



"Where children come first"

Managing Occupational Road Risk Policy

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APPROVAL & ADOPTION

This policy was formally agreed and adopted at a Full Governing Body Meeting held on:

5th December 2018

UPDATE SCHEDULE

Review Frequency: Every 2 Years		
Version	Date	Reason for Update
1.00	12/07/17	First Version post de-Federation
1.01	03/09/18	Review / Added Appendices to Policy

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Managing Occupational Road Risk

1. Introduction

This policy, which supplements the Health & Safety policy, and has been developed as part of our commitment to reducing road traffic casualties and improving quality of life. It is important that managers and staff take Occupational Road Risk (ORR) seriously, so that the causes of road related deaths, injuries, and damage to vehicles and other property and assets, are foreseen, and contained, before damage or harm occurs.

In general, this policy is not intended to be prescriptive, but to provide guidance, information and advice, for managers and employees. It will assist them, flexibly and sensibly, to recognise, reduce and deal with the risks surrounding employees and volunteers while travelling on school business.

Detailed guidance, information and advice are contained in the following appendices:-

Appendix A – Guidance for Managing Occupational Road Risk

Appendix B – Driving at Work form

Appendix C – Travelling at Work

Appendix D – Guidance leaflet for employees on the Occupational Road Risk Policy

2. Statement of Intent

Aylesham Primary School values its workforce and other assets, and will endeavour to manage and control occupational road risks through raising awareness, and by good management practice.

3. Long Term Aims

To reduce the incidence and costs, in both human and financial terms, of occupational road risks, through good management policy and clear practical guidance.

4. Objectives

- To encourage a positive attitude towards safe travelling at work.
- To help managers and staff assess travel-related risks and take steps to control them.
- To clarify the responsibilities and expectations required of individuals and those with shared responsibilities for anyone who travels in association with their work.
- To monitor the effectiveness of the policy.
- To reduce the costs and other effects of crashes and offences.

5. Roles and Responsibilities

Aylesham Primary School recognises that travelling at work ranges from very occasional journeys through to vocational driving. Managers and staff should apply the guidance contained in the appendices as appropriate for the individual and the type of journeys they undertake.

6. Review and Monitoring of the Policy

The Governing Body, is responsible for steering and co-ordinating the implementation of this policy within the Federation.

The Leadership Team is responsible for monitoring the effectiveness of this policy against performance indicators:

- the total number of reported accidents within each directorate;
- the number of reported accidents within each mileage category within each directorate;
- the types of injury sustained;
- the number of working days lost due to accident-related absence.
- insurance costs of vehicle-related accidents.

This policy will be reviewed, by the Headteacher and its effectiveness evaluated periodically in the light of issues raised or identified as part of the monitoring process. Revisions to the policy will be made following endorsement from the Governing Body.

Appendix A: Guidance for Managing Occupational Road Risk

Guidance for Managing Occupational Road Risk

1. Introduction

The County Council places the highest priority on the health and safety of its employees, others who operate on its behalf, and clients; this is supported by the introduction of measures to improve safety in our transport operations.

Recent research indicates that around 30% of all road crashes that lead to a fatality involve someone driving in the course of their work. This alarming statistic drives the growing interest in “Occupational Road Risk” amongst employers across both public and private sectors

Our aim is to emphasise that a road safety culture is worthwhile and ultimately necessary. It can save money and jobs, but most of all it can save lives and reduce misery. Safety within the journey is as important as the journey itself and to enable this, the policy sets out the standards that are expected.

The Occupational Road Risk policy places specific responsibilities on managers and employees. The following guidance, which should be linked to the induction and appraisal processes, is provided to help managers and employees understand the extent of these responsibilities.

Effects on the County Council, from not managing ORR well, may include:

- loss of staff, absenteeism from injuries, and less productivity
- loss of, or damage to, vehicles and other property
- increased insurance costs, e.g., vehicle repairs or replacements
- compensation claims
- action by the enforcing authorities, e.g., the HSE and police

Scope and limitations:

- This policy applies to all Council employees, including those on teachers’ terms and conditions, who travel whilst at work for Council business purposes. The Council also has a duty of care to volunteers who travel whilst on duty for KCC.
- Recognition of this policy will not resolve all work-related ORR situations. However, the policy concentrates on the appreciation and prevention of foreseeable risks through raising awareness and securing good management standards.

