

# **OCCUPATIONAL ROAD RISK POLICY**

## **1. Introduction.**

### **1.1. WHY HAVE OCCUPATIONAL ROAD RISK POLICY STATEMENTS?**

London Borough of Waltham Forest recognises that many of their employees are engaged in occupational driving for a substantial part of their daily tasks. It is consequently important to manage the associated risks appropriately in order to achieve:

- Greater safety and deeper understanding of driver/vehicle/journey issues,
- Safer drivers, less collisions and greater efficiency,
- Higher profitability, happier, healthier staff and better public image.

### **1.2. GENERAL DECLARATION OF OBLIGATIONS AND RESPONSIBILITIES**

The London Borough of Waltham Forest believes Occupational Road Risk (ORR) is the joint responsibility of employer and employees. It is our policy to provide and maintain safe and healthy working conditions for all employees and to provide the information, instruction, training and supervision required for this purpose. All employees should be made aware of the organisation's ORR policy and see copies where applicable.

#### 1.2.2 Responsibilities

1. Overall responsibility for Occupational Road Risk (ORR) in the organisation is held by the Chief Executive, but daily responsibility is delegated to the Sustainable Transport Manager
2. The responsibility for this policy being implemented at each site lies with each departmental manager.
3. In line with any other work related hazard, employees also have a legal responsibility to co-operate with their supervisor in order to achieve a healthy and safe workplace and taking reasonable care of themselves and others.
4. Whenever an employee, supervisor or manager notices an ORR issue, they should inform the appropriate person immediately. They should also advise the safety representative if there is one.
5. Employees should receive all the training necessary to ensure they are able to conduct any driving whilst at work safely. If driving is an essential part of their role, this may represent a significant risk.

## **2. POLICY STATEMENTS**

Additional equipment

No additional equipment may be used or fitted to the organisation's vehicles.  
Only authorised additional equipment may be used or fitted to the organisation's vehicles. It must be installed by trained and authorised personnel.

Where additional equipment is fitted, risk assessments must be in place and staff will be trained accordingly.

## **2.1 Alcohol & drugs (legal / illegal)**

Staff are not permitted to carry out their duties whilst under the effects of drugs or alcohol.

If a driver feels he or she is unfit to drive due to the effects of drugs, medication, alcohol, noxious fumes or the like, they must inform management immediately. They must **not** attempt to drive.

Guidance and / or counselling will be made available to staff who have an identified problem. Should this support be ignored, disciplinary procedures can be introduced.

Staff need to be made aware of the effects of some prescribed drugs and/or alternative remedies and act upon the warnings given on the label or advice received from a medical professional. They should inform their line manager or supervisor when necessary.

## **2.2 Breakdown and emergency assistance**

Drivers must contact their work base immediately to report any problem and seek guidance.

Drivers must follow the procedure laid down in their Driver Handbook.

## **2.3 Carriage of passengers and goods**

Seat belts will be worn at all times by drivers and passengers as shown in the Highway Code.

Child seats must be checked for suitability with the vehicle as well as for age and size of child being carried.

All goods being carried will be securely restrained in and on the vehicle.

Items of value carried in vehicle will be stored out of sight in the boot or under a cover and/or in a secure place.

All passengers must be authorised by a supervisor or manager.

## **2.4 Carriage of substances Hazardous to Health.**

Management and employees will, under the Control Of Substances Hazardous to Health (COSHH) Regulations (2002) with amendments, control exposure to hazardous substances to protect the public, employees and others who may be exposed to hazardous substances from work activities.

Management undertake to identify work place based hazardous substances, identify the risk to people's health and what precautions are needed to make employees safe.

Management undertake to prevent people being exposed to hazardous substances, but, where this is not reasonably practicable, control the exposure within safety guidelines. Where appropriate, exposure of employees to hazardous substances will be monitored.

Management will ensure control measures are used and maintained properly and that safety procedures are followed and employees will support such measures.

Line managers will ensure that health surveillance is carried out where risk assessments show that it is necessary or COSHH makes specific requirements.

