

**FALKIRK COUNCIL**

**POLICY AND PROCEDURE**

**FOR THE**

**MANAGEMENT OF**

**WORKPLACE TRANSPORT**

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## 1. INTRODUCTION

The Health & Safety at Work Act 1974 requires employers to, so far as is reasonably practical, ensure the health and safety of their employees whilst at work. The Management of Health & Safety at Work Regulations 1999 requires employers to carry out risk assessments to identify potential risks and take necessary measures to remove or reduce and control risk. The Road Traffic Act 1988 details standards of safe driving required on roads and in addition, European Directive 2003/59 makes recommendations on the assessment of competence, training and qualifications required of those who drive at work.

This policy and procedure supports the statutory legislation relating to workplace transport and provides a corporate framework for the management of activities involving workplace transport. The application of these procedures will enable Services to ensure that they have the correct management procedures in place to meet legislative requirements and apply best practice

## 2. POLICY STATEMENT

Falkirk Council is committed to maintaining a safe and healthy working environment for employees, service users and other members of the public. Falkirk Council recognises that there are risks to employees and others associated with workplace transport. The HSE define workplace transport as “*any vehicle used in the course of an employee’s work*” which includes where employees are required to drive vehicles as part of their duties. Falkirk Council will ensure that appropriate management systems, procedures and risk assessments are in place to protect employees and others affected by our work activities involving workplace transport. The Council is committed to ensuring best practice to minimise the risks associated with workplace transport.

## 3. SCOPE

This policy and procedure applies to all work activities involving the use of workplace transport and to all employees who drive at work on Council business whether this may be a responsibility of their job or as a means of getting to and from meetings. Journeys to and from an employee’s home are excluded unless the employee has permission to take a Council vehicle home. It also applies to persons who drive vehicles for the purpose of supporting Council activities e.g. youth leaders, teachers and voluntary drivers assisting community groups and social care activities.

Additional checks and procedures apply to employees who are designated as “**Drivers**”. For the purposes of this policy and procedure, “**Drivers**” are defined as:

**“Employees who are employed specifically to drive on Council business”**

**and/or**

**“Employees who drive on Council business as a significant part of their duties”.**

This policy and procedure directly links with the following corporate documents:

- Strategic Plan for Health Safety & Care;
- Health, Safety & Care Policy;
- Driver’s Code of Practice;
- Risk Management by Risk Assessment Policy;
- Accident/Incident Reporting Procedure, (HR 14 Form);

## 4. MANAGEMENT SYSTEMS & PROCEDURES

To comply with legislation, Services must have management systems and procedures in place to manage the following key areas associated with workplace transport:

- Authorisation to Drive (Paragraph 5) - for all employees who drive on Council business;
- Driver's Risk Assessment (Paragraph 6) - for employees who are designated as "Drivers" (as per Paragraph 3);
- Assessment of driving competence (Paragraph 7) -for employees who are designated as "Drivers";
- Eyesight tests for employees (Paragraph 8);
- Workplace Transport Risk Assessment (Paragraph 9) - for all premises where there is vehicle access, including car parks and/or where the business involves transportation of people and/or loads;
- Purchase/lease/hire of vehicles to be used on Council business (Paragraph 10);
- Maintenance and servicing of Council Vehicles (Paragraph 11);
- Transport Management in Construction Design (Paragraph 12).

The following paragraphs provide additional information on each of these areas.

## 5. AUTHORISATION TO DRIVE

All employees who drive on Council business must, on an annual basis, be authorised to drive by their manager. This includes those designated as drivers, drivers of fleet vehicles, volunteer drivers, those who drive a non-council vehicle e.g. their own vehicle and any other drivers who drive on Council business at any time. The manager must check that:

- The employee does not have a medical condition that impacts on their ability to drive at work;
- The employee confirms that they have had an eye sight test in past 2 years;
- The employee has a current driving licence appropriate to the type of vehicle to be driven;
- The employee has no driving convictions which would prevent him/her from driving at work;
- The employee has appropriate vehicle insurance;
- Where appropriate, a current MOT Certificate is held for the vehicle to be driven.

The manager must ensure that every employee who drives on Council business seeks authorisation by completing an "Authorisation to Drive at Work" form on an annual basis:

- Drivers of **Council vehicles** - see Appendix 1a
- Drivers of **Non-council vehicles** – see Appendix 2a.

On receipt, the manager should check the completed form in line with the guidance:

- Drivers of **Council vehicles** - see Appendix 1b
- Drivers of **Non-council vehicles** – see Appendix 2b.

The original form should be stored in the employee's personal file.

## **6. DRIVERS' RISK ASSESSMENT**

Where an employee is designated as a "Driver", line managers must also complete a Driver's Risk Assessment. This must be carried out in line with the Council's Risk Management by Risk Assessment Policy. An example "Driving Duties Risk Assessment" is contained at Appendix 3.

## **7. QUALIFICATIONS, TRAINING & COMPETENCE ASSESSMENT**

Managers must ensure that all employees who drive at work receive the appropriate level of review of their competence by:

- undertaking assessment to determine their competence to drive at work;
- receiving driver training;
- holding the relevant qualifications.

The competence assessment, training and qualifications required are determined by their role, the vehicle which they drive and the frequency of the driving at work. Appendix 4 contains a table which specifies the Driving Licence, qualifications, competence assessment and training required for each driver and vehicle. This includes Passenger Carrying Vehicle (PCV), Large Goods Vehicles (LGV), MIDAS for mini-bus drivers and any other specialist vehicles. Further guidance on the specific requirements for individual drivers/vehicles can be obtained from the Corporate Health, Safety & Care team.

## **8. EYESIGHT TESTS**

To meet the requirements of the Highway Code, management require that all drivers have a regular eye-sight test. When completing the annual 'Authorisation to Drive' form, employees are required to confirm that their vision has been tested within the previous 2 year period and that it meets the standard required for driving.

Employees who will be designated as "Drivers" as defined in paragraph 3 must have an eyesight test prior to recruitment and subsequently every 2 years and confirm their vision meets the standard required for driving. Managers must check that the employee has had an eyesight test by checking the "Authorisation to Drive" form submitted by the employee on an annual basis.

Eyesight tests are free and can be provided by any local optician.

## **9. WORKPLACE TRANSPORT RISK ASSESSMENT**

A Workplace Transport Risk Assessment must be undertaken for all premises where there is vehicle access, including car parks and/or where the business involves transportation of people and/or loads. Appropriate road traffic signage and suitable parking and garaging for vehicles should be considered, where appropriate. Consideration should also be given to pedestrian walkways to ensure segregation of pedestrians from vehicles and the needs of disabled persons should be catered for. Where possible, a one-way traffic system should be introduced to reduce the requirement to have vehicles reverse.

