

Green Community Travel

Green Community Travel

The Yard

390 North Road

Yate

South Gloucestershire

BS37 7LW

SAFETY POLICY

2021-2022

Acorn Health & Safety Ltd	Issue No:01	Green Community Travel
Policy Number : GEN034B / v3:02/2017	Issue Date: 29/04/2019	Green Community Travel Document No:

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Health and Safety Policy Statement

1. Introduction

This is the health and safety policy statement of; Green Community Travel

The Yard, 390 North Street, Yate, South Gloucestershire, BS37 7LW

Herein referred to as Green Community Travel

This document, which contains our health and safety policy prepared after due consultation with those involved in its development, has the full backing and authority of the Management Committee and is reviewed annually and updated as required by legislation or other changes

2. General Statement

- 2.1 It is our intention to comply with the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and all relevant legislation which affect our operations. Our aim is to perform work in the safest practicable manner, consistent with legislation and good practice
- 2.2 We recognise our responsibility to ensure the health, safety and welfare of our employees, volunteers and all those likely to be affected by our work. As a priority it ranks equally alongside our business objectives and therefore adequate resources will be made available to ensure the success of this policy
- 2.3 We will identify workplace hazards and develop safe systems of work and do everything reasonably practicable to prevent injury and ill health by controlling the risks from our work activities
- 2.4 Whilst we will consult with employees over matters concerning their health, safety and welfare, it is the duty of each employee to exercise personal responsibility for their own safety and for that of others and co-operate with us in matters of health, safety and welfare
- 2.5 Green Community Travel will provide and maintain safe vehicles and work equipment and ensure the safe handling, storage, transportation and use of hazardous substances
- 2.6 Green Community Travel will provide adequate information, instruction and supervision and where appropriate, training to ensure the competence of all employees and volunteers
- 2.7 All employees are to be aware that in the event of any conflict between the demands of business and safety, they will receive management support if they reasonably choose the safety of employees or third parties as the priority
- 2.8 The attention of all employees and volunteers is directed to this policy
- 2.9 Any revisions to this policy will be incorporated when necessary and these will also be brought to the attention of all employees

Signed:

Name:

Position:

Date:

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ORGANISATION

3. Responsibilities

The Management Committee will:

- 3.1. Have the ultimate responsibility for Health and Safety at Green Community Travel but delegates responsibility through the Appointed Manager
- 3.2. Initiate the implementation of Green Community Travel's health and safety policy and arrange for funds, facilities and resources to meet its requirements
- 3.3. Have an understanding of the application of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, and other relevant legislation affecting the Company's operations
- 3.4. Promote the safe conduct of work generally and review the performance of Green Community Travel in relation to its health and safety objectives and safety policy arrangements annually
- 3.5. Ensure that this policy and all generic and statutory risk assessments are completed, reviewed at annual intervals, or following an accident / incident or changes to legislation
- 3.6. Maintain knowledge of current good practice and advances in safety equipment to ensure safe working at all times and reprimand any employee or failing to exercise their safety responsibilities
- 3.7. Review the health and safety performance of the organisation on an annual basis

The Appointed Manager will;

- 3.8. Take the delegated responsibility for the health and safety at Green Community Travel on a day to day basis
- 3.9. Understand the health and safety management system used by Green Community Travel and ensure its execution and compliance by themselves and those whom they line manage
- 3.10. Promote safe workplace behaviours through the way they work and direct others
- 3.11. Ensure safe materials, equipment, working conditions and systems are maintained through appropriate inspection, audit, maintenance and investment
- 3.12. Ensure risk assessments are in place for all significant hazards and the implementation of preventive and protective measures, to eliminate or control the risks to acceptable levels
- 3.13. Ensure appropriate first-aid arrangements are in place
- 3.14. Be responsible for identifying any workplace stressors and the implementation of appropriate measures to control the risks, in conjunction with occupational health and human resources
- 3.15. Ensure effective measures are in place to manage and control work related road safety matters
- 3.16. Ensure all staff and volunteers under their control receive appropriate health and safety training on commencement of employment, transfer or a change in responsibilities, and on the introduction of new equipment, technology or systems of work, where changes can affect the risks to health and safety. This includes refresher training to maintain current knowledge levels, which is carried out at appropriate intervals

