

# **BARNES**

## ***HEALTH & SAFETY POLICY***



***October 2023***

# **BARNES**

## **HEALTH & SAFETY POLICY**

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**HEALTH AND SAFETY AT WORK ETC. ACT 1974**

**GENERAL STATEMENT OF HEALTH AND SAFETY POLICY 2023**

It is this Company's 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
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe vehicles, plant and equipment
- Manage our work-related road safety efficiently
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them 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
- Review and revise this policy as necessary at regular intervals.

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**A FULL COPY OF OUR UP-TO-DATE HEALTH & SAFETY POLICY IS AVAILABLE  
IN THE OFFICE**

**1. RESPONSIBILITIES AND ORGANISATION**

1.1 Overall and ultimate responsibility for health and safety in the Company is that of:  
  
Matt Barnes, who is also responsible for this policy actually being carried out at these premises.

1.2 In the event of absence or unavailability that responsibility will be assumed by:  
  
Luke Barnes.

1.3 The following employees are responsible for safety in particular areas as follows:

<b>NAME</b>	<b>AREA OF RESPONSIBILITY</b>
Trevor Summers	Workshop/Yard
Luke Barnes	Drivers
Matt Barnes	Offices

1.4 All employees have the responsibility to co-operate with Company management to achieve a healthy and safe workplace and to take reasonable care of themselves, of others whether colleagues or visitors to our premises or passengers on our vehicles, and of equipment with which they work, or which is provided for their protection. Failure to abide by this responsibility, which is a specific provision to the Health and Safety at Work etc. Act 1974, may lead to disciplinary procedures.

1.5 Whenever an employee notices a health or safety problem which they are not able to put right, they must report this immediately to the appropriate person named above.

1.6 Company management acknowledges that its health and safety objectives can only be successfully met with the contribution of all its employees. Consultation between management and employees is therefore encouraged.

Periodic meetings will be held at which time will be allocated to discuss relevant health, safety and welfare issues.

1.7 The following personnel are specifically responsible for:

- Investigating Accidents Matt Barnes
  - Statutory Safety Inspections monitoring Trevor Summers
  - Portable Electrical Appliance Testing Matt Barnes
  - Maintenance of all Company Vehicles }
  - Fuel Installation } Trevor Summers
  - Waste Procedures and Documentation }
  - Monitoring the maintenance of key plant and equipment }
  - Safety Induction
    - offices Matt Barnes
    - workshop Trevor Summers
    - drivers Luke Barnes
  - Tachograph Analysis Matt Barnes
  - Visitors Reception
  - Hazardous Substances (COSHH) Trevor Summers
  - Maintaining essential employee contact details Matt Barnes
- Fire**
- Fire Extinguisher Maintenance Trevor Summers
  - Fire Alarm Weekly Check Matt Barnes & Simon Hicks
  - Fire Alarm maintenance Matt Barnes
  - Emergency Lighting Matt Barnes

## **2. ARRANGEMENTS FOR GENERAL HEALTH & SAFETY ISSUES**

### **2.1 Training**

The Company's policy is to employ skilled and/or competent staff who fully understand the hazards associated with the area they are expected to work in. Where a safety training need arises, the situation will be reviewed on its merits and appropriate action taken.

All new employees will be given a safety Induction.

### **2.2 Accident Procedures**

All accidents should be reported to Matt Barnes, who is further responsible for reporting accidents to the relevant authorities, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

A full explanation of RIDDOR is contained in our Health & Safety Manual.

Accidents will also be investigated using the documentation alongside the accident book.

The Accident Book is located in the Coach Hire Office

### **2.3 First Aid**

Matt Barnes is the Appointed Person for First Aid and he is responsible for the first aid boxes, which are located in the Reception and the Workshop

First aid personnel have be provided.

There should also be a First Aid kit in every coach, which is the responsibility of Trevor Summers.

### **2.4 General Fire Safety**

Fire is an ever-present hazard to all commercial and industrial undertakings. Company management is aware of The Regulatory Reform (Fire Safety) Order 2005 and its provisions and, therefore, makes every effort to reduce the risk of fire and consequent injury to our employees and visitors, particularly by:

- The appointment of a Responsible Person
- Formal Risk Assessment.
- The provision of Emergency/Evacuation Plans
- The appointment and training of Fire Wardens
- Regular site walk arounds.

- Promoting good standards of housekeeping inside and outside the premises.
- Treating flammable and waste materials with care – see below.
- Ensuring our No Smoking restrictions are strictly adhered to.

Company management has provided excellent, well signed means of escape together with plentiful, well deployed and maintained fire extinguishing appliances.

All employees are requested to respect these arrangements, to keep fire exits clear of obstruction and not to misuse extinguishers.

All conditions which affect the effectiveness of fire safety in respect of personnel or property should be reported to Matt or Luke Barnes.

Regular testing and records will be carried out by Matt Barnes and Chris Farley

**All employees should be aware of our Emergency Evacuation Procedures. In the event of a fire, or similar emergency, the Alert will be given by continuous sounding of the fire alarm. Employees are expected to evacuate immediately and congregate at the assembly point outside of the main gate.**

A Fire Safety Plan has also been compiled to better assist our Compliance with the Fire Safety Order.

## 2.5

### **Visitors, including Contractors**

Various people visit our premises from time to time. To avoid the risk of injury to visitors from our activities and to our employees from theirs, **The Receptionist** will ensure that:

#### **a) Visitors;**

- Are not allowed to wander unattended around the premises.
- Are assisted in the event of fire alarm activation or other similar emergency.

