

The purpose of this policy is to assist in incorporating a culture of safety leadership and risk management with regards to the prevention of road related ill health, injuries and incidents.

The company strives to ensure operations and work practices are evaluated for road safety compliance and good practice in line with both the Fleet Operator Recognition Scheme (FORS) and Construction Logistics and Community Safety (CLOCS) standards/requirements.

The company monitors incidents, incident rates and incident statistics throughout its operations which include those related to logistics. The company also assesses transport risk(s) as part of its annual review with its insurer/broker for Fleet Insurance.

The company is committed to ensuring it will operate with requirements, including:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and use of Work Equipment Regulations 1998
- Corporate Manslaughter and Corporate Homicide Act 2007
- Road Traffic Act 1988 as amended
- Road Transport (Working Times) Regulations 2005
- Fleet Operator Recognition Scheme (FORS)
- Construction Logistics and Community Safety (CLOCS)

The company looks to reduce risk with regards to driving at work, including:

- Provision of adequate resources
- Planning logistical operations/risk management
- Fleet maintenance/servicing
- Communication – toolbox talks/briefings/annual review (policies, procedures, risk assessments etc)
- Training – drivers/fleet management

The company requires all to read, understand, accept and abide by its policies and procedures relating to road risk, including:

- POL004 Drugs & Alcohol Policy and PP003 Drugs & Alcohol Procedure
- POL011 Work Safe Policy Statement and PP009 Work Safe Procedure
- POL012 Managing Fatigue Policy Statement and PP008 Management of Fatigue Procedure
- POL015 Wellbeing Policy Statement
- POL017 Mobile Phone and In-Use Technology Policy
- POL018 Vulnerable Road User Policy
- POL019 Fuel and Tyre Policy
- POL020 Loading & Unloading of Vehicle & Working at Height Policy and PP007 Working at Height Procedure
- POL021 Reversing, Manoeuvring and Towing Policy
- POL023 Routing and Scheduling Policy
- POL024 Anti-Idling Policy
- POL025 Vehicle Equipment Security Policy
- POL026 Drivers Hours Rules, Regulations and Tachograph Policy
- POL029 Counter Terrorism Policy Statement

- PP002 Accident and Incident Investigation Procedure
- PP013 Competence Management Procedure
- PP014 Personal Protective Equipment Procedure
- PP020 Work Equipment Procedure
- PP026 Driving Company Vehicles Procedure
- PP029 Manual Handling Procedure
- PP032 Operators Licence Procedure
- PP034 Noise Procedure
- PP038 Health Surveillance Procedure
- PP059 Wheel Maintenance Procedure

The company has also created a Drivers Handbook which is issued and signed as read/understood, which includes sections on:

- Working Times
- Operational Duties
- Mobile Phone and In-Use Technology
- Licenses
- Driving Licence Checks
- Drivers Hours Regulations
- Tachographs
- Road Traffic Act
- Legal Costs and Fines
- Speeds Limits
- Vehicle - Use and Care
- Security of Vehicles
- Trailers
- Cleanliness
- Unauthorised Use
- Unauthorised Passengers
- Breakdowns
- Windscreens
- Tyres
- Loads
- Motor Accidents
- Vulnerable Road Users
- Useful Numbers

Responsibilities

The following are the 'key' roles and responsibilities the company has identified relating to Road Risk:

- Director:
 - Make adequate resources available to prevent 'driving at work' incidents.
 - Ensure adequate controls are in place to prevent 'driving at work' incidents.
 - Ensure road risk policies and procedures are in place.
 - Monitor/review effectiveness of road risk policies and procedures.
 - Implement company disciplinary procedures.

- HSQE Manager/Logistics Manager/Road Risk Champion (Teodora Todorova):
 - Induction training/briefs to include 'driving at work'.
 - Effective communication on 'driving at work' issues.
 - Assist in ensuring road risk policies and procedures are in place/communicated.
 - Assist with monitoring/reviewing effectiveness of road risk policies and procedures.
 - Assist with company disciplinary procedure(s).
 - Incident analysis/reporting and closing out actions.
 - Ensure drivers are eligible to drive company vehicles including Licence Checks.
 - Monitoring of training requirement including re-training, toolbox talks and briefs.
 - Monitoring of key internal document expiries (Health/HAV/Eyesight).
 - Vehicle maintenance/servicing and ensuring records held.
 - Vehicle checks including record keeping and defect reporting process.
 - Routing and scheduling including consultation/communication with driver.
 - Carry out/review 'driving at work' risk assessments (vehicle/driver).
 - Incident investigation/follow-up as per company Policy/Procedure including driver debrief and re-training (where required).

