

### 1. Haringey Council Procedure

1.1 Haringey Council recognises the need to protect employees and others from the dangers of work related driving. The Council is committed to the principle that transport accidents, including road traffic accidents, are not an expected and acceptable fact of life but serious, costly and often avoidable events. There will be many employees who have to drive as part of their work, and driving by its very nature will expose employees and others to the risk of minor or major injury or even fatality. The Council will ensure that staff who drive as part of their duties do so in a competent, legally compliant and considerate manner to minimise any potential for injury or loss. The Council expects that all individuals driving for or on its behalf will meet the legal requirements of the Road Traffic Act and any other associated legislation.

1.2 In 2018, there was a total of 38,376 road casualties in accidents involving a driver/rider driving for work, of which 5,590 resulted in serious injury and 520 resulted in a fatality (Department for Transport statistics).

Managing the risks to employees who drive at work requires more than just compliance to road traffic legislation. This procedure has been written with the intention of complying with the Health & Safety Executive (HSE) Guidance – Driving at Work. Haringey Council must take steps to ensure that the requirements of Health and Safety legislation regarding driving for work are met to avoid prosecution under the Corporate Manslaughter and Corporate Homicide Act and the Health and Safety (Offences) Act.

1.2 The Council will:

- Take all reasonable steps to ensure as far as reasonably practicable that employees driving at work do so in a manner that reduces the risk to themselves, other employees or any other person who could be affected.
- Comply with regulatory requirements.

Staff involved in driving of vehicles, whether Council owned or private vehicles on work matters should fully familiarise themselves with the contents of this document.

### 2. Scope of Procedure

2.1 There is a legal duty under the Health and Safety at Work Act 1974 to ensure as far as is reasonably practicable, the health and safety of all employees while at work. Employers and employees also have a duty to ensure that others, including pedestrians are not put at risk by work related driving activities. These general duties extend to the safeguarding of the health and safety of people who are not Haringey Council employees, such as agency staff, students, voluntary workers, visitors and members of the public. This means that Haringey Council needs to do what is reasonably practicable to safeguard their health and safety by action similar to that taken for employees.

2.2 The Management of Health and Safety at Work regulations 1999 also apply and these state that employers are required to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training. In practice, risk assessment needs to take place not only at an organisational level (by service area or line managers), but also at a personal level by the individual driver. When considering driving safety there are also a number of road traffic laws to take into account, including the Road Traffic Act.

2.3 This document details how managers and head teachers should manage occupational driving and details staff (driver) responsibilities. It explains the processes to be followed in evaluating the risks associated with driving at work and the control measures that need to be in place to mitigate those

risks. This applies to all employees (including temporary and agency) and volunteers across all Directorates including Schools and relates to any driving for business purposes whether in a Haringey Council owned vehicle, leased vehicle, hired vehicle or user's own vehicle.

- 2.4 Health and safety law does not apply to commuting, unless the employee is travelling from their home to a location which is not their usual place of work. However, the good practice principles of vehicle maintenance and driving 'within the law' should always be applied and all staff should exercise due care and attention at all times.

### 3. Key Terms and Summary Information

#### 3.1 Key Terms

Driver	Those licensed to drive any motorised vehicles, including riders of motorcycles.
Driving at work	Refers to any work carried out on Haringey Council business that involves the employee driving a vehicle as part of their work duties, including work-related visits to clients and businesses, other Haringey Council buildings, etc. It would not however cover travelling to or from a <b>person's</b> normal (designated) place of work.
Haringey Council vehicle	Any vehicle owned, leased, or hired by Haringey Council (including fleet vehicles) which is an essential requirement of the service/job.
Haringey Council 'occasional' driver	May occasionally use own car or hired/pool car to travel to undertake some element of their work and/or travel to different locations, e.g. attend meetings away from their usual place of work.
Private vehicle	Any vehicle used by a person driving on Haringey Council business which is not owned, leased, or hired by the Council.
Car insurance classes of use	<ul style="list-style-type: none"> <li>• <i>Social, domestic and pleasure</i> - the insured car can be used by the named drivers for non-work-related driving only. Also known as social, domestic and pleasure use only. This covers you for normal day to day driving, such as driving to visit family and friends or shopping. This excludes any travel to and from work or other business use.</li> <li>• <i>Commuting</i> - this provides cover as above for social, domestic and pleasure use, as well as for driving back and forth to a permanent place of work. Travelling to a railway station en route to work, where the car is parked, is usually classed as commuting. Dropping someone else off at their place of work may also be classed as commuting by your insurer.</li> <li>• <i>Business</i> - applicable to employees who are required to drive for work/or to another office or work site. If the car is being used in connection with work beyond simply commuting, a level of business insurance cover</li> </ul>

	is required which covers all of the above, plus your business-related driving away from your normal place of work.
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#### 4. Responsibilities

##### 4.1 Directors

- 4.1.1 Bring to the attention of all their managers/head teachers and staff the contents of this procedure and monitor its implementation.

##### 4.2 Managers/Head Teachers

- 4.2.1 Inform staff and those under their control of this procedure and ensure they comply with it and any other supporting arrangements.
- 4.2.2 Managers of services and functions or Head Teachers should ensure that the risks of driving for business purposes have been assessed in line with the Council's Risk Assessment Procedure. The task of assessment may be delegated to line managers or other individuals who are competent to make an assessment (see Section 6 Risk Assessment).
- 4.2.3 Managers must ensure that staff for whom they have line management responsibility and who drive their own vehicle in the course of their work duties have a valid driving licence which entitles them to drive in the United Kingdom, appropriate business insurance cover and an MOT (where applicable). The nature and frequency of these checks should be proportionate to the level of risk but must at the very least be conducted on a yearly basis.
- 4.2.4 Where any vehicle is provided for work purposes, Managers/Head Teachers should ensure they consider the competency requirements for use of the vehicle. Additional competency and training requirements will exist for specialised vehicles such as forklift trucks and passenger carrying vehicles such as Minibuses and MPVs.
- 4.2.5 Managers/Head Teachers must ensure that any employee who drives a vehicle on behalf of Haringey Council for business purpose (including pool cars and private vehicles) completes the 'Driver Health and Safety Assessment and Declaration Form' prior to driving. This should be completed on an annual basis or before driving for business purpose.  
Those employees who use their own private vehicle for travelling to or from their normal (designated) place of work will not be required to complete this form.

*See Appendix 2 for the 'Driver Health and Safety Assessment and Declaration Form'.*

- 4.2.6 Managers/Head Teachers must ensure that any employee who drives a Haringey Council vehicle (including a fleet vehicle) undertakes in-vehicle driver assessment training prior to driving the vehicle. The assessment should be repeated every 3 years or sooner if they are higher risk drivers, or after an incident or complaint, or after returning to work following a serious illness or accident.

*See Section 7 for more information.*

- 4.2.7 Services must also ensure that procedures are in place and enforced with regard to traffic management for vehicle movement, such as reversing, loading, unloading, moving around the

workplace, etc within any depots, sites, schools etc. The Manager/Head Teacher must also ensure that workplace transport activities taking place at Council/school sites are included in the risk assessment.

- 4.2.8 Managers/Head Teachers must promptly refer staff who drive as part of their job to the Occupational Health Service if it is suspected, or they become aware, that they have a health problem which could affect their ability to drive safely. Where necessary, the manager should suspend the member of staff from driving, pending the Occupational Health and any other medical report.
- 4.2.9 Employees must not drive under the influence of alcohol, drugs or other substances. The Manager must take action if employees drive under the influence of alcohol or other substances. Any action taken must be in accordance with the [Council's Alcohol and Substance Misuse Policy](#).
- 4.2.10 Managers/Head Teachers should ensure that they do not impose unrealistic demands or timescales on staff driving and ensure that they adequately consider through risk assessment and working practice the risks of driver fatigue. It is reasonable for managers to incorporate these discussions within existing Haringey Management Standards e.g. performance appraisal, one to one and/or team meetings.
- 4.2.11 The Council's Staff Travel Plan provides a package of measures designed to reduce staff car usage and the necessity to travel for commuting and work related journeys. See [Haringey Staff Travel Plan](#).

#### 4.3 Employees

- 4.3.1 Employees must ensure that they are familiar with their service area or team risk assessment for business driving where applicable. Staff are responsible for their personal journeys to and from work. It may be useful for staff to familiarise themselves with these guidelines when planning journeys.
- 4.3.2 Employees should take appropriate personal responsibility for ensuring that they do not drive when fatigued and take adequate breaks to prevent fatigue.
- 4.3.3 Drivers should at all times adhere to the Highway Code, following road traffic instructions and adhere to relevant speed limits, whilst additionally making allowance for prevailing road and weather conditions.
- 4.3.4 Whilst commuting to work is excluded from this guidance a significant proportion of accidents **occur during 'rush hour' commuting and staff should ensure they drive safely** and allow sufficient time to arrive at work without endangering themselves or others.
- 4.3.5 Staff must promptly report all work-related transport and road traffic accidents, incidents & near misses using the **Council's accident/incident reporting system (whether** using their own private vehicle, a lease car, a Council owned/fleet vehicle, some other form of transport or as a pedestrian). Staff should also keep records of defect/damage reports.
- 4.3.6 All staff who drive on behalf of the Council for business purpose, are personally responsible for ensuring that they are qualified to drive the relevant type of vehicle within the UK and hold the necessary driving licence, insurance and MOT (if required). Staff will be required to produce

evidence of this to their Manager either prior to driving and/or on an annual basis. Any endorsement or disqualification from driving must be reported immediately to their Manager.

4.3.7 Drivers of any vehicle (including their own private vehicle) are legally responsible for: the roadworthiness of the vehicle; any infringement of the law whilst driving; and are responsible for fines relating to any road traffic offence they commit.

4.3.8 Staff driving Haringey Council vehicles (including fleet and pool vehicles) must carry out a daily/pre-use check on the vehicle and any defects or damage reported to management as soon as practicable. Where another driver may subsequently use the vehicle the damage or defect must be brought to the attention of the driver and your line manager before the vehicle is subsequently used.