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- 3.17. Ensure all accidents, incidents and cases of occupational ill-health are investigated and reported, to identify the root cause and to implement effective measures to prevent a recurrence
- 3.18. Set a good personal example by exhibiting appropriate behaviour

Employees and volunteers will;

- 3.19. Understand Green Community Travel's Health and Safety Policy and appreciate the allocated responsibilities
- 3.20. Co-operate with Green Community Travel to comply with the requirements of Health and Safety legislation
- 3.21. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare
- 3.22. Ensure that they are aware of any risk assessment and safe system of work developed for any task or activity that they undertake
- 3.23. Ensure that they adopt and fully comply with any safe system of work developed for any task or activity
- 3.24. Use the correct equipment for the task, including safety equipment and protective clothing as necessary
- 3.25. Keep equipment in a good and safe condition
- 3.26. Report any shortcomings or difficulties which arise as a consequence of adopting any safe system of work
- 3.27. Ensure that no changes are made to such a safe system of work unless properly agreed with their line manager
- 3.28. Report to their line manager any defects in equipment of which they become aware
- 3.29. Co-operate in the investigation of any accidents
- 3.30. Comply with any Company health and safety rules
- 3.31. Set a personal example to other personnel on site
- 3.32. Fully understand that Disciplinary action may be taken against any employee or volunteers contravening the requirements of legislation or Green Community Travel's Safety Policy.

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Acorn Health & Safety Ltd (External Safety Advisors)

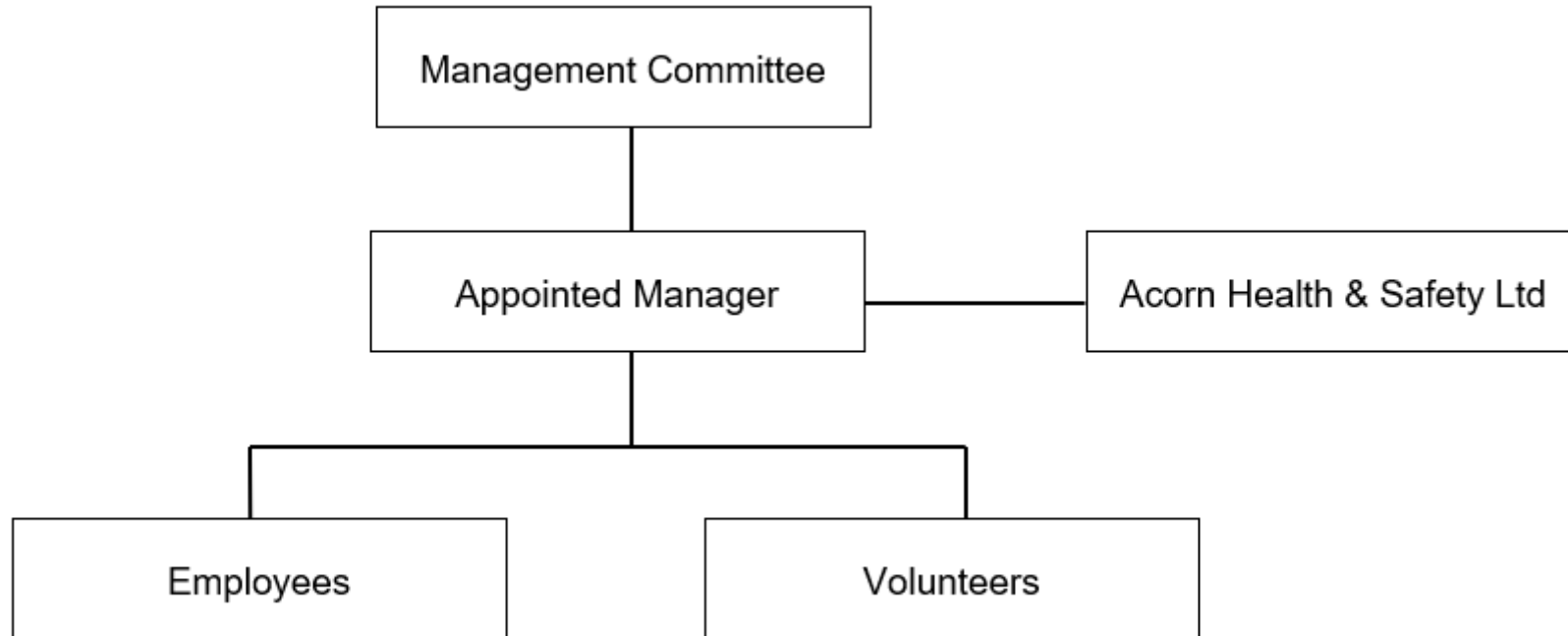
In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations, Green Community Travel has retained Acorn Health & Safety Ltd as the Company health and safety advisors.

