



# Occupational Road Risk

## Policy and Standard Operating Procedure

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## **Occupational Road Risk**

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Standard Operating Procedure

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### *DOCUMENT OVERVIEW:*

This document details arrangements to ensure compliance with the Health and Safety at Work Act 1974, and the Road Traffic Act Section 87.

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## **1 Introduction**

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- 1.1 Operation Florian is committed to ensuring the health, safety and welfare of all its volunteers, and to protect them as far as reasonably practicable from all occupational road risks associated with work related driving.
  - 1.2 We recognise the risks to volunteers that need to drive in connection with our work, and is committed to the prevention of injury, loss of life and damage to property from work related driving incidents.
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## **2 Significant Hazards**

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- 2.1 Untrained/unlicensed staff driving vehicles.
  - 2.2 Driving whilst medically unfit.
  - 2.3 Failure to periodically check driving/operating standards.
  - 2.4 Failure to comply with the EC Drivers Hours and Tachograph Rules for Goods Vehicles.
  - 2.5 Driving in extreme weather conditions.
  - 2.6 Driving alone.
  - 2.7 Vehicle breaking down.
  - 2.8 Animals being led, driven or ridden on public roads panicking.
  - 2.9 Volunteers driving their own vehicle not having the correct and valid documentation, to including Driving Licence, Business Insurance, Tax and MOT.
  - 2.10 Volunteers driving their own vehicle which is unroadworthy. .
  - 2.11 Failure to investigate vehicle accidents.
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### **3 Organisational Arrangements**

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3.1 This section details the responsibilities in respect of the Management of Occupational Road Risk (ORR).

Ensure that all Vehicles used by the Charity are maintained in a roadworthy condition.

3.2 Ensure that arrangements are in place to deal with vehicle breakdowns which include:

3.2.1 Punctures and windscreen breakage.

3.2.2 The recovery of vehicles involved in Road Traffic Collisions (RTCs).

3.3 Provide guidance:

3.3.1 To users to ensure their vehicles are roadworthy.

3.3.2 For drivers on carrying out regular vehicle checks.

3.3.3 On driving licence categories and who is authorised to drive which vehicle.

#### **Responsible Board member**

3.4 Review all risk assessments when required.

3.5 Assist in the completion of Risk Assessments on all vehicles as part of the procurement process.

#### **Project Managers**

3.6 Ensure arrangements are in place for the periodic checking of driving licences of all personnel required to drive

3.7 Inspect the driving documents for all personnel required to drive in accordance with this procedure.

3.8 Ensure that personnel who are required to drive are fit to drive.

Ensure that Drivers who have gained their car Licence after 1997 are aware that they are only eligible to drive vehicles up to a Maximum Authorised Mass of 3500kg

3.9 Ensure that Drivers who have gained their car licence before 1997 can only drive vehicles with a Maximum Authorised Mass up to 7500kg

3.10 Ensure that only LGV qualified drivers drive appliances with a Maximum Authorised Mass in excess of 7500kg.

3.11 Carry out specific risk assessments in accordance with this procedure.

- 3.12 Ensure that all work related driving accidents and incidents are reported and investigated
- 3.13 Ensure that all drivers carry out and record regular vehicle checks.
- 3.14 Ensure that all defects are reported and recorded.

## **Drivers - General**

- 3.15 Give authority to allow us to check their driving licence.
- 3.16 Ensure that when driving on business or work related journeys in their own vehicle, that they have the appropriate business insurance.
- 3.17 Not to drive any vehicle that they are not licensed, trained or authorised to drive, including trailers.
- 3.18 Ensure they are correctly licensed and familiar with each type of vehicle they are required to drive.
- 3.19 Inform their project manager about any changes in the status of their licence or any health issues or concerns affecting their ability to drive.
- 3.20 Notify the DVLA of any health issues affecting their ability to drive and any change of address.
- 3.21 Inform their project manager on notification of prosecution for offences against the Road Traffic Act
- 3.22 Notify their Project manager of: -
  - 3.22.1 Any Court hearing they are required to attend.
  - 3.22.2 Any penalties handed down by the courts.
  - 3.22.3 Any RTC's or incidents.
- 3.23 Drive within the law safely and responsibly on work related journeys.
- 3.24 Be responsible at their own expense, for ensuring that their eyesight is checked regularly by an optician (at least every 2 years or sooner if required).
- 3.25 To use hand held communication devices in accordance with this procedure.
- 3.26 Ensure that prior to driving alone on business that they have read the guidance.
- 3.27 Ensure that all persons travelling in the vehicle are safe.
- 3.28 Not to drive under the influence of alcohol
  - 3.28.1 Be aware that alcohol consumed the day before may put you above the legal limit should you drive the following morning.
  - 3.28.2 Not to drive under the influence of any drugs whether they are on prescription or over the counter, when it is advised that they could make you drowsy or the drugs have affected driving capability. You must inform your line manager that you cannot drive.
  - 3.28.3 Be aware that any drugs including over the counter or prescribed consumed the day before may affect your driving, should you drive the following morning.

