



Driving for work policy

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Introduction

- 1.1 Barlows UK Ltd (hereafter referred to as The Organisation) 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 its behalf. The Organisation recognises that driving is one of the most dangerous work activities that most people do. The Organisation has introduced this policy with the objective of identifying and minimising those risks and to actively encourage safe driving in order to reduce the number of accidents and to comply with its legal obligations. The Organisation uses FleetCheck & Telematics to assist it with discharging its duties.

Purpose and scope

- 2.1 HSE Guidelines, 'Driving at Work', state that "health and safety law applies to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system". This policy is designed to ensure that The Organisation satisfies the requirements of both health and safety and road traffic legislation in relation to driving at work. The policy outlines how these objectives will be achieved. This policy applies to all employees, contractors or others who may be driving for and on behalf of the Company, and those who may be affected by their work.

The Law

- 3.1 The relevant legislation governing this procedure is contained in but not limited to:
- 3.1.1 Health and Safety at Work Act 1974
 - 3.1.2 The Road Traffic Act 1991
 - 3.1.3 Management of Health and Safety at Work Regulations 1999
 - 3.1.4 Provision and Use of Work Equipment Regulations 1998
 - 3.1.5 Workplace (Health, Safety and Welfare) Regulations 1992
 - 3.1.6 Construction, Design and Management Regulations 2015
 - 3.1.7 Health and Safety (Safety Signs and Signals) Regulations 1996
 - 3.1.8 Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
 - 3.1.9 Manual Handling Operations Regulations 1992 (as amended)
 - 3.1.10 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - 3.1.11 Health and Safety (First Aid) Regulations 1981 (amended 2018)
 - 3.1.12 Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003
 - 3.1.13 Working Time (Amendment) Regulations 2003
- 3.2 Driving at work – refers to any work carried out on behalf of The Organisation that involves a driver in time spent driving a vehicle and covers all journeys .

Responsibilities

- 4.1 By law, employers and self-employed people must:
 - 4.1.1 Assess the risks to anyone who might be affected by their work activity;
 - 4.1.2 Take appropriate preventive and protective steps to control these risks.
- 4.2 These requirements apply to all work activities, including those involving transport.
- 4.3 The Organisation will ensure that all practical measures are taken and appropriate resources in the form of finance, equipment, personnel and time are made available in respect of enhancing safety whilst driving at work. It will use fleet management to assist to manage its fleet of vehicles and to provide the necessary information.
- 4.4 All Staff are expected to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and co-operate with The Organisation so far as is necessary to enable this policy to be performed or complied with;
- 4.5 Drivers at Work (employees/agency and contract workers/delivery drivers) are expected to make themselves familiar with this policy and to ensure that they practice safe methods of driving at all times;
- 4.6 A Fleet Manager or appointed member of staff is primarily responsible for day-to-day implementation of the procedures associated with this policy and for maintaining accurate records on vehicles, assisted by the Fleet Action Group and section Contract managers. The FleetCheck & Telematics system will be used in this respect.
- 4.7 A Health and Safety Advisor or appointed member of staff will monitor the overall success of the policy and update the contents where appropriate.

Risk Assessment

- 5.1 Risk assessments will be conducted for each job / task involving driving for work, for each new employee/agency and contract workers and delivery drivers expected to drive as part of their work and for each new type of vehicle selected for use by The Organisation. The risk assessment for any work-related driving activity will follow the same principles as for any other work activity. The Organisation may delegate the task, but will ensure that the person asked to carry it out is someone who:
 - 5.1.1 is competent to do so (has the right skills, knowledge and experience);
 - 5.1.2 involves The Organisation workers in the process;
 - 5.1.3 Understands when specialist help may be needed
- 5.2 A risk assessment is a careful examination of what, in The Organisation work, could harm people. It helps decide whether The Organisation has done enough to prevent anyone coming to harm, or need to do more. By law, the risk assessment must be 'suitable and sufficient'. This means it must be good enough to protect people from any harm that is predicted. The risk assessment does not need to be complicated or technical.

