



Titan Taxis Limited Health & Safety Policy

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

Titan Taxis Limited

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed **Brian Gourlay**

Signed **Kenneth McSheaffrey**

Titan Taxis Limited

Date 22 February 2011



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Responsibilities

As the employer you have overall responsibility for health and safety.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to cooperate with you to help you comply with the law.

Overall and final responsibility for health and safety is that of:-

Name Brian Gourlay / Kenneth McSheaffrey

Day to day responsibility for ensuring this policy is put into practice is delegated to:-

Name Brian Gourlay / Kenneth McSheaffrey

All employees have to:

- cooperate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person this policy statement.



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Health and safety risks arising from our work activities

Risk assessments will be undertaken by: - **Kenneth McSheaffrey**

The findings of the risk assessments will be reported to: - **Brian Gourlay**

Brian Gourlay / Kenneth McSheaffrey will be responsible for ensuring the action required is implemented.

Brian Gourlay / Kenneth McSheaffrey will check that the implemented actions have removed

Assessments will be reviewed every 12 Months.

Or when the work activity changes, whichever is soonest.

Safe plant and equipment

Brian Gourlay / Kenneth McSheaffrey will be responsible for identifying all equipment/plant needing maintenance.

Brian Gourlay / Kenneth McSheaffrey will be responsible for ensuring effective maintenance procedures are drawn up.

Brian Gourlay / Kenneth McSheaffrey will responsible for ensuring that dented maintenance implemented.

West Dunbartonshire Council test all plant/equipment twice annually

Any problems found with plant/equipment should be reported to **Brian Gourlay / Kenneth McSheaffrey**.

Brian Gourlay / Kenneth McSheaffrey will check that new plant and equipment meets health and safety standards before it is purchased.

Competency for Tasks and Training

Induction training will be provided for all employees by **Brian Gourlay / Kenneth McSheaffrey**.

Job specific training will be provided by **Brian Gourlay / Kenneth McSheaffrey**.

Specific jobs requiring special training are **Taxi-Call System**.

Training records are kept at registered office.

Training records are kept by **Brian Gourlay / Kenneth McSheaffrey**.



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Accidents, first aid and work related ill health

The first aid boxes are kept in company vehicles.

The appointed first aiders are **Brian Gourlay / Kenneth McSheaffrey**.

All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept by/at **Brian Gourlay / Kenneth McSheaffrey** at registered office.

Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, e.g. doing spot check visits, or reactively, e.g. investigating any accidents or ill health. Record your procedures here.

To check our working conditions, and ensure our safe working practices are being followed,

Brian Gourlay / Kenneth McSheaffrey are responsible for investigating accidents.

Brian Gourlay/ Kenneth McSheaffrey are responsible for investigating work related causes of sickness absences.

Brian Gourlay / Kenneth McSheaffrey are responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures

Brian Gourlay / Kenneth McSheaffrey are responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by **West Dunbartonshire Council** twice annually.

Fire extinguishers are maintained by **Brian Gourlay / Kenny McSheaffrey** and checked by **West Dunbartonshire Council** twice annually.



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Our risk assessment

Titan Taxis Limited **vehicles** will on a daily basis be subject to a **10 point** safety check.

1. Check bodywork.
2. Check tyres.
3. Check door operation.
4. Check horn.
5. Check lighting.
6. Check seatbelt operation.
7. Check fire extinguisher.
8. Check first aid kit.
9. Check vehicle fluids (Oil, Water).
10. Physical observation (Walk round).

Brian Gourlay / Kenneth McSheaffrey will be responsible for issuing instructions to sub contractors to implement this **daily** check.

Brian Gourlay / Kenneth McSheaffrey will be responsible for checking any sub contractors vehicle, licence and insurance documents are valid and up to date.

Brian Gourlay / Kenneth McSheaffrey will be responsible for checking that all sub contractors have a valid Disclosure Scotland Certificate/PVG Certificate.

In the event of a vehicle breakdown or road traffic accident, **Brian Gourlay / Kenneth McSheaffrey** will be responsible for issuing instructions to sub contractors to manage the health and safety of our passengers/clients in the form of reporting, communicating and recording all relevant information to the contracting authority and Titan Taxis Limited.

Titan Taxis Limited will ensure clear communications with the contracting authority and with our passengers /clients or persons responsible for our passengers/client