#### **b) Contractors and their employees;**

- Sign the Visitors Book (on a daily basis where appropriate).
- Report to Reception (on a daily basis where appropriate)
- Understand the Company's safety and emergency arrangements.
- Are aware of any hazards relating to the area they are working in, and generally in the premises, particularly in respect of **moving vehicles**.

- Are supervised, as required, to ensure that they conduct their activities in a reasonable and safe manner, particularly when **working at height**, say on the platform replacing a coach windscreen.

Company management will also assess the competency of contractors where appropriate, e.g. in respect of the obligations imposed by the Construction (Design & Management) Regulations.

Employees should be particularly aware of any **disabled** passengers or visitors on the premises and be prepared to assist them in the event of an emergency.

## 2.6 **Risk Assessment**

Company management acknowledges that the safety hazards our employees and visitors face are best assessed through formal Risk Assessment, in accordance with the Management of Health & Safety at Work (and other) Regulations 1999. An appropriate assessment programme has therefore been put in place and consequently the arrangements for controlling particular hazards may be amended from time to time.

Our risk assessments programme includes both premises hazards and those related to our vehicles, drivers and passengers whilst on the road in accordance with the 'Driving at Work – Managing Work-Related Road Safety' guidelines.

### **Safe Systems of Work/Good Practice Guides**

Significant findings from the Risk Assessments will be recorded in writing and, where appropriate, relevant, written Safe Systems of Work and/or Good Practice Guides will be produced.

These bespoke documents, which are also located in the Safety System Manual, will be fully communicated to those employees affected.

## 2.7 **Vulnerable Employees**

From time to time the Company may employ persons who are possibly more at risk of injury or ill health than might normally be the case. Such persons include:

- Expectant mothers.
- Disabled persons.
- Young persons, i.e. under 18 years of age.

In these cases suitable and sufficient risk assessments will be conducted at the time and appropriate risk reduction methods will be introduced.



## 2.8 **Work Equipment**

Company management recognises that in any business dangers can arise from use of work equipment. These can include trapping, entanglement, impact, and contact with moving parts or ejection of materials.

Company management is aware of the Provision and Use of Work Equipment Regulations (PUWER) 1998, The Lifting Operations and Lifting Equipment Regulations (LOLER) and the Pressure Systems Safety Regulations, 2000 (PSSR) and their provisions and will, therefore, take all reasonable precautions to ensure work equipment provided is suitable for its purposes, inspected (including statutory inspections), maintained and, where appropriate, adequately guarded. Instruction and training will be provided to employees on the safe use of work equipment and **under no circumstances should an employee use any work equipment for which they have not been authorised.**

Employees are individually instructed not to remove, adjust or modify any guard and to report faults or damage immediately.

Particularly potentially dangerous work equipment is identified in Section 3.1.

Company management also recognises that, from time to time, work equipment may need to be cleaned, adjusted or repaired. Accordingly, specific procedures have been introduced wherever a potential safety risk has been identified.

New machinery and equipment will be sourced from reputable suppliers and every effort will be made to ensure that it complies with appropriate safety standards.

## 2.9 **Personal Protective Equipment (PPE)**

Where it is not possible to eliminate hazards to the person by any other reasonable practicable means, then employees will be issued with PPE and clothing, in accordance with the Personal Protective Equipment at Work Regulations 1992. Where PPE has been issued it shall be properly used whenever the employee is at risk from the hazard(s) for which it has been provided.

Company management provides certain PPE free and expects employees whilst at work to use and look after it. Employees will be informed of jobs or areas where specific protection is required. Areas will be defined by notices where special protection is required, e.g. spectacles, ear defenders etc.

Employees must take reasonable care of PPE provided and to report any loss or defect. Employees may also be asked to sign for PPE issued and should be prepared to do so. The following PPE is provided free of charge:

- Sets of overalls.
- Goggles/face masks (various types for different applications).
- Gloves (various types for different applications).

- Respirators/Dust masks (various types for different applications).
- Ear defenders.
- Barrier creams/Hand Cleaners.
- Hard hats/bump caps.
- Safety boots.
- Wet suit and wellies (steam cleaning).
- High visibility clothing will also be made available to assist employees assisting reversing manoeuvres.

If an employee is ever in any doubt, they are instructed to ask their immediate supervisor or manager and, in any event, Company management will periodically risk assess the adequacy of existing arrangements.

#### 2.10 **Employee Welfare**

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 Company management will do all that it can to ensure and maintain:

- A healthy and safe working environment for all.
- Good standards of housekeeping and cleanliness.
- Safe buildings, fixtures and equipment.
- Clean, adequate and appropriate amenities.
- Safe traffic routes, including reversing procedures.

Company management is also aware of the potential effects of **stress** on the safety of its employees and therefore attempts to ensure that:

- Wherever possible jobs and tasks include variation and interest.
- Employees should always be clearly informed just what is expected of them.
- Good employee relationships and attitudes are encouraged and bullying will not be tolerated.
- Individual responsibilities should always be within the capabilities of employees.
- Adequate control measures have been put in place and are monitored to ensure workplace and equipment safety.

- Consultation, communication and input between management and staff are fully encouraged.

If an employee ever feels that they have any difficulties or problems in this area they are asked to communicate with their immediate supervisor or manager.

## 2.11 **Occupational Road Risk**

### 2.11.1 *Drivers Requirements*

Company Drivers are in a very important position where their own safety and that of others relies on them exercising their skill to the full and ensuring that their vehicles are safe. Drivers should always ensure that:

- They are fit and in sufficiently good health to take out their vehicle, including being free from the effects of alcohol and drugs including medicines (prescriptive or over the counter) which have a sleep-inducing effect.