It is recommended that Haringey Council 'Occasional' drivers also complete the Daily/Pre-Use check & Defect Report' before driving the vehicle.

*See Appendix 3 for the 'Daily / Pre-Use Vehicle Check & Defect Report' Form.*

4.3.9 Drivers who choose to use their own private vehicle on Council business (eg. driving whilst at work) must declare to their motor insurance company that the vehicle is being used for business purposes.

4.3.10 Staff must ensure that any vehicle used for business purposes is maintained in a roadworthy condition and has a current MOT certificate where applicable (i.e. car is over 3 years old). An MOT certificate and annual servicing do not guarantee the roadworthiness of a vehicle and the driver should follow the manufacturer's guidelines for undertaking user checks on the vehicle where these are available.

4.3.11 They shall ensure they are medically fit to drive. Employees are required legally to inform the DVLA and let management know if they develop a medical condition or disability which could affect their driving or if an existing medical condition gets worse.

4.3.12 Drivers using a vehicle for business use will be required to complete and sign the Council's 'Driver Health and Safety Assessment and Declaration Form' prior to use (see Appendix 2).

4.3.13 Employees must not drive a vehicle used for business purposes whilst under the influence of alcohol, drugs or other substances. If an employee is found to be under the influence of alcohol or drugs whilst driving for work purposes, this will be considered as gross misconduct under the Council's Employee Code of Conduct policy and can lead to summary dismissal.

4.3.14 Staff and any passengers must wear seat belts.

#### 4.4 Health and Safety Wellbeing Champion

4.4.1 The Health, Safety and Wellbeing Champion shall bring any significant concerns reported to them, and in relation to work related road safety, to the attention of their Director, Assistant Director or relevant Health and Safety Board.

#### 4.5 Corporate Health and Safety Team

The Council's corporate Health and Safety Team shall:

- 4.5.1 Provide advice, support and technical assistance in matters relating to work related road safety.
- 4.5.2 If required, assist managers/head teachers in undertaking risk assessments and incident investigations.

## 5. Other documents you may need to consider

### 5.1 Legislation and Guidance (hyperlinks)

5.1.1 [Assessing fitness to drive - DVLA Guidance](#)

5.1.2 [Road safety resources - ROSPA](#)

### 5.2 Forms and Procedures (hyperlinks)

5.2.1 [Haringey Council Health and Safety Forms and Documents - Health and Safety Team intranet page](#)

5.2.2 [Haringey Council generic work related driving risk assessment](#)

5.2.3 [Haringey Council accident and incident management procedure](#)

5.2.4 [Haringey Council staff travel plan](#)

## 6. Risk Assessment

### 6.1 Assessing Risks on the Road

6.1.1 Risk assessments for any work-related driving activity should follow the same principles as risk assessments for any other work activity. You should bear in mind that failure to properly manage work-related road safety is more likely to endanger other people than a failure to properly manage risks in the workplace. A risk assessment is nothing more than a careful examination of what work activities can cause harm to people. It helps you to weigh up whether you have done enough to ensure safe working practices or should do more to prevent harm. Your risk assessment should be appropriate to the circumstances of each particular service area and does not have to be over complex or technical. It should be carried out by a competent person with a practical knowledge of the work activities being assessed. The aim is to make the risk of someone being injured or killed, as low as possible.

6.1.2 Appendix 1 at the end of this document details an 'example risk assessment' for work related road safety. This is intended only as a guide and full consideration should be given to any other hazards and risks specific to work related road safety within each particular service/school/group. The risk assessment form can also be found on the Council's intranet (see also Section 5.2 Forms and Procedures).

6.1.3 Managers and Head Teachers are responsible for ensuring that suitable and sufficient risk assessments are in place for driving activities and that these are adequately communicated to staff. Risk assessments should be proportionate to the level of risk involved. Assessments should reflect the range of risks arising from the particular driving activity. In many instances staff simply driving between different work locations may be regarded as relatively low risk and the assessment will be

relatively brief. In other instances risks will be more significant and the assessment more detailed. Aggravating risk factors include:

- Transporting service users or children (these both present risks and are at risk themselves).
- Carrying items of equipment (particularly large/heavy; fragile or high value items).
- Carrying hazardous substances.
- Driving outside of normal working hours, or in adverse conditions (e.g. on-call or emergency staff).
- Driving minibuses or other large vehicles (which require additional competencies).
- Driving Haringey Council owned vehicles (where the risk to the organisation is greater e.g. property loss/damage).

6.1.4 Managers should ensure that their staff know what to do in the event of an emergency whilst driving, e.g. the arrangements for contacting colleagues, etc. See also **Haringey Council's Lone Working Guidance** on the Council's intranet (see also Section 5.2 Forms and Procedures).

6.1.5 When assessing risks, managers should give consideration to any items that are transported by staff and ensure safe working practices are in place (i.e. items secured properly, moving and handling risk assessed and controlled, etc.). Loads should be tied down firmly onto the load bed and contained so that they can't move around inside the vehicle. The weight of the load to be carried must be checked to ensure the vehicle is capable of carrying the size and type of load. Vehicles must never be overloaded. Overloaded vehicles can become unstable, difficult to steer or be less able to brake.

6.1.6 Some staff choose to travel as part of their work by motorbike or cycle and many of the points raised in this procedure are equally relevant to these, and other forms of transport. However, it is important that risk assessments reflect the differing risks involved.

## 6.2 Steps to Risk Assessment

The basic steps of risk assessment are as follows:

### 6.2.1 What are the hazards?

**The journey** e.g. road types, distance, time allocated to travelling, time of travel (high risk hours), weather conditions, speed limits and familiarity with the route.

**The vehicle** e.g. maintenance, distractions e.g. mobile phones/mobile data terminals, familiarity with the vehicle, loads to be carried, safety specifications e.g. driver and passenger airbags, ABS, EuroNCAP star rating, defect identification and correction, mechanical defect, potential for injury e.g. from mobile phone mounting.

**The driver** e.g. age, experience, training, competence and attitude, stress/fatigue, health and fitness, alcohol and drugs, selection qualified and assessed.

6.2.2 Where possible, the principles below should be followed in order to effectively reduce the risk levels:

- Eliminate journeys where possible (e.g. by video or telephone conferencing or rescheduling deliveries to reduce the overall number of journeys).



- Change to a safer travel mode such as public transport, avoiding driving in adverse conditions, reducing distances and drivers hours through appropriate rest breaks, optimising schedules etc.
- Ensure that appropriate vehicles are being used and ensuring effective vehicle maintenance, carry out pre journey driver checks, and
- Ensure that the driver is assessed, trained and is medically fit.

6.2.3 Finally, review the assessment and revise it if necessary. You will need to monitor and review your assessment to ensure that the risks to those who drive, and others, are suitably controlled. For this to be effective, the Manager should set up a system for gathering, recording and analysing information about road incidents within their service area. You should also record details of driver and vehicle history. You may also need to review your assessment to take account of changing circumstances, e.g. the introduction of new routes, new equipment or a change in vehicle specification. Such a review should seek the views of employees and safety representatives where appointed. It is good practice to review your assessment from time to time to ensure that precautions are still controlling the risks effectively. These measures should be documented as part of the risk assessment and should be communicated and enforced.

6.2.4 The actual process of risk assessment is covered in more detail in **Haringey Council's Risk Assessment Procedure** which you can find on the Council's intranet and can also be obtained from the Corporate Health and Safety Team, (see also Section 5.2 Forms and Procedures).

## 7. Fleet Vehicles (including Motorcycles)

7.1 Staff must be licensed and medically fit to drive the vehicle for the purpose intended. Managers should ensure that all staff who drive Haringey Council owned, leased or hired (fleet) vehicles or motorcycles have their driving licence regularly checked and have in-vehicle driver assessment training prior to driving the vehicle. The assessment should be repeated every 3 years or sooner if they are higher risk drivers, or after an incident or complaint, or after returning to work following a serious illness or accident .

7.2 Managers are responsible for checking driving licences and should use the 'GBG' on-line check to do this. Managers are also responsible for sourcing an appropriate in-vehicle driver assessment training and test, which should be carried out by someone competent and licensed for that vehicle. Further information about the GBG on-line licence check and driver assessment should be obtained from the Council's 'Waste and Fleet Project Manager' in the Waste and Street Cleansing Department.

7.3 When driving fleet vehicles ensure that:

- Use is restricted to legitimate Council business and activities, and in accordance with provision.
- Vehicles are driven in a moderate and considerate manner.
- The driver has undertaken the appropriate daily vehicle safety checks. Further information can be obtained from the Council's 'Waste and Fleet Project Manager' in the Waste and Street Cleansing Department. Alternatively, you can use the 'Daily/Pre-Use Vehicle Check & Defect Report' form in Appendix 3.



- 7.4 Services must ensure that there is a procedure in place for all Council owned fleet vehicles to be properly serviced and maintained in accordance with the manufacturer's guidance on regular maintenance and the lease contract.

### 8. Driver Competence and Training

- 8.1 Where any vehicle is provided for work purposes, managers and head teachers should ensure that they consider the competency requirements for use of the vehicle. Driver assessment training for Haringey Council vehicles (including fleet vehicles) is the responsibility of the relevant service manager as set out in Section 7 above.
- 8.2 As a minimum standard, in all cases general familiarisation with the vehicle, for example as part of the staff member's **induction** or for staff when a new vehicle is introduced, will be required. Adequate training must be provided if the driver is required to drive a new type of vehicle.
- 8.3 This familiarisation needs to cover issues such as ensuring that users know where to access the manufacturers handbook, how to perform and record mileage usage, faults and damage and vehicle safety checks including how to check air, oil and water levels and refuel the vehicle with the appropriate fuel type. This familiarisation should be recorded, for example within the induction process. This information should be recorded in the 'Daily/Pre-Use Vehicle Check & Defect Report' form in Appendix 3.

Note: The Health & Safety Executive (HSE) believes the mere possession of a driving licence is NOT evidence of competency when driving for work.

### 8.4 Specialised Vehicles

- 8.4.1 Additional competency requirements will exist for specialised vehicles such as Fork Lift Trucks and passenger carrying vehicles such as Minibuses and MPVs. Consideration needs to be given to familiarisation training for more specialised vehicles, for example fork-lift trucks, agricultural vehicles, all terrain vehicles and road-working machinery. Please refer to the Council's Provision and Use of Work Equipment Procedure which place a heavy weight on training, familiarisation and competency. This should be supported by detailed risk assessments for the use of such equipment.
- 8.4.2 Training in these instances should cover the use of the vehicle/equipment in the circumstances (e.g. on the terrain) that will be encountered. Emphasis should be placed on understanding the limitations and special characteristics of such vehicles. Managers of service areas that utilise such vehicles and equipment must identify the appropriate competent training providers and ensure that training records are kept and competencies maintained. If in doubt the manufacturer or supplier of equipment will often be able to identify what training is required and where it can be obtained.
- 8.4.3 Staff who are required to drive specialised vehicles will require Medical Examination by the Occupational Health service. Please see [DVLA Group 2 Medical Standards](#).

### 9. Driving Licences

- 9.1 Managers/Head Teachers are responsible for checking that drivers (whether using private or fleet vehicles) have a valid driving licence which entitles them to drive in the United Kingdom. Managers/Head Teachers must also keep a record of licence checks. For more information about how checking driving licences, see Section 7.

- 9.2 All personnel driving vehicles on Haringey Council business must be in possession of a full and valid driving licence. The driving licence held should be appropriate to the class of vehicle being driven. The [DVLA](#) provide guidance on what licence you require to drive different classes of vehicle. As well as identifying the classes of vehicle a driver can drive, they detail other restrictions placed on that driver e.g. if a medical examination is required. It is the responsibility of individual drivers to inform their line managers immediately if for any reason they have their licence removed or receive endorsements on their licence. Drivers should ensure that they keep their licence up to date and inform the DVLA of address changes or they risk incurring a fine.

## 10. Insurance

- 10.1 Drivers of private cars undertaking any driving on behalf of the Council **must** ensure that the car is insured for use at work i.e. that you have '**business use insurance**'. Managers/Head Teachers are responsible for checking that drivers have appropriate business use insurance and keeping a record of insurance checks (*the employee should present copies of certificates as outlined below, for inspection*).

When checking insurance certificates managers/head teachers should establish:

- That the employee is clearly named on the certificate.
- That the certificate is current (look for **dates of cover 'from' and 'to'**).
- That the policy **includes 'business use', 'driving between places of work'** or similar – you may need to examine the supporting '**schedule**' to establish this.

Haringey **Council's** Risk Management and Insurance service can also offer additional advice and guidance to managers on insurance.

## 11. Documentation Check Procedure

- 11.1 The documents required for driving are:

- Full current driving licence valid for the vehicle being driven and the entitlement to drive in the UK. See Section 7 for more information about the Council's online licence checks.
- Current MOT Certificate (if applicable).
- Proof the vehicle is taxed.
- Insurance certificate covering business use.

- 11.2 Managers/Head Teachers should ensure that they have procedures in place that are proportionate to the level of risk to ensure that staff undertaking driving for work purposes are licensed and insured to do so and that vehicles used are roadworthy. Checks should also be made for new staff and where existing staff become car '**users**'.

- 11.3 Establishing that business drivers are legally allowed to drive when conducting work activities is a legitimate and appropriate course of action for an employer and protects staff, service users and the public as well as the organisation.

Where validation checks reveal any shortfalls in MOT, driving licence or insurance cover then staff should not be permitted to drive for business purposes until they have resolved those problems.

11.4 Where work related driving activities, on a risk-assessed basis, are deemed to be low or moderate risk then managers should ensure that drivers documentation checks are undertaken *every six months*. For high risk driving activities documentation checks should be carried out *every three months*. This can be carried out during the one to one, supervision or performance appraisal mechanisms already in place within Haringey Council for managers and staff or at any other times as appropriate.

11.5 **Low risk driving activities include:**

- Driving between varying Council establishments during normal office hours.
- Driving in the community where service users or equipment are not carried.
- Business mileages of less than 250 miles per month.

11.6 **Moderate risk driving activities include:**

- Driving between varying Council establishments or within the community outside normal office hours.
- Commonly carrying work colleagues passengers.
- Carriage of specialist equipment in a private car.
- Business mileages of between 250 miles and 500 miles per month.

11.7 **High risk driving activities include:**

- Transporting service users in private cars.
- Driving Haringey Council owned/fleet vehicles, including motorcycles (not lease cars).
- Business mileages of over 500 miles per month.

Checks of driving entitlement/licences must be carried out. It is recommended that graduated checking according to any points accrued and possible disqualification is taken into consideration e.g.

- 0 to 3 points accrued check every 6 months.
- 6 to 9 points accrued check every 3 months.

These documents will be checked by the manager/head teacher (at least every six months) and such other occasions as the Council may deem necessary.

## 12. Transporting Passengers (Including Children and Service Users)

### 12.1 Passenger Risk Assessment

Transporting passengers often means additional risks. Where staff carry a work colleague these are minimal additional risks (possibility of distraction). However, some service users present more specific risks, for example those associated with transporting young people, adults with learning disabilities or special mobility needs. In these instances, the risk assessment will need to cover these risks.

This may involve risk assessing the individual being transported as well as the actual driving activity itself.

Additional risk factors include:

- Distraction.
- Behaviour.
- Medication requirements.
- Medical conditions and needs.
- Manual handling.

### 13. Schools Transporting Young People

- 13.1 Where schools provide transport for pupils during or after school, using school owned vehicles such as minibuses, or where staff's own vehicles are used, the school (Head Teacher) is responsible for the safety of pupils and the method of transporting the child is considered in their care plan or in a risk assessment. The school is also responsible for the safety of staff members and MUST ensure that driving document check procedures are in place.
- 13.2 Driving Licences, (business use) insurance and MOTs should be checked every six months. The frequency of check should be proportionate to the risks posed by a driver and may be increased where driving licence checks reveal that staff have endorsements on their licence – for example three monthly check where there are 6-9 points. See also Section 11 – Document Check Procedure.
- 13.3 Where parents are used to transport children for or on behalf of the Council, for example, to after school fixtures it is strongly recommended that a self declaration process is employed with parents confirming by signing a letter that they have an appropriate driving licence, insurance and MOT in place. The Manager should ensure the parent completes the 'Driver Health and Safety Assessment and Declaration Form' at Appendix 2 prior to using their vehicle for this purpose.

### 14. Minibus drivers

- 14.1 Departmental/service managers that require employees to drive minibuses as part of their job must ensure that the employee:
- Has a valid full driving licence (for at least 2 years) that entitles them to drive a minibus.
  - Is at least 21 years old.
  - Is insured to drive the minibus.
  - Has the Council's **permission to drive** the vehicle.
  - Undertakes appropriate training, including driver assessment training. See Section 7 for more information on driver assessment training.

The manager must also do the following:

- Ensure the minibus is roadworthy, taxed and **MOT'd**.
- Ensure the minibus displays a minibus permit (if it is being used under a permit scheme).

For guidelines relating to driving licences, permits and other legal requirements, please visit the 'Driving a minibus' GOV.UK website at: <https://www.gov.uk/driving-a-minibus>.

## 15. **Employee's Vehicles**

- 15.1 Staff using their own vehicles for business purposes are expected to ensure that their vehicles are appropriately insured, taxed and maintained correctly. In all cases staff must ensure that:
- The vehicle is suitable for the intended use. Consider luggage and passenger requirements.
  - There is appropriate and adequate insurance cover, which includes 'business use' as applicable.
  - The vehicle is taxed (has a current road fund licence) and has a current MOT certificate (if required).
  - They are licensed to drive the vehicle for the purpose intended with entitlement to drive in the UK.
  - The vehicle is roadworthy at all times. Staff are encouraged to record their pre-use vehicle safety checks using the 'Daily / Pre-Use Vehicle Check & Defect Report' form in Appendix 3.

## 16. Bicycles

- 16.1 This procedure applies to cycling on Council business, not commuting between home and usual place of work. However, following the general principles of this policy and guidance is good practice for such journeys.
- 16.2 Cycle lighting must be used when bicycles are ridden between sunset and sunrise. The minimum requirement for machines made after October 1995 is that bicycles should have a white light at the front, a red light at the back, a rear red reflector and amber pedal reflectors. The front lights must conform to BS6102/3 or equivalent EC and the back lights to BS6102/3 or BS3648 or equivalent EC standard and be marked as such. It is required that reflective clothing or bands be worn by a cyclist in order to increase visibility of cyclists to other road users. It is required that a cycle helmet, **marked with the 'CE' symbol**, is worn whenever journeys are carried out using a bicycle. Although they do not prevent accidents, a helmet can reduce the severity of head injuries and the effect of impact. A good quality helmet will usually withstand a low speed impact, but even in more extreme accidents they will provide some head protection. Ensure that the helmet fits well and that the straps are adjusted correctly. A badly fitting helmet will not give proper protection. It is advised that cycling gloves are worn as they give protection in the event of a fall and keep hands warm in cold conditions.
- 16.3 Although it is not a specific offence to cycle and use a mobile phone, it is not allowed when cycling on Council business, and cyclists could be prosecuted by the police for careless or dangerous cycling. Cyclists need to concentrate like all other road users. They should not do anything that would affect their concentration and put themselves and other road users in danger.
- 16.4 Haringey Council staff have access to pool bicycles and an electric bicycle and the Council provide cycling incentives, including the cycle to work schemes, discounts for staff at local bike shops, interest free loans for cycling equipment, improvements to cycle parking, shower & locker facilities at Council offices, cycling training and maintenance sessions.

Further information can be found on [the Council's intranet under 'Staff Travel Plan'](#).

## 17. Reporting of Accidents

17.1 If you are, whilst driving on Council business, involved in a road traffic collision you are required to stop. Collisions involving damage to property or injury must be reported to the line manager who will follow Haringey Council procedures. At the scene of a collision:

- You apply the handbrake and switch off the ignition.
- You call for help using 999 to contact the emergency services and give as much accurate information as possible including details of injuries (if known).
- You protect yourself, the scene and any injured persons, use hazard warning lights and signs (warning triangle) where appropriate. Wear reflective clothing where possible and do not put yourself at further risk.