- Driver:
 - Carry out Daily Vehicle Checks.
 - Allow Licence Checks, sign Licence Check form (as part of starter pack).
 - Report changes to driving license, points/restrictions/convictions etc.
 - Monitor own license/training expiries and consult with Manager on renewals.
 - Never drive a vehicle if unfit to do so including under the influence of drugs or alcohol.
 - Always wear seatbelt and ensure passengers do the same.
 - Follow the highway code and observe speed limits.
 - Ensure the vehicle is maintained and in a clean/tidy condition.
 - Complete key internal document expiries (Health/HAV/Eyesight).
 - Adhere to all road risk policies, procedures and driver's handbook.
 - Follow the company's policy/procedure with regards to incident reporting.

- Non-drivers:
 - Observe the company Mobile Phone and In-Use Technology policy and be aware of the potential for drivers to be talking whilst driving which is NOT allowed.

Arrangements and Requirements for Drivers

- **Driver Safety**
 - All drivers are required to follow the Highway Code including speed restrictions when out on the road.
 - Ensure that all within the vehicle are using seatbelts.
 - Strictly no smoking within company vehicles.
 - Where an incident occurs, ensure the policy/procedure is followed.
 - Where an incident has occurred, follow up action i.e. training, re-briefing or intervention steps must be taken within an acceptable timeframe.

- **Licence Checking**

- As per commitment to FORS, company Insurance and forming part of company procedure, the company must check all Drivers Licences within a set timeframe. This is dictated by the amount of points held on an Individuals License, as per table below:

Points	Frequency of Check
0	3 months
3	2 months
6	1 month
Over 6	Cannot Drive for Company

- If there are any changes to points held on a Driver's License, the individual must inform the company immediately as the frequency of check will change or in some circumstances an individual may not be allowed to drive for the company.
All changes need declaring with the companies Insurers. Failure to inform the company, who will in turn pass the information on to its Insurers, could result in the company not being insured for an incident that may occur.

- **Vehicle Condition**

- Drivers will be provided with a vehicle deemed as 'fit for purpose'. All vehicles are maintained/serviced as per manufacturer guideline and in some cases as per 'best practice' per stipulation/requirement of accreditations held by the company i.e. LOLER inspections every 6 months as opposed to manufacturer guideline of annually.
- It is a requirement for drivers to ensure vehicles are maintained in 'good' condition, including Tyre Pressures, Tread Depth and Fluid Levels. These should all be checked prior to use.
- Defects must be reported immediately and fixed prior to use.

- **Mobile Phones**

- It is a legal requirement to not use a handheld phone whilst driving. Whilst it is legal to use a hands-free kit, the company discourages this as it still presents a significant distraction.
- When driving, a mobile phone should be switched off. Where calls/messages are received, the driver should pull over at a safe place and turn off the ignition. When making calls, the driver should be stopped at a safe place with the ignition switched off.
- All office staff are to be aware of the dangers of calling a driver on the road. Only ever call when necessary and leave a short message asking for the driver to call back when safe to do so. If a call is taken using a hands-free kit, this must be done in the shortest time possible.
- A driver not following the above will be subject to disciplinary actions.

- **Other Driver Distractions**

- Do not eat or drink when driving.
- Ensure loads are secure to prevent them moving around (as per Loading and Unloading of Vehicles Procedure).
- Sat-Nav data entry only to take place when the vehicle is stationary in a safe place.

- Sat-Nav devices should not be positioned in a way that causes the driver to have an obstructed view.
- Drivers are required to keep other distractions to a minimum.
- **Drink and Drugs**
 - A zero-tolerance approach to driving whilst under the influence of alcohol and drugs is taken by the company. Any driver prosecuted for a drink or drug related offence will be subject to disciplinary procedures that could result in dismissal.
 - Drivers are required to report any pending prosecutions for drink or drug driving regardless of whether they were driving for the company or not. Failure to report a pending prosecution will be subject to disciplinary procedures.
 - Drivers who believe they may be over the drink drive limit must not drive and report this to their manager immediately.
 - Drivers who take prescription drugs must ensure that their driving performance will not be affected. In the case of driving performance being affected, the driver must inform their manager immediately.
 - If someone is concerned that a colleague may be driving under the influence of alcohol or drugs, they are encouraged to report this.

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