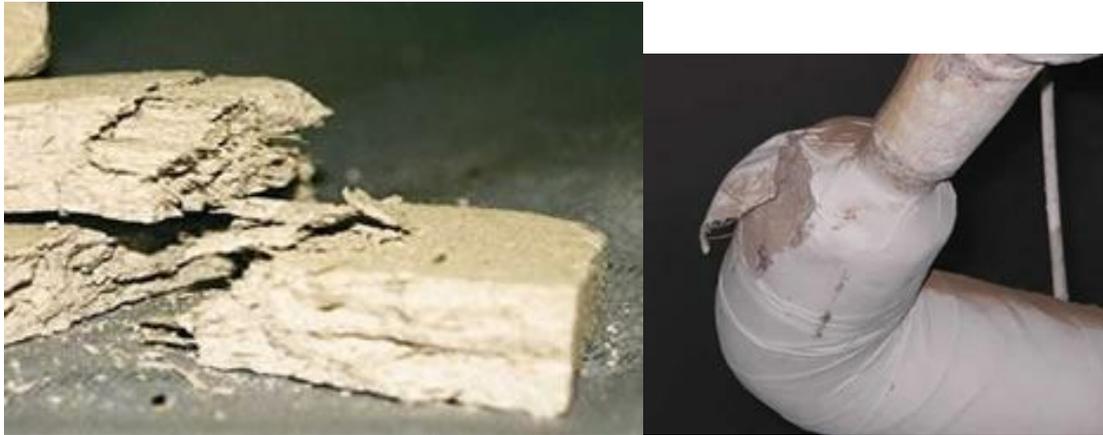
Corrosive (causes severe skin burns and eye damage), serious eye damage

3.30 Asbestos

Over the past 14 years since the ban on the use and sale of asbestos containing materials in this country, almost 4000 people have died each year from an asbestos related disease. This roughly equates to 41600 people in 14 years, not to mention the thousands more who die each year, that are not examined in regards to these diseases.

The fatality rate is set to rise until 2020 and then plateau before decreasing due to the lack of exposure that should be present today.

This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including: ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.



If any worker suspects that a material he is working on or is about to work on may contain asbestos, then they **MUST** stop work immediately and inform their supervisor so that further investigations may be carried out.

All work involving asbestos is covered by the Control of Asbestos at Work Regulations 2012 and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators.

Under the regulations, all non-domestic buildings that were built before the year 2000, must have an Asbestos Management Survey undertaken to identify asbestos containing materials and to manage them in situ or have them removed by a licensed contractor.

If John Dix Travel decides to carry out some refurbishment or extension works to their existing properties, they must undertake a Refurbishment Asbestos Survey prior to works commencing. The refurbishment and demolition survey is an intrusive survey that provides evidence through sampling and testing for the presence of asbestos. Where asbestos is found, it will be removed by a licensed contractor.

The different types of survey and the surveyor's duties can be found in HSG264 Asbestos: The Survey Guide. The changes in surveying came into effect in 2010.

If certain asbestos containing materials are to be left in situ, they must be labelled as containing asbestos. The survey and asbestos register must be kept on site and the Managing Director must make all employees aware of the areas containing asbestos.

All John Dix Travel employees must be provided with adequate Asbestos Awareness Training and it will cover all relevant information that is required by Regulation 10 of

the Control of Asbestos Regulations 2012, which states:

'This training should cover the following topics in appropriate detail, by means of both written and oral presentation, and by demonstration as necessary:

(a) the properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;

(b) the types, uses and likely occurrence of asbestos and ACM's in buildings and plant;

(c) the general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace; and

(d) how to avoid the risks from asbestos, for example for building work, no employee should carry out work which disturbs the fabric of a building unless the employer has confirmed that ACM's are not present.'

