



Border Rambler Rural Transport Servces C.I.C.

Health and Safety Policy

Statement of General Policy

Our policy is to provide and maintain safe and healthy working conditions for all our volunteers, providing appropriate vehicles and equipment, operational processes and safe systems of work covering our core activities.

The policy is delivered in partnership –

The Board will provide vehicles that are fit for purpose and maintain them to a high standard. Training, guidance and new information for drivers will be given in a timely manner. The Board will discuss H and S at each of its meetings and will respond quickly at any time to any area of concern. The Board will provide a suitable operating centre and in consultation with drivers, keep policy, procedure and operational activity under regular review.

Drivers will operate in accordance with their training, policy and procedure. They will promptly report any defect or issue of concern for attention. They will at all times drive in a manner that is legal, safe and comfortable for our passengers.

Overall responsibility for health and safety sits with the Board of Directors.

Day to day responsibility for ensuring our policy is put into practice sits with the Director with responsibility for training

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Hazard	Who might be harmed?	What we already do	Further Action	Who	When	Complete
Driving minibuses and carrying passengers						
Slips, trips and falls. Healthy working conditions	Drivers, passengers	<p>Minibuses are checked for loose and dangerous fittings. Aisles and doors are kept clear. Overnight parking areas are kept as obstruction free as possible.</p> <p>Drivers advised to wear appropriate footwear. Services are cancelled when weather conditions are dangerous. Vehicles are swept out each day. Vehicles are washed externally, litter removed and cleaned internally once per week or as necessary. Drivers do not carry out service or maintenance work – this is contracted out. First aid kits are provided on each bus. Smoking is prohibited Accident books are provided on each bus and accidents are reviewed by the Directors for learning and prevention purposes.</p>	None identified			

Lone working	Drivers	<p>Drivers operate in accordance with their training. A mobile phone is provided on each minibus. The Directors will be notified and will respond to any report of a “no show”. Drivers are encouraged to raise any concerns with a Director. Drivers returning out of hours to notify their safe return, eg, text/phone</p>				
Road collisions/incidents	Drivers, passengers, other road users, members of the public	<p>Drivers are trained to drive defensively and observe the provisions of the Highway Code. Vehicles are maintained to a good standard. Seatbelt wearing is compulsory. Vehicles do not operate in dangerous conditions. Drivers not permitted to drive if not fit to do so, medical condition etc. Strictly no driving under influence of drink/drugs. Reversing is done only when there is no alternative.</p>				
Musculoskeletal disorders	Drivers	<p>Drivers receive training on good posture, good driving position. There is no expectation that drivers will lift excessive weights in the course of their duties. Drivers are advised to take a break from driving after two hours and timetables are prepared accordingly. Drivers are required to report any condition that may be aggravated by driving. Only drivers trained in wheelchair use will use vehicle lifts and deal with wheelchair passengers.</p>				

Disorderly passengers	Drivers, passengers	A mobile phone is provided for emergency use. A policy exists to deal with disorderly passengers which can result in future refusal of service.	None required.			
Fire	Drivers, passengers, others	Drivers are trained to evacuate the minibus and call the emergency services. A mobile phone is provided on each minibus for this purpose. Regularly serviced Fire extinguishers are provided for use to a) save life or b) reach an exit only. There is no expectation that drivers will fight fires. At our operating centres, drivers will evacuate the area and call the emergency services and follow any instructions from the site management or staff. A step has been provided to assist passengers to board, disembark following failure of automatic step. In authorising their deployment, the Directors have considered the risks of using portable steps but find that these are outweighed by the risks of boarding/ disembarking without step. (due to the long drop).	None required.			
Door/Step malfunction	Drivers, passengers		Directors to monitor use			