



Wendover Dementia Support

TRANSPORT POLICY

INTRODUCTION

Wendover Dementia Support (WDS) is a registered charity that aims to support people with a diagnosis of dementia and their families. WDS does not have its own office premises but runs a Monday Club Café at the Christian Centre in Wendover every Monday.

There is a small team of volunteer drivers who provide transport for people with dementia and their families who need it, between their home and the Monday Club Café in Wendover and occasionally to other local events. The Transport Co-Ordinator must be notified of any transport requests outside of WDS, which will be assessed on a case-by-case basis.

Passengers are not charged for these journeys but are free to make a donation of their own choice to the organisation should they wish to do so.

1. STATEMENT OF GENERAL POLICY

Wendover Dementia Support fully accepts the intentions behind the various Acts of Parliament covering health and safety. WDS requires its Committee to ensure that the following policy is implemented.

WDS wishes to ensure that as far as is reasonably practicable, the Health, Safety and Welfare of its Officers, volunteers and those people being helped will be of the highest standard.

Anybody who notices people acting in a way which would endanger other persons, should normally inform a WDS committee member or senior volunteer. If the danger is immediate, common sense must be used to give warning, call for assistance or give aid as necessary. It is equally important not to over-react to a situation.

1. MANAGEMENT ORGANISATION AND ARRANGEMENTS

This policy has been prepared and published under the guidelines of Health & Safety at Work legislation. The purpose of the policy is to establish general standards for health and safety in the course of the organisations activities.

2. MANAGEMENT RESPONSIBILITIES

3.1 Committee

The Committee has overall responsibility for the implementation of the WDS policy. In particular, they are responsible for ensuring that the policy is communicated effectively.

3.2 Safety Officer

An overall safety officer is not appointed but the committee members of the organisation shall be tasked with ensuring that as far as practicable this policy is applied.

3. HEALTH AND SAFETY MANAGEMENT PROCESS

WDS believes that consideration of the health, safety and welfare of volunteers and those it helps is an integral part of the management process.

If unpredictable health and safety issues arise, the WDS trustees, and if necessary WDS senior volunteers, must assess the degree of risk, in deciding the necessary resources and actions to commit to addressing these issues.

4. RECORDS, STATISTICS AND MONITORING

WDS will operate a system for recording accidents, hazard situations and untoward occurrences. Any such instances identified should be reported to the Secretary for recording.

5. PASSENGERS

WDS visitors choose of their own free will to use the voluntary transport services.

By the nature of the service offered visitors are deemed fit enough to accept transport to the Monday Club Cafe and to travel in normal passenger vehicles. If any visitor with dementia lives alone, then permission is requested from the next of kin or power of attorney. Volunteer drivers may have to help them get into or out of cars. On many occasions the visitor will need the use of a wheelchair or walking frame. The driver will help with the utilisation of such aids.

6. Drivers

Upon acceptance by WDS as a driver they will be given a copy of this H&S policy and any subsequent updates. **By undertaking drives they**

agree to act at all times in compliance with this policy.

Specifically drivers are required to:

Ensure that their vehicles meet the required levels of road safety legislation and where necessary have passed the MoT test.

Ensure that their vehicles are insured on a comprehensive basis and that they are covered by their insurance policy for their role as a volunteer driver.

Hold a valid UK driving licence and comply with legislation about fitness to drive. All drivers must be under the age of 85.

Drivers are advised to carry a mobile telephone when transporting passengers for use in any emergency situation

Upon acceptance drivers will be briefed on aspects of any manual handling of patients whilst in the process of transferring to their car.

If a driver feels that it is unsafe to transport a patient for any reason, they will immediately inform a WDS Trustee or senior volunteer.

Drivers are not paid but may, if they wish, claim a mileage allowance to a maximum of the HMRC recommended rate to defray vehicle running costs.

Drivers are not permitted to exchange contact details with passengers to avoid any miscommunication. Any communication regarding the arrangement of transport should go through the Transport Co-Ordinator.

7. POTENTIALLY DANGEROUS SITUATIONS

Whilst in the care of a patient, drivers should ensure that due care is taken to ensure safety of all persons in such situations

8. HEALTH AND SAFETY AND THE INDIVIDUAL

The Health and Safety at Work Act requires each person 'to take reasonable care for the Health and Safety of himself and of other persons who may be affected by their acts and omissions' and to co-operate with management to enable management to carry out their responsibilities under the Act. Volunteers have equal responsibility with WDS for H&S issues.

9. INSURANCE

WDS carries Professional Liability and Legal Expenses insurance with a limit of £1 million in any one claim.

Appendix – Transport H&S Risk Audit

Risk	Mitigation
Driver has a road accident whilst carrying a visitor causing injury	Drivers are required to have comprehensive insurance for their vehicles which covers them for carrying passengers as a volunteer driver.
Administration	Those people organising the voluntary driver rota are covered by the WDS transport H & S policy
Passenger falls whilst entering/exiting vehicle or is in transit between their home and appointment whilst under guidance of driver and sustains an injury	WDS public liability insurance
Passenger using a WDS wheelchair is injured or has accident due to failure of chair in some way	Chairs are inspected bi-annually
Theft of cash donations	Drivers deposit any donations in a cash box at the Monday Club Café at the Christian Centre or give it to the WDS Treasurer direct. The donation box is locked in the Christian Centre hut and emptied once a week.