2. Managers' Responsibilities

2.1 General Responsibilities

Managers are responsible to their Director for the implementation of this policy to ensure that:

- an initial and continuing programme of health and safety awareness is undertaken by all employees who drive, ride or walk on Council business;
- risk assessments are carried out for teams or individuals, depending on the level of risk (see the Travelling at Work Risk Assessment – **Appendix C**);
- effective monitoring, including written records, is achieved.

2.2 Specific Responsibilities

Line managers must ensure that:

- they comply with the requirements of the policy
- employees understand and adhere to the requirements of this policy
- a 'Driving at Work' form (**Appendix B**) is completed, for all vocational, essential and lease car drivers, where driving is a significant feature of the job, using the 'Travelling at Work Risk Assessment' as a guide to assessing the risks
- that lower risk drivers, e.g. lower mileage essential, lease and casual users, are assessed, either using the Driving at Work form, if desired, or the 'Travelling at Work Risk Assessment' which is particularly suitable for teams who are exposed to lower risks while driving at work
- employees confirm that they have documentary evidence of their entitlement to legally use their vehicle(s) on the Council's business e.g. current motor insurance certificate
- employees comply with risk assessment requirements (examples given in **Appendix C**)

3. Employees' Responsibilities

Employees who drive/ride at work on Council business must:

- familiarise themselves, and co-operate, with the Travelling at Work Risk Assessment and the Employee Leaflet.

4. Road Accident Reporting

4.1 Role of the Driver

The Council requires drivers to report, on form HS157, their involvement in any road traffic accident whilst travelling on Council business. The form must be returned to their line manager within 24 hours of the incident, or as soon as possible (e.g. if off sick as a result of an accident).

4.2 Role of the Manager

The manager must:

- carry out an accident investigation using the KCC Accident Investigation form (HS160) in appropriate cases.
- send copies of both forms to their Directorate Health and Safety Adviser, and the Road Safety Unit (Strategic Planning Directorate) for monitoring purposes
- send copies to the relevant Personnel and Development team for retention on the employee's personal file
- be conscious of the effects on the employee, and remind them of the availability of the Council's counselling service (Support Line), for example, where loss of the driving licence has occurred, or they have been involved in a serious road accident

Directorate Health and Safety Advisers will provide advice on specific issues as required.

Having considered the work-related use of the vehicle, are the existing control measures adequate? If not, please complete the following:

(see **appendix C** for help with assessment of risks)

Additional Control Measures required:

Actions to be taken:

By whom? By when?

Date of Review:

Review: Please record decisions/ additional actions at review:

Declaration by Employee: Fleet / Lease / Essential User / Casual User

I confirm that:

- a) I have a valid driving licence for the vehicle I drive (NB: vocational drivers - show to your manager);
- b) My vehicle has a valid MOT (where applicable);
- c) My vehicle is taxed;
- d) I am insured to drive the vehicle, and my insurance includes cover for use on business as well as to and from work;
- e) My vehicle is roadworthy, and suitable for the work I carry out.

Signed (employee): **Date:**

Signed (manager): **Date:**



Data Protection Act 1998: The above information will be kept securely in accordance with the provisions of the DPA 1998, and will only be used for the purposes of monitoring the ORR Policy, and no personal information will be shared with anyone else. Only general, non-personal, information will be shared more widely, within Kent County Council.

Appendix C: Travelling at Work – Risk Assessment

Travelling at Work – Risk Assessment

Risk assessment is the systematic way to identify factors that could increase the risk of an accident and ways in which these can be reduced. This Appendix has been prepared as a guide for managers when considering the hazards and risks faced by an individual or team when travelling at work. This guide does not cover all potential risks and managers need to identify other hazards and risk reduction measures specific to particular activities or teams.

Managers should always carry out risk assessments in consultation with individuals or teams as appropriate. Assessment should be carried out when an employee first starts driving on KCC business, when moving to a new job within KCC where driving is involved or changing activities within an existing job which alters the nature or amount of driving to be undertaken. Where risk assessments already exist managers should ensure that new employees are aware of any identified control measures.