5.3 Risk assessments will be conducted for each:

- 5.3.1 Job / task involving driving for work – each job or task which includes driving for work will be risk assessed and appropriate control measures introduced.
- 5.3.2 Young drivers on passing their driving test must produce their license to their manager for them to arrange for it to be checked by a 3rd party. All newly qualified will not be able to drive Company Vehicles until they have gained 6 months experience through private driving. Then they will be required to undertake individual Driver Training before driving Company Vehicles. Company Driving for Work risk assessments will be completed for all staff that will be expected to drive for work purposes. (This will be done as part of the induction process). The results of the assessment will determine whether the individual will be driving at work, the extent of that driving, the likely risks to the individual and training requirements.
- 5.3.3 New type of vehicle selected for use by The Organisation – assessment to determine the safety and suitability of any new type of vehicle should be conducted by the director of the company or a responsible person delegated by the directors such as the fleet manager with guidance from the fleet action group.

5.4 Risk Assessments will be reviewed and, where required, reassessed every 12 months or sooner if:

- 5.4.1 A new type of vehicle is considered for purchase;
- 5.4.2 There is a change in a driver's responsibilities that results in a significant change in the amount of driving required;
- 5.4.3 There is an accident, near miss or breakdown or other significant occurrence;
- 5.4.4 There is a significant change in the environment in which the vehicles are used;
- 5.4.5 There is any change in the driver's circumstances that may affect his / her ability to drive.

5.5 All workers must familiarise themselves with the contents of the risk assessments and also ensure needs or control measures identified by risk assessments are carried out and should administer risk control measures in line with The Organisation policy.

Control Measures

- 6.1 Risk Assessments are designed to identify the risks associated with a specific driving task or the needs of an individual carrying out the task. Where identified by the Risk Assessment, control measures will be introduced to eliminate the hazard or minimise the risk. Control measures can only be effective if the driver adheres to them at all times. Fleet Telematics will be used to assist in Control Measures

Drivers

- 7.1 When considering a change to an existing role or the recruitment of a new employee to a role involving driving, The Organisation will undertake a number of assessments to determine the suitability of the individual to the driving task. Only authorised persons may drive vehicles belonging to The Organisation. The fleet management system and licence

checks assist with this task. All Drivers to have Licence Check carried out by a 3rd party prior to driving Company Vehicles.

- 7.2 A basic Driving at Work induction will be provided for all drivers who are expected to drive as a normal part of their work. The Organisation will provide an online driving risk assessment for all drivers, additional driver training will be provided where a risk assessment has identified a need. Wherever possible the training will be conducted within the driver's normal work hours. Drivers are expected to attend training.
- 7.3 Additional driver training (e.g. Advanced Driving, Defensive Driving or other certified course) will be provided where an individual Risk Assessment identifies the need.
- 7.4 Safe Driving and Journey Planning Drivers should adhere to safe driving guidance at all times and wherever possible plan a journey in advance to ensure they do not drive for any excessive period and have included provisions for regular rest breaks and their personal safety.
- 7.5 Drivers who will be working alone need to:
 - 7.5.1 ensure they have identified Lone Working on their Individual Risk Assessment to determine whether any control measures need to be activated;
 - 7.5.2 Follow the Company's advice regarding lone driving.
- 7.6 The Organisation reserves the right to request a drugs / alcohol test at any time. Whilst undertaking driving on behalf of the Organisation drivers are expected to:
 - 7.6.1 Adhere at all times to the legal limits for the level of alcohol in the blood whilst driving, including the "morning after" effects of intoxicating substances in the blood stream;
 - 7.6.2 Not drive whilst under the influence of illegal drugs or other intoxicating chemicals including prescription or non-prescription medication which may cause drowsiness;
 - 7.6.3 Take no alcohol during working or shift hours;
 - 7.6.4 Not drive if declared medically unfit to drive.

Vehicles

- 8.1 Selection of vehicles for The Organisation use will be given due consideration and will be chosen depending on their suitability for the purpose and meeting with the requirements of this policy. The Organisation will keep an inventory of all vehicles owned, leased, maintained or used/or use the FleetCheck system to keep and store this information. The vehicle record will contain the following information:
 - 8.1.1 Vehicle make and model;
 - 8.1.2 Details of the person responsible for the day to day running of the vehicle;
 - 8.1.3 Manufacturers' recommendations regarding maintenance and servicing procedures and frequency;
 - 8.1.4 Licensing and insurance information;

