



## WORK RELATED DRIVING POLICY AND GUIDANCE

*“Reducing the Risks”*

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## 1. Policy statement

NHS Greater Glasgow and Clyde (NHSGGC) take extremely seriously the health, safety and welfare of all staff. It recognises the risks to staff that need to carry out work-related driving and is committed to the prevention of injury, loss of life and damage to property from work-related driving incidents. The purpose of this Policy and guidance is to enable NHS Greater Glasgow and Clyde to meet its obligations to protect staff so far as is reasonably practicable from all occupational road risks associated with work-related driving.

## 2. Scope

This Policy applies to all staff, (Note – staff includes all employees, volunteers and others driving for work on organisational business) involved in work-related driving activities, including drivers of organisational vehicles, leased-car and owner-drivers, including mopeds and motorcycles. It forms an integral part of NHS Greater Glasgow and Clyde's Health and Safety Policy and applies along with specific local guidance on work-related driving and the management of occupational road risks. The Policy applies to all work-related driving arising in connection with the duties and activities of our staff. The Policy and guidance should also be read in conjunction with the Highway Code and other policies currently operating within NHSGGC, including the Lone Working Policy; The Management of Aggression and Violence Policy and The Provision and Use of Work Equipment Policy.

## 3. Definition of work-related driving and licence requirements

NHS Greater Glasgow and Clyde defines work-related driving as:

***“Any driving activities carried out by employees or any person authorised to drive on Board business”***

Licence requirements: The Driver and Vehicle Licensing Agency (DVLA) stipulate 2 licence groups:

Group 1 – those who drive motor cars and motor cycles – generally valid until 70 years of age.

Group 2 – those who drive large lorries (Cat C) and buses (Cat D) -- generally valid until 45 years of age and then renewed every 5 years until 65 years of age, thereafter annual.

Specific entitlements apply to drivers who obtained their licence prior to 1997. Any drivers driving Group 2 vehicles as part of their employment must have their licence checked to ensure they are entitled to drive this category of vehicle. This must be undertaken by local management.

## 4. Policy aims

This policy aims to:

- Increase staff awareness of safety issues associated with work related driving risks;

- Make sure that risk in relation to work-related driving is assessed in a systematic and on-going way, and that safe systems and methods of work are put in place to reduce the risk as far as is reasonably practicable;
- Make sure that where appropriate training is available to staff in all areas that equips them to recognise risk and provides practical advice on preventing and managing occupational road risks;
- Make sure that appropriate support is available to staff involved in work-related driving incidents;
- Encourage full reporting and recording of all incidents/near miss incidents arising in the course of work-related driving; and
- Reduce the number of incidents and injuries to staff resulting from work-related driving.
- Ensure that all Group 2 drivers undertake an annual health assessment through the Occupational Health department.
- Ensure all Group 2 drivers undertake the DVLA Certificate of Professional Competence. (CPC)
- Ensure all Group 1 drivers complete a health declaration through the Occupational Health department, every 5 years.

## **5. Responsibilities**

Work related driving activities are governed by a number of legislative requirements including:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- Road Traffic Act 1988, Cause of Permit Offences
- The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003
- Carriage of Dangerous Goods and Use of Transportable Pressure Receptacles Regulations 2009

Health and Safety law requires NHSGGC as an employer to assess risks and take all reasonably practicable precautions in order to ensure that all risks associated with workplace driving are reduced to the lowest level that can be reasonably attained. As such everyone driving a vehicle, or managing staff that drive, on organisational business has a role to play in ensuring safety.

In particular:

### **5.1 The Chief Executive is responsible for:**

- Developing an organisational culture that assumes safety first
- Making sure there are arrangements for identifying, evaluating and managing risk associated with work-related driving
- Providing resources for putting the policy into practice
- Ensuring that there are arrangements for monitoring incidents linked to work-related driving and that the organisation regularly reviews the effectiveness of the policy
- Where practical encourage the use of public transport or other methods of communication such as video and telephone conferencing to minimise unnecessary driving.

## **5.2 Chief Officers, Corporate and Acute Directors are responsible for:**

- Ensuring that the Work Related Driving Policy is implemented throughout their area of responsibility.
- Ensuring auditing and review takes place through the performance and management / objective setting procedure within the organisation.
- To provide all necessary resources required for successful implementation of the policy throughout their area of responsibility.
- Ensure that appropriate analysis of incidents is undertaken throughout their area of responsibility on a quarterly basis.

## **5.3 Head of Health & Safety is responsible for:**

- Recommending revisions and amendments related to the Policy, to the Corporate Management Team, Area Partnership Forum, Health and Safety Forum as appropriate;
- Providing appropriate advice, guidance and support to directors, managers and staff;
- Monitoring vehicle related incidents through the Incident Management System (Datix);
- Providing related statistics and information to the Board, Area Partnership Forum and Health and Safety Forum as appropriate.