Hazard Factor that could cause increase the risk	Suggested ways of containing/controlling the risk	What else do you do or could you do? Please indicate completion date
1. Planning		
Risk exposure increased through number of journeys made.	Is the journey necessary? Can letter or telephone deal with the matter?	
Method of travel may increase the risk i.e. long journeys by road.	Consider using alternative forms of transport.	
Insufficient time allowed for traffic conditions (leading to travelling against the clock).	Plan sufficient time for journey avoiding routes known to be congested. Build time for delays into the diary. Travel at off peak times.	
Unfamiliarity with route (getting lost).	Plan route before undertaking journey. Use up to date map books. Make sure the correct address of the location is known.	
Poor time management.	Consider developing a timetable to avoid visits over running. Allow for breaks and journey times. Try to plan visits in one area on certain days.	
Lone working.	Consider 'pairing-up' for visits. Review or develop systems for monitoring lone workers i.e. providing mobile phones, reporting in at set times.	
Lack of awareness of journeys (unable to contact employee in an emergency).	Make sure that the whereabouts of employees is known along with contact details.	
Special needs of any passengers.	Carry out or consult any existing risk assessment before journey.	

<p>Long working days leading to fatigue.</p>	<p>Plan the day so that sufficient breaks are allowed. Consider overnight stop. Consider sharing the driving. If working during the evening consider taking a rest during the day.</p>	
<p>2. Travelling – including on foot</p>		
<p>Delays enroute.</p> <p>Adverse weather conditions (loss of control of vehicle, slipping).</p> <p>Carrying case files/equipment (may increase the risk of a manual handling injury).</p> <p>Transporting equipment e.g. boxes, computers, displays (danger of objects moving around inside the vehicle or manual handling injury).</p> <p>Personal injury.</p> <p>Personal attack, including aggression from another road user (commonly known as road rage).</p> <p>Using mobile communication equipment when driving (impairs concentration).</p>	<p>Take contact details and phone ahead if necessary to advice of delay. Cancel journey.</p> <p>Delay/postpone journey. Consider/use alternative forms of transport. Wear suitable footwear.</p> <p>Determine whether it is actually necessary to transport case files and equipment. Provide manual handling training. Consider the use of rucksacks or trolleys.</p> <p>Wherever possible, securely store items in the boot/hatch/load area when travelling. For motorcycles/cycles use panniers/top box or rucksack. Place briefcases etc. in the boot.</p> <p>Wear high visibility clothing, walk on footpath where provided. When walking on carriageway face oncoming traffic. Use designated crossing points.</p> <p>Plan route avoiding less populated areas, alleyways etc. Carry mobile phone. Keep attractive items out of sight. Consider locking doors. Try to diffuse aggressive situations, by using a calm voice and moving away as soon as possible.</p> <p>Only use mobile communication equipment when it is safe and legal to do so i.e. when stationary, at side of road or in a lay by/car park. It is recommended that phones should be turned off or set to accept voicemail whilst travelling.</p>	

3. Protection		
For motorbikes and bicycles – personal injury (due to falling off/collision).	Wear strong protective and high visibility clothing.	
4. Personal		
Poor driver attitude.	Improve driving skills through training/guidance. For high mileage drivers consider providing defensive driver training.	
Unfamiliarity with vehicle i.e. pool or loan car.	Drivers should familiarise themselves with the operation of any vehicle before driving it.	
Driving under the influence of alcohol (Illegal and against County Policy).	Comply with the law and KCC Drugs and Alcohol Policy.	
Use of drugs - prescription & illicit - (Drowsiness and hallucinatory effects).	Do not drive after taking any drug that may affect driving ability. Heed warnings provided by GP/Pharmacist.	
Driver fatigue (falling asleep at the wheel, inattention/poor concentration).	Plan time to take a rest/comfort break(s). Take a rest if tiredness is experienced. Vary route used.	
5. Maintenance		
Mechanical/parts defect.	Make sure that the vehicle is regularly maintained and pre-journey checks are completed.	

