



Safety & Wellbeing Policy Arrangement

Section 32 – Driving at Work

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Section 32 – Driving at Work

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Further guidance on this matter can also be obtained from the safety team at healthandsafety@northlan.gov.uk

Section 32 - Driving at Work - Managing Work Related Road Safety Issues

1. Introduction

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time.

This may account for over 20 fatalities and 250 serious injuries every week. Some employers believe, incorrectly, that provided they comply with certain road traffic law requirements, e.g. vehicles have a valid MOT certificate, and that drivers hold a valid licence, this is enough to ensure the safety of their employees, and others, when they are on the road.

However, 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 management system.

This guidance applies to any employer, manager or supervisor with staff who drive, or ride a motorcycle or bicycle at work, and in particular those with responsibility for fleet management. It also applies to self-employed people. Employees and trade union appointed safety representatives will also find it helpful. It covers people whose main job is driving, and those who drive or ride occasionally or for short distances. References to drivers and driving include riders and riding.

The document suggests ways to manage the risk to drivers' health and safety. Companies with large goods vehicles (LGV) or passenger carrying vehicles (PCV) may also be subject to specific legislative requirements that take precedence over the general advice given here.

Many incidents happen due to inattention and distraction as well as failure to observe the Highway Code.

You need to consider what steps you should take to ensure that your employees use the road as safely as possible.

Practical advice on managing work-related road safety can be found in the publications listed at the back of this guidance.

2. Legal Responsibilities

This document deals with the requirements of health and safety law. These requirements are in addition to the duties an employer already has under road traffic law, e.g. the Road Traffic Act and Road Vehicle (Construction and Use) Regulations, which are administered by police and other agencies such as the Vehicle and Operator Services Agency.

The Health and Safety at Work etc Act 1974 requires the Council to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. There is also a responsibility to ensure that others are not put at risk by work-related driving activities.

The Management of Health and Safety at Work Regulations 1999 further define this duty, requiring all work activities to be risk assessed. If an employee is driving any vehicle to aid the Council in providing a service, then it is a work activity and an assessment of the risk must be made and the findings of the assessment shared with the employees concerned.

The Regulations require a periodical review of the risk assessment so that it remains appropriate. There will be a need to consult with appropriate employees, and where applicable, health and safety representatives, on some of the health and safety issues raised in this guidance.

Health and safety law does not apply to commuting, unless the employee is travelling from their home to a location, which is not their usual place of work.

3. Benefits of Managing Work-Related Road Safety

The true costs of accidents to organisations are nearly always higher than just the cost of repairs and insurance claims. The consequences of an accident on the self-employed and small businesses are likely to be proportionately greater than on a larger business with greater resources.

The benefits from managing work-related road safety can be considerable, no matter the size of the business. It allows better control over costs, such as wear and tear and fuel, insurance premiums and legal fees and claims from employees and third parties.

It also allows informed decisions to be taken about matters such as driver training and vehicle purchase, and helps identify where health and safety improvements can be made.

Case studies and research have shown that benefits from managing work-related road safety and reducing crashes include:

- fewer days lost due to injury;
- reduced risk of work-related ill health;
- reduced stress and improved morale;
- less need for investigation and paperwork;
- less lost time due to work rescheduling;
- fewer vehicles off the road for repair;
- reduced running costs through better driving standards;
- fewer missed orders and business opportunities so reduced risk of losing the goodwill of customers;
- less chance of key employees being banned from driving, e.g. as a result of points on their licences.

Promoting sound health and safety driving practices and a good safety culture at work may well spill over into private driving, which could reduce the chances of staff being injured in a crash outside work.

4. How to Manage Work-Related Road Safety

Arrangement Section: Driving at Work

Version No. 1.0 Reference: AS32

Work-related road safety can only be effectively managed if it is integrated into the arrangements for managing health and safety at work. An examination of the health and safety systems should take place with consideration being given to whether they adequately cover this area of work.