Their vehicle is absolutely roadworthy in their knowledge by using the 27 item Trutac Drivers' Walk around Vehicle Check App or its paper equivalent. Any defects found must be reported to engineering for clearance.

***All the results are collated in-house with any discrepancies investigated and dealt with by management. The completed report is sent monthly to the DVSA.***

***A copy of the paper checklist can be viewed in section 12 of the Safety System Manual***

Moreover, Drivers **must**:

- Treat passengers in a courteous manner at all times.
- Follow any advice given to them on route-planning particularly in respect of schools, school yards, pick-up points and low bridges.
- Treat wheelchair users and other disabled persons with particular care and attention as explained in the Drivers' Handbook.
- Ensure that they are aware of the dangers of fatigue and the increased dangers of bad weather or traffic congestion etc. for example.
- Never use hand-held mobile phones whilst driving. Calls should only be made or taken when it is safe to do so.
- Never set or re-set satellite navigation equipment whilst driving.
- Not smoke in the vehicle.
- Never eat or drink in the vehicle whilst driving.
- Always drive within speed limits and according to the prevailing weather conditions and generally in accordance with the Highway Code.
- Familiarise themselves with the procedure to follow in the event of a breakdown.

- Have regular eye tests and ensure that any necessary glasses for driving are worn.
- Read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.
- Report accidents.
- Report changes to driving licences to management.

**Drivers must also be fully conversant with and apply the procedures of the Driver's Handbook.**

2.11.2 *School Transports*

Those Drivers selected for Schools transport work have additional responsibilities owing to their passengers being young and inexperienced and therefore potentially more vulnerable and susceptible to injury and the like.

The additional responsibilities will be explained personally by Company management and supported by specific Good Practice Guides which it is strongly recommended are thoroughly read and understood.

2.11.3 *The Company's Commitment*

For its part the Company is aware of the provisions of relevant legislation, including The Corporate Manslaughter and Corporate Homicide Act 2007 and will ensure that:

- Our vehicles are correctly safety inspected, serviced and MOT'd in accordance with legal requirements and manufacturers' instructions respectively.
- Our drivers are DBS checked, competent, properly supervised, monitored and informed to reduce, as far as is practicable, the safety risks to them, to our passengers and to other road users.
- The journeys drivers are asked to undertake are reasonable, risk assessed and explained where appropriate, and adjusted where necessary.
- The road related risks it faces are risk assessed on a regular basis.

2.12 **Advice**

Appropriate assistance and advice can be obtained from:

Gallagher Risk Management Solutions our advisors who employ a Safety Consultant having a variety of relevant safety qualifications including:

**BS<sup>c</sup>(Hons), CMIOSH, DipPollCon, AIFSM**

Safety Consultant assigned; [Simon Rogers](#) e-mail [Simon\\_Rogers@ajg.com](mailto:Simon_Rogers@ajg.com)

Mobile 07977 564547

**3. ARRANGEMENTS FOR THE CONTROL OF PARTICULAR HAZARDS**

The particular hazards associated with the Company's premises and activities are considered to be as listed below.

Each hazard listed is explained individually in more detail on the pages which follow, along with the Company's arrangements to reduce or eliminate its occurrence and consequences.

The listed hazards are not exhaustive or final as Company management acknowledges that new hazards may arise as the working environment changes.

As already stated all the Company's employees, have a duty to bring to the attention of the appropriate person, circumstances where new hazards are identified or changing conditions have affected measures taken to minimise the consequences of existing known hazards.

**The currently identified areas of hazard are:**

- |  |   |
|--|---|
| 3.1 Work Equipment                             | 3.8 Manual Handling   |
| 3.2 Vehicle Maintenance and Safety Inspections | 3.9 Noise   |
| 3.3 Body Repairs (minor)                       | 3.10 Storage Systems  |
| 3.4 Vehicle Movement                           | 3.11 Work Environment                                       |
| 3.5 Hazardous Substances/Emissions             | 3.12 Lone Working   |
| 3.6 Electrical Appliances/Installation         | 3.13 Yard Safety  |
| 3.7 Waste                                      | 3.14 Office Areas and Workstations/Display Screen Equipment |

### 3.1 **Work Equipment**

As stated in 2.9, dangers can arise from the use of work equipment in any business and, therefore Company management will take all reasonable precautions to ensure work equipment provided is suitable for its purposes, inspected, maintained and where appropriate adequately guarded. Instruction will be provided to employees on the safe use of work equipment and **under no circumstances should an employee use any work equipment for which they have not been specifically authorised.**

Employees are also instructed not to remove, adjust or modify any guard and to report faults or damage immediately.

Particularly potentially dangerous work equipment is identified as:

- *Exhaust Tester*
- *Steam Washer*
- *All Lifting Equipment*
- *Axle Stands*
- *All vehicles*
- *Fall Arrest Equipment*
- *Air compressor and Air lines*
- *Steam Cleaner*
- *Start Charger & Leads*
- *Fork Lift*
- *The pit*
- *Abrasive Wheels*
- *Portable Power Tools*
- *Access Equipment*
- *Welding Equipment*
- *Hydraulic Platform*
- *Parts Washer*
- *All lighting equipment*
- *Batteries*
- *Battery charging and boosting equipment*
- *All Lighting Equipment*
- *Rolling Road*

### 3.2 **Safety Inspections and Vehicle Maintenance/Serviceing**

*Our basic inspection standards are:*

- To meet the Ministry (DVSA) requirements for **coaches** – i.e. the appropriate safety inspection every month.
- Vehicle servicing every 10,000-20,000 Kilometres.
- MOT'd in accordance with legal requirements.

