

# **Bishop's Waltham Minibus Group**

## **Health and Safety Policy**

### **General**

The Bishop's Waltham Minibus has inherent dangers, being a large vehicle with a hydraulic passenger lift. The passengers, who may be disabled or young children, could be very vulnerable to accident or illness when using the minibus.

The driver of the minibus is personally responsible for its roadworthiness and for the safety of the passengers. An escort can assist the passengers, but that does not detract from the driver's responsibility.

The Bishop's Waltham Minibus Group is responsible for having the procedures in place so that the drivers and escorts can fulfil their responsibilities.

### **The Minibus**

Before the first trip of the day, the minibus must be checked by the driver, recording the results on the Pre-Journey Minibus Checklist. Defects must be reported and any that are safety-critical must be corrected before the minibus is driven.

Every 3 months the minibus must have a safety check by a competent garage mechanic.

### **The Drivers**

Before being permitted to drive the minibus, potential drivers must undergo a familiarisation session. It will include a safety briefing covering duty of care, passengers with disabilities, passengers suffering illness, operation of the passenger lift, emergency procedures and the wheelchair tie-down system. Details of each subject will be documented in the briefing sheet.

### **The Escorts**

Before taking on their duties for the first time, escorts will have a briefing on the safety issues covered in the drivers' familiarisation.

### **The Passengers**

With the exception of scheduled journeys with accompanying escorts, passengers will be briefed on safety matters and emergency procedures before the start of the journey. One passenger (or escort) will be appointed to assist with emergency evacuation.

### **The Minibus Group**

The minibus will be insured for all third-party liability claims.

A Risk Assessment for the minibus will be kept current and reviewed at each AGM to ensure that the mitigating actions are all in place.

The Secretary of the Minibus Group will arrange for all drivers and escorts to receive annual refresher training on safety issues, including the use of the passenger lift.