The main areas Services need to address are policy, responsibility, organisation, systems and monitoring.

Policy

Does the Service health and safety policy include references to work related driving, this could be an inclusion in the statement to cover such work. Your policy should be written down if you employ five or more people.

Responsibility

The management responsibility for work related driving should be appropriately and clearly defined, with the nominated person(s) having sufficient authority to exert influence over those that need to understand what is expected of them.

Organisation and Structure

Steps should be taken to ensure, so far as is reasonably practicable, that an integrated organisational structure, promoting work-related road safety, is in place that will engender co-operation across Services.

Systems

Adequate systems to allow the management of work-related road safety should be established, for example, mechanisms to ensure vehicles are regularly inspected and services in accordance with manufacturers' recommendations. It is worth noting that such systems would need to extend to employee owned vehicles, although there is no duty on the Council to maintain these vehicles.

Monitoring

Managers need to ensure that any work-related road safety control systems are being effectively implemented. Employees must be encouraged to report all work-related road incidents without fear that punitive action will be taken against them. The Council's Incident Reporting and Information System is configured to record work related road accidents.

5. Assessing Risks on the Road

Risk assessments for any work-related driving activity should follow the same principles as risk assessments for any other work activity. It should be noted that a failure to properly manage work-related road safety is more likely to endanger other people than a failure to properly manage risks in the workplace.

A risk assessment is nothing more than a careful examination of what work activities can cause harm to people. The risk assessment should be appropriate to the work circumstance and does not have to be over complex or technical. A competent person with a practical knowledge of the work activities being assessed should carry it out.

Evaluating the Risks

Arrangement Section: Driving at Work
Version No. 1.0 Reference: AS32

When managers are evaluating the risks associated with driving activities there are a range of considerations that should be taken. These considerations are not exhaustive and other factors may well need to be included as necessary. An assessment proforma is included within appendix 1 of this arrangement document.

The Driver

Competency

Are drivers competent and capable of doing their work in a way that is safe for them and other people?

- Does the employee have relevant previous experience?
- Does the job require anything more than a current driving licence, valid for the type of vehicle to be driven?
- Do your recruitment procedures include appropriate pre-appointment checks, e.g. do you always take up references?
- Do you check the validity of the driving licence on recruitment and periodically thereafter?
- Do you specifically check the validity of any LGV/PCV driving entitlements as part of your recruitment procedures and periodically thereafter? Such entitlements may not have been restored after a period of disqualification.
- Are your at-work drivers aware of Council policy on work-related road safety, and do they understand what is expected of them?
- Should your policy document be supplemented with written instructions and guidance and/or training sessions or group meetings?
- Have you specified what standards of skill and expertise are required for the circumstances of the particular job?
- How do you ensure that these standards are met?

The possession of a driving licence does not infer competence in all driving activities. It is possible to pass a driving test at 17 and then not drive a vehicle again for a number of years. It is also possible to have held a driving licence for a number of years and to have no experience/competence in driving on a motorway.

Training

Are drivers properly trained?

- Do you evaluate whether those that drive at work require additional training to carry out their duties safely?
- Do you provide induction training for drivers?
- Do you arrange for drivers to be trained giving priority to those at highest risk, e.g. those with high annual mileage, poor accident records, or young drivers?
- Do drivers need to know how to carry out routine safety checks such as those on lights, tyres and wheel fixings?
- Do drivers know how to correctly adjust safety equipment, e.g. seat belts and head restraints?
- Do drivers know how to use anti-lock brakes (ABS) properly?
- Do drivers know how to check washer fluid levels before starting a journey?

- Do drivers know how to ensure safe load distribution, e.g. when undertaking multi-drop operations?

- Do drivers know what actions to take to ensure their own safety following the breakdown of their vehicle?
- Do you need to provide a handbook for drivers giving advice and information on road safety?
- Are drivers aware of the dangers of fatigue?
- Do they know what they should do if they start to feel sleepy?
- Are drivers fully aware of the height of their vehicle, both laden and empty? (There are estimated to be around three to six major bridge strikes every day in the UK)
- Has money been budgeted for training?

