

SAFER DRIVING AT WORK

1.0 INTRODUCTION

- 1.1** Accident statistics suggest a total of 3,200 road collision fatalities every year with between 800 and 1,000 (25-30%) likely to be occurring in collisions involving vehicles driven for work purposes. Risks involved with driving are therefore significant. PHP Limited is concerned to promote safer driving at work.
- 1.2** This policy covers the driving and riding of any vehicle whether PHP Limited supplied or privately owned by employees in the course of their employment, including off road use.
- 1.3** PHP Limited supports the Government's aim and target of reducing the number and severity of collisions.

2.0 EMPLOYER AND EMPLOYEE RESPONSIBILITIES

- 2.1** PHP Limited is concerned to meet its duty insofar as is reasonably practicable to provide: -
- a safe and healthy place of work for all employees, along with safe systems of work, safe planting equipment, adequate training, information, instruction and supervision;
 - for the safety of members of the public such as pupils and service users who may be travelling in PHP Limited supplied, or privately owned vehicles as part of the service of visiting PHP Limited premises.
- 2.2** All employees have a duty under the Health and Safety at Work Act to:-
- take reasonable care of their own safety and that of others who may be affected by their acts or admissions;
 - co-operate with PHP Limited insofar as is necessary to enable it to comply with any duty or requirement placed upon it.
- 2.3** PHP Limited will, insofar as is reasonably practicable ensure the health and safety of employees who are required to drive as part of their employment. It further recognises and acknowledges that hazards may arise when driving or riding and that these will be identified as part of this risk assessment process. It is PHP Limited's intention to ensure that risks are reduced to a minimum and to this end will seek to give adequate information, instruction training and supervision as is necessary.

3.0 EMPLOYEE GUIDANCE

- 3.1** Employees required to drive must certify that they hold a full valid driving licence and must have a motorcar insurance policy covering use of PHP Limited business.

3.2 Employees must comply with the Highway Code and safe driving practices relating to not speeding while driving, not drinking and driving, using seat belts, ensuring in car safety, parking legally whilst on PHP Limited business and other statutory provisions.

3.3 Vehicles must be kept in a roadworthy condition with all necessary documentation. First aid equipment is recommended. Normally a driving licence will be sufficient for most day-to-day driving. However, unit risk assessment arrangements should consider whether further training is required for particular roles in order to achieve high standards of driving.

3.4 Employees should not drive any PHP Limited owned vehicle that they consider unsafe but inform their line manager immediately they are concerned such as:

- Damaged or faulty vehicle
- No road fund licence
- No MOT

3.5 Employees are legally responsible for ensuring that any vehicle they intend to drive is in a safe and roadworthy condition. They must familiarise themselves with the operation of the vehicle they intend to drive.

3.6 Mobile phones must not be used while driving.

3.7 There is a code of practice relating to minibus safety which minibus drivers must comply with.

4.0 SAFE DRIVING PRACTICES - A Resume

4.1 Use of Mobile Phones While Driving (See Appendix A)

PHP Limited's Policy is that in line with the regulation that came into force on 1 December 2003 making it illegal to use a mobile phone while driving.

- no officer should use a mobile telephone or any similar piece of telecommunications equipment (whether hand-held or hands free) while driving. **Research has shown that drivers are four times more likely to be involved in a collision if they are using a mobile phone.**

Employees responsible for the use of mobile phones are to:

- switch off the phone when driving
- use voice mail or divert calls so that messages can be left while the phone is switched off
- never make or receive calls while driving
- check for messages and deal with any calls, ***once parked safely with the engine switched off***
- ensure that the equipment is switched off when visiting a petrol station

4.2 Speeding While Driving (see Appendix B)

PHP Limited's Policy is that:-

- Employees should at all times comply with the speed limit in force on the public highway and should always drive at a speed that is appropriate for the conditions at the time and that will allow them to stop safely well within the distance they can see to be clear.

