



Occupational Road Risk Policy

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Issue, Review and Amendment

This Policy shall be made available through the Morrison Utility Service (MUS) intranet and its issue notified to relevant MUS employees through an internal memorandum or other appropriate form of communication.

An Appointed Person shall review this Policy annually to re-affirm its conformity to the current requirements of Corporate Policy or immediately if its contents are deemed to be no longer valid.

Where revisions are required they shall be made by replacement of the applicable page(s). An amended revision number and the date of revision shall identify each revised document; this shall be detailed within the document revision table below.

When changes affect a considerable number of pages, this document shall be re-issued/revised in its entirety, incorporating all previous revisions. A number shall identify issues and each issue shall cancel and replace all previous issues and revisions. Revisions shall be identified by a number and shall replace the previous revision.

Revisions shall be notified to relevant MUS employees through an internal memorandum or other appropriate form of communication.

Document Reviews		
Date	Revision	Reviewer
20/09/2011	1	Rachel Webster
10/12/2014	2	Darlia Williams
18/02/2015	3	Darlia Williams
15/02/2016	4	Lee Matthews / Mark Dixon
18/12/2017	5	Lee Matthews / Mark Dixon
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Policy Statement

The risk associated with work-related vehicle use is often referred to as **Occupational Road Risk** and is defined as:-

‘Driving activities undertaken by an ‘employee in the course of their work.’

MUS have a duty of care towards its employees and their safety. Safe driving is vital to those of us who drive to and from work or drive on Company business. The Company is committed to providing a safe place and safe systems of work and to eliminate or minimise risk wherever possible.

This policy has been developed to provide guidance and advice around key risk areas for work related driving. It must be read, understood and acted upon to minimise the risk incumbent in work-related driving.

Failure to comply with this policy may lead to disciplinary action, so you must adhere to the guidelines set out in this document.

Policy Scope

This Policy is intended to cover the following groups (referred to collectively as “employees” in this Policy):

- Employees who are provided with a company car, light commercial vehicle or HGV to drive on company business;
- Employees who use their own vehicle for company business, whether on a regular or a casual basis;
- Subcontractors whose contract for services includes the provision of a company vehicle to drive on company business.
- Any other worker (including agency workers and any other individuals working temporarily within MUS Services).

Legislative Framework

The following lists are the primary documents governing road safety in the UK;

1. Road Traffic Act 1988.
2. Goods Vehicles (Licensing of Operators) Act 1995. (For HGV's and where applicable LCV's)
3. Health and Safety at Work Act (1974).
4. Corporate Manslaughter and Corporate Homicide Act 2007.

Complimentary Regulations;

1. Goods Vehicles (Licensing of Operators) Regulations 1995. (For HGV's and where applicable LCV's)
2. Road Transport Operator Regulations 2011. (For HGV's and where applicable LCV's)
3. Goods Vehicles (Licensing of Operators) (Fees) Regulations. (For HGV's and where applicable LCV's)
4. Management of Health and Safety at Work Regulations 1999.

Supporting Approved Codes of Practice (ACOPS)

1. The Highway Code.
2. The Guide to Maintaining Roadworthiness. (For HGV's and where applicable LCV's)
3. GV262 – EU Drivers' Hours, UK Domestic and Working Time Guide. (For HGV's and where applicable LCV's)
4. FORS Standards where applicable. (For HGV's and where applicable LCV's)
5. Van Excellence Standards where applicable.

Policy Framework

This policy and any related information (car policy, driver handbooks, Business Policy and Corporate standards, safety briefings, etc.) are complementary and should be read in association with this policy.

Information on Company policies, user guides etc. are available to all UK based employees via MUSNET or through local Safety, Health, Environment and Quality (SHEQ) or Human Resources department.

This document sets out the key elements of the Company's UK policy and guidelines on business-related vehicle use. Please note that this also applies to those employees who are allowed to use their company vehicle for private use. This document is Company policy and must be followed.

The Company believes the guidelines provided in this policy are the most effective way of minimising occupational road risk whilst driving at work.