Acorn Health & Safety will;

- 3.33. Assist Green Community Travel with the development of a safety management system suitable for the size and needs of the Company
- 3.34. Assist Green Community Travel to undertake necessary measures to ensure compliance with statutory provisions and assist in the provision, co-ordination and the dissemination of health and safety policies and procedures throughout the workforce
- 3.35. Help with reviews of the Green Community Travel safety policy, generic procedures, risk assessments and method statements at annual intervals
- 3.36. Support the Appointed Manager in undertaking training needs assessments for staff and particular activities undertaken within Green Community Travel
- 3.37. When requested undertake the investigation of serious accidents and dangerous occurrences and advise on appropriate action to prevent re-occurrence
- 3.38. Review, when requested risk assessments for general and specific hazards e.g. manual handling operations

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4. Green Community Travel Organisation for Health and Safety



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5. Consultation;

- 5.1. In compliance with the Health and Safety (Consultation with Employees) Regulations, it is Green Community Travel policy to consult with all employees on any matter, which may affect their health, safety or welfare
- 5.2. Green Community Travel will always encourage and consider suggestions or comments on ways in which our health and safety performance can be improved
- 5.3. Employees and volunteers are required to advise the Appointed Manager of any unsafe situations, acts or omissions of which they become aware
- 5.4. Health and safety is an agenda item on management meetings to assist in meeting Green Community Travel's obligations
- 5.5. The Appointed Manager operates an open-door policy in relation to health and safety matters and undertakes consultation review meetings with the team as appropriate. Aspects that cannot be resolved through this forum are to be escalated to the management committee for resolution
- 5.6. All employees are encouraged to contribute to the development of safe operational practices and procedures and are requested to provide feedback in relation to their suitability and effectiveness in practice

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ARRANGEMENTS

6. Safety Policy Review

- 6.1. The Health and Safety at Work Act requires Green Community Travel to monitor the effectiveness of this policy in terms of the use made of it by both management and employees
- 6.2. Review of the safety performance of Green Community Travel and the functioning of the policy is the task of Management Committee, being responsible for health and safety throughout Green Community Travel
- 6.3. The contents of this policy will be reviewed at least annually and amended where appropriate
- 6.4. Once reviewed and amended the policy will be made available to all employees

7. Information, Instruction and Training

- 7.1. It is the responsibility of the Appointed Manager in consultation with Acorn Health & Safety, to review the health and safety training needs within Green Community Travel
- 7.2. Suitable information, instruction and training will always be provided as identified during risk assessment, on the introduction of new technology, or a change in working methods
- 7.3. Safety training requirements for both managers and employees will be identified, recorded and provided to all employees as necessary
- 7.4. Individual line managers are responsible for ensuring identified training needs are met. This may be from internal means or by use of external training providers as appropriate
- 7.5. The health and safety law poster (or equivalent acceptable document) will be accessible within the Green Community Travel office
- 7.6. The Appointed Manager will ensure that all new employees and volunteers undertake an induction process to ensure that they have sufficient information and instruction to comply with Green Community Travel's health and safety policy and procedures

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8. Accidents, Incidents and Reporting under RIDDOR

- 8.1. All accidents, incidents or near misses, however trivial they may appear must be recorded and reported to their line manager who must ensure the relevant the Appointed Manager is informed as soon as is practicable
- 8.2. Green Community Travel will maintain and hold all documentation for accidents, dangerous occurrences and notifiable diseases and conditions. Copies of all notifications made on behalf of the organisation will be kept for record purposes
- 8.3. When working away from the main office any site specific recording / reporting requirements must also be adhered to
- 8.4. The Appointed Manager has the responsibility for ensuring that where a report is required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) that this is carried out within the appropriate time scale
- 8.5. All incidents can be reported online at www.hse.gov.uk/riddor/index
- 8.6. Accidents that must be reported to the Health and Safety Executive include:

Death of any person - all deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker

This must be reported without delay and can be reported by phone, details can be found at <http://www.hse.gov.uk/riddor/when-do-i-report.htm>

Specified Injuries - full details on more serious injuries to employees or self-employed persons that are legally reportable can be found at www.hse.gov.uk/riddor/specified-injuries

This report must be made as soon as the specified injury is confirmed

Seven Day Injuries - where an employee or self-employed person is absent from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury

The report must be made within 15 days of the accident

- 8.7. A proportionate investigation into all accidents will be undertaken by the Appointed Manager or whomever they delegate to do so, with the support of Acorn Health & Safety if required
- 8.8. All accidents will be considered health and safety 'failures' with lessons to be learned from them
- 8.9. Additional control measures will be identified and introduced as necessary to prevent the recurrence of such accidents

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9. First Aid Facilities

- 9.1. To comply with the Health and Safety (First-Aid) Regulations, Green Community Travel premises and vehicles will be supplied with appropriate first-aid equipment
- 9.2. First Aid boxes are clearly signed and staff are notified of their whereabouts at induction.
- 9.3. Where an employee may be working away from their normal place of work, arrangements will be made for first aid facilities to be made available
- 9.4. The names of those persons trained and appropriately qualified in first-aid will be displayed within Green Community Travel premises and where applicable on each site
- 9.5. In the absence of trained first-aiders Green Community Travel will nominate an 'Appointed Person' responsible for taking charge of emergency first-aid equipment and facilities, to replace missing or defective items and to summon assistance if required

10. Welfare

- 10.1. Green Community Travel undertakes to ensure that suitable welfare provision is made at all workplaces in accordance with its statutory obligations and industry good practice, whether such premises or workplaces are under Green Community Travel control or under the control of others
- 10.2. We will ensure that:
 - Our offices are adequately lit, heated, ventilated and kept clean
 - Staff have access to WC's, hand washing facilities and clean drinking water
 - In line with smoke free legislation no smoking is permitted within our offices or Green Community Travel vehicles
 - We take into account individual employee's needs (for example, by undertaking a risk assessment) e.g. new and expectant mothers, young persons and staff with health conditions / disability
 - We take steps to reduce any risks relating to lone working and verbal abuse towards staff

11. Infection Control

- 11.1. Green Community Travel will ensure, as far as is possible, that reasonable steps are always taken to protect both staff and customers from biological infections (disease) being acquired whilst working or using our services. Control of infection requires maximum effort from all staff, which has a shared and an individual responsibility
- 11.2. If any risk is identified, Green Community Travel will ensure a full risk assessment and the right precautions are taken to reduce the risks of exposure to our employees and customers
- 11.3. All staff, sub-contractors and visitors within Green Community Travel premises will abide by standard hygiene procedures
- 11.4. Green Community Travel will make all staff, sub-contractors and visitors fully aware of our hygiene procedures at the start of each visit

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12. Safety Rules

- 12.1. Green Community Travel safety rules are designed to provide basic guidance for safe operating practices and procedures that form the Company policy, and must be strictly adhered to by all employees and others working on Green Community Travel premises
- 12.2. Disciplinary action may be taken against any employee or volunteer contravening the requirements of legislation, Green Community Travel's Safety Policy and any other rules put in place to ensure the health, safety and welfare of all employees, volunteers and users of our services

13. Work Equipment

- 13.1. Green Community Travel will ensure that all equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- 13.2. Green Community Travel will ensure that all users of products and articles supplied or hired for use at work are provided with relevant health and safety information
- 13.3. It is the responsibility of the Appointed Manager to ensure all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used and that employees have received appropriate information, instruction and training
- 13.4. Employees and volunteers are responsible for ensuring that any defects likely to affect personal safety or health are reported immediately to the Appointed Manager
- 13.5. Employees and volunteers are required to carry out a visual inspection of equipment before use to ascertain that it is in good repair and appropriate for the task
- 13.6. The Appointed Manager will ensure that arrangements are in place so that all work equipment is properly maintained and that records of servicing, inspection, calibration and statutory tests / examinations are completed and available

Examples of records required include:

- Vehicle servicing and MOT
 - Portable electrical appliance testing
 - Statutory examination / test of lifting equipment and routine inspections
- 13.7. Portable appliance testing (PAT) will be conducted by competent persons. Inspections and tests will be undertaken at intervals in accordance with the guidance provided within the IEE guidelines
 - 13.8. Employees must not use electrical equipment where evidence of testing cannot be provided whether it be their own, or that belonging to a site they are working at