The servicing and maintenance of our vehicles involves a variety of potentially hazardous activities including:

- Use of work equipment as detailed in 3.1 above.
- Starting/jump starting and moving vehicles in the workshop.
- Working underneath vehicles.
- Engine/gearbox work and/or removal.
- Working at height (which may also affect our staff on cleaning duties).
- Tyre fitting.
- Battery charging.

Company management is aware of the hazards associated with these and other work activities, along with related legislation such as The Work at Height Regulations 2005 and The Control of Vibration at Work Regulations 2005 and has taken appropriate precautions to ensure that the risks to employees' and others' health from these activities are eliminated or reduced as far as reasonably practicable through a variety of measures including:

- Risk assessment.
- Written Safe Systems of Work and Good Practice Guides.
- Ensuring unauthorised staff are **never** called on to carry out such work.
- Employing skilled Fitters and ensuring that, as appropriate, they are given additional refreshers/training by manufacturers etc.
- Providing and maintaining appropriate equipment.

All employees are instructed to abide by these safeguards and to co-operate with Company management to ensure the safety of themselves and of others.

### 3.3 **Body Repairs**

Company management acknowledges the risks associated with body repairs which are why the work undertaken by our own employees extends only to minor panel knocking out and touch-up painting. Major repairs and refinishing are outsourced to specialists.

### 3.4 **Vehicle Movements**

Particular care is necessary when moving vehicles in the yard and into and out of the workshop. Company management instructs all employees involved in the movement of vehicles to exercise great care, paying particular attention to:

- Pedestrians (employees or members of the public).
- Care when **reversing** and always obtaining banksman assistance.
- Using the reversing lights and reversing alarms (where fitted)
- Ensuring parked vehicles are properly isolated and secured against movement.
- Other activity going on or around the vehicle.
- Driving as slowly as possible.

### 3.5 **Hazardous Substances and Emissions (COSHH)**

#### a) *Substances*

Some of the materials used in the Company may be potentially hazardous. These are easily identified by a warning label. Company management is aware of the Control of Substances Hazardous to Health Regulations 2002 (as amended) and will put in place a procedure for recording data on these materials and encourages all employees to abide by the information on these labels. If in any doubt the matter must be referred to **Trevor Summers**.

Special arrangements have been put in place for the storage of small flammable materials in a metal cupboard and other hazardous materials for example oil filters which are stored in a proprietary bin for disposal. Employees are asked to respect these arrangements.

Employees are asked not to introduce any potentially hazardous materials without prior reference, or to decant potentially hazardous substances into unmarked or inappropriately marked containers.

Company management also recognises that an otherwise safe substance may become potentially hazardous following a leakage, or accidental spillage or damage. Employees are instructed to be aware that an accident might well create a hazardous situation and that such an incident must be reported immediately. Any spillage should be addressed immediately and safely.

**Our Employees on cleaning duties may** come into contact with potentially hazardous materials but in all cases as a last resort they will be provided with suitable personal protection equipment (PPE) which must be used as directed. They are also encouraged to inform Company management of any substances that they consider unnecessarily hazardous.

**Office staff and Drivers** should also be aware that some of the substances we use in the offices and in our vehicles may also be hazardous if mistreated, e.g. copier toner, cleaning materials etc. All potentially hazardous substances in the offices are equally easily identified by prominent warning labels, but if there is any doubt please ask the appropriate supervisor manager.



b) *Emissions –Garage*

The fumes produced by running diesel engines are not generally considered harmful in the quantities produced in our premises and we use ultra-low sulphur diesel, even so Company management has introduced specific procedures to reduce health risks even further and asks employees to co-operate by:

- Correctly apply the exhaust extraction equipment as directed.
- Running engines inside the Garage for as short a time as possible.
- Ensuring the roller shutter doors are open whilst engines are running.
- Ensuring all employees evacuate any Workshop which has become fume logged until fumes have been allowed to clear and a check of the area is made by a competent person.

c) *Emissions – Repair/Paint Process*

Potentially harmful emissions are produced during repair/painting operations; accordingly the company promotes and encourages the following good standards:

- High standards of cleanliness.
- Appropriate PPE and clothing in clean condition.
- Safe storage of minimal quantities of hazardous materials.
- Any extraction equipment provided must be both used and maintained in good condition.
- ‘Safe’ cleaning of tools and equipment.

Only minor repairs and touch up jobs are carried out in house any major work is outsourced to competent contractors.

### 3.6 **Electrical Appliances/Electrical Installation**

- Company management acknowledges the potential risks associated with electricity and is aware of the Electricity at Work Regulations 1989 and has put in place appropriate procedures, **regular electrical testing of portable/fixed equipment and the installation**

Employees are asked to assist Company management maintain good standards by:

- Ensuring equipment, whether fixed or portable, including extension leads, is treated with respect.
- Reporting any faults or damage immediately.
- Not carrying out any repairs or investigations into equipment.
- Not bringing their own appliances onto the premises unless authorised.

