

<<Courier/Distribution
Arrangements

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ARRANGEMENT

1. Training and Supervision

It will be the policy of <<Courier/Distribution>> ("the Business") that health and safety information relevant to the work of all employees whether full time, part time or temporary employees are:

On-going training will be provided as follows:

- Competent to carry out their duties.
- Aware of their health and safety responsibilities to themselves and their customers.

Decisions relating to on-going training will be made by the person with day to day responsibility for Health and Safety. Records of training and implementing health and safety measures will be kept on each employee's or contractor's file.

Checks will be made by the supplying company to ensure that all temporary staff are competent to carry out the tasks allocated to them.

All employees or contractors will be given appropriate training to ensure they are familiar with all aspects of the work and the equipment. No member of staff either permanent or temporary will be permitted to use any equipment for which they have not received appropriate training.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The management will ensure that a suitable and sufficient Risk Assessment is carried out. Upon the completion of the assessment, measures will be introduced, maintained and reviewed as necessary.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations, 1992)

The management will ensure that the Health, Safety and Welfare needs of all those who work in the Business are met. This includes any contractors who are carrying out maintenance or service work. All work will be carried out in a safe manner and members of the public have access to the work area. Measures will be taken to ensure that they are not adversely affected by the work.

4. Manual Handling

(Manual Handling Operations Regulations, 1992)

The Directors/Proprietor/Partners will ensure that all manual handling operations required are carried out safely. Wherever possible the Business will provide mechanical aids in order to reduce the risk of injury to a driver/distributor or courier. Measures will be taken to ensure that the risk of injury is reduced to a minimum.

5. **First Aid**

(Health and Safety (First Aid) Regulations 1981)

The Directors/Proprietor/Partners shall ensure that all employees/contractors have access to adequate First Aid provisions. The level of cover shall be determined by risk assessment.

6. **Accident Reporting**

(Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013)

All accidents and incidents will be reported to the HSE. An accident book and personal details kept secure to comply with data protection legislation. Any reportable accidents or dangerous occurrences shall be reported to the HSE as soon as possible by the Directors/Proprietor/Partners.

7. **General Work Equipment**

(The Provision and Use of Work Equipment Regulations 1998)

It will be the Directors/Proprietor/Partners' responsibility to ensure that the Business:

- Provides suitable equipment (Reg. 4)
- Ensures that equipment will be maintained in a safe state, in efficient working order and in good repair
- Ensures that all equipment is used as required by Regulation 6
- That the operators are competent (Regs. 8 & 9)

(Lifting Operations and Lifting Equipment Regulations 1998)

It will be the Directors/Proprietor/Partners' responsibility to ensure that any equipment intended for the lifting, moving or other transport of loads is suitable.

8. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Directors/Proprietor/Partners to ensure that a Fire Risk Assessment is carried out regularly on all premises. They will ensure that fire alarm /detection systems. They will ensure that fire extinguishers are available at all locations to be advised by the fire and police. Fire extinguishers are to be checked annually by a specialist company.

It will be the responsibility of all staff to ensure that any fire doors are kept closed and that all routes are kept clear at all times.

9. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Directors/Proprietor/Partners will ensure that assessments are carried out for all persons who use display screen equipment. Assessments will consider the amount of time a person uses a VDU, the design and usability of their workstation and general working environment.

10. **Personal Protective Equipment (PPE)**

(The Personal Protective Equipment Regulations 1992)

The Directors/Proprietor/Partners will ensure that contractors wear proper safety footwear at all times, and have PPE supplied, wherever they are working anywhere near moving vehicles. If contractors have PPE supplied, contractors will supply their own.

These arrangements and procedures will be reviewed when there is a change in circumstances, in work practices or the introduction of new equipment.

Name: <<Insert Full Name>>

Position:

Date: <<Date>>

Signature: