



The Church Lads' and Church Girls' Brigade Health and Safety Policy

November 2023



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1. Introduction to health and safety

- 1.1. Health and safety is a term that is often associated with red tape and not being able to do the things you want to do. However, paying attention to health and safety in your activities shouldn't stop you from running them – in fact, it should make them more enjoyable and accessible for everyone.
- 1.2. The Health and Safety at Work Act 1974 is the primary piece of legislation governing occupational health and safety in Britain and the Health and Safety Executive (HSE) is responsible for enforcing the Act.
- 1.3. Although volunteers are not included in health and safety legislation in the same way as paid staff, any organisation involving volunteers has a legal responsibility and a 'duty of care' towards their volunteers, as well as to anyone else who may be affected by its activities.
- 1.4. This 'duty of care' is a common law duty to take reasonable care to avoid causing harm to others. An organisation may face a legal liability if this duty is breached. In addition, if an organisation owns or is responsible for premises it has a duty to make sure that the building is safe to use and complies with health and safety regulations.

2. Health and safety policy

- 2.1. Employers with fewer than five staff are not required to have a written policy, but are strongly advised to do so. Having a policy demonstrates a clear commitment to implementing good health and safety standards and is the foundation for any related procedures and practices.
- 2.2. Organisations with no staff are not required to have a written health and safety policy, however they do need to ensure that their volunteers work in a safe environment where levels of risk have been reduced to a minimum.
- 2.3. CLCGB health and safety policy documents:
 - Health form for activities and events (CF2)
 - Accident report form (HS1)
 - Risk Assessment (HS2).



3. General statement

- 3.1. The Church Lads' and Church Girls' Brigade (CLCGB) is committed to protecting the health, safety and welfare of everyone affected by our operations, including staff, volunteers, members and the general public.
- 3.2. To keep our staff safe, the law requires us to provide:
- A safe place to work.
 - Safe work equipment.
 - Adequate welfare facilities.
 - Health and safety information, instruction and training.
- 3.3. CLCBG regards having great standards of health and safety as a key objective. To help us achieve this we will:
- Provide adequate control of any health and safety risks arising from our activities.
 - Consult with our staff on matters affecting their health and safety.
 - Provide and maintain safe equipment.
 - Ensure safe handling and use of substances.
 - Provide information, instruction and supervision for staff and others.
 - Ensure all staff and volunteers are competent to do their job safely, and give them adequate training.
 - Prevent accidents and cases of work-related ill health.
 - Maintain safe and healthy working conditions.
 - Review and revise this policy as necessary at regular intervals.

4. Organisation and responsibility

- 4.1. The overall responsibility for Health and Safety lies with **Andrew Hayday (Governor)**
- 4.2. The following people have responsibility for health and safety:

Name / Role Title / Responsibility

- 4.3. If you need any more information or have any concerns about health and safety, please contact one of the people above.



- 4.4. Members of staff and volunteers are reminded that they are personally responsible for their own health and safety, and the safety of the others in their care. They have a responsibility to:
- Co-operate with the CLCGB on health and safety matters.
 - Not interfere with anything provided to safeguard their health and safety.
 - Take reasonable care of their own and others' health and safety.
 - Use equipment correctly, in accordance with training and instructions.
 - Report all health and safety concerns to an appropriate person.


5. Arrangements for health and safety

- 5.1. These are the policies and procedures we use to ensure we meet our health and safety responsibilities. More detailed information is available from NHQ or by visiting the [HSE website](#).
- 5.2. Accidents, Incidents and Ill Health
Accidents will always happen - there is no such thing as an accident-free environment. What we need to do is manage health and safety, so that when accidents do occur we learn from them and try to prevent them happening again
- 5.3. All staff and volunteers must make sure that they know how to report accidents using the accident book on site. They must also report any other health and safety issues they are concerned about.
- 5.4. Asbestos
Some older buildings may contain asbestos. This is only a danger if the asbestos is disturbed, for example by construction work. If you notice any material that you think may contain asbestos has been damaged (for example pipes or wall panels) report it to the person in charge immediately.
- 5.5. Communication and Consultation with Staff
We believe that open and honest communication and consultation about health and safety is essential.
- 5.6. This may include:
- Individual conversations/discussions.
 - Notice boards in prominent places.
 - Internal publications, intranet, newsletters, etc.
 - Staff meetings.