## **5.4 Occupational Health Service Manager is responsible for:**

- Ensuring appropriate pre-employment health screening processes are in place where the job analysis has identified driving as a key role.
- Conducting health checks within the timescales required by NHS GGC Policy.
- Advising managers of the outcomes of health checks of drivers.

## **5.5 Senior and line managers are responsible for:**

- Establishing and communicating a culture of safety with regard to work related driving within their services and departments.
- Ensuring that this policy is implemented within their services and departments
- Ensuring that systems are in place which identify, evaluate and facilitate the management of Work Related Driving Risks: including individuals who will drive on behalf of the organisation;
- Providing training as identified by local risk assessment and training needs analysis
- Ensure that systems are in place for staff to follow in the event of an emergency (breakdown, accident/incident, illness, vehicle fire, severe or deteriorating weather conditions)
- Monitoring incidents related to Work Related Driving, reviewing the effectiveness of this policy and reporting issues arising to the service via the Health and Safety Service, Management Teams and Health & Safety Committee(s).
- Ensuring that all necessary health screening checks are undertaken as required.

- Ensuring that annual driver licence and insurance checks are completed for all staff involved in work related driving.
- Where practical encourage the use of public transport or other methods of communication such as video and telephone conferencing.
- Taking account of any circumstances which may affect the ability of staff or others to drive safely.
- Ensuring all Group 2 drivers are notified to the Occupational Health department.
- Ensuring all Group 2 drivers attain the Certificate of Professional Competence. (CPC)
- Ensuring all Group 1 drivers within their responsibility have a valid driving licence and have informed expenses regarding their insurance certificate and driving licence when requested. (see Appendices 4,5,)

#### **5.6 All staff are responsible for:**

- Prioritising safe driving at all times
- Only driving vehicles for which they have an appropriate licence
- Only using vehicles which are appropriate for the activity being undertaken
- Complying with all aspects of the Highway code
- Planning their journey prior to departure
- Ensuring the vehicle they are driving is in road worthy condition (including organisational vehicles)
- Ensuring they are familiar with any relevant Work-Related Driving Risk procedures for their area of work;
- Staff must advise their line manager of any permanent or temporary change in health or personal circumstances that could affect their ability to drive.
- Ensuring passenger and or patient safety at all times
- Taking reasonable care of themselves and other people who may be affected by their actions and/or omissions;
- Complying with procedures designed for safe driving;
- Reporting all incidents/near miss incidents in relation to work-related driving
- Participating in training designed to meet the requirements of this policy where it has been identified;
- Reporting to their line manager any dangers they identify or any concerns they might have about work-related driving.
- Where practical use public transport or other methods of communication such as video and telephone conferencing.
- Provide driving related documentation to their line manager on an annual basis
- Not making or receiving mobile phone calls or text messaging on a hand held device whilst driving (se DVLA website for emergency situations.)
- Not eating or drinking whilst driving and complying with NHSGGC's Smokefree Policy.

## 6. The Risks of Work-Related Driving

The number of people who need to drive as part of their duties has been increasing - the risks to staff that drive will depend on the nature the driving. Such risks may include:

- driving in poor weather conditions;
- driving for long periods;
- undertaking long journeys;
- the vulnerability of travelling alone;
- driving in unfamiliar or isolated rural areas;
- driving in high-risk locations;
- isolated parking facilities;
- vehicle breakdowns;
- driving unfamiliar vehicles.
- transporting passengers, patients or equipment

### 6.1 Assessing risk

Risk assessment must be carried out in all areas of work where work-related driving poses a risk to staff, patients or others. The risk assessment will involve identifying all potential hazards and evaluating the risks associated with specific work-related driving activities. It should identify who will be affected and how, and the control measures which are needed to eliminate or reduce the risk to the lowest level reasonably practicable. A competent person must carry out risk assessment and it should be recorded and shared with relevant others. The following details should be recorded:

- The extent and nature of the risks;
- The factors that contribute to the risk – including job content and specific tasks and activities; and
- The safe systems of work to be followed to eliminate or reduce the risk.
- These details should be communicated to staff, and risk assessments reviewed and updated annually or sooner if circumstances change.
- All drivers should assess and plan their journey before commencing. This should include assessing the condition of the vehicle, weather conditions and route, and their own fitness to drive. The driver journey risk assessment checklist included in **Appendix 1** can help with this process. The organisations generic risk assessment form which can be used for both generic and specific departmental risk assessments associated with driving can be found in **Appendix 2**. ; all departments must have a generic risk assessment in place and where required task specific risk assessments where staff are required to drive as part of their work duties. Also included is a specific driver risk assessment form (**Appendix 3**) which should be completed for each individual staff member whose main function is to drive during the course of their duties on organisational business. (eg. transport delivery drivers, patient transport drivers.)