The risk assessment must be carried out in line with the Council's Risk Management by risk Assessment Policy. A more detailed risk assessment will be required for premises where the

transport management requirements are more complex and the risk is therefore higher. These premises include schools, work depots, construction sites, etc. Example risk assessments are contained in the appendices as follows:

- Workplace Transport Risk Assessment – Routine Premises Appendix 5(a)
- Workplace Transport Risk Assessment – Complex Premises Appendix 5(b)

## **10. PURCHASE/LEASE/HIRE OF VEHICLES TO BE USED ON COUNCIL BUSINESS**

The specification of any new vehicle or vehicle for purchase, lease or hire should be agreed between the appropriate Service representative and the Fleet Manager in consultation with Trade Unions. The specification must take full account of the safety of the employee(s) who is/are required to drive and/or use the vehicle and have due regard to the safety of other road users. Prior to sourcing a new vehicle the proposed driver/users of the vehicle should be consulted to assist in the preparation of the vehicle specification to ensure that it will be fit for purpose. The vehicle's specification should also be considered in accordance with the Council's Sustainability and Procurement Policies to ensure that the vehicle has minimal impact on the environment. The Service representative, in conjunction with the proposed vehicle users, should complete the "Vehicle Specification checklist" contained at Appendix 6 and send this to the Fleet Manager in Fleet Services.

## **11. MAINTENANCE & SERVICING OF COUNCIL VEHICLES**

All Council vehicles and ancillary equipment require to be maintained in conformance with road safety legislation and manufacturers/suppliers guidance. Council vehicles are maintained by the Council's Fleet Services. The Fleet Manager will retain for each vehicle a detailed maintenance schedule and a log which records all routine maintenance, any complaints with performance, breakdown data, accident data and tachograph recordings. Employees who drive these vehicles must therefore ensure that regular maintenance checks are undertaken and report any defects via Fleet Services as soon as possible.

Employees who are responsible for the lease/hire of vehicles from external suppliers must ensure that the recommendations in this guidance are applied to the vehicles supplied, so far as is reasonably practicable and that drivers who use these vehicles adhere to Falkirk Council procedures that are in place via Fleet Services and within the employee's Service.

### **Service Owned /School Mini-buses**

If a manager or a school representative decides not use the fleet service facility for the servicing of their Service's/school's vehicle/s, then full responsibility for the maintenance and inspection of the vehicle/s being carried out to the required legal standards lies with them. Services should ensure that where the Service/school has and uses their own mini-bus, that, as per section 5, drivers are competent and have authorisation to drive the mini-bus from the relevant line manager/ head-teacher.

## **Non-Council Vehicles**

In line with the requirements of the Road Traffic Act 1988, vehicles used by employees for the purpose of conducting council business that are non-council vehicles will also be classified as work equipment as defined by the Work Equipment Regulations 1998. Employees must ensure that these vehicles are roadworthy, have valid MOT certificates and the employee must be competent to drive their vehicle and have suitable insurance to cover business use. Employees will be expected to produce these documents to their manager on an annual basis, at the time of the "Authorisation to Drive" checks (see section 5).

Contractors working for the Council are also expected to ensure that they maintain their vehicles to the same standards as Falkirk Council. If any employee has concerns that this is not happening, the manager directing the contractors should discuss any concerns with the relevant contractor.

## **12. TRANSPORT MANAGEMENT IN CONSTRUCTION DESIGN MANAGEMENT**

In accordance with Construction Design Management (CDM) regulations, all health & safety risks associated with new build or major refurbishment contracts involving Council premises must be identified. To comply with this:

- The manager requesting the work must, in conjunction with the Service Lead Officer for the project, consider the transport management requirements of the finished building;
- The Design Architect must take account of these transport management requirements in the design brief and identify any key transport risks involved in the construction phase of the project;
- The Development Services CDM Officer must include these key risks in the Health & Safety file and ensure that the Principal Contractor undertakes a workplace transport risk assessment for the design phase of the project. The CDM officer should ensure that the Principal Contractor produces a Health & Safety plan that includes appropriate measures to address the identified risks;
- The CDM Officer, the relevant Service Lead Officer and the relevant manager should, prior to handover of the building, complete a workplace transport risk assessment as at paragraph 7.

Further guidance on each of these stages is contained at Appendix 6.

## **13. ROLES & RESPONSIBILITIES**

### **THE CHIEF EXECUTIVE AND CHIEF OFFICERS**

The Chief Executive and Chief Officers of the Council are responsible for the effective operation of the Policy across the Council as a whole and for ensuring development of effective management systems to implement the Policy within Services. They are also responsible for ensuring that adequate resources are available to implement appropriate procedures and provide appropriate assessment and training of key personnel.

### **THE FLEET MANAGER**

The Fleet Manager is responsible for:

- Agreeing the specification of any new vehicle or vehicle for purchase, lease or hire with the appropriate Service representative;

- Ensuring that the completed “Vehicle Specification checklist” is considered and that the specification takes full account of the safety of the employee(s) who is/are required to drive and/or use the vehicle;
- Ensuring that all Council vehicles and ancillary equipment are maintained in conformance with road safety legislation and manufacturers/suppliers guidance;
- Ensuring that all vehicles including those hired on the Council’s behalf plus any ancillary equipment are maintained in conformance with road safety legislation and manufacturers/suppliers guidance;
- Ensuring that, for each vehicle, a detailed maintenance schedule and a log which records all routine maintenance, any complaints with performance, breakdown data, accident data and tachograph recordings are maintained.

## **LINE MANAGERS**

Line Managers are responsible for:

- Ensuring that employees who drive on council business complete an “Authorisation to Drive” form on an annual basis;
- Checking these forms, ensuring appropriate documentation, i.e. valid M.O.T. certificate and motor insurance covering business use is produced and providing authorisation to drive where appropriate;
- Ensuring that, where vehicles are not maintained by Fleet Services, these vehicles are serviced and have a valid MOT certificate;
- Seeking further guidance/checks where authorisation cannot be given;
- Undertaking driver risk assessments for employees designated as drivers;
- Undertaking driver risk assessments with employees who accumulate 8 penalty points or more;
- Ensuring that employees who will be designated drivers have an eyesight test prior to recruitment;
- Ensuring that employees who drive on Council business have eyesight tests every 2 years;

## **PREMISES MANAGERS**

Premises Managers are responsible for ensuring that:

- A Workplace Transport Risk Assessment is undertaken for premises where there is vehicle access, including car parks and/or where the business involves transportation of people and/or loads;



- Appropriate road traffic signage and suitable parking and garaging for vehicles is considered, where appropriate;
- Consideration is given to pedestrian walkways to ensure segregation of pedestrians from vehicles and the needs of disabled persons should be catered for;
- Where possible, a one-way traffic system is introduced to reduce the requirement to have vehicles reverse.