17.2 It is important to:

- Record the facts of the incident if you are able to do so.
- Take insurance details of other parties, including licence plate numbers, contact address and witness details.
- **Do not** admit liability at any point to a third party.  
**Do not** sign any documents, make any personal comments or make any offer or promise to any third parties involved in the collision.
- Follow the Council's Accident Reporting Procedure as stated in the Council's Accident and Incident Management Procedure.

17.3 Road Traffic Offences

Whilst driving or in charge of a Council owned/leased vehicle, you are reminded that:

- If you are told by a Police Officer or any other authorised person that you have committed a traffic offence (including parking offence) you must report the matter to your manager/head teacher immediately.
- If you are convicted of a driving offence you must report this to your manager/head teacher immediately.
- If you are instructed by the Police to produce vehicle documents for a Council vehicle, you must inform your manager/head teacher for copies to be obtained.
- **You** are responsible for producing these documents for Police inspection.

The Council *will not* pay any fines.

### 18. Journey Planning

Managers and staff both have a responsibility to ensure that journeys are planned with safety in mind and that sufficient time is allocated to make those journeys. Risks associated with driving may be reduced by forward planning of the journey.

Before setting out on a journey the following should be taken into consideration:

18.1 Assess whether driving is the most effective way of making a business journey. Managers and staff should consider opportunities to reduce business mileage through transport sharing or it may be more time efficient to take public transport which may enable work to be done during the journey. Taking public transport is safer than driving and fits in with the **Council's** Staff Travel Plan which aims to reduce vehicle CO2 emissions. For further information see [Haringey Council's Staff Travel Plan](#). However, whilst measures are in place to prevent the spread of Coronavirus, employees should where possible, drive, cycle or walk to work and, keep the number of people in the vehicle to a minimum and as distanced within the vehicle space as possible.

18.2 Driving hours should be controlled through timetabling of tasks, meetings or events. Where long-distance journeys have to be made, drivers should take breaks as necessary to prevent fatigue when driving. Do not attempt to drive if feeling sleepy. If feeling sleepy, stop the vehicle in a safe place and rest for at least 15 minutes. Do not recommence the journey unless feeling alert. Extra allowance should be made for travelling during peak driving times and during adverse weather conditions. Where weather conditions are sufficiently severe journeys should not be undertaken. Weather warnings and travel advice should be heeded. For up-to-date information see:

- [Met Office Forecast \(including weather warnings\).](#)
- [AA Traffic Reports.](#)
- [RAC Traffic News.](#)

18.3 For further guidance on safer journey planning RoSPA have produced a leaflet on how Managers can help to ensure **that the Council's** road journeys are properly planned and safely completed. This applies to all at-work drivers. See [RoSPA Driving for Work - Safer Journey Planner](#).

### 19. Breakdowns

#### 18.1 General

- It is strongly advised that you belong to a recognised breakdown and recovery service.
- If you break down, remain calm and stay alert to traffic and personal hazards.
- Pull off the road and use your hazard warning indicators and any other warning signs.
- Contact your breakdown organisation if you are driving your own vehicle and report to your line manager or colleague.
- Contact your manager/head teacher or colleague and report breakdown if you are driving a Council owned/supplied vehicle and wait for assistance.
- Treat any offers of help with caution.
- Take any other reasonable precautions possible to avoid causing a hazard to yourself or other road users.
- Stay with your vehicle unless instructed otherwise.
- Do not attempt to repair the breakdown yourself.
- ***Do not*** accept a lift from a stranger.



#### 19.2 Dual carriageway/motorway breakdown

- The speed and volume of traffic on dual carriageways/motorways make these roads hazardous, particularly to persons on foot. Many collisions occur when a stationary vehicle on the hard shoulder is hit from behind.
- If possible, drive your vehicle off the dual carriageway/motorway at the nearest exit and follow the procedures as given above.
- If you stop, pull onto the hard shoulder, switch on your hazard lights and call for help. Do not stay in the vehicle and wait for help well away from the hard shoulder or carriageway unless you feel threatened or vulnerable.
- Vacate the vehicle via the left hand doors and wait for assistance on the other side of the safety barriers or on the embankment – ensure that the passenger door is unlocked in case of being approached by strangers when you may need to re-enter the vehicle and lock the doors and fasten your seatbelt.
- Do not stand behind the vehicle in such a way as to obstruct warning lights.

#### 20. Parking while on Council Business

##### 20.1 All drivers must ensure that:

- If the vehicle needs to be left on the public highway whilst carrying out Council business, it should not be parked in a location where it would endanger, inconvenience or obstruct pedestrians or other road users.
- No vehicle be parked on yellow lines or areas where waiting or loading restrictions apply. Any parking penalties will be paid for by the driver.
- Where possible a Council owned car park is used either displaying the appropriate parking permit or displaying an appropriate parking ticket.
- They park in a well lit area away from subways and waste ground and no equipment/valuables in the car or on show.

#### 21. Use of Mobile Phones in Vehicles

21.1 Mobile phone use while driving is illegal. Using a mobile phone whilst driving a motor vehicle, whether using a hands free kit or without, can distract the driver and increase the risk of an accident. Mobile phones should not be used when driving under any circumstances and should be kept switched off during the journey. If drivers need to make a call urgently, they should find an appropriate parking spot and make the call while the vehicle is stationary.

- You can call 999 in response to a genuine emergency where it is unsafe or impracticable to stop.
- You can use a phone when safely parked.
- You can use a phone when you are a passenger.

- 21.2 Using other devices for sending or receiving data while driving is also an offence, that includes Blackberries and touch screen pads.
- 21.3 The phone cannot be used while stationary at traffic lights or in a traffic jam. Research has shown that drivers are four times more likely to be involved in an accident when using a mobile phone - even a hands-free. **Remember – no mobile while mobile!**
- 21.4 It is not a specific offence to cycle and use a mobile phone, but cyclists could be prosecuted by the police for careless or dangerous cycling. Cyclists need to concentrate like all other road users. They should not do anything that would affect their concentration and put themselves and other road users in danger.

For further information see: [RoSPA Driving for Work – Mobile Phones](#).

Please also see the latest guidance on the [use of mobile phones](#) on the Council's staff intranet.

## 22. Use of Satellite Navigation (Sat Nav) Devices and Apps in Vehicles

- 22.1 Satellite navigation systems work by using satellites to track the position of the car. The satellites **monitor a vehicle's heading**, speed, and co-ordinates, which are then cross-referenced against a roadmap or database of zones stored aboard the car. They can then give the driver directions to a destination by comparing the vehicles heading and co-ordinates with the layout of the road network. Several different types of Sat Nav devices and apps are available to drivers, many of which are built into the vehicle itself.
- 22.2 A well used Sat Nav device or app can help drivers plan routes and prevent drivers from making last minute lane changes or hesitating because they are not sure of the directions, however a badly used Sat Nav can cause a distraction and increase the risk of an accident.

Employees should use a sat nav device or smart phone sat nav app when driving on Council business. It is important that drivers understand how best to use their sat nav device or app and learn not to use it when it may be dangerous to do so.

### 22.3 Tips on the safe use of Sat Nav devices and smart phone apps:

Plan your journey in advance. The Sat Nav devices or smart phone sat nav app will help you plan a route, but not every aspect of a journey. Planning a journey in advance **can reduce the drivers'** reliance on satellite navigation at dangerous times and will also prompt drivers to think about issues such as fatigue and the best time to do the journey. For further information see [RoSPA Driving for Work - Safer Journey Planner](#).

- Position the sat nav device safely, out of the way of airbags and **not obstructing a driver's** vision.
- Find a method of using the Sat Nav that is not distracting to you.
- Always make the same observations to keep you safe that you would without the Sat Nav.
- Learn from your mistakes.
- Organisations must ensure that staff can use Sat Navs safely.
- Always use a cradle to secure your Sat Nav system (including mobile phones used as a Sat Nav device). Do not place cradles anywhere where it can obstruct your view. Under the Highway Code, drivers are required to keep windscreens clear.

- Always plan your journey on your Sat Nav system before setting off. If you need to re-programme your journey, then stop somewhere safe, switch the engine off and do so.
- Do not use the Sat Nav system to make or receive phone calls and/or texts whilst driving or while stopped and the engine is on.
- Do not touch or handle your mobile phone Sat Nav system as part of your journey. If you do, then an offence is being committed.

22.4 Even if an organisation has not provided the Sat Nav system and their employee who is using it whilst at work owns it, they must still ensure that drivers are not using it dangerously or illegally.

## 23. Road Rage

23.1 All drivers suffer from stress at times. If other drivers are aggressive towards you, try to remain calm and polite - even if they are in the wrong! If threatened, do not get out of the vehicle. Drive calmly and slowly. If you have a deadline to meet, do not let this affect your driving. Your safety is more important than any deadline!

## 24. Speed while Driving

24.1 Drivers on Council business are legally obliged under the Road Traffic Act to comply with the speed limit in force on the public highway and must always drive at a speed that is appropriate for the conditions at the time and that will allow him/her to stop safely well within the safe stopping distance.

24.2 Always abide by speed restrictions. You must drive very slowly near schools, through housing estates, parks, schools and depots. Always be very careful to take note of and comply with any speed limits, including 20mph zones.

## 25. Driver Health

25.1 No member of staff should drive at work under any circumstances if they think or know that they are not fit to do so, and that they report to their employer any condition that affects their ability to drive safely. It is the duty of any member of staff who is required to drive for business purposes to inform their Manager if they are suffering from any health condition or illness, which impairs their ability to drive, or if they are required to take medicine that might affect their judgment even if temporary.

25.2 DVLA must be notified if drivers:

- Develop a 'notifiable' medical condition or disability.
- A condition or disability has got worse since the staff member got their licence.

Notifiable conditions are anything that could affect the ability to drive safely. They can include, but are not limited to:

- Diabetes or taking insulin.
- Syncope (fainting).
- Heart conditions (including atrial fibrillation and pacemakers).
- Sleep apnoea.