- 5.7. We will display the 'Health and Safety Law – What You Should Know' poster. This poster provides a summary of the essential responsibilities of employers and staff.
- 5.8. Control of Substances Hazardous to Health (CoSHH)
We want to protect any staff who work with hazardous substances. Only staff who have received information, instruction and training may use a hazardous substance (for example bleach and other cleaning materials).
- 5.9. Disabilities
We are committed to ensuring that everyone associated with our activities is treated with dignity and respect. We will:
- Ensure that specific risk assessments are undertaken to identify the particular needs of disabled people.
 - Implement reasonable adjustments to the premises/working arrangements for people with disabilities.
 - Encourage staff and others to suggest any potential improvements.
 - Ensure that anyone whose mobility may be impaired has a Personal Emergency Evacuation Plan in place.
 - Ensure that suitable plans are in place so that volunteers, visitors, members of the public, etc. can evacuate the premises safely.
- 5.10. Display Screen Equipment (DSE)
To protect the health and safety of staff who regularly work with computers (DSE), we will assess workstations to ensure that all equipment meets individual needs.
- 5.11. All DSE users are entitled to free, regular eye tests. Where staff require glasses specifically for use with display screen equipment, we will contribute to providing these (subject to a maximum value).
- 5.12. Driving on Business
Staff may be required to drive on CLCGB business, either in their own vehicle, a CLCGB vehicle or a hire vehicle. We will do all we can to reduce the risks to staff, however drivers must be aware of the risks and take steps to reduce them as much as possible. All drivers must comply with the requirements of road traffic legislation at all times
- 5.13. It is the responsibility of each driver to ensure that:
- Their vehicle is in a safe, well maintained condition.
 - They hold a valid driving licence and the appropriate insurance.
 - They are physically fit and capable of driving.
 - They plan their journey to allow sufficient time.
 - They have any required equipment, such as car seats for children.



- 5.14. CLCGB may, at its discretion, ask to see a driving licence before authorising a person to drive on CLCGB business.
- 5.15. Drivers should ensure that they take regular rest breaks (i.e. every 2-3 hours or at first signs of tiredness). Mobile devices must not be used when driving unless a hands free device is used. Even where a hands free device is used, drivers shouldn't make or receive calls on their mobile phones as this can cause distractions.
- 5.16. Smoking is not allowed in CLCGB vehicles or when transporting children under 18. Driving whilst under the influence of alcohol, drugs or prescription medication is strictly prohibited.
- 5.17. Drivers should pay particular attention to their personal safety when driving, including:
- Not leaving valuables on display in their vehicle.
 - Making sure that someone is aware of their journey and their expected return.
 - Locking the vehicle's doors .
 - Planning the journey to avoid becoming lost.
 - Carrying a charged mobile phone to summon help if required.
 - Having adequate breakdown cover.
 - Adhering to safety regulations in the event of a breakdown (e.g. standing behind the barrier on the motorway).
 - Taking care when leaving the vehicle, paying particular attention to where it is parked if the return journey will be made after dark.
 - Reporting any accidents/incidents that occur.
- 5.18. Drugs and Alcohol
We operate a zero tolerance approach to the possession, use or distribution of drugs for non-medical purposes. In addition, CLCGB may report any suspicions to the police for investigation, and will co-operate fully with any police investigation.
- 5.19. Drinking alcohol in connection with CLCGB activities without express permission is strictly forbidden.
- 5.20. Electricity
We will take all reasonable steps to protect the health and safety of those who use, operate and/or maintain electrical equipment in relation to our activities.
- 5.21. To achieve this we will:
- Carry out a visual check electrical equipment before each use, to check for damaged wires, faults, etc.
 - Never use any defective/faulty electrical equipment.
 - Report any defects to the person in charge.
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- Never carry out repairs to any electrical item unless qualified to do so.
- Switch off non-essential equipment from the mains when left unattended for long periods and overnight.
- Never bring any electrical item onto the premises without prior authorisation (e.g. heaters, etc.).
- Make sure that electrical cables aren't a tripping hazard or in danger of mechanical damage.

5.22. Emergency Evacuation Procedure

Upon hearing the alarm:

- Vacate the premises immediately by the nearest available exit
- Close all windows and doors behind you
- Don't use a lift unless authorised to do so
- Go to your designated assembly point
- Report to the person in charge of your assembly point

5.23. Never re-enter the building to collect personal belongings. When it is safe to re-enter the fire service/senior person present will let you know.

