

MANAGING OCCUPATIONAL ROAD RISK



1 PURPOSE OF REPORT

To seek Joint Board approval for the introduction of a Policy on Managing Occupational Road Risk

2 SUMMARY

The attached Policy is part of the ongoing process of identifying and mitigating risk. While efforts are ongoing to consider alternative methods of information collection that reduce costs and environmental impacts, there still remains a requirement of Board staff to undertake external property surveys. This is most often done by staff using their own vehicles.

As a result, and in recognition of the Board's responsibilities towards Health and Safety of employees, this Policy has been derived in order to give guidance to staff and managers in an attempt to mitigate the risk associated with driving at work.

3 FINANCIAL IMPLICATIONS

Any financial implications that arise from this policy are deemed to be nominal.

4 RECOMMENDATIONS

The Board is requested to approve the attached Policy on Managing Occupational Road Risk.

A handwritten signature in black ink that reads "Joan M Hewton". The signature is written in a cursive style with a large initial 'J'.

Joan M Hewton
ASSESSOR

26 June 2009

DRAFT



Health & Safety

MANAGING OCCUPATIONAL ROAD RISK POLICY

Personnel & Office Services
April 2009

MANAGING OCCUPATIONAL ROAD RISK POLICY

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MANAGING OCCUPATIONAL ROAD RISK POLICY

(covering all employees)

1 INTRODUCTION

- 1.1 Lothian Valuation Joint Board places the highest priority on the health and safety of its employees. This policy, which supplements Lothian Valuation Joint Board's Health & Safety Policy, has been developed in order to raise awareness of occupational road risks. Recent research indicates that a third of all accidents involve someone driving in the course of their work.
- 1.2 In general, the policy is not intended to be prescriptive, but to provide guidance, information and advice, for managers and employees. It will assist them, flexibly and sensibly, to recognise, reduce and deal with the risks surrounding employees while travelling on Joint Board business.

2 OBJECTIVES

- 2.1 Recognition of this policy will not resolve all work related occupational road risk situations. However, the policy concentrates on the appreciation and prevention where possible of foreseeable risks through raising awareness and securing good practise standards.
- 2.2 The policy has the following aims and objectives:-
- To encourage a positive attitude towards safe travelling at work.
 - To help managers and staff assess travel-related risks and take steps to control them.
 - To clarify the responsibilities and expectations required of individuals and those with shared responsibilities for anyone who travels in association with their work.
 - To monitor the effectiveness of the policy.
- 2.3 Lothian Valuation Joint Board recognises that travelling to work ranges from occasional journeys to regular driving by nature of the work of staff. Managers and staff should apply the guidance provided as appropriate.

3 GUIDANCE and RESPONSIBILITIES

- 3.1 Managers are responsible for steering and co-ordinating the implementation of this policy within the Joint Board. To assist with this process and to make the policy as accessible as possible the guidance is contained in a number of documents. These are attached as appendices. It is intended that these shall be distributed to all staff.
- 3.2 **Appendix A - Driving at Work**
- 3.2.1 This is a form that each employee in conjunction with their manager must complete. It provides:-
- information on the nature of the driving and related work activity undertaken,
 - /...

3.2/

- outlines a number of identified key risks associated with driving on work business,
- gives opportunity to consider control measures,
- requires the employee to make certain declarations and provide relevant documentation.

It is signed off by both the employee and manager and shall be retained by the Human Resources Manager

3.3 Appendix B - Risk Assessment Travelling at Work

3.3.1 This is in essence a risk register dealing specifically with risks associated with travelling at work. It highlights a number of risk situations and actions that may increase risk, then provides advice on ways in which these can be controlled and mitigated. It also provides for the manager and the employee to suggest further actions that reduce risk.

3.3.2 It is intended that each employee be given a copy of this register and they shall be encouraged to discuss it with their manager.

3.3.3 The Health and Safety Committee that operates within the Joint Board, and comprises membership from senior management, the trade union and staff representatives, shall monitor, review and take action on agreed mitigation arising from this risk register. Employees shall be encouraged to pass suggestions to the Health and Safety Committee.

3.4 Appendix C - Guidance for Employees

3.4.1 This is an easily read single sheet document that provides employees with key information about the need for a policy, what is involved, their responsibilities and those of their managers. A copy shall be provided to each member of staff.

4 REVIEW and MONITORING

4.1 While managers and employees are responsible for the implementation of this policy, the Management Group within the Board shall monitor its application and effectiveness, and periodically review the policy against issues raised or identified as part of the monitoring process.

4.2 To assist this process records shall be kept containing such information as the number and nature of reported accidents, the type of injuries sustained, and the number of lost working days due to accident-related stress.

DRIVING AT WORK



NOTES FOR COMPLETION

This form should be completed and a copy sent to the Personnel Section for filing.