- Epilepsy.
- Strokes.
- Glaucoma.

Use the [DVLA A to Z of health conditions](#) to check if a medical condition needs to be notified to the DVLA.

25.3 Managers/Head Teachers must promptly refer staff who drive as part of their job to the Occupational Health Service if it is suspected or reported that they have a health problem which could affect their ability to drive safely. Where necessary, the manager/head teacher should suspend the member of staff from driving.

For further information see [DVLA at a Glance – Assessing Fitness to Drive](#).

#### 25.4 Eyesight

The safety of any driver is affected by eyesight defects and all drivers have a legal duty to satisfy the eyesight requirements in the [Highway Code](#). Drivers should ensure that they have periodic eyesight tests to ensure that they do not require corrective lenses for driving purposes or where corrective lenses are worn that the prescription remains valid.

The Council undertakes to provide eye and eyesight tests free of charge on request to drivers of Haringey Council fleet vehicles, lease car holders and essential car users.

#### 25.5 Reducing back pain while driving

Make sure that you are comfortable when driving. Make sure you adjust your seat to the right position. If your legs are either cramped or alternatively you have to stretch to reach the pedals, this can cause back problems. Headrests, if fitted, should also be adjusted to suit the driver.

For further information see [RoSPA Driving for Work – Fitness to Drive](#).

#### 26. Essential Car Users

Employees who meet specific criteria can apply for essential car user allowance. The current criteria for allocating Car User Allowance are:

1. Employee cannot physically carry out the duties of the job without a car AND
2. Minimum of 1600 miles anticipated travel per annum (approx 50 miles per week) OR
3. In excess of 10 visits per week by car to locations away from normal places of work.
4. The employee is required to use their car on a regular basis for the purposes of attending to a client in an emergency, for carrying equipment/escorting clients or for Health & Safety reasons.

Staff will be required to complete an Essential Car User Allowance application form which will need to be agreed and authorised by their Manager. The application form can be downloaded from [HR Forms](#) on the Council's intranet.

## 26. Alcohol & Substance Misuse

- 26.1 Staff must ensure that they do not consume alcohol when driving for business purposes. Care should be exercised when using medication and driving and you should identify any side effects such as drowsiness and follow the manufacturer's **instructions** and never exceed the recommended dose.
- 26.2 For further information see [RoSPA Driving for Work - Drink & Drugs](#)  
Please also see the latest Haringey Council [Alcohol and Substance Misuse Policy](#) on the staff intranet. Note: The Council may introduce drug and alcohol testing but will be done after careful consideration involving **employee's** representation.

## 27. Smoking in Vehicles

- 27.1 All Haringey Council vehicles including vehicles on loan, hire or leased to the Council and used for the purpose of work, will be smoke-free.
- 27.2 Staff must not smoke in their own car whilst transporting any service users or work colleagues whilst on Haringey Council business since the vehicle constitutes a workplace.
- 27.3 Smoking whilst driving generally is discouraged and may constitute an offence where the individual is not in proper control of the vehicle.
- 27.4 Please also see the latest [smoking policy](#) on the Council's staff intranet.

## 28. First Aid

Managers should:

- Ensure that each motor vehicle provided for work-purposes is equipped with a first aid box (Haringey Council owned/leased/provided). A risk assessment will identify if there is a requirement for essential car users to be issued with first aid kits.
- Supply a stock list for the first aid box.
- Put a system in place to ensure that the contents of the first aid box match the stock list.

## 29. New and Expectant Mothers (Driving for Work)

- 29.1 During the general risk assessment procedure for driving at work, the Manager/Head Teacher should ensure they have considered female employees of childbearing age, who are pregnant or may become pregnant, are new mothers or who are breast-feeding.
- 29.2 Following written notification that a female driver is a new or expectant mother or is intending to breastfeed on their return to work, that an individual new and expectant mother risk assessment is completed. The additional control measures must be implemented and / or reasonable adjustments made, subject to any findings from the risk assessment process. The assessment must be monitored on a regular basis including the ergonomics within the vehicle that they are driving.

See the Council's New and Expectant Mothers Procedure for more information.

- 29.3 Expectant mothers should seek guidance from their midwife or general practitioner and this should be reflected in the risk assessment.

## 30. Transport Activities within Council Workplaces

- 30.1 During the general risk assessment procedure for driving at work, the Manager/Head Teacher should ensure they have considered transport activities taking place within Council workplaces, such as depots, sites, schools, etc.

- 30.2 When conducting the risk assessment, the Manager/Head Teacher should consider the following:

- Remove any workplace transport activities from site if possible.
- If workplace transport activities cannot be eliminated from the site, try to find an easier, safer way of doing the job. To help with this, you should:
  - Look carefully at all the vehicles and people moving around the workplace.
  - Identify the traffic and pedestrian movements (ie. on a plan) so that it is easy to see where pedestrians and vehicles interact.
  - Identify improvements that will reduce the contact between pedestrians and vehicles.
  - Remember to include less frequent tasks such as waste skip changes.
  - Remember to consider delivery drivers as they are particularly vulnerable.

- 30.3 The following preventative/protective measures should be considered when conducting the risk assessment:

- Plan the workplace so that pedestrians are safe from vehicles.
- Provide a one-way system if possible.
- Provide separate routes for pedestrians and vehicles where possible.
- Avoid reversing where possible.
- Provide appropriate crossing points where pedestrians and traffic meet.
- Use 'Highway Code' signs to indicate vehicle routes, speed limits, pedestrian crossings, etc.
- Make sure lighting is adequate where people and vehicles are working.
- Make sure road surfaces are firm and even.
- Make sure there are safe area for loading and unloading.
- Try to provide separate car parking for visitors as they may not know the site.

- 30.4 The Manager/Head Teacher should also ensure work vehicles are safe by:

- Ensuring vehicles are suitable for the purpose for which they are used.
- Maintaining vehicles in good repair, particularly the braking system, steering, tyres, lights, mirrors and specific safety systems.
- Removing the need for people to climb on vehicles where possible, eg. by providing gauges and controls that are accessible from ground level.
- Reducing the risk of falling when people have to climb onto a vehicle or trailer by providing well-constructed ladders, non-slip walkways and guard rails where possible.
- Providing reversing aids such as mirrors, reversing alarms, 'sensing' systems and CCTV where appropriate.
- Fitting rollover protective structures and use seat belts where fitted.

30.5 Managers should ensure that:

- Where lift trucks are used, that lift truck operators are trained.
- Reassess lift truck operators at regular intervals, eg. every three to five years, or when risks arise such as changes to working practices.
- Train drivers of other vehicles to a similar standard.
- Make sure all drivers are supervised (including those visiting the site)

## 31. Transporting Hazardous Substances

31.1 There are various risks when transporting hazardous substances such as damage in transit, loss and theft, fire, explosion, leaks and spills. Many goods are not dangerous themselves but contain harmful substances which may cause harm to the environment, people or both. If you are transporting hazardous substances, you must first carry out a risk assessment and ensure you identify the risks involved and the precautions required to manage those risks. For more information about undertaking assessments of hazardous substances, please read the Council's [Control of Substances Hazardous to Health Procedure](#) HSP15 found on the Council's intranet.

31.2 Private vehicles should not normally be used to transport hazardous substances. Any person intending to transport hazardous substances by private vehicle should seek advice from the Corporate Health and Safety Team before doing so.

31.3 When transporting hazardous substances, you should include, where possible, the following precautions when undertaking the risk assessment:

- Carry an appropriate 'spill kit' (where applicable) – its particularly important to use spill kits appropriate for the chemicals being carried.
- Ensure you appropriately segregate mixed classes of hazardous substances to avoid the risk of a reaction while they are in transport.
- Fully secure hazardous substances on the vehicle or other mode of transport so that they can't escape, move or fall during handling or carriage.
- Use suitable good quality packaging that is appropriately labelled so that anyone in contact with it can take appropriate precautions.
- Keep appropriate PPE for the chemicals that are being transported.
- Follow proper procedures when goods are being loaded and unloaded.
- Packages should not be opened during transit.
- Keep safety data sheets for the hazardous substances being transported.

31.4 Special rules apply if goods classified as dangerous are transported. Dangerous Goods are substances and articles containing them, including wastes, that have been tested and assessed against internationally agreed criteria - a process called classification - and found to be potentially dangerous when carried. The transport of Dangerous Goods is highly regulated. Highly prescriptive requirements on the carriage of dangerous goods, include labelling, packaging, permitted quantities, documentation, vehicle marking, vehicle equipment, loading, driver training. Their purpose is to protect everyone either directly involved (such as consignors, loaders/unloaders or carriers), or who might become involved (such as members of the emergency services and public).



The regulations place duties upon everyone involved in the carriage of dangerous goods. The regulations and ADR (European agreement) requirements are detailed and complex, imposing an onerous burden on those involved. The carriage of dangerous goods should therefore be avoided. If this is not possible, you must first seek advice from the Manager and the Corporate Health and Safety Team before considering the transportation of any Dangerous Goods.

If you transport dangerous goods by air, sea, road, rail or inland waterway, [you must comply with certain international regulations \(GOV.UK external link\)](#).

There are some exceptions to the rules, for example, small quantities of certain types of dangerous goods are exempt from some regulations.

## 32. General Information & Further Advice

- 32.1 The Corporate Health and Safety Team must be notified of all incidents, and any changes to these guidelines will be subject to consultation with the Trade Unions. For additional information see the health and safety pages on the Council's intranet and individual risk assessments. If you do not have access to the intranet, ask your manager to print this information for you.
- 32.2 Further guidance and information can also be obtained from the Corporate Health & Safety Team, Occupational Health Service, Insurance Department and the Waste and Fleet Project Manager in the Waste and Street Cleansing Department of Haringey Council.

## 33. Monitoring and Review

- 33.1 This safety **procedure must be reviewed by the Council's Corporate Health, Safety and Wellbeing Board** within a period not greater than 26 months and where necessary, it will be revised as soon as practicable where changes in statute or industry best practice deem the content out of date.

