



Health

&

Safety

Policy

Amans Travel Ltd



General Health & Safety Policy

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1.0 H&S Policy Statement

This statement has been prepared to comply with the Health & Safety at Work Act 1974, Section 2, and Sub Section 3, sets out the General Policy of **Amans Travel Limited** with regard to the Health, Safety and Welfare at work of our staff, trainees and visitors, dealing with the arrangements and organisation for implementing this policy.

Statement of General Policy

1.1 **Amans Travel Limited** regards the Health & Safety of its staff, trainees and visitors as being of paramount importance. It is the policy of the organisation to



endeavour to provide safe and healthy working conditions, inclusive of environment for ALL of its staff, trainees and visitors. **Amans Travel Limited** will also seek to conduct its business in a fashion to ensure, as far as is reasonably practicable, that persons not employed by the organisation, who may be affected by its activities, are not exposed to any risk to their health and /or safety.

- 1.2 Each employee has a duty, whilst at work, to take reasonable care for their own Health and Safety together with, any other persons who may be affected by their acts or omissions, in observing any duty or requirement placed on the organisation by relevant statutory provisions.
- 1.3 Any persons (acting as Sub Contractors) have a duty, when entering our premises, to take reasonable cares for their own Health and Safety together with, any other persons who may be affected by their acts or omissions at work.
- 1.4 It is the objectives of this policy to,



- 1.4.1 Promote standards of Health & Safety which comply fully with requirement of the Health & Safety at Work etc Act 1974, and with all other relevant statutory provisions, plus Approved Codes of Practice (ACOP).
- 1.4.2 Maintain and healthy and safe workplace, systems, equipment and methods of work. This is to ensure that staff and others are protected, insofar as they come into contact with foreseeable hazards.
- 1.4.3 Maintain means of access and egress to and from the workplace, which are, as far as is reasonably practicable, safe and without risk to health.
- 1.4.4 Ensure the safety and absence from risk of health, so far as is reasonably practicable, in connection with the use, handling, storage and transportation of articles and substances.
- 1.4.5 Provide and maintain a healthy and safe working environment for staff, trainees and visitor, with adequate facilities and arrangements for welfare.
- 1.4.6 Provide information, instruction, training supervision as is necessary to ensure, so far as



is reasonably practicable, to health and safety of their staff and others entering the premises.

- 1.4.7 Develop safety awareness among the staff and other individuals responsible for Health & Safety at all levels.

Statement of General Policy Cont'd

- 1.5 Where **Amans Travel Limited** provide equipment, goods, substances or services to other organisations or persons, it will ensure, so far as is reasonably practicable, that the duties upon those persons under section 6 of the Act are carried out, people who conduct our training or equipment service.
- 1.6 If **Amans Travel Limited** uses equipment, goods, substances or service's provided by other organisations or persons, it will so far as is risk arises on it's own premises, take such immediate precautions which may be necessary, against risk to Health and Safety arising there from, of which it becomes aware. Appropriately **Amans Travel Limited** will report the existence of these risks to



the supplier forthwith, and will review the progress made with corrective actions arising from such report.

- 1.7 **Amans Travel Limited** will ensure that all providers, sub contractors of services and any of their associates comply with the same standards as it sets itself, by the insertion of rigorous Health and Safety clauses in its Contacts for Services.
- 1.8 The policy will be reviewed periodically to ensure that it continues to meet statutory requirements and operates effectively.

1.9

SIGNED: *S, Rashad*

NAME: Sheraan Rashad

POSITON: Director

DATED: 25-10- 14



2.0 Responsibilities

2.1 Proprietor

The Proprietor of the business has overall responsibility for ensuring that the policy is implemented, reviewed and updated as necessary.

2.2 Management

The management have been nominated by the Chief Executive to:-

2.2.1 Oversee the aforementioned implementation, review and updating of the policy.

2.2.2 Report on that implementation through management meetings.

2.2.3 Co-ordinate Health and Safety arrangements throughout the premises.

2.2.4 Co-ordinate Health and Safety arrangements through other staff.



- 2.2.5 Undertake where appropriate, accident investigations, preparing reports and recommending corrective actions to prevent repetition of similar occurrences.
- 2.2.6 Co-ordinate both formal and informal risk assessments of premises, equipment and substances to ascertain environmental and amenity conditions.
- 2.2.7 Attend training programmes in respect of current and new legislation, to learn its affects on staff, trainees and visitors.
- 2.2.8 Plan and co-ordinate Health and Safety training for subordinate staff.
- 2.2.9 Liaise with other staff on Health and Safety arrangements within the premises, to include the investigation of reported potential hazards and dangerous incidences.
- 2.2.10 Make recommendations to senior management through periodic Health and Safety audits.
- 2.2.11 Liaise with sub contractors to ensure that they are aware of their responsibilities under the Health and Safety at Work etc Act 1974, together with ALL other supporting statutory instruments and Approved Codes of Practice.