### 3.7 **Waste**

Company management is aware of the Hazardous Waste Regulations 2005 and has adopted the following waste disciplines and expects employees to abide by them:

- Waste oil to be drained out carefully and deposited immediately in the waste oil tank.
- Oil filters should be placed in special marked bin provided.
- General waste should be placed in the bins provided.
- Storing flammable waste and empty containers safely and clear of heat sources.
- Obtaining and keeping safely the necessary documentation associated with waste removal and transfer.
- Storing spent batteries safely and ensuring terminals are protected against accidental metal contact.
- Every effort should be made to keep the workplaces clean and tidy.

### 3.8 **Manual Handling and Lifting**

Injuries can be caused by lifting excessively heavy or awkward loads. Wherever possible, the appropriate mechanical aids provided must be used for lifting. Where manual lifting is unavoidable Company management instructs all employees to abide by the Good Practice Guides issued, copies of which are located in section 5 of the Safety System manual. If in any doubt **seek assistance**.

A specific luggage handling guide has been produced to assist our drivers and Manual Handling training is scheduled in the C.P.C. training programme. Workshop staff have been trained by an external provider with a syllabus as outlined in the Manual Handling Regulations.

Company management is aware of the Manual Handling Operations Regulations 1992 and will undertake appropriate Risk Assessments periodically.

### **3.9 Noise**

Company management will take all reasonable steps to reduce the risk of hearing damage to its employees arising out of our activities.

We believe that our normal activities do not involve creating noise sufficient to reach either of the ‘trigger’ levels under the Control of Noise at Work Regulations 2005, but occasions may arise when an exposure risk is identified and the use of an appropriate reduction method will be introduced. Ear defenders are standard issue to all engineering staff but only to be used as a last resort not as the first line of defence.

Company management relies on its employees identifying any new noisy areas, created perhaps by accident, to report these immediately.

### **3.10 Storage Systems**

Adequate storage systems and facilities have been provided to enable everything to be stored away neatly. Employees are asked to assist Company management maintain good standards by using these. Some of the materials we use however are flammable and require special arrangements. Employees are instructed to abide by the following good practice:

- Using the designated facilities provided.
- In respect of hazardous/flammable materials removing only what is required for a day’s use at any one time.
- Returning hazardous/flammable materials to the designated facility at the end of the working day.
- Replacing tops on flammable/hazardous substance containers immediately.
- Maintaining high degrees of housekeeping.

**3.11 Work Environment**

Slips, trips, falls and other accidents are often caused by poor housekeeping. To avoid these Company management has provided excellent working conditions and encourages employees to the following good practices in the area they work:

*General*

- Avoid trailing leads and stowing them safely after use.
- Maintain floorcoverings, building fabric and fixtures in good condition.
- Report defective lighting.
- Maintain clear passageways and corridors, particularly those leading to fire exits.
- Always use the storage areas provided – i.e., everything in its place.
- Respect signs and monitor their condition.
- Clean up spillages immediately.

*Specific*

- Maintain tidy workbenches.
- Keep Garage floor area free from tripping hazards.
- Replace tools and equipment immediately after use.
- Abide by the Company's waste discipline arrangements.
- Avoiding working at height unless the task has been risk assessed and can be undertaken safely in accordance with the Work at Height Regulations 2005 and our relevant Safe Systems of Work and Good Practice Guides.

All employees are encouraged to co-operate with and to support Company management maintain these good practices and to report defects or unsafe conditions without delay.

**3.12 Lone Working**

Garage employees will be required to work from time to time when the premises are otherwise closed for business and no other member of staff is present on site.

In such circumstances (usually on engineering emergencies) Company management insist that:

- The tasks required to be done are entirely capable of being undertaken safely by one man and are not excessively arduous.
- The employee is in good health and is agreeable to the work.

Under no circumstances must an employee work on their own without reference to and the approval of Trevor Summers/Luke Barnes. Employees should also comply with the Safe System of Work issued.

**3.13 Yard Safety**

We have a spacious and well lit yard which should adequately and safely accommodate all the vehicle traffic which needs to use it. To ensure that the yard is used as safely as possible.

All employees are asked to:

- Obey the 10-mph speed limit – this reduces to ‘dead slow’ when driving (or reversing) into and out of the workshop.
- Take great care when crossing any part of the yard.
- Park their own vehicle safely in the spaces allocated

Coach drivers are asked to:

- Drive coaches according to the Company’s Moving Vehicles Safe System of Work.
- Apply checks, and otherwise manoeuvre safely in accordance with the Company’s Moving Vehicles Safe System of Work.
- Ask permission before moving a vehicle into or out of workshop.
- Take particular care when washing vehicles (i.e. wear Hi-Viz, be aware of other vehicle movement and the yard surface)
- Take particular care when fuelling vehicles to ensure that they remain clear of other vehicular traffic moving around the yard.

Fitters are asked to:

- Apply checks, use their horn etc. or otherwise manoeuvre safely into and out of the workshop.
- Take particular care when fuelling vehicles.
- Take particular care when steam washing vehicles.

If any employee has any difficulties or queries relating to driving procedures in the yard, they should refer the matter to Trevor Summers or Luke Barnes

### 3.14 **Office Areas and Workstations/Display Screen Equipment**

Company management has provided suitable facilities and equipment in the wish that employees are totally comfortable at their office workstations. If an employee ever feels any discomfort or has other difficulties, they are directed to let their immediate supervisor or manager know.

Risk Assessments, in accordance with the Health & Safety (Display Screen Equipment) Regulations 1992 have been conducted where assessed appropriate.