To be effective, training needs should be periodically assessed, including the requirement for refresher training.

Fitness and Health

Are drivers sufficiently fit and healthy to drive safely and not put themselves or others at risk?

- Do drivers of heavy lorries or passenger carrying vehicles, for which there are legal requirements for medical examination, have the appropriate medical certificate?
- Although there is no legal requirement, should those at-work drivers who are most at risk, also undergo a regular medical?
- Should staff that drive at work be reminded that they must be able to satisfy the eyesight requirements set out in the Highway Code?
- Have you told staff that they should not drive, or undertake other duties, while taking a course of medicine that might impair their judgement?

In cases of doubt they should seek the view of their GP, manager can also seek guidance from the Council's Occupational Health Provider.

The Vehicle

Are vehicles fit for purpose?

- Do you investigate which vehicles are best for driving and public health and safety when purchasing new or replacement vehicles?
- Is your fleet suitable for job in hand? Have you thought about supplementing or replacing it, with leased or hire vehicles?
- Do you ensure that privately owned vehicles are not used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT certificate?

Condition

Are you satisfied that vehicles are maintained in a safe and fit condition?

- Do you have adequate inspection/maintenance arrangements in place?
- How do you ensure maintenance and repairs are carried out to an acceptable standard?
- Is planned/preventative maintenance carried out in accordance with manufacturers' recommendations?

Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle.

- Do your drivers know how to carry out basic safety checks?
- How do you ensure that vehicles do not exceed maximum load weight?
- Can goods and equipment, which are to be carried in a vehicle, be properly secured? E.g. loose tools and sample products can distract the driver's attention if allowed to move around freely.
- Are windscreen wipers inspected regularly and replaced as necessary?

Safety Equipment

Are you satisfied that safety equipment is properly fitted and maintained?

- Is safety equipment appropriate and in good working order?
- Are seatbelts and head restraints fitted correctly and do they function properly?

Safety Critical Information

Are you satisfied that drivers have access to information that will help them reduce risks? For example:

- Recommended tyre pressures;
- How to adjust head restraints to compensate for the effects of whiplash (see IS48 – Occupational Road Risk – Head Restraints)
- The action drivers should take where they consider their vehicle is unsafe and who they should contact.

Ergonomic Considerations

Are you satisfied that drivers' health, and possibly safety, is not being put at risk, e.g. from inappropriate seating position or driving posture?

- Do you take account of ergonomic considerations before purchasing or leasing new vehicles?
- Do you provide drivers with guidance on good posture and, where appropriate, on how to set their seat correctly?

The Journey

Routes – Do you plan routes thoroughly?

- Could you use safer routes which are more appropriate for the type of vehicle undertaking the journey? Motorways are the safest roads and although minor roads may be fine for cars, they are less safe and could present difficulties for larger vehicles.
- Does your route planning take sufficient account of overhead restrictions e.g. bridges and tunnels and other hazards, such as level crossings, which may present dangers for long vehicles?

Scheduling

Are work schedules realistic?

- Do you take sufficient account of periods when drivers are most likely to feel sleepy even if this might upset schedules?
- Where appropriate, do you regularly check tachographs to ensure drivers are not cutting corners and putting themselves and others at risk?
- Do you try to avoid periods of peak traffic flow?
- Do you make sufficient allowances for new trainee drivers?
- Do ensure employees leave enough time between work activities to drive between council locations without encouraging unsafe driving acts.

Time

Are you satisfied that sufficient time is allowed to complete journeys safely?

- Are your schedules realistic? Do journey times take account of road types and condition, and allow for rest breaks? Would you expect a non-vocational driver to drive and work for longer than a professional driver? The Highway Code recommends that drivers should take a 15 minute break every two hours.
- Professional drivers must of course comply with drivers' hour's rules.
- Does Council policy or procedures put drivers under pressure and encourage them to take unnecessary risks, e.g. to exceed safe speeds because of agreed arrival times?
- Can drivers make an overnight stay, rather than having to complete a long road journey at the end of the working day?
- Have you considered advising staff that work irregular hours, of the dangers of driving home from work when they are excessively tired? In such circumstances they may wish to consider an alternative, such as a taxi?

