



**HEALTH & SAFETY  
POLICY**

Revision No: 04  
Issue Date: August 08

**RESPONSIBLE MANAGER:**

Tony Johnson  
*Managing Director*

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**AUTHORISATION**

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### **GENERAL STATEMENT OF INTENT**

The Board of Johnson's Coaches recognises that people are the company's most important asset. Therefore, the company is fully committed to ensuring the health, safety and welfare of employees. It sees this aspect of the company's business as being as integral part of the total quality that the company sets out to achieve in the scope of its operations.

All reasonably practicable measures will be taken to achieve a satisfactory standard of performance in matters of health and safety, and progressive improvements will be actively sought in an attempt to achieve full compliance with the Health & Safety at Work Regulations 1999 and other associated Regulations.

This will have a resource implication and the board will take this into account when setting budgets, so that funding can be made available for Health & Safety improvements and the provision of any expert advice. This will entail the setting of priorities.

Many people have occasion to use the offices and vehicles of Johnson's Coaches who are not employees of the company. The board is equally committed to ensuring their safety and health whilst they are in the remit of the company.

The board accepts that the successful management of health & safety has the benefit of improving the overall operation of Johnson's Coaches, by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.

The board intends that health & safety considerations will form an important part of every planning strategy and be incorporated into all business activities.

Responsibilities and relationships necessary to create and sustain a positive health and safety culture are set out under Organisation. The board recognises the importance of these postholders to the health and safety effort; to this end they will have the full support of the board.

The board will ensure that effective training is provided for all levels of staff on matters relating to occupational health and safety.

The board also recognises the importance of good communications in establishing co-operation and involvement in health and safety matters. Therefore, they will ensure the maintenance of effective communication throughout the Johnson's Coaches safety management structure.

The board will ensure that Johnson's Coaches health and safety performance is measured and reviewed by implementing an effective monitoring system.

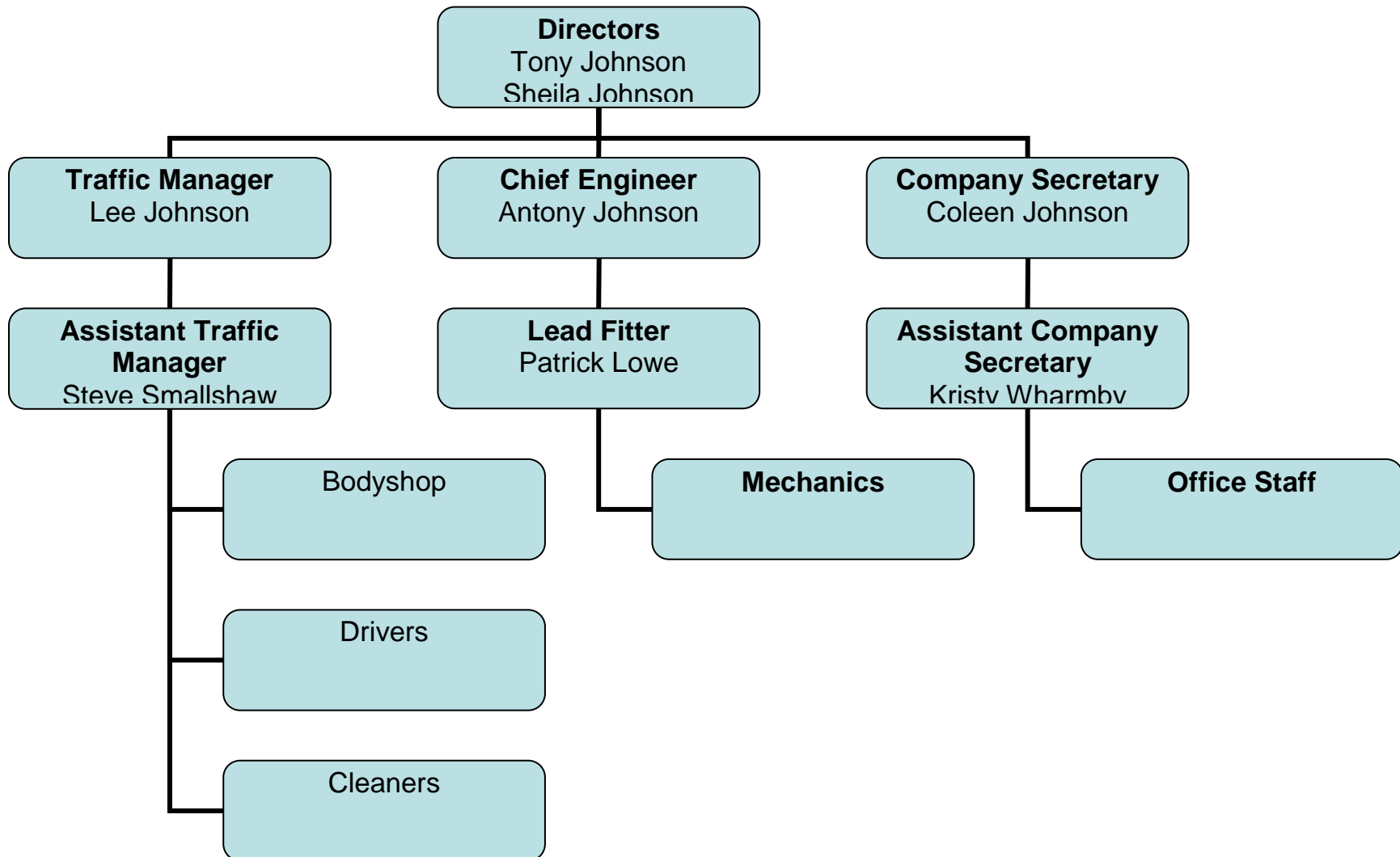
The health and safety policy statement, organisation and arrangements will be reviewed and updated as necessary whenever circumstances dictate, or at intervals of no greater than two years.