### 6.2 Managing risk

Departmental procedures must be in place that provides specific guidance for staff on managing work-related driving risks. This should include guidance on driver risk assessment and details of procedures to follow in the event of a work-related driving incident. All staff must be familiar with these local procedures. Specific measures to include in local procedures to help reduce risks include the following:

## Driver checks and qualifications

- Drivers may only drive vehicles for which they hold an appropriate licence.
- Special attention must be paid to the driving of vehicles which require a specific category of licence such as vans, minibuses, motorcycles, forklift trucks or the towing of trailers. Full details of licence requirements are available on the DVLA section of the **www.gov.uk** website. (see Appendix 4)
- Insurance certificates and driving licence details must be sent to the expenses department when requested. In cases where documentation is not in line with requirements the employee should not be permitted to drive on behalf of the organisation. Any driver who drives on work business but does not claim expenses must produce both their driving licence details and their insurance details to their manager on an annual basis. Managers can use Appendix 5 to assist in this process.
- Note: Claiming expenses using the e-expenses system cannot be claimed if driving licence and insurance details are not submitted to the expenses department. The electronic system will not permit further claims to be logged.

### **The following people are specifically excluded from driving organisation vehicles:**

- Anyone who does not hold a full, valid UK driving licence for the category of vehicle being driven (or who does not have a relevant foreign or international licence that allows them to drive in the UK).
- Anyone who suffers from a condition that would disqualify them from holding or getting a relevant current driving licence.
- Anyone who has a current conviction for a motoring offence in the following categories:
  - ~ Dangerous driving, causing death by dangerous driving, or manslaughter;
  - ~ Driving under the influence of drink or drugs;
  - ~ Failing to stop after an accident; and
  - ~ Any other offence (or combination of offences) which has or might result in disqualification.
- If the organisation becomes aware of any pending prosecution it can exercise the right to suspend staff from driving duties whilst awaiting the trial outcome.
- Where individuals are identified as being potentially at high risk due to the nature of the work undertaken or due to a significant accident history, an individual risk assessment shall be conducted.
- Managers are required to consider the above information when carrying out periodic documentation checks with their staff.

## Driving standards

Under the Road Traffic Act drivers are legally responsible for their own actions on the road and for adhering to all traffic regulations. NHSGGC considers all staff to be ambassadors for the organisation. Their behaviour while driving is a reflection on our corporate image. As such, we expect drivers to be polite and to follow the Highway Code and other driving laws and regulations. This is particularly important for drivers of



vehicles which bear our logo. NHSGGC will make sure that drivers of our vehicles involved in careless or repeated incidents take part in an assessment and retraining programme. We may also use the 'Management of Employee Conduct' policy following serious violations or persistent unsafe driving behaviour.

### **Caring for vehicles**

Under the Road Traffic Act it is the driver's responsibility for checking and ensuring any vehicle they drive on public roads is roadworthy. If a vehicle is stopped and inspected by the police it is the driver who may be fined and penalised; not the organisation. If there is any doubt about a vehicle's roadworthiness, it should not be driven on public roads or our sites until the problem has been rectified.

### **Wearing seatbelts**

All drivers and passengers travelling in a vehicle must, by law, wear a seatbelt. It is the responsibility of the driver, but also the duty of any staff member, to make sure that anyone travelling in a vehicle on a work related matter, is wearing a seatbelt and/or appropriately secured (e.g. child car seats).

### **Wheelchairs**

Where wheelchair users are transported in their wheelchairs an appropriate compatible safety restraint system must be in place and utilised prior to the journey being undertaken. Manufacturers guidelines regarding the securing of wheelchairs should be followed at all times.

### **Substance Misuse**

Driving on organisational business while under the influence of alcohol or illicit drugs is not permitted and is also a criminal offence. We will use the 'Management of Employee Conduct' policy and may take formal action for any staff member this applies to. Staff should also tell their manager if, at any time, they have to take prescribed drugs that may affect their ability to drive.

### **Using mobile phones**

Staff **must not** make calls or texts from hand held mobile phones while driving. It is recommended that staff use automated voice-mail / message facilities.

### **Sat Nav**

Recent evidence has shown that these devices can be very distracting to the driver. Whilst these devices can be very useful staff must never adjust the device whilst driving.

