

Club Travel
Health and Safety Policy 2025



1. Policy Statement

Club Travel Ltd is committed to ensuring the health, safety, and welfare of all its employees, passengers, and others who may be affected by our operations. We strive to provide a safe working environment for our staff and a safe service for our clients by complying fully with all relevant health and safety legislation, codes of practice, and industry standards.

We recognise our responsibility to prevent injury and ill-health, and we aim to continually improve our safety management systems and overall performance. Health and safety are integral to the values of Club Travel Ltd, and we promote a positive safety culture across the company.

2. Responsibilities

2.1 The Director, *Sajid Hussain*, has overall responsibility for health and safety across the organisation.

2.2 Managers and supervisors are responsible for the implementation of this policy within their departments and teams.

2.3 All employees are required to take reasonable care of their own health and safety, and that of others, by following safety procedures and reporting any concerns or incidents.

3. Risk Assessment

We carry out regular risk assessments on all aspects of our operations, including but not limited to:

- Vehicle condition and roadworthiness
- Passenger safety (including children and vulnerable individuals)
- Safe embarkation and disembarkation procedures
- Driver working hours and fatigue management

Control measures are introduced where necessary to eliminate or reduce risk. Risk assessments are reviewed periodically and when significant changes occur.

4. Training and Competency

Club Travel Ltd ensures that:

- All employees receive health and safety induction training when they join the company.
 - Ongoing training is provided to ensure employees remain competent in their roles.
 - Bespoke training is delivered in-house by qualified trainers, especially for our **Passenger Assistants**.
 - We are expanding our training services to support safe and inclusive transport nationwide.
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5. Accident and Incident Reporting

All employees must report any accidents, incidents, or near misses immediately to their supervisor or manager.

We maintain an accident book and log all incidents. Each report is investigated thoroughly and any necessary steps are taken to prevent recurrence. Lessons learned are shared across the company.

6. Health and Safety Arrangements

We ensure that appropriate arrangements are in place for:

- Regular vehicle checks and preventative maintenance
 - First aid equipment and trained personnel
 - Emergency evacuation and fire safety
 - Use of personal protective equipment (PPE), where appropriate
 - Cleanliness and hygiene in vehicles and premises
 - Lone worker safety protocols
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7. Monitoring and Review

This policy will be monitored continuously and reviewed:

- At least **once annually**
- Following any major incident
- When legislation or operational activities change significantly
- Policy due for review: 10th March 2026

All employees will be informed of changes and given the opportunity to contribute to future revisions.

8. Contact Information

For any queries or concerns regarding this Health and Safety Policy, please contact:

Sajid Hussain

Director, Club Travel Ltd

 Mobile: **07973 687 630**

 Landline: **01924 363 738**

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