## 34. Approval of the Procedure

- 34.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and **approved by the Council's Head of Organisational Resilience on 15<sup>th</sup> February 2021**. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek, Head of Organisational Resilience

Signature:

A handwritten signature in blue ink, appearing to read 'AMeek', written over a light blue circular stamp.

Date: 15<sup>th</sup> February 2021

APPENDIX 1

# GENERIC RISK ASSESSMENT: Work Related Driving

Location:	Directorate:	Department:
Name of Person(s) undertaking Assessment:	Date of Assessment:	Team/Service:
Signature(s):	Planned Review Date:	Manager (Name & Title):
How Communicated to Staff:	Date Communicated to Staff:	Signature:

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
Road Accident despite driving safely and following all safety recommendations (normal circumstances).	Driver Other Road Users  Passenger  Member of	Serious or fatal injury  Post Traumatic Stress	<ul style="list-style-type: none"> <li>All council vehicles used for business have a valid MOT, road tax and insurance. Registers are kept up to date by Property Service Manager, Transport Team</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
	the Public	Aggression from another road user	<p>Manager and/or School Site Management Team;</p> <ul style="list-style-type: none"> <li>Drivers who choose to use their own private vehicle on council/school business have a responsibility to ensure that the vehicle is in a roadworthy condition and suitably insured for business purposes; line managers and Human Resources Service carry regular checks to monitor these facts;</li> <li>Drivers are advised to call emergency services as soon as possible for support;</li> <li>Regular one to one review where such issue will be discussed;</li> <li>Seat belt always to be worn;</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<ul style="list-style-type: none"> <li>Speed limits to be observed at all times;</li> <li>Air bags fitted in council vehicles and expected in private vehicles;</li> <li>Occupational Health Support always offered as well as any medical support recommended by OH service;</li> </ul>										
Road Accident despite driving safely and following all safety recommendations (normal circumstances).	Driver Other road users Passenger Members of the public	Serious or fatal injury  Post Traumatic Stress  Aggression from another road user	<ul style="list-style-type: none"> <li>If safe to do so, drivers should take photographic evidence as soon as possible as well as witness statement, car registration of the other driver and insurance details;</li> <li>If feeling unsafe due to area of accident or circumstances of accident, or other, drivers are advised to stay in the</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>vehicle until emergency services arrival;</p> <ul style="list-style-type: none"> <li>Wear high visibility clothing after a road incident and walk away from the building (if safe to do so) to a place of safety: Face oncoming traffic;</li> <li>In the event of aggression from another road user: <ul style="list-style-type: none"> <li>Carry mobile phone charged;</li> <li>Consider locking doors;</li> <li>Stay calm, ignore insults, diffuse aggressive situations (if possible) and move away as soon as possible;</li> </ul> </li> <li>The possibility to always have a passenger as support will be considered</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>depending on each situations (business purpose and destination);</p> <ul style="list-style-type: none"> <li>The council accident reporting form must also be completed and sent to relevant parties.</li> </ul>										
Accident due to the vehicle being unroadworthy	Driver Other Road Users  Passenger  Member of the Public	Serious/fatal injury  Hospitalisation  Legal prosecutions  Negative public impact in the press  Aggression for another road user	<ul style="list-style-type: none"> <li>All council vehicles used for business have a valid MOT, road tax and insurance. Registers are kept up to date by Property Service Manager, Transport Team Manager and/or School Site Management Team. The vehicle(s) used is/are deemed to be roadworthy before being chosen;</li> <li>Drivers who choose to use their own private vehicle on council/school business have a responsibility to ensure that the vehicle is in a roadworthy condition and suitably insured for</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			business purposes; and <ul style="list-style-type: none"> <li>Line managers as well as Human Resources Service carry regular checks to monitor these later facts;</li> <li>Drivers carry basic safety checks on the vehicle before commencing the journey e.g. enough fuel/battery fully charge and distance capability, enough water, oil level, tyre pressures and visible signs of damages. We recommend that you take picture of the vehicle at the start of your journey (picture should be dated) if needed for evidence;</li> <li>Wear high visibility clothing after a road incident and walk away from the building (if safe to do so) to a place of safety; Face oncoming</li> </ul>										



Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>traffic;</p> <ul style="list-style-type: none"> <li>In the event of aggression from another road user: <ul style="list-style-type: none"> <li>Carry mobile phone charged;</li> <li>Consider locking doors;</li> <li>Stay calm, ignore insults, diffuse aggressive situations (if possible) and move away as soon as possible;</li> </ul> </li> <li>Seat belt always to be worn;</li> <li>Speed limits to be observed at all times;</li> <li>Air bags fitted in council vehicles and expected in private vehicles;</li> <li>Occupational Health</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>Support always offered by line manager after a potential accident as well as any medical, psychological support when recommended by Internal OH;</p> <ul style="list-style-type: none"> <li>The council accident reporting form must also be completed and sent to relevant parties.</li> </ul>										
<p>Accident due to incompetence of driver</p> <ul style="list-style-type: none"> <li>Capability</li> <li>Driving under the influence (alcohol and drugs)</li> <li>Fatigue</li> </ul>	Employees, Other Road Users & Public	<p>Serious/fatal injury</p> <p>Hospitalisation</p> <p>Legal prosecutions</p> <p>Negative public impact in the press</p> <p>Aggression for another road user</p>	<ul style="list-style-type: none"> <li>Authorised drivers (stated in job specification) - managers to ensure those applying for the post have the right driving qualifications and experience;</li> <li>Driving licences, registration documents and insurance certificates are checked;</li> <li>Council staff aware of</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>council driving policy forbidding the use of mobile phone whilst driving</p> <p>(Work Related Driving Policy available on the Council intranet under section Personnel/Occupational Health, Safety &amp; Wellbeing/Health and Safety/);</p> <ul style="list-style-type: none"> <li>All team members are responsible for reporting any potential problems they have in driving e.g. if taking medication that causes drowsiness, if feeling unwell or significant deterioration in eyesight;</li> <li>All Council staff who drive on behalf of Haringey (services and schools) must familiarise themselves with the contents of the council's intranet's Work Related</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			Road Safety Procedure;  <ul style="list-style-type: none"> <li>Employees must comply with the law and with Haringey Alcohol and Substance Misuse Policy;</li> <li>Wear high visibility clothing after a road incident (if unhurt) and walk away from the vehicle (if safe to do so) to a place of safety: Face oncoming traffic;</li> <li>In the event of aggression from another road user:               <ul style="list-style-type: none"> <li>Carry mobile phone charged;</li> <li>Consider locking doors;</li> <li>Stay calm, ignore insults, diffuse aggressive situations (if possible) and move away as soon as</li> </ul> </li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>possible;</p> <ul style="list-style-type: none"> <li>• Seat belt always to be worn;</li> <li>• Speed limits to be observed at all times;</li> <li>• Air bags fitted in council vehicles and expected in private vehicles;</li> <li>• Regular One to One reviews;</li> <li>• Consideration of additional driving skills training can be considered;</li> <li>• The council accident reporting form must also be completed and sent to relevant parties;</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
Inability to summon help in an emergency e.g. breakdown or accident	Employees  Driver and Passenger(s)	Anxiety;  Lack of emergency assistance e.g. if unwell;  Threat to personal safety.	<ul style="list-style-type: none"> <li>All members of the team have use of a mobile phone (either personal or works) to be used as a means of emergency contact;</li> <li>Staff driving for work must keep an advance log of their whereabouts to ensure colleagues can call for support if they have not heard from them after a while;</li> <li>Employees driving for work must keep a record of team emergency contact numbers handy e.g. in their car, or on their mobile phone;</li> <li>All Council staff who drive on behalf of Haringey (corporate services and schools) must familiarise themselves with the contents of the council's intranet's Work Related</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			Road Safety Procedure;  <ul style="list-style-type: none"> <li>Driving for work will always be pre-empted by one to ones where the need for mobile phone will be discussed;</li> <li>Occupational Health Support always offered by line manager after a potential accident as well as any medical, psychological support when recommended by OH service.</li> <li>o</li> </ul>										
Injury due to transported goods  e.g. wheeled business suitcase, presentation documents and equipments, etc.	Driver Other Road Users  Passenger  Member of the Public	<u>Head injury:</u> hospitalisation, temporary disability  <u>Vehicle not stopping due to driver's injury</u> in a sudden use of brakes: hurting	<ul style="list-style-type: none"> <li>All Council staff who drive on behalf of Haringey (corporate services and schools) must familiarise themselves with the contents of council's intranet Work Related Road Safety Procedure;</li> <li>The driver is responsible</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
		<p>road users in the process, members of the public and/or damaging buildings.</p> <p><u>Manual Handling Injuries:</u> musculoskeletal injuries, long term absence, cuts and bruises, etc.</p>	<p>for ensuring that any load carried does not exceed the stated weight capacity of the vehicle;</p> <ul style="list-style-type: none"> <li>• All loads must be appropriately secured to prevent objects shifting during transit;</li> <li>• Council employees are not allowed to carry dangerous goods or hazardous substances;</li> <li>• If lone driving, the employee and line manager will make sure the load in question is suitable for one person to carry, load and remove from vehicle;</li> <li>• For larger loads, a second person is always available;</li> <li>• Employees are aware of</li> </ul>										



Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>correct manual handling techniques for loading and unloading;</p> <ul style="list-style-type: none"> <li>Employees have received Manual Handling Training;</li> <li>Occupational Health Support always offered by line manager after a potential accident as well as any medical, psychological support when recommended by Internal OH;</li> <li>The council accident reporting form must also be completed and sent to relevant parties.</li> </ul>										
Adverse Weather	<p>Driver Other Road Users</p> <p>Passenger</p> <p>Member of</p>	<p><u>Poor driving conditions resulting in:</u></p> <p>Stress;</p> <p>Accidents;</p>	<ul style="list-style-type: none"> <li>Drivers are advised to always make themselves aware of any adverse weather conditions that may impact upon their journey and allow additional time as part of</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
	the Public	<p>Injuries to staff and members of the public;</p> <p>Damage to other vehicles and buildings.</p>	<p>their plan;</p> <ul style="list-style-type: none"> <li>Drivers must make the right decision of not driving, if driving conditions are considered hazardous;</li> <li>Staff will plan their route before commencement and allow ample time for the journey so as not to bring about fatigue, giving proper consideration to weather conditions and, where long journeys are involved, to include time for breaks and obtaining traffic updates;</li> <li>Upon weather forecast, a line manager shall prevent driving for work if it is felt too hazardous for the employee's health and safety and propose alternatives; the staff in question must then follow line management</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>recommendations and not drive for work;</p> <ul style="list-style-type: none"> <li>Wear high visibility clothing after a road incident and walk away from the vehicle (if safe to do so) to a place of safety: Face oncoming traffic;</li> <li>Haringey HR Policy request from employee and the relevant line manager to keep each other up-to-date with relevant details like for example lateness, delays, sickness absence, accident occurrences, possible transport problems they are aware of, etc.</li> </ul>										
Traffic Conditions	Driver Passenger	Stress;  Frustrations.	<ul style="list-style-type: none"> <li>Drivers must make sure they plan their journey adequately by using local and regional traffic reports in order to avoid</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
		Assault from other road users (road rage)	unnecessary delays in their journey; <ul style="list-style-type: none"> <li>Plan route avoiding less populated areas;</li> <li>Carry mobile phone charged;</li> <li>Consider locking doors;</li> <li>Stay calm, ignore insults, diffuse aggressive situations (if possible) and move away as soon as possible;</li> <li>Use of satellite navigation systems with traffic update can be used (if any) but must be programmed before departure or when on park rest breaks (engine off).</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
Journey Time / Distance: continuous driving over long periods/distances	Driver Passenger	Loss of concentration;  Stress;  Tiredness.	The controls established by this generic assessment are considered appropriate for short business journeys;  <ul style="list-style-type: none"> <li>Long business journeys require a specific risk assessment with further control measures including additional rest periods to mitigate the effects of fatigue/tiredness.</li> </ul>										
Route Planning	Driver Passenger	Driver unfamiliar with road/area;  Driver distracted;  Driver lost.	<ul style="list-style-type: none"> <li>Drivers pre-plan their route, taking into consideration the class of roads being used, likely traffic congestion and any major road- works/closures;</li> <li>Route planning is available via well renowned motoring organisations like AA, RAC, Green flag, Transport Direct, Transport for London, etc;</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<ul style="list-style-type: none"> <li>Drivers are advised to use up-to-date road map covering the area of their journey; satellite navigation systems can also be used but should be programmed before commencing driving to avoid unnecessary distraction for the driver.</li> </ul>										
Being late for an appointment	Driver Other Road Users  Passenger  Member of the Public	Stress  Lack of concentration  Unsafe driving	<ul style="list-style-type: none"> <li>Employees driving for work will plan their route before commencement and allow ample time for the journey so as not to bring about fatigue, giving proper consideration to weather conditions and, where long journeys are involved, to include time for breaks and obtaining traffic updates.</li> </ul>										
Tiredness/Fatigue	Driver Other Road Users	Detrimental effects upon driving performance	<ul style="list-style-type: none"> <li>Drivers are recommended to always take adequate rest breaks during a journey (recommendations being</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
	Passenger  Member of the Public	Lack of concentration  Unsafe driving	<p>to take at least 15 minutes every 2 hours of continuous driving).</p> <ul style="list-style-type: none"> <li>Breaks should preferably be taken outside the vehicle to ensure movement and oxygenation.</li> </ul>										
Anxiety over Driving	Driver Passenger	Stress	<ul style="list-style-type: none"> <li>If employee not confident driver or anxious about driving journey, the council is recommending that they opt instead for public transport to avoid that level of anxiety;</li> <li>Staff in these situations should allow sufficient time to complete their journey by public transport in order to avoid further anxiety, this time associated with traffic congestion or being late for a meeting.</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
Out-of-Hours Driving for Work i.e. early morning or late at night	Driver Passenger	Tiredness  Fatigue  Stress  Loss of concentration;  Susceptibility  Lower reactions if repeated practices.  Increase assault possibilities	<ul style="list-style-type: none"> <li>Where an early start or late finish to a journey is unavoidable, provision must be made for more frequent rest periods to mitigate the effects of tiredness and fatigue upon driving performance;</li> <li>Staff driving for work must keep an advance log of their whereabouts to ensure colleagues can call for support if they have not heard from them after a while; Part of the arrangement can be to text a colleague/the line manager confirming safe arrival;</li> <li>Employees driving for work must keep a record of team emergency contact numbers handy e.g. in their car, or on their mobile phone;</li> <li>In the event of a road</li> </ul>										



Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>accident out-of-hours, call emergency services immediately;</p> <ul style="list-style-type: none"> <li>○ If feeling unsafe due to area of accident or circumstances of accident, drivers are advised to stay in the vehicle until emergency services arrival;</li> <li>○ If under aggression, staff are advised to not put themselves in unnecessary risks, to move away from area as far as possible, call the metropolitan police on 999;</li> <li>○ If normal situation/safe, staff are advised to wear high visibility clothing and walk away from vehicle to a place of safety; Face</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>oncoming traffic;</p> <ul style="list-style-type: none"> <li>All Council staff who drive on behalf of Haringey (corporate services and schools) must familiarise themselves with the contents of the council's intranet's Guidance on Work Related Driving Policy;</li> <li>Staff are advised to consider developing a timetable to avoid visits over running; allow for breaks and journey times.</li> </ul>										
Access to Welfare Facilities	Driver Passenger	Stress	<ul style="list-style-type: none"> <li>Drivers are advised to take regular breaks during the course of the journey. Wherever possible, these breaks should be taken in areas where access to welfare facilities is available e.g. local services, motorway service stations;</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<ul style="list-style-type: none"> <li>Pregnant women may require more frequent rest breaks.</li> </ul>										
Vehicle Breakdown	Driver Passenger	Stress and anxiety  Possible assault	<ul style="list-style-type: none"> <li>Vehicle is serviced on regular schedule. Schedules are kept in records;</li> <li>Pre-Journey checks are advised (lights, petrol, oil, coolant, tyre pressure);</li> <li>Journey details will be left with colleagues;</li> <li>Employee will contact colleagues and/or line manager in the event of a breakdown;</li> <li>Fully charge mobile phone (with sufficient calling credit, if calling with personal phone);</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<ul style="list-style-type: none"> <li>Details of recovery organisation to be given with the work vehicle; recovery to be called and office to be informed of situation;</li> <li>If feeling unsafe, lock car doors and remain inside the vehicle until recovery vehicle arrives;</li> <li>If on motorway, switch off engine, wear Hi Vis jacket and wait in a safe place away from the hard shoulder e.g. behind the barriers;</li> <li>The council accident reporting form must also be completed and sent to relevant parties.</li> </ul>										
Carjacking: <ul style="list-style-type: none"> <li>During driving (car</li> </ul>	Driver Passenger	Serious injury Assault	<ul style="list-style-type: none"> <li>After any road accidents, Haringey council recommend that staff call</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
accident); or  <ul style="list-style-type: none"> <li>At park/stop.</li> </ul>			emergency services immediately;  <ul style="list-style-type: none"> <li>If the circumstances of the accident seem suspicious, you are advised to stay in the vehicle and lock doors;</li> <li>Staff are always advised to not put themselves into unnecessary risks;</li> <li>Stay calm;</li> <li>The council accident reporting form must also be completed and sent to relevant parties.</li> </ul>										
Security of Vehicle and possessions  Theft/Break In	Driver Passenger	Stress and anxiety  Assault	<ul style="list-style-type: none"> <li>Car alarm fitted on most council vehicles;</li> <li>Staff are requested to park council vehicles or private vehicles used for work in a suitable and</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>safe place e.g. well lit and populated area;</p> <ul style="list-style-type: none"> <li>Vehicles should be kept locked at all times when unattended and personal belongings and valuables should not be left in the vehicle. If this cannot be avoided, they should not be left on display i.e. locked in the boot of the vehicle;</li> <li>The council accident reporting form must also be completed and sent to relevant parties.</li> </ul>										
Arriving at Parking and Leaving Parking Area	<p>Driver Other Road Users</p> <p>Passenger</p> <p>Member of the Public</p>	<p>Major Injury to other drivers and pedestrian</p> <p>Damage to other vehicle</p> <p>Damage to building</p>	<ul style="list-style-type: none"> <li>Staff are advised to park with their bonnet facing the direction of exit: this will facilitate exit and ensure you have a clear view of any possible vehicle or pedestrian crossing in front of your vehicles;</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<ul style="list-style-type: none"> <li>Ensure you always leave parking at extremely slow pace to reduce severity of any possible incident;</li> <li>If parking in council car park, report any lighting issues or dangerous occurrences to Facilities management;</li> <li>The council accident reporting form must also be completed for any incident involving moving/stationary vehicles.</li> </ul>										
Ice and Snow	Driver Other Road Users  Passenger  Member of the Public	Slips, Trips and Falls  Collisions  Injury  Vehicle/building damage	<ul style="list-style-type: none"> <li>Staff driving for work are advised to follow recommendations made for adverse conditions above;</li> <li>Facilities management (parking areas) and</li> </ul>										

Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>highways services will endeavour to remove snow and grit icy areas before the forecasted day and throughout the ice/snow period;</p> <ul style="list-style-type: none"> <li>Staff are advised not to drive unnecessarily in icy/snowy conditions;</li> <li>If unavoidable: <ul style="list-style-type: none"> <li>employees are advised to use large roadways which are likely to have been gritted adequately and to not work late or out-of-hours (driving conditions worsening at nights);</li> <li>Employees are advised to use caution, drive slower than usual and reduce brake force, as far as possible (no sudden movement if</li> </ul> </li> </ul>										



Hazard Description: something with the potential to cause harm/injury/damage.	Who might be harmed	Potential Injury / Damage	Is the risk adequately controlled?	Tick Or N/A	Risk Rating			Further Action Required (add details/procedure relevant to your service/area of work)	Residual Risk Rating			Action Monitored By Whom	Action Completed By When
					L	C	R		L	C	R		
			<p>possible);</p> <ul style="list-style-type: none"> <li>Any road accidents during these conditions should be reported to the police as well as the recovery organisation covering the vehicle;</li> <li>The council accident reporting form must also be completed for any incident involving moving/stationary vehicles.</li> </ul>										

This Generic Risk Assessment: Work Related Driving will apply to most services and establishments for general situations.