### **Drivers' hours and rest**

Any specific legislation referring to drivers' hours (for example, tachograph regulations) applies. Tiredness, fatigue and stress (be it from work, domestic or social circumstances) can affect safe driving. Drivers should take account of this and not drive if they believe that they are unfit to do so. No staff member should drive for more than 2½ hours without taking a break for at least 15 minutes, where possible staff should plan their journeys to allow for a break at or before the 2 hours point.

## **Driver Fatigue**

- Driver fatigue is a serious but under-recognised road safety issue, resulting in many thousands of road accidents each year. It is not possible to calculate the exact number of sleep related accidents but research shows that driver fatigue may be a contributory factor in up to 20% of road accidents, and up to one quarter of fatal and serious accidents.
- Feeling tired at the wheel can affect the driver's ability to concentrate, to correctly perceive, assess and respond to road hazards and to make safe driving decisions. It can increase reaction times as well as levels of stress and irritability. Research confirms that drivers who fall asleep at the wheel are conscious of feeling sleepy and continue to 'fight' sleep for some time before crashes occur. They may however have fallen asleep for a short period, say 30 seconds (in which time, at 70 mph, they will have travelled over 0.5 miles) but have no recollection of this. Refer to the above section on drivers hours and rest to reduce the risk of driver fatigue.

## **Fitness to drive**

- Group 1 drivers will complete a health declaration every 5 years and submit to the Occupational Health department.
- Group 2 drivers will be requested to attend an annual health assessment through the Occupational Health department.

## **7. Staff training and information**

- The organisation will provide where required, basic driver safety training to give staff the knowledge and skills needed to help prevent and manage work-related driving risks. Different levels of training will be available and we will provide specialist training if necessary, based on the needs identified through local risk assessment. (For example, this could include training for staff involved in transporting patients or food, training in transporting dangerous loads, and training in loading and securing goods or patients, emergency driving or dealing with emergency situations etc.) On line training and resources will be made available through HR Connect.
- The organisation will also provide training in relation to risk assessment, conflict management and personal safety whilst driving and guidance on musculo-skeletal conditions associated with driving for long periods. The correct adjustment of the seat, headrest and positioning of major controls are essential to reduce the risk of personal injury in an accident and to make sure the driver has a good posture in order to prevent back problems and tiredness. Line managers are responsible for making sure that staff receive appropriate training where required and/or information and have access to refresher training on a regular basis. See Further Information Resources at the end of this Policy document.

## **8. Reporting and recording**

- Staff should report all incidents (including near misses) to their line manager at the earliest opportunity. These should be reported through the Datix Incident Reporting System and all reports should be investigated by the line manager.

- To monitor the implementation and effectiveness of this Policy and associated local protocols, managers should regularly review local incident data and incident reports.
- The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) only apply to incidents on the public highway in very few circumstances (incidents not on the public highway are covered). If in doubt consult your local health and safety practitioner.
- The RIDDOR regulations do not apply to Road Traffic Accidents (RTAs) on public roads unless they involve or are connected with:
  - ~ Exposure to any substance being conveyed by road (*e.g.: Staff exposed to noxious fumes from another road vehicle and requires treatment*)
  - ~ Vehicle loading and unloading activities. (*e.g.: Staff or patient struck by passing vehicle whilst loading or unloading. Or RTA causing injury to staff or patient where the vehicle struck another vehicle which was loading or unloading*)
  - ~ Construction, demolition, alteration, repair or maintenance activities on or alongside public roads (*e.g.: staff involved in an RTA causing injury whilst passing through a set of road works may be reportable*)
  - ~ An accident involving a train where a person is killed or injured
- RTAs that occur on private roads or grounds are always reportable: (*e.g.: service stations, some hospital grounds, industrial sites etc.*)
- If you think an RTA is reportable contact the Health and Safety Service for advice.

## **9. Monitoring and reviewing**

NHSGGC will monitor and review this policy in partnership to make sure that we are achieving the aims of the policy. We will do this with Trade Unions/Professional Organisations and safety representatives. The Policy will be reviewed every 3 years or before if legislation changes or risk assessment dictates.

## Appendix 1

### JOURNEY RISK ASSESSMENT CHECKLIST

Most journeys will be in and around local areas on routes which are familiar to the driver and the following points may be assessed dynamically. For longer journeys of more than 2 hours, it may be beneficial to make a record for long and unfamiliar routes eg rural locations, or if environmental conditions may be subject to significant change eg. winter –ice and snow. If the assessment indicates a significant degree of risk the driver’s manager must be consulted before the journey is undertaken.