Management will prepare plans and procedures to deal with accidents, incidents and emergencies where required and employees will comply with such procedures.

Line managers / supervisors will ensure that all employees are properly informed, trained and supervised in understanding and complying with COSHH.

Transporting hazardous chemicals and substances must always be done in accordance with the requirements in the COSHH regulations as well as the Road Traffic Act (1988) including later amendments and related regulations.

### **3. Convictions, penalty points, disciplinary procedures**

Any conviction incurred must be notified to the Sustainable Transport Manager.

Any driver convicted of a traffic offence will be given priority for driver re-assessment / training.

Drivers will be actively encouraged to take part in any driver rehabilitation training as an alternative to prosecution (e.g. National Driver Improvement Scheme & Speed Awareness workshop).

Where necessary, drivers will be relieved of driving duties and subject to availability, offered alternative work within the organisation (e.g. driving ban imposed by courts)

### **4. Driver assessment and training.**

All drivers will have their driving assessed before an employment offer is made by the Transport Support Officer. He or she is responsible for deciding driver suitability and whether a new recruit may require some driver training before commencing full time work.

When subsequent driving assessment or incident records shows an issue, appropriate training will be provided.

Inexperienced driver must be risk assessed and driver ability, attitude and hazard awareness assessed before being allowed to drive any vehicles.

### **5. Driving Standards - Intro**

It is the responsibility of all local Managers to ensure that the standards of driving of those under their control do not fall below the standard achieved in their initial driving assessment.

Managers should do all they possibly can to prevent drivers from becoming an unacceptable risk and therefore should monitor the situation very closely. By maintaining a record of individual drivers' accidents they should be able to make an early judgement that a driver is not maintaining the required standard of driving and take the appropriate action. The earlier a driver can be identified as becoming a possible risk, the quicker a solution can be found and the problem eradicated saving all concerned undue discomfort, time and costs.

### **5.1 High Risk Drivers**

As soon as a driver becomes high risk they should be interviewed and the circumstances that led to them becoming high risk discussed. It may be that they are having problems in a specific area that can be clearly identified and action taken to prevent them becoming an unacceptable risk.

### **5.2 Unacceptable risk drivers**

When a driver has become a unacceptable risk, steps should be taken immediately to reduce the problem. Depending on the circumstances Transport may recommend that the Driver be suspended from all driving duties. Until such time that he or she can achieve a satisfactory standard of driving.

As soon as a driver becomes an unacceptable risk they must be interviewed and the circumstances that led to them becoming an unacceptable risk discussed. The driver should be suspended from all driving duties by the divisional Manager with immediate effect until such time that a suitable solution can be found. Having identified a driver as an unacceptable risk the Manager should take a proactive approach to resolve the situation. This should take the form of one of the following courses of action

### **5.3 Driver selection.**

During the recruitment and selection process all new drivers, even those expected to drive only occasionally, will have to successfully complete an expected process. The evaluation will include a practical driving assessment, prosecution history and eyesight check.

Drivers will be trained in checking vehicle roadworthiness and reporting all faults to the appropriate manager for rectification before commencing any journey.

Any training received by drivers will be documented in their records.

Drivers will be expected to comply with all legal requirements, observing the provisions of the Road traffic Act and the Highway Code and driving in a safe and appropriate manner at all times.

Employees will not drive for work purposes until adequate training has been given.

Employees will be responsible for all fines relating to speeding, parking and road traffic act offences they have committed.

If prosecuted for a road traffic offence, employees will be responsible for legal costs.

Some offences (such as drinking and driving and reckless or dangerous driving) could lead to disciplinary action, including dismissal. Employees MUST inform their line manager and the transport operations manager of any Road Traffic Offences and penalties received.

### **6.1 Drugs (legal or illegal)**

Staff are not permitted to carry out their duties whilst under the influence of drugs or alcohol.

If a driver feels they are under the influence of drugs, alcohol or noxious fumes, and therefore unfit to drive, they must inform management immediately. No matter where they are they must not attempt to drive.