## **SERVICE LEAD OFFICER**

Service Lead Officers are responsible for:

- Considering the transport management requirements of any new build or major refurbishment to a building, in conjunction with the manager requesting the work ;
- Completing a workplace transport risk assessment, in conjunction with the CDM Officer and the premises manager, prior to handover of the building.

## **DESIGN ARCHITECTS**

Design architects are responsible for taking account of the transport management requirements of any new build or major refurbishment to a building in the design brief and identifying any key transport risks involved in the construction phase of the project.

## **THE DEVELOPMENT SERVICES CDM OFFICER**

The Development Services CDM Officer is responsible for:

- Including any key transport risks involved in the construction phase of any design project in the Health& Safety file;
- Ensuring that the Principal Contractor undertakes a workplace transport risk assessment for the design phase of any project and that the Principle Contractor produces a Health & Safety plan that includes appropriate measures to address the identified risks;
- Completing a workplace transport risk assessment, in conjunction with the Service Lead Officer and premises manager, prior to handover of the building.

## **EMPLOYEES**

Employees are responsible for:

- Completing an “Authorisation to Drive at Work” form on an annual basis;
- Providing the required documentation;
- Having eyesight tests every 2 years;

- Advising their line manager immediately of any changes to their health which may impact on their ability to drive or any change to penalties or endorsements on their driving licence;
- Complying with the relevant Drivers' Code of Conduct;
- Participating in any driving related assessment, training or qualifications as required.

#### **14. MONITORING AND REVIEW**

The Head of Human Resources, in conjunction with Service Directors and Trade Unions, will monitor and review this policy and procedure as required.

## FALKIRK COUNCIL: AUTHORISATION TO DRIVE AT WORK

### DRIVERS OF COUNCIL VEHICLES

*Employees who drive any council vehicle should complete this form. This includes any vehicle which is owned, leased or hired by the Council.*

#### SECTION A (To be completed by Employee)

1. EMPLOYEE DETAILS	
Name:	Service:
	Work Location:
Address:	Employee No:
	Post I D :
	Date of Birth:
Type of Vehicle to be driven on Council business:	
2. HEALTH	
If you have a medical condition which may impact on your ability to drive please detail this below:	
_____	
_____	
_____	
<i>If you suffer from a condition which may impact upon your ability to drive, you must complete a confidential Occupational Health form to allow an assessment of your current fitness to drive.</i>	
Have you had an eyesight test within the past 2 years?	<b>YES/ NO</b>
<i>To meet the requirements of the Highway Code, management require that all drivers have a regular eye-sight test. When completing the annual 'Authorisation to Drive' form, employees are required to confirm that their vision has been tested within the previous 2 year period and that it meets the standard required for driving.</i>	
3. DRIVER LICENCE DETAILS	
Licence No:	Expiry Date:
Does your licence cover you to drive the type of vehicle stated at Section A item 1 above? <b>YES/ NO</b>	
<b>Do you hold a full PCV (Passenger carrying vehicle) licence?</b>	<b>YES / NO</b>
(Only to be completed by those driving a vehicle having 9 or more seats)	
<i>If 'yes' please supply the following details:</i>	
Type: Hire/ Reward/ Restricted	Enter any restrictions relating to PCV shown on licence:
Category of vehicle description:	Expiry Date:
<b>Do you hold a Full LGV (Large goods vehicle) Licence?</b>	<b>YES/ NO</b>
(Only to be completed by those driving a LGV over 7.5 tonnes)	
<i>If 'yes' please supply the following details:</i>	
Category of vehicle description:	Expiry Date:

**4. DETAILS OF ANY POTENTIAL DRIVING CONVICTIONS/ ENDORSEMENTS NOT YET RECORDED ON DRIVING LICENCE**

N.B Any employee, who drives a vehicle on Council business and who has accumulated 8 penalty points or more on their licence will require to undertake a “Driver Risk Assessment” with their line manager.

**5. DECLARATION**

I confirm that:

- The details given above are accurate and I understand that it is an offence under the Road Traffic Act knowingly to make a false statement in order to drive a vehicle;
- I will notify my line manager immediately of any change in driving status (health/ vision/convictions) which may have an impact on my ability to drive;
- I understand that all information provided will be treated in confidence;
- I have received and read a copy of the Driver’s Code of Conduct - Drivers of Council Vehicles;
- I have attached a copy of my Driving Licence.

Signature:

Date:

**SECTION B: AUTHORISATION TO DRIVE** (To be completed by line manager)

I confirm that I have checked the above employee’s driving licence.	<b>YES/ NO</b>
I am satisfied that this employee is able to undertake driving duties as part of the duties and responsibilities of their post.	<b>YES/ NO</b>
<i>If you have answered ‘yes’ to the above questions please sign the section below and review this authorisation in 12 months. If you have answered ‘no’ to any of the above please specify follow up action e.g. OH referral.</i>	
Signature:	Designation:
Print Name:	Date:

***A photocopy of this signed form should be issued to the employee. This confirms that the employee has authority to drive on Council business for the 12 months following date of signature.***

## **AUTHORISATION TO DRIVE AT WORK - DRIVERS OF COUNCIL VEHICLES**

### **GUIDANCE NOTE FOR MANAGERS**

*Employees who drive any council vehicle should complete this form. This includes any vehicle which is owned, leased or hired by the Council.*

On receipt of an “Authorisation to Drive at Work” application form the manager must carry out the following checks:

#### **SECTION A**

##### **PART 1: EMPLOYEE DETAILS**

Ensure that the personal details provided by the employee are correct.

##### **PART 2: HEALTH**

If the driver advises that they are suffering from any medical condition, or is currently on any medication that may affect their ability to drive, the manager must not allow the employee to drive on Council business until further information is obtained. Advice on these matters can be obtained from Occupational Health Tel: 503585.

##### **EYE SIGHT TEST**

To meet the requirements of the Highway Code, management require that all drivers have a regular eye-sight test. When completing the annual ‘Authorisation to Drive’ form, employees are required to confirm that their vision has been tested within the previous 2 year period and that it meets the standard required for driving. If the employee has not had a test within the last 2 years he/she should arrange to have one as soon as possible. If the manager has any reason to suspect that the employee’s eyesight would impair their ability to drive, the manager must not allow the employee to drive on Council business until the employee has had an eyesight test.

*Note: eye sight tests are free and local opticians provide Council employees with up to 20% discount on glasses. Further information on this can be obtained from the Health, Safety & Care Team.*

##### **PART 3: DRIVER LICENCE DETAILS**

The manager should check the details to confirm that the driver is licensed to drive the relevant vehicle and has no legally enforced restrictions.

##### **PART 4: DRIVING CONVICTIONS AND ENDORSEMENTS**

The manager should check for driving convictions/endorsements including those that are not yet recorded on the driving licence. If the employee has accumulated 8 or more points, the manager must undertake a risk assessment with the employee to consider whether it is appropriate to allow the employee to continue to drive on council business. The risk assessment should consider the nature of the convictions /endorsements, the fitness of the employee, the type and amount of driving required of the employee and any restrictions that may be appropriate to impose. A re-assessment of the driver’s skills may be required particularly where high levels of mileage are covered

or where the employee frequently carries passengers in their vehicle. Advice on this can be obtained from Fleet Services.

## **PART 5: DECLARATION**

The manager should check that the employee has signed and dated the form. The manager should obtain a copy of the employee's driving licence and issue the employee with a copy of the Drivers Code of Conduct - Drivers of Council Vehicles.

## **SECTION B: Authorisation to Drive**

Once a manager is satisfied that the employee is eligible to drive Council vehicles he/she should sign and date the form, authorising the employee to drive for the next 12 months and provide the employee with a photocopy of the signed form. The manager must ensure that the employee completes a further Authorisation to Drive at Work application at the end of the 12 month period.

## FALKIRK COUNCIL: AUTHORISATION TO DRIVE AT WORK

### DRIVERS OF NON-COUNCIL VEHICLES

#### SECTION A *(To be completed by Employee)*

1. EMPLOYEE DETAILS	
Name:	Service:
	Work Location:
Address:	Employee No: Post I D :
	Date of Birth:
Type of Vehicle to be driven on Council business:	
2. HEALTH	
If you have a medical condition which may impact on your ability to drive please detail this below: _____ _____ _____	
<i>If you suffer from a condition which may impact upon your ability to drive, you must complete a confidential Occupational Health form to allow an assessment of your current fitness to drive.</i>	
Have you had an eyesight test within the past 2 years?	<b>YES/ NO</b>
<i>To meet the requirements of the Highway Code, management require that all drivers have a regular eye-sight test. When completing the annual 'Authorisation to Drive' form, employees are required to confirm that their vision has been tested within the previous 2 year period and that it meets the standard required for driving.</i>	
3. DRIVER LICENCE DETAILS	
Licence No:	Expiry Date:
Does your licence cover you to drive the type of vehicle stated at Section A item 1 above? <b>YES/ NO</b>	
4. DETAILS OF ANY POTENTIAL DRIVING CONVICTIONS/ ENDORSEMENTS NOT YET RECORDED ON DRIVING LICENCE	
N.B Any employee, who drives a vehicle on Council business and who has accumulated 8 penalty points or more on their licence will require to undertake a "Driver Risk Assessment" with their line manager.	

**5. MOT & INSURANCE DETAILS**

What is the registration no. of your vehicle?

Does your vehicle require an MOT certificate? **YES/NO**

If 'yes' please indicate the expiry date on the MOT certificate:

*Nb: If the vehicle is under 3 years old an MOT certificate and expiry date will not be required.*

Do you have current insurance for your vehicle that covers business use? **YES/NO**

Is your vehicle roadworthy? **YES/NO**

**6. DECLARATION**

I confirm that:

- The details given above are accurate and I understand that it is an offence under the Road Traffic Act knowingly to make a false statement to obtain insurance cover or to drive a vehicle without insurance cover;
- I will notify my line manager immediately of any change in driving status (health/vision/convictions) which may have an impact on my ability to drive;
- I understand that all information provided will be treated in confidence;
- I have received and read a copy of the Driver's Code of Conduct - Drivers of Non-Council Vehicles.

I have attached a copy of the following documents (please circle):

- Driving Licence **YES/NO**
- Insurance Documents **YES/NO**
- MOT Certificate (as appropriate) **YES/NO**

Signature:

Designation:

Print Name:

Date:

**SECTION B: AUTHORISATION TO DRIVE** (To be completed by line manager)

I confirm that I have checked the above employee's driving licence.	<b>YES/ NO</b>
I am satisfied that this employee is able to undertake driving duties as part of the duties and responsibilities of their post.	<b>YES/ NO</b>
<i>If you have answered 'yes' to the above questions please sign the section below and review this authorisation in 12 months. If you have answered 'no' to any of the above please specify follow up action e.g. OH referral.</i>	
Signature:	Designation:
Print Name:	Date:

***A photocopy of this signed form should be issued to the employee. This confirms that the employee has authority to drive on Council business for the 12 months following date of signature.***



## **AUTHORISATION TO DRIVE AT WORK - DRIVERS OF NON-COUNCIL VEHICLES**

### **GUIDANCE NOTE FOR MANAGERS**

On receipt of an “Authorisation to Drive at Work” application form the manager must carry out the following checks:

#### **PART 1: EMPLOYEE DETAILS**

Ensure that the personal details provided by the employee are correct.

#### **PART 2: HEALTH**

If the driver advises that they are suffering from any medical condition, or is currently on any medication that may affect their ability to drive, the manager must not allow the employee to drive on Council business until further information is obtained. Advice on these matters can be obtained from Occupational Health Tel: 503585.

#### **EYE SIGHT TEST**

To meet the requirements of the Highway Code, management require that all drivers have a regular eye-sight test. When completing the annual ‘Authorisation to Drive’ form, employees are required to confirm that their vision has been tested within the previous 2 year period and that it meets the standard required for driving. If the manager has any reason to suspect that the employee’s eyesight would impair their ability to drive, the manager must not allow the employee to drive on Council business until the employee has had an eyesight test.

*Note: eye sight tests are free and local opticians provide Council employees with up to 20% discount on glasses. Further information on this can be obtained from the Health, Safety & Care Team.*

#### **PART 3: DRIVER LICENCE DETAILS**

The manager should check the details to confirm that the driver is licensed to drive the relevant vehicle and has no legally enforced restrictions.

#### **PART 4: DRIVING CONVICTIONS AND ENDORSEMENTS**

The manager should check for driving convictions/endorsements including those that are not yet recorded on the driving licence. If the employee has accumulated 8 or more points, the manager must undertake a risk assessment with the employee to consider whether it is appropriate to allow the employee to continue to drive on council business. The risk assessment should consider the nature of the convictions /endorsements, the fitness of the employee, the type and amount of driving required of the employee and any restrictions that may be appropriate to impose. A re-assessment of the driver’s skills may be required particularly where high levels of mileage are covered or where the employee frequently carries passengers in their vehicle. Advice on this can be obtained from Fleet Services.

## **PART 5: MOT & INSURANCE DETAILS**

The manager must ensure that the employee, where appropriate, has a current MOT certificate for the vehicle which they will drive on Council business and that the employee has current insurance, which includes business use.

## **PART 6: DECLARATION**

The manager should check that the employee has signed and dated the form and has provided a copy of their:

- Driving Licence
- Insurance Documents
- MOT Certificate (as appropriate)

The manager should issue the employee with a copy of the Drivers Code of Conduct - Drivers of Non-Council Vehicles.

## **SECTION B: Authorisation to Drive**

Once a manager is satisfied that the employee is eligible to drive Non-Council vehicles he/she should sign and date the form, authorising the employee to drive for the next 12 months and provide the employee with a photocopy of the signed form. The manager must ensure that the employee completes a further Authorisation to Drive at Work application at the end of the 12 month period.



(ROUTINE TASKS)

Corporate & Commercial Services  
Human Resources,  
Municipal Buildings  
Falkirk, FK1 5RS  
**HR16B**

<b>Section 1 - TASK/S</b>	<b>Driving Duties Example Risk Assessment</b>	<b>Ref No:</b>
<b>Service</b>	<b>All</b>	
<b>Employee/s Job Title</b>		

**Section 2 – HAZARDS IDENTIFIED:** (if the hazard is present in the task / activity tick the relevant topic)

1	Aggression	√	16	Lone Working	√	31	Temperature	
2	Animal Attack		17	Machinery		32	Vehicles / Traffic	√
3	Asbestos		18	Manual handling / Lifting		33	Vibration	
4	Fabric of Building		19	Shift Work		34	Violence / Assault	√
5	Contact with body fluids		20	Noise		35	Ventilation	
6	Contamination / Disease		21	Falling Objects		36	Water Systems	
7	Display Screen Equipment		22	Plant Rooms		37	Weather	√
8	Dust / Fumes	√	23	Pressure Systems		38	Welding Flash	
9	Electricity		24	Radiation		39	Work equip/Tools	
10	Fire & Explosion		25	Repetitive Strain Injury		40	Working at Height	
11	Flammable material		26	Scaffolding / Ladders		41	Workplace Lighting	
12	Furniture		27	Sharps		42	Working Practices	√
13	Gas		28	Slip / Trip / Fall		43	Other	
14	Hazardous substance		29	Stress			a) Vehicle breakdown	
							b) Road Traffic Accident	
15	Infestation		30	Substance Misuse				

**Section 3 – PERSONS AT RISK (Enter relevant numbers affected)**

Employee	√	Non-Employee		Person / Child		Expectant / New Mother		Shift Worker	
Home Worker		Disabled/ Special Needs		Contractor		Lone Worker			

**Section 4 – CONTROLS**

Indicate below the reference no. of the hazard identified in Section 2, the present control method(s) and if it is considered these are adequate.

Hazard No.	Method of Controls	Adequate ? Yes or No
1 & 34	Include Council & Service procedures, relevant records held including training courses employees have/are required to attend.	Yes
8	Employees trained in dealing with aggression	Yes
8	Vehicle checks before use, regular servicing of vehicles to ensure vehicle roadworthy & prevent dust & fumes from exhaust & ventilation systems, fault reporting system.	Yes
16	Written procedures, methods of communication, training.	Yes
32	Plan journey, take account of overall conditions, prepare route	Yes
37	Check on weather conditions prior to departure, contact with base, wear & use of suitable PPE.	Yes
42	Drivers are authorised, have appropriate licence and insurance covering the vehicles to be driven.	Yes
43 a)	Driver training, checks to ensure vehicle is roadworthy prior to use, fault reporting system. Employees who drive own car for work encouraged to have membership of a vehicle breakdown service.	Yes
43 b)	Availability of First Aid kit, accident reporting procedure, availability of fire appliance and checks on serviceability, staff training in vehicle evacuation, use of emergency procedures/services	Yes

**Section 5 – COMMENTS**

Identify hazards which have no means of control, or are not adequately controlled. List any recommendations which you feel may resolve the hazards

Hazard No.	Recommendations


**Section 6 – OVERALL RISK RATING OF THE TASK/S TO BE UNDERTAKEN ( Probable Frequency X Severity )**

<b>Frequency, scale : Low 1 - High 5</b>	1 Improbable, 2 Possible but unlikely, 3 Happens infrequently 4 Happens quite frequently, 5 Happens very frequently
<b>Severity, scale : Low 1 - High 5</b>	1 Trivial injury, 2 Minor injury, 3 Hospital stay/Industrial illness 4 Major injury, 5 Fatality

Reasons: Frequency = 3, Severity = 4

The assessment indicates that the task has the potential for risk. Existing control measures are in place to minimise the risk and provide employees with a safe working environment.

**Section 7 – IDENTIFY OTHER RISK ASSESSMENTS REQUIRED / RELEVANT (Circle)**

COSHH / Manual Handling / Personal Protective Equipment / Noise / Vibration / Asbestos / Lead/ Display Screen Equipment / Fire/Other (\*please state)

**Assessors Name:** ..... **Signature:**..... **Date:**.....

**Section 8 – ACTION PLAN (where appropriate)**

<b>Hazard No.</b>	<b>Action Required</b>	<b>Person nominated</b>	<b>Date Assigned</b>	<b>Date Completed</b>

**Managers Name:** ..... **Signature:**..... **Date:**.....

**Date of Next Assessment Review:** (NB at least annually)

Note: A copy of this Risk assessment must be kept at the place of work to which it refers and the risk factors and control measures brought to the attention of all employees carrying out and/or supervising or managing the work.

