

WORK RELATED DRIVING

Occupational Road Risk (Driving at Work)

Health and Safety Guidance

INTRODUCTION

This guidance applies to any person driving whilst engaged in Notre Dame Catholic College business i.e. driving when at work. Vehicles being used can either be privately owned or owned/operated by Liverpool Notre Dame Catholic College. It is aimed towards transport on the public highway.

Notre Dame Catholic College is committed to ensuring the health, safety and welfare of all employees, for which there is a legal responsibility under the Health and Safety at Work Act 1974 and further detailed within the Management of Health and Safety at Work Regulations 1999.

Driving is the most dangerous work activity that the majority of people do. There are about 20 fatalities and 250 serious injuries on the roads every week in crashes involving someone who is driving or otherwise using the road for work purposes.

Health and safety legislation applies to occupational driving just as much as any other work activity; therefore the hazards should be managed through the risk assessment process. It should be noted that this does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work. The requirements of this guidance are in addition to the duties imposed by road traffic law.

PRINCIPAL LEGISLATION

The Health and Safety at Work etc Act 1974.

The Management of Health and Safety at Work Regulations 1999.

Workplace (Health, Safety and Welfare) Regulations 1992.

The Provision and Use of Work Equipment Regulations 1998.

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AIM

To ensure that a standardised, practical and knowledge-based approach for considering specific occupational road risks is taken by all managers, in line with current legislation and best practice.

Using your vehicle for business purposes:

Staff using their vehicle for any aspect of work such as attending courses or meetings/collecting purchases/transporting pupils etc must provide the following information:

Details of motor insurance, which must include business user cover details

MOT certificate (if applicable)

These documents must be provided annually on the date that they are renewable.

The information will be taken from the documents and returned to the owner.

This will facilitate safe working procedures, as may be required for certain driving activities. Managers are required to proactively undertake risk assessments and to ensure a reduction in the exposure to risk and associated injuries through the identification and provision of suitable controls.

KEY DEFINITIONS

For the purpose of this guidance 'driving at work' refers to any person driving a vehicle whilst carrying out Notre Dame Catholic College business, whether owned by them or owned/operated by Liverpool Notre Dame Catholic College.

'Driving at work' does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work e.g. to training or attending a conference.

Casual and Essential Car Users must have a well maintained and roadworthy vehicle, display a valid tax disc, have fully comprehensive insurance (use of vehicle for business use included) and have a valid MOT certificate if vehicle is over 3 years old. Drivers should report all accidents to their own insurers, notifying also their line manager if it occurred whilst driving for work or if the consequences are likely to impact on their duties to drive at work.

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All employees who drive as part of or in connection with their duties, have a legal responsibility to do so safely and to take reasonable care of themselves and others who may be affected by their actions.

All relevant members of staff should be consulted when carrying out the risk assessment and must be informed of the findings.

Employees have a responsibility to adhere to controls identified in the risk assessment and follow the correct method of work, for certain activities, this could include a formal 'safe working procedure'. They also have a duty to inform their managers of any concerns regarding existing controls, the method of work or new hazards that may not have been previously identified.

RISK ASSESSMENT

A 'model' (generic) risk assessment for occupational road risk, with a representative selection of hazards is included as part of this guidance document. Hazards detailed that are not applicable to the specific work activity or workplace in question should be deleted and any other specific detail applicable to the activity added i.e. changing the assessment from general to one that is specific to the individual and their work activity.

The level of detail required for each risk assessment should be proportionate to the risk of the activity, as should control measures implemented to ensure safe working.

SITUATIONS

Work-related driving may be involved in the following situations. Please note this list is not exhaustive:

- Passenger transport vehicles
- Staff conveying colleagues or service users
- Staff visiting service users
- Staff travelling between work locations
- Staff travelling to meetings, training or other work-related activities
- Delivery vehicles
- School trips

HAZARDS

The main hazards can be categorised into areas related to the 'driver', 'vehicle' and 'journey'.