5.24. All visitors, members, members of the public etc. should be escorted to the assembly point and shouldn't leave the area before notifying the senior person present.

5.25. In the event of an emergency evacuation raise the alarm, get out and stay out.

5.26. *The Environment*

We will take all reasonable steps to protect the environment. As such we are committed to ensuring that:

- Pollution is avoided where possible (i.e. water, land and air).
- Water and energy usage is kept to a minimum.
- Waste materials will be recycled wherever possible.
- Any instances of pollution are reported to the appropriate authority.

5.27. Fire

Whilst we will take all reasonable steps to prevent a fire from occurring, in the unlikely event of fire the main consideration must be for the preservation of life. This overrides all other considerations, such as saving property and extinguishing the fire.

5.28. As soon as the evacuation signal is given, all occupants must evacuate the premises immediately and report to their designated assembly points.



5.29. Re-entry of the building is strictly prohibited until authorised by the fire service or a senior person present.

5.30. Upon discovering a fire:

- Operate the nearest fire alarm call point.
- Only attack the fire with the firefighting equipment provided if it is safe to do so, you have authorisation and have received the appropriate training.
- Always ensure there is a safe exit route before attempting to extinguish any fire.
- Leave the building immediately if you can't control the fire or if your escape route is threatened.

5.31. *First Aid*

We will ensure that we appoint and train a sufficient number of First Aiders.

5.32. Any incident or accident that requires first aid treatment should be recorded using the appropriate accident reporting procedure.

5.33. First aid boxes will be provided and should be kept adequately stocked. The person responsible for the contents must replace any items that are used.

5.34. Gas Installations and Gas Appliances

We will ensure that any work carried out on any gas fittings and appliances is undertaken in accordance with UK legislative requirements. All work will only be undertaken by fully competent, appropriately authorised people.

5.35. We will ensure that any gas fitting is carried out by Gas Safe registered engineers, as required under legislation. No person is permitted to touch/carry out any work on any gas appliance, gas fitting or pipe work, unless they are fully qualified and have been authorised to do so.

5.36. Health, Safety and Welfare Facilities

We will ensure that we have suitable:

- Emergency, fire and evacuation equipment and procedures.
- First aid provision.
- Premises, including entrances and exits.
- Workstations and work equipment.
- Ventilation, temperature control and lighting.
- Standards of cleanliness and housekeeping.
- Toilet and washing facilities (plus showers if required).
- Facilities for changing, rest breaks, eating and drinking.
- Accommodation for clothing.



5.37. Legionnaires' Disease

Legionnaires' disease is a potentially fatal form of pneumonia and everyone is susceptible to infection. However, some people are at higher risk, including:

- People over 45 years of age.
- Smokers and heavy drinkers.
- People suffering from chronic respiratory or kidney disease.
- Anyone with an impaired immune system.

5.38. These bacteria are common in natural water sources such as rivers, lakes and reservoirs, but usually in low numbers. They may also be found in purpose-built water systems such as cooling towers, evaporative condensers and whirlpool spas. Legionnaires' disease is contracted by inhaling small, airborne droplets of water that contain the bacteria.

5.39. We will take all reasonable steps to identify potential legionellosis hazards and to prevent or minimise the risk of staff/others being exposed. We will make sure that controls are put in place where necessary, including the careful cleaning and adequate maintenance of water systems, the use of chlorine/biocides and the management of water temperatures.

5.40. Manual Handling

Wherever possible, we will endeavour to avoid staff and others being required to manually handle loads, so that the injuries and long-term health effects associated with manual handling can be avoided. However, where manual handling can't be avoided, we will carry out a risk assessment to identify the control measures required to reduce the risks to an appropriate level.

5.41. New and Expectant Mothers

We recognise that during pregnancy and in the first six months after the birth of a baby, a woman may require different and/or additional measures in order to protect her health and safety.

5.42. When a staff member advises us that she is pregnant, a New and Expectant Mothers' Risk Assessment should be undertaken to help ensure the health and safety of both mother and unborn baby. Any additional safety control measures will be implemented and the assessment should be reviewed regularly as the pregnancy progresses, if there is a change in medical condition, etc.



5.43. Outdoor and Mobile Working

We will ensure, as far as possible, that anyone who undertakes activities outdoors or away from their normal base is not put at any additional risk to their health and safety.