Distance

Are you satisfied that drivers will not be put at risk from fatigue caused by driving excessive distances without appropriate breaks?

- Can you eliminate long road journeys or reduce them by combining with other methods of transport? For example, it may be possible to move goods in bulk by train and then arrange for local distribution by van or lorry.
- Do you play journeys so that they are not so long as to contribute to fatigue?
- What criteria do you use to ensure that employees are not being asked to work an exceptionally long day? Remember that sometimes people will be starting a journey from home.
- Can you set an upper limit on daily mileage or driving time for car drivers to encourage alternative means of travel. e.g. rail travel.

Weather Conditions

Are you satisfied that sufficient consideration is given to adverse weather conditions, such as snow or high winds, when planning journeys?

- Can your journey times and routes be rescheduled to take account of adverse weather conditions?
- Where this is possible is it done?
- Are you satisfied that vehicles are properly equipped to operate in poor weather conditions, e.g. are anti-lock brakes fitted?
- Are you content that drivers understand the action they should take to reduce risk, e.g. do drivers of high-sided vehicles know that they should take extra care if driving in strong winds with a light load?
- Are you satisfied that drivers do not feel pressurised to complete journeys where weather conditions are exceptionally difficult?

See the information sheet IS86 - Weather Warnings and Work Activities and GD40 - Health and Safety in Winter Months for more information on weather etc.



Occupational Road Risk Assessment Form

Date of Assessment:	
Service Reference:	

This assessment form is intended to help managers undertake a simple road risk assessment for those driving on behalf of the Council. Those driving fleet/pool vehicles can only do so after a formal assessment arranged with the Traffic and Transport Division.

That said, this form applies equally to those driving fleet/pool vehicles and those driving their own vehicles. It can be used for single journeys, for example a one off to London, unusual journeys carrying equipment, or it can be used for multiple journeys of a similar type, for example regular driving from office buildings within and around NLC area. Select the appropriate answer within the assessment and record the scores from your ticked box into the score column. Add all scores up for each of the three sections to give a total. This will then complete the assessment summary below.

Assessment Summary

Name:

Service:

Section:

Date Assessment:

Scope of Assessment:

	Factor Score Total	Trigger Score	Mitigation required? (Y/N)
Score for driver assessment		25	
Score for vehicle assessment		24	
Score for journey assessment		20	
Total assessment score		65	

Where the trigger score is exceeded for a section then action needs to be taken to reduce the risk in that area. In any event all reasonably practicable actions need to be taken to reduce the risk from occupational driving.

The box below should be used to give a brief description of the type of driving to which this assessment relates, for example "day to day driving around NLC area, undertaking training and other staff development tasks", or "journey to Aberdeen City Council to attend meeting".

