

CARGODALE



Health and Safety Policy

Part 1: Statement of intent

As a community based delivery organisation, Cargodale fully recognises its health and safety responsibilities to its staff, volunteers and customers. To this end, it will ensure that:

- All of its staff and volunteers are fully trained and appropriately equipped.
- All of its delivery vehicles are regularly inspected and maintained.
- Appropriate health and safety and accident reporting procedures are followed.

Part 2: Responsibilities for health and safety

Beate Kubitz has overall responsibility for health and safety.

Antony de Heveningham is responsible for day-to-day implementation of health and safety procedures.

Part 3: Arrangements for health and safety

- Staff and volunteers will be provided with training on safe operation of vehicles and delivery procedures.
- Staff and volunteers are expected to use PPE, including reflective vests and a correctly fitted cycle helmet. This will be supplied by Cargodale if necessary.
- Staff and volunteers should adhere strictly to any hygiene and disease control measures, including social distancing and wearing of masks when making deliveries. Staff or volunteers who feel unwell or have COVID-19 symptoms should not carry out deliveries.
- All vehicles will be checked for defects or maintenance issues before use.
- All vehicles will be equipped with a first aid kit.

- Staff and volunteers will be consulted on health and safety procedure and their feedback taken into account.
- While the DriverNet routing app has the facility to report accidents and near misses, a full record of these will be kept in an accident book located at Hebden Bridge Town Hall.
- A risk assessment of Cargodale's activities will be carried out and reviewed if working conditions or practices change.
- Any additional health and safety concerns not covered by the above can be reported to **Antony de Heveningham**.

Cargodale

Hebden Bridge Town Hall, St George's Street

Hebden Bridge

HX7 7BY

www.cargodale.co.uk