Guidance and / or counselling should / will be made available to staff who have an identified problem. Should this be ignored, disciplinary procedures can be introduced.

Staff need to be aware of the effects of some prescribed drugs or alternative remedies and act upon the warnings given on the label or from a medical professional. They should inform their line manager / supervisor when necessary.

### **6.2 Fatigue.**

Statutory minimum breaks and rest periods must be taken. Drivers must report to management if they feel unfit to drive.

Drivers must report unreasonable scheduling issues as soon as they arise. Management must respond to any such reports with urgency and review.

### **6.3 Illness**

All drivers are responsible for ensuring they are fit drive.

Where a driver feels they are not fit to drive, they must inform their supervisor / manager immediately.

Eyesight checks will be conducted on a regular 6 monthly basis.

## **7. Incident data**

It is the responsibility of anyone driving for or on behalf of the organisation to record all crashes / incidents occurring, regardless of vehicle type driven i.e. fleet or hired.

Employees will report all crashes / incidents occurring whilst driving for work purposes to their manager. It is the responsibility of the employee's manager to inform Transport Service immediately of any incident and to instruct the employee to complete the necessary documentation obtainable from the Transport Services.

Furthermore it is the responsibility of the employee and his / her manager to ensure that the documents are completed and returned within 24 hours from the time of the incident. Failure to return the document promptly could result in unnecessarily high insurance claims against the Authority.

## **8. Licence checks.**

On employment those required to drive must have their licence and eyesight checked, follow up checks should be carried out on a regular basis (6 monthly)

On employment those required to drive vehicles are subject to a practical assessment of competence.

Where own vehicle use is part of the organisation's systems, managers should assure themselves and record that those drivers have "business use" included on their insurance and current MOT.

## **9. Maintenance**

Vehicle maintenance will be carried out in line with the manufacturer's schedules and the Council's transport department guidelines and recommendations.

The Council's Transport Department will advise user of scheduled inspection and service dates, departmental managers will ensure that vehicles are available and presented to the workshop on the due date

All drivers on all vehicles will document daily and weekly checks.

Department managers and supervisors will be responsible for ensuring any defects found are reported to the Council's transport department.

Vehicle check sheets should be introduced and will be monitored weekly / monthly by department manager / supervisors.

Hired vehicle will be checked on collection / delivery by transport services staff. Any faults will be notified to the hiring organisation immediately.

It is the driver's responsibility to ensure the hire vehicle remains in excellent condition.

Departmental managers / supervisors will be responsible for ensuring that any faults are dealt with in the same way as for organisations regular fleet.

It must be made clear to all drivers that they are legally responsible for the roadworthiness of their vehicle once they have taken possession of it.

Tyres must be reported when tread depth reaches a minimum of 2-mm or when signs of damage are noticed (such as deformities).

## **10. Mobile Phones and Other Handheld Devices.**

Mobile phones or other handheld devices must **ONLY** be used when the vehicle is stationary and the engine is turned off.

When someone who is driving needs to be contacted, staff will leave a brief message or ask him or her to call back for details. They will not, under any circumstances, speak to someone who is driving at the time of the call.

If a driver answers the phone and it is obvious the vehicle is being driven, the driver must be asked to stop when convenient and call back. The call should then be terminated at once – and the driver reported.

Drivers found to be using a mobile phone in contravention of these policies or other staff encouraging drivers to use them when driving will face strict disciplinary action.

For further guidance on the use of mobile phones staff should read the Council's policy on Mobile Phones.

## **11. Purchase and suitability**

The Sustainable Transport Manager will be responsible for consideration of new or second-hand vehicle purchase, hire, or leasing

The Sustainable Transport Manager will ensure the suitability of all vehicles purchased with regard to passenger / load safety, ease of loading / unloading, and driver comfort.

Where possible, alternative fuel options will be considered.