**FALKIRK COUNCIL DRIVER TRAINING AND COMPETENCY TABLE**

Vehicle classification	Licence requirements	Employee who are employed specifically to drive on Council business				Employee with some driving duties/ required to drive occasionally			Additional in-house training for all drivers
		Qualification requirements	Initial Driver assessment	Driver re-assessment	Legally required training	Qualification requirements	Initial Driver assessment	Driver re-assessment	
<b>LGV: General vehicle</b>	LGV "C"	CPC for LGV *	2 hour road driver & vehicle usage assessment	5 yearly assessment	LGV licence 35 hours/5years *	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	Specialist vehicle driver training
<b>Refuse Vehicles</b>	LGV "C"	CPC for LGV *	2 hour road driver & vehicle usage assessment	5 yearly assessment	LGV licence 35 hours/5years *	N/A	N/A	N/A	Specialist vehicle driver training
<b>Roads Vehicles, winter gritting</b>	LGV "C"	CPC for LGV *	2 hour road driver & vehicle usage assessment	5 yearly assessment	LGV licence 35 hours/5years *	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	Specialist vehicle driver training
<b>Specialist Roads Maintenance vehicles</b>	LGV "C"	CPC for LGV *	1 hour road driver & vehicle usage assessment	5 yearly assessment	LGV licence 35 hours/5years *	N/A	1 hour road driver & vehicle usage assessment After training	5 yearly assessment	Specialist vehicle driver training
<b>LGV with trailers</b>	LGV "C"	CPC for LGV *	2 hour road driver & vehicle usage assessment	5 yearly assessment	LGV licence 35 hours/5years *	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	Specialist vehicle driver training
<b>Specialist Vehicles: Fork Lift truck</b>	Normal licence	Fork lift truck Certificate	Driver skill assessed in examination	5 yearly assessment	Fork lift truck certificate *	Fork lift truck Certificate	Driver skill assessed in examination	5 yearly assessment	Specialist vehicle driver training
<b>Dumper truck</b>	Normal licence	N/A	2 hour road driver & vehicle usage assessment	5 yearly training	N/A	N/A	2 hour road driver & vehicle usage assessment	5 yearly training	Specialist vehicle driver training
<b>Construction vehicles</b>	Normal licence	Specialised Plant and Machinery (SPMO) licence or equivalent	Driver skill assessed in examination	5 yearly assessment	N/A	Specialised Plant and Machinery (SPMO) licence or equivalent	Driver skill assessed in examination	5 yearly assessment	Specialist vehicle driver training
<b>Tractor</b>	Normal licence	N/A	1 hour road driver & vehicle usage assessment	5 yearly assessment	N/A	N/A	1 hour road driver & vehicle usage assessment	5 yearly assessment	Specialist vehicle driver training
<b>4 x 4 drive vehicles</b>	Meet class vehicle requirements	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment		N/A	2 hour road driver & vehicle usage assessment	N/A	Specialist vehicle driver training
<b>Ride-on-mowers etc.</b>	Normal licence	N/A	1 hour road driver & vehicle usage assessment	5 yearly assessment	N/A	N/A	1 hour road driver & vehicle usage assessment	5 yearly assessment	Specialist vehicle driver training
<b>Passenger buses: Passenger buses</b>	PCV	CPC for PCV *	2 hour road driver & vehicle usage assessment	5 yearly assessment	CPC undertaken where required for job 35 hours/5years *	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	N/A
<b>Buses operated under S19 &amp; S22 permits -Transport Act 1985 (voluntary drivers)</b>	PCV Normal Licence <sup>2</sup> D1	CPC for PCV *	2 hour road driver & vehicle usage assessment	5 yearly assessment	CPC undertaken where required for job 35 hours/5years *	MIDAS or equivalent certificate	1 hour road driver & vehicle usage assessment	5 yearly assessment	1 day training (MIDAS or equivalent)
<b>Mini-buses</b>	Normal Licence <sup>2</sup> D1	CPC for PCV *	1 hour road driver & vehicle usage assessment	5 yearly assessment	CPC undertaken where required for job 35 hours/5years *	MIDAS or equivalent certificate.	1 hour road driver & vehicle usage assessment	5 yearly assessment	1 day training (MIDAS or equivalent)
<b>All other vehicles: Light Lorries</b>	Normal Licence <sup>2</sup> C1+E	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	N/A	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	N/A
<b>Vans &amp; Crew-cabs</b>	Normal Licence <sup>2</sup> B, C1	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	N/A	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	N/A
<b>Use of Trailers</b>	Normal Licence <sup>2</sup> C1+E	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	N/A	N/A	2 hour road driver & vehicle usage assessment	5 yearly assessment	Specialist vehicle driver training
<b>Cars</b> All drivers to be risk assessed.	Normal Licence	N/A	Gradual introduction of RA across Council area	5 yearly assessment	N/A	N/A	Gradual introduction of RA across Council area	5 yearly assessment	As determined by RA and/or assessment

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<b>Section 1 - TASK/S</b>	<b>Example Risk Assessment: Workplace Transport - Routine Premises</b>	<b>Ref No: WPT. 1</b>
<b>Service</b>		
<b>Employee/s Job Title</b>	<b>Premises Manager (all site users, employees and non employees must comply)</b>	

**Section 2 – HAZARDS IDENTIFIED:** (if the hazard is present in the task / activity tick the relevant topic)

1	Aggression		16	Lone Working		31	Temperature	
2	Animal Attack		17	Machinery	√	32	Vehicles/ Traffic	√
3	Asbestos		18	Manual handling / Lifting	√	33	Vibration	
4	Fabric of Building		19	Shift Work		34	Violence / Assault	
5	Contact with body fluids		20	Noise		35	Ventilation	
6	Contamination / Disease		21	Falling Objects		36	Water Systems	
7	Display Screen Equipment		22	Plant Rooms		37	Weather	
8	Dust / Fumes		23	Pressure Systems		38	Welding flash	
9	Electricity		24	Radiation		39	Work equip/tools	
10	Fire & Explosion		25	Repetitive Strain Injury		40	Working at Height	
11	Flammable material		26	Scaffolding / Ladders		41	Workplace lighting	
12	Furniture		27	Sharps		42	Working Practices	
13	Gas		28	Slip / Trip / Fall		43	Other	√
14	Hazardous substance		29	Stress			Site layout	
15	Infestation		30	Substance Misuse				

**Section 3 – PERSONS AT RISK (Enter relevant numbers affected)**

Employee	√	Non-Employee	√	Person / Child	√	Expectant / New Mother		Shift Worker	
Home Worker		Disabled/ Special Needs	√	Contractor	√	Lone Worker			

**Section 4 – CONTROLS**

Indicate below the reference no. of the hazard identified in Section 2, the present control method(s) and if it is considered these are adequate.

Haz No.	Method of Controls	Adequate? Yes or No
	Include corporate & Service procedures, all relevant records held including training courses and details of employees who have/are required to attend)	
17	Identify any other vehicles/machinery used on site e.g. grounds maintenance tractors & ride-on lawn mowers and ensure traffic management controls are applied to these vehicles.	
18	All areas identified for delivery vehicles are to be kept clear and have roads marked as such. Where practicable level access into premises should be provided to minimise manual handling problems.	
32	Ensure vehicle routes conform to street signage and road markings as per highway code markings. Ensure that pedestrians have priority. Ensure disabled users have suitable parking at entrances and access/egress is suitable at all areas. Ensure lighting is adequate at all times of use e.g. out of hours/winter.	
43	Site layout, there may be inherent risks in the layout of car park (s) and access/egress routes. The areas should be examined at various times of the day to identify areas of congestion, blind spots, and areas where pedestrians may be at risk from collision with vehicles. These areas should be identified in the traffic management plan for the premises and suitable arrangements put in place to reduce risks e.g. mirrors on blind corners and where possible operation of a one way traffic management system.	





# GENERAL RISK ASSESSMENT HR 16 (For Complex Tasks)

APPENDIX 5(b)

## 1. TASK DETAILS

<b>Title:</b> <i>(Example generic assessment)</i>  <b>Workplace Transport – Complex Premises, e.g. schools, depots, construction sites.</b>	<b>Service / Department:</b> Various	<b>Location:</b> Various	<b>Ref No.</b> HS&C example 4
<b>Operations Covered:</b>  Various		<b>Employee/s Job Title:</b>	

## 2. TASK ANALYSIS: (Brief Description)

Task Analysis	Persons at Risk	Equipment Used	Hazards Identified	Risk
1) Access to premises	Drivers, pedestrians e.g. employees & service users in area	Vehicles – Bus, Car (Private/Council), Van, Lorry, Trailer, Refuse Vehicle, Grounds Maintenance equipment	Narrow entrance Congestion Poor visibility Impact of traffic on adjacent roads	Collisions & Physical injury
2) Load / Unload vehicle with Passengers / materials	Drivers, Occupants of vehicles, Passengers e.g. (Client / Children / Other employees / Service users / Escorts).	Vehicle – Bus, Car (Private / Council), Van Lorry, Trailer, Refuse Vehicle  Wheel chairs & other Equipment  Electrical / Mechanical Tail Lift	Entering / alighting from vehicle Trip hazard on stairs if vehicle has an upper deck. Reversing vehicles.  Pulling, pushing, lifting  Faulty wiring Equipment either not functioning as	Physical Injury Falling loads Collision  Trips, fall, sprains, strains  Delays in operations

			intended or in need of repair	
		Material handling equipment e.g. sack barrows	Pulling, pushing, lifting	Strains, sprains to muscles. Crushes to hands and feet
		Items being transported e.g. LPG, cylinders	Flammable / unstable material Exposure to substances	Risk of shock & Cuts, abrasions, strains, sprains
3) Vehicle Access	Pedestrians	Road Signage Vehicles	Confusion over instructions No marked pedestrian routes Reversing vehicles Emergency vehicles access is blocked	Collision with vehicles/pedestrians  Emergency Service work is delayed
4. Pedestrian Access	Pedestrians	As defined by manager	Collision with vehicles	Injury to persons
5. Disabled Access	Disabled employees/ Service users	Vehicles –bus/car.	Restricted access to premises	Delays/injury/stress
6. Emergency Services Access	All premises users	Emergency vehicles	Restricted access to premises	Delays/injury/stress
7. Premises Specific Risks e.g. L.P.G storage, electrical sub-stations, low power cables	All site users	As relevant to premises	Relevant to premises e.g. flammable liquid, working in high risk areas.	Fire/ injury/fatalities

**3. AVAILABILITY OF RECORDS AND APPLICATION OF MANAGEMENT SYSTEMS:**

(Circle as appropriate)

<b>Training</b> (employees / clients / students)	<b>YES/ No / Na</b>	<b>Maintenance</b> ( e.g of equipment / servicing )	<b>YES / No / Na</b>
<b>Personal Protective Equipment</b> (e.g. PPE issue / maintenance)	<b>YES/ No / Na</b>	<b>Management Systems</b> (e.g. procedures, controls etc)	<b>YES/ No / Na</b>
<b>Statutory Checks</b> ( e.g. gas/electricity/pressure systems/ventilation etc. )	<b>YES / No / Na</b>	<b>Hazard Data Sheet</b> (e.g. COSHH – copy sheets to be attached)	<b>YES/ No / Na</b>

**4. SUMMARY OF PREVIOUS ACCIDENTS/INCIDENTS :** ( List any previous accidents/incidents relating to the task/s identified in this risk assessment that have been recorded over a significant time period i.e. over the past 3 years)

Example – x recorded – enter reference / date of accident or incident and brief details

**5. LIST OTHER EXISTING RISK ASSESSMENTS THAT ARE RELEVANT TO THE TASK/S:** ( i.e. identify those other existing R/A's which may cross reference with this General R/A e.g. Lone working, Sharps, Transport, Operating machinery, COSHH, Violence/Assault, Manual Handling etc.)

Example – Operating Machinery, COSHH, Manual Handling, Security etc. ref. No. XYZ

**6. IDENTIFY OTHER RISK ASSESSMENTS THAT ARE REQUIRED TO BE COMPLETED TO ACCOMPANY THIS RISK ASSESSMENT:** (e.g. part of the task/s may require to be risk assessed under other regulations such as COSHH, Manual Handling etc. ) **YES / No**

(Circle as appropriate)

**COSHH**

**MANUAL HANDLING**

**PERSONAL PROTECTIVE EQUIPMENT**

**NOISE**

**LEAD**

**ASBESTOS**

**Risk Assessment Ref. No.**

## 7. OVERALL COMMENTS ON THE ACTIVITY

This example risk assessment indicates the potential for risk at a complex premises and the effects of operations on various personnel dependant on their role.

## 8. EXISTING CONTROL MEASURES

(Include Council and Service procedures, relevant records held including training courses employees have / are required to attend)

### 1) Access to premises 3) Vehicle Access 4) Pedestrian Access & 5) Disabled Access

#### Consideration should be given to implementing:

Traffic Management System

Speed Limits

One Way System where possible

Adequate/correct signage as per highway code

Adequate lighting of area e.g. winter & out of hours

Consideration given to access for disabled users, emergency vehicles and delivery vehicles

Pedestrian areas segregated and marked

Employees who are drivers are authorised, have appropriate licence and insurance covering the vehicles to be driven

Review delivery times, this may require restrictions in delivery times in busy car parks

Vehicle and equipment checks prior to use

Vehicle fault reporting system

Identify any other vehicles/machinery used on site e.g. grounds maintenance tractors & ride-on lawn mowers and ensure traffic management controls are applied to these vehicles.

Consider impact of site activities on adjacent roadways e.g. volume of traffic at peak times, bus stops, shops etc.