\_\_\_\_\_  
Managing Director

\_\_\_\_\_  
Date



## Organisation for Health & Safety





## **2.1 Managing Director**

Good health and safety management starts and ends with the company's most senior manager. To this end the Managing Director will;

- 2.1.1 Ensure that adequate communication channels are developed and maintained so that information concerning health and safety matters which may affect all employees is communicated accordingly.
- 2.1.2 Responsibility for the purchase and design of machinery, storage facilities and materials that are safe so far as is reasonably practicable without risks to the health, safety and welfare of employees, contractors and visitors and where appropriate meet the requirements of the various statutory regulations.
- 2.1.3 Budgeting adequate funds and resources to meet the health and safety obligations and requirements of the company.
- 2.1.4 Ensuring that all other Managers are aware of their responsibilities and accountabilities and encourage their interest in and enthusiasm for health and safety.
- 2.1.5 Monitoring of accidents and incidents and ensuring the effective implementation of any corrective actions.
- 2.1.6 Set a good working example when working around the company.



## **2.2 Health And Safety Manager and Competent Person**

### 2.2.1 Qualification;

- i. General managerial abilities
- ii. Knowledge of the business, common sense and knowing your limits
- iii. To be aware of the legal requirements relevant to our industry
- iv. Authority to influence and implement health and safety
- v. The ability to find out the industry standards

### 2.2.2 The Health and Safety Manager is;

- the competent person employed by the company, as required by the Management of Health and Safety at Work Regulations 1999
- responsible for controlling the Health & Safety Policy
- responsible for setting up all Risk Assessments and Safe Working Procedures and will involve Managers and Supervisors to ensure all aspects for Johnson's Coaches operations are covered.
- Responsible for reporting accidents and incidents to the appropriate authority
- Responsible for updating managers, supervisors and employees of changes within the Health and Safety Policy.

### 2.2.3 The Health and Safety Manager is responsible to the Board for;

- maintaining an organisation that ensures that all requirements of the Health & Safety at Work etc Act 1974, the policy and associated statutory obligations are adhered to
- All formal communication with the local authority's health and safety department as required by the Health and Safety Regulations and company policy
- Identifying, assessing and recoding of hazards and risks in the workplace
- Verifying all accidents/damage/near miss reports by staff and ensuring that correct procedure is followed including the written reporting of such matters
- Updating the health and safety policy
- Monitoring and disseminating any health and safety information received from internal and external sources to relevant Managers, Supervisors and employees



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- Liaising with outside bodies i.e. Fire Department, Local Authority, Health and Safety Executive etc.
- Initiating and prompting health and safety campaigns and promotions
- Identification of health & safety training needs and implementation of an effective health and safety plan
- Co-ordination of all activities/training/policy related fire/emergency and first aid procedures
- Storing and reviewing of health and safety training records



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### 2.3 Chief Engineer

As Chief Engineer it is in your interest to make sure any Health and Safety issues are identified and addressed