- 8.1.5 Procedures for handling defects and faults and procedures for the reporting and recording of these;
- 8.1.6 Testing and maintenance history.
- 8.2 In addition to detailed records of each vehicle, information will be stored in relation to:
 - 8.2.1 Driver who have been authorised to drive The Organisation's vehicles;
 - 8.2.2 Drivers authorised to use their own vehicles for work purposes.
- 8.3 Records of inspection, testing and maintenance will be stored on the FleetCheck system. Vehicle inspections and maintenance may only be conducted by qualified persons in order to take into account the manufacturers' recommended service intervals and warranties. Inspections are conducted by a competent person in order to ensure the on-going safety of the vehicle. When conducting the inspection, the following will be considered:
 - 8.3.1 The manufacturer's instructions and requirements for conditions of vehicle use;
 - 8.3.2 Any specific risks to the vehicle;
 - 8.3.3 Intensity of use – maximum working limits;
 - 8.3.4 The environment in which it is used;
 - 8.3.5 The purpose for which it is used;
 - 8.3.6 Risks to health and safety which could be caused by faults or failures.
- 8.4 A maintenance log or service book will be kept in each vehicle containing all information relating to that vehicle. The servicing garage should up-date this upon completion of each service / inspection. This will be stored on FleetCheck which will prompt in advance when service / inspections are due.
- 8.5 Safety equipment will be issued with the vehicle. This is to be used for work purposes and will contain equipment for the safety and security of the drivers.

Mobile Phones

- 9.1 It's illegal to drive using hand-held phones or similar devices. The rules are the same if you're stopped at traffic lights or queuing in traffic. Whilst it is not illegal to use hands-free phones when driving, if the police think you're distracted and not in control of your vehicle you could still get stopped and penalised. If a driver has been provided with a mobile phone for the purposes of work, they will be expected to stop at a safe place away from the main carriage way to make or take a phone call. It is strictly prohibited to send a text message whilst driving.

Private Vehicles

- 10.1 A private vehicle can only be used by a driver for work purposes if they have received written authorisation to do so. Authorisation will only be granted if the vehicle is deemed safe and suitable for the intended purpose. If a private vehicle is to be used for work purposes, the driver must provide evidence of :
 - 10.1.1 A current MOT certificate

10.1.2 Road Tax

10.1.3 Insurance for business use.

10.1.4 A vehicle checklist is completed

- 10.2 A hired vehicle may only be used with the permission of The Organisation. If one is to be used, it must be hired from a reputable company approved by The Organisation and that it is suitable for the use intended. A hired vehicle is subject to the same conditions as a company vehicle.

Accidents and Emergencies

- 11.1 A copy of the drivers handbook which includes guidance on accidents and emergencies and should be kept in the vehicle at all times and are to be followed. In the event of an accident or emergency the insurance provider should be contacted **immediately** and photographic evidence gathered to support the insurance company. Emergency services should be contacted when deemed necessary. The driver must also complete an accident/incident report form and return it to the fleet manager within 48 hours of the event. The Organisation will review the Accident Reports and recommend any improvements to the policy or general safety measures as a result by the Fleet Action Group.

Victim of Crime

- 12.1 If a break-in occurs whilst the vehicle is being used for work purposes the driver should contact the police and his / her manager.
- 12.2 If a minor accident occurs whilst the vehicle is being used for work purposes the driver should follow the Procedure of contacting the insurance provider, taking photographs and consider whether it is appropriate to contact the police. The driver must also complete the Accident / Incident Report Form and pass it to the Fleet Manager.
- 12.3 If the vehicle has been stolen, the driver should contact the police and his / her manager as soon as it becomes apparent the vehicle is missing.
- 12.4 If the driver is involved in any other incident, which may be considered to be a crime, e.g. road rage, whilst the vehicle is being used for work purposes the driver should consider whether it is appropriate to contact the police. He/she must contact their line manager, who will advise on the appropriate course of action.

Breakdowns

- 13.1 If the vehicle breaks down whilst being used for work purposes the driver should remove the vehicle from the carriage way (if both safe and practicable to do so), contact the appropriate Breakdown Recovery Service, contact their manager.

Monitoring and Review

- 14.1 The Organisation has overall responsibility for monitoring compliance with this policy and will conduct audits on an annual basis. The Organisation may if it's appropriate to do so, issue a report highlighting areas of concern and recommending actions in order to continue the development of the management of occupational road risk process.

- 14.2 The policy will be formally reviewed and up-dated every 2 years, or sooner if deemed appropriate, or by reasonable request. Any subsequent amendments brought about by a review will go through the normal health and safety amendment process.