



Health & Safety Policy

1. Policy Statement

Hughes Driver Training is committed to providing and maintaining a safe and healthy working and learning environment for all employees, learners, contractors, and visitors.

We aim to prevent accidents, work-related ill health, and unsafe situations by promoting a strong health and safety culture across the organisation.

This policy is supported by specific procedures, risk assessments, and safe systems of work relevant to our operations.

2. Scope

This policy applies to:

- All company premises, training locations, and vehicles.
 - All employees, contractors, volunteers, and learners.
 - All work and training activities carried out on behalf of Hughes Driver Training.
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3. Legal Framework

This policy complies with:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Provision and Use of Work Equipment Regulations 1998 (PUWER)**
- **Control of Substances Hazardous to Health (COSHH) Regulations 2002**

- Other relevant UK health and safety legislation and guidance.
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4. Responsibilities

Managing Director

- Has overall responsibility for health and safety compliance and policy review.

Managers & Supervisors

- Implement health and safety procedures in their areas of responsibility.
- Ensure staff and learners are aware of safe working practices.
- Conduct risk assessments and review them regularly.

Employees & Learners

- Take reasonable care of their own health and safety and that of others.
 - Follow health and safety rules, signage, and training provided.
 - Report hazards, unsafe practices, and incidents immediately.
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5. Health & Safety Arrangements

Risk Assessments

- Conducted for all activities, reviewed annually or after significant change.

Training

- All employees receive health and safety induction and role-specific training.
- Instructors and drivers receive specialist safety training as required.

Accident Reporting

- All accidents, near misses, and incidents must be reported to management immediately and recorded in the accident book.

First Aid

- Adequate numbers of trained first aiders will be maintained at all sites.
- First aid kits will be stocked and accessible.

Fire Safety

- Fire risk assessments will be conducted and reviewed annually.
- All staff and learners must know evacuation routes and assembly points.

Vehicle Safety

- Daily vehicle safety checks must be carried out before driving.
- Defects must be reported immediately and vehicles taken out of service if unsafe.

Personal Protective Equipment (PPE)

- Provided where necessary and must be worn as instructed.
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6. Monitoring & Review

- Regular inspections will be carried out to identify hazards and ensure compliance.
 - This policy will be reviewed annually or following significant changes in operations or legislation.
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7. Breaches of Policy

Failure to follow health and safety rules may result in disciplinary action for employees or removal from training for learners.

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