- 3.29 Follow the guidance contained in this procedure if the vehicle you are driving suffers a mechanical failure, puncture, windscreen break etc.
- 3.30 Follow the guidance contained in this procedure if involved in an RTC
- 3.31 Ensure that when driving as an LGV driver that where 2 people or more are present then a banksman is required to assist in reversing manoeuvres.

**Note: Volunteers whether in a Charity owned vehicle or a privately owned vehicle, are personally responsible for any Notices of Intended Prosecution involving driving offences which includes speeding, going through red lights, parking tickets, etc.**

### **Drivers -**

- 3.32 The driver is responsible for the safety of persons in the vehicle whilst they are driving that vehicle.
- 3.33 Under the law, the driver is responsible for the roadworthiness of the vehicle.
- 3.34 Inform their line manager of any concerns they may have in maintaining their competence to drive
- 3.35 Ensure they know and understand the information and guidance regarding Driving and Statutory Exemptions contained within this procedure.
- 3.36 Carry out regular checks on vehicles in accordance with this procedure.
- 3.37 Report any vehicle defects.

### **Drivers – Using own Vehicle on Charity Business**

- 3.38 Ensure when using their private vehicle for work related business that it's insured appropriately.
- 3.39 It is recommended that break down cover is also obtained.
- 3.40 Carry out regular checks on their own vehicle when using the vehicle on business.
- 3.41 Ensure their vehicle is suitable and road worthy.
- 3.42 It is recommended that the vehicle is regularly serviced in accordance with manufacturer's instructions.

### **Cyclists**

- 3.43 Ensure they are wearing a cycle helmet and hi visibility garments when using a pool bicycle for work related journeys.
- 3.44 Are strongly advised to wear a cycle helmet and hi visibility garments when using their own bicycle for work related journeys.
- 3.45 Ensure the bicycle is safe to use.
- 3.46 Not to cycle under the influence of alcohol.

- 3.47 Not to cycle under the influence of any drugs including over the counter or prescribed, as this may affect their cycling capability.

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## **4 Planning & Implementation**

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### **Driving Document Checks**

- 4.1 The project manager will carry out document checks on commencement of a deployment.
- 4.2 Documents that are required to be checked are insurance and where applicable MOTs to ensure that documentation are valid.
- 4.3 Volunteers are required to produce the original driving documents.

### **Reimbursement of Costs or Fines**

- 4.4 If the driver is found not guilty or is found guilty where there are extenuating circumstances present when on business, Operation Florian at its discretion, may approve reimbursement of all or part of the fine or any private legal assistance, which has been engaged.
- 4.5 Applications for consideration of reimbursement of fines or costs are to be submitted in writing by the driver concerned to the Board
- 4.6 The project Manager is to endorse the report, making recommendations accordingly.

### **Vehicle Collision – General**

- 4.7 The Road Traffic Act 1988: requires that the driver of a vehicle involved in a collision where injury or damage is caused to any other person, vehicle, animal or property must stop.
- 4.8 If you were driving a vehicle you must give your name and the vehicle owner's name, address and the registration of the vehicle to anyone having reasonable grounds for requiring them.
- 4.9 If you were driving your own vehicle on Charity business, you must give your own name and the vehicle owner's name, address and the registration of the vehicle to anyone having reasonable grounds for requiring them.
- 4.10 If you do not give your name and address at the time of the collision, report it to the police as soon as reasonably practicable, and in any case within 24 hours.

- 4.11 If you do not give your name and address at the time of the collision then you must report the collision to the Police as soon as reasonably practicable and in any case within 24 hours.
- 4.12 If a member is involved in a vehicle collision when driving a vehicle, the driver should be aware that they might be required to inform their own vehicle insurance company.