# **BARNES**

## **APPENDICES**

- i Alcohol and Drugs Policy
- ii Driving at Work Policy

**BARNES**

**ALCOHOL & DRUGS  
POLICY**



# **BARNES**

*Barnes Travel - Regulations for Coach Drivers and Driver Handbook*

## **BARNES COACHES LTD. DRUG AND ALCOHOL POLICY**

### **Introduction**

- Persons under the influence of alcohol pose a significantly higher risk to themselves, fellow employees and the public.
- Persons who abuse prescription or over the counter medicines also pose a risk to the safety of themselves fellow employees and the public.
- This standard details the requirements which enable Barnes Coaches Ltd. to discharge this responsibility for reducing risk by preventing employees from undertaking duties whilst unfit through drugs, alcohol and / or substance abuse including solvents.

### **Purpose**

**The purpose of the standard is to ensure that:**

- Managers, employees and others to whom this standard apply understand fully their obligations and requirements in relation to the use of drugs, alcohol, and / or substance abuse including solvents;
- Robust steps are taken to prevent and detect the use of drugs, alcohol, and / or substance abuse including solvents, in the workplace or during periods of duty;
- The use of drugs, alcohol, and / or substance abuse including solvents, does not endanger the health and safety of the individual themselves or others they may come into contact with during the course of their employment.
- Assist with the rehabilitation of employees who voluntarily seek help for drugs, alcohol, and / or substance abuse including solvent related problems;
- Ensure candidates for employment are screened as negative for drugs, alcohol, and / or substance abuse including solvents
- Require employees to advise Managers or Supervisors if they are taking medication.

### **Scope**

- A maximum breath alcohol limit equal to or below 20 micrograms in 100 millilitres of breath or equivalent in blood;
- Pre employment drug and alcohol testing;
- Random drugs screening of a minimum of 10% of employees per annum;
- Random alcohol screening of a minimum of 10% of employees per annum;
- Testing for cause (behaviour or appearance);
- Testing post incident.

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**Definitions**

***Banned Drug***

- Any drug or substance listed within this standard or a controlled drug as defined by the Misuse of Drugs Act 1971 and subsequent amendments;

***(OMT) Oral Mucosal Transudate***

- A test for drugs, or substances, that uses a swab to take saliva from the cheek which is then analysed in a laboratory.

***Prescription medicine***

- A drug prescribed to a named individual by a medical practitioner

***For Cause or Belief***

- Testing to identify whether or not alcohol and / or drugs are present in an individual, and where possible substance abuse, including solvents, where there are reasonable grounds to suspect that the fitness of the individual has contributed to or is likely to have contributed to the cause of an incident or accident and is likely to compromise the safety of the individual or others.

***Collecting Officer***

- A person trained in the use of the test device's or an approved agency nominated by Barnes Coaches Ltd to collect samples for the purposes of detecting drugs and / or alcohol.

**Allocation of Responsibilities**

**All Employees are responsible for:**

- Complying in full with the requirements of this standard.
- Being familiar with, and understand this standard and any associated disciplinary codes.
- Advising their Doctor or Pharmacist of the nature of their job and ascertain whether, as a result of taking prescribed or purchased medication, there could be side effects that may affect work performance.
- Informing their manager if the taking of any such medical drug is likely to affect their work performance, if in doubt to consult with their manager.
- Not covering up or colluding with colleagues whose behaviour and performance is, or could be affected by the taking of drugs, consumption of alcohol or substance abuse, including solvents.
- Seeking to help themselves, or to urge colleagues to seek help if they have problems arising from the use and or abuse of drugs, alcohol and / or substances including solvents.
- Approaching their manager without delay where they believe they have or may be developing a drug, alcohol, and / or substance abuse including solvent related problem

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- Notifying their Manager immediately of any court proceedings arising from drug, alcohol and / or substance abuse including solvent related offences.

**Levels**

***Alcohol***

- No employee is permitted to consume alcohol on Company premises or in Company vehicles. Employees are not permitted to consume alcohol during working hours.

**The unacceptable level for alcohol is defined below:**

- A maximum breath alcohol limit equal to or above of 20 micrograms in 100 millilitres of breath;
- A maximum blood alcohol limit equal to or above 46 milligrams in 100 millilitres of blood
- A maximum urine alcohol limit equal to or above 61 milligrams in 100 millilitres of urine.

**In the event of a positive reading equal to or above the limits as stated, will constitute Gross Misconduct, the following will apply:**

- If the individual tested registers a reading of 20 micrograms per 100 millilitres of breath or above, the individual will be re-tested after 20 minutes. If the reading still shows 20 micrograms per 100 millilitres of breath or above, the individual will be suspended from duty and referred to the Disciplinary Procedure, which will result in dismissal on grounds of gross misconduct.

***Drugs***

- No employee is permitted to use or be in possession of Banned Drugs whilst on Company premises or in company vehicles. Possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the police.
- For the purposes of this standard Banned drugs include those specified as controlled drugs under the Misuse of Drugs Act 1971 and specifically:
  - Opiates (including Morphine, Heroin etc)
  - Cannabinoids (includes cannabis and TCH)
  - Amphetamines (includes Speed)
  - Cocaine and Metabolites (including Crack Cocaine)
  - Methamphetamines (include Ecstasy)
  - Benzodiazepines (including Valium)
  - Barbiturates
  - Methadone
  - Buprenorphine

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- Catha Edulis (commonly known as Khat, Chat, Qat or Gaat)
- In the event of a positive test the employee will be suspended on full basic pay until a disciplinary meeting can be arranged. The company disciplinary procedure will, unless the circumstances are exceptional, result in dismissal.