Driver Factors

Question	Answer			Score
Age of driver	17-24 <input type="checkbox"/> (5)	65+ <input type="checkbox"/> (3)	25-65 <input type="checkbox"/> (1)	
Driving Experience	Less than 3 yrs <input type="checkbox"/> (5)	3-9yrs <input type="checkbox"/> (3)	10+yrs <input type="checkbox"/> (1)	
Competent Assessment	Driving test <input type="checkbox"/> (5)	Council approved assessment <input type="checkbox"/> (3)	Licence/Advanced driving <input type="checkbox"/> (1)	
Associated skills for driving safely	None <input type="checkbox"/> (5)	Can undertake basic safety checks <input type="checkbox"/> (3)	Specific training <input type="checkbox"/> (1)	
Health/fitness to drive	Conditions restricting movement/poor health <input type="checkbox"/> (5)	Good Health <input type="checkbox"/> (3)	Pass regular DVLA or similar screenings to include eyesight checks <input type="checkbox"/> (1)	
Stress & fatigue	Reported stress related conditions <input type="checkbox"/> (5)	Managed stress related conditions <input type="checkbox"/> (3)	Low stress/regular sleep pattern <input type="checkbox"/> (1)	
Accident History	2+ accidents in 3yrs <input type="checkbox"/> (5)	1 accident in 3yrs <input type="checkbox"/> (3)	None in the last 3yrs <input type="checkbox"/> (1)	
Infringements	7 -11 points <input type="checkbox"/> (5)	6 points or less <input type="checkbox"/> (3)	No points on licence <input type="checkbox"/> (1)	
Purpose of journey	Driving to and from meetings <input type="checkbox"/> (5)	Timetabled driving <input type="checkbox"/> (3)	General delivery/meeting <input type="checkbox"/> (1)	

Factor Score Total:

Notes for assessor

Competent Assessment – Are drivers properly trained for the vehicle they are using e.g. cars, lorries, buses.

Associated skills for driving safely – Do drivers need to know how to carry out routine checks such as those on lights, tyres and wheel fixings.

Health/fitness to drive – Are drivers sufficiently fit and healthy to drive safely and not put themselves or others at risk?

Infringements – The possession of a driving licence does not infer competence in all driving activities; give consideration to type of driving offence and the likelihood of occurrence.

Key: (5) – 5 points

(3) – 3 points

(1) – 1 Point

Journey Factors

Question	Answer			Score
Distance to be covered each day	Greater than 251 miles <input type="checkbox"/> (5)	61 – 250 miles <input type="checkbox"/> (3)	Less than 60 miles <input type="checkbox"/> (1)	
Time allocated for journey	Required time only <input type="checkbox"/> (5)	Required time plus 15 min <input type="checkbox"/> (3)	Required time plus 30 min <input type="checkbox"/> (1)	
Allowance for breaks	Required time only <input type="checkbox"/> (5)	Required time plus 15 min <input type="checkbox"/> (3)	Required time plus 30 min <input type="checkbox"/> (1)	
Average traffic density experienced	Rush hour driving <input type="checkbox"/> (5)	Country/rural roads <input type="checkbox"/> (3)	Urban roads <input type="checkbox"/> (1)	
General pedestrian density experienced	Town/city centres <input type="checkbox"/> (5)	Urban roads/ring roads/schools <input type="checkbox"/> (3)	Village populations (low) <input type="checkbox"/> (1)	
Quantify general night driving exposure	Between 12-6am <input type="checkbox"/> (5)	Between 7pm and midnight <input type="checkbox"/> (3)	No driving after/before 7pm/7am <input type="checkbox"/> (1)	
General weather conditions in which driving continues	Snow/ice/fog <input type="checkbox"/> (5)	Heavy rain/mist/moderate winds <input type="checkbox"/> (3)	Rain <input type="checkbox"/> (1)	
Arrangements for driving	Solo long distance (201+) <input type="checkbox"/> (5)	Solo <input type="checkbox"/> (3)	Shared driving <input type="checkbox"/> (1)	
Knowledge of accident black spots	Unaware of existence <input type="checkbox"/> (5)	Aware of spots being used <input type="checkbox"/> (3)	Avoidance of known areas <input type="checkbox"/> (1)	

Factor Score Total:

Notes for assessor

Main Road type – Driving on busy roads with several lanes and increased speed limits becomes a higher risk as accidents can occur more often.

Time allocated for journey – If there is limited time for arrival then this can encourage speeding so the driver will not be late. Leaving in plenty of time will ensure a safer drive.

Average traffic density – Extra care is needed when roads are busy as there is significant risk when there is an increase of traffic for accidents to occur.

General weather conditions – Roads may be slippery and icy therefore consideration to speed should be taken.

Knowledge of accident black spots – Being aware of accidents will allow you to know when to be more cautious on the roads. A Committee report highlights the accident black-spots within the NLC area.