## **12. Recorded Driver Details**

Departmental managers will keep an accurate up to date record of all relevant details for each driver, this should include

- Recruitment date
- Assessment/Training dates and other outcomes
- Incident involvement
- Classes of vehicles driven
- A record of driver licence details

Copy's of own vehicle insurance and M.O.T expiry, (for private vehicles used on council business) will be kept by Transport Services, and will be updated regularly, at least annually.

Eyesight checks will be conducted and recorded on a six monthly basis; managers are responsible for ensuring compliance.

Records will be kept by departmental managers of all training provided for drivers including First Aid, COSSH, Banksman, Towing, Carriage of passengers, Loading/Unloading and any other specialist vehicle training required.

Transport Services will be advise and assist in any specialist vehicle training needs in line with the authorities investment in people policy.

## **13. Risk Assessments**

Risk assessments must be carried out and appropriate measures will be developed and implemented to lower all risks as far as is reasonably practicable. These risk assessments will be reviewed and revised annually, if no related hazardous situation arises meanwhile.

Risk assessments will be written for all journey and categories of vehicles.

A risk assessment will be conducted by any manager/supervisor and/or the Health & Safety Manager, for each type of journey under his or her control.

As always, managers should consult staff to be benefit from their experience when conducting risk assessments, to ensure all hazards are identified.

## **14. Speed**

This organisation does not accept breaking speed limits as an acceptable business risk. Any staff found habitually using inappropriate speed would face possible disciplinary action.

Though assessment and training all drivers will understand the inherent dangers of the use of inappropriate speed.

All scheduling of journeys will take account of rest breaks, total mileage travelled each day, total hours worked (including driving time), congestion and weather conditions.

Staff must never be put in a position where speeding is inevitable due to unrealistic scheduling.

Where drivers make regular journeys, they will advise the person responsible for journey scheduling of any problems with the route (e.g. long-term roadwork, areas of growing congestion, physical changes to the route etc.) on their return to the work base.

## **15. Stress.**

Journey planning and scheduling will take account of stressful situations for staff.

Staff will be encouraged to participate in discussing situations that may cause stress.

Counselling and / or further training will be provided for those suffering from stress.

Staff will be monitored for the effects of stress and those situations, which may cause it.

A stress risk assessment may help identifying stress sources and -issues.

## **16. Towing and loading**

Departmental managers will be responsible for ensuring all drivers towing or loading have suitable and sufficient training to undertake these tasks legally and safely.

Transport services will give advice / assistance as requested.

Any towing and / or loading training must be recorded on their Driver and / or training records.

The driver, so as not to exceed the loading limit of the rack, must check loads carried on roof racks for weight.

## **17. Vehicle details**

The following data will be recorded – all V5 (registration documents) vehicle details, purchase details, damage, repair costs, M.O.T details, economy, fitted extras, servicing periods, servicing costs, running costs, disposal, down time, incident history, parts history, insurance, road tax renewal date and any other specifics required by the organisation.

## **18. Vehicle operation**

All drivers will undertake full familiarisation training, arranged by the departmental manager prior to using any vehicle – care should be taken where drivers are asked to make frequent vehicle changes, especially when moving between large and small vehicle on a daily basis.

Training will be provided for all newly appointed drivers and records kept arranged by the departmental manager.

Where new equipment or facilities are provided, training in their use will be given and records kept by the departmental manager.

Appropriate training and support will be given by the transport department to allocated drivers when new vehicles are purchased, any subsequent training to other drivers will be provided by departmental managers, it is desirable that they ensure that a responsible person is nominated by them to receive initial training and who then will cascade that knowledge down to other nominated drivers.

### **19. Environmental care**

Purchase of new vehicles:

When purchasing or hiring vehicles on to the fleet, the environmental impact will always be taken in to consideration.

The latest technology will be reviewed and where appropriate used to reduce environmental pollution.

Where possible or advantageous alternative fuels will be considered.

Transport services will continue to develop both alternative fuels and the latest technological innovations with a view to ensuring authority vehicles have as small an impact on the environment as possible.