

## **Duncan Private Hire: Health & Safety Policy Statement**

At Duncan Private Hire, we are fully committed to ensuring a safe and healthy working environment in accordance with the Health & Safety at Work Act 1974 and all subsequent legislation. Our core objective is to prevent occupational injuries and illnesses and to maintain an accident-free workplace.

We provide our employees with the necessary equipment, training, information, and supervision to ensure they carry out their duties safely and responsibly.

### **Our Commitment**

We recognise our legal and moral responsibility to protect the health and safety of everyone affected by our operations – including employees, visitors, contractors, temporary workers, and the general public.

While Duncan Private Hire takes all reasonable steps to ensure safety, health and safety in the workplace is a shared responsibility. Employees must take reasonable care for their own wellbeing and that of others and report any concerns or risks immediately.

### **Training & Supervision**

Employees will receive thorough training relevant to their role and will not be expected to undertake tasks they are not confident or competent to complete safely. Open communication is encouraged to maintain safety standards at every level.

All incidents and injuries, no matter how minor, must be reported. This allows for accurate records and continuous improvement of our safety protocols.

### **Ongoing Policy Review**

Our Health & Safety Policy is reviewed regularly and formally updated at least annually, or sooner if operational changes occur.

### **Safety Roles & Responsibilities**

| <b>Name</b>     | <b>Role</b>           | <b>Responsibility</b>                      |
|-----------------|-----------------------|--|
| Peter Simpson   | Director              | Overall responsibility for Health & Safety |
| Katrina Damiral | Company Secretary     | Policy implementation and monitoring       |
| Clark Ferguson  | Yard & Office Manager | Area-specific Health & Safety supervision  |

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## Communication

We ensure all employees understand and adhere to our safety standards through:

- Verbal instructions from supervisors
- Written documentation, including this policy
- Leading by example

## Co-operation & Employee Duties

Creating and maintaining a safe workplace relies on full co-operation. Employees are expected to:

- Comply with safety procedures
- Co-operate with management
- Report unsafe conditions immediately

Non-compliance may lead to disciplinary action.

## Safety Training

Training is essential to our safety culture. All staff will be:

- Trained before beginning new roles
- Educated on PPE use, emergency protocols, and safe work practices
- Given opportunities to voice concerns during training sessions

| Trainer        | Department    | Responsibility               |
|----------------|---------------|------------------------------|
| Clark Ferguson | Yard & Office | Safety training & management |

## Workplace Inspections

Regular inspections are carried out by Steve Damiral to ensure compliance with the Workplace (Health, Safety & Welfare) Regulations 1992 and to keep safety practices current and effective.

## Work Equipment

We comply with the Provision and Use of Work Equipment Regulations 1992. All equipment is:

- Safe and suitable for use
- Operated only by authorised personnel
- Maintained to a high standard
- Properly marked with safety warnings where required

## Manual Handling

In accordance with the Manual Handling Operations Regulations 1992:

- Manual lifting is avoided wherever possible
- Where unavoidable, tasks are assessed for safety

- Appropriate equipment and PPE are used to reduce risk

### **Display Screen Equipment (DSE)**

Duncan Private Hire complies with DSE regulations to minimise risks associated with VDU screen use. We provide:

- Risk assessments of workstations
- Regular screen breaks
- Eye tests and corrective eyewear, if needed
- Ongoing training on DSE safety

### **Expectant Mothers**

We comply with the European Directive on Pregnant Workers:

- Risk assessments are carried out for new/expectant mothers
- Adjustments or suspensions on full pay will be made where necessary
- Night work will be avoided if advised by a doctor

### **Fire Safety**

Fire safety equipment is maintained by Safeguard. All staff must:

- Report any fire or potential hazard immediately (dial 999)
- Know emergency procedures
- Never attempt to fight a fire unless it is safe to do so

### **Accident Reporting & Investigation**

Duncan Private Hire complies with RIDDOR 1995. All accidents are thoroughly investigated and documented by the Director or an appointed individual, including:

- Details, photos, and eyewitness accounts
- Analysis and follow-up on preventative actions

### **First Aid**

First aid stations are clearly marked and accessible. First aid kits are in all vehicles and throughout the workplace. A list of qualified First Aiders and emergency contacts is posted at each first aid station.

### **General Safety Rules**

All employees must:

- Follow safety procedures at all times
- Report hazards or unsafe practices immediately
- Refrain from working under the influence of drugs/alcohol
- Use tools/equipment only if authorised and trained
- Wear appropriate PPE
- Maintain clean and tidy workspaces

Unsafe acts such as horseplay or unauthorised tampering with equipment are strictly prohibited.

### **Tool & Equipment Maintenance**

- Use only by qualified and authorised staff
- Tools must be in good working condition and stored safely
- Damaged or defective tools must be reported and replaced immediately

### **Manual Lifting Guidelines**

- Use mechanical lifting aids wherever possible
- Inspect loads and routes before lifting
- Team lifts must be co-ordinated
- Use correct lifting posture: bend knees, keep back straight

### **Work Environment**

- Workspaces must be kept clean and hazard-free
- Spills must be cleaned immediately
- Waste must be disposed of appropriately

**This Health & Safety Policy will be reviewed and updated annually or following any significant operational change.**

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**Signed:** electronically signed  
Peter Simpson  
**Title:** Director  
**Company:** Duncan Private Hire  
**Date:** 14 May 2025