

This is the Health and Safety Policy Statement of **Paramount Executives**

Our Statement of General Policy is:

to provide adequate control of the health and safety risks arising from our work activities;

- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to provide information, instruction and supervision for employees; to ensure all employees are competent to do their tasks and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

As the employer we have overall responsibility for health and safety.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to cooperate with you to help you comply with the law.

All employees have to:

- cooperate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person this policy statement.

Health and Safety Risks arising from our Work Activities

Risk assessments will be undertaken by the Paramount Executives Management Team, who will be responsible for ensuring the action required is implemented.

Assessments will be reviewed every 12 Months - or when the work activity changes, whichever is soonest.

Competency for Tasks and Training

Induction training will be provided for all employees by the Paramount Executives Management Team. Specific jobs requiring special training are Taxi Bookings System.



Training records are kept at registered office.

Accidents, First Aid and Work-related Ill health

The first aid boxes are kept in company vehicles.

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept at the registered office.

Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, e.g. doing spot check visits, or reactively, e.g. investigating any accidents or ill health. Record your procedures here.

To check our working conditions, and ensure our safe working practices are being followed,

The Paramount Executives Management Team is responsible for:

- investigating accidents;
- for investigating work related causes of sickness absences;
- for acting on investigation findings to prevent a recurrence.

Emergency Procedures

The Paramount Executives Management Team is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked by South Bucks District Council twice annually.

Fire extinguishers are to be maintained and checked by South Bucks District Council twice annually.



Our Risk Assessment

Paramount Executives vehicles will on a daily basis be subject to a 10-point safety check.

1. Check bodywork.
2. Check tyres.
3. Check door operation.
4. Check horn.
5. Check lighting.
6. Check seatbelt operation.
7. Check fire extinguisher.
8. Check first aid kit.
9. Check vehicle fluids (Oil, Water).
10. Physical observation (Walk round).

Paramount Executives will be responsible for:

- issuing instructions to sub-contractors to implement this daily check;
- for checking any sub-contractors' vehicle, licence and insurance documents are valid and up to date;
- for checking that all sub-contractors have a valid Disclosure and Barring Service (DBS) Certificate.

In the event of a vehicle breakdown or road traffic accident, The Paramount Executives Management Team will be responsible for issuing instructions to sub-contractors to manage the health and safety of our passengers/clients in the form of reporting, communicating and recording all relevant information.

Paramount Executives will ensure clear communications with the contracting authority and with our passengers /clients or persons responsible for our passengers/client

