

Work Related Road Safety Policy

Introduction

Harrow Green is committed to the delivery of its obligations under Health and Safety legislation with regard to driving at work and recognises that there are specific risks to employees who are driving on behalf of the company.

Harrow Green has introduced this Work Related Road Safety policy with the objective of identifying and minimising those risks, to actively encourage safe driving in order to minimise collisions/accidents and comply with its legal obligations.

It is intended that this policy will be supported by further update of existing guidance documents so any suggestions for improvement in this area by anyone are welcomed.

Purpose and Scope

This policy is designed to ensure that Harrow Green satisfies the requirements of Health and Safety legislation in relation to driving at work. This policy outlines how those requirements will be met. This policy applies to all Harrow Green employees, contractors or others who may drive for or on behalf of Harrow Green.

Legislation

The legislation governing this policy and associated documents is contained in, but not limited to:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and use of Work Equipment Regulations 1998
- Workplace (Health, Safety and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- The Road Traffic Act 1988
- Road Vehicles (Construction and Use) Regulations 1986
- The Highway Code

N.B. The Highway Code provides guidance for drivers and other road users. Some elements do not refer to or respond to legislation but describe good or best practice relevant to road safety which should be adopted by Harrow Green staff. The code can be used as guidance by courts within the United Kingdom.

Harrow Green and other external references

Reference is made to company manuals and training documents as follows:

- Fleet Operator Recognition Scheme (FORS)
- HSE and DVSA Guidance
- Freight Transport Association (FTA)

- HG Operations Manual
- Harrow Green CPC training courses and Hand-outs
- EU driver hours and regulations – refresher
- Agency SLAs

Definitions:

For the purpose of this policy the following definitions apply:

Company Vehicle – Any vehicle provided by Harrow Green and used by employees driving on Harrow Green business.

Driving at work - Any work carried out on behalf of the company that involves the employee in time spent driving a company vehicle covering all journeys other than to and from the normal place of work.

Policy Statement:

Harrow Green has formulated its Work Related Road Safety policy and processes on the basis of addressing five elements:

- Risk Assessments
- Drivers
- Vehicles
- Journeys
- Other and Vulnerable Road Users

Risk Assessments:

(Risk assessments shall be completed for)

1. Each job or task that includes driving at work
 - a) Typical risk assessments will be provided unless the journey and/or route is unusual
2. Drivers to ensure the vehicle is in a fit condition for the chosen purpose and is roadworthy
 - a) The risk assessment will take the form of the driver walk round and vehicle check
 - b) A subsequent defect sheet will be completed if circumstances dictate
3. Employed drivers
 - a) At induction when they first join the company
 - b) During refresher training sessions at regular intervals during their employment
 - c) Driver CPC programme
 - d) On noted reduction on their driving performance from supervisory and other staff and the public
 - e) This will take the form of a practical driver assessment
4. Agency drivers
 - a) As prescribed in the agency service level agreement with the particular agency
 - b) As for employed drivers

Drivers:

For all people driving activities at work, Harrow Green shall:

- Promote a “No Blame” incident reporting culture
- Review incidents a driver is involved in to identify root cause and develop appropriate action to be taken to prevent recurrences from that driver and from others in line with Harrow Green incident and accident reporting processes
- Monitor drivers performance and provide training where a need is identified

In line with Harrow Green operational practice, contents of the Operations Guide and Agency SLA's undertake the following procedures:

- Verify all drivers entitlement to drive (before joining Harrow Green and thereafter at regular intervals)
- Assess all drivers, including non-vocational drivers, on their knowledge and understanding of The Highway Code
- Assess vocational drivers on their knowledge of EU driver regulations
- Carry out driving related staff induction training
- Ensure that vocational drivers drive in line with the EU regulations
- Communicate the Work Related Road Safety and Vulnerable Road User policies and process to all contractors and employees working for Harrow Green
- Provide instruction and monitoring on an ad-hoc basis or when identified as required to ensure drivers comply with best practice relating to in-vehicle technology. Harrow Green has a policy relating to mobile 'phone use that prohibits use while driving. This also includes, but is not limited to, the use of satellite navigation systems, tablet computers, PDAs, MP3 players and the wearing of earphones or headphones while driving.
- In line with driver declaration verify drivers have regular eyesight and health checks
- Require all drivers to report any endorsements and changes to their entitlement to drive

Vehicles:

- Specify and select vehicles that are suitable and safe for employees and fit for the purpose(s) they are to be used for
- Ensure all company vehicles have breakdown cover and there is in place a breakdown procedure
- Allocate vehicles that are within the advised competence and experience of the driver
- Ensure that vehicles are maintained in accordance the manufacturer's service schedule and maintain service records
- Define and communicate its procedure for vehicle defect identification and correction
- Provide equipment and materials needed to secure and safeguard equipment carried in vehicles
- Train and monitor drivers in the process of safe loading principles
- Take all reasonable precautions to not operate overweight vehicles
- Regularly issue guidance and training on the procedure for vehicle checks and all relevant EU regulations
- Issue such PPE as is required for the work the driver will be undertaking

Journeys:

Harrow Green shall plan all journeys to ensure they are legally realistic and achievable and include time for statutory breaks during that journey

All planned routing will be developed to avoid, or at least minimise, any interaction with vulnerable road users, schools for example. Where drivers are required, on occasion, to determine their own routes they must investigate that routes selected minimise the potential for interaction with vulnerable road users.