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14. General Hazards, Risk Assessment and Controls

- 14.1. The Management of Health and Safety at Work Regulations and other Regulations require that risk assessments are carried out by employers and that the significant findings from the assessments are brought to the attention of those at risk
- 14.2. The Appointed Manager, in consultation with Acorn Health & Safety, will review Green Community Travel risk assessments along with a review of risk assessments provided by any sub-contractors at annual intervals or whenever it is suspected that they may no longer be valid, after any accident or change in legislation
- 14.3. Appropriate training will be given to employees and volunteers where a need is identified by the risk assessment
- 14.4. The Appointed Manager will ensure that any equipment, hygiene and welfare facilities, protective clothing and equipment specified in risk assessments are present at the relevant location before tasks are carried out

15. Display Screen Equipment (DSE)

- 15.1. The Appointed Manager will ensure that users of DSE undertake workstation assessments at least annually, or more frequently should circumstances require, such as the installation of new equipment or reorganisation of the workplace
- 15.2. Users of DSE will be given appropriate training to minimise any risks identified in the risk assessment. They will be provided with guidance on correct use of the equipment and advised of the reporting procedure should problems develop
- 15.3. All employees identified as DSE users are entitled, on request, to free eye sight testing on an annual basis and if corrective appliances are required specifically for the distance the screen is viewed at, Green Community Travel will cover the cost of a basic appliance, i.e. of a type and quality adequate for the users work

16. Manual Handling Operations

- 16.1. Manual handling operations will be avoided wherever practicable by automating or mechanising handling wherever possible
- 16.2. Where manual handling cannot be avoided and there is likely to be a significant risk or injury, specific assessments will be made by the appropriate manager, having consulted with Acorn Health & Safety where required, and procedures developed to eliminate or minimise the risks
- 16.3. The capability of employees and volunteers will be taken into consideration and where required further information, instruction, training and supervision will be provided to ensure competence

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17. Personal Protective Equipment (PPE)

- 17.1. PPE is provided as a final line of defence against potential risk and used in conjunction with more collective protective arrangements according to the tasks being completed
- 17.2. An assessment will be carried out by the Appointed Manager, in consultation with Acorn Health & Safety, to ensure that any PPE provided is suitable and provides an adequate level of protection against the hazard identified
- 17.3. It is the responsibility of the Appointed Manager to ensure that the site rules regarding the use of PPE are enforced and where necessary to take disciplinary action to ensure compliance
- 17.4. Where PPE has been identified as being appropriate for the work being carried out managers will ensure that employees are given sufficient training for its use
- 17.5. This will include the selection, use and maintenance of personal protective clothing and equipment where it is required
- 17.6. The Appointed Manager will ensure that suitable arrangements are provided for the storage and maintenance of PPE

18. Control of Substances Hazardous to Health (CoSHH)

- 18.1. Generally, only standard domestic products, therefore of a low risk nature, are used throughout the business
- 18.2. Where required, information on any substance or materials that may be hazardous will be obtained from the manufacturer or supplier in the form of material safety data sheets and a written substance inventory maintained
- 18.3. Written CoSHH assessments will be undertaken for any work with substances where a significant risk is identified using the information provided from safety data sheets. Assessments will be reviewed whenever it is suspected that they may no longer be valid
- 18.4. Any necessary work with new materials or substances rated as hazardous will not commence until the necessary safety data sheet has been obtained, or the material has been analysed and an assessment made of the risks involved in the operation

19. Fire Precautions

- 19.1. The Appointed Manager is responsible for fire precautions and assessments in the Green Community Travel offices

They will ensure that fire risk assessments are undertaken in compliance with the Regulatory Reform (Fire Safety) Order and will take all reasonable steps to address the findings of the assessment and implement the following necessary procedures:

- Provision of written emergency evacuation procedure practised at least annually
- An adequate means of escape in the event of a fire
- Ensuring that escape routes are kept clear
- Firefighting appliances are available and properly maintained
- Fire and alarm systems are properly tested and maintained

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- 19.2. All employees working off-site will familiarise themselves with the local fire and emergency procedures in place
- 19.3. All evacuation points will be suitably sign posted and marked

