



Health and Safety Policy

1. Policy Statement

Registered charity Wyre Forest Dial-A-Ride, t/a Wyre Forest Community Transport (WFCT), is committed to maintaining high standards of health and safety across all operations. We recognise our legal and moral duty to protect employees, volunteers, passengers and the public from risks associated with our activities. We will allocate the necessary resources to uphold policies and procedures that foster a safe working environment and prevent injury or ill health. The **Board of Trustees** will ensure policy compliance and review the policy annually.

2. Leadership and Management Responsibilities

- **Chair of Trustees** has overall responsibility for policy implementation and communication.
- Monitors effectiveness and ensures safety audits and risk assessments are conducted.
- Ensures compliance with all relevant health and safety legislation.

Trustees

- Develop and maintain the health and safety policy.
- Ensure policy application, monitoring, and reporting on its effectiveness.
- Provide guidance on legal implications and training needs.

Chief Officer

- Responsible for policy implementation and ensuring safe work practices.
- Conducts safety audits and risk assessments.
- Ensures corrective actions are taken promptly.

3. Health and Safety Management

- WFCT incorporates health and safety considerations into daily management processes.
- Compliance with the Health and Safety at Work Act and relevant Codes of Practice is mandatory.
- Systematic identification of hazards, planning improvements, and implementing risk control measures.

4. Risk Management and Audits

- Annual safety audits will review compliance with established standards.
- Regular risk assessments will follow these five steps:
 1. Identify hazards.
 2. Determine who may be harmed and how.
 3. Evaluate risks and decide on precautions.
 4. Record findings and implement controls.
 5. Review and update assessments as needed.
- Deficiencies found during audits will be addressed promptly.

5. Training and Awareness

- Health and safety training will be included in annual training programmes.
- Special priority will be given to:
 - Leadership training on health and safety responsibilities.
 - General staff training on legal obligations and safety procedures.
 - Induction training for all new employees and volunteers.

6. Reporting and Compliance

- All incidents, hazards, and near-misses must be reported and documented.
- Compliance with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) is required.
- The **Chief Officer** is responsible for submitting reports to the Health and Safety Executive.

7. Specialist Advice and Occupational Health

- External health and safety advice will be sought when necessary.
- Occupational health services may be used for risk assessments, counselling, and medical evaluations.

8. First Aid and Fire Safety

- First aid provisions will be maintained in compliance with regulations.
- Fire safety training will be provided, and a Fire Officer will oversee fire safety measures.

9. Workplace Safety Measures

- Lifting and Handling: Proper techniques will be taught and training provided as needed.
- No Smoking Policy: Smoking and vaping are prohibited in all buildings and vehicles.
- Display Screen Equipment: Compliance with regulations, including sight screening for regular users.
- Working Time Regulations: Employees will not exceed 48 working hours per week except in exceptional circumstances.

10. Employee Responsibilities

- Employees must take reasonable care for their safety and the safety of others.
- Cooperation with management is required to uphold safety standards.
- Failure to comply may lead to disciplinary action.

11. Visitors and Public Safety

- Measures will be taken to ensure the safety of visitors to premises.
- Staff should report any unsafe behaviour to management.

12. Volunteer Drivers

- Volunteer operations will be risk assessed and appropriate procedures documented.
- All volunteers will receive safety training and regular briefings.

Approved by Trustees: June 2026

Review Due: June 2027