**Procedure**

***Pre-employment Testing***

- As part of the recruitment process all successful candidates will be subject to screening for alcohol, drugs and where possible, substance abuse including solvents. Any candidate who refuses testing will not be employed. Any candidate who tests positive for drugs, alcohol or substance abuse will not be employed.

***Random Testing.***

- All Employees will be eligible for random drug and alcohol testing.
- A minimum of 10% of employees will be tested for drugs in per annum and a minimum of 10% of employees will be tested for alcohol per annum.
- A random employee will be selected by selecting random dates and then a random contact number on this date. The selection procedure will be overseen by the Driver's Representative.

No advance notice will be given to any individual selected for random screening

***Testing For Cause or Belief***

- Where a manager has reasonable suspicion that an individual may be unfit for duty due to the effects of drugs alcohol, and / or substance abuse including solvents, then that manager must instigate a drugs and/or alcohol test, and where possible a substance, including solvents, test.
- Testing for drugs and / or alcohol will take place in accordance with the methods laid out below in Alcohol Testing Methods and Drug and / or substance including Solvents Testing Methods

***Post Incident Testing***

- Drugs and/or alcohol testing, and where possible a test for substance abuse including solvents, must be completed following any incident where there are reasonable grounds or suspicion that drugs, alcohol or substance abuse may be a cause or contributory factor.
- Where serious injury or fatalities have occurred then drug, alcohol and where possible, substance abuse including solvents test must be completed.
- Tests post incident must be completed as soon as is reasonably practicable but in any case within 2 hours. Where it is not possible to complete tests within these timescales the reason must be noted.

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- Testing for drugs and/or alcohol will take place in accordance with the methods laid out in Alcohol Testing Methods, and for Drug and / or Substances as per Solvent Testing Methods.

**Refusal to Consent to Testing**

- All employees are required to co-operate with the standards outlined in this policy/procedure.
- Any employee who refuses to undertake a drug, alcohol, and where possible, substance abuse, including solvents test will be suspended immediately on full pay pending a disciplinary interview. Refusal to undertake a test for either drugs, alcohol or substances, including solvents will be considered gross misconduct.
- Any attempt to interfere with the testing process or to obstruct persons carrying out testing will be considered gross misconduct

**Medication**

- Certain medicines available either with or without a prescription can affect an individual's ability to complete their work activities safely.
- All employees must inform their Medical Practitioner or Pharmacist of the type of work they do, so that appropriate guidance on medication may be obtained.
- During the drug screening process the donor must declare the details of any medication that they are taking. If there is a subsequent positive result the details of the declared medication will be taken into account.

**Right of Appeal**

- In the event of a positive result the employee has the right to challenge the decision taken as a result of any disciplinary investigation and hearing in accordance with the Company disciplinary policy and procedure.
- Where a challenge relates to a drugs test result, the employee will be required to pay any laboratory fees for an independent analysis of the 'B' sample. Such fees will be reimbursed to the employee in the event that the sample 'B' result proves negative.

Any challenge must be made within 7 days of the original results being notified to the individual. This time scale is to ensure the integrity of the second test sample. The second sample will have been kept securely under a strict chain of custody by the approved laboratory.

**Alcohol Testing Method**

- The method for alcohol testing will be a breath sample using a breathalyser.
- All breath testing equipment will be checked as per manufacturer's guidelines and calibrated annually.
- The Collecting Officer will speak discreetly to the individual concerned and advise them of the reasons for the test (random, cause belief etc) and the principles of the test will be explained verbally to the individual, the test will be undertaken in a private area. The

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individual should be advised they may be accompanied to the test. But in any case will take place in front of a company witness.

- The Collecting Officer will request the individual to undertake a breath test using a recognised test device.
- The individual will be required to sign a consent form . (See Appendix A.).
- The test will be carried out by a manager/supervisor or approved agency trained in the use of the test device.
- If the individual refuses to consent to undertake the breath test then the procedure detailed in **Refusal to Consent to Testing** will apply.
- The individual will be given a copy of the written result of the test and the original will be placed on the individual's record. This will be signed by the manager/supervisor carrying out the test and by the company witness. The individual tested will be required to sign to acknowledge receipt of the result.
- If the test is negative the individual will be thanked for their assistance.
- If the test is above the limit, the individual will be asked to remain in the testing area and be retested twenty minutes later.
- If the second alcohol breath test is above the limit, the appropriate disciplinary action will be taken.

**Drug and / or Substance, including solvents, Testing Method**

- Drugs Test will be undertake using either OMT testing or Urine testing.
- The Collecting Officer will speak discreetly to the individual concerned and advise them of the reasons for the test (random, cause belief etc) and the principles of the test will be explained verbally to the individual, the test will be undertaken in a private area. The individual should be advised they may be accompanied to the test. But in any case will take place in front of a company witness.
- The individual will were appropriate be required to sign a consent form. (See Appendix A.). The test will be carried out by a Manager / Supervisor or approved agency trained in the use of the test device.
- If the individual refuses to consent to undertake the test then the procedure detailed in **Refusal to Consent to Testing** will apply.
- The samples will be sealed in the presence of the employee and a secure chain of custody will commence under the strict supervision of the Collection Officer and will be forwarded to an approved laboratory for screening.
- The employee will be given a copy of the consent form for the test and all remaining copies must be forwarded to the appropriate departments. The sealed chain of custody envelope(s) containing the samples will be forwarded to the appropriate test facility.
- Test results will be confirmed to the employee as soon as possible.

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- If the employee wishes to appeal against a positive test result they need to follow the process detailed as detailed in **Right of Appeal** above.

