

**General Statement of Policy**

It is the Policy of Duncan's to comply with the terms of the Health & Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Duncan's Health and Safety objective is to minimise the number of instances of occupational accidents and illnesses to achieve an accident free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective

Duncan's Travel recognises and accepts their duty to protect the Health and Safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. Whilst the Management of Duncan's Travel will do all that is within its powers to ensure the Health and Safety of its employees, it is recognised that Health and Safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person

The management of Duncan's Travel will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to the Manager. An effective Health and Safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person

All injuries, however small, sustained by a person at work must be reported to the Manager or a delegated representative. Accident records are crucial to the monitoring and revision of the policy and must therefore be accurate and comprehensive.

Duncan's Health and Safety policy will be continually monitored and updated, particularly when changes in the scale and nature of operations occur. The policy will be updated at least every 12 months. The specific arrangements for the implantation of the policy and the personnel responsible are detailed below:

**Signed**.....

**Title**.....

**Company** .....

**Date:**.....

**Signed**.....

## Safety Personnel

The person with overall and final responsibility for Health and Safety in Duncan's is the Director, Peter Simpson

The person responsible for overseeing, implementing and monitoring the policy is the Company Secretary, Katrina Damiral

The following person will be responsible for the supervision of Health and Safety in particular areas:

<b>Name</b>	<b>Area</b>	<b>Responsibilities</b>
Clark Ferguson	Yard & Office	Management

### Communication

The management of Duncan's Travel will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company Health and Safety policy. Duncan's communicates with its employees orally in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example

### Co-operation & Care

If we are to build and maintain a safe working environment, co-operation between workers at all levels is essential

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy

Employees have a duty to take all reasonable steps to preserve and protect Health and Safety of themselves and all other people affected by the operation of the company

### Safety Training

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of Duncan's that if a job is not done safely then it is not done effectively

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency plans

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs. The personnel with the responsibility for safety training are detailed below:-

<b>Name</b>	<b>Department</b>	<b>Responsibilities</b>
Clark Ferguson	Yard & office	Manager

## Workplace Inspections

It is the policy of Duncan's to comply with the Workplace (Health, Safety & Welfare) Regulations 1992

Regular inspections of the workplace will be conducted by Steve Damiral. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary

## Work Equipment

It is the policy of Duncan's Travel to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992

Duncan's will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which is used

All workers will be provided with adequate information and training to enable them to use work equipment safely

The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons

All work equipment will be maintained in good working order and repair

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment

All work equipment will be clearly marked with Health and Safety warnings where appropriate

## Manual Handling Operations

It is the policy of Duncan's Travel to comply with the law as set out in the Manual Handling Operations Regulations 1992

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid

All possible steps will be taken to reduce the risk of injury to the lowest level possible

## Display Screen Equipment

It is the policy of Duncan's Travel to comply with the law as set out in the Health and Safety (Display Screen Equipment) regulations 1992

Duncan's will conduct Health and Safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1993 meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements no later than December 1996

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable

VDU screen users will be allowed periodic breaks in their work

Eyesight tests will be provided for VDU screen users on request

Where necessary, VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses

All VDU screen users will be given appropriate and adequate training on the Health and Safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified

#### New or Expectant Mothers

It is the policy of Duncan's to comply with the European Directive on Pregnant Workers

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay

Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative employment day time work will be found. Where this is not possible she will be suspended from work on full pay

#### Fire Safety

The Company with responsibility for the maintenance and testing of firefighting equipment is Safeguard. All workers within the firm have a duty to report immediately any, fire, smoke or potential fire hazard to the fire service (dial 999)

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire

The Manager is responsible for keeping the operating areas safe from fire, ensuring that staff is trained in proper fire prevention practices and emergency procedures

#### Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should evacuate the building immediately

## Accident Investigation & Reporting

It is the policy of Duncan's Travel to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR95)

Duncan's see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Director or a person appointed by the Director detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

The completed report will then be submitted to and analysed by the Director who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted

## Accident Procedure

First Aid boxes are located in every vehicle and around the workplace. A first aid station is clearly marked in the office and is easily accessible by all employees during all working hours

The Manager is responsible for the proper use and maintenance of the first aid station

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to the first aid station

## Qualified First Aiders are:-

Name	Department
------	------------

XXXXX	XXXXXXXXX
-------	-----------

The Manager is responsible for reporting all cases of accident and disease to the Director  
Accident records are compiled and stored by the Manager

The Manager is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 regulations where applicable

## General

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement
- All employees shall immediately report any unsafe practices or conditions to the relevant authority
- Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job
- Horseplay, practical joking or any other acts which might jeopardise Health and Safety of any other person are forbidden
- Any person whose levels of alertness and /or ability are reduced due to illness will not be allowed on the job if this might jeopardise the Health and Safety of that person or any other person
- Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers
- No worker should undertake a job which appears to be unsafe
- No worker should undertake a job until he or she has received adequate safety instructions and is authorised to carry out the task
- All injuries must be reported to the Director or Manager
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the Manager or the Directors
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment
- No employees should use chemicals without the knowledge required to work with those chemicals safely
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate

## Working Environment

- Work sites must be kept clean and tidy
- Any spillage must be cleaned up immediately
- Waste materials and rubbish must be removed routinely

## Tool and Equipment Maintenance

- Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the manager to determine who is authorised to use specific tools and equipment
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced
- All tools must be properly and safely stored when not in use
- No tool should be used without the manufacturers recommended shields, guards or attachments
- Approved personal protective equipment must be properly used where appropriate

## Manual Lifting and Moving

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand
- The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches
- When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably
- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc
- When lifting an object off the ground employees should assume a squatting position keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground