



Health and safety policy

Health and Safety at Work Act 1974

This is the Health and Safety policy and arrangements of:

Belt Up School of Motoring Limited and its subsidiaries

Overall and final responsibility for health and safety is that of:

Josef Harle

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Josef Harle

Belt Up School of Motoring Ltd
Mendip Training Centre, Gurney Slade BA3 4TQ
Tel: 01761 325012
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Preventing accidents

It is the responsibility of Josef Harle to prevent accidents and cases of work related ill health and provide adequate control of health and safety risks arising from work activities.

Actions and arrangements:

1. Ensure that risk assessments of all work areas are completed and action taken whenever practicable to remove or reduce hazard or risk.
2. Talks with employees regarding any concerns they may have should also be recorded in the health and safety actions suggestions logbook found in the staff room and if appropriate and practicable implemented within 8 weeks.
3. Risk assessments must be conducted in all areas covering all work tasks that present a hazard and risk of injury. Risk assessments must be reviewed each year, updated where appropriate and if work conditions change.



Training

It is the responsibility of Josef Harle to provide adequate training to ensure employees are competent to do their work.

Actions and arrangements:

1. Instructors will be given health and safety training related to their job role, including:
 - a. Exit and entering the vehicles
 - b. Working at height when coupling and uncoupling trailers
 - c. Dangers of a pedestrian being around slow moving vehicles, (keep 3m apart)
 - d. Avoiding slips trips and falls
 - e. Instructional techniques for safely managing learner drivers on driver training lessons.
2. Visitors to the company are given a health and safety induction and a letter explaining their responsibilities and what dangers they may come into contact with.
3. Personal protective equipment (PPE) is given to all instructors and visitors where appropriate where hazards and risk of injury can't be removed. Such as:
 - a. Gloves for working outside the vehicle, loading duties, practice with the 'BLEAK' procedure; coupling to a trailer or conducting a pre-use check around the vehicle for defects or illegal immigrants/contraband in preparation for the CPC mod 4 driver test.
 - b. Hi-visibility vests for when drivers and instructors are outside the vehicle and in the vicinity of other traffic, including slow moving reversing traffic. Also for operators undergoing forklift or lorry mounted crane training.



Consulting with Employees

It is the responsibility of Josef Harle to engage and consult with all employees on a day-to-day basis, health and safety conditions, advice and supervision on occupational health.

Actions and agreements:

All instructors are routinely consulted on health and safety matters as they arise.

Every 12 months a formal meeting will be held regarding any current health and safety issues that any employees would like to present to the management team. Also the management team will present any areas of concern to all the staff and ask for their compliance.

The accident record for the last twelve months will also be examined and any areas of improvement will be highlighted by the managers to all instructors.

The meeting will be recorded and a record of attendance will be kept in the health and safety file located in the office.



Emergencies

It is the responsibility of Josef Harle to implement emergency procedures in case of a fire or other significant incident inside the building, or in an emergency situation while inside a training vehicle, such as a fire, sudden deflation of tyre, vehicle roll over, traffic incident or other significant situation while driving a vehicle or operating a lift truck.

Actions and arrangements:

In vehicle evaluation procedures are practiced regularly as part of the CPC mod 4 driver test and the instructor will make the driver aware that they must do as instructed if a situation may arise. Driving instructors are trained in the correct procedure for handling a vehicle fire, flat tyre/blow out, handling a road traffic incident involving their vehicle and who to contact in the event of a problem with the vehicle.

Within the offices and training areas at the training centre evacuation routes are well signed to exit the building and the meeting point is signed by the main entrance.

All related equipment is inspected at least yearly.

Once a year a fire drill is conducted to ensure that everyone can safely exit the building within a short space of time, this is also recorded in the health and safety file.