



Health & Safety Policy

We are working hard to provide the best Health & Safety practices across the company.

It is Sprinters Travel's Company Policy to:

- Provide adequate control of the health and safety risks arising from our work activities in so far as they affect our employees, our passengers, our customers and others with whom we may come into contact
- Regularly consult with our employees on matters affecting their health and safety
- Provide and maintain safe vehicles and any company plant and equipment
- Manage our work-related road safety effectively
- Operate a strict drugs and alcohol policy
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them, or arrange for adequate training where appropriate
- Prevent accidents and cases of work-related ill health
- Maintain safe and healthy working conditions
- Inform employees of their responsibilities under the Health & Safety at Work etc, Act 1974

Organisation Structure

Viviane Walker, co-owner, is primarily responsible for Health & Safety for the company. *Bruce Walker, co-owner*, will be responsible for the safety toolbox talks and overseeing vehicle maintenance.

All drivers will be responsible for their daily vehicle checks and must adhere to the company's health & safety policy.

We will:

- regularly review health & safety at team meetings
- make sure that all staff are competent to do their tasks and have received adequate training.
- maintain a training matrix to identify any gaps in training
- provide staff with annual health check-ups
- encourage a transparent 'safety first' approach in all areas of the business

Health & Safety Training

We recognise that health & safety training is a key element for the safe running of the business.

We will:

- include health & safety within our induction for all staff.
- all staff to participate in British Safety training modules.
- ensure all staff receive our Sprinters Travel Safety Manual, signing when they have read through it. This will be reviewed annually.
- Maintain Standard Operating Procedures to clarify the safety of using equipment/vehicles etc.
- Keep a log of all training matrices and records in our Health & Safety management plan.
- Log all accidents, complaints and near misses so that we can ensure our training regime is adequate.

Vehicle Maintenance

We will ensure that all our vehicles are road worthy and do not compromise safety in any way.

We will:

- make information about vehicles are externally examined every 8 weeks.
- ensure that all drivers are adequately trained to conduct walk-around checks
- spot check that the walk-around checks are conducted to our standards

Measuring how we perform

We want to make sure that our commitment to Health & Safety is making a difference., and we will in addition to spot checks.

We will:

- assess our success by measuring our accident and incident records
- seek feedback from all staff
- investigate all complaints thoroughly, as quickly as possible, and learn from mistakes.
- spot check our procedures.

We will review this policy in 6 months time to ensure that it is up-to-date with legislation and relevant the business.

VJWalker

Review date: 01/06/14