#### **Responsible to the Board for;**

- 2.3.1 assisting the board and Health and Safety Manager to ensure all Managers are aware of their responsibilities
- 2.3.2 encouraging ownership throughout the company of our Health and Safety Policy
- 2.3.3 identification of Health and Safety recourses and their efficient allocation throughout the company
- 2.3.4 ensuring the allocation of financial resources is prioritised in relation to Health and Safety to protect the health, safety and welfare of employees, visitors and contractors
- 2.3.5 set a good personal example whilst in the company



## **2.4 Managers and Supervisors**

Responsible together with the Health and Safety Manager for;

- 2.4.1 safe day-to-day operation of their particular department
- 2.4.2 consulting with employees on matters of health and safety
- 2.4.3 the provision of suitable welfare facilities for employees, visitors and contractors
- 2.4.4 efficient isolation of defective equipment to prevent its use
- 2.4.5 assisting the Health & Safety Manager in undertaking risk assessments, CoSHH assessments and formulation of safe working procedures
- 2.4.6 monitoring of standards of behaviour and adherence to safe working procedures where appropriate
- 2.4.7 Monitoring standards of housekeeping
- 2.4.8 Monitoring standards, equipment checking and inspection
- 2.4.9 Encourage the reporting of all accidents and near miss reporting
- 2.4.10 Reporting of unsafe condition and defects
- 2.4.11 Care of equipment and methods of working to ensure they are safe and do not endanger health
- 2.4.12 Undertaking of tasks and operations specified within relevant safe working procedures
- 2.4.13 Ensuring employees use any safety devices and equipment provided for their use, including personal protective equipment
- 2.4.14 Overseeing the safety of visitors and contractors whilst operating in their area of responsibility
- 2.4.15 Setting good working examples
- 2.4.16 Maintaining high standards of housekeeping



## **2.5 Employees**

All employees must take reasonable care for the Health, Safety and Welfare of themselves and other persons who may be affected by what they do or fail to do whilst at work. This duty implies not only avoiding obviously silly or reckless behaviour, but also taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing they do or fail to do puts themselves or others at risk.

Employees have a duty to;

- 2.6.1 not operate any equipment or carry out tasks that they have not been trained and authorised or competent and authorised to carry out
- 2.6.2 make themselves familiar with and conform to the company's Health and Safety Policy at all times
- 2.6.3 wear/maintain/store all PPE (Personal Protective Equipment) in the appropriate manner
- 2.6.4 report all accidents/near misses/damages to equipment and property immediately, whether persons are injured or not
- 2.6.5 co-operate with their Supervisors and Managers in working safely
- 2.6.6 use all safety devices and equipment provided
- 2.6.7 maintaining high standards of housekeeping
- 2.6.8 In the case of bus/coach drivers, you are obliged to ensure that passengers are adequately inducted onto your vehicle before departure. This should include the rules of transportation, location of first aid equipment and what to do in an emergency. Materials will be provided by the company to assist you to do this.



### **3.1 Communications**

Johnson's Coaches, proposes to develop good channels of communication through all departments and sites, paying particular attention to matters relating to Health & Safety.

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company.**

- 3.1.1 All personnel will be made aware of lines of communication for the formal reporting of Health & Safety issues
- 3.1.2 All forms of communication will be utilised in an attempt to ensure that employees, visitors and contractors are supplied with enough information to make them aware of hazards and control measures relating to their health & safety whilst on site.
- 3.1.3 The Health & Safety Manager will keep a record of both internal and external correspondence of a health & safety nature.
- 3.1.4 All information will be presented in a way which is appropriate for the intended recipient.



## **3.2 Consultation**

Johnson's Coaches propose to ensure effective consultation between all levels of staff throughout the company.

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 3.2.1 The Health & Safety Manager will ensure that health & safety issues are a standing item on the staff meeting agenda whereby information from the Health & Safety Manager will be offered for employee feedback. Staff meetings will consist of a cross-section of the company's staff and will take place periodically and as necessary.
- 3.2.2 The Health & Safety Manager will be made known to all staff through notices and induction.
- 3.2.3 Outcomes of staff meetings will be displayed on appropriate notice boards.
- 3.2.4 Health & Safety will be an agenda item when considering matters of an operational nature at management meetings.
- 3.2.5 Personnel should first approach the Health & Safety Manager to raise any health & safety issues they may have.
- 3.2.6 Employees will raise any health & safety issues they may have using the Health & Safety Non-Compliance Report form (NCR) appendix H



