

Policy

Occupational Road Risk – Driving Policy

Main Author	Reviewer	Reviewer	Approver
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REV	Date	Status / Description of Changes
01	24/06/2021	Implemented new policy to comply with CHAS

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Introduction

Employers need to recognise the specific risks involved in driving vehicles as part of employment and the full range of factors that may affect these risks.

The organisation recognises that the use of motor vehicles on company business requires additional health and safety measures to protect both employees and third parties. The employer recognises that the occupational risks associated with driving are related to a wide range of factors including:

- driver competence
- vehicle fitness for purpose
- shift working, and total hours worked
- unaccompanied working
- the nature of the goods being transported.

The employer is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on the organisation's business.

Arrangements for Securing the Health and Safety of Workers

The organisation acknowledges that those driving on the organisation's business may be at increased occupational risks related to:

- fatigue
- stress
- working alone
- unforeseen events.

Procedure

The organisation recognises that procedures and processes need to be developed and maintained to reduce these risks as far as reasonably practicable and to take steps to effectively manage those that cannot be avoided. To this end the organisation will:

- undertake that risk assessments are completed and that journeys are planned and allocated in accordance with the findings of these assessments
- ensure as far as is reasonably practicable that all those driving on business are competent and fit to do so
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- encourage a sensible and mature attitude towards motor vehicles and driving in all employees
- ensure as far as is reasonably practicable that the organisation's vehicles are suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide sufficient information and guidance for management to enable them to understand the additional occupational risks involved in driving.

Safe Systems Of Work

All employers have the duty to develop, implement and maintain safe systems of work for all employees regardless of the nature of the employees' tasks and the environment within which they are performed. This requires that adequate processes and procedures are in place to manage driver-related risks. With respect to reducing occupational risks to employees who are required to drive as part of their employment the organisation will put procedures in place to ensure the following.

- Fitness of the vehicle for its purpose. The organisation will ensure that vehicles used in journeys are matched with the purpose of the journey and that they are suited as far as reasonably practicable to any load being transported, terrain to be covered and delivery conditions. The organisation will also ensure as far as is reasonable practicable that any vehicles provided by the organisation are suited to the needs of the driver and those involved in loading and unloading from the organisation's vehicles. Where appropriate additional tools will be provided for the loading and unloading of vehicles.
- Breakdown and repair. The organisation will ensure that drivers have adequate access to technical and personal support in the case of breakdown or accident. These services will be provided in a prompt and reliable manner by competent persons.
- Vehicle maintenance. The organisation will ensure that competent personnel maintain all vehicles registered for use on the organisation's business to a sufficient standard. The organisation will ensure that necessary repairs are made in a reasonable timeframe and that no vehicle in an unfit state will be knowingly used on the organisation's business.
- Safe working hours. The organisation recognises the particular importance of guarding against fatigue and stress to safeguard the health and safety of those driving on the organisation's business and of other road users and third parties. The organisation will ensure that effective and robust policies and procedures are in place to manage the hours worked by those driving on the organisation's business. These procedures will ensure that drivers do not drive more than the permitted hours in a twenty-four-hour period, and that drivers receive sufficient time off and rest breaks over the working week to avoid excessive fatigue and stress. Drivers not covered by statutory regulation of hours will be required to maintain their driving hours within sensible limits. In addition, the organisation will take all reasonably practicable measures to develop and maintain a culture of risk awareness in all drivers, particularly amongst younger drivers and those who manage their own driving activities. No employee driving on the organisation's business will be encouraged to drive in a manner that may increase the risks to themselves or to other road users.

The organisation will take all reasonably practicable measures to ensure that journeys are sensibly scheduled, that unnecessary travel is reduced to the minimum and that sufficient time is allowed for both journey and any loading/unloading. No driver will be penalised for delays due to circumstances beyond their reasonable control or encouraged to extend their working hours in a manner that may increase their own risks of accident or injury or those of other road users.

The organisation will roster journeys so that drivers' working hours are kept at the levels recommended by best practice wherever possible and to make sure that drivers get sufficient rest breaks during their working hours. The organisation will install and maintain tracking devices where required and statutory limits on driving hours and driver rest will be rigorously enforced.

- Lone worker protection procedures. The organisation recognises that those driving on the organisation's business may face additional occupational risks related to lone working and will take steps to ensure that they can remain in contact with co-workers and others in a manner that allows them to seek assistance when necessary. The organisation will ensure that there are procedures for ensuring that emergency communications channels are provided and maintained for staff working alone. In addition the organisation will take all reasonably practicable measures to ensure that drivers have adequate information regarding the route and destination of a journey taken on the organisation's business. Access to necessary navigation aids and travel instructions will be provided at the commencement of the journey wherever possible.

Drivers will also be informed where reasonably practicable of any specific requirements and restrictions at the destination including security and loading/unloading procedures. The organisation will take all reasonably practicable steps to protect employees from violence and/or harassment resulting from their employment as drivers.

- Driver safety and compliance with road traffic duties. The organisation will put in place policies and procedures to ensure that drivers understand their duties under road traffic legislation and drivers' hours regulations (where applicable) to prevent the use and abuse of alcohol and drugs by those who are required to drive as part of their employment.
- Driver training. The organisation will take all reasonably practicable measures to ensure that those who drive as part of their employment are eligible and competent to do so. As part of this the organisation undertakes to provide sufficient driver training and education to ensure that drivers are equipped to manage the situations and circumstances likely to be involved in journeys undertaken on the organisation's business. This training may include:
 - first aid procedures
 - breakdown procedures
 - loading/unloading equipment and techniques.

The organisation will also ensure that all drivers receive training on their duties under the road traffic legislation and drivers' hours regulations (where applicable) on the need to reduce additional risks. This training should include information regarding:

- consequences of alcohol and drug use
 - the effects of speed and traffic levels
 - the effects of fatigue and stress.
- General health and safety. The organisation will ensure that all health and safety policies recognise the special needs of all employees who drive vehicles as part of their employment. Risk assessments and policies on manual handling and the provision of work equipment in particular will make allowance for the needs of drivers and those assisting in the delivery of goods.

Statement

The organisation will:

- implement processes and procedures to assess, avoid, reduce and manage the risks involved in driving on the organisation's business
- ensure all drivers are competent
- ensure all vehicles are fit for the purpose as far as is reasonably practicable
- observe requirements to monitor and regulate driver hours and performance
- ensure all staff are aware of their duties under health and safety and road traffic legislation
- train relevant staff in the additional issues and occupational risks of driving on the organisation's business
- provide drivers with all necessary information.

Thomas Barrett – Director

A handwritten signature in black ink that reads "Thomas Barrett". The signature is written in a cursive style with a large, stylized initial 'T'.