

CVS for Broxbourne & East Herts

COMMUNITY CAR SCHEME HEALTH & SAFETY POLICY



This appendix is in addition to the information contained in the Health and Safety Manual and is specific to the Community Car Scheme

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Fire

If a fire should happen in a vehicle whilst carrying a passenger: If possible immediately pull over to the side of the road. Do NOT do an emergency stop as the vehicle behind may run into your vehicle and the damage could trap you inside. As soon as the vehicle is stopped leave it and assist your passenger. Ensure you are both well away from the vehicle to avoid being harmed should the petrol ignite. Call the Fire Brigade and when able contact the office to inform them of the circumstances.

First Aid

All accidents and near misses are to be entered on a first aid form; a copy is to be given to the person involved, then the original to be locked in a drawer. (A near miss is an incident that could have resulted in damage to persons or equipment). Certain types of accidents must be reported under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) requirements.

If items are used from first aid boxes inform the office so that items can be replaced after use. The volunteer will check the contents of their first aid box on an annual basis.

Volunteers' vehicles

Each vehicle used by **CVS Broxbourne and East Herts** must carry a first aid kit with the following items as a minimum. Where vehicles are used on official business for CVSBEH they are to carry a relevant first aid kit in line with BS 8559-2

First Aid in an emergency Booklet	1
Dressing - 10 x 18cm	1
Sterile Cleansing Wipes - Pk 10	1
Washproof plasters assorted - pk10	1
Nitrile Powder Free Gloves (Pair)	1
Revive Aid/ resusi aid	1
Burnshield® Dressing- 10 x 10cm	1
Tuff-Kut Scissors	1

This does not mean the drivers have to proficient in first aid but must have the means for others to use if required.

In case of an accident to yourself or your passenger deal with incident using either the onboard first aid kit or by calling an ambulance and then contact your manager for advice.

Manual Handling

This includes any activity that involves bending, twisting as well as lifting.

All **CVS Broxbourne and East Herts – Community Car Scheme** volunteers are at risk if they do not follow the guidelines

General advice

First ensure the proposed route is free of obstructions. You may need help regarding closed doors or steps.

Place feet in line and slightly apart from the object.

Bend the knees.

Keep the back straight.

Ensure a firm comfortable grip allowing for the centre of gravity. (The balance point is not always in the middle)

Use the legs to raise yourself and the object, which must be kept close to your body.

Ensure you can see where you are going.

Do not turn the top part of your body whilst moving.

Keep the trunk in line with the legs.

Bend the knees to lower the object.

If you need to readjust your hold lower the object first.

Training

CVS Broxbourne and East Herts – Community Car Scheme will provide an opportunity for volunteers to be trained in the correct aspect of such activities in order to minimise the risk of injury.

In general the load must be assessed to ensure it is within your capabilities. If it is not then seek help or use mechanical assistance such as a trolley.

Wheel chairs

When folding wheel chairs for transportation beware of trapping fingers.

Ensure the boot of the car is clear and has free access for the size of the wheel chair. Fold the chair close to the open boot of the vehicle.

Crouch down alongside the folded wheel chair and grasp with both hands in a position that allows for the centre of gravity. This may vary from wheel chair to wheel chair. Keeping the wheel chair close to the body stand up. (Crouching down on one knee usually helps but not all volunteers are able to do this). Endeavour to place the lowest edge of the wheel chair into the boot and then slide the wheel chair in. An insert with a smooth surface can make this action easier. Removal is the opposite.

Reporting of accidents/incidents

All accidents and incidents, however minor, should be entered in the accident book. Do not struggle on with backache or pains in arms and legs. It is your duty to report the fact to the car scheme manager who is then obliged to check the current risk assessment and to investigating means of preventing further harm.

Pregnant Volunteers

All female volunteers are expected to notify **CVS Broxbourne and East Herts – Community Car Scheme** as soon as they have confirmation they are pregnant. **CVS Broxbourne and East Herts – Community Car Scheme** will then arrange for the

appropriate risk assessment to be carried out to ensure that they and the baby are not put at risk from **CVS Broxbourne and East Herts – Community Car Scheme** work activities.

Risk Assessments

In accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1992 **CVS Broxbourne and East Herts – Community Car Scheme** will carry out risk assessments on all of the work activities of its volunteers. The results of the risk assessments will be made available to all employees and volunteers together with the necessary controls to minimise those risks.

