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| **UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD** | | | | | | | | |
| **Work-Related Driving Safety Standard** | | | | | | | | |
| Version Number | | Draft 1 | Date of Approval | Draft 06/06/17 | | Review Date | | 3 years from approval by UHSC |
| Author and Lead | | Chris Young. Deputy Director (HR): Safety and Wellbeing Services | | | | | | |
| Aims | | To support the implementation of the University’s Driving at Work Safety Policy. | | | | | | |
| Scope | | This policy applies to the driving of any type of vehicle and applies to all staff that drive on University business. This will include:    Employees who are required to drive vehicles as an integral part of their work (e.g. Technical and Maintenance and Security Services staff), or;  Employees who drive either University vehicles, or their own vehicle or hired vehicles on a casual basis as part of their work or to carry out some aspect of the University’s business (e.g. staff attending meetings or conferences or events, or travelling to off-site destinations for research or fieldwork or any other University business). This includes any work-related driving activities that may take place overseas.  Commuting journeys between an employee’s home address or place of residence and their contractual place of work fall outside of the scope of this policy.  Risks associated with the carrying of certain loads, hazardous substances, lifting operations or similar activities are covered under separate health and safety policy, standards and guidance.  This policy will apply to students if they are asked to drive on University business regardless of who owns the vehicle that they will be driving. Driving activities by students for or on behalf of the Students Union (for example, driving minibuses as part of a club or society activity) fall under the control of the Student Union and as such are excluded from the requirements of this policy. | | | | | | |
| Relevant Legislation | | Health and Safety at Work Act 1974  The Management of Health and Safety at Work Regulations 1999  [Provision and Use of Work Equipment Regulations 1998](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&sqi=2&ved=0ahUKEwj7zY2t8IPUAhVnLMAKHaNAAgsQFggiMAA&url=http%3A%2F%2Fwww.hse.gov.uk%2Fwork-equipment-machinery%2Fpuwer.htm&usg=AFQjCNFDnfKn3wScRtFANtmITLslNXT3UQ)  [The Road Traffic Act 1991](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjXgpmh8IPUAhVsJsAKHQgEDX4QFggiMAA&url=http%3A%2F%2Fwww.legislation.gov.uk%2Fid%2Fukpga%2F1991%2F40%3Ftimeline%3Dtrue%26view%3Dplain&usg=AFQjCNHsii0YyRXZH2umpEYMBcB9rk5pkQ)  [Road Safety Act 2006](http://www.legislation.gov.uk/ukpga/2006/49/contents)  [The Highway Codes, road safety and vehicle rules (Gov.uk)](https://www.gov.uk/browse/driving/highway-code-road-safety) | | | | | | |
| Definitions | | **Work –related driving:** Any driving activity that is undertaken for or on behalf of the University by an employee or student. This definition excludes an employee’s normal daily commute between their home and their normal contractual place of work. | | | | | | |
| **Occupational Driver:** Any employee or student permitted to carry out work-related driving for, or on behalf of, the University. | | | | | | |
| **University Vehicle:** Any vehicle that is owned, leased or hired by the University. | | | | | | |
| **Private Vehicle:** Any vehicle used by an employee or student for University business which is not owned, leased or hired by the University. | | | | | | |
| **Minibus:** A vehicle that can carry between 9-16 passengers (inclusive) at any one time in addition tothe driver. **Currently the University does not own or lease any minibuses.** | | | | | | |
| Responsibility for implementation | | Line Managers  Occupational Drivers  Employees | | | | | | |
| Training availability: | | For advice on specific training requirements (for example forklift training) please contact the University’s Health, Safety and Environment Service (UHSE) | | | | | | |
| **Standard to meet** | | | | | **Accountability** | | **Reference documents and more information** | |
| 1 | The need for all journeys is considered. If a journey is deemed essential then the use of public transport should be considered in preference to work-related driving. | | | | Line Managers  Employees | |  | |
| 2 | A local system is in place to ensure that relevant occupational drivers are appropriately qualified, adequately insured and fit to drive. | | | | Line Managers | |  | |
| 3 | A local system is in place to ensure that there is a physical check of relevant occupational drivers’ licences at recruitment and at least annually thereafter. | | | | Line Managers | |  | |
| 4 | Where an occupational driver is identified as not having the necessary qualification or discloses a health condition or other reason why they should not drive then they should be relieved of any driving duties until further advice can be sought from Human Resources. | | | | Line Managers | |  | |
