



Health and Safety Policy

Policy statement for all drivers

This document must be read in conjunction with The Royal Society for the Prevention of Accidents (RoSPA) Volunteer Driver's Handbook: <https://www.rosipa.com/rospaweb/docs/advice-services/road-safety/drivers/volunteer-drivers.pdf>

Redbourn Care Group (RCG) will issue all our Care Bus and Community Car Scheme drivers with a copy of the handbook which will feature our policies relative to each of the sections within it.

Redbourn Care Group would like to reassure all of our drivers that we will continue to do everything we can to enable our volunteers to operate as safely and therefore as enjoyably as possible. Our motivation is to ensure your legal protection and safety at all times as well as that of our clients, as far as it is reasonable for us to do.

Legal matters

- Driving licences will be checked annually.
- Insurance will be checked annually on renewal and/or on change of insurer and/or on change of vehicle. The insurance company will also have to verify that the policy covers use as a voluntary driver.
- MOT certificates are not examined but see below.
- Service documents are not examined, but see below.
- Drivers will be required to sign an indemnity to declare that while they remain a volunteer car driver they will undertake to ensure that their vehicle is taxed, MOT tested, serviced and maintained in roadworthy condition at all times.
- A copy of a driver's licence and insurance certificate (not the schedule) will be taken and filed securely. If a driver objects then the checker will sign and date to say when seen and verified the documents.
- Drivers will not be used for RCG duties unless and until a current/renewed document has been seen and verified.

Journey planning

- If a journey involves continuous driving over two hours, then the driving will be shared and breaks taken to avoid accidents/incidents due to fatigue.

Fitness to drive

- All drivers must comply with the requirements of the health and safety policy.

Safe speed

- All drivers must stay within permitted maximum speed limits.
- Minibus drivers must observe also maximum speed limits for minibuses
 - 50 mph on a single carriageway road
 - 60 mph on a dual carriageway road (not being a motorway)

Distractions

- Mobile phones
 - Drivers must comply with the law regarding the use of mobile phones while driving. Couriers on the Care Bus should generally take responsibility for using the mobile phone.
- Other Devices
 - Equipment such as Sat/Navs should not be operated or adjusted while driving.
- Eating and Drinking
 - Not permitted whilst driving.
- Smoking
 - No smoking is permitted in any vehicle being used on RCG business at any time either by the driver or passengers.

Driver training

- Car drivers
 - The number of years' experience as a driver is taken into account with a minimum of five years is preferred.
- Care bus drivers
 - A minimum of five years car driving experience is preferred in accordance with the policy contained in the Care Bus Drivers' Manual for the recruitment of new drivers.

Occupant safety

- Seat belts
 - Must be worn at all times by the driver and passengers while the vehicle is in motion. Signs to this effect will be visibly displayed in the Care Bus. Both driver and courier must be satisfied that passengers are secure in their seat belts before moving off and remain so to journey's end.
- Child seats
 - Must be supplied by a parent/guardian or other person and fitted and used in accordance with legislation.
- Head restraints
 - Must be fitted and used in accordance with legislation.
- Weather conditions
 - In adverse weather conditions, such as snow, ice and fog, high wind, drivers should consider the risks of vehicle safety and client accident such as slipping, tripping, falling and decide, always erring on the side of caution, whether the journey should be made.

Safe vehicles

- Health and safety is paramount and the condition of the vehicle whether driver's own car or Care Bus must be a priority and considered in accordance with legislation and general roadworthiness.
- Care Bus
 - A weekly physical check/inspection will be carried out by a competent person on behalf of RCG.
 - It is every driver's responsibility, before each journey, to ensure that the vehicle is in roadworthy condition before use.
 - It is every driver's responsibility to report any accident, vehicle damage and/or any matter however minor to RCG.
 - All shopping bags, walking aids and other loose equipment should be stowed securely so as not to impede exits.

Accident, breakdown and emergency procedures

- Whenever a vehicle engaged on Care Group duty is unable to continue its journey, for whatever reason, the safe recovery of passengers/clients is paramount.
- Always call the Care Office on 01582 794550 as soon as possible (out of office contacts are on the voicemail message)
- Request arrangements for passenger collection and onward transportation, via taxi or community car scheme, as practicable.
- Other useful telephone numbers are in the manual held in the Care Bus.

This policy will be subject to review at intervals of two years.

Policy approved and adopted by all Trustees: September 2017