5.44. Those working outdoors, or away from base, must ensure that they:

- Familiarise themselves with the safety precautions of the site they are on (i.e. by liaising with the person in charge).
- Familiarise themselves with the emergency arrangements in place prior to starting any activities.
- Report any issues/problems as soon as possible.
- Stop the activity (unless stopping presents a greater risk) if they feel that their safety is at risk.
- Use, store and maintain any Personal Protective Equipment (PPE) provided as required, and report any defects.
- Report any accidents and incidents and also follow local reporting procedures.

5.45. Risk Assessment

Risk assessment is concerned with looking at the hazards associated with activities (i.e. anything with the potential to cause harm), then judging the likelihood of that hazard causing harm and the severity of any harm if it does.

The risk assessment process takes account of any measures that are already in place to control the risks, then identifies any additional measures required to reduce risks to an acceptable level.

5.46. Risk assessments must be reviewed on a regular basis, or whenever there is a change to processes, procedures, work activities or legislation.

5.47. Smoking

CLCGB operates a smoke free workplace policy, in accordance with the requirements of the Health Act 2006. This legislation prohibits smoking in any enclosed or substantially enclosed public places and includes all public places and workplaces.

5.48. The smoke free legislation extends to vehicles used for work by more than one person and/or for transporting the general public (private vehicles are exempt).

5.49. This policy also covers the use of electronic cigarettes.

5.50. Slips, Trips and Falls

Over a third of all major injuries reported each year are caused as a result of a slip or trip (the single most common cause of injuries at work).



Slips and trips also account for over half of all reported injuries to members of the public.

5.51. We will take all reasonable steps to ensure that slips, trips and falls are avoided where possible. This includes:

- Ensuring that spillages are cleaned up immediately.
- Making sure that 'wet floor' signs are used where necessary.
- Making sure that floor coverings and floor surfaces are in good condition.
- Avoiding trailing cables that can be a trip hazard.
- Encouraging staff and others to wear appropriate footwear.
- Making sure that lighting levels are adequate.
- Keeping all walkways clear from rubbish and other obstructions.

5.52. Any potential slip and trip hazards should be reported and dealt with immediately.

5.53. Training in Health and Safety

We will ensure that staff and others receive adequate information, instruction and training to undertake activities safely and without risks to health.

5.54. Staff have a legal responsibility to participate in any training they are asked to attend, to work according to the training they have received and to ensure they are trained and competent before undertaking work activities.

5.55. Violent and Aggressive Behaviour

Some people may be at risk of violent or aggressive behaviour in the course of their activities with CLCGB.

5.56. Violence and aggression can take many forms, including:

- Physical assaults.
- Threats.
- Verbal abuse.
- Psychological abuse.

5.57. CLCGB operates a zero tolerance approach to violent and aggressive behaviour towards staff and others; as such any incident must be reported as soon as possible. Anyone who has concerns regarding violent and aggressive behaviour should report them immediately.



5.58. Welfare Facilities

All employers must provide adequate health, safety and welfare facilities for staff and as such we will ensure that we comply with these requirements.

5.59. We will make sure that toilet and washing facilities (plus showers if required) are adequate, well maintained and kept clean. In addition, all facilities for changing, rest breaks, eating and drinking will contain the required facilities (e.g. seating accommodation) and will be kept in a clean and tidy condition.

5.60. *Work Equipment*

We will do everything reasonably practicable to ensure that any equipment provided is safe and appropriate for its intended use. Staff and others will receive the appropriate information and training to be able to use equipment safely.

5.61. Everyone must:

- Only use work equipment that they are fully trained and competent to use.
- Not undertake any maintenance work unless competent and authorised to do so.
- Not interfere with or remove anything that has been provided for safety reasons (e.g. guards, etc.).
- Report any faults/problems immediately.
- Use any Personal Protective Equipment (PPE) in accordance with requirements.

5.62. Working at Height

On occasion staff or others may be required to work at height, for example where activities require the use of a ladder or stepladder. We recognise that working at height poses additional risks and will take all reasonable steps to protect the health and safety of those affected.

5.63. Wherever possible, we will eliminate the need to work at height. When this isn't practical, we will identify and risk assess all work activities that involve working at height, so that adequate control measures can be implemented.

5.64. Before undertaking any work at height, the person concerned must make sure that:

- The task has been properly assessed to identify the risks and control measures required.
- Suitable safety measures are in place.
- Any equipment being used is safe, well maintained and appropriate.



- The person only uses equipment that they have been trained and authorised to use.

