

Castle Point Social Car Scheme Ltd  
The Tyrrells Centre,  
39 Seamore Avenue  
Benfleet, Essex  
SS7 4EX  
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E-mail: CP-carscheme@cpscs.org.uk



## Health & Safety Policy Statement

This is the Health and Safety Policy Statement of:

### **Castle Point Social Car Scheme Ltd**

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 equipment
- To ensure safe handling and use of 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:

Mr A Beale, Chairman

Date: 17.07.24

A Company Limited by Guarantee no. 03745415  
Community Transport Association Member no.39633  
Registered Charity no. 1076007



Board of Trustees:  
Mr A Beale (Chairman), Miss P Tait, Mr M Joiner,  
Mrs J Sullivan, Mrs J Donovan, Mr D Patterson  
Miss C McCarthy

Patron: Rebecca Harris MP  
Transport Manager: Mrs J Middleditch

## Health & Safety Policy

### **Responsibilities:**

1) The overall and final responsibility for Health and Safety is that of:

The Chairman – Alan Beale

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

The Managers – Jacqui Middleditch and Lisa Taylor

3) To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas;

Name	Responsibility
Jacqui Middleditch	Vehicle/HR/Payroll/Admin/Finance Related matters
Lisa Taylor	Booking Office related matters

**All employees have a responsibility to:**

- Co-operate with managers on Health and Safety Matter
- 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 (as detailed in this policy statement).

**Consultation with Employees**

- Employee/Volunteer Representative: Jacqui Middleditch
- Consultation with employees is provided by: Jacqui Middleditch, Lisa Taylor and Samantha March
- Responsible for ensuring that all identified maintenance is implemented: Jacqui Middleditch
- Check that new equipment meets 'Health and Safety' standards before it is purchased: Jacqui Middleditch

**Competency for Tasks and Training**

- Induction training will be provided for all employees by Jacqui Middleditch/Lisa Taylor
- Job-specific training will be provided by Jacqui Middleditch/Lisa Taylor
- Specific jobs requiring special training are the responsibility of : Jacqui Middleditch/Lisa Taylor
- Training records are kept by Jacqui Middleditch/Lisa Taylor
- Training will be identified, arranged and monitored by Jacqui Middleditch/Lisa Taylor

**Signature of person responsible for policy:-**

Print name Alan Beale

Signature



Position Chairman

Date 28.06.23 Date of Next Review June 24