<b>JOURNEY PLANNING</b>	Yes	No	Action
<b>Has a Safe Journey Plan been put together covering:</b>			
Start time?			
Finish time?			
Stops?			
Adequate rest breaks?			
Safest route?			
<b>Does it take account of:</b>			
Changing/deteriorating environmental conditions?			
Enough time for breaks?			
Restrictions on maximum distances and driving hours?			
Times of day associated with fatigue?			
Accident black spots?			
Traffic conditions?			
Number of pedestrians?			
Business overruns and hold-ups?			
Lone working?			
Other factors which might have an effect?			
<b>THE VEHICLE</b>			
<b>Is the vehicle fit for the purpose of the journey, including:</b>			
Distance to be travelled?			
Load carrying?			
Passengers (Learning Disability/Mental Health/Young Persons etc.)?			
The road conditions?			
Are you familiar with the vehicle? If not allow time to become familiar prior to commencing the journey.			
<b>Have pre-journey safety checks been carried out on:</b>			
Tyres?			
Lights?			
Wheelchair clamps etc			
Horn?			
Windscreens and windows?			
Washers and wipers?			
Mirrors?			
Oil, coolant and fluid levels and battery levels?			
Signs of damage?			
Fuel level?			
<b>Is the vehicle one with which the driver is familiar, particularly in relation to:</b>			
Size, length, weight, height			
Seating position?			
Mirror settings?			

Position of major and minor controls?			
Operating additional/specialist installed equipment?			
<b>Does the vehicle have:</b>			
ABS (an anti-lock braking system) or other desirable safety Features (for example, driver and load partitions)?			
On-board emergency equipment such as a first-aid kit, spills kit or fire extinguisher?			
<b>THE DRIVER</b>			
Does the driver have the appropriate, valid licence for the vehicle being driven?			
Is the driver fit to drive? Mentally and physically			
Has the driver received any driver training or information required?			
Does the driver know what to do in the case of an emergency?			

**Appendix 2**



**Generic Risk Assessment Form**

Use this form for any detailed risk assessment unless a specific form is provided. Refer to your Summary of Hazards/Risks and complete forms as required, including those that are adequately controlled but could be serious in the absence of active management. The Action Plan and reply section is to help you pursue those requiring action.

<b>Name of Assessor:</b>		<b>Post Held:</b>	
<b>Department:</b>		<b>Date:</b>	
Subject of Assessment: <b>E.g.: hazard, task, equipment, location, people</b>			
Hazards <b>(Describe the harmful agent(s) and the adverse consequences they could cause)</b>			
Description of Risk Describe the work that causes exposure to the hazard, and the relevant circumstances. Who is at risk? Highlight significant factors: what makes the risk more or less serious – e.g.: the time taken, how often			

**Existing Precautions**

<b>Summarise current controls In place</b>	<b>Describe how they might fail to prevent adverse outcomes.</b>

**Level of Risk - Is the control of this risk adequate?**

Give more than one risk level if the assessment covers a range of circumstances. You can use the 'matrix' to show how 'likelihood' and 'consequences' combine to give a conclusion. Also, be critical of existing measures: if you can think how they might fail, or how they could be improved, these are indications of a red or orange risk.

## Risk Matrix

Likelihood	<u>Impact/Consequences</u>				
	Negligible	Minor	Moderate	Major	Extreme
<b>Almost Certain</b>	Medium	High	High	V High	V High
<b>Likely</b>	Medium	Medium	High	High	V High
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Medium	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Medium	Medium

Very High  High  Medium  Low 

### Current risk level

Given the current precautions, and how effective and reliable they are, what is the current level of risk? **Green** is the target – you have thought it through critically and you have no serious worries. Devise ways of making the risk green wherever you can. **Yellow** is acceptable but with some reservations. You can achieve these levels by reducing the inherent risk and or by effective and reliable precautions.

**High (Orange) or Very High (Red) risks are unacceptable and must be acted on: use the Action Plan section to summarise and communicate the problems and actions required.**

### Action Plan (if risk level is High (Orange) or Very High (Red))

Use this part of the form for risks that require action. Use it to communicate, with your Line Manager or Risk Coordinator or others if required. If using a copy of this form to notify others, they should reply on the form and return to you. Check that you do receive replies.

Describe the measures required to make the work safe. Include hardware – engineering controls, and procedures. Say what you intend to change. If proposed actions are out with your remit, identify them on the plan below but do not say who or by when; leave this to the manager with the authority to decide this and allocate the resources required.

<b>Proposed actions to control the problem</b> List the actions required. If action by others is required, you must send them a copy	<b>By Whom</b>	<b>Start date</b>	<b>Action due date</b>

Action by Others Required - Complete as appropriate: (please tick or enter YES, name and date where appropriate)

<b>Report up management chain for action</b>	
<b>Report to Estates for action</b>	
<b>Contact advisers/specialists</b>	
<b>Alert your staff to problem, new working practice, interim solutions, etc.</b>	

Reply

If you receive this form as a manager from someone in your department, you must decide how the risk is to be managed. Update the action plan and reply with a copy to others who need to know. If appropriate, you should note additions to the Directorate / Service Risk Register.

