

# Health and safety policy

<b>This is the statement of general policy and arrangements for:</b>		<b>Motor Sport and Leisure Tours Ltd</b>	<b>Company Reg No. 04120662</b>
<b>Rick Joyce - IAM Masters (Distinction) and IAM National Observer</b>		<b>has overall and final responsibility for health and safety</b>	
<b>Rick Joyce - IAM Masters (Distinction) and IAM National Observer</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>	
To prevent possible motorcycle accidents (of whatever nature) to the best of our ability and in cases of work-related ill health by managing to the best of our ability all health and safety risks encountered in the workplace. To enable this ensure all Tour Associates have an Advanced Riding qualification First or Gold pass standard with either IAM or RoSPA and that they are re-tested every three years.(Police Class1 exempted).	Rick Joyce	Motorcycling has an especially poor safety record when compared to other road user groups. The killed and seriously injured (KSI), is approximately twice that of pedal cyclists and over 20 times that of car drivers and passengers. Motorcyclists make up less than 1% of vehicle traffic, but their riders suffer 18% of total deaths and serious injuries on Britain's roads. All Tour Associates to be either a member of IAM or RoSPA and have an Advanced pass certificate within the past 3 years, demonstrating a First or Gold standard.	
All Tour Associates will be members of the Institute of Advanced Motorists or RoSPA and in possession of an Advanced Rider Certificate	Rick Joyce	In order to provide a safe riding environment all Tour Associates must re-take their Advanced Rider test every 3 years	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.	Rick Joyce	Safety Briefing to include safe and legal riding, group riding, the wearing of suitable clothing, including helmets and ensuring that motorcycles are in a roadworthy and mechanical sound and legal condition.	
Engage and consult with employees on day-to-day health and safety conditions	Rick Joyce	Ensure a de-brief at end of each Tour to report any incidents or near misses.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Rick Joyce	There are no work related premises for this business. The business owner who is the sole employee works from home. Whilst traveling staff and clients will be staying in expensed and paid for third party hotel accommodation.	
Signed: * on behalf of MSL Tours Ltd	<b>Rick Joyce (Director)</b>	Date:	<b>01/03/20</b>

If you have fewer than five employees, you don't have to write down your policy.

# Risk assessment

Health and safety law poster is displayed at (location)	Not applicable
First-aid box is located:	Carried by each Tour Associate on their bike Supplied by the the Company
Accident book is located:	Accident and near miss book to be carried on tour by the relevant Tour Associate

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>  
 To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>  
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14

**All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.**

**Company name:** Motor Sport and Leisure Tours Ltd

**Date of risk assessment:** 01/03/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Road traffic collisions	Staff and clients	All staff to be trained in first aid, action in case of emergency and supply of first aid kits to all staff	Constant monitoring, re-new first aid qualification every three years.	Rick Joyce	Jan 2023	L3CASFR Jan 2020 EEAST CFR
Breakdowns, punctures	Staff and clients	All staff and clients to have breakdown and recovery cover. Staff may carry puncture repair kits and tool kits, <b>but must not repair client's motorcycles.</b> Clients may borrow equipment to carry out their own repairs.	Staff briefing	Rick Joyce	Constant monitoring	
Illnesses and injury's	Staff and clients	All staff and clients must have their own suitable health insurance. All participant details, including travel, medical, breakdown and re-patriation insurance must be furnished to the company before departure.	Staff must have full details of guests breakdown and travel insurance cover	Rick Joyce	Annually	

In case of emergency	Staff and clients	All staff and clients must provide next of kin details with ICE (In Case of Emergency) numbers, addresses and emails to the company before departure.	To be checked before departing on each tour with responsibility of the Tour Associate to provide these details if required.	Rick Joyce	Before the start of each Tour	
Road worthiness of vehicles and correct documentation	Staff and clients	At the start of each Tour every member of staff and clients must a declare that their motorcycles and documentation are legal and up to date, for the duration of the Tour	Tour participants and staff agree to be bound by the terms and conditions of MSL Tours Ltd and the terms of the Tour briefing document.	Rick Joyce	Constant monitoring	
Clothing	Staff and clients	All staff and clients must be suitably clothed for riding/pillion on their motorcycles. The weather and time of year must reflect the clothing.	Visual check by staff at the start of each touring day. Weather conditions may influence the ability of a rider to fully concentrate.	Staff check	Constant monitoring	
Briefing	Staff and clients	All staff must attend the pre-Tour safety briefing.	Tour organiser to produce briefing	Rick Joyce	Before the start of each Tour	
Comfort breaks	Staff and clients	Riding a motorcycle is more fatiguing than driving. People have different tolerances. Staff should aim to stop and take a comfort break at least every 2 hours or 100 miles.	All staff need to fully understand the requirement for themselves and guests in evaluating road conditions, the weather and any other factors influencing fatigue.	All staff	Constant monitoring	

1. You should review this policy in full if you think it might no longer be valid (e.g. following an accident, incident or any significant changes to any hazards in the work place)
2. An annual review of this policy will take place on the 31st October each year.