- 1 Line Managers must ensure that this form is completed for all drivers.
- 2 Employees should complete this form when they first drive on behalf of the Joint Board
- 3 Ensure any outstanding actions are followed up and the assessment reviewed.

Employee's Name		Post Held	
Division		Approx annual work mileage	

Work-related use of the vehicle is as follows: (tick boxes)

Visiting familiar locations Visiting unfamiliar locations Deliveries

Other (please describe)

WORK-RELATED USE – to be considered by manager and employee.

Road-related risks increase if your vehicle is used inappropriately. Examples of work issues that may be relevant include the following (see Appendix B for more information).

- Passengers – ensure persons are wearing seatbelts.
- Cars – consider how items carried inside the cabin might cause harm, if they cannot be made secure; it is usually safer to place them in the boot.
- Long journeys – ensure breaks are taken before tiredness sets in eg approximately every two hours.
- Working time, work pressure and fatigue – take driving time, working time and work pressure into account when devising a safe system of work eg would public transport be safer?

PLEASE REMEMBER THAT MOBILE TELEPHONES SHOULD NOT BE USED WHILE DRIVING

Having considered the work-related use of the vehicle, are there further control measures you feel should be considered?

Additional control measures

(Please supply these comments to the Health and Safety Committee for consideration)

DECLARATION BY EMPLOYEE

Lease/Essential/Casual User

I confirm that:-

- a) I have a valid driving licence for the vehicle I drive (copy attached).*
- b) My vehicle has a valid MOT (where applicable – copy attached).*
- c) My vehicle is taxed.*
- d) I am insured to drive the vehicle and my insurance includes cover for use on business as well as to and from work (copy attached).*
- e) My vehicle is roadworthy and suitable for the work I carry out.*

SIGNED (EMPLOYEE)		DATE	
SIGNED (MANAGER)		DATE	

RISK ASSESSMENT TRAVELLING AT WORK

Risk assessment is the systematic way to identify factors that could increase the risk of an accident and ways in which these can be reduced. This Appendix has been prepared as a guide for managers and employees when considering the hazards and risks faced by an individual or team when travelling at work. This guide does not cover all potential risks and managers and employees are asked to identify other hazards and risk reduction measures specific to particular activities.

Managers should always carry out risk assessments in consultation with individuals or teams as appropriate. Assessments should be carried out when an employee first starts driving on LVJB business. Where risk assessments already exist managers should ensure that new employees are aware of any identified control measures.

Hazard Factor that could increase the risk	Suggested ways of containing/controlling the risk	Other suggestions for controlling risk
PLANNING		
Risk exposure increased through number of journeys made.	Is the journey necessary? Could either letter or telephone deal with the matter?	
Method of travel may increase the risk ie long journeys by road.	Consider using alternative forms of transport.	
Insufficient time allowed for traffic conditions (leading to travelling against the clock).	Plan sufficient time for journey avoiding routes known to be congested. Build time for delays into the diary. Travel at off peak times.	
Unfamiliarity with route (getting lost).	Plan route before undertaking journey. Use up to date map books. Make sure the correct address of the location is known.	

Hazard Factor that could increase the risk	Suggested ways of containing/controlling the risk	Other suggestions for controlling risk
<i>PLANNING - Continued</i>		
Poor time management.	Consider developing a timetable to avoid visits over running. Allow for breaks and journey times. Try to plan visits in one area on certain days.	
Lone working.	Consider 'pairing-up' for visits. Review or develop systems for monitoring lone workers ie providing mobile telephones, reporting in at set times.	
Lack of awareness of journeys (unable to contact employee in an emergency).	Make sure that the whereabouts of employees is known along with contact details.	
Long working days leading to fatigue.	Plan the day so that sufficient breaks are allowed. Consider sharing the driving.	
Special needs of any passengers.	Carry out or consult any existing risk assessment before journey.	
<i>TRAVELLING – including on foot</i>		
Delays en-route	Take contact details and telephone ahead if necessary to advise of delay. Cancel journey.	
Adverse weather conditions (loss of control of vehicle, slipping).	Delay/postpone journey. Consider/use alternative forms of transport. Wear suitable footwear.	

Hazard Factor that could increase the risk	Suggested ways of containing/controlling the risk	Other suggestions for controlling risk
TRAVELLING – including on foot - Continued		
Carrying case files/equipment (may increase the risk of a manual handling injury).	Determine whether it is actually necessary to transport case files and equipment. Consider the use of rucksacks or trolleys.	
Transporting equipment eg boxes, computers, displays (danger of objects moving around inside the vehicle or manual handling injury).	Wherever possible, securely store items in the boot/hatch/load area when travelling. Place briefcases in the boot.	
Personal injury.	Wear high visibility clothing, walk on footpath where provided. When walking on carriageway face oncoming traffic. Use designated crossing points.	
Personal attack, including aggression from another road user (commonly known as road rage).	Plan route avoiding less populated areas, alleyways etc. Carry mobile telephone. Keep attractive items out of sight. Consider locking doors. Try to diffuse aggressive situations, by using a calm voice and moving away as soon as possible.	
Using mobile communication equipment when driving (impairs concentration).	Only use mobile communication equipment when it is safe and legal to do so ie when stationary, at side of road or in a lay by/car park. It is recommended that telephones should be turned off or set to accept voicemail whilst travelling.	
PERSONAL		
Poor driver attitude.	Improve driving skills through training/guidance.	