2.3 Other Employees

Other employees will co-operate with Management to:-



- 2.3.1 Co-ordinate ALL Health and Safety issues within the Company.
- 2.3.2 Report on any concerns relating to Health and Safety, Which will impact on the organisation under the Health? And Safety at Work etc Act 1974.
- 2.3.3 Bring to Management's attention contraventions of Health And Safety Law.
- 2.3.4 Notify Management of potential hazards.
- 2.3.5 Attend training programmes as deemed necessary by the management.
- 2.4 Other Support Staff
 - Other support staff will assist management with:
 - 2.4.1 Assistance with the completion of Health and Safety Reports.
 - 2.4.2 Attending training programmes as deemed necessary by Management.
 - 2.4.3 Report to Management any Health and Safety concerns Which may impact, on the organisation under the Health and Safety at Work etc Act 1974 and other statutory instruments?
 - 2.4.4 Report any potential hazards, which may arise.
- 3.0 Investigation & Reporting Accidents



3.1 Introduction

3.1.1 An accident by definition is an unplanned event, which may result in injury to a person, damage to premises, property, equipment or goods. This section of the policy outlines the procedures for reporting of accidents and “near misses” (dangerous event where no injury or damage is sustained), the recording of such, their investigation and recommendations for preventative action.

3.1.2 Persons reporting accidents and “near misses” MUST ensure that the occurrence is brought to the attention of a member of the management team and MUST be recorded in the accident book, which is located in the office, of Mr Sheraan Rashad.

3.2 Management Responsibilities

3.2.1 Aware of the need to report ALL accidents or “near misses”.

3.2.2 Record all accidents and “near misses” which result in injury, either to a member of staff, trainee or visitor, in the accident book.



3.3 Trainees on Training Programmes

It is essential that the following be implemented for ALL trainees, on training programmes placed with the organisation.

- 3.3.1 Receive Health and Safety training during induction, which will be indicated as having been received, by the trainee signing an induction check list.
- 3.3.2 Are issued with relevant Personal Protective Equipment and trained in the use of, needed to ensure their health, safety and welfare so that the job can undertake in a safe manner.
- 3.3.3 Those relevant risk assessments have been carried out to ensure compliance with legislative responsibilities under UK Health and Safety Law.
- 3.3.4 Periodic repetition audits take place to ensure Health and Safety remains a high priority item.
- 3.3.5 Accidents or “near misses” are reported to the appropriate organisation for investigative purposes, if said accident or “near misses” results in absence from work for more than 3 days, this organisation will ensure that the incident has been reported to the appropriate enforcement organisation on form F2508.

4.0 Fire Instructions



4.1 General information

4.1.1 Amans Travel Limited is equipped with integral alarm system.

4.2 Alarm Tests

4.2.1 The Alarm will be tested at intervals at management's discretion.

4.3 Alarm Procedure

4.3.1 On hearing the alarm, the evacuation procedure will be enacted; you should follow this procedure exactly, reacting to any verbal instructions issued by the fire wardens or any of the management team.

4.4 Precautions

4.4.1 General access and egress points, together with fire doors MUST be kept free from obstruction at all times. Fire doors MUST NOT be propped open as this will allow the spread of flame, smoke and poisonous fumes.



4.4.2 General information notices will be displayed at strategic points throughout the building, everyone MUST be aware of the information these contain.

4.4.3 Trainees, visitors and sub contactors MUST be made ware of the placement of the above notices, together with the information contained in them.

4.5 Evacuation Procedure

4.5.1 On hearing an alarm, the building MUST be evacuated leave immediately following any instructions issued by a member of the Management team. DO NOT stop to collect personal belongings, or to look for colleagues or friends.

4.6 Assembly Points

4.6.1 All members of staff, trainees, visitors or sub contactors will make their way to the designated assembly point (**at the end of the drive**).

4.7 Visitors Books



- 4.7.1 Students whilst at **Amans Travel Limited** premises will be required a log in at roll call in the relevant classroom or Reception for Driver Training.
- 4.7.2 A member of management will take a roll call at the assembly point ensuring all staff, trainees and visitors are accounted for.
- 4.7.3 The building **MUST** not be re-entered under any circumstances, until told that it is safe to do so.

4.8 Types of Fire Extinguisher

There are 4 types of fire extinguisher; each type is identified by colour as follows

4.8.1 WATER (RED with white writing)

Suitable for use on combustible material only e.g. wood or paper, it is not suitable for use on flammable liquid fires. Extinguishers of this type will be labelled “not to be used on fires involving live electricity”.