In Vehicle Technology

- Harrow Green's policy is not to cause or permit a driver to use a mobile phone or other distractive in-vehicle technology while driving. This will include, though is not limited to, hands free devices and similar technology for example: Satellite Navigation devices, Tablet computers, PDAs and MP3s. Wearing of headphones whilst undertaking any work related activity, not just driving, is prohibited whilst working for Harrow Green.

- It is not only the responsibility of the driver not to use the phone but also the responsibility of the operations department or others who may wish to contact the driver when they have left the project or branch location and are mobile. Those who wish to make contact with a driver must check the possible whereabouts and activity of the driver then follow the Harrow Green procedure: ring twice and then wait until the driver returns the call from somewhere safe.

Vulnerable and Other Road Users:

Everyone has the right to travel on the road safely, whether by car, motorcycle, pedal cycle, horse or on foot. Drivers should take extra care to avoid collisions with vulnerable road users because a pedestrian, cyclist, motorcyclist or horse rider will always come off worse.

Whenever and wherever you drive:

- Watch your speed.
- Expect to encounter different road users.
- Be patient.
- Give others time and room.
- Be prepared if others make mistakes.
- Concentrate on your driving.
- Never drive and use a mobile phone.
- Drive considerately.
- Consider taking advanced driver training.

Vulnerable pedestrians:

More than 60 child pedestrians are killed or seriously injured every week nationwide. Children often misjudge the speed and intentions of drivers. They are easily distracted and may dash into the road without looking. Older pedestrians may have difficulties in seeing or hearing approaching traffic, and may have decreased mobility.

Whilst it is Harrow Green policy to avoid driving near to schools it may be necessary on certain occasions, whilst in the process of a domestic relocations for example, to operate in the close vicinity of a school. Drivers must always take extra care on such occasions and comply stringently with Highway Code advice and rules.

How you can help pedestrians:

- Give them time and room to cross, especially the elderly or disabled.
- Your speed can literally mean the difference between life or death.
- Remember pedestrians may be hard to see, especially children.
- Be ready for the unexpected.
- Don't park on pavements, it is illegal and may necessitate people walking on the road to get past, particularly those with wheelchairs and pushchairs.
- Stop at all pedestrian crossings if someone is waiting to cross.
- You must stop for School Crossing Patrols.
- Never wave a pedestrian across the road as there may be other traffic overtaking from behind you.

Cyclists:

Cyclists can be difficult to see, especially at junctions. They are also particularly vulnerable at roundabouts and are unable to move off quickly. Be aware that cyclists may wobble, and are easily affected by side wind, when being overtaken. They may often ride away from the kerb to avoid drains and debris and be seen more easily.

How you can help cyclists:

- Always look out for cyclists and check your mirrors for them.
- Give them the time and room they need and be prepared to give them the whole lane.
- Be especially careful that your nearside is clear when turning left.
- Make sure you've given them plenty of room when overtaking them.
- Respect cycle lanes and advance stop signs.
- Slow down.
- Never overtake a cyclist and then turn left shortly afterwards.

Motorcyclists

Motorcyclists can be difficult to see, especially at junctions where they are often injured when cars haven't noticed them and pull out. Drivers should be aware that motorbikes are often travelling faster than you might think. They can also be affected by side wind when being overtaken.

How you can help motorcyclists:

- Always look out for motorcyclists and give them time and room.
- Keep checking your mirrors for motorcyclists and be especially careful that your nearside is clear when turning left, and at roundabouts.
- Take extra care when pulling out of junctions – always recheck for motorcyclists before pulling out.
- Give motorcyclists plenty of room when overtaking them.
- Spilt fuel is hazardous for motorcyclists. Make sure your fuel cap is secure.

Horse Riders

Horse riders prefer not to use the roads, but still need to reach bridleways and other off-road facilities and so you may encounter them on the road on their way to these places. More than half of all road accidents involving horses happen on minor roads. Horse riders sometimes ride in double file to protect novice riders or nervous horses. Horses are powerful animals which are easily frightened and can panic in traffic. Drivers also need to be aware that many horse riders may be children.