Hazard Factor that could increase the risk	Suggested ways of containing/controlling the risk	Other suggestions for controlling risk
PERSONAL - Continued		
Unfamiliarity with vehicle ie poor or loan car.	Drivers should familiarise themselves with the operation of any vehicle before driving it.	
Driving under the influence of alcohol. Use of drugs (prescription or illicit (drowsiness and hallucinatory effects).	Comply with the law. Do not drive after taking drugs that may affect driving ability. Heed warnings provided by GP/Pharmacist.	
Driver fatigue (falling asleep at the wheel, inattention/poor concentration).	Plan time to take a rest/comfort break(s). Take a rest if tiredness is experienced. Vary route used.	
MAINTENANCE		
Mechanical/parts defect.	Make sure that the vehicle is regularly maintained and pre-journey checks are completed.	

GUIDANCE FOR EMPLOYEES

on LVJB's Occupational Road Risk Policy



Did you know that:

10 people are killed, and a further **110** seriously injured, on our roads every single day?

Approximately **30%** of all fatal road crashes involve somebody at work?

Why have a policy?

The government has set a target to reduce traffic accidents over the next 10 years and part of this initiative is aimed at people who drive as part of their work. In response, LVJB has developed an Occupational Road Risk Policy to help drivers and managers to be more aware of and thereby reduce, the risks associated with driving.

For many, driving is part of everyday life whether it be for pleasure, getting to and from work or business. None of us would wish to be involved in an accident but do we really think about ways in which we can improve our own safety? There are always actions that can be taken; some of these can be easily achieved whilst others may need more thought.

What is involved?

LVJB's policy sets out the responsibilities that anyone who drives whilst at work has for their own safety and what managers should do/...

do to support this. The policy provides guidance for drivers and managers to help identify and assess the risks and suggests ways in which they can be eliminated or reduced.

In addition, the policy reinforces and introduces new features specific to driving whilst at work such as:

- Driving related risk assessments
- Verification of legal entitlement to drive
- Checking of key documents
- Use of mobile telephones

These features are designed with you and your passenger's safety in mind and will help managers to stay aware.

What do I need to do when driving at work?

You will be aware of this policy and ensure that you comply with all parts. A full copy of the policy can be found on the intranet.

This policy has been designed to enable you to actively reduce the risks associated with driving at work. A 'Travelling at Work Risk Assessment' has been devised which should provide the basis of thinking about risks and identifying solutions. If you feel that there are other potential risks that are more specific to your role then you should discuss these with your manager.

The/....

The policy makes you, the driver, responsible for ensuring that you:

- Hold a full, current driving licence for the class of vehicle used;
- Use a suitable and roadworthy vehicle for the task;
- Have the correct, legally required, documentation for the vehicle used ie MOT (where applicable) and Road Tax;
- Have business insurance when driving your own vehicle;
- Meet the minimum eyesight standard required for driving ie read a standard height number plate at 67 feet (approx. 20.4 metres), with glasses, if needed (if glasses are needed, they must be worn for driving);
- Do **NOT** drive under the influence of alcohol, as even a small amount will affect judgement (**Note** – bear in mind the possible effects of alcohol drunk the day before);
- Do **NOT** drive under the influence of any substance that may cause drowsiness (check with a Pharmacist or GP), or affect judgement;
- Ensure that all occupants of the vehicle use seat belts;
- Act in accordance with risk assessment requirements;
- Allow adequate time for journeys;
- Notify your line manager of any endorsement, pending prosecution or change in medical condition, which may

be added to your driving licence or affect your ability to drive;

- Only use mobile telephones or other communication equipment when it is safe to do so, as required by the law;
- Participate in any mandatory driver-training programme, as appropriate.

What does my manager need to do?

There are always going to be risks associated with driving. The chance of an accident occurring increases with factors such as journey time, driver tiredness or distractions. Your manager recognises that you should have a reasonable knowledge of these risks and will be able to apply common sense to most situations in conjunction with the advice contained within this policy.

The policy enables managers to adopt a flexible approach to managing risks associated with driving. For all vocational, essential and lease car drivers where driving is a significant feature of a job managers should complete a '**Driving at Work**' form and assess the risks using the '**Travelling at Work Risk Assessment**' as a guide. The degree to which managers might support other drivers, ie casual users, in controlling risks will be dependant upon the need.

If, after having read the guidance contained within the policy, you feel that you need additional advice to help you drive safely whilst at work please discuss this with your manager.