

Health & Safety Policy Statement



Kinross-shire Volunteer Drivers accept its responsibilities for the Health and Safety of people who may be affected by its activities.

It is the policy of **Kinross-shire Volunteer Drivers** to ensure, so far as it is reasonably practicable, the provision and the maintenance of safe and healthy working conditions, equipment and systems of work for all of its employees, volunteers and users of its services.

It is the responsibility of all employees, volunteers and service users to take reasonable care of themselves and of any other person who may be affected by their act or omission.

Kinross-shire Volunteer Drivers

- Will consult with staff and volunteers on matters affecting their Health & Safety.
- Provide all staff and volunteers with information and advice, training and guidance to ensure that they are competent to carry out their duties and prevent accidents.
- Maintain safe and healthy working conditions as far as is practicable.

This policy statement will be revised and reviewed at regular intervals at least yearly.

Kinross-shire Volunteer Drivers

- 1) Must ensure that drivers are physically and mentally fit to drive and escort clients by talking to/meeting with them on a regular basis.
- 2) Must ensure that volunteers have a valid driving licence, insurance and MOT certificate (if applicable) by volunteers completing a car information sheet yearly.

Volunteers must understand that they have a legal duty to be fit to drive and physically and mentally able to escort clients.