4.3 Drinking and Driving (see Appendix C)

If you drink and drive your judgement and abilities will be seriously affected. Employees should be aware that alcohol can remain in the body for up to twenty-four hours. There is no fail-safe guide as to how much you can drive and stay under the limit. The amount and type of alcoholic drink and your weight, sex, age and metabolism will all play their part. ***Any amount of alcohol could affect your judgement. Advice to employees is that the only safe course to take is - not to drink and drive.***

4.4 Seat Belts (see Appendix D)

You must wear a seatbelt if one is available unless you are exempt. Every occupant on the car, front and rear, must use their seat belt for all journeys. This applies also to pregnant women unless they are medically exempt. (To be exempt on medical grounds, you must consult your doctor, and acquire and present a Certificate of Exemption form compulsory seatbelt wearing).

Delivery Drivers:

Delivery drivers used to have an exemption from wearing a seat belt when conducting 'local' deliveries although prior to this amendment there was no maximum distance specified for 'local' deliveries. The seat belt exemption for delivery drivers now only applies when travelling 50m or less between deliveries or collections. It is hoped that this amendment will raise the wearing rates of seat belts in vans.

The law affects the front seats of all vehicles, including vans, coaches, buses and goods vehicles where seat belts are fitted and the rear seats of cars and small minibuses (with an unladen weight of 2,540kgs or less) where seat belts are fitted. Whilst the law does not presently require seat belts to be worn in

the rear seats of larger minibuses or coaches, they should be used if fitted. The law does not prevent you from carrying more passengers than there are restraints. If you have to choose who rides without a belt or restraint, remember that heavier passengers can cause greater injury to others in a collision than lighter passengers. Do not carry more passengers than the vehicle is designed for

4.5 General in Car Safety

PHP Limited's Policy is that:-

- **eating/drinking/smoking/tuning the radio while driving** - no officer should eat, drink, smoke, change music tapes or CD's, or tune radio stations while driving (*It is dangerous to take your hand off the steering wheel and your eyes off the road for any reason not connected with driving. You must exercise proper control of your vehicle at all times*).
- **medicines/drugs** - employees must not drive under the influence of medicines or drugs which prohibit or affect driving.
- **air bags** - whether or not your car is fitted with an airbag, drivers should sit as far as is reasonably possible from the steering wheel in order to reduce the possibility of serious head-on chest injuries in an accident. Similarly, front seat passengers should not sit close to the dashboard. Never use a rear-facing child restraint in the front of a car fitted with a frontal airbag.
- **head restraints** - ensure that the top of the head restraint is level with the top of your head and the head restraint is as close as possible to the back of your head.
- **Lethal Luggage** - All loads carried i.e. passengers and inanimate objects must be secure at all times. Employees are to ensure that all luggage is stored securely in the boot. Load heavy pieces at the bottom, lighter ones on top and spread the load. Do not load luggage above the height of the rear seats. Close the seat belts, if possible crosswise. This gives added stability to the seat back.

4.6 Parking While On PHP Limited Business (see Appendix E)

It is PHP Limited's policy that:

- all PHP Limited Employees, who need to leave their vehicles on the public highway whilst on duty, should not park in a location where it would endanger, inconvenience or obstruct pedestrians or other road users, for example near a school entrance, at a junction, on a bend, or obstructing a private driveway.
- all PHP Limited Employees should be aware that they have no exemption from the waiting or loading restrictions (yellow lines) applying in the road, indeed they have a particular obligation to respect them. Unless they have no practicable alternative (and then only if they are loading or unloading for short periods), they should not park on double yellow lines whilst carrying out their duties.

- parking charges in PHP Limited owned car parks or on-street pay & display bays will be refunded in the normal way if incurred while on PHP Limited business. Employees should always purchase a suitable ticket, or display a relevant permit as required by the signing appropriate to the parking space.
- vehicles associated with inspecting or carrying out works on the highway itself should be identified with flashing amber lights and signed to comply with Chapter 8 of the Traffic Signs Manual. Vehicles should only remain at the site in order to carry out duties required by the progress of the works.

