

# **GO GOODWINS COACHES LIMITED**

## **COMPANY HEALTH & SAFETY POLICY**

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## 1. INTRODUCTION

The Policy of GO GOODWINS COACHES LIMITED as regards Health & Safety at work is the direct concern of the Directors Alan Edward Goodwin, Geoffrey Alan Goodwin and Wesley Alan Goodwin who are responsible for the implementation of the policy.

The Policy is constantly monitored by the above.

The full review of the policy is carried out on an annual basis and also whenever a specific action becomes evident.

The next formal review of this policy is to be carried out in April 2008.

Signed *W A Goodwin*

Wesley Alan Goodwin

## 2. GENERAL POLICY STATEMENT

It is the policy of GO GOODWINS COACHES LIMITED to ensure that its operations are carried out in compliance with the Health & Safety at Work Act 1974. Also to comply with any other relevant legislation and Codes of Practice governing its operations and in such a manner as to ensure so far as is reasonable practicable, the maintenance and improvement of standards of health, safety and welfare for its employees and protection of persons who are not employees against any arising out of, or in connection with the activities of its employees.

The company accepts responsibility for and commits adequate resources to the adoption of working practices such as to ensure the health, safety and welfare of all employees. Particular attention is given to the following matters:-

- The provision and maintenance of plant and equipment and systems of work which are safe and without risk to health.
- The provision and maintenance of safe means of access and egress from the place of employment.
- Safe arrangements for the storage, handling, transportation and use of materials and equipment
- The provision of all necessary instruction and training and the circulation of appropriate information and guidance to enable all employees to carry out their work without hazard to their own health and safety or that of any other person.
- The provision of adequate welfare and safety facilities, whether directly supplied by Go Goodwins Coaches Limited or shared by agreement with clients or main contractors on whose premises Go Goodwins Coaches Limited are working.

### 3. COMPANY RULES

The Health & Safety at Work Act 1974, imposes duties on companies and their employees to ensure that the work environment is safe and free from all hazards to Health & Safety of all persons at the place of work.

You are required by the act to take reasonable care to ensure your own safety and that of others who may be affected by your work and to cooperate with the company in complying with the requirements of the Act.

Your main responsibilities are :

- i. to use the correct tools and equipment for the job and to ensure especially in regard to power tools and other electrical equipment, that they are kept in a safe condition and presented for regular inspection
- ii. to report immediately any defect in the equipment issued to you so that action can be taken to remedy any such defects
- iii. to develop a personal concern for your own safety and that of all others working with you
- iv. to avoid improvising which often entails unnecessary risk
- v. to always wear a high vis jacket **at all times** when you are not behind the wheel of your coach.
- vi. always unload luggage from the vehicle on the nearside, **never** the offside, unless you have **police** assistance.

#### NOTES

*If you are taking medically prescribed drugs whilst at work, it is your duty to ensure that their use does not affect your ability to carry out your duties, or constitute a possible danger to your own safety or that of any other person*

#### **4. SAFETY ADVISORY OFFICER**

##### **Responsibilities of the Safety Advisory Officer**

The Safety Advisory Officer's duties and responsibilities are, as follows :-

1. To advise the proprietors on all matters regarding Health & Safety, including the implications of current legislation and all actual or anticipated charges to statutory requirements.
2. To ensure that all policy statements, directives and guidance issued by the proprietors in regard to Health and Safety are circulated and implemented without delay.
3. To maintain a file of information in regard to Health, Safety & Welfare, ensuring with the co-operation of the directors that any information and guidance is circulated to all employees to whom it is relevant.
4. To monitor the compliance and Statutory Provisions, Codes of Practice and the policies of Go Goodwins Coaches Limited with regard to Health & Safety.
5. To assess and report to the proprietor the implications to Health & Safety of any new plant, machinery, equipment or process and to advise on any additional training or changes in working practices and procedures necessary to ensure that no avoidable risk is encountered.
6. To develop, in liaison with the directors such training as may be needed to maintain and improve the response of employees to the needs of Health & Safety at work.
7. To maintain a register of accident and ensure overall compliance with statutory reporting procedures.
8. To co-operate with and ensure full compliance with the lawful directions of any official of the Health & Safety Executive, or other government agency with authority in matters of Health & Safety.

## **5. NOTIFICATION OF ACCIDENTS**

Any accident or incident causing, or which could have caused, injury to persons and or damage to property must be reported without delay, giving details of the nature of the accident or incident, the place and time it occurred, the names of any witnesses and details of any medical attention required to injured persons.

## **APPENDIX A**

The following Statutory Provisions apply to work forming part of the Company's normal commercial activities.

### **GENERAL**

The Health & Safety at Work Act 1974

Factories Act, 1961 & Regulation made thereunder

Protection of Eyes Regulation 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regs, 1985

The Noise at Work Regulations 1989

The Transport Act 1968, 1978, 1981, 1982, 1983, 1985

Road Traffic Act 1984, 1988, 1989, 1991