### **3.3 Health & Safety Training**

Johnson's Coaches intends that no person will be expected to work with any item of equipment unless properly trained or competent

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 3.3.1 All new members of staff will go through a health & safety induction programme. This will be provided by the Health & Safety Manager
- 3.3.2 Department Managers or Supervisors will induct staff into their own department.
- 3.3.3 A record of all inductions will be kept by the Health & Safety Manager
- 3.3.4 The Health & Safety Manager will formulate a training plan for health & safety, which will include each member of staff. Taking into account the individual roles and responsibilities this will be in conjunction with training plans created for general purposes
- 3.3.5 The training plan will be reviewed annually by the Health & Safety Manager, Finance Manager and Director where budgets and priorities will be decided
- 3.3.6 Where a risk assessment has identified a training need this will be included in the training plan
- 3.3.7 A copy of training certificates and training records will be kept by the Health & Safety Manager



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### 3.4 Health & Safety Planning

Johnson's Coaches intends that its health & safety efforts are subject to an overall plan, which can be monitored and reviewed

**The Health & Safety Manager and the Board are responsible for ensuring that this procedure is implemented throughout the company**

3.5.1 The Health & Safety Manager will formulate an health & safety plan

3.5.2 This plan will contain the broad aims for the effective management of health & safety including;

- a) Policy Formulation
- b) Assessment Schedule
- c) Safety incentives
- d) Audit Schedules

3.5.3 This plan will be reviewed annually by the health & safety Committee



**SCHEDULE**

- |            |                                      |   |
|------------|--------------------------------------|---|
| <b>4.1</b> | <b>Accidents and Reporting</b>       | <b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)</b>                                      |
| <b>4.2</b> | <b>Hazardous Substances</b>          | <b>Control of Substances Hazardous to Health Regulations 1999 (CoSHH)</b>   |
| <b>4.3</b> | <b>Risk Assessment</b>               | <b>Health &amp; Safety at Work etc. Act 1974<br/>Management of Health &amp; Safety at Work Regulations 1999</b>                 |
| <b>4.4</b> | <b>Manual Handling</b>               | <b>Manual Handling Operations Regulations 1992</b>  |
| <b>4.5</b> | <b>Health &amp; Welfare</b>          | <b>Workplace Health Safety and Welfare Regulations 1992</b>   |
| <b>4.6</b> | <b>Fire and Emergency Procedures</b> | <b>Fire Precautions (Workplace) (Amendment) Regulations 1999<br/>Management of Health &amp; Safety at Work Regulations 1999</b> |
| <b>4.7</b> | <b>First Aid</b>                     | <b>Health &amp; Safety (First Aid) Regulations 1981</b>   |
| <b>4.8</b> | <b>Display Screen Equipment</b>      | <b>Health &amp; Safety (Display Screen Equipment) Regulations 1992<br/>Health &amp; Safety at Work etc. Act 1974</b>            |
| <b>4.9</b> | <b>Electrical Equipment</b>          | <b>Electricity at Work Regulations 1989</b>   |



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**4.10 Personal Protective Equipment**

**Personal Protective Equipment  
Regulations 1992**

**4.11 Control of Contractors**

**Health & Safety at Work etc Act  
1974  
Management of Health & Safety  
at Work Regulations 1999**



#### **4.1 Accident/Incident Reporting**

These arrangements describe the procedure for the reporting of accidents and incidents. The arrangements take into account the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**.

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.1.1 All injuries to employees, sub-contractors, visitors and members of the public (regardless of severity) resulting from incidents on site or in other workplaces where Johnson's Coaches has control, will be recorded in the company accident book.
- 4.1.2 All significant accidents and incidents will be recorded on the S1 Accident Summary Sheet (Appendix A). The accident summary will be completed by the H&S Manager, Department Manager or the Company's Safety Advisor.
- 4.1.3 Copies of S1 will be kept in the company H&S File and distributed to other interested parties
- 4.1.4 In the event of a major injury, fatality or any dangerous occurrence, as defined by RIDDOR, the local authority Health & Safety Department will be notified immediately
- 4.1.5 Within 10 days of the incident occurring, a report of the incident on form S1, including photographs, where appropriate, and a completed form F2508 will be sent to the local authority
- 4.1.6 Where any injury to an employee, or self-employed operator results in that person being absent from work for more than 3 consecutive days, a report on form F2508 will be sent to the local authority within 10 working days