All major considerations when driving on MUS business are covered in this policy. It includes provisions for appropriate driver licensing and driver training, safe vehicles, effective consultation and communication, assessment and planning of journeys and accident reporting.

Many aspects of this policy are dictated by Law and, where appropriate, the legal position is summarised. For example, Company policy regarding use of alcohol or drugs is outlined with reference to the relevant legal position.

As a general rule, avoiding an unnecessary journey is the preferred option from the perspective of both safety and cost. Travel by public transport is generally more productive, safer, less stressful and better for the environment than driving.

When planning a journey, safe travel should be considered to be of at least equal importance to cost. Where driving remains the preferred method, employees have a legal duty to follow instruction from their employer, taking reasonable care for themselves and for the safety of others whilst at work. Any accidents must be reported.

The Dangers of Work-Related Driving

The number of people who need to drive as part of their work is increasing. The risks to these employees will depend on the nature of situations where driving is needed.

Many employees who drive will travel alone and the risks associated with work-related driving must be addressed along with the risks of lone working.

Work-related driving hazards are listed below but are not exhaustive:

- Driving in poor weather conditions;
- Driving for long periods over long journeys, i.e. fatigue;
- 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;
- Towing;
- Reversing where there is poor rear visibility; and
- Load safety where goods, tools, parts etc are being carried.

Risk Reduction

Managers are responsible for overseeing journey planning and must avoid increasing risk either directly by setting unreasonable workloads, or indirectly by failing to monitor and control employees driving activities whilst at work. Staggering travel to avoid stressful peak-hour traffic is a good example of risk reduction.

It's recommended that when planning journeys to minimize risk you should incorporate sufficient time to allow a break of at least 15 minutes every two hours or more if necessary (*unless working to EU/GB Domestic rules for HGV's and where applicable LCV's which will supersede this rule*).

In one day the total distance driven shouldn't exceed 500 miles/804 Km, nor should you be driving for more than 9 hours (*unless you're working to EU/GB domestic rules which will supersede this rule*). The length of working day should also be considered to comply with relevant working time legislation.

Many road traffic accidents are caused by tiredness. Avoid driving directly after a heavy meal or particularly strenuous work and stop in a safe place for regular planned breaks before fatigue sets in.

Unexpected events such as extended traffic delays, breakdowns and illness etc. should be taken into account and extra stops and journey breaks may need to be made before reaching the final destination. Consider vehicle sharing/alternate driver arrangements where appropriate for added safety and environmental benefits.

If possible devise 'buddy' systems where it is possible to call in at a predetermined time.

Plan your journey. Route finder software via the Internet or satellite navigation may also prove helpful in journey planning.

Fitness and Health

You must inform the Company of any health conditions that may affect your ability to drive safely. In the UK you must also report to the Driver and Vehicle Licensing Agency (DVLA) any health condition likely to affect your driving (Road Traffic Act 1988 section 94). Before driving, seek medical advice if in doubt as to the effect of any prescribed medication that you are taking or of any other health concerns that may affect your ability to drive.

Ensure your eyesight is tested regularly (at least every two years) and where applicable corrective devices necessary for driving are worn. Eyesight for driving should be sufficient to read a car number plate at 20 metres.

Driving Licences

Employees who are driving on Company business must hold a valid and current full UK or International Driving Licence e.g. European Union, which is valid for use in the UK. Company policy may forbid certain ages and profiles of drivers from driving on MUS business to reduce the risk of accidents. Overseas nationals who hold foreign driving licences should familiarise themselves with the country rules governing the validity and surrender of these licences and the procedure for obtaining a valid current and full UK or Irish Driving Licence.

Please note that UK Photocard Driving Licences are only valid for a period of 10 years and therefore need to be renewed after this period, this is the drivers responsibility.

The driving licence held must have the relevant entitlements to drive the vehicles the employee is expected to use on business. This is particularly relevant to drivers over 7.5tonne and for any towing requirements for lighter vehicles. If in doubt, check with your Line Management before driving on MUS business.