**If you receive this as an adviser or other specialist, reply to the sender and investigate further as required.**

**Assessment completed - date:**

**Review date:**



## Appendix 3

### OCCUPATIONAL ROAD RISK ASSESSMENT RECORD (see section 6.1 - Assessing the risk)

#### INITIAL INFORMATION

<b>Driver Name:</b>		<b>Date:</b>
<b>Staff Group:*</b>		
<b>Job Title:</b>		
<b>Vehicle Driven:*</b>	Lease Car/ Pool Car/ Hire Car/ Other NHS Vehicle / Own Car	
<b>Work Base Address:</b>		
<b>Line Manager:</b>		

*\*Please delete those not applicable*

Please see notes attached before completing the scoring and **circle** an answer to every question in each section

#### SECTION 1

Driver Risk	Low Score = 1	Medium Score = 1.5	High Score = 2	Very High Score = 2.5
Age	51-60	31-50 or > 60	22-30	17-21
No of years driving licence held	11-15 > years	6 -10 years	2-5 years	< 2 years
Serious fault vehicle incidents in last 3 years		1	2	> 2
Minor fault vehicle incidents in last 3 years		1 - 2	3	> 3
Driving convictions in last 5 years		1 - 2	3	> 3
Medication used	No	Yes		
Driver training	Additional Diver Training	Basic Driving Licence		
<b>(A) Driver Risk Score</b>				<b>Section Score</b>

#### SECTION 2

Journey Risk	Low Score = 0.6	Medium Score = 0.9	High Score = 1.2	Very High Score = 1.5
Total miles driven per year	5,000 - 15,000	15,000 - 50,000	50,000 – 90,000	> 90,000
Average time driving per day (Including Commuting)	1 - 3 Hours	3 - 6 Hours	6 – 8 Hours	> 8 hours
Average length of working day	< 8 Hours	8 - 10 Hours	11-12 Hours	> 12 Hours
Time spent driving 12am – 6am	Nil	Up to 1 hour	1 - 2 Hours	> 2 Hours
On Call Commitment	No	Yes		
<b>(B) Journey Risk Score</b>				<b>Section Score</b>

**SECTION 3**

<b>Vehicle Risk</b>	<b>Low Score = 0.4</b>	<b>Medium Score = 0.6</b>	<b>High Score = 0.8</b>	<b>Very High Score = 1</b>
Engine capacity – cars & vans	< 1,400cc	1,401 - 2,000 cc	> 2,000cc	
ABS fitted	Yes	No		
Front air bags fitted	Yes	No		
Side air bags fitted	Yes	No		
High level brake light fitted	Yes	No		
Vehicle EuroNCAP Score (Manufacturers rating of safety)	3 - 4 - 5	0 - 2		
<i>(C) Vehicle Risk Score</i>				<b>Section Score</b>

**SECTION 4**

<i>Total Risk Score (A + B + C)</i>	
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**RISK BANDING** where **TOTAL RISK SCORE =**

- 2.0 - 2.9 **Low**
- 3.0 - 3.9 **Medium**
- 4.0 - 4.9 **High**
- 5.0 **Very High**

**SECTION 5**

<b>RISK PRIORITISATION</b>		
Risk Band		Wherever possible action should be taken to reduce risk
Does any one Section score highly on most/all aspects?	Yes / No	Consistently high scoring indicates action should be taken to reduce this risk

**SECTION 6**

<b>Proposed Risk Reduction Measures</b>

**Signatures:** \_\_\_\_\_ Employee  
 \_\_\_\_\_ Line Manager  
 Date: \_\_\_\_\_

**When completed place original in Employee's Personal File**

## Appendix 3 contd.

### GUIDANCE NOTES FOR COMPLETION OF OCCUPATIONAL ROAD RISK ASSESSMENT FORM.

#### Initial Information

Along with the driver's name and assessment date, the driver's staff group, location, vehicle driven\* and work base should be recorded. This may be helpful, when the overall analysis is carried out, in highlighting specific locations and/or departments exposed to higher road risk.

*\* In the event a driver uses more than one of the vehicle categories the assessment should be based on the category driven most frequently.*

#### Scoring

Score each criterion within each of the 3 sections by marking the appropriate column against the risk. The importance of scoring and criteria will be evident when you come to Risk Prioritisation at the end of the exercise. The score for each of the three sections is the highest score recorded for any **one criterion** as opposed to an aggregate of all criteria in the section. e.g. Section 1, Driver Risk, if the highest score is 2.5 for "licence held for less than 2 years", then 2.5 is the score entered for the section.