**Assistance with rehabilitation / Voluntary approach for assistance**

- In the event of an employee voluntarily approaching the Company, to advise of a dependency problem, in the context of this policy / procedure the Manager must:
- Hold an informal counselling discussion with the employee to ascertain the nature of the problem.
- Review if it is appropriate for the employee to continue in his/ her role and, if appropriate, redeploy or suspend the employee before determining a course of action.
- Barnes Coaches Ltd recognises that alcohol or drug dependency can be a treatable condition and where employees have a dependency and seek help, it is the intent to provide a reasonable level of assistance to secure their rehabilitation and subsequent effective return to work.
- Where dependency is shown, the employee will be expected to follow a course of rehabilitation. Failure to participate in a rehabilitation programme when offered, or to respond to treatment in the programme, may according to the circumstances, result in disciplinary action up to and including dismissal.

**Record Keeping**

- All Records will be maintained in accordance with the requirements of Data Protection.

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<b>Donor's Name</b>		<p><b>Unacceptable Limit</b> If the individual tested registers a reading of 20 micrograms per 100 millilitres of breath or above, the individual will be re-tested after 20 minutes. If the reading still shows 20 micrograms per 100 millilitres of breath or above, the individual will be suspended from duty and referred to the Disciplinary Procedure, which will result in dismissal on grounds of gross misconduct.</p> <p>If the individual tested registers a reading between 1 and 19 micrograms per 100 millilitres of breath, the individual will be re-tested after 20 minutes. If the reading still shows between 1 and 19 micrograms per 100 millilitres of breath, the individual may be allowed to start or continue to work, however, where there is concern that a Pattern may be emerging the individual may be referred to the Disciplinary Procedure, depending on the circumstances. However, if after the re-test the individual registers 20 micrograms per 100 millilitres of breath or above, the individual will be suspended from duty and referred to the Disciplinary Procedure, which will result in dismissal on grounds of gross misconduct.</p> <p>For the purpose of evidence the second result will be taken as the true result, if a second test is required the donor should not be allowed to eat, smoke or drink anything until the second test has been completed, this includes chewing gum. During the testing procedure the donor should remain in the testing area and accompanied by a company witness.</p>
<b>Operating Company &amp; Depot</b>		
<b>Journey Time</b> (If applicable)	<b>Service</b> (if applicable)	
<b>Date of Breath Test</b>	<b>Week</b>	
<b>Time of Test</b>	<b>Location</b>	
<b>Collecting Officer</b> (print name and position)		
<b>Witness name</b> (Position)		
<b>Donor Witness name</b> (Position)		
<b>Reason for Test</b>		
	<b>Random/Cause</b>	
<b>Product Used</b>		Intoximeter Alco Sensor IV FST or Lion Alcolmeter
<b>Serial Number</b>		
<b>Last Calibrated</b>		
<b>Test 1 Result</b>		
<b>Test 2 Result</b>		
<b>Signature of Donor</b>	<b>Date</b>	
<b>Signature of Witness (if applicable)</b>	<b>Date</b>	
<b>Signature of Donor Witness (if applicable)</b>	<b>Date</b>	
<b>Office use only</b>		
<b>Employee/contractor/third party Operator</b> (delete as applicable)		
<b>Date sent to partner Operator</b>		
<b>Questions</b> If you answer "yes" to any of the question below the test will be delayed by up to 20 minutes		
1. Have you consumed alcohol in the past 20 minutes <b>Yes/No</b>		
2. Have you consumed any medicines or breath freshener in the past 20 minutes <b>Yes/No</b>		
3. Has any tobacco related products been smoked or consumed in the past 10 minutes <b>Yes/No</b> if yes delay test by 10 minutes		
4. have you consumed a non alcoholic drink in the past 10 minutes <b>Yes/No</b> if yes delay test by 10 minutes		
<b>Donors Statement</b> I confirm the information I have provided is correct, and a refusal to undertake this test will result in disciplinary action which could lead to summary dismissal from employment.		
<b>Signed</b>	<b>Date</b>	
<b>Signed</b> _____		<b>Dated</b> _____



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## DrugWipe

### Drug Screening Consent Form

D.tec International  
 Limited  
 PO Box 13  
 Lytham St Annes  
 Lancashire FY8 1GE  
 England  
 Tel/Fax 0800 371898  
 Mobile 07768 252197



Employee Name: Mr/Ms \_\_\_\_\_ Payroll No: \_\_\_\_\_

**Employee Statement:**

I hereby consent to the following screening test(s) and any possible subsequent confirmation test(s) for the detection of alcohol or drugs and/or their metabolites from a sample(s) of breath, sweat, saliva, hair or urine. I am fully aware of the company policy should a positive result be detected. I accept the interpretation of my test results will be completed by the Assessor (and the Co-Assessor if present) and recorded below.

Complete list of all medication taken in last three weeks including reason:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Print Name: \_\_\_\_\_

Test and Results Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_ Hr \_\_\_ Min

DrugWipe Dual	Cannabis	Cocaine	Opiate	Amphet
<b>Sweat sample</b>				
Forehead				
Back of neck				
Armpit				
Inner elbow				
Back of knee				
Base of spine				
<b>Saliva sample</b>				
<b>Result: negative/positive</b>				
<b>Urine sample</b>				
Supervised? Yes/No				
Adulterants?				
Temperature?				
<b>Result: negative/positive</b>				

Assessor Signature: \_\_\_\_\_ Co Assessor Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ M/F Position: \_\_\_\_\_ M/F

## **DRIVING AT WORK POLICY**

# **BARNES**

## **APPENDIX**

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