5.65. *Young Persons*

A 'young person' is defined as somebody who is under the age of 18. We recognise that young people may face additional risks to their health and safety because of their lack of knowledge and experience in the workplace. We will make sure that the risks to young people are assessed and that any additional control measures required are identified and implemented. We will also ensure that the young person is properly trained and supervised to enable them to carry out their activities safely.

6. **Risk Assessment**

- 6.1. Risk Assessment is one of the most important tools that is used in health and safety. It is a proactive method of preventing accidents and ill health, by thinking about what could go wrong and how to stop it happening **before** any harm is caused. In other words, prevention is better than cure!
- 6.2. Dynamic risk assessment involves quick identification and decision making when the risks are difficult to predict as a result of changing conditions. This type of assessment is used to control risks 'on the spot'.

6.3. **Hazards**

A hazard is something with the potential to cause harm (through injury or ill health). Common hazards include (but are not limited to):

- Poor floor conditions/housekeeping standards, leading to slips, trips and falls.
- Manual handling activities (i.e. lifting and carrying).
- Working at height (e.g. using a step or stepladder).
- Hazardous substances (e.g. cleaning chemicals with warning symbols on the packaging).
- Electricity and electrical equipment.
- Fire (caused by faulty electrical equipment, smoking etc.).
- Work equipment (office equipment, hand tools etc.).
- Noise and noisy environments.
- Contact with the public/others, leading to potential violence/aggression.
- Transport (e.g. driving, undertaking activities where vehicles are present).
- Workstations (e.g. chairs and computers).



6.4. Risks

A risk is the likelihood that a hazard will cause harm, and if so, how severe that harm will be. For example, the chance of well-maintained electrical equipment causing a fire is low, but fires can become very serious very quickly and cause fatalities/injuries/damage. On the other hand carrying cardboard/paper on a regular basis can often lead to paper cuts, but these are very rarely severe in nature.

6.5. Control measures

A control measure is an item, action or procedure designed either to remove a hazard or to reduce the risk of it causing harm. This includes everything from installing/testing fire alarms, PAT testing electrical equipment, providing procedures for working safely to training staff, providing PPE and having regular fire drills.

6.6. Five-step process to risk assessment

1. Identify the hazards
Think about all the things that could cause harm. Common hazards include electricity, manual handling, trip and slip hazards, fire, water, vehicles, hazardous substances etc.
2. Decide who might be harmed and how
Make sure that consider staff, volunteers, leaders, helpers, members and anyone else who could be affected. Think about the type of harm, for example faulty electrical equipment could cause electric shock and/or fire, which could affect everyone in the building. Think about anyone who could be particularly at risk, such as someone with a disability, children/young people and the elderly.
3. Evaluate the risks
How likely is it that the hazards will cause a problem, and if so how severe could it be? Think about what you are doing now, and what more do you need to do (if anything) to remove/reduce the risks further. Consider if you need to do anything specific for those particularly at risk, such as making sure that disabled people can evacuate in an emergency and that children have adequate supervision
4. Record the findings and implement any actions required
Make sure that you complete your findings on the assessment form and that you note any further actions that are required. Make sure that someone is made responsible for their implementation;



allocating actions will make sure that someone accepts responsibility for them and that you are able to track progress.

5. Review the assessment regularly/after an incident

It is common practice to review risk assessments every 12 months, if there is an incident/accident that requires control measures to be revisited or if major changes occur (e.g. change in activities or personnel). If something goes wrong, revisit your risk assessment to see whether you have failed to consider something or if your control measures were inadequate.

7. Emergencies

7.1. Planning for an emergency

Emergencies must be considered, including in all risk assessments and when looking at emergency evacuation arrangements. Procedures should be reviewed at least once a year, when there is a change in circumstances or following a significant incident/accident..

7.2. Fire

- Regular fire drills are required at regular (usually 6 monthly) intervals, to ensure that everyone (including staff, volunteers, leaders, members and the public) knows what to do in the event of an emergency.
- Know the location of fire exits and ensure they are unlocked and that access to them is clear.
- Know the location of fire extinguishers and ensure that appropriate people have been shown how to use them correctly. Check with those in charge of the venue to make sure that fire extinguishers, fire alarms, emergency lighting etc. are serviced/maintained regularly.

7.3. First Aid

- A properly equipped First Aid kit must be available.
- Trained First Aiders should be present wherever possible. If not, make sure that someone is nominated to be responsible for calling the ambulance in an emergency situation.
- Consider carrying portable first aid kits for off-site activities and in vehicles.