## 4.2 Hazardous Substances

These arrangements describe the procedure for controlling employees exposure to hazardous substances, the arrangements take into account the **Control of Substances Hazardous to Health Regulations 1999 (CoSHH)**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.2.1 The Health & Safety Manager in conjunction with supervisors will ensure that a suitable and sufficient assessment of the risks to health posed by a substance is undertaken and a record kept of any such assessment (Appendix B)
- 4.2.2 The result of any assessment will be brought to the attention of all employees who may come into contact with the substance
- 4.2.3 Where there is a risk to the Health of employees or others, the company will control exposure by one or a combination of the control measures listed below;
- Elimination of substance
  - Substitution for a less hazardous substance
  - Enclose the process to prevent exposure
  - Minimise the generation of dust/fumes/vapours
  - Provide adequate ventilation
  - Reduce exposure time
  - Provide personal protective equipment
  - Provision of information, instruction and training
  - Monitoring/health surveillance
- 4.2.4 Employees must use control measures provided and co-operate with the company, assisting it in meeting its obligations. Where any control measures become damaged or ineffective a supervisor/manager will be informed
- 4.2.5 Assessment of all substances used on a site will be made available for any person who wishes to see them
- 4.2.6 Any device used for control of hazardous substances will be regularly monitored and inspected, the Health & Safety Manager will keep a record of all inspections and tests



### **4.3 Risk Assessment**

These arrangements describe the procedure for assessing workplace risks, these arrangements take into account the **Health and Safety at Work etc Act 1974** and the **Management of Health & Safety at Work Regulations 1999**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.3.1 The Health & Safety Manager in conjunction with relevant Managers and supervisors will make suitable and sufficient assessments of the risks to employees and any persons who may be affected by the Company's work activities
- 4.3.2 All significant findings of risk assessments will be recorded and relevant actions taken within a reasonable time-scale on form (Appendix C)
- 4.3.3 Before undertaking any tasks the immediate supervisors must first familiarise employees with the relevant risk assessment findings, if no assessment is available the supervisor must consider what risks are associated with the tasks. If there is a significant risk of injury or damage to property than a written risk assessment will be produced. If there are no significant risks work will proceed with due care and attention
- 4.3.4 The result of risks assessments will be brought to the attention of all relevant employees through the provision of adequate information and training
- 4.3.5 All persons responsible for risk assessments will be given suitable training to allow them to competently undertake the task
- 4.3.6 Sub-contractors will be given copies of relevant risk assessments before the commencement of a particular job
- 4.3.7 All risk assessments will be reviewed on a timescale appropriate to the level of risk, or when the task, process or equipment changes



#### **4.4 Manual Handling**

These arrangements describe the procedure for assessment of manual handling tasks and the elimination/reduction of associated risks. The arrangements take into consideration the **Manual Handling operations Regulations 1992**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.4.1 The Company Health & Safety Manager in conjunction with relevant supervisors will identify Key Tasks within the Company's operations which pose a particular risk of injury from Manual Handling. These risks will be assessed (Appendix E) and the results communicated to all employees
- 4.4.2 Any remedial action identified in the assessment will be brought to the attention of the Areas Supervisor
- 4.4.3 Supervisors will conduct manual handling assessments where there has been identified a task which may pose substantial risk to health or safety
- 4.4.4 Assessments will be reviewed when working practices change or on an annual basis



#### **4.5 Health & Welfare**

The purpose of this section is to establish certain standards with regard to canteen and toilet facilities, and ensure that employees have the necessary facilities available. This procedure takes into account the **Workplace Health Safety and Welfare Regulations 1992**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

##### **4.5.1 Sanitary Conveniences**

Sufficient facilities will be provided to enable everyone at work to use them without delay. Special provision will be made, if necessary, for any worker with a disability to have access to facilities, which are suitable for his/her use

There will be hot and cold water available to the washing stations and they will be large enough to enable effective washing of face, hands and forearms

##### **4.5.2 Drinking Water**

Drinking taps will not be installed where contamination is likely, and as far as reasonably practicable, they will not be installed in sanitary conveniences. Drinking cups and beakers will also be provided.

##### **4.5.3 Facilities to rest and eat meals**

Eating facilities will include a facility for preparing or obtaining a hot drink, such as an electric kettle or vending machine. The means to heat food will also be available, such as a microwave.