For more information refer to the following publications

*Work with material containing asbestos, ACOP for the **Control of Asbestos Regulations 2012***

*Asbestos: The Survey Guide **HSG264***

*The Management of Asbestos at Non-Domestic Premises Regulation 4 of the **Control of Asbestos Regulations 2012***

*Asbestos Essentials – A task manual for the building, maintenance and allied trades on non-licensed asbestos work, **HSG210***

*A Short Guide to Managing Asbestos in Premises, **INDG223***

Asbestos was extensively used in the automotive industry and can be found on break pads and some paneling. Employees must be aware that vehicles manufactured before 2000 may contain asbestos.

3.31 Micro-organisms

In general, John Dix Travel employees will come into contact with micro-organisms and biological agents during their employment due to the nature of the work. The levels of contamination must be assessed as employees may come into contact with the following:

- Ill passengers spreading viruses/bacterium
- Contact with urine, faeces, vomit and blood

Legionella

A risk of exposure of the Legionella bacteria exists in water systems incorporating a cooling tower or evaporative condensers, and hot and cold water systems. Infection is fatal in 12% of reported cases of the disease. Those at most risk are smokers, people over the age of 45, heavy drinkers and people whose immune system is impaired.

Any stored water in tanks or reservoirs may harbor such bacteria. If the water droplets are inhaled, then legionnaires disease may be contracted.

Bird Fouling

There are potential risks to personnel when working in and around bird droppings or debris. Diseases from such substances include **Ornithosis** and **Chlamydia Psittaci** which cause flu like symptoms, hospitalization and even death. Active roosts present the greatest danger and will prevent work being carried out. When cleaning vehicles, precautions must be made to prevent contact with any bird fouling.

When working around small amounts of droppings and debris operatives must wear dust masks, overalls and gloves. Welfare facilities must be made available so that operatives can change clothes after work and wash their hands thoroughly before they eat and drink.

Leptospirosis (Weil's Disease)

The leptospira bacterium is predominantly spread by the urine of animals such as cattle, and more specific to the likely route in this company, rats. Infection is only from direct contact with the urine or where urine has transferred into water. The bacteria enter the body via cuts to the skin or through the nose/mouth. The organism is not airborne unless the water is being sprayed.

Operatives must report to the Managing Director any signs of rats being present whether that is from finding excrement or seeing rats in the area. The risks must be assessed and precautions put in place to prevent infection before work continues.

In most cases the precautions are the removal of the rats and dis-infection of the work area, the covering of cuts and broken skin, wearing of gloves and overalls, and shower as soon as possible after contact with any water that may be contaminated.

Blood Bourne Viruses (BBVs)

The main BBVs of concern are:

- Hepatitis B virus (HBV), hepatitis C virus and hepatitis D virus, which all cause hepatitis, a disease of the liver.
- Human Immunodeficiency Virus (HIV) which causes Acquired Immune Deficiency Syndrome (AIDS), affecting the immune system of the body.

These viruses can be found in other body fluids. In particular, the fluids that John Dix Travel employees and sub-contractors may be in contact with include urine, faeces, saliva, sputum, sweat, tears and vomit. Although these fluids carry a minimal risk of BBV infection, care should still be taken.

Some jobs may mean coming into contact with raw sewage (Cleaning out the toilet).

Other types of work or activities where there may be contact with blood/body fluids include:

- Disposing of waste into skips (needles may be thrown into skips, therefore no one should get into a skip or grab anything out of the skip);
- Providing first aid;

Safety measures can help prevent infection, mostly transmitted by hand to mouth contact during eating or smoking, or wiping the face with contaminated gloves. Wash hands thoroughly after working in the area, cover all cuts and grazes before working, take rest breaks away from the working area, wear protective clothing and gloves, avoid hand /mouth contact, use anti-bacterial soaps.

When providing first aid, the first aider must wear sterile nitrile gloves, and must check that there are no holes in the gloves. First aiders must always wear gloves to protect themselves and the casualty.

Hepatitis A has the most severe impact and is contracted through faeces. Blood and bodily fluids transmit Hepatitis B and C. 'B' can be life threatening but also carriers often show no symptoms but are still contagious. Hepatitis C carriers can carry the virus for 20 years before any problems arise.