### 2) Loading/Unloading vehicles with Passengers/materials

#### Consideration should be given to implementing:

Written procedures

Drivers Code of Practice

Follow written safe systems of work advice

Correct position of vehicle in relation to safe loading/unloading/hitching

Training in moving and handling techniques

Checking procedures on equipment before use

System for reporting of defects and maintenance controls in place

Training in operation of tail lift

Training in equipment use

Provision and use of suitable PPE e.g. safety footwear, gloves

Use of specially adapted vehicles or those approved for purpose

(Include Council and Service procedures, relevant records held including training courses employees have/ are required to attend)

	<p>6) <b>Premises that have specific risks on site such as L.P.G. storage, electrical sub-stations, low power cables</b>  These premises will require to have separate risk assessments specific for the management of these risks that will compliment the traffic management risk assessment, comment on road layout, signage, pedestrian routes and proximity of storage facilities</p> <p>7) <b>Specific Risks at Premises</b>  Additional measures and risk assessments may be necessary depending on type and location of premises and should be used in conjunction with this risk assessment.</p>
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**9. OVERALL RISK RATING OF THE TASK/S TO BE UNDERTAKEN ( Probable Frequency X Severity )**  
*Frequency, scale : Low 1 - High 5 = 1 Improbable, 2 Possible but unlikely, 3 Happens infrequently, 4 Happens quite frequently, 5 Happens, very frequently*  
*Severity, scale : Low 1 - High 5 = 1 Trivial injury, 2 Minor injury, 3 Hospital stay/Industrial illness, 4 Major injury, 5 Fatality*

Scores; Frequency =                      Severity =                      Risk Rating =

*Reasons for this conclusion: Example: Because of (xyz) the consequences of the risk(s) indicate an overall risk rating of (xyz).*

**10. CONCLUSION ABOUT THE RISK AND ADEQUACY OF CONTROL MEASURES:** (i.e. Summary of assessment findings)

The risk assessment has identified adequate control measures in control of the risk, however it is considered that further controls are required to minimise the risk.

**11. RECOMMENDATIONS FOR IMPROVEMENT:**

Example:

- 1) Provide supporting evidence of vehicle checks being carried out e.g. checklist which is signed off.
- 2) Review existing control measures to ensure these are current.
- 3) Provide further employee training as necessary e.g. refresher.
- 4) Ensure that additional risk assessments where identified are completed.

ASSESSOR'S NAME:	SIGNATURE:	DATE OF ASSESSMENT:
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**12. ACTION PLAN**

ACTION REQUIRED	PERSON NOMINATED	DATE ASSIGNED	DATE COMPLETED
Example: 1) Verify supporting evidence is available of vehicle checks.  2) Review existing management controls and update as required.  3) Review training requirements for employees and arrange as necessary.  5) Arrange completion of additional risk assessments.  6) Obtain/develop a site drawing of premises & record main elements of traffic management plan on drawing.	A.N. Other  A.N. Other  A.N. Other  A.N. Other  A.N. Other	Within 3 mths.  Within 3 mths.  Immediate  Immediate  Immediate	XYZ     XYZ    XYZ

MANAGERS NAME:	SIGNATURE:	DATE:
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<p>DATE OF NEXT ASSESSMENT REVIEW: No later than 12 months from the date of this assessment.</p> <p>COMMENTS:</p>          <p>Note: A copy of this Risk Assessment must be kept at the place of work to which it refers and the risk factors and control measures brought to the attention of all employees carrying out and/or supervising or managing the work.</p>
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## Vehicle Specification Checklist

Service/Division: .....

Team/unit .....

Type of vehicle required: .....

Purpose of use: .....

Item	Areas to be considered:	Further comments:
1.	Specific risks that the client has identified with the use of the vehicle & the control measures to be applied.	
2.	The ergonomic design of the seating position for the driver and controls.	
3.	Special adaptations for the driver, if required.	
4.	Minimise whole body vibration for cab occupants.	
5.	Anti-lock braking system (ABS) and/or traction control system.	
6.	Good visibility is available to the driver i.e. 360° (include items such as mirrors, CCTV etc.).	
7.	Fitting of reversing warning sirens.	
8.	High level brake light.	
9.	Passenger protection e.g. seat belts SIPS & air bags	
10.	Protection of users from adverse weather conditions e.g. crew cabs.	
11.	Provision of roll bars and seat restraints to prevent injury if the vehicle overturns.	
12.	Identify types of materials required to be carried in or on the vehicle taking account of gas cylinders, tools or hazardous materials.	
13.	Safe handling, storage and transporting of loads e.g. fitting of hi-abs, automatic load covers equipment retention systems.	
14.	Safe access and egress for all users e.g. access for HGV divers/crew to load areas.	
15.	Safe transportation of users (specific to the user	

	group's physical and psychological needs).	
16.	All vehicles are supplied with seat belts or other restraints that are safe and comfortable (PSVs).	
17.	Vehicle security alarms.	
18.	First Aid e.g. fire extinguishers, breakdown warning triangle and medical First Aid Kits.	
19.	High value vehicles fitted with police schemes/tracker systems.	
20.	Any other specifications not listed above.	

**Details of additional driver/operator training required:**

**Details of driving competence of proposed driver(s):**

**Details of any additional maintenance & servicing requirements:**

**Managers Name:**

**Signature:**

**Date:**



## **TRANSPORT MANAGEMENT IN CONSTRUCTION DESIGN MANAGEMENT**

To ensure that all risks associated with workplace transport are managed effectively, the following information defines areas of responsibility for those involved in managing new development and refurbishment projects in their Service to enable compliance with Construction Design and Management Regulations (CDM).

### **PLANNING STAGE**

#### **Manager & Service Lead Officer**

When a capital project for a new build or a major refurbishment of an existing Council premises is planned, it is the responsibility of the manager requesting the construction work, in conjunction with the Head of Service or Head Teacher within the Service with designated CDM responsibilities (Service Lead Officer), to ensure that traffic management issues are considered and included as part of the design brief. Existing workplace traffic management risk assessments should be reviewed as standard when a refurbishment contract is planned and any proposed alterations that would improve the management of workplace transport should be included in the design brief given to the Design Architect.

#### **Design Architect**

The Design Architect is responsible for ensuring consideration is given to traffic movement and pedestrian access/egress in the overall design brief for the workplace premises. The Design Architect should identify key transport risks involved in the construction phase of the project to be included in the Health & Safety file to be provided to the Principal Contractor.

#### **CDM Officer - Development Services**

The CDM Officer - Development Services will present a Health and Safety File to the Principal Contractor which includes details of key transport risks involved in the construction phase of the project.

### **CONSTRUCTION STAGE**

#### **Principal Contractor**

The Principal Contractor is responsible for undertaking a workplace transport risk assessment for the duration of the construction/refurbishment contract and for producing a Health & Safety Plan that takes account of all foreseeable risks associated with operational work activities, including workplace transport. Where the proposed construction work is likely to share an adjacent site(s), the premises manager(s) must be consulted regarding the implementation of any temporary traffic management risk assessment arrangements during the construction phase of the project.

### **HANDOVER STAGE**

#### **CDM Officer – Development Services**

The CDM Officer is responsible for ensuring that, prior to completion of work on a new build/refurbishment project, a workplace traffic management risk assessment is completed as part of the Health and Safety File for the workplace premises. On completion of the project he/she will

review this in liaison with the relevant manager and Service Lead Officer. Thereafter the Premises Manager is responsible for ensuring that this risk assessment is reviewed on an annual basis.