Good hygiene standards must be maintained in those parts of rest facilities used for eating or preparing food and drinks

##### **4.5.4 Facilities for pregnant and nursing mothers (where applicable)**

Facilities for pregnant women and nursing mothers to rest will be conveniently situated in relation to sanitary facilities when ever possible and, where necessary, include a facility to lie down



#### **4.6 Fire and Emergency Procedures**

These arrangements describe the procedure for Fire and Emergency actions. These arrangements take into consideration the **Fire Precautions (Workplace) (Amendment) Regulations 1999** and the **Management of Health & Safety at Work Regulations 1999**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.6.2 All flammable substances will be stored in accordance with the suppliers and manufacturers guidance and in accordance with any relevant risk assessments
- 4.6.3 All processes or tasks which may present a serious risk of injury from burns will be subject to a risk assessment and the results communicated to employees and others. As a result of certain risk assessments suitable equipment will be provided which may include;
- Fire Blankets
  - Fire Buckets
  - Carbon Dioxide Extinguishers
  - Water Extinguishers
  - Foam Extinguishers
  - Dry Powder Extinguishers
- 4.6.4 Employees will ensure that before commencing work on any other site they are familiar with the site's fire and emergency procedures
- 4.6.5 Employees and members of staff will be given training in fire awareness and a record will be kept in the training file
- 4.6.6 A fire and Emergency plan for the main site of Johnson's Coaches will be formulated and its contents communicated to all members of staff
- 4.6.7 All fire and emergency plans and systems will be regularly checked and reviewed. The Health & Safety Manager will keep a record of all tests, inspections and drills



4.6.8 The Health & Safety Manager will undertake fire risk assessments of the site. Actions for improvement will be prioritised for completion

#### **4.7 First-Aid**

These arrangements describe the procedure for the provision of first-aid equipment and training. The arrangements take into account the **Health and Safety (First Aid) Regulations 1981**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.7.1 The company will provide a suitable first aid kit, adequate for the number of persons on site
- 4.7.2 The Health & Safety Manager will co-ordinate first aid efforts
- 4.7.3 All employees will familiarise themselves with the first aid arrangements on other sites not controlled by the company
- 4.7.4 All first aid injuries will be recorded in the company accident book
- 4.7.5 The company will ensure that there is at all times within the works an HSE accredited First-Aider, able to either administer first aid or co-ordinate first aid efforts
- 4.7.6 Adequate first aid provisions will be provided on all vehicles owned by Johnson's Coaches



## **4.8 Display Screen Equipment**

These arrangements describe the procedure for the use of display screen equipment. This procedure takes into consideration the **Health and Safety (Display Screen Equipment) Regulations 1992** and the **Health and Safety at Work etc Act 1974**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.8.1 The Health and Safety Manager will assess all Display Screen Equipment (DSE) to determine if the person who uses DSE is a "User". A record of all such assessments will be kept on file (Appendix F1)
- 4.8.2 The Health & Safety Manager will carry out a workstation assessment of all identified users workstations and record all such assessments (Appendix F2)
- 4.8.3 Where DSE is provided for the use of a user, as identified above the individual will complete a Workstation Self Assessment Form (Appendix F3). This will be used by the Health & Safety Manager to determine any further corrective action
- 4.8.4 The Company will support with arrangements for eyesight tests. Where identified that an individual has sight correction requirements at screen distance, the company will contribute towards the standard minimum cost of lenses only
- 4.8.5 Individuals who require a contribution to corrective glasses for screen distance, will notify the company prior to the order of glasses for authorisation
- 4.8.6 Employees will use DSE in conjunction with manufacturer's guidance and instructions. Any defects must be reported to the Health & Safety Manager



#### **4.9 Housekeeping**

In order to minimise the likelihood of slipping, tripping and falling, great care must be taken in order to prevent unsafe working practices to infiltrate the workplace with regard to the storage and disposition of waste materials

The Company personnel have a specific duty to keep the building clean. This task is undertaken as follows;

4.9.1 All supervisors will ensure, so far as reasonably practicable, a clean and tidy environment is maintained at all times

The following rules should be observed

4.9.2 All waste materials must be placed into a suitable receptacle for disposal i.e. waste bin

In order to avoid slipping, tripping and falling hazards, it is vital that the workplace is kept to a very high standard of cleanliness