4.8.2 MULTI PURPOSE (RED with blue writing)

Suitable for use on Combustible materials, flammable liquids and electrical fires, this type of extinguisher is not suitable for use on hot metal or gaseous fires having a risk of explosion.

4.8.3 CARBON DIOXIDE (RED with black writing)

Suitable for fires involving electrical equipment, they are not recommended for use on flammable materials or electronic equipment. This type is heavy and highly pressurised, the extinguishing gas is super cooled and may cause frostbite in cases of prolonged exposure. Precautions **MUST** be taken to avoid contact with the gas and any surfaces it has come into contact with.

4.8.4 FOAM (RED with white or cream writing)

Suitable for flammable liquids, oils or fats. Not suitable for electrical, hot metal or gaseous fires.



4.8.4 Only staff that have been trained in fire extinguisher usage should use them; this will be at their discretion, with no risk to their personal safety.

5.0 First Aid

5.1 First Aid Officer(s)

The individual(s) named below are the qualified first aid officer(s); anyone requiring first aid treatment should be guided to these persons only.

5.1.1 Mr Sheraan Rashad.

5.1.2 In the event of an accident or injury, contact the nearest first aid officer.

5.1.3 The first aid box is located in the main office. Periodic checks will be made to replace contents and make sure contents still comply with the Health and Safety (First Aid) Regulations.

6.0 Health and Safety – General



6.1 Electrical Safety

Amans Travel Limited will have an electrical audit carried out, which will be repeated as necessary. Included under the audit will be Portable Appliance Testing of all electrical equipment, to ensure each item is a=safe to use.

6.2 Control of Substances Hazardous to Health

The GOSHH Regulations will be complied with, thereby ensuring the safety and absence from risk of staff arising from potentially harmful substances or processes.

7.0 Office Safety

7.1 H&S Safety at work Act 1974

7.1.1 Section 7&8 of HASAWA clearly states the responsibilities of all employees to pay due regard for their own health and safety as well as the health and safety of all other through their acts or omissions.

7.2 Hazards



7.2.1 The majority of accidents occurring in an office environment happen through;

Falls

Collisions

Poor or incorrect handling of weighty or bulky objects

Poorly positioned furniture.

Misuse of equipment e.g. standing on a chair instead of using a set of steps to reach something high up.

7.2.2 Be aware of hazards around you and report them to a member of the management team so that they can be rectified, Listed below are examples of commonly occurring hazards

Drawers left open

Trailing cables

Scalding from overfilled kettles etc

Trying to open a door while carrying something

Moving or lifting equipment and furniture

If there is potential for an accident or injury happening, seek advice and assistance.

7.3 Health and Safety Audits & Risk Assessments



- 7.3.1 Health and Safety audits of the premises will be undertaken by a qualified Health and Safety specialist, at regular periods which will ensure compliance with the Management of Health and Safety at Work Regulations 1992. Audits will be systematic, with reports being published, identifying significant hazards, recommending action to be taken for the rectification of, and prevention of those hazards.
- 7.3.2 No new substances whether individually or in combination, by any person, will be introduced onto the premises, until they have been assessed for their potential to cause harm to or place at risk members of staff, trainees or visitors. Records will be kept of any assessment made, to ensure compliance with COSHH Regulations.
- 7.3.3 Workstations for visual display screen users will be assessed, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Assessments will be carried out by trained personnel only.
- 7.3.4 Manual handling operations, where deemed as a potential hazard to members of staff, will be assessed under the Manual Handling Operation Regulations 1992, to ensure compliance with legislative responsibilities, to establish the need for kinetic handling or not as the case may be.



7.3.5 Where Personal Protective Equipment is issued to members of staff to ensure their health, safety and wealth in pursuance of job responsibilities, said PE, will have been assessed as to its effectiveness under the Personal Protective Equipment at Work Regulations 1992.

7.3.6 Risk assessments will be conducted in accordance with the additional requirements of the Management of Health and Safety at Work (Amendment Regulations 1992, with appropriate measures being taken to control potential hazards to new or expectant mothers.

8.0 Staff

8.1 Health and Safety Induction & Training

8.1.1 Staff will receive Health and Safety Induction after taking up employment with the company. This training will be part of general induction package and will include amongst others the provisions of the company's Health and Safety policy, together with any other specific training required.

8.1.2 Management team members will be responsible for arranging the induction and attendance at, of their staff.



8.1.3 Generally, the management will identify training needs and co-ordinate the delivery of programmes to ensure that **Amans Travel Limited** complies with its legal responsibilities under UK Health and Safety legislation.

Created for and on behalf of

Amans Travel Limited

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