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This is the Health & Safety Policy for First and Last Mile CIC (FLM).

The Health and Safety at Work Act 1974, together with the Management of Health and Safety at Work Regulations 1999, other associated Health and Safety legislation and Codes of Practice imposes duties on all employers in respect of Health and Safety at Work. These duties extend to FLM, its employees and volunteers, and also other persons who may be affected by our activities. As an employer, FLM has devised this health and safety statement to include these duties. All FLM employees and volunteers must read this statement carefully and sign that they have so done.

Objectives

To eliminate or minimise, as far as is reasonably practicable, the risk of injury to:

- All employees and volunteers
- Staff, agency workers and trainees
- All non-employees, including the general public, passengers, visitors to our premises and any other person who may be affected by the activities or undertakings of our employees at work.

Statement of Intent

FLM recognises that the health, safety and welfare at work of all employees, whether on their premises, or carrying out their operation elsewhere, is primarily the responsibility of the organisation. In addition, our



duty of care extends to other persons while they are on our premises or affected by our activities. To achieve this effectively, FLM will implement risk assessments, to:

- Identify hazards of our work activities and assessing the risks to the health and safety of employees and other persons
- Record the management action required to effectively reduce the risks of injury and ill health
- Provide and maintain safe premises of work
- Ensure safe methods of using, handling, storing and transporting harmful substances
- Provide suitable and sufficient information, instruction, training and supervision
- Provide and maintain a safe working environment with adequate welfare facilities
- Provide and maintain the workplace, to provide safe conditions, with safe access to and egress from a place of work and procedures for evacuation in an emergency
- Provide adequate and suitable personal protective equipment when required
- Identify individuals with responsibility for health and safety management and advice
- Provide codes of practice and systems to cover all aspects on health, safety and welfare matters
- Arrange for the provision of competent technical advice on health, safety and welfare matters

FLM reminds all its employees of their duties under the Health and Safety at Work Act 1974 to take care of their own safety and that of others. They should also cooperate with management to enable them to carry out their responsibilities successfully. A copy of this statement and the following organisation and summary of arrangements will be issued to all employees, as part of the Driver Handbook. All documents will be added to or modified as legislation or the local situation changes. FLM, as the employer, is ultimately responsible in law for:

- The health, safety and welfare of our employees at work
- The conduct of our organisation to ensure the health, safety and welfare of the public and other persons not employed by us

To meet these responsibilities, FLM will ensure that:

- There is an effective overall policy for the health, safety and welfare of employees
- FLM have adequate funds available to meet any requirements
- Any necessary changes are made to the policy
- The general public are made aware of any situations that arise which may affect their health, safety and welfare and where necessary take steps to eliminate such situations
- Our activities do not have a detrimental effect on the health, safety and welfare of the general public
- FLM are organised and have sufficient competent staff to meet health, safety and welfare responsibilities.

Day to day responsibilities for health and safety matters are delegated to as set out below.

Health and Safety Management Responsibility

The Lead for Health and Safety is the Operations Director whose responsibilities are to:

- A. Ensure that FLM have in place the appropriate arrangements to ensure compliance with legislation and local policies on health, safety and welfare.
- B. Ensure FLM assign competent people to provide advice and assistance on health and safety matters, as required by the Management of Health and Safety at Work Regulations 1999 who will, in turn, have full access to the Directors.
- C. Ensure the Directors discuss health and safety matters as and when necessary or as requested by a Safety Representative.
- D. Ensure arrangements are made for joint consultation with all employees.

Responsibilities

The person with overall responsibility for health and safety is the Operations Director who may assign responsibilities to various members of staff with suitable skills.



The Operations Director

The Operations Director is responsible for all matters relating to health and safety and ensures this happens through nominated staff. Together they ensure that guidance and instructions, relating to health and safety, are practised and information relating to regulations and codes of practice are disseminated to those employees for whom they are responsible. They ensure that safe working practices are used at all times (and necessary controls maintained).

Others with Responsibilities

- The person to whom all incidents relating to the use and location of vehicle-based fire extinguishers should be reported to is the Operations Director
- The person to whom all vehicle related safety hazards and all motor accidents, occurring in the course of our operation should be reported to is the Operations Director
- The person to whom all non-motor accidents occurring in the course of operation should be reported to is the Operations Director
- The person to whom all other safety hazards should be reported is the Operations Director
- Employees and volunteers are entitled to elect a safety representative and incur a legal duty to consult with that person on all issues affecting health and safety in the workplace.

All Employees and Volunteers

Employees and volunteers have a duty to co-operate with their employer as far as is necessary to enable the employer to comply with their legal obligations. All safety rules and arrangements relating to our activities will fall within the framework of legal obligation and all employees and volunteers will be required to:

- Comply with any procedures, safe working practices or instructions that have been initiated by management for their health, safety and welfare
- Take reasonable care for their own health and safety and the health and safety of any other person who may be affected by their actions or omissions at work
- Not mis-use or damage any article provided in the interests of health and safety
- Report to the Operations Director all injuries and hazards or defects in equipment without delay

Failure to comply with these responsibilities may lead to appropriate action being taken using our disciplinary procedure.