Such risk assessments will be reviewed at intervals no longer than three years and when there is a new or significant change in working practices or after an accident or incident.

Volunteers will be expected to fully co-operate with the manager or person carrying out the risk assessment.

Transport

All transport (including private vehicles) must be insured if used for **CVS Broxbourne and East Herts – Community Car Scheme** purposes. The vehicle must have a current MOT certificate and be mechanically sound. A current road fund licence must be held.

You must inform your insurance company that you are using your car occasionally to transport people on a voluntary basis unless this is not required according to the list of the ABI (Association of British Insurers): Volunteer Driving - the Motor Insurance Commitment document.

If there are any changes to your documentation (including endorsements on your license) you must inform the Car Scheme Co-ordinator immediately.

All accidents occurring whilst driving on behalf of **CVS Broxbourne and East Herts – Community Car Scheme** must be reported to the appropriate manager and entered in the accident book.

The RoSPA Safe Driver's Handbook and the Health and Safety Policy are to be issued to the volunteer drivers.

All journeys must be organized via the Car Scheme Co-ordinator. Journeys which are arranged on an individual basis will not be covered by our insurance. Therefore the CVS cannot accept responsibility for you, your passenger or any other party. While driving for the scheme, volunteers are covered by our public liability insurance.

Volunteer drivers must carry out regular walk around checks on the vehicle to ensure lights and wipers are working and that tyres are in good condition.

The use of hand-held mobile phones is not permitted by law and we do not support the use of hands free ones either. If you need to use or answer a mobile telephone then stop the vehicle in a safe place and turn off the engine first.

There is to be no smoking in the vehicles whilst being used on the Community Car Scheme.

You must inform the Car Scheme Co-ordinator of any changes to your health that influence your ability to drive.

Seat belts must be worn at all times whilst the vehicle is in motion unless a valid medical certificate of exemption can be produced. This must be available to produce during the journey.

Clients

The vehicle is owned by the driver and he/she is responsible for the vehicle's insurance, tax and maintenance of client safety. Clients must follow the driver's instructions especially when entering or leaving the vehicle.

Drivers may be able to help with loading and unloading reasonable personal shopping, but are not expected to lift heavy loads.

Wheelchair users must be able to self-transfer or bring an escort to help the transfer and lift the wheelchair into the boot unless the driver agrees to lift the folded wheelchair into the car.

Children must be able to travel using a standard seat belt only (taller than 1.35m or older than 12 years, whichever comes first).

Under 16 year olds must be accompanied by an adult at all times. They are not allowed to stay in the car unaccompanied or in the sole care of the driver.

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Operation/task		Employees at risk	All site personnel
Location Area	Any	Other personnel at risk	General public
Assessor		Key responsible Personnel	Supervisors

*Exposure ratings 1=Highly unlikely. 2=Unlikely. 3= Possible. 4 = Probable. 5 = Common. 6 = Regular. 7 = Continuous

** Severity ratings. 1= Trivial. 2 = Minor. 3 = Under 3 day injury. 4 = Over 3 day injury/reportable. 5 = Major Injury. 6 = Fatality (1 person). 7 = Multiple fatality (2 + persons

Activity	Significant Hazard	Risks	Pre control Risk Ratings			Control measures	Post Control Risk ratings			Comments
			1*	2**	1x2		1*	2**	1x2	

Lone Working

Operation/task	Working alone	Employees at risk	All site personnel
Location Area	Any	Other personnel at risk	General public
Assessor		Key responsible Personnel	Supervisors

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Activity	Significant Hazard	Risks	Pre control Risk Ratings			Control measures	Post Control Risk ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
Working / driving alone	Heart attack Epileptic fit Diabetes Serious injury	Death	3	6	18	Volunteer to inform manager of any health issues likely to affect their work.	2	6	12	
Transporting a passenger	Attacked by member of the public	Major injury	2	5	10	Stop the vehicle in a safe place. Leave the vehicle taking the ignition keys. Phone the police	1	5	5	

Manual Handling

Operation/task	Manual handling	Employees at risk	All site personnel
Location Area	Any	Other personnel at risk	Contractors and visitors
Assessor		Key responsible Personnel	Supervisors