Vehicle Factors

Question	Answer			Score
Age of vehicle	7+yrs <input type="checkbox"/> (5)	3-7 yrs <input type="checkbox"/> (3)	Less than 3yrs <input type="checkbox"/> (1)	
Performance of vehicle	Higher than 2.5 litres <input type="checkbox"/> (5)	1.9-2.5 litres <input type="checkbox"/> (3)	Up to 1.8 litres (4x4) <input type="checkbox"/> (1)	
Safety protection systems	No recognised protection scheme <input type="checkbox"/> (5)	Primary protection only <input type="checkbox"/> (3)	Primary and secondary protection <input type="checkbox"/> (1)	
Driving distractions in vehicle	Mobile phones and other integrated equipment <input type="checkbox"/> (5)	Screen based equipment <input type="checkbox"/> (3)	No non standard equipment <input type="checkbox"/> (1)	
Familiarity with vehicle	Use of different vehicle for the first time in 1 month <input type="checkbox"/> (5)	Use of different vehicle for 2 months <input type="checkbox"/> (3)	Use of same model over three months <input type="checkbox"/> (1)	
Loads to be carried	Office & other equipment <input type="checkbox"/> (5)	Items of office equipment (10kg+) <input type="checkbox"/> (3)	Paperwork <input type="checkbox"/> (1)	

Factor Score Total:

Notes for assessor

Performance of vehicle – This is the engine size of the vehicle, the bigger the engine the power it will have therefore there is more risk of speeding, high speed collisions cause greater injury.

Safety protection systems – Primary safety features: High level brake light, anti-lock mechanism, traction control system, headway information systems. Secondary safety features: Air bags, side impact bags, automatic fire extinguishers systems, automatic fuel systems cut off system, body space safety partitions, and luggage goods retention systems.

Loads to be carried – Are you transporting heavy loads? This can be anything from machinery to a box of office paper; therefore extra care is needed when driving as the load may move, it may become a projectile in the event of a road accident – thus the correct type of vehicle and storage location is essential.



Occupational Road Risk Assessment

This risk assessment form is to be used to help assess risks associated with driving vehicles on behalf of the Council. It can be used to generate a generic assessment appropriate for general driving (reviewed annually) or it can be used for the assessment of a one off journey.

Boundary/Scope of Assessment:
Named Drivers:
Outcomes and Controls:
Recommendations/Restrictions:
Provision of Information, Instruction and Training etc.

Signed _____

Date _____

The following checklist utilises the principal risk factors promoted by the Health and Safety Executive, ROSPA and associated research.

The Journey (risk assessment factors).

Factor	Low	Medium	High
Road types	Single carriageways	Dual carriageways	Motorways
	□1	□3	□5
Distances to be covered	Less than 60 miles	61 - 250 miles	Greater than 251 miles
	□1	□3	□5
Time allocation	Required time plus 30 minutes	Required time plus 15 minutes	Required time only
	□1	□3	□5
Allowance for breaks	20 minutes per 2 ½ hours driving	20 minutes per 3 hours driving	20 minutes per 3 ½ hours or more driving
	□1	□3	□5
Traffic Density	Urban roads	Country/rural roads	Rush hour driving on all classes of roads
	□1	□3	□5
Pedestrian density	Low density/ village populations	Medium density urban roads/ ring roads/schools regularly present	Town/city centres. Shopping complex areas
	□1	□3	□5
Night driving	No driving after 7 pm or before 7 am	Driving between 7pm and midnight	Between midnight and 6 am
	□1	□3	□5
Weather conditions	Rain	Heavy rain/ mist/ moderate winds	Snow/Ice/Foggy/ High winds
	□1	□3	□5
Arrangement of drivers	Shared Driving	Solo	Solo long distance (greater than 201 miles)
	□1	□3	□5
Accident blackspots	Avoidance of known areas	Aware of accident spots being used	Unaware if accident blackspots exist on route
	□1	□3	□5
Sheet Score			