Employees and anyone driving commercial vehicles must have their licence checked prior to undertaking business travel by their responsible line manager (refer to MUSNET for guidance). Vehicles will not be delivered to employees until MGroup Services Plant and Fleet Solutions (MGSPFS) have checked the employee's driving licence. This also applies to nominated drivers.

To ensure driving licence checks are completely accurate and up to date, the company use an external provider to check driving licence validity, entitlements and any penalty points. The external provider checks all licences direct with the DVLA. To facilitate the licence check, employees and nominated drivers need to sign a Data Protection Mandate which permits the external provider to make a request to the DVLA for driving licence details. All company rules that apply to employees and their driving licences will apply in the same way to nominated drivers (or more frequent if required).

If an employee/sub-contractor or nominated driver has changes to his/her licence in any way, i.e. endorsements, address change, etc, the employee must make contact with MGSPFS immediately and a new licence check will be carried out. All driving licences (including nominated drivers) will be checked on an annual basis. Licence checks may be more frequent in certain circumstances. Employees/sub-contractors should also be prepared to show their driving licence to line management or MGSPFS upon request.

Permitted Drivers

Employees with company cars will be permitted to nominate a maximum of one non-employee additional driver (as a guide, spouses or partners living at the same address) who may use the company car for social, domestic and pleasure use only.

Drivers must be over 21 years of age and held their licence for at least a year. Experience driving the vehicle type is also essential. If no previous experience is held the driver should be referred to MGSPFS for familiarity training before they are permitted to use a company vehicle or drive on MUS business.

The business understands that at times Graduates or apprentices under the age of 21 are employed and a need may be presented for them to drive. In circumstances such as this permission should be sort from MGSPFS (**e-mail to: roadrisk@mgroupservicespfs.com**) for a driver assessment to be undertaken providing awareness and familiarity training. Following the assessment our third party training provider will issue a detailed report highlighting strengths and weaknesses allowing the business to manage the risk and continue to coach and develop the individual. *(In some cases assessments may indicate a high risk driver, and as such permission to drive will not be granted until further coaching can prove competence)*

Driving bans and vehicle withdrawals

If an employee or permitted driver is banned from driving for any reason the employee must notify MGSPFS immediately.

Some of the circumstances where a company vehicle could be withdrawn are as follows.

- If at any stage an employee is banned from driving.
- If an employee suffers from any medical condition which prohibits them from driving.
- If there is evidence of careless or dangerous driving on the employee's part leading to an excessive number of accidents or with the potential to cause future accidents.
- In some circumstances where you are defined as a high-risk driver.
- If you fail to maintain the vehicle to the required service and roadworthy standard in accordance with the manufacturers recommendations and the Road Traffic Act.
- If the loss of the company vehicle affects an employee's ability to carry out their role, their role/position with the company will be reviewed by their line manager/HR. If the company vehicle has to be withdrawn by the company, the employee will be required to make other arrangements.
- A company car cannot be substituted with the car allowance.

Training and Identifying Individual Risk

The company will, where necessary, provide driver training where a need has been identified. This will be based on criteria designed to minimise the Occupational Road Risk of one or a group of individuals.

The Company may require drivers to complete individual Risk Assessments depending on different operating circumstances. The Company has completed a set of Generic Risk Assessments for work-related driving for business drivers and these are listed in Appendices 2-4.

Consumption of Alcohol

DO NOT DRINK AND DRIVE, it will seriously affect your judgement and abilities. The company strongly advises you not to consume alcohol during your normal working day including rest breaks.

You **MUST NOT** drive with a breath alcohol level higher than the Government's legal drink drive limit, as amended from time to time. The current limit for England and Wales, as at the date of this Policy, is set at **35 micrograms of Alcohol per 100 ml of breath/80 milligrams of 100 ml of blood**. The current limit for Scotland as at the date of this policy, is **22 micrograms of Alcohol per 100ml of breath/50 milligrams of 100ml of blood**.