## References

Health and Safety at Work Act 1974  
 Management of Health and Safety at Work Regulations 1999  
 HSE Driving at Work/indg382 2003  
 HSE Workplace Transport Safety HSG 136 2005  
 RoSPA Managing ORR – Advice for small and medium sized organisations (Undated)  
 Highway Code 2007

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## **Guidance on work related journeys.**

**Work is defined as any task where you are engaged in the Charities business and are not free to pursue your own interests.**

Work Related Journeys can include: -

- Transporting goods or materials
- Transporting people, this includes providing a lift to a colleague on a work related journey.

**If you drive on Charity related journeys in your own private vehicle, you need to ensure that you have the appropriate insurance**

## **Guidance when driving alone.**

When travelling it is wise to lock your car doors. Put any valuables out of site so they are not visible when you stop the car at junctions or traffic lights etc.

Make sure that you have a means of communications with you in event of a breakdown or other incident. or have your own mobile phone carry it with you and make sure it's fully charged

When travelling to an unfamiliar destination always plan your route, carry a map or if available use Sat Nav. Ensure you have enough fuel for the journey & let someone know your estimated time of arrival.

If you are forced to stop by another vehicle, lock all doors and close all windows. DO-NOT get out of the car. DO-NOT try and ram the other car, this may prevent your escape. Stop with the wheels turned outwards ready to drive off. Try and remain calm and confident and drive away as soon as you can.

If you feel you are being followed slow down, but DO- NOT stop. DO-NOT drive home, but drive to a well-lit place and sound your horn and flash your lights. This should get rid of the person following, but if not, drive on to a police station or find a police officer. A Service Station is always a good place to go. Many have phones so you can ring the police for help, or ask the attendant to do it for you.

If you breakdown, walk to the phone. DO-NOT accept a lift. Tell the operator you are alone. When you return to your car either, wait outside the car with the door unlocked and slightly open or sit in the passenger seat, you will look as if you're accompanied.

If you are approached when on the phone, tell the operator, describe the person, or give the registration number of the vehicle. When help arrives, always check their identification before you leave the car. If you are unsure, stay in the car and say you are waiting for the police.

## **Parking**

When parking, don't leave items on view. Always park in a busy, well-lit area. If parking in a car park, park close to the exits or near to the attendant. Reverse into the parking space so you can get away quickly. Always lock your doors and find a landmark so you can find your car when you come back. If possible return to your car with others. Approach your car with your keys ready in your hand. Check your car for intruders. Once in your car lock the doors before you drive away

## **Appendix C. Legal requirements**

Under Section 170 of the Road Traffic Act 1988, as amended, the DRIVER of a vehicle involved in a collision in which injury occurs to any other person, damage to any other vehicle or to other property or to an animal (other than one in or on that vehicle) (In this section "Animal" means horse, cattle, ass, mule, sheep, pig, goat or dog), **must stop** and, if required to do so, give anyone having reasonable grounds for requiring the information, their name and address, the name and address of the owner of the vehicle and its registration number. If, for any reason the driver of the vehicle does not give their name and address as required, they must report the collision within 24 hours to the Police.

Where the driver is the only person qualified to drive the appliance, and it is imperative that they should proceed, having regard to any serious consequences that seem likely to arise from delay in attendance, the driver should endeavour to comply with the statutory requirement before proceeding.

### Motor Driving and Traffic Regulations

#### **General**

Apart from statutory exemptions, drivers and appliances are at all times subject to the law and to general traffic rules, including the provisions of the Highway Code,

Any driver who is disqualified from holding a driving licence must inform their Project manager

#### **Drivers' Hours and Rest Breaks**

All personnel, who are drivers of cars or LGV's, are subject to statutory regulations.

### **Reversing or manoeuvring of fire appliances**

Where possible avoid reversing. However if reversing can't be avoided then the driver of an appliance must where available, always use at least one guide, who should be sited to watch the nearside rear of the vehicle. Additional guides should be deployed, as the driver deems necessary. The driver should ensure that the guides are competent in the role and understand the signals to be used. The driver must not move, or should stop the vehicle, if sight of a guide is lost, either directly or in a mirror, or if the guide appears to be too close to the vehicle for safety. Reversing should be undertaken at the slowest practicable speed and over the shortest possible distance. In any case, a vehicle, wherever possible, should not be reversed to a position less than 1m from an obstruction.

When entering or leaving a narrow gateway, narrow bridge or similar, or when attempting to pass a stationary vehicle in a narrow roadway where it may be difficult for the driver to judge the safety margin. The vehicle will be stopped and a guide will be deployed to assist the driver to negotiate the particular hazard.