| 5 | Local procedures are in place to ensure that University vehicles are:   * Serviced in accordance with the manufacturer’s recommendations. It is advised that relevant records are kept for at least three years. * Have a valid MoT certificate (where relevant) * Checked periodically to ensure they are in a safe and roadworthy condition. * Notified at purchase, or lease, to the University’s Insurance Manager. | | | | Line Managers | |  | |
| 8 | University vehicles reported as being in an unsafe or un-roadworthy condition are taken out of use until any defects are remedied by a suitably competent person. | | | | Line Managers | | Example management checklist for use both by departments and by occupational drivers is provided in Appendices 1 and 2. | |
| 9 | A risk assessment should be made for any work-related driving activity. Where driving activities foreseeably present additional risks then a more detailed risk assessment will be required. Examples of activities where a further assessment might be required could include:   * Driving Overseas. * Driving in hostile climates / severe weather conditions * Driving that will involve lone working in remote or potentially hazardous environments. * Driving vehicles of a type that the driver is unfamiliar with (such as light goods vehicles, vans etc.) * Driving duties carried out by inexperienced drivers, or drivers with a poor road traffic collision record. * Non-routine long distance driving. * The transport of hazardous substances, dangerous goods or other loads. * Transporting people in a minibus. This should be discussed with the University’s Insurance manager prior to the activity being carried out. | | | | Line Manager | | An example risk assessment covering **routine driving activity** is provided in appendix 3.  [Risk Assessment Standard](http://www.bath.ac.uk/hr/hrdocuments/staying-safe-well/policies/risk-assessment.pdf)  Hazardous Substances Policy and Procedures.  Biological Safety  Chemical Safety | |
| 10 | Occupational drivers comply with local procedures by submitting their driving licence for inspection at recruitment and at least annually thereafter. | | | | Occupational Drivers | |  | |
| 11 | Occupational drivers driving private vehicles on University business will have the appropriate insurance in place to drive on business and the vehicle will be appropriately taxed and have a current MoT certificate (where this is applicable). | | | | Occupational Drivers | |  | |
| 12 | Occupational drivers inform their line manager immediately if they are suffering from a health condition that would legally prevent them from driving on the public highway or if they are suffering from any ill-health or taking any prescription or other medication that might impair their ability to drive safely. | | | | Occupational Drivers | |  | |
| 13 | All vehicles are subject to a basic safety check before each business journey. Where a vehicle is deemed to be unsafe or un-roadworthy then an alternative means of transport is used. | | | | Occupational Drivers | |  | |
| 14 | Defects identified during routine safety checks of University vehicles are notified to the relevant line manager for remedial action. | | | | Occupational Drivers | |  | |
| 15 | Road traffic collisions (RTC) are reported as soon as is practical to the University Health, Safety and Environment Service. If the collision involves a University vehicle then the RTC should also be reported to the University’s Insurance Manager. | | | | Occupational Drivers | | [Incident reporting procedures](http://www.bath.ac.uk/hr/stayingsafewell/accidents-emergency/index.html) | |
| 16 | People driving on University business comply with relevant road safety law and the Highway Code. | | | | Occupational Drivers | | [Legal obligations of drivers and riders](https://www.gov.uk/legal-obligations-drivers-riders)  [Safer Driving for Work Handbook (RoSPA)](http://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/safer-driving-for-work-handbook.pdf) | |
| Standard Monitoring and Measurement Criteria | | | | | | | | |
| A short statement setting out how the standard will be monitored and by whom. This should also detail where the monitoring findings will be reported to and how frequently. Where the standard relates to a risk that appears on the University’s health and safety risk register then monitoring frequency and reporting will be in line with that procedure.  The boxes below will provide an overview of the actual things that will be measured as part of the monitoring process. | | | | | | | | |
| 1 | Records of:   * local checks on occupational driver licences * University vehicle servicing records * Driver vehicle checks of University vehicles   are examined once per year as part of departmental inspection process. | | | | | | | |
| 2 | Records of RTC’s are reported at University Health and Safety Committee. Incident follow up to include checks of all relevant records and documents. | | | | | | | |
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**Appendix 1: Sample Pre-Drive Vehicle Checks (Taken form the Royal Society for the Prevention of Accidents Checklist):**