The Line Manager (or delegated competent Risk Assessor) must however also carry out specific risk assessments called Site Specific and Job Specific Risk Assessments when working in **Haringey Council** (please refer to the Council's Risk Assessment Procedure).

## Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible Consequence of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of Consequence: -

1	Insignificant – No injury
2	Minor – minor injuries needing first aid
3	Moderate – up to three days absence
4	Major – more than seven days absence
5	Catastrophic – Fatality or permanent Disability

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined: -

1	Very Unlikely
2	Unlikely
3	Fairly Likely
4	Likely
5	Very Likely

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information will then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

## Risk Assessment Method (continuing).

### Matrix

Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Very Unlikely	Unlikely	Fairly Likely	Likely	Very Likely

### Action Level

20-25 VERY HIGH	Unacceptable risk - immediate action required
10-16 HIGH	Risk reduction required - high priority
4-9 MEDIUM	Medium risk - action required so far as is reasonably practicable
2-3 LOW	Low priority - further risk reduction may not be feasible or cost effective
1 Very Low	Low risk - no further action required

APPENDIX 2

Driver Health and Safety Assessment and Declaration Form

This form must be completed by all employees who are required to drive as part of their work duties (ie. business purpose). Once completed, the Manager should retain a copy of the form within the employee's personnel file.

Note: This does not need to be completed by employees who only drive to and from their normal place of work (ie. only for commuting).

EMPLOYEE (Driver)	MANAGER
Name:	I approve the named driver to drive on Haringey Council business
Job title:	
Base location:	Name:
Vehicle registration:	Signature:
Assessment date:	Date: Valid for 12 months from this date
Signature:	

Items to Check	Yes/No	Comments/ Action Recommended
<b>MANAGEMENT</b>		
The driver has been instructed to inform the Manager of any amendments to their driver's licence		
The driver is made aware of the Council's zero tolerance policy on driving whilst under the influence of alcohol and intoxicating drugs		
If driving their own vehicle, the driver has suitable insurance cover which is valid for driving for business purposes		
The driver is aware that they must report any conditions or changes to their health that could affect their driving ability		
The driver has been made aware of the Council's Work Related Road Safety Procedure		
The driver has been issued with clear instructions regarding mobile phone usage		
The driver is made aware of carrying out regular pre-journey checks and recording it using the Council's vehicle checklist		
<b>THE VEHICLE</b>		
The driver to be made aware that it is their responsibility to maintain their own vehicle in line with the manufacturer's recommendations and be kept in a road worthy condition		
The driver to confirm that their vehicle is subject to MOT tests		

(for vehicles over 3 years old)		
The driver to confirm that road tax is paid (if applicable)		
<b>THE DRIVER</b>		
The driver has shown the latest version of their current licence to the Manager or GBG on-line licence check used		
A copy of the driver's print summary from the <a href="#">DVLA website</a> * has been taken showing that the licence is still valid and without endorsement. <i>Ensure that the screen print shows date it was taken.</i> This should be filed in the employee's personnel file. Or GBG on-line licence check accessed by Manager.		
<b>EYESIGHT</b>		
Do you find it hard to read road signs?		
Do you suffer from glare from oncoming headlights?		
Do you have trouble seeing pedestrians or cyclists?		
Do you have trouble in judging how far away another vehicle or road user is, or how fast they are moving?		
Do you find driving in the dark difficult?		
Has it been more than 2 years since your last eyesight test at an opticians?		
<b>PHYSICAL MOBILITY</b>		
Do you find it difficult to turn your head to see over your shoulder?		
Do you find it difficult to turn the steering wheel fully?		
Do you find it difficult to use the foot pedals, gears or other controls?		
Do you find it difficult to control your car?		
Do you find it difficult to get in and out of your car?		
<b>TIREDNESS</b>		
Have you found yourself nearly nodding off when driving?		
Do you feel sleepy when driving during the day?		
Do you have trouble sleeping at night?		
<b>MAKING DECISIONS</b>		
Do you have trouble concentrating when driving?		
Do you find driving on high speed roads, such as motorways and dual carriageways, difficult?		
Do you find negotiating large, busy junctions and roundabouts difficult?		
Do you react more slowly in difficult, complex situations?		
Do you drive much more slowly than the speed limit, even when there is little traffic?		
Do you find changing lanes difficult?		
Do you find it difficult to judge when it's safe to pull out of a junction?		
Do you often feel anxious or stressed when driving?		
Do you blame other drivers when there is a conflict?		
Do you try to intimidate other drivers to get out of your way?		
Do you feel competitive when driving?		
<b>MEDICAL</b>		
Do you have a medical condition that you must report to the DVLA? (Note: you must tell the DVLA if: <ul style="list-style-type: none"> <li>• you develop a 'notifiable' medical condition or disability.</li> <li>• a condition or disability has got worse since you got your licence.)</li> </ul>		
Has a doctor or other health professional expressed concern		

about your driving?		
Do you suffer from a serious medical/health condition which may affect entitlement to drive, such as: diabetes, heart conditions, dementia, epilepsy, fits, blackouts, alcohol or drug abuse, narcolepsy or sleep apnoea, stroke including 'mini strokes', loss of sight in one eye or other significant reduction in sight or visual field, long term neurological conditions, serious memory problems or episodes of confusion, mobility or flexibility problems which affect ability to use controls or turn in the seat, serious psychiatric illness or mental ill health, brain injury, brain tumour or brain surgery		
Are you taking any medication that might affect your driving or make you drowsy?		
<b>DRIVING HISTORY</b>		
Have you received any penalty points on your licence in the last 3 years?		
Have you been stopped by the Police because of your driving in the last year?		
Have you ever been suspended or discharged from employment as a result of a motor accident?		
Have you been prosecuted for any road traffic offences in the past 12 months?		
Been disqualified from driving within the past 11 years?		
Do you have any pending convictions, endorsements or disqualifications?		

## Notes

### \* SHARING DVLA LICENCE DETAILS

To share their details, employees must generate a code, which can then be redeemed just once by a third party. The check code generated is valid for 21 days. You can view and share your driving record at [View or share your driving licence information - GOV.UK](#). You'll be able to see your information electronically and generate a check code which you can then share with people who need to see your details. You can also download and print a summary.

Alternatively, Manager can carry out GBG on-line licence check – see Section 7.

### IF ANY QUESTIONS HAVE BEEN ANSWERED 'YES'

If any questions have been answered 'Yes', the Manager must consider in consultation with the driver, and where necessary the HR team, what action should be taken. For example:

- Refresher driver training or a Driving Assessment such as those conducted by the [Institute of Advanced Motorists](#) or the [Royal Society of the Prevention of Accidents \(ROSPA\)](#) which might pinpoint some simple changes to the driving that could help – see also Haringey Council's [Driver Training](#) page on the intranet.
- Changing when and where the driver drives, for example, avoiding driving at night or on certain types of road.

### MEDICAL QUESTIONS

If any questions have been answered 'yes' in the Medical questions section or the driver has a condition or a 'notifiable condition' that could affect the ability to drive safely, the Manager must refer the employee to the Council's Occupational Health Service for a health assessment. A written report will be provided to the Manager and employee providing specific advice with reference to fitness to drive. Any 'notifiable conditions' must be reported to the DVLA. Managers should seek advice from HR and where necessary, the Occupational Health Service, regarding reasonable adjustments if an **employee's fitness to drive** has changed.

## EYESIGHT QUESTIONS

If any questions have been answered 'yes' to any of the questions about eyesight, the driver should discuss this with their optician and take an eyesight test. The driver should inform their Manager of any eyesight condition that needs to be addressed. The Manager should, where necessary, seek advice from the Council's Occupational Health Service.

EXAMPLE

APPENDIX 3

Daily / Pre-Use Vehicle Check & Defect Report

The driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seatbelts by passengers, whilst travelling on the public highway.

Drivers of fleet vehicles must complete a daily vehicle check & defect report (obtained from the Council's 'Waste and Fleet Project Manager' or Veolia (Ashley Road Depot). Alternatively, they can use this form.

Drivers of non-fleet vehicles, intending to drive any vehicle on Council business should undertake pre-use vehicle checks using this form.

Completed forms must be returned to Management at the end of each week.  
Forms must be retained by the Service/Department/School Management for one year.

Vehicle:		Registration No:		Week Starting:	
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Daily / Pre-Use Vehicle Check – Items to be checked by driver before driving	
<ul style="list-style-type: none"> <li>Check: Function – Damage - Cleanliness</li> <li>Any defects must be reported to the Manager and corrected before using the vehicle</li> </ul>	
Know correct type of fuel	Foot / Hand brakes – working, leaks
Vehicle damage – loose hanging objects, dents, scratches	Locks and security – fitted and functioning
Tyres (incl. spare) – undamaged, correct pressure, tread (>1.6mm), wear, bulges	Seat belts – fitted and functioning
Wheels – condition, security, Ric clips	Fire extinguisher – in place
Fluid levels Oil / Coolant / Fuel - leaks	Body / Load – security, protection
Horn / Wipers / Washers - working, condition	Driving controls / Steering – wear, operation
Mirrors – Condition, adjustable, clean, security	Ancillary equipment / loading aids / camera, etc – working, condition
Windscreen / Windows – undamaged, clean	Tachograph / Speedometer – working
Lights / Indicators / Brake lights - working	Speed limiter - working
Reflectors / Markers / Warning device – working, condition	RFL displayed and in date
Number plate – condition, security, illumination	'O' License displayed
Exhaust – condition, visual smoke emission	
Any Defects / Comments:	
Item 1:	
Item 2:	
Item 3:	

Driver details

Full Name	Start date	Start time	Start miles	End date	End time	End miles	Defect Item no. reported above	Signature