If you are using this form as a record of assessment for your team please sign, date and store safely. If individual risk assessments are necessary please complete **Driving at Work Form – Part B – Risk Assessment.**

Team: Signature of Manager:

Date: Job Title:

Appendix D: Guidance leaflet for employees on the Occupational Road Risk Policy

GUIDANCE FOR EMPLOYEES ON KCC'S OCCUPATIONAL ROAD RISK POLICY



Did you know that :

- 10 people are killed, and a further 110 seriously injured, on our roads every single day?**
- Approximately 30% of all fatal road crashes involve somebody at work?**

Why have a policy?

The government has set a target to reduce road traffic accidents over the next 10 years and part of this initiative is aimed at people who drive as part of their work. In response, KCC has developed an Occupational Road Risk policy to help drivers and managers to be more aware of and thereby reduce, the risks associated with driving.

For many, driving is part of everyday life whether it be for pleasure, getting to and from work or business. None of us would wish to be involved in an accident but do we really think about ways in which we can improve our own safety? There are always actions that can be taken; some of these can be easily achieved whilst others may need more thought.

What is involved?

KCC's policy sets out the responsibilities that anyone who drives whilst at work has for their own safety and what managers should do to support this. The policy provides guidance for drivers and managers to help identify and assess the risks and suggests ways in which they can be eliminated or reduced.

In addition, the policy reinforces and introduces new features specific to driving whilst at work such as:

- Driving related risk assessments
- Verification of legal entitlement to drive
- Assessing suitability of vehicles used at work
- Checking of key documents
- Use of mobile phones

These features are designed with you and your passenger's safety in mind and will help managers to stay aware.

What do I need to do when driving at work?

You will need to be aware of this policy and ensure that you comply with all parts. A full copy of the policy can be found on KLZ or the Headteacher/school office can provide you with a paper version.

This policy has been designed to enable you to actively reduce the risks associated with driving at work. A 'Travelling at Work Risk Assessment' has been devised which should provide the basis for thinking about risks and identifying solutions. If you feel that there are other potential risks that are more specific to your role then you should discuss these with your manager who will provide advice or obtain guidance from one of KCC's Health & Safety Advisers.

The policy makes you, the driver, responsible for ensuring that you:

- hold a full, current driving licence for the class of vehicle used;
- use a suitable and roadworthy vehicle for the task;
- have the correct, legally required, documentation for the vehicle used i.e. MOT (where applicable) and Road Tax;
- have business insurance when driving your own vehicle;
- meet the minimum eyesight standard required for driving i.e. read a standard height number plate at 67 feet (approx. 20.4 metres), with glasses, if needed (if glasses are needed, they must be worn for driving);
- do NOT drive under the influence of alcohol, as even a small amount will affect judgement (NB: bear in mind the possible effects of alcohol drunk the day before);
- do NOT drive under the influence of any substance that may cause drowsiness (check with a Pharmacist or GP), or affect judgement;
- ensure that all occupants of the vehicle use seat belts;
- act in accordance with risk assessment requirements;
- allow adequate time for journeys;
- notify your line manager of any endorsement, pending prosecution or change in medical condition, which may be added to your driving licence or affect your ability to drive;
- only use mobile phones or other communication equipment when it is safe to do so, as required by the law
- participate in any mandatory driver-training programme, as appropriate;
- wear a cycle helmet and Hi-Visibility safety clothing when cycling; and
- report road accidents on KCC's Accident/Incident Report form (HS157).

What does my manager need to do?

There are always going to be risks associated with driving. The chance of an accident occurring increases with factors such as journey time, driver tiredness or distractions. Your manager recognises that you should have a reasonable knowledge of these risks and will be able to apply common sense to most situations in conjunction with the advice contained within this policy.

The policy enables managers to adopt a flexible approach to managing risks associated with driving. For all vocational, essential and lease car drivers where driving is a significant feature of a job managers should complete a 'Driving at Work' form and assess the risks using the 'Travelling at Work Risk Assessment' as a guide. The degree to which managers might support other drivers, i.e. casual users, in controlling risks will be dependent upon the need. Managers might approach this by producing a general risk assessment using the 'Travelling at Work Risk Assessment' for teams who are exposed to lower risks while driving at work.

If, after having read the guidance contained within the policy, you feel that you need additional advice to help you drive safely whilst at work please discuss this with your manager.