APPENDIX A

SAFE DRIVING PRACTICE - MOBILE PHONES

A1.0 Introduction

- A1.1 Every day thousands of drivers take their hands off the steering wheel and their eyes off the road to use mobile phones. It is considered that most phone calls are stressful, particularly when they involve business.
- A1.2 It has been established by safety organisations that when drivers use hand-held mobile phones, they do not have full control of their vehicle and their hazard perception is reduced. Even professional drivers with specialist driver training have been shown to be distracted enough to miss potential hazards in a test track situation. There was evidence of a quadrupling of the risk of a collision occurring during a phone call.
- A1.3 When using a hands-free phone while driving, the driver was still distracted to some degree. Distraction caused by the mental effort of carrying on a telephone conversation occurred, even with advanced devices and this impacted on safety. There was an association between mobile phone use and increased collision risk and evidence that phone conversations are more stressful than equivalent conversations with passengers.
- A1.4 It is recognised that phones are a part of modern life and work. The road safety benefits include alerting emergency services to the scene of an accident and requesting roadside breakdown assistance. Outgoing calls should not be made by the driver whilst the vehicle is on the move.
- A1.5 This policy is designed to cover the use by employees of mobile phones, whether hand-held or hands free, in-car or hand-held radios and even hand-held dictaphones while in their vehicles. The Poole Housing PHP Limited recognises that for operational efficiency and convenience there are real benefits for the Authority if Employees have mobile communication equipment in their vehicles. However, there are road safety implications of using such equipment.
- A1.6 This Policy will therefore apply to all PHP Limited employees who have reason to use mobile telecommunication equipment whilst on PHP Limited business.
- A1.7 Prohibiting the use of mobile phones whilst driving. The offence is subject to a £100 fixed penalty notice and 3 points.

Definition

A1.8 The term “mobile phone” is meant to cover the use of all mobile communication equipment as covered by this Policy which includes:

- hand held mobile telephones
- hands free mobile telephones
- hand held in-car radios
- hand held dictaphones or tape recorders
- in-car “communicators” with fax, E-mail and Internet facilities
- combined car radio and mobile phone

- “Traffic Master” type traffic information systems or on-board route planners (satnav)

The Policy

A1.9 It will be PHP Limited’s policy to:-

- ensure that all employees who have cause to use mobile phones have access to and are fully aware of the Policy Statement, Corporate Safe Driving Practices, statutory requirements and underlying principles.
- ensure the provision of the appropriate equipment to all staff who rely on mobile communications equipment.
- ensure the provision of related training to Employees in the correct use of mobile phones to support the mobile phone policy.
- provide a monitoring and reviewing programme in order to ensure that managers help to develop the safe use of mobile phones by employees.

A1.10 The above policy covers the use of mobile phones by employees whilst on PHP Limited business and used within whatever form of transport is being driven at the time.

Responsibilities

A1.11 Employees communicating with other mobile phone users should:

- be aware that the person they are attempting to contact may be driving a vehicle
- not conduct business over the phone unless it has been established that the person being called is parked safely with the engine switched off.

APPENDIX B

Safe Driving Practice

The safety implications of Speeding while Driving

- B1.1 The road safety implications of speeding while driving must be addressed and this policy will therefore apply to all PHP Limited employees who have reason to use vehicles while on PHP Limited business.
- B1.2 The Poole Housing PHP Limited promotes, supports and brings to the attention of the public the DfT 'Kill Your Speed' and 'Slow Down' campaigns.
- B1.3 In 2014, driving too fast causes around 1,700 deaths and 195,000 injuries a year nationally.
- B1.4 Over 70% of people regularly break the speed limit on these roads.
- B1.5 Even breaking the limit by just a few miles an hour greatly increases the risk of having a collision:
- around ten people die every day on Britain's roads - by far the single biggest cause is driving too fast for the conditions.
 - about half of all accidental deaths of children are due to road collisions.
 - hit by a vehicle at 40mph, 9 out of 10 pedestrians are **killed**.
 - at 20mph, 9 out of 10 pedestrians **survive**.
 - about two thirds of all collisions in which people are killed or injured happen on roads where the speed limit is 30mph or less.
 - it has been estimated that each 1mph reduction in average speed will cut collision frequency by 5%.
 - an average family car travelling at 35mph will need an extra 21 feet (6 metres) to stop, than one travelling at 30mph.
- B1.6 Collisions happen despite the conditions and irrespective of the time of day.