#### Driver Risk

The driver has the biggest influence over the likelihood of being involved in a crash so is covered first. The number of years an employee has held a full licence, the number of crashes they have had and the number of driving convictions they have, are indicators of the risk that they face on the road. The insurance companies use this information in their calculations for determining insurance premiums. The more recent the crashes or convictions, the higher the risk of being involved in a crash.

#### Age

The driver's age has a great effect on the risk of crashing. Statistics from the Transport Research Institute (Road User Behaviour Division) show that drivers under the age of 20, especially men, are most at risk of having a crash, and that the safest drivers tend to be aged over 30 but under 60. At 60 the risk increases again.

#### Number of years licence held

Less experienced drivers are more likely to be involved in crashes regardless of their age. Employees who do not have a driving licence for the country where they drive most should score very high risk, as it may be an indication that they are not fully aware of the country-specific laws, rules and regulations.

#### Crash record

Drivers who have recently had crashes, regardless of "blame", are more likely to be involved in subsequent crashes than those who have not crashed. The assessor should refer to the Datix records for this information.

## **Driving convictions**

Drivers who break the law are more likely to be involved in crashes than law-abiding drivers.

## **Medication**

Certain medications can cause drowsiness although many drivers ignore the warnings on the medicine label and continue to drive after taking it. This can be a particular problem with, for example, some cold and hay fever remedies. The assessor should determine whether the driver uses any such medication during the year (including regular medication) and, if the driver does not know the warnings associated with the medication that he/she uses, score it as a Yes.

## **Training**

The training a driver receives can have a big influence on the risks they face on the road. Drivers with an advanced driving qualification, for example, face lower risks than other drivers.

## **Journey Risk**

After the driver, the types of journeys undertaken have the next biggest influence on the risk of a crash. This covers the number of miles driven per year and also where the journeys take place and on what type of roads. The more miles an employee drives, the bigger the risk they face of being involved in a crash.

## **Total Miles driven per year**

The number of miles driven is a reliable indicator of risk as the more time the employee is behind the wheel, including commuting to and from work, the more chance they have of being involved in a crash.

## **Average time driving per day**

This is sometimes difficult for an employee to estimate, especially if they are irregular or occasional business drivers. It may be necessary for an employee to give a best estimate of the time they spend driving over a typical week or month.

## **Average length of working day**

This question determines whether fatigue could be induced by the overall time that an employee is at work, including driving. This should include commuting as this will influence the level of fatigue. Managers and staff should be particularly mindful that travel time is a legitimate part of the working day for many staff working within the organisation.

## **Time spent driving between midnight and 6am**

The human body's natural body-clock expects to be asleep between the hours of midnight and 6.00 am, and so drivers driving during these hours are more likely to feel tired at the wheel, and in the worst cases, fall asleep.

## **On-Call Commitment**

Drivers who are "called out" may be inclined to drive faster than normal to their destinations. Research clearly shows that fast driving is directly linked to road traffic accidents.

## **Vehicle Risk**

The vehicle, whilst important, has the least influence of the three major areas of risk. Some vehicle features can help prevent crashes but many are passive features that help protect a driver in the event of a crash and thus minimise the severity of the collision.

Employees who drive more than one category of vehicle should assess the vehicle they use most.

## **Engine capacity**

In general, the higher the performance of a vehicle the more likely it is to contribute to a crash. This is especially true with young and inexperienced drivers, or drivers who are used to vehicles of lesser power. The scoring for cars and vans is different to that for motorcycles.

## **ABS (Anti-lock braking systems) fitted**

The Anti-lock Braking System (ABS) on a vehicle is an active safety feature that can help the driver avoid a crash in an emergency situation by giving them the ability to steer under heavy braking. This is a safety benefit provided that the driver knows how to use the system correctly.

## **Front airbags**

These are passive safety features that work to protect the driver and passenger in the event of a frontal impact, when used in conjunction with the safety belts. They do not reduce the likelihood of a crash but can lessen the severity of any subsequent injuries. If there is a driver airbag but no passenger airbag, it can be scored as if there were both if it is the case that only the driver is in the car on work a journey (which is usually the case).

## **Side airbags**

These are also passive safety features that work to protect the driver and passenger in the event of a side impact. They do not reduce the likelihood of a crash but can lessen the severity of any subsequent injuries.

## **High level brake light**

This is another active safety feature. It can give drivers following behind an early indication that the vehicle is braking and thus lessen the risk of a rear-end collision.

## **Euro NCAP**

Euro NCAP was established in 1997 and "*provides motoring consumers with a realistic and independent assessment of the safety performance of some of the most popular cars sold in Europe.*" Euro NCAP also *encourages "significant safety improvements to new car design"*.