All employees should check with their line manager for the threshold level for their particular contract and **if in doubt assume that the threshold is set at zero**.

Alcohol will: -

- Give a false sense of confidence;
- Reduce co-ordination and slow down reactions;
- Affect judgement of speed, distance and risk;
- Reduce your driving ability, even if you are below the legal limit; and
- Take time to leave your body; you may be unfit to drive up to 24 hours after your last drink.

Drugs

In accordance with the Road Traffic Act 1988 it is illegal to drive with certain **illegal drugs** in the blood, even if you're not unfit to drive. It will also be illegal to drive with certain levels of certain **legal drugs** if you're unfit to drive.

If the police stop you and think that you are on drugs they can use a drug detection device and/or do a 'field impairment assessment'. If they think that you are unfit to drive because of drugs, you will be arrested and will have to take a blood or urine test at a police station. You could be charged with a crime if the test shows that you have taken drugs.

MUS 'Alcohol and Drug Policy' has a **zero tolerance** towards illegal drugs whether inside or outside the workplace, and has **strict limits** towards legal drugs (including prescribed medicines) in the workplace. This means that you will face disciplinary action and **are likely to lose your job** if we become aware (either through the Police, Criminal Justice System or our own Alcohol and Drug Testing procedures at the time of the incident or subsequently) that you have driven to or from work or during working hours with illegal drugs or certain levels of legal drugs in your system.

Illegal Drugs

Employees must never drive after having taken any illegal drugs. Any employee who provides a 'positive' test result for illegal drugs will be subject to disciplinary action which is likely to result in dismissal. Apart from breaking the law and Company rules, the presence of illegal drugs in the

bloodstream will impair judgement and increase the chances of an employee being involved in a vehicle accident.

Legal Drugs

Any employee who provides a 'positive' test result for legal drugs, for which there is not a legitimate medical reason for its presence (i.e. the presence of the drug is not consistent with declared medication) will be subject to disciplinary action which is likely to result in dismissal.

In accordance with the Road Traffic Act 1988, you should speak to your doctor about whether you should drive if you have been prescribed any of the following drugs:

Amphetamine e.g. dexamphetamine or selegiline	Morphine or opiate and opioid based drugs, e.g. codeine, tramadol or fentanyl
clonazepam	methadone
diazepam	oxazepam
flunitrazepam	temazepam
lorazepam	

[This list is periodically reviewed -
Correct as of April 2016]

You can drive after taking these drugs if you have been prescribed them, been advised how to take them by a healthcare professional and they aren't causing you to be unfit to drive.

It is the employee's responsibility to ensure they have checked with their GP and/or pharmacist as to whether any prescription or any other over-the-counter medication(s) (such as flu or hay fever remedies) may impair their ability to drive.

On the advice of the medical practitioner, where driving is not possible, the employee must notify his or her line manager or the Human Resources department, so that alternative duties can be considered whilst he/she is taking the medication(s).

Vehicle Ergonomics

Ensure the vehicle seat height, slide; rake, lumbar and head restraint etc. are correctly adjusted, along with the steering wheel and mirrors (as available) so that you are in a comfortable position prior to driving.

Posture is important in avoiding musculoskeletal injuries such as back strains. Take regular planned breaks and wear suitable footwear for driving.

Guidance can be found via roadrisk@mgroupservicespfs.com or contact MGSPFS.

Manual Handling

If it is necessary to carry loads in your vehicle, take extra care in handling these in and out. Bending and stretching into the car boot for example leads to lower back strain and the likelihood of severe injury. Get help if the load is too heavy to handle on your own. If loads are regularly carried on business the activity should be included in a manual handling assessment.

For loads carried in vans and HGVs, generic manual handling risk assessments will be carried out. Advice can be obtained from your local Safety, Health, Environmental and Quality (SHEQ) Department.

Driving safety and security

Drive within legal speed limits and follow the Highway Code. Remember you are representing the Company whilst driving at work. Show consideration and avoid the temptation to respond aggressively in the face of other discourteous road users, so as to minimise possible 'road

rage'.