The following health and safety arrangements apply to all of our operations and activities. The Directors must ensure that the following arrangements are adhered to.

Accident/Incident and Near Miss Reporting

FLM will provide a system for recording all accidents, dangerous occurrences and diseases. This will include reporting of violence and other incidents that occur in premises, work areas and through activities controlled by FLM involving employees, appointed contractors, visitors, members of the public and others.

First Aid at Work

FLM will provide suitable first aid training and equipment should employees or other persons become ill or injured whilst at work, or due to any work activities carried out by the Organisation.

Fire

FLM will take all reasonable steps to prevent or minimise the possible occurrence of fire within the premises that it uses and controls and will provide detection/warning systems and establish emergency and evacuation procedures (where necessary). Fire Risk Assessments will be carried out for premises and this will highlight activities where there may be a risk of fire. Suitable instructions will be displayed and training and information on fire prevention will be issued to all employees.



Risk Assessment

FLM will ensure that a systematic approach towards risk assessments is carried out to control and identify hazards and those at risk from those hazards. It will include the identification of all activities, the hazards and risks associated with them and a review of the method by which they are controlled.

Safe Working Practice

Safe Working Practices and formal procedures are provided for controlling risks associated with the work activities, identified through the risk assessments.

Control of Substances Hazardous to Health

FLM will ensure that a systematic approach is carried out to identify and control hazardous substances that occur as part of the work activities, and to reduce the risk of injury or ill health to employees and others who may be exposed to the substances.

Electricity Safety

FLM will ensure that arrangements are in place to cover electrical safety for portable equipment, fixed installations, appliances and electrical work activities and the disposal of unwanted electrical equipment.

Personal Protective Equipment

FLM will ensure that suitable personal protective equipment is provided for employees, where work carried out presents health and safety risks that cannot be adequately controlled through other means. Employees will be instructed and trained in the safe use of their personal protective equipment and the arrangements for maintenance, cleaning and replacement.

Communicable Disease Control

FLM will provide arrangements to identify those employees who may be exposed to communicable diseases and ensure that adequate control measures and procedures are provided to reduce the risk of infection.

Young Persons at Work

FLM will provide arrangements to ensure the health, safety and welfare of young persons who are employed or on work experience.

Plant Machinery and Work Equipment

FLM will ensure that all plant, machinery and work equipment is suitable for its proposed use and is inspected and maintained by a competent person to ensure that it is safe when used in accordance with the manufacturer's instructions. The Operations Director will keep records of all maintenance. It is important that all operators of such equipment will be suitable, trained and competent.

Violence and Aggression at Work

FLM will take all reasonable steps to ensure employees are not subjected to violence or aggression during duty. Arrangements will be established to minimise the risk of violence and aggression. These will include the means of monitoring employees in potentially dangerous situations, a system for reporting incidents, safe working practices, adequate training for all employees at risk and for the provision of support facilities i.e. counselling.

Management of Water Systems

FLM will ensure that arrangements are in place to manage and control its water based systems and equipment, within its buildings, if applicable. In doing so it will prevent and control the possible risk of exposure to employees and others of Legionella, the hazards from high temperature water and ensure the provision of drinking water.



Contractors and Contracted Works

FLM will ensure that persons carrying out contracted works on FLM's premises, vehicles, land or structures are assessed in respect of their competence, with special attention taken towards their compliance to health and safety matters.

Arrangements will be established for the management of contracted works, which will include the provision of information to contractors, monitoring of the contract and the contract's systems and performance for health and safety.

Manual Handling

We recognise the latent and inherent risk of manual handling injuries in many work activities. Arrangements will be made to ensure that when identified through risk assessment any risks of injury from lifting and carrying operations will be eliminated or reduced so far as is reasonably practical. Reviews of safe working practices and additional training will be carried out (where necessary).

Audits, Monitoring and Inspections

The monitoring of compliance with Health and Safety legislation and our own policies and arrangements will be carried out by various audits and inspections.

Lone Working

FLM will ensure procedures are established to minimise the risks to persons working alone. Where necessary, means of communication and information will be provided to employees and systems for monitoring, both during normal working hours and outside those times will be arranged.

Training

FLM will ensure that suitable and adequate health and safety training is provided for all employees within their authority to ensure that they can carry out their responsibilities and work activities in a competent and safe manner.

When allocating work to employees, FLM shall ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others. FLM will take account of the employees' capabilities and the level of their training, knowledge and experience. If additional training is needed, FLM shall determine ways in which this can be provided.