

## Health and Safety Waiver – London Borough of Bexley

The London Borough of Bexley would like all transport suppliers to be SSIP accredited in relation to Health & Safety. Compliance with any one of these standards, details of which are available on the [SSIP website](#), demonstrates an understanding of health and safety law and its application in the working environment. The most common standards used are:

- the Contractors Health And Safety Assessment scheme also known as [CHAS](#)
- [EXOR Health and Safety](#)
- [ISO 45001](#)

In the circumstance that your organisation is not SSIP accredited, the council will not disadvantage suppliers providing that the below waiver document is completed satisfactorily.

Please answer the below questions to submit the waiver in place of the Health & Safety SSIP registration. This document should then be uploaded to your Enrolment form on SProc.Net within the Health & Safety document upload space.

### Waiver questions:

Questions to ask potential contractors	Answer/Evidence – please detail your organisation’s answer here
<p><b>What arrangements will you have for managing the work?</b> For example, who will be responsible, how will the work be supervised, what checks do you make on equipment and materials etc?</p>	<p><i>E.g. Initially contact is made with the parents or guardians of the passengers to introduce our team and the driver and passenger guide (if applicable).</i></p> <p><i>We ensure all parties have full contact details beforehand and that all concerned are happy that all arrangements have been made satisfactorily prior to the route commencing.</i></p> <p><i>On the first day the team will contact the parents or guardians just to confirm that the driver is on route and that everything is in hand. Full communication is always of prime importance to us as an organisation.</i></p>
<p><b>Will you be using subcontractors and if so, how will you check they are competent?</b> The level of competence for subcontractors will depend on the risk and the complexity of the work.</p>	<p><i>E.g. We will not be using subcontractors.</i></p>
<p><b>What is your recent health and safety performance?</b> For example, how many accidents and cases of ill health have you had, has HSE taken any action taken against you?</p>	<p><i>E.g. HSE has not taken any action against our organisation. Our recent H&amp;S performance is as follows:</i></p> <ul style="list-style-type: none"> <li>- <i>XX accidents in the last XX months</i></li> <li>- <i>XX cases of ill health in the last XX months</i></li> </ul>
<p><b>Do you have a written health and safety policy?</b> This is only a requirement if five or more people are employed.</p>	<p><i>E.g. Yes we do. We have uploaded our organisation’s health and safety policy within the same ZIP folder as this file.</i></p>
<p><b>Can you provide existing risk assessments done for similar jobs?</b> Again, written risk assessments are only required by law if five or more people are employed.</p>	<p><i>E.g. When staff are appointed to specific runs then we ensure that they have the necessary qualifications for those runs. All staff have First Aid Training, and this is renewed every 3 years. Many drivers also have an NVQ Level 2 in passenger transport. As part of our Integrated Management System we have a skills and training matrix which indicates if and when any training is required or has to be repeated.</i></p>

	<p>A full assessment of any new run is carried out prior to appointing the necessary staff to it. This includes any medical or behavioural issues that the passenger(s) might have and the training required for the staff which in most cases would already have been carried out as we have drivers and passenger guides with multiple experience and training in place.</p>
<p><b>What qualifications, skills and experience do you have in this type of work?</b></p>	<p>E.g. All drivers and passenger guides are provided with a comprehensive company handbook that covers all aspects of their duties as well as copies of all company policies. All staff are trained by our in house PATS qualified trainer, XXXXXX. The staff are all provided with a 'Code of Conduct' which covers amongst other topics: How to look after the Passengers in Your Care (things like child seats, behaviour issues, treatment of information, no unscheduled stops etc), Authorised Passengers only to be carried, Conduct of Passengers, The route to be taken, Accidents or Breakdowns, Unforeseen Circumstances, The Vehicle, Incident and Allegation Process and Medical Emergencies.</p> <p>Within the handbook there is also a 'Guidelines for Safe Practice' document which covers major points as above but in a more concise form for quick reference in case of any doubt.</p>
<p><b>What health and safety information and training do you provide for your workers?</b></p>	<p>E.g. We have an extensive recruitment and induction policy a copy of which is available upon request. References are taken in all cases and an interview if carried out. First Aid Training is carried out by registered companies annually as a minimum and any changes that area required are carried out as and when necessary</p> <p>Before staff are appointed to specific runs, we ensure that they have the necessary qualifications for those runs. All staff have First Aid Training and this is renewed every 3 years. Many drivers also have an NVQ Level 2 in passenger transport. As part of our Integrated Management System we have a skills and training matrix which indicates if and when any training is required or has to be repeated. First Aid Training is carried out by registered companies annually as a minimum and any changes that area required are carried out as and when necessary.</p> <p>A full assessment of any new run is carried out prior to appointing the necessary staff to it. This includes any medical or behavioural issues that the passenger(s) might have and the training required for the staff which in most cases would already have been carried out as we have drivers and passenger guides with multiple experience and training in place</p>
<p><b>Do you have the necessary insurances in place but not limited to public liability and employer liability?</b> Providing you have uploaded your insurances to the system, the answer here should be yes.</p>	<p>E.g. Yes we do. All copies of our insurance documents are uploaded to our Enrolment.</p>
<p><b>Is your competence independently assessed?</b></p>	<p>E.g. Our drivers hold Public Carriage Office Licences which are independently assessed.</p> <p>We also fully support the council conducting spot checks of our services as and when the council deems appropriate.</p>
<p><b>Are you a member of a trade association or professional body?</b></p>	<p>E.g. Yes, we hold an operator's license issued by Transport for London (the Licensing Authority). We are also a member of XYZ.</p>
<p><b>Will you be producing a safety method statement for the job?</b></p>	<p>E.g. Crews are informed via the training and route planning of each individual route, this may include:</p>

*A safety method statement is not required by law. It does however describe in a logical sequence exactly how a job is to be carried out in a safe manner and without risks to health. It includes all the risks identified in the risk assessment and the measures needed to control those risks. This allows the job to be properly planned and resourced.*

1. *The passengers need*
2. *Order of route for logistics*
3. *Establishment timings and address*
4. *Any additional training not included within the specification*
5. *Any third-party risk assessments for the passenger*