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Activity	Significant Hazard	Risks	Pre control Risk Ratings			Control measures	Post Control Risk ratings			Comments
			1*	2**	1x2		1*	2**	1x2	
Lifting in general	Heavy weight	Back problems	3	4	12	Training in manual handling.	2	4	8	
Lifting of wheel chairs	Size and weight	Back and arm problems	3	4	12	Follow the advice given on lifting a folded wheel chair	2	4	8	Ensure the boot area of the vehicle is clear and big enough for the wheel chair
Moving of occupied wheel chairs	Weight and occupant	Injuries to back and limbs	3	4	12	Check wheel chair is safe to use Use provided restraints. Tell occupant to keep arms and legs on/within the confines of the chair. Use dropped kerbs	1	4	4	Handbags and other items are to be carried on the lap of the wheel chair occupant. They are not to be hung on the handles where they may foul static objects.

					Apply brakes as appropriate				
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Transport

Operation/task	Transport	Employees at risk	All site personnel
Location Area	Any	Other personnel at risk	General public
Assessor		Key responsible Personnel	Supervisors

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Activity	Significant Hazard	Risks	Pre control Risk Ratings			Control measures	Post Control Risk ratings			Comments
			1*	2*	1x 2		1 *	2* *	1x 2	
Driving	Tiredness/fatigue/illness	Crash - injury to self and others	5	7	35	Do not drive if tired or ill	2	7	14	RoSPA Volunteer Drivers Handbook issued to each driver
Driving	Lack of vehicle maintenance	Crash - injury to self and others	5	7	35	Maintain manufacture's maintenance schedule and advice	1	7	7	MOT and Service records to be produced annually. Before using the vehicle check tyres, lights, windscreen wipers and mirrors
Reversing	Restricted view of pedestrians and objects	Injury to persons Damage to objects	5	6	35	Driver to check in both rear view mirror and both side mirrors before reversing	2	6	12	
Use of mobile phone	Distraction	Crash - injury to self and others	5	7	35	Use of mobile phones whilst driving is not allowed	1	7	7	No smoking or eating whilst on the move

Carriage of goods	Insecure load	Crash /injury to driver and passenger	5	7	35	All loose equipment to be secured.	2	7	6	
Drinking and driving	Not in control	Crash - injury to self and others	5	7	35	No drinking and driving	1	7	7	Drivers should not have drunk any alcohol in the eight hours before volunteering and be sure that the level of alcohol in their blood is below the legal limit
Driving	Incorrect or lack of insurance	Lack of cover. Client left by the roadside if police refuse to allow the vehicle to proceed	2	2	4	Check documents once a year	1	1	1	Police may seize vehicle that is not correctly insured.
Driving	Poor eyesight	Crash – injury to self and others	3	7	21	Use prescribed glasses or lenses. Visit opticians at no more than two year intervals	2	7	14	
Driving	Drugs	Crash – injury to self and others	4	7	28	Check that prescribed or over the counter drugs will not affect driving skills. No illegal drugs to be used	2	7	14	RoSPA Volunteer Drivers Handbook issued to each driver

Driving	Excess speed	Crash – injury to self and others	4	7	28	Driver to stay within speed limit at all times	2	7	14	RoSPA Volunteer Drivers Handbook issued to each driver
Driving	Non-use of safety restraints	Injury to self and occupants	5	7	35	Seat belts to be worn unless exempt. Head restraints to be correctly adjusted	2	7	14	RoSPA Volunteer Drivers Handbook issued to each driver.
Driving	Breakdown	Injury to self and others.	3	7	35	If possible stop car in a safe position. Switch on hazard lights Assess whether the passengers would be safer in or out of the car. Contact manager	2	7	14	Vehicles to be checked before use. Drivers should carry warning triangle and Hi-vis jacket. If on motorway occupants should be on the other side of the near side safety barrier and not in the car.

Driving	Accident	Injury to self and others	3	7	21	If possible move the vehicle to a safe position. Protect vehicle and self with warning triangle. Check other occupants to see if condition allows them to leave the vehicle. If appropriate call the emergency service. Call the manager	3	7	21	Drivers are advised to keep a safe distance between their vehicle and the one in front. Warning triangles and Hi vis jackets are recommended
Driving	Passenger becoming ill	Distraction to driver	3	3	9	Stop in a safe place as soon as possible. Telephone for the emergency services if appropriate. Call the manager for advice.	2	3	6	