

## London Service Permits – Health & Safety Criteria Guidance

Updated June 2016 and applicable until further notice

| Criteria and evidence  | Comments  |
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| <p><b>Operator’s Licence</b></p> <ul style="list-style-type: none"> <li>Please submit a copy of your current operator’s licence</li> </ul>   | <ul style="list-style-type: none"> <li><i>The operating centre(s) and number of authorised vehicles must be shown.</i></li> </ul>   |
| <p><b>H&amp;S Policy</b></p> <ul style="list-style-type: none"> <li>Provide a copy of the current health and safety policy statement signed by the Managing Director (or equivalent) with detailed organisation and arrangements for managing health and safety in compliance with the Health and Safety at Work etc. Act 1974.</li> <li>Provide details of your organisational structure in relation to health and safety management, including Directors and Senior Managers responsibilities for health and safety decision making.</li> <li>Provide details of your arrangements for competent health and safety and engineering advice including evidence of the competence of those involved.</li> </ul> | <ul style="list-style-type: none"> <li><i>The policy should show evidence of regular reviews (Reviewed within the last two years as a minimum).</i></li> <li><i>As a minimum, those responsible for vehicle maintenance, driver competence, route risk assessment and accident investigation should be clearly identifiable.</i></li> </ul> |
| <p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>The operator shall describe its processes for maintenance of vehicles used in delivering services under London Service Permit granted by LBSL.</li> </ul>   | <ul style="list-style-type: none"> <li><i>This must include a copy of the current maintenance system and schedule (submitted as part of the application for an operator’s licence).</i></li> </ul>  |
| <p><b>Driver Competence</b></p> <ul style="list-style-type: none"> <li>The operator shall describe its processes for ensuring the competence of drivers. A set of minimum criteria for employment (points, convictions, experience) and driver training should be clearly stated.</li> <li>Ongoing competence must be described.</li> </ul>  | <ul style="list-style-type: none"> <li><i>Checks made during recruitment may include: DVLA licence check, pre-employment medical including drug and alcohol testing, eyesight checks.</i></li> <li><i>This may include regular licence checks, random and</i></li> </ul>  |

## Transport for London

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| <ul style="list-style-type: none"><li>• Provide an outline of procedures for identifying hazards, and ways your company will minimise Health and Safety risks to other vulnerable road users, such as Cyclists, Pedestrians and Powered Two Wheeled vehicle users.</li></ul>  | <p><i>reactive drug and alcohol testing, medicals, eyesight testing, arrangements for CPC and performance monitoring.</i></p> <ul style="list-style-type: none"><li>• <i>Evidence – In the form of Toolbox Talks, Driver Handouts/Briefings.</i></li></ul> |
| <p><b>Risk Assessments</b></p> <ul style="list-style-type: none"><li>• Provide an outline of the procedures used for identifying hazards and assessing health and safety risks associated with operation and in-house maintenance activities. The risk assessment process should adhere to the principles referenced in the HSE document ‘Five Steps to Risk Assessment’.</li><li>• An example of risk assessment forms used should be provided along with the completed Route Risk Assessment for at least one of the relevant service provision(s).</li></ul> | <ul style="list-style-type: none"><li>• <i>Clear examples of controls used for obvious risks should be provided; these can be in the form of a driver handbook or any other relevant documentation.</i></li></ul>  |
| <p><b>Accident Investigation</b></p> <ul style="list-style-type: none"><li>• Please provide details of your internal incident reporting and investigation procedure, detailing the responsibilities of the investigator, (including their experience or qualifications), internal escalation process and any use of external consultants.</li><li>• Please provide details of the arrangements for the reporting of incidents to DVSA and the Health and Safety Executive.</li></ul>  |  |

Contact: [REDACTED]