Do not leave handbags, wallets or valuables on show at any time as this may attract opportunist thieves. Ensure windows are closed and doors locked whilst driving in urban areas. If it is necessary to leave portable computer equipment or items of value in the car please lock them out of sight in the boot. This also ensures they will not contribute to injuries in the event of a collision.

Do not give lifts to strangers or hitchhikers.

Park in well-lit roads or manned car parks by preference and, if possible, park in an open area near the entrance of your intended destination. Do not linger once out of the vehicle. When returning, always have the keys easily available, preferably in your hand, ready for use. Further advice on lone working can be found in the lone working risk assessment available on MUSNET.

Mobile phones / Electronic devices

The following rules apply to the use of all Mobile Phones/Electronic Devices, in **all** circumstances within a vehicle and whilst operating mobile plant.

Please note: There may be contract specific variances to this policy that may be imposed by the contract or client you are working for, please ensure you are familiar with any local guidelines.

You MUST NOT:-

- Use your device in a hand held mode to make or answer calls. **It is Illegal to use a Hand Held Phone whilst driving, which includes whilst waiting in traffic. A vehicle must be stationary with the ignition switched off.**
- Use your mobile phone / electronic device to send or read text messages or emails when driving. **This includes when using hands free technology.**
- Use your mobile phone / electronic device to view or interact on 'Apps' or social media sites when driving. **This includes when using hands free technology.**
- Input addresses into a SATNAV device while driving. Enter any address prior to driving or stop in a safe place and input before proceeding.

Exceptions:

- Mobile phones placed in a 'Hands Free Kit' or coupled to the vehicle via Bluetooth to provide a 'Hands Free System' may be used as long as a call may be answered or made solely through the vehicles controls and not via the device.

(The use of a hands free phone is not illegal. However, the law states that you can still be prosecuted for careless or dangerous driving if you are involved in a road traffic collision (RTC) and the use of a hands free phone is perceived as a causational influence).

Recommendations (Including Hands Free):

- Do not expect your colleagues to answer calls when they are driving. If they answer and it is clear they are driving (Including Hands Free), end the call and call them later.
- If you have a passenger in the vehicle, ask them to answer the call and take a message if possible.
- Never plan to make calls whilst driving. It is recommended that you turn your phone off or use 'voicemail' or 'divert' so as to remain in full control of your vehicle and call back when it is safe to do so and not when you are driving.
- The policy requests you take adequate breaks from driving (minimum 15 min every two hours). We advise using this time to check texts, emails and phone messages. Make

sure the vehicle is parked in a safe place where you will not be a hazard to other vehicles, pedestrians or yourself and turn off your ignition. Once you are parked safely it's recommended that drivers make notes of any information discussed, so that you don't have to rely on your memory which could cause you to lose concentration when you resume your journey.

Driving Distractions

Other distractions such as eating or drinking whilst driving and listening to loud music should be avoided, consideration should also be given to driving in the right frame of mind i.e. not angry or aggressive. Smoking (including electronic cigarettes) is PROHIBITED in all company vehicles at all times. Prolonged mobile telephone conversations can also be distracting and should be avoided.

Accidents and Emergencies

Take a mobile phone if possible. If you break down try to avoid stopping in a dangerous place and operate hazard lights.

Do not attempt repairs to the vehicle yourself including changing wheels and tyres. Check contact details in your vehicle or call MGSPFS. Remember to take the vehicle keys with you and if on a motorway or dual carriageway stand behind the crash barriers or on the nearside verge of other roads whilst waiting for their arrival.

Only get back into the vehicle if you feel at risk from attack, then return via the passenger side and keep the doors locked.

Regardless of the requirement to report certain road traffic accidents to the Police, you are also required to report all company vehicle incidents (both in work hours and outside of work hours) to the MUS vehicle Incident line as soon as reasonably practicable after the incident, in any case within 24 hours. Please check with your line manager if you have doubts about any procedures.