### **Drivers Check**

Outside the vehicles

1. Visually check for water, oil & fuel leaks
2. Visually inspect tyres\*, and wheel fixings.
3. Check security of equipment, shutter, and pump bay latching
4. Operate **all** lights, check for correct operation
5. Inspect & clean, where applicable, all reflectors, lamps, lenses, glass & reflective material
6. Inspect mirrors for fixing, cleanliness and alignment
7. Inspect body for security, and report any damage
8. Operate all cab doors, check for correct latching
9. Check Road Fund Licence is correct and in place

Inside the cab

10. Inspect battery condition, and correct charging – by meter or warning light
11. Note air gauges reach working pressures
12. Ascertain correct latching of seat belts
13. Start engine, inspect warning lamps for correct operation

\*Tyre tread depth

(Note. This is the standard which exceeds the legal minimum).

14. For cars, car derived vans and all vehicles up to 3,500Kgs, the tread should be 1.6mm all the way around the tyre and all the way across the tread.
15. For all other vehicles, the tread should be 1.3mm all the way around the tyre and all the way across the tread.

## **Drivers Check**

1. Check engine oil level
2. Inspect coolant level – Visually through header tank – where applicable
3. Complete daily checks.
4. Test all audible warning devices
5. Check tyre pressures with gauge and correct where necessary.

## **Driving in icy and snowy conditions**

During icy conditions drivers of vehicles should slow down sooner, brake lighter, and pull away gently.

## **Vehicle functions and limitations.**

Anti Lock Braking Systems (ABS) (All vehicles). These are designed to enable wheels to keep turning during the act of braking, thus maintaining the ability to steer.

These systems work by limiting, or even reducing the brake effort to each wheel. If this is taken to the extreme when on sheet ice, for example, the brake efficiency will be greatly reduced, and the stopping distance increased. However, unless sudden movements are carried out, steering is maintained. A warning light accompanies the operation of ABS.

Retarder - a retarder works by slowing down the driving wheels independently of both the engine and the braking system. The retarder is interfaced with the ABS system, meaning that, if in icy conditions, the retarder starts to produce a locked wheel the retarder's operation will be reduced. All vehicles have stage one of the retarder operated by "closed throttle", but some do have an adjustment. Where this exists, it should remain on the lowest setting at all times. A warning light accompanies the operation of the retarder.

## **Driving Through Water**

As a general rule, vehicles should not enter water at a depth above its wheel centres, except to exit when all other routes are impassable.

- If any vehicle goes into water that reaches its wheel centres, a usable defect should be raised. The attending Engineer will then decide the action to be taken. This applies equally to ALL vehicles, including cars and vans.
- If any vehicle goes into water that is contaminated, or is even suspected of being contaminated, then a usable defect should be raised. The attending Engineer will then decide the vehicle action to be taken. As a minimum requirement they will probably instigate an inspection, steam clean, and a Brake Roller Test.

- When driving through standing water, the bow-wave effect must be minimised by driving at low speed, about walking pace to avoid serious damage to the engine.
- The ABS system is self-testing, if an ABS light does not follow it's correct sequence of operation the vehicle must be defected on return to station. The driver should be aware that hard braking may result in a wheel locking.
- When a vehicle has been driven through standing water it must be washed off on return to station, or in the case of cars at the earliest opportunity, to remove any exterior contamination.
- Most of the above can be tolerated by the latest generation vehicles with less serious consequences than our older fleet. If you are in any doubt with regard to a vehicle's road-worthiness a duty engineer (or the Fleet Engineering Group Manager) should be consulted.

Note: Fast flowing water is particularly dangerous and can easily result in a vehicle being swept downstream, even if the level is only up to the wheel centres. Drivers should not attempt to drive through fast flowing water

Vehicle collision

**Where the collision results in any injury to personnel or a near hit occurs the incident should also be reported under the personal injury reporting procedure.**

#### Initial Actions

All crew and any third parties are safe.

First aid is rendered where necessary.

assess the damage

#### **Information gathering and recording**

Where there is damage to a third party's property and it is not possible to notify them at the time, the driver must report the collision to the police within **twenty-four hours**. Failure to do so will leave the driver liable to prosecution.

On return to the nominated place of duty, the driver must contact SCC and pass all relevant information in relation to the collision for completion of Form FRS428