7.4. Accidents and Incidents

- An accident book must be kept and all accidents recorded, with a note of any action taken and the names of any witnesses. All accidents requiring medical attention from a doctor must be



reported in writing to NHQ using the form provided. In the case of a very serious accident NHQ must be contacted immediately.

- All injuries to staff, volunteers, members and the public should be recorded as a complete record of the accidents that happen, no matter how small or insignificant the injury. Completed accident forms contain personal information and should be removed from the accident book and stored in a secure location to comply with data protection regulations.
- Up to date emergency contact details must be easily accessible in an emergency.
- Certain serious injuries to staff (such as being unable to undertake their job for over 7 days, deaths at work, and in some situations where a member of the public is taken to hospital), are reportable accidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). These reports are usually made online via the HSE website.
- If an ambulance is required for a child, an adult leader must always accompany the child to hospital unless the parents/guardians are able to do so.
- In the case of an incident or emergency, the primary responsibility is to ensure the safety of children/others and if necessary to remove them from the place of danger or evacuate them from the building. Only then should you tackle the situation, if you are capable and if it would be safe to do so.
- In the case of an accident or incident, never admit liability or take responsibility. Ensure that as much information as possible is gathered and that photographs, witness statements etc. are collected and retained on file.

8. Regular meetings

8.1 For regular meetings, make sure that all health and safety aspects are considered. The best way to do this is to complete a risk assessment, which covers:

- The activities undertaken (e.g. games, sports, crafts etc.).
- The physical condition of the building (see the Health and Safety Risk Assessment Checklist below).
- Emergency arrangements, including fire evacuation.
- First aid requirements.
- Accident and incident reporting.

8.2. Make sure that drop off/pick up arrangements are in place and that emergency contact details are up to date and available.



9. Events

- 9.1. As the organiser of an event you have legal responsibilities to ensure the health, safety and welfare of any staff, volunteers, contractors, members and others involved in arranging the event; and of the public and participants attending.
- 9.2. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.
- 9.3. The event organiser's best tool for determining potential hazards connected to their event is a risk assessment. A full risk assessment must be carried out for all events. The risk assessment needs to identify the activities which make up an event, and the hazards that are associated with each activity.
- 9.4. Any contractors involved in your event must also carry out risk assessments. If you are employing contractors/other organisations it is your duty to ensure that you obtain copies of the appropriate risk assessments.
- 9.5. The Cabinet Office has produced a [guide to organising a voluntary event](#) which may be useful when organising your event.

10. Transportation

- 10.1. When using vehicles to transport CLCGB staff, volunteers, members and others the potential risks need to be considered, including:
 - The condition of the vehicle (either CLCGB owned, personal vehicles and hire vehicles).
 - The eligibility of drivers (including eligibility to drive mini buses).
 - Any equipment required (e.g. car seats for children, first aid kits).
 - Insurance cover.
 - Breakdown cover.
 - Journey planning (parking arrangements, adequate breaks etc.).

10.2. Vehicles

Whether CLCGB owned, privately owned or hired, all vehicles must:

- Have a valid MOT certificate if over 3 years old.
- Be adequately insured, including for business use where required.
- Be maintained/serviced in accordance with the manufacturer's recommendations.
- Be checked before each use (tyres, oil, brakes, windscreen wipers, screen wash levels, fuel levels etc.).



- Be no smoking (including private vehicles where CLCBG staff or anyone under the age of 18 is present).
- Have adequate breakdown cover.
- Contain any equipment required, including car seats for children and first aid kits.

10.3. Drivers

Drivers must:

- Hold the appropriate licence to drive the vehicle (including mini buses where appropriate).
- Comply with road traffic requirements at all times.
- Hold the appropriate insurance, in particular if using their own vehicle.
- Not drive if under the influence of drugs (including prescription drugs) or alcohol.
- Plan their journey, to include adequate breaks (i.e. at least every 2-3 hours).
- Report any incidents/accidents that occur.
- Ensure that children have the appropriate car seats, where required.

11. Multi Company Events

- 11.1. There are frequent occasions when companies get together for competitions, parades and camps etc. At such times, members may find themselves in the care and company of officers and helpers from other companies than their own.
- 11.2. In such instances, cooperation and coordination between all parties is key. The best way to address any health and safety concerns is to complete a thorough risk assessment, which addresses all the potential hazards and required controls.