Maximum permitted sheet score, without mitigation factors or additional risk control = 25

Other factors/mitigation

The Driver (risk assessment factors)

Factor	Low	Medium	High
Age of Driver	25-65 years	65 plus	17-24 years
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Driving Experience	10 years plus	3 years plus	Less than 3 years
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Competence	Vocational Licence or Advanced Driving	Council approved Assessed Driving	No competence assessment
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Associated Skills	Specific appropriate training e.g. trailers, loading, sheeting.	Ability to undertake basic vehicle checks (oil, water, washers etc.)	No evaluated skills
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Health /Fitness	Pass regular DVLA or similar medical screenings to include eyesight checks	Good Health/ minor ailments/ regular eye tests etc.	Conditions restricting movement/ general poor health
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Stress & fatigue	Low stress & regular sleep patterns	Managed Stress related conditions/ regular sleep patterns or shift patterns not including night work	Reported stress related conditions & shift patterns that include night work
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Accident History (all driving situations)	No accidents in last 3 years	1 accident in previous 3 years	2 or more accidents in previous 3 years
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Driving Infringements	No points on licence	6 points or less	7 - 11 points
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Purpose of journey	General delivery/ meeting attendance	Timetabled / scheduled driving	Driving to/from significant meetings with serious consequences eg budget/ employment themes
	<input type="checkbox"/> 1	<input type="checkbox"/> 3	<input type="checkbox"/> 5
Sheet Score			<input style="width: 50px;" type="text"/>

Maximum permitted sheet score, without mitigation factors or additional risk control = 24

Other factors/mitigation

The Vehicle (Risk assessment factors)

Factor	Low	Medium	High
Maintenance	Regular servicing according to manufacturers specification/ MOT where appropriate	Occasional servicing and MOT	No servicing
	□1	□3	□5
Age of vehicle	Less than 3 years	3 to 7 years	More than 7 years
	□1	□3	□5
Performance	Up to 1.8 litre or 4x4	1.9 to 2.5 litre.	Higher than 2.5 litres
	□1	□3	□5
Safety protection systems	Primary & secondary protection	Primary protection only	No recognised protection schemes
	□1	□3	□5
Driving Distractions	No non standard equipment	Screen based equipment (other than basic vehicle readouts)	Mobile phones & other non integrated equipment
	□1	□3	□5
Familiarity with vehicle	Use of same model for over 3 months	Use of different vehicle for 2 months	Use of different vehicle for first time in 1 month
	□1	□3	□5
Loads to be carried	Paperwork	Office items of office equipment in excess of 10 kilograms	Office & other equipment of any weight that does not fit within the boot
	□1	□3	□5
Sheet Score			<input style="width: 100px; height: 20px;" type="text"/>

Maximum permitted sheet score, without mitigation factors or additional risk control = 20

Other factors/mitigation

Overall Assessment Score	<input style="width: 100px; height: 20px;" type="text"/>
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Maximum permitted overall assessment score, without mitigation factors or additional risk control = 65

Occupational Road Risk - Information Sheet

What is Occupational Road Risk (ORR)?

In general, risk is the likelihood that harm will be realised. When relating this to occupational driving, this indicates the chances of being injured whilst driving a vehicle on behalf of an employer. Under the Management of Health and Safety at Work Regulations 1992, employers are required to undertake risk assessments on all work activities. Where significant risks are identified, employers must ensure adequate control measures are in place to reduce the risk to a level that is as low as is reasonably practicable. Where an employee is asked to drive any vehicle to benefit an employer, then a risk assessment is required.

Car and van drivers who cover 25, 000 miles a year as part of their job are almost at the same risk of being killed at work as those working in mining and quarrying, indeed DoT statistics show occupational driving to be a relatively high risk activity.