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The Driver:

- Relevant licence type, experience and skill to drive the vehicle allocated ie considered competent to drive.
- Attitude, behaviour and previous history of driving accidents.
- Medically fit to drive (considering also short-term medication and the advice of a GP or pharmacist). Medication that can affect the ability to drive, impair vision or cause drowsiness. This also includes some cold remedies, pain-killers, anti-depressants and antihistamines.
- Eyesight (ability to read a number plate from 20 metres).
- Tiredness and fatigue.
- Have considerations been made with regard to the driver's previous day's work activity and finishing time?
- Average annual mileage (generally driving more than 25,000 miles a year is considered higher risk).
- Using a hand-held phone whilst driving (It is an offence to cause or permit the use of a hand-held mobile phone when driving at work).
- Using hands-free or other hand-held devices if not in proper control of the vehicle when using it (includes devices for sending or receiving data, if they are being held while driving) e.g. a PDA or Blackberry.
- Violence from other road users i.e. 'road-rage'.
- Unfamiliarity of area or route to be taken.
- Insufficient knowledge of pre-use vehicle checks.
- Lone working.

The Vehicle:

- Is the vehicle suitable for purpose and in good condition?
- Are privately owned vehicles used for work purposes?
- Will hired vehicles be used?
- Are considerations made for safety design when purchasing new vehicles?
- Is the vehicle maintained i.e. planned preventative & breakdown?
- Are pre-use checks carried out?
- Is there a breakdown procedure?
- Is the vehicle overloaded or is the load free to move around?

The Journey:

- Are routes planned to consider types of vehicles, roads used, possible congestion and overhead restrictions?
- Are work schedules realistic and allow for road conditions and possible driver fatigue?

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- Have adverse weather conditions been considered and is the vehicle adequately equipped to deal with these conditions?
- Would agreed arrival times encourage speeding?
- Have provisions been made for driver and passenger welfare e.g. facilities to access rest, food, drink and sanitary?
- Is the driver aware of any specific additional passenger needs?
- Will the journey start from the employee's home?
- Will the journey require an over-night stay?
- Have provisions been made for maintaining communications and tracking the journey progression?
- Does the journey require additional security arrangements?
- Is the driver aware of all actions required upon journey completion?

CONTROLS

The risk assessment will identify all existing controls in place and appropriate additional control measures required.

Specific controls include:

- Management checks of driver licences, insurance and MOT.
- Monitoring incidents of reported poor behaviour and investigate root causation of all accidents, to establish fault.
- Ensure vehicle is suitable for purpose of use.
- Routine vehicle pre-use checks (carried out by driver).
- Procedures for dealing with breakdowns and emergencies, emergency equipment eg warning triangle and First Aid kit.
- Provisions for maintaining communication e.g. mobile phones.
 - Note: drivers must not make or receive mobile calls while driving unless calling 999 or 112 in response to a genuine emergency and it is unsafe to stop.
- Advice regarding conflict and violence e.g. road rage incidents.
- Rules relating to alcohol consumption and prescription medication.
- Defensive driving (a 'defensive driver' is one who makes allowances for the lack of skill and knowledge of other road users and anticipates the dangers caused by unpredictable actions of other drivers, weather and road conditions).
- Limits to both single journey and annual mileage.
- Actions to take when feeling tired or fatigued instructed to all drivers.
 - The British Domestic and EC Drivers' Hours Rules specify the maximum hours for professional drivers.
- Provisions in place for driver and passenger welfare.

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- Journey time allowance is made to prevent the need for speeding or driving excessive hours.
- Plan the journey route, where possible, considering the type of vehicle, any physical restrictions, weather conditions and peak traffic flow.

All control measures must be periodically monitored and reviewed to ensure that effectiveness is maintained; there should not be more than 12 months between formal reviews.

Individuals should be consulted to ensure the work activity is and remains within their personal capabilities. The extent of individual monitoring required will depend on the activity level of risk.

SAFE WORKING PRACTICES

Managers should use the completed risk assessments to develop safe working procedures, as may be required for certain activities. The safe working procedure should clearly indicate all controls identified in the risk assessments and provide information and instruction as to the safe method of work.

TRAINING

Training and instruction can be an important factor for work-related driving activities, where limited levels of supervision are in place to ensure controls in place are maintained.

The extent of training required will depend on the type of vehicle and associated equipment used; all training should be detailed as a control within each activity risk assessment.

Records of all training must be retained.

REVIEW

This guidance will be reviewed annually, or sooner, should new legislation or knowledge become available.

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