



# yelabus Health and Safety Policy 2025

## Introduction

The Health and Safety at Work etc Act 1974, together with the Management of Health and Safety at Work Regulations 1999, other legislation and Codes of Practice impose duties on all employers. These duties extend to yelabus, its staff, volunteers and other persons who may be affected by yelabus activities. All yelabus staff (which is defined to include all employees and volunteers) must read this policy.

## Objectives

To safely operate such services as may be desired minimising risks arising from accidents or incidents or charity resources for staff, users and the public.

## Statement of Intent

yelabus recognises that the health, safety and welfare at work of all staff is legally the responsibility of yelabus. In addition, a duty of care extends to other persons while they are on yelabus activities. To achieve this effectively, yelabus will implement a risk assessment by:

- Identifying hazards of activities and assessing the risks to health and safety
- Recording actions required to seek to reduce the risks of injury and ill health
- Ensuring safe methods of activity in relation to harmful substances
- Providing suitable & sufficient information, instruction, training and supervision
- Providing and maintaining a safe environment with adequate welfare facilities
- Providing adequate and suitable personal protective equipment when required
- Identifying person with responsibility for health and safety management
- Arranging for the provision of advice on health, safety and welfare

yelabus reminds all of their duties under the Health and Safety at Work Act 1974 to take care of their own safety and that of others. All involved should also cooperate with management to enable them to carry out their responsibilities successfully. A copy of this statement will be issued to all staff.

## yelabus

yelabus, as the operator, is ultimately responsible in law for:

- The health, safety and welfare of yelabus staff at work
- The conduct of yelabus to ensure the health, safety and welfare of the public

To meet these responsibilities yelabus will ensure that:

- There is an effective overall policy for the health, safety and welfare of staff
- Adequate funds are available to meet any requirement
- Any necessary changes are made to the policy
- The public are made aware of adverse situations that arise which may affect their health, safety and welfare
- Where necessary take steps to remove adverse situations to ensure that activities do not have a detrimental effect on the health, safety or welfare of the general public

## **Health and Safety Management Responsibility**

Nominated Lead for Health and Safety is the Operations Manager who ensures that:

- a) yelabus has in place the appropriate arrangements to ensure compliance with legislation and local policies on health, safety and welfare.
- b) yelabus can access an individual who will have access to the Trustees to provide expert advice. [External resources eg: <https://fieldtrainingservices.co.uk/> or RVS]
- c) Ensure the Trustees discuss health and safety matters as and when necessary or as requested by a Safety Representative.
- d) Ensure arrangements are made for consultation with all staff.

## **Responsibilities**

The person with overall responsibility for health and safety is the Chair of the Trustees, who acts on behalf of yelabus.

## **The Operations Manager**

The Operations Manager will be responsible for matters relating to health, safety and line management.

The person receiving reports of all incidents, all vehicle related safety hazards and to the use of vehicle-based fire extinguishers during operations is the Operations Manager. The person receiving reports of all incidents (especially identified hazards) other than in the course of operations is the Operations Manager.

## **All Staff**

All safety rules and arrangements relating to yelabus activities will fall within the framework of legal obligations and all staff will be required to

- Have a duty to co-operate with yelabus to ensure compliance with legal obligations.
- Comply with any procedures, practices or instructions that have been initiated by management for their health, safety and welfare
- Take reasonable care for their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at work
- Not mis-use or damage any article provided in the interests of health and safety
- Report immediately to the Operations Manager all incidents or safety hazards or defects in equipment

Failure to comply may lead to appropriate action being undertaken by yelabus.

The yelabus staff are entitled to elect a safety representative and yelabus have a legal duty to consult with that person on all issues affecting health and safety.

## **Summary of Arrangements**

The following health and safety arrangements apply to all yelabus operations and activities with reporting initially to the Operations Manager.

## **Accident/Incident & Near Accident Reporting**

yelabus will provide a system for recording all accidents, dangerous occurrences, diseases, reports of violence on activities controlled by yelabus involving staff, passengers and the public. There is a standard form which MUST be completed at the earliest opportunity.

### First Aid at Work

yelabus will provide suitable first aid facilities and equipment should staff or other persons become ill or injured whilst at work, or due to any yelabus activities.

### Fire

Suitable instructions will be displayed and training and information on fire prevention will be issued to all staff. All staff should know the location of on-vehicle fire extinguishers.

### Risk Assessment

yelabus will ensure that a systematic approach towards risk assessments is carried out to control and identify hazards, and those at risk from those hazards. It will include the identification of all activities, the hazards and risks associated with them, and a review of the method by which they are controlled.

### Safe Working Practices

Safe Working Practices and formal procedures are provided for controlling risks associated with the work activities, identified through the risk assessments with particular reviews for the following as and when needed:

Control of Substances Hazardous to Health	Electricity Safety
Office Workstations	Personal Protective Equipment
Communicable Disease Control	Noise at Work
Young People at Work	Plant Machinery and Work Equipment
Violence and Aggression at Work	Contractors and Contracted Works
Manual Handling	Audits, Monitoring and Inspections

### Lone Working

yelabus working is nearly always lone working. Drivers are asked to carry a mobile phone and must contact the Operations Manager in the event of any problem.

### Training

yelabus will ensure that suitable and adequate health and safety training is provided for all staff to ensure that they carry out their responsibilities and work activities in a competent and safe manner.

New staff shall receive basic induction training on health and safety, including arrangements for first-aid, fire and evacuation.

### Review

The Health and Safety Policy will be reviewed annually or as a result of any changes either to the legislation or within yelabus or its operations that have an effect upon health and safety.

Reviews will be conducted by the Trustees. The finalised policy shall be readily available to all staff.

Chair understands and accepts this policy adopted by yelabus Association:

Signed..... *K.R. Whithead* ..... Dated ..... *11 February 2025* .....