(Source: <http://www.euroncap.com/en>)

Details on the safety performance of models tested to date can be found on the above web-site. Alternatively enquiries regarding scoring could be made to the vehicle manufacturer, or its local agent.

## **Total Risk Score**

The lowest possible Total Risk Score (A + B + C) is 2 and the highest possible score is 5.

## **Risk Prioritisation**

Actions to address risk should be prioritised according to the score, i.e. the higher the score, the sooner that risk should be reduced. To prioritise, go back to the original assessments to see how each individual aspect of each section was rated. So for example, an assessment which shows very high and high ratings for all the aspects of "Driver Risk" requires action before one which shows only one aspect as very high.

## **Proposed Risk Reduction Measures**

The manager should, with the driver completing the form, identify appropriate and reasonably practicable measures to reduce the driver's risk profile.

Such measures could include:

- Reducing the work related driving requirement
- Practical driver refresher training
- Advanced/Defensive driver training
- Special skills training e.g. vehicle loading
- Providing a more appropriate vehicle
- Improving the vehicle specification.

Advice on any of the above may be sought from the Transport Department and/or the Health and Safety Service.

NB. Any training agreed should be included in the driver's Personal Development Plan (PDP).

## Appendix 4

### Duty of care - Driving licence requirements –information for managers and drivers

As a responsible employer, NHS Greater Glasgow and Clyde has a duty of care to ensure members of staff possess an appropriate and valid driving licence when required to drive vehicles in the course of their business.

To ensure members of staff possess a full and current driving licence covering all categories of vehicle driven, the checking of licences will be carried out once annually as a minimum.

Should your driving licence be lost, stolen or destroyed, DVLA must be notified as soon as possible and a duplicate licence purchased at the holders cost.

In addition to the above, members of staff have a personal responsibility while employed by and driving vehicles on behalf of NHS Greater Glasgow and Clyde, to notify line managers of all Road Traffic offences incurred, current or pending, immediately. Members of staff failing to do so may find insurance cover invalidated and be subject to disciplinary action.

Drivers will be required to submit their driving licence for inspection on an unspecified number of occasions throughout their employment. Licences must be produced when requested by their line manager or nominated officer.

Thank you for your assistance and co-operation with the above.

#### How to share your driving licence details:

**The Driver and Vehicle Licensing Agency website gives details of how to access and share details of your driving licence - these are outlined below.**

1. Go to: [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)
2. Check you are in the section called '**View or share your driving licence**'. Enter your driver number, National Insurance Number and the postcode shown on your current driving licence in the fields provided. Read the privacy notice and then check the box to confirm that you have read them, and then click the '**view now**' button at the foot of the page.
3. Your driving licence details will be available for you to view. To be able to print a summary of this information look for the tabs along the top.
4. There are 4 tabs along the top related to your licence details – go to the '**Get your code checked**' tab. Click the '**Get a code**' button.
5. A case sensitive check code will be displayed. You only need this if you are allowing someone to access your licence details. Go to the option – '**Print or**

**save a driving summary'**. From this you can print or save a summary page. This is the document required by expenses. Print this summary document.



**Appendix 5**

**Annual Documentation Check for staff who do not use E-expenses**

<b>Name</b>	<b>Licence</b>	<b>Insurance</b>	<b>Additional Information</b>	<b>Date</b>

## Further Information Resources

All staff should consider using internet tools such as Bing, Google maps, AA route finder, RAC route finder to assess any journey that is long or unfamiliar to them to enable the planning of the overall journey and any rest breaks that may be required. If planning indicates that you will not be able to reach your destination in time, phone ahead or reschedule the meeting, do not hurry because you are or are going to be late.

Where necessary use these tools to help you plan your journey or find nearby parking facilities:

<http://www.bing.com/maps/?FORM=Z9LH4#>

<http://maps.google.co.uk/>

<http://www.theaa.com/route-planner/index.jsp>

<http://www.rac.co.uk/route-planner/>

<http://trafficscotland.org/>

Also, further general information on safe driving and keeping safe on the road is available from the Institute of Advanced Motorists (IAM) and the Royal Society for the Prevention of Accidents (ROSPA).

<http://www.iam.org.uk/>

<http://www.rospa.com/>

<http://www.rospa.com/about/aroundtheuk/scotland/default.aspx>

**Basic Driver Safety Training** can be undertaken by accessing the following sites:

<http://www.hse.gov.uk/pubns/indg382.pdf>

<https://www.rospa.com/road-safety/resources/free/drivers/>

<https://www.rospa.com/road-safety/resources/films/driving-for-work/>