

Good Neighbours Community Transport



Health & Safety

8th February 2012

Registered Charity No: 1129855
Company Ltd by Guarantee Reg. No 6749402

It is the policy of Good Neighbours Community Transport to take all steps which are reasonably practicable to ensure the health, safety and welfare of all employees, volunteers and visitors to Good Neighbours Community Transport's office.

Good Neighbours Community Transport's policy is as follows:

- To give the greatest importance to the safety of it's employees and volunteers.
- To regard the provision of Government legislation in the respect of health and safety as the minimum standard acceptable, and to provide health and safety facilities which exceed this standard wherever possible.
- To provide safe working conditions by means of regular inspection to verify that standards are being maintained.
- To instruct every new employee at the time of his/her induction in the general safety procedures and practices.
- To ensure that fire prevention standards are maintained and evacuation procedures in the event of a fire are effectively followed.
- To provide ongoing training and support for employees and volunteers to ensure safe practices are observed at all times.
- To ensure procedures for reporting accidents are observed. Accident report book on office shelves with first aid box
- To provide first aid facilities. First aid box on office shelves.

Employees are reminded that they are equally responsible for their own health and safety and for the health and safety of any other person who might be affected by their actions. **ALL EMPLOYEES MUST THEREFORE:**

- Comply with all instructions for safe working at all times.
- Behave in a reasonable manner at all times.
- Comply with health and safety rules at all times.
- Make themselves familiar with arrangements made in case of fire or accidents and follow these arrangements.

- Report any potential risks or hazards to health, safety and welfare of any person immediately to the Manager.
- Maintain a clean and tidy place of work.