Vehicle Condition and Care

The employee should ensure the vehicle they are using is in full working order before starting any business or private journey. Regardless of the vehicle being hired or the employee's regular vehicle (private or company owned), the employee must ensure the vehicle being used is in a good and safe condition. This is a vital part of minimising the risks inherent in work related driving.

If the vehicle is used by the employee on an ongoing basis for business the employee should:

- Regularly check lights, tyres and top up levels (i.e. Oil, brake fluid, power steering fluid, washers etc) to ensure the car is cared for within the manufacturers guidelines between services;
- Vehicles must be serviced and maintained in line with at the manufacturer recommendations or MGSPFS. A vehicle should be inspected and serviced at least once a year regardless of annual mileage;
- General appearance of the vehicle, both exterior and interior, should be clean at all times where possible.
- The employee should fully understand the maintenance and checking requirements of whatever vehicle they are using on business whether it is a car, van or HGV;
- Similar, inspections and appropriate regular maintenance should be carried out to any additional working features on the vehicle; this includes, towing equipment, trailers, roof racks, internal racking and any related safety equipment. If you have any doubts check with your line management.
- Privately owned vehicles must comply with all of the above conditions. In addition the

employee is responsible for ensuring the vehicle they are using is correctly insured for business use.

The company reserves the right to make deductions from salary and/or outstanding business expenses to cover loss sustained by the company through damage to a company vehicle as a result of personal negligence/carelessness.

Commercial Vehicles General Rules

Commercial vehicles are not permitted to be used for private usage unless a Director of the Company has given prior written authorisation.

Passengers

Non-work related personnel i.e. members of the family and members of the public are not to be carried in commercial vehicles.

Animals in Vehicles

Animals are not to be carried in commercial vehicles at any time.

Smoking Regulations for Vehicles

Employees must comply with Company Policy and Legislation that prohibits smoking in company vehicles.

Useful contacts and Web Addresses

MGroup Services Plant & Fleet Solutions
 Cromer House
 Caxton Way
 Stevenage
 SG1 2DF

Tel: 0333 999 7781

MUS Vehicle Incident Line	0333 207 5567 (24 hours)
DVLA	http://www.dvla.gov.uk/
UK Highway code	http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/index.htm
UK Department of Transport	http://www.dft.gov.uk/think/ http://www.dft.gov.uk/pgr/roadsafety/research/rsrr/theme2/safetycultureandworkrelate51.pdf
HSE	http://www.hse.gov.uk/roadsafety/manage.htm
RoSPA	http://www.rospace.com/roadsafety/resources/employers.htm

Appendix 1 - MGSPFS

GENERIC RISK ASSESMENT

ASSESSED BY: Mark Dixon
TASK: Driving Company Cars

Activity/plant/materials etc	Hazard	Persons in Danger	Control Measures	Residual Risk Rating
Company Cars Activities include: - Driving Towing Lone Working Carrying Passengers	<u>Hazards</u> Collision Aggressive Drivers Assault Unforeseen Events Environment Fatigue Distractions <u>Risk</u> Possible: Fatality Abrasions Head Injuries Fractures Stress/Trauma	Driver employees General public Family Members	<p>This Generic Risk Assessment must be used in conjunction with Occupational Road Risk Policy</p> <p>Only competent, Licensed persons to drive company vehicles.</p> <p>Licence Audits to be carried out on all Company Car Users (Family Members)</p> <p>Company Car to be maintained and serviced as per manufacturer instructions.</p> <p>Company Car to be visually inspected daily.</p> <p>Legislation regarding no smoking, driving under the influence of drink or drugs, seatbelts and use of mobile phones in vehicles must be adhered to (see Road Risk Policy)</p> <p>All accidents and incidents must be reported to Vehicle Incident Line 0333 207 5567.</p> <p>All break downs to be reported as per information supplied with company car.</p> <p>National speed limits must be adhered to.</p> <p>Where applicable lone Working Toolbox Talk must be briefed to relevant personnel.</p> <p>Persons taking prescription medicines must make their Line Manager aware.</p> <p>Ensure breaks are taken at the relevant intervals.</p> <p>Avoid use of all electronic devices while driving (See Occupational road risk policy)</p> <p>Do not eat and drink while driving</p> <p>Drivers to be courteous to other road users and drive in accordance with the Highway Code.</p> <p>Vehicle to be secured when absent.</p>	Medium to Low