Speed Limits

- B1.7 You **must not** exceed the maximum speed limit for the road and for your vehicle (see table B9). Street lights usually mean that there is a 30mph speed limit unless there are signs showing another limit. ***You must assume that the 30mph limit applies to all traffic on all roads with street lighting, unless signs show otherwise.***
- B1.8 The speed limit is the absolute maximum and does not mean it is safe to drive at that speed irrespective of conditions. Driving at speeds too fast for the road and traffic conditions can be dangerous. You should always reduce your speed when:

- the road layout or condition presents hazards, such as bends.
- sharing the road with pedestrians and cyclists, particularly children, and motorcyclists.
- weather conditions make it safer to do so.
- driving at night as it is harder to see other road users

OCCUPATIONAL ROAD RISK ASSESSMENT RECORD

Driver Name:	Assessor:
Assessment Number:	Date:
	Review Date:
Line Manger:	Office Location:

Driver Risk & Rating	Very Low 0.5	Low 1	Medium 1.5	High 2	Very High 2.5
Age		51-60	31-50 / > 60	22-30	17-21
No. Of years driving license held	> 15 years	11-15 years	6-10 years	2-5 years	< 2 years
Serious crashes in last 3 years	0		1-2	> 2	
Minor crashes in last 3 years	0	1-2	> 2		
Driving convictions in last 5 years	0		1-2	> 2	
Eye sight test in last 12 months	Yes		No		
Back pain	No		Yes		
Medication used	No	Yes			
Training	Advanced driving	Defensive driving	None		
Mobile telephone used	No				Yes
Place the highest risk rating score from above in the score box					Score

Journey Risk & Rating	Very Low 0.3	Low 0.6	Medium 0.9	High 1.2	Very High 1.5
Miles driven per year	< 5,000	5,001 - 15,000	15,001 - 50,000	> 50,000	
Most usual type of journey		Motorway	Urban	Rural	
Most usual location of journeys*	Area 1	Area 2	Area 3	Area 4	
Average time driving per day	< 1 hour	1-3 hours	3-6 hours	> 6 hours	
Average length of working day	< 8 hours	8-10 hours	11-12 hours	> 12 hours	

Time spent driving midnight - 6am	0 %		1-10%	11-20%	> 20%
Weather (when known)	Clear	Bright	Rain High Winds	Snow	Fog Ice
Place the highest risk rating score from above in the score box				Score	

Vehicle Risk & Rating	Very Low 0.2	Low 0.4	Medium 0.6	High 0.8	Very High 1
Ownership of vehicle	Company	Pool / Hire / Driver's			
Type of vehicle	Car or van		Motorcycle		
Engine capacity - cars and vans	< 1,400cc	1,401-2,000cc	> 2,000cc		
Engine capacity - motorcycles		< 50cc	51-500cc	>500cc	
ABS fitted	Yes		No		
Front air bags fitted	Yes	No			
Side air bags fitted	Yes	No			
High level brake light	Yes		No		
EuroNCAP score	5	3-4	0-2 / none		
Place the highest risk rating score from above in the score box				Score	
(add the 3 totals above, highest possible score 5)				TOTAL RISK SCORE	
(very high 5, high 4, medium 3, low 2, very low 1)				RISK RATING	

Decide on action/control measures to ensure driver safety

Worked Example

The following worked example illustrates the risk assessment form in use.

