

WORK RELATED ROAD SAFETY POLICY



All reference to personnel includes both paid employees and volunteers.

Introduction

Anglia Care Trust is committed to the delivery of its obligations under Health and Safety legislation with regard to driving at work and recognises that there are specific risks to employees who are driving on behalf of the Company.

Anglia Care Trust has introduced this Work Related Road Safety (WRRS) policy with the objective of identifying and minimising those risks, to actively encourage safe driving in order to minimise the number of accidents and to comply with its legal obligations.

Purpose and Scope

This policy is designed to ensure that ACT satisfies the requirements of Health and Safety legislation in relation to driving at work. This policy outlines how those requirements will be met.

ACT believes Work Related Road Safety is the joint responsibility of employer and personnel. It is our policy to provide and maintain safe and healthy working conditions for all personnel and to provide the information, instruction, training and supervision required for this purpose.

All personnel who drive for the purpose of carrying out ACT business and all managers must have a copy of this policy. All personnel must sign to say they have received their policy, and that they have read, and understood its contents.

Legislation

The legislation governing this policy and associated documents is contained in, but not limited to:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Road Traffic Act 1988
- Road Vehicles (Construction and Use) Regulations 1986

Definitions

For the purposes of this policy the following definitions apply:

- Company Vehicle - any car, van, lorry, motorbike, scooter, or personnel carrier that is provided by ACT and used by personnel driving on ACT business
- Private Vehicle - a car, van lorry, motorbike, scooter or personnel carrier which a member of personnel owns and runs privately, and for which they have sole responsibility
- Driving at Work - any work carried out on behalf of the Company that involves the member of personnel in time spent driving a vehicle and covers all journeys other than to and from the normal place of work

Policy Statement

ACT has formulated its WRRS policy and processes on the basis of managing and controlling four elements:

- Risk assessments
- Drivers
- Vehicles
- Journeys

Drivers

For all people driving at work, ACT shall:

- promote a "No blame" incident reporting culture
- verify the drivers entitlement to drive before joining ACT and at regular intervals subsequently. Drivers must hold a full UK driving license that covers the type of vehicle they are driving. Requirements for foreign nationals is that their license must be exchanged for a UK one within 12 months of entry to the UK. **They must also be insured to drive that vehicle for business travel.**
- require drivers have regular eyesight checks
- require drivers to drive in accordance with the Highway Code
- communicate the WRRS policy and processes to all personnel within the organisation
- monitor drivers' performance and provide training where a need is identified
- review any incidents a driver is involved in to identify the cause(s) and any action that can be taken to prevent recurrence
- require that if driving with a young person in the vehicle, the young person must wear a seat belt at all times and sit on a booster seat if they are less than 1.35m in height or under the age of 12, whichever is the sooner
- require that personnel must notify their line manager of any endorsement or pending prosecution which may be added to their driving license or affect their

ability to drive. Personnel should let their manager know of a change in their medical condition that may affect their ability to drive.

- require that personnel must not use mobile telephones while driving, including hands free phones. Personnel must not make calls to colleagues that they know are driving.
- require that if personnel have an accident while driving at work they must tell their line manager and they will be instructed to complete a form
- require that if personnel are in charge of a vehicle whilst under the influence of alcohol or drugs (prescribed or otherwise) and on company's business, where that alcohol or drug use has any potential effect on the individual's fitness to drive, he or she will be subject to disciplinary action up to and including summary dismissal.

Driving related fines, including parking tickets, are the responsibility of the member of personnel who incurs them, whether or not incurred in the course of Anglia Care Trust business and must be paid immediately by the individual.

Where a driving related offence results in personnel being disqualified from driving and if the said individual is required to drive for all or a significant proportion of their job, Anglia Care Trust reserves the right to terminate either an employee's contract of employment or a volunteer's agreement to provide a service.

If however personnel can demonstrate that they have the ability to undertake their normal working duties without the use of a vehicle, Anglia Care Trust will do all it can to enable that individual to remain in service.

Personnel who find themselves affected by the rule should discuss the matter with their line manager. Each case will be treated on its merits and any mitigating circumstances taken into account when decisions are made.

Vehicles

ACT shall:

- ensure that company vehicles are maintained in accordance the manufacturer's service schedule and maintain service records
- for pool vehicles, keep records of who uses each vehicle, the date and time of use.

Where a driver uses a private vehicle for work purposes, ACT shall annually verify the car:

- is correctly insured for business purposes
- has a MOT certificate if over 3 three years old

and will issue guidance on the vehicle checks drivers shall complete at start of a shift/ before a journey, whether using a company, a private or hired vehicle. Copies of relevant documentation shall be provided to Business Support on an annual basis.

Journeys

ACT shall:

- minimize the need to travel for business where practically possible
- minimise the need to drive during the hours of darkness
- plan work/journeys/delivery schedules that are legally realistic and achievable and include regular breaks during the journey
- provide drivers with the option of overnight stays for early appointments that are more than 2 hours from their starting point
- not adopt incentive/bonus schemes that are contradictory to road safety.

Responsibilities

Trustees and Senior Management Team

The Trustees and Senior Management Team shall give their full support to the WRRS policy and processes to ensure that all practical measures are taken, and appropriate resources in the form of finance, equipment, personnel and time are made available to enhance safety whilst driving at work. Specifically, they shall:

- appoint a WRRS Co-ordinator responsible for the day to day implementation and operation of Anglia Care Trust WRRS policy and processes
- lead by example and be consistent
- review work-related road risk activities on an annual basis
- ensure that line managers' responsibilities are clearly defined and are understood with regard to WRRS
- ensure that line managers have the required knowledge and competence to carry out their WRRS responsibilities.

Line Managers

Line Managers shall ensure that their departments and staff comply with the WRRS policy and processes. In particular they shall:

- ensure that the WRRS policy and processes are known and understood by their staff
- assist the WRRS Co-ordinator in identifying all risks associated with the task of driving at work
- ensure staff attend any identified training
- assist as necessary in the implementation of control measures to reduce identified risks
- ensure any road related incidents are reported to the WRRS Co-ordinator
- to plan routes and work schedules in line with WRRS policy and processes.

Drivers

Drivers shall:

- comply with the WRRS policy and processes detailed here and in the Driver's Handbook
- submit their driving licence before joining ACT and at regular intervals subsequently so that their entitlement to drive can be verified
- complete driving related assessments and training as required by the WRRS policy and processes
- check the roadworthiness of any vehicle they use at work before commencing their journey / shift
- for company vehicles, report vehicle defects so that the fault can be rectified
- where they use their private vehicle for work, Drivers shall provide documentation on an annual basis and as required to verify the vehicle complies with WRRS policy and processes
- get their eyes professionally checked on a regular basis
- always drive in accordance with the Highway Code

The WRRS Co-ordinator, shall:

- ensure the WRRS policy and processes meet the requirements of the current legislation
- ensure that vehicle maintenance programs are managed and the associated records are maintained
- highlight areas of concern e.g. where the policy and / or processes are ineffective
- recommended actions in order to improve the effectiveness of the WRRS policy and processes.

Performance, Monitoring and Review

Anglia Care Trust shall monitor the WRRS policy and processes and use the results to continuously improve road safety within the organisation.

Specifically, the policy will be monitored to:

- ensure that the policy meets current standards (legal and other)
- identify opportunities for improvement.

Non-compliance

Non-compliance with this policy may lead to disciplinary procedure.

Anglia Care Trust urges all staff to refresh themselves with the highway code which is available to read on line at <https://www.gov.uk/guidance/the-highway-code>

Date of next review – October 2019