Appendix 2 - MGSPFS

GENERIC RISK ASSESMENT

ASSESSED BY: Mark Dixon

TASK: Driving Commercial Vehicles

Activity/plant/materials etc	Hazard	Persons in Danger	Control Measures	Residual Risk Rating
Commercial Vehicles used on company business Activities include:- Driving Towing Carrying Equipment Delivery Carrying Passengers Lone Working Driving in High Risk Areas	<u>Hazards</u> Collision Impact Aggressive Drivers Assault Unforeseen Events Fatigue Distractions <u>Risk</u> Possible: Fatality Abrasions Head Injuries Fractures Stress/Trauma	Operator employees General public Sub-Contractors	<p>This generic risk assessment must be used in conjunction with Occupational Road Risk Policy</p> <p>Only competent, licensed persons to drive company vehicles. Any vehicle must be fit for purpose. Vehicles to be maintained as per manufacturer's or MGSPFS instructions. Vehicles to be inspected daily and weekly and recorded. Legislation regarding no smoking, driving under the influence of drink or drugs, seatbelts and use of mobile phones in vehicles must be adhered to. Vehicles must not be used on private business unless authorised by Area Director. Only Authorised persons to be carried in commercial vehicles. All accidents and incidents must be reported to the Incident Line 0333 207 5567. Speed limits must be adhered to. Vehicle to be secured when absent. No tools/materials to be carried in passenger cab. Weight limits must be adhered to. Only journeys that are necessary are to be undertaken. Where applicable lone Working Toolbox Talk must be briefed to relevant personnel.</p> <p>Persons taking prescription medicines must make their Line Manager aware. Ensure breaks are taken at the relevant intervals.</p> <p>Avoid use of all electronic devices while driving (See Occupational road risk policy)</p> <p>Do not eat and drink while driving</p> <p>Drivers to be courteous to other road users and drive in accordance with the Highway Code.</p>	Medium to Low

Appendix 3 - MGSPFS

GENERIC RISK ASSESMENT

ASSESSED BY: Mark Dixon

TASK: Driving Own Car (Grey Fleet)

Activity/plant/materials, etc	Hazard	Persons in Danger	Control Measures	Residual Risk Rating
Business Users using own Car (Grey Fleet) Activities include: - Driving Towing Lone Working	<u>Hazards</u> Collision Impact Aggressive Drivers Assault Unforeseen Events Environment Fatigue Distractions <u>Risk</u> Possible: Fatality Abrasions Head Injuries Fractures Stress/Trauma	Driver Family Members employees General public	<p>This Generic Risk Assessment must be used in conjunction with Occupational Road Risk Policy</p> <p>Vehicles to be maintained and serviced as per manufacturers' instructions.</p> <p>Vehicles to be visually inspected daily.</p> <p>Legislation regarding no smoking, driving under the influence of drink or drugs, seatbelts and use of mobile phones in vehicles must be adhered to.</p> <p>National speed limits must be adhered to.</p> <p>Where applicable lone Working Toolbox Talk must be briefed to relevant personnel.</p> <p>Persons taking prescription medicines must make their Line Manager aware.</p> <p>Must have appropriate insurance for business use on behalf of your employer.</p> <p>Must be fully road legal e.g. road tax, MOT etc.</p> <p>All accidents must be reported to your insurance company & the incident line.</p> <p>Ensure breaks are taken at the relevant intervals.</p> <p>Avoid use of all electronic devices while driving (See Occupational road risk policy)</p> <p>Do not eat and drink while driving</p> <p>Drivers to be courteous to other road users and drive in accordance with the Highway Code.</p>	Medium to Low