20. Asbestos

- 20.1. Where Green Community Travel leases business premises we will take reasonable steps to find out from the landlord if any asbestos containing materials (ACM) have been identified in that building and confirm the duty holder and a management plan is in place
- 20.2. Where there is any doubt as to the presence of asbestos containing materials, an assumption will be that an asbestos hazard exists until proven otherwise (as required by the Control of Asbestos Regulations (CAR))

21. Driving on Company Business

- 21.1. For full guidance on driving at work on behalf of Green Community Travel, the driving at work policy must be read in conjunction with this policy document
- 21.2. Drivers using their own vehicles for work must ensure that they are maintained in a roadworthy condition and are fully compliant with current road traffic legislation and has the appropriate insurance in place:
 - The driver is responsible for the security of anything being transported and ensuring that loads are properly secured and the vehicle is not overloaded
 - Drivers are expected to drive in a safe and considerate manner at all times whilst on Green Community Travel business. Drivers who fail to comply with the requirements of the Road Traffic Act will be subject to disciplinary action
 - Drivers should particularly note that the use of handheld mobile phones is not permitted whilst driving

22. Health and Safety Communications

- 22.1. Contractors and clients will be given a copy of this policy on request. All contractors working for Green Community Travel will be made aware of this policy and are expected to comply with the arrangements contained within it
- 22.2. The HSE law poster 'what you need to know' is displayed in the main office.
- 22.3. Employees will be required to read it on joining Green Community Travel as part of their induction training

A hardcopy of this poster will be provided for employees who request it
- 22.4. Employees will be advised of risks drawn to Green Community Travel's attention by other employers sharing a particular workplace
- 22.5. Arrangements will be made for employees, and others, whose first language may not be English to be provided with health and safety information in a manner that is appropriate to ensure their understanding of any health and safety requirements

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22.6. See <http://www.hse.gov.uk/languages/>

In addition Green Community Travel will use appropriate signage, pictures or written instruction to get a safety message or instruction across, using a buddy if necessary

23. Contractor Procurement and Competence

23.1. Green Community Travel will endeavour to undertake reasonable checks to ensure that those employed on our behalf are suitable insured, knowledgeable and experienced in the tasks that they are going to undertake

This includes those persons engaged in:

- Equipment maintenance and servicing activities
- The training of our employees

24. Health Surveillance

24.1. Green Community Travel will provide occupational health surveillance at work where as a result of risk assessment it is shown to be required i.e. the work remains hazardous and carries significant risk, even with certain control measures in place

25. Noise at Work

25.1. Noise in the workplace is subject to the Noise at Work Regulations. Where there are concerns over the levels of noise that an employee may be exposed too, an assessment will be carried out

26. Work at Height

26.1. Work at height is to be avoided wherever possible. Where this is not possible or practicable working at height is to be properly planned, organised and supervised

26.2. Where the use of a stepladder, or ladder, is unavoidable e.g. putting a box on a shelf, appropriate steps will be provided

26.3. They should only be used for light work and for a short period of time (maximum in one position of 30 minutes)

27. Lone Working

27.1. Green Community Travel recognises that employees and volunteers are required to undertake "Lone Working" during the course of their work

27.2. A Lone working risk assessment has been carried out for each service and type of work to assess the nature of the work, the workplace and the specific risks to the lone worker.

27.3. Where it is not possible for the work to be done safely by one person, arrangements will be made to provide back up and assistance

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- 27.4. All employees who work alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance

28. Legionella

- 27.1. Where Green Community Travel leases business premises, reasonable steps will be taken to find out from the landlord if any risk of exposure to legionella has been identified in that building
- 27.2. If any risk is identified, Green Community Travel will ensure the right precautions are taken to reduce the risks of exposure to legionella to our employees

29. Stress

- 29.1. Green Community Travel will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risk of stress. These risk assessments will be regularly reviewed.
- 29.2. Green Community will consult with employees and volunteers and their appropriate representatives on all proposed action relating to the prevention of workplace stress
- 29.3. Green Community Training will provide training for all managers and supervisory staff in good management practises
- 29.4. Green Community Travel will ensure confidential counselling options are provided for all staff affected by stress caused by either work or external factors
- 29.5. Green Community Travel will provided adequate resources to enable managers to reduce the effects of stress in the workplace as far as possible.

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