The profile of the employee under assessment is as follows:

1. Driver risk:

- the driver is a 28 year old male
- he has held a licence for 10 years
- he has had one minor crash in the last three years, but has no driving convictions
- he has perfect eyesight, no back pain and is not on medication
- he has not received any training
- he uses a mobile telephone while driving.

2. Journey risk:

- he drives 20,000 miles per year
- he mainly does motorway driving
- all his journeys are in the UK
- he spends about five hours a day driving on average
- his average working day is 11 hours
- he never drives between midnight and 6.00am

3. Vehicle risk:

- the vehicle is a company car
- it has an engine capacity in excess of 2000cc
- it has the following safety features: ABS, driver and passenger airbags
- it has a EuroNCAP score of 4.

The form shows how these details should be recorded and how the risk is worked out for this individual.

Total risk in worked example

Looking at the form it can be seen that the driver risk is very high (a score of 2.5), the journey risk is medium (a score of 0.9) and the vehicle risk is medium (a score of 1.6). Adding these up gives the total risk, which is 4. Key issues to be addressed in this case include mobile phone use and training.

OCCUPATIONAL ROAD RISK ASSESSMENT - WORKED EXAMPLE

Driver Name: <i>Joe Bloggs</i>	Assessor: <i>Angie Smith</i>
Assessment Number: <i>RA/Drv/01</i>	Date: <i>29/11/02</i>
	Review Date: <i>28/11/03</i>
Line Manger: <i>Mike Harding</i>	Office Location: <i>St John House</i>

Driver Risk & Rating	Very Low 0.5	Low 1	Medium 1.5	High 2	Very High 2.5
Age		51-60	31-50 / > 60	22-30	17-21
No. Of years driving license held	> 15 years	11-15 years	6-10 years	2-5 years	< 2 years
Serious crashes in last 3 years	0		1-2	> 2	
Minor crashes in last 3 years	0	1-2	> 2		
Driving convictions in last 5 years	0		1-2	> 2	
Eye sight test in last 12 months	Yes		No		
Back pain	No		Yes		
Medication used	No	Yes			
Training	Advanced driving	Defensive driving	None		
Mobile telephone used	No				Yes
Place the highest risk rating score from above in the score box				Score	2.5

Journey Risk & Rating	Very Low 0.3	Low 0.6	Medium 0.9	High 1.2	Very High 1.5
Miles driven per year	< 5,000	5,001 - 15,000	15,001 - 50,000	> 50,000	
Most usual type of journey		Motorway	Urban	Rural	
Most usual location of journeys*	Area 1	Area 2	Area 3	Area 4	
Average time driving per day	< 1 hour	1-3 hours	3-6 hours	> 6 hours	
Average length of working day	< 8 hours	8-10 hours	11-12 hours	> 12 hours	
Time spent driving midnight - 6am	0 %		1-10%	11-20%	> 20%
Weather (when known)	Clear	Bright	Rain High Winds	Snow	Fog Ice
Place the highest risk rating score from above in the score box				Score	0.9

Vehicle Risk & Rating	Very Low 0.2	Low 0.4	Medium 0.6	High 0.8	Very High 1
Ownership of vehicle	Company	Pool / Hire / Driver's			
Type of vehicle	Car or van		Motorcycle		
Engine capacity - cars and vans	< 1,400cc	1,401-2,000cc	> 2,000cc		
Engine capacity - motorcycles		< 50cc	51-500cc	>500cc	
ABS fitted	Yes		No		
Front air bags fitted	Yes	No			
Side air bags fitted	Yes	No			
High level brake light	Yes		No		
EuroNCAP score	5	3-4	0-2 / none		
Place the highest risk rating score from above in the score box (add the 3 totals above, highest possible score 5)				Score	0.6
				TOTAL RISK SCORE	4
(very high 5, high 4, medium 3, low 2, very low 1)				RISK RATING	High

Decide on action/control measures to ensure driver safety