How you can help horse riders:

- Drive slowly past horses.
- Give them plenty of room and be prepared to stop.
- Be patient.
- Keep engine noise as low as possible and avoid sounding the horn.
- Look out for horse rider's signals as they are often able to see and hear further ahead than a motorist.
- Be aware that they may not move to the centre of the road before turning right.

Responsibilities:

The Directors shall give their full support to the Work Related Road Safety policy and processes to ensure that all practical measures are taken, and appropriate resources in the form of finance, equipment, personnel and time are made available to enhance safety whilst driving at work. Specifically, the Directors shall:

- Ensure all location branch and operations managers and supervisors understand their responsibility for the day to day implementation and operation of Harrow Green Work Related Road Safety policy and processes
- Ensure that the above managers and supervisors have the required knowledge and competence to carry out their Work Related Road Safety responsibilities and these responsibilities are clearly defined and understood
- Lead by example and be consistent
- Review work-related road risk activities on an annual basis
- Co-operate with all other staff in health and safety matters

Branch managers, operations managers and operations supervisors

The above shall ensure that their departments and staff comply with the Work Related Road Safety policy and processes. In particular they shall:

- Support drivers in their walk around process and ensure any defect is acknowledged and acted upon
- Ensure the system referred to above is rigorously enacted at all locations
- Co-operate with all other staff in health and safety matters
- Ensure that the Work Related Road Safety policy and processes are known and understood by their staff
- Assist all others in identifying any risk associated with the task of driving at work
- Ensure driving staff attend any identified, regular and refresher training
- Assist as necessary in the implementation of control measures to reduce identified risks
- Ensure any road related incidents are reported in line with Harrow Green procedures
- Support audit staff in ad hoc inspections on driving staff and vehicles to check all Harrow Green policies and processes are being adhered to and vehicles are in a roadworthy condition
- To plan routes and work schedules in line with current legislation and Work Related Road Safety policy and processes

Drivers:

- Co-operate with all other staff in health and safety matters
- Comply with the Work Related Road Safety policy and processes detailed here, all tool box training documents and other training processes and handouts
- Submit their driving licence before joining Harrow Green and at regular intervals subsequently so that their entitlement to drive can be verified
- Advise Harrow Green of any endorsement, loss or change to their driving licence or other necessary permit to driver (digital tachograph card etc.)
- Complete driving related assessments and training as required by the Work Related Road Safety policy and processes
- Prior to taking over any vehicle at any time through the shift or working time check the roadworthiness of any vehicle they use at work before commencing their journey or shift in line with DVSA driver walk round procedure
- For company vehicles, and in line with previous point, report vehicle defects so that the fault can be rectified

- Where applicable undertake a risk assessment for their journey and identify if the journey is necessary or an alternative transportation mode is available, or if any additional equipment is needed for the journey, the circumstances and the conditions
- Where a private vehicle is used for work, drivers shall provide such documentation as is required in line with Harrow Green car policy and as required to verify the vehicle complies with Work Related Road Safety policy and processes
- Get their eyes professionally checked on a regular basis and always drive in accordance with the Highway Code and the law
- All operations departments must provide eye sight checks (reading a new style licence at a distance of 20.5 metres or equivalent) for "in-scope" drivers at least every six months ideally each January and July recorded in Moveware
- In scope drivers will provide a declaration of good health twice a year, ideally each January and July, this will include any potential or tendency to sleep apnoea

The Head of Compliance and the Training Manager shall Jointly

- Ensure typical and specific risk assessments are completed and updated as necessary
- Maintain and update the Work Related Road Safety policy and processes to meet the requirements of current legislation and update the Harrow Green Operations Guide in respect of procedures relating to vehicle maintenance programmes and associated records
- On an ongoing basis audit the implementation of the Work Related Road Safety policy and jointly track the implementation of audit recommendations
- Highlight any areas of concern e.g. where the policy and/or the processes are ineffective
- Upgrade the policy in order to improve the effectiveness of the Work Related Road Safety policy and processes

Monitor the policy to

- Ensure the policy meets current standards (legal and other)
- Update training needs to reflect current legislation and standards
- Identify opportunities for improvement in all areas covered by this policy

This policy guidance is not exhaustive and is not intended to replace the application of due care and attention when driving vehicles in all circumstances. Any other road user can be vulnerable to the actions or omissions of others. At Harrow Green we must do our best at all times take appropriate steps to prevent accidents and protect others.

As stated in the policy above Harrow Green considers the guidance provided in the The Highway Code as best practice which should be adopted by all drivers.

From time to time Harrow Green training department will supplement our VRU policy by issuing and/or running tool box documents and or training workshops underlining the responsibility and actions of Harrow Green drivers.

Signed on behalf of Harrow Green Limited



Nigel Dews – Managing Director