4.9.3 Such spillages should be cleaned up immediately



#### **4.10 Electrical Equipment**

These arrangements describe the procedure for working with electrical systems and equipment. The arrangements take into account the **Electricity at Work Regulations 1989**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.10.1 No live working will be conducted on electrical systems unless any such work is authorised and the person carrying out the task is suitably qualified and experienced
- 4.10.2 Employees will not use electrical equipment, which is either damaged or does not have a valid inspection label
- 4.10.3 All portable electrical equipment will be subjected to frequent inspections and testing. A record of portable electrical appliances will be kept as well as a record of inspections and tests
- 4.10.4 Wherever possible all portable electrical equipment will be of 110 volt rating and used in accordance with manufacturers guidance and only on tasks for which it is designed
- 4.10.5 No person shall use any item of electrical equipment unless they are competent and authorised to do so
- 4.10.6 No employees shall undertake any work on electrical systems or equipment unless they are under strict supervision and any such equipment is isolated



#### **4.11 Personal Protective Equipment**

These arrangements describe the procedure for the provision and use of personal protective equipment. The arrangements take into consideration the **Personal Protective Equipment Regulations 1992**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.11.1 All reasonable steps will be taken to prevent or control the risks at source by making machinery or processes safer and by using engineering controls and safe systems of work. However, where this is not practicable PPE will be considered as a last resort
- 4.11.2 Before PPE is issued an assessment of its suitability will be undertaken and the results communicated to employees
- 4.11.3 For use at work all items of PPE will be made available free of charge and where PPE becomes damaged or inefficient it will be replaced at no charge to employees
- 4.11.4 The company will provide adequate information, instruction and training to employees regarding the nature of the risks associated with the activity and correct use of PPE
- 4.11.5 Employees will make full and proper use of any PPE made available and report any losses to their supervisor
- 4.11.6 A record of personal issues and receipt of PPE will be kept on file



#### **4.12 Control of Contractors**

These arrangements describe the procedure for the monitoring and control of contractors, the arrangements take into account the **Health & Safety at Work etc Act 1974** and the **Management of Health & Safety at Work Regulations 1999**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

- 4.12.1 In order that Johnson's Coaches can maintain high standards of Health & Safety, every sub-contractor employed to do work must first demonstrate that they are competent (Appendix G)
- 4.12.2 All sub-contractors will be expected to comply with the company policy for health, safety and welfare and must ensure that their own company's policy is made available whilst on site
- 4.12.3 All work must be carried out in accordance with the relevant statutory provisions
- 4.12.4 Assessment of risks associated with any substance, process or work activity must be undertaken. Items brought onto the Company site with associated hazards must be notified to the company and stored in accordance with the manufacturers guidance
- 4.12.5 No power tools or electrical equipment greater than 110 volts may be brought onto the site. All electrical equipment must comply with the latest British Standards and be in good working order
- 4.12.6 Contractors must provide welfare facilities and first aid whilst on site unless agreed with the Company that existing on site facilities may be used
- 4.12.7 Sub-contractors are responsible for good housekeeping in their designated areas of work
- 4.12.8 Method statements must be provided by sub-contractors before carrying out high risk activities



#### **4.13 Equipment and Machinery**

These arrangements describe the procedure for the provision and maintenance of plant and equipment within the control of Johnson's Coaches, the arrangements take into consideration the **Provision and use of Work Equipment Regulations (PUWER)** and the **Lifting Operations and Lifting Equipment Regulations (LOLER)** and the **Road Traffic Act**

**The Health & Safety Manager is responsible for ensuring that this procedure is implemented throughout the company**

4.13.1 In order to ensure the health, safety and welfare of all individuals who come into contact with Johnson's Coaches, a thorough and comprehensive system will be implemented within the guidelines of the listed legislation

4.13.2 The Chief Engineer will be responsible for ensuring that equipment and machinery undergoes a full visual inspection before commencement of work and any faults are noted on the inspection form (Appendix H). Any fault that poses a risk to health and safety shall be remedied before the commencement of any work.



## HEALTH & SAFETY POLICY

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Appendix	Title
A	Accident Investigation Form
B	CoSHH Assessment Form
C	Risk Assessment Form
D	Manual Handling Assessment Form
E1	DSE User ID
E2	DSE Workstation Assessment Form
E3	DSE Self Assessment Form
F	Contractors Competence Form
G	Non-compliance Form
H	Inspection Form
I	First Aid Inspection Record
J	Portable Appliance Test Register
K	PPE Form
L	Plant Inspection
M	Training & Induction Register