Occupation	Annual Average probability of occupational fatality
Deep Sea Fishing	1 in 750
Coal Mining	1 in 7,100
Car Driving (25,000 miles p.a.)	1 in 8,000
Construction	1 in 10,000
Agriculture	1 in 13,500
Service Industries	1 in 150,000

Who is at Risk?

Many employers and employees are unsure as to who is affected by occupational road risk and indeed often form the opinion that it does not apply to them. In fact, where an employee is being asked to drive a vehicle, whether that vehicle is owned by the employer, a third party or the employee, and it is under the instruction of, or is driving to benefit the employer, then there will be a duty on the employer to undertake risk assessments and to introduce measures to reduce the risks to employees.

In practice those at risk include employees who work as delivery drivers, chauffeurs, employees using employers vehicles and the casual driver using their own car to deliver or collect items. Whilst the risks vary with frequency, no matter how often an employee drives on behalf of the employer, risk reduction techniques must always be considered.

What are the Risk Factors?

The principal factors to consider fall under three headings:

The Journey, The Vehicle, The Driver

The headings can be expanded and would include consideration of the following:

The Journey: Road types, distance to be covered, reasonable time allocation, allowance for sufficient breaks, poor weather conditions, driving at night/ darkness.

The Vehicle: Maintenance to a suitable standard, crash resistance, other safety features (air bags etc), driver familiarity with vehicle, loads being carried, distractions (mobile phones etc).

The Driver: Age, experience, driving competence, associated skills (loading, checks etc), health and fitness, stress and fatigue, attitude, accident history.

How can the Risks be Controlled?

There is a preferred "hierarchy of control"; that is to say the order in which risk reduction should be attempted. This can be summarised as follows:

1. Eliminate Journeys altogether

Or change to a safer mode e.g. train, plane or combination.

2. Planning the safest journey

Avoid driving in adverse conditions, reducing distances and drivers hours; specify "safest routes" e.g. avoid accident blackspots.

3. Specifying appropriate vehicles

Make sure the vehicle being used is appropriate for the task and that there is an effective maintenance schedule for the vehicle.

4. Using appropriate drivers

Ensure driver fitness, develop clear policies on alcohol/drugs, put in place driver assessment and improvement programmes.

5. Other supportive measures

Emergency planning, personal safety, incentives, awards etc.

What has to be done?

Employers must undertake risk assessments and introduce control measures that will reduce the risk to a level that is as low as reasonably practicable. In turn employees must co-operate with the employer, read the risk assessment findings and ensure that they follow all instruction relating to the control of risks.

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Before you drive any vehicle on behalf of the Council you need to be aware of the findings of the risk assessment for your driving activity. A risk assessment form exists to facilitate this and your line manager will talk through the arrangements for the risk assessment and the ways in which you may be able to minimise the risk to your health and safety further.

You also need to remember that you have a duty to act in a manner that does not put yourself or others at risk and so you must drive within the confines of the law and as road conditions permit.

It is expected that all those driving vehicles on behalf of the Council will have attended a competence assessment session with Transport Services. North Lanarkshire Council makes use of a pool car system and whilst use of this system is the default position for car drivers there may be occasions where other vehicles will be needed to enable loads to be carried safely (this needs to feature in the risk assessment process).

If in doubt about any risks or control measures then ask!

(taken from IS11 Occupational Road Risk)

Impact Assessments

Document Title: Health and Safety Policy - Arrangement Section 32 – Driving at Work

Environmental Impact Assessment: This document has been assessed for significant environmental impact; no detrimental impact has been identified

Equality Impact Assessment: This document has been assessed for significant equality implications; no significant issues have been identified.

General Comments: This document is the arrangement section relating the duty to undertake risk assessments associated with occupational driving required in compliance with the Council's health and safety policy and the Health and Safety at Work Act 1974. The general aims of the council are to ensure a healthy and safe working environment for all persons working for or make use of Council Services. Nothing in the document serves to have a negative impact on either of the above topics. In general, this and associated documents will encourage positive consideration of relevant factors to ensure all members of the workforce and community are afforded access to the same safe and healthy workplace.