Specific legislation on hazards that arise from working with biological agent such as BBVs is contained in the Control of Substances Hazardous to Health Regulations 2002. A good source of guidance can also be found in the HSE leaflet INDG342 Blood Borne Viruses in the Workplace: Guidance for Employers and Employees. As an Employer John Dix Travel has a duty to assess the risk of work activities. If the activity produces a known risk of infection, precautions must be in place to protect employees' health.

3.32 Sun/UV Light

Sunshine and UV light are damaging to the skin and eyes. Employees working outside in bright weather for more than 15 minutes at a time are required to wear sun protection cream and work clothing that covers the head, body, arms and legs.

Employees must be encouraged to wear sunglasses that protect against UVA and UVB rays. All vehicles must be fitted with sun visors and these must be used where necessary. Drivers must be encouraged to be aware of sun glare to prevent accidents occurring from sudden glare.

3.33 Stress

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health & safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the Company. Managers are responsible for implementation and the

Company is responsible for providing the resources. The definition of stress as defined by the HSE is the 'adverse reaction people have to excessive pressure or other types of demands placed on them'. Pressure can be a positive state if managed correctly, and stress can be detrimental to health. The symptoms of stress both inside and outside of the workplace can be avoided by ensuring that proper breaks and annual leave entitlement is taken, a reduction in the consumption of alcohol, nicotine and other drugs, and eating a regular balanced diet.

The company encourages a healthy work/life balance. The company will strive to reduce stress by allowing adequate time to get to pick ups and drop offs, adequate breaks during work and thriving to plot the quickest and least stressful routes for the drivers.

3.34 Drugs and Alcohol

The use of drugs and alcohol at work is prohibited. If you are seen to consume alcohol or drugs at work, you will be asked to leave and a disciplinary hearing will follow. If you are thought to be under the influence of drugs or alcohol, the police will be summoned. When driving vehicles drugs or alcohol can inhibit reaction time and the awareness of risk.

Please refer to the separate policy on drugs and alcohol which can be viewed on request at the office.

3.35 Violence and Harassment

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. The company is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees is not affected by systems of work. The risks of such instances are to be controlled by arrangements including:

- I. Driver companions in high risk situations (Relief driver)
- II. Employees are instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so.
- III. Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc) in public areas as far as possible.
- IV. Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Managing Director and recorded as an incident in the accident/incident book. These occurrences shall be monitored by the Managing Director. Physical assaults shall be notified to the HSE as a 'dangerous occurrence' under RIDDOR 1995.

- V. Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as necessary.

3.36 Health Surveillance

John Dix Travel will ensure that all employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented. Once it has been decided that health surveillance is appropriate, it will be maintained during the employees employment unless the risk to which the worker is exposed and associated health effects are short term. Health surveillance will be recorded on individual records. Surveillance will include:

- Inspections of readily detectable conditions by a competent person
- Enquires about symptoms, inspection and examination by a qualified person
- Medical surveillance, which may include clinical examinations
- Biological effect monitoring

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

It is important that all drivers are periodically surveyed in regards to their health due to the potential for catastrophic consequences if ill-health is realised during the operation of vehicles. Drivers must undertake medical checks to ensure their suitability to drive passenger carrying vehicles.

3.37 Environment

A lot of our work activities can generate conditions that are detrimental to the environment. These work activities must comply with the Environmental Protection Act 1990 and not cause any effects to the surrounding environment. Work activities may include:

- Air Pollution from use of vehicles (Although this is offset by the amount of persons are being transported to their destination rather than all driving personal vehicles)
- Vehicle movement – oil spillage and exhaust fumes
- Petroleum storage – bund around tanks?
- Waste disposal to land fill

Every person at John Dix Travel has a duty of care when it comes to the environment. All our work activities should be done with the environment in mind. The examples above are only a few of the possible effects we as a company may have on the environment. Other effects include leaving lights and computers on in the office, burning materials (which is illegal) and releasing toxic gases into the atmosphere. For further guidance and advice please refer to the Company Environmental Policy.

The Transport Manager will not only find the quickest route for each client but will also look for the most economical route which will reduce fuel consumption and thus reduce the amount of air pollution created.

