



POLICY DOCUMENT

Health & Safety Policy

1. Introduction

Albatross Bus & Coaches Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, passengers, contractors, and members of the public who may be affected by its operations. This policy is established in accordance with the Health and Safety at Work etc. Act 1974 and all applicable UK health and safety legislation.

The Company recognises that effective health and safety management is essential to its operations and forms a core part of its risk management framework.

2. Purpose

The purpose of this policy is to set out the Company's approach to managing health and safety risks, preventing accidents and incidents, and ensuring compliance with legal and regulatory obligations. The policy aims to create a safe working environment and ensure safe transport services for all passengers.

3. Scope

This policy applies to all employees, drivers, contractors, and any individuals engaged by or working on behalf of Albatross Bus & Coaches Ltd. It covers all operational activities including vehicle operation, maintenance, passenger handling, and workplace environments.

4. Health & Safety Commitment

Albatross Bus & Coaches Ltd shall:

- **Ensure compliance with all applicable health and safety legislation and guidance**

- Provide and maintain safe vehicles, equipment, and working environments
- Identify hazards and assess risks associated with its operations
- Implement appropriate control measures to reduce risks to an acceptable level
- Provide adequate training, instruction, and supervision to employees
- Promote a positive safety culture across all levels of the organisation
- Continuously review and improve health and safety performance

5. Responsibilities

5.1 Management Responsibility

The Admin Officer shall have overall responsibility for the implementation and oversight of this policy. This includes ensuring that:

- Health and safety procedures are established and maintained
- Risk assessments are carried out and regularly reviewed
- Adequate resources are allocated to manage health and safety effectively
- Incidents and accidents are investigated and corrective actions implemented

5.2 Employee Responsibilities

All employees and drivers shall:

- Take reasonable care of their own health and safety and that of others
- Comply with all health and safety procedures and instructions

- Use equipment and vehicles safely and as instructed
- Report hazards, defects, incidents, or unsafe conditions immediately
- Cooperate with management in maintaining a safe working environment

6. Risk Assessment and Control

Albatross Bus & Coaches Ltd shall adopt a risk-based approach in line with its Risk Management Statement. This includes:

- Identifying hazards associated with operations, including vehicle use, passenger handling, and working environments
- Assessing the likelihood and severity of risks
- Implementing control measures to eliminate or reduce risks
- Reviewing assessments regularly or following any significant change or incident

Risk assessments shall be documented and communicated to relevant personnel.

7. Vehicle and Operational Safety

The Company shall ensure that all vehicles are operated safely and maintained in a roadworthy condition at all times. This includes:

- Conducting daily driver walkaround checks
- Ensuring compliance with maintenance and inspection requirements
- Adhering to driver hours and fatigue management regulations
- Ensuring safe boarding, travel, and disembarkation of passengers

Drivers shall not operate any vehicle that is unsafe or non-compliant.

8. Incident and Accident Reporting

All accidents, incidents, near misses, or unsafe conditions shall be reported immediately in accordance with the Company's Incident / Accident Reporting Policy.

The Company shall:

- Investigate all reported incidents
- Identify root causes and implement corrective actions
- Maintain records for compliance and monitoring purposes

Where required, incidents shall be reported in accordance with the Reporting of Injuries,

Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

9. Passenger Safety

The Company shall take all reasonable steps to ensure passenger safety throughout the journey.

This includes:

- Ensuring vehicles are not overloaded beyond legal seating capacity
- Requiring the use of seatbelts where fitted
- Managing passenger conduct in accordance with Company policies
- Providing appropriate assistance to vulnerable and disabled passengers

Reference should also be made to the Passenger Safety Policy and Code of Practice for Disabled Customers.

10. Training and Competence

Albatross Bus & Coaches Ltd shall ensure that all employees receive appropriate health and safety training relevant to their roles. This includes:

- Induction training for new employees
- Ongoing training and refresher sessions
- Role-specific training for drivers and operational staff

Training records shall be maintained and reviewed regularly.

11. Emergency Procedures

The Company shall establish and maintain procedures to respond effectively to emergencies, including:

- Vehicle breakdowns and accidents
- Fire or evacuation situations
- Medical emergencies involving passengers or staff

Drivers and staff shall be trained in emergency procedures and expected to act in accordance with Company guidance.

12. Monitoring and Review

Health and safety performance shall be regularly monitored through inspections, audits and incident reviews. The Company shall:

- Review this policy annually or following significant changes
- Update procedures where necessary
- Ensure continuous improvement in health and safety standards

Approved by

Managing Director: _____

Signature: _____

Approval Date: 15 April 2026