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway. As such, it is strongly recommended that University employees intending to drive any vehicle on University business should undertake appropriate checks prior to using the vehicle.

|  |  |
| --- | --- |
| **Driver’s Name** |  |
| **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Check** | **Satisfactory (Y/N)** | **Comments** |
| Tyres appear to be in good condition (no cuts or bulges) and are inflated. |  |  |
| There are no visible signs of vehicle damage (dents, leaks, damage to the windscreen). |  |  |
| Fluid levels (oil, coolant and windscreen wash) are correct. These checks should be carried out when the engine is cold. |  |  |
| Brakes (hand brakes and foot brakes) are in good working order. |  |  |
| Lights and indicators are working. |  |  |
| Washers and wipers are working. |  |  |
| Mirrors are correctly positioned. |  |  |
| The vehicle has sufficient fuel and the driver is aware of what fuel the vehicle takes. |  |  |
| Any trailers or roof racks are fitted correctly and any loads or luggage is secure. |  |  |
| The driver’s seat is adjusted where relevant to suit the driver. |  |  |

RoSPA has produced a [short instruction video](https://www.youtube.com/watch?v=h7FaGk30buI) for driver pre-checks. Comprehensive guidance is also provided in RoSPA’s [Safer Driving for Work Handbook](http://www.rospa.com/rospaweb/docs/advice-services/road-safety/employers/safer-driving-for-work-handbook.pdf).

All defects should be recorded and reported to the relevant line manager. University vehicles should not be driven if the driver believes it to be unsafe / un-roadworthy.

**Appendix 2: Example Departmental Checklist for checks of University Vehicles**

|  |  |
| --- | --- |
| **Driver’s Name** |  |
| **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Check** | **Satisfactory (Yes, No or N/A)** | **Comments (including any action taken).** |
| Tyres appear to be in good condition (no cuts or bulges) and are inflated to correct pressures. |  |  |
| Spare tyres, where provided are inflated and tread is in good condition. Wheel brace and jack provided (where applicable) |  |  |
| There are no visible signs of vehicle damage (dents, leaks, damage to the windscreen or doors). |  |  |
| Fluid levels (oil, coolant and windscreen wash) are correct. These checks should be carried out when the engine is cold. |  |  |
| Seat belts are undamaged and are working correctly. |  |  |
| Location and contents of any safety equipment (first aid kit, fire extinguisher) as expected |  |  |
| Brakes (hand brakes and foot brakes) are in good working order. |  |  |
| Lights and indicators are working. |  |  |
| Washers and wipers are working. Wiper blades are undamaged. |  |  |
| Mirrors in good condition and can be adjusted. |  |  |
| The vehicle has a current valid MoT certificate (where applicable). |  |  |
| The vehicle has sufficient fuel. |  |  |
| Locks and security devices functioning |  |  |

Generic Driving at Work Risk Assessment

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

|  |  |
| --- | --- |
| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (e.g. discomfort, slight bruising, self-help recovery) **2 – Minor** (e.g. small cut, abrasion, basic first aid need)  **3 – Moderate** (e.g. strain, sprain, incapacitation > 3 days)  **4 – Serious** (e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

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| **Risk Assessment Matrix** | | | | | |  | **Risk Rating Bands (A x B)** | | |
| **(B)🡳 (A)🡲** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | Continue,  but review periodically to ensure controls remain effective | Continue,  but implement additional reasonably practicable controls where possible and monitor regularly | **STOP THE ACTIVITY**  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

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|  | | |
| Risk Assessment Title: | Date Produced: | Review Date: |
| Overview/Description of Activity: | Duration/Frequency of Activity: | |
| Location of Activity: | Generic or Specific Assessment: | |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating  (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Assessor signature: | Print name: | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Assessment Action Plan | | | | | |
| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Responsible manager’s signature:  Print name:  Date: | | | | | Responsible manager’s signature:  Print name:  Date |