

Premises and Transport Safety Policy

Policy Management	
Policy Created: <i>November 2025</i>	Document Location: <input checked="" type="checkbox"/> <i>Bee-Able CIC website</i> <input checked="" type="checkbox"/> <i>Hard copy in red folder on top shelf of locked cabinet in office</i> <input checked="" type="checkbox"/> <i>Electronic copy on OneDrive > Documents > Policies</i>
Date of Last Review: <i>November 2025</i>	
Date of Next Review: <i>November 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

1. Purpose

To make sure Bee-Able CIC venues and any transport used to support service users (when agreed as part of their support plan) are safe, well maintained and used in a way that protects people.

2. Scope

This policy applies to all buildings and locations used for activities and any vehicle used by staff to transport service users.

3. Premises Safety: Key Requirements

- ☒ Venue checks: daily visual checks for hazards (trip hazards, broken glass, wet floors). Report issues immediately.
- ☒ Accessibility: premises should match agreed accessibility needs (ramps, accessible toilets, quiet spaces). Any limitations are recorded and shared with families prior to attendance.
- ☒ Fire, utilities & maintenance: regular servicing of alarms, extinguishers, electrical checks, and PAT testing.



✓ Safeguarding layout: private areas for personal care are not used for photography; supervision is organised to protect privacy.

4. Vehicle Requirement and Checks

- Vehicles used must be roadworthy, taxed and insured for business use.
- Daily vehicle checks (lights, tyres, oil, brakes) are recorded in a vehicle log.
- Vehicles should carry a basic first-aid kit, PPE (if required), and emergency contact details.

5. Drivers and Training

- Drivers must hold a valid driving licence appropriate to the vehicle, have business-use insurance, and have completed safer-transport training (including securing wheelchairs, manual handling if relevant, and safeguarding awareness).
- Enhanced DBS checks are required for drivers who have unsupervised contact with service users.

6. Seatbelts and Restraints

- All passengers must use seatbelts or appropriate restraint systems.
- Where specialist harnesses/child seats are needed, these must be provided and correctly fitted by a trained person. Staff should never improvise restraints.

7. Route Planning and Supervision

- Plan routes in advance, allow time for stops, consider mobility needs and sensory preferences.
- For longer journeys, risk assessments must include toilet breaks, medication needs, and emergency procedures.
- A second staff member may be required for higher-risk journeys.



8. Incident Reporting

- Any transport or premises-related incident is recorded and investigated.
- Lost keys, vehicle damage, traffic incidents, or accidents must be reported immediately to the Manager and recorded.

9. Infection Control in Transport

- Vehicles must be cleaned regularly and between service users where appropriate.
- Hand sanitiser and cleaning supplies should be available; follow Infection Control Policy for Covid/illness protocols.

10. Auditing

- Vehicle logs, risk assessments and training records are audited regularly.
- Transport arrangements are reviewed whenever a person's needs change.

11. Monitoring and Review

We will review our practices regularly and this policy every